

Cohort Course Review Step Action

1. Open the 'Review_v#' database from your desktop.
 - a. Do NOT work out of the Shared Drive folder version. Copy and paste this to your desktop.
 - b. Pathway: S:\CAO\Course Review Reports\Updated Database_v1
2. Choose which type of review you are doing: Cohort – 14 Day, Trad – 14 Day, or Trad – 0 Day.
 - a. All Reviews utilize the same Checklist.
 - b. Buckets are designed to show only the Programs you have been assigned to review.

Center for
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14 Day Reviews Trad 0 Day Reviews Trad 14 Day Reviews Cohort

DaRelle Benford	14 Day	0 Day	Response Received	C - 14 Day	Monique Bowman
Kim Hall	14 Day	0 Day		C - 14 Day	Rekha Shrestha
Misti Jensen	14 Day	0 Day			
Monica Dietrich	14 Day	0 Day			
Monique Bowman	14 Day	0 Day			

Add Hours

3. Click on the bucket correlating with the type of review, next to your name.
4. The information above the thick line, at the top of the form, needs to be filled in (areas that are purple).

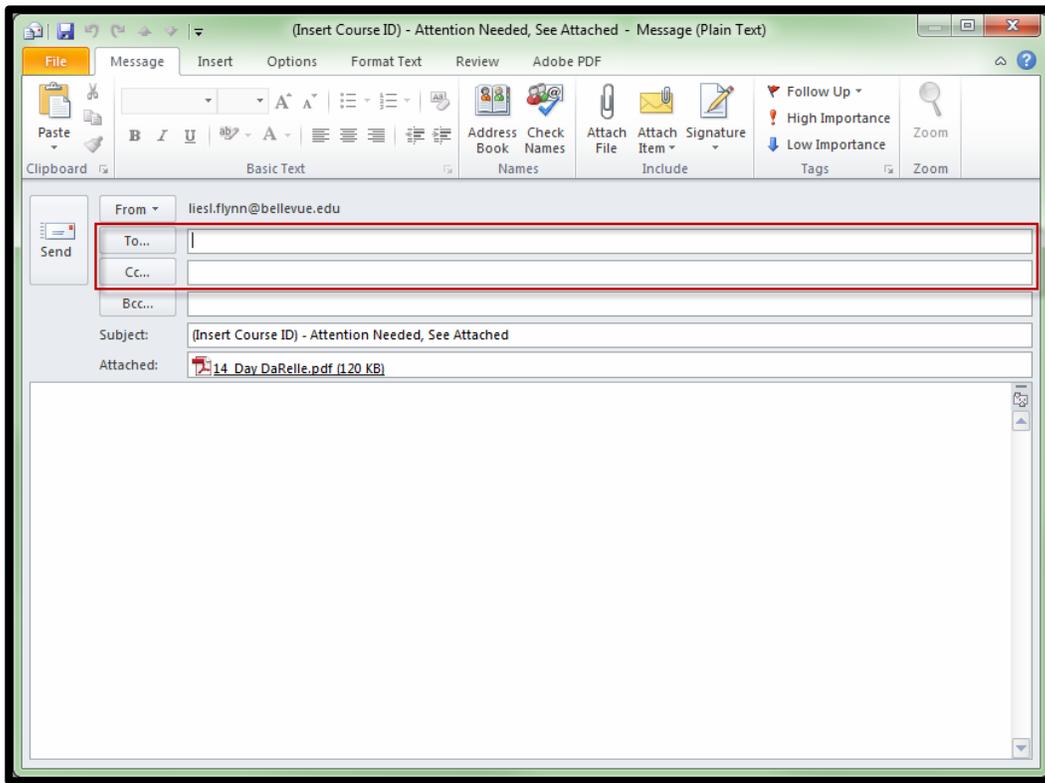
<input type="text" value="CIS"/>	<input type="text" value="101"/>	<input type="text" value="T301"/>	Course Reviewer
<input type="text" value="CST"/>	<input type="text" value="2145"/>		Course Status
Instructor	<input type="text" value="Phillip Fitzpatrick"/>		14 Day Review Date
Adjunct Manager	<input type="text" value=""/>		<input type="checkbox"/> 14 Day Review Completed
Location	<input type="text" value="Enhanced/Online"/>		<input type="checkbox"/> 14 Day Review has Concerns
Start Date	<input type="text" value="3/10/2014"/>		

- a. Adjunct Manager: Choose the Manager from the drop down that represents the College of the course being reviewed. (Exception: No AFM for CST.)
- b. Course Reviewer: Choose your name from the drop down.
 - i. ****Only used for your name.**

- c. Course Status: This should match the 'Location' field of the course IF the course is reviewable.
 - i. Empty – BUILD: The course is empty. After looking for a Master, a BUILD was found.
 - ii. Cancelled: The course didn't copy to the system (I can't find it on Blackboard) OR the course is now disabled and I cannot click into it.
 - iii. Enhanced
 - iv. Online
 - v. ****Utilize only the statuses provided in the database.**
 - d. 14 Day Review Date: Click on the calendar to the right of the box (after clicking in the box). When the box pops open, click on 'Today'.
 - e. Note: All other fields will be pre-populated from the PeopleSoft reports that are pulled to update the Database. These fields are not editable.
5. Conduct the Course Review – separate document.
6. **Un-enroll from each Term-Coded Course upon completion of the Course Review.**
7. Yes, there are issues:
 - a. Note: All issues should have an explanation in the 'Comments' box.
 - b. Click 'Has Issues' button at the top, right.

The screenshot shows a web-based form for course review. On the left, there are input fields for 'Instructor', 'Adjunct Manager', 'Location', and 'Start Date'. To the right of these are dropdown menus for 'Course Reviewer' and 'Course Status', and a date picker for '14 Day Review Date'. Below the date picker are two checkboxes: '14 Day Review Completed' and '14 Day Review has Concerns'. On the far right, there are three buttons: 'Has Issues' (which is highlighted with a red rectangular box), 'No Issues', and 'Home'. At the bottom of the form area, there are two underlined links: '14 Day Review' and 'Course Essentials Comments'.

- c. An email box will open up.
- d. 'To...' should be the Instructor/Professor.
- e. 'Cc...' will vary per College:



- a. Remove '(Insert Course ID)' – including the parentheses.
- b. Add in the Course ID – CIS 101-T301_2145
- c. The ' – Attention Needed, See Attached' verbiage must stay in the Subject Line.
- d. The Attachment is the Course Review Report.
 - i. Open to ensure it is populating AND is only one Course/Checklist/Report.
- e. Use your Signatures in Outlook to place email. This will ensure consistency amongst reviewers and what is sent out.

Good Morning/Afternoon Professor XYZ,

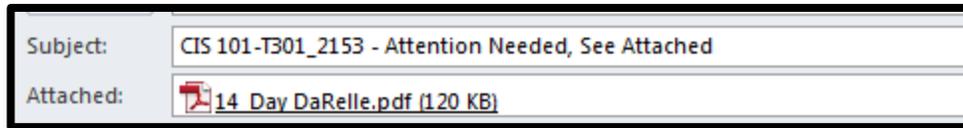
During the 14 day Course Reviews some issues were identified that require your attention. See the attached Term-Coded Course Readiness Report for items that may need further preparation. Your attention to the items noted will ensure the course will provide the optimal student experience.

After reviewing the report, please resolve any 'needs attention' items and respond to this email when issues have been resolved and the course is ready for student access. If you would like assistance in resolving any of the issues, please contact cr@bellevue.edu to request assistance.

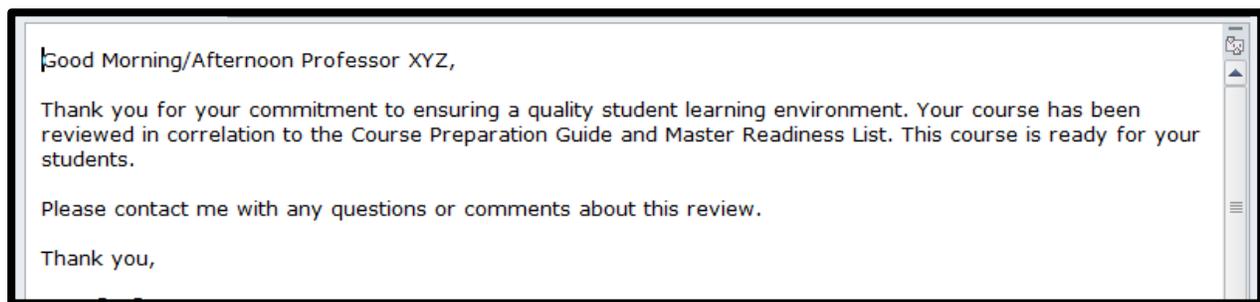
Thank you,

- f. Address it either Good Morning or Good Afternoon.
 - g. Add the Professor's last name.
 - ii. Good Morning Professor Smith,
 - h. Send the Email.
8. NO, there are zero (0) issues:
- a. Click 'No Issues' button at the top, right.

- b. An email box will open up.
- c. 'To...' should be the Instructor/Professor.
- d. 'Cc...' will vary per College.
- e. Remove '(Insert Course ID)' – including the parentheses.
- f. Add in the Course ID – CIS 101-T301_2145



- g. The ' – No Concerns' must stay in the Subject Line.
- h. Note: There is no attachment when there are zero (0) issues.



- i. Address it either Good Morning or Good Afternoon.
 - j. Add the Professor's last name.
 - i. Good Morning Professor Smith,
 - k. Send the Email.
9. After sending your email, return to the 'Reviews_v#' database.
10. Click the checkbox named '14 Day Review Completed' – all reviews must have this box marked.
- a. This box is what clears out your buckets.
 - b. If this is checked BEFORE sending the reports to the Instructor, the attached report will be blank.
11. If your course has issues that were sent to the Instructor – check the box '14 Day Review has Concerns'.

- a. *****Immediately following the Course Review being sent to the necessary people, the appropriate checkboxes are to be marked prior to moving onto the next Course Review (14 Day Review Completed, 14 Day Review has Concerns).**

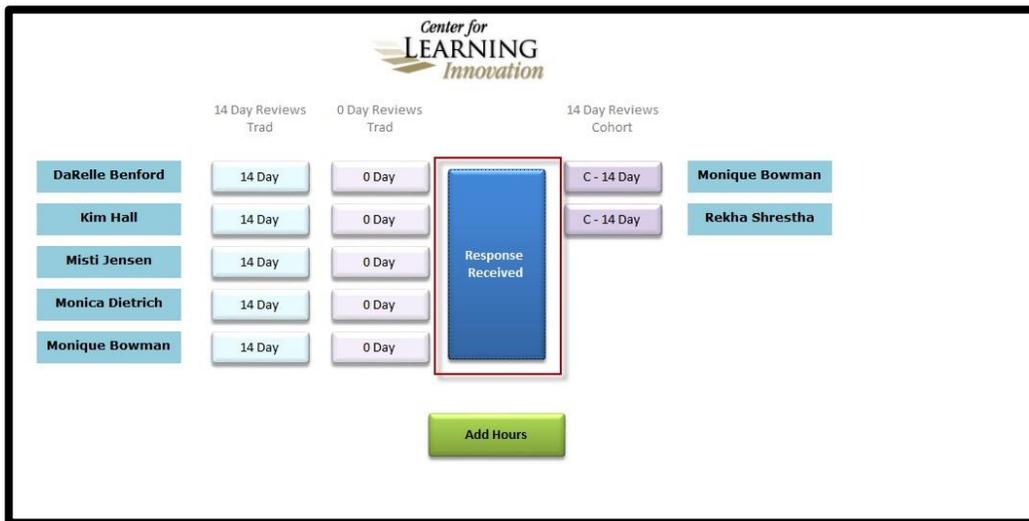
<input type="text"/>	<input type="text"/>	<input type="text"/>	Course Reviewer	<input type="text"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	
<input type="text"/>	<input type="text"/>		Course Status	<input type="text"/>	<input type="button" value="Has Issues"/>		
Instructor	<input type="text"/>		14 Day Review Date	<input type="text"/>	<input type="button" value="No Issues"/>		
Adjunct Manager	<input type="text"/>		<input type="checkbox"/> 14 Day Review Completed	All Reviews - Mark Completed	<input type="button" value="Home"/>		
Location	<input type="text"/>		<input type="checkbox"/> 14 Day Review has Concerns	All Courses WITH Issues			
Start Date	<input type="text"/>						
<u>14 Day Review</u>		<u>Course Essentials Comments</u>					

What if Scenarios?

1. What if there is no instructor listed in Blackboard?
 - a. Leave it in your bucket and check daily – until Friday morning for Traditional Reviews.
 - b. For Cohort reviews, leave in your bucket for three (3) Business. If there is no Instructor that populates Blackboard, mark this course as ‘Cancelled’ and ‘14 Day Review Completed’.
 - c. If an instructor populates, put their name in the database and review. If an instructor is not showing up in Blackboard after this time, mark the course as ‘Cancelled’ and ‘14 Day Review Completed’.

Response Received:

- When an email is received back confirming updates that were made, these need to be documented.
 - o Not emails addressing issues will be changed
 - o Not emails saying they *plan on working on it*
 - o Only actual confirmations of changes
- Open up the Review you sent to the Instructor.
- Open up the Report that was attached to that email.
- On the bottom left hand corner, there is an ID number.
 - o Remember that ID number or copy and paste it.



- On the home screen of the ‘Reviews_v#’ database, click the middle button ‘Response Received’.

COURSE CONFIRMATION RECEIVED

Confirmed Course is ready

- Click the 'Search ID' button at the bottom left (next to red outlined area).
- Type in the ID number from the Course Review Report.
- Hit 'enter' on your keyboard or 'Find Next'.
- When that Course populates, in the area to the right (red outlined area), click the checkbox 'Confirmed Course is Ready'.
- Add the date that it was confirmed – the date the email was received.
- To the left, click 'Save Record'.
- Click 'Home' to go back to the main screen.

Setting Course Review Expectations:

Review Averages:

- 1 Review ≈ 12 Minutes
- 5 Reviews ≈ 1 Hour
- 40 Reviews ≈ 1 Business Day

Each review is to be sent within 10 minutes of completion.

Immediately following the Course Review being sent to the necessary people, the appropriate checkboxes are to be marked prior to moving onto the next Course Review (14 Day Review Completed, 14 Day Review has Concerns).

Timeframes for Reviews:

Cohort Course Reviews: Reviewed 7 Days before the CSD.

Trad Course Reviews: Reviewed Monday through Friday, the week after the courses are created.

- Responses received will be documented the following Monday morning.