

# WICHE ICE Database User Manual


(last updated 8/12/10)

## I. Log into ICE Database

1. To complete any of the actions below, you must log into the database.
2. Secure a login username and password from Kay Hulstrom [khulstrom@wiche.edu](mailto:khulstrom@wiche.edu) (NEXus – Nursing Education Xchange participants contact Anna Galas [galasa@ohsu.edu](mailto:galasa@ohsu.edu)). Username will be your work email address unless you want to use a generic address created for ICE related communications.
3. Go to [www.wiche-ice.org](http://www.wiche-ice.org).

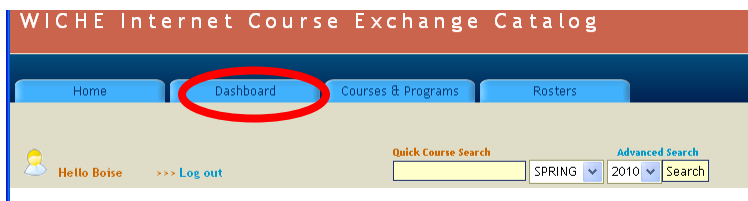


4. Login in (select Login link on left side of screen) with user email address and assigned password.

 Email Address:  Password:   [Forgot password?](#)

### Control Panel

5. Select [Dashboard] tab.



6. View all data management options from Control Panel

**Control Panel**  
Welcome to WICHE-ICE Dashboard

|   |   |  |
|---|---|--|
| <b>Seat Requests</b> <ul style="list-style-type: none"><li>• My Seat Requests</li><li>• Grant Seat Requests</li></ul> | <b>Course Management</b> <ul style="list-style-type: none"><li>• Create New Course</li><li>• Edit/Update Course</li><li>• Manage Semester Seats</li></ul> | <b>Needed Courses</b> <ul style="list-style-type: none"><li>• Add New</li><li>• Edit Needed Courses</li><li>• View Needed Courses</li></ul>                |
| <b>Rosters</b> <ul style="list-style-type: none"><li>• My Rosters</li><li>• Student Manager</li></ul>                 | <b>Course Catalog</b> <ul style="list-style-type: none"><li>• General Course</li><li>• NeXus</li><li>• Social Work</li></ul>                              | <b>Member Profile</b> <ul style="list-style-type: none"><li>• Member Profile Information</li><li>• Program Maintenance</li><li>• Change Password</li></ul> |

## II. Put a course in ICE (from Dashboard)

1. Under the Course Management section, select [Create New Course](#) link.
2. Enter all information about the course.
  - a. Course Title: full title
  - b. Course Number: subject and catalog #, i.e. Math 104
  - c. Course Catalog URL: institution's online catalog address
  - d. Course Credits: credits assigned at your school
  - e. Course Level: drop down list
  - f. Program: select appropriate
  - g. Campus: default entry based on your login
  - h. CIP\_Family (Classifications of Instructional Programs): if unsure, contact your Registrar
  - i. Course Syllabus URL: even if not finalized, post data available because EI's faculty needs this
  - j. Instructor Vitae: If same instructor will always teach this course, enter url showing info. Leave blank if instructor will change.
  - k. Description of Course: copy and paste from catalog
  - l. Prerequisites: enter course titles instead of subject and catalog number
  - m. Method of Instruction: example--Internet, web camera & microphone needed
  - n. Campus Visits required: If there is any in-person meeting requirement for class
  - o. Course Contact: should be ICE PIC (could be instructor)
  - p. Contact e-mail: for above person
  - q. Other / Additional information: special course requirements, etc.
3. To submit the information, click on [Add New Course](#) at the bottom of the document.
4. The course is in the database, next you must activate course to offer seats.

## III. Activate Course for a Semester to Offer Seats (from Dashboard)

1. Under the Course Management section, select [Manage Semester Seats](#) link.
2. In the *Course* field, select the course in which you wish to activate seats. (You will see all courses set-up for your institution in the drop down list.)
3. In the Function field, select *Semester Seats Maintenance* from drop down list.
4. Click on *Update this Course* button.

ADMINISTER YOUR SHARED COURSES


If you are adding a course, please click on the "add course" button.  
For all other functions, select the course, the appropriate function then click the "update this course" button.

[Add New Course](#)

OR

Courses: MHLTHSCI 525 Leadership for Health Professionals 

Function: Semester Seats Maintenance 

[Update this Course](#) 

5. You will see the course name and a table, Click on [Add New Semester Seats](#) button.



ADMINISTER YOUR SHARED COURSES SEMESTER SEATS INFORMATION

Course: MHLTHSCI 522 (Master of Health Science) Management for Health Professionals

| Semester          | Section no. | Class Start | Class End | Seat Request Deadline | Seat Return Deadline | Total Seats | Restricted | Actions |
|-------------------|-------------|-------------|-----------|-----------------------|----------------------|-------------|------------|---------|
| no semester avail | 0           | 0           | 0         |                       |                      |             |            |         |

[Add New Semester Seats](#)

6. Complete the requested information.

- a. Section number: use section number from institution or you can use a new number if there will be multiple sections for same course offered.
- b. Course Start Date: must use this format mm/dd/yyyy
- c. Course End Date: must use this format mm/dd/yyyy
- d. Instructor: if not entered during course set-up, enter here
- e. Special Comments: holidays for no class or closed campus.
- f. Maximum number of seats to share:
- g. Seat Request Deadline (mm/dd/yyyy): TI must know by this date if seats are requested.
- h. Return Seats by (mm/dd/yyyy): tell TI the number of unused seats by this date so TI can use at home institution.
- i. Semester Term: drop down list
- j. Semester Year: drop down list
- k. Exchange Price Category: select from the list
  - a. Seat Exchange - Common Wholesale Price: select this category for most general listings. The Steering Board sets this price. Currently, it is \$150/credit for undergrad, \$200/credit for graduate
  - b. Course Exchange - Negotiated Wholesale Price: select this category if your institution has negotiated a different wholesale price with specific ICE members for this particular class.
  - c. Joint Program Exchange - Common Retail Course Price: select if your institution is participating in a collaborative initiative with other ICE members to offer a jointly developed program and this is one of the courses in that program
- l. Common Wholesale Price per Credit Hour: as of 2010 enter either \$150/credit for undergrad or \$200/credit for graduate (database requires you to enter an amount even it is 0, no \$ needed)
- m. Negotiated Wholesale Price per Credit Hour: enter the negotiated wholesale price (database requires you to enter an amount even it is 0, no \$ needed)
- n. Common Retail Price (Joint Programs): enter the negotiated price (database requires you to enter an amount even it is 0, no \$ needed)
- o. Seat Restricted: default to NO, only used for special programs

7. Click on [Add New Semester Seats](#) to save and finish.

8. You will now see the table showing active semester information for this course.

ADMINISTER YOUR SHARED COURSES SEMESTER SEATS INFORMATION

Course: MHLTHSCI 525 Leadership for Health Professionals

| Semester    | Section no. | Class Start | Class End | Seat Request Deadline | Seat Return Deadline | Total Seats | Restricted | Actions                                     |
|-------------|-------------|-------------|-----------|-----------------------|----------------------|-------------|------------|---|
| SPRING 2009 | 4146        |             |           |                       |                      | 3           | No         | <a href="#">Edit</a> <a href="#">Delete</a> |
| FALL 2010   | 1111        | Sep-23-10   | Dec-18-10 | Aug-12-10             | Aug-12-10            | 5           | No         | <a href="#">Edit</a> <a href="#">Delete</a> |

[Add New Semester Seats](#)

9. In the Actions column, you can

- a. [Edit](#) (return to Semester Seat Maintenance page) or

- b. [Delete](#) these seats for this semester (does not delete course) or
- c. Send an email to all PICs indicating seats are now available.

10. If you click on the [Add New Semester Seats](#) button under the table, you can create a second section of the same course and offer seats.

#### IV. Update Course Information (from Dashboard)

1. Under the Course Management section, select [Edit/Update Course](#) link.
2. In the *Course* field, select the course in which you wish to activate seats. (You will see all courses set-up for your institution in the drop down list.)
3. In the Function field, select *Modify/Edit* from drop down list.

**ADMINISTER YOUR SHARED COURSES**

If you are adding a course, please click on the "add course" button.  
For all other functions, select the course, the appropriate function then click the "update this course" button.

[Add New Course](#)

OR

Courses:

Function:  ←

[Update this Course](#)

4. Click on *Update this Course* button.
5. Edit data.
6. Click the [SUBMIT](#) button to save changes.

#### V. Request a Seat (from Home page)

1. Select the [Individual Course](#) or one of the [Collaborative Initiatives](#).
2. Select semester or sorting option.
3. Look through list of available courses. In the Course column, click on the course you want to request seats for. Next you see the full course details page.
4. Scroll to the bottom of the page and click on [Place a seat request](#) for the appropriate semester.
5. The next screen will show semester and a small box to enter the number of seats requested.

**FALL 2010**

**NURS 695 Advanced Academic Nursing Roles**

Seats to request:  [Send](#)

6. Click [Send] button. An email will go to the ICE Coordinator at the Teaching Institution. That person will go into WICHE ICE and grant your seats. An email will come back to you confirming the granted seats.

## VI. Grant a Seat (from Dashboard)

1. Under the Seat Requests section, select [Grant Seat Requests](#) link.
2. Click on the course title link to view the details on the request.
3. See the semester, institution requesting seats, and number of seats requested.
4. Type the number of granted seats for this request in the box provided.
5. Comment space used to give a reason for granting fewer seats than requested or for explaining why no seats were given.
6. Click on the [Grant] button.

FALL 2010

SOCWRK 571 Fundamentals of Healthy Aging  
5 seat(s) requested by University of Alaska Anchorage on May-20-2010

Type the number of granted seats for this request:

Type your comments here

Comments:

Notes: TI should receive email requesting seats in a particular course. EI will receive email confirming granted seat request.

## VII. Delete a class in a semester (not the entire course)

1. Review section Select III above.
2. Go through steps 1-4.
3. Skip down to step 9.
4. In the Actions column, select [Delete](#) (does not delete course).
5. NOTE: after any grade is entered for a student enrolled in the class, the class can't be deleted from a semester.
6. You will be asked to confirm deletion. Click on the [Delete Semester Seats] button.

DELETE SEMESTER SEATS

**For Course Title:**  
Leadership for Health Professionals

**Semester:** FALL 2010

## VIII. Delete a course forever (from Dashboard)

1. Under the Course Management section, select [Manage Semester Seats](#) link.

2. In the *Course* field, select the course in which you wish to delete. (you will see all courses set-up for your institution in the drop down list)
3. In the Function field, select *Delete Course* from drop down list.
4. Click on *Update this Course* button.
5. Verify it is the course you wish to delete from ICE Database
6. Click on **SUBMIT** button at the bottom of the page.

## IX. View a roster

The "Teaching" Institution (TI) will be notified by "Enrolling" Institution when students are entered on roster.

1. Select [Rosters] tab.



2. Or select [Dashboard] tab and then under the Roster section, select [My Rosters](#) link.
3. If you are currently involved in a seat exchange, you will see your courses as shown below.

**Rosters**

[Student Manager](#)

You are Teaching the following course/s. Click the "Roster" to see students entered by the enrolling institution.

| Course                                     | Sec  | Term | Year | Seats | Enrolling Institution          |                        |
|--|------|------|------|-------|--------------------------------|------------------------|
| MHLTHSCI 522<br>(Master of Health Science) | 001  | FALL | 2010 | 2     | Boise State University         | <a href="#">Roster</a> |
| SOCWRK 571                                 | 4146 | FALL | 2010 | 5     | University of Alaska Anchorage | <a href="#">Roster</a> |

4. If you are not currently involved in a seat exchange, you will get a notice saying that you are not engaged in any seat exchange. This page shows a summary of the courses you are teaching and the course/s that you are enrolling students for.
5. Click on the [Roster](#) link in far right column in the row of the desired course as illustrated above.

### ENG 101 FALL/2010 Roster

Grade Legend: NP = Not Posted, W = Withdrawn, DR = Dropped, CN = Cancelled

[Main Roster Page](#)

| ICE ID | Student Name   | Email              | Phone No       | Final Grade | Credits | Enrolling Campus       |
|--------|----------------|--------------------|----------------|-------------|---------|------------------------|
| 2      | Daniel Dengel  |                    | (907) 555-8885 | CN          | 3       | Boise State University |
| 3      | Maci Calrk     |                    |                | DR          | 3       | Boise State University |
| 5      | Pat A Shea     | pshea@wiche.edu    | (720) 304-8860 | A           | 3       | Harvard University     |
| 4      | Danny Delarosa | aksjew3@lkajs7.com | (908) 778-6678 | A           | 3       | Test University        |
| 1      | Allan Mesina   | vmesina@alaska.edu | (907) 388-6352 | Enter Grade | 3       | Test University        |

6. The TI can see list of enrolled students and enter grades from this page (See section XII).

## X. Upload a roster/students

This feature will allow “enrolling” Institutions (EI) to enter their student information directly into the WICHE-ICE database.

1. Select [Rosters] tab. Or select [Dashboard] tab and then under the Roster section, select [My Rosters](#) link.
2. If your school was granted seats in a course, you will see your courses as shown below.

Rosters

Student Manager

You are **enrolling** students for the following course/s. Please click "Roster" to enroll your students into the course.

| Course                                     | Sec | Term | Year | Credits | Home Campus            |                        |
|--|-----|------|------|---------|------------------------|------------------------|
| MHLTHSCI 522<br>(Master of Health Science) | 001 | FALL | 2010 | 3       | Boise State University | <a href="#">Roster</a> |

3. Click on [Roster](#) for the course you want to enter students into.
4. The first time you need to enroll students into a class, on the next screen you will see this message “No students found in this course. Do you want to enter students now? [Yes](#) | [No](#)” under the class title.
5. If there are no students in your profile, you will be prompted to click [Add New](#). You must have students in your profile before they can be enrolled in a class. (See section XI)
6. If there are students in your profile, you will notice they are available to select in a dropdown list. Choose the student then click [SUBMIT](#) button.

ENG 101 FALL/2010 Roster

Grade Legend: NP = Not Posted, W = Withdrawn, DR = Drop, CR = Cancelled

[Back](#) | [Add](#) | [Manage Students](#)

| ICE ID | Student Name                  | SSN         | DOB      | Address                              | Email | Day Phone         | Grade | CR |                          |
|--------|-------------------------------|-------------|----------|--------------------------------------|-------|-------------------|-------|----|--------------------------|
| 2      | <a href="#">Daniel Dengel</a> | ***-**-2222 | 02/15/86 | P.O Box 777 Barrow, AK 99723-        |       | (907)<br>555-8885 | CN    | 3  | <a href="#">Unenroll</a> |
| 3      | <a href="#">Maci Calrk</a>    | ***-**-9999 | 9/7/89   | 1234 Adress Ave Fairbanks, AK 98767- |       |                   | DR    | 3  | <a href="#">Unenroll</a> |

7. Students from the EI are now enrolled in the course.
8. From this roster, you can enroll or [Add](#) more students and [Unenroll](#) students or go to [Manage Students](#) to add more students to profile.
9. The student's name is also a link back to the student profile page.
10. At the bottom of the page, look for this statement: “When you are done adding all your students, you can click [here](#) to notify the Teaching Campus about your roster submission.”
11. Click the [here](#) link.

## XI. Enter Student Information in your Profile (by EI)

1. Select [Rosters] tab, then Click [Student Manager](#) link.
2. Or select [Dashboard] tab and then under the Roster section, select [Student Manager](#) link.
3. In the Student Management page, click [Add New](#) link.
4. Fill all the fields in the "Add Student" form. (Note that the red labeled fields indicate that information for that field is mandatory.)
  - a. **Student ID:** This is your campus student ID number
  - b. **First Name**
  - c. Middle Name
  - d. **Last Name**
  - e. **Birth Date:** (mm/dd/yyyy) i.e 12/05/2000
  - f. **Last 4 of SSN**
  - g. Address
  - h. City
  - i. State
  - j. Zip Code
  - k. Day Phone
  - l. Evening Phone
  - m. Email Address
  - n. Program
  - o. Semester Status
  - p. Comments
5. After entering all student information, click the [Add] button to save the information you entered.
6. To add more students, click the [Add New](#) button. To edit student information, choose the student from the drop down list then click the [Edit] button.
7. After you have entered all your students' information, you are ready to enroll them in a course. (See Section X)

## XII. Upload grades (by TI)

1. Select [Rosters] tab. Or select [Dashboard] tab and then under the Roster section, select [My Rosters](#) link.
2. Click on the [Roster](#) link in far right column in the row of the desired course.

### ENG 101 FALL/2010 Roster

Grade Legend: NP = Not Posted, W = Withdrawn, DR = Dropped, CN = Cancelled

[Main Roster Page](#)

| ICE ID | Student Name   | Email              | Phone No       | Final Grade                 | Credits | Enrolling Campus       |
|--------|----------------|--------------------|----------------|-----------------------------|---------|------------------------|
| 2      | Daniel Dengel  |                    | (907) 555-8875 | CN                          | 3       | Boise State University |
| 3      | Maci Calrk     |                    |                | DR                          | 3       | Boise State University |
| 5      | Pat A Shea     | pshea@wiche.edu    | (720) 304-8860 | A                           | 3       | Harvard University     |
| 4      | Danny Delarosa | aksjew3@lkajs7.com | (908) 778-6618 | A                           | 3       | Test University        |
| 1      | Allan Mesina   | vmesina@alaska.edu | (907) 388-6352 | <a href="#">Enter Grade</a> | 3       | Test University        |

3. In Final Grade Column, click on [Enter Grade](#) link.

4. If a grade has been assigned, it can be modified by clicking the letter grade hyperlink (roll mouse pointer over grade).

MHLTHSCI 522 (Master of Health Science) FALL/2010 - Grade

Student ID: 111  
Student Name: Test LastName  
Final Grade:

Comments:

5. Please take note of the following grading options seen in dropdown list.  
A – F and I for incomplete course  
NP = Not Posted  
W = Withdrawn  
DR = Dropped  
CN = Cancelled
6. Comments are needed if student received Incomplete, was Dropped or Withdrew because of Financial Aid repayment process. Enter date when incomplete contract must be completed or when student was dropped or withdrew. If CN was selected, enter comment if there was a special issue.
7. Click on  button to save information and post to roster.

NOTE: after any grade is entered for a student, that student can't be unenrolled from a class.

### **XIII. Retrieve/View grades (by EI)**

1. Go through steps 1-2 in section IX.
2. View the roster for grades.

### **IXX. Unenroll or Delete a Student Profile (by EI)**

You may be able to unenroll a student from a course if the grade has not been posted yet. If a grade has been posted by the Teaching Institution, you will not be able to remove the student from the course roster.

1. Select [Rosters] tab. Or select [Dashboard] tab and then under the Roster section, select [My Rosters](#) link.
2. Click on the [Roster](#) link in far right column in the row of the desired course.
3. From this roster, you [Unenroll](#) students.
4. Or go to [Manage Students](#) to delete a student's profile.
5. Select student from drop down list and click [Edit] button.
6. At the bottom of page look for this statement: "OR you can click [here](#) to delete this student from the database."
7. Click on [here](#) link to delete this student.