Online Course Coding Training

Presented by the Office of Distance Learning (ODL)
Objectives

By the end of the training, attendees should

• know which ODL representative to contact for any issue and when to contact their ODL Program Coordinator;
• understand why open communication between ODL and the Department is vital;
• have a better understanding of the codes used to build online courses in the Course Schedule Master (CSM); and
• have experience in building an online course in the Course Coding Lab.
Program Coordinators

• Each distance learning program (degree, certificate, or individual course) is assigned an ODL Academic Program Coordinator in addition to an ODL Human Resources and Faculty Development representative.

• ODL Program Coordinators are
  – Amber Hernandez
  – Carol Quarles
  – Christina Quick
  – May Bolden

• Program assignments are fluid and subject to change. Current assignments are provided in your training packet.
ODL Program Coordinators can assist with
- course building,
- creation of fee assessment codes as needed,
- general ODL academic policy and procedure questions,
- liaison with FSU administrative offices,
- student inquiries, and
- facilitating correspondence with faculty and staff as needed.
Other types of Distance Learning Courses

This training will focus primarily on coding of online courses. If your program includes distance learning courses that are not online, please contact your distance learning coordinator for assistance.
Contact the Experts

• For questions about appointments from ODL-managed auxiliary budgets, please contact ODL Human Resource Administrator Cindy Finuff at 644-7531.
• For questions about expenditures from ODL-managed auxiliary budgets, please contact Teresa Purvines at 645-4896.
• For questions about auxiliary applications, market rate applications, or changes to distance learning fees, please contact Business Manager Susan Minnerly at 645-9917.
• For questions about online program development and design, please contact your ODL instructional development faculty. If you are unsure who your instructional development faculty representative is, please contact Assistant Director for Instructional Development Dr. E Shen at 645-9918.
Communication

- Open communication between the department and ODL is very important!
- ODL coordinators link each course with the appropriate additional fee assessment code in the rate table, create new fee assessment codes when necessary, and supply the codes to the departments for use in course building.
- If the course and code are not linked correctly in the rate table, students are assessed a fee of $9999.99 for that course.
- Once a student registers for a course section, if the additional fee assessment code or course type changes, the student must be dropped and re-added to that section to ensure that fees are allocated correctly.
• Departments have course building windows every semester. Once the window closes, courses may still be built but access to certain fields that have to do with fees or funding are restricted. All of the ODL coordinators have override access and can make changes to those fields when necessary after the window closes. View the schedule.

• Departments may only build sections with location codes for which they have requested and received access. ODL coordinators have access to all location codes and can assist with changing section codes when necessary.

• Prior to registration and after the course building window closes, the coordinators will review all distance learning courses in the CSM to ensure that they have been built according to ODL’s understanding of the program and using the correct codes for that program. After this is done, the department will need to notify their ODL coordinator of any course additions to ensure that they are listed on our website.
Online Course Coding Overview and Scenarios
Course Building Overview

View the Online Course Building Instruction Manual online.
Fundable Republic of Panama sections

International Programs has made special arrangements for students taking distance learning courses in the Republic of Panama. Departments having fundable online sections for Republic of Panama Campus or distance learning students should contact their coordinator for details.
Scenario 1

The Department of Anthropology wants to build a new online undergraduate course for main campus students only so that interested students may take the course as an elective. The department does not need FTEs and their non-fundable auxiliary account has been activated in OMNI.
Scenario 1 preparation

- The department has an approved *Alternative Modes of Instruction* form for the course and is ready to build the sections they need in the CSM.
- The department receives their new additional fee assessment codes from their ODL coordinator. The fee assessment amount includes their approved distance learning fee.

<table>
<thead>
<tr>
<th>Program: Anthropology main campus online course</th>
<th>Account Type</th>
<th>Residency</th>
<th>Location</th>
<th>Credit Hours</th>
<th>Fee Assmt. Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-fundable auxiliary</td>
<td>X</td>
<td>In-state</td>
<td>Main campus</td>
<td>3</td>
<td>A2</td>
</tr>
<tr>
<td>X</td>
<td>Out-of-state</td>
<td>Main campus</td>
<td>3</td>
<td>A3</td>
<td></td>
</tr>
</tbody>
</table>
Scenario 2

The Department of English has converted an existing face-to-face graduate certificate program to an online format. All courses are 3 credit hours. The college needs FTEs and their fundable auxiliary account has been activated in OMNI.
Scenario 2 preparation

- The department has approved *Alternative Modes of Instruction* forms for the courses and is ready to build the sections they need in the CSM.
- The fees are assessed by Student Financial Services for D-type courses so the different locations will not affect the fee assessment codes. Since all courses are 3 credit hours, the department will only need one additional fee assessment code for the time being.
- The department receives their additional fee assessment code from their ODL coordinator. The fee assessment amount includes only the distance learning fee.

<table>
<thead>
<tr>
<th>Program: English certificate program</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>Course Type</td>
</tr>
<tr>
<td>Fundable</td>
<td>D</td>
</tr>
</tbody>
</table>
Scenario 3

The Department of Urban and Regional Planning has an established online masters degree program as well as three graduate certificates with both fundable and non-fundable auxiliaries. They typically build their fundable sections for in-state students and their non-fundable sections for out-of-state students. The Certificate in Urban Design includes a new requirement that all students complete a directed independent research project in URP 5910 which is a variable credit course (1-3 hours) and the course builder needs to build sections for all of the distance learning students enrolled in the program.
Scenario 3 preparation

The department has the following additional fee assessment codes for use in course building:

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Course Type</th>
<th>Residency</th>
<th>Location</th>
<th>Credit Hours</th>
<th>Fee Assmt. Code</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-fundable auxiliary</td>
<td>X</td>
<td>Out-of-state</td>
<td>Main campus; Leon, Gadsden, Wakulla</td>
<td>3</td>
<td>U2</td>
<td>Total course fees</td>
</tr>
<tr>
<td></td>
<td>X</td>
<td>Out-of-state</td>
<td>At large; Panama City campus; Bay county</td>
<td>3</td>
<td>U3</td>
<td>Total course fees</td>
</tr>
<tr>
<td>Fundable auxiliary</td>
<td>D</td>
<td>In-state</td>
<td>Any</td>
<td>3</td>
<td>U4</td>
<td>Distance learning fee only</td>
</tr>
</tbody>
</table>
Scenario 3 preparation (continued)

The department has an approved *Alternative Modes of Instruction* form for the course and is ready to build the sections they need in the CSM.

• First, the department determines for which student location populations they need sections.
• Since the minimum credit and maximum credit entries must be equal for each course section created for D and X-type courses and the course is variable credit hour, three separate sections must be created for one, two, and three credit hours if the department determines that all three are needed.
• In this case, the department will need new additional fee assessment codes for 1- and 2-credit hour sections.
• The fees are assessed by Student Financial Services for D-type courses so the different locations will not affect the fee assessment codes.
Scenario 3 preparation (continued)

The department’s new fee assessment code chart looks like this:

<table>
<thead>
<tr>
<th>Account</th>
<th>Course Type</th>
<th>Residency</th>
<th>Location</th>
<th>Credit Hours</th>
<th>Fee Assmt. Code</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Out-of-state</td>
<td>Main campus; Leon, Gadsden, Wakulla</td>
<td>1</td>
<td>U5</td>
<td>Total course fees per credit hour</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Out-of-state</td>
<td>At large; PC Campus; Bay county</td>
<td>1</td>
<td>U6</td>
<td>Total course fees per credit hour</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Out-of-state</td>
<td>Main campus; Leon, Gadsden, Wakulla</td>
<td>2</td>
<td>U7</td>
<td>(Total course fees per credit hour) x 2</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Out-of-state</td>
<td>At large; PC Campus; Bay county</td>
<td>2</td>
<td>U8</td>
<td>(Total course fees per credit hour) x 2</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Out-of-state</td>
<td>Main campus; Leon, Gadsden, Wakulla</td>
<td>3</td>
<td>U2</td>
<td>(Total course fees per credit hour) x 3</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Out-of-state</td>
<td>At large; PC Campus; Bay county</td>
<td>3</td>
<td>U3</td>
<td>(Total course fees per credit hour) x 3</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account</th>
<th>Course Type</th>
<th>Residency</th>
<th>Location</th>
<th>Credit Hours</th>
<th>Fee Assmt. Code</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>In-state</td>
<td>Any</td>
<td>1</td>
<td>U9</td>
<td>Distance learning fee per credit hour</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>In-state</td>
<td>Any</td>
<td>2</td>
<td>W2</td>
<td>Distance learning fee per credit hour x 2</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>In-state</td>
<td>Any</td>
<td>3</td>
<td>U4</td>
<td>Distance learning fee per credit hour x 3</td>
<td></td>
</tr>
</tbody>
</table>
Scenario 3 preparation (continued)

The department’s advisor contacts each of the out-of-state students and gives the students the appropriate course reference number prior to registration.
New alpha-numeric codes

- We will be providing new additional fee assessment codes that are one letter and one number to replace the existing numeric codes.
- ODL coordinators will update the fall course sections with the new additional fee assessment codes.
- Departments will use the new codes for Spring course coding. The window for Spring course building opened on 6/18/12.
Questions or Comments?

All comments and both questions and answers will be posted online following the training.

If you have brought your laptop and would like hands-on assistance with building a course, please stay for the course-coding lab.