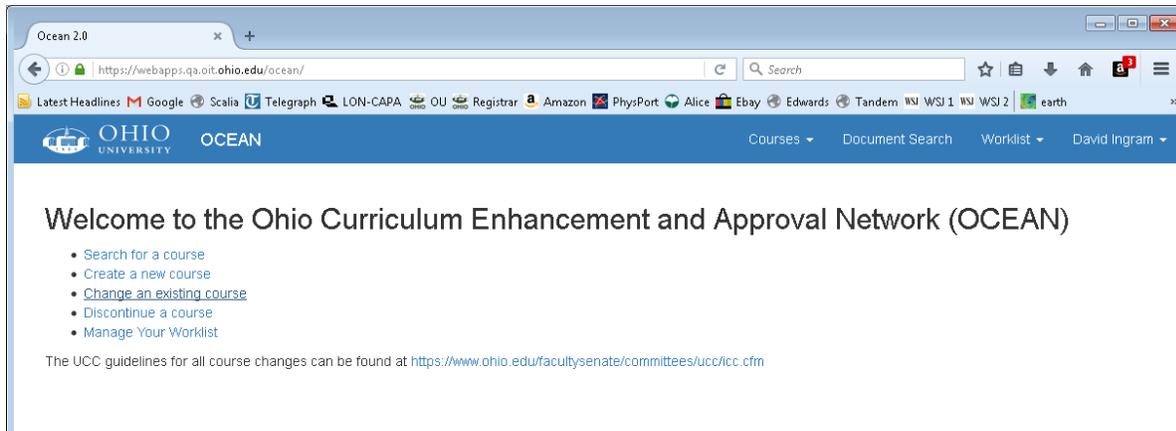


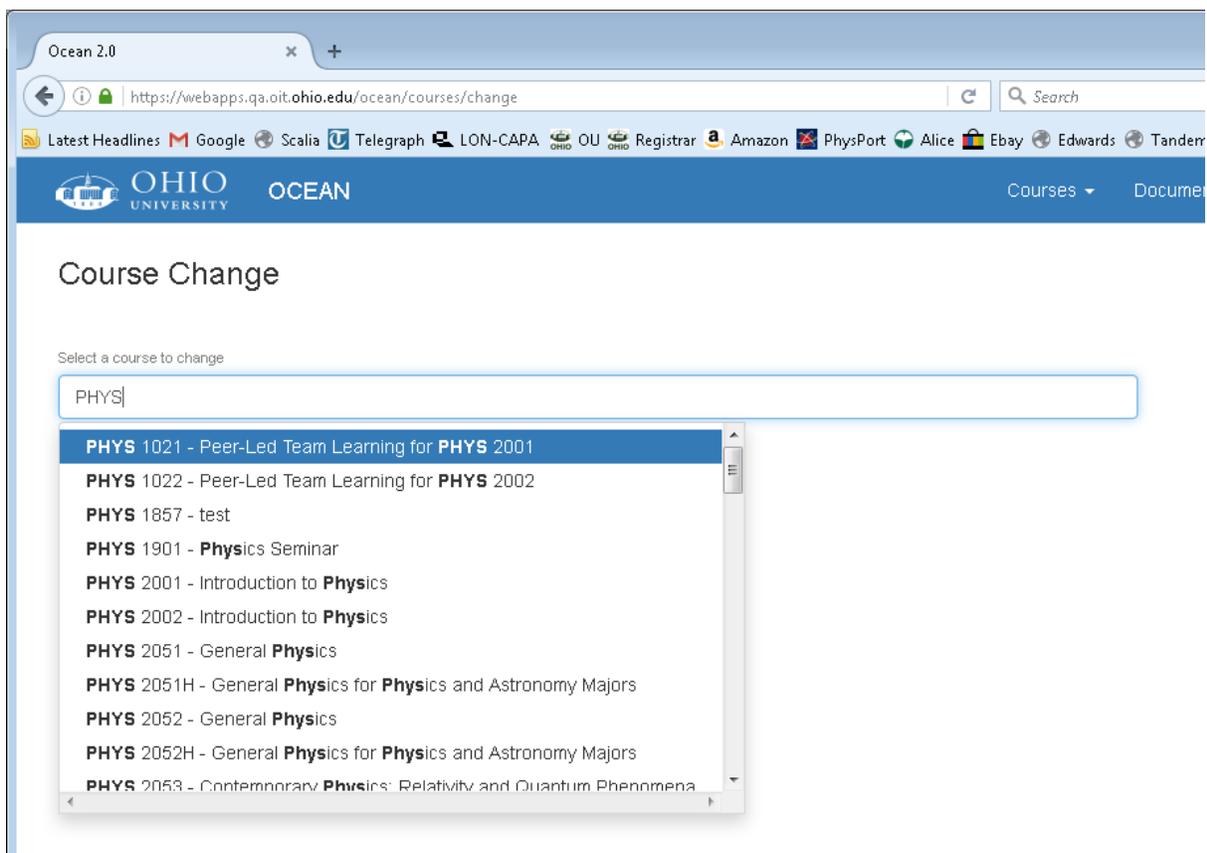
OCEAN 2.0 – To change the pre-requisites on an existing course

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

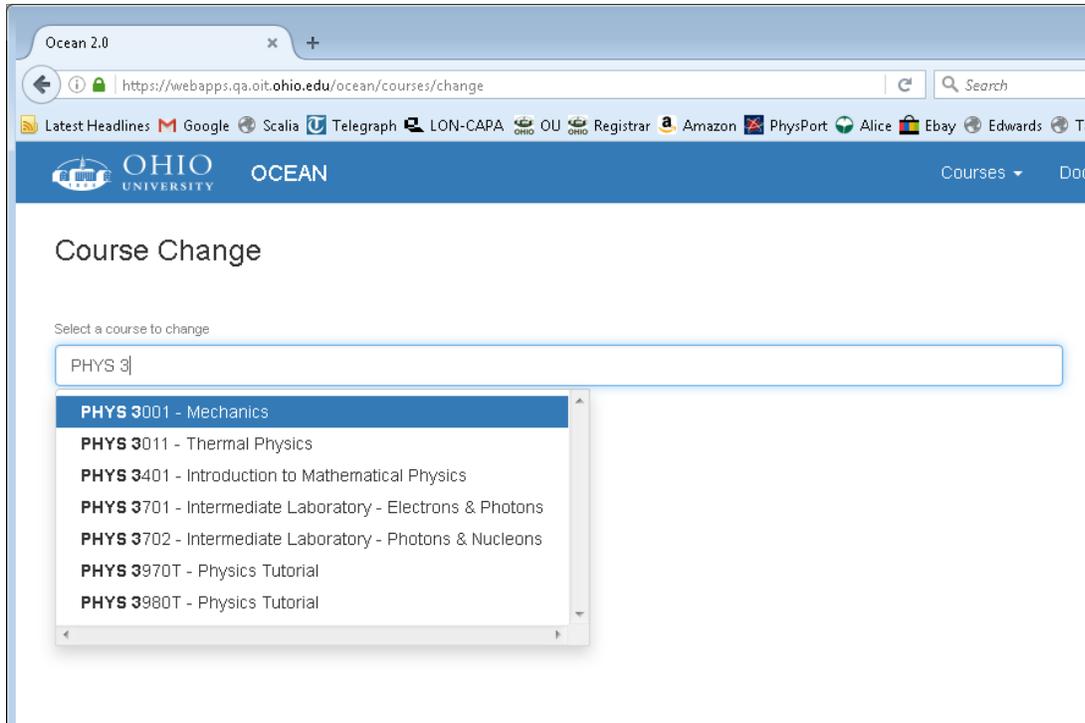


To select the course to change:

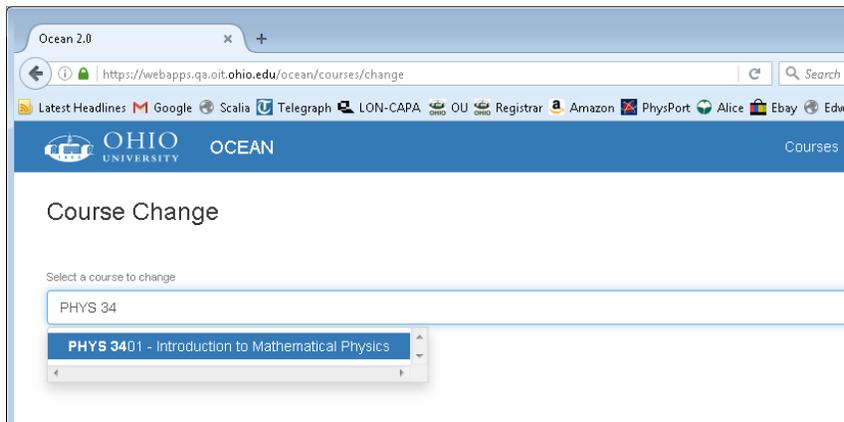
Type in the letters of the course prefix in the box and a drop down list will appear with a list of all the courses for that prefix.



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

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 'Course Change' page for PHYS 3401. The page is titled 'Course Change: PHYS 3401' and includes a 'Save Course' button and a 'Dual list' button. The main content area is divided into three sections: 'Document Information', 'Course Offering', and 'Course Info'. The 'Document Information' section contains a table with the following data:

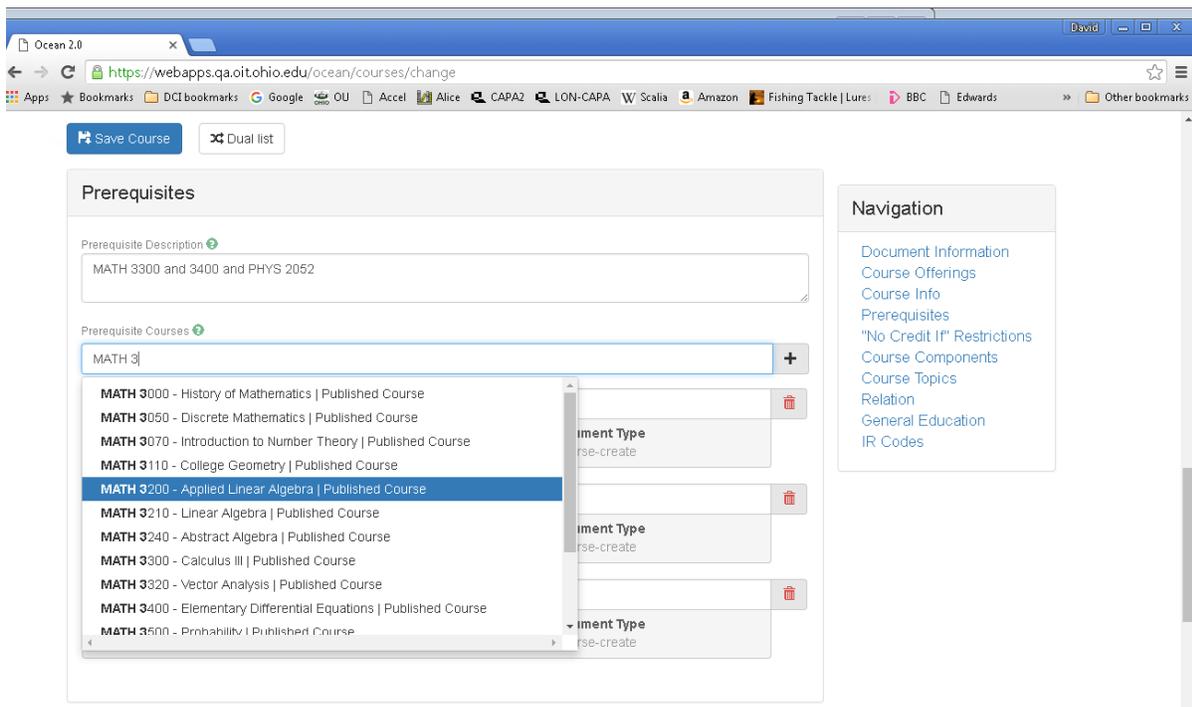
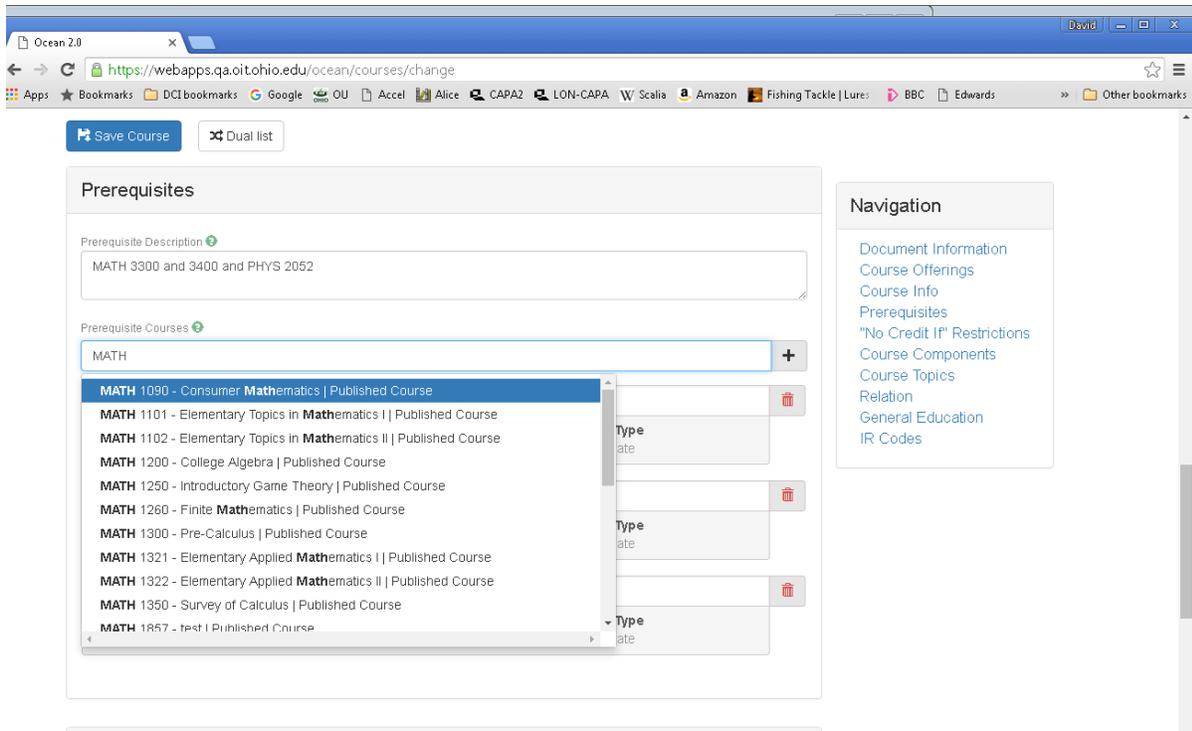
Document Type	Version	Document Status	Contact
Course Change	1.0	Contact New Document	David Ingram (Ingram)

Below the table, there are fields for 'Creation Info' (07/24/2016 by David Ingram), 'Last Modification', and 'Desired Effective Term' (Spring Semester 20). A text box labeled 'Reason For Change' contains the text: 'The students need to take more linear algebra before taking this course. MATH 3200 is an excellent course for that'. The 'Course Offering' section includes dropdown menus for 'Course Level' (Undergraduate), 'Subject' (PHYS), and 'Course Number' (3401). It also has fields for 'Department' (PHYS: Physics and Astronomy), 'College' (A&S: Arts and Sciences, College of), and 'Catalog Course Type' (Physics). A 'Service Learning?' toggle is set to 'No'. There are buttons for 'Cross-listing' and 'Service Learning'. The 'Course Info' section has a 'Short Name' field. On the right side, there is a 'Navigation' panel with links to various sections: Document Information, Course Offerings, Course Info, Prerequisites, 'No Credit If' Restrictions, Course Components, Course Topics, Relation, General Education, and IR Codes. The browser's address bar shows the URL 'https://webapps.qa.ohio.edu/ocean/courses/change'.

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 is similar to the first one, showing the 'Prerequisites' section. The 'Prerequisite Description' text area still contains 'MATH 3200 and 3300 and 3400 and PHYS 2052'. The 'Prerequisite Courses' section is partially visible at the bottom of the main content area, showing the same list of courses as in the first screenshot.

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 page, 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 green checkmark list of validation 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. The first item in the list is "Course Change: PHYS 3401" (Contact: Ingram), which is highlighted with a green border. Below this item, there is a "Contact Review" section with a date of "Jul 24, 2016 9:47:24 PM" and buttons for "Delete" and "Submit".

The main content area is divided into several sections:

- Document Information:** A table showing document details:

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

Creation Info: 07/24/2016 by David Ingram
Last Modification: 07/24/2016
Desired Effective Term: Spring Semester 2C

Reason For Change: The students need to take more linear algebra before taking this course. MATH 3200 is an excellent course for that.
- Course Offering:** A form for course details:

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: Cross-listing, Service Learning
- Course Info:** A section for course information:

Short Name: Intro Mathematical Physics

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