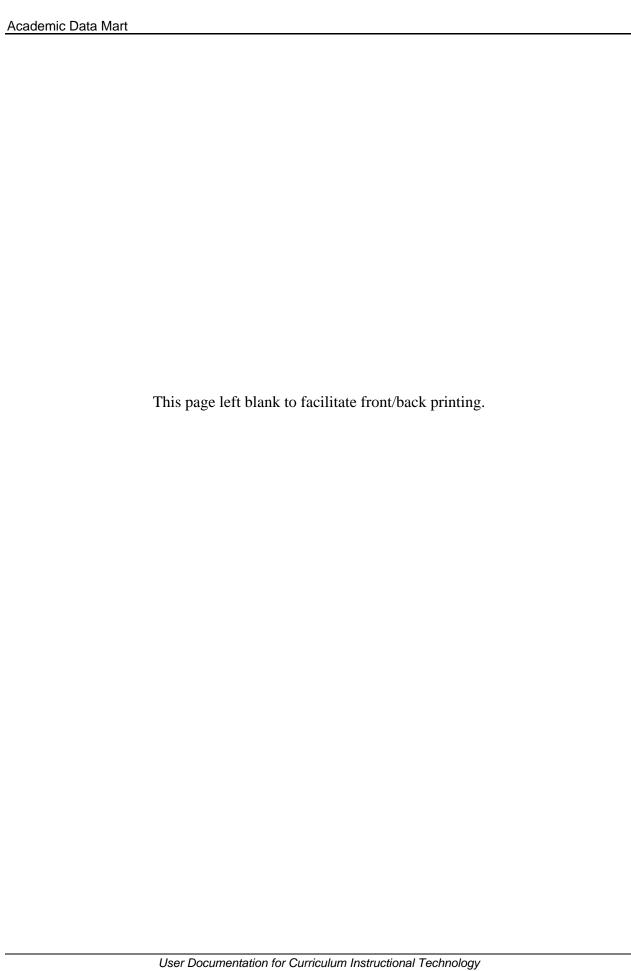


CURRICULUM USER DOCUMENTATION FOR USAGE OF INSTRUCTIONAL TECHNOLOGY

University System of Georgia
Office of Information and Instructional Technology

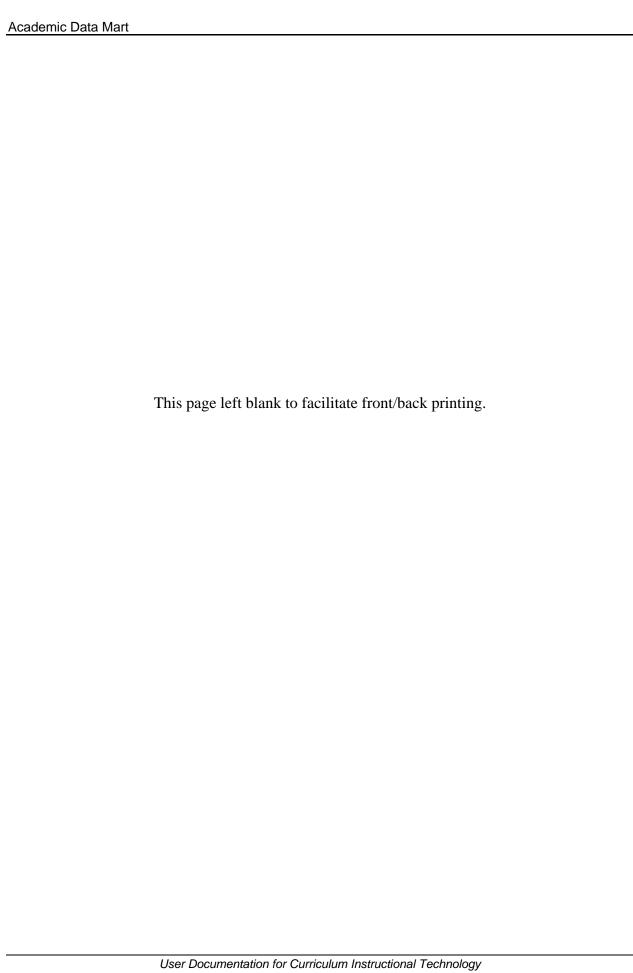
January 2007



Page ii January 2007

TABLE OF CONTENTS

Introduction	1
Purpose of Document	1
Supporting Documentation	1
Set Up Data for Curriculum Instructional Technology	2
Instructional Method Validation Form (GTVINSM)	
Schedule Type Code Validation (STVSCHD)	
Building Code Validation (STVBLDG)	
Building Definition (SLABLDG)	
Site Code Validation (STVSITE)	
Event/Function Type Code Validation (STVETYP)	
Course Section Technology (STVSCCD)	
EDI Verification Label Validation Form (STVXLBL)	
EDI Cross-Reference Rules Form (SOAXREF)	
Instructional Delivery Code – Schedule (SSASECT)	
Session Schedule Type Code – Schedule (SSASECT)	15
External Site Code – Schedule (SSASECT)	
Course Section Technology – Schedule Detail (SSADETL)	
Outside Institution Data – Event (SLAEVNT)	
Outside Institution Data – Event (SLAEVNT) continued	



Page iv January 2007

Introduction

The method for entry of the Curriculum instructional technology and room usage data was revised and implemented Summer 2006. The revised business practice distributed February 2006 accommodates the collection of technology used for delivering instruction which has evolved since the original data elements for Distance Education were implemented. Revision of the data entry method also afforded the opportunity to move the source location to baseline Banner and decommission the use of Georgia modification forms.

Purpose of Document

This document provides step by step instructions for entry of the Curriculum instructional technology and room usage data based on the Curriculum instructional technology business practice implemented Summer 2006.

Supporting Documentation

Please refer to the business practice document <u>Curriculum Data Element Modifications</u> for 2006 distributed February 2006 for valid codes and additional information concerning the instructional technology policy. The curriculum business practice document is posted as ADM Curriculum DED under the Links section of the Academic Data Mart tab of the USG by the Numbers site.

Page 1 January 2007

Set Up Data for Curriculum Instructional Technology

This section contains instructions and pictures of the forms used in the Curriculum Instructional Technology data set up for a Curriculum Instructional Technology. Perform the following steps:

Populate validation tables:

Instructional Delivery Code – Enter 'Course Section Instructional Method' codes on the *Instructional Method Validation* form (**GTVINSM**).

Session Schedule Type Code – Verify 'Schedule Type' codes are entered on the *Schedule Type Code Validation* form (**STVSCHD**).

External Site Code – Enter 'External Site' codes on the Building Code Validation form (**STVBLDG**). Enter the campus code 'Z' on the *Building Definition* form (**SLABLDG**).

Outside Institution Code – Enter 'Outside Institution' codes on the *Site Code Validation* form (**STVSITE**). Verify the Event Type Code is entered on the *Event/Function Type Code Validation* form (**STVETYP**) with the value 'RUSE'.

Course Section Technology – Verify Course Section Technology codes are entered on the *Schedule Contract Code Validation* form (**STVSCCD**).

Translate non-standard Regents' codes:

Translate non-standard Regents' codes for Instructional Delivery, Session Schedule Type, External Site, Outside Institution, and Course Section codes.

Enter cross-reference label codes on the **STVXLBL** form using the label codes listed below.

Translate non-standard Regents' codes on the **SOAXREF** form using the label codes listed below.

<u>Data Element</u>	Label Code
Instructional Delivery Codes	RGTINSM
Session Schedule Type	RGTSCHD
External Site Codes	RGTBLDG
Outside Institution Site Codes	RGTSITE
Course Section Technology Code	RGTSCCD

Enter instructional technology and room usage data for the term:

Enter data for Instructional Delivery, Session Schedule Type, External Site, Outside Institution, and Course Section codes.

Page 2 January 2007

Instructional Delivery Code – Enter the 'instructional delivery' code in the Instructional Method column on the *Schedule* form (**SSASECT**).

Session Schedule Type Code – Enter the 'schedule type' code in the 'Schedule Type' column on the Meeting Time page of the *Schedule* form (**SSASECT**).

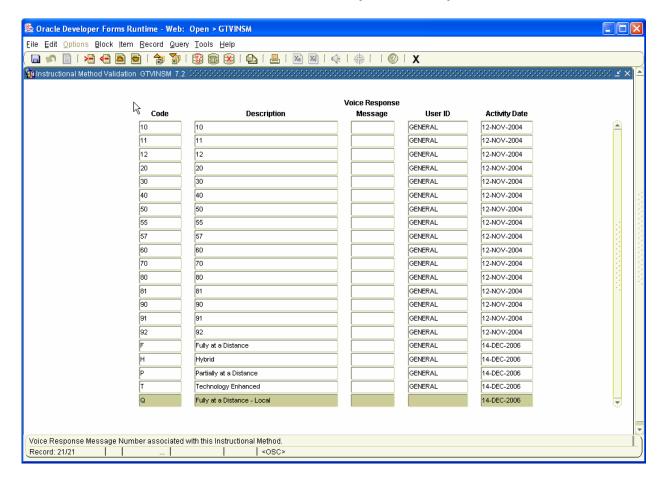
External Site Code – Enter the 'external site' code in the 'Building' column on the Meeting Time page of the *Schedule* form (**SSASECT**).

Outside Institution Code – Enter 'outside institution' code and meeting times on the *Event* form (**SLAEVNT**).

Course Section Technology – Enter the course section technology code in the 'Contract' column in the Section Contracts block of the *Schedule Detail* form (**SSADETL**).

Page 3 January 2007

Instructional Method Validation Form (GTVINSM)



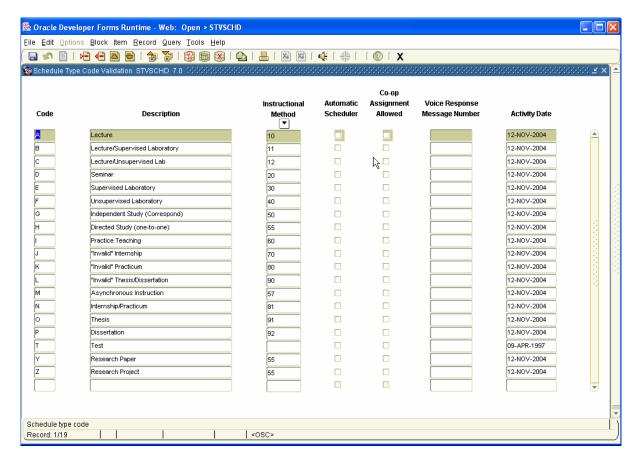
Enter 'Course Section Instructional Method' codes on the Instructional Method Validation form (GTVINSM).

System Standard Values:

Code	Description
F	Fully at a Distance
P	Partially at a Distance
Н	Hybrid
T	Technology Enhanced

Page 4 January 2007

Schedule Type Code Validation Form (STVSCHD)



Verify 'Schedule Type' codes are entered on *Schedule Type Code Validation* form (**STVSCHD**). Codes are already used for Curriculum Inventory Reporting (CIR).

System Standard Values:

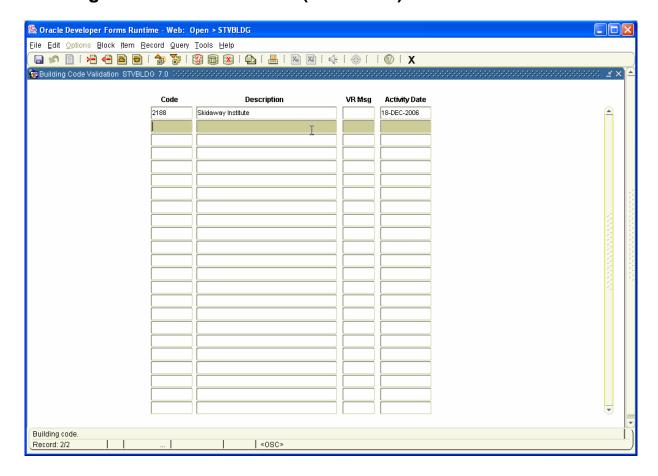
Code	Description
10	Lecture
11	Lecture/Supervised Laboratory/Clinic
12	Lecture/Unsupervised Laboratory/Clinic
20	Seminar
30	Supervised Laboratory
40	Unsupervised Laboratory
50	Independent Study (Correspondence)
55	Directed Study (One-to-One)
57	Asynchronous Instruction
60	Practice Teaching

Page 5 January 2007

System Standard Values (cont.):

Code	Description
81	Internship/Practicum
91	Thesis
92	Dissertation

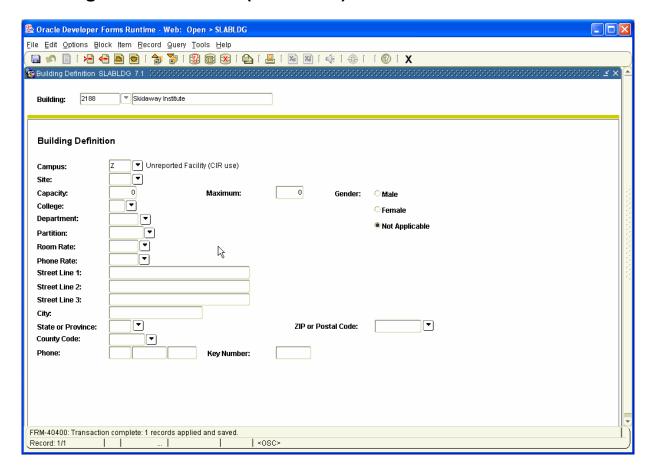
Building Code Validation Form (STVBLDG)



Enter External Site codes on the Building Code Validation form (STVBLDG).

Page 7 January 2007

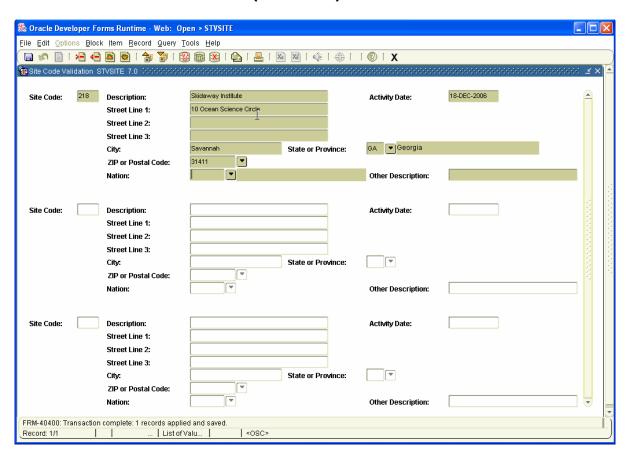
Building Definition Form (SLABLDG)



Enter 'Campus' code 'Z' on the *Building Definition* form (**SLABLDG**) for the external site code entered on STVBLDG form.

Page 8 January 2007

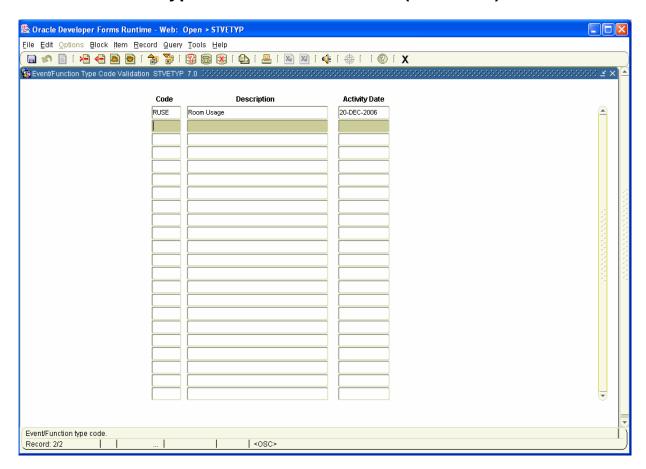
Site Code Validation Form (STVSITE)



Enter 'Outside Institution' codes on the Site Code Validation form (STVSITE).

Page 9 January 2007

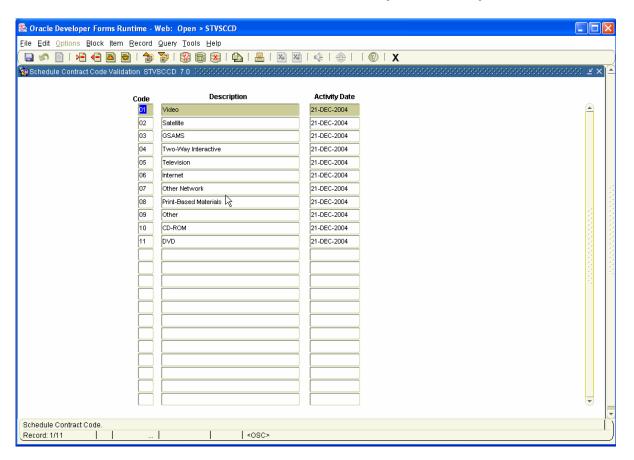
Event/Function Type Code Validation Form (STVETYP)



Verify the 'Event Type' code is entered on *Event/Function Type Code Validation* form (**STVETYP**) with the value 'RUSE'.

Page 10 January 2007

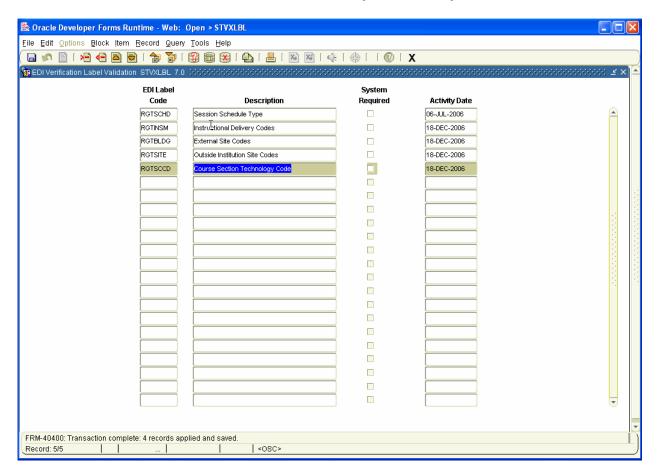
Schedule Contract Code Validation Form (STVSCCD)



Enter 'Course Section Technology' codes on the *Schedule Contract Code Validation* form (**STVSCCD**).

Page 11 January 2007

EDI Verification Label Validation Form (STVXLBL)



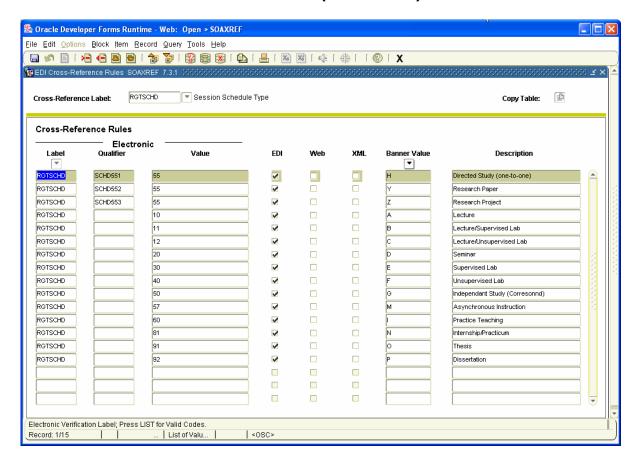
Enter the cross-reference label codes on the EDI Verification Label Validation form (STVXLBL) for the following codes for the EDI Label Code:

Label Code	Description
RGTINSM	Instructional Delivery Codes
RGTSCHD	Session Schedule Type
RGTBLDG	External Site Codes
RGTSITE	Outside Institution Site Codes
RGTSCCD	Course Section Technology Code

Note: Label code setup is not necessary if standard codes are used.

January 2007

EDI Cross-Reference Rules Form (SOAXREF)

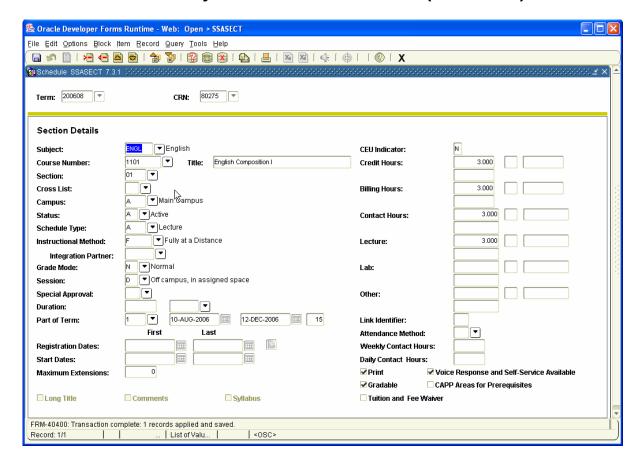


Use the EDI Cross-Reference Rules form (SOAXREF) to translate institutional Banner values to standard Regents' values using the label codes RGTINSM, RGTSCHD, RGTBLDG, RGTSITE, and RGTSSCD.

Note: Translation is not necessary if standard codes are used.

Page 13 January 2007

Instructional Delivery Code - Schedule Form (SSASECT)



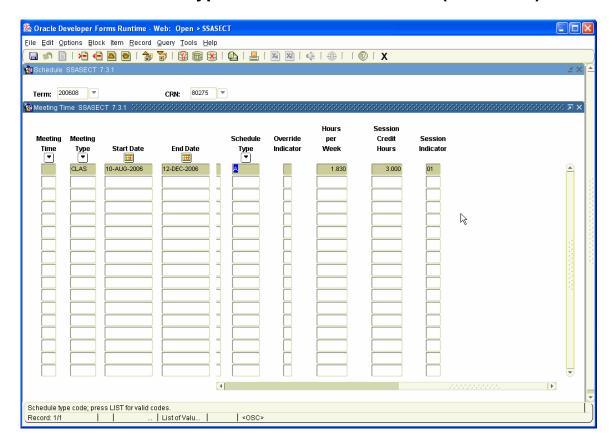
Enter the instructional delivery code which identifies the degree of the instructional content of a course delivered through distance education technology in the 'Instructional Method' column on the *Schedule* form (**SSASECT**).

System Standard Values:

Code	Description
F	Fully at a Distance
P	Partially at a Distance
Н	Hybrid
T	Technology Enhanced
Null	No Technology

Page 14 January 2007

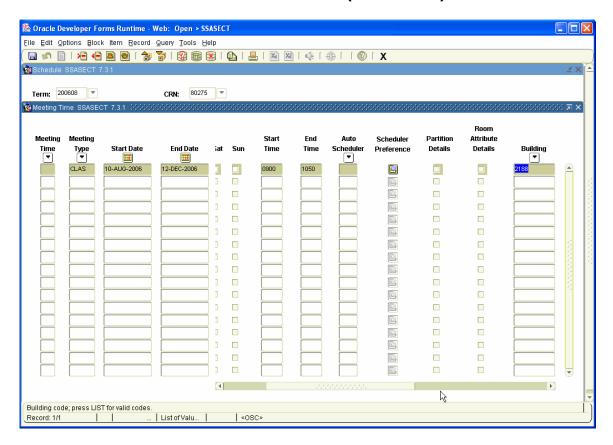
Session Schedule Type Code – Schedule Form (SSASECT)



Enter the schedule type code which indicates the teaching approach used for each session of the course in the 'Schedule Type' column on the Meeting Time page of the *Schedule* form (**SSASECT**).

Page 15 January 2007

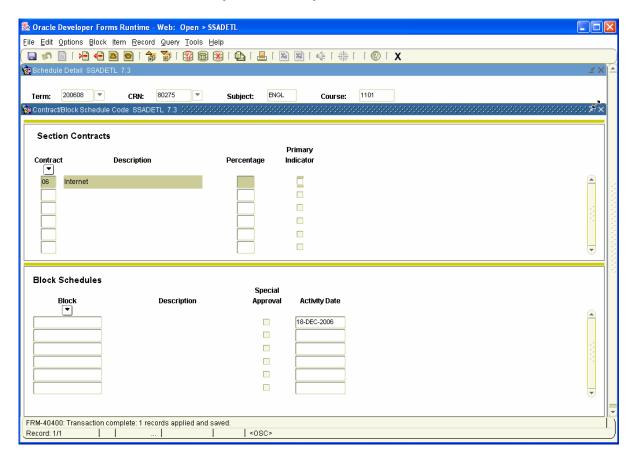
External Site Code – Schedule Form (SSASECT)



Enter the external site code which identifies where instruction is received for the course in the 'Building' column on the Meeting Time page of the *Schedule* form (**SSASECT**).

Page 16 January 2007

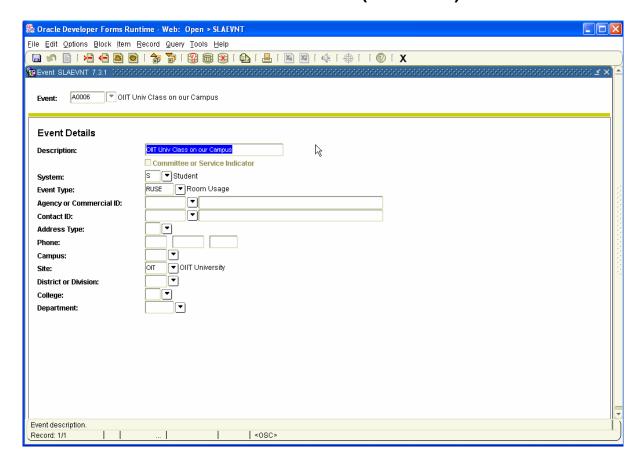
Schedule Detail Form (SSADETL)



Enter the course section technology code which identifies primary technology used in delivering instruction for the course in the 'Contract' column in the Section Contracts block of the *Schedule Detail* form (**SSADETL**).

Page 17 January 2007

Outside Institution Data – Event Form (SLAEVNT)



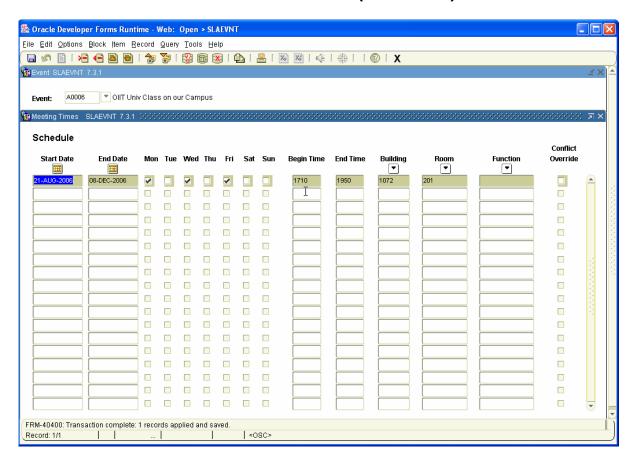
Outside institution data entered on the *Event* form (**SLAEVNT**) identifies course sections conducted by another institution or organization on the campus of the reporting institution. Populate the description and the following columns on the **SLAEVNT** form.

Column	Information
System	S
Event Type	RUSE
Site	Outside Institution Code

Note: Banner event codes are generated on the Event form **SLAEVNT**. Type 'Add' in the Event column to create a new event.

Page 18 January 2007

Outside Institution Data – Event Form (SLAEVNT)



Enter the section meeting day meeting time and reporting institution's building/room information on the Meeting Time page of the *Event* form (**SLAEVNT**).

Page 19 January 2007