MS Virtual Community College

Enrollment Tool

Administrator Tip Sheet

1. Managing Users

a. Click on **Security** Tab
b. To add a new user:
   - Click "Add Users".
   - Complete all fields and click "Save User".
c. To edit user information:
   - Click "List Users".
   - Click the name of a user.
   - Edit information in the "Modify User" box and click "Save User".
   - You can also delete a user by clicking "Delete User".
d. To reset a user's password:
   - Click "List Users".
   - In "Reset Password" column, click "Send" to send the user an email that will allow them to reset their password.

2. Uploading and Creating Courses

a. Click on **Courses** Tab.
b. Under "Course Utilities", click "Upload Courses to Catalog".
c. The file must be a CSV file with the following column headings: course_id, short_name, long_name, account_id, term_id, status, start_date, end_date, district, local_id, subj, numb, sect, maxseats, faculty_id, isbn, delv, credithrs, courseterm

   Important Notes about Uploading a New Course File:
   - If you upload a new course file for a semester after already uploading a course file, those new courses will go into the "Work Area Catalog".
   - Once you migrate those courses from the "Work Area Catalog" into production, the new courses will be added to production.
   - It will not delete/replace current courses already in production.

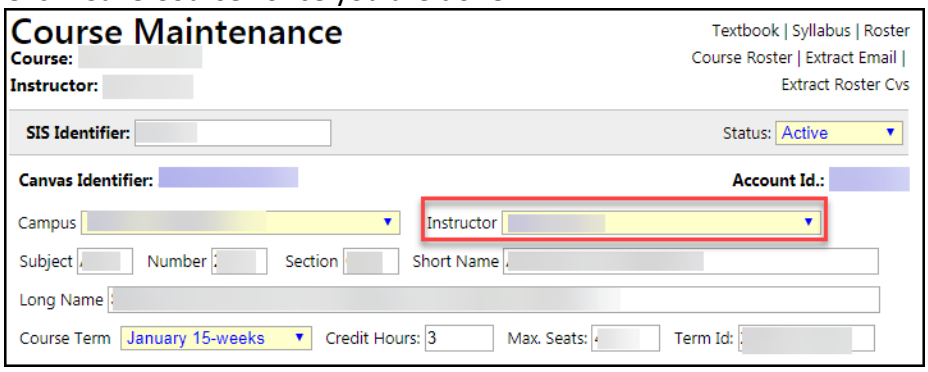
d. You can also manually add a course by clicking "New Course" under the "SCHOOL NAME Work Area (Catalog)" section.
e. Once a course has been uploaded or manually created, it will go into the **Work Area Catalog** (Under the "SCHOOL NAME Work Area Catalog" section, click "Catalog Listing" to access the **Work Area Catalog**).
f. Courses in the Work Area Catalog cannot be seen by others. This is the work area where you build courses.
g. In order for a course to be successfully built and be visible to others, the course must contain an instructor, textbook, syllabus, and have a status of "Active".

h. Once a course has all the necessary components, click “Migrate to Course Offering” under the “SCHOOL NAME Work Area Catalog” section.
    - You can migrate (make the course live) courses all at once by clicking “FULL DUMP – Migrate All Ready Courses” or
    - You can migrate each course individually.

i. To view any errors from the Course file upload, click “View Exceptions” under the “Course Utilities” section.

3. Creating Instructors

a. Click on **Instructor** Tab.
b. Click “New Instructor”.
c. Complete all fields and click “Save Changes”.
d. Please note that creating and instructor does NOT give them access to the ET. In order to give them access to the ET, you must create them as a user in the **Security** Tab. Once the user has been given Instructor rights in the **Security** section, the instructor will see their courses when they log into the ET. The email address for the user must match in the **Instructor** section and **Security** section in order for the user to be able to see the courses associated with them.
e. Linking an instructor to a course:
    - In the “SCHOOL NAME Work Area Catalog” section, click “Catalog Listing”.
    - Click on a course.
    - In the “Instructor” drop down box, select an instructor.
    - Click “Save Course” once you are done.



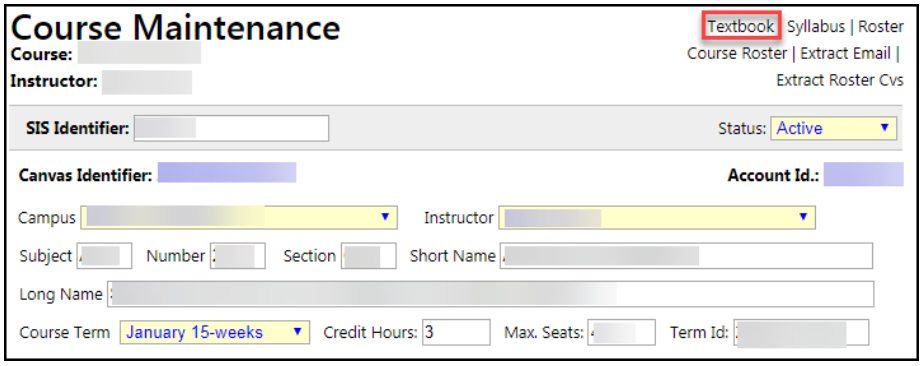
4. Uploading and Creating Textbooks

a. Click on **Textbooks** Tab.
b. Under “Textbook Utilities” click “Upload Textbooks”.
c. The file must be a CSV file with the following column headings: Term, District, ISBN, Type, Author, Title, Publisher, Comment

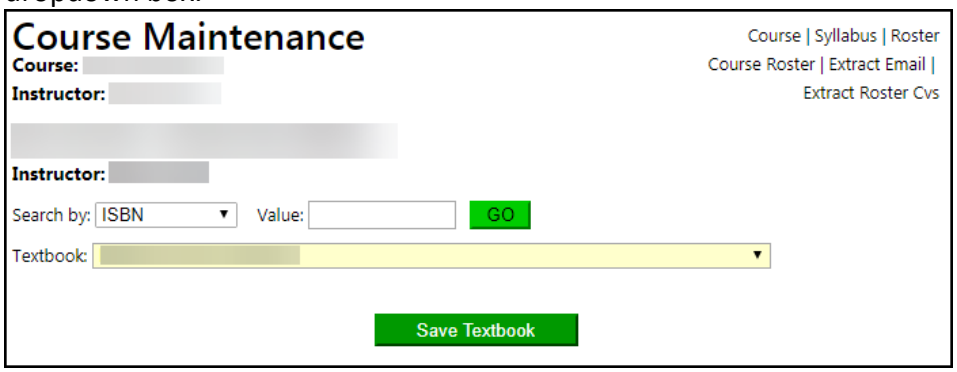
Important Notes about Uploading a New Textbook File:

- If you upload a new textbook file for a semester after already uploading a textbook file, it will remove and replace the data in the textbook database.
- Do not upload a second textbook file for a semester unless you want to delete and replace your current textbooks for that semester.

d. To view any errors from the Textbook file upload, click “View Exceptions”.
e. You can also manually create a textbook by clicking “New Textbook”.
f. Linking a textbook to a course:
    - In the “SCHOOL NAME Work Area Catalog” section, click “Catalog Listing”.
    - Click on a course.
    - Click “Textbook”.



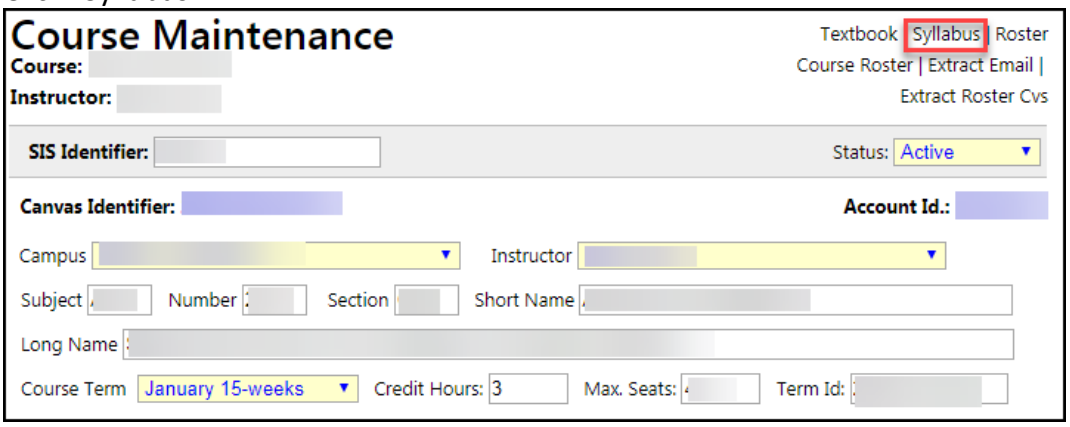
    - You can search a textbook by ISBN or find the textbook name in the “Textbook” dropdown box.



    - Once you have selected a textbook, click “Save Textbook”.

5. Linking (Uploading) a Syllabus to a Course

a. In the “SCHOOL NAME Work Area Catalog” section, click “Catalog Listing”.
b. Click on a course.
c. Click “Syllabus”.



d. Upload the syllabus for the course. The syllabus must be a PDF and must have the following naming convention: (3 digit) District Code + (5 digit) Semester Term + Course id + Type of file being uploaded. Example: 2062018310178.pdf

6. Pulling in Courses From Other Schools

a. Click on **Courses** Tab.
b. Under "MSVCC Master Offerings", click "Add from Master Listing".
c. Use the "Filter" options to find the course you would like to add.
d. Click "Add".
e. The course will be added to the "SCHOOL NAME Course Offerings" list.

7. Checking Enrollments

a. Click on **Courses** Tab.
b. Under "MSVCC Master Offering", click "SCHOOL NAME Course Offerings".
c. In the "Offering List" you can view the number of seats and seats remaining in the "Seats" column. You can also export this list to Excel.

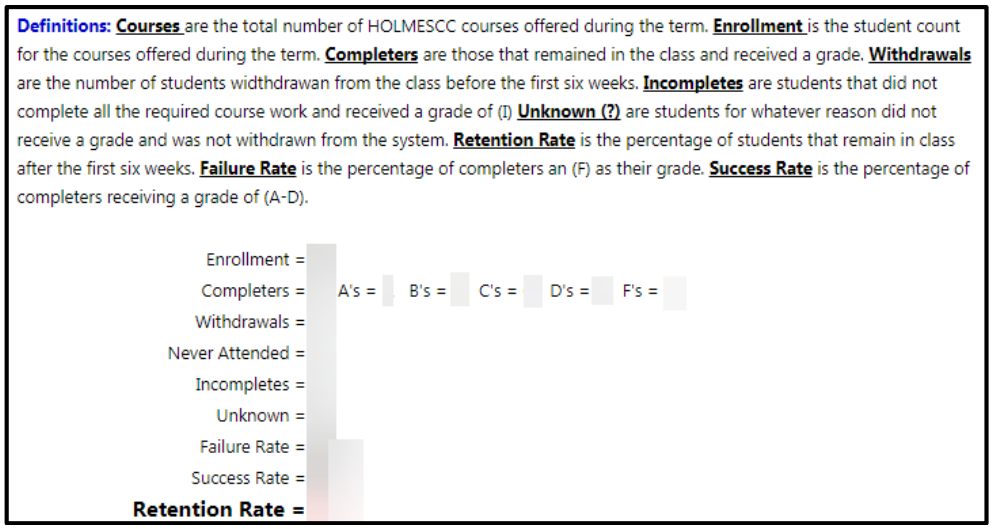
8. Reports

a. **Non SCHOOL Student Enrolled Report:** This will show the list of your institution's courses that have non-institution students enrolled as well as the names of the students and their host school. This report is a good indicator of which of your courses other schools often pull in. (You may also use the **Non-Local Students taking SCHOOL Courses Report** to view a CSV file that contains Student ID, Last Name, First Name, Enroll Date, Status, Email, Campus, LDA, WD Date.)
b. **Students In Non-SCHOOL Courses Report:** This will show you the list of your institution's students that are taking courses from other schools. This report is a good indicator of which courses you need to pull in from other schools. (You may also use the **SCHOOL Students taking Hosted Courses Report** to view a CSV file that contains Instr. Last Name, First Name, Host College, Course Id, Subject, Course, Section, Student ID, Std. Lastname, Std. Firstname, status, LDA, Withdrawal Date, Campus, Email, Course Term.)
c. **Grades for Non-Institution Courses:** This will show you the grades of your students that took courses from other schools. You will use this report to enter grades in your SIS for those students.
d. **Enrollment Assessment Report:** This report provides an overview of the Consortium fees assessed from each college through the MSVCC.

9. Other ET Management Tips

a. To view the enrollment file sent by MCCB to Canvas:
   - Click on **Courses** Tab.
   - Under "SCHOOL NAME Course Management", click "ET Snapshot Review".

b. To view the retention data for a particular course:
   - Click on **Courses** Tab.
   - Under "Assignment Review", click "Retention Review".
   - Click on the date link in the "Final Grades" column.
   - The "Final Grades" page for that course will appear and contain a summary of retention data at the bottom.



c. To check which instructors have completed the Audit Roster, Midterm Grades, or Final Grades:
   - Click on **Courses** Tab.
   - Under "Assignment Review", click "List Course".
   - The "Assignment Review" page will appear.
   - The Audit Date, Midterm Grades, and Final Grades column will display the date that the instructor completed those items.
     1. If you click on the date link in the Audit Date column, the Audit Roster will display.
     2. If you click on the date link in the Midterm Grades or Final Grades column, you will see the roster with the midterm or final grades.
   - Clicking on the course ID number link will display the course roster.

d. Clicking on the **"SCHOOL NAME Course Listing"** button under the **"Course Management"** section will display only active courses for your institution.

e. Clicking on the **"SCHOOL NAME Course Offerings"** button under the **"MSVCC Master Offering"** section will display all of your active hosted and provided courses (your institution's active courses and the courses you have pulled in from other schools).