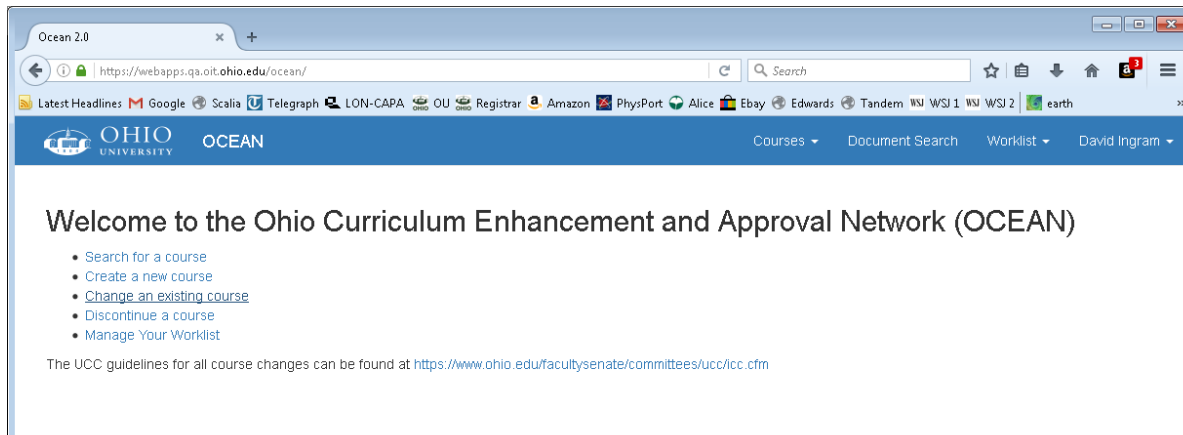


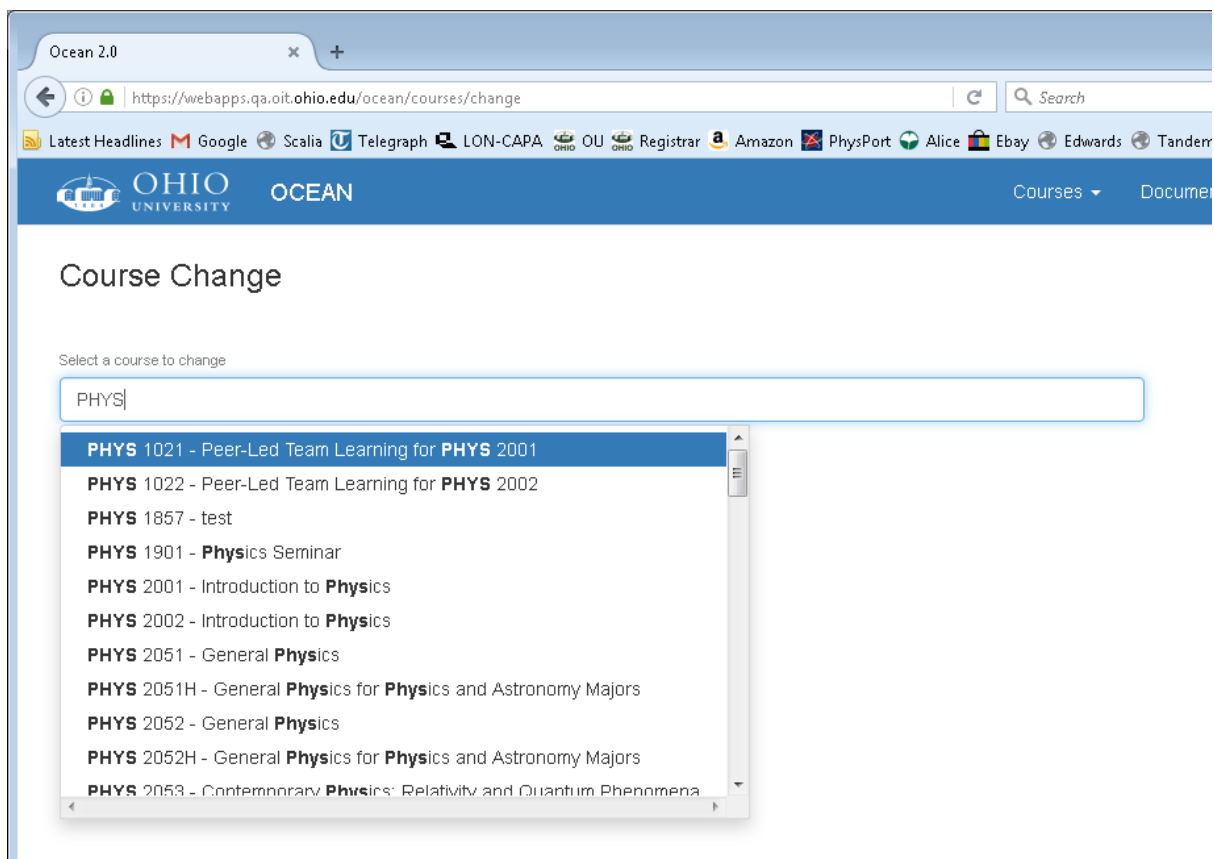
OCEAN 2.0 – To change the pre-requisites on an existing course

The option to change a course is on the main OCEAN screen. Click on [Change an existing course](#):

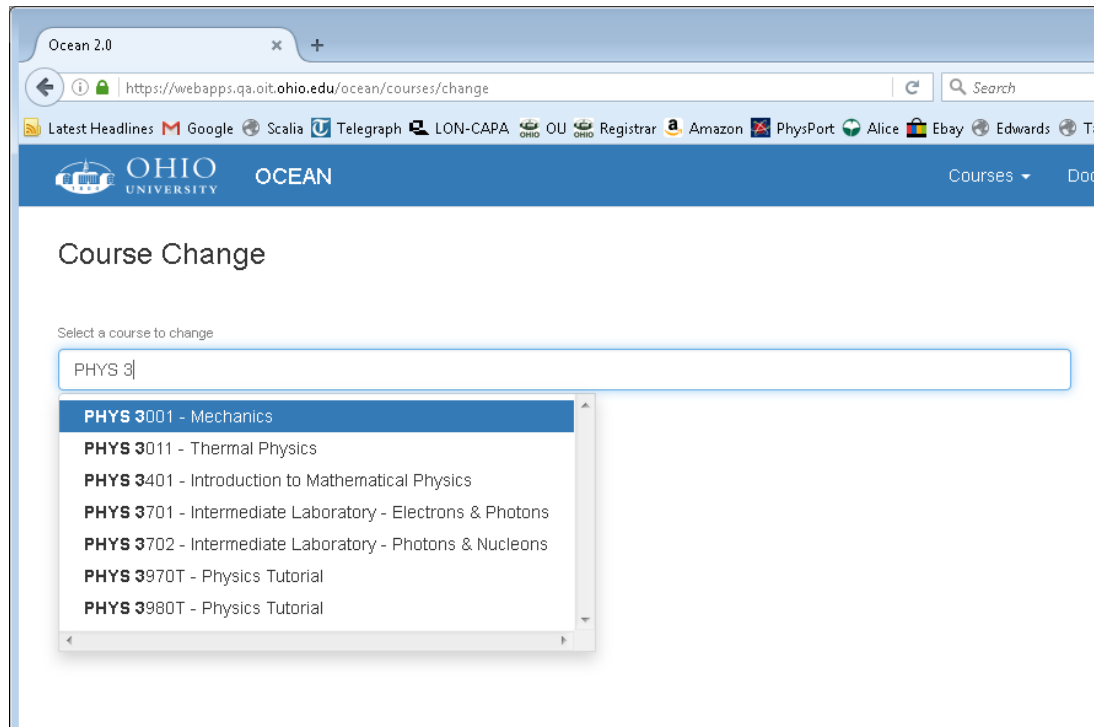


To select the course to change:

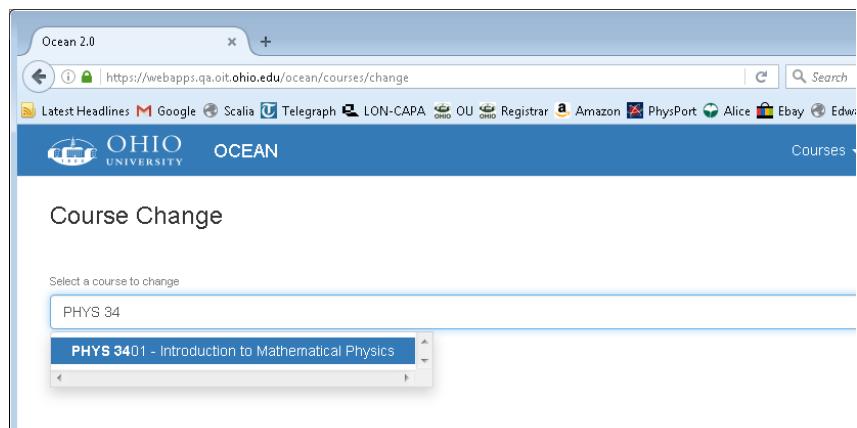
Type in the letters of the course prefix in the box and a drop down list will appear with a list of all the courses for that prefix.



If you type a space then begin to type the number of the course you can reduce the length of list.



When you spot or scroll to the course you want you can select it.



You will now enter the course change screen where all the attributes of the course are listed in separate panels.

The screenshot shows a web browser window with the URL <https://webapps.qa.oit.ohio.edu/ocean/courses/change>. The page title is "Course Change: PHYS 3401". At the top, there are buttons for "Save Course" and "Dual list".

Document Information

Document Type	Version	Document Status	Contact
Course Change	1.0	Contact New Document	David Ingram (Ingram)

Creation Info: 07/24/2016 by David Ingram
 Last Modification: [blank]
 Desired Effective Term: Spring Semester 20

Reason For Change:
 The students need to take more linear algebra before taking this course. MATH 3200 is an excellent course for that

Navigation

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

Course Offering (Multiple)

Course Level: Undergraduate
 Subject: PHYS
 Course Number: 3401

Department: PHYS: Physics and Astronomy
 College: A&S: Arts and Sciences, College of
 Catalog Course Type: Physics

Service Learning? No

Buttons:

Course Info

Short Name: [blank]

From this page you can make all the changes needed to a course including dual listing by clicking on the dual list button at the top or a cross linked course by clicking on the multiple button in the course offering panel. These changes will be dealt with separately in other help guides. This guide will just deal with changing the pre-requisites for the course, but the same basic process applies to all other changes as well.

For all course changes you need to explain why you want to make the change and the earliest date you want the change to become effective.

The screenshot shows a web browser window displaying the Ohio University OCEAN course change interface. The browser's address bar shows the URL <https://webapps.qa.ohio.edu/ocean/courses/change>. The page title is "Course Change: PHYS 3401".

At the top, there are two buttons: "Save Course" and "Dual list".

The main content area is divided into two sections:

- Document Information:** This section contains a table with the following data:

Document Type	Version	Document Status	Contact
Course Change	1.0	Contact New Document	David Ingram (Ingram)

Creation Info	Last Modification	Desired Effective Term
07/24/2016 by David Ingram		Spring Semester 20

Below the table is a text box labeled "Reason For Change" containing the text: "The students need to take more linear algebra before taking this course. MATH 3200 is an excellent course for that".
- Navigation:** A vertical list of links on the right side of the page, including: Document Information, Course Offerings, Course Info, Prerequisites, "No Credit If" Restrictions, Course Components, Course Topics, Relation, General Education, and IR Codes.

Below the Document Information section is the **Course Offering** section, which includes a "Multiple" button and several input fields:

- Course Level: Undergraduate (dropdown)
- Subject: PHYS (text box)
- Course Number: 3401 (text box)
- Department: PHYS: Physics and Astronomy (text box)
- College: A&S: Arts and Sciences, College of (text box)
- Catalog Course Type: Physics (dropdown)
- Service Learning? No (radio button)

At the bottom of this section are two green buttons: "Cross-listing" and "Service Learning".

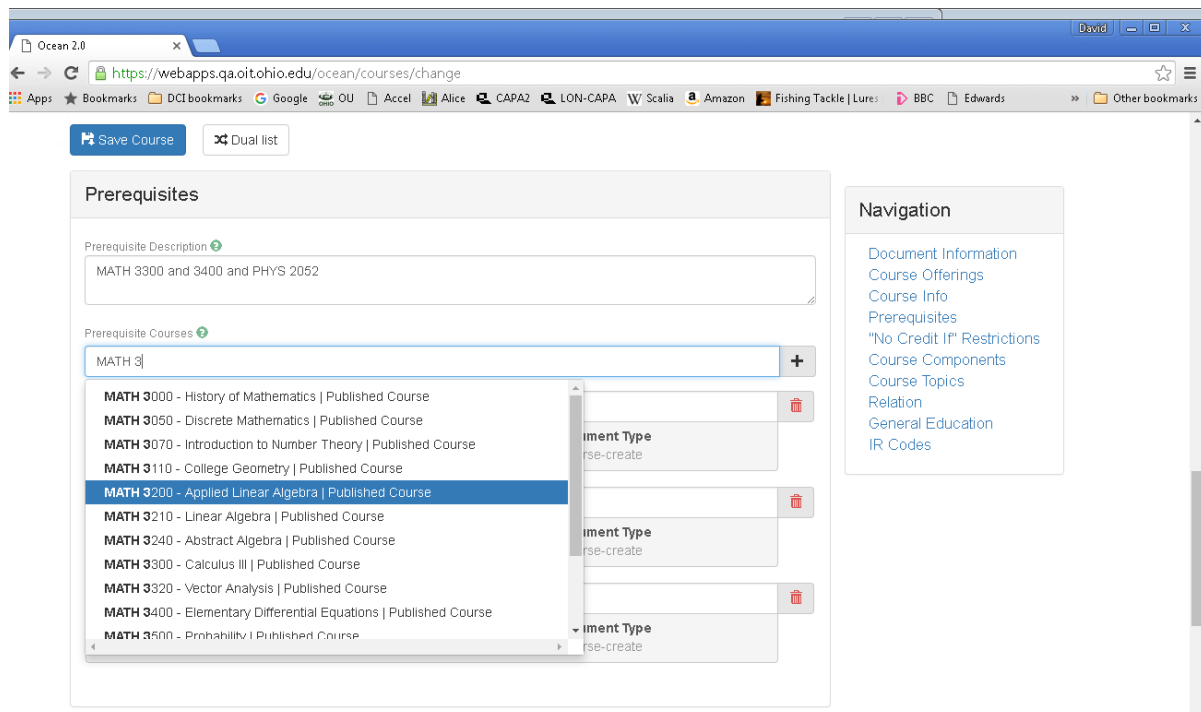
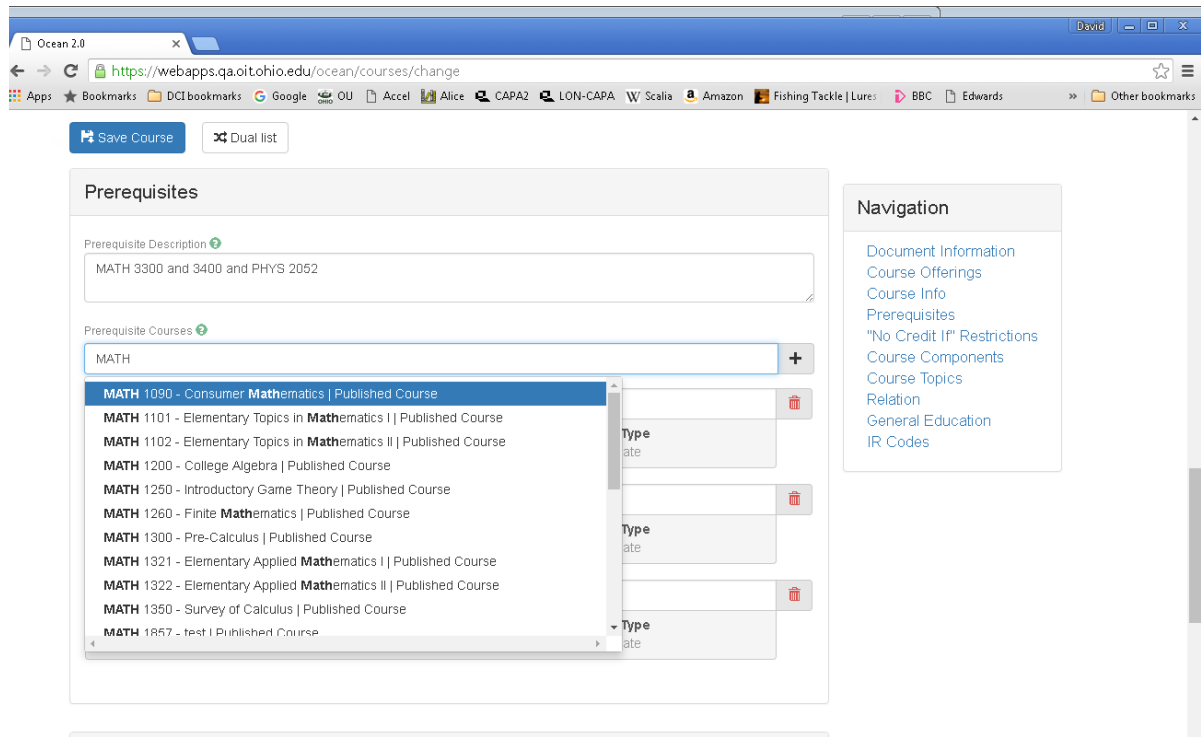
Below the Course Offering section is the **Course Info** section, which has a "Short Name" label.

The bottom of the screenshot shows the Windows taskbar with various application icons.

Next you need to move to the pre-requisites panel.

There is separate navigation panel on the right hand side of the screen that you can use to jump to a particular panel of section. You can click on the item in the navigation panel you want to go to or you can scroll down the screen until you reach it.

Assuming you are adding a class, first type or select from the drop down list the course. Again, type the prefix and maybe part of the number and the drop down list should show the course or courses to choose from.



The screenshot shows the 'Prerequisites' section of the Ocean 2.0 web application. At the top, there are two buttons: 'Save Course' and 'Dual list'. Below them is a 'Prerequisite Description' text area containing the text 'MATH 3200 and 3300 and 3400 and PHYS 2052'. Underneath is a 'Prerequisite Courses' section with a search bar and a list of four courses:

Course ID	Document Status	Document Type
MATH 3200 - Applied Linear Algebra Published Course	PUBLISHED	course-change
PHYS 2052 - General Physics Published Course	PUBLISHED	course-create
MATH 3400 - Elementary Differential Equations Published Course	PUBLISHED	course-create
MATH 3300 - Calculus III Published Course	PUBLISHED	course-create

To the right of the main content is a 'Navigation' sidebar with the following links: Document Information, Course Offerings, Course Info, Prerequisites, "No Credit If" Restrictions, Course Components, Course Topics, Relation, General Education, and IR Codes.

Now the course is added to the list of Prerequisite Courses you need to change the text in the Prerequisite Description to what you want to apply. See the ICC guidelines for information on how to apply AND and OR and parentheses to this text.

This screenshot shows the same 'Prerequisites' section as the first image. The 'Prerequisite Description' text area still contains 'MATH 3200 and 3300 and 3400 and PHYS 2052'. However, the 'Prerequisite Courses' list is now empty, indicating that the courses have been removed from the list. The 'Navigation' sidebar remains the same.

This document does not include a demonstration of how to remove a prerequisite or how to add a no credit option but hopefully it should be clear what the steps are to do that.

Whatever you want to change it needs to be in the Prerequisite Description and all courses referred to in that description need to be in the Prerequisite Course panel or in the No Credit If panel which is just below it.

If you are finished with making changes click on Save Course and if all is well the screen below will not appear. If this screen appears and you cannot work out why, make sure to click on [temporarily save for later](#) in the pink box. Then ask for help. Do not navigate away without first saving your work with at least this temporary save or you will lose what you have done.

The screenshot shows a web browser window with the URL <https://webapps.qa.oi.tohio.edu/ocean/courses/change>. The page has a "Save Course" button and a "Dual list" button. The main content area is titled "Prerequisites" and contains a "Prerequisite Description" field with the text "MATH 3200 and 3300 and 3400 and PHYS 2052". Below this is a "Prerequisite Courses" section with a search bar and a list of four courses:

Course ID	Document Status	Document Type
MATH 3200 - Applied Linear Algebra Published Course	PUBLISHED	course-change
PHYS 2052 - General Physics Published Course	PUBLISHED	course-create
MATH 3400 - Elementary Differential Equations Published Course	PUBLISHED	course-create
MATH 3300 - Calculus III Published Course	PUBLISHED	course-create

On the right side of the screen, there is a pink error message box that reads: "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." Below the error message is a checklist of items:

- ✓ Course Offerings
- ✓ Course Info
- ✓ Prerequisites
- ✓ "No Credit If" Restrictions
- ✓ Course Components
- ✓ Course Topics
- ✗ Relation
- ✓ General Education
- ✓ IR Codes

If all is well then the screen on the next page should appear- Hooray.

From this screen you can submit it to the review process, delete it, or you may edit it some more.

Note for edits done at this screen there is no navigation box on the right hand side. However, if you try to save something that creates an exception then the pink box of doom will appear and if you cannot figure out why click on [temporarily save for later](#) in the pink box. Then ask for help. Do not navigate away without first saving your work with at least this temporary save or you will lose what you have done.

The screen should now show this:

The screenshot displays the Ocean 2.0 web application interface. The browser address bar shows the URL: <https://webapps.qa.oit.ohio.edu/ocean/worklist?id=128945>. The page title is "Course Change: PHYS 3401".

On the left side, there is a "Worklist" section with a "Dismissed" status. Below it, a list of course changes is shown. The first item, "Course Change: PHYS 3401 (Contact: Ingram)", is highlighted with a green border. It includes a "View" button, an "Edit" button, and a "Contact Review" section with a date of "Jul 24, 2016 9:47:24 PM" and "Delete" and "Submit" buttons. Other items in the list include "New Course: PSC 5100", "New Course: PHYS 1003", and "New Course: PHYS 1004".

The main content area for the selected course change includes:

- Document Information:** A table with columns for Document Type, Version, Document Status, and Contact. The values are Course Change, 1.0, Contact Review, and David Ingram (ingram) respectively. It also shows Creation Info (07/24/2016 by David Ingram), Last Modification (07/24/2016), and Desired Effective Term (Spring Semester 2C).
- Reason For Change:** A text box containing the text: "The students need to take more linear algebra before taking this course. MATH 3200 is an excellent course for that."
- Course Offering:** A section with a "Multiple" button and fields for Course Level (Undergraduate), Subject (PHYS), Course Number (3401), Department (PHYS: Physics and Astronomy), College (A&S: Arts and Sciences, College of), and Catalog Course Type (Physics). It also has a "Service Learning?" section with a "No" radio button and "Cross-listing" and "Service Learning" checkboxes.
- Course Info:** A section with a "Short Name" field containing "Intro Mathematical Physics".

The bottom of the screen shows a Windows taskbar with various application icons.