

**UM Course Sharing**  
**Created on 5/4/2016 5:12:00 PM**

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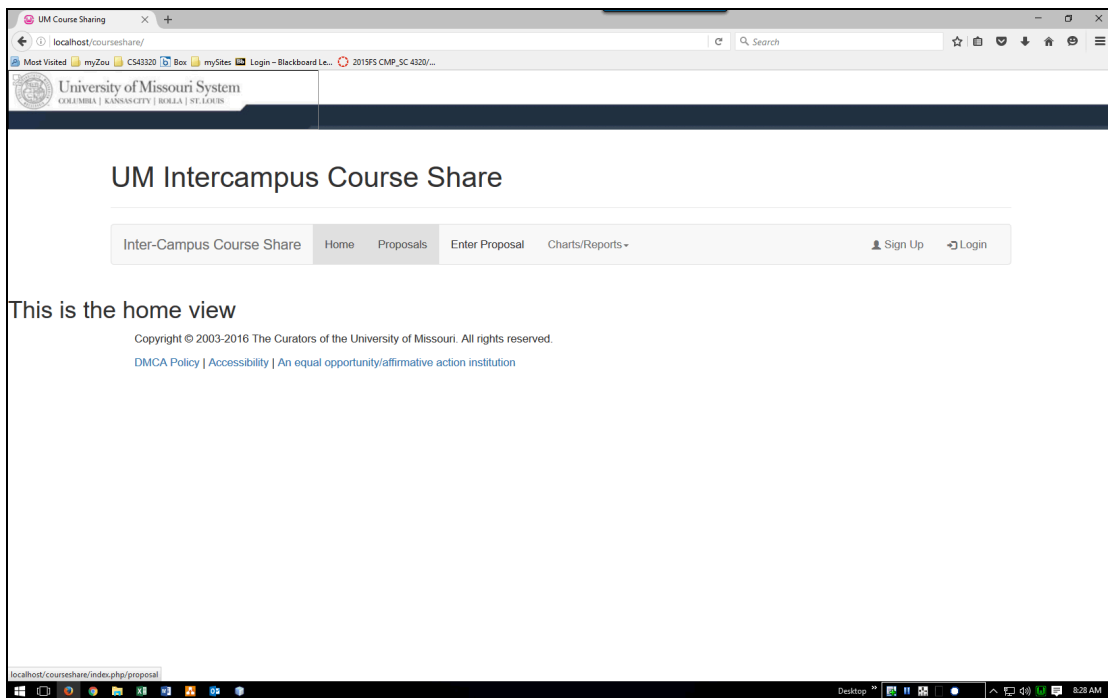
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## UM Course Sharing

### Entering Proposal

#### Procedure

To enter a new proposal, the Submitted By and Submit Date fields are the only required fields to be entered. The remaining fields are optional since the user entering the proposal may not have all of the information provided to them at the time of entry. In this example, we will enter the Submitted By, Submit Date, Anticipated Offer Term, and Proposal Description. The remaining fields will be entered using the Update Proposal form.



Step	Action
1.	Click the <b>Enter Proposal</b> link. <b>Enter Proposal</b>

UM Intercampus Course Share

Inter-Campus Course Share | Home | Proposals | Enter Proposal | Charts/Reports | Sign Up | Login

Enter New Proposal

Submitted By:

Submit Date:

Anticipated Offer Term:

Requested Budget: \$

Offer Status: Pending | Award Term:

Proposal Description:

Submit

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Step	Action
2.	Select who submitted the proposal by clicking the Submitted By list.

UM Intercampus Course Share

Inter-Campus Course Share | Home | Proposals | Enter Proposal | Charts/Reports | Sign Up | Login

Enter New Proposal

Submitted By:

Submit Date:

Anticipated Offer Term:

Requested Budget: \$

Offer Status: Pending | Award Term:

Proposal Description:

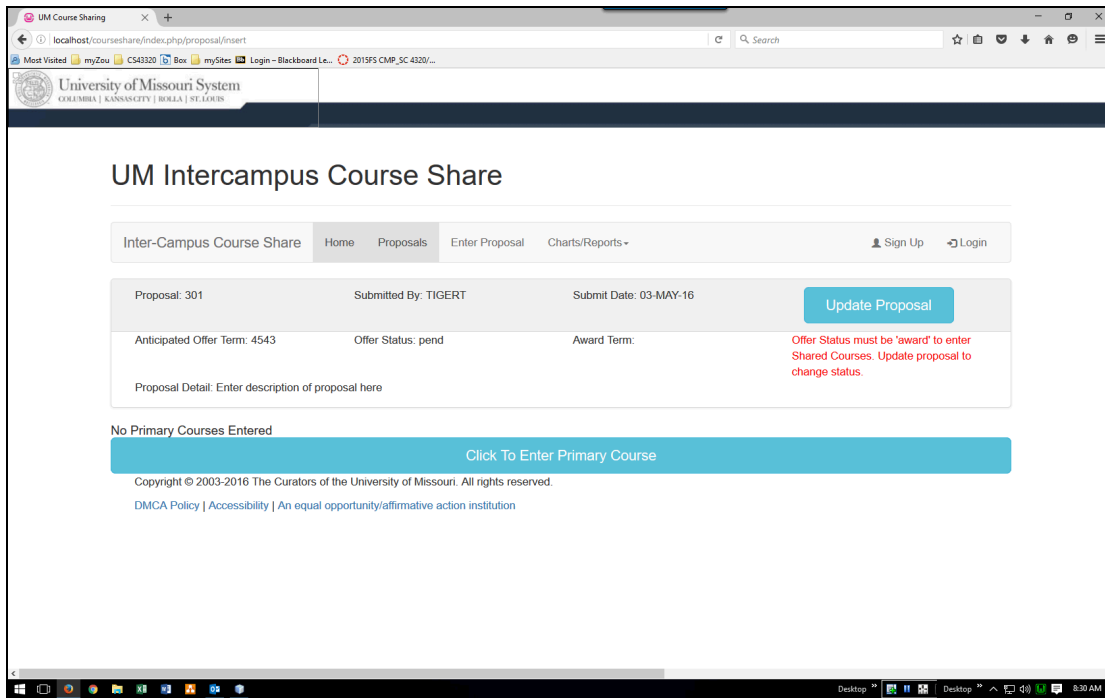
Submit

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Step	Action
3.	<p>Select the user from the list.</p> <p>Click the <b>Tiger, Truman</b> list item.</p> <p><b>Tiger, Truman</b></p>
4.	<p>Enter the date the proposal was submitted.</p> <p>Format: dd-MMM-YYYY</p> <p>Enter the desired information into the field. Enter "<b>3-May-2016</b>".</p>
5.	<p>Select the Anticipated Offer Term from the list. The Anticipated Offer Term is the term the submitter is expecting the course to be offered for the first time.</p> <p>Click the <b>FS2017</b> list item.</p> <p><b>FS2017</b></p>
6.	<p>Enter the description of the proposal in the Proposal Description field. The proposal description should adequately describe the scope and details of the proposal.</p> <p>Enter the desired information into the field. Enter "<b>Enter description of proposal here</b>".</p>

The screenshot displays the 'UM Intercampus Course Share' web application. The page title is 'UM Intercampus Course Share'. Below the title is a navigation bar with links: 'Inter-Campus Course Share', 'Home', 'Proposals', 'Enter Proposal', and 'Charts/Reports'. There are also 'Sign Up' and 'Login' buttons. The main section is titled 'Enter New Proposal'. It contains several form fields: 'Submitted By' (a dropdown menu showing 'Tiger, Truman'), 'Submit Date' (a text field showing '3-May-2016'), 'Anticipated Offer Term' (a dropdown menu showing 'FS2017'), 'Requested Budget' (a text field with a green '\$' icon), 'Offer Status' (a dropdown menu showing 'Pending'), and 'Award Term' (a dropdown menu). Below these fields is a large text area for 'Proposal Description' with the placeholder text 'Enter description of proposal here'. A 'Submit' button is located at the bottom left of the form. The footer of the page includes copyright information: 'Copyright © 2003-2016 The Curators of the University of Missouri. All rights reserved.' and a link to the 'DMCA Policy | Accessibility | An equal opportunity/affirmative action institution'.

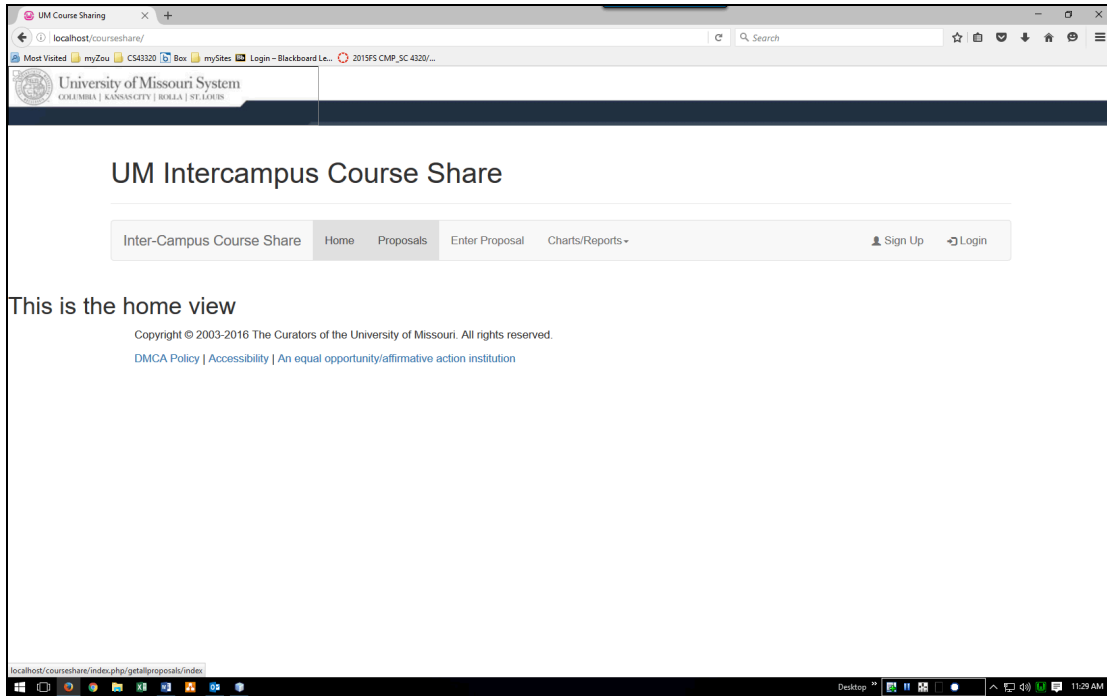
Step	Action
7.	Click the <b>Submit</b> button.






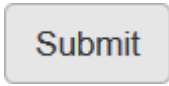
Step	Action
8.	Once the proposal has been submitted, you will be redirected to the Proposal detail page. From this page you can update the proposal, enter the proposed primary courses associated with the proposal. Once a proposed primary course has been entered, the proposed secondary course can be entered. <b>End of Procedure.</b>

## Update Proposal

### Procedure



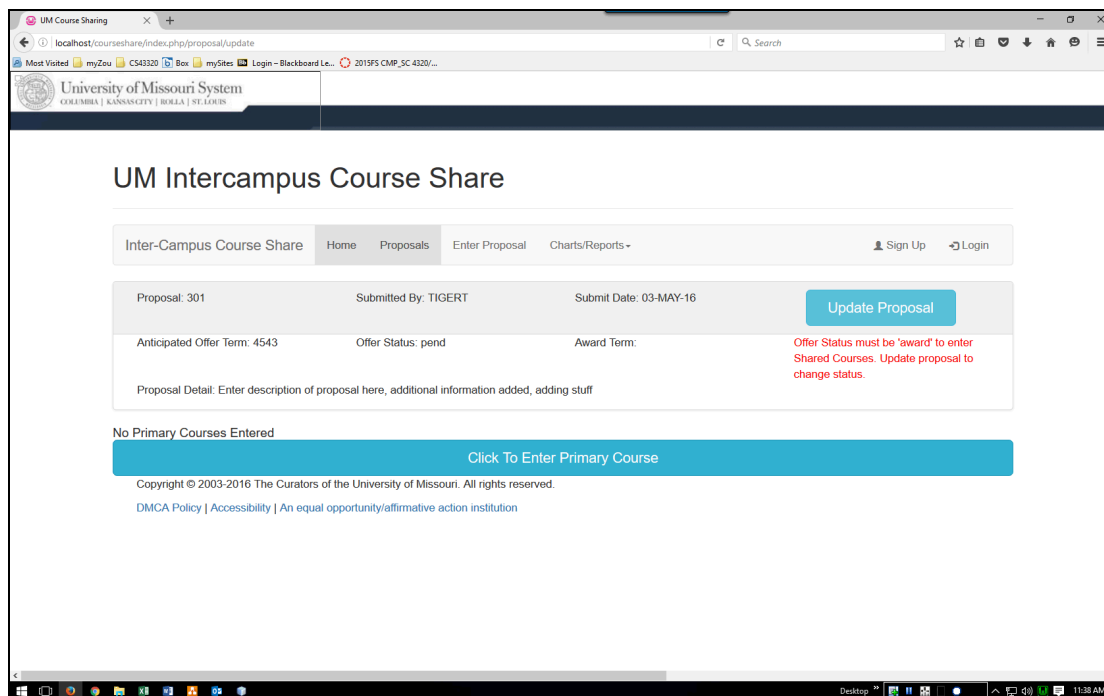
Step	Action
1.	Click the <b>Proposals</b> link. 
2.	Scroll through the list to find the Proposal you would like to view/update. Press the left mouse button and drag the mouse to the desired location.
3.	Select the Proposal Id you of the proposal you would like to view/update. Click the <b>301</b> link. 
4.	The proposal details will be displayed. To update the proposal, click the <b>Update Proposal</b> button. 
5.	Make the desired changes to the proposal by entering information in the fields to change. In this example, we will change the Requested Budget and add information to the Proposal Description.  Enter the desired information into the <b>Amount (to the nearest dollar)</b> field. Enter " <b>12000.00</b> ".
6.	Enter the desired information into the field. Enter " <b>, adding stuff</b> ".

Step	Action
7.	Click the <b>Submit</b> button to update the proposal information. 
8.	The proposal detail page will be re-displayed with the changes. <b>End of Procedure.</b>

## Enter Proposed Primary Course

### Procedure

If no proposed primary courses have been entered, the proposal detail page will indicate this with "No Primary Courses Entered". To enter a proposed primary course, click the "Click To Enter Primary Course" button.



Step	Action
1.	To enter a proposed primary course for a proposal, click the <b>Click To Enter Primary Course</b> button.



The screenshot shows a web browser window with the URL `localhost/courseshare/index.php/proposal/update`. The page title is "UM Course Sharing". The background page is "UM Interca" with a sidebar containing links like "Inter-Campus Cour", "Proposal: 301", "Anticipated Offer Term", "Proposal Detail: Enter", and "No Primary Courses En". The "Enter Primary Course" modal form is open, featuring a green header bar with four dropdown menus: "Institution" (Columbia), "Career" (Undergraduate), "Subject" (empty), and "Catalog Number" (empty). Below this are text input fields for "Course Title", "Course Topic", and "Course Description". At the bottom, there are dropdowns for "Course Status" (Active) and "Requested Budget" (\$), followed by a "Submit" button.

Step	Action
2.	To enter primary course information, enter the information for the fields that you have information for. None of the fields are required, due to the possibility of the submitted proposals providing incomplete information. In this example we will enter some basic information for an English 1000 course.
3.	Enter the desired information into the <b>Subject</b> field. Enter <b>"English"</b> .
4.	Enter the desired information into the <b>Catalog Number</b> field. Enter <b>"1000"</b> .
5.	Enter the desired information into the Course Title field. Enter <b>"Introduction to Modern Literature"</b> .
6.	Enter the desired information into the Course Description field. Enter <b>"This course will discuss authors of the Modern period in literature"</b> .
7.	Enter the desired information into the <b>Requested Budget</b> field. Enter <b>"2000.00"</b> .

The screenshot shows a web browser window with the URL `localhost/courseshare/index.php/proposal/update`. The page title is "UM Course Sharing". A modal form titled "Enter Primary Course" is open. The form contains the following fields:

- Institution:** A dropdown menu with "Columbia" selected.
- Career:** A dropdown menu with "Undergraduate" selected.
- Subject:** A text input field with "English" entered.
- Catalog Number:** A text input field with "1000" entered.
- Course Title:** A text input field with "Introduction to Modern Literature" entered.
- Course Topic:** A text input field.
- Course Description:** A text area with "This course will discuss authors of the Modern period in literature" entered.
- Course Status:** A dropdown menu with "Active" selected.
- Requested Budget:** A text input field with "\$ 2000.00" entered.

A "Submit" button is located at the bottom of the modal form.

Step	Action
8.	Click the <b>Submit</b> button.

The screenshot shows the "UM Intercampus Course Share" main page. The page has a navigation bar with links: "Inter-Campus Course Share", "Home", "Proposals", "Enter Proposal", and "Charts/Reports". There are also "Sign Up" and "Login" links. The main content area displays the following information:

- Proposal:** 301
- Submitted By:** TIGERT
- Submit Date:** 03-MAY-16
- Update Proposal** button
- Anticipated Offer Term:** 4543
- Offer Status:** pend
- Award Term:**
- Proposal Detail:** Enter description of proposal here, additional information added, adding stuff
- Institution:** COLUM **Career:** UGRD **Subject:** English **Catalog Num:** 1000
- Click To Enter Primary Course** button

At the bottom, there is a copyright notice: "Copyright © 2003-2016 The Curators of the University of Missouri. All rights reserved." and a link to the "DMCA Policy | Accessibility | An equal opportunity/affirmative action institution".

Step	Action
9.	Once submitted the Proposal detail page will re-display with the proposed primary course header displayed. You may enter as many proposed primary courses as necessary for each proposal. <b>End of Procedure.</b>

## Enter Proposed Secondary Course

### Procedure

To enter a proposed secondary course for a specific proposed primary course, click the header of the desired primary course to display the details of the primary course.

UM Course Sharing

localhost/courseshare/index.php/proposalcourses/insertprimarycourse

University of Missouri System  
COLUMBIA | KANSASCITY | ROLLA | ST. LOUIS

### UM Inter-campus Course Share

Inter-Campus Course Share Home Proposals Enter Proposal Charts/Reports + Sign Up Login

Proposal: 301 Submitted By: TIGERT Submit Date: 03-MAY-16 Update Proposal

Anticipated Offer Term: 4543 Offer Status: pend Award Term: Offer Status must be 'award' to enter Shared Courses. Update proposal to change status.

Proposal Detail: Enter description of proposal here, additional information added, adding stuff

Institution: COLUM Career: UGRD Subject: English Catalog Num: 1000

Click To Enter Primary Course

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Step	Action
1.	Click the <b>Institution: COLUM Career: UGRD Subject: English Catalog Num: 1000</b> link.
2.	If no proposed secondary course has been entered for a specific proposed primary course, the message "No Secondary Courses Entered".  Click the <b>Click To Enter Secondary Course</b> button to enter a proposed secondary course.  <b>Click To Enter Secondary Course</b>

The screenshot shows a web browser window with the URL `localhost/courseshare/index.php/proposalcourses/insertprimarycourse`. The page header includes the University of Missouri System logo and navigation links. A modal form titled "Enter Secondary Course" is open, displaying the following fields:

- Institution:** A dropdown menu with "Columbia" selected.
- Career:** A dropdown menu with "Undergraduate" selected.
- Subject:** An empty text input field.
- Catalog Number:** An empty text input field.
- Course Title:** An empty text input field.
- Course Topic:** An empty text input field.
- Course Description:** A large text area for entering the course description.
- Course Status:** A dropdown menu with "Active" selected.
- Requested Budget:** A text input field with a dollar sign prefix.

At the bottom of the modal is a "Submit" button. The background page shows a sidebar with links like "Inter-Campus Course", "Proposal: 301", and "Anticipated Offer Term".

Step	Action
3.	In this example we will enter basic information for a History course from UMKC that is to be tied to the proposed primary English course from COLUM.
4.	Select the Institution <div> Columbia  Rolla  <b>Kansas City</b>  St. Louis </div>
5.	Enter the desired information into the <b>Subject</b> field. Enter " <b>History</b> ".
6.	Enter the desired information into the <b>Catalog Number</b> field. Enter " <b>1000</b> ".
7.	Enter the desired information into the <b>Course Title</b> field. Enter " <b>Introduction to Modern Literature</b> ".
8.	Enter the desired information into the <b>Course Description</b> field. Enter " <b>This course will discuss the historical significance of Modern literature</b> ".
9.	Enter the desired information into the <b>Requested Budget</b> field. Enter " <b>1000.00</b> ".

Step	Action
10.	Click the <b>Submit</b> button.

Step	Action
11.	<p>Once the proposed secondary course information has been submitted, the proposal detail page will re-display. To view the addition of the proposed secondary course, click the proposed primary course header the proposed secondary course was entered under.</p> <p>Click the <b>Institution: COLUM Career: UGRD Subject: English Catalog Num: 1000</b> link.</p>

The screenshot shows the 'UM Intercampus Course Share' web application. The page has a navigation bar with links: 'Inter-Campus Course Share', 'Home', 'Proposals', 'Enter Proposal', and 'Charts/Reports'. There are 'Sign Up' and 'Login' buttons. The main content area displays details for 'Proposal: 301', submitted by 'TIGERT' on '03-MAY-16'. It includes fields for 'Anticipated Offer Term: 4543', 'Offer Status: pend', and 'Award Term:'. A red error message states: 'Offer Status must be 'award' to enter Shared Courses. Update proposal to change status.' Below this is a text area for 'Proposal Detail'. A link 'Institution: COLUM Career: UGRD Subject: English Catalog Num: 1000' is visible. Under 'Course Title: Introduction to Modern Literature' and 'Course Budget Request: 2000', there is a 'Course Status: activ' and an 'Update Primary Course' button. The 'Secondary Courses' section shows 'Institution: UMKC Career: UGRD Subject: History Catalog Num: 1000' and a 'Click To Enter Secondary Course' button. At the bottom, there is a large blue button labeled 'Click To Enter Primary Course'.


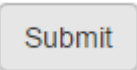
Step	Action
12.	<p>The proposed secondary course is now associated with the specific proposal and specific proposed primary course. To enter an additional proposed secondary course for a proposed primary course, click the "Click to Enter Secondary Course" button.</p> <p><b>End of Procedure.</b></p>

## Update Proposed Primary Course

### Procedure

To update a proposed primary course, click on the desired proposed primary course header to view the details of the course and click the Update Primary Course button.

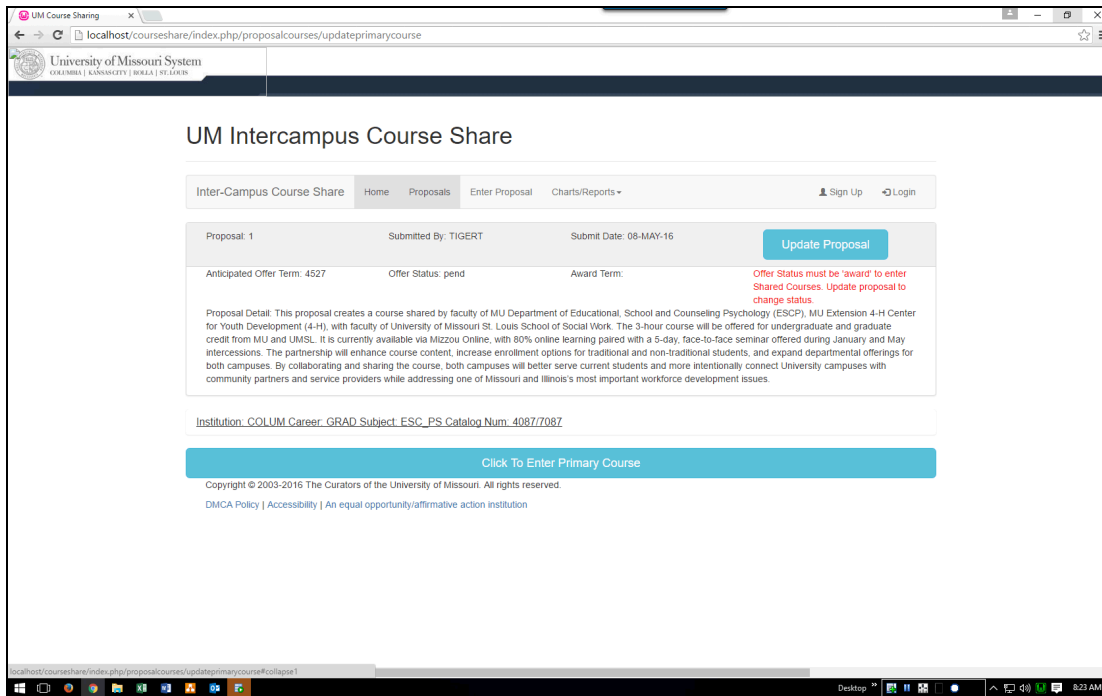
The screenshot shows a web browser window with the URL `localhost/courseshare/index.php/proposal/view/1`. The page header includes the University of Missouri System logo and navigation links. The main content area is titled "UM Intercampus Course Share" and features a navigation bar with "Inter-Campus Course Share", "Home", "Proposals", "Enter Proposal", and "Charts/Reports". A "Sign Up" and "Login" link is also present. Below the navigation bar, a proposal card displays details for "Proposal: 1", submitted by "TIGERT" on "08-MAY-16". It includes an "Update Proposal" button and a table with fields: "Anticipated Offer Term: 4527", "Offer Status: pend", and "Award Term:". A red message states: "Offer Status must be 'award' to enter Shared Courses. Update proposal to change status." The proposal detail text describes a course shared by MU Department of Educational, School and Counseling Psychology (ESCP), MU Extension 4-H Center for Youth Development (4-H), and MU School of Social Work. A "Click To Enter Primary Course" button is at the bottom. The footer contains copyright information and a DMCA Policy link.

Step	Action
1.	Click the <b>Proposed Primary Course Header</b> link.
2.	Click the <b>Update Primary Course</b> button. 
3.	Update the desired fields and click Submit. In this example we are adding information into the <b>Course Description</b> field. Enter " <b>Add information here</b> ".
4.	Click the <b>Submit</b> object. 
5.	To view the changes to the proposed primary course, click on the corresponding proposed primary course header. <b>End of Procedure.</b>

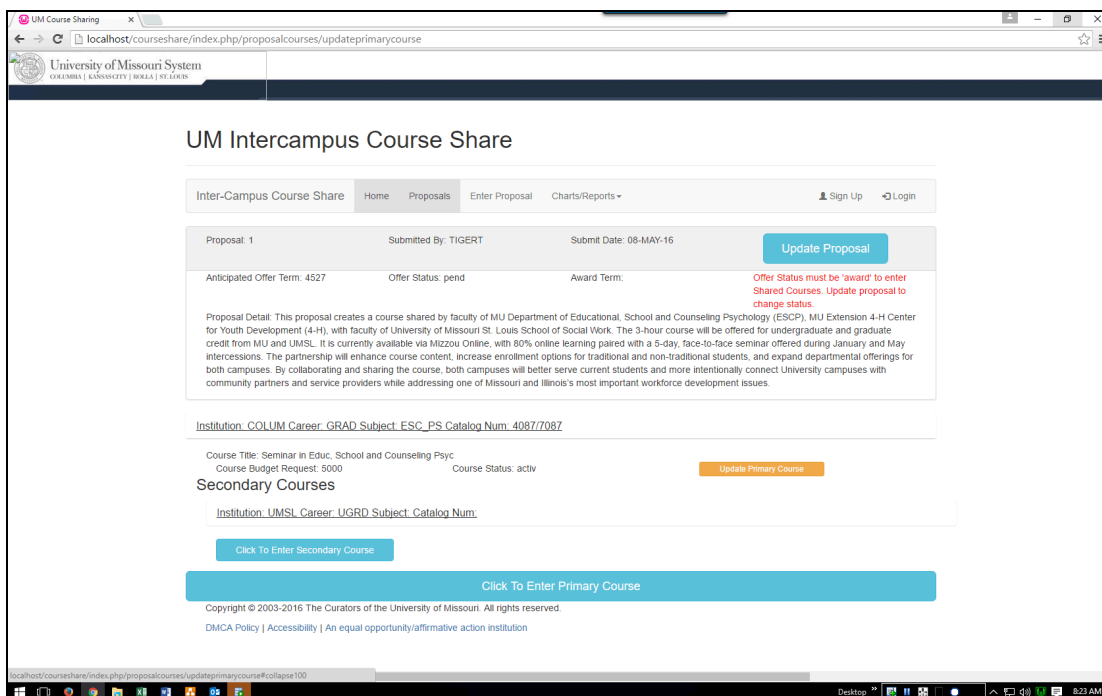
## Update Proposed Secondary Course

### Procedure

To update a proposed secondary course, click on the proposed primary course header the secondary course is associated with to view the details of the course. Next, click the desired proposed secondary course header you wish to update. Click the Update Secondary Course button.



Step	Action
1.	Click the <b>Proposed Primary Course Header</b> link.



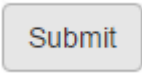


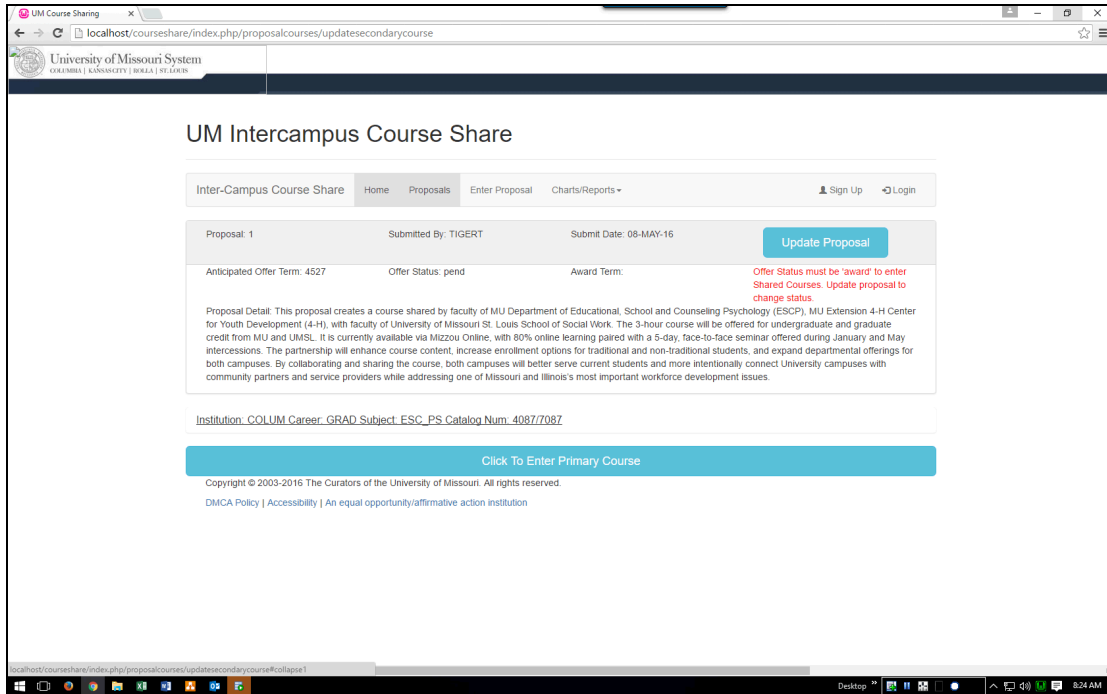
Step	Action
2.	Click the <b>Proposed Secondary Course Header</b> link. <u>Institution: UMSL Career: UGRD Subject: Catalog Num:</u>

The screenshot shows the 'UM Intercampus Course Share' web application. The page displays details for a proposal submitted by TIGERT on 08-MAY-16. The proposal is for a course titled 'Seminar in Educ. School and Counseling Psyc' with a budget request of 5000. The course status is 'activ'. The page includes a 'Proposed Secondary Course' section with a link to 'Click To Enter Secondary Course' and a 'Click To Enter Primary Course' button. The page also features a 'Update Primary Course' button and a 'Update Secondary Course' button. The footer includes copyright information and a DMCA Policy link.

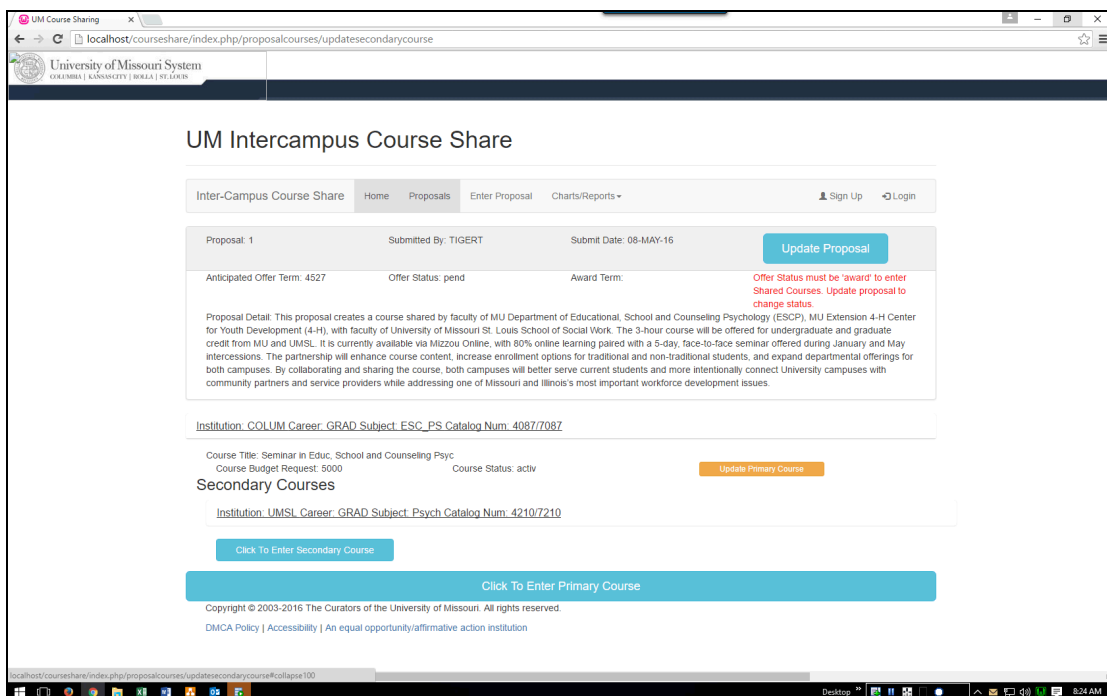
Step	Action
3.	Click the <b>Update Secondary Course</b> button. <b>Update Secondary Course</b>

The screenshot shows a web browser window with the URL `localhost/courseshare/index.php/proposalcourses/updateprimarycourse`. The page title is "UM Course Sharing". A modal dialog box titled "Update Secondary Course" is open. The dialog box has a green header bar with the following fields: "Institution" (dropdown menu showing "St. Louis"), "Career" (dropdown menu showing "Graduate"), "Subject" (text input field), and "Catalog Number" (text input field). Below the header bar, there are three more sections: "Course Title" (text input field), "Course Topic" (text input field showing "Evidence-based Approaches to Positive Youth Dev"), and "Course Description" (text area). At the bottom of the dialog, there are two more fields: "Course Status" (dropdown menu showing "Active") and "Requested Budget" (text input field showing "\$ 5000"). A "Submit" button is located at the bottom left of the dialog, and a "Close" button is at the bottom right. The background of the browser window shows the main application interface, which includes a sidebar with various links and a main content area with a large blue button labeled "Click To Enter Primary Course".

Step	Action
4.	Enter the desired information into the <b>Subject</b> field. Enter " <b>Psych</b> ".
5.	Enter the desired information into the <b>Catalog Number</b> field. Enter " <b>4210/7210</b> ".
6.	Enter the desired information into the <b>Course Title</b> field. Enter " <b>Topics in Psychology</b> ".
7.	<p>Once submitted, the proposal detail page will re-display.</p> <p>Click the <b>Submit</b> button.</p> <div>  </div>



Step	Action
8.	To view your changes, click the primary course header and then click the desired secondary course header to view the changes.  Click the <b>Proposed Primary Course Header</b> link.



Step	Action
9.	Click the <b>Proposed Secondary Header</b> link.

The screenshot displays the 'UM Intercampus Course Share' web application. The page has a navigation bar with 'Inter-Campus Course Share', 'Home', 'Proposals', 'Enter Proposal', and 'Charts/Reports'. There are 'Sign Up' and 'Login' links. The main content area shows a proposal for 'Proposal: 1' submitted by 'TIGERT' on '08-MAY-16'. It includes fields for 'Anticipated Offer Term: 4527', 'Offer Status: pend', and 'Award Term:'. A red message states: 'Offer Status must be 'award' to enter Shared Courses. Update proposal to change status.' Below this is a 'Proposal Detail' section describing a shared course between MU and UMSL. At the bottom, there are buttons for 'Update Proposal', 'Update Primary Course', 'Update Secondary Course', 'Click To Enter Secondary Course', and 'Click To Enter Primary Course'. The footer includes a copyright notice for 2003-2016.

Step	Action
10.	The proposed secondary course has now been updated. <b>End of Procedure.</b>

## Working with Shared Courses

### Procedure

This process will walk through how to enter a shared primary and secondary course into the XFER table.

The screenshot shows the 'UM Intercampus Course Share' website. The navigation bar includes 'Inter-Campus Course Share', 'Home', 'Proposals', 'Enter Proposal', and 'Charts/Reports'. There are links for 'Sign Up' and 'Login'. The main content area is titled 'Proposal statistics' and contains a table with the following data:

Proposal ID	Offered term	Budget Requested	Offer Status	Submitted By	Submitted date
1	4527	10000	awrd	TIGERT	08-MAY-16
2	4635	5000	awrd	TIGERT	06-JUN-16
3	4343	7000	pend	FRIELJ	06-JUN-16
4	4243		awrd	TIGERT	06-JUN-16
5	4335	8000	awrd	TIGERT	01-JUN-15
6	4443	12.33	pend	TIGERT	06-JUN-16
7	4443	12.33	pend	TIGERT	06-JUN-16
8	4443	12.33	pend	TIGERT	06-JUN-16
9	4443	12.33	pend	TIGERT	06-JUN-16
10	4443	12.33	pend	TIGERT	06-JUN-16
11	4443	12.33	pend	TIGERT	06-JUN-16
12	4443	12.33	pend	TIGERT	06-JUN-16
13	4443	12.33	pend	TIGERT	06-JUN-16
14	4427	2345	pend	FRIELJ	06-JUN-16
15	4427	2345	pend	FRIELJ	06-JUN-16

Step	Action
1.	Click the <b>Proposal ID</b> link. <div>1</div>

The screenshot shows the 'UM Intercampus Course Share' website with the details of Proposal 1. The navigation bar is the same as the previous screenshot. The main content area displays the following information:

Proposal: 1 Submitted By: TIGERT Submit Date: 08-MAY-16 [Update Proposal](#)

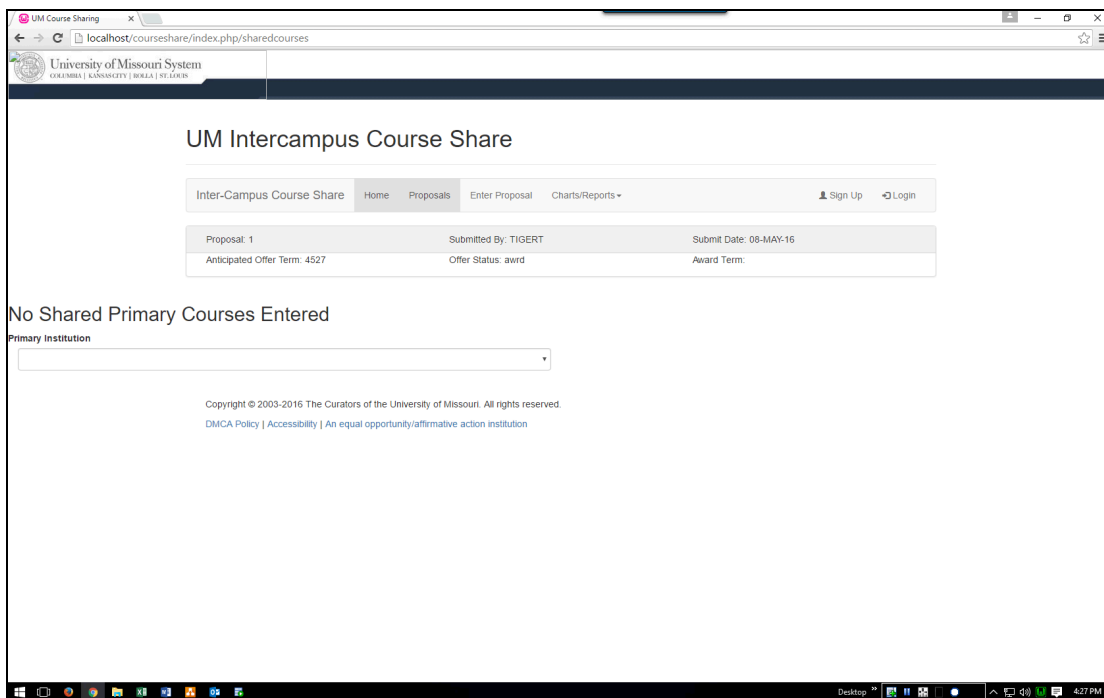
Anticipated Offer Term: 4527 Offer Status: awrd Award Term: Enter Shared Courses  
 Proposal Detail: This proposal creates a course shared by faculty of MU Department of Educational, School and Counseling Psychology (ESCP), MU Extension 4-H Center for Youth Development (4-H), with faculty of University of Missouri St. Louis School of Social Work. The 3-hour course will be offered for undergraduate and graduate credit from MU and UMSL. It is currently available via Mizzou Online, with 80% online learning paired with a 5-day, face-to-face seminar offered during January and May intercessions. The partnership will enhance course content, increase enrollment options for traditional and non-traditional students, and expand departmental offerings for both campuses. By collaborating and sharing the course, both campuses will better serve current students and more intentionally connect University campuses with community partners and service providers while addressing one of Missouri and Illinois's most important workforce development issues.

Institution: COLUM Career: GRAD Subject: ESC\_PS Catalog Num: 40877087

[Click To Enter Primary Course](#)

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Step	Action
2.	<p>Click the <b>Enter Shared Courses</b> link.</p> <p>If the Entered Shared Courses link is not displayed and the message "Offer Status must be 'award' to enter Shared Courses. Update proposal to change status." is displayed, update the Offer Status to 'awrd' by clicking the Update Proposal button.</p> <p><a href="#">Enter Shared Courses</a></p>



Step	Action
3.	<p>Select the institution of the primary shared course by selecting the institution from the <b>Primary Institution</b> list.</p>

UM Course Sharing

localhost/courseshare/index.php/sharedcourses

University of Missouri System  
COLUMBIA | KANSAS CITY | BERKELEY | LEXINGTON

## UM Intercampus Course Share

Inter-Campus Course Share Home Proposals Enter Proposal Charts/Reports Sign Up Login

Proposal: 1 Submitted By: TIGERT Submit Date: 08-MAY-16  
Anticipated Offer Term: 4527 Offer Status: awrd Award Term:

No Shared Primary Courses Entered

Primary Institution  
KCITY

DESCRSHORT	Institution	CRSE_ID	SUBJECT	CATALOG_NBR	CLASS_NBR	CLASS_SECTION	STRM
FS2014	KCITY	<a href="#">104486</a>	E&C-ENGR	5590NT	46580	0001	4243
SS2014	KCITY	<a href="#">100075</a>	ENT	215	33294	0002	4235
SS2014	KCITY	<a href="#">100224</a>	ENT	315	33295	0002	4235
SP2015	KCITY	<a href="#">006890</a>	E&C-ENGR	5664	17657	0001	4327
SS2015	KCITY	<a href="#">100075</a>	ENT	215	33104	0001	4335
SS2015	KCITY	<a href="#">100224</a>	ENT	315	33105	0001	4335
SP2015	KCITY	<a href="#">103952</a>	BIOLOGY	319	15093	0001	4327
FS2016	KCITY	<a href="#">100637</a>	ECON	341	46896	0001	4443

Step	Action
4.	<p>A list of courses for the selected instituion will display. Click the <b>CRSE_ID</b> link of the couse to be selected as the primary shared course.</p> <p><a href="#">100637</a></p>

UM Intercampus Course Share

Inter-Campus Course Share Home Proposals Enter Proposal Charts/Reports Sign Up Login

Proposal: 1 Submitted By: TIGERT Submit Date: 08-MAY-16  
Anticipated Offer Term: 4527 Offer Status: award Award Term:

Click a primary and secondary course for X-REF insertion.

PRI_INSTITUTION	PRI_STRM	PRI_CLASS_NBR	SEC_INSTITUTION	SEC_STRM	SEC_CLASS_NBR
FS2016	KCITY	100637	ECON	341	46896

Submit

Primary Institution

No Secondary Courses Entered

Secondary Institution

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Step	Action
5.	Once the primary course has been selected, it will display above the Primary Institution dropdown list.
6.	Select the Institution for the secondary shared course.  Click the <b>Secondary Institution</b> list.



UM Intercampus Course Share

Inter-Campus Course Share | Home | Proposals | Enter Proposal | Charts/Reports | Sign Up | Login

Proposal: 1 | Submitted By: TIGERT | Submit Date: 08-MAY-16  
Anticipated Offer Term: 4527 | Offer Status: awrd | Award Term:

Click a primary and secondary course for X-REF insertion.

PRI_INSTITUTION	PRI_STRM	PRI_CLASS_NBR	SEC_INSTITUTION	SEC_STRM	SEC_CLASS_NBR
<input type="button" value="Submit"/>					

DESCRSHORT | Institution | CRSE\_ID | SUBJECT | CATALOG\_NBR | CLASS\_NBR | CLASS\_SECTION | STRM

FS2016	KCITY	100637	ECON	341	46896	0001	4443
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Primary Institution:

No Secondary Courses Entered

Secondary Institution:

INSTITUTION	PRI_CRSE_ID	SEC_CRSE_ID	SUBJECT	CATALOG_NBR	CLASS_NBR	CLASS_SECTION	STRM
COLUM	<input type="text" value="Primary Course ID"/>	019551	SOC_WK	8220	68424	05	4343
COLUM	<input type="text" value="Primary Course ID"/>	013515	SOC_WK	7001	64099	01	4443
COLUM	<input type="text" value="Primary Course ID"/>	013515	SOC_WK	7001	64710	02	4443

Step	Action
7.	<p>A list of secondary courses will appear for the selected institution. In the PRI_CRSE_ID field of the course you would like to enter as the secondary course, enter the Primary Course ID of the primary course this course is to be tied to.</p> <p>Enter the desired information into the <b>Primary Course ID</b> field. Enter "<b>100637</b>".</p>
8.	<p>Once the primary course id has been entered for the appropriate secondary course, click the <b>SEC_CRSE_ID</b> link.</p> <p><u>013515</u></p>

UM Course Sharing

localhost/courseshare/index.php/sharedcourses

University of Missouri System  
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### UM Intercampus Course Share

Inter-Campus Course Share | Home | Proposals | Enter Proposal | Charts/Reports

Sign Up | Login

Proposal: 1  
Submitted By: TIGERT  
Submit Date: 08-MAY-16  
Anticipated Offer Term: 4527  
Offer Status: award  
Award Term:

Click a primary and secondary course for X-REF insertion.

PRI_INSTITUTION	PRI_STRM	PRI_CLASS_NBR	SEC_INSTITUTION	SEC_STRM	SEC_CLASS_NBR
FS2016	KCITY	100637	ECON	341	46896

Submit

Primary Institution

Secondary Courses

DESCRSHORT	Institution	PRI_CRSE_ID	SEC_CRSE_ID	SUBJECT	CATALOG_NBR	CLASS_NBR	CLASS_SECTION	STRM
FS2016	KCITY	100637	ECON	341	46896	0001	4443	

Primary Institution

Secondary Institution

Step	Action
9.	<p>After a primary and secondary course has been selected, you may now select the courses to be linked together and inserted into the XFER course sharing table.</p> <p>Click the desired primary course from the <b>Selected Primary Course</b> table.</p> <p>This will then populate the primary course information in the For X-FER Insertion section.</p>
10.	<p>Click desired secondary course from the <b>Selected Secondary Course</b> table to add the secondary course information to the For X-FER Insertion section.</p>

Step	Action
11.	Once a primary and secondary course have been selected for insertion, click the <b>Submit</b> button to perform the insertion into the X-FER table. <div>Submit</div>
12.	The primary and secondary course information has now been inserted into the XFER table for use by outside applications. <b>End of Procedure.</b>

## Reporting

### Procedure

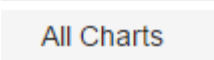
Running reports is done through menu navigation.

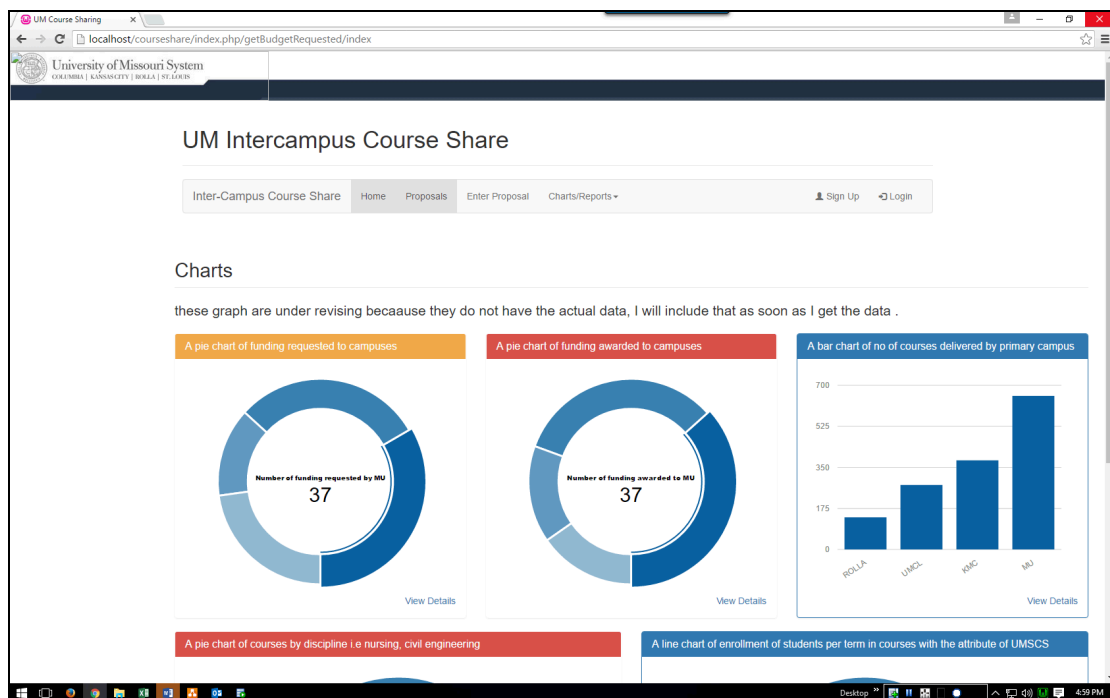
The screenshot shows the 'UM Intercampus Course Share' web application. The navigation bar includes 'Inter-Campus Course Share', 'Home', 'Proposals', 'Enter Proposal', and 'Charts/Reports'. The 'Proposal statistics' table is displayed with the following data:

Proposal ID	Offered term	Budget Requested	Offer Status	Submitted By	Submitted date
1	4527	10000	awrd	TIGERT	08-MAY-16
2	4635	5000	awrd	TIGERT	06-JUN-16
3	4343	7000	pend	FRIELJ	06-JUN-16
4	4243		awrd	TIGERT	06-JUN-16
5	4335	8000	awrd	TIGERT	01-JUN-15
6	4443	12.33	pend	TIGERT	06-JUN-16
7	4443	12.33	pend	TIGERT	06-JUN-16
8	4443	12.33	pend	TIGERT	06-JUN-16
9	4443	12.33	pend	TIGERT	06-JUN-16
10	4443	12.33	pend	TIGERT	06-JUN-16
11	4443	12.33	pend	TIGERT	06-JUN-16
12	4443	12.33	pend	TIGERT	06-JUN-16
13	4443	12.33	pend	TIGERT	06-JUN-16
14	4427	2345	pend	FRIELJ	06-JUN-16
15	4427	2345	pend	FRIELJ	06-JUN-16

Step	Action
1.	Click the <b>Charts/Reports</b> menu.

The screenshot shows the 'UM Intercampus Course Share' web application with the 'Charts/Reports' dropdown menu open. The menu options are: 'All Charts', 'funding requested to campuses', 'funding awarded to campuses', 'courses delivered by primary campus', 'courses by discipline', and 'enrollment of students per term'. The 'Proposal statistics' table is also visible in the background.

Step	Action
2.	Select the report you would like to view, or select All Charts to view the Analytics page.
3.	Click the <b>All Charts</b> menu. 



Step	Action
4.	<b>End of Procedure.</b>