

eCollege Course Copy Application

Links to Resources

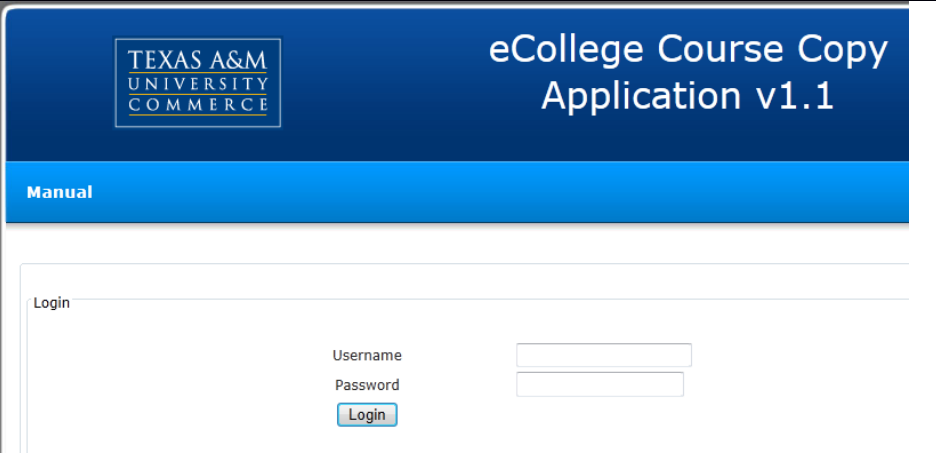
URL to Manual: https://apps.tamuc.edu/CourseCopyApp/Manuals/CourseCopy_Manual.pdf

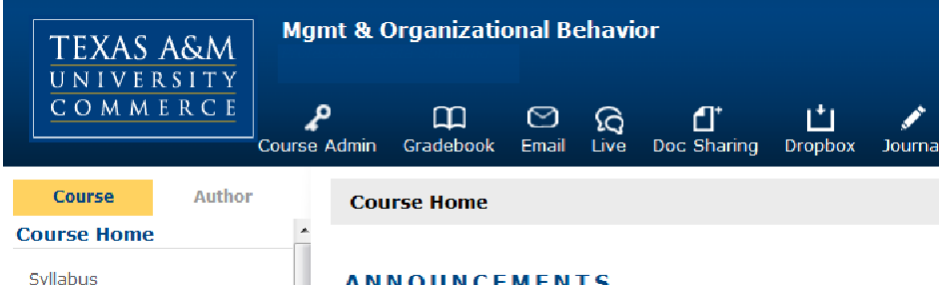
URL to Application: <https://apps.tamuc.edu/CourseCopyApp/CourseCopy/Default.Aspx>

URL to How to Copy Video: <http://youtu.be/Mg9RWyOTdx8>

URL to Cross-list Video: <http://youtu.be/aFhV9RitqrE>

Instructions

<p>Step 1: Login Lastnamefirstname</p>																																											
<p>Step 2: Select the Course</p>	<p>Below are the courses that have been assigned to you:</p> <p>Select Copy Previous Course to copy a course from a previous term. Select Create From Shell to create a new empty course from a list of templates. If you have courses available for cross-listing, you may select at least two, and then click the Cross-List button.</p> <table border="1" data-bbox="544 1312 1469 1627"> <thead> <tr> <th colspan="6">Future Web Based/Web Enhanced Classes Assigned</th> </tr> <tr> <th>Term</th> <th>CRN</th> <th>Section ID</th> <th>Course Title</th> <th>Copy Course</th> <th>Select For Cross Listing</th> </tr> </thead> <tbody> <tr> <td>Spring 2014</td> <td>21632</td> <td>EDUC 553 01W</td> <td>Transformational Lship</td> <td>Copy from Previous Course Or Create From Shell</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Fall 2014</td> <td>82843</td> <td>ETEC 591 01W</td> <td>Distance Ed Design & Implement</td> <td>Copy from Previous Course Or Create From Shell</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Fall 2014</td> <td>82877</td> <td>TDEV 320 01W</td> <td>Adult Learning</td> <td>Copy from Previous Course Or Create From Shell</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Fall 2014</td> <td>81745</td> <td>EDUC 515 01W</td> <td>Intercultural Education</td> <td>Copy from Previous Course Or Create From Shell</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Fall 2014</td> <td>81748</td> <td>EDUC 595 01W</td> <td>Research Methodologies</td> <td>Copy from Previous Course Or Create From Shell</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Future Web Based/Web Enhanced Classes Assigned						Term	CRN	Section ID	Course Title	Copy Course	Select For Cross Listing	Spring 2014	21632	EDUC 553 01W	Transformational Lship	Copy from Previous Course Or Create From Shell	<input type="checkbox"/>	Fall 2014	82843	ETEC 591 01W	Distance Ed Design & Implement	Copy from Previous Course Or Create From Shell	<input type="checkbox"/>	Fall 2014	82877	TDEV 320 01W	Adult Learning	Copy from Previous Course Or Create From Shell	<input type="checkbox"/>	Fall 2014	81745	EDUC 515 01W	Intercultural Education	Copy from Previous Course Or Create From Shell	<input type="checkbox"/>	Fall 2014	81748	EDUC 595 01W	Research Methodologies	Copy from Previous Course Or Create From Shell	<input type="checkbox"/>
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<p>Note:</p>	<p>If the faculty member does not see the course listed:</p> <ol style="list-style-type: none"> 1) They are not the faculty of record, or 2) Banner does not have the course setup as online (W) or enhanced (E). <p>Faculty are to communicate this error to the department scheduler or administrative assistant to update the course in Banner.</p>																																										

<h2>Step 3: Select the Copy</h2>	<p>Please choose the shell you would like:</p> <table border="1"> <thead> <tr> <th colspan="2">Please choose from below templates</th> </tr> </thead> <tbody> <tr> <td>Fully Online 0 week template</td> <td>Select</td> </tr> <tr> <td>Fully Online 5 week template</td> <td>Select</td> </tr> <tr> <td>Fully Online 10 week template</td> <td>Select</td> </tr> <tr> <td>Fully Online 15 week template</td> <td>Select</td> </tr> </tbody> </table> <p>Or</p> <p>Select from the following previously taught sections:</p> <table border="1"> <thead> <tr> <th>Term</th> <th>CRN</th> <th>Section ID</th> <th>Course Title</th> <th>Faculty Name</th> <th></th> </tr> </thead> <tbody> <tr> <td>Fall 2013</td> <td>82892</td> <td>EDUC 595 02W</td> <td>Research Methodologies</td> <td>Phells, Denise</td> <td>Select</td> </tr> <tr> <td>Fall 2012</td> <td>82752</td> <td>EDUC 595 01W</td> <td>Research Methodologies</td> <td>Veitch, Barbara Lynn</td> <td>Select</td> </tr> </tbody> </table>	Please choose from below templates		Fully Online 0 week template	Select	Fully Online 5 week template	Select	Fully Online 10 week template	Select	Fully Online 15 week template	Select	Term	CRN	Section ID	Course Title	Faculty Name		Fall 2013	82892	EDUC 595 02W	Research Methodologies	Phells, Denise	Select	Fall 2012	82752	EDUC 595 01W	Research Methodologies	Veitch, Barbara Lynn	Select
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<h3>Note:</h3>	<p>Faculty are not able to “undo” or delete once the Confirm Copy is selected.</p>																												
<h3>eCollege: Course is immediately available in eCollege</h3>																													

Frequently Asked Questions: eCollege Course Copy Application

Question: I cannot login to eCollege Course Copy Application.

Answer: The login is the same as for your work computer, lastnamefirstname. Contact the CITE Helpdesk @ 903-468-6000 or helpdesk@tamuc.edu to ensure your account is not locked

Answer: If you do not have a university account please contact the CITE Helpdesk @ 903-468-6000 or helpdesk@tamuc.edu to get an account created at x 6000

Question: I cannot see the course I was assigned.

Answer: Contact your department administrative assistant or scheduler. Ask them to check Banner to see that you are the faculty of record and that the class is setup as online (W) or enhanced (E). To change a class to a W will required permission from the Dean. Enhanced courses can be corrected in Banner by adding (E) to the section number by the scheduler.

Note: To correct a course from face to face or enhanced to Online must be approved by the dean and corrected by the Office of the Registrar. (Online courses add fees to the students' account.)

Question: I cannot get to my application after I open the manual.

Answer: Please click the back button on your browser

Question: The system never sent me an email to confirm my copy.

Answer: Please check your junk folder in your email to ensure the message is not being blocked

Answer: Contact CITE to ensure your email is in the user account server correctly

Question: I copied the wrong course. I need to recopy a course.

Answer: Email online@tamuc.edu or call the FCTT 903-886-5511. Provide your CWID and the course term and number to delete. Once the course is deleted, faculty will have the opportunity to repeat the copy process.

Question: The department reassigned courses and the courses had already been copied for another faculty.

Answer: The department head or administrative assistant should send the FCTT the schedule change for online and enhanced courses. Send the information to online@tamuc.edu. Once the courses have been deleted in eCollege, the newly assigned faculty can follow the course copy application.

Question: The course is listed as STAFF. We have not hired a new faculty member.

Answer: Contact the Course Design & Development Manager in the FCTT at online@tamuc.edu or call 903-886-5511.

**Question: I experienced an error while copying a course with an error message like:
ERROR! Copy Failed; -- eCollege term not yet created for course 201420-21815.**

Answer: This may indicate that the term is not yet created in eCollege. You should contact FCTT @ online@tamuc.edu or call 903-886-5511 during business hours. Include a screen shot or copy and paste the error message into the email to the FCTT.

Question: I received an ERROR while completing the application.

Answer: Print the screen to capture the exact error. Email the screen capture to online@tamuc.edu. You will receive a response form the FCTT within a 24-hour on weekdays.