

UM Intercampus Course Sharing

# COURSE OFFERING CHECKLIST

**Steps for ensuring the successful delivery of an intercampus course each and every semester!**

## PRIOR TO OFFERING THE COURSE FOR A GIVEN TERM

**BOTH CAMPUSES** – Ask your dept. scheduler or Registrar’s Office to:

- List the courses in their respective schedule of classes
- Assign the proper course attributes to the schedule of classes (**UMSCP** for the primary [i.e. teaching] campus **UMSCS** for the secondary campus)
  - **IMPORTANT:** Courses without the proper course attributes assigned **each semester** will not make the proper connections needed for students on the secondary campus(es) to access the course materials on the primary campus.
- Assist you in scheduling any special classroom needs
  - (E.g. Do you need a classroom on any campus for exams?)
  - (E.g. Do you need classrooms with equipment to transmit to and from campuses?)

## AT LEAST SIX MONTHS PRIOR TO THE BEGINNING OF CLASSES

**PRIMARY CAMPUS** - Coordinate with Secondary Campus faculty partner to discuss:

- List the courses in their respective schedule of classes
- Placing a textbook order on the secondary campus, if needed

**BOTH CAMPUSES** - Contact your campus librarian to ensure:

- Access to required library materials is available at both locations
  - *Tip: ask for an updated list of system-wide subscriptions from your campus librarian*

- Remember to review copyright guidelines applicable to course content (e.g. videos, readings, etc.)
- **IMPORTANT:** Not all subscriptions are universally available. Students from the secondary campus(s) will not have access to the course materials via the primary campus LMS if the materials in question are from a library subscription that the secondary campus does not subscribe to.

**BOTH CAMPUSES** - Advertise the course by:

- Using your campus' standard advertising methods
  - (E.g. email to Advisors' Forum list serv, visiting classrooms and seminars, etc.)

## AT LEAST TWO WEEKS PRIOR TO THE BEGINNING OF CLASSES

In Canvas, you will need to:

1. Check your Canvas course roster no later than 2 weeks before the start of classes to make sure that all students have been added to the course.
2. Login to your Canvas course and select **People** from your course navigation menu. Ensure all students and instructors are listed.

**PRIMARY CAMPUS** - Coordinate with Secondary Campus faculty partner to discuss:

- The technology for the delivery of the courses is working properly on both campuses
- The course management flow is understood and working properly (add, drop, TAs, co-instructors)
- An email is sent to the students with information about the course (e.g. required technology, required synchronous sessions, exam times and locations, etc.)
- Students on the secondary campus understand how to access the course materials
  - **IMPORTANT:** regardless of the students home campus, a properly enrolled student should be able to log into the primary campus LMS to access the course materials.
- Each faculty member/ campus contact knows role and responsibilities (e.g. who reports and enters grades, who will proctor exams, etc.)

## END OF THE SEMESTER

**PRIMARY CAMPUS** - Coordinate with Secondary Campus faculty partner to ensure:

- Secure transmittal of grades
  - In Canvas, prior to the end of the semester, make sure the secondary instructors (i.e., those responsible for recording grades at other institutions) have been added to Canvas so that they can fulfill their responsibilities.
  - Login to your Canvas course and select **People** from your course navigation menu. Ensure all students and instructors are listed.
  - Grades for secondary students will be entered into Canvas just as grades are reported for students on the primary campus. The primary instructor will then notify the counterpart(s) at the secondary universities sharing the course so that they can complete a step to pull the grades into their respective Student Information System. This method will ensure course sharing grade submission is FERPA compliant.

### Overview of the process:

- Primary instructor finalizes grades in Canvas
- Primary instructor notifies secondary instructor that grades are complete
- Primary instructor submits grades in their PS CS instance for their section(s) of students
- Secondary instructor submits grades in their PS CS instance for their section(s) of students

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