









Guidelines for Online Course Sections

Online courses are courses that are taught completely on the Web. Courses that combine in-person instruction along with an “online” (Web) delivery mode should be set up as “hybrid” courses rather than “online”.

Designating a Course with ‘Online’ Status

1.	<p>To designate course as a ‘Hybrid’, navigate to: Curriculum Management >Schedule of Classes >Schedule New Course</p>
2.	<p>The ‘Find an Existing Value’ page displays:</p> <p>Schedule New Course Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Academic Institution: = <input type="text" value="UWMIL"/> </p> <p>Term: = <input type="text" value="1060"/> </p> <p>Subject Area: = <input type="text" value="L&I SCI"/> </p> <p>Catalog Nbr: begins with <input type="text" value="110"/></p> <p>Academic Career: = <input type="text"/></p> <p>Campus: begins with <input type="text" value="MAIN"/> </p> <p>Description: begins with <input type="text"/></p> <p>Course ID: begins with <input type="text"/> </p> <p>Course Offering Nbr: = <input type="text"/> </p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search  Save Search Criteria</p> <p>Type the appropriate ‘Term’ and ‘Subject’ or click on the  ‘magnifying glass’ to select the value. Type the ‘Catalog Number’ and click on <input type="button" value="Search"/>.</p>

3. The 'Basic Data' page displays:

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data GL Interface

Course ID: 005980 Course Offering Nbr: 1
 Academic Institution: University Wisconsin-Milwaukee
 Term: Fall 2006 Undergrad
 Subject Area: L&I SCI Information Studies **Auto Create Component**
 Catalog Nbr: 110 Intro to Information Science

Class Sections Find | View All First 2 of 2 Last

*Session: 1 Active Regular Academic Session Class Nbr: 12541

*Class Section: 202 *Start/End Date: 09/05/2006 12/13/2006

*Component: LEC Lecture Event ID: 000072976

*Class Type: Enrollment

*Associated Class: 202 Update Fee

*Campus: MAIN Main

*Location: ONLINE Online course taught via WEB

Course Administrator:

*Academic Organization: L&I SCI Information Studies

Academic Group: SLIS School of Information Studies

*Holiday Schedule: ACAD *DATES NOT USED AD ASTRA TABLE

*Instruction Mode: WWW World Wide Web

Primary Inst. Section: 202

Class Topic

Course Topic ID: Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group: Override Equivalent Course

Class Equivalent Course Group:

Class Attributes Customize | Find | View 2 | First 1-4 of 4 Last

*Course Attribute	*Course Attribute Value
AFFL Affiliation Codes	DISTANCE Distance Learning
LEVL Course Level	U U
OFFC Off-Campus Section	SOIS Off-Campus Course-Info Studies
WEB Courses taught on the Web	ALL ONLINE Fully taught on the Web

Class Section Field

Example: *Class Section: 202


The section number should fall within the '200-299' range.

Location Field

Example: 'Location:  Online course taught via WEB


Assign a 'Location' of 'ONLINE'.

Instruction Mode Field


Example: 'Instruction Mode:  World Wide Web

Assign an 'Instruction Mode' value of 'WW'.

Course Attribute Field

Example:  Affiliation Codes

Course Attribute Value Field

Example:  Distance Learning

➤ **The following three 'Attributes' are required on 'Hybrid' courses:**

WEB = ALL ONLINE
AFFL = DISTANCE
OFFC = (School/College code from drop down menu)

4. Click on  when you are finished completing the fields.

Create a Class Note

1.	Click on the 'Notes' tab.
2.	The 'Notes' page displays:

Basic Data		Meetings		Enrollment Cntrl		Reserve Cap		Notes		Exam		LMS Data		GL Interface					
Course ID:	005980	Course Offering Nbr:	1																
Academic Institution:	University Wisconsin-Milwaukee			Term:		Undergrad													
Subject Area:	L&I SCI	Subject Area:		Information Studies															
Catalog Nbr:	110	Catalog Nbr:		Intro to Information Science															
Class Sections												Find View All		First		2 of 2		Last	
Session:	1	Session:		Regular Academic Session		Class Nbr:		12541											
Class Section:	202	Component:		Lecture		Event ID:		000072976											
Class Notes												Find View All		First		1 of 1		Last	
*Sequence Number:	<input type="text" value="1"/>		<input type="button" value="+"/>		<input type="button" value="-"/>														
*Print Location:	After		<input type="checkbox"/>		Even if Class Not in Schedule														
Note Nbr:	2001		<input type="button" value="Copy Note"/>		Special course fee of \$990.00 will be the ONLY charge assessed for this lecture. Fee applies to ALL students enrolled. Course delivered completely														
Free Format Text:	<input type="button" value="Clear Note"/>		<input type="text"/>																

3. In the 'Free Format Text' field, enter a note to indicate that the course is taught partially via a 'technology' mode:
- Examples:**
- Course with Distance Ed Fee:**
- 'Distance Ed Delivery Fee of \$xxx.xx will be the ONLY charge assessed for this LEC. This applies to all students enrolled in addition to tuition/fees for any other classes in which they are enrolled. Course conducted completely online.'
- Course with per credit Distance Ed Fee:**
- 'Distance Ed Delivery Fee of \$xxx.xx/cr will be assessed for this section. This applies to all students enrolled in addition to tuition/fees for any other classes in which they are enrolled. Course conducted completely online. Internet/computer access req'd.'
- Course with regular tuition and Distance Ed Fee:**
- 'Add'l special course fee of \$xxx.xx will be charged for this LEC in addition to regular UWM tuition. Conducted completely online. Internet/computer access req'd.'

Contact your Registration Specialist if you have any questions regarding the setup of Online courses.