

# Course Exchange 2.1 for College Administrators

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## Appendix A: Financial Aid, BOG Fee Waiver, and Cohorts in Course

## 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. Student 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. The student clicks a link from within their college's course registration system to go to the Course Exchange web application.
- 2. 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.
- **3.** The student searches for the course(s) they need. Search results display a list of upcoming course sections by course ID (the course ID from the Teaching College's SIS) 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).
- 4. 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 on their *My Dashboard* screen.
  - The student is prompted during the enrollment process to elect to share their BOG Fee Waiver status at the Home College with the Teaching College. They are also prompted to elect to share the course units from the Teaching College with their Home College so that Financial Aid may be applied.
- **5.** Once the student has completed their open course selection and a CCCApply application for the college, their enrollment is confirmed.

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

- 6. 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.
- 7. The student takes the online course and completes it. Upon course completion, credit for the course is stored at the Home College's SIS.
- **8.** 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:

Ξ.

- 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 for information about the different type of administrator roles available in Course Exchange and which screens display for each one.

	COURSE Exchange
CALIFORNI	A COMMUNITY COLLEGES
👗 User ID	
Password	
	Remember me
	Sign In
	Need help?

**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.

You are in the <b>QA</b>	environment. Please proceed accor	dingly.				
Skip to content						
	COURSE EXCHANGE	1	Exc	change Administrators Scho	ool District Log Out	
	Select the school you would like	to administer			¢	
	Select a School A Select the school you	bove u would like to administer from the d	łropdown above.			
	CCCApply	External Sites	CCC Chancellor's Office	🙈 California Con	AMUNITY COLLEGES	
	Home Español Spanish Applications Help	Online Education Initiative California Vitual Campus I Can Afford College Associate Degree for Transfer	CCC Home Complaint Form	CALIFORNIA COM CHANCELLOR'S C	Office	
		© Californi	a Community Colleges Chancellor's Of	fice. All rights reserved.		

The menu options that display will depend upon your assigned Course Exchange Admin user role. See Adding a New Course Exchange Admin User on page 27 to see the different roles and the options and screens they access.

4. Click Log Out at any time to log out of the Course Exchange Admin application.

## **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.

Skip to content link       4       2         Course Exchange Home button       5         Course Exchange Home button       5         Exchange       Administrators         School drop-down list       5         Select a School Above       1	You are in the TEST environment. Please proceed accordingly. Environment notification		×
Course Exchange Home button       Exchange       Administrators       School       District       Log Out         Select the school you would like to administer       School drop-down list       1	Skip to content		
School drop-down list	Course Exchange Home button	Exchange Administrators School District Log Out	t
Select a School Above	Select the school you would like to administer	· · · · · · · · · · · · · · · · · · ·	
Select the school you would like to administer from the dropdown above.		School drop-down list	

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

Course Exchange Home Page Element	Function
	The <i>School</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.

Course Exchange Home Page Element	Function
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> <li>Exchange View on page 7</li> <li>Administrators Screen on page 25</li> <li>School Screen on page 30</li> <li>District Screen on page 63</li> <li>Preferences Screen on page 64</li> <li>Log Out: Click the <i>Log Out</i> link to log out of Course Exchange. A <i>Sign In</i> link displays afterward so you can choose to log in again as needed.</li> </ul>
3: Environment Notification	The Environment Notification displays in the top left corner of the Home screen 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 in the far-upper right of the screen.
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 <b>Course Exchange</b> home button displays on every Course Exchange screen and returns focus to the Home page when clicked.

## **Exchange View**

The *Exchange* view is used by the Exchange Administrator (CCC Tech Center) to: configure Exchange Messages, Feature Flags, Options, and view Reports. The Exchange view only displays for users with the role of Exchange Administrator and the default display is the *Exchange Settings* screen.

COURSE EXCHANCE California community colleges	Exchange Administrators School District Log Out
Exchange Messages Feature Flags Options Reports	
Exchange Settings	
Course Exchange Policy Edit	Ineligibility Message Edit
The 13-letter motto was suggested in 1776 by Pierre Eugene du Simitiere to the committee responsible for developing the seal. At the time of the American Revolution, the exact phrase appeared prominently of the title page of every issue of a popular periodical, <i>The Gentleman's Magazine</i> , <sup>[8][9]</sup> which collected articles from <i>many</i> sources into <i>one</i> "magazine". This in turn can be traced back to the London-based Huguenot Peter Anthony Motteux, who used the adage for his <i>The Gentleman's</i>	Sorry your not eligible for the course exchange.
Student Hold Message	ىلى ئەمىرىيە بىرىمىيە بىرىمىيە يىلى يەمىرىمىيە بىرىمىيە بىرىمى
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	

#### **Related information**

Exchange Settings Screen on page 8 Feature Flags Screen on page 9 Options Screen on page 12 Exchange Admin Reports Screen on page 13

## **Exchange Settings Screen**

The *Exchange Settings* screen is where you configure messages that display to all users of the Course Exchange Student application and are considered system-level messages.

COURSE EXCHANCE California community colleges	Exchange Administrators School District Log Out
Exchange Messages Feature Flags Options Reports	1
Exchange Settings	
Course Exchange Policy Edit	Ineligibility Message
The 13-letter motto was suggested in 1776 by Pierre Eugene du Simitiere to the committee responsible for developing the seal. At the time of the American Revolution, the exact phrase appeared prominently of the title page of every issue of a popular periodical, <i>The Gentleman's Magazine</i> . <sup>[8][9]</sup> which collected articles from <i>many</i> sources into <i>one</i> "magazine". This in turn can be traced back to the London- based Huguenot Peter Anthony Motteux, who used the adage for his <i>The Gentleman's</i>	Sorry your not eligible for the course exchange.
Student Hold Message Edit	and
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	

- 1. Click Edit for any of the *Exchange Settings* messages to display an *Edit Message* screen where you can edit and save text changes.
- 2. Click the *view* link in the footer of any of the *Exchange Settings* messages to display the full text of any messaging that is longer than the display.

### **Feature Flags Screen**

The Exchange Admin's *Feature Flags* screen is used by an Exchange Admin to add new feature flags to the Course Exchange system that can then be turned on or off for colleges at their request.

Exchange Messages	Feature Flags	Options	Reports	
Feature Flag	S Add Feature	Flag		
Feature Flag Name			Q Search	

Once enabled by an Exchange Admin, feature flags are then made available to college users of the Course Exchange Admin application at the school, district, and/or role level.

From the Feature Flags screen you can either search existing feature flags or add a new feature flag.

#### **Searching Existing Feature Flags**

1. Click Search to display the Feature Flags list.

Feature Flags Add Feature Flag			
Feature Flag Name			
	Q Search		
	Feature Flags		
14 FeatureFlags			
Name		Active	
Test Feature Flag 42			Audit Delete
Test123			Audit Delete
A Test Feature Flag			Audit Delete
test212	and a second		Audit Delete

2. Scroll down until you find the feature flag you want and choose one of the following actions, as needed.

Click the	То									
Active slider button	make the feature flag active or inactive.									
		the <i>Active</i> e flag is ac		r bar is	to th	e far	right, sh	owing a blu	e shading to the le	eft, the
		the <i>Active</i> the feature			-	ed to	the far l	eft, showing	g a gray shading to	o the
<i>Audit</i> link	flag, such order by <i>I</i>	n as when i Last Modifi	t was	assign	ed to				actions taken for the log displays in a	
<i>Audit</i> link	flag, such	n as when i Last Modifi	t was	assign ite/time	ed to e.	a rol	e or a sc			
<i>Audit</i> link	flag , such order by <i>I</i> Feature F	n as when i Last Modifi lags Audit	t was	assign ite/time	ed to e.	a rol				
<i>Audit</i> link	flag, such order by <i>I</i>	n as when i Last Modifi lags Audit	t was	assign ite/time	ed to e.	a rol	e or a sc			
<i>Audit</i> link	flag , such order by <i>I</i> Feature Fl	n as when i L <i>ast Modifi</i> lags Audit	t was <i>ied</i> da	assign ite/time F	ed to e. Feature	a rol	e or a sc Audits	hool, etc. T	he log displays in a	
<i>Audit</i> link	flag , such order by <i>I</i> Feature Fl S1 Feature Flag ID	n as when i Last Modifi lags Audit soments AssignmentType	t was Sed da	assign ite/time F TargetName Antelope Community College	ed to e. Feature	a rol	e or a sc Audits	hool, etc. T	Last Modified	
<i>Audit</i> link	flag , such order by <i>I</i> Feature Fl <sup>11 FeatureFlag Asid Flag ID 35</sup>	n as when i Last Modifi lags Audit genens AssignmentType district	t was ied da	assign tte/time F TargetName Antelope Community College District Butte	ed to Eeature Revision	a rol e Flags Revision Type	e or a sc Audits	hool, etc. T	Last Modified	

Click the	То
<i>Delete</i> link	to display the <i>Delete Feature Flag</i> message asking you to confirm that you want to delete the feature flag.
	Add Feature Flag
	Delete Feature Flag
	Are you sure you want to delete A Test Feature Flag?
	Make sure to remove all Assignments to feature flag or it will not be deleted.
	× No Ves
	You must click <b>Yes</b> to delete the feature flag. Click <b>No</b> to return to the current <i>Feature Flags</i> list.

#### Adding a New Feature Flag

1. From the Feature Flags screen, click Add Feature Flag to display the Create Feature Flag screen.

Feature Flags Add Feature Flag	
Feature Flag Name	
Q Search	
Exchange Messages Feature Flags Options Reports	
Create Feature Flag	
Name Name	
	Back Create and Continue

- 2. Click the *Active* slider button to make the feature flag active for college/district/role assignment. You can choose to make the feature flag active later if you prefer.
- **3.** Enter the feature flag's name in the *Name* field and click **Create and Continue** to display the *Assign Feature Flag* dialog box.

Assign Feature Flag					
Would you like to assign a school, district and/or role to this feature flag?					
No Yes					

4. Click Yes to assign the feature flag to a school, distinct, or role.

```
--OR--
```

Click No to add the feature flag without assigning it to a school, district, or role.

#### Related information

Feature Flags Subscreen on page 37 District Screen on page 63

## **Options Screen**

The *Options* screen is used by an Exchange Admin to enable or disable special feature flags for any California Community College. All of the California Community Colleges display in a scrollable list, ascending by college name.

Exchange Mess	sages Feature Flags <b>Options</b> Reports	
ptions		
	Allan Hancock College	Enabled
	Transmit Student's BOG Fee Waiver Data	
	Combine Student Course Units for Financial Aid	
		Save
	American River College	Enabled
	Transmit Student's BOG Fee Waiver Data	
	Combine Student Course Units for Financial Aid	$\bigcirc$
		Save
	Antelope Valley College	Enabled
	Transmit Student's BOG Fee Waiver Data	

Only those features that are active display as options beneath each college and are specific to sharing BOG Fee Waiver information between the Home college and Teaching college and/or combining units for financial aid for Course Exchange students so that they may apply financial aid to Teaching college courses.

To enable a special feature for a specific college:

- 1. Scroll down the *Options* screen to locate the college.
- 2. Click the *Enabled* slider button that corresponds to the feature the college wants enabled. The **Save** button changes from a disabled state to display as enabled.
- 3. Click Save to save the feature flag setting. The Save button toggles back to a disabled state after saving. Repeat steps one through three to disable a feature for a school, clicking the *Enabled* slider button to shift it left so that it displays in a disabled state (as in the image above).

#### **Related information**

Appendix A: Financial Aid, BOG Fee Waiver, and Cohorts in Course Exchange on page 66

### **Exchange Admin Reports Screen**

The Reports screen displays a linked list of reports for the Exchange Admin.

Exchange Messages	Feature Flags	Options	Reports	

## Reports

- Active 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
- Enrollments By Section
- 1. Click a linked report to view the *Reports* drop-down lists. The *Report* drop-down list auto-fills with the report you clicked on the *Reports* screen.

Exchange Messages	Feature Flags	Options	Reports			
Reports						
Report					School	
Active Courses				¢	zz Test College	\$

2. Select a school from the School drop-down list and the report displays below.

	Re	Report														
	A	Active Cou	irses					;	zz Test	College					¢	
						Regi	stration	Dat	es Acro	oss Cam	puse	5				
i Repo		Year	Term	Туре 🍸	Start <b>T</b>	Finish	Priority 1 Start	NA8	Priority 2 Start	Priority 3 Start	NA11	Registration Start	Registration End <b>T</b>	Add T	Drop	Withdra
	zz Rainforest College	2017	Spring	Semester	October 1, 2017 12:00 AM	January 8, 2018 12:00 AM	October 9, 2017 5:50 PM		October 18, 2017 5:35 PM	October 26, 2017 1:20 PM		October 1, 2017 12:00 AM	January 8, 2018 11:59 PM	February 3, 2017 12:00 AM	May 19, 2017 12:00 AM	Februar 2017 12 AM
	Fresno City College	2017	Fall	Semester	August 4, 2017 12:00 AM	December 15, 2017 12:00 AM	August 11, 2017 9:00 AM		August 18, 2017 9:00 AM	August 25, 2017 9:00 AM		March 1, 2017 10:00 AM	August 25, 2017 9:00 AM	August 11, 2017 9:00 AM	August 18, 2017 9:00 AM	August 2 2017 9:0 AM
	zz Rainforest College	2017	Fall	Semester	August 14, 2017 12:00 AM	December 22, 2017 12:00 AM	February 1, 2017 1:00 PM		February 15, 2017 1:00 PM	April 27, 2017 8:00 PM		February 13, 2017 12:00 AM	August 13, 2017 11:59 PM	September 8, 2017 12:00 AM	December 22, 2017 12:00 AM	Septemb 8, 2017 12:00 Al
	zz Test College	2017	Fall	Semester	October 30, 2017 12:00 AM	December 22, 2017 12:00 AM	March 1, 2017 8:00 AM		March 8, 2017 8:00 AM	March 15, 2017 8:00 AM		August 1, 2017 12:00 AM	October 30, 2017 11:59 PM	October 19, 2017 12:00 AM	December 22, 2017 12:00 AM	Septemb 8, 2017 12:00 Al



Note: Some reports may require additional criteria before displaying report results.

Reports		
Report	School	
Enrollments By Section	\$ zz Test College	\$
Search		
Search all sections		
Home School	Enrolled on Start Date	Enrolled on End Date
zz Test College	\$ 🛗 Date	🛗 Date
		View Enrollments

If you want to see a different report, simply select it from the Reports drop-down list.

**Note:** Click the blue Filter icons in any report column header to display a pop-up box where you can enter text to filter the results that display. In the example below, entering a date in the *Section Start Date* pop-up box filters the report to show only those with a start date of October 10, 2017 or later.

ie 🍸	hc_student_id	section start	section finish	term start T	term finish 🍸	drop deadline
	gurpreet1	Novemb 14, 2017 4:00 PM	Start Date October 10, 2017	er 17 AM	December 22, 2017 12:00 AM	Decemb 22, 201 12:00 At
	personX		Date	er 17 AM	December 22, 2017 12:00 AM	October 2017 5: PM
	test3	December 29, 2017 4:00 PM	27, 2018 4:00 PM	30, 2017 12:00 AM	December 22, 2017 12:00 AM	January 2018 11 AM

Click **Clear** to close the pop-up box.

=

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

Report Title	Information Reported
Active Courses	<ul> <li>This report displays the following information for your students taking Course Exchange courses:</li> <li>C-ID</li> <li>Course Title</li> <li>Instructor's email address</li> </ul>

Report Title	Information Reported
Number of Units (Per Semester or Quarter)	<ul> <li>This report displays the following information for your students taking Course Exchange courses:</li> <li>CCCID</li> <li>C-ID</li> <li>Credits</li> <li>Term Type</li> <li>Teaching College name</li> <li>Student ID for the student at the Home College</li> <li>Course section start date</li> <li>Course section finish date</li> <li>Term start date</li> <li>Torm finish date</li> <li>Course drop deadline</li> <li>Course withdraw deadline</li> <li>Census Date</li> </ul>
Students taking exchange courses at other colleges	<ul> <li>This report displays the following information for your students taking Course Exchange courses:</li> <li>CCCID</li> <li>Student ID for the student at the Home College</li> </ul>
Exchange courses that students are taking	<ul> <li>This report displays the following information for students who are taking courses your school offers in Course Exchange:</li> <li>C-ID</li> <li>Course title</li> <li>Instructor's email</li> </ul>
Teaching College Term Start and End Date	<ul> <li>This report displays the following information for your students taking Course Exchange courses:</li> <li>CCCID</li> <li>C-ID</li> <li>Credits</li> <li>Term Type</li> <li>Teaching College name</li> <li>Student ID for the student at the Home College</li> <li>Course section start date</li> <li>Course section finish date</li> <li>Term start date</li> <li>Term finish date</li> <li>Census Date</li> </ul>

Report Title	Information Reported
Enrollment Data For TC Exchange Students (i.e. Enrollment Data for Teaching College	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
Exchange Students)	Federal Financial Aid Consortium agreement. This report displays the following information for your students who
	<ul><li>are enrolled in a Course Exchange class:</li><li>CCCID</li><li>Course's C-ID</li></ul>
	<ul><li>Credits</li><li>Term Type</li><li>Teaching College name</li></ul>
	<ul> <li>Student ID for the student at the Home College</li> <li>Course section start date</li> <li>Course section finish date</li> </ul>
	<ul><li>Term start date</li><li>Term finish date</li></ul>
	<ul> <li>Drop deadline</li> <li>Withdrawal deadline</li> <li>Census Date of teaching college courses</li> </ul>
	<ul> <li>Grade Date</li> <li>the Last Date the student participated in a course at the teaching college</li> </ul>
	date of course enrollment

Report Title	Information Reported
Enrollments by Section	This report shows Course Exchange enrollments at the section level and the total number of cross-enrolled students coming into the college and the number of the college's students who are taking courses outside the college. This allows the Home College to see where their students are going to take Course Exchange classes and where students are coming from to take the Course Exchange courses that the Home College offers. This provides a summary of which courses/sections and colleges the Home College is losing/ gaining students to/from.
	You can filter the report to display specific views (filter by Home College, enrollment dates, term, course, and section) but in all cases the following information displays, showing enrollments by section(s):
	<ul> <li>Teaching College</li> <li>Course</li> <li>Section</li> <li>Total Enrollments</li> <li>CCCID for each enrolled student</li> <li>Home College</li> <li>Enrollment date.</li> </ul>
	<b>Note:</b> The Exchange Admin user role has the additional ability to run the Enrollments by Section report by filtering by both Teaching College and Home College in order to report on Course Exchange-wide usage to the California Community Colleges Chancellor's Office and stakeholders.
	See Enrollments by Section Report on page 17 for details on filtering and using this report.

### **Enrollments by Section Report**

The *Enrollments by Section* report is an interactive report that let's you view Course Exchange enrollments at the section level across terms, years, Home Colleges, Teaching Colleges, and enrollment dates.

When you select the *Enrollments by Section Report*, you are presented with the a series of drop-down lists and freeform text entry fields that allow you to narrow the report's results.

#### Reports

Enrollments By Section							\$
Show results for Filter by college, section and e	nrollment date	9					
Term All Terms	Year Year	Home Colleges	Enrolled o		ate		Enrolled on End Date
		Available Teaching Colleges Butte College				Selecte	d Teaching Colleges
Note If no teaching colle are selected all tea courses and section show.	ching	Coastline Community College Foothill College Fresno City College Lake Tahoe Community College Mount San Jacinto College Shasta College Ventura College Ta Rainforest College		> <	Add Remove		
		Add All	>			~	Remove All
Course Select a valid term, year and co	leges(s) to see	courses.					
Section Select course(s) to see sections							Show Results

To view the Enrollments by Section report, select filter values from the various drop-down lists, free-form text fields, and/or *Available Teaching Colleges* selector, *Course* selector, and/or *Section* selector and click **Show Results**. Selecting no filters or many filters will provide a wider or narrower view of enrollments.

Use the filter options outlined below as a guide to viewing the student section enrollments.

#### Viewing Student Section Enrollments by Term

- 1. From the *Reports* screen, select *Enrollments By Section* from the *Reports* drop-down list to display the *Enrollments by Section* report fields (see image above).
  - **Note:** The default settings are all terms for all Home Colleges and all Teaching Colleges.
- 2. Click Show Results to view all sections of Course Exchange-enrolled student for all available terms, years, Teaching Colleges, Home Colleges, and enrollment dates. This is the most encompassing search criteria for this report.

		Enrollments By Secti	on	
17 Sections				
Term	Teaching College	Course		Section
Fall 2017	zz Test College	Ibtroduction to Abnormal Psychology		132
	1 Enrollment			
	CCC ID	Home College	Enrolled	
	js001	zz Test College	December 19, 2017	
Fall 2017	zz Test College	Honors Composition and Reading		110
	9 Enrollments			
	CCC ID	Home College	Enrolled	
	TEST004	zz Test College	-	
	TEST111	zz Test College	December 13, 2017	
Enging 2019	zz Test College	Calculus		121
Spring 2018	22 Test College	Calculus		121
	1 Enrollment			
	CCC ID	Home College	Enrolled	
and the second second	TEST503	77 Tost College	February 6, 2018	and the second s
ote that:				
40401		nted by the entire report displa	ays in the upper left corner	in a blue banne
ld (17 Sectio	isplay by Term, Teac	e) hing College, and Course/Sec	tion in a section header ro	W
ld (17 Sectio			tion in a section header ro	W
ld (17 Sectio	isplay by Term, Teac	hing College, and Course/Sec	tion in a section header ro	
ld (17 Sectio port results di m all 2017 neath each se	isplay by Term, Teach Teaching College zz Test College ecction's header row th	hing College, and Course/Sec Course	splay followed by a second	Section 132
ld (17 Sectio port results di m all 2017 neath each se	isplay by Term, Teach Teaching College zz Test College ecction's header row th	hing College, and Course/Sec Course Ibtroduction to Abnormal Psychology the total section enrollments dis	splay followed by a second llment date	Section 132
ld (17 Sectio port results di m all 2017 neath each se pwing each e	isplay by Term, Teach Teaching College zz Test College ection's header row th enrolled student's CCO	hing College, and Course/Sec Course Ibtroduction to Abnormal Psychology the total section enrollments dis CID, Home College, and enro	splay followed by a second llment date	Section 132 dary header row
ld (17 Sectio port results di m all 2017 neath each se pwing each e	isplay by Term, Teach Teaching College zz Test College ection's header row th enrolled student's CCO zz Test College	hing College, and Course/Sec Course Ibtroduction to Abnormal Psychology the total section enrollments dis CID, Home College, and enro	splay followed by a second llment date	Section 132 dary header row

### Viewing Student Section Enrollments for a Specific Term

Use the steps below to view Student Enrollments by Section for a specific term.

1. Select a term from the *Term* drop-down list.

Reports		
Enrollments By Section		
Show results for Filter by college, section and e		
Term	Year	Home Colleges
✓ All Terms Fall Spring Summer	2017	All Colleges 🔶
Winter		Available Teaching Colleges
	and the second s	Butte College

- 2. Enter a year in the *Year* field to narrow the search results further to see section enrollments for only the terms in that year.
- **3.** Click **Show Results** to display enrollments by section for all Teaching Colleges, Home Colleges, courses, and sections within the term and year selected.

		Enrollments By Se	ction	
Sections				
erm	Teaching College	Course		Section
Fall 2017	zz Test College	Ibtroduction to Abnorma	Psychology	132
	1 Enrollment			
	CCC ID	Home College	Enrolled	
	js001	zz Test College	December 19, 2017	
Fall 2017	zz Test College	Honors Composition and	Reading	110
	9 Enrollments			
	CCCID	Home College	Enrolled	
	TEST004	zz Test College	-	
Fall 2017	zz Rainforest College	psychology		200
	1 Enrollment			
	CCC ID	Home College	Enrolled	1
	C001	zz Test College	-	
Fall 2017 zz Rainforest College		psychology		201
	6 Enrollments			
	CCC ID	Home College	Enrolled	1
	C003	zz Test College	-	
	C004	zz Test College		

#### Viewing Student Section Enrollments by College for a Single Course Section

Use the following steps to view student enrollments for a specific Home College and specific Teaching College/group of specified Teaching Colleges for a specific course section.

- 1. Select the following top-level filters from the first row of options:
  - select a term from the *Term* drop-down list
  - enter a year in the Year field
  - Select a specific Home College from the Home Colleges drop-down list

#### Reports

Enrollments By Section			\$
Show results for Filter by college, section and	enrollment date		
Term	Year Home Colleges	Enrolled on Start Date	Enrolled on End Date
Fall	✿ 2017 团 zz Test College	Date	Date

2. Select a Teaching College (or multiple Teaching Colleges) from the *Available Teaching Colleges* picker by clicking the college name and then the > Add button to move it to the *Selected Teaching Colleges* field.

#### Reports

how resulter by col	<b>Ilts for</b> llege, section and enrol	llment date					
m		Year	Home Colleges	Enrolled	on Start Date	Enro	lled on End Date
all	\$	2017 🖪	zz Test College	🛱 Da	ite	<b>#</b>	Date
		[	Available Teaching Colleges			Selected Teaching	Colleges
			Coastline Community College Fresno City College			Butte College Foothill Colleg	e
	Note If no teaching colleges		Lake Tahoe Community College Mount San Jacinto College		> Add	zz Rainforest C zz Test College	
1	are selected all teachin courses and sections w		Shasta College Ventura College		< Remove		
	show.		zz Test 008-Qtr		_		
			Add All	*		«	Remove All
			Available Course			Selected Course	
			zz Test College			zz Test College	
	Note If no courses are		AMERICAN LITERATURE IN THE G Composition and Reading	ILDED AGE: 18	3	Composition zz Rainforest 0	
i	selected all courses an	d	ELEMENTARY STATISTICS HONORS COMPOSITION		> Add	psychology	
•	sections will show for selected teaching		Honors Composition and Reading		< Remove		
	colleges.		Ibtroduction to Abnormal Psycholog Survey of British Literature 1				
			Add All	>ATLIDE: 1402	ĺ	«	Remove All
		L.	Available Section			Selected Section	
			zz Test College				
	Note		129 - Composition zz Rainforest College				
i	If no sections are selected all sections wi	ili 🔰	200 - psychology 201 - psychology		> Add		
•	show for selected courses.		201 p3/000B1		< Remove		
			Add All	>	J	«	Remove All

If courses are present in the Course Exchange system for the selected Teaching College(s) for the selected *Term* and/or *Year*, then the *Available Course* picker displays beneath the *Available Teaching Colleges* picker.

**Note:** If the school you selected does not have any courses associated with it, a message displays beneath the *Course* label upon adding that Teaching College.

	Available Teaching Colleges	Selected Teaching Colleges
Note If no teaching colleges are selected all teaching courses and sections will show.	Butte College Coastline Community College Foothill College Fresno City College Lake Tahoe Community College Shasta College Ventura College zz Rainforest College	Add     Remove
	Add All	» « Remove All
Course There are no courses for this college / term	h	
Section		
Select course(s) to see sections.		

3. Select a course (or courses) for each course per college in the *Available Course* picker by clicking it and then clicking > Add to move it to the *Selected Course* field.

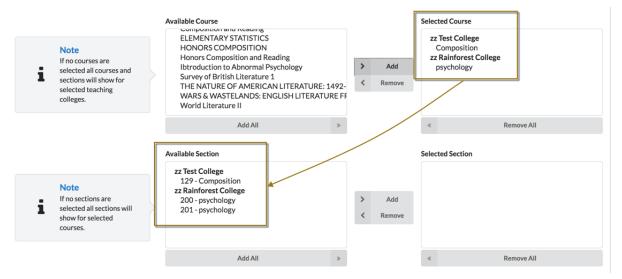
## **Note:** You can click **Add All** to move all the courses at once to the *Selected Courses* field (and **Remove All** to revers that action).

=

	Available Course			Selec	ted Course	
Note If no courses are selected all courses and sections will show for selected teaching colleges.	ELEMENTARY STATISTICS HONORS COMPOSITION Honors Composition and Reading Ibtroduction to Abnormal Psychology Survey of British Literature 1 THE NATURE OF AMERICAN LITERATURE: 149 WARS & WASTELANDS: ENGLISH LITERATURE World Literature II zz Rainforest College		Add Remove		Test College Composition	
	Add All ×	>		«		Remove All

If courses are listed for more than one of the selected Teaching Colleges you can scroll down in the *Available Course* picker to see them. Hover over the Available Course picker list and scroll with your mouse or track pad to see the full range of choices.

If you select a course or courses that have a section or sections, those display in the *Available Section* picker below the *Available Course* picker.



- 4. Select a section or sections from the *Available Section* picker as needed clicking > Add or Add All.
- 5. When you care done selecting all the filters you wish to apply, click Show Results to view the report.

Section				
lerm .	Teaching College		Course	Section
Fall 2017	zz Test College		Composition	129
	7 Enrollments			
	CCC ID	Home College	Enrolled	
	TEST118	zz Test College	December 15, 2017	7
	TEST112	zz Test College	December 15, 2017	,
	TEST115	zz Test College	December 15, 2017	7
	TEST114	zz Test College	December 15, 2017	,
	TEST113	zz Test College	December 15, 2017	7
	GC101	zz Test College	-	
	BOG003	zz Test College	-	

**Enrollments By Section** 

The report above shows the results of the selections in the steps above, with the final selection of the 129-Composition section for zz Test College as the final selection.

erm	Teaching College		Course	Section
Fall 2017	zz Rainforest College	e	psychology	200
	1 Enrollment			
	CCC ID	Home College		Enrolled
	C001	zz Test College		-
Fall 2017	zz Test College		Composition	129
	7 Enrollments			
	CCC ID	Home College	Enrolled	
	GC101	zz Test College	-	
	TEST112	zz Test College	December 15, 2017	,
	TEST114	zz Test College	December 15, 2017	7
	BOG003	zz Test College	-	
	TEST113	zz Test College	December 15, 2017	,
	TEST115	zz Test College	December 15, 2017	,
	TEST118	zz Test College	December 15, 2017	,

#### **Enrollments By Section**

The example report above shows the results of the selections in the steps above, with the final selection of the 129-Composition section for zz Test College and 200-psychology for zz Rainforest College as the final selection.

## **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.

Exchange Administrators School Log O	ut	
Administrators AddUser		
User Name	Email	
User Name	Email	Q Search

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 25 and Adding a New Course Exchange Admin User on page 27.

### 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:** Wild card characters are not allowed. You must enter only alpha-numeric characters.
- 2. Click Search to display search results based on the values you entered.

lser Name	Ema	ail		
Tester	E	mail	Ŧ	Q Search
		Users		
1 User				
1 User Username	Name		Email	

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.

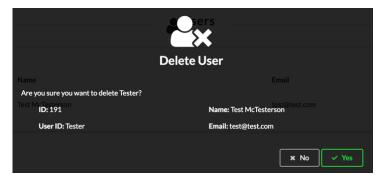
est McTesterson	
User name: Tester	Name First name Test Last name McTesterson
	Test McTesterson
	Authorization
	User name Tester
	Role District Admin
	District Butte Community College District
	Contact information
	Email test@test.com
	Phone 555-111-2222

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.



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 * Tester		Account enabled		
U	ser Infor	mation		Phone
First name *	L	ast name *	Phone	Phone other
Test		McTesterson	555-111-2222	4442223333
Email address			Cell phone	Fax
test@test.com			(xxx) xxx - xxxx	(x0x) x0x - x00x
			Authorization	
Role *		District *		
District Admin	\$	Butte Community College Dist	rict	\$

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

#### Administrator Update Success



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

### Adding a New Course Exchange 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.

trators Add User	Email		Q. Search		
	Email		Q Search		
	V V				
Create Adminis	strator				
User ID *		Password Requ	iromonts		
User ID	E C Account enabled				
Password		<ul> <li>Must be 6-24 charac</li> <li>Must contain a letter</li> </ul>	•		
Password		Must contain a numb     May contain upperca	per ase and lowercase letters, numbers and special		
Confirm Password *		characters			
Confirm Password		Note: Passwords are case s carefully.	Note: Passwords are case sensitive, so be sure to enter upper and lowercase letter carefully.		
U	Iser Information		Phone		
First name *	Last name *	Phone	Phone other		
First name	Last name	(XXX) XXXX - XXXX	(2004) 2004 - 2004		
Email address		Cell phone	Fax		
Email address		(XXX) XXX - XXXX	(2000) 2000 - 20000		
		A 11			
		Authorization			
Role	District				

- 2. Enter values in the required fields (indicated with a red asterisk). Fields are grouped 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.

**Note:** School System Administrators can create new users for their assigned school with the roles of *School Admin, Reports Admin, or School Systems Administrator.* 

Role	Purpose and Access			
District Admin	Administers all the colleges in their district and has access to:			
	School screen			
	<ul> <li>School Profile subscreen</li> <li>Feature Flags subscreen</li> <li>Terms subscreen</li> <li>Courses subscreen</li> <li>Enrollments subscreen</li> <li>Reports subscreen</li> <li>District screen</li> <li>Preferences screen</li> </ul>			

Role	Purpose and Access
Exchange Admin Note: The Exchange Admin role is only assigned to CCC Tech Center and OEI staff.	Administers the Course Exchange web site for all schools and has access to:         • Exchange screen         • Administrators screen (create new users)         • School screen         • School Profile subscreen         • Feature Flags subscreen         • Terms subscreen         • Enrollments subscreen         • Enrollments subscreen         • District screen
School Admin	Administers only their college and has access to:         • School screen         • School Profile subscreen         • Feature Flags subscreen         • Terms subscreen         • Courses subscreen         • Enrollments subscreen         • Reports subscreen         • Preferences screen
Reports Admin	Administers reporting for all Course Exchange schools and has access to: • Enrollments • Reports
School System Administrator	<ul> <li>Administers only their college and has access to:</li> <li>Administrators screen (create new users)</li> <li>School screen <ul> <li>School Profile subscreen</li> <li>Feature Flags subscreen</li> <li>Terms subscreen</li> <li>Courses subscreen</li> <li>Enrollments subscreen</li> <li>Reports subscreen</li> </ul> </li> <li>Preferences screen</li> </ul>

4. Select the college or district from the *District/School* drop-down list. The *District/School* drop-down list only displays for the Exchange Admin and does not display for School System Administrator users.

**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.

CALIFORN	COURSE EXCHANGE			Exchange	Administrators	School	Log Out
Select th	he school you would like	to administer					\$
1	Select a School Al	<b>bove</b> u would like to administer from	m the dropdown above.				

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

Edit

Barstow Commu	nity College		\$
School Profile	Terms Courses Enrol	lments Reports	
<b>2</b>			
	Barstow Community College	School Information	
7		School name Barstow Community College	Term Type Semester
		District Barstow Community College Distric	ct – SIS Type
	Disabled	Address 2700 Barstow Rd Barstow, CA 92311	MIS Code 911
		Mes	ssages
Impact With	drawal/Dropping Messag	9	Ineligibility Message
Canvas Acce	ss Message		Readiness Message
Fee Opt Out	Message		Non-Resident Message
End of Year T	Franscript Message		Financial Aid Message
DSPS Messag	ge		Orientation Incomplete Message
Ed Plan Incor	mplete Message		Assessment Incomplete Message
Payment Sys	tem Message		

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
School Profile	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.
Terms	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
Courses	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.
Enrollments	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.
Reports	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.

kip to content							
		COURSE		Exchange	Administrators	School District	Log Out
	CALIFORNI	A COMMUNITY COLLEGES		Exchange	Administrators	District	Logout
	Butte Co	llege					¢
	School	Profile Feature Flags Terms	Courses Enrollmen	ts Reports			
Click the <i>Edit</i> icon to display	$\bigcirc$						
the Edit School Profile subscreen		Butte College	School Informat	ion			
subscreen			School name Butte College		Term Type Semester		]
			District		SIS Type		
		Active	Butte Community Co Address	llege District	Colleague MIS Code		
		Active	3536 Butte Campus I Oroville, CA 95965-8		111		
				Messages			
		Messages As Teaching School		Messages As Home School		All Messages	
	-	es to Student As Teaching Scho ithdrawal/Dropping Message	ol				
	-	t Withdrawl for students					
		and a second					
	Payment	System Message					}
	Stude	nts will have 7 days from the time of r	egistration to pay fees or	they will be dropped from one or m	nore classes.		1
							5
		ent methods are:					(
	By Ph						
	I	95-2511 with a credit card (Visa or M	asterCard) or check card	l, M-Th, 8:00 AM to 5 :00 PM. and Fr	riday, 8:00 AM to 12:00 I	PM.	
	Online						1
	Throu	gh your MyBC account with a credit c	ard (Visa or MasterCard	oniy).		Click the Edit link to disp	lay the
	Du Ma					Edit School Profile subs	
	By Ma						Edit
	I						

The messages you've configured to display to your college's Home College and Teaching College students appear below your school information. These are the messages that are triggered under certain conditions.

Click the message type to view just the Teaching College messages, the Home College messages, or both.

CO EXC	URSE HANGE		Exchange	Administrators	School	District	Log Out
Butte College							¢
School Profile	Feature Flags Terms 0	Courses Enrollments Reports					
Ĩ	Butte College	School Information School name Butte College District Butte Community College District Address 3536 Butte Campus Dr Oroville, CA 95965-8303		Term Type Semester SIS Type Colleague MIS Code 111			
		Message	s				
Ме	ssages As Teaching School	Messages As Home	School		All Mess	ages	
-	udent As Teaching School al/Dropping Message						

### **Editing Your School Profile and/or Messaging**

Use the following steps to edit your school profile and/or messaging on the *School Profile* subscreen. Messaging displays in two sections, for Teaching College messaging and Home College messaging, to keep messaging for each separate and clear.

1. From the *School Profile* subscreen click either the *Edit* icon or scroll down and click the **Edit** button to display the *Edit School Profile* view.

Active				
hool name			District	
Butte College		8	Butte Community College District	
Term type	SIS Type	MIS Code		
Semester      Quarter	Colleague	111		
		۸de	Iress	
dress line 1		Aut	Address line 2	
3536 Butte Campus Dr			Address line 2	
ty			State	ZIP code
Oroville			California	\$ 95965-8303
	Messa			
Impact Withdrawal/Dr		ges to Studen		i
			99 Styles - Format -	 i
	ropping Message   ≣   X   B I <u>U</u> 5 ×		99 Styles - Format -	 i

- **2.** Edit your school profile information as needed.
- **3.** Create or edit any messaging you want to display to students who take Course Exchange courses your school offers in the *Messages to Student As Teaching School* section. Use the table below as a guide.

Field	Value
Impact Withdrawal/Dropping Message (Teaching College)	<ul> <li>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.</li> <li>Note: Withdraw/drop messages are based on Section dates, if available, which take precedence over Term dates.</li> </ul>
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.

Field	Value
End of Year Transcript Message	Edit the template to customize the message that displays to students about their end-of-year transcript.
Accessing DSPS Services Message	Edit the template to customize the message that displays to students about Disabled Student Programs and Services.
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 (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.
Accessing DSPS Services 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.

Field	Value	
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.	

4. Create or edit any messaging you want to display to students who meet the requirements to consider your college their Home College and are taking Course Exchange courses from other schools (or yours) in the *Messages to Student As Home School* section. Use the table below as a guide.

Field	Value
Financial Aid Message	Edit the template to customize the message that displays to students about financial aid at their home college.
Orientation Incomplete Message	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	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	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.

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





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

# **School Profile Update Success**

Success Keep u	up the good work; good job!	
School Profile		

7. When you have saved all information, click School Profile to return to the School Profile subscreen.

## **Feature Flags Subscreen**

The *Feature Flags* subscreen is used to enable new Course Exchange features for your school. Feature flags are created by Exchange Administrators at the CCC Tech Center and are made available to either your school or your school's district. District Admins, School Admins, or School System Admins can activate new Course Exchange features that have been made available to their school on the *Feature Flags* subscreen.

	-lags			
		Fea	ture Flags	
4 FeatureFlags				
Name				Active
Feature Flag Sc	hool Administrator			
Student Canvas	Link			
Financial Aid Re	eport			

Feature flags make the following possible:

- for schools to implement new features as they are ready, independent of any features any other school implements
- for the CCC Tech Center to deliver specific features to target schools, districts, and/or roles in Course Exchange

## **Enabling Feature Flags at the School Level**

Use the following steps to review feature flag details and then enable a Course Exchange feature for your school.

 Log in to Course Exchange as a School Admin or School Systems Admin (or District Admin) and navigate to the School screen → Feature Flags subscreen to see the list of available feature flags for your school. Feature flags that appear here may have been supplied by either an Exchange Admin or your school's District Admin and are intended for schools to enable as they are ready. School Profile Feature Flags Terms Courses Enrollments Reports

#### **Feature Flags**

Feature Flags					
4 FeatureFlags					
Name	Active				
Feature Flag School Administrator					
Student Canvas Link					
Financial Aid Report					
Creating A Feature Flag					

- Learn feature details to help you decide if your school is ready to activate it by reviewing Course Exchange
  release notes that correspond to the new feature here: https://cccnext.jira.com/wiki/display/CEPD/Release+Notes.
- 3. Determine if the feature is something you want to enable for your school.
- 4. Once you determine you want to turn on a Course Exchange feature for your school, click the *Active* slider-bar for that feature on the *School* screen's *Feature Flags* subscreen (as in the image, above). The new Course Exchange feature will now be available for either the Course Exchange Student application or the Course Exchange Admin application, depending on the feature.

## **Terms Subscreen**

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

School Profile	Feature Flags	Terms	Courses	Enrollments	Reports
Terms	ld Term				
Term Name					
Term Name					Q Search

## **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.

rm Name					
2017			(	Q Search	
				Terms	
5 Terms Year	Term	Туре	Start Date	End Date	
2017	Spring	Semester	January 22, 2017	May 25, 2017	Delete
2019	Summer	Semester	June 5, 2017	July 31, 2017	Delete
2017	Summer	Semester	June 12, 2017	July 20, 2017	Delete
2017	Fall	Quarter	January 2, 2017	February 14, 2017	Delete
2018	Spring	Semester	January 1, 2018	February 28, 2018	Delete

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

Click the	То					
Year or Term link	display a pop-up summary of the term information. Fall 2018					
	2018 Fall description 234234234 4567					
	Term Duration Term Type Semester Term Start August 5, 2016 Term End August 10, 2016					
	Semester August 5, 2016 - August 10, 2016					
	Registration DatesRegistrationAugust 4, 2016 10:30 PMPriority 1August 5, 2016 2:30 AMPriority 2August 5, 2016 10:30 PMPriority 3August 8, 2016 1:00 AM					
	Term Drop/Withdrawal Dates Last day to add class August 18, 2016 10:30 PM Last day to drop a class without a "W" August 4, 2016 1:00 AM Last day to drop a class with a "W" August 5, 2016 3:30 AM					

	То								
<i>Delete</i> link	delete the term deletion.	n. A confirmation me	ssage displays askin	ng you to confirm the term					
	Quarter		February 14, 201	7					
	Semester	January 1, 2018 Del	ete Term	8					
	Are you sure you v	vant to delete Summer 2019?							
				X No Yes					
	Edit Term		te Term Information						
	1234567890	Populate     Enter the Loc	al Term ID and click populate to pre-populate ter	m data from local term.					
	Term type Semester Quarter		Description (500 characters or less)* description 234234234 4567						
		Term	description 234234234 4567						
	Semester      Quarter	Term Fall							
	Semester Quarter Term Year* 2018 Term Start Date*	Fall Term End Date *	description 234234234 4567						
	<ul> <li>Semester Quarter</li> <li>Term Year*</li> <li>2018</li> <li>Term Start Date*</li> <li>August 5, 2016</li> </ul>	Fall Term End Date August 10, 2016	description 234234234 4567						
	Semester Quarter Term Year* 2018 Term Start Date*	Fall Term End Date *	description 234234234 4567	Registration End Time *					
	<ul> <li>Semester Quarter</li> <li>Quarter</li> <li>2018</li> <li>Term Start Date</li> <li>August 5, 2016</li> <li>Registration Start Date</li> </ul>	Fall Term End Date*  August 10,2016  Registration Start Time*	description 234234234 4567						
	<ul> <li>Semester Quarter</li> <li>Quarter</li> <li>Term Year*</li> <li>2018</li> <li>Term Start Date*</li> <li>August 5, 2016</li> <li>Registration Start Date*</li> <li>August 4, 2016</li> </ul>	Fall Term End Date*  August 10,2016  Registration Start Time*	description 234234234 4567  Registration End Date *  August 7, 2016						
	<ul> <li>Semester Quarter</li> <li>Quarter</li> <li>Term Year*</li> <li>2018</li> <li>Term Start Date*</li> <li>August 5, 2016</li> <li>Registration Start Date*</li> <li>August 4, 2016</li> </ul>	Fall Term End Date* August 10, 2016 Registration Start Time* 0 10:30 PM	description 234234234 4567  Registration End Date *  August 7, 2016	© 11:30 PM					
	Semester     Quarter Term Year* 2018 Term Start Date*     August 5, 2016 Registration Start Date*     August 4, 2016 Term	Fall Term End Date* August 10, 2016 Registration Start Time* O 10:30 PM Deadline Dates	e escription 234234234 4567 e Registration End Date *  m August 7, 2016  Priority Registration	© 11:30PM gistration Dates					
	Semester     Quarter Term Year*     2018 Term Start Date*     August 5, 2016 Registration Start Date*     August 4, 2016     August 4, 2016     Cerm Add Deadline Date*     August 18, 2016	Fall Term End Date* August 10. 2016 Registration Start Time* Deadline Dates Add Deadline Time* 0 10:30 PM	e description 234234234 4567  Registration End Date*  August 7, 2016  Priority Re Priority 1Date*  August 5, 2016	© 11:30PM gistration Dates Priority 1 Time* © 2:30 AM					
	Semester     Quarter Term Year* 2018 Term Start Date*     August 5,2016 Registration Start Date*     August 4,2016     Compared Date*     August 18,2016 Drop Deadline Date*	Fall Term End Date* August 10.2016 Registration Start Time* Deadline Dates Add Deadline Time* O 10:30 PM Drop Deadlinc Time*	e description 234234234 4567  e description 234234234 4567  Registration End Date *  m August 7, 2016  Priority 1 Date *  M August 5, 2016  Priority 2 Date *	© 11:30 PM gistration Dates Priority 1 Time* © 2:30 AM Priority 2 Time*					
	Semester     Quarter Term Year*     2018 Term Start Date*     August 5, 2016 Registration Start Date*     August 4, 2016     August 4, 2016     Cerm Add Deadline Date*     August 18, 2016	Fall Term End Date* August 10. 2016 Registration Start Time* Deadline Dates Add Deadline Time* 0 10:30 PM	e description 234234234 4567  Registration End Date*  August 7, 2016  Priority Re Priority 1Date*  August 5, 2016	© 11:30PM gistration Dates Priority 1 Time* © 2:30 AM					
	Semester     Quarter Term Year* 2018 Term Start Date*     August 5,2016 Registration Start Date*     August 4,2016     Compared Date*     August 18,2016 Drop Deadline Date*	Fall Term End Date* August 10.2016 Registration Start Time* Deadline Dates Add Deadline Time* O 10:30 PM Drop Deadlinc Time*	e description 234234234 4567  e description 234234234 4567  Registration End Date *  m August 7, 2016  Priority 1 Date *  M August 5, 2016  Priority 2 Date *	© 11:30 PM gistration Dates Priority 1 Time* © 2:30 AM Priority 2 Time*					
	Semester     Quarter      Term Year* 2018      Term Start Date*     August 5, 2016      Registration Start Date*     August 4, 2016      Term      Add Deadline Date*     Add Deadline Date*     August 18, 2016      Drop Deadline Date*     August 4, 2016	Fall Term End Date* August 10.2016 Registration Start Time* 1 0 10:30 PM 1 Deadline Dates Add Deadline Time* 0 10:30 PM Drop Deadline Time* 0 10:30 AM	e description 234234234 4567  e description 234234234 4567  registration End Date *  m August 7,2016  Priority 1 Date *  M August 5,2016  Priority 2 Date *  August 5,2016	Image: Second system         gistration Dates         Priority 1 Time*         Image: Second system         Priority 2 Time*         Image: Second system         Image: Second system					

## Creating a New Term

Use the following steps to create a new term.

1. From the *Terms* subscreen, click **Add Term** to display the *Create Term* screen. Required fields display a red asterisk next to them.

ocal Term ID *		Pre-populate T	erm Information	
Local Term ID	🖽 Populate		erm ID and click populate to pre-populate t	erm data from local term.
Term type			Description (500 characters or less)*	
Semester Quarter			Description (500 characters or less	)
erm Year *	Term			
Term Year	Fall	\$		
erm Start Date *	Term End	Date *		
🛗 Date	🛗 Da	te		
egistration Start Date *		Registration Start Time *	Registration End Date *	Registration End Time
🛗 Date		⊙ Time	🛗 Date	⊙ Time
Terr	n Deadline [	Dates	Priority R	egistration Dates —
dd Deadline Date *		Add Deadline Time *	Priority 1 Date *	Priority 1 Time *
🛗 Date		Ø Time	🛗 Date	⊘ Time
rop Deadline Date *		Drop Deadline Time *	Priority 2 Date *	Priority 2 Time*
🛗 Date		O Time	🛗 Date	Ø Time
/ithdrawal Deadline Date *		Withdrawal Deadline Time *	Priority 3 Date *	Priority 3 Time *
🛗 Date		<ul> <li>Time</li> </ul>	m Date	Ø Time

**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:
<b>a.</b> Enter the term ID for the term you want in the <i>Local Term ID</i> field.	<ul><li>a. Enter the new term ID in the <i>Local Term ID</i> field.</li><li>b. Proceed to step 3, below.</li></ul>
<b>b.</b> Click <b>Populate</b> to auto-populate all the rest of the fields on this screen with information from your SIS.	
<b>c.</b> Enter any remaining field values, as needed.	
<b>Note:</b> <i>Priority Registration Dates</i> information must be manually entered, even if you populate the rest of the term information from your SIS.	

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, and the *Term Deadline Dates* field group and *Priority Registration Dates* field group. Clicking on any date or time field displays a *Date* pop-up box or *Time* pop-up box that allows you to select the date/time.

		April	2017	<		
S	м	т	w	т	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

**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

4. 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

5. 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	Feature Flags	Terms	Courses	Enrollments	Reports
Courses	Add Course				
Course Title					
Course Title					Q Search

Courses are created by District Admins, Exchange Admin, School Admins, or School System Admins for either your school or your school's district.

See Adding a New Course Exchange Admin User on page 27 for details about which Course Exchange user roles can access specific Course Exchange Admin screens.

#### **Searching for Courses**

Use the following steps to search for courses.

1. From the *Courses* subscreen, click the **Search** button to display all existing courses for your school. Or, enter a course title and click **Search** to narrow your results.

ourse Title											
Course Title			Q Search								
			Courses								
10 Courses	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				

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

Click the	То						
<i>ID</i> link	display a pop-up summary of the course information: 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       Subject/prefix ACCT						
	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.						
	<b>Note:</b> The course pop-up summary includes <i>View Section</i> and <i>Create Section</i> icons.						
<i>Delete</i> link	delete the course. A confirmation message displays asking you to confirm the course deletion.						
	Delete Course						
	Are you sure you want to delete Research Methods in Psychology-1?						
	Course Subject Number						
	Research Methods in Psychology-1 PSY						

Click the	То				
<i>Edit</i> link	open the <i>Edit Course</i> screen wher <i>Edit Course</i> screen is the same as <b>Edit Course</b> CilD Populate Populate	the Cra	-		ormation. The
	C-ID*		pre-populate course data from local course Pre-requisites	5. Co-requisites	
	45454		dfdfd	dfdfdf	
	Title	Credits*	Subject/prefix *		Number
	dfdfdfd	5555	dfdfdf		3232
	Learning Outcomes (500 characters or less)		Description (500 characters or less)		
	Learning Outcomes (500 characters or less)		Description (500 characters or less)		
		4		Back	Save
	Once your changes are complete, <i>Courses</i> subscreen.	click S	ave → Manage Cou	irses to return	to the

3. 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.

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

School Profile Feature Flags Terms Courses Enrollment	s Repor	ts			
Course Title	۵	Search			
Create Course 🖌					
Active       Term*     Local course ID*       Spring 2019     Local course ID	<b>+</b>	Pre-populate Course Information Enter the Local Course ID and click popu pre-populate course data from local course	ulate to		
C-ID *		Pre-requisites	Co-r	requisites	
C-ID		Pre-requisites	С	o-requisites	
Title *	Credits*	Subject/prefix *			Number*
Title	NN	Subject/prefix			
Learning Outcomes (500 characters or less)		Description (500 characters or less)			
Learning Outcomes (500 characters or less)		Description (500 characters or less)			
	"			Back	Create

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:
a.	Enter the course ID for the course you want in the <i>Local course ID</i> field.	<b>a.</b> Enter the new course ID in the <i>Local course ID</i> field.
b.	Click <b>Populate</b> to auto-populate all the rest of the fields on this screen with information from your SIS.	<b>b.</b> Proceed to step 3, below.
c.	Proceed to step 3, below, and enter any remaining field values, as needed.	

- 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. You may also receive a message requesting you choose to pull the C-ID numbers for your school. C-ID 'ACCT120' does not exist



- 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**

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Adding/Creating Course Sections on page 47

### Adding/Creating Course Sections

Once you've created a course in Course Exchange, you need to create a course section. Use the following steps to add or create course sections. It is assumed you have already created a course. See Creating a New Course on page 45 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. Navigate to School → Select the School drop-down list → School Profile screen → Courses link to display the Courses subscreen.

COURSE EXCHANGE	E	schange Administrators	School District Log Out
zz Test College			÷
School Profile Feature Flags Terms Courses	Enrollments Reports		
Courses Add Course	-		
Course Title	Q Search		

**3.** Search for the course to which you want to add a course section by entering the title in the *Course Title* screen and clicking **Search**.

- **Note:** You can also simply click **Search** to display all existing courses.
- 4. Locate the course in the *Courses* search results.

Courses	Add Course			co	You can add sections to a ourse by clicking either the
Accounting			Q Search		link or the Edit link on the search results page.
			Courses		
1 Course					
ID	C-ID	Course	Subject	Number	
26	111222	Accounting for Mortals	ACCT	101	Delete

5. Access the *Course Section* screen for the course in one of the following two ways:

Access the <i>Course Section</i> screen from the <i>Course ID</i> link			Access the <i>Course Section</i> screen from the <i>Edit</i> link				
		ink in the se p-up window	earch results to open <i>w</i> .	Click the <i>Edit</i> link to disp subscreen.	play the Ea	lit Course	
Accounting for Mc	ortals			Edit Course Z tär textin/CNV/5ymmym			
Accounting for Mortals	Local course ID ACCT 101	C-ID 111222		Term" Local course ID * Spring 2019  CACCT 101 Pupulate	Pre-populate Course Info Enter the Local Course ID and pre-populate course data from	d click populate to	
	Pre-requisites None Credits	Co-requisites None Subject/prefix	Number	CID* 111222	Pre-regulaites None	Co-requisites None	
	3	ACCT	101	Title* Credits* Accounting for Mortals 3	Subject/prefix *		Number*
			ting for Super Heroes and Accounting for , and all the usual suspects are taught in this	Learning Outcome (500 characters or len) After taking this course, the student will be able to leap small spreadsheets in one bound.	and Accounting for Villains.	ess) e prerequisite course for Accounting Spreadsheets, accounts payable, acco aght in this beginner-level course.	for Super Heroes sunts receivable, and
	Learning Outcomes After taking this course, the	student will be able to leap small	spreadsheets in one bound.				Back Save
	Section / CRN / Synor there aren't any sections ass		୧୨				
	1dd Section	-	n the Sections screen.	Click the Edit Section/C display the Sections scree Accounting for Mortals > Sec	en.	nym buttor	n to
Secti		Section / CRN / Sy		Sections Add Sect there aren't any sections assig	tion / CRN / Synd		
Proceed to	step 6, belo	DW.		Proceed to step 6, below.			

6. 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 see	ction	Section End Date *
🛗 Date		🛗 Date
	Instructor I	nformation
Name *		Email *
Name		Email
	E	Back Create

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

- 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* screen.
- 8. Enter a local section ID, if one is available, in the *Section/CRN/Synonym ID* field, and click **Populate** to prepopulate all the course section fields with values from another course.

--OR--

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If there is no section ID available, enter a unique section ID in the Section/CRN/Synonym ID field.

- 9. Enter the maximum number of students allowed in the section in the *Max enrollments* field.
- 10. Enter or select dates in the Section Start Date and Section End Date fields.
- 11. Click the *Late start or short term section* slider bar if this particular section will start later than the selected term or will have a shorter duration than the selected term. Additional *Late Start Dates* fields display. (defined on the *Terms* subscreen).

Late Start Dates						
Add Deadline Date *	Add Deadline Time *					
Date	⊙ Time					
Drop Deadline Date *	Drop Deadline Time *					
Date	⊙ Time					
Withdrawal Deadline Date *	Withdrawal Deadline Time *					
Date	© Time					

- **Note:** Withdraw/drop messages are based on Section dates, if available, which take precedence over Term dates. Section start and end dates also take precedence over Term start and end dates.
- Enter the deadline date and time for adding, dropping, or withdrawing the course section in the date and time fields.
- 12. Enter the section's instructor name in the Name field and the instructor's email in the Email field.

**13.** Click **Create** to display the Section Create Success message.

## **Section Create Success**

Success Keep up the good work; good job!					
+ Manage Sections					

14. 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 / Syno	nym 🖡		
	1 Section				
	Section / CRN / Synonym	Term	Instructor		
	1	Spring 2019	David Smith	Delete	Edit
ato	d information				

## Related information

Courses Subscreen on page 42 Terms Subscreen on page 38

## **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  $\rightarrow$  Enrollments to display the Enrollments subscreen.

Enrollments							
School	Term	Section					
	\$	\$	Q Search				

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

hool		Term		Se	ction				
utte College		Spring 20	17	\$			¢	Q	Search
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

The Registration column can include the following values for the student's status:

- No Application
- Application Pending
- Application Accepted
- Application Denied
- Pending School Registration
- Pending Submitted Application
- Pending School Application
- Application Accepted
- Pending Payment
- Enrolled and Paid
- Payment Pending
- 3. Review the results and then select new values and click Search again to view other enrollments.

## **Reports Subscreen**

The Reports subscreen is where you access and run pre-defined reports for your school's Course Exchange activity.

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

1. Click the *School* option  $\rightarrow$  *Reports* to display the *Reports* subscreen.

zz Test College						
School Profile	Feature Flags	Terms	Courses	Enrollments	Reports	

## Reports

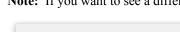
- Active Courses
- Number of Units
- Students taking exchange courses at other colleges
- Exchange courses that students are taking
- Teaching College Term Start and End Date
- Enrollment Data For TC Exchange Students
- 2. Click a linked report name to view that report for your school along with a *Reports* drop-down list. The *Report* drop-down list auto-fills with the report you clicked on the *Reports* subscreen.

¢

Reports
Number of Units

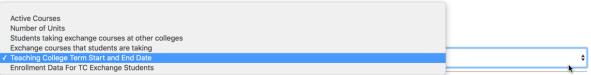
```
Number of Units Per Semester/Quarter
```

4 Reports													
ccc_id 🍸	c_id 🍸	credits	NA3	term_type	teaching_college_name	hc_student_id 🍸	section start	section finish	term start 🍸	term finish 🍸	drop deadline T	withdrawal deadline	census date <mark>T</mark>
GC101	ENGL 105		3.0	Semester	zz Test College		November 14, 2017 4:00 PM	January 29, 2018 4:00 PM	October 30, 2017 12:00 AM	December 22, 2017 12:00 AM	December 22, 2017 12:00 AM	January 10, 2018 12:00 AM	null
MAN002	ENGL 130		3.0	Semester	zz Test College		October 9, 2017 5:00 PM	December 20, 2017 4:00 PM	October 30, 2017 12:00 AM	December 22, 2017 12:00 AM	October 23, 2017 5:00 AM	October 30, 2017 1:00 AM	null
TEST002	ENGL 100		3.0	Semester	zz Test College		October 17, 2017 5:00 PM	December 20, 2017 4:00 PM	October 30, 2017 12:00 AM	December 22, 2017 12:00 AM	October 25, 2017 5:00 PM	October 28, 2017 10:00 PM	null
TEST003	ENGL 100		3.0	Semester	zz Test College		December 29, 2017	February 27, 2018	October 30, 2017 12:00 AM	December 22, 2017 12:00 AM	January 15, 2018 12:00	January 19, 2018 12:00	null



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Note: If you want to see a different report, select it from the *Reports* drop-down list.



**Note:** Click the blue Filter icons in any report column header to display a pop-up box where you can enter text to filter the results that display. In the example below, entering a date in the *Section Start Date* pop-up box filters the report to show only those with a start date of October 10, 2017 or later.

ie 🍸	hc_student_id 🍸	section start	section finish <b>T</b>	term start <b>T</b>	term finish 🍸	drop deadline
	gurpreet1	Novemb 14, 2017 4:00 PM	on Start Date October 10, 2017	er 117 AM	December 22, 2017 12:00 AM	Decemb 22, 201 12:00 At
	personX	October 2017 5:0 PM	on End Date Date	per 117 AM	December 22, 2017 12:00 AM	October 2017 5:' PM
	test3	Decemb <del>er</del> 29, 2017 4:00 PM	27, 2018 4:00 PM	October 30, 2017 12:00 AM	December 22, 2017 12:00 AM	January 2018 1: AM

Click Clear to close the pop-up box.

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

Report Title	Information Reported			
Active Courses	This report displays the following information for your students taking Course Exchange courses:			
	<ul><li>C-ID</li><li>Course Title</li><li>Instructor's email address</li></ul>			

Report Title	Information Reported				
Number of Units (Per Semester or Quarter)	<ul> <li>This report displays the following information for your students taking Course Exchange courses:</li> <li>CCCID</li> <li>C-ID</li> <li>Credits</li> <li>Term Type</li> <li>Teaching College name</li> <li>Student ID for the student at the Home College</li> <li>Course section start date</li> <li>Course section finish date</li> <li>Term start date</li> <li>Term finish date</li> <li>Course drop deadline</li> <li>Course withdraw deadline</li> <li>Census Date</li> </ul>				
Students taking exchange courses at other colleges	<ul> <li>This report displays the following information for your students taking Course Exchange courses:</li> <li>CCCID</li> <li>Student ID for the student at the Home College</li> </ul>				
Exchange courses that students are taking	<ul> <li>This report displays the following information for students who are taking courses your school offers in Course Exchange:</li> <li>C-ID</li> <li>Course title</li> <li>Instructor's email</li> </ul>				
Teaching College Term Start and End Date	<ul> <li>This report displays the following information for your students taking Course Exchange courses:</li> <li>CCCID</li> <li>C-ID</li> <li>Credits</li> <li>Term Type</li> <li>Teaching College name</li> <li>Student ID for the student at the Home College</li> <li>Course section start date</li> <li>Course section finish date</li> <li>Term start date</li> <li>Term finish date</li> <li>Census Date</li> </ul>				

Report Title	Information Reported
Enrollment Data For TC Exchange Students (i.e. Enrollment Data for Teaching College	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
Exchange Students)	Federal Financial Aid Consortium agreement.
	This report displays the following information for your students who are enrolled in a Course Exchange class:
	• CCCID
	Course's C-ID
	• Credits
	• Term Type
	Teaching College name
	• Student ID for the student at the Home College
	Course section start date
	Course section finish date
	<ul> <li>Term start date</li> <li>Term finish date</li> </ul>
	<ul><li>Drop deadline</li><li>Withdrawal deadline</li></ul>
	<ul> <li>Census Date of teaching college courses</li> </ul>
	Grade Date
	<ul> <li>the Last Date the student participated in a course at the teaching college</li> </ul>
	date of course enrollment

Report Title	Information Reported
Enrollments by Section	This report shows Course Exchange enrollments at the section level and the total number of cross-enrolled students coming into the college and the number of the college's students who are taking courses outside the college. This allows the Home College to see where their students are going to take Course Exchange classes and where students are coming from to take the Course Exchange courses that the Home College offers. This provides a summary of which courses/sections and colleges the Home College is losing/ gaining students to/from.
	You can filter the report to display specific views (filter by Home College, enrollment dates, term, course, and section) but in all cases the following information displays, showing enrollments by section(s):
	<ul> <li>Teaching College</li> <li>Course</li> <li>Section</li> <li>Total Enrollments</li> <li>CCCID for each enrolled student</li> <li>Home College</li> <li>Enrollment date.</li> </ul>
	<b>Note:</b> The Exchange Admin user role has the additional ability to run the Enrollments by Section report by filtering by both Teaching College and Home College in order to report on Course Exchange-wide usage to the California Community Colleges Chancellor's Office and stakeholders.
	See Enrollments by Section Report on page 17 for details on filtering and using this report.

## **Enrollments by Section Report**

The *Enrollments by Section* report is an interactive report that let's you view Course Exchange enrollments at the section level across terms, years, Home Colleges, Teaching Colleges, and enrollment dates.

When you select the *Enrollments by Section Report*, you are presented with the a series of drop-down lists and freeform text entry fields that allow you to narrow the report's results.

#### Reports

Enrollments By Section							\$
Show results for Filter by college, section and e	nrollment date	9					
Term All Terms	Year Year	Home Colleges	Enrolled o		ate		Enrolled on End Date
		Available Teaching Colleges Butte College				Selecte	d Teaching Colleges
Note If no teaching colle are selected all tea courses and section show.	ching	Coastline Community College Foothill College Fresno City College Lake Tahoe Community College Mount San Jacinto College Shasta College Ventura College Ta Rainforest College		> <	Add Remove		
		Add All	>			~	Remove All
Course Select a valid term, year and co	leges(s) to see	courses.					
Section Select course(s) to see sections							Show Results

To view the Enrollments by Section report, select filter values from the various drop-down lists, free-form text fields, and/or *Available Teaching Colleges* selector, *Course* selector, and/or *Section* selector and click **Show Results**. Selecting no filters or many filters will provide a wider or narrower view of enrollments.

Use the filter options outlined below as a guide to viewing the student section enrollments.

#### Viewing Student Section Enrollments by Term

- 1. From the *Reports* screen, select *Enrollments By Section* from the *Reports* drop-down list to display the *Enrollments by Section* report fields (see image above).
  - **Note:** The default settings are all terms for all Home Colleges and all Teaching Colleges.
- 2. Click Show Results to view all sections of Course Exchange-enrolled student for all available terms, years, Teaching Colleges, Home Colleges, and enrollment dates. This is the most encompassing search criteria for this report.

17 Sections	Teaching College	Course		Section
Fall 2017	zz Test College	Ibtroduction to Abnormal Psycholo	gy	132
	1 Enrollment			
	CCCID	Home College	Enrolled	
	js001	zz Test College	December 19, 2017	
Fall 2017	zz Test College	Honors Composition and Reading		110
	9 Enrollments			
	CCC ID	Home College	Enrolled	
	TEST004	zz Test College	-	
	TEST111	zz Test College	December 13, 2017	
Spring 2018	zz Test College	Calculus		121
	1 Enrollment			
	1 Enrollment	Home College	Enrolled	
		Home College	Enrolled February 6, 2018	
ote that:	CCC ID			and and a state of the state of
e total numb eld (17 Section	CCC ID TEST503 er of sections represe ons in the image abov	nted by the entire report dis		
e total numb eld (17 Section	CCC ID TEST503 er of sections represe ons in the image abov	nted by the entire report dis	February 6, 2018 splays in the upper left corne	
e total numb eld (17 Section port results c	ccc ID TEST 503 er of sections represe ons in the image abov lisplay by Term, Teac	nted by the entire report dis re) hing College, and Course/S	February 6, 2018 splays in the upper left corne Section in a section header ro	W
e total numb eld (17 Section port results comm Fall 2017 emeath each s	ccc ID TEST*03 er of sections represe ons in the image abov lisplay by Term, Teac Teaching College zz Test College ection's header row th	nted by the entire report dis re) hing College, and Course/S Course Ibtroduction to Abnormal Psycho	February 6, 2018 splays in the upper left corne Section in a section header ro logy display followed by a secon nrollment date	W Sectio 132
e total numb eld (17 Section port results comm Fall 2017 eneath each s owing each	ccc ID TEST*03 er of sections represe ons in the image abov display by Term, Teac Teaching College zz Test College ection's header row the enrolled student's CC	nted by the entire report dis re) hing College, and Course/S Course Ibtroduction to Abnormal Psycho ne total section enrollments CID, Home College, and en Ibtroduction to Abnormal Psycho	February 6, 2018 splays in the upper left corne Section in a section header ro logy display followed by a secon nrollment date	vw Sectio 132 dary header row
e total numb eld (17 Section port results comm Fall 2017 eneath each s owing each	ccc ID TEST*03 er of sections represe ons in the image abov display by Term, Teac Teaching College zz Test College ection's header row the enrolled student's CC zz Test College	nted by the entire report dis re) hing College, and Course/S Course Ibtroduction to Abnormal Psycho ne total section enrollments CID, Home College, and en	February 6, 2018 splays in the upper left corne Section in a section header ro logy display followed by a secon nrollment date	vw Sectio 132 dary header row

## Viewing Student Section Enrollments for a Specific Term

Use the steps below to view Student Enrollments by Section for a specific term.

1. Select a term from the *Term* drop-down list.

Reports		
Enrollments By Section		
Show results for Filter by college, section and er	nrollment date Year	uluma Callana
Term ✓ All Terms	Year	Home Colleges
Fall	2017	All Colleges 🔶
Spring		
Summer		
Winter		Available Teaching Colleges
		Butte College

- 2. Enter a year in the *Year* field to narrow the search results further to see section enrollments for only the terms in that year.
- **3.** Click **Show Results** to display enrollments by section for all Teaching Colleges, Home Colleges, courses, and sections within the term and year selected.

		Enrollments By Se	ction	
Sections				
erm	Teaching College	Course		Section
Fall 2017	zz Test College	Ibtroduction to Abnorma	Psychology	132
	1 Enrollment			
	CCC ID	Home College	Enrolled	
	js001	zz Test College	December 19, 2017	
Fall 2017	zz Test College	Honors Composition and	Reading	110
	9 Enrollments			
	CCCID	Home College	Enrolled	
	TEST004	zz Test College	-	
Fall 2017	zz Rainforest College	psychology		200
	1 Enrollment			
	CCC ID	Home College	Enrolled	1
	C001	zz Test College	-	
Fall 2017	zz Rainforest College	psychology		201
	6 Enrollments			
	CCC ID	Home College	Enrolled	1
	C003	zz Test College	-	
	C004	zz Test College		

#### Viewing Student Section Enrollments by College for a Single Course Section

Use the following steps to view student enrollments for a specific Home College and specific Teaching College/group of specified Teaching Colleges for a specific course section.

- 1. Select the following top-level filters from the first row of options:
  - select a term from the *Term* drop-down list
  - enter a year in the Year field
  - Select a specific Home College from the Home Colleges drop-down list

#### Reports

Enrollments By Section			\$
Show results for Filter by college, section and	enrollment date		
Term	Year Home Colleges	Enrolled on Start Date	Enrolled on End Date
Fall	✿ 2017 团 zz Test College	Date	Date

2. Select a Teaching College (or multiple Teaching Colleges) from the *Available Teaching Colleges* picker by clicking the college name and then the > Add button to move it to the *Selected Teaching Colleges* field.

#### Reports

how result ilter by colle	<b>s for</b> ge, section and enro	llment date					
rm		Year	Home Colleges	Enrolled on S	Start Date	Enrolled on End Da	ite
all	\$	2017 🗄	■ zz Test College \$	🛗 Date		🛗 Date	
		Γ	Available Teaching Colleges			Selected Teaching Colleges	
			Coastline Community College Fresno City College			Butte College Foothill College	
	<b>lote</b> f no teaching colleges		Lake Tahoe Community College Mount San Jacinto College		> Add	zz Rainforest College zz Test College	
<b>i</b> a	re selected all teachin	ng 📄	Shasta College			zz Test College	
	ourses and sections w how.	vill	Ventura College zz Test 008-Qtr		< Remove		
-			22 1631 000-Qu				
			Add All	>		« Remo	ve All
		ľ	Available Course			Selected Course	
			zz Test College	DED 405 40		zz Test College	
	<b>lote</b> f no courses are		AMERICAN LITERATURE IN THE GIL Composition and Reading	DED AGE: 18		Composition zz Rainforest College	
s	elected all courses an	d	ELEMENTARY STATISTICS HONORS COMPOSITION		> Add	psychology	
l s	ections will show for elected teaching		Honors Composition and Reading		< Remove		×
	olleges.		Ibtroduction to Abnormal Psychology				
			Survey of British Literature 1	TUDE. 1402			
			Add All	*		« Remo	ve All
		ſ	Available Section			Selected Section	
			zz Test College				
N	Note		129 - Composition zz Rainforest College				
-	f no sections are		200 - psychology		> Add		
-	elected all sections wi how for selected		201 - psychology		< Remove		
	ourses.						ľ
			Add All	>		« Remo	ve All

If courses are present in the Course Exchange system for the selected Teaching College(s) for the selected *Term* and/or *Year*, then the *Available Course* picker displays beneath the *Available Teaching Colleges* picker.

**Note:** If the school you selected does not have any courses associated with it, a message displays beneath the *Course* label upon adding that Teaching College.

	Available Teaching Colleges	Selected Teaching Colleges
Note If no teaching colleges are selected all teaching courses and sections will show.	Butte College Coastline Community College Foothill College Fresno City College Lake Tahoe Community College Shasta College Ventura College zz Rainforest College	Mount San Jacinto College Add Remove
	Add All >>	» « Remove All
Course There are no courses for this college / term.	+	
Section		
Select course(s) to see sections.		

3. Select a course (or courses) for each course per college in the *Available Course* picker by clicking it and then clicking > Add to move it to the *Selected Course* field.

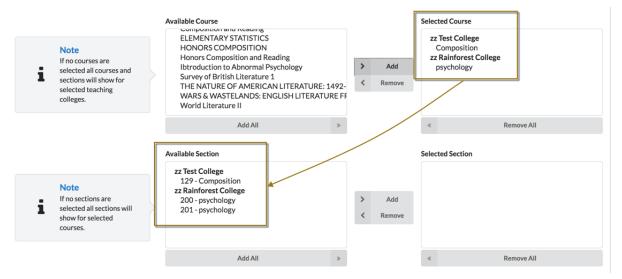
# Note: You can click Add All to move all the courses at once to the *Selected Courses* field (and **Remove** All to revers that action).

=

	Available Course			Select	ted Course
Note If no courses are selected all courses and sections will show for selected teaching colleges.	ELEMENTARY STATISTICS HONORS COMPOSITION Honors Composition and Reading Ibtroduction to Abnormal Psychology Survey of British Literature 1 THE NATURE OF AMERICAN LITERATURE: 149 WARS & WASTELANDS: ENGLISH LITERATURE World Literature II zz Rainforest College		Add Remove		: Test College Composition
	Add All ×	*		«	Remove All

If courses are listed for more than one of the selected Teaching Colleges you can scroll down in the *Available Course* picker to see them. Hover over the Available Course picker list and scroll with your mouse or track pad to see the full range of choices.

If you select a course or courses that have a section or sections, those display in the *Available Section* picker below the *Available Course* picker.



- 4. Select a section or sections from the *Available Section* picker as needed clicking > Add or Add All.
- 5. When you care done selecting all the filters you wish to apply, click Show Results to view the report.

1 Section				
Term	Teaching College		Course	Section
Fall 2017	zz Test College		Composition	129
	7 Enrollments			
	CCC ID	Home College	Enrolled	
	TEST118	zz Test College	December 15, 201	7
	TEST112	zz Test College	December 15, 2017	7
	TEST115	zz Test College	December 15, 2017	7
	TEST114	zz Test College	December 15, 2017	7
	TEST113	zz Test College	December 15, 201	7
	GC101	zz Test College	-	
	BOG003	zz Test College	-	

**Enrollments By Section** 

The report above shows the results of the selections in the steps above, with the final selection of the 129-Composition section for zz Test College as the final selection.

m	Teaching College		Course	Section
all 2017	zz Rainforest College	•	psychology	200
	1 Enrollment			
	CCC ID	Home College		Enrolled
	C001	zz Test College		-
all 2017	zz Test College		Composition	129
	7 Enrollments			
	CCC ID	Home College	Enrolled	
	GC101	zz Test College	-	
	TEST112	zz Test College	December 15, 2017	
	TEST114	zz Test College	December 15, 2017	
	BOG003	zz Test College	-	
	TEST113	zz Test College	December 15, 2017	
	TEST115	zz Test College	December 15, 2017	
	TEST118	zz Test College	December 15, 2017	

#### **Enrollments By Section**

The example report above shows the results of the selections in the steps above, with the final selection of the 129-Composition section for zz Test College and 200-psychology for zz Rainforest College as the final selection.

# **District Screen**

The *District* screen is used to enable new Course Exchange features for your district. Feature flags are created by Exchange Administrators at the CCC Tech Center and are made available on the *District* screen for your Course Exchange District Admin.

CALIFORN	COURSE EXCHANGE		Exchange	Administrators	School	District	Log Out
San Die	go Community College D	istrict					÷

#### **Feature Flags**

Feature Flags	
	Active
	Feature Flags

Feature flags make the following possible:

- for schools to implement new features as they are ready, independent of any features any other school implements
- for the CCC Tech Center to deliver specific features to target schools, districts, and/or roles in Course Exchange

## **Enabling Feature Flags at the District Level**

Use the following steps to review feature flag details and then enable a Course Exchange feature for your district.

1. Log in to Course Exchange as a District Admin and navigate to the *District* screen to see the list of available feature flags for your district. Feature flags that appear here are intended for districts and to be applied district-wide.

COURSE EXCHANCE CALIFORNIA COMMUNITY COLLEGES	Exchange	Administrators	School	District	Log Out
San Diego Community College District					¢

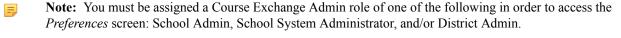
#### **Feature Flags**

	Feature Flags	
3 Feature Flags		
Name		Active
test212		
test		
Test123		

- 2. Learn feature details to help you decide if your district is ready to activate it by reviewing Course Exchange release notes that correspond to the new feature here: https://cccnext.jira.com/wiki/display/CEPD/Release+Notes.
- 3. Determine if the feature is something you want to enable for your district.
- 4. Once you determine you want to turn on a Course Exchange feature for your district, click the Active slider-bar for that feature on the District screen's Feature Flags table (as in the image, above). The feature flag you enabled for your district will display as available features for each school in your district on the Schools → Feature Flags screen. Either the District Admin or each schools' School Admin or School Systems Admin can implement the new feature on a school-by-school basis.
  - **Note:** If your school district consists of just one school, you will follow the same steps as above for enabling feature flags for the school.

# **Preferences Screen**

The *Preferences* screen is used by Financial Aid officers at a school using Course Exchange to set email notification frequency (never, daily, weekly, or up to three specific dates) for alerts that a Home College student has enrolled in or dropped a Course Exchange course.



۲	COURSE EXCHANGE	School District Preferences	Log Out
CALIFORN	IA COMMUNITY COLLEGES		

#### **Financial Aid Notification Frequency**

How often would you like to receive financial aid email notifications? • Never Once a day Once a week Specific Dates

Cancel Submit

The emails:

- are sent to your email address registered with your Course Exchange Admin account
- allow you to make the appropriate changes to the student's financial aid records
- include a link to the Course Exchange Admin Reports screen where changes can be viewed

Use the following steps to set your email preferences.

- 1. Log in to the Course Exchange Admin application as either a School Admin, School Systems Administrator, or District Admin.
- 2. Click the *Preferences* link to display the *Preferences* screen.

COURSE EXCHANGE	Administrators	School	Preferences	Log Out
Preferences				

Financial Aid Notification Frequency

3. Click the Financial Aid Notification Frequency link to display the Financial Aid Notification Frequency screen.

COURSE EXCHANCE			School	District	Preferences	Log Out
	<b>fication Frequency</b> ve financial aid email notifications? Once a week Specific Dates	/				
					Cancel	Submit

- 4. Select one of the following radio buttons to set your email frequency:
  - Never
  - Once a day
  - Once a week
  - Specific Dates

**Note:** When you select *Specific Dates*, three additional *Month* and *Day* drop-down list sets display so that you can select up to three specific dates.

#### **Financial Aid Notification Frequency**

			eive financial a							
Select u	ıp to	three s	pecific da	ates to r	receive f	inancial	aid ema	il notifie	cations	
Month		Day								
Jan	\$	1	\$							
Month		Day								
Jun	\$	1	\$							
Month		Day								
Sep	¢	1	\$							

Cancel Submit

**5.** Click **Submit** to save your email preferences. You will begin to receive email notifications for Course Exchange course enrollments/drops for your school's Home College students.

# Appendix A: Financial Aid, BOG Fee Waiver, and Cohorts in Course Exchange

With Course Exchange V2.0, students with financial aid and/or BOG Fee Waiver eligibility are automatically identified by the Course Exchange student application and are prompted to share their information between their Home College and Teaching College.

By choosing to share financial aid and/or BOG Fee Waiver information, the student ensures that:

- any financial aid is applied to all of their course credits at the Home College, and
- any BOG Fee Waiver funding they may have received gets applied to their course credits at the Teaching College

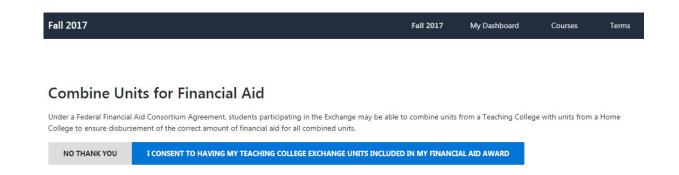
Another feature in Course Exchange V2.0 is using cohorts to group and track Course Exchange students in your school's SIS.

Cohorts allow you to run functions on the students taking Course Exchange courses from your school, such as configuring your SIS to not run a specific function, like checking for BOG Fee Waiver eligibility (since this is already identified by those students' Home College).

## Financial Aid in Course Exchange

When a student adds a course in the Course Exchange student application:

1. The system checks to see if the student is eligible for Financial Aid at their Home College for the current term. If they are eligible, Course Exchange prompts the student to opt in to sharing their Teaching College units with their Home College so financial aid may be applied across their entire course units for the term.



- 2. When the student consents to share their Course Exchange units with the Home College, their Course Exchange units are copied to the Home College's SIS. The Home College can apply the student's financial aid across all courses for the student, including those courses the student takes through Course Exchange.
  - **Note:** If a student accidentally opts out of sharing their Course Exchange units with their Home College for financial aid purposes, they may need to contact their Home College's Financial Aid office and ask to have the units combined.
- **3.** If the student drops the Course Exchange course, those Teaching College units are automatically removed from the Home College's SIS, keeping the student's total units up to date.
  - **Note:** Course Exchange administrators can configure automatic emails to be sent to their college's Financial Aid contact with update to student enrollments and drops. See the Preferences screen for more information. If a Course Exchange student does not opt in to sharing Teaching College units, then no messages when that students adds or drops a Course Exchange course.

#### For the technically-inclined

When a student opts in to share their Teaching College units with their Home College for Financial Aid purposes, the Course Exchange API (Application Programming Interface) makes an API call to the College Adaptor API to GET the student's Financial Aid information and the College Adaptor API then POSTS that information in the Teaching College's SIS.

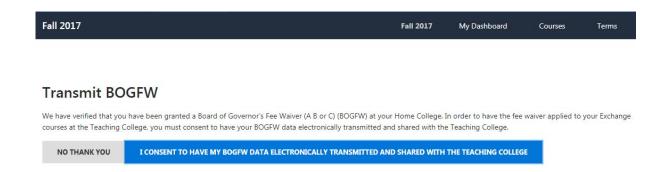
If the student then drops the Course Exchange course, the Course Exchange API makes an API call to the College Adaptor API to DELETE the student's Course Exchange units from their Home College's SIS.

For a list of the Financial Aid data elements in the college adaptor as well as a list of the data provided by SIS, see: https://cccnext.jira.com/wiki/display/CEPD/Course+Exchange+Implementation+Guides. Once the Course Exchange Implementation Guides page opens, navigate to the SIS for your school (Banner, Colleague, or PeopleSoft)  $\rightarrow$ Financial Aid & BOG Fee Waiver Information.

## **BOG Fee Waiver in Course Exchange**

When a student adds a course in the Course Exchange student application:

1. The system checks to see if the student is eligible for the BOG Fee Waiver at their Home College for the current term. If they are eligible, Course Exchange prompts the student to opt in to sharing their BOG Fee Waiver status with the Teaching College so that it may be applied to those course units.



- 2. When the student consents to share their BOG Fee Waiver status with the Teaching College, their BOG Fee Waiver information is copied to the Teaching College's SIS. If the Teaching College already had the student's BOG Fee Waiver information (perhaps due to the student previously taking a course at that college), no copy is necessary. The Teaching College can apply any BOG Fee Waiver to the student's Course Exchange courses.
  - **Note:** If a student accidentally opts out of sharing their BOG Fee Waiver information by clicking **No Thank You**, they may need to ask the Teaching College for a BOG Fee Waiver application and complete and submit it for that college.

#### For the technically-inclined

When a student opts in to share their BOG Fee Waiver information with the Teaching College, the Course Exchange API (Application Programming Interface) makes an API call to the College Adaptor API to GET the student's BOG Fee Waiver information from the Home College's SIS. The College Adaptor API then POSTS the BOG Fee Waiver information into the Teaching College's SIS.

For a list of the BOG Fee Waiver data elements in the college adaptor as well as a list of the data provided by SIS, see: https://cccnext.jira.com/wiki/display/CEPD/Course+Exchange+Implementation+Guides. Once the Course Exchange Implementation Guides page opens, navigate to the SIS for your school (Banner, Colleague, or PeopleSoft)  $\rightarrow$  Financial Aid & BOG Fee Waiver Information.

## **Cohorts: Flagging Course Exchange Students**

When a student signs up to take a Course Exchange course, that student is automatically flagged in the student's Teaching College SIS using cohorts. Cohorts is a term applied to the group of students in your SIS that are flagged as Course Exchange students. This allows you to run functions such as configuring your SIS to not run a specific function, like checking for BOG Fee Waiver eligibility (since this is already identified by those students' Home Colleges).

See the images below for examples of how cohorts appear in the three major supported SISs (i.e. Banner, Colleague, and PeopleSoft).

#### **Cohorts in Banner**

To identify which students at a college are participating in Course Exchange and taking courses at other colleges, students are assigned to a "cohort" at their Home College.

In Banner, student cohort codes appear on the INB form SGASADD where more than one cohort code can be associated to a student.

Additional Student Infor	rmation SGASADD 8.10.2 (OEI)		≚ ×
ID: 20148651 TAbbadusky,	, Jennifer A.	<b>Term:</b> 201721	-
Student Cohort			
From Term: 201721	Maintenance	<b>To Term:</b> 999999	
Cohort Code	Description	Inactive	Reason
FHFYE	First Year Experience Foothill		
			•
Student Attribute			
From Term: 201721	Maintenance 🔮	<b>To Term:</b> 999999	
Attribute Code	Description		
			<b>A</b>

#### Figure 1: SGASADD - Associate Cohort Codes

A start date (*From Term* field value) is assigned to the cohort when it is created. The end date (*To Term* field value) can be '999999'.

Cohort codes are set up on the STVCHRT form that holds the look-up values.

Cohort Code Validation STVCHRT 8.11 (OEI)								
Cohort Code	Description	Start Term ▼	100% Term 🛡	End Term ▼	Degree Level	Print Indicator	Activity Date	
AAPALI	APALI						10-MAR-2009	<u> </u>
AAPRENTI	Apprenticeship Program						27-MAR-2009	
ABADMIN	Athletics-Badminton De Anza						06-MAR-2009	
ABASEB1	Atheltics - Baseball Foothill						06-MAR-2009	
ABASEB2	Athletics-Baseball De Anza						24-FEB-2011	1
AFOOTB1	Athletics-Football Foothill						06-MAR-2009	
AFOOTB2	Athletics-Football De Anza						06-MAR-2009	
AMBASK1	Athletics-Men's Basketball FH						06-MAR-2009	
AMBASK2	Athletics-Men's Basketball DA						06-MAR-2009	
AMCROS1	Athletics-Men's Cross Cntry FH						06-MAR-2009	
AMCROSS2	Athletics-Men's Cross Cntry DA						06-MAR-2009	
AMGOLF1	Athletics-Men's Golf FH						06-MAR-2009	
AMGOLF2	Athleticc-Men's Golf DA						06-MAR-2009	
AMSOCC1	Athletics-Men's Soccer FH						06-MAR-2009	
AMSOCC2	Athletics-Men's Soccer DA						06-MAR-2009	
——————————————————————————————————————								

Figure 2: STVCHRT - Look up Values

The underlying Oracle database table is SGRCHRT and the cohort code column name is SGRCHRT\_CHRT\_CODE.

In order to identify cohorts, a new cohort code must be set up by your school on the STVCHRT form so that the cohort code can be used/defined in the application.properties file. For e.g.: Ventura has set up different cohort codes for each school within the district to identify which school the student belongs to depending on the misCode.

#### **Cohorts in Colleague**

To identify which students at a college are participating in Course Exchange and taking courses at other colleges, students are assigned to a "cohort" at their Home College.

In Colleague, cohorts are assigned using the Other Cohorts field on the STAL form.

STAL - Student Academic Level	
Acad Level UG Undergraduate	
Start Dt/End Dt	12/07/95
Acad Standing	
Catalog	
Start Term	1996FA Fall 1996
Admit Status	NEW New
Enroll Status	3 Returning Student
Class Level	
Class Rank/Pct	
Intended Load	•
Federal Cohort	Start Dt End Dt
Other Cohorts	2 CEF17 K ( ) Page 1 of 1 ) H 6/13/17 .
Notes	
Comments	
Acad Programs	Catalog Status Dt
1 COMSCI.GEN Generic A	2002 Inactive 05/30/14

#### Figure 3: Colleague STAL Form

Cohorts are named using the following convention:

"CE" + T + YY

Where:

- T is Term (F = Fall, W = Winter, S = Spring, U = Summer), and
- YY is year

For example, CEF17 is Course Exchange Fall 2017. In addition to the cohort code name, a start date is assigned (in the *Start Dt* field) on the date that the cohort is assigned to the student. The end date (*End Dt* field) will always be blank.

To use this field in rules and/or reporting:

- The Colleague field name is STA.OTHER.COHORT.GROUPS (in STUDENT.ACAD.LEVELS)
- In SQL Server the field name is STA\_OTHER\_COHORT\_GROUPS (in STA\_OTHER\_COHORTS)

#### **Cohorts in PeopleSoft**

To identify which students at a college are participating in Course Exchange and taking courses at other colleges, students are assigned to a "cohort" at their Home College.

In a school that uses PeopleSoft, a *Student Group* 'CE' is created in the *Student Group Table*. A student is identified as a Course Exchange Student if the student is a member of *Student Group* 'CE'.

Favorites Main Menu > Set U	Ip SACR → Common Definitions → Student Group Tabl	e	
Student Group Tab	le	园 New Window	? Help 📝
etudent eroup ida			
Academic Institution:	MCCCD MiraCosta Community College		
Student Group:	CE		
		Find	View All First
*Effective Date:	03/28/2017 * Status: Active •		
*Description:	Course Exchange Student		
*Short Description:	CE Student		

A group for Course Exchange needs to be created as in the above image and added to table PS\_STDNT\_GROUP\_TBL.

The View Student Groups by Student form displays the PeopleSoft table where a student's groups are maintained.

Fa	vorites Main Menu > R	ecords and Enrollmen	it > Career an	d Program	Information > View	Student Grou	ps by Stude	nt
					ي Ne	w Window	? Help 🛛	Ì
1	View Student Gr	oups by Stud	ent					
	Academic Institution:	ACCCD MiraCosta Co	ommunity Colle	ge	Effective Date:	01/01/1901		
5	Student Group: E	3GA1 BOGWA1			Effective Status:	Active		
	Select Effective Dates:	Most Current Active	•			Get Results	]	
2	Range Selection:	No Range Selection	,	7				
			P	ersonalize	Find   View All   🗖   🕌	First 🚺 1 of	1 🖸 Last	
	Name	<u>ID</u>	Effective Date	Effective Status	Comment		<u>Details</u>	
	Rogers,M	0	02/12/2016	Active			<u>Details</u>	

Table PS\_STDNT\_GRPS can be used to identify Course Exchange students. When a student is added or updated, PS\_STDNT\_GRPS will need to add this student to the Course Exchange group.

# 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.