

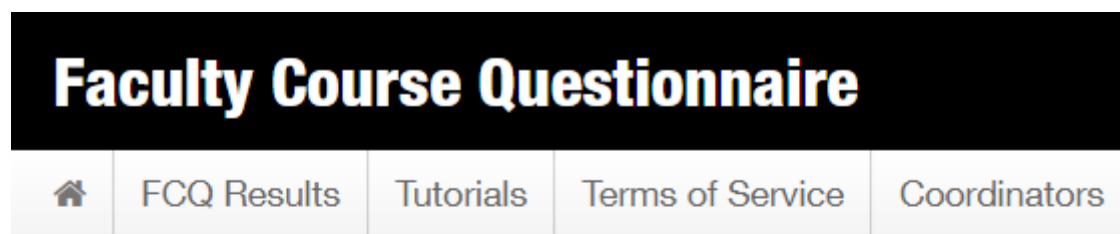
# FCQ Course Auditing Tutorial

## Course Audit Workflow:

- [Download your department's course list](#)
- [Review your course list and identify any needed changes](#)
- [Update in CU-SIS](#) (if needed)
- [Verify the changes using the Course Audit website](#) (if needed)

## Download your department's course list

Access the Course Audit website at [www.colorado.edu/fcq/course-audit](http://www.colorado.edu/fcq/course-audit) and select "Download Traditional Course Audit Files."



## Course Audit

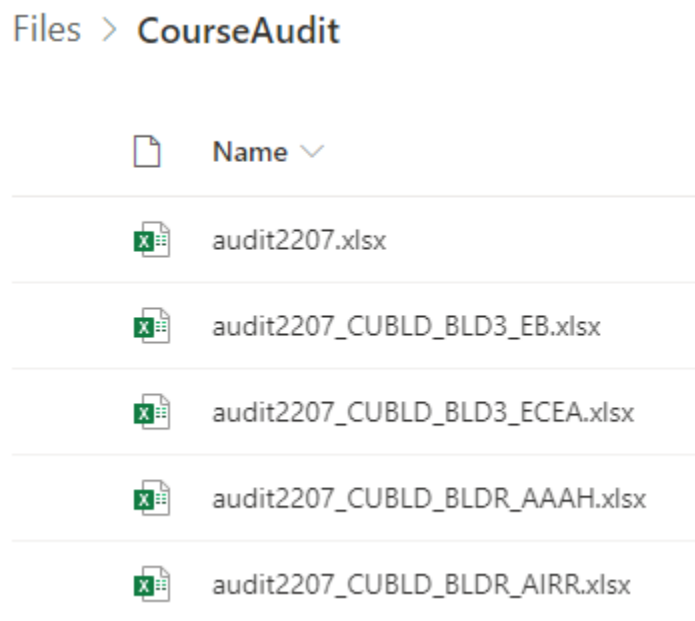
[Download traditional course audit files](#)

[Go to the course audit "quick view" dashboard](#)

[Course audit tutorial](#)

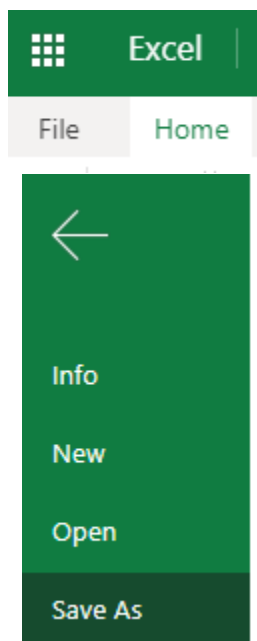
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This takes you to a OneDrive folder containing all course audits.

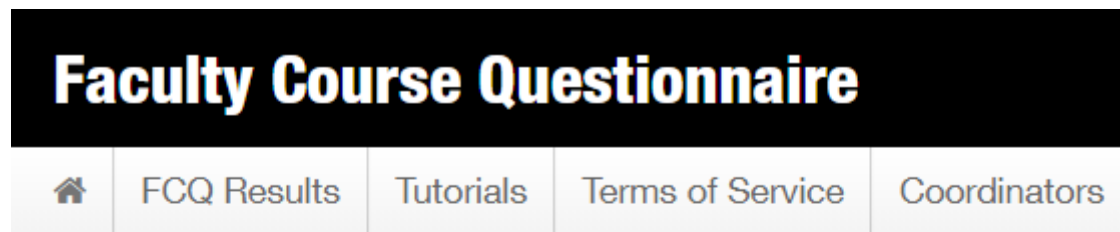


Open the file for your department, or choose the top file, named “audit(term).xlsx” (e.g., “audit2207.xlsx” for fall 2020), which contains the FCQ schedule for all CU classes.

**Download the spreadsheet** by clicking Select File > Save As from the menu.



You can also view and download your course audit file by going to [www.colorado.edu/fcq/course-audit](http://www.colorado.edu/fcq/course-audit) and clicking “Go to the course audit ‘quick view’ dashboard.”



## Course Audit

[Download traditional course audit files](#)

[Go to the course audit "quick view" dashboard](#)

[Course audit tutorial](#)

### Review your Excel course list and identify any needed changes

**Please review your list of classes and instructors** for items that need updating, such as instructor name or whether FCQs are desired.

Tips:

- ✓ Use filters to quickly search for courses and instructors
- ✓ The primary columns to review are A-B, H-I, R

Overview:

- Columns A-B are FCQ office-derived information
- Columns H-J are items that can be updated in CU-SIS
- Column R lists the dates a class is scheduled to receive FCQs
- Columns C-G and K-V are course details (for reference only)

**Column A** states whether or not a class is setup to receive FCQs (“YES” or “NO”), and if not, **column B** gives the reason why:

A	B
<b>Fall 2017 FCQ course audit list for CUBLD:BLI</b>	
Admin FCQs? <input type="checkbox"/>	Reason for no admin'ed FCQs <input type="checkbox"/>
YES	
YES	
YES	
NO	SCHED PRINT INSTR=NO
NO	Instr gets FCQs for LEC only

For a detailed description of the “Reason for no admin’ed FCQs” codes in column B, [see the appendix at the end of this document](#)

**Column R** lists the dates a class is scheduled to receive FCQs:

Q	R	S
Sessn <input type="checkbox"/>	FCQ admin period <input type="checkbox"/>	Class meet start dt <input type="checkbox"/>
OEE	Nov 23-Dec 02	08/03/2020
OEE		08/03/2020
OEE	Nov 23-Dec 02	08/03/2020

**Columns H-J** contain information that you are able to update in CU-SIS:

H	I	J
Instructor name <input type="checkbox"/>	Sched print instr <input type="checkbox"/>	Instr rol <input type="checkbox"/>
Koehler, Christopher	YES	Pri instr
Jackson, Jelliffe	YES	Pri instr
Neogi, Sanghamitra	YES	Pri instr
Kaptui Sipowa, Hermann	NO	TA

**Columns (C-G and K-V)** are included for reference only.

### What to look for?

Column H: "Instructor name"

- Is the correct instructor(s) listed?
- Are names spelled correctly?
- Are there instructors who should be added or removed?

Column I: "Sched print instr"

- "YES" = The instructor "Print" box is checked in CU-SIS – this class may receive FCQs
- "NO" = The instructor "Print" box is not checked in CU-SIS – this class will not receive FCQs
- Note: A "YES" in the "Sched print instr" column does not necessarily mean that the instructor will receive FCQs—[the class may still be ineligible for FCQs](#)
- Please refer to "Admin FCQs?" (column A) to see whether class will receive FCQs

Column J: "Instr role"

- This can be Primary, Secondary, or TA
- This designation only affects FCQs if you have instructor role-based questions

## Make updates in CU-SIS

All updates are made in CU-SIS. If you do not have CU-SIS access you will need to gain access or coordinate with whoever handles course entry for your department.

To make changes, log into CU-SIS and choose the following pathway:

**Main Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings**

This will take you to a search page similar to this:

**Search Criteria**

Academic Institution:

Term:

Subject Area:

Catalog Nbr:

Academic Career:

Campus:

Description:

Course ID:

Course Offering Nbr:

Academic Organization:







Case Sensitive

Limit the number of results to (up to 800):

There may be slight differences in how your page appears, as views can differ, but you should have similar search criteria available.







**To search for all classes in your department or subject area, fill in the basic criteria:**

- “Academic Institution”
- “Term”
- “Subject Area”

▼ Search Criteria		
Academic Institution:	= ▼	CUBLD 
Term:	= ▼	2177 
Subject Area:	= ▼	ANTH 
Catalog Nbr:	begins with ▼	<input type="text"/>
Academic Career:	= ▼	<input type="text"/>
Campus:	begins with ▼	<input type="text"/> 
Description:	begins with ▼	<input type="text"/>
Course ID:	begins with ▼	<input type="text"/> 
Course Offering Nbr:	= ▼	<input type="text"/> 
Academic Organization:	begins with ▼	<input type="text"/>

**To search for classes at a particular academic level, fill in the basic criteria, plus:**

- “Academic Career”
- Options include “Undergraduate,” “Graduate,” “Non-Credit,” etc.

▼ Search Criteria		
Academic Institution:	= ▼	CUBLD 
Term:	= ▼	2177 
Subject Area:	= ▼	ANTH 
Catalog Nbr:	begins with ▼	<input type="text"/>
Academic Career:	= ▼	Undergraduate <input type="text"/>
Campus:	begins with ▼	<input type="text"/> 
Description:	begins with ▼	<input type="text"/>
Course ID:	begins with ▼	<input type="text"/> 
Course Offering Nbr:	= ▼	<input type="text"/> 
Academic Organization:	begins with ▼	<input type="text"/>

To narrow your search to particular courses, fill in the basic criteria, plus:

- “Catalog Nbr”
- Broaden this search by choosing different qualifiers from the “Catalog Nbr” dropdown, such as “between,” “not =,” “<=,” etc.

**▼ Search Criteria**

Academic Institution: = ▼ CUBLD 🔍

Term: = ▼ 2177 🔍

Subject Area: = ▼ ANTH 🔍

Catalog Nbr: begins with ▼ 2010

Academic Career: = ▼

Campus: begins with ▼ 🔍

Description: begins with ▼

Course ID: begins with ▼ 🔍

Course Offering Nbr: = ▼ 🔍

Academic Organization: begins with ▼

When you click “Search,” a list of classes will appear below the search box. Once you select your desired class, you will see class details with some tabs along the top. Again, your display may vary, but you will have a tab labeled “Meetings”:

Basic Data
Meetings
Enrollment Cntrl

Course ID: 201289

Academic Institution: CU Boulder

Term: Fall 2017 UC Boulder

Subject Area: ANTH

Catalog Nbr: 1135

Select the “Meetings” tab, find your section (or “View All” for multiple), and scroll down to the box titled “Instructors For Meeting Pattern”:

Instructors For Meeting Pattern						
Personalize   Find   View All   📄   📅						
First ⏪ 1-2 of 2 ⏩ Last						
Assignment   Workload						
ID	Name	Instructor Role	Print	Access	Contact	
	Gutierrez, Gerardo	Prim Instr	<input checked="" type="checkbox"/>	Post		
	Sanders, Mariana	TA	<input type="checkbox"/>	Grade		

The relevant components for FCQs are instructor “Name,” the “Print” checkbox and “Instructor Role.”

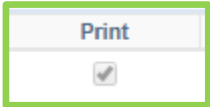
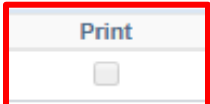
In the above example,

- The instructors are identified
- The instructor roles are identified
- The primary instructor is marked to receive FCQs
- The TA is marked to not receive FCQs

**Note: The “Print” box must be checked in order to receive FCQs, but does not necessarily mean that FCQs will be received. The class must also be eligible for FCQs.**

To make updates:

- You may add or remove instructors and change their role
- To request or remove FCQs for an instructor, click the box under “Print” to select or deselect

-  = may receive FCQs
-  = will not receive FCQs

Once you’ve saved your changes, your updates have been made!

### Verify the changes using the Course Audit website

**If you’re making changes during the designated course audit window:** Changes made by 5 p.m. will appear on the Course Audit website by 12 p.m. the following business day. Changes will not show up earlier than that. Changes made outside of business hours may take an extra day to appear in your course audit file.

**If you’re making changes outside of the designated course audit period:** Contact the FCQ program to let us know of the changes.

To verify that your changes have gone through:

- Return to the Course Audit website, [www.colorado.edu/fcq/course-audit](http://www.colorado.edu/fcq/course-audit)
- Select your department or program
- Click to open the Excel document
- Click File > Save As to download

If changes made during business hours are not reflected in your Course Audit document within 2 business days, please contact the FCQ program, [fcq@colorado.edu](mailto:fcq@colorado.edu).



## APPENDIX: “Reason for no admin’ed FCQs” codes (column B of the Course Audit document)

- **“SCH ED PRINT INSTR=NO”** means an instructor is listed, but the “Print” checkbox is not selected for them

Instructors For Meeting Pattern						
Assignment		Workload		Personalize	Find	View 2
ID	Name	Instructor Role	Print	Access	Contact	
101236108	Jackson,Jelliffe	Prim Instr	<input checked="" type="checkbox"/>	Post		
108665917	Kaptui Sipowa,Hermann	TA	<input type="checkbox"/>	Grade		
106930794	Neogi,Sanghamitra	Prim Instr	<input checked="" type="checkbox"/>	Post		

- **“SCH ED PRINT INSTR=MISSING”** and **“NO INSTR NAME”** means no instructor is listed

Instructors For Meeting Pattern						
Assignment		Workload		Personalize	Find	View All
ID	Name	Instructor Role	Print	Access	Contact	
		Prim Instr	<input checked="" type="checkbox"/>			

### Courses/Instructors that are ineligible for FCQs (fall 2017):

- **“ENRLMT LESS THAN 3 STU”** means that the class size does not meet the minimum requirement to receive FCQs
- **“INSTR GETS FCQ FOR LEC ONLY”** means that the same instructor teaches the LAB/REC section so will only receive FCQs for LEC
- **“INSTR TEACH >5 CRSE SCTNS”** means that the instructor’s teaching load exceeds the designated maximum number (which is five) within subject-group
- **“CLASS ENDS TOO LATE”** means that the course doesn’t fit within our standard administration window (Dec. 1-8 Denver/Colorado Springs, Dec. 8-15 Boulder)
- **Section code exemptions:**
  - **“NO FCQS FOR (DIS, INT, IND, PRA, THE) CLASSES”** are ineligible this semester
  - **“NO FCQS FOR CAND DEGR”** or **“IND STDY”** refer to classes with the instruction mode code of IS (independent study) or CD (candidate for degree), which are ineligible for FCQs
- **Program exemptions:** There are some programs that do not participate in the FCQ