

Course Management Training Participant Guide

Welcome!



Welcome to the UR Course Management
Instructor-Led Training



November, 2019

UR STUDENT

1

Notes:

Welcome to your live training for Course Management functions. This guide is here so you can record questions and key points you want to remember as you navigate the UR Student system and learn important functions in the new system.

Course Management Training Participant Guide

Agenda



Basic Navigation

- Key features of UR Student home page

Course Management Key Features:

- UR Student Terms to Know
- Curriculum Management Workflow:
 - Maintain Course Definitions
 - Create /View/Find Course Section
 - Add Academic Appointment/ Instructor Eligibility
 - Maintain Course Section



UR STUDENT

2

Notes:

Here is what we are going to cover in the live training today.

- Basic Navigation of UR Student system
- Course Management Key Features
- Curriculum Management Workflow

Course Management Training Participant Guide

Introduction to UR Student



- Modern, mobile and user friendly system replacing our 30 year old student information system (SIS).
- Web-based system and can be accessed through multiple platforms; via the iPad, laptop, and smartphone.
- Updated twice a year, with weekly maintenance
- Customized applications for Registrars and Curriculum Administrators

UR STUDENT

3

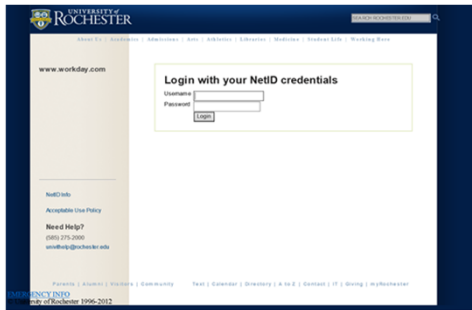
Notes:

Course Management Training Participant Guide

Let's get started!



- Log in to UR Student using your UR NetID



- Enter your Username and Password

UR STUDENT

4

Notes:

You can access UR Student through the University of Rochester website.

Course Management Training Participant Guide

Exercise #1



Scenario:

- You are opening the UR Student system for the first time. You want to become familiar with the layout and features of the Home Page, including Dashboards.

Objectives:

Navigating in UR Student

- Log in to UR Student
- Become familiar with UR Student Home Page
- Notifications and Inbox

UR STUDENT

5

Notes:

Navigating in UR Student

Take-Aways:

- Clicking UR Logo (top left corner) is quick way to return to UR Student Home Page
- Bell Notifications refer to payments, processes, and reports – no action required
- All notifications in the INBOX require actions (approval or other action)
- Notifications in the INBOX are not linked to OUTLOOK

Course Management Training Participant Guide

Quick Overview of New Terms



Term	Definition or former equivalent
Academic Unit	School or Department
Academic Level	Graduate, undergraduate, medical...
Academic Period	The "term" courses were offered in Each school has its own academic calendar
Course Definition	Equivalent to the SQCA screen. Controls the criteria for a course, such as what AU owns it, grading policy, instruction format and credit hours. These items are then used by a course section
Course Section	CRN or course reference number Course with the meeting place, time & instructor assigned
Propagate Course Changes to Course Section	Move changes from a course definition version to course sections
Student Summary	Location of basic information on student
Co-requisite Course	Two or more courses that are required to be registered for and taken simultaneously during the same academic period

UR STUDENT

6

Notes:

Overview of new terms used in UR Student

Take-Aways:

- A complete list of new terms with detailed definitions available on UR Student site
- <http://www.rochester.edu/urstudent>

Course Management Training Participant Guide

Exercise #2



Scenario:

- An existing course has been redesigned, you need to make updates to the course in UR Student

Objectives:

Maintain Course Definitions

- Update course title
- Update course definition
- Add additional instructional format
- Edit grading basis
- Add co-requisite
- Edit academic unit
- Add allowed location
- Edit typical periods offered

UR STUDENT

7

Notes:

Maintaining course definitions

Take-Aways:

- Course definitions relate to courses that already exist in UR Student, but are not assigned a meeting location, time, or instructor.
- If you simply type "find cou" (a portion of a word) a lot of different options appear.
- Most words can be abbreviated in the search bar as a shortcut!
- New for AS&E only - 4 letter course abbreviations, *for example*: LING instead of LIN for linguistics
- "Course Owner" is the Academic Unit (AU)
- "Hide Course" is used by an AU to keep the course in its database but prevents students from finding it and trying to register for it

Course Management Training Participant Guide

Exercise #3



Scenario:

- You are a department administrator and want to create a new course section for one course and update another course section with a new meeting pattern and grading requirements.

Objectives:

Create Course Sections

- Create Course Section
- View Course Section
- Find Course Section
- Publish Course Section*

**Only Registrars publish courses*

UR STUDENT

8

Notes:

Create course sections

Take-Aways:

- A Course is comprised of a subject and a number, including the title and credit hours
- Course definition – “Course” in UR Student, what used to be the *ISIS CA Screen*
- The only time you would create “a course” would be if you are building a course from scratch
- Using a specific term will help to simplify your search
- The course creator has the option when creating the course to let the system auto-generate course sections; if this is done, you will NOT have to enter the course section number/name – it will be auto-populated for you!
- Important:** If the Start Date is different from what is auto-populated, **CHANGE IT HERE!** There is no other opportunity to change it and, if you don't change it, you would have to cancel the section and start all over again!
- Published Instructor Roles – roles that will show on the find course report and the find course section report

Course Management Training Participant Guide

Exercise #4



Scenario:

- You need to add an instructor/TA to a course section. In UR Student, the individual needs to be assigned the instructor role and then they can be added to a course section.

Objectives:

Add Academic Appointments & Instructor Eligibility

- Academic Appointments
- Instructor Eligibility
- Assign Instructor Roles (TA, delegated graders) to Course Section

UR STUDENT

9

Notes:

Add academic appointments & instructor eligibility

Take-aways:

- “Add Academic Appointment” function is to make an individual eligible to teach at University of Rochester
- Add Academic Appointment MUST be done before designating an individual as an instructor
- An individual must be designated as Instructor in UR Student to teach a course.
- Once the individual is identified as an instructor in UR Student, they can be added as a course instructor.
- All existing instructors, teaching assistants and delegated graders have been transitioned into UR Student, meaning they have been through the Academic Appointment and Instructor Eligibility process.
- The only time these two processes would be used is for a brand new instructor, TA or delegated grader.
- If no Course Fees are listed, in other words, if the Course Fees section is empty, a course section should not be created until after a Fee section is visible*

Course Management Training Participant Guide

Exercise #5



Scenario:

- You have a busy day with several tasks on your To Do list, making changes to course sections of existing courses.

Objectives:

Maintain Course Sections:

- Cancel Course Section
- Course Permission
- Assign a Classroom
- Propagate Changes
- Create a Course Cluster*

**Only Registrars create course clusters*

UR STUDENT

10

Notes:

Maintain course sections

Take-Aways:

- Courses are canceled for low enrollment or instructor unavailability or other reasons
- Course permissions add an eligibility requirement for a student to register for the class
- UR Student warns you if a course is offered in the same location and time as another before it allows you to publish the course sections.
- Use Propagate Changes if there are several course sections that all need the same update. Make the change once, then propagate over all sections
- If you want to review and confirm that the course section was published correctly, use Find Course Section. Use the twinkie to ensure the correct section is edited.

UR Student Features & Functions Summary



- UR Student saves time, eliminates redundancies and simplifies tasks
- Easy access, real-time data, streamlined processes
- Improved analytical capabilities and tools
- Spend about 85% of time “maintaining course sections”
- Tailored and built for UR requirements

UR STUDENT

11

Notes:

UR Student Features & Functions

Take-Aways:

- In your role, you will spend about 85% of your time maintaining course sections (i.e. updating and editing course sections) rather than creating new courses
- UR Student saves you time, keeps virtually everything in one place and simplifies tasks
- UR Student gives you better visibility and functionality to view data and perform tasks quickly and flexibly
- Real-time reporting and reliable data give you heightened analytical capabilities and tools
- UR Student is tailored for UR’s specific faculty, staff and student requirements

Course Management Training Participant Guide

Questions



UR STUDENT

12

Notes:

Course Management Training Participant Guide

Wrap Up & Next Steps



Next Steps

- **Go Live – Dec 2019**
- **Resources for UR Student Support**
 - Quick Reference Videos/ Quick Reference Cards/Training Guides and FAQs
 - <https://tech.rochester.edu/urstudent>
 - IT Help Desk
 - <https://helpdesk.rochester.edu>
 - In-Person Support: IT Center at Rush Rhees Library Rm G111
 - Call 585-275-2000 x5200



UR STUDENT

13

Notes:

Appendix A



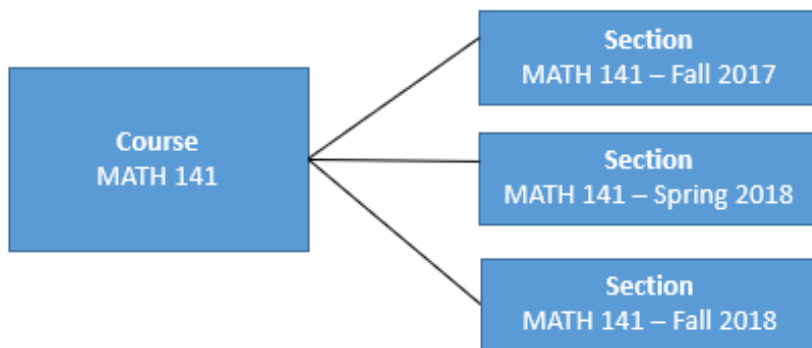
Course Management Definitions

What is a course?

Courses represent the basic building blocks of the academic curriculum.

A **Course** is an **individual item** within the master course catalog; the unique combination of a subject and a number. (ISIS CA Screen)

Course Sections represent the 'offering' of a course within an Academic Period or term. We used to refer to this as a CRN. (ISIS CD Screen)



Course Management Training Participant Guide

Understanding Course Clusters



CHIN 101: 3 Lecture Sections, 5 Recitation Sections



November, 2019

UR STUDENT

15

Notes:

Understanding Course Clusters

Take Aways:

- Registrars create course clusters; department curriculum managers provide the information for clusters to the registrar
- Course clusters group different instructional formats for a particular topic so a student registers for the correct and corresponding lecture, workshop, recitation and/or lab as the instructor wants them to.

Course Management Training Participant Guide

Review of Course Definition Terms



Term	Definition or former equivalent
Effective Date	Date that the course is being created
First Available Date	The first time a student can take the course
Allowed Location	Links a course to a campus that it can be taught on
Course Inventory Owner	The Academic Unit, department/school, that owns the course
Allowed to Offer	Additional departments in ASE that can deliver the course
Subject	Subject of the course
Course Number	Number given to the course
Section Overrides Allowed	the ability to override pieces of the course definition when creating a course section
Course Description	Description for the course itself; Can be modified on the course section
Instructional Format	What types of course sections can be created and are required
Delivery Mode	How the course section can be taught – in person, etc.
Unit Type	At the UR this will always be Semester Hours
Maximum and Minimum Hours	hours associated with the course section; can be a range or a single number
Repeatable for Additional Credit	If a course can be taken for credit multiple times, this can be checked and additional information can be added
Allowed Grading Basis	The type of grades that can be given for a course
Eligibility Rule	A rule can be entered that helps manage course enrollment, such as Instructor Permission to register

Notes:

Course Management Training Participant Guide

What items come from Course Definition to a Course Section Definition?



- Subject & Course Number
- Academic Level
- Academic Unit
- Course Listing
- Course Title
- Allowed Grading Basis
- Capacities
- Minimum and Maximum Units
- Description
- Instructional Formats and Delivery Modes (if there are more than one on the course, you will have to choose this)

All these items can be updated on a course section but are already populated from the course definition available for the time frame chosen for the course section.

Term	Definition or former equivalent
Academic Period	term the course is being offered in
Section Number	section number for a course that creates a unique instance of that course
Section Capacity	the number of students who can enroll in the course section
Projected Enrollment	the anticipated number of students who will register
Hide Course Section	can be used to hide course sections of a course from the Find Course Section Report
Published Instructor Roles	allows you to choose what roles you want to publish in the Find Course Section Report
Instructor Roles	add Instructor, Instructor Additional, Teaching Assistant, or Delegated Grader for a course
Meeting Pattern	the days/time a course is offered
Instructional Location	the location a course is being offered

November 11, 2019

UR STUDENT

17

Notes:
