Course Exchange for College Administrators V1.0

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About Course Exchange

What is Course Exchange?

Course Exchange, facilitated by the California Community College Chancellor Online Education Initiative (OEI), provides a seamless pathway for California community college students to register for online classes within the system. Course Exchange uses a streamlined online registration process developed between colleges that are members of the OEI Exchange Consortium.

All courses in Course Exchange are provided by an accredited California Community College. Through Course Exchange, students who have difficulty accessing courses at their Home College now have the opportunity to enroll in additional courses offered by another Teaching College (a consortium member college). These courses have equivalent articulation to those at the Home College.

How does Course Exchange work?

Course Exchange is a web application that handles enrollments for Online Education Initiative (OEI) courses. Colleges submit their online courses using Course Exchange. CCC students from participating OEI consortium colleges can enroll in these online courses using Course Exchange. While seats in each course are allocated by the system, colleges can reserve seats as needed. Students fees for the course(s) are paid to the Teaching College and credit for the course is stored with the student's Home College.

The focus of this guide is on the CCC Administrator and the tasks to submit online courses using Course Exchange.

The Student Course Exchange Experience

A student is unable register and get into a course section at their Home College (the college they physically attend) because it's full.

1. The student clicks a link to get to the Course Exchange web application.
2. The student logs into Course Exchange and their eligibility is determined. If a student is eligible, a message displays informing them of Course Exchange policy and they are allowed to continue upon agreement.
3. The student searches for the course(s) they need. Search results display a list of upcoming course sections along with their earliest registration dates.

    Note: The online course may be taught by either the student's Home College or Teaching College faculty.

4. The student selects an open course section and their enrolment is confirmed. From here the student can view the status of their course enrolment.

    Note: The course/section registration for the student is stored in the Teaching College's SIS for the student.

5. The student is directed to the Teaching College to pay fees. Upon fee payment, the student's registration is complete.
6. The student takes the online course, completes it, and credit for the course is stored at the Home College's SIS.

Logging In As An Administrator to Course Exchange

The remaining sections of this guide provide information on how to submit your college's courses to Course Exchange and are intended CCC Administrators.

1. In your web browser, navigate to: *https://course-exchange-admin-pilot.ccctechcenter.org*
2. Enter your Course Exchange administrator user name and password.
3. Click **Sign In** to open the home page in Course Exchange Home.

> 📝 **Note:** If you have trouble with your login, click the *Need help?* link beneath the **Sign In** button and follow the links to get password or user ID help or contact information for other login issues.

Different login credentials may be assigned to different roles. A given login may not display the same views as shown in this guide. For example, login credentials may be assigned to one or more of the following roles:

- District Admin: this role can administer all the colleges in their district
- School Admin: this role can administer only their college

> 📝 **Note:** The School Admin role provides access to the *Reports* tab.

Getting Started Using Course Exchange

On the home page, your school's name automatically displays in the *School* drop-down list. If you are part of a multi-school district you may need to click the *School* drop-down list to select your school before you can access the administration screens.

Once you select your school, you have access to the following tabs: *School Profile*, *Terms*, *Courses*, *Enrollments*, and *Reports*.

School Profile Tab

The *School Profile* tab displays your current settings. To add or change any of the information, scroll down the page and click **Edit**.

1. Once you click **Edit**, the *Edit School Profile* view displays.

2. Edit the different fields as needed. Use the table below for some of the less-obvious field values you may need to enter.

> 📝 **Note:** All messaging is specific to the teaching school with the exception of the Financial Aid Message, which is always specific to the student's home college only.

Field	Value
SIS Type	Select your student information system (SIS) type from the drop-down list (supported SIS types include Banner, Colleague, PeopleSoft, and WorkDay).
Impact Dropping Messages	Edit the template to customize the message that displays to students about potential impact of dropping classes on their financial aid eligibility.

Field	Value
Impact Withdrawal Messages	Edit the template to customize the message that displays to students about potential impact of withdrawing from classes on their financial aid eligibility.
Ineligibility Message	Edit the template to customize the message that displays to students about whether or note they are eligible to register for a Course Exchange course. Students are not eligible for a Course Exchange course if they have a status of one of the following at their home college: • International F1 Visa • Students with an address outside of California • Incarcerated • Vacation or Visitor Visas (B Visas) • AB540 with out of state addresses • High school dual enrollment
Canvas Access Message	Edit the template to customize the message that displays to students about how to access course materials in Canvas and communicate with the instructor,
Readiness Message	Edit the template to customize the message that displays to students about the online readiness modules for OEI courses at the time of registration so that students can begin working on the modules prior to the start of class. Your customized message might include a link to another web page or to Canvas; wherever your readiness module resides. The link may take the student to a self-enroll link for the readiness module and communicate information to the student about taking them and why they are being asked to do so.
Fee Opt Out Message	Edit the template to customize the message that displays to students about your college's process to opt out of fees they have already paid at their home college.
Non-Resident Message	Edit the template to customize the message that displays to students who are non-residents.
End of Year Transcript Message	Edit the template to customize the message that displays to students about their end-of-year transcript.
Financial Aid Message	Edit the template to customize the message that displays to students about financial aid at their home college.
DSPS Message	Edit the template to customize the message that displays to students about Disabled Student Programs and Services.

3. When your school profile information is correct and ready to display publicly in Course Exchange, click the **Active** button to activate it.

Edit School Profile

Active

School name

Folsom Lake College

> 📝 **Note:** Colleges participating in Course Exchange are set to Active. Those not participating are set to Inactive. If a district has colleges participating in Course Exchange and others that are not, the district admin has the ability to set schools to Inactive.

4. Click **Save** to save your changes. A message displays indicating your changes were successfully saved.

5. When you are done editing your school profile, and have saved all information, click the **School Profile/Back** button to return to the *School Profile* tab.

Terms Tab

The *Terms* tab is used for adding and/or updating term information for your online courses. Required fields display a red asterisk next to them.

School Profile   **Terms**   Courses   Enrollments   Reports

Terms   Add Term

Term Name

Term Name   🔍 **Search**

To add a new term:

1. Click **Add Term** to display the *Create Term* screen.

Create Term

Local term ID *

| Local term ID | **Populate** | | **Pre-populate Term Information** Enter the Local Term ID and click populate to pre-populate term data from local term. |

Term type ⦿ Semester ◯ Quarter

Description (500 characters or less) *

Term Year *

| Term Year |

Term

| Fall ⇕ |

| Description (500 characters or less) |

Term Duration *

| 🗓 Start Date Pacific Time | **TO** | 🗓 End Date Pacific Time |

Registration *

| 🗓 Start Date Pacific Time | **TO** | 🗓 End Date Pacific Time |

Priority Registration Dates

Priority 1 *

| 🗓 Start Date Pacific Time | **TO** | 🗓 End Date Pacific Time |

Priority 2 *

| 🗓 Start Date Pacific Time | **TO** | 🗓 End Date Pacific Time |

Priority 3 *

| 🗓 Start Date Pacific Time | **TO** | 🗓 End Date Pacific Time |

Term Deadline Dates

Add Deadline *

| 🗓 Add Deadline Date Pacific Time |

Drop Deadline *

| 🗓 Drop Deadline Date Pacific Time |

Withdrawal Deadline *

| 🗓 Withdrawal Deadline Date Pacific Time |

Back   **Create**

2. Use one of the following two options below to begin creating a term in Course Exchange.

If you have **already defined** the term ID in your SIS:	If you have **not yet defined** the term ID in your SIS:
Enter that term ID in the *Local term ID* field and click **Populate** to auto-populate all the rest of the fields on this screen with information from your Student Information System. Enter any remaining field values, as needed.	Enter the new term ID in the *Local term ID* field. Proceed to step 3, below.

3. Select and/or enter values in the remaining fields to configure the term information for the online course, including *Term Year*, *Term*, *Term Duration*, etc. Clicking in any date field displays a pop-up dialog box that allows you to select the date and time.

◀   **2016**⇕ *June* ⇕   ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

◥ **Today**   — **Clear**   × **Close**

In order to make Course Exchange available to students based on their assigned priority registration dates, Home Colleges participating in Course Exchange must assign students a registration date pursuant to the three enrollment priority levels identified in Section 58108 of article 1 of subchapter 2 of chapter 9 of division 6 of title 5 of the California Code of Regulations.

The three enrollment registration priority levels, under Section 58108, are defined as:

Enrollment Registration Priority Level Definitions
students who have completed orientation, assessment, and developed student education plans and are eligible as a member of the armed forces or a veteran pursuant to Education Code section 66025.8 or as a foster youth or former foster youth pursuant to Education Code section 66025.9
students who have completed orientation, assessment, and developed student education plans and are eligible and receiving services through Disabled Student Programs and Services or Extended Opportunity Programs and Services
students who are continuing students not on academic or progress probation for two consecutive terms as defined in section 55031 and first time students who have completed orientation, assessment, and developed student education plans

Districts or colleges may establish the relative order of priority for additional subcategories of students within each of the three state registration priority levels.

Source: *http://extranet.cccco.edu/Portals/1/Legal/Regs/FINAL_AS_FILED_Enrollment%20priorities_regs.pdf*

4. Click **Create** to save your term. A success message displays indicating that your changes have been saved.

5. When you are done making any changes to your school term, and have saved all information, click **Back** to return to the *Terms* tab.

> **Note:** *Priority Registration Date* information must be manually entered, even if you populate the rest of the term information from your SIS.

To search for terms:

1. Click the **Search** button to display any existing terms. Or, enter a term name and click **Search** to narrow your results.

2. Several clickable links display for further action:

Click the...	**To...**
Year or *Term* link	display a pop-up summary of the term information
Delete link	delete the term

Click the...	To...
Edit link	open the *Edit Term* screen where you can make changes to the term information. Once your changes are complete, click **Save** and then **Back** to return to the *Terms* tab.

Courses Tab

The *Courses* tab is used for adding and/or updating course information for your online courses.

To add a new course:

1. Click **Add Course** to display the *Create Course* screen.

2. Use one of the following two options below to begin creating a course in Course Exchange.

If you have <u>already defined</u> the course in your SIS:	If you have <u>not yet defined</u> the course ID in your SIS:
Enter that course ID in the *Local course ID* field and click **Populate** to auto-populate all the rest of the fields on this screen with information from your SIS. Proceed to step 3, below, and enter any remaining field values, as needed.	Enter the new course ID in the *Local course ID* field. Proceed to step 3, below.

3. Click the **Active** button to toggle the course to an active or inactive status. As a general rule:

   - Make a course active once you are done making all changes for it and are ready to publish it to students so that they can see and enroll in the course in Course Exchange
   - Once the course's term is complete, remove the active status for the course before the next term begins
   - Districts can choose to not activate courses for colleges in their district that are not participating in Course Exchange

4. Select a term from the *Term* drop-down list. If you do not have any terms configured you must navigate to the *Terms* tab and create one.

5. In the C-ID field, enter the course identifier (C-ID).

6. Enter values in the rest of the fields for the course (*Title, Credits, Learning Outcomes, Pre-requisites, Co-requisites, Subject/prefix, Number,* and *Description*).

7. Click **Create** to save your course. The **Save** button changes to display as **Success** indicating that your changes have been saved.

8. When you are done making any changes and have saved your course, click **Back** to return to the *Courses* tab.
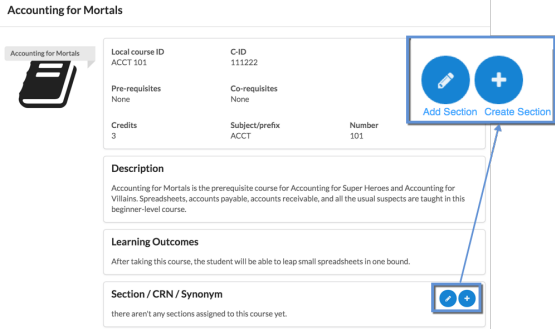
To search for courses:

1. Click the **Search** button to display any existing courses. Or, enter a course name and click **Search** to narrow your results.

2. Use the table below to determine which action you want to take on the course.

To...	Do this...
Display a pop-up summary of the course information	Click the *ID* link **Note:** The course pop-up summary includes an Add Section icon and a Create Section icon.
Delete the course	Click the *Delete* link
Open the *Edit Course* screen where you can make changes to the course information	Click the *Edit* link

3. Once your changes are complete, click **Save** and then the **Back** button to return to the *Courses* tab.

Related information

Adding/Creating Course Sections

You can add or create course sections by using the following steps.

1. Log in as a Course Exchange, District, or School Admin. If you are an administrator for a multi-school district, select the school you want to administer from the *School* drop-down list on the home page.
2. Click the *Courses* tab.

   • If you have not created any courses yet, create one following the steps here:
3. Enter a course name in the *Search* field for the course to which you want to add sections and click **Search** to display courses that match your search term. You can also simply click **Search** to display all existing courses.
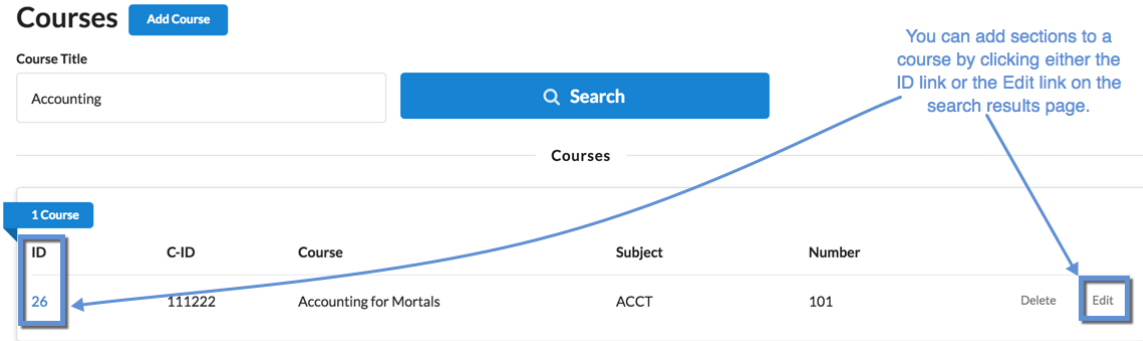
4. Access the *Course Section* screen in one of the following two ways:

   • **From the Course ID**

      1. Click the course's *ID* link in the search results to open the *Course Details* pop-up window.

2. Click the *Add Section* icon to open the *Sections* screen.

• **From the *Edit* link**

1. Click the *Edit* link to display the *Edit Course* screen.

2. Click the **Edit Section/CRN/Synonym** button to display the *Sections* screen.

5. Once you've reached the *Sections* screen, click the **Add Section/CRN/Synonym** button to display the *Create Section/CRN/Synonym* screen.

Accounting for Mortals › Sections

Sections [Add Section / CRN / Synonym]

there aren't any sections assigned to this course yet.

Create Section / CRN / Synonym

◯ Active

Section / CRN / Synonym ID *

[Local section ID] [Populate]

Pre-populate Section Information
Enter the Section / CRN / Synonym ID and click populate to pre-populate section data from local sections.

Term *
Spring 2019

Max enrollments *
Max enrollments

Section Duration *

📅 Start Date Pacific Time   **TO**   📅 End Date Pacific Time

Instructor Information

Name *
Name

Email *
Email

[Back] [Create]

> 📝 **Note:** CRN is the Course Record Number. In PeopleSoft, the CRN is referred to as the Synonym.

6. Enter a local section ID if one is available and click **Populate** to pre-populate all the course section fields with values from another course. Otherwise, enter a unique section ID in the *Local section ID* field.

7. Select the term for the course section from the *Term* drop-down list. If you have not created any terms yet, you must create one on the *Terms* tab.

8. Enter values in the rest of the fields for the *Create Section/CRN/Synonym* screen: *Max enrollments*, *Section Duration*, *Name* (of the section's instructor), and *Email* (of the section's instructor).

Create Section / CRN / Synonym

◯ Active

Section / CRN / Synonym ID *

[1] [Populate]

Pre-populate Section Information
Enter the Section / CRN / Synonym ID and click populate to pre-populate section data from local sections.

Term *
Spring 2019

Max enrollments *
35

Section Duration *

📅 Jan 14, 2019, at 2:00 PM   **TO**   📅 Jun 14, 2019, at 2:00 PM

Instructor Information

Name *
David Smith

Email *
dsmith@college.edu

[Back] [Create]

9. Once your changes are complete, click **Save** and then **Back** to return to the *Sections* screen on the *Courses* tab. The new section displays in the list of sections for the course.

Related information

Reports Tab

If you have School Admin credentials the *Reports* tab displays when you log in to Course Exchange. The *Reports* tab provides access to pre-defined standard reports.

Click the report link to generate a .csv (comma-separated value) file output with the report data. You can open the downloaded file in your favorite text editor, or open it in your favorite spreadsheet application.

Note: If there are no student enrollments in Course Exchange for your school's student population, an error message ("Error retrieving report") displays in your browser when you click a report.

Use the table below as a reference for the information you get from each of the standard reports.

Report Title	Information Reported
Proof Added Courses	This report displays the following information for your students taking Course Exchange courses: • CCCID • C-ID • Credits • Term Type • Teaching College name • Student ID for the student at the Home College • Course section start and section finish dates • Term start and term finish dates • Course drop deadline • Course withdraw deadline
Number of Units	This report displays the following information for your students taking Course Exchange courses: • CCCID • C-ID • Credits • Term Type • Teaching College name • Student ID for the student at the Home College • Course section start and section finish dates • Term start and term finish dates • Course drop deadline • Course withdraw deadline • Census Date
Students taking exchange courses at other colleges	This report displays the following information for your students taking Course Exchange courses: • CCCID • Student ID for the student at the Home College
Exchange courses that students are taking	This report displays the following information for your students taking Course Exchange courses: • C-ID • Course Title • Instructor's email address

Report Title	Information Reported
Teaching College Term Start and End Date	This report displays the following information for your students taking Course Exchange courses: • CCCID • C-ID • Credits • Term Type • Teaching College name • Student ID for the student at the Home College • Course section start and section finish dates • Term start and term finish dates • Census Date
Enrollment Data For TC Exchange Students	
Proof of Assigned Grades	
Proof of Drops/Withdrawals and Last date of participation	

Glossary

CCC: California Community College.

CCCCO: California Community College Chancellor's Office.

C-ID: Course Identification Numbering System. *https://c-id.net/*.

Common Course Management System ("CCMS"): The Common Course Management System and associated components that are required to implement the OEI Exchange. Instructure's Canvas course management system is the core platform for the CCMS.

CRN: Course Record Number. CRN is used by Ellucian and Colleague. PeopleSoft uses the term Synonym for the same meaning and some other systems use the term Section.

Home College: Any OEI consortium member college where the student is currently enrolled, intends to complete a degree or certificate program; and where the student first completed the following matriculation steps: New Student Orientation, English/Math placement, and an official education plan developed by a counselor. The Home College receives credit for the degree completion and/or transfer attained.

Ineligible Student: If a student is ineligible, a message displays informing them that they cannot participate in Course Exchange when they log in. Ineligible students are generally those who have not completed: orientation, assessments, or an EdPlan.

OEI Course Exchange: The component of the OEI that facilitates students registering for online courses offered by participating colleges, reduces and/or eliminates barriers and duplication in the application and matriculation processes, and automates associated business processes. Enabling students to enroll in courses that are critical to completing their educational goals but are not readily available at their Home College, the Course Exchange is intended to facilitate the timely completion of educational goals that students establish at their Home Colleges.

Online Education Initiative ("OEI"): The overarching California Community College (CCC) initiative, funded by the CCC Chancellor's Office, that provides support to college online teaching and learning programs and coordinates resources and services available to the entire CCC system. Resources include the CCMS and other components such as student resources, faculty resources, other technology resources, and research and policy documentation.

Synonym: A synonym is PeopleSoft's name for the Course Record Number or course Section.

Priority Registration Dates: The registration date assigned to the student by the Home College.

Teaching College: Any participating consortium member college with faculty teaching courses where students are enrolled using the CCC Course Exchange registration process. The Teaching College receives apportionment for enrollments. Fees for classes taught by faculty employed through the teaching college are paid to the Teaching College.

> **Note:** The Teaching College can also be the same as the student's Home College if the online course they take is offered by the Home College in Course Exchange.