



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

1. After registering for one or more courses at their Home College, if a student finds that they are unable to register and get into a specific course section at their Home College (because it's full or is not offered at a time the student is able to take the class) they can explore Course Exchange by .
2. The student clicks a link from within their college's course registration system to go to the Course Exchange web application.
3. The student logs into Course Exchange, selects a term and then 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.
4. The student searches for the course(s) they need. Search results display a list of upcoming course sections by course (C-ID) along with their earliest registration dates.



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

5. The student selects an open course section. If the student has never applied to the Teaching College before, they will be prompted to complete a pre-filled CCCApply application for that college via a link. When they complete the CCCApply application, the student can view the status of their course enrollment.
6. Once the student has completed their open course selection and a CCCApply application for the college, their enrolment is confirmed.



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

7. The student is directed to the Teaching College to pay fees. Upon fee payment, the student's registration is complete and the course appears in the student's Canvas account.
8. The student takes the online course and completes it. Upon course completions, credit for the course is stored at the Home College's SIS.
9. The student will need to request a transcript from the Teaching College, following their Home College's transcript request procedures, and have it evaluated for credit to be awarded at the Home College.

Logging In 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 for CCC Administrators.



Note: The steps below apply to two different environments: PILOT and PRODUCTION.

- The PILOT environment is your college sandbox, where you can set up your Course Exchange courses to see how they'll appear, out of the public view.
- Once you're satisfied with the step above, you'll repeat those same set up steps for public view by logging into the PRODUCTION environment, where your courses will then be visible to college students.

1. In your web browser, navigate to either:

- PILOT: <https://course-exchange-admin-pilot.ccctechcenter.org>
- PRODUCTION: <https://course-exchange-admin.ccctechcenter.org>

2. Enter your Course Exchange administrator user name and password in the *User ID* and *Password* fields. See [Course Exchange Admin Credentials](#) on page 5 for information about the different type of administrator roles are available in Course Exchange and which screens display for each one.



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.

3. Click **Sign In** to open the home page in Course Exchange.

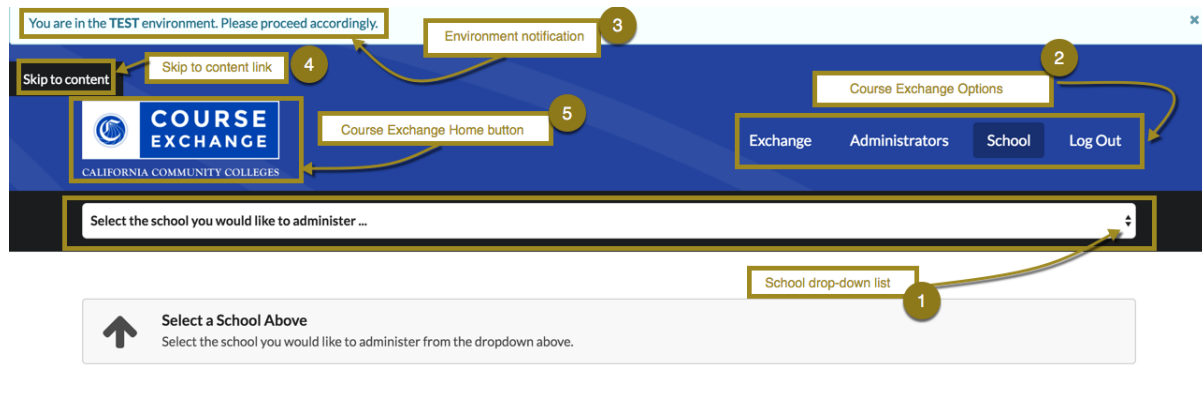
Course Exchange Admin Credentials

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:

Role	Purpose and Access
District Admin	Administers all the colleges in their district and has access to: <ul style="list-style-type: none"> • School screen <ul style="list-style-type: none"> • School Profile subscreen • Terms subscreen • Courses subscreen • Enrollments subscreen • Reports subscreen
Exchange Admin	Administers the Course Exchange web site for all schools and has access to: <ul style="list-style-type: none"> • Exchange screen • Administrators screen • School screen <ul style="list-style-type: none"> • School Profile subscreen • Terms subscreen • Courses subscreen • Enrollments subscreen • Reports subscreen
School Admin	Administers only their college and as access to: <ul style="list-style-type: none"> • School screen <ul style="list-style-type: none"> • School Profile subscreen • Terms subscreen • Courses subscreen • Enrollments subscreen • Reports subscreen
Reports Admin	Administers reporting for all Course Exchange schools and has access to: <ul style="list-style-type: none"> • Enrollments • Reports
School System Administrator	Administers only their college and has access to: <ul style="list-style-type: none"> • Administrators screen • School screen <ul style="list-style-type: none"> • School Profile subscreen • Terms subscreen • Courses subscreen • Enrollments subscreen • Reports subscreen

Getting Started Using Course Exchange

When you first log in to Course Exchange you always arrive at the home page, with the *School* option in focus. 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.



The table below provides details about Course Exchange Home page elements.

Course Exchange Home Page Element	Function
1: <i>Course Exchange</i> drop-down list	The <i>Course Exchange</i> drop-down list is where your school name displays. If you're part of a multi-school district, you will need to select your school from the drop-down list in order to manage administrative tasks in Course Exchange for your school.
2: Course Exchange Options	The Course Exchange Options are links that take you to the different administration tasks you can manage for your school's Course Exchange information and classes. See: <ul style="list-style-type: none"> • Exchange Screen on page 7 • Administrators Screen on page 8 • School Screen on page 14 • Log Out: Click the Log Out option to log out of Course Exchange. A <i>Sign In</i> link displays so you can choose to log in again as needed.
3: Environment Notification	The Environment Notification that displays in the top left corner of the Home screen, displays as a reminder to let you know if you are in the Pilot or Production environment. You can close the notification by clicking the Close (X) icon.
4: <i>Skip to content</i> link	The <i>Skip to content</i> link displays for keyboard users who would like to skip the navigational elements on the Course Exchange Home page and put the main page content in focus. the <i>Skip to content</i> link displays on all Course Exchange screens.
5: Course Exchange home button	The Course Exchange home button displays on every Course Exchange screen and returns the focus to the Home page when clicked.

Exchange Screen

The *Exchange* screen is used by the Exchange Administrator to configure the text that appears to students for the Course Exchange Policy, Student Hold Message, and Ineligibility Message.

Use the following steps to edit/configure text on the *Exchange* screen.

1. Log in to Course Exchange Admin as an Exchange Administrator.



Note: You can only access the *Exchange* screen if you are an Exchange Administrator. All other roles will not have access.

2. Click the *Exchange* option to display the *Exchange Settings* screen.



Exchange Settings

Course Exchange Policy Edit

All courses in the CCC Course Exchange are provided by an accredited California Community College. Before registering for an Exchange course, students are required to read and consent to each of the statements below, then electronically submit their informed consent by clicking on the button below.

[Policy CCC course](#)
[Email Admin](#)
[Course Exchange](#)

I understand that the courses available through the CCC Course Exchange are being offered by colleges other than my Home College

... view

Ineligibility Message Edit

Ineligible test save
[learn about w3 schools](#)

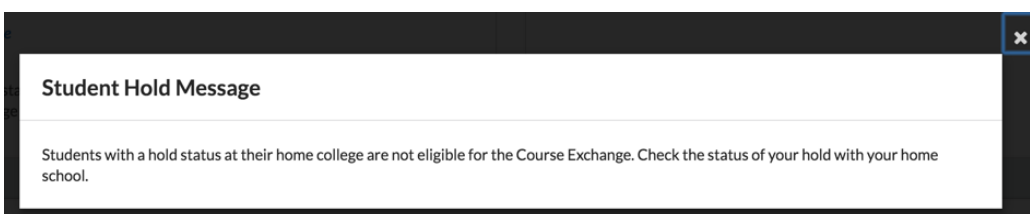
... view

Student Hold Message Edit

Students with a hold status at their home college are not eligible for the Course Exchange. Check the status of your hold with your home school.

... view

3. Click the *view* link to display a view pop-up of the current text for any of the three Exchange Settings as they will appear to students.




Click the X (close) icon to close the view pop-up and return to the default *Exchange* screen display.

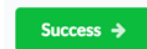
4. Click **Edit** to display the *Edit* view for any of the three Exchange Settings.

Edit Student Hold Message i

5. Use the *Edit* view tools to edit and/or add to your messaging.
6. Click **Preview & Save** to display the *Preview* pop-up of the Exchange Setting.

 **Note:** You can also click **Back** or the *X* (close) icon to return to exit the *Edit* view and return to the *Edit* view.

7. Click **Save** to save your changes and display the **Success** button, which will return focus to the default *Exchange* screen view.


 **Success** →

Administrators Screen

The *Administrators* screen is used by the Exchange Administrator and/or the School System Administrator to view and add Course Exchange Admin users.

Use the following steps to view and add users on the *Administrators* screen.

1. Log in to Course Exchange Admin as an Exchange Administrator or a School System Administrator.

 **Note:** You can only access the *Administrators* screen if you are an Exchange Administrator or School System Administrator. All other roles will not have access.

2. Click the *Administrators* option to display the *Administrators* screen details.

The screenshot shows the 'Administrators' screen with a navigation bar at the top containing 'Exchange', 'Administrators', 'School', and 'Log Out'. Below the navigation bar, the 'Administrators' section has an 'Add User' button. There are two input fields: 'User Name' and 'Email', both containing placeholder text. A blue 'Search' button is positioned to the right of the 'Email' field.


From the *Administrators* screen you can search for current administrators or add a new Course Exchange Admin user.

For more information, see: [Searching Course Exchange for Admin Users](#) on page 9 and [Adding a New Admin User](#) on page 11.

Searching Course Exchange for Admin Users

Use the following steps to search for a Course Exchange Admin user from the *Administrators* screen.

1. Enter a user name or email in the *User Name* or *Email* fields, respectively.

 **Note:** Wildcard characters are not allowed. You must enter only alpha-numeric characters.

2. Click **Search** to display search results based on the values you entered.

The screenshot shows the 'Administrators' screen with the 'Add User' button. The 'User Name' field contains 'Tester' and the 'Email' field is empty. The 'Search' button is highlighted. Below the search fields, there is a section titled 'Users' with a user icon. A table displays the search results for one user:

Username	Name	Email		
Tester	Test McTesterson	test@test.com	Delete	Edit

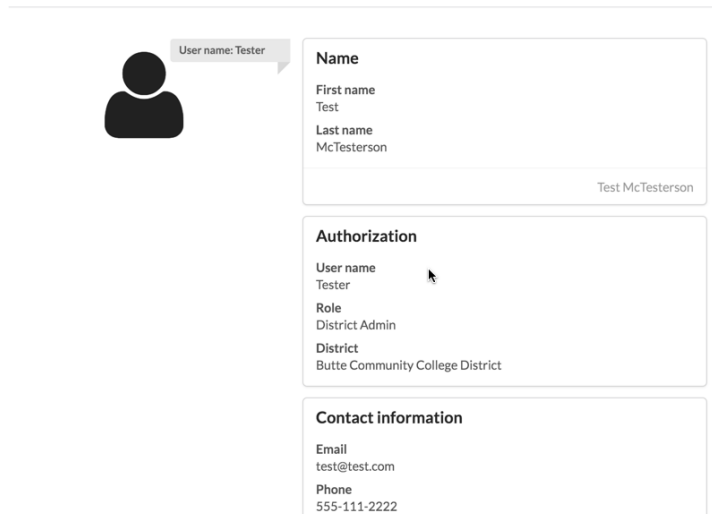
From the *Users* search results, you can view, edit, or delete the existing Administrator user account.

Viewing Administrator User Details

To view Administrator user details:

1. Click the linked *Username* to display user details in a pop-up box.

Test McTesterson



User name: Tester

Name

First name
Test

Last name
McTesterson

Test McTesterson

Authorization

User name
Tester

Role
District Admin

District
Butte Community College District

Contact information

Email
test@test.com

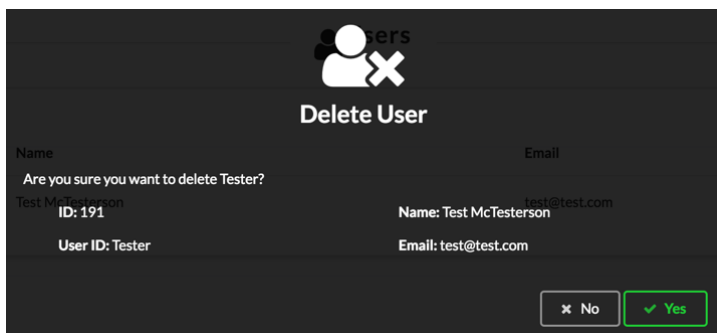
Phone
555-111-2222

2. When you're done viewing the details, click the *X* icon to close the details view.

Deleting an Administrator User

To delete an Administrator user:

1. Click the *Delete* link to display a *Delete User* prompt asking you to confirm your deletion.



Delete User

Name: Test McTesterson

Email: test@test.com

Are you sure you want to delete Tester?

Test McTesterson ID: 191

Name: Test McTesterson

User ID: Tester

Email: test@test.com


2. Click **Yes** to delete the user and return to the *Administrators* screen.

Editing an Administrator User

To edit an Administrator user:

1. Click the *Edit* link to display the *Edit Administrator* screen, which displays the user's details.

Edit Administrator

User ID *
  Account enabled

User Information

First name *

Last name *

Email address *

Phone


Phone


Phone other

Cell phone

Fax

Authorization

Role * 

District * 

2. Make changes to the user record and then click **Save** to display the success message.

Administrator Update Success

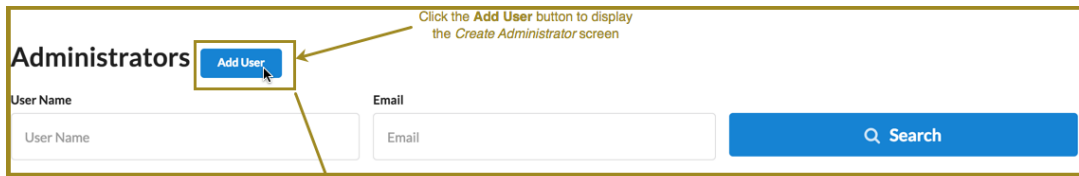
Success ... Keep up the good work; good job!

3. Click **Manage Administrators** to return to the *Administrators* screen.

Adding a New Admin User

Use the following steps to add a Course Exchange Admin user from the *Administrators* screen.

1. Click the **Add User** button to display the *Create Administrator* screen.



Create Administrator

User ID *
 Account enabled

Password *

Confirm Password *

Password Requirements

- Must be 6-24 characters
- Must contain a letter
- Must contain a number
- May contain uppercase and lowercase letters, numbers and special characters

Note: Passwords are case sensitive, so be sure to enter upper and lowercase letters carefully.

User Information

First name *

Last name *

Email address *

Phone

Phone

Phone other

Cell phone

Fax

Authorization

Role * **District ***

2. Enter values in the required fields (indicated with a red asterisk). Fields are group by *User ID/Password*, *User Information*, *Phone*, and *Authorization*.

Note: The *Create Administrator* screen's *Account enabled* slider button is set to an enabled state by default.

3. In the *Authorization* section, select the admin role from the *Role* drop-down list. The table below provides information about the Course Exchange Admin roles and the varying access in the application.

Role	Purpose and Access
District Admin	Administrators all the colleges in their district and has access to: <ul style="list-style-type: none"> • School screen <ul style="list-style-type: none"> • School Profile • Terms • Courses • Enrollments • Reports

Role	Purpose and Access
Exchange Admin	Administers the Course Exchange web site for all schools and has access to: <ul style="list-style-type: none"> • <i>Exchange screen</i> • <i>Administrators screen</i> • <i>School screen</i> <ul style="list-style-type: none"> • School Profile • Terms • Courses • Enrollments • Reports
School Admin	Administers only their college and as access to: <ul style="list-style-type: none"> • <i>School screen</i> <ul style="list-style-type: none"> • School Profile • Terms • Courses • Enrollments • Reports
Reports Admin	Administers reporting for all Course Exchange schools and has access to: <ul style="list-style-type: none"> • <i>Enrollments</i> • <i>Reports</i>
School System Administrator	Administers only their college and has access to: <ul style="list-style-type: none"> • <i>Administrators screen</i> • <i>School screen</i> <ul style="list-style-type: none"> • School Profile • Terms • Courses • Enrollments • Reports

4. Select the college or district from the *District/School* drop-down list.



Note: The *District* drop-down lists displays when the selected *Role* is *District Admin*. For all other admin roles, the *School* drop-down list displays, with the exception of the *Exchange Admin* role (in which case neither drop-down list displays).

5. Click **Create** to create the new admin user and display the *Administrator Create Success* message.

Administrator Create Success

Success ... Keep up the good work; good job!

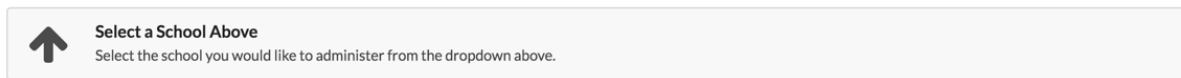
+ Manage Administrators

6. Click **Manage Administrators** to return to the *Administrators* screen.

School Screen

The *School* screen is used to configure your school's profile, terms, courses, enrollments, and report. Use the following steps to access the *School* screen.


1. Click the *School* option to display the *Select the School* drop-down list.



2. Select a school from the the *Select the School* drop-down list to display the *School Profile* for the selected school.

Barstow Community College

School Profile
Terms
Courses
Enrollments
Reports



Barstow Community College

Disabled

School Information

School name	Barstow Community College	Term Type	Semester
District	Barstow Community College District	SIS Type	—
Address	2700 Barstow Rd Barstow, CA 92311	MIS Code	911

Messages

Impact Withdrawal/Dropping Message

Ineligibility Message

Canvas Access Message

Readiness Message

Fee Opt Out Message

Non-Resident Message

End of Year Transcript Message

Financial Aid Message

DSPS Message

Orientation Incomplete Message

Ed Plan Incomplete Message

Assessment Incomplete Message

Payment System Message

[Edit](#)

In addition to the *School Profile*, four other school configuration subscreens display based on your credentials. All five subscreens are outlined in the table below.

Subscreen	Purpose
<i>School Profile</i>	The <i>School Profile</i> subscreen is where you configure messaging that you want to display to students who sign up for Course Exchange courses offered by your school.
<i>Terms</i>	The <i>Terms</i> subscreen is where you configure term settings for the Course Exchange courses that your school offers. There is an option to pre-populate term information from your SIS.

Subscreen	Purpose
<i>Courses</i>	The <i>Courses</i> subscreen is where you add courses that your school offers through Course Exchange. There is an option to pre-populate course information from your SIS.
<i>Enrollments</i>	The <i>Enrollments</i> subscreen is where you can view enrollments in your college's Course Exchange courses. Students who are dropped or are enrolled display.
<i>Reports</i>	The <i>Reports</i> subscreen is where you can find pre-defined reports that provide details for your school's Course Exchange activity.

School Profile Subscreen

The *School Profile* subscreen displays your school's current information (school name, district, address, term and SIS type, and MIS code) as well as your Course Exchange message settings. Messages are configured by your school to display specific messaging to Course Exchange students that are triggered under certain conditions.

The screenshot displays the 'School Profile' subscreen for Barstow Community College. At the top, there is a navigation bar with 'Exchange', 'Administrators', 'School', and 'Log Out' options. Below this is a search bar containing 'Barstow Community College'. The main content area is divided into sections: 'School Information' and 'Messages'.

School Information:

School name	Barstow Community College	Term Type	Semester
District	Barstow Community College District	SIS Type	-
Address	2700 Barstow Rd Barstow, CA 92311	MIS Code	911

Messages:


- Impact Withdrawal/Dropping Message
- Ineligibility Message
- Ed Plan Incomplete Message
- Assessment Incomplete Message
- Payment System Message

An 'Edit' button is located at the bottom right of the page.

Use the following steps to edit the *School Profile* subscreen.

1. From the *School Profile* subscreen, scroll down and click **Edit** to display the *Edit School Profile* view.

Skip to content



[Exchange](#)
[Administrators](#)
[School](#)
[Log Out](#)

▼
Barstow Community College

[School Profile](#)
[Terms](#)
[Courses](#)
[Enrollments](#)
[Reports](#)

Edit School Profile

Active

School name

District

Term type

 Semester Quarter

SIS Type

MIS Code

Address

Address line 1

Address line 2

City

State

ZIP code

Messages

Impact Withdrawal/Dropping Message i

Rich text editor toolbar: Bold, Italic, Underline, Strikethrough, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Styles, Format

Ineligibility Message i

Rich text editor toolbar: Bold, Italic, Underline, Strikethrough, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Styles, Format

Payment System Message i

Rich text editor toolbar: Bold, Italic, Underline, Strikethrough, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Styles, Format

Back
Save

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).

Field	Value
Impact Withdrawal/Dropping Message (Teaching College)	Edit the template to customize the message that displays to students about potential impact of dropping or withdrawing from classes on their financial aid eligibility.
Ineligibility Message (Home College)	<p>Edit the template to customize the message that displays to students about whether or not 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:</p> <ul style="list-style-type: none"> • 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	<p>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.</p> <p>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.</p>
Fee Opt Out Message (Teaching College)	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 (Teaching College)	Edit the template to customize the message that displays to students who are non-residents.
End of Year Transcript Message (Teaching College)	Edit the template to customize the message that displays to students about their end-of-year transcript.
Financial Aid Message (Home College)	Edit the template to customize the message that displays to students about financial aid at their home college.

Field	Value
DSPS Message (Teaching College)	Edit the template to customize the message that displays to students about Disabled Student Programs and Services.
Orientation Incomplete Message (Home College)	Edit the template to customize the message that displays to students about their inability to participate in Course Exchange until they have completed orientation.
Ed Plan Incomplete Message (Home College)	Edit the template to customize the message that displays to students about their inability to participate in Course Exchange until they have completed an Ed Plan.
Assessment Incomplete Message (Home College)	Edit the template to customize the message that displays to students about their inability to participate in Course Exchange until they have completed an assessment.
Payment System Message	Edit the template to customize the message that displays to students communicating that they are responsible for paying fees for their Course Exchange course. The student will be redirected to the Teaching College payment system and messaging here should inform them of payment terms.

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.

School Profile Update Success

Success ... Keep up the good work; good job!

School Profile

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

Terms Subscreen

The *Terms* subscreen is used for adding and/or updating term information for your online courses.

Terms Add Term

Term Name

Searching for Terms

Use the following steps to search for terms.

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

Terms Add Term

Term Name

Terms

5 Terms

Year	Term	Type	Start Date	End Date	Delete	Edit
2017	Spring	Semester	January 22, 2017	May 25, 2017	Delete	Edit
2019	Summer	Semester	June 5, 2017	July 31, 2017	Delete	Edit
2017	Summer	Semester	June 12, 2017	July 20, 2017	Delete	Edit
2017	Fall	Quarter	January 2, 2017	February 14, 2017	Delete	Edit
2018	Spring	Semester	January 1, 2018	February 28, 2018	Delete	Edit

2. Several clickable links in the *Terms* list allow you to display summary term information, delete a term, and edit a term.

Click the...	To...
<i>Year or Term</i> link	display a pop-up summary of the term information.
<i>Delete</i> link	delete the term. A confirmation message displays asking you to confirm the term deletion.

Delete Term

Are you sure you want to delete Summer 2019?

Click the...	To...
Edit link	open the <i>Edit Term</i> screen where you can make changes to the term information. The <i>Edit Term</i> screen is the same as the <i>Create Term</i> screen. Once your changes are complete, click Save → Manage Terms to return to the <i>Terms</i> subscreen.

Creating a New Term

Use the following steps to create a new term.

1. Click **Add Term** to display the *Create Term* screen. Required fields display a red asterisk next to them.

Create Term

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

Term Year *

Term

Term Start Date *

Term End Date *

Registration Start Date *

Registration Start Time *

Registration End Date *

Registration End Time *

Term Deadline Dates

Add Deadline Date *

Add Deadline Time *

Drop Deadline Date *

Drop Deadline Time *

Drop Deadline Date *

Drop Deadline Time *

Withdrawal Deadline Date *

Withdrawal Deadline Time *

Priority Registration Dates

Priority 1 Date *

Priority 1 Time *

Priority 2 Date *

Priority 2 Time *

Priority 2 Date *


Priority 2 Time *

Priority 3 Date *

Priority 3 Time *

Back Create

2. You can populate the *Create Term* fields manually or by populating them more programmatically from your SIS. Use one of the following two options below to create the term.

If you have <u>already defined</u> the term ID in your SIS:	If you have <u>not yet defined</u> the term ID in your SIS:
<ol style="list-style-type: none"> 1. Enter the term ID for the term you want in the <i>Local term ID</i> field. 2. Click Populate to auto-populate all the rest of the fields on this screen with information from your Student Information System. 3. Enter any remaining field values, as needed. <p> Note: <i>Priority Registration Dates</i> information must be manually entered, even if you populate the rest of the term information from your SIS.</p>	<ol style="list-style-type: none"> 1. Enter the new term ID in the <i>Local term ID</i> field. 2. Proceed to step 3, below.

3. Select and/or enter values in all the required fields to configure the term information for the online course, including *Term Year* field, *Term* drop-down list, *Term Start Date* field, *Term End Date* field, etc. Clicking in any date or time field displays a pop-up date or time box that allows you to select the date/time.

April 2017 < >						
S	M	T	W	T	F	S
26	27	28	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

12:00 AM	1:00 AM	2:00 AM	3:00 AM
4:00 AM	5:00 AM	6:00 AM	7:00 AM
8:00 AM	9:00 AM	10:00 AM	11:00 AM
12:00 PM	1:00 PM	2:00 PM	3:00 PM
4:00 PM	5:00 PM	6:00 PM	7:00 PM
8:00 PM	9:00 PM	10:00 PM	11:00 PM



Note: 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

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

Term Create Success

Success ... Keep up the good work; good job!

[Manage Terms](#)

- Click **Manage Terms** to return to the *Terms* subscreen.

Courses Subscreen

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

School Profile Terms **Courses** Enrollments Reports

Courses

[Add Course](#)

Course Title

Course Title

[Q Search](#)

Searching for Courses

Use the following steps to search for courses.

- Click the **Search** button to display all existing courses for your school. Or, enter a course title and click **Search** to narrow your results.

Courses

[Add Course](#)

Course Title

Course Title

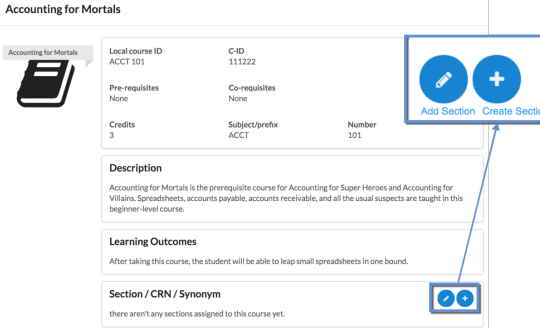
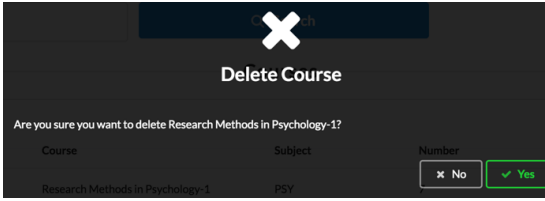
[Q Search](#)

Courses

10 Courses

ID	C-ID	Course	Subject	Number	Active?		
72	PSY 200	Research Methods in Psychology-1	PSY	7	active	Delete	Edit
69	ANTH 120	Cultural Anthropology	ANTH	4	active	Delete	Edit
70	AJ 110	Admin of Justice	AJ	2	active	Delete	Edit
79	ENGL 100	Reading-Composition	ENGL	2	not active	Delete	Edit
68	HIST 140	U.S. History-1877-Prsnt	HIST	10	active	Delete	Edit
133	ENGL 100	Reading and Composition	College Composition	100	active	Delete	Edit

- Several clickable links in the *Courses* list allow you to display summary course information, delete a course, and edit a course.

Click the...	To...
<p><i>ID</i> link</p>	<p>display a pop-up summary of the course information:</p>  <p>Note: The course pop-up summary includes <i>Add Section</i> and <i>Create Section</i> icons.</p>
<p><i>Delete</i> link</p>	<p>delete the course. A confirmation message displays asking you to confirm the course deletion.</p> 
<p><i>Edit</i> link</p>	<p>open the <i>Edit Course</i> screen where you can make changes to the course information. The <i>Edit Course</i> screen is the same as the <i>Create Course</i> screen. Once your changes are complete, click Save → Manage Courses to return to the <i>Courses</i> subscreen.</p>

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

Creating a New Course

Use the following steps to create a new course.

- Click **Add Course** to display the *Create Course* screen. Required fields display a red asterisk next to them.

Create Course

Active

Term *

Local course ID *

← **Pre-populate Course Information**
Enter the Local Course ID and click populate to pre-populate course data from local courses.

C-ID *

Title *

Credits *

Pre-requisites

Co-requisites

Subject/prefix *

Number *

Learning Outcomes (500 characters or less)

Description (500 characters or less)

2. You can populate the *Create Course* fields manually or by populating them more programmatically from your SIS. Use one of the following two options below to create the course.

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:
<ol style="list-style-type: none"> 1. Enter the course ID for the course you want in the <i>Local course ID</i> field. 2. Click Populate to auto-populate all the rest of the fields on this screen with information from your SIS. 3. Proceed to step 3, below, and enter any remaining field values, as needed. 	<ol style="list-style-type: none"> 1. Enter the new course ID in the <i>Local course ID</i> field. 2. 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* screen and create one.
5. In the *C-ID* field, enter the course identifier (C-ID).



Note: The *C-ID* value is validated against the C-ID database and an error message displays if an invalid value is entered. Correct the value if this message displays.

C-ID 'FILM123' does not exist, please enter a valid 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. A success message displays indicating that your changes have been saved.

Course Create Success

Success ... Keep up the good work; good job!

Manage Courses

8. Click **Manage Courses** to return to the *Courses* subscreen.


Related information

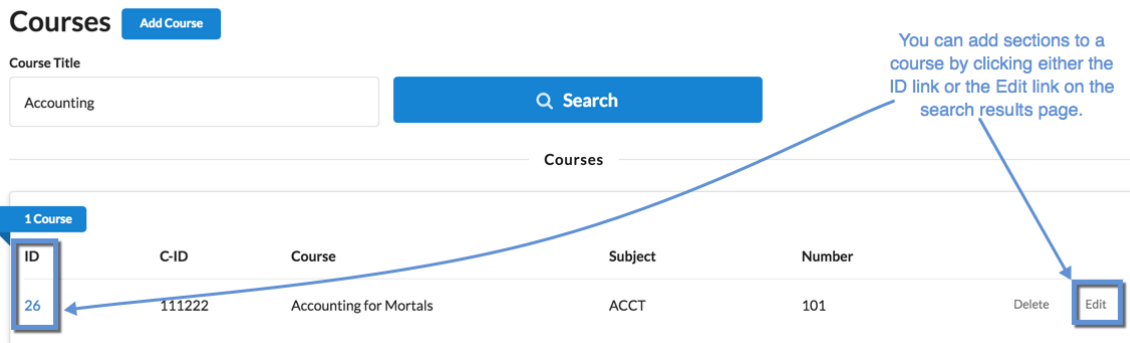
[Adding/Creating Course Sections](#) on page 26

Adding/Creating Course Sections

Use the following steps to add or create course sections by using the following steps. It is assumed you have already created a course. See [Creating a New Course](#) on page 24 for details on how to create a course.

1. Log in to Course Exchange Admin as an Exchange, District, School, or School System Admin.
2. Click the *School* option to display the *Select the School* drop-down list and select your school to display your School Profile.
3. Select *Courses* to display the courses subscreen.
4. Search for the course to which you want to add a course section. Locate the course in the *Courses* list.

 **Note:** You can also simply click **Search** to display all existing courses.



Courses [Add Course](#)

Course Title
Accounting [Q Search](#)

Courses

1 Course

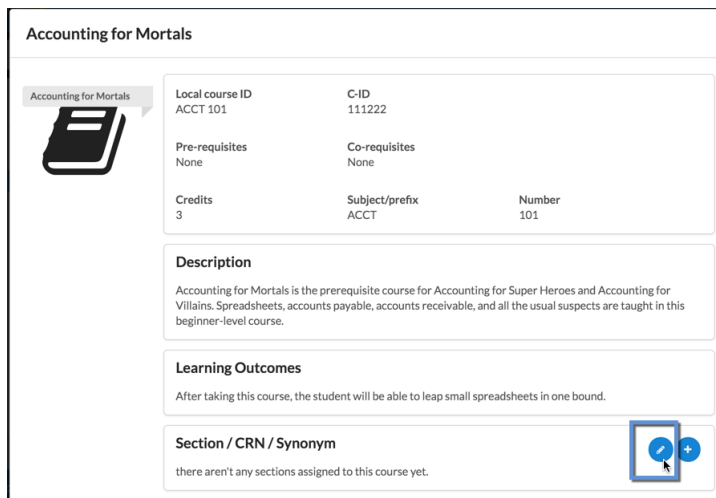
ID	C-ID	Course	Subject	Number	
26	111222	Accounting for Mortals	ACCT	101	Delete Edit

You can add sections to a course by clicking either the ID link or the Edit link on the search results page.


5. 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.



Accounting for Mortals

Accounting for Mortals 

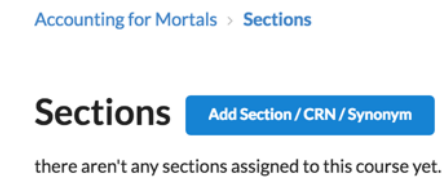
Local course ID ACCT 101	C-ID 111222	
Pre-requisites None	Co-requisites None	
Credits 3	Subject/prefix ACCT	Number 101

Description
Accounting for Mortals is the prerequisite course for Accounting for Super Heroes and Accounting for Villains. Spreadsheets, accounts payable, accounts receivable, and all the usual suspects are taught in this beginner-level course.

Learning Outcomes
After taking this course, the student will be able to leap small spreadsheets in one bound.

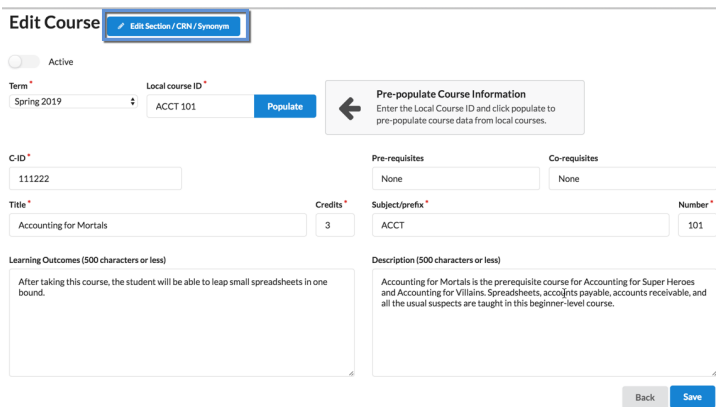
Section / CRN / Synonym
there aren't any sections assigned to this course yet. [+ Section](#)

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

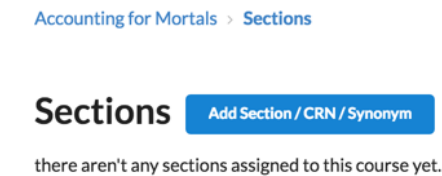


- From the *Edit* link

- Click the *Edit* link to display the *Edit Course* subscreen.



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



- On the *Sections* screen, click the **Add Section/CRN/Synonym** button to display the *Create Section/CRN/Synonym* screen.

Create Section / CRN / Synonym

Active

Term: Summer 2017 | 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.

Max enrollments: Max enrollments

Late start or short term section

Section Start Date: [Date] | Section End Date: [Date]

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.

7. 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.
8. 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* screen.
9. 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).
10. Click **Create** to display the Section Create Success message.

Section Create Success

Success ... Keep up the good work; good job!

+ Manage Sections

11. Click **Manage Sections** to return to the *Sections* subscreen. The new section displays in the list of sections for the course.

Accounting for Mortals > Sections

Sections

Add Section / CRN / Synonym

Section / CRN / Synonym

1 Section

Section / CRN / Synonym	Term	Instructor		
1	Spring 2019	David Smith	Delete	Edit

Related information

[Courses Subscreen](#) on page 23

[Terms Subscreen](#) on page 19

Enrollments Subscreen

The *Enrollments* subscreen is used for viewing the students enrolled in your school/district Course Exchange courses and their status. Use the following steps to use the *Enrollments* subscreen.

1. Click the *School* option → *Enrollments* to display the *Enrollments* subscreen.

Enrollments

School Term Section

2. Select values from the *School*, *Term*, and/or *Section* drop-down lists and click **Search** to display enrollments.

Enrollments

School: Term: Section:

Enrollments

3 Enrollments

Enrollment	Registration	CCCID	Student ID	School	Term	CID	Course	Local ID	Semester Credits
Dropped	Enrolled and Paid	AAA		Butte College	Spring 2017	AJ 110	AJ-2	5266	3.759
Enrolled	Enrolled and Paid	AAA		Butte College	Spring 2017	AJ 110	AJ-2	5266	3.759
Enrolled	Pending Payment	AAA		Butte College	Spring 2017	HIST 140	HIST-10	5360	4.5

- Review the results and then select new values and click **Search** again to view other enrollments.

Reports Subscreen

The *Reports* subscreen is where you can access and run pre-defined reports for your schools Course Exchange activity.

Reports

- [Proof Added Courses](#)
- [Number of Units](#)
- [Students taking exchange courses at other colleges](#)
- [Exchange courses that students are taking](#)
- [Teaching College Term Start and End Date](#)
- [Enrollment Data For TC Exchange Students](#)
- [Proof Of Assigned Grades](#)
- [Proof Of Drops/Withdrawals and Last date of participation](#)

Use the following steps to run any of the Course Exchange reports.

- Click the *School* option → *Reports* to display the *Reports* subscreen.
- Click any one of the report links to generate a .csv (comma-separated value) file output with the report data. Navigate to your download folder and open the downloaded file with your favorite text editor or 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	<p>This report displays the following information for your students taking Course Exchange courses:</p> <ul style="list-style-type: none"> • 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	<p>This report displays the following information for your students taking Course Exchange courses:</p> <ul style="list-style-type: none"> • 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	<p>This report displays the following information for your students taking Course Exchange courses:</p> <ul style="list-style-type: none"> • CCCID • Student ID for the student at the Home College
Exchange courses that students are taking	<p>This report displays the following information for your students taking Course Exchange courses:</p> <ul style="list-style-type: none"> • C-ID • Course Title • Instructor's email address

Report Title	Information Reported
Teaching College Term Start and End Date	<p>This report displays the following information for your students taking Course Exchange courses:</p> <ul style="list-style-type: none"> • 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	<p>This report is used by home college financial aid officers to help them process financial aid for home college students who are taking a Course Exchange class. This information allows you to meet the Federal Financial Aid Consortium agreement.</p> <p>This report displays the following information for your students who are enrolled in a Course Exchange class:</p> <ul style="list-style-type: none"> • student's CCCID • home college's SIS Student ID • course C-ID • number of units for the course • census date of teaching college courses • quarter/semester • teaching college name • course start/end date • term start/end date • teaching college's drop/withdraw dates for the course • grade assignment date • the last date the student participated in a course at the teaching college • date of course enrollment

Report Title	Information Reported
Proof of Assigned Grades	<p>This report is used by home college financial aid officers to assist them in awarding financial aid and updating financial aid standing based on failed or passing grade for home college students who are taking a Course Exchange class. This information allows you to meet the Federal Financial Aid Consortium agreement.</p> <p>This report displays the following information for your students who are enrolled in a Course Exchange class:</p> <ul style="list-style-type: none"> • student's CCCID • course C-ID • number of units for the course • teaching college's course census date • quarter/semester • teaching college name • home college student ID • course start/end date • term start/end date • teach college's drop/withdraw dates for the course • grade assignment date • last date the student participated in a course at the teaching college • date of course enrollment

Report Title	Information Reported
Proof of Drops/Withdrawals and Last date of participation	<p>This report is used by home college financial aid officers to assist them in contacting home college students taking a Course Exchange class regarding repayment of Financial Aid funds if withdrawal is not in keeping with Federal Financial Aid regulations. This information allows you to meet the Federal Financial Aid Consortium agreement.</p> <p>This report displays the following information for your students who are enrolled in a Course Exchange class:</p> <ul style="list-style-type: none"> • student's CCCCID • course C-ID • number of units for the course • teaching college's course census date • quarter/semester • teaching college name • home college student ID • course start/end date • term start/end date • teach college's drop/withdraw dates for the course • proof of withdrawal grade <p> Note: This value is calculated based on the date the student withdrew and the "Last Day to Drop Without a Withdrawal" date from the current Term setup.</p> <ul style="list-style-type: none"> • If "date of withdraw" < "last day to drop with a 'W'" then "Proof of W Grade" = NULL. • If "date of withdraw" > "last day to drop with a 'W'" then "Proof of W Grade" = W <ul style="list-style-type: none"> • last date the student participated in a course at the teaching college • date of course enrollment

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.