

WebCOT Tip Sheet: Introduction to WebCOT

What is WebCOT?

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

How does it work?

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.

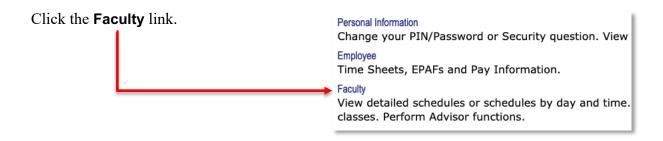
Final course outlines are generated by Faculty Office and uploaded to the Online Course Outline portal for access by students and faculty. These approved course outlines are uploaded into DC Connect by the course professors.

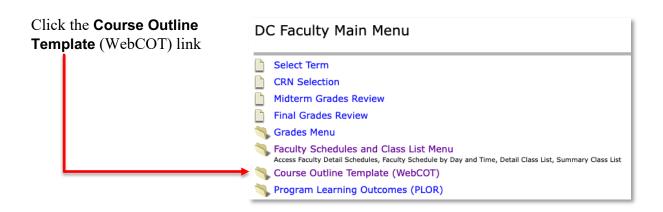
- EDITOR = Creates, edits, and updates the course outline.
- REVIEWER = Collects and/or reviews all course outlines that have been assigned to them in accordance with Faculty Office requirements.
- APPROVER = Approves the course outline. Once approved, each course outline is ready for publishing and 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.

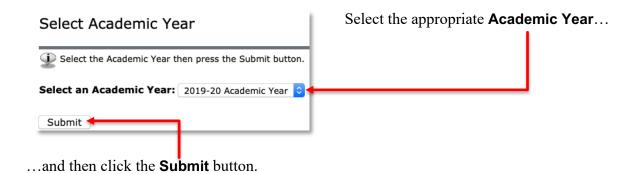
How do I access WebCOT?

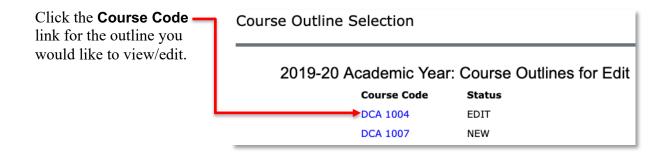
WebCOT is accessed using the Self-Service portal. Start by visiting the <u>Information Center for Employees (ICE)</u>











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

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