E-Course System

Course Menu

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Select a module from the Course Menu or click Next to begin.
What is it?

E-course is an automated workflow for the submission, tracking, approval, and updating of Course Approval Requests.
What is the Course Request Approval process?

- At UC San Diego, all courses require approval by the Academic Senate.
- Instructors and departments originate requests for courses or changes to existing courses, or requests to end courses.
- The Registrar’s Office reviews and approves the request in compliance with Academic Senate regulations and system compatibility.
- The Academic Senate Committee on Educational Policy and/or Graduate Council review and give final approval for courses.
Who will use it?

- Department staff who will initiate requests
- Department chairs who will approve requests
- Registrar staff who will review and approve requests
- COP and OGS who will review and comment
- Senate staff who will review and forward to CEP or Graduate Council
- CEP or Graduate Council who will approve
How is it used?

– Paperless request form
– Automated data fill and editing
– Role based authorized users, with tracking and access and approval rights
– Automated upload to ISIS
– Archive and historical record keeping
– Source for catalog content
How does it work?

a. Users are provisioned by their DSA for access and rights to E-Course
   i. Users will only have access and rights to courses in their own department or program
b. All users have a “Workspace” that is accessed via Single Sign-On from a Blink page
c. Workspace will display “Folders”
   i. Action
   ii. In Review
   iii. Archive
d. Action folder is used for items waiting for user action(!)
e. Workflow requires user to take action in order to move to the next step
f. Items in the workflow, but not waiting for user action, will appear in the In Review folder
g. Archive folder (Archive tab) can be used to search for requests approved, denied or withdrawn.
Workflow Diagram
How to use HELP in E-course

Roll cursor over (info) icon for information about a specific field

Red asterisks indicate required fields
How do I request a NEW course?

From Requestor Workspace, select request type – New, Start Request
New Course Request

From Course Request, Select department and Subject Code, enter (new) course number, select effective term, press Continue Request
Course Information

— From Course Request – Course Info Tab, complete all required information and select or complete other appropriate fields

— Press Save Draft or continue to Instruction Info (next Tab)
Instruction Information

- From Instruction Info Tab, complete all required information and complete or select other appropriate fields
- Press Save Draft or continue to Prerequisites (next Tab)
Prerequisite Information

- From Prerequisite Tab, complete or select appropriate fields
- Press Save Draft or continue to Co-requisites
Co-requisites (optional)

- Not all courses will have co-requisites
- From Co-requisite Tab-complete or select other appropriate fields
- Press Save Draft or continue to Duplicate Credit (next tab)
Duplicate Credit (optional)

- Not all courses will have duplicate credit
- From Duplicate Credit tab, complete or select appropriate fields
- Press Save Draft or continue to Other Info (next tab)
Other Course Information (optional)

- Not all courses will have Other Course Info
- From Other Course Info tab, complete or select appropriate fields
- Press Save Draft or Submit for Approval (next step)
Comments and Submission

From Comment Tab, enter comments or press Submit for Approval
How do I CHANGE an existing course?

From Requestor Workspace, select request type – Change an existing course, Start Request.
Course Request

- From Course Request, Select Subject Code, enter course number, select effective term, press Continue Request.
- Information about this course in ISIS will pre-populate the fields in this form.
Course Information

— From Course Request – Course Info Tab, note any warnings, make desired changes and select or complete other appropriate fields
— Press Save Draft or continue to Instruction Info (next Tab)
Instruction Information

- From Instruction Info Tab, make desired changes and complete or select other appropriate fields
- Press Save Draft or continue to Prerequisites (next Tab)
Pre-requisite Information

- From Prerequisite Tab, make desired changes, complete or select appropriate fields
- Press Save Draft or continue to Co-requisites
Co-requisite Information

- Not all courses will have co-requisites
- From Co-requisite Tab- make desired changes, complete or select other appropriate fields
- Press Save Draft or continue to Duplicate Credit (next tab)
Duplicate Credit Information

- Not all courses will have duplicate credit
- From Duplicate Credit tab, make desired changes, complete or select appropriate fields
- Press Save Draft or continue to Other Info (next tab)
Other Information

- Not all courses will have Other Course Info
- From Other Course Info tab, make desired changes, complete or select appropriate fields
- Press Save Draft or Submit for Approval (next step)
Comments and Submission

From Comment Tab, enter comments or press Submit for Approval
How Do I END a course?

From Requestor Workspace, select request type – End-Term an existing course, Start Request.
Course request

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Request a new course
Change an existing course

End a course
Start Course request Course info Submission

Other eCourse Functions

- From Course Request, Select Subject Code, enter course number, select effective end-term, press Continue Request
- Information about this course in ISIS will pre-populate the fields in this form.
Course information

— From Course Request – Course Info Tab, skip this and all the remaining tabs
— Select “submit for approval” in the upper right hand area or the Comments tab to move to the submission tab.
Comments and Submission

From Comment Tab, enter comments or press Submit for Approval
Renumber and Reinstate are other functions that are available from the Requestor Workspace start page. Follow the same steps as previously described to modify an existing course and submit it to the workflow for approval.
End of Training Presentation

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