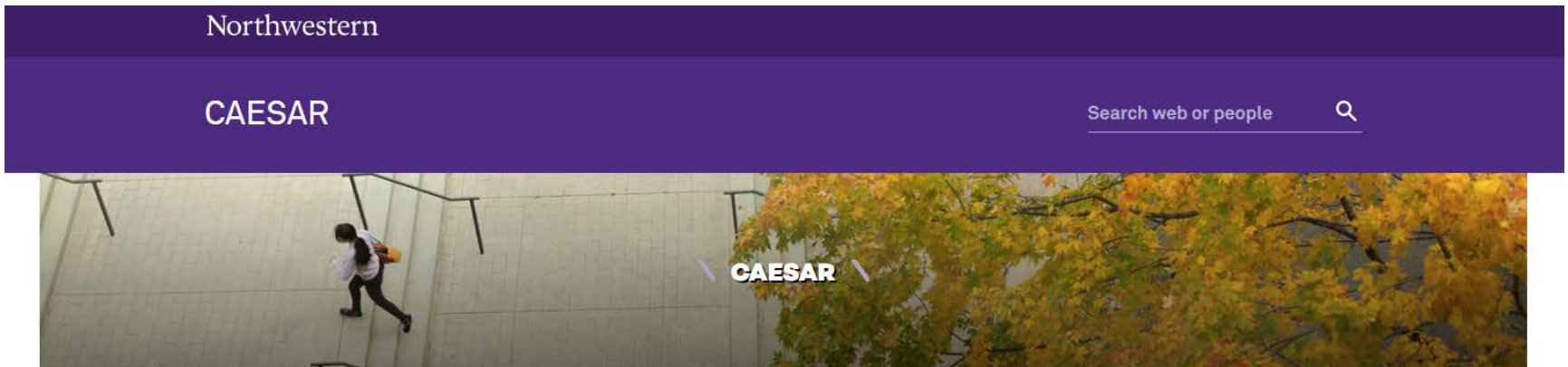


Law School Bidding Tutorial

- (1) Accessing the Bidding System on CAESAR
- (2) Submitting Your Bids
- (3) Potential Error Messages
- (4) Viewing Your Saved Bids
- (5) Modifying or Deleting a Bid
- (6) Cancelling a Bid

(1) Login to CAESAR:

www.northwestern.edu/caesar



System Login

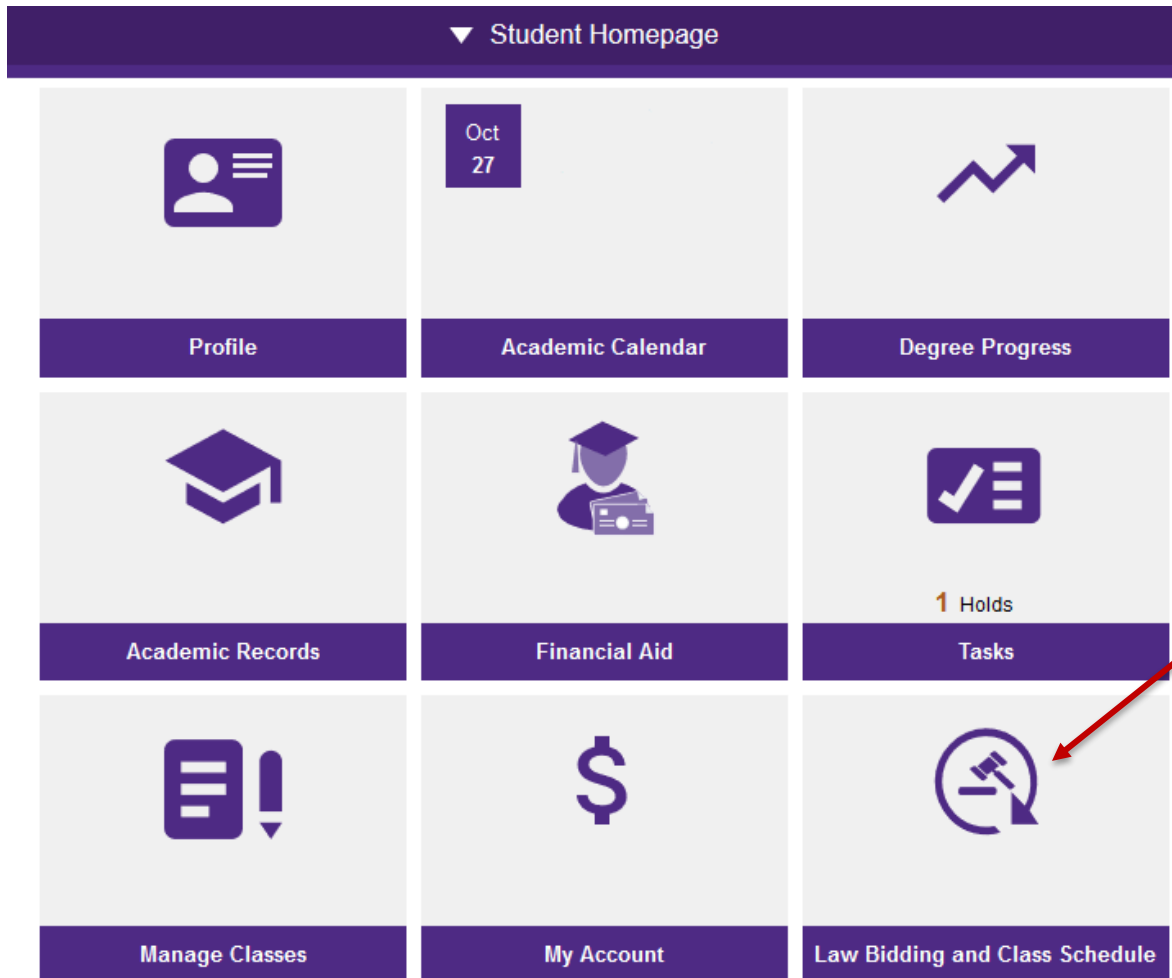
- Log in to CAESAR
- Log in to CAESAR as a parent/guardian, guest, or on-demand client
- Log in to SES as an administrator
- Trouble logging in?

CAESAR has been upgraded!

For the best experience, please...

- Clear your browser cache.
- Use a supported browser.
- See the brief overview of what's changed in CAESAR.

Navigate to “Law Bidding and Class Schedule” from the homepage



(2) Submitting your bids:

Bid points vary by program/year and your actual points available will not be viewable until bidding opens. To view your total bid points for the year, visit:

<http://www.law.northwestern.edu/registrar/documents/BiddingPoints.pdf>

Click on the Submit/Change Bids menu option. This is the place you build your list of requested classes and assign point values to your bids. This page will display your name, your student ID (called an EmplID), your year in school, and the number of points you have to spend.

View Bids

Law Bidding

Submit/Change Bids

Bidding Results

Course Bidding History

Instructor Bidding History

Fall Class Schedule

Intersession Class Schedule

Spring Class Schedule

Summer Class Schedule

2018 Winter

Points Remaining
2500

Empl ID: 2nd year law student

Select your classes below and assign bid points to each class in the space provided. Biddable classes will appear as a drop down list and will appear alphabetically. To bid a second class, click on the plus (+) sign. To delete a class, click on the minus (-) sign. Classes not subject to the point bid system, i.e. Senior Research, will cost 25 points per credit hour and will be manually processed in the Registrar's Office. MAKE SURE TO SAVE POINTS FOR THESE CLASSES. Points remaining will appear at the upper right. You must assign a different number of points to each class you bid (by at least one point). The system will look to the number of points to resolve time conflicts and the bidding of multiple sections of the same class. It is assumed the higher points bid is your preference in those cases. To change the amount of points previously bid, simply type the new number of points in the place provided. Finally, you must click on the "Save" button below to save your bids. If you exit your browser without hitting the "Save" button, your bids will NOT be saved.

Law Class Bids

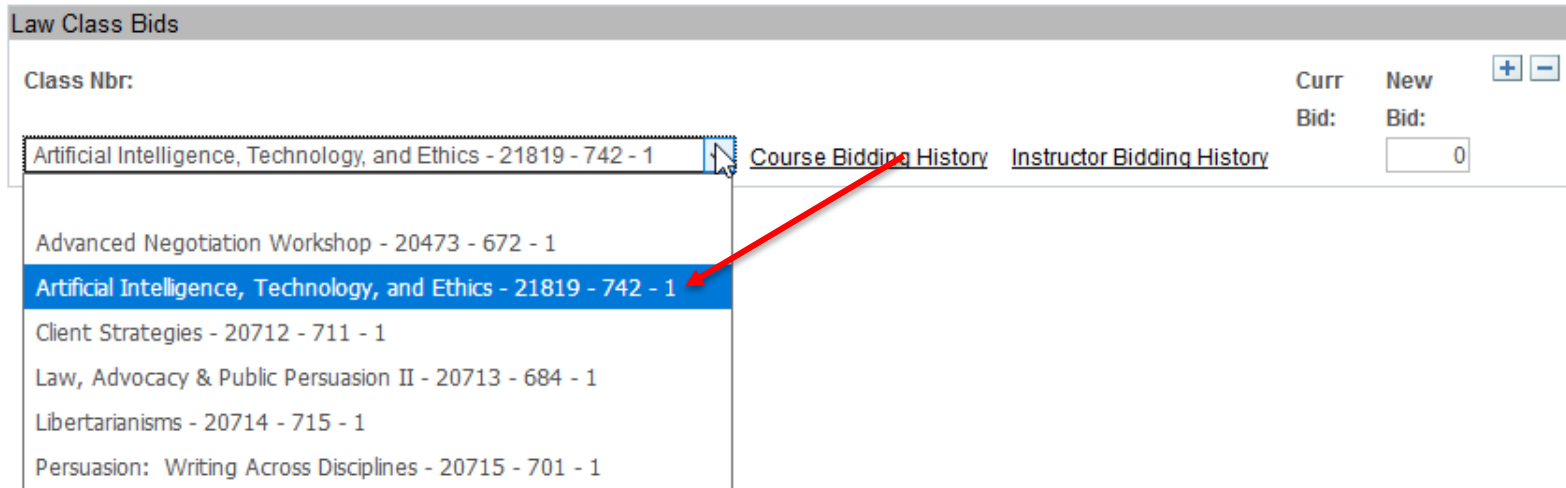
Class Nbr:

Course Bidding History Instructor Bidding History

Curr Bid: New Bid: 0

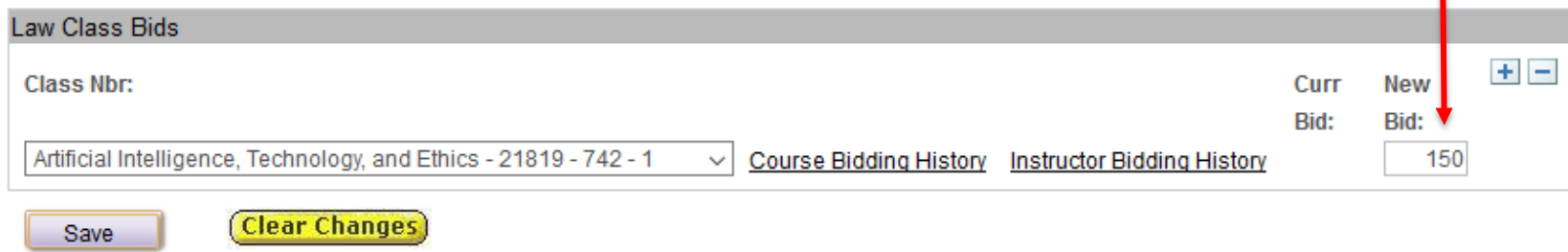
(2) Submitting your bids:

Select a class by using the drop down list appearing under Law Class Bids.



The screenshot shows the 'Law Class Bids' interface. At the top, there is a header 'Law Class Bids'. Below it, on the left, is a 'Class Nbr:' label. To the right of this label are two columns: 'Curr Bid:' and 'New Bid:'. The 'New Bid:' column has a text input field containing the number '0'. To the right of the 'New Bid:' field are two small buttons: a plus sign (+) and a minus sign (-). Below the 'Class Nbr:' label is a dropdown menu. The currently selected item is 'Artificial Intelligence, Technology, and Ethics - 21819 - 742 - 1'. A red arrow points from the text 'Select a class by using the drop down list...' to this dropdown menu. The dropdown menu is open, showing a list of class options: 'Artificial Intelligence, Technology, and Ethics - 21819 - 742 - 1' (highlighted in blue), 'Advanced Negotiation Workshop - 20473 - 672 - 1', 'Client Strategies - 20712 - 711 - 1', 'Law, Advocacy & Public Persuasion II - 20713 - 684 - 1', 'Libertarianisms - 20714 - 715 - 1', and 'Persuasion: Writing Across Disciplines - 20715 - 701 - 1'. To the right of the dropdown menu are two links: 'Course Bidding History' and 'Instructor Bidding History'.

In the box labeled “New Bid” you assign the number of points you wish to bid for that class.



The screenshot shows the 'Law Class Bids' interface. At the top, there is a header 'Law Class Bids'. Below it, on the left, is a 'Class Nbr:' label. To the right of this label are two columns: 'Curr Bid:' and 'New Bid:'. The 'New Bid:' column has a text input field containing the number '150'. A red arrow points from the text 'In the box labeled “New Bid” you assign the number of points you wish to bid for that class.' to this input field. To the right of the 'New Bid:' field are two small buttons: a plus sign (+) and a minus sign (-). Below the 'Class Nbr:' label is a dropdown menu. The currently selected item is 'Artificial Intelligence, Technology, and Ethics - 21819 - 742 - 1'. Below the dropdown menu are two links: 'Course Bidding History' and 'Instructor Bidding History'. At the bottom of the interface are two buttons: 'Save' and 'Clear Changes'.

(2) Submitting your bids:

Once you have chosen your class and entered the bid point amount you'll need to click "Save" to officially submit the bid. Once you click "Save" the "Points Remaining" will update to reflect your bids.

Law Bidding

Submit/Change Lottery Bids

2018 Winter

Empl ID: 2nd year law student

Points Remaining
2350

Select your classes below and assign bid points to each class in the space provided. Biddable classes will appear as a drop down list and will appear alphabetically. To bid a second class, click on the plus (+) sign. To delete a class, click on the minus (-) sign. Classes not subject to the point bid system, i.e. Senior Research, will cost 25 points per credit hour and will be manually processed in the Registrar's Office. MAKE SURE TO SAVE POINTS FOR THESE CLASSES.

Points remaining will appear at the upper right.

You must assign a different number of points to each class you bid (by at least one point). The system will look to the number of points to resolve time conflicts and the bidding of multiple sections of the same class. It is assumed the higher points bid is your preference in those cases. To change the amount of points previously bid, simply type the new number of points in the place provided. Finally, you must click on the "Save" button below to save your bids. If you exit your browser without hitting the "Save" button, your bids will NOT be saved.

2. The "Points Remaining" will update after saving

Law Class Bids

Class Nbr:		Curr Bid:	New Bid:	
Artificial Intelligence, Technology, and Ethics - 21819 - 742 - 1	Course Bidding History	150	150	Instructor Bidding History

Save





Clear Changes

1. Click Save

(2) Submitting your bids:





Submit a new bid by clicking on the "+". You may bid for up to ten classes.

Law Class Bids

Class Nbr:		Curr Bid:	New Bid:	+ -
Artificial Intelligence, Technology, and Ethics - 21819 - 742 - 1	Course Bidding History Instructor Bidding History	150	150	 
	Course Bidding History Instructor Bidding History		0	 

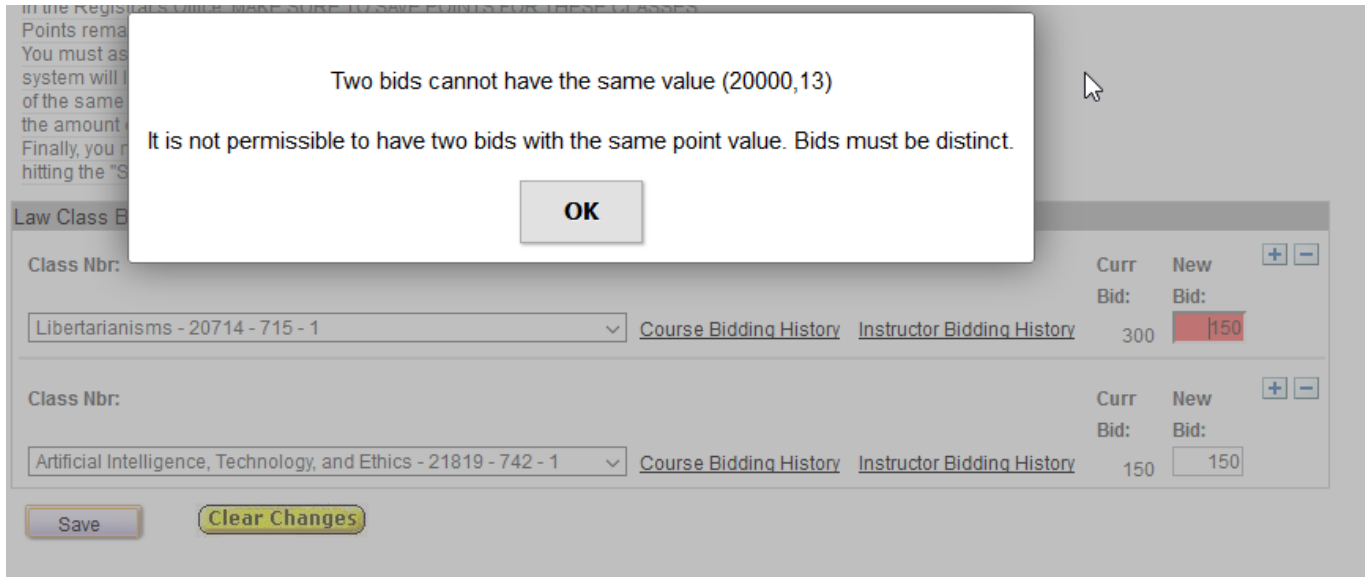
Your highest bid will move to the top of the list.

Law Class Bids

Class Nbr:		Curr Bid:	New Bid:	+ -
Libertarianisms - 20714 - 715 - 1	Course Bidding History Instructor Bidding History	300	300	 
Artificial Intelligence, Technology, and Ethics - 21819 - 742 - 1	Course Bidding History Instructor Bidding History	150	150	 

(3) Potential Error Messages:

You must assign a different number of bid points to each class.



If you accidentally bid the same value, click OK and update one of these bids to a different value.

(3) Potential Error Messages:

Law Bidding

Submit/Change Lottery Bids

2018 Winter

Empl ID: 2nd year law student

Points Remaining: 2050

Select your classes below and assign bid points to each class in the space provided. Biddable classes will appear as a drop down list and will appear alphabetically. To bid a second class, click on the plus (+) sign. To delete a class, click on the minus (-) sign. Classes not subject to the point bid system, i.e. Senior Research, will cost 25 points per credit hour and will be manually processed in the Registrar's Office. MAKE SURE TO SAVE POINTS FOR THESE CLASSES. Points remaining will appear at the upper right. You must assign a different number of points to each class you bid (by at least one point). The system will look for the number of points to reach bid limits, conflicts, and the bid limit of multiple sections.

Points Bid Exceeds Available Bid Points (20000,7)

The points bid by the student exceeds the number of available bid points. Please lower your bid and try again.

OK

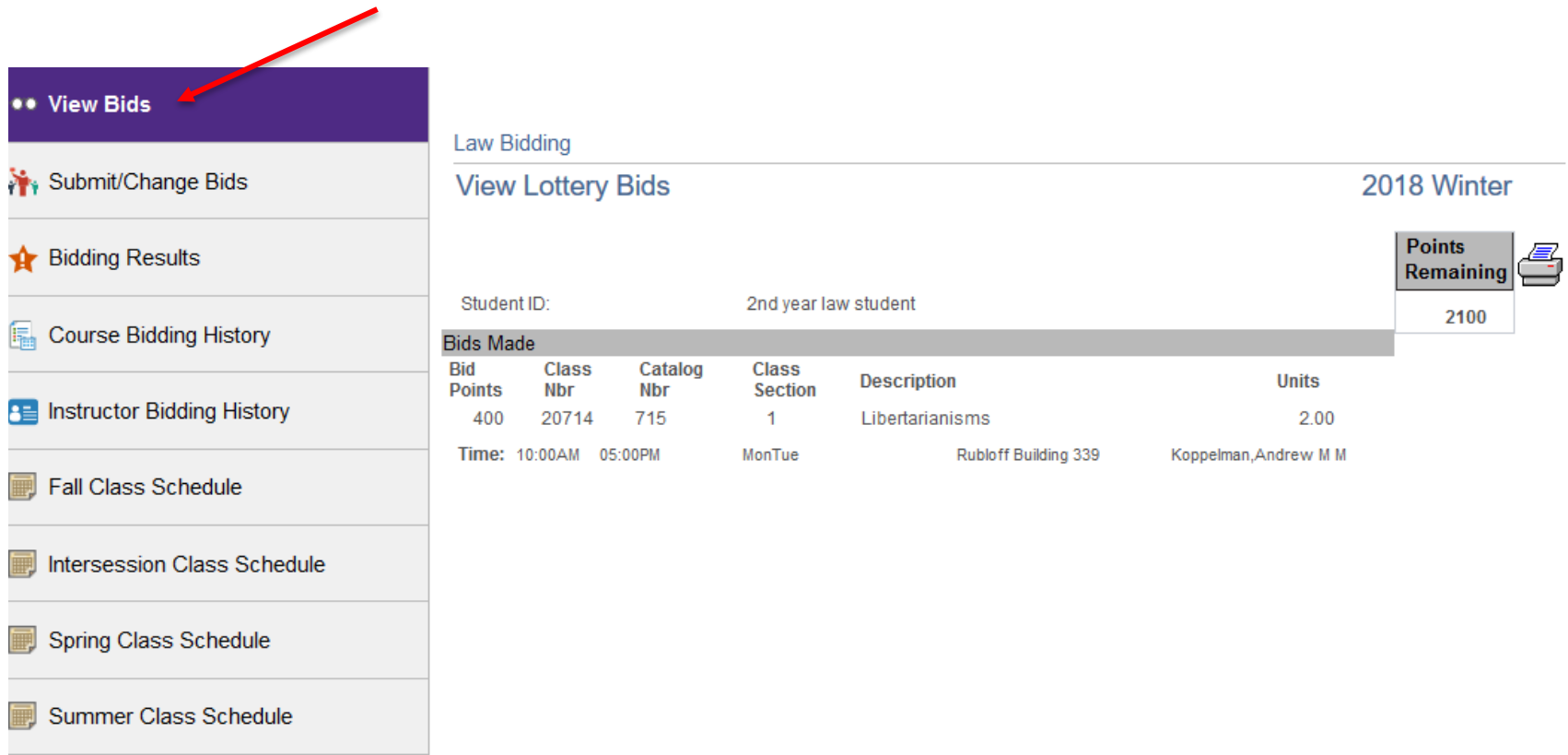
Class Nbr:	Course Bidding History	Instructor Bidding History	Curr Bid:	New Bid:
Liberal Arts - 20714 - 713 - 1			300	300
Artificial Intelligence, Technology, and Ethics - 21819 - 742 - 1			150	150
Persuasion: Writing Across Disciplines - 20715 - 701 - 1				3000

Save Clear Changes

You cannot place a bid that exceeds your available bid points. Click OK and edit your bid.

(4) Viewing Your Saved Bids:

To view your bids, select this option from the left hand menu. You will see the bids that you have saved. It is recommended that you always select this option after you have submitted or modified your bids to confirm your actions.



View Bids

Submit/Change Bids

Bidding Results

Course Bidding History

Instructor Bidding History

Fall Class Schedule

Intersession Class Schedule


Spring Class Schedule

Summer Class Schedule

Law Bidding

View Lottery Bids 2018 Winter

Student ID: 2nd year law student

Points Remaining 
2100

Bids Made

Bid Points	Class Nbr	Catalog Nbr	Class Section	Description	Units
400	20714	715	1	Libertarianisms	2.00
Time:	10:00AM	05:00PM	MonTue	Rubloff Building 339	Koppelman, Andrew M M

(5.) Modify or Delete a Bid

Once you have saved bids, you can modify them during the same round. To modify them, navigate back to the Submit/Change bids from the left hand menu. Choose which bid to update and click “Save” to update the bid.

Law Class Bids			
Class Nbr:		Curr Bid:	New Bid: <input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="Antitrust Law - 17897 - 650 - 1"/>	Course Bidding History	Instructor Bidding History	300 <input type="text" value="300"/>
Class Nbr:		Curr Bid:	New Bid: <input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="Accounting for Decision-Making (Law) - 17928 - 649 - 1"/>	Course Bidding History	Instructor Bidding History	75 <input type="text" value="75"/>
Class Nbr:		Curr Bid:	New Bid: <input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="Accounting for Decision-Making (Law) - 17929 - 649 - 2"/>	Course Bidding History	Instructor Bidding History	100 <input type="text" value="1120"/>

Remember to View Bids page to view your successful bids.

Bids Made						
Bid Points	Class Nbr	Catalog Nbr	Class Section	Description		Units
1120	17929	649	2	Accounting for Decision-Making		2.50
Time:	01:30PM	04:30PM	Tue		Leone,Andrew James	
600	18040	665	1	Design Law		3.00
Time:	10:55AM	11:50AM	MonTueWed	Levy Mayer 101	Schwartz,David	
400	17945	651	1	Feminist Jurisprudence		3.00
Time:	04:00PM	05:50PM	Mon	Levy Mayer 101	Tuerkheimer,Deborah	

Once Round 1 has ended, you may view your bids but you cannot make changes.

Below and assign bid points to each class in the space provided. Bids will appear as a drop down list and will appear alphabetically. To bid a second class, click on the plus (+) sign. To delete a class, click on the minus (-) sign. Classes not subject to the point bid system (e.g., Research), will cost 25 points per credit hour and will be manually processed in the system. **MAKE SURE TO SAVE POINTS FOR THESE CLASSES.** A warning message will appear at the upper right.

Assign a different number of points to each class you bid (by at least one point). The system will use the number of points to resolve time conflicts and the bidding of multiple sections of the same class. We assumed the higher points bid is your preference in those cases. To change a bid, simply type the new number of points in the place provided. To save your bids, click on the "Save" button below to save your bids. If you exit your browser without clicking on the "Save" button, your bids will NOT be saved.

0032 - 650 - 1	Course Bidding History	Instructor Bidding History	100	100
Income Taxation - 10034 - 690 - 1	Course Bidding History	Instructor Bidding History	210	210

Clear Changes

Message

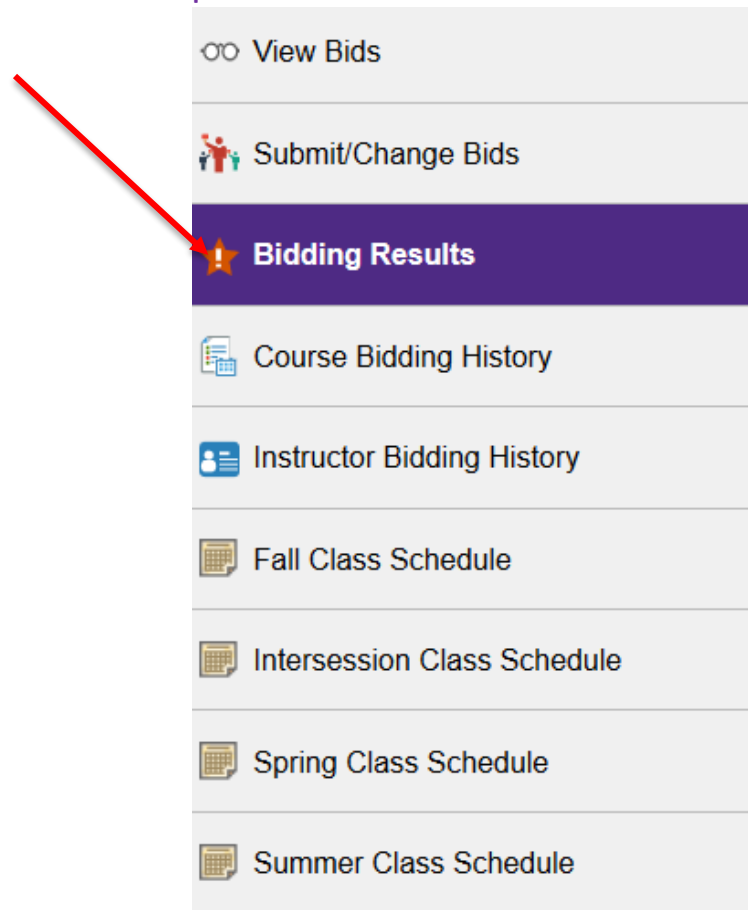
You are trying to bid outside bidding dates. (20000,17)

You are trying to bid for classes outside the bidding dates.

OK

(6.) Cancelling a Bid

During Round 2 or during Last Chance, students can cancel good bids to recoup points for a subsequent term.



This is also where you will see your bid results from Rounds 1 and 2


(6.) Cancelling a Bid

To cancel a good or waitlist bid, first click on cancel

Student ID: 000000 End year last student

Bidding Results											
Bid Points	Actual Cost	Class Nbr	Bid Rnd	Catalog Nbr	Class Section	Description	Units	Status	Reason	Cancel	Confirm
1120		17929	1	649	2	Accounting for Decision-Making	2.50	A	GOOD	<input type="checkbox"/>	

Time: 01:30PM 04:30PM Tue Leone, Andrew James



A second box will popup and you'll also need to click confirm

Bidding Results											
Bid Points	Actual Cost	Class Nbr	Bid Rnd	Catalog Nbr	Class Section	Description	Units	Status	Reason	Cancel	Confirm
1120		17929	1	649	2	Accounting for Decision-Making	2.50	A	GOOD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Then, after saving you will see the cancelled bid, and points will be added back to your account

Bidding Results											
Bid Points	Actual Cost	Class Nbr	Bid Rnd	Catalog Nbr	Class Section	Description	Units	Status	Reason	Cancel	Confirm
1120		17929	1	649	2	Accounting for Decision-Making	2.50	A	GOOD	CANCELLED	


If you'd like to learn how to review course/instructor bid history, check out the Bidding History tutorial:

http://www.law.northwestern.edu/registrar/documents/Law_Course_Instructor_Bidding_Histories_Tutorial.pdf

If you have any questions, please contact us at
Law-Registrar@law.northwestern.edu
Visit our [website](#) for more information:

Northwestern Law > Academics > Registration and Records

Registration and Records



ACADEMICS

- Registration and Records
- Student Systems >
- Registration >
- Academic Advising >
- Course and Teaching Evaluations >
- Exams >
- Grading Policy >
- Forms >
- Request Transcripts >
- Diploma and Apostille >

CONTACT US

Registration and Records
McCormick Hall, Rm 125
375 East Chicago Avenue
Chicago, IL 60611-3069
law-registrar@law.northwestern.edu

Becky McAllister, Registrar
Charlene Pineda, Manager of Curricular Implementation

Related Links

Current Course Listings: [Fall](#) | [Intersession](#) | [Spring](#) | [Summer](#)
[JD Graduation Requirements](#) | [Student Policies](#)

RECENT ANNOUNCEMENTS

- [Winter 2018 Bid Results \(pdf\)](#)
- [Fall 2017 Time Block \(pdf\)](#)
- [Fall 2017 Exam Schedule \(pdf\)](#)
- [Bid History \(pdf\)](#)
- [How to Decipher Bid Results \(pdf\)](#)