

OLN/HEI Training – February 13, 2003

Changes to the “Add New Course” Data Entry Screen from the former OLN Data Entry Screens

Field	Change
Course ID	If the course is used for degree credit at a public institution, the course identifier must match a course identifier reported in the Course Inventory (CI) file for the same year and term in HEI. A warning will appear if the course has not yet been reported in HEI, but you will be able to submit the file.
Course Title	Formerly “Course Name”
Term	New field (drop down)
Year	New field (drop down)
Course Call Number	Moved to “Add Course Section” Data Entry Screen
Subject Code	Required. These will be based upon the HEI subject codes which are taken from the federal CIP codes. They are also matched with the course id that was reported in the CI file.
Course Type	Formerly “Degree Level”
Calendar Type	Formerly “Credit Type”
Keywords	This is an optional field. Use a comma to separate a keyword or keywords.
Prerequisites	This field has been changed from a “Y” or “N” field to a text field that allows the user to list the prerequisites for a course. Use a comma to separate the list of prerequisites. If a user wishes, they may simply enter “Yes” or “No” in the field.
Transition URL	This is an optional field. It is only used if the course description can be used to cover all sections of the course. If you are using the “On-the-Fly” feature, leave this field blank.
Course Comments	Field length reduced from 500 to 50 characters. This is an optional field.
Submission Process	Data submitted must be validated and edited in HEI. Upon submission of data, user will receive a message indicating that <ol style="list-style-type: none"> 1. there was successful processing of data, or 2. an error occurred, in which case the user will be told what kind of error and be directed back to the data entry screen to correct the error, or 3. a warning occurred, in which case the user will have the option of returning back to the data entry screen to make a correction or will be able to bypass the warning and continue the submission process.
Editing Data	If you have previously submitted a course id into the system, you will be presented with a screen that will allow you to enter the course id. If it finds that course id in the database, it will take you to a screen with your previous data pre-filled. You will then be able to make changes

	and resave the record.
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Changes to the “Add New Course Section” Data Entry Screen from the former OLN Data Entry Screens

Field	Change
Course Call Number	New field. Used to be captured at the course level, and is optional.
Section ID	If the course is used for degree credit at a public institution, the section identifier must match a section identifier reported in the Course Enrollment (CN) file for the same year and term in HEI. A warning will appear if the course section has not yet been reported in HEI, but you will be able to submit the file.
Campus	New field (drop down). To allow for tracking in HEI.
Term	New field (drop down).
Year	New field (drop down).
Section Starts	Users have 3 options with this field. They can enter <ol style="list-style-type: none"> 1. the start date for this section (MMDDYYYY), or 2. the word “Anytime” if the section starts at anytime, or 3. nothing. By leaving the field blank, they imply that the start date for this section is unknown.
Section Ends	New field. Users have 3 options with this field. They can enter <ol style="list-style-type: none"> 1. the end date for this section (MMDDYYYY), or 2. the word “None” if this section has an open end date, or 3. nothing. By leaving the field blank, they imply that the end date is unknown.
Section Limit	New field. Users have 3 options with this field. They can enter <ol style="list-style-type: none"> 1. the maximum number of students allowed to enroll in this section, or 2. the word “None” if there is no limit for this section, or 3. nothing. By leaving the field blank, they imply that the maximum number of students allowed to enroll is unknown.
Instructor name	If there is more than one instructor name separate each with a comma. If the instructor name is not known, enter “NA”
Method(s) of Communication between Instructors & Students	New field. Enter the intended method(s) of communications between the instructor(s) and the students. If none, enter “NA”
Contact Information	New field. Enter the contact information for additional information about the course section. If none, enter “NA”
Comments	New field. Maximum 100 characters. This field is optional
Frequency of on-site communication	New field. Enter the number of number of types of contacts that the student will have on or with the host campus. If none, enter “NA”
Section Open	New field (drop down). Enter “Y” if registration to the course section is open to anyone wishing to take the course. Enter “N” if the course section is restricted to students who have been formally admitted to the program or institution.
Technical Requirements for Participation	New field. Enter the minimum required technical specifications required to participate in the course. If none, enter “NA”

Transition URL	New field. Enter the URL that students can use to learn more about the course section. If you are using the “On-the-Fly” feature, leave this field blank.
Submission Process	Data submitted must be validated and edited in HEI. Upon submission of data, user will receive a message indicating that <ol style="list-style-type: none"> 1. there was successful processing of data, or 2. an error occurred, in which case the user will be told what kind of error and be directed back to the data entry screen to correct the error, or 3. a warning occurred, in which case the user will have the option of returning back to the data entry screen to make a correction or will be able to bypass the warning and continue the submission process.
Editing Data	If you have previously submitted a course section id into the system, you will be presented with a screen that will allow you to enter the course id and section id. If it finds that section id in the database, it will take you to a screen with your previous data pre-filled. You will then be able to make changes and resave the record.