

# Course Guide Information and Quick Steps

## *What is the Course Guide?*

- The Course Guide (CG) is a Web application that is available for students at <http://onestop.umn.edu>
- The CG is used by students and advisers to understand how a specific instructor will teach a class
- The intent of the CG is for the student to make a more informed choice when selecting a course
- The CG also gives instructors and departments the ability to more actively promote courses
- The new entry system replaces the old Web form. CG information is now entered directly into the system and is available to students on the Web the next day
- The new CG is available for graduate and undergraduate courses, and for fall, spring, and summer terms
- Course guide information rolls forward to future terms!

## *Who Enters Course Guide Information?*

- Primary Instructors of record may enter their own course guide information on the web at <http://onestop.umn.edu>. Select “Faculty,” then “Course Guide”**
- CG access has been granted to *Departmental Scheduling Coordinators/DSC* who currently schedule through E-Course Scheduling (ECS). New DSC staff access will be granted CG access upon completion of ECS training and the Access Request Form. Staff will enter Course Guide information directly into PeopleSoft at Curriculum Management>UM Course Guide**

## *Training documentation and production support are provided by the Student Records Training Team:*

- E-mail: [srhelp@umn.edu](mailto:srhelp@umn.edu)
- Phone: 612-625-2803
- <http://training.asr.umn.edu/records/>

## Initial Course Guide Set Up

All classes that previously had course guide information entered into the old course guide have been converted to the new Course Guide.

If a course is set up as a *staff only* course, on the “UM Course Guide Staff Setup” page, primary instructors will –not- have access to enter course guide information. This may be overridden to allow a particular section/s to have information entered by the instructor on the UM Course Guide – Dept/Admin page provided the instructor is set up as the primary instructor of the course.

### UM Course Guide Staff Setup page:

Curriculum Management > UM Course Guide > UM Course Guide Upgrade > UM Course Guide Staff Setup

Course Guide Staff			
<b>Course ID:</b>	002041	<b>Subject Area:</b>	PHYS
<b>Course Offering Nbr:</b>	1	<b>Catalog Nbr:</b>	1001W
<a href="#">Find</a>   <a href="#">View All</a> First ◀ 1 of 1 ▶ Last			
<b>Effective Date:</b>	10/10/2000	<b>Status:</b>	Active
<input checked="" type="checkbox"/> <b>Staff Course Guide only</b>			

- Checked allows only staff entry unless overridden on UM Course Guide – Dept/Admin page.
- Unchecked allows entry by instructors set up as “primary” instructors.

## UM Course Guide – Dept/Admin page:

Curriculum Management > UM Course Guide > UM Course Guide Upgrade > UM Course Guide – Dept/Admin

## UM Course Guide – Dept/Admin search page

### UM Course Guide - Dept/Admin

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution: = [v] UMNTC [m]

Term: = [v] 1079 [m]

Subject Area: = [v] PHYS [m]

Catalog Nbr: = [v] 1001W

EmplID: = [v] [ ]

Course ID: = [v] 002041

Course Offering Nbr: = [v] [ ] 1

Effective As Of: = [v] 09/04/2007 [m]

Search Clear Basic Search Save Search Criteria

### Search Results

View All First 1-2 of 2 Last

Academic Institution	Term	Subject Area	Catalog Nbr	EmplID	Course ID	Course Component	CG Topic Seq	Instructor Name	Guide Staff Desc	Staff Override Flag	Description Pending Flag	Course Title	Combined Section	Topic Title
UMNTC	1079	PHYS	1001W	STAFF	002041	(blank)	0	STAFF	Y	N	Complete	Energy and Environ	(blank)	(blank)
UMNTC	1079	PHYS	1001W	[ ]	002041	Lecture	0	[ ]	Y	N	(blank)	Energy and Environ	(blank)	(blank)

Staff only setup

Primary instructor ID# and name will appear here.

- Instructor not set up for course guide entry
- If setup for entry by primary instructor staff override flag will be set to "Y"

To override staff set up for primary instructor entry into course guide:

1. Select course with associated instructor
2. Check the Staff Override Flag check box on the Description page

<b>1. Description</b>	<b>2. Class Time/Workload</b>	<b>3. Grading</b>	<b>4. Media Upload</b>		
<b>Course ID</b>	002041	<b>Subject Area</b>	PHYS	<b>Name</b>	
<b>Offer Nbr</b>	1	<b>Academic Career</b>	UGRD	<b>Instructor ID</b>	
<b>Institution</b>	UMNTC	<b>Catalog Nbr</b>	1001W	<b>Title</b>	Energy and Environ
<b>Term</b>	Fall 2007	<b>Component</b>	LEC	<b>Topic Title</b>	
					<b>Last Update</b>

Save as Draft

Submit to Course Guide

Staff survey overwritten

Staff Override Flag

Course Guide Description (3,000 character limit)

Catalog Description

Fundamental principles governing physical world in context of energy/environment. Lab.

Course URL

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## Course Guide Entry - Quick Steps

Navigation from the homepage in PeopleSoft:

Curriculum Management> UM Course Guide> UM Course Guide Upgrade> UM Course Guide-Dept/Adm

### Course Guide – Description page:

<b>1. Description</b>	<b>2. Class Time/Workload</b>	<b>3. Grading</b>	<b>4. Media Upload</b>	<b>5. Combined Sections</b>	
<b>Course ID</b>	006364	<b>Subject Area</b>	POL	<b>Name</b>	
<b>Offer Nbr</b>	1	<b>Academic Career</b>	UGRD	<b>Instructor ID</b>	
<b>Institution</b>	UMNTC	<b>Catalog Nbr</b>	1054	<b>Title</b>	Polit in Chng World
<b>Term</b>	Spr 2008	<b>Component</b>	LEC	<b>Topic Title</b>	
<b>Last Update</b> 01/16/2007 12:00:00AM					

Save as Draft

Submit to Course Guide

#### Course Guide Description (3,000 character limit)

Class Description: This course provides an introduction to the study of comparative politics, which is the study of politics in countries other than the United States. Nevertheless, in this course we will frequently compare and contrast politics in the US with politics elsewhere. The object of comparative politics is to understand how different peoples around the world seek to establish a durable and legitimate political system, how they seek to contest the legitimacy of and attempt to transform that system, and how they seek to benefit from that system. Given this definition, after we define concepts that are central to the study of politics, in this course we explore the following four themes: 1. Establishing effective political institutions; 2. Structuring political participation and contestation; 3. Constructing collective political identity; 4. Fostering development - the relationship between politics and economics.

#### Catalog Description

Introduction to political life in all its worldwide variety. Focus on repression, democracy, rights, corruption, gender, and political change. Guest lectures by political science professors who are experts on different parts of the world. Non-majors welcome.

#### Course URL

<http://www.polisci.umn.edu/courses/fall2005>

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On the Description page:

1. On Description page: Enter Course Guide description
  - a. NOTE: Catalog Description is there for reference, but will not display on Web
2. Click on Spell Check icon, if needed
3. If applicable, Enter Course URL
4. Click Save as Draft, Submit to Course Guide, or continue to next page tab

**Course Guide – Class Time/Workload page:**

<b>1. Description</b>		<b>2. Class Time/Workload</b>		<b>3. Grading</b>		<b>4. Media Upload</b>		<b>5. Combined Sections</b>	
<b>Course ID</b>	006364	<b>Subject Area</b>	POL	<b>Name</b>					
<b>Offer Nbr</b>	1	<b>Academic Career</b>	UGRD	<b>Instructor ID</b>					
<b>Institution</b>	UMNTC	<b>Catalog Nbr</b>	1054	<b>Title</b>	Polit in Chng World				
<b>Term</b>	Spr 2008	<b>Component</b>	LEC	<b>Topic Title</b>					
<b>Last Update</b> 01/16/2007 12:00:00AM									

Save as Draft	<b>Class Time</b>		<b>Workload</b>	
Submit to Course Guide	Percentages should not exceed 100%			
	<input type="text" value="75"/>	% Lecture	<input type="text" value="100"/>	Pages Reading per week
	<input type="text"/>	% Film /Video	<input type="text" value="15"/>	Pages Writing per term
	<input type="text" value="25"/>	% Discussion	<input type="text" value="2"/>	# of Exams
	<input type="text"/>	% Laboratory	<input type="text" value="1"/>	# of Papers
	<input type="text"/>	% Small Group Activities	<input type="text"/>	# of Presentations
	<input type="text"/>	% Student Presentation	<input type="text"/>	# of Special Projects
	<input type="text"/>	% Demonstration	<input type="text"/>	# of Book Reports
	<input type="text"/>	% Field Trips	<input type="text"/>	# of Homework Assignments
	<input type="text"/>	% Studio	<input type="text"/>	# of Problem Sets
	<input type="text"/>	% Guest Speakers	<input type="text"/>	# of Quizzes
	<input type="text"/>	% Web Based		
	<input type="text"/>	% Service Learning		
	<b>Other Class Time Information</b>		<b>Other Workload Information</b>	
	<input type="text"/>		<input type="text"/>	

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On the Class/Time Workload page:

1. Enter percentages for how Class Time is spent and workload requirements
2. Enter information into the other optional fields
3. Save entry as Draft, or Submit for upload to Course Guide or continue to next page tab

## Course Guide – Grading page:

<b>1. Description</b>		<b>2. Class Time/Workload</b>		<b>3. Grading</b>		<b>4. Media Upload</b>		<b>5. Combined Sections</b>			
<b>Course ID</b>	006364	<b>Subject Area</b>	POL	<b>Name</b>		<b>Offer Nbr</b>	1	<b>Academic Career</b>	UGRD	<b>Instructor ID</b>	
<b>Institution</b>	UMNTC	<b>Catalog Nbr</b>	1054	<b>Title</b>	Polit in Chng World	<b>Term</b>	Spr 2008	<b>Component</b>	LEC	<b>Topic Title</b>	
<b>Last Update</b> 01/16/2007 12:00:00AM											

<b>Save as Draft</b>	<b>Grading</b>	
<b>Submit to Course Guide</b>	Percentages should not exceed 100%	
	<input type="text" value="30"/> % <b>Mid Exam</b>	
	<input type="text" value="30"/> % <b>Final Exam</b>	
	<input type="text" value="30"/> % <b>Reports/Papers</b>	
	<input type="text"/> % <b>Special Projects</b>	
	<input type="text"/> % <b>Quizzes</b>	
	<input type="text"/> % <b>Written Homework</b>	
	<input type="text"/> % <b>Additional Semester Exams</b>	
	<input type="text"/> % <b>Attendance</b>	
	<input type="text"/> % <b>Journal</b>	
	<input type="text"/> % <b>Reflection Papers</b>	
	<input type="text"/> % <b>In-class Presentation</b>	
	<input type="text"/> % <b>Class Participation</b>	
	<input type="text"/> % <b>Laboratory Evaluation</b>	
	<input type="text"/> % <b>Problem Solving</b>	
	<input type="text" value="10"/> % <b>Other Evaluation</b>	
	<b>Other Grading Information</b>	
	<input type="text" value="short assignments/group participation"/>	
	<b>Exam Format</b>	
	<input type="text" value="shorter and longer essay questions"/>	
<b>Return to Search</b>	<b>Previous in List</b>	<b>Next in List</b>

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On the Grading page:

1. Enter percentages related to grading evaluation. Should not exceed 100%
2. Use optional fields for additional grading information or unique exam format
3. Save entry as Draft, Submit for upload to Course Guide, or continue to next page tab

## Course Guide – Media Upload page:

<b>1. Description</b>		<b>2. Class Time/Workload</b>		<b>3. Grading</b>		<b>4. Media Upload</b>		<b>5. Combined Sections</b>	
<b>Course ID</b>	006364	<b>Subject Area</b>	POL	<b>Name</b>					
<b>Offer Nbr</b>	1	<b>Academic Career</b>	UGRD	<b>Instructor ID</b>					
<b>Institution</b>	UMNTC	<b>Catalog Nbr</b>	1054	<b>Title</b>	Polit in Chng World				
<b>Term</b>	Spr 2008	<b>Component</b>	LEC	<b>Topic Title</b>					
<b>Last Update</b> 01/16/2007 12:00:00AM									

[Save as Draft](#)

[Submit to Course Guide](#)

**Note:** Students are more likely to choose classes that fit their learning styles if they can see a syllabus, instructor bio, a video clip showcasing your teaching style, or an example of multimedia used in your course. Students in online courses who do not have the opportunity to meet you face-to-face will especially benefit from making a personal connection online and seeing your enthusiasm for your course or discipline.

**Instructions:** Make sure the pop-up blocker in your browser is turned off. Select the "Upload" button to upload the object, select the "Test URL" link to check the Web link to the object, or select the "Delete" button to delete your object. Select the "Retrieve URLs" button to retrieve the URL of the object after you upload it. Select the links in the "Media Type" column to learn more about each media type.

[Retrieve URLs](#)

Syllabi Upload					
	Syllabus	URL	Test URL	Delete	Upload...
1	<a href="#">Syllabus</a>		Test URL	Delete	Upload... <a href="#">+</a>

Media Upload					
	Biography	URL	Test URL	Delete	Upload...
	<a href="#">Biography</a>		Test URL	Delete	Upload...
	<a href="#">Photo</a>		Test URL	Delete	Upload...
	<a href="#">Video Clip</a>		Test URL	Delete	Upload...
	<a href="#">Video Transcription</a>		Test URL	Delete	Upload...

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On the Media Upload page:

1. Make sure the pop-up blocker in your browser is turned off.
2. Click on the Upload button to upload the object – this will bring up the Browse window, where you can find and attach the object
3. Select the Test URL link to check the Web link
4. Or, select the Delete button to delete the object
5. Select the links in the Media Upload column, to learn more about each type
6. Save entry as Draft or Submit for upload to Course Guide

**NOTE:** For consultation to assist in developing video clips, contact the Digital Media Center at 5-5055 or [dmc@umn.edu](mailto:dmc@umn.edu)

## Course Guide – Combined Sections page:

1. Description		2. Class Time/Workload		3. Grading		4. Media Upload		5. Combined Sections	
<b>Course ID</b>	006364	<b>Subject Area</b>	POL	<b>Name</b>					
<b>Offer Nbr</b>	1	<b>Academic Career</b>	UGRD	<b>Instructor ID</b>					
<b>Institution</b>	UMNTC	<b>Catalog Nbr</b>	1054	<b>Title</b>	Polit in Chng World				
<b>Term</b>	Spr 2008	<b>Component</b>	LEC	<b>Topic Title</b>					
<b>Last Update</b> 01/16/2007 12:00:00AM									

[Save as Draft](#)

### Instructions:

[Submit to Course Guide](#)

This course is combined with the courses listed below. Check "Copy" if you would like to copy the course guide information to that course. All course guide information with the exception of the Media Upload objects will copy to the other classes in the combined section. Or check "Do Not Copy" if you do not want to copy the course guide information to that course.

**Tip:** If course guide information varies slightly within combined courses, check the "Copy" box to copy the information to the other course, then go into the other course and make any additional changes.

If no classes are listed below, this class is currently the only class in the combined section. Contact your department to add other classes to the combined section or to remove this class from the combined section.

Courses with STAFF in the name column have generic course guide information. They cannot be updated by instructors. Contact the department if you have questions.

Copy	Do Not Copy	Subject Area	Catalog Nbr	Description	Name
<input type="checkbox"/>	<input checked="" type="checkbox"/>	POL	1054H	Honors: Repression & Democ	Samuels,David Julian

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On the Combined Sections page:

1. Check the 'Copy' box to copy the information to other courses
2. Check the 'Do Not Copy' if you do not want to copy the course guide info to that course
3. Save entry as Draft or Submit for upload to Course Guide

NOTE: The Combined Sections page tab, will only display for courses that are in a combined status.