

THE OCSC (Online Course Syllabus Creator) SYSTEM TRAINING MANUAL

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Pre-Creation Notes

Pre-Creation Notes

- After you log into the OCSC system, your session will timeout in 10 hours. If you have input information in but have exceeded the 10 hour limit, all your information will be lost and you will be directed to login again.

NOTE: The 10 hour session limit will only begin when the computer is left unattended.

- Use your mouse pointer or tab key to toggle between fields.

- This system is best viewed at a screen resolution of 1024 X 768 or higher.

Logging Into the OCSC System

Logging Into the OCSC System

1. From the Germanna home page, click 'Faculty & Staff' located in the upper menu on the page. On the next page, choose 'Syllabus Creator'.



FACULTY

- [Awards and Recognition](#)
- [Distance Learning](#)
- [Faculty & Staff Directory](#)
- [International Education](#)
- [Syllabus Creator](#)
- [Faculty Resources](#)

2. From the next screen, put in your userid (employee id or assigned number) and the initial password 'default' and click 'Login'. Please change your password.

Faculty

Please enter your userid and password to log into the OCSC System. The initial password is 'default'. Please change your password.

OCSC Login

EmplID:

Password:

Changing Your Password

Changing Your Password

1. From the Check In/Out Login, type your userid (employee id or assigned number) and password then click 'Change Password'.

Faculty

You have entered an invalid userid or password.
like to change your password, simply click 'Change Pas

OCSC Login

UserID:

Password:

2. On the next screen, type your original password again then your new password twice and click 'Update Password'.

Faculty

This screen is used to change your password. Please enter your us
to make the change.

OCSC - Change Password

UserID:

Password:

New Password:

Verify New Password:

3. If your password change was complete, you will be taken directly to the next page. You will need to use your new password to sign into the OCSC in the future.

Faculty

[CONTACT US](#)  

OCSC - Class Information:

Select the semester and year, course ID, section number and type instructors name

Semester: Course ID: Section: Instructor Name: Import From File: (Ex. SP06B1010125)

Note: The name associated with the userid you logged in with will display under 'Instructor Name'.

Class Information

Class Information

From the Class Information Page:

1. Click the first drop-down under the column 'Semester:' and choose the semester you'd like to create a syllabus for.

Faculty

[CONTACT US](#) [GCC HOME](#)

OCSC - Class Information:

Select the semester and year, course ID, section number and type instructors name

Semester:	Course ID:	Section:	Instructor Name:	Import From File: (Ex. SP06BIO10125)
Spring			Norman Michael Achin	Optional

Note: If information for the semester you choose doesn't exist, you will receive a message to that effect.

2. Click the second drop-down under the column 'Semester:' and choose the year you'd like to create a syllabus for.

Semester:	Course ID:	Section:	Instructor Name:	Import From File: (Ex. SP06BIO10125)
Spring	2006		Norman Michael Achin	Optional

Note: If the chosen year doesn't exist for the semester you choose, you will receive a message to that effect.

3. Click the first drop-down under the column 'Course ID:' and choose the course prefix you'd like to create a syllabus for.

Semester:	Course ID:	Section:	Instructor Name:	Import From File: (Ex. SP06BIO10125)
Spring	BIO		Norman Michael Achin	Optional

4. Click the second drop-down under the column 'Course ID:' and choose the course number you'd like to create a syllabus for.

Semester:	Course ID:	Section:	Instructor Name:	Import From File: (Ex. SP06BIO10125)
Spring	BIO	101	Norman Michael Achin	Optional

5. Click the drop-down under the column 'Section:' and enter a section number for the course id and number you choose.

Semester:	Course ID:	Section:	Instructor Name:	Import From File: (Ex. SP06BIO10125)
Spring	BIO	101	Norman Michael Achin	Optional

6. Type the name of the instructor you would like to create the syllabus for.

Note: The name of the instructor associated with the userid you logged in with will automatically populate this field. You may make changes to the name but this information is pulled from PeopleSoft so it will need to be changed each time. The best possible solution would be to make the change to the name in PeopleSoft itself and notify the [webmaster](#) of the change.

Semester:	Course ID:	Section:	Instructor Name:	Import From File: (Ex. SP06BIO10125)	
Spring	2006	BIO 101	25	Norman Michael Achin	Optional

7. Type the file identification from a previously created syllabus under the field 'Import From File:' if applicable or keep 'Optional' if you aren't using previous syllabus's schedule information.

Note: The following makes up the above field using the example 'SP06BIO10125gill'. It is not case sensitive:

- SP – This stands for spring. (SU = summer, FA = fall)
- 06 – This is the year (07 = 2007, 08 = 2008, etc....)
- BIO – This is the course prefix. (BIO = Biology, BUS = Business, etc....)
- 101 – This is the course number
- 25 – This is the section number
- Gill – This is the last name of the person signed on. * NEW / not shown in above picture

8. Click 'Next' to advance to the next screen or 'Reset' to reset your information.

Semester:	Course ID:	Section:	Instructor Name:	Import From File: (Ex. SP06BIO10125)	
Spring	2006	BIO 101	25	Norman Michael Achin	sp06bio10125

Next

Reset

OCSC Creation Form

OCSC Creation Form

1. Type or change the name in the 'Name:' field.

OCSC Creation Form

General Biology I
Spring 2006
BIO 101-25
W, 12:00PM- 2:45PM
Location: FAC 1 ,Room: 325
Credits: 4

Instructor Information:	
Name: <input type="text" value="Norman Michael Achin"/>	Office phone #: (<input type="text" value="540"/>) <input type="text"/> - <input type="text"/>

2. Type your office phone number (the area code is pre-filled but can be changed).

Instructor Information:	
Name: <input type="text" value="Norman Michael Achin"/>	Office phone #: (<input type="text" value="540"/>) <input type="text" value="999"/> - <input type="text" value="9999"/>

3. If you'd like to add one or two additional phone numbers, check the box to the left of the field 'Add phone #' and continue to step 4. Otherwise, skip to step 6.

4. Click the drop-down under the field 'Add phone #' and select either 'Home, Cell, Other'.

5. Type in the phone numbers.

<input checked="" type="checkbox"/> Add phone # <input type="text" value="Home"/> (<input type="text" value="540"/>) <input type="text" value="999"/> - <input type="text" value="9999"/>	<input checked="" type="checkbox"/> Add phone # <input type="text" value="Cell"/> (<input type="text" value="540"/>) <input type="text" value="999"/> - <input type="text" value="9999"/>
--	--

6. Type the office location beside the field 'Office location 1:' and type the days at that location beside the field 'Days at this location:'

Note: Location 2 and its days are optional. Please use the format provided when entering the days.

Office location 1: <input type="text" value="FAC1"/>	Days at this location: <input type="text" value="M"/> Use MTuWThFS
Office location 2: <input type="text" value="LGC"/>	Days at this location: <input type="text" value="T"/>

7. Click to the left of the days reflected in the field 'Days at this location' to check it and then type in the times. Be sure to click the drop-down if needed to change from AM to PM and vice versa. **Do not use colons when typing time in increments. (Ex. Type 1230 instead of 12:30)**

Office location 1: <input type="text" value="FAC1"/>	Days at this location: <input type="text" value="M"/> Use MTuWThFS
Office location 2: <input type="text" value="LGC"/>	Days at this location: <input type="text" value="T"/>

Office hours: Select days and times you are available

<input checked="" type="checkbox"/> Monday from:	<input type="text" value="11"/> <input type="text" value="AM"/> till <input type="text" value="230"/> <input type="text" value="PM"/>	<input type="checkbox"/> and from <input type="text" value="2"/> <input type="text" value="PM"/> till <input type="text" value="4"/> <input type="text" value="AM"/>
<input checked="" type="checkbox"/> Tuesday from:	<input type="text" value="9"/> <input type="text" value="AM"/> till <input type="text" value="11"/> <input type="text" value="AM"/>	<input type="checkbox"/> and from <input type="text"/> <input type="text" value="AM"/> till <input type="text"/> <input type="text" value="AM"/>
<input type="checkbox"/> Wednesday from:	<input type="text"/> <input type="text" value="AM"/> till <input type="text"/> <input type="text" value="AM"/>	<input type="checkbox"/> and from <input type="text"/> <input type="text" value="AM"/> till <input type="text"/> <input type="text" value="AM"/>
<input type="checkbox"/> Thursday from:	<input type="text"/> <input type="text" value="AM"/> till <input type="text"/> <input type="text" value="AM"/>	<input type="checkbox"/> and from <input type="text"/> <input type="text" value="AM"/> till <input type="text"/> <input type="text" value="AM"/>
<input type="checkbox"/> Friday from:	<input type="text"/> <input type="text" value="AM"/> till <input type="text"/> <input type="text" value="AM"/>	<input type="checkbox"/> and from <input type="text"/> <input type="text" value="AM"/> till <input type="text"/> <input type="text" value="AM"/>
<input type="checkbox"/> Saturday from:	<input type="text"/> <input type="text" value="AM"/> till <input type="text"/> <input type="text" value="AM"/>	<input type="checkbox"/> and from <input type="text"/> <input type="text" value="AM"/> till <input type="text"/> <input type="text" value="AM"/>

8. Use the text area to enter any notes you may have about the office hours you entered in the above step. This is an optional field.

Office hour notes:

9. Type the first part of your Germanna email address beside the field named 'Email address:' You may also enter an alternate email address by checking the box beside the field 'Add email:' and then typing in the whole email address.

E-mail address: <input type="text" value="nachin"/> @gcc.vccs.edu	<input checked="" type="checkbox"/> Add email <input type="text" value="nachin@hotmail.com"/>
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10. Type your course description.

Course Information:	
Course description:	<div style="background-color: #ffffcc; height: 20px;"></div>
Textbook and supplies:	<input type="text" value="test"/>

11. Type in the textbooks and supplies students will need for this class.

Course Information:	
Course description:	
Textbook and supplies:	Biology Textbook, Biology Supplemental Workbook
Course objectives:	The objective of this class.....

12. Type in the course objectives.

Course objectives:	The objective of this class.....
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13. Type the class grading policy.

Grading policy:	The grading policy for BIO 101-25 is.....
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14. Type in your tentative course schedule using the fields 'Week', 'Chapter', and 'Assignment' (you may change the field names if you choose). You are given up to 64 weeks to use.

Note: The field 'Week' is automatically number from 1 to 64 but this and the other fields can be changed to suit your needs as shown below. You may navigate to the top or bottom of the tentative course schedule by using the 'Top' and 'Bot' buttons located at the right. **The first row of the tentative course schedule is mandatory.**

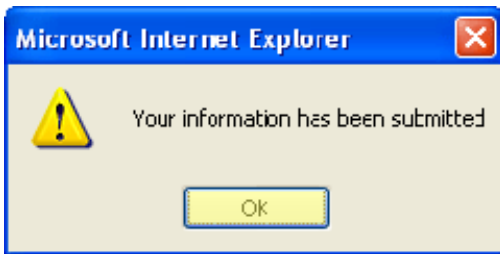
Tentative Course Schedule:		
Week	Chapter	Assignment
01/09/06	1, 2	The assignments for this week are.....
01/16/06	3, 4	The assignments for this week are....
3		

Top
Bot

15. Scroll or use the 'Bot' button to get to the bottom of the form and click 'Create outline' to advance to your syllabus or 'Reset' to reset all the information you entered.

64		
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16. If you chose to create the outline, you will receive the following message. Click 'OK'.



15. After you click 'Create outline' you should briefly see the following screen.

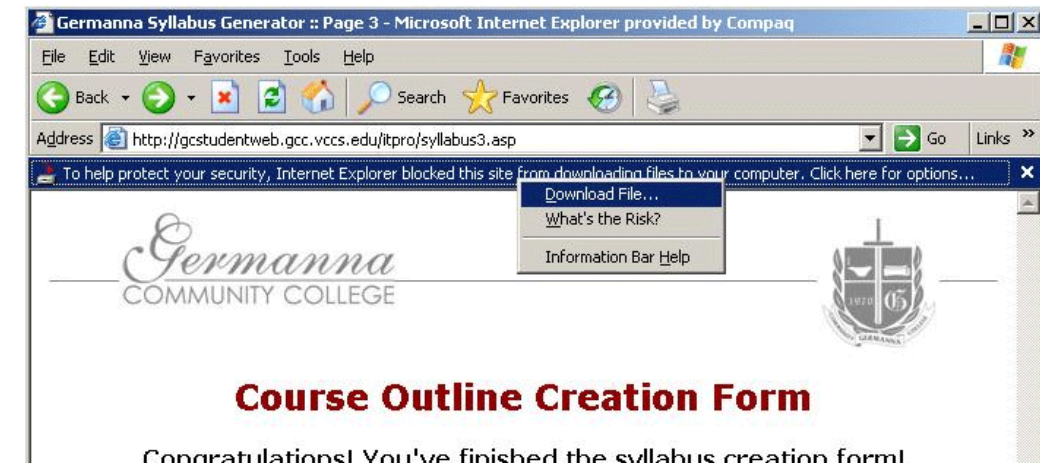
Course Outline Creation Form

Congratulations! You've finished the syllabus creation form!

You can now open or save the file, and makes changes as where needed.

Having a problem opening your file?

If you're using Windows XP Service Pack 2 and Internet Explorer, the file save dialog box might not have appeared. To properly open you file, click on the yellow bar and choose Download File..., as shown below.



16. After the above appears, you should then see your course outline in **rtf** format which can be saved in **doc** format (Microsoft Word). You may then make any edits or additions to your outline such as text and graphics. Click [here](#) to see an example of what the outline created above would look like.

Post Creation Notes

Post Creation Notes

- After you have successfully created your online syllabus, certain information such as your office phone number, office location, primary email address, textbook and supplies, and grading policy will automatically populate when you sign on again to create another syllabus (you must use exactly the same instructor name).

OCSC - Class Information:

Select the semester and year, course ID, section number and type instructors name

Semester:	Course ID:	Section:	Instructor Name:	Import From File: (Ex. SP06BIO10125)
Spring <input type="button" value="v"/> 2006 <input type="button" value="v"/>	BIO <input type="button" value="v"/> 101 <input type="button" value="v"/>	25 <input type="text"/>	Norman Michael Achin <input type="text"/>	Optional <input type="text"/>

The above will produce the below. (Note the 'Instructor Name' must be exactly the same as previous)

OCSC Creation Form

General Biology I
Summer 2006
BIO 101-25
W, 12:00PM- 2:45PM
Location: FAC 1 ,Room: 325
Credits: 4

Instructor Information:	
Name: <input type="text" value="Norman Michael Achin"/>	Office phone #: (<input type="text" value="540"/>) <input type="text" value="999"/> - <input type="text" value="9999"/>
<input type="checkbox"/> Add phone # <input type="button" value="v"/> (<input type="text"/>) <input type="text"/> - <input type="text"/>	<input type="checkbox"/> Add phone # <input type="button" value="v"/> (<input type="text"/>) <input type="text"/> - <input type="text"/>
Office location 1: <input type="text" value="FAC1"/> Office location 2: <input type="text"/>	Days at this location: <input type="text"/> Use MTuWThFS Days at this location: <input type="text"/>
Office hours: Select days and times you are available	
<input type="checkbox"/> Monday from: <input type="text"/> AM <input type="button" value="v"/> till <input type="text"/> AM <input type="button" value="v"/>	<input type="checkbox"/> and from <input type="text"/> AM <input type="button" value="v"/> till <input type="text"/> AM <input type="button" value="v"/>
<input type="checkbox"/> Tuesday from: <input type="text"/> AM <input type="button" value="v"/> till <input type="text"/> AM <input type="button" value="v"/>	<input type="checkbox"/> and from <input type="text"/> AM <input type="button" value="v"/> till <input type="text"/> AM <input type="button" value="v"/>
<input type="checkbox"/> Wednesday from: <input type="text"/> AM <input type="button" value="v"/> till <input type="text"/> AM <input type="button" value="v"/>	<input type="checkbox"/> and from <input type="text"/> AM <input type="button" value="v"/> till <input type="text"/> AM <input type="button" value="v"/>
<input type="checkbox"/> Thursday from: <input type="text"/> AM <input type="button" value="v"/> till <input type="text"/> AM <input type="button" value="v"/>	<input type="checkbox"/> and from <input type="text"/> AM <input type="button" value="v"/> till <input type="text"/> AM <input type="button" value="v"/>
<input type="checkbox"/> Friday from: <input type="text"/> AM <input type="button" value="v"/> till <input type="text"/> AM <input type="button" value="v"/>	<input type="checkbox"/> and from <input type="text"/> AM <input type="button" value="v"/> till <input type="text"/> AM <input type="button" value="v"/>
<input type="checkbox"/> Saturday from: <input type="text"/> AM <input type="button" value="v"/> till <input type="text"/> AM <input type="button" value="v"/>	<input type="checkbox"/> and from <input type="text"/> AM <input type="button" value="v"/> till <input type="text"/> AM <input type="button" value="v"/>
Office hour notes: <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>	
E-mail address: <input type="text" value="nachin"/> @gcc.vccs.edu	<input type="checkbox"/> Add email <input type="text"/>
E-mail policy: (This will be added automatically)	

Course Information:	
Course description:	
Textbook and supplies:	Biology Textbook, Biology Supplemental Workbook
Course objectives:	The Objective of this class.....
Important Dates:	
Attendance policy:	Class attendance is an integral part of a sound academic program for most classes at Germanna. However, alternate teaching techniques, which may not require class attendance, may also be a part of a sound academic program. Class attendance requirements are found in the course outline, which the instructor provides to students in each course. Germanna students are expected to be present and on time at all regularly scheduled classes and laboratory meetings. When a faculty member determines that a student has not met the class attendance requirements in the course outline, which will usually conform to the statement at the end of this Standard, the faculty member may submit a Drop/Add Form, showing the last date of attendance by the student, to the Admissions and Records Office. A grade of "W" will be recorded for all
Grading policy:	The grading policy for BIO 101-25 is.....
Academic honesty policy:	(This will be added automatically)
Disability Policy:	(This will be added automatically)

- You may use the 'Import From File:' field to retrieve information from a previous syllabus you or someone else has created. This will display the office phone number, office location, primary email address, textbook and supplies and grading policy of the person in the field 'Instructor Name' and will display tentative course schedule from the syllabus entered into the 'Import From File:' field (an example of the makeup of an import file is located on [page 10](#)).

OCSC - Class Information:

Select the semester and year, course ID, section number and type instructors name

Semester:	Course ID:	Section:	Instructor Name:	Import From File: (Ex. SP06BIO10125)
Summer ▾	2006 ▾	BIO ▾ 101 ▾	25	Norman Michael Achin
				sp06bio10125

The above will produce the below. (Note the 'Instructor Name' must be exactly the same as previous)

OCSC Creation Form

General Biology I
Summer 2006
BIO 101-25
W, 12:00PM- 2:45PM
Location: FAC 1 ,Room: 325
Credits: 4

Instructor Information:

Name: <input type="text" value="Norman Michael Achin"/>	Office phone #: (<input type="text" value="540"/>) <input type="text" value="999"/> - <input type="text" value="9999"/>
<input type="checkbox"/> Add phone # <input type="text" value=""/> ▾ (<input type="text" value=""/>) <input type="text" value=""/> - <input type="text" value=""/>	<input type="checkbox"/> Add phone # <input type="text" value=""/> ▾ (<input type="text" value=""/>) <input type="text" value=""/> - <input type="text" value=""/>
Office location 1: <input type="text" value="FAC1"/>	Days at this location: <input type="text" value=""/> Use MTuWThFS
Office location 2: <input type="text" value=""/>	Days at this location: <input type="text" value=""/>
Office hours: Select days and times you are available	
<input type="checkbox"/> Monday from: <input type="text" value=""/> AM ▾ till <input type="text" value=""/> AM ▾	<input type="checkbox"/> and from <input type="text" value=""/> AM ▾ till <input type="text" value=""/> AM ▾
<input type="checkbox"/> Tuesday from: <input type="text" value=""/> AM ▾ till <input type="text" value=""/> AM ▾	<input type="checkbox"/> and from <input type="text" value=""/> AM ▾ till <input type="text" value=""/> AM ▾
<input type="checkbox"/> Wednesday from: <input type="text" value=""/> AM ▾ till <input type="text" value=""/> AM ▾	<input type="checkbox"/> and from <input type="text" value=""/> AM ▾ till <input type="text" value=""/> AM ▾
<input type="checkbox"/> Thursday from: <input type="text" value=""/> AM ▾ till <input type="text" value=""/> AM ▾	<input type="checkbox"/> and from <input type="text" value=""/> AM ▾ till <input type="text" value=""/> AM ▾
<input type="checkbox"/> Friday from: <input type="text" value=""/> AM ▾ till <input type="text" value=""/> AM ▾	<input type="checkbox"/> and from <input type="text" value=""/> AM ▾ till <input type="text" value=""/> AM ▾
<input type="checkbox"/> Saturday from: <input type="text" value=""/> AM ▾ till <input type="text" value=""/> AM ▾	<input type="checkbox"/> and from <input type="text" value=""/> AM ▾ till <input type="text" value=""/> AM ▾
Office hour notes: <input type="text" value=""/>	
E-mail address: <input type="text" value="nachin"/> @gcc.vccs.edu	<input type="checkbox"/> Add email <input type="text" value=""/>
E-mail policy: (This will be added automatically)	

Course Information:	
Course description:	
Textbook and supplies:	Biology Textbook, Biology Supplemental Workbook
Course objectives:	The Objective of this class.....
Important Dates:	
Attendance policy:	Class attendance is an integral part of a sound academic program for most classes at Germanna. However, alternate teaching techniques, which may not require class attendance, may also be a part of a sound academic program. Class attendance requirements are found in the course outline, which the instructor provides to students in each course. Germanna students are expected to be present and on time at all regularly scheduled classes and laboratory meetings. When a faculty member determines that a student has not met the class attendance requirements in the course outline, which will usually conform to the statement at the end of this Standard, the faculty member may submit a Drop/Add Form, showing the last date of attendance by the student, to the Admissions and Records Office. A grade of "W" will be recorded for all
Grading policy:	The grading policy for BIO 101-25 is.....
Academic honesty policy:	(This will be added automatically)
Disability Policy:	(This will be added automatically)

Tentative Course Schedule:		
Week	Chapter	Assignment
01/09/06	1,2	The assignments for this week are.....
01/16/06	3,4	The assignments for this week are.....
3		

Top

Bot