WICHE OCE DATABASE USER MANUAL

October 2018

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Appendices

This manual has been created to assist member institutions and their respective WICHE-OCE Program Information Coordinators to utilize the WICHE-OCE Database System for an online course exchange between Teaching and Enrolling Institutions.

Processes to be completed in database by:
Teaching Institution (TI)
- Complete Course Set-up then offer seats for a particular semester/quarter (activate)
- Update/Edit course information
- Grant seat requests by other institutions
- View class roster
- Enter grades on roster after course ends
- Inactivate course for semester/quarter (if there are no seats requested)
- Delete course (if there were no seat requests ever and you don't plan to ever offer the course again).

Enrolling Institution (EI)
- Search for course seats
- Request seats in a course
- Return seats not used
- Enter student bio/demo data
- Enroll student in a course
- View course roster
- Unenroll student
- View course grades
- Delete student bio/demo data (if student has never enrolled in a course)

Critical Notes:
- Do not inactivate or delete a course if there are seats granted or students enrolled. This will orphan data from other schools.
- Do not delete a student's record if s/he was ever enrolled in a course. This will orphan data from other schools.

I. Log Into WICHE-OCE Database

- To complete any of the actions below, you must log into the database.
- OCE PIC must secure a login usename and password from the WICHE-OCE PIC Coordinator, Anna Galas, agalas@wiche.edu
- Username will be your work email address unless you want to use a generic address created for all OCE related communications.
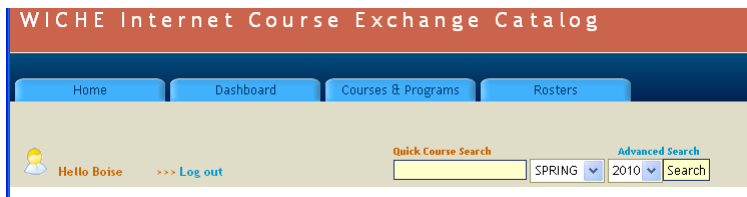
1. Go to https://www.wiche-ice.org/new/index.cfm .

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


3. Select [Dashboard] tab.

4. View all data management options from Control Panel

II. Control Panel Definitions

- Seat Requests
    - My Seat Requests = You have placed seat request for the following courses
    - Grant Seat Requests = Requests have been placed for your courses
- Course Management
    - Create New Course = Add New Course to the database for your institution
    - Edit/Update Course = Edit or add information about the courses you already entered
    - Manage Semester Seats = Offer seats in a course for a particular semester
- Needed Courses
    - Add New = What course(s) is your institution looking for?
    - Edit Needed Courses = Edit or delete a course you entered on the "needed" list
    - View Needed Courses = List of courses every institution placed on the "needed" list
- Rosters
    - My Rosters = Access course roster as the TI or the EI, Enroll/Unenroll, See grades
    - Student Manager = Enter one or multiple students to the database before enrolling in a course
- Course Catalog
    - General Course = Search/View all courses offered under this category
    - NeXus = Search/View all courses offered under this category
    - Social Work = Search/View all courses offered under this category
- Member Profile
    - Member Profile Information = Enter/Edit information about your institution and exchange priorities
    - Edit Your Campus Enrollment Info = Enter/Edit information such as semester or quarterly enrollment
    - Program Maintenance = Programs offered at your institution or proposed to be offered
    - Change Password

There are also TABs that will move you between pages.

Home	GER ICE	My Shared Courses	My Seat Requests	Grant Requests	Dashboard
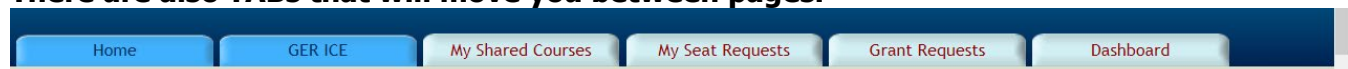
Home = Login entry page
GER OCE = Listing of all general education courses
My Shared Courses = Add, Edit, Delete, Offer Seats in courses from your institution
My Seat Requests = As EI what courses did you request seats in
Grant Request = As TI what institutions requested seats

Home	Dashboard	Courses & Programs	Rosters
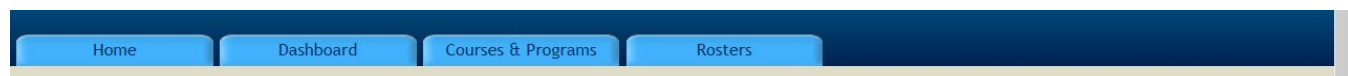
Courses & Programs = Link to course categories, programs, needed courses, and rosters
Rosters = Rosters for your institution as a TI or EI

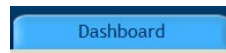## III. Course Set-up

From the Dashboard tab [Dashboard]

    1. Under the Course Management section, select Create New Course link.

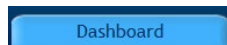**ADD NEW COURSE**

You must enter data in all fields. If field is not applicable or information not available, enter NA

Course Title: [   ]
Course Number: [   ]
Course Catalog URL: [   ]
Course_credits: [   ]
Course Level: [Pre-College ▼]

Program:
| Supply Chain Management Graduate Cert. |
| Nurse Education Exchange |
| Western Consortium for Rural Social Work Education |
| General Education |

Campus: Test College
CIP_Family: [0 CIP Not set. ▼]
Course Syllabus URL: [   ]
Instructor Vitae: [   ]

Description of Course: [   ]

Prerequisites: [   ]

Method of Instruction: [   ]

Campus Visits required: [   ]
Course Contact: [   ]
Contact e-mail: [   ]

Other / Additional information: [   ]

[Add New Course]

    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. EI's faculty needs this.
        j. Instructor Vitae: If same instructor will always teach this course, enter url showing info. Enter TBA 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 — type of LMS platform, online, synchronous, asynchronous, or hybrid
n. Campus Visits required: If there is any in-person meeting requirement for class
o. Course Contact: should be OCE PIC (could be instructor)
p. Contact e-mail: for above person
q. Other / Additional information: special course requirements, etc. when course meets if synchronous, any special technology requirements

3. To submit the information, click on [Add New Course] at the bottom of the document.
4. The course is in the database.
5. For the course to show up in the catalog you must activate seats. See IV.

IV. Activate Course to Offer Seats

[Dashboard]

From the Dashboard tab

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 in. (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.

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

6. Enter the requested information.

ADD SEATS INFORMATION

For Course Title: Fishing for Students
Section number: [   ]
Course Start Date: [   ] (mm/dd/yyyy)
Course End Date: [   ] (mm/dd/yyyy)
Instructor: [TBA   ]

Special Comments
(date school closed,
date grades
submitted by
instructor, etc.): [   ]

Max no. of seats to
share: [   ]
Seat Request Deadline: [   ] (mm/dd/yyyy)
Return Seats by: [   ] (mm/dd/yyyy)
Semester Term: [FALL   ▼]
Semester Year: [2013 ▼]

EXCHANGE PRICE

CLICK TO SELECT YOUR EXCHANGE PRICING
*Exchange Price | Seat Exchange - Common Wholesale Price
Category: | Course Exchange - Negotiated Wholesale Price
| Joint Program Exchange - Common Retail Price
*Price per Credit Hour: [   ]
Seat Restricted: ○Yes ●No
Please indicate if this seat has restrictions.
Restrictions can be managed at the Semester
Seats Maintenance section.
[Add New Semester Seats]

  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: this is the person teaching the course during this semester.
  e. Special Comments: holidays for no class or closed campus.
  f. Maximum number of seats to share: enter number
  g. Seat Request Deadline (mm/dd/yyyy): This is the last day you will accept seat requests from EI.
  h. Return Seats by (mm/dd/yyyy): If the EI has not used all seats, you want the unused seats returned by this date.
  i. Semester Term: drop down list
  j. Semester Year: drop down list
  k. Exchange Price Category: select from the list (examples are provided but this will be customized for the consortium and preloaded for OCE PICs)
      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. The price will be adjusted according to the institution's status as semester or quarter system.

b. Course Exchange - Negotiated Wholesale Price: select this category if your institution has negotiated a different wholesale price with specific OCE 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 OCE members to offer a jointly developed program and this is one of the courses in that program

l. Price per Credit Hour: <u>database requires you to enter an amount even it is 0, no dollar symbol ($) needed</u>. Seat Exchange undergraduate course enter 150. Seat Exchange graduate course enter 200.

m. 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	Edit Delete
FALL 2010	1111	Sep-23-10	Dec-18-10	Aug-12-10	Aug-12-10	5	No	Edit Delete

`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.

NOTE: To offer seats for another course, select the [My Shared Courses] tab to see the *Administer Your Shared Courses* page.

V. Update/Edit Course Information

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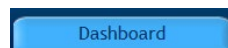
1. Under the Course Management section, select Edit/Update Course link.
2. In the *Course* field, select the course in which you wish to activate seats. (You will see all courses set-up for your institution in the drop down list.)
3. In the *Function* field, select *Modify/Edit* from drop down list.

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: MHLTHSCI 525 Leadership for Health Professionals

Function: Modify/Edit Course

`Update this Course`

4. Click on *Update this Course* button.
5. Edit data.
6. Click the | SUBMIT | button to save changes.

VI. Search for Course Seats

There are several paths to see course list:
- From the Home page, select links under the following categories of Individual Courses or Collaborative Initiatives.
- From the Dashboard tab, select links under the category of *Course Catalog*.
- From the Courses & Programs tab, select links under *Course Maintenance*.

Once you see the Shared Distance Course Catalog:

1. Review offerings.
2. Sort by table column headings.
3. Enter data in the fields above table to search for a particular course. Must enter data in each field.

Quick Course Search	Term	Year	Course Group	Advanced
	-all- ∨	-all- ∨	-all- ∨	Search

VII. Request a Seat

From the Shared Distance Course Catalog

1. Look through list of available courses. In the *Course* column, click on the course subject link you want to request seats for.
2. Review full course details page.
3. Scroll to the bottom of the page and click on Place a seat request link.
4. 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

5. Click [Send] button. An email will go to the OCE PIC at the Teaching Institution. That person will go into WICHE OCE and grant your seats. An email will come back to you confirming the granted seats (see Grant seat request section).

From: wiche-Oce@wiche.edu
Sent: Sat 6/15/13 2:06 PM
To:
A seat request has been placed for course TC 201 by Boise OCE PIC of Boise State University in the internet course exchange system. Please log in to grant seats for the request at the following url:
https://www.wiche-ice.org
NOTE: Please do not reply to this email.
Thank you for using WICHE-OCE.

VIII. Grant a Seat Request

From the Dashboard tab   **Dashboard**
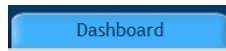
1. Under the Seat Requests section, select Grant Seat Requests link.
2. Click on the course title link to view the details on the request. The most resent request will be at the top of list.
3. See the semester, institution requesting seats, and number of seats requested.
4. Type the number of seats you will grant to the EI 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: Grant

Note: EI will receive email confirming granted seat request.

> From: wiche-oce@wiche.edu
> Sent: Sat 6/15/13 2:43 PM
> To:
>
> Your seat request for course number 222 you placed on Jun-15-2013 for 3 seat(s) has been reviewed.
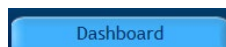> Seat(s) granted: 3
> Special comments: Type your comments here
>
> Your seats have been granted. You may now login to https://www.wiche-ice.org, select Rosters in the Dashboard to enter your roster for this class.

IX. Inactivate Course

This does not delete the course. It will remove the course from the Course Catalog table because there will be no seats available.

From the Dashboard tab   **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 in. (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.

5. You will now see the table showing active semester information for this course. In the Actions column, you can Delete these seats for this semester (does not delete course)

6. NOTE: after any grade is entered for a student enrolled in the class, the class can't be deleted from a semester.
7. You will be asked to confirm deletion. Click on the [Delete Semester Seats] button.

X. Delete Course

From the Dashboard tab

NOTE: There must be no seats granted and no enrollments attached to this class.

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 OCE Database
6. Click on SUBMIT button at the bottom of the page.

XI. View Roster

The TI will be notified by EI when students are entered on a course roster.

From: wiche-Oce@wiche.edu
Sent: Sat 6/15/13 12:48 PM
To:

Hello OCE PIC

The student roster has been submitted for your course TC 201 SUMMER/2013 by TestU University in the internet course exchange system.

NOTE: Please do not reply to this email.

Thank you for using WICHE-OCE.

From Rosters tab. [Rosters]

1. Or select [Dashboard] tab and then under the Roster section, select My Rosters link.
2. 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 (Master of Health Science)	001	FALL	2010	2	Boise State University	Roster
SOCWRK 571	4146	FALL	2010	5	University of Alaska Anchorage	Roster

3. 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.
4. This page shows a summary of the courses you are teaching and the course/s that you are enrolling students for.
5. The top table shows courses your institution is teaching. 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 XIV).
7. Using the mouse pointer, select first cell in first column and all data shown in the table. Select Ctrl + C to copy this data. Open an Excel spreadsheet and paste data into a worksheet. The TI can save the roster or convert to a CSV file for uploading students into LMS.

XII. Enter Student Information

After receiving confirmation that seat request has been granted the EI can add students to the database and then enroll students into the course.

From Rosters tab. Rosters
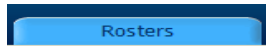
Or select [Dashboard] tab and then under the Roster section, select Student Manager link.

1. Click Student Manager link.
2. In the Student Management page, click Add New link.
3. Fill all the fields in the "Add Student" form. (Note that the red labeled fields indicate that information for that field is mandatory. An error box will pop up if other fields are left empty.)
   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

4. After entering all student information, click the [Add] button to save the information you entered.
5. 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.
6. After you have entered all your students' information, you are ready to enroll them in a course. (See Section XII)

XIII. Enroll Student/s

From Rosters tab. Rosters
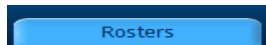
Or select [Dashboard] tab and then under the Roster section select My Rosters link.

1. 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 (Master of Health Science)	001	FALL	2010	3	Boise State University	Roster

2. Click on Roster for the course you want to enter students into.
3. 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.
4. 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)
5. If there are students in your profile, you can select Enroll Students that are already in the system link. Next you will see student names in a dropdown list. Choose the student then click SUBMIT button.
6. The third option is to Import Student list through an formatted file.

ENG 101 FALL/2010 Roster

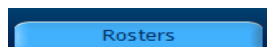Grade Legend: NP = Not Posted, W = Withdrawn, DR = Dropped, CN = Cancelled

Back | Add | Manage Students

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

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 Institution about your roster submission."
11. Click the here link.

XIV. Enter Grades

From Rosters tab.

Or select [Dashboard] tab and then under the Roster section select My Rosters link.

1. 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) 304-8850	A	3	Harvard University
4	Danny Delarosa	aksjew3@lkajs7.com	(908) 778-6618	A	3	Test University
1	Allan Mesina	vmesina@alaska.edu	(907) 388-6351	Enter Grade	3	Test University

2. In Final Grade Column, click on Enter Grade link.
3. 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: A ▾

Comments: [   ]

               Submit

4. 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
5. 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.
6. Click on SUBMIT 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.

XV. View Grades

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

XVI. Un-enroll Student From a Course

You may be able to un-enroll 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.

From Rosters tab. [Rosters]

Or select [Dashboard] tab and then under the Roster section select My Rosters link.

1. Click on the Roster link in far right column in the row of the desired course.
2. From the class roster, you select Unenroll link in far right column.
3. A warning message will be shown to confirm unenrollment request.

XVII. Return Unused Seats
If you did not use all seats granted to your institution, return seats on or before the date TI requested return of unused seats.

[Dashboard]

From the Dashboard tab

1. Under the Seat Requests section, select My Seat Requests link.
2. Look for the course for which seats will be returned.
3. At the far right of course name look for Return Seats link.

4. Enter the number of seats to be returned in box and select [Submit]

XVIII. Request Additional Seats
If you did not use all seats granted to your institution, return seats on or before the date TI requested return of unused seats.

[Dashboard]

From the Dashboard tab

1. Under the Seat Requests section, select My Seat Requests link.
2. Look for the course for which seats will be returned.
3. At the far right of course name look for Add Seats link.

Hello Anna   >>> Log out ::: Change Profile

Your institution have placed seat request for the following courses:

1. TEST101 Testing Course2 FALL 2015 - from Test College Return Seats | ADD SEATS
   (4) seat(s) requested Oct-12-2015
   (4) seat(s) granted on Oct-12-2015

4. Enter the number of seats to be added and hit [send]

FALL 2015

TEST101 Testing Course2
New Total number of Seats to request: [   ] Send

XIX. Delete a Student Profile

NOTE: You can delete a student's record only if that student has never been enrolled in a course.

From Rosters tab. [Rosters] Or select [Dashboard] tab and then under the Roster section, select Student Manager link.

1. Select student from drop down list
2. Click [Edit] button.
3. At the bottom of page look for this statement: "OR you can click here to delete this student from the database."
4. Click on here link to delete this student.
5. A warning message will be shown to confirm request.

XX. Needed Courses

When your institution wants to notify member institutions regarding your need to locate seats in a particular course, you can enter information about that course.

From the Dashboard tab   `Dashboard`
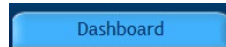
1. Under the Needed Courses section, select Add New link.

```
Manage needed courses - Add New
Back | Manage/Edit

*Course Number:        [            ]  (example: Math 101)
Course Level:          [Graduate Studies ▼]
*Course Title:         [            ]  (example: Basic Algebra)

Course Description:    [                        ▲]
                       [                        ▼]

Term:                  [SPRING ▼]
*Semester Year:        [            ]
*Anticipated Seats Needed: [        ]
                       [Add]

* Fields in red fonts are required.
```

2. Fill all the fields in the "Manage needed courses - Add New" form. (Note that the red labeled fields indicate that information for that field is mandatory. An error box will pop up if other fields are left empty.)

   - Course Number: example: Math 101
   - Course Level: select from drop down list (Graduate Studies, Bachelors Degree, Associate Degree, Certificate)
   - Course Title: example: Basic Algebra
   - Course Description: from institution catalog
   - Term: select from drop down list (SPRING, SUMMER, FALL, WINTER, Other)
   - Semester Year: yyyy
   - Anticipated Seats Needed:

3. After entering all student information, click the [Add] button to save the information you entered.

4. Next you will see the list of "My Needed Courses"

My Needed Courses
Back | Add New | Manage/Edit

| Course Name	Course Title	Term	Year	Anticipated Seats Needed	Course Level
HealthStudies 101 Edit Delete	Medical Terminology	FALL	2011	30	Bachelors
HealthStudies 300 Edit Delete	PATHOPHYSIOLOGY	FALL	2011	30	Bachelors
math 101 Edit Delete	Basic Math	SUMMER	2014	4	Bachelors

Notify ICEPICS about your listings.

5. To add more courses, click the Add New button. To edit course information, choose the course from the list then click the [Edit] button. (or [Delete] button to remove from list)

6. After you have entered all your courses, you click link at bottom of page to Notify OCEPICs.

XXI. Member Profile

You can enter information about your institution for other members to view when they log into the Database and select your institution's name from the list of Participating Institutions on the Home page.

From the Dashboard tab   [Dashboard]
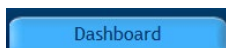
1. Under the Member Profile section, select Member Profile Information link.

MEMBER PROFILE

Edit ✏️

Institution Name:	Boise State University
Date Joined:	10/05/2007
Program Information Coordinator:	
Academic Calendar:	
Policies and Procedures:	

Participation and Collaboration Priorities ✏️

Importing Priorities	Exporting Priorities
Courses:	**Courses:**
As of 2009, BSU is strategically looking for courses that compliment existing programs and may not be offered at BSU.	
Programs:	**Programs:**

Collaboration Priorities

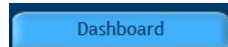| EXISTING PROGRAMS	PROPOSED PROGRAMS				
Cert or Degree level		Current Programs	Cred Req	% Online	Topic Area

Catalog Schedule Calendar	Current Course Exchanges	Course Exchange History
Catalog Schedule Calendar	SOCWRK 571 5 granted 0 remaining SOC 101 0 granted 10 remaining SOCWRK 571 3 granted 2 remaining MHLTHSCI 522 (Master of Health Science) 0 granted 6 remaining	SOCWRK 571 FALL 2008 5 granted

2. To edit information about the institution, select the pencil icon.
3. After entering all information, click on [SUBMIT] button to save information.
4. For the Participation and Collaboration Priorities section, you will enter
   - Importing Priorities:
     - Courses: types of courses you want to import
     - Programs: types of program related courses you want to import
   - Exporting Priorities:
     - Courses: : types of courses you want to export
     - Programs: types of program related courses you want to export
   - Collaboration Priorities: in what programs would you like to collaborate with another institution

XXII. Program Maintenance

You can enter information about all programs your institution offers or programs you are considering to offer. Members will view this information when they log into the Database and select your institution's name from the list of Participating Institutions on the Home page.

From the Dashboard tab   [Dashboard]

1. Under the Member Profile section, select Program Maintenance link.

Program Maintenance

Existing Programs
Add New

Program Proposals
Add New Proposal

2. Select Add New link under Existing Programs section

Program Maintenance
Program Name:
Program Description: (Maximum characters: 300)
                                        You have 300 characters left.
Certificate or Degree Level: Certificate/Post-Baccalaureate
Website
Total number of credits required:
% Online
Program Area Title   See CIP family list here
CIP Code   Please enter the 6 digit CIP Code. For example (11.0972)
Components not offered online   List and describe components with any on site requirements or other restrictions. Example: Student is required to intern in approved clinic for 6 hours credit
Tuition Instate$
Tuition Out of State$
Enrollment Capacity
Capacity Filled   %
Submit Reset

3. Enter program information (enter as much information as you can to help other institutions learn about the program
    - Program Name: as see in your catalog
    - Program Description: simple, 300 characters
    - Certificate or Degree Level: select from dropdown list
    - Website: where to find more details
    - Total number of credits required: all credits for entire program, exclude pre-requisite courses
    - % Online: how much of the program is offered online
    - Program Area Title: See CIP family list here (https://www.wiche-ice.org/new/cipfamlist.html)
    - CIP Code: Please enter the 6 digit CIP Code (http://nces.ed.gov/pubs2002/cip2000/ciplist.asp). For example (11.0972)
    - Components not offered online: if the program is not 100% online, list and describe components with on-site requirements or other restrictions. Example: Student is required to intern in approved clinic for 6 hours credit

- Tuition Instate: Per Credit hour
- Tuition Out of State: Per Credit hour
- Enrollment Capacity: if there are a limited number of students admitted in program, what is total number
- Capacity Filled: if there is a limited number of students admitted into the program, how much room is open each year for new students (average percentage)

4. After entering all information, click on SUBMIT button to save information.
5. Return to Program Maintenance page

XXIII. Add Proposed Program

1. Select Add New Proposal link under Program Proposals section

Program Maintenance
Proposed Program Name: [_____] Year to Debut: 2010 ▾
Certificate or Degree Level: Certificate/Post-Baccalaureate ▾
Website [_____]
Total number of credits required: [___]
% Online [___]
Program Area Title [___] See CIP family list here
CIP Code [_____] Please enter the 6 digit CIP Code. For example (11.0972)
Program Description: [_____]
(Maximum characters: 300)

Components not offered online [_____] List and describe components with any on site requirements or other restrictions. Example: Student is required to intern in approved clinic for 6 hours credit
Tuition Instate$ [_____]
Tuition Out of State$ [_____]
Enrollment Capacity [_____]
Capacity Filled [___]%
Submit Reset
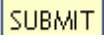
2. Enter program information (enter as much information as you can to help other institutions learn about the program
- Proposed Program Name:
- Year to Debut: select from dropdown list
- Certificate or Degree Level: select from dropdown list
- Website: where to find more details
- Total number of credits required: all credits for entire program, exclude pre-requisite courses
- % Online: how much of the program is offered online
- Program Area Title: See CIP family list here (https://www.wiche-ice.org/new/cipfamlist.html)
- CIP Code: Please enter the 6 digit CIP Code (http://nces.ed.gov/pubs2002/cip2000/ciplist.asp). For example (11.0972)
- Program Description: simple, 300 characters
- Components not offered online: if the program is not 100% online, list and describe components with on-site requirements or other restrictions. Example: Student is required to intern in approved clinic for 6 hours credit
- Tuition Instate: Per Credit hour, if known
- Tuition Out of State: Per Credit hour, if known

- Enrollment Capacity: if there is going to be a limited number of students admitted in program, what is total number
- Capacity Filled: leave blank

3. After entering all information, click on SUBMIT button to save information.
4. Return to Program Maintenance page
5. Go to the HOME page, select your institution's name from the list of Participating Institutions and verify data entered.

Import Roster

The WICHE-OCE database system's roster import wizard is capable of importing student records into the system using **comma delimited** csv files. The csv file must contain the following information and must be separated by commas.

Course_number, Student_ID_number, Student_LastName, Student_FirstName, Student_MiddleInitial, Student_Email_Address, Student_PhoneNumber, Street_Address, City, State, Zip_Code, DOB, Last4_of_SSN

Example:
NURS 779,56456A,Doe,John,B.,john@email.com,9073345672,123 Drive Loop,Fairbanks,AK,99212,07-12-1987,7769
ENGL 432,51436B,Doe,Jane,B.,jane@email.com,9073345672,123 Main St,Fairbanks,AK,99212,07-12-1987,7769
NURS 880,52356B,Trump,Dona,B.,don@email.com,9073345672,123 First Ave.,Fairbanks,AK,99212,07-12-1987,7769

Please ask help from your respective system administrator for help in extracting this information from your Student Information System.

NOTE: Your csv file must be *saved without column headings* for the import to work properly.

Important Note

The import process analyzes the number of granted seats per shared seat. If the number of students to be imported from the csv file is greater than the granted seat for that course, the import will not go through. The import wizard also analyzes student records. If the student to be imported is not on the student database, it will add a new record.

How to Import Rosters

1. Login to https://www.wiche-ice.org
2. Click the Dashboard
3. Under the Rosters section, click on My Roster
4. In the list of courses, click the "Rosters" link of the course you want to import students to.
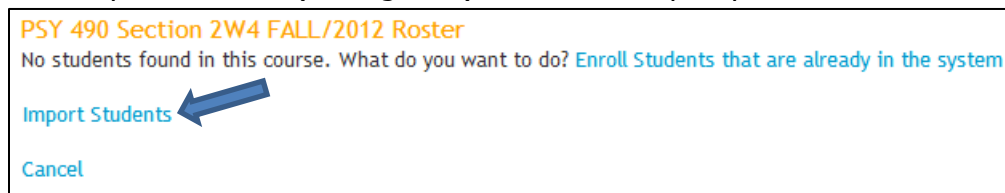5. Click Import Students (see Figure 1) to start the import process.

Figure 1

6. On the next screen, you will be presented with an option to upload your csv file (see Figure 2). Click Browse to choose the csv file that contains student records.

PSY 490 Section 2W4 FALL/2012 Roster Import Wizard
Select the file that you want to upload:
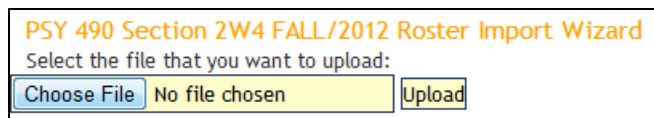Choose File | No file chosen | Upload

Figure 2

7. After selecting the csv file, click "Upload"
8. You will be prompted if the file has been uploaded successfully (see Figure 3) then click "Process this file"..
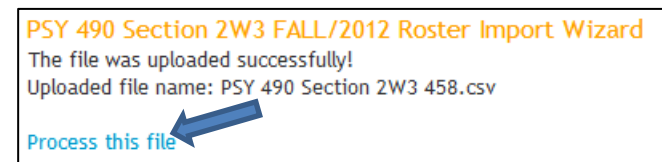
PSY 490 Section 2W3 FALL/2012 Roster Import Wizard
The file was uploaded successfully!
Uploaded file name: PSY 490 Section 2W3 458.csv

Process this file

Figure 3

9. The Import Wizard will present you with a post import check (see Figure 4), if everything looks good, click "Proceed with Import".
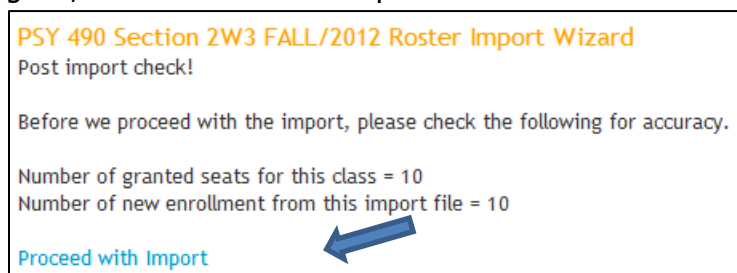
PSY 490 Section 2W3 FALL/2012 Roster Import Wizard
Post import check!

Before we proceed with the import, please check the following for accuracy.

Number of granted seats for this class = 10
Number of new enrollment from this import file = 10

Proceed with Import

Figure 4

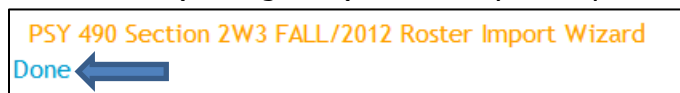10. Click "Done" (see Figure 5) to review your imported student records on the class roster.

PSY 490 Section 2W3 FALL/2012 Roster Import Wizard
Done

Figure 5