US Regional Virtual Forum

Class Features at UNC
Tuesday, June 8, 2021 - 8am EST
Julie Dockens
In order to facilitate additional transparency around class components during registration and before enrollment, UNC created a custom Class Features page that allows instructors to add information about classes including components and percentages for the final grade, resources required and their costs, and other information around flexibility and requirements. It also allows upload of documents such as a sample syllabus.
ADMIN WORKCENTER HOMEPAGE
STUDENT ADMIN WORKCENTER
Next to each class listing in an instructor’s schedule is a custom column, Class Features. Instructors click this link to get to the Class Features data entry page specific to their class.

This functions as security/access control as well, since only those users listed in PeopleSoft as instructors have the link to the Class Features data entry page for that class.
Instructors can add as much or as little information as desired.

Two additional features top right of this page for instructors are:

**Copy Features to Other Classes**

This feature allows the instructor to copy the class features entered for the current class to any other class the instructor is teaching, in any available term. This is especially helpful for instructors teaching multiple sections of the same class.

**Add Class Features Proxy**

This feature allows the instructor to select and designate another staff person as their proxy for the data entry of Class Features, per class. This allows a Departmental Student Services Manager to assist the instructors in their department with the data entry of class features.
SECTIONS UP CLOSE:

- Class Details/Document Uploads
- Class details
- Update audit
  - Displays the time/date stamp and user ID of the last user to update the page
- Instructional paragraph
- Document Uploads
  - Ability to upload, view, and delete as needed any documents such as current or prior syllabi
SECTIONS UP CLOSE:

- Class Components
  - Dropdown categories
  - Numerical percentages
  - Additional Information text box
  - Can add as many lines as desired
  - System forces percentages to total 100% and enters category of “Other” if needed to meet that total
  - Comments text box
SECTIONS UP CLOSE:

- **Class Policies and Flexibility**
  - Radio buttons defaulted “To be determined”
  - Only one response allowed per line
  - Comments text box

**II. Class Policies and Flexibility**

<table>
<thead>
<tr>
<th>a. Grace periods are built in for deadlines</th>
<th>No</th>
<th>Some on individual basis</th>
<th>All students</th>
<th>To be determined</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Lectures/class sessions are recorded and available</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. The course has flexibility for attendance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. The course has flexibility for participation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Do you have any other comments to help students who are balancing commitments that might affect their ability to participate in classes such as work, childcare, heavy course loads, etc. at specific times? You may also like to share any additional commitments required outside class time or information about how class time will be used.

The class will be a mix of synchronous and asynchronous learning. However, past experience shows that students who use class time to do class work have greater academic success. We do not recommend double-booking oneself.
### SECTIONS UP CLOSE:

- **Class Resources**
  - “Textbooks” in the instructions will link the user to the textbooks section of The UNC Student Stores
  - Dropdown categories with an “Other” category
  - Required or Optional indicator
  - Estimated Cost Range
  - Additional Info text box allows entry of titles, authors, ISBNs, URLs, etc.
  - Can add as many lines as desired
  - Resource glossary
  - Comments text box

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### III. Class Resources

List all resources and technologies needed for this course (textbooks, access codes, supplies, etc.) even if they are free:

<table>
<thead>
<tr>
<th>Course Resource</th>
<th>Is it Required?</th>
<th>Estimated Cost Range</th>
<th>Additional Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Delivery</td>
<td>Required</td>
<td>$51-$100</td>
<td>Includes ebook, Mastering Biology Assignment platform, and lean</td>
</tr>
<tr>
<td>Loose Leaf Textbook</td>
<td>Optional</td>
<td>$26-$50</td>
<td>Just the textbook. Recommended for folks who don’t like EText, or</td>
</tr>
</tbody>
</table>

- **Traditional Textbook** (Bound paper-back or hardcover material that should be durable enough to last for more than one semester).
- **Loose Leaf Textbook** (Paper material that is not professionally bound and typically not durable enough to be used for more than one semester).
- **eBook** (An electronic version of a printed book that does not include additional online content, assignments, study material, etc.).
- **Access code** (A password used to access course content online. While the content may differ by course access depends on the course, it may include materials such as an e-books, assignments, study material, etc.).
- **Digital Delivery/Inclusive Access** (Course content distributed digitally through the Student Stores to enrolled students that grants access [usually to an access code or eBook] prior to the first day of class).
- **Open Educational Resources** (Teaching and learning materials that you may freely use and reuse, without charge. OER often have a Creative Commons or GNU license that state specifically how the material may be used, reused, adapted, and shared).

Do you have other comments about resources required or provided that will help students as they plan for the term?

Access to a printer is recommended, because printing guided reading questions (GRQs) and lecture outlines will reduce screen time and reduce distractions while “in class.” We will have PDF files available on the course Sakai site for easy download and printing.
COPY FEATURES TO OTHER CLASSES

- Term is selected
- Class Numbers in the dropdown are only available for the courses for which the user is listed as an instructor in the selected term.
- User can add as many rows as desired.
- The submit button copies all data entered and documents uploaded for the class listed at the top of the page to the classes selected in the grid.
ADD CLASS FEATURES PROXY

- Term is selected
- Person search
- List of User’s courses with ability to designate various proxies per class
- List of currently active proxies with ability to remove individually per class
- Audit to track date/time that proxies were added or removed

- Proxy is notified via automated email regarding the class(es) added to or removed from their user account as a Class Features Proxy.
Instead of My Schedule, Proxies have a custom page to limit their access.
Proxies get a list of classes they have been added to that does not include access to Class Rosters or Grades.

The Class Features page for Proxies does allow them to use the Copy Over feature, but only for classes for which they are listed as Proxy.

But they do not have the ability to add other Proxies.
Not all instructors provide Class Features details.

For those classes without Class Features, there is not a link provided, but instead a note that Class Features are not available for that class.
CLASS FEATURES

STUDENT VIEW

Student view is read-only.

AND THEY LOVE IT.
QUESTIONS?

Contact Information:

Julie Dockens
IT Manager
University of North Carolina at Chapel Hill
dockens@unc.edu