

FCQ Course Auditing Tutorial

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Workflow:

- Download course audit
- Review course audit
- Update in CU-SIS
- Verify changes

1. Download your department's course list (Excel)

Access the Course Audit website at <https://fcg.colorado.edu/clist.htm>

Step 1. Select your campus:

BD - Boulder (Main Campus)
CE - Boulder Continuing Ed (CEPS)
CS - Colorado Springs
DN - Denver

Submit

Step 2. Select your CU Boulder department or program:

AAAH - Art & Art History
AIRR - Air Force Aerospace Studies
ALAC - Asian Languages and Civilizations
ANTH - Anthropology
APPM - Applied Math
APRD - Advertising, Public Relations and Media Design
APS - Astrophysical & Planetary Sciences
ARSC - Arts & Sciences
ASEN - Aerospace Engineering
ATLS - ATLAS
ATOC - Atmospheric and Oceanic Sciences
BRAP - Baker RAP
BU - Business
CAMW - Center of the American West

Submit

When you press 'Submit', your dept's FCQ course list will be downloaded to your browser.

Step 3. View and audit department's FCQ course list (Excel file)

[Click here](#) if the Excel file didn't download automatically. (You may be using a pop-up blocker.)

2. 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 four primary columns to review are A-B, H-I

Overview:

- Columns A-B are FCQ program-derived information
- Columns H-J are items that can be updated in CU-SIS
- Columns C-G and K-V are course details (for reference only)

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

| A | B |
|--|--|
| Fall 2017 FCQ course audit list for CUBLD:BLI | |
| | |
| 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](#)

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 |

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” = This instructor is set up to receive FCQs (so long as course is eligible)
- “NO” = This instructor 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 doesn’t affect FCQs and is solely for department use

How to manage combined sections

Columns O-P denote whether or not a course-section is combined with others.

| O | P |
|---------------|----------------|
| | |
| Comb sec type | Comb spons sec |
| Spons | FINE-2500-001 |
| Nonsp | FINE-2500-001 |
| | |
| | |

Column O: “Comb sec type”

- Blank = Not a combined class
- “Spons” = Sponsoring section of combined class
- “Nonsp” = Nonsponsoring section of combined class

Column P: “Comb spons sec”

- Identifies the sponsoring section of combined class
- This will refer to the current class if it is the “Spons” section

Columns M-N states the number of students enrolled in each course

| M | N | O | P |
|-----------|----------------|---------------|----------------|
| | | | |
| Sec enrmt | Comb sec enrmt | Comb sec type | Comb spons sec |
| 7 | 14 | Spons | FINE-2500-001 |
| 7 | 14 | Nonsp | FINE-2500-001 |
| 51 | | | |
| 32 | | | |

Column M: “Sec enrmt”

- This states how many students are enrolled in a course-section
- This number only refers to that section

Column N: “Comb sec enrmt”

- For combined courses, this states the enrollment of all sections
- Blank = Not a combined class
- Minimum enrollment for FCQs is based on “Comb sec enrmt,” not “Sec enrmt”
- If you have combined sections with enrollments of 4 and 1 respectively, all 5 students will receive FCQs because the total combined enrollment is more than 2

When a combined section has no students enrolled, **columns A-B** will state that it is not getting FCQs and why. It’s possible, in this case, for one of the combined sections to get FCQs and not another, as in the following example:

| A | B | C | D | E | F | M | N | O | P |
|--|-----------------------------|-------|-------|-------|-------|-----------|----------------|---------------|----------------|
| Fall 2017 FCQ course audit list for CUDEN:ARTM:D-VSLA, as of 10/16/2017 | | | | | | | | | |
| Admin FCQs? | Reason for no admin'ed FCQs | Campu | Subje | Cours | Secti | Sec enrmt | Comb sec enrmt | Comb sec type | Comb spons sec |
| YES | | DC | FINE | 4195 | 001 | 8 | 8 | Spons | FINE-4195-001 |
| NO | Nonsp sctn has no enrmt | DC | FINE | 4196 | 001 | 0 | 8 | Nonsp | FINE-4195-001 |

3. Make updates in CU-SIS

If your list of classes and instructors is correct, then you do not need to make any changes. If updates are required, you must make your changes in CU-SIS. If you do not have CU-SIS access you will need to coordinate with whomever sets up the courses for your department.

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

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

This will take you to a search page like this:

▼ Search Criteria

| | | | |
|------------------------|---|--|----------------------------------|
| Academic Institution: | <input style="width: 20px;" type="text" value="="/> | <input style="width: 95%;" type="text"/> | <input type="button" value="🔍"/> |
| Term: | <input style="width: 20px;" type="text" value="="/> | <input style="width: 95%;" type="text"/> | <input type="button" value="🔍"/> |
| Subject Area: | <input style="width: 20px;" type="text" value="="/> | <input style="width: 95%;" type="text"/> | <input type="button" value="🔍"/> |
| Catalog Nbr: | <input type="text" value="begins with"/> | <input style="width: 95%;" type="text"/> | |
| Academic Career: | <input style="width: 20px;" type="text" value="="/> | <input style="width: 95%;" type="text"/> | |
| Campus: | <input type="text" value="begins with"/> | <input style="width: 95%;" type="text"/> | <input type="button" value="🔍"/> |
| Description: | <input type="text" value="begins with"/> | <input style="width: 95%;" type="text"/> | |
| Course ID: | <input type="text" value="begins with"/> | <input style="width: 95%;" type="text"/> | <input type="button" value="🔍"/> |
| Course Offering Nbr: | <input style="width: 20px;" type="text" value="="/> | <input style="width: 95%;" type="text"/> | <input type="button" value="🔍"/> |
| Academic Organization: | <input type="text" value="begins with"/> | <input style="width: 95%;" type="text"/> | |

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

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

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

- “Academic Career” (e.g. “Undergraduate,” “Graduate,” “Non-Credit,” etc.)

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

- “Catalog Nbr”

After you click “Search,” select your desired class. Then select the “Meetings” tab, find your section (or “View All”), and scroll down to the box titled “Instructors For Meeting Pattern”:

| Meeting Pattern | Personalize Find View All <input type="button" value="🔍"/> <input type="button" value="📄"/> | | | | First <input type="button" value="⏪"/> 1-2 of 2 <input type="button" value="⏩"/> Last |
|--------------------|---|-------------------------------------|--------|---------|---|
| Workload | | | | | |
| 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 and ID and the “Print” checkboxes (You are also able to update “Instructor Role,” but this does not affect your FCQs)

In the above example,

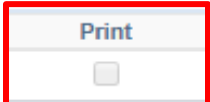
- The instructors are identified
- The primary instructor is marked to receive FCQs
- The TA is marked to not receive FCQs

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, select or deselect the box under “Print”

-  = may receive FCQs

-  = will not receive FCQs

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

4. Verify the changes with an updated course list (Excel) from the Course Audit website

Your changes will not appear on the Course Audit document until the CU-SIS data warehouse refreshes, which is by 8 a.m. Monday – Friday.

- Changes made by 5 p.m. should be visible in the Course Audit the following business day
- Changes made outside of business hours may take an extra day to appear in your course audit Excel.

To verify that your changes have gone through:

- Return to the Course Audit website at <https://fcq.colorado.edu/clist.htm>
- Select your campus
- Select your department or program
- Click to open the Excel document

If changes made during business hours are not reflected in your Course Audit document within 48 hours, please contact the FCQ program, fcq@colorado.edu or 303.492.7069.

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

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

| Meeting Pattern | | | | | |
|--|------------------------|-------------------------|-------------------------------------|--------|---------|
| Personalize Find View 2 [?] [grid] | | First ◀ 1-3 of 3 ▶ Last | | | |
| Workload | | | | | |
| | Name | Instructor Role | Print | Access | Contact |
| | Jackson, Jelliffe | Prim Instr | <input checked="" type="checkbox"/> | Post | |
| | Kaptui Sipowa, Hermann | TA | <input type="checkbox"/> | Grade | |

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

| Instructors For Meeting Pattern | | | | | | |
|--|------|-----------------------|-------------------------------------|--------|---------|--|
| Personalize Find View All [?] [grid] | | First ◀ 1 of 1 ▶ Last | | | | |
| Assignment Workload | | | | | | |
| ID | Name | Instructor Role | Print | Access | Contact | |
| | | Prim Instr | <input checked="" type="checkbox"/> | | | |

- **“ENRLMT LESS THAN 3 STU”** means that the class size does not meet the minimum requirement to receive FCQs
- **“NONSP SCTN HAS NO ENRLMT”** means this is part of a combined course, but this particular section has no students and so won’t 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:** The following programs do not participate in the FCQ
 - Denver: CU Succeed, Anschutz, Accelerated and Executive MBA programs
 - Colorado Springs: Online business classes using Evaluation Kit