

SETUP OF ONLINE COURSES

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REVISION HISTORY

Version	Date	Name	Description
	4.4.18	Bracken Dailey	Added instructions to ensure cross-listed cross campus course has meeting patterns.
	6.28.2018	Bracken Dailey	Update for Banner 9

INTRODUCTION AND PURPOSE

The coding of courses related to online and standard instruction. Each course section has a unique setup as it relates to the University of California Riverside (UCR) Learning Management System (LMS), University of California Online Education (UCOE) or University of California Innovative Learning Technology Initiative (ILTI). This document provides instruction on how to setup each course section. Setup is important for maintaining accurate enrollment for departments and programs. UCR has multiple online course instruction combinations. These include:

- ILTI funded and approved for online (using UCR iLearn/Blackboard LMS)
- ILTI funded and approved for online (using UCOE Canvas LMS)
- ILTI funded and approved as hybrid (*please note that currently UCR does not have a special designation for hybrid; the policy change is with the Senate for approval.*)
- ILTI funded, NOT approved for online, BUT using UCOE Canvas LMS
- ILTI funded but NOT approved for online
- Not ILTI funded but approved for UCR online
- Not ILTI funded but approved for UCR hybrid (*please note that currently UCR does not have a special designation for hybrid; the policy change is with the Senate for approval.*)
- Standard UCR in-person course (may use iLearn/Blackboard LMS to supplement lecture)

Each section of a course offered through UCR is required to be entered into SSASECT for student registration. UCR has online and standard in-person course offerings. For reporting purposes to University of California Office of the President and the Registrar's Office, it is important that there is a distinction between online and standard in-person sections.

As of Winter 2018, the designation of the course as ILTI funded but NOT approved for online and ILTI funded and approved for online is captured in SCADETL under the Integration Partner tab. This is updated by the Registrar's Office – Course Specialist based on a combination of UCOE/ILTI notification of funding and Committee on Course approval.

Determination of maximum enrollment for the ILTI cross-listed section is a collaborative agreement between the UCR Department offering the course, UCOE/ILTI and the Registrar's Office.

Online courses may also have non-UC matriculated students the department has agreed to allow in the class. These are students who have not been admitted to UC, but would like to enroll in the course. These students are not managed through Banner. They are only in the UCOE enrollment system. If the course is taught via the UCOE LMS Canvas, their enrollment automatically allows them access. If the course uses UCR's iLearn/Blackboard LMS, UCOE works with ITS to grant the student(s) iLearn access. These students receive at the end of the term (upon request) a UC Online Education transcript.

Once course offerings and maximum enrollment approval are agreed on, the Registrar's Office – Academic Scheduling team will review Banner to ensure all course set-ups are accurate. The initial set up is completed by the department Academic Scheduling Coordinator during the normal scheduling process.

Once registration is open the Registrar's Office – Records team manages the registration of all cross-campus enrollment.

Any desire to “move” seats from UC cross-campus to UCR (i.e. allow more UCR student enrollment), must be discussed with UCOE/ILTI and agreed upon. This traditionally cannot occur until closer to the term when UCOE/ILTI feel that cross-campus enrollment is complete. Requests for this type of shift in seat allocation should be sent to the Registrar's Office to coordinate with UCOE.

A report in COGNOS under Registrar folder – Courses and Scheduling folder - ILTI Reporting – provides a list of all courses with a UCO* integration partner in SCADETL and all SSASECT data for every section for those courses for the term requested.

RELATED POLICIES

Related policies include General Rules and Policies Governing Courses of Instruction and ILTI (<http://www.ucop.edu/innovative-learning-technology-initiative/about.html>), learning initiative.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar Office
2. Academic Senate Office
3. All campus units that offer courses

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R' Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

PAGES

The pages listed below are covered in this training.

PAGE	Page Name	Description
SCACRSE	Basic Course Information	Provides the majority of the information on the course, to include the Instructional method.
SCADETL	Course Detail Information	Provides information on the integration partner used for online courses
SSASECT	Schedule	Provides information at a term level for sections of a course

PROCEDURES

VIEWING CURRENT APPROVED STATUS OF COURSE

Courses are approved to be taught fully online through Committee on Courses' course approval process. Once a course is approved, the Registrar's Office – Course Specialist will update SCACRSE – Instructional Method to O (Online). This update identifies the

approval, but note that at the section level (SSASECT) both the O (Online) value and the I (In-person) value can be selected. This allows departments to offer sections in either format. Courses can change so ensure to be mindful of the FROM TERM and TO TERM.

1. Go to **SCACRSE**
2. Enter **SUBJECT, COURSE** and **TERM**
3. Click **GO**
4. Click on **NEXT SECTION** 3 times

Subject: CS Computer Science Course: 012 Term: 201740 Course Title: INTRO: CS FOR SCI,MATH&ENGR II

SCHEDULE TYPE

From Term 201710 To Term 999999

Schedule *	Description	Instructional Method	Description	Workload
LAB	Laboratory	O	Online	3.000
LEC	Lecture	O	Online	3.000

1 of 1 Per Page

In addition, you can look on SCADETL to determine if a course is ILTI supported and approved for online instruction (UCOE) or ILTI supported and NOT yet approved for online instruction (UCOI). Courses can change so ensure to be mindful of the FROM TERM and TO TERM.

1. Go to **SCADETL**
2. If you are going from SCACRSE the key block information should follow; otherwise, enter **SUBJECT, COURSE** and **TERM**
3. Click **GO**
4. Select the **INTEGRATION PARTNERS** tab

Subject: CS Computer Science Course: 012 Term: 201740 Course Title: INTRO: CS FOR SCI,MATH&ENGR II

Corequisites and Equivalents Fee Codes Degree Attributes Transfer Institutions Supplemental Data Course Description Course Text **Integration Partners**

INTEGRATION PARTNERS

From Term 201710 To Term 999999

Integration Partners *	Description
UCOE	UC Online Education

1 of 1 Per Page

UPDATING SECTIONS

Sections should be created based on established Academic Scheduling procedures with minor tweaks to specific data fields so that we can track, report and transmit data as necessary. Please use the Excel Matrix – Set up for Online Courses – as your reference on exact data values to use. Below is a screen shot identifying the data points needed at the section level.

1. Go to **SSASECT**
2. **SECTION** – if the section is the UCOE/ILTI cross-listed section, it must have a UC* as the section number. The third value should be 1-9 and if more are needed move to A-Z. *Computing is looking in their logic for sections that start with UC** The partner UCR section would have the traditional section identification.

3. **CROSS-LISTED** – if the section will be allowing cross-campus enrollment a cross-listed section must be created for the other UC students. This would then exist on both the UCR section and the UCOE/ILTI section. This is to ensure the UCOE/ILTI online section data is reported to UCOP appropriately. **Along with cross-listing the UCR online section and the UCOE/ILTI online section, the UCR section on form SSADETL/Contract and Block Schedule Information tab is to be designated the primary cross-listed section, and the UCOE/ILTI designated as the secondary cross-listed section.**
4. **CAMPUS** – assists in identifying if the course is a UCR or UCOE/ILTI online section – refer to Excel Matrix for appropriate coding based on the course approval and offering. This would then exist on both the UCR section and the UCOE/ILTI section.
5. **INSTRUCTIONAL METHOD** – assists in identifying if a section is taught online or in-person. This displays to the student in the schedule of classes. Many classes offer sections in both methods within a single term, so this value ensures students enroll in the appropriate section(s). This would then exist on both the UCR section and the UCOE/ILTI section.
6. **PRINT and VOICE RESPONSE and SELF-SERVICE AVAILABLE** – for all cross-listed sections that are the UC* sections they should not display on the schedule of classes so these two boxes should be unchecked.

Term: 201810 CRN: 44529 Subject: CS Course: 012 Title: INTRO: CS FOR SCI.MATH&ENGR Start Over

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

COURSE SECTION INFORMATION

Subject CS COMPUTER SCIENCE Campus * U UC Online Education
 Course Number 012 Status A Active
 Title INTRO: CS FOR SCI.MATH&ENGR II Schedule Type LEC Lecture
 Section * UC1 Instructional Method O Online
 Cross List NK Integration Partner

Grade Mode
 Session
 Special Approval
 Duration
 Override Duration

CLASS TYPE

Traditional Class
 Part of Term 1 01/08/2018 03/16/2018 10
 Open Learning Class
 Registration Dates
 Start Dates
 Maximum Extensions 0

CREDIT HOURS

Credit Hours 0.000 4.000 4.000
 Credit Hours None To Or
 Billing Hours 0.000 4.000 4.000
 Billing Hours None To Or
 Contact Hours 3.000 3.000
 Contact Hours None To Or

Lecture 0.000 3.000 3.000
 Lecture Indicator None To Or
 Lab 0.000 3.000
 Lab Indicator None To Or
 Other 0.000
 Other Indicator None To Or

CLASS INDICATORS

Prerequisite Check Method Basic or None CAPP DegreeWorks
 CEU Indicator
 Link Identifier L3
 Attendance Method
 Weekly Contact Hours
 Daily Contact Hours
 Print
 Gradable
 Tuition and Fee Waiver
 Voice Response and Self-Service Available
 Long Title
 Comments
 Syllabus

7. Tab to **MEETING TIMES and INSTRUCTOR**
 - a. Ensure that meeting times are added to both sections if there is designated times student must be available. Data from the cross campus section (UC*) is fed to UCOE to publish on their registration website.
8. Tab to **MEETING LOCATION and CREDITS**
9. Enter ONLINE for both the **BUILDING** and **ROOM**
 - a. If your course has a meeting pattern you will get an error message on the second cross-listed section and you will need to enter an "O" in Override Indicator to override the error and allow you to press save.

- b. Please note – this process is ONLY for online courses. Normal campus cross-listed sections 25Live manages the error for you.

Term: 201810 CRN: 44529 Subject: CS Course: 012 Title: INTRO: CS FOR SCI,MATH&ENGR

Course Section Information		Section Enrollment Information		Meeting Times and Instructor		Section Preferences	
Times and Instructors		Scheduler Preferences		Meeting Dates		Meeting Location and Credits	
SCHEDULE							
Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	
	ONLINE	ONLINE	LEC	22.66	0	4.000	

10. If your section does not have a day/time due to the online structure, you will get the following 2 errors, which is expected.

ADD
RETRIEVE
RELATED
TOOLS
1

Warning Alert

WARNING Could cause schedule conflicts for registered students.

OK

ADD
RETRIEVE
RELATED
TOOLS
1

Warning Alert

WARNING Building/room specified without both day and time information entered.

OK

ADDITIONAL INFORMATION THAT MAY BE DESIRED IN SCHEDULE OF CLASSES

If information is required to show in self-service for students for the online course requirements, use the standard procedures for updating **SSASYLB**.