Public, Instructor, and Manager manual
Provided by Walla Walla Community College
helpdesk@wwcc.edu

Version 1.3
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What is Online Catalog Administrator (OCA)

The Online Catalog Administrator (OCA) was written by Walla Walla Community College to make it easier for instructors and staff members to enter course information, course syllabus, course assessment plans, program information, and degree information.

Students and the public can get on the web and look up courses, course syllabus, degrees, program information, and plan accordingly.

Also, the OCA can create reports for printing the college catalog and other publications, the reports would include the latest data from the courses, programs, advisors, and degrees.

The Online catalog administrator is written using a web programming language called Cold Fusion using a MySQL database. OCA transfers data back and forth between the HP3000’s course management. When the decision is made to offer new courses, the required data is entered into the HP3000. At the end of the business day an export job is ran (Job CM3109J) that sends the course data to OCA. OCA shortly imports all of these courses and posts this data in OCA available. This job sends current and past courses, so instructors can login. Instructors can upload syllabi, do course assessment plans, and assessment responses for each of the courses they teach.

The course, program, and degree data is also used in other web applications for students and advisors, for example:

Quarterly Schedules (Q-cat)
This is the online version of the printed quarterly catalog. This online version is always much more up to date than the printed version since it pulls from data updated daily. Web users can also search courses by a wide variety of criteria (quarter, department, instructor, etc…)

Online Catalog

The online catalog gives the public access to see programs, degree, and courses available from the college. Since CAT pulls data from OCA, it always has the latest current data unlike the printed college catalog.

AA Matrix

The AA Matrix allows students and advisors to see at a glance the courses required to get a particular degree and when the required courses are being offered. This is extremely useful for advisors and students when needing to find courses that meet the degree requirements and fit inside of a particular time frame.
Data flow diagram
Public view of OCA data
The public (prospective and current students) can access via the internet and lookup courses, programs and degrees offered by the College. This is commonly known as the Online Catalog.

To view the course information, go to:
- http://wwcc.edu/cat/
- Other colleges can go to:

Colleges wishing to utilize hosting the OCA system hosted by WWCC, can access it without having to display the WWCC logo. By placing a link on the college’s web page for OCA that goes directly to the college’s data, simply by using the college code in the URL: http://134.39.200.118/cat/program_listing.cfm?CC=200

This example uses the WWCC college code 200 in the URL. If the 200 is changed to 190, CBC’s college’s page will be displayed. If the number is changed to 160, YVCC’s college data will be displayed, etc…
Next, select the college you want to lookup using the drop down menu and press “Get Program Information”
By using a different college code in the previous screen, the logo at the top of the screen and the programs being listed will list the college’s data. Also notice the last three digits of the URL, if you change this number to a different college code number, for example 160 instead of 200 for Yakima Valley Community College. Yakima’s data and logo would be displayed instead of WWCC’s.
Program Information

Selecting any of the program titles, degree listings, or course listings the data will be displayed for that particular program. All of this data is pulled from the OCA data entered by the OCA manager or imported from existing data sources.

If you click a program’s title, such as Accounting Technology for example, will display program details.

Selecting any of the linked heading on the page will bring up a page listing the related data:

- Program Information
- Degree Options
- Course Listings
Program Degree Information

Going to the bottom of the program details screen and selecting Degree Listing will bring up a list of endorsements, certificates, and degrees for that program.

Clicking on any of the program offerings will bring up the sequence or courses required to get the degree.

Accounting Technology Degree Options

Associate in Applied Arts and Sciences Degree in Accounting Technology
The Associate Degree in Applied Arts and Sciences in Accounting, which is a technical degree, is awarded at the completion of a two-year program of study. Graduates are prepared to enter the business world in a variety of private and public accounting occupations.

Accounting Technology Certificate
This schedule lists courses required for degree completion but the actual order and specific coursework may vary depending on student placement, start date and quarter. Please check with your advisor prior to any substitutions.

Bookkeeping Certificate
One-Year Certificates are available upon request for those students satisfying the year-one requirements of the related AAS degree. A Bookkeeper will compute, classify, record, and verify numerical data in order to develop and maintain financial records. A Bookkeeper must possess computational skills and be proficient in the use of office machines and other automated office equipment.
Program Course Listing

Selecting the Degree Listing link at the bottom of the page will bring up all of the courses offered by that department, and when the courses are offered (Example: every odd year, in the spring).

The “X” indicating year/quarter that a course is offered can be easily changed to display the # of course sections instead of “X.”
The “Mini” column listed above was for Mini-course sessions WWCC used to offer and is no longer used.
Icons are used on each of the courses to let the user know that a course is offered via distance learning or telecourse.
Clicking any of the courses will bring up the course information on that course.
Course Information
Selecting any one of the courses will bring up the course information, syllabus (if available), instructor, and item number as displayed below.

Course Information accessible by the public
Each course will have:
- Course Number
  - Program/Department code and course number.
- Admin Unit
  - Extracted from SMS system for informational purposes only
- Credits
  - Credit hours for the course
- Clock hours per week
  - Number of hours per week needed for course
- Description
  - Course description that came from the SMS system, the OCA administrator can make changes to the description. These changes are uploaded back to the SMS system.
- Syllabi
  - Every instructor can upload a syllabus for their course; if a syllabus is uploaded it can be found and downloaded in the course details. The course details come directly from the SMS system, and then changes to the description are done in the OCA system. Any other changes to the course (course number, instructor, credits, etc…) need to be made in the SMS system.
Quarterly Catalog (Q-Cat)
The Q-cat is a very useful tool for students and faculty to use when advising for registration of courses. For WWCC the URL is: http://134.39.200.118/qcat/

The location of the Q-cat will be different at other colleges, please contact your OCA manager to find out where the quarterly catalog is located.

By selecting any criteria, students and advisors can quickly view what courses are available. ***NOTE- For faster load times, use as many search parameters as possible.
Clicking any of the course item numbers will bring up the course up-to-the minute information from the HP3000, including how many seats have been filled in the course.
Instructors view of OCA

All faculty members have access to OCA. After an instructor logs in, they will see all of the courses they teach for the current or previous quarters. ***NOTE, you must use the drop down menu to the top right to find previous quarters. For each of these courses listed instructors can upload a syllabus, see the master course outline, and write an assessment plan response in plan, and budget requests for each of the courses they instruct. If a master course outline has not been created for the class, instructors will not be able to create and upload their information. If this is the case, the person responsible for creating and upload master course outline will need to be contacted.

Instructors login to OCA

WWCC Faculty & Staff

All staff members can login to OCA much like the way Instructor Briefcase works. After instructors login, OCA looks for all courses that have a matching SID as the instructor and shows them to the instructor. ***NOTE-If you are not able to login, check the hours of SMS operation.

In order to login, you must go to: http://www.wwcc.edu/facstaff/default.cfm
On the top far right side, you enter your SID and PIN in the boxes (example, left). These are the same ones you use for Instructor’s Briefcase. If you do not have your SID and PIN, you should contact Payroll.

Other functions automatically granted to instructors can be found at the left of the screen, including Instructors Briefcase and the automatic (without an additional login) access to the OCA.

Other colleges
Faculty and staff of other colleges will need to us may want to use this URL:
http://134.39.200.118/oca/

Next enter your SID assigned to you and the PIN used to enter Instructors Briefcase.
SID used for instructor briefcase
PIN used for instructor briefcase
Select your campus
After logging in, a screen similar to the one below will appear called “My OCA Home.”

By clicking the menu on the left labeled “My OCA” will bring up a sub menu containing:

**My OCA Home**
- Brings up the instructors OCA Home page, as displayed above. When a user logs in, this is the default screen to show.
- NOTE-If you wish to view a different quarter, use the drop-down menu to the right.

**My Password**
- This is where the instructor can change the PIN used to access OCA
My Profile

This is where the instructor enters information about themselves. This information can be very helpful for students when thinking about taking a course and need to communicate with the instructor.

My Budget Requests

A place for instructors to make budget requests. For example if the course needs supplies every semester that should be included in the quarterly budget. Also if new equipment is needed, this is where it would be requested.
needed for the course (computers, desks, projectors, etc…) it can be entered here for further review by department heads.

- Note-Instructor is prompted at the end of entering their responses. They are asked if they would like to make a request with the response submission. This is the only way a class gets connected to the request.
Share Center

The share center is a place for instructors to find assessment plans written by other instructors for different courses. This is often useful when instructors are attempting to create an assessment plan to find what other instructors have entered for assessment plans.

In the home view, instructors can enter the syllabus, Assessment plan, and Assessment response for each of their courses. Following is how to write and enter the Syllabus, Assessment Plan, and Assessment Response.
Who to write and enter a syllabus for a course

There are no requirements for a course syllabus. Some of the suggested items may include:

- Contact Information (name, office, telephone, email address, office hour)
- Textbook Information
- Course Description
- Learning Outcomes
- Evaluation Devices (i.e. testing policy, homework policy, project/paper policy)
- Attendance Policy
- Academic Support Hours (Math Lab, Writing Center)
- Special Course Information (Honors Program)
- Disabilities Statement “If you have a disability and need academic accommodations, please see the instructor after course and/or contact the Disabilities Coordinator, in the Student Development Center.”

Where can a student view a course syllabus on-line?
Online Catalog (OCA)

Where can I find a sample syllabus?
OCA_Documentation_CD/examples/Syllabus.doc

What format does my syllabus have to be completed in?
You can recreate your syllabus in any format you like, the OCA allows you to simply upload a syllabus.
Many faculty members complete their syllabi in Word.
You may elect to save as a PDF to prevent students from making modifications.
You may elect to complete in html.
Example Syllabus Layout

<table>
<thead>
<tr>
<th>Course Number:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Title:</th>
<th>Office Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Office Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Textbook:

<table>
<thead>
<tr>
<th>Course Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Learning Outcomes:

<table>
<thead>
<tr>
<th>Evaluation Devices:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Attendance Policy:

<table>
<thead>
<tr>
<th>Weekly Schedule:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
If you have a disability and need academic accommodations, please see the instructor after course and/or contact the Disabilities Coordinator, La Dessa Smelcer, in the Student Development Center.

How does a faculty member add a syllabus to the OCA?

1. Login to OCA by going to: [http://134.39.200.118/oca](http://134.39.200.118/oca) Enter your login information and press the login button. The Login information is the same as instructors would use when logging into Instructors Briefcase.

   *All colleges can use the same URL by selecting a different college when entering login information.*

2. The “My OCA” homepage will appear. Select “Syllabus” for the course you need to enter the syllabus for.

After pressing the Syllabus Icon, the OCA will want to know where your syllabus file is located or allow you to type in your syllabus.
**Assessment plan**

An assessment plan is a way for instructors to constantly improve classroom teaching and learning. Instructors first enter a plan or method to improve the learning and teaching experience for students. Assessment plans are not required for every course, though it is encouraged. At the end of the course, the instructor can enter an Assessment Response plan, how did your assessment plan workout? This data is used in the share center for review by other instructors.

**Enter assessment plan into OCA**

1. The “My OCA” homepage will appear. Select “Assessment Plan” (This can only be selected if syllabus for course is complete)

Click here to add an Assessment Plan. You must add a syllabus for a course before you can add an assessment plan.

This screen allows you to select Core Abilities and/or intended learning outcomes for assessment. Program Level Outcomes will always be checked. You may also choose to assess a College Core Ability or an Intended Learning Outcome for this course.
Program Level Outcomes will always be checked. You may also choose to assess a College Core Ability or an Intended Learning Outcome for this course.

Use this list box to select the program you are assessing.

After you have made the appropriate choices, click the Assess button.
Adding an Assessment Plan (cont.)

Option 1: Assessing a Core Ability. If you chose to assess a College Core Ability for this course, you will see the assessment options shown below.
Adding an Assessment Plan (cont.)

Option 2: Assessing an Intended Learning Outcome. If you chose to assess an Intended Learning Outcome for this course, you will see the assessment options shown below.

Choose one Intended Learning Outcome to assess. (The Intended Learning Outcomes come from the Master Course Outline.)

Choose one or more of the listed strategies.

You can upload a file that contains your Assessment Plan or you can provide a link to a website or document that supports or explains your plan.

Use this space to type your Assessment Plan or provide additional information.
Adding an Assessment Plan (cont.)

**Required Assessment: Assessing a Program Level Outcome.** This section will be a part of any assessment plan you submit. If you chose to assess Core Abilities or Intended Learning Outcomes, that assessment piece will appear first, followed by the Program Level Options shown below. (The exact options you see will depend on which Program you chose to assess.)

<table>
<thead>
<tr>
<th>PROGRAM (DEGREE) LEVEL OUTCOMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students who successfully complete program outcomes that culminate to an Associate of Arts Degree at Walla Walla Community College must demonstrate at college level.</td>
</tr>
<tr>
<td>Select one goal or intended outcome you will focus on from the list below:</td>
</tr>
</tbody>
</table>

### Communications
- Skills in research, grammar, punctuation consistent with qualitative expectations across the curriculum.
- Critical thinking skills in written and oral argumentation, exposition, and expression.
- Attitudes and skills appropriate to receiving and sending messages openly, critically, and responsively.
- Effective listening skills.

### Humanities
- An aesthetic and intellectual comprehension of culturally and linguistically diverse works in literature, philosophy, visual and performing arts, including film and music.
- An understanding and working knowledge of terminology commonly used in the humanities.
- An appropriate level of creativity, discipline, and technique in the production of assigned work in the humanities.

### Social Science
- The ability to analyze past and present society, diverse cultures and history to better understand individual and group behavior and enhance self awareness.
- An understanding and working knowledge of the theories, concepts, ideas, terminology, and factual evidence in selected fields within the social sciences.
- Sensitivity in understanding diverse views and perspectives.
- An understanding of the historically and socially constructed nature of human difference.

### Natural Sciences
- An understanding of discipline specific terminology and methods.
- An ability to correctly use discipline specific tools and/or techniques.
- Critical thinking skills necessary in science including appropriate study techniques, problem solving skills and the use of data to assess the validity of claims.
- The ability to research, interpret and communicate concepts obtained from scientific literature.
- An understanding of the relationships between course concepts and society, including the impact of course specific technology.

### Quantitative Skills
- The ability to analyze problems to determine what mathematical principles apply.
- Logical reasoning and mathematical principles to solve problems.
- An ability to interpret information and reasoning expressed mathematically (symbols, tables, graphs, formulas, etc.).
- The ability to communicate mathematical information effectively.
- Mathematical skills in critical thinking and reasoning.

### Physical Education
- An understanding of the methods and practices that lead to lifetime wellness.
- The ability to develop a personalized wellness plan.
- An understanding of the positive and negative consequences of choices as they relate to lifetime fitness.

Choose one Goal or Intended Outcome to assess from one of the categories listed.
Adding an Assessment Plan (cont.)

Choose one or more of the listed strategies.

You can upload a file that contains your Assessment Plan or you can provide a link to a web site or document that supports or explains your plan.

Use this space to type your Assessment Plan or provide additional information.

Click here to submit all parts of your Assessment Plan.

You can choose whether or not you want to share your plan with other instructors.
Adding an Assessment Plan (cont.)

If you were successful in adding your Assessment Plan, you will see the message below. If you were unsuccessful in adding your plan, correct whatever was wrong and submit the plan again.

Click here to return to your OCA HOME.

Now you can see that your Assessment Plan has been added. You can Edit your plan by clicking Done.
Adding an Assessment Response to the OCA

At the end of the quarter you should add an Assessment Response that corresponds to the Assessment Plan you added at the beginning of the quarter. To add your response, start from My OCA Home and click the Add button in the Assessment Response column. Your response should be added at the end of the quarter.

Click here to add your Assessment Response.

The Assessment Plan you submitted is shown here so you can refer to it as you add your Response.

Continued on next page
Adding an Assessment Response (cont.)

Type your response here, **or** upload a document that you have created.

Choose a rating.

Choose **Yes** or **No** and answer the question in the space provided.

Check one or more of these boxes.

Continued on next page
Adding an Assessment Response (cont.)

Type an explanation for any of the improvements you chose.

You can choose whether or not you want to share your plan with other instructors.

Click here to submit your Response.
Adding an Assessment Response (cont.)

If your Assessment Plan included more than one section (a Core Ability Assessment or an Intended Learning Outcome Assessment in addition to the Program Level Outcome Assessment), you will need to submit an Assessment Response to each section of the plan. You will see one Submit Response button at the end of all the included sections.

When you have successfully added your Assessment Response, you will see the message below. If you were unsuccessful in adding your response, correct whatever was wrong and submit the response again.

Click here to return to your OCA HOME.
Tips to writing the MCO
Ask yourself “What is the goal of this course?”

Course objectives
- These are not course topics!
- Recommended 4-5 for each course
- Ask yourself “How do I know the student met the standard?”

Tools may include:
- Academic
- Core Abilities
- Professional Technical, Transitional Studies, Corrections Education
- Core Abilities
- Certification requirements – core beliefs
- Skill standards (DACUM)
- Position description
- Department mission and goals
- Textbook

Who do I contact if there is an update or correction?
Contact the department/division chair to discuss the update or correction.
If approved bring signed copy of changes to Mindy Stevens in the Learning Effectiveness Center. All other colleges will need to contact the campus OCA manager.
Depending on course it may be corrected immediately or may need review and approval of the curriculum committee.

The following are some example MCO’s used at Walla Walla Community College.
Other colleges may have different requirements for MCO’s.
Example Course Outline

Course Identifier: ENG 101

Title: English Composition I

Credits: 5

Catalog Description: Focuses on the development of structural and stylistic writing skills with concentration on expository, critical, analytical, and persuasive essay techniques.

Prerequisites: Prerequisite: Placement by entrance assessment or a grade of C or better in ENG 100.

Course Hours per Week: 5

Teaching Format: Lecture

Course Objectives:
1. Communication: The student will demonstrate the ability to produce organized, unified, coherent and well-developed essays.
2. Communication: The student will achieve grammar, punctuation, spelling, and manuscript skills appropriate to college examinations and written assignments.
3. Critical Thinking: The student will demonstrate critical thinking skills in the context of exposition and argumentation.
4. Lifelong Learning: The student will demonstrate an improved writing style, with emphasis on any of the following - the writer's voice, wording, sentence construction, and figures of speech.

Course Topics: Methods of prewriting, such as brainstorming and clustering. Topics and thesis sentences. Modes of Development. Determining purpose and audience. Outlining. Paragraph and essay organization. Methods of revision. Writing terminology, including figurative language.

Evaluation Devices: These may include: Major and minor essays Paragraphs Journals Quizzes and tests Worksheets

Other Outcomes Measures:
Managers view of OCA

Each college has a Super user by default called the OCA Manager. OCA managers login just like normal OCA users, except when the OCA manager logs in they have more menus than normal users. Managers can enter user information, enter program information, enter master course outlines, enter degree matrix information, and run OCA reports on the OCA data.

OCA manager’s home screen

![OCA manager’s home screen](image)

OCA Manager functions include:

- **User Manager**
  - Create and manage user accounts for OCA users that need to enter course, degree, or program information. These user accounts can be given any or all of the OCA manager’s rights. These types of users do not have teach courses.

- **Program Manager**
  - Allows OCA manager or assigned users to enter information for all of the programs.

- **Course Manager**
  - Allows the OCA manager or assigned users to enter master course outline information.

- **Degree Manager**
  - Allows the OCA manager or assigned users to enter degree information and degree matrix information.

- **OCA Reports**
  - Allows the OCA manager or assigned users to run reports on OCA data.
Managing users

By default, all instructors can login to OCA since OCA authenticates to the HP3000, instructors would not be listed in the user screens below. Normally managers would only need to create and manage logins for special users that need special access to do things that normally only the OCA Manager can do.

The OCA manager logs in the same way as a normal faculty user, except when they login additional menus at the left will appear.

Create/Delete users

To manage users, click on the button on the left labeled “user manager” and then select the sub menu “User Administration.” This brings up the screen shown below.

Using this screen, users can enter new user data and hit submit to create a new user for OCA. Also from this screen the manager can change existing users. Please note, the login information should not be the same as an instructor. If an instructor needs special access to OCA, another account will need to be created and the Employee ID for this new account cannot be the same as the other login. The Employee ID for the new account could be the user’s first name; it does not have to be a number.
Profile
Allows the manager to change the user’s profile, Pin, E-mail, First name, etc…..

Instructors also can change their profile also by going to My OCA and then clicking “My Profile”
Permissions

Allows the manager to change the permissions for a user. Most instructors will not need any additional permissions. The OCA manager is responsible for monitoring and maintaining all information on the OCA. This prevents users from changing data without proper approval.

Each user can be assigned the following permissions:

- **All Areas**
  - Gives the user the equivalent permissions of an OCA manager

- **Program Manager**
  - Allow permissions for a user to create/edit various programs. A user could be only granted permission to edit particular programs.

- **Course Manager**
  - Allow permissions for a user to create/edit various courses. A user could be only granted permission to edit particular courses.

- **Degree Manager**
  - Allow permissions for a user to create/edit various degrees a user could be only granted permission to edit particular degrees.

- **OCA reports**
  - Allow permissions for a user to run the various OCA reports. A user could be only granted permission to run particular types of reports.
Program Administration

The OCA manager can also make some changes to programs that the college offers.

Create/Delete programs

Adding a new program can be done by entering the new program code, and then filling in all of the fields.

For each program, OCA Managers can change:

- Program Title
- URL for program home page
- Description
- Overview
- Program Mission Statement
- Program Certifications
- Options
- Requirements
- Other

Selecting “Remove” will remove the program from OCA.

Selecting “Edit” on any of the programs will bring up the details about that particular program.

Clicking the Program Manager and then the sub menu Program Administration this brings up the following screen.
From here the manager can edit program information.

**Editing an existing program**

All of this information is entered by the OCA manager, and then published to web applications via the Q-cat and Online Catalog available for instructors, students, and advisors.

**Change Program Status**

This allows the administrator to temporarily change a programs status. If a program currently does not offer the program but will in the future and is in the planning state, the data can be entered and stored in OCA until it’s complete. Inactive programs do not appear in the web applications available to the public.
Program Status change
Add/Remove Program Advisors
This allows the manager to add an existing instructor as an advisor for any available program. There is no limit on the number of advisors for a program. This advisor data is used for the web applications and for the printing of the OCA college catalog (known as the Bluebook at WWCC.)

Remove Program Advisors
By clicking this, the display will show a list of all of the advisors for all of the programs at the college. Also the manager can delete/remove advisors from the programs. The Program Advisor information is used for when the OCA print extract is completed.
Course Manager

The course manager allows the OCA manager to edit/create master course outlines, intended course outcomes, and change course status.

- Each Course has a Master Course outline which is covered in the Instructor part of this manual.
Create/Delete Master Course Outline

To add a new course to OCA select the Department code and the course number at the top of the previous screen. Doing so will bring up the below screen.

Each course has the following fields:

- Course Department Code
- Course Number
- Admin Unit
- Course Title Short
- Course Title Full
- Clock Hours per week
- Number of credits
- Quarterly Schedule Course Description
- Catalog Course Description
- Quarters Available (used in Degree matrix)
- Delivery method
- Academic Disciplines

To delete a course, simply click the “Delete” link on the Master Course Outline page.
Edit Master Course Outline
This allows the manager to create and change the master course outlines. Including course title, course description, credits, hours, and all of the other course items required for a course. The OCA manager typically is the only one with access to change the Course Outlines.
Intended Learning Outcomes

Course Topics

Course Topics can be entered from this page. Select the course for which the topics will be added and click on the Department Code/Course Code, i.e., GEOG 160.

On the next screen (below), enter the topic in the text box. If there are existing topics, that can be edited and removed from this same page.

When finished, click submit.

<table>
<thead>
<tr>
<th>COURSE TOPICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>GED 026</td>
</tr>
<tr>
<td>GEOG 105</td>
</tr>
<tr>
<td>GEOG 160</td>
</tr>
<tr>
<td>GEOG 170</td>
</tr>
<tr>
<td>GEOG 204</td>
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<tr>
<td>GEOG 210</td>
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<tr>
<td>GEOG 211</td>
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<tr>
<td>GEOG 201</td>
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<tr>
<td>GEOG 210</td>
</tr>
<tr>
<td>GEOG 297</td>
</tr>
<tr>
<td>GEOG 298</td>
</tr>
</tbody>
</table>
From the next screen, the option to return to all course topics, just the letter for which was previously edited, or return to the previous class, i.e., “Return to Editing Cours Topics for GEOG 160.”

**Course Status**

This allows the manger to change the status of a course. For example a course can be set as “U” for under development or “I” for inactive. When the course is set with “I” or “U” it will not be displayed to the public when they access the public end of the OCA.
### Course Status

<table>
<thead>
<tr>
<th>Modified</th>
<th>Code Title</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ABE 001-ABE Skills Level I</td>
<td>A, C, U</td>
</tr>
<tr>
<td></td>
<td>ABE 002-ABE Skills Level II</td>
<td>A, C, U</td>
</tr>
<tr>
<td></td>
<td>ABE 003-ABE Skills Level III</td>
<td>A, C, U</td>
</tr>
<tr>
<td></td>
<td>ABE 004-ABE Skills Level IV</td>
<td>A, C, U</td>
</tr>
<tr>
<td></td>
<td>ABE 005-Educational Interview</td>
<td>A, C, U</td>
</tr>
<tr>
<td></td>
<td>ABE 007-Family Management / Parent Education</td>
<td>A, C, U</td>
</tr>
<tr>
<td></td>
<td>ABE 008-Integrated Basic Work Skills</td>
<td>A, C, U</td>
</tr>
</tbody>
</table>

This image depicts the interface of the Online Catalog Administrator, with a focus on the Course Status section. The interface includes options to manage and view course statuses such as Active, Inactive, Under Development, and Not to show (NSP). The course titles are listed with specifications for each course's status and update options.
Degree Manager

The degree manager allows the OCA manager to add new degrees, certifications, change degree status, and edit degree sequences.

To remove a degree, click “Remove”
To add a new degree, enter the department ID and click the “Add Degree” button.
Create/Delete Degree

After entering a degree code, the following page will come up.

Each degree has all of the following fields:

- Degree Department
- Degree EPC code
- New CIP Code
- Degree Type (AA or AAAS)
- Degree URL
- Degree Title
- Degree Description
- Degree Sequence Information
- Transferable
- Related certificate EPC code

To delete a course, click the “Remove” in the Degree Administration screen.
Edit Degree

The degree administration allows the manager to edit or remove the degree description. To change the requirements for a degree, the manager needs to go to Edit Degree Sequence. To edit a degree simply click “edit” on the selected degree.

Editing a degree description
Change Degree Status
This allows managers to change whether a degree is active, inactive, under development, or does not need to be shown to the public.

Changing degree status
Each degree can be set in four separate status modes:

- **Active**
  - Degree is currently being offered and will show in the web applications.

- **Inactive**
  - Degree is inactive and will not show in the web applications. Useful when a degree is no longer offered, but need to save the degree data.

- **Under development**
  - When a degree isn’t ready to be published to the online web applications yet and still needs more information put in for it.

- **Do Not Show**
  - When a degree is active and currently offered by the college, but does not need to be displayed in the web applications.

Any degrees status can be changed anytime by the OCA manager.
Edit Degree Sequence

Each degree needs to have requirements and a course sequence plan. This is where “Edit Degree Sequence” comes into play. Clicking the “Edit Degree Sequence” sub menu will bring up the screen below.

Click “edit” on any of the degrees to change the degree sequence for the selected degree. Doing so will bring up the screen below.
The OCA Manager can edit the degree sequence. For example, above to AAAS degree for Auto body Repair Technology (above) the first quarter of the first year the student should take ABT 161, Weld 141, OCSUP 101, etc. The courses that appear in bold are college requirements for the degree. The courses with the ** are optional related courses.

To add a course to a degree, select the course department and press “Add.”
To remove a course from a degree, simply click the “REMOVE” button located next to the course needed to be removed.
Footnotes are used to describe anything that may be particular to a degree.
What about certificates?
Certificates can be attached to degrees.
Budget Manager

The degree manager allows the OCA manager to add new degrees, certifications, change degree status, and edit degree sequences. The Budget Manager includes:

- Organization Administration
- Add/Delete Budget Admin Users
- Budget Administration

Organization Administration

This is the page where the organization administrators can be added for five levels: program, department, division, unit, and college. From here, it is possible to:

- Add a User in Professional Technical
  - Under the heading “Add a User in Professional Technical Area” choose a program and click
  - From this screen, you can add to the order
  - If it is a non-instructional program, check the box “non-instructional”

- Add in Academic
  - Under the heading “Add a User in an Academic Area” choose a program and click
  - From this screen, you can add to the order
  - If it is a non-instructional program, check the box “non-instructional”

- Add New Department
  - If there is not a program in the system you can add a new one from this page in this field:

- Edit & Delete Programs
  - If there is not a program in the system you can add a new one from this page in this field:
Add/Delete Budget Admin Users

When a user is added from this panel, they have rights to go in and do a budget query. The purpose of this is to add an administrative-type user who is not in the org admin, like users in Technology or Plant Services. Users can also be deleted from this page.

Budget Administration

After a user is added, they then have the rights to see the Budget Administration. This is where any budgets that have been made can be queried. This page has selections such as:

- Requests made by—Provides a list of all users who have made a request
- Requests to—Gives a list of departments, both instructional and non-instructional
- Requests before—Allows a user to enter a date in which to search before.
  - Month—List of January to December
  - Date—Dates 1-31
  - Year—List of all distinct years in the request table.
- Requests after—Allows a user to enter a date in which to search after.
  - Month—List of January to December
  - Date—Dates 1-31
  - Year—List of all distinct years in the request table.
- Intended Outcomes—Users can pick between 3 choices
  - Enrollment Growth
  - Increase Program Quality
  - Other
- Requests made in—This is to choose specify areas of request
  - Equipment
  - Personnel/Benefits
  - Facility Modifications
  - Travel
  - Goods and Services
  - Other
- Requests Made to—Lists all employees, although most of them do not have rights to receive requests.
- Budget Code—If a person who has rights to approve and deny decides to approve, there is the option to enter the budget code.
- Status—Allows users to select by status
- Completed
- Incomplete
- Submitted
- All

Welcome to the OCA, Mindy Stevens

Budget Administration

Requests made by: [All]

Requests to: [All]

Requests before: [All] Date: [All] Year: [All]

Requests after: [All] Date: [All] Year: [All]

Intended outcomes: [All]

Requests made in: [Equipment] Personnel/Benefits

[Facility Modifications] [Travel]

[Goods and Services] [Other]

Requests Made to: [All]

Budget Code: [Select]

Status: [Completed] [Incomplete] [Submitted] [All]

Submit
After a user has selected their desired specifications, they are brought to a list of all qualifying results. From this page a user can click on the name of the initiative and see more detailed information about that request.

At the bottom of the page, there is a link that reads, “This page to Excel”. If the user click on the link, a dialog box appears (left). If the user selects “Save,” they have the option to save the Excel file on their local machine. If the file is saved locally, it can be edited and the features of Excel, like autosum, sort by, and autofit can be used. If the user selects “Open,” the file will open and it will not be editable.
OCA Reports
The OCA Manager creates reports for faculty, administration and educational boards.

College Reports
College reports are reports that may be needed college wide.

Reports that can be generated from OCA

- College Reports
  - OCA Print Extract Text Output-Extract to a .txt file
  - OCA Print Extract Prior Format-Extracts to a .rtf for formatting by graphics. This extract was used for the 2004-2006 WWCC catalog.
  - OCA Print Extract New Format, Degrees (Part 1)-Extracts to a .rtf for formatting by graphics. This extract is **only** the department and degree sequences.
  - OCA Print Extract New Format, Degrees (Part 2)-Extracts to a .rtf for formatting by graphics. This extract is **only** the courses and their descriptions.

All of the extracts should be saved to a local drive and opened their to ensure proper formatting.

- User Reports
  - **ERROR**
- Program Reports
  - **ERROR**
- Course Reports
  - **ERROR**
- Syllabi Reports
  - Syllabi reports can be created to contain all of the syllabuses for a particular quarter, teacher, department, or course.
- Assessment Reports
  - **ERROR**
- Degree Reports
  - **ERROR**
OCA Print extract
The OCA print extract is used for creating the college wide catalog. It can include all of the programs or only selected programs. This is done by clicking the “OCA Print Extract” and then selecting the programs needed in the report below.

By selecting all programs and pressing the “Generate Export” button, the report will be built like the example below. This can be saved as an .html document and then sent to the printing press. To select only particular departments, hold the shift key and click the wanted departments.
The <1, <2, <3… code is used by the printing personnel using programs such as PageMaker, Indesign, or Word.
User Reports
**ERROR**
Button is dead

Program Reports
**ERROR**
Button is dead

Course Reports
**ERROR**
Button is dead

Syllabi Reports
The Syllabi Summary Report is to give a report of selected instructors, departments or other selection criteria.
Selecting the needed criteria and pressing the submit button at the bottom, will bring up a screen similar to the one pictured below.

Assessment Reports

**ERROR**

Button is dead
Degree Reports
Under the Degree Reports is the Blue Book extract.

It lists three options:
- Blue Book Extract
- Macro Instructions
- Blue Book Macro (.bas)

Blue Book Extract
This is the query panel to extract specific data for professional-technical degrees, certificates, and endorsements.
Macro Instructions
These are the instruction for running the macro on the extracted blue book file. The purpose of
the macro is to insert page breaks were indicated. The tutorial is at

Blue Book Macro (.bas)
This is the actual macro that does the page break inserts. So that this will always be accessible, it
is on the webserver at http://134.39.200.118/oca/docs/InsertPageBreaks.bas
For Technical support and Bug Reporting
Please contact your campus OCA manager or technical help desk. If they are unable to assist you feel free to contact the help desk at Walla Walla Community College.

Walla Walla Community College Help Desk
500 Tausick Way
Walla Walla, WA. 99362
Phone: On WWCC campus #4357, Off Campus 509-524-4804
E-mail: helpdesk@wwcc.edu

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About
This OCA documentation V 1.1 was prepared on 3/25/05 on the Walla Walla campus.
By Richard Bessey. It was updated on 4/27/05 by Kari Spence.
Updated 11/3/11 by Emily Banks.