OCEAN 2.0 – Create a New Course (Basic)

The option to create a new course is on the main OCEAN screen:

On the next screen, the new course form appears. The top portion of the screen is shown below.

Clicking on any item in the Navigation pane on the right will scroll down to that section of the form.

Note: if you use your browser to navigate away from the page, you will <u>loose</u> your work. You have to use the "Save Course" button at the top to save your work. Unless you have filled in all fields, you will see this:

There are validation errors for this form. Make sure all fields are filled out correctly. While in contact review, you may temporarily save for later. Or, you can request a validation exception to make an official save that ignores certain requirements that apply to OCEAN documents under normal circumstances.

Navigation

⚠ Document Information
⚠ Course Offerings
⚠ Course Info
✔ Prerequisites
✔ "No Credit If" Restrictions
⚠ Course Components
⚠ Course Topics
✔ Relation
✔ General Education
✔ IR Codes

In the navigation pane, you see the sections that have either no information, or contain errors. At this point, your work <u>has not been saved</u>! It is a little hard to spot, but the option to save your work is there:

There are validation errors for this form. Make sure all fields are filled out correctly. While in contact review, you may temporarily save for later. Or, you can request a validation exception to make an official save that ignores certain requirements that apply to OCEAN documents under normal circumstances.

Click on this options to save your work and put the course on your work list.[1] In some browsers the navigation panel is not displayed when editing a course form the worklist. In that case – first do "temporarily save" your work, then go back in and scroll through the course to find the problem.

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[1] Note that this error will also appear if you filled in information as you intended, but are violating one of the rules in the handbook. In that case you can consider requesting an exception by clicking the "request a validation exception" text.

Let's return to the actual course creation. Start by selecting the effective term

the continue to fill in all required fields. This document does not cover "special" courses such as dual-listing, cross-listing, or service learning.

The ICC guidelines (linked from the OCEAN home page) will explain the type of information you need to fill in as you create your course, that material is not repeated here.

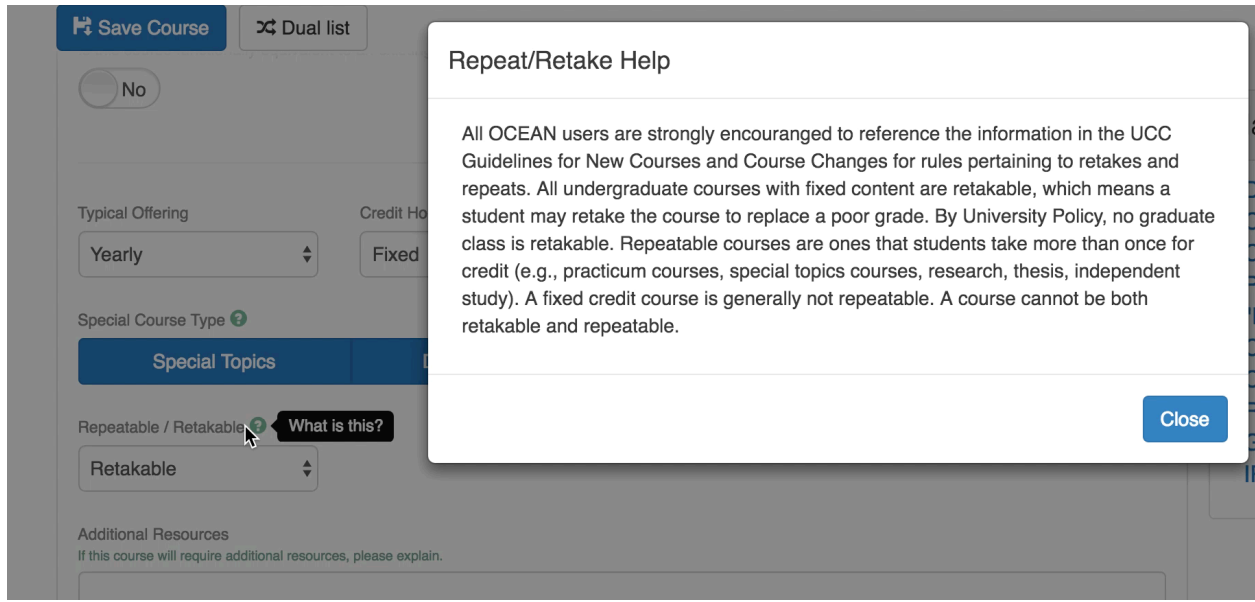You can bring up context-specific help by clicking the green and white question mark:

A couple of section require special attention:

A field called "additional resources" is available to assist departments/schools to coordinate resources required to teach the course with the college. This field <u>does not</u> appear in any place students can see, it is not intended for resources the students need to take the course.
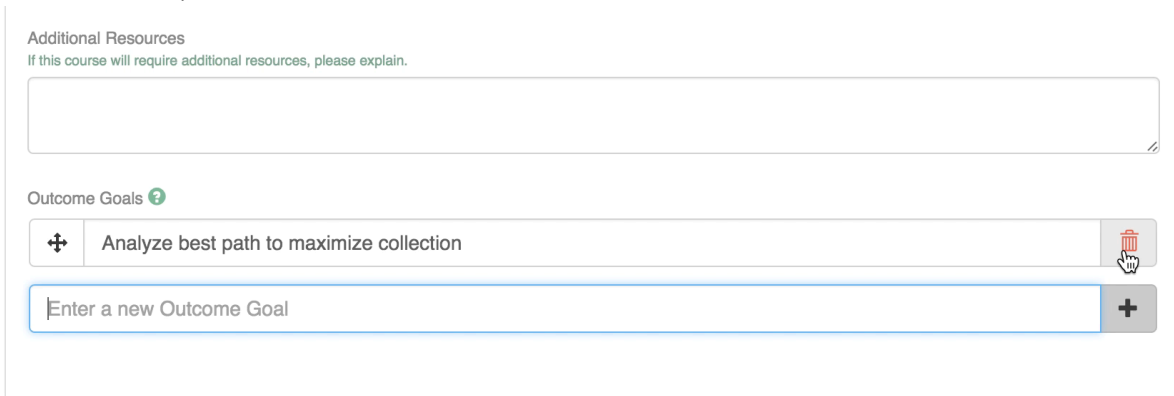
Please follow the ICC guidelines when entering Outcome Goals. All outcome goals refer to student abilities <u>after completing</u> the course. They should start with "Students will be able to…", either explicitly or implied. When you finish typing in an outcome goal, click the black "+" on the right of the text box to save the goal and open a new text field for the next goal. The red trash can will delete an outcome goal.

Each outcome goal must stand on its own. OCEAN does not always maintain the order of the goals between edits, or when an existing course is loaded into a course change form.