CO Online Process Overview Series Town Hall

Class Rosters No Show Reporting Grading Presented by the CO Online Implementation Strategy Team August 16, 2023

Purpose

- Briefly review:
 - ► Goals & assumptions related to the CO Online student registration experience
 - Definition and use of pooled vs teaching college sections
 - CO Online student registration process
 - Key identifiers related to CO Online courses and registrations
- Review class rosters
- Review no show reporting for teaching college sections
- Review grading and grade roll process for teaching college sections
- Look at the student view of their grades

Colorado Online Student Experience Related to Registration - Goals & Assumptions

- Meet the growing student demand for online learning
- Ensure equity of access
- Improve efficiency
- Improve use of resources at a lower cost to students
- Keep registration as usual for students

Types of Sections



CO Online Student Experience - focused at the Home College

	Register via Self-Service Banner (SSB)	 Financial Aid (SSB) COF Authorization Account Payments 		 Grades (SSB); Transcript (Parchment);
	or	(CashNet); • Payment Plan	D2L Access via Portal	Academic Planner (Navigate):
•	Register via EAB Navigate	 Purchase Books, if Required (College Bookstore) 		 Degree Check (Degree Works)

Meet Keelie

- New First Time Anywhere student at ACC (home college)
- Biographic information in SPAIDEN General Person shared data across all colleges
- Program of Study is a Certificate in Business Administration
- Enrolled in a CO Online BUS 1015 Intro to Business course for Fall 2023
- During the week just prior to start of Fall term -- the Sectionizer process was used to assign Keelie to a teaching section of BUS 1015 at PCC
 - Sectionizer process created an Admissions Application and General Student record at the Teaching College (PCC) for use in registering Keelie for the Teaching College section.
 - Key unique identifiers include X Student Type and program = U_CO_ONLINE, with degree = CO Online.
 - See the CO Online Implementation Strategy Team Town Hall on Registration, Add, Drop, Withdrawal, COF for more details.
 - https://insidecoloradoonline.cccs.edu/co-it-implementation-strategy-team-town-halls/

Pooled Course	Section-Ho	me (Colle	ge A	CC								
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Home College - ACC SFAREGS - Student Course Registration

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Teaching College Section - PCC

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Teaching College Section - PCC SFAREGS - Student Course Registration

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Teaching College Section - PCC SFASTCA - Student Course Registration Audit

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HC/TC

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Instru...

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Effective Fall 2023 - new registration status codes in use for CO Online @ sectionizer processes:

- RX Registered COOnline NonFTEable (start and end dates same as RE and RW)
- WC Withdrawn, COOnline, NONFTEable (start and end dates same as W and WW)
- DX Drop/Move by CO Online Sectz (start and end dates same as DD)

Home College Pooled Section - ACC SFASLST - Class Roster

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CO Online Sectionizer Sample Course - BUS 1015 - Fall 2023

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Teaching College Section - PCC SFASLST - Class Roster

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Teaching College Section - PCC Faculty/Instructor Self-Service Banner (SSB) - Class Roster



Teaching College Section - PCC Faculty/Instructor Self-Service Banner (SSB) - Summary Class List

Pueblo Community College Personal Information Alumni and Friends Faculty & Advisor	
Search	RETURN TO MENU SITE MAP HELF
Summary Class List	Nancy J. Hoffman Fall 2023 Aug 15, 2023 04:33 pm

An asterisk will appear next to the appropriate field if any of the following conditions exist:

1) The student has more than one major or department in his/her primary or secondary curriculum

2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

To e-mail your entire class, please use the link at the bottom of this page.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential

	Summa	ry Class L	ist											
Course Information Introduction to Business - BUS 1015 X00 CRN: 22232	Record Number	Waitlist Position	Show Photos Ra	referred ame	<u>ID</u>	Reg Status	Level	Credits	Midterm	Final Grade Detail	Notification Expires	Home College	Hoi CR	me N
Duration: Jul 23, 2023 - Dec 10, 2023 Status: Closed	1	0				Registered COOnline	Undergraduate	0.000	<u>Enter</u>	<u>Enter</u>		ACC	25421	0
Enrollment Counts Maximum Actual Remaining	2	0				NonFTEable Registered	Undergraduate	0.000	<u>Enter</u>	<u>Enter</u>		ACC	25421	0
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Your current Institution is PCC

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Teaching College Section - PCC Faculty/Instructor Self-Service Banner (SSB) - Detail Class List



To e-mail your entire class, please use the link at the bottom of this page.

If the word Confidential appears next to a student's name, the personal information is to be kent confidential	N
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Course I	nform	ation			
Introduct	tion to I	Business	- BUS	1015	X00

 CRN:
 22232

 Duration:
 Jul 23, 2023 - Dec 10, 2023

 Status:
 Closed

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	34	3	31
Cross List:	0	0	0

Record Student Name Preferred Number Name	ID	Registration Status	Waitlist Position	Notification Expires	Registration Number	Home College	Home CRN	
3		Registered COOnline	0		1	ACC	25421	0

Current Program	
Undeclared	
Level:	Undergraduate
Program:	CO Online @ Guest Student
Admit Term:	Fall 2023
Admit Type:	Regular
Catalog Term:	Fall 2023
College:	Pueblo Community College
Major:	CO Online @ Guest

Class: Undergraduate Freshman Credits: 0.000



Teaching College Section - PCC Faculty/Instructor EAB Navigate - Class Roster

PUEBLO CON	MMUNITY COLLEGE						
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Hom	Nancy Hoffman (pro	fessor) ▼			Pueblo	munity C	College
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€ ≣	. 1	Continuing Student, Degree Status - 202320 - AC, Degree Status - 202410 - AC, FA Missing Information - 2021-22, Good Standing, Initial Standing, Transfer with Credit, UOC-PCC Pueblo Campus	BUS-1015-X00	No	Contact Information		
	2	CO Online @ Guest Student, Continuing Student, Degree Status - 202220 - AW, Good Standing, Re-Admit	BUS-1015-X00	No	Your Success Team		

Teaching College Section - PCC Faculty/Instructor EAB Navigate - Student Enrollments Report

PUEB	LO COMMUI	NITY COLLEGE							
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						<u>Student Info (Studer</u>	n <u>ts Active for Term)</u>		
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Teaching College Section - PCC Faculty/Instructor EAB Navigate - Student Enrollments Report

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	228	3. 🗆						Introduction to Business	BUS-1015	X00	Hoffman, Nancy (S01906346)	No			
							First Generation Student,New								
*	229	9. 🗆					First Time Anywhere,UFC- PCC Fremont Campus	Introduction to Business	BUS-1015	X00	Hoffman, Nancy (S01906346)	Yes	08/09/2023		
€							FA Info Needed -								
≡	230). 🗆 🛔					2023-24,FIISt Generation Student,Good Standing,Transfe	Introduction to Business	BUS-1015	Z11		No			.
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Teaching College Section - PCC Faculty/Instructor Self-Service Banner (SSB) - No Show Reporting

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🚔 Faculty or Instructor	Dashboard	
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Teaching College Section - PCC Faculty/Instructor Self-Service Banner (SSB) - No Show Reporting

	RETURN TO MENU SITE MAP HELP EXI
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ect a Term: Fall 2023 ~	
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SASE: 8.7.1	
EASE: 8.7.1	
Fase: 8.7.1 Pueblo Community College rsonal Information Alumni and Friends Faculty & Advisor	
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EASE: 8.7.1	RETURN TO MENU SITE MAP HELP EXIT
EASE: 8.7.1 Pueblo Community College rsonal Information Alumni and Friends Faculty & Advisor rth Go purse Selection I: BUS 1015 X00: Introduction to Business. 22232 (3) >	RETURN TO MENU SITE MAP HELP EXIT Fail 2023 Aug 14, 2023 07:45 am Your current Institution is PCC

Teaching College Section - PCC Faculty/Instructor Self-Service Banner (SSB) - No Show Reporting

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Final Grades							Your o	Fail 2023 Aug 11, 2023 04:22 pm current Institution is PCC		
Enter final grades. If entering	a grade of	"F", you mu	ust also enter the Last Attend Date.							
For no-shows, enter the numb	oer "0" in th	ne Attend Ho	ours field.							
Introduction to Business - BUS - CRN: Students Registered: Please submit the grades ofter <i>Einal Grades</i>	<u>1015 X00</u> 22232 3 1. There is a	a 30 minute t	time limit starting at 04:22 pm on Aug	g 11, 2023	for this	page.				
Record Number Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Dat	Attend Hours	Registration Number		
1		0.000	Registered COOnline NonFTEable Aug 11, 2023	None 🗸	N			1	0	
2		0.000	Registered COOnline NonFTEable Aug 11, 2023	None 🗸	N]	_ 1	0	
3		0.000	Registered COOnline NonFTEable Aug 11, 2023	None 🗸	Ν		0		0	
Submit Reset										

Teaching College Section - PCC SZPNOAD Drop for No Show - No Show Reporting

- Banner SZPNOAD job picks up reported no shows and automatically assigns the following to the student registration audit record for the class in which a no show was reported by the faculty/instructor:
 - 'DA' 'Drop/Attendance (No Show)' registration status
 - 'DD' 'Drop/Delete' registration status
 - 'DD' 'Drop/Delete' registration status with message to include the date the class was dropped from the student's record
- Results can be viewed via the SZPNOAD job process output and in SFASTCA Student Course Registration Audit
 - The SZPNOAD job can be scheduled via AppWorx. If scheduled, it will run automatically each evening. If not scheduled, colleges need to run the job to process no shows.

Teaching College Section - PCC SZPNOAD Drop for No Show - No Show Reporting

Colleges can opt to schedule the SZPNOAD Drop for No Show process to run automatically each night via AppWorx

SCH	IEDULED		NOT S	CHEDULED
ACC	OC	С	NCC	NJC
CCA	PCC	L	СС	TSC
CCD	PPSC	M	ICC	
FRCC	RRCC			

- If not currently scheduled, can opt in by sending an email to:
 - CCCS-IT, APPWORX-Scheduler
- Indicate if you'd like the job output sent and provide the recipient email address(es)
- Once turned on, the job will run each day unless the college requests to have it turned off
- Terms update automatically

Teaching College Section - PCC SZPNOAD Drop for No Show - No Show Reporting

X	lucian	Process Submission Control	s GJAPCTL 9.3.24	4 (USRE) (PCC)				🔒 ADD 🖹	RETRIEVE	🛃 RELATED	🋠 TOOL	5 🌲
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	NTROL								🖨 In	sert 🗧 Delete	Га Сору	Y, Filter
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01	Term					202420						
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K ◀ 1 0	of 1 ▶	▶ 10 × Per Page									Reco	ord 2 of 2
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		Save Parameter Set as				Hold / Submit	O Hold	Submit				
	Name	Descr	ription									

Teaching College Section - PCC SZPNOAD Drop for No Show - No Show Reporting JobSub Results

×	🕑 ellucian	Sav	ed Output R	eview GJI	REVO 9.3.1	9 (USRE)						🔒 ADD	RETRIEVE	嚞 RELATED	🌞 tools	
Process:	SZPNOAD	Drop f	or No Show	Drop Stu	dents Num	ber: 39145	5059	File Name: szp	noad_3914	15059.lis Beginr	ning Date Saved:	Lines: 23			Start O	ver
- SAVED		/IEW											🚹 Inse	ert 🗖 Delete	Copy	, Filt
PCC			SZPNOAD) - Drop	for nosh	ow		08	-21-2023							
Run Moo	le: U - (A)udit	(U) pdate	•												
School	Term	Subj	Numb	Seq	Crn	Grade	ID	FName	LName	PrefName	Vetc	Email				
PCC	202420	BUS	1015	X00	22232											
PCC	202420	BUS	1015	X00	22232		l									
Run Moo	le is (U)	pdate														
SEQUENC	CE NUMBER															
Term	, ,															
202420																

Teaching College Section - PCC SZPNOAD Drop for No Show - No Show Reporting SFASTCA Student Course Registration Audit

× Ø elluc	cian	Student	Course Re	gistration Aud	it SFASTCA 9.3	3.6 (USRE) ((PCC)			🔒 ADD		🛃 RELATE				
ID:			Term C	ode: 202420	Registration I	From Date:	Registration To I	Date:								
Registration Aud	dit F	Registratio	on Error Mes	sage												
	RSE REG	ISTRATIO	N AUDIT									Insert 🗧 De				
Sequence Numbe	r T	erm	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours (Course Status	Status Date	Message	
	29 20	02420	22232	BUS	1015	X00	UCX	UG	G	0.000	0.000	0.000	RX	08/21/2023		
(30 20	02420	22232	BUS	1015	X00	UCX	UG	G	0.000	0.000	0.000	DA	08/21/2023		
	31 20	02420	22232	BUS	1015	X00	UCX	UG	G	0.000	0.000	0.000	DD	08/21/2023		
	32 20	02420	22232	BUS	1015	X00	UCX	UG	G	0.000	0.000	0.000	DD	08/21/2023	Record deleted	on 21-AUG-2023

Similar entries will appear on the pooled section at the home college.

Note: some columns were removed from the screenshots above to accommodate spacing needs.

Teaching College Section - PCC Faculty/Instructor Grading - SSB

		6
PCC PORTAL	Dashboard Pueblo Community College / Dashboard	
Dashboard		
Faculty or Instructor	Dashboard	
PantherNet BanportalTEST	Faculty Tools	
Military Benefits	Faculty Summary Post Detail Class List Midterm Schedule Grades Shows	

Teaching College Faculty/Instruct	e Section - PCC or Grading - SSB	
Personal Information Alumni and Friends Faculty & Advisor		
Search Go	RETURN TO MENU SITE MAP HELP EXIT	
Term Selection	Aug 14, 2023 07:44 am Your current Institution is PCC	
Select a Term: Fall 2023 V		
Submit		
RELEASE: 8.7.1		
Pueblo Community College		
Search Go	RETURN TO MENU SITE MAP HELP EXIT	
Course Selection	Fair 2023	
CRN: DUG 1045 Y004 Introduction to Ducing 20202 (2) vi	Your current Institution is PCC	
Cubmit		
	[Enter CRN Directly]	
RELEASE: 8.7.1	· · · · · · · · · · · · · · · · · · ·	

Teaching College Section - PCC Faculty/Instructor Grading - SSB

Image: Section 12:00:00:00:00:00:00:00:00:00:00:00:00:00							RETURN TO MENU	U SITE MAP HELP EX
Enter final grades. If entering a grade of "F", you must also enter the Last Attend Date. For no-shows, enter the number "0" in the Attend Hours field. urse Information roduction to Business - BUS 1015 X00 N: 22232 idents Registered: 3 Please submit the grades often. There is a 30 minute time limit starting at 07:46 am on Aug 14, 2023 for this page. val Grades cord Number Student Name ID 0.000 Registered COOnline NonFTEable	inal Grades					Au Your curre	Fall 2023 g 14, 2023 07:46 am ent Institution is PCC	
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0.000 Registered COOnline NonFTEable V 1 @	Final Grades Record Number Student Name	I <u>D</u> Cr 0.0 0.0	edits Registration Status 000 Registered COOnline NonFTEa Aug 14, 2023 000 Registered COOnline NonFTEal Aug 14, 2023	Grade Rol ble None V N ble None V N	led Last Attend Date MM/DD/YYYY	Attend Hours F 0-999.99 1 	Registration Number	2) 2)

[Term Selection | Course Selection | Class List | Faculty Detail Schedule | Mid Term Grades | Student Menu | Summary Class List]

Teaching College Section - PCC Faculty/Instructor Grading SFASLST - Class Roster

×	⊘ ellu	ucian	Class R	oster SFASLST 9.	3.29 (USRE	E) (PCC)				🔒 ADD	RETRIEVE	🛃 RELATEI	о 🔆 тоог	ls 🖕
Term:	202420	Fall 20	23 CRI	N: 22232 BUS 1	015 X00	Roll: Degree	Award Status: Sele	ect					Start	Over
- CLAS	SS ROSTE	R									0	Insert 📃 Dele	ete 🎜 Copy	🕄 Filter
Seque	nce	ID		Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Incomplete Final Grade	e Ext	ension Date	Hours	Rolled
	1				RX	08/14/2023		В	G				0.000	
	1				RX	08/14/2023			G				0.000	
	1				RX	08/14/2023			G				0.000	

Grades submitted will appear on SFASLST Class Roster in Banner Admin Pages.

Teaching College Section - ACC Faculty/Instructor Grading After Sectionizer Grade Process and Grade Roll SFASLST - Class Roster

× ⊘ e	llucian	Class Roster SFASLST 9.3	.29 (USRE) (ACC)				🔒 ADD 📄	RETRIEVE	🖧 RELATED	ο 🔆 τοοι	s 🖕
Term: 20242	0 Fall 2	023 CRN: 25421 BUS 10	15 Z11	Roll: Degree A	ward Status: Sele	ct					Start	Over
- CLASS ROS	TER								8	Insert 🗖 Dele	ete 🗖 Copy	Y Filter
Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Incomplete Final Grade	Ex	tension Date	Hours	Rolled
	2		RW	04/19/2023			G				3.000	
	5		RW	06/08/2023		В	G				3.000	
	6		RW	06/29/2023			G				3.000	
	7		RW	07/23/2023			G				3.000	

Grades submitted will appear on SFASLST Class Roster in Banner Admin Pages.

CO Online Grade Processes

- Teaching College section final grades WILL NOT be rolled to students' academic history.
- Teaching College section final grades WILL BE copied to the Home College section and rolled to students' academic history at the Home College.
- Grade changes and assignment of final grades for incompletes will ONLY be processed at the Home College for students enrolled in the Home College Pooled Section.
- Home College is the source of the official academic record information for the student.
- Students WILL NOT have an academic transcript available at the Teaching College, unless the student previously was or is currently enrolled as a regular student at the Teaching College.

Student View of Grades - Home College Banner Self-Service

Arapahoe Community College	Dashboard Student	Student Finance	Training & Technology
 Q 			
Student Tools			
<u>Navigate - My Schedule My</u> Appointments	yCourses <u>Final Grades</u> (D2L)	Office 365 How to access o	<u>Financial Aid</u> Id <u>Requirements</u>
<u>/ Plan / Add /</u> <u>Drop Classes</u>		<u>OneDriv</u>	<u>e</u>

Student View of Grades - Home College Banner Self-Service

/ ACC	YOU CAN MOVE MOUNTAINS
Personal Information Student Financial Aid	
Search Go	RETURN TO MENU SITE MAP HELP EXIT
Final Grades	Aug 14, 2023 11:48 am Your current Institution is ACC
Select a Term: Fall 2023 V	
Submit	
	[View Holds]
RELEASE: 8.7.1	

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Student View of Grades - Home College Banner Self-Service

RETURN TO MENU SITE MAP HELP EXIT
Fall 2023 Aug 14, 2023 11:49 am Your current Institution is ACC
pahoe Community College. If you are looking for your Final Grades from another Colorado Community College System College or Area Vocational School, to view your Final Grades.
Phone: 303-797-4222 Email: <u>admissions@arapahoe.edu</u>
F

3.000 3.000

3.000

9.00

25421 BUS

1015 Z11

Introduction to Business CO Online @ Consortium B

Summary

- As a Student at my home college:
 - ▶ I will continue to complete the following processes at my home college:
 - ▶ Register for classes, add, drop, withdraw
 - > Apply for and receive financial aid
 - Authorize COF
 - Pay tuition and fees
 - View my class schedule
 - View my final grades
 - Request and have official transcripts sent
 - Check my degree progress, etc.
 - I will not have access to the portal or Navigate at the teaching college, unless I was previously or am currently enrolled at the teaching college as a regular student

Summary

- As a Staff Member with appropriate access to Banner Admin Pages, I will be able to:
 - View class rosters for pooled and teaching sections being offered by my college for a specified term on SFASLST Class Roster, via use of a specified term and Course Reference Number (CRN). If the CO Online Sectionizer process has been ran (starting approximately 3 days prior to start of the part of term), I can see the cross reference of Home or Teaching college, CRN and Instructor (Teaching college Instructor shows on the home college pooled section).
 - View individual student registrations for a specified term on SFAREGS and/or SFASTCA. If the CO Online Sectionizer process has been ran (starting approximately 3 days prior to start of the part of term), I can see the cross reference of Home or Teaching college, CRN and Instructor (Teaching college Instructor shows on the home college pooled section).
 - View results of no show reporting by faculty/instructors via the SZPNOAD process lis file and/or SFASTCA Student Course Registration Audit.
 - View final grades submitted by faculty/instructors on the SFASLST Class Roster.
 - View final grades on a student's record on SHACRSE Course Summary and on SHAINST Student Term Course Maintenance.

Summary

- As an Instructor or Faculty Member assigned to teach courses for a specified term I will be able to:
 - View class rosters for my regular courses and CO Online teaching sections for a specified term via Banner Self-Service and/or Navigate
 - If the CO Online Sectionizer process has been ran (starting approximately 3 days prior to start of the part of term), I can see the cross reference of Home college and CRN for my assigned CO Online teaching section(s) in Banner Self-Service (not in Navigate). Instructor field will be null in the teaching college sections.
 - Submit No Shows via Banner Self-Service
 - Submit Incompletes via Banner Self-Service
 - Submit Final Grades via Banner Self-Service

Next Steps

- Continue to finalize testing and documentation
 - Create quick reference guide
- Implementation Strategy Team Process Overview Town Halls recordings are available
- Faculty/Instructor Orientations
 - Friday, August 11 12:00 1:00 p.m.
 - Monday, August 14 2:00 3:00 p.m.
 - Tuesday, August 15 8:00 9:00 a.m.
- Split Meeting Fall 2023, Wednesday, August 16, 2023
- Sectionizer Process Fall 2023, starting with CZ1 and CZ4 Wednesday, August 16, 2023
- Fall 2023 teaching section assignments first appear in Navigate via overnight process (for students who were placed via the sectionizer on 8/16/2023) - Thursday, August 17, 2023
- Fall 2023 teaching section assignments first appear in D2L Friday, August 18, 2023
- Faculty no show reporting will commence prior to census for each part-of-term. Each college has their own process and will communicate with their faculty and instructors.

Additional Town Halls

- Class schedule set up; student teaching college record; student registration (SSB & Navigate); adds, drops, withdrawals, moves: Thursday, August 10, 2:30 to 3:30 (completed)
- Student accounts; Financial Aid; COF; R2T4: Tuesday, August 15, 8:30 to 9:30 (completed)
- Class rosters; grading; no show reporting; incompletes; end of term processes: Wednesday, August 16, 2023, 3:30 to 4:30 (today's session)
- Link to recordings:
 - https://insidecoloradoonline.cccs.edu/co-it-implementation-strategy-team-townhalls/

CO Online Implementation Strategy Team

Amner Carmona Molina	Li-Ling Hsu	Chin Ya Russell
Kristen Cusack	Ryan Kent	John Schmahl
Delcia Garcia	Kevin Kelly	Scott Scholes
Swetha Ghattu	Jennifer McKee	Tim Spahn
Theresa Groff	Mario Montoya	Frank Vazquez
Phil Hill	Mahdi Omar	Tammy Vercauteren
Nancy Hoffman	Julie Ouska	
Matt Hooley	Caleb Pellouchoud	

Q&A