

# 2020 WebCOT

## Frequently Asked Questions

Centre for Academic and Faculty Enrichment

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What are some of the key benefits of WebCOT?

- Streamlines the course outline edit, review, and approval process
- Utilizes existing course information from Banner (college course records system)
- Includes quality curriculum design and best practice features
- Communicates Program Learning Outcomes to students
- Ensures a standardized format for students to navigate course expectations across the college

How does it work?

Link to

- WebCOT: Introduction video: <https://youtu.be/ZAgCE-R4VwI>
- TipSheet Introduction to WebCOT: [https://durhamcollege.ca/cafe/wp-content/uploads/sites/5/2019/07/images\\_webcot\\_TipSheetIntroductiontoWebCOT.pdf](https://durhamcollege.ca/cafe/wp-content/uploads/sites/5/2019/07/images_webcot_TipSheetIntroductiontoWebCOT.pdf)

If I am a course Editor, what is my first step?

Link to:

- Tip Sheet: How to Copy Course into New Academic Year: [https://durhamcollege.ca/cafe/wp-content/uploads/sites/5/2019/07/images\\_webcot\\_TipSheetHowtoCopyCourseintoNewAcademicYear.pdf](https://durhamcollege.ca/cafe/wp-content/uploads/sites/5/2019/07/images_webcot_TipSheetHowtoCopyCourseintoNewAcademicYear.pdf)

What happens if I am developing a course outline for a course that has never been entered into WebCOT?

Link to:

- TipSheet Intro to WebCOT: [https://durhamcollege.ca/cafe/wp-content/uploads/sites/5/2019/07/images\\_webcot\\_TipSheetIntroductiontoWebCOT.pdf](https://durhamcollege.ca/cafe/wp-content/uploads/sites/5/2019/07/images_webcot_TipSheetIntroductiontoWebCOT.pdf)
- Tipsheet How to Copy Course Content in New Academic Year: [https://durhamcollege.ca/cafe/wp-content/uploads/sites/5/2019/07/images\\_webcot\\_TipSheetHowtoCopyCourseintoNewAcademicYear.pdf](https://durhamcollege.ca/cafe/wp-content/uploads/sites/5/2019/07/images_webcot_TipSheetHowtoCopyCourseintoNewAcademicYear.pdf)

What happens to a course outline once it is reviewed and approved?

Once it is approved, Admin Coordinators generate the approved Course Outlines as PDF documents and upload them to MyCampus as a PDF document. The final course outline can be downloaded and saved by students, faculty, and staff from MyCampus.

Course outlines should be available two weeks prior to course start.

Who can be assigned in the Roles? What is “typical role arrangement”?

Link to:

- WebCOT: Introduction video: <https://youtu.be/ZAgCE-R4Vwl>
- TipSheet Intro to WebCOT: [https://durhamcollege.ca/cafe/wp-content/uploads/sites/5/2019/07/images\\_webcot\\_TipSheetIntroductiontoWebCOT.pdf](https://durhamcollege.ca/cafe/wp-content/uploads/sites/5/2019/07/images_webcot_TipSheetIntroductiontoWebCOT.pdf)

How do I access WebCOT?

Link to:

- WebCOT: Introduction video: <https://youtu.be/ZAgCE-R4Vwl>
- TipSheet Intro to WebCOT: [https://durhamcollege.ca/cafe/wp-content/uploads/sites/5/2019/07/images\\_webcot\\_TipSheetIntroductiontoWebCOT.pdf](https://durhamcollege.ca/cafe/wp-content/uploads/sites/5/2019/07/images_webcot_TipSheetIntroductiontoWebCOT.pdf)

Who assigns the course outlines?

Course outline editors are assigned a course by their Dean. School Administrative Coordinators enters this information.

Is this how it will look once it is finished?

No, WebCOT is an online form used to collect the information. Once the course outline is approved in WebCOT, a final version of the course outline is saved as a PDF document. The PDF version of the course outline are available in MyCampus.

How do I share this with other faculty and get their input or feedback?

Link to:

- TipSheet printing and sharing your course outlines: [https://durhamcollege.ca/cafe/wp-content/uploads/sites/5/2019/07/images\\_webcot\\_TipSheet-PrintingandSharingyourcourseoutline.pdf](https://durhamcollege.ca/cafe/wp-content/uploads/sites/5/2019/07/images_webcot_TipSheet-PrintingandSharingyourcourseoutline.pdf)

What are the Timelines/Deadlines for outlines? When will students see the course outline?

Each school sets deadlines for course outline completion; in most cases course outlines are completed annually by the first week of June.

The **final PDF copy** of the course outline is available once the School Office has completed the review, approval process, and uploaded the final course outline into MyCampus. Course outlines are made available to students two weeks prior to the semester.

How will I know when I've been assigned as a course Editor for a particular course?

Link to:

- WebCOT: Introduction video: <https://youtu.be/ZAqCE-R4VwI>

How will I know if a course outline has been returned to me for further Editing?

If a course outline is returned to an Editor, an email is automatically created to send the Editor a message saying that the course outline requires further edits. A brief explanation of why it was returned will appear in the comments section next to the course outline in MyCampus.

Note: The email notification may show up in your Junk Mail instead of your Inbox, so please ensure that you screen this at first to ensure that your computer settings "permit" this email in future.

When will courses be assigned to an Editor?

Each School is responsible for adding course outline editors and maintaining their role assignments. It is up to each School to determine the earliest date that any Editor can access their courses for the next academic year.

Can the same person be assigned multiple roles?

No

Can the person assigned be changed at any time? Who has access to this?

Yes, Deans and School Administrative Coordinators have access to change who is assigned to edit a course outline.. It is up to the School/Dean to determine how to notify the individual of any updates/changes in assigned course.

If I don't want to complete an entire outline in one sitting, how do I save my work in WebCOT? Does it "autosave"?

Link to:

- WebCOT: Sections 1, 2, 3: <https://youtu.be/aDyCewAOyVo>

How can I make changes to the course description?

Link to:

- WebCOT: Sections 1, 2, 3 video: <https://youtu.be/aDyCewAOyVo>

How do I make changes to the basic course information such as hours or pre and corequisites?

Link to:

- WebCOT: Sections 1, 2, 3 video: <https://youtu.be/aDyCewAOyVo>

I'm just starting to enter information for a new course outline. I want to enter the evaluation criteria before anything else, but I don't see any options when I select the course learning outcomes. What do I do?

Link to:

- WebCOT: Section V Video: [https://youtu.be/Y4r0GpCno\\_s](https://youtu.be/Y4r0GpCno_s)

When I'm entering information into WebCOT from a Word document, can I cut and paste all my information?

Yes, WebCOT is designed to permit you to add plain text from your course outline. You can copy this from a Word or PDF document. You can copy this using a PC or Mac computer.

If your document has unique special characters then the system may not be able to read this information and you will receive an error message. Contact the CAFE to discuss so we can work towards a permanent solution for any special characters that are not recognized by WebCOT.

I have cut and pasted information from an existing document into WebCOT, but the formatting is a problem. How can I correct it?

If you are cutting and pasting from an existing document than you may need to remove extra spacing such as line breaks. If you receive an error message that you cannot interpret or solve, please contact the CAFE for assistance. Use the View/Print Course Outline to see how the information is displayed.

When I list my evaluation criteria, how specific should I be? Should I list every specific assignment with its weighting individually?

Your list of evaluations (and weightings) should be broad enough that someone who may teach another section of the course is able to work within the same evaluation format. It should also be specific enough that someone who is teaching this next year could use the same criteria and easily interpret the evaluation criteria.

What if I have nothing to add to a particular section (e.g. Required Textbooks)?

Most sections have some type of option or section for you to complete. For example, even if you do not have a required textbook, then you must answer N/A or you will receive a message telling you that there is no information entered in a particular section, and this will prevent you from submitting the outline for review.

I just finished editing my first course outline and I have submitted it for Review? What do I do next – do I need to do anything more?

No, you will be notified by an automatic email by the Reviewer or Approver if you need to continue with edits. If you are notified to continue with edits, you will need to return to My Campus to review any comments that were made when it was returned, finalize the outline, and submit for review. You can also return to MyCampus at any time to view the status of your outline.

I've tried to submit a course outline for review and I've received an error message. What does this mean?

There are two types of error messages. If the error message is a “warning” then you can review the warning, make any needed edits, and continue to submit the course outline. If the error message is a “stop” then you will be automatically returned to the section. You will need to correct the error message prior to submitting the outline for review.

Chrome users who receive an error message will also see that the error section/area will be highlighted with a blue box. This blue box “highlight” feature will not appear for Safari or Internet Explorer users.

I have submitted my course outline but I realize I need to change something. What can I do?

If the course has already been approved, you will need to email IT and submit a helpdesk request for it to be reassigned to you. If it is still in the Review or pre-Approval stage, you can contact the Reviewer or Approver (if you know who is assigned this role) to return it to you.

What do I do if a course is taught twice in one academic year and I need two versions of the course outline?

WebCOT is designed to only allow one version of a course outline in an academic year. Contact the CAFE to discuss how best to proceed.