



# DESIGN & DEVELOPMENT

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# OPERATIONS

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## SNAPSHOT PROCESS

*Version I*

### LEARNING OBJECTIVES

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

- ✓ What Snapshot is
- ✓ Who receives information
- ✓ What milestones are emphasized

# TABLE OF CONTENTS

LEARNING OBJECTIVES	1
OVERVIEW	3
SNAPSHOT PROCESS	3
VERSIONS	5
DISCLAIMER	5

### OVERVIEW

Snapshot is the process in which courses are created as a mirror copy from the associated Master. The Snapshot process is a communication process that emphasizes certain milestones leading up to the four traditional starts.

### SNAPSHOT PROCESS

1. The term calendar is updated to show the milestones for the entire term. Including:
  - a. Kickoff Communication
  - b. Communication Reminders (Focus included)
  - c. SNAPSHOT Date
  - d. Freeze
  - e. Instructor Readiness
  - f. Reviews
  - g. Student Access
  - h. Reporting
  - i. Course Start Date
2. The AAs send updated Responsible Party lists.
  - a. Housed by Misti/Liesl at: CAO> Operations > College Program Directors\_Course Directors
3. Pull reports to show what courses are running that term – tie the Responsible Party to these courses to create a list of Faculty for the communications.
4. Send Kickoff Communication email – attached term Calendar.
5. Create Calendar Reminders for Milestones, including:
  - a. Master Readiness (resources available for assistance)
  - b. SNAPSHOT & Freeze
  - c. Start of Course Reviews
  - d. Course Updates Due
  - e. Student Access
  - f. Course Start Date
  - g. End of term
6. Send weekly communications.
7. Blackout/Freeze Period:
  - a. All of the courses created are checked to identify empty courses, coding issues, and any additional issues.
8. Release the Freeze at the end of Business Day.
9. Course Reviews are completed over a week long period (different step action).
10. Courses are reviewed if they are on the system and have an Instructor. If the courses are BUILDS (creating empty courses) these will be fully reviewed at 0-Day.
11. Reports are pulled and sent to Deans, A. Deans, Adjunct Managers, Ben, and Rick.
12. Ticker is created summarizing the numbers and sent to the Deans, A. Deans, Ben, and Rick.
13. Courses with issues (or empty due to BUILDS) are reviewed the day after Courses begin.
14. Reports are pulled and sent to Deans, A. Deans, Adjunct Managers, Ben, and Rick – showing 14-Day statuses versus 0-Day statuses.

15. Ticker is updated summarizing the numbers and sent to the Deans, A. Deans, Ben, and Rick.

## VERSIONS

Version	Date	Developer	Description of Changes
1	03082018	Liesl Grubbs	New Template
2	06092021	Liesl Grubbs	Process Updated

## 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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