CO Online
Process Overview Series Town Hall

Class Rosters

No Show Reporting

Grading

Presented by the CO Online Implementation Strategy Team

August 16, 2023

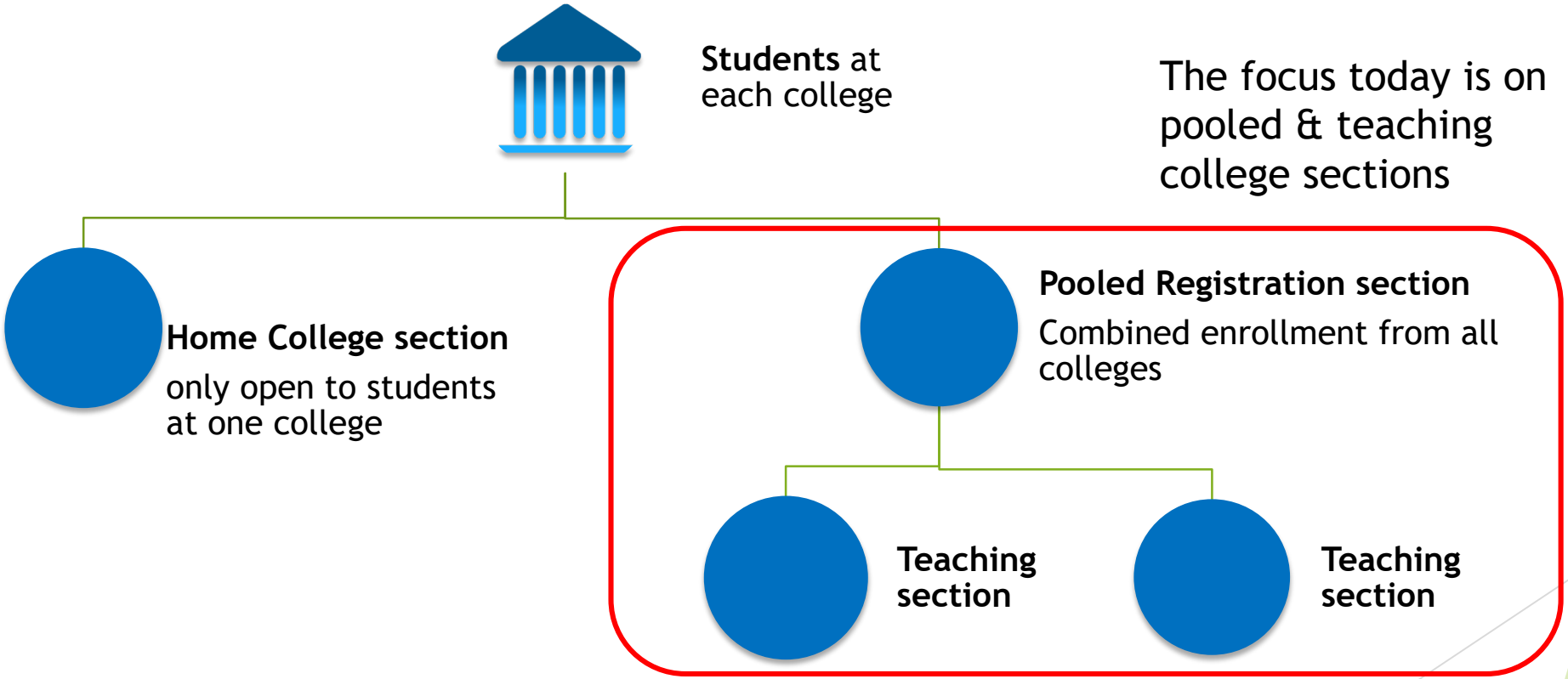
Purpose

- 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

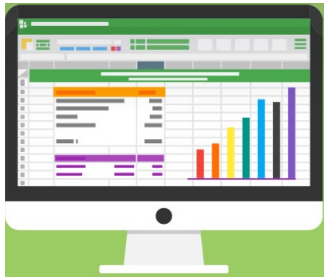
Colorado Online Student Experience Related to Registration – Goals & Assumptions

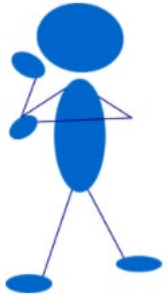
- Meet the growing student demand for online learning
- Ensure equity of access
- Improve efficiency
- Improve use of resources at a lower cost to students
- Keep registration as usual for students

Types of Sections



CO Online
Student Experience – focused at the Home College





Register via Self-Service Banner (SSB)

or

Register via EAB Navigate

- Financial Aid (SSB)
- COF Authorization
- Account Payments (CashNet);
- Payment Plan (NelNet);
- Purchase Books, if Required (College Bookstore)

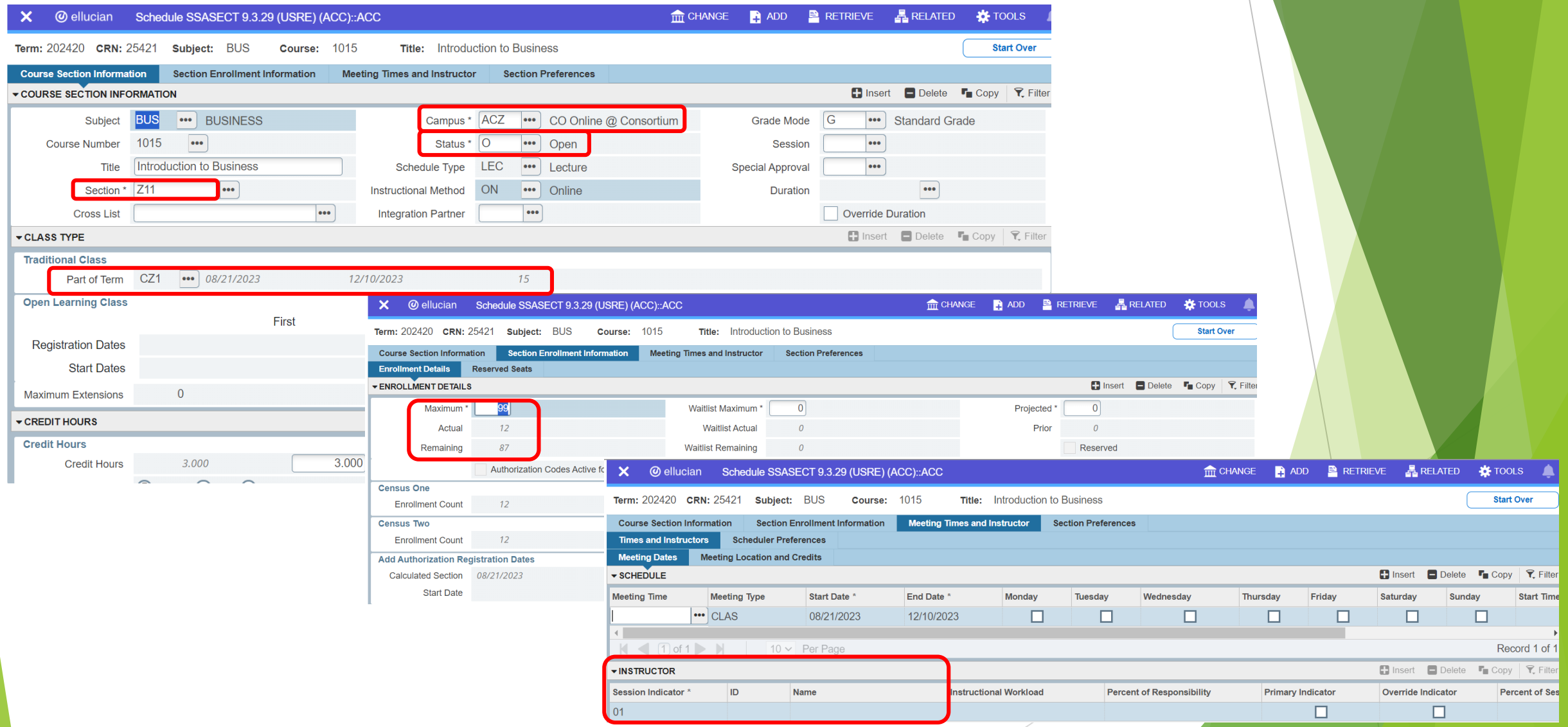
D2L Access via Portal

- **Grades (SSB);**
- Transcript (Parchment);
- Academic Planner (Navigate);
- Degree Check (Degree Works)

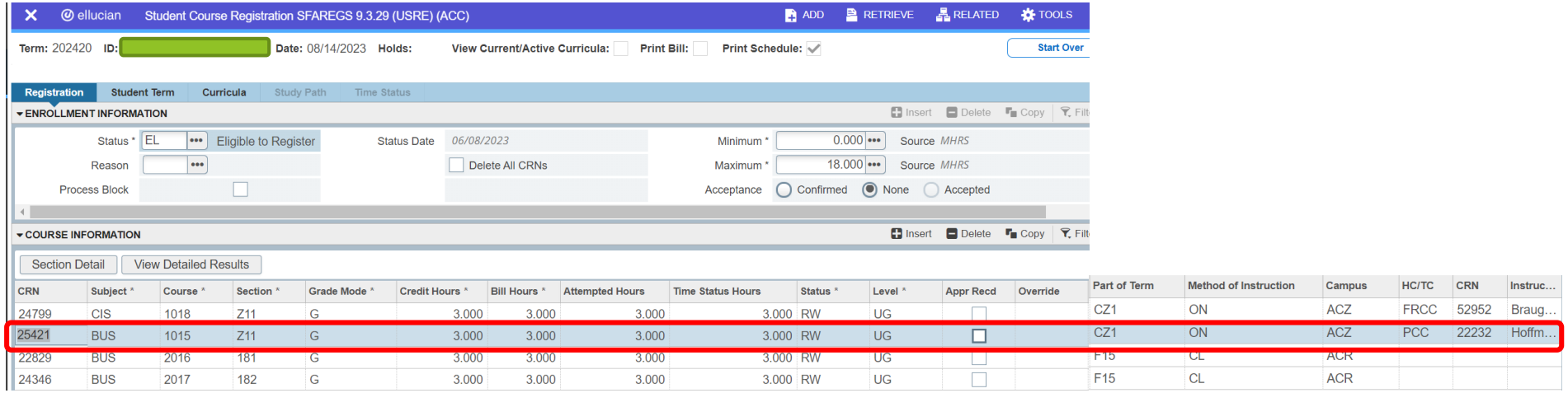
Meet Keelie

- 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/

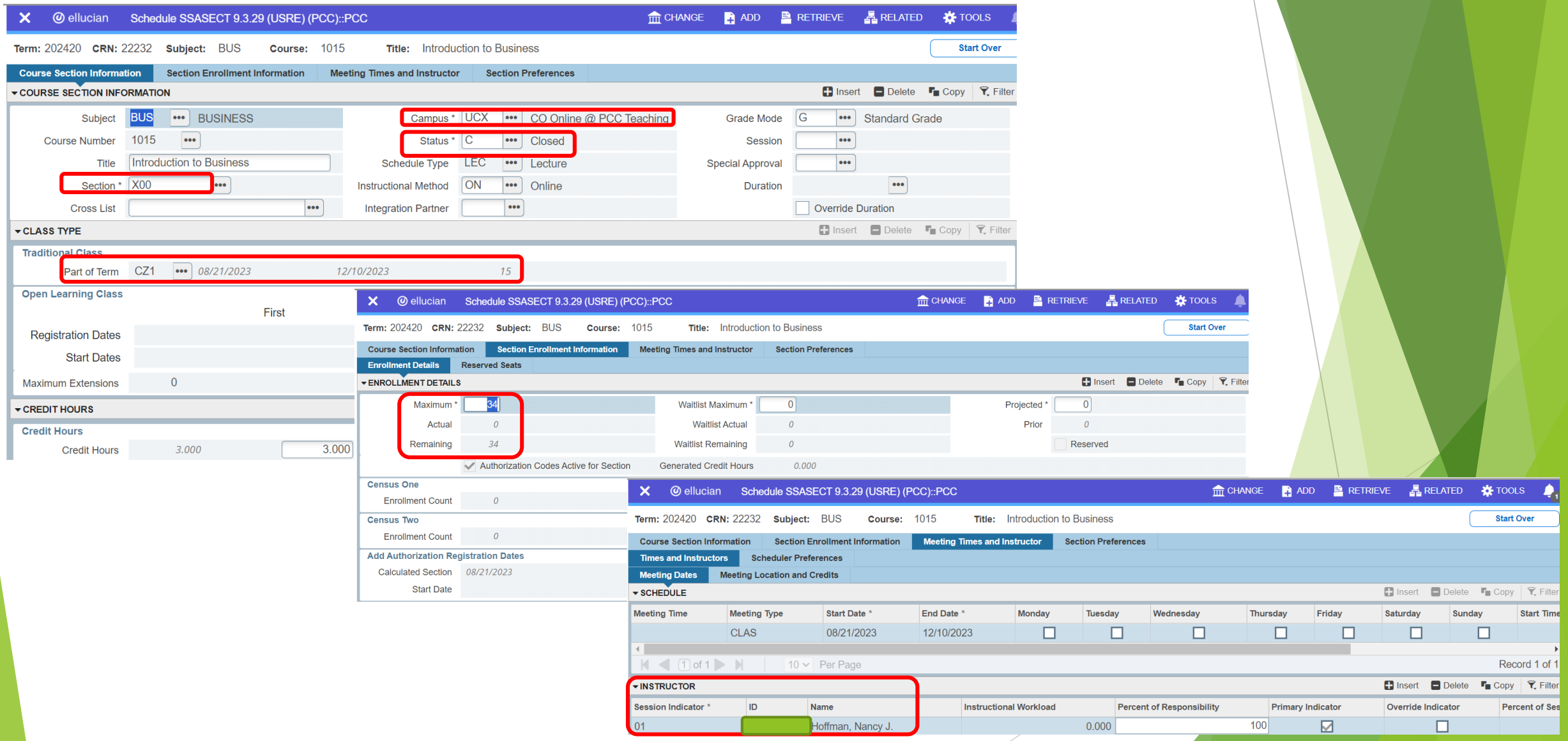
Pooled Course Section-Home College ACC



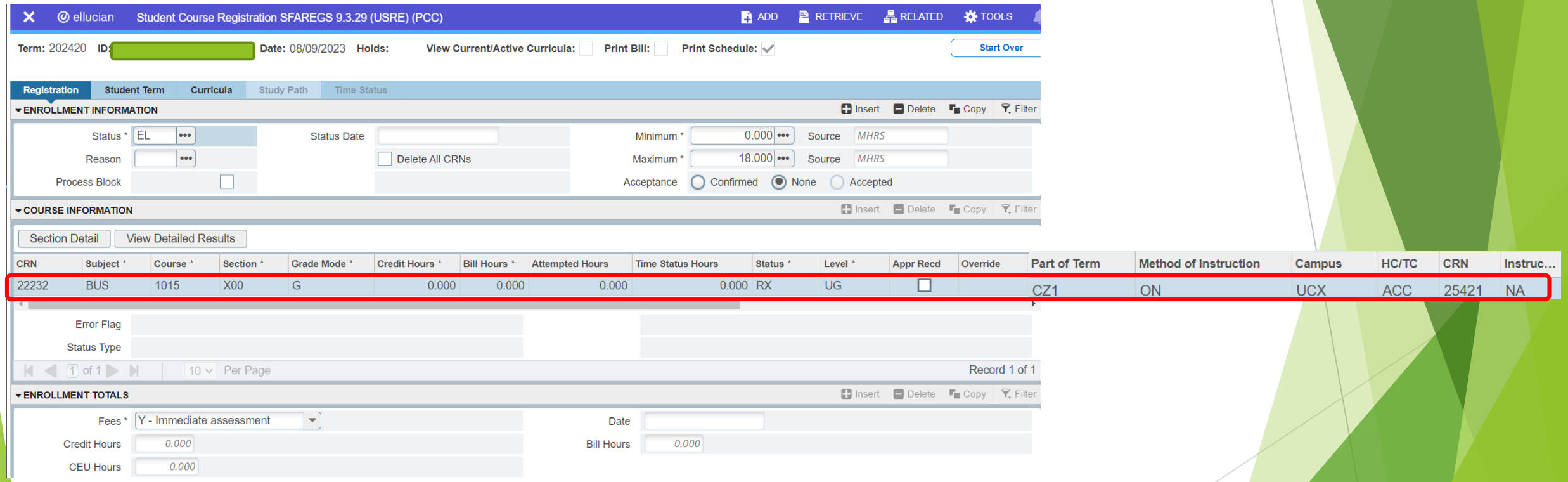
Home College - ACC
SFAREGS - Student Course Registration



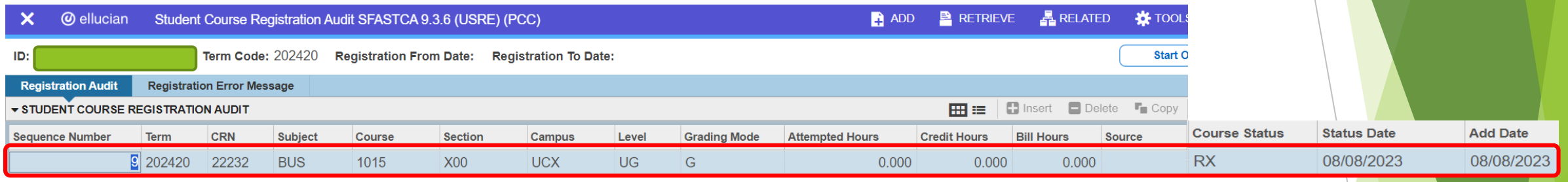
Teaching College Section - PCC



Teaching College Section - PCC
SFAREGS – Student Course Registration



Teaching College Section – PCC
SFASTCA – Student Course Registration Audit



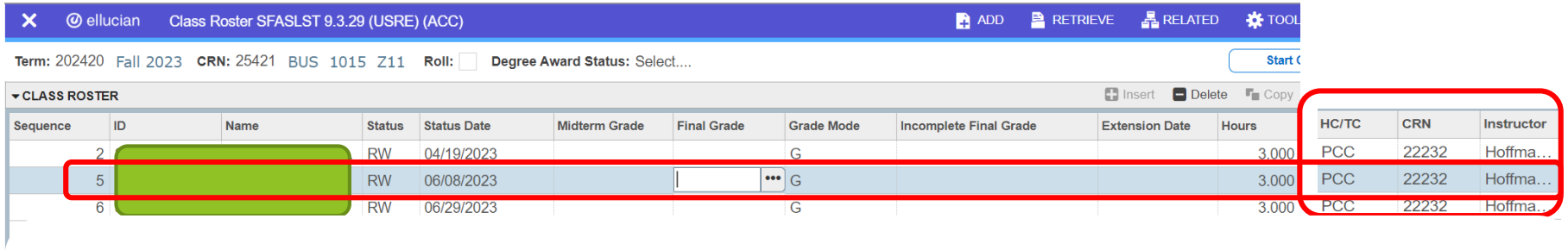
Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source	Course Status	Status Date	Add Date
9	202420	22232	BUS	1015	X00	UCX	UG	G	0.000	0.000	0.000		RX	08/08/2023	08/08/2023

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

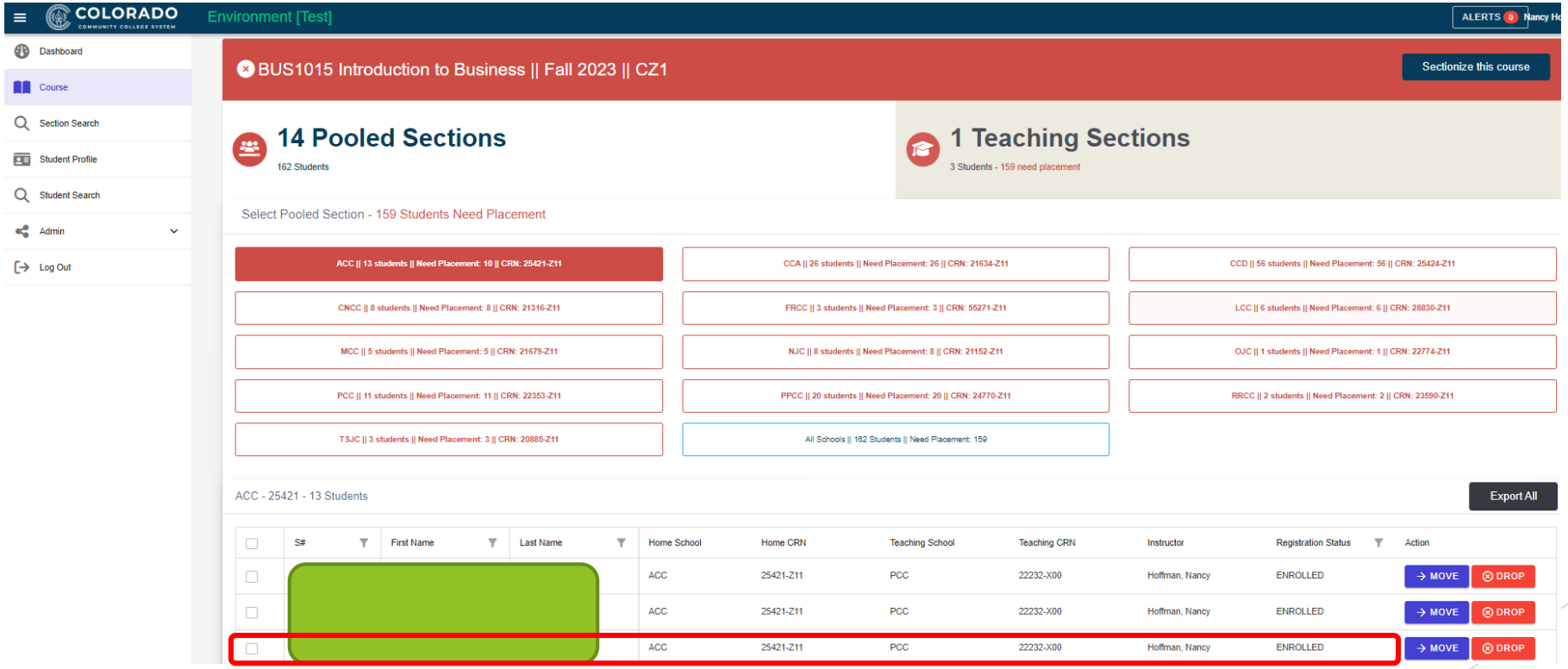
- RX - Registered COOnline NonFTEable (start and end dates same as RE and RW)
- WC - Withdrawn,COOnline,NONFTEable (start and end dates same as W and WW)
- DX - Drop/Move by CO Online Sectz (start and end dates same as DD)

HC/TC	CRN	Instru...
ACC	25421	NA

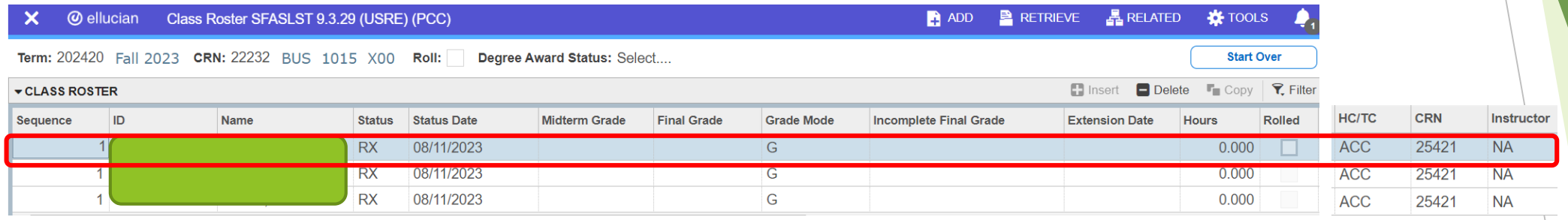
Home College Pooled Section – ACC SFASLST – Class Roster



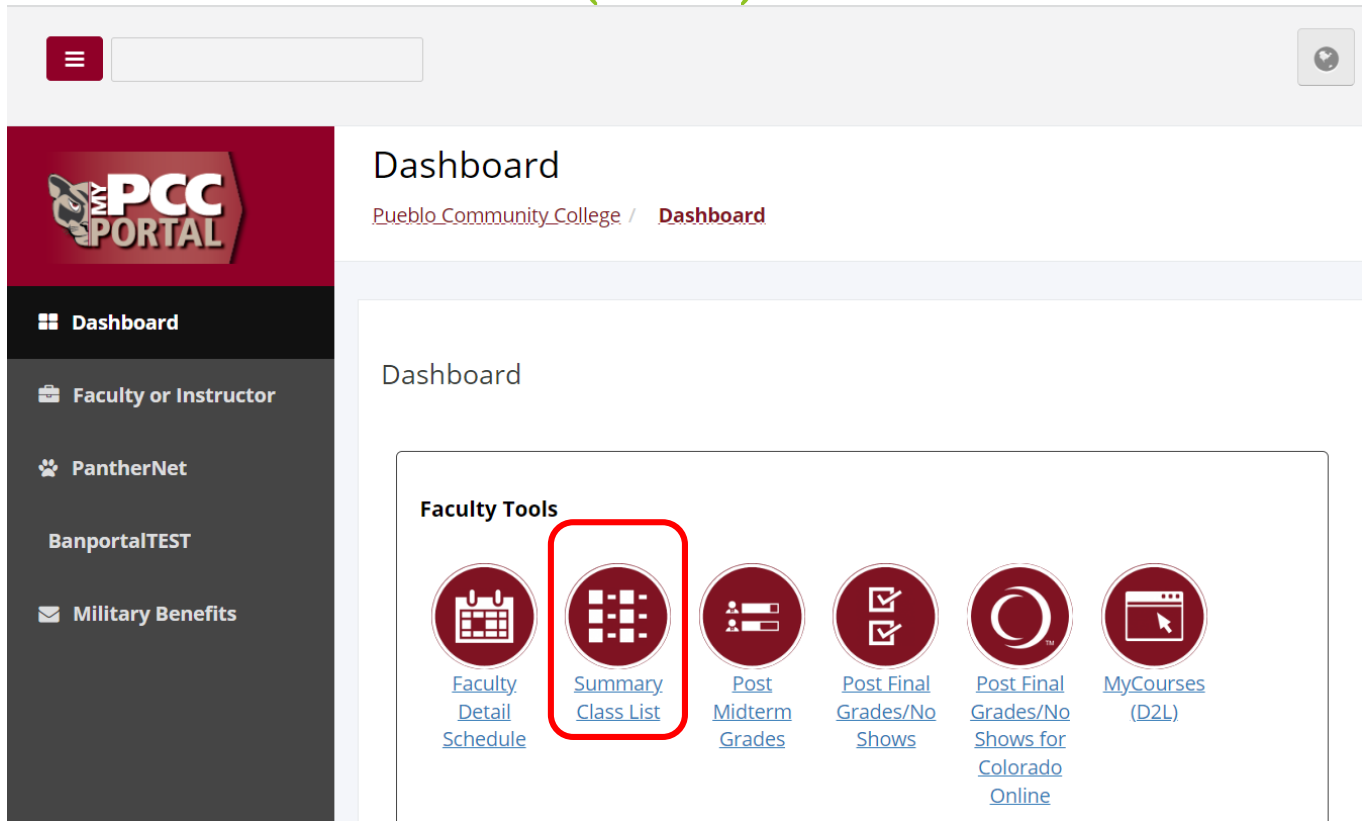
CO Online Sectionizer
Sample Course – BUS 1015 – Fall 2023



Teaching College Section – PCC
SFASLST – Class Roster



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 Go

RETURN TO MENU SITE MAP HELP EXIT

Summary Class List

[redacted] Nancy J. Hoffman
Fall 2023
Aug 15, 2023 04:33 pm
Your current Institution is PCC

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.

Course Information

Introduction to 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

Summary Class List

Record Number	Waitlist Position	Student Name (Show Photos)	Preferred Name	ID	Reg Status	Level	Credits	Midterm	Final	Grade Detail	Notification Expires	Home College	Home CRN
1	0	[redacted]			Registered COOnline NonFTEable	Undergraduate	0.000	Enter	Enter			ACC	25421
2	0				Registered COOnline NonFTEable	Undergraduate	0.000	Enter	Enter			ACC	25421
3	0				Registered COOnline NonFTEable	Undergraduate	0.000	Enter	B			ACC	25421

Email class

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

Pueblo Community College

Personal Information | Alumni and Friends | Faculty & Advisor

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Detail Class List

[redacted]
Fall 2023
Aug 15, 2023 04:45 pm
Your current Institution is PCC

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.

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

Course Information

Introduction to Business - BUS 1015 X00

CRN:	22232
Duration:	Jul 23, 2023 - Dec 10, 2023
Status:	Closed

Enrollment Counts

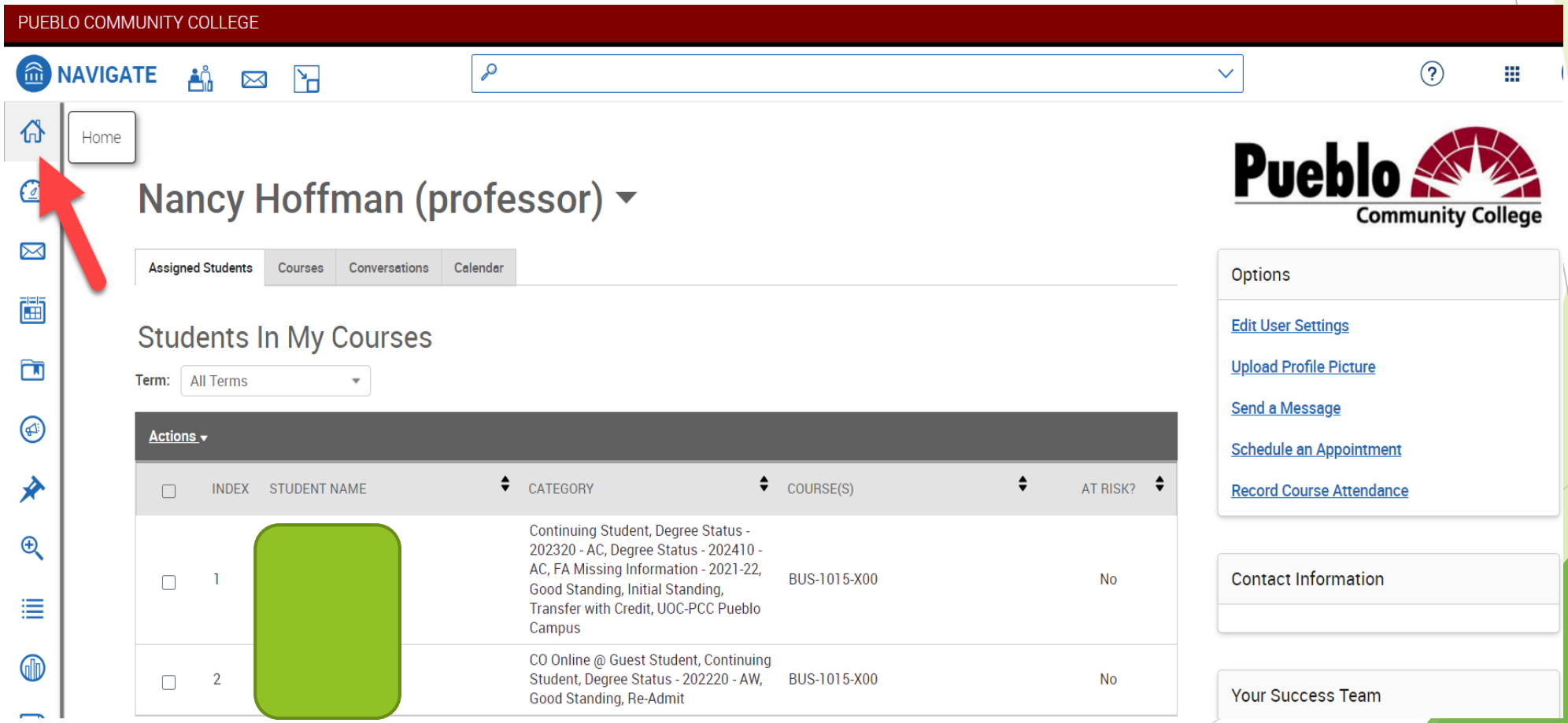
	Maximum	Actual	Remaining
Enrollment:	34	3	31
Cross List:	0	0	0

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

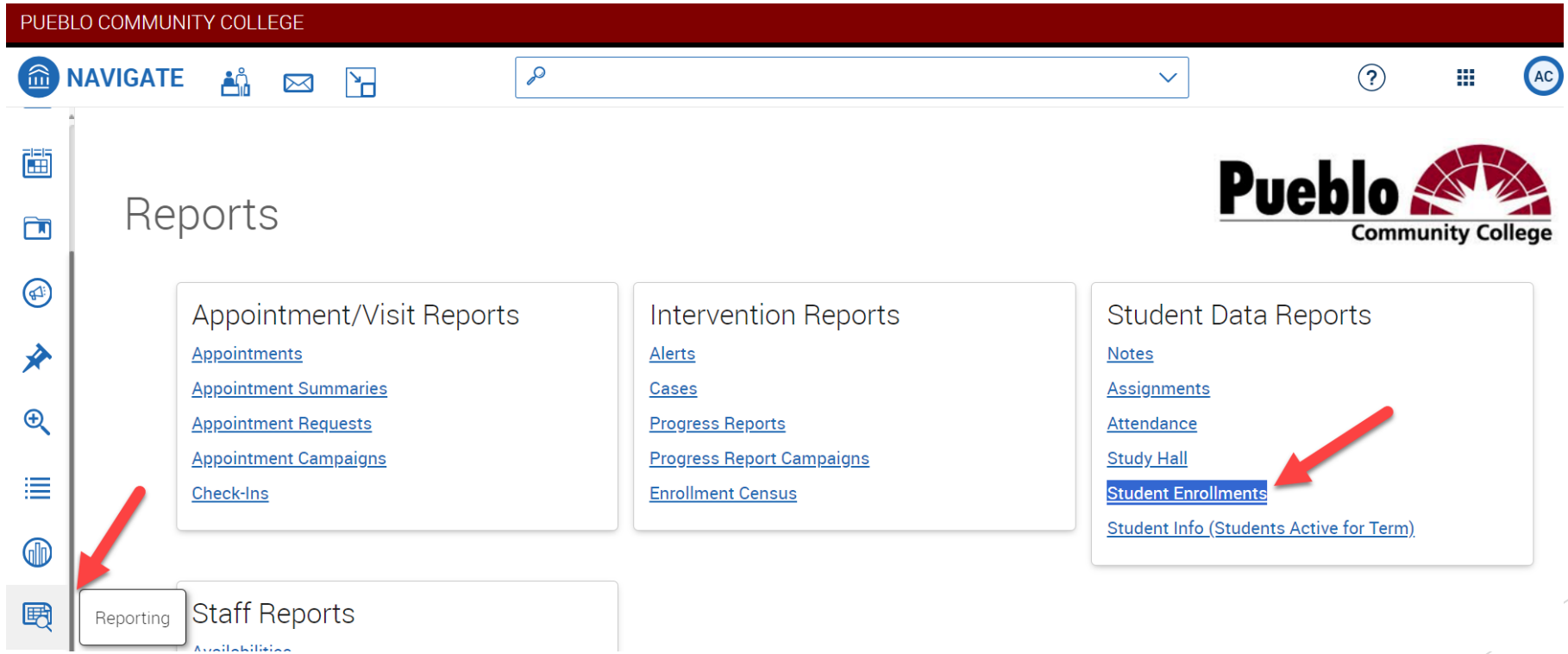
Class:	Undergraduate Freshman
Credits:	0.000

Email class

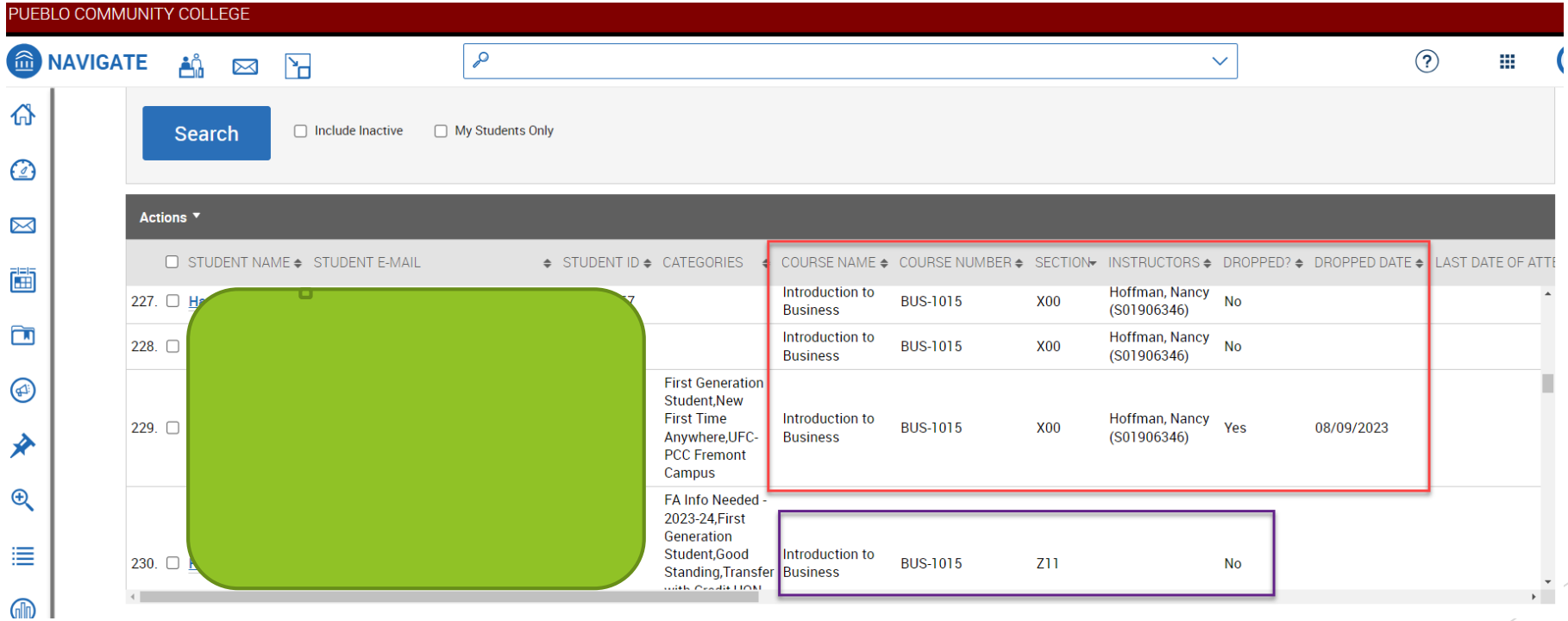
Teaching College Section - PCC Faculty/Instructor
EAB Navigate - Class Roster



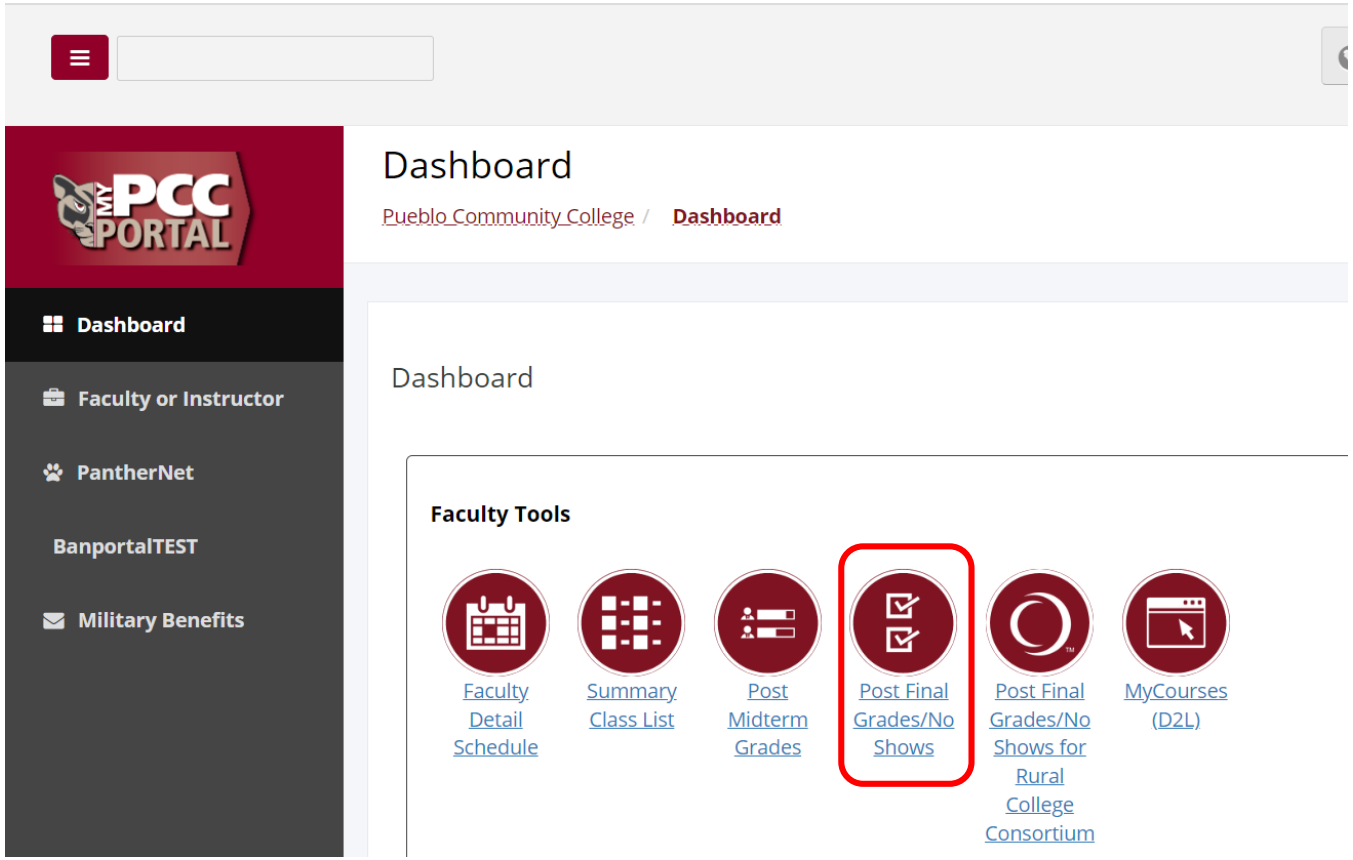
Teaching College Section – PCC Faculty/Instructor
EAB Navigate – Student Enrollments Report



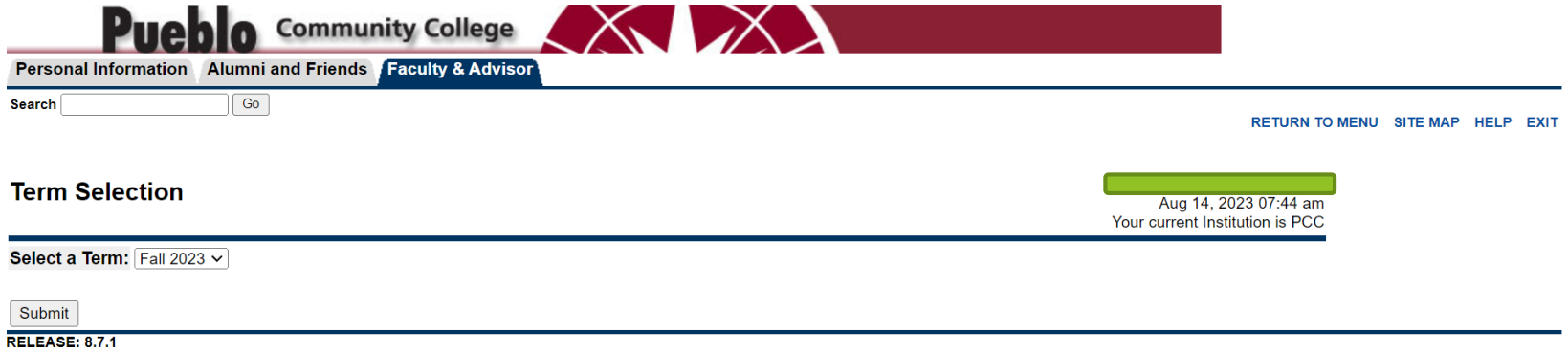
Teaching College Section – PCC Faculty/Instructor
EAB Navigate – Student Enrollments Report

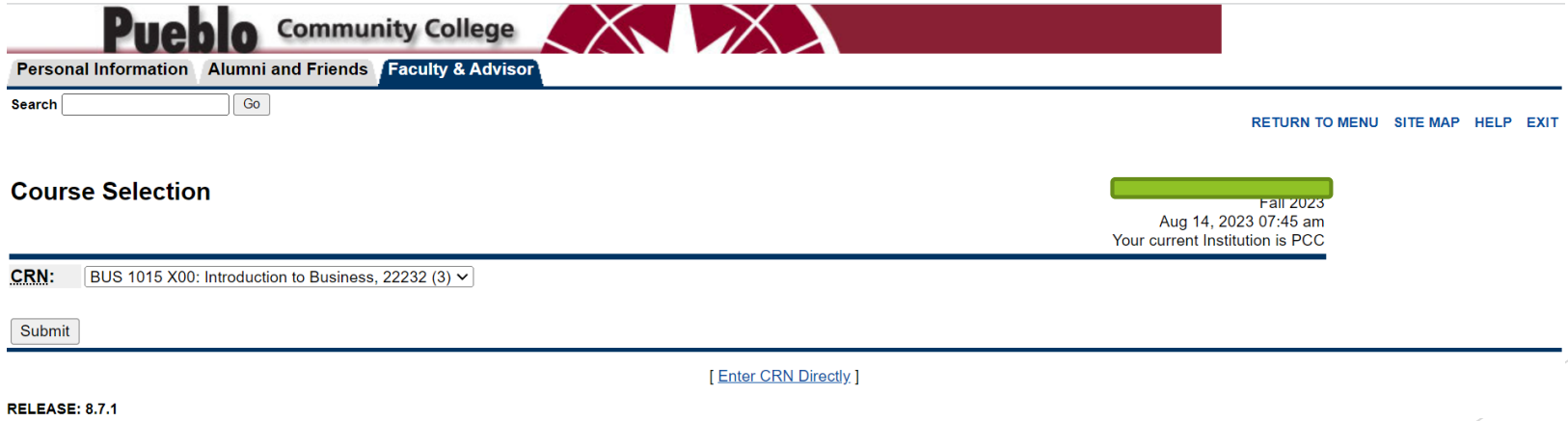


Teaching College Section – PCC Faculty/Instructor Self-Service Banner (SSB) – No Show Reporting

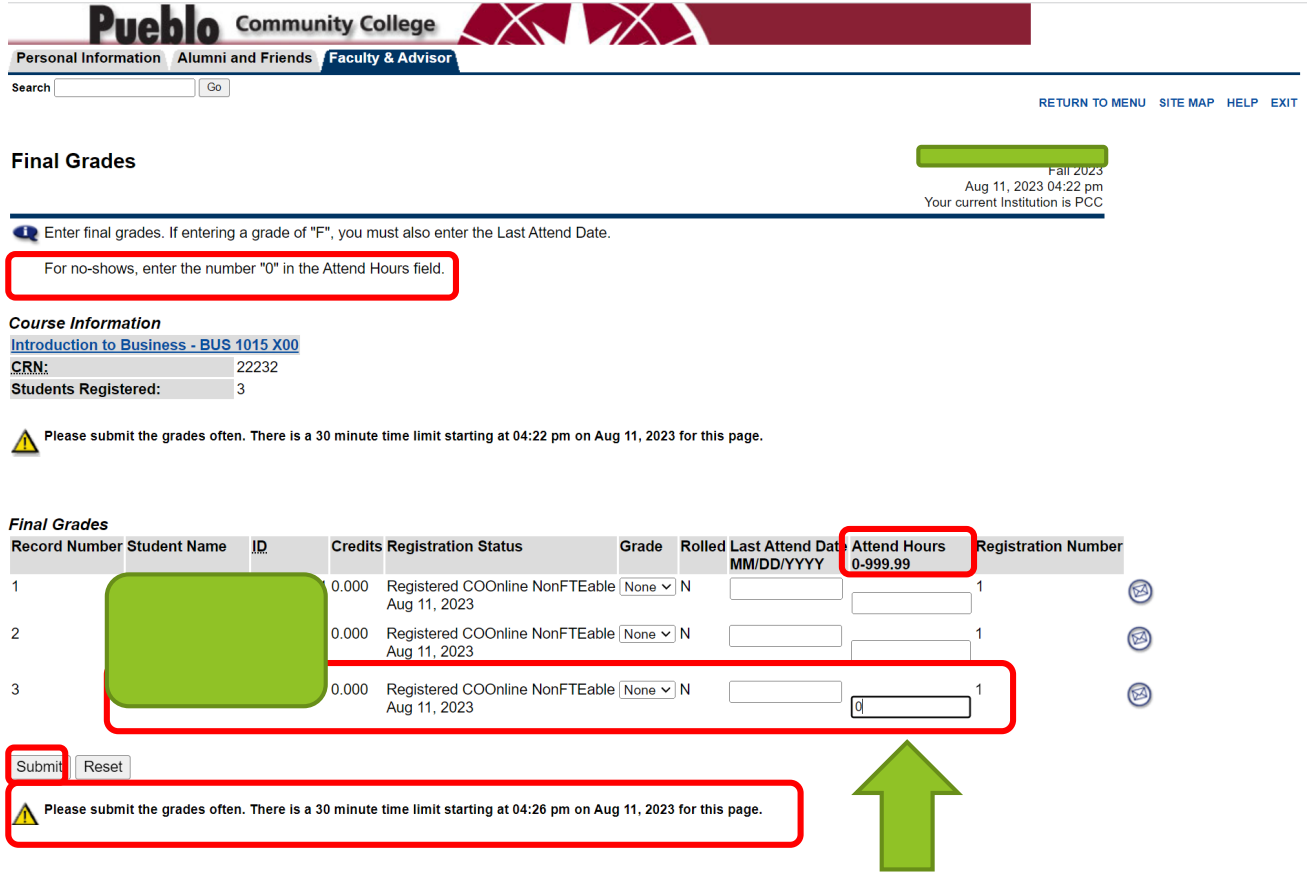


Teaching College Section – PCC Faculty/Instructor Self-Service Banner (SSB) – No Show Reporting





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



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

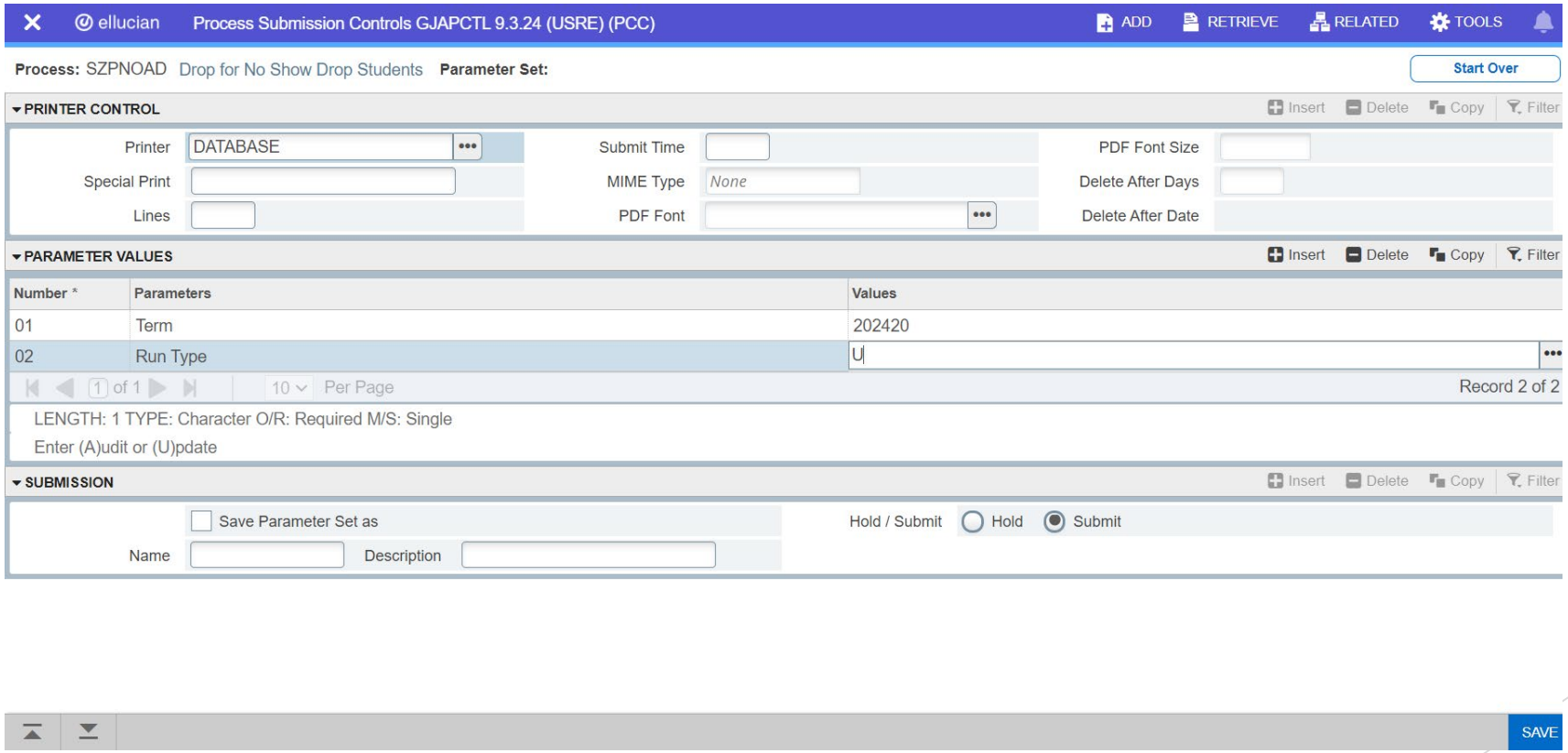
- Colleges can opt to schedule the SZPNOAD Drop for No Show process to run automatically each night via AppWorx

SCHEDULED	
ACC	OC
CCA	PCC
CCD	PPSC
FRCC	RRCC

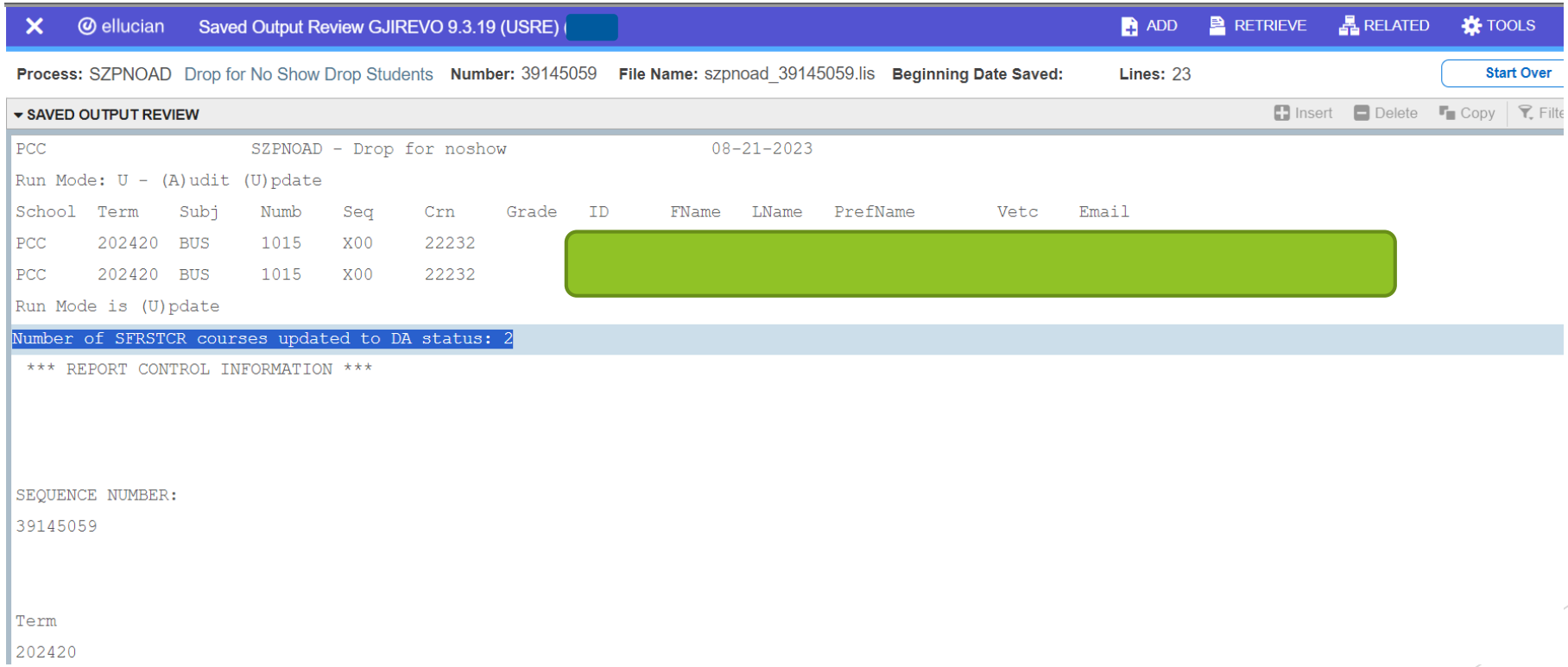
NOT SCHEDULED	
CNCC	NJC
LCC	TSC
MCC	

- 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



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



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

ellucian Student Course Registration Audit SFASTCA 9.3.6 (USRE) (PCC) ADD RETRIEVE RELATE

ID: Term Code: 202420 Registration From Date: Registration To Date:

Registration Audit | Registration Error Message

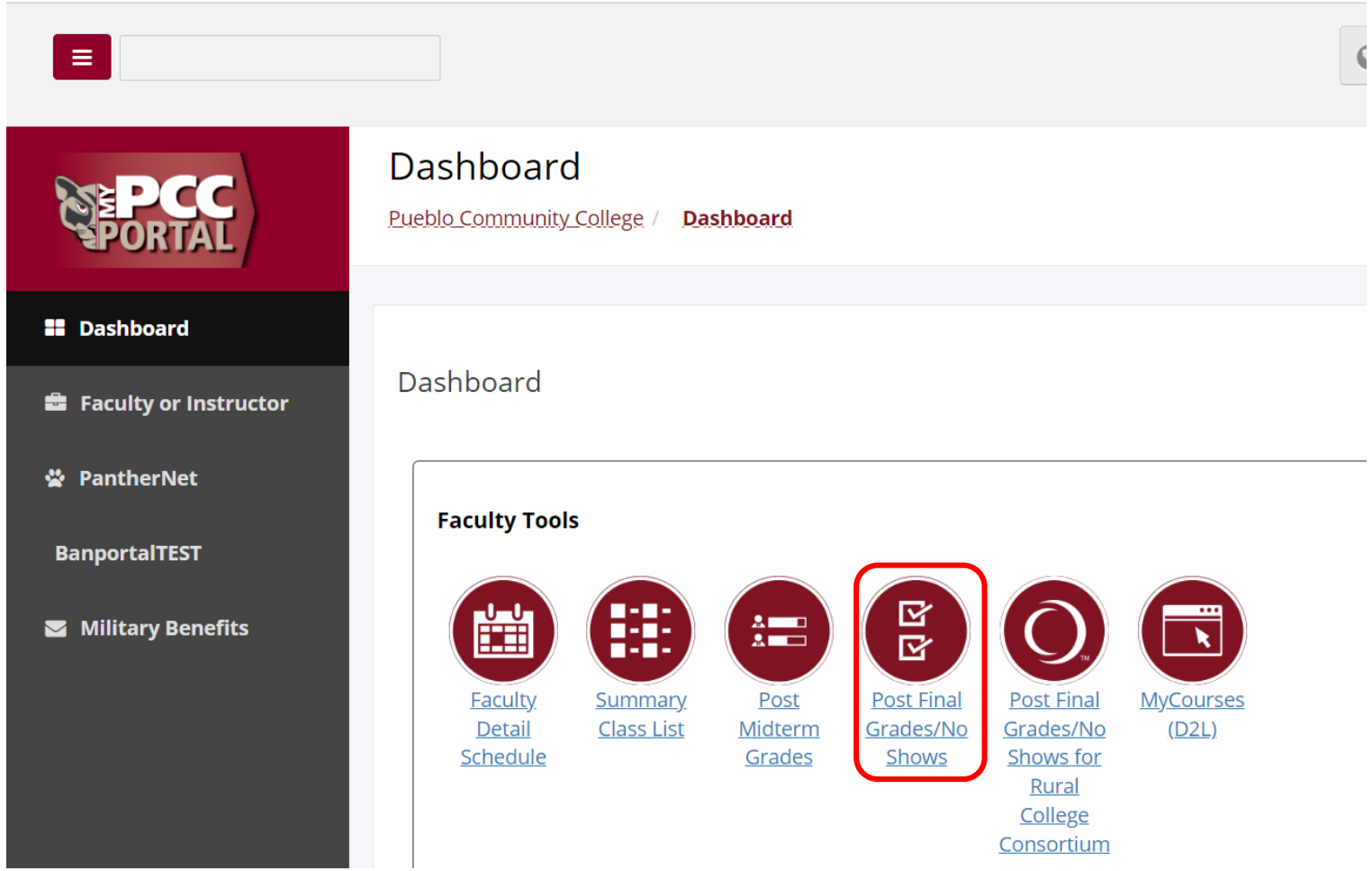
STUDENT COURSE REGISTRATION AUDIT

Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Course Status	Status Date	Message
29	202420	22232	BUS	1015	X00	UCX	UG	G	0.000	0.000	0.000	RX	08/21/2023	
30	202420	22232	BUS	1015	X00	UCX	UG	G	0.000	0.000	0.000	DA	08/21/2023	
31	202420	22232	BUS	1015	X00	UCX	UG	G	0.000	0.000	0.000	DD	08/21/2023	
32	202420	22232	BUS	1015	X00	UCX	UG	G	0.000	0.000	0.000	DD	08/21/2023	Record deleted on 21-AUG-2023

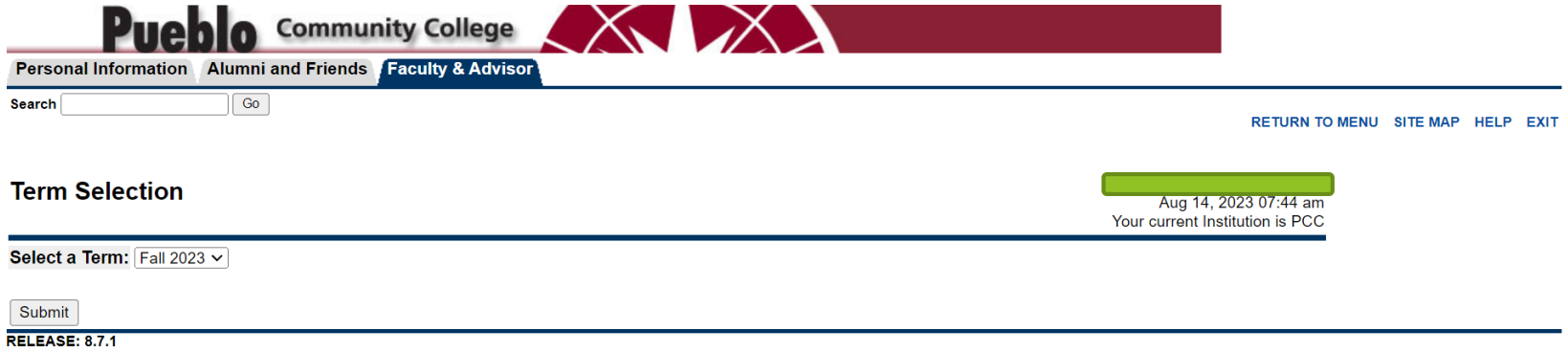
Similar entries will appear on the pooled section at the home college.

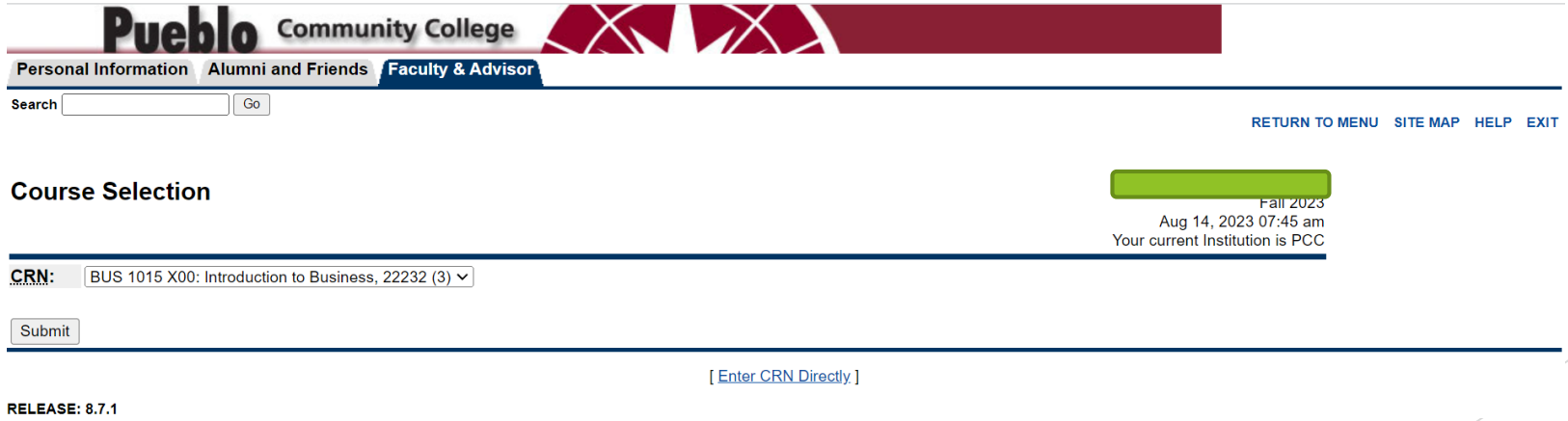
Note: some columns were removed from the screenshots above to accommodate spacing needs.

Teaching College Section – PCC Faculty/Instructor Grading - SSB

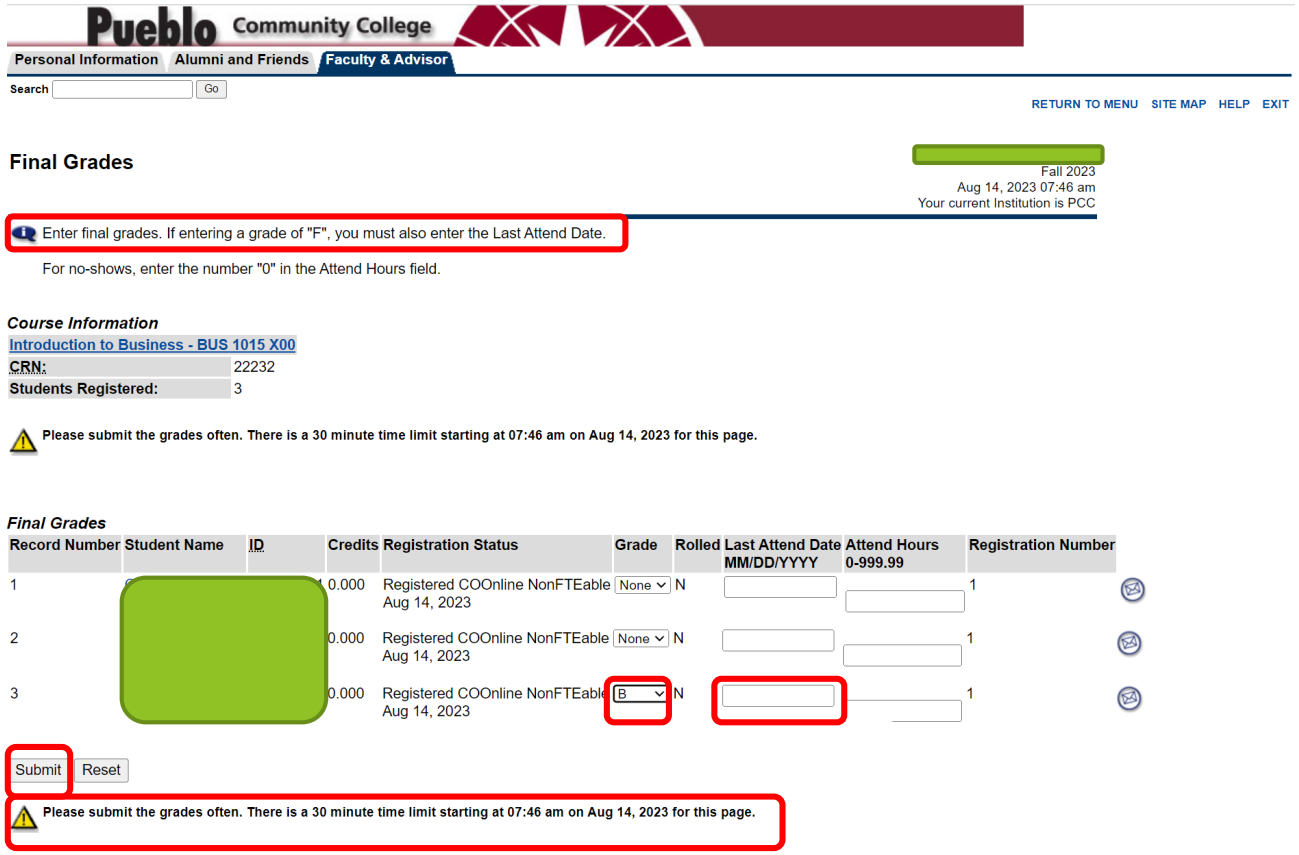


Teaching College Section – PCC Faculty/Instructor Grading - SSB

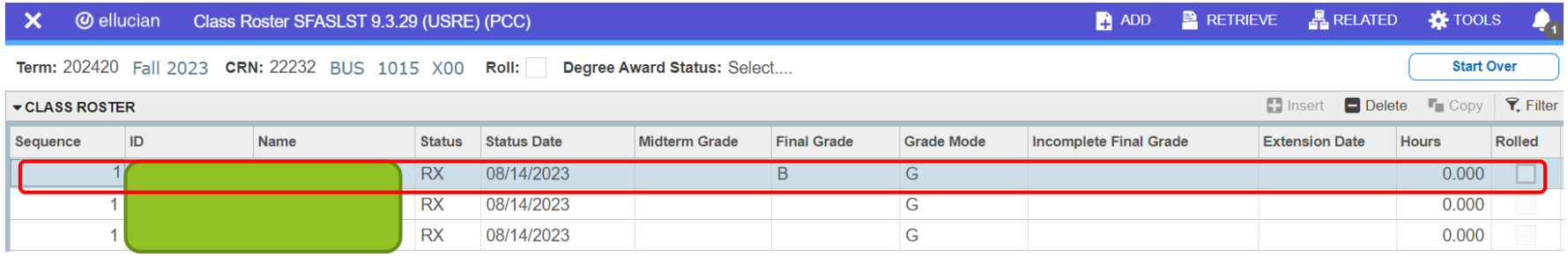




Teaching College Section – PCC Faculty/Instructor Grading - SSB

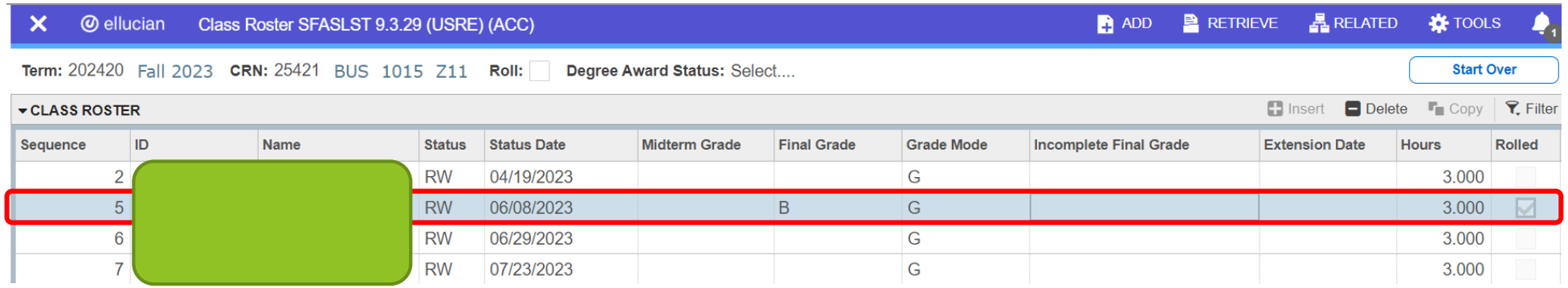


Teaching College Section – PCC Faculty/Instructor Grading SFASLST – Class Roster



- 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



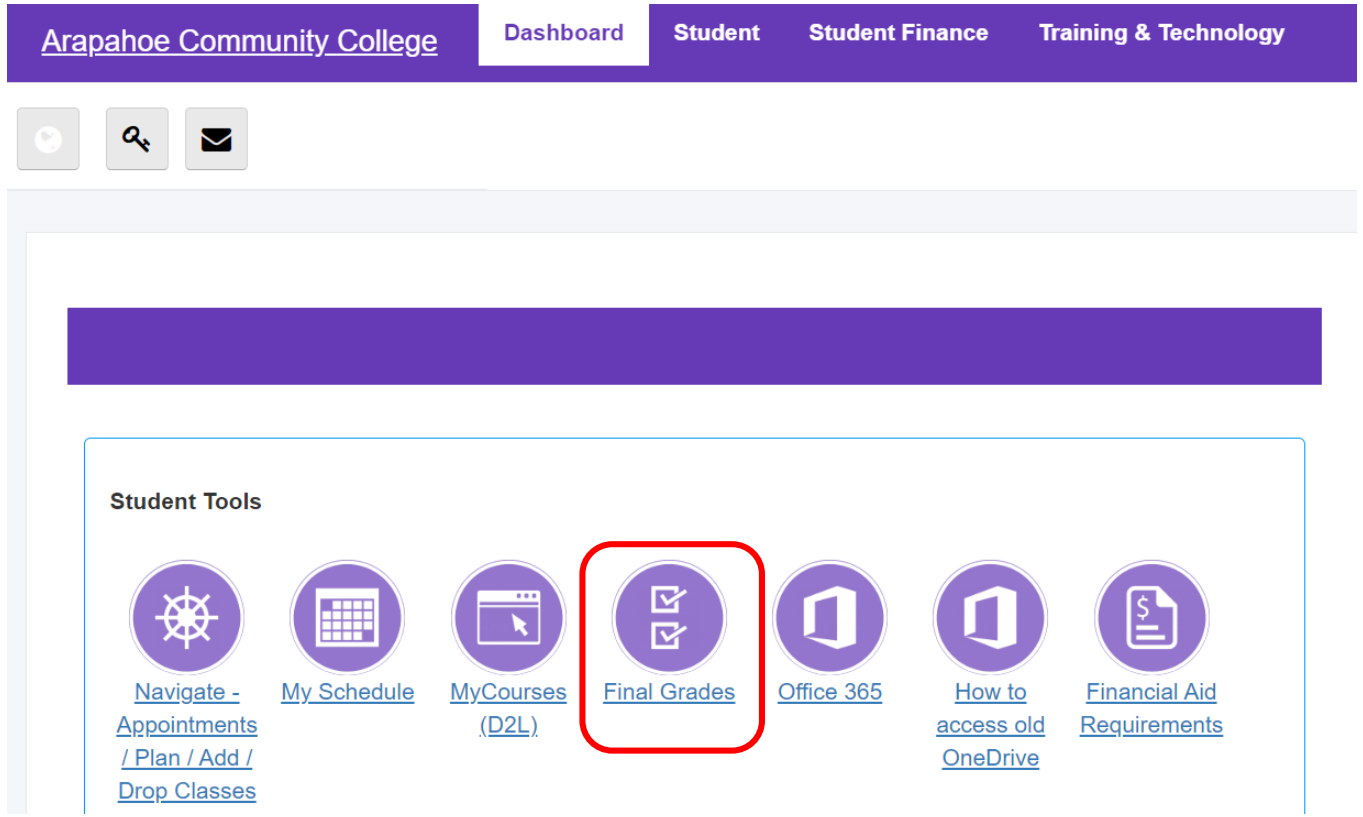
Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Incomplete Final Grade	Extension Date	Hours	Rolled
2			RW	04/19/2023			G			3.000	
5			RW	06/08/2023		B	G			3.000	☑
6			RW	06/29/2023			G			3.000	
7			RW	07/23/2023			G			3.000	

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

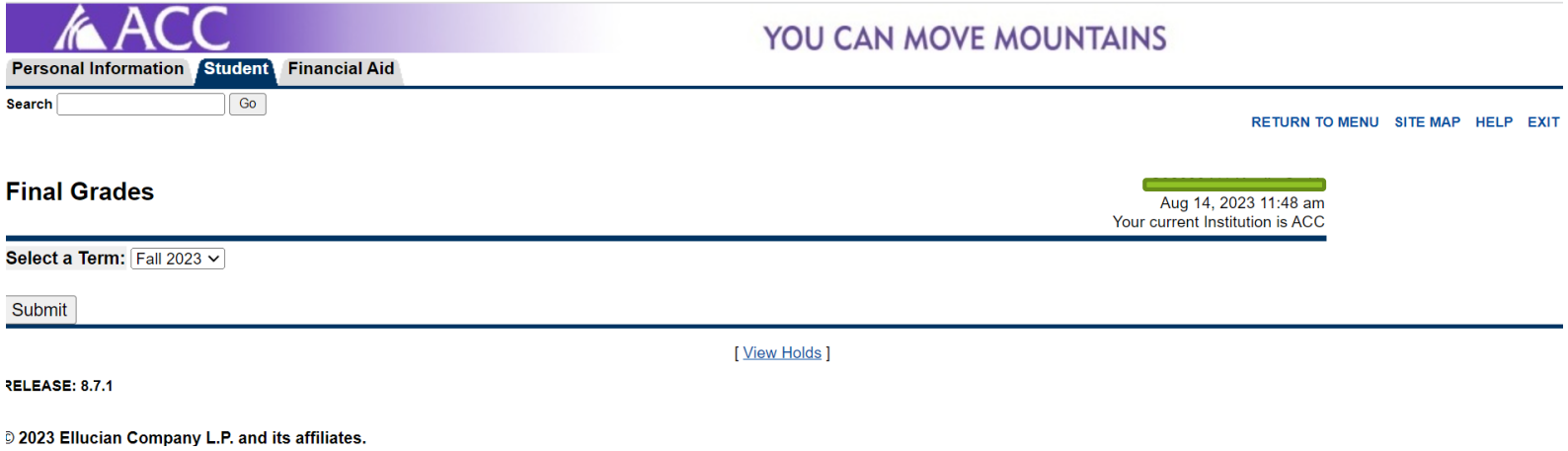
CO Online Grade Processes

- 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



Student View of Grades – Home College Banner Self-Service



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

Fall 2023
Aug 14, 2023 11:49 am
Your current Institution is ACC

The Final Grades on this page are only those of **Arapahoe Community College**. If you are looking for your Final Grades from another Colorado Community College System College or Area Vocational School, you will need to log into that institution's Home Page to view your Final Grades.

Can't Find Your Grade?

Contact Information

Arapahoe Community College
Admissions & Records, M2470
5900 S. Santa Fe Drive
Littleton, CO 80160

Phone: 303-797-4222
Email: admissions@arapahoe.edu

Student Information

Current Program
Certificate

Level:	Undergraduate
Program:	Business Administration
Admit Term:	Fall 2023
Admit Type:	Regular
Catalog Term:	Fall 2023
College:	Arapahoe Community College
Campus:	ACC Castle Rock Campus
Major:	Business Administration
Academic Standing:	

Undergraduate Course work

CRN	Subject	Course	Section	Course Title	Campus	Final Grade	Attempted	Earned	GPA Hours	Quality Points
25421	BUS	1015	Z11	Introduction to Business	CO Online @ Consortium B		3.000	3.000	3.000	9.00

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-town-halls/

CO Online Implementation Strategy Team

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Q&A