

How to Set up UF Online Courses

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Please contact Colin if you have questions about this process

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UFO sections should be TO ARRANGE and Web Course - Y. Set the enrollment cap at whatever UF Online and you have agreed upon. The sections should also be Online Rebroadcast - Y. And they should have a Site Code of 8000.

These sections (Special Program Code - UFO) should be sections that are 100% online that mirror (identical, but separate) section of an existing online section. These sections should be coded as Special Program UFO, not off book and typically not departmentally controlled.

Concerning the Course Delivery Data (CDD/DLFS Technology Data), UFO sections should be entered as follows:

Special Program Code	Section Screen						DLFS Screen					
UFO	Web Course: Y	Need Place: ZZ	Place Value: ZZ	County: ZZZZ	Site: 8000	Online %: 100	Location: O	Meeting Types Utilized: Asynchronous or Both	Delivery: D	Prim: W	Sec: N	Tert: N

Please create your UFO sections, if you haven't already.