



DESIGN & DEVELOPMENT

OPERATIONS

COURSE READINESS REVIEWS

Version IV

LEARNING OBJECTIVES

Upon completion of this training manual, users will be able to:

- ✓ Locating the database
- ✓ Accessing the database
- ✓ Reviewing Cohort Courses
- ✓ Trad CC List
- ✓ Exceptions

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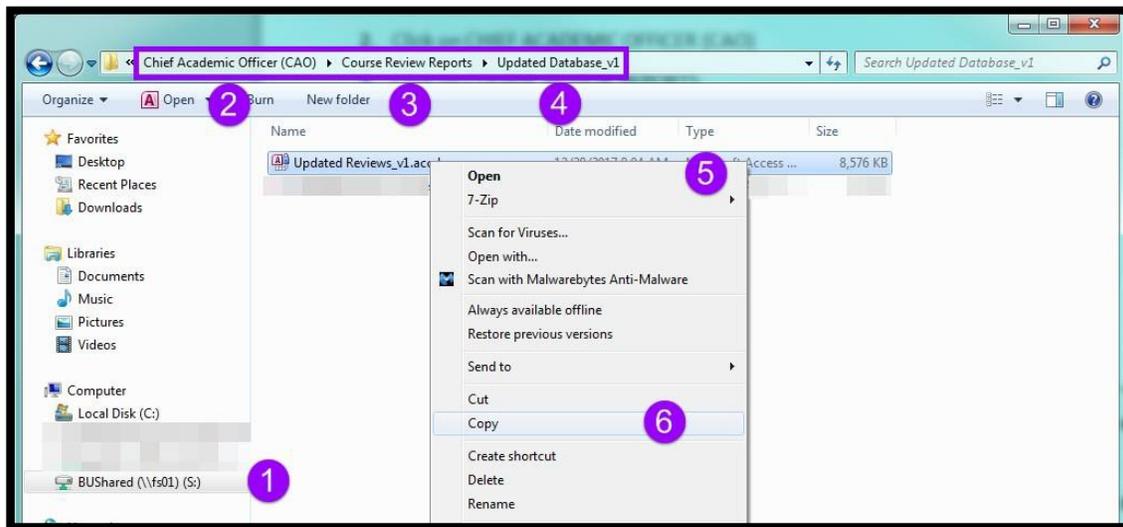
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OVERVIEW

Traditional Course Reviews are conducted four times a year. These Course Reviews fall into the Snapshot Process.

ACCESSING THE DATABASE

1. Open the SHARED DRIVE
2. Click on CHIEF ACADEMIC OFFICER (CAO)
3. Click on COURSE REVIEW REPORTS
4. Click on UPDATED DATABASE_V1
5. Right click on UPDATED REVIEWS_V#.ACCDR
 - a. Identified by Ops Specialist
6. Click on COPY

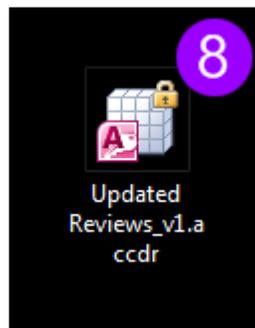


7. On your desktop, right click and click PASTE



LOCATINGREVIEWS

8. Double click on the DATABASE that was saved to your desktop in Step 7



9. Locate TYPE of review that needs to be done

The screenshot shows a web interface for 'The CENTER Design & Development'. At the top, there are three tabs: 'Trad Reviews', '0 Day Reviews', and 'Cohort Reviews'. A purple box highlights the 'Trad Reviews' and '0 Day Reviews' tabs, and a purple circle with the number '9' is next to the 'Cohort Reviews' tab. Below the tabs, there is a list of names with corresponding buttons: 'Trad' (purple), '0 Day' (purple), and 'Cohort' (blue). The names listed are DaRelle Benford, Misti Shurila, Toni Furmanski, Barbie Hall, Rekha Shrestha, Liesl Grubbs, and Barbi Voegtline. A central grey box labeled 'Responses Received' is positioned between the '0 Day' and 'Cohort' columns. The Bellevue University logo is in the bottom right corner.

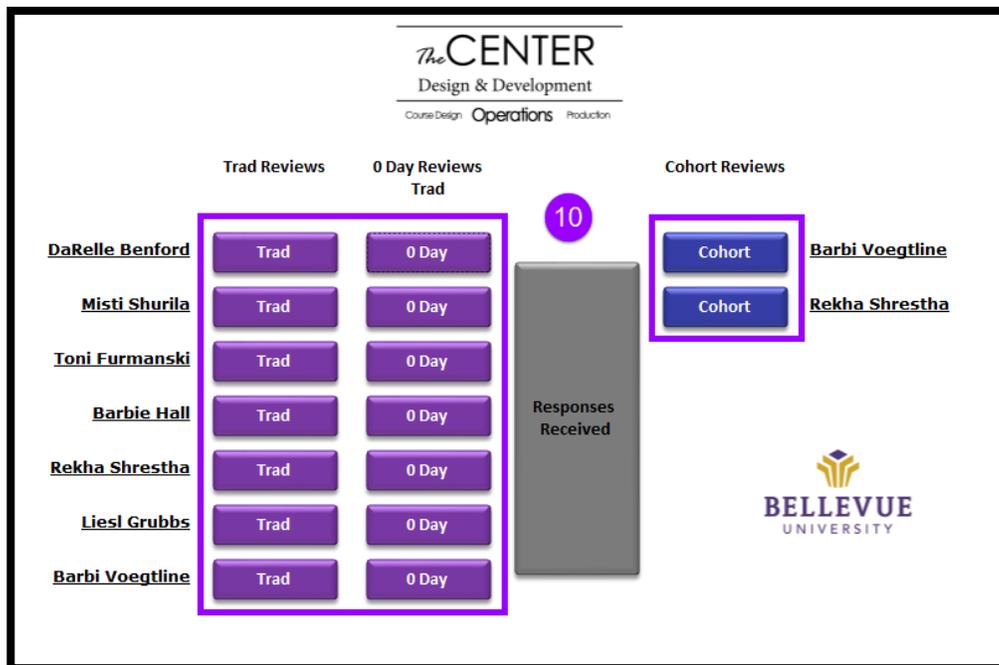
10.



S2P, Former AI Programs, and Cohorts are all grouped together within the 'Cohort Reviews' buckets.

The checklist between Cohort and Trad are now the same.

11. Click on your BUCKET



REVIEWING COURSES

12. Fill out the items at the TOP of the checklist

Course Reviewer	<input type="text"/>	Program Director	<input type="text"/>
Course Status	<input type="text"/>	Initial Review Date	<input type="text"/>

Course Reviewer	<input type="text"/>	Responsible Party	<input type="text"/>
Course Status	<input type="text"/>	Adjunct Manager	<input type="text"/>
Initial Review Date	<input type="text"/>		

13. The right-hand side of the screen will show the COURSE DETAILS

- a. If the INSTRUCTOR is not showing in the database, you can type in this field based on what BLACKBOARD shows.

FFPS 418 X301
COB 2185
Instructor Christopher Bergeron
Location Online
Type Cohort
Start Date 1/1/2018
 Initial Review Completed
 Initial Review has Issues/Concerns
Has Issues No Issues
Home
64 12

- 14. Utilize the DROP DOWN per check
 - a. Make sure each check has a status (drop down) assigned

Review Course Readiness Checklist Items

Any item marked 'Needs Attention' will have an associated comment below.

	1. The University Syllabus has been placed in the three-part format, saved in the Institution Content Collection (ICC) and linked correctly by the Design and Development team. The University Policies are from the following link: http://content.bellevue.edu/generic/bu/syllabus-part-three.pdf
	2. Syllabus is generic, not date-specific. However, if dates or terms are identified, they are accurate. If the number of weeks is present, they are accurate.
	3. Assignments should be generic, not date-specific. However, if dates or terms are identified, they are accurate.
	4. Discussion Board forums should be generic, not date-specific. However, if dates or terms are identified, they are accurate.
	5. Grade Centers should be generic, not date-specific. However, if dates are visible, they are up-to-date.
	6. If the total points of the class are listed in the Syllabus, Part II, these match the total in the Grade Center.
	7. All visible folders in Student Panel have content or are made unavailable.
	8. An item not addressed above has a concern that is outlined in the comments below.

Any item marked 'Needs Attention' will have an associated comment below.

- 15. Utilize the DROP DOWN per check

16. For any NEEDS ATTENTION item, there should be a COMMENT left below detailing what is wrong and what should be done to fix the issue.

Comments



In regards to the SYLLABUS checkpoint, #2: If the CORRECT Part I is *not* loaded into the course, please follow these steps:

- Check the folder in ICC
 - If it is there, check to ensure Misti Shurila loaded it by utilizing the 360 view
- If Misti loaded it into ICC, bring in the correct Part I into the course
 - Edit item>Search ICC
- If Part I is NOT in the ICC, CC Misti Shurila on the Course Review email

TRADITIONALREVIEWS

CC List – by college varies

EXCEPTIONS

Cross-listed Course Syllabi

Total points possible

715 pts. *** please note the grade center total points at the beginning of the term states 745 pts, but I will drop the lowest discussion and MBC grade at the end of the term.

VERSIONS

Version	Date	Developer	Description of Changes
1	12282017	Liesl Grubbs	Course Review Update Tutorial Created
2	2272018	Liesl Grubbs	Added Content – Trad, Exceptions
3	692021	Liesl Grubbs	Updated Process
4	007062022	Ben Brocker	Removal of two checkpoint items per Mary H.

DISCLAIMER

Process for this Training Manual is outlined using Mozilla Firefox browser; screen captures may vary if utilizing a different browser but the steps are the same.

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