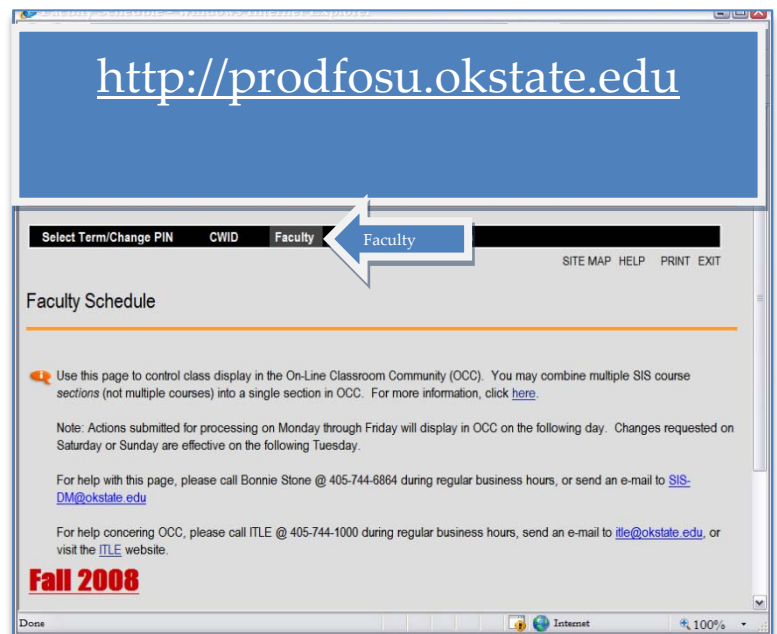# *O*nline *C*lassroom

Course Site Combinations

Faculty may choose to combine multiple sections of a course into a single site in the Online Classroom (OC). The following guidelines apply:

- Please don't do any work in any section that is to be combined because the combination process results in the creation of a new site and **your work will be lost**.
- Officially cross-listed courses with different course numbers or departmental prefixes **may be combined** in SIS.
- Course names are controlled by the officially designated course name from SIS.
- Only the instructor of record (as designated when instructors are assigned to the class) may combine sections. Your department must send an e-mail to Classroom Scheduling to change an instructor of record.
- You may make changes until SIS is taken off-line normally from midnight to 7:00 a.m. [See tips at the end of this document for the exact times.] After the information has been transmitted to the Online Classroom during the overnight processing, it will no longer be possible to "un-map" the course sites.[1]
- To prevent unintentional duplication, and since OC section numbers are assigned by the system, you may not name them during the combining process.
- You can combine your Lab sections and/or your theory sections *but* you cannot combine your Lab sections with your theory sections.

Getting Started in Faculty and Advisor Services

1. Go to http://prodfosu.okstate.edu, login, and select "Faculty" from the navigation bar, then select "OCC Mapping" *(Online Course Combination)* from the drop-down list.
2. Check the displayed term and change if necessary.

http://prodfosu.okstate.edu

Select Term/Change PIN   CWID   Faculty   Faculty

SITE MAP HELP PRINT EXIT

Faculty Schedule

Use this page to control class display in the On-Line Classroom Community (OCC). You may combine multiple SIS course *sections* (not multiple courses) into a single section in OCC. For more information, click here.

Note: Actions submitted for processing on Monday through Friday will display in OCC on the following day. Changes requested on Saturday or Sunday are effective on the following Tuesday.

For help with this page, please call Bonnie Stone @ 405-744-6864 during regular business hours, or send an e-mail to SIS-DM@okstate.edu

For help concering OCC, please call ITLE @ 405-744-1000 during regular business hours, send an e-mail to itle@okstate.edu, or visit the ITLE website.

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Done   Internet   100%

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[1] Un-map is the process that removes from your list the individual sections that you have used to create a new combined section.

Combine Sections in Online Classroom

1. Identify the *sections* of a course you want to combine into a single OC section.

2. Select "MAP" from the drop-down arrow in the "Action" column in each of the course sites.

3. Select "Submit" at the bottom of the page.

4. Click the radio button for the name that will be attached to the combined sections. Course names are controlled by the official SIS records and may not be altered.

5. Click "Continue."

Repeat if necessary to combine other sections.

SIS assigns a three-character section code. The title for the combined section and the section code are displayed on the SIS control screen. SIS transmits both the title and the section code to Online Classroom during overnight processing. So, if you combined sections 001, 002, and 003, you will see the combined sections labeled in three-digit alpha code beginning with "AAA." If Professor Smith is first to combine a course, his new course might be "HIST 3413TH AAA," while your new combined course site might be "HDFS 2933TH AAB." The next combined course might be "JB 3913TH AAC."

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Course ID	Activity	OCC Title	OCC Section
MATH-1483-001 MATH FUNCTIONS & USES	TH		
MATH-1483-002 MATH FUNCTIONS & USES	TH		
MATH-1483-003 MATH FUNCTIONS & USES	TH		

Combine these sections into a new OCC section titled: MATH FUNCTIONS & USES ○   4. Option

5. Continue   Continue   Reset   Go Back to Main Page

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New Combined Sections

Action	Course ID	Activity	Session and Dates	Status/ Enrolled	Days Time Location	OCC Title	OCC Section
No Action	MATH-1483-001 MATH FUNCTIONS & USES	TH	Normal Academic Term ... 12-05-08		...M ... 321	MATH FUNCTIONS & USES	AAB
No Action	MATH-1483-002 MATH FUNCTIONS & USES	TH	Normal Academic Term 08-18-08 12-05-08	Open 15	MWF 08:30-09:20AM Main Campus CLB 321	MATH FUNCTIONS & USES	AAB
No Action	MATH-1483-003 MATH FUNCTIONS & USES	TH	Normal Academic Term 08-18-08 12-05-08	Open 19	MWF 09:30-10:20AM Main Campus HES 331	MATH FUNCTIONS & USES	AAB
No Action	MATH-1483-004 MATH FUNCTIONS & USES	TH	Normal Academic Term 08-18-08 12-05-08	Open 24	MWF 10:30-11:20AM Main Campus MSCS 445		
No Action	MATH-1483-005 MATH FUNCTIONS & USES	TH	Normal Academic Term 08-18-08 12-05-08	Open 21	MWF 11:30-12:20PM Main Campus MSCS 445		
No Action	MATH-1483-006 MATH FUNCTIONS & USES	TH	Normal Academic Term 08-18-08 12-05-08	Open 13	MWF 12:30-01:20PM Main Campus HES 316		

Submit   Reset

An example of a course with combined sections appears to the left. Notice the three-digit alpha code that the system uses to replace the section numbers.

Section Code

Add Section(s) to an Existing Combined Section

1. Identify the section(s) you want to add to a previously combined section; select "MAP" from the drop-down arrow in the "Action" column in each of these courses.
2. Select "Submit."
3. Click the radio button for the name that will be attached to the combined sections. Course names are controlled by the official SIS records and may not be altered.
4. Click "Continue."

SIS displays the new sections and titles that will be transmitted to Online Classroom in the evening of the day you makes the changes.
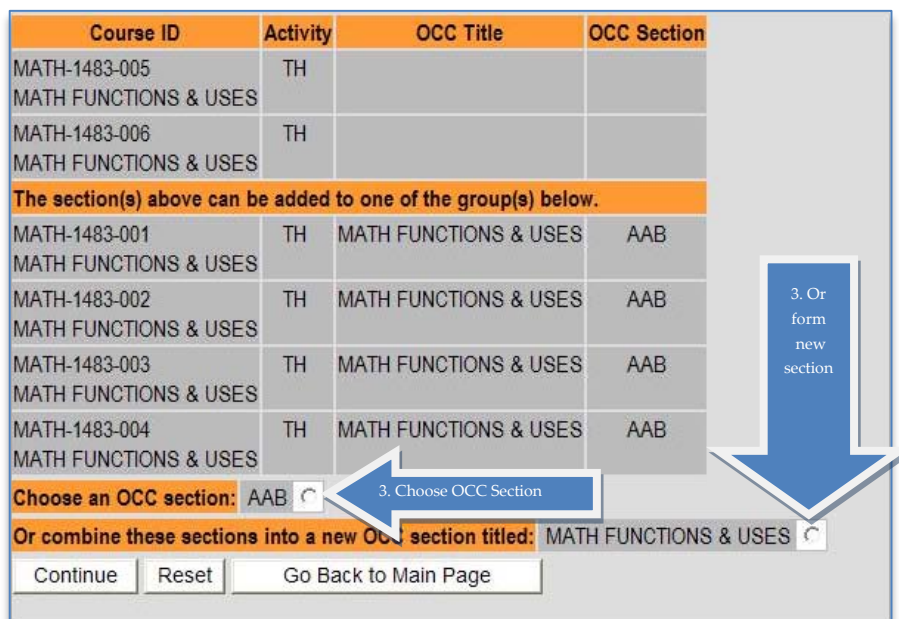
Selecting multiple sections gives you the option to merge with a previously created group, or create a new grouping. However, you cannot make a grouping of a single section.

Create Additional Combined Group(s)

1. Identify the section(s) to be merged into a new group; choose "MAP" from the drop-down arrow in the action column in each of the classes.
2. Select "Submit."
3. Select the option "Choose an OCC Section" to add a section to a combination of sections you've already created or select "Or combine these sections into a new OCC section titled" option.
4. Select "Continue."

You may merge your new selections with any existing combined group.

Course ID	Activity	OCC Title	OCC Section
MATH-1483-005 MATH FUNCTIONS & USES	TH		
MATH-1483-006 MATH FUNCTIONS & USES	TH		
The section(s) above can be added to one of the group(s) below.			
MATH-1483-001 MATH FUNCTIONS & USES	TH	MATH FUNCTIONS & USES	AAB
MATH-1483-002 MATH FUNCTIONS & USES	TH	MATH FUNCTIONS & USES	AAB
MATH-1483-003 MATH FUNCTIONS & USES	TH	MATH FUNCTIONS & USES	AAB
MATH-1483-004 MATH FUNCTIONS & USES	TH	MATH FUNCTIONS & USES	AAB

3. Or form new section

Choose an OCC section: AAB ○   3. Choose OCC Section

Or combine these sections into a new OCC section titled: MATH FUNCTIONS & USES ○

Continue   Reset   Go Back to Main Page

Remove Section(s) from Merged Online Classroom Group

Removing sections from a merged group **may be performed only if the information has not been transmitted to Online Classroom** during the overnight processing. [See "Tips" at the end of this

document "SIS hours online."] As a rule, anything done over the weekend will not be transmitted until the following Tuesday morning's processing.

1. Identify the section(s) to be removed from a group; select "Un-map" from the drop down box(es).
2. Select "Submit."

Tips

"**Go Back to Main Page**" cancels any pending operation.

Sections only—not courses—**may be combined**. For example, you cannot combine cross-listed courses into a single OC course site.

OC titles and Section numbers generated by the combine process stay on the SIS control page for reference. Please make note of the title and section to be sure the process worked the way you expected.

Section combination (mapping) cannot be performed concurrently with any other operation.

SIS hours online are as follows: Midnight (Sunday) to midnight (Monday), Tuesday through Friday—7 a.m. to midnight, Saturday—8 a.m. to 6 p.m., and Sunday—7:00 a.m. through midnight Monday. Actions submitted for processing on Monday through Friday will display in OC on the following day. Changes requested on Saturday or Sunday are effective on the following Tuesday.

If you would like additional services from this application, please send a note to the IT Helpdesk at helpdesk@okstate.edu.

*Our thanks to **Bonnie Stone** of IRIM/SIS Production for invaluable work in producing this session material.*