

## WebCOT Tip Sheet: Introduction to WebCOT

### *What is WebCOT?*

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WebCOT is Durham College's online Course Outline Template. WebCOT is used to edit, review, and approve course outlines.

### *How does it work?*

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Each course is assigned to one EDITOR, REVIEWER and APPROVER. There is one course outline for each academic year. The REVIEWER and APPROVER can return the course outline to an EDITOR for further edits.

Final course outlines are generated by Faculty Office and uploaded to the Online Course Outline portal for access by students and faculty. These approved course outlines are uploaded into DC Connect by the course professors.

- EDITOR = Creates, edits, and updates the course outline.
- REVIEWER = Collects and/or reviews all course outlines that have been assigned to them in accordance with Faculty Office requirements.
- APPROVER = Approves the course outline. Once approved, each course outline is ready for publishing and uploading to the Online Course Outline portal and to DC Connect.
- School Admin – Generates final PDF copy of course outlines and uploads them to the Online Course Outline portal.
- Course Professors – Adds final course outlines to DC Connect courses.

### *How do I access WebCOT?*

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WebCOT is accessed using the Self-Service portal. Start by visiting the [Information Center for Employees \(ICE\)](#)

Click on the **SELF-SERVICE** link in the main navigation.



RESOURCES - POLICIES/PROCEDURES CLASSIFIEDS - TEAMS - JOBS ABOUT US EMPLOYEE SUPPORTS - ONBOARDING/PD - **SELF-SERVICE**

**SELF-SERVICE OPTIONS**

Then the **SELF-SERVICE OPTIONS** button.

Click the **Faculty** link.

[Personal Information](#)  
Change your PIN/Password or Security question. View  
[Employee](#)  
Time Sheets, EPAFs and Pay Information.  
[Faculty](#)  
View detailed schedules or schedules by day and time.  
classes. Perform Advisor functions.

Click the **Course Outline Template (WebCOT)** link

#### DC Faculty Main Menu

- [Select Term](#)
- [CRN Selection](#)
- [Midterm Grades Review](#)
- [Final Grades Review](#)
- [Grades Menu](#)
- [Faculty Schedules and Class List Menu](#)  
Access Faculty Detail Schedules, Faculty Schedule by Day and Time, Detail Class List, Summary Class List
- [Course Outline Template \(WebCOT\)](#)
- [Program Learning Outcomes \(PLOR\)](#)

#### Select Academic Year

Select the Academic Year then press the Submit button.

Select an Academic Year: 2019-20 Academic Year

Submit

Select the appropriate **Academic Year...**

...and then click the **Submit** button.

Click the **Course Code** link for the outline you would like to view/edit.

### Course Outline Selection

#### 2019-20 Academic Year: Course Outlines for Edit

Course Code	Status
<a href="#">DCA 1004</a>	EDIT
<a href="#">DCA 1007</a>	NEW

Courses are assigned by role. Once a course outline has been submitted for review or approval, it is available as **Display Only**.