

Administrator Manual

MyCourseList.com

MyCourseList is designed to help advisors and advisees create customized enrollment plans depending on a student's major and planned graduation date.

Administrative access

1. Go to your institution's primary address. (*initials.mycourselist.com*)
2. Click the Advisor Login link in the left menu.
3. Enter your email address and password to log in to the administrative pages.

Tip: If you check the Check to Stay Logged In option you won't need to go through the login page on your computer to access the administrative pages. Don't select that option if you're using the site on a publicly accessible computer.

Setting up new faculty

Accessible to Dean and Curriculum Coordinator levels.

1. Click the Faculty List link in the left menu.
2. Click the Add Faculty link at the top of the page.
3. Select the access level (Dean, Curriculum Coordinator, Advisor) for this person.

The email address will become the login name for this person.

Phone and photo fields are optional and can be added later by the faculty member.

Faculty member will need to know the institutional first-time login password.

Setting Faculty Access Levels

Advisor

This will likely be the default access level for most faculty, who will have the following capabilities:

- ▶ Advise any student and make changes to students' schedules.
- ▶ Leave advising notes and files for students or advisors.
- ▶ Delete own advising notes and files.
- ▶ Change a student's assigned advisor.
- ▶ Add resources for courses you teach.
- ▶ Add courses to your teaching portfolio.
- ▶ Edit your own faculty details.

Curriculum Coordinator

Use this designation for department heads and faculty with administrative responsibility over a sequence of courses. Curriculum coordinators have Advisor privileges and the following:

- ▶ Edit curriculum sequences.
- ▶ Assign faculty to teach courses.
- ▶ Add and edit courses in assigned course codes.
- ▶ Add prerequisites for courses in assigned course codes.

Dean Level

This level is suitable for VPAA-level administrators, deans and administrative assistants. Dean-level faculty have the following capabilities, in addition to Advisor and Curriculum Coordinator privileges:

- ▶ Add new faculty to the system.

- ▶ Delete faculty.
- ▶ Set initial access password.
- ▶ Assign course codes to curriculum coordinators.
- ▶ Assign sequences to curriculum coordinators.
- ▶ Edit, add or delete any course.
- ▶ Edit, add or delete any sequence.
- ▶ Change administrative access level of any faculty.
- ▶ Delete advising notes and files.

Administrator Setting

Can be applied to any level. Effect is to hide administrator's name from list of advisers and public faculty lists.

Adding a course

Accessible to Dean level.

Accessible to Curriculum Coordinators, though only for courses with assigned course codes.

1. Click the *Courses* link in the left menu.
2. Click the *Add a New Course* link.
3. After entering basic catalog information, select the course's regular rotation, if you know it. If you are unsure, or if the course has an irregular schedule, select the Irregular option. Select semesters when the course will be offered—or you can leave the options all blank—and click Submit.

Editing a course or changing its rotation

Accessible to Dean level.

Accessible to Curriculum Coordinators, though only for courses with assigned course codes.

1. Click the *Courses* link in the left menu.
2. Click the *Edit* link beside the course you need to change.

Note: *If you change the course rotation in a way that removes an instance of the course from the rotation, the system will drop that course from the schedule for students who have it in their schedules and then notify them of the change by email. The deletion and notification occurs between 60 and 120 minutes from the time of your change, so if subsequent changes within that window leave some students unaffected, they will not be notified.*

Importing a course

Feature available only when you have two linked MyCourseList accounts.

1. Click the *Courses* link in the left menu.
2. Click the *Import a Course* link.
3. Select the course you wish to import. (Courses already in your home course list won't be listed here.)
4. Edit the new course and add course rotation information.

Adding a prerequisite to a course

Accessible to Dean and Curriculum Coordinator levels.

1. Click the Courses link in the left menu.
2. Click the Prerequisites link beside the course you want to edit.
3. Enter the required course code and number in the form. For Permission of Instructor, enter POI 100.

Tip: If a course is a nonnegotiable prerequisite, leave the check box in the form unchecked.

If you want to set up several courses as prerequisite options, check the box before clicking Submit. You can combine a series of required and optional courses.

Create a sequence of courses

1. Select Sequences from the left menu.
2. Click Add a sequence
3. Name your sequence and select its type. The type of sequence you specify on this page will not affect your options to select courses for it, but is used to help organize lists of sequences. Use General Education for common sequences that all or most students have to take.
4. You will need to have entered all the courses into the system first for them to be available for sequence creation.
5. The first form lets you enter courses that must be taken as a part of the academic sequence. Enter the course code and number (capitalization does not matter) in the form. As you hit submit, the courses will be added as a list in the form.
6. The next two forms let you add elective options. First select the number of courses or the number of hours that must be taken from the list that you are about to create, then enter the first course code and number.
7. After you click submit, the option will display as a separate form where you can add further courses to the list. You can add an unlimited number of courses to this list, though you should list at least as many as the number of courses or hours you have required the student take.

Tip: You can add an optional note to give students guidance on any special issues related to the sequence.

Courses can only be listed once in a defined sequence.

Edit a sequence

1. Select Sequences from the left menu.
2. Click the Edit link beside the sequence you want to edit.

Duplicate a sequence

1. Select Sequences from the left menu
2. Select the Duplicate link beside the sequence you want to duplicate.
3. Enter the new name for the sequence and click the duplicate button.
4. You will now be in the sequence editing page for the duplicated sequence.

Tip: If your editing is prompted by changes to your school's catalog, considering duplicating an older sequence and renaming the superseded sequence so that it remains accessible to students who may be earning their degree on an earlier catalog. For example, you could label one sequence as General Education (pre 2009) and edit it into a new sequence called General Education.

Delete a sequence

1. Select Sequences from the left menu.
2. Click the Delete a Sequence button at the top of the page.
3. Select the sequence you need to delete.
4. Confirm that you intend to delete the sequence.

Tip: Rather than deleting sequences after a catalog change, consider renaming it until students are no longer enrolled in it.

Setting institution-wide parameters

Accessible to Dean-level users.

Changing the global-access password

You can set a password that faculty and advisors can use when accessing their advising accounts for the first time.

1. Select Site Admin from the left menu.
2. In the *Initial Password* box, enter the new password, and click Enter.

This will only affect users who have yet to access their account. All other individual passwords will remain the same.

Adding menu links

Use this setting to add links on the public version of your site for visitors to quickly link to pages in admissions and registration.

1. Select Site Admin from the left menu.
2. In the *Institutional Menu Links* box, add the full URL, which will usually begin with `http://`
3. In the second field, enter a one- or two-word label for the link. This label will be added to the menu on the public side of the site.

Using the projections page

As students plan their schedules, the projections page collects all the data from those plans and shows you exactly when they plan to register for classes. The projections are grouped by academic sequence, so you can track the movement of a class through several years of courses.

Clicking on a number will take you to a list of students for that class and semester. Clicking on a name in that list will take you to their advising page where you could leave the student a note or make changes to their course plan.