# Course Offer procedures

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Course Offer procedures

Purpose

Requesting instructor for courses and assigning corresponding instructor for the requested courses is done using SIMS. Hence, this user manual is dedicated to show comprehensive procedures on how to perform these activities.

Components

1) Request Instructor
2) Assign Instructor
3) Special Instructor Change
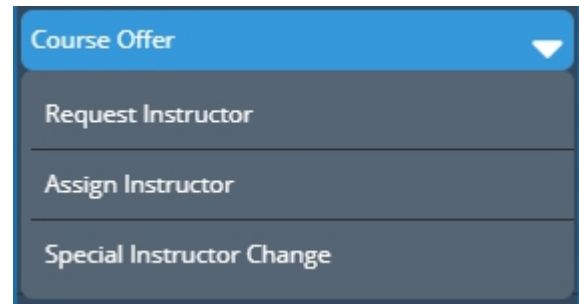
Who this part is for

This manual is for those who have been given to request instructor for courses and for those who have been given the right to assign instructor for requested course. Depending on the structure of the institute these might be Department Heads, College Program Officers, or some other bodies.

Component 1):- Request Instructor

Description: - As far as course grade is submitted to SIMS by the corresponding instructor, the instructor should get his/her assigned course on time. To do this, first instructor requesting should be done. Hence, this component is used to perform such request.

Pre-requisite

– *The courses to be offered by instructor should be available in the corresponding curriculum.*
– *Appropriate section information should be available.*
– *The request instructor time frame must align with the academic calendar of the University.*

Complete the following steps for Request Instructor task :

1. In side navigation menu click **Request Instructor** under Course Offer and You will be provided to the SIMS Request Instructor page, we get the interface which looks like the following

A. Select appropriate values for the following fields/parameters/

   ➢ **Faculty**- the Faculty where students are placed.
   ➢ **Admission Classification** – Select students' admission classification from the given option in the selected faculty / Possible options are **Regular, Extension, Distance, Kiremt, etc**/
   ➢ **Program** – Select students' program from the given option in the selected faculty / Possible options are **Degree, Masters, PhD, etc**/.
   ➢ **Stream**- Select the student stream/department/ from the given option.
   ➢ **Curriculum Type /sometimes the legislation type/** - Select the type of the students' curriculum.
   ➢ **Curriculum**- Select the student 'curriculum. These are list of curricula in the selected Stream for the selected program and Admission classification.
   ➢ **Ac Year** – Select the current academic year where students are currently registered for.
   ➢ **Semester**- Select the current semester where students are currently registered for.
   ➢ **Year** –Select students' year of study in the given Ac Year.

B. If it is the first time that we are going to request course(s), click the [Propose Request]

    button so that all none elective courses in the selected curriculum at the specified year

    and semester will be proposed for request by the system. If the proposed courses are

    not displayed, click [Display Course Request] to display the proposed courses in the grid.

Course Instructor Request

Faculty: College of Business and Economics ▾
Admission Classification: Regular ▾
Program: Degree ▾
Stream: Economics ▾
Select Curriculum Type: Modular ▾
Select Curriculum: BA in Economics -- M -- 3 (2006) ▾
Current Academic Year*: 2015/2016 ▾
Current Semester *: I ▾
Current Year*: 3 ▾

┌─Out of Batch/Elective/ Course─┐
│ ☐ Out of Batch/Elective/ Course │
└─────────────────────────────────┘

[Propose Request]
[Display Course Request]

Check/uncheck the checkboxes to show/hide the columns
☑ LectHr ☑ PracHr ☑ TutHr ☑ Category ☑ Offer Option

Search [Enter text to search the whole grid] ☑ Use live search [Search]

Drag a column header here to group by that column.

	Year ⬍	Section ⬍	Course Code ⬍	CourseTitle ⬍	Credit⬍	LectHr ⬍	PracHr ⬍	Tu
Edit | Remove	3	A	Econ 3131	Development Planning & Project Analysis	4	3	0	0
Edit | Remove	3	A	Econ 3111	Economics of Agriculture	4	3	0	0
Edit | Remove	3	A	Econ 3101	Labour Economics	4	3	0	0
Edit | Remove	3	A	Econ 3121	Monetary Economics	5	3	0	0
Edit | Remove	3	A	Econ 3141	History of Economic Thought I	5	3	0	0

Records per page: 5 ▾   Add New - Show Filter - Records: 1 - 5 of 12 - Pages: |◀ ◀ 1 2 3 ▶ ▶|

C. To see the where the request goes to and the request status of each course, scroll to the

    end of the grid and see accordingly

    ┌─────────────────────────┐   ┌─────────────────────────┐
    │ Owner of the course   │   │ Shows the status of   │
    │   │   │ the request   │
    └─────────────────────────┘   └─────────────────────────┘

Request Send to ⬍	Request Status ⬍
Economics	Not Requested
Economics	Not Requested

- Request Send to: - shows information about the owner academic unit (may be department, etc) of the course during request time. This academic unit is responsible to assign instructor for the course.

- Request Status: - shows the request status information. Possible values are
    - *Not Requested* – the course is not requested yet.
    - *Requested* – the course is requested for instructor but instructor is not assigned yet.
    - *Assigned* – Instructor is assigned for the course.

D. If we want to change some information for each course or remove from the request proposal, we can use the Edit | Remove links.

E. Sometimes we may need to request courses that are found in the specified curriculum but not at the given year and semester (out of batch courses), or those courses that are elective. In this case select the ☑ Out of Batch/Elective/ Course option and click the **Display Course Request** button.

– Click <u>Add New</u> link, so that all courses from the curriculum will be available

Course Code ⇕	CourseTitle ⇕	Credit ⇕
Econ 3131	Development Planning & Project Analysis	4
Econ 3111	Economics of Agriculture	4
*		

Course Code	Course Title	Credit
■ Econ 3112	Agriculture and rural development	4
■ EnLa1162	Basic Writing Skills	5
■ Econ1011	Calculus for Economists	5

– Select the course and click <u>Save All</u> link. Thus the course can be requested.

F. To request one or more courses

– Select the courses (by dragging the mouse over the courses, or by holding down Ctrl key you can click on the course you want to request). Below orange color shows the selected courses.

Drag a column header here to group by that column.

	Year ⇕	Section ⇕	Course Code ⇕	CourseTitle ⇕	Credit ⇕	LectHr ⇕	PracHr ⇕	Tu
Edit | Remove	3	A	Econ 3131	Development Planning & Project Analysis	4	3	0	0
Edit | Remove	3	A	Econ 3111	Economics of Agriculture	4	3	0	0
Edit | Remove	3	A	Econ 3101	Labour Economics	4	3	0	0
Edit | Remove	3	A	Econ 3121	Monetary Economics	5	3	0	0
Edit | Remove	3	A	Econ 3141	History of Economic Thought I	5	3	0	0
Edit | Remove	3	B	Econ 3131	Development Planning & Project Analysis	4	3	0	0

Records per page: 6 ▼   Add New - Show Filter - Records: 1 - 6 of 12 - Pages: |← ← 1 2 → →|

| Request Instructor for selected Courses | Remove Request for selected Courses |

– Click on **Request Instructor for selected Courses** button to request instructor for the selected courses.

– If the request is successful, the Request Status will be changed from Not Requested to Requested state. Click **Display Course Request** to see the effect.

	Credit	LectHr	PracHr	TutHr	Category	Offer Option	Request Send to	Request Status
lysis	4	3	0	0	Major Comp	Compulsory	Economics	Requested
	4	3	0	0	Major Comp	Compulsory	Economics	Not Requested
	4	3	0	0	Major Comp	Compulsory	Economics	Requested
	5	3	0	0	Major Comp	Compulsory	Economics	Not Requested
	5	3	0	0	Major Comp	Compulsory	Economics	Not Requested
lysis	4	3	0	0	Major Comp	Compulsory	Economics	Requested

G. We can request other courses the same way.

H. If we want to revert an already requested course

Pre-requisite:- First the request status should be requested. If the status is Assigned, the one who assigned instructor for the course must remove the assigned instructor for that particular course.

– Select the course(s) to be reverted

– Click the **Remove Request for selected Courses** button

– Then the course will be reverted to the Not Requested state

Component 1):- Assign Instructor

Description*: -* As far as course grade is submitted to SIMS by the corresponding instructor, the instructor should get his/her assigned course on time. To do this, instructor(s) should be assigned for course(s). Hence, this component is used to perform such assignment.

Pre-requisite

- *The courses to be assigned should be requested by the curriculum owner academic unit.*
- *Instructor information should be available in the system.*
- *The Assign instructor time frame must align with the academic calendar of the University.*

Complete the following steps for Request Instructor task :

1. In side navigation menu click **Assign Instructor** under Course Offer and You will be provided to the SIMS Instructor assignment page, we get the interface which looks like the following.

Assign Instructor for Courses

Faculty: College of Business and Economics ▾
Department: Economics ▾
Current Academic Year: 2015/2016 ▾
Current Semester: I ▾   Start Assigning....
Admission Classification: Regular ▾
Program: Degree ▾

A. Select appropriate values for the following fields/parameters/

➢ **Faculty**- the Faculty holding the academic unit (like department) which owns the requested courses.

➢ **Department**- the department where requested courses are owned by.

➢ **Current Academic Year** – Select the current academic year where courses are going to be assigned for instructors.

➢ **Current Semester**- Select the current Semester where courses are going to be assigned for instructors.

➢ **Admission Classification** – Select admission classification from the given option for which the courses are requested for instructor assignment/ Possible options are **Regular, Extension, Distance, Kiremt, etc**/

➢ **Program** – Select students' program from the given option for which the courses are requested for instructor assignment/ Possible options are **Degree, Masters, PhD, etc**/.

B.   Click the [Start Assigning....] button to get list of instructor requests waiting for instructor assignment.

Some explanation about the information displayed in the grid's column

✓   Faculty – the faculty of students who registered the requested course

✓ Stream – the particular department/stream of students who registered the requested course

✓ Curriculum – the specific curriculum of the students who registered the requested course

✓ Year – the current year of students who registered the requested course

✓ Section – shows students' section

✓ The detail of the requested course (course code, title, credit, etc…) is also displayed. Drag the scrollbar back and forth to see other information about the requested course.

Course Title	Credit	Lectk	Prac	Tut	CourseOwner	Requested By	RequestedDa	Instructor	
Calculus for Economis	5	3	0	1	Economics	Tafer Worku	2008-3-13 E.C		Edit | Remove
Calculus for Economis	5	3	0	1	Economics	Tafer Worku	2008-3-13 E.C		Edit | Remove
Macroeconomics I	6	4	0	0	Economics	Tafer Worku	2008-3-13 E.C		Edit | Remove
Macroeconomics I	6	4	0	0	Economics	Tafer Worku	2008-3-13 E.C		Edit | Remove
Introduction to Statis	4	3	0	0	Economics	Tafer Worku	2008-3-13 E.C		Edit | Remove

✓ The course owner academic unit, the requester, the requested date are also available.

✓ The Instructor column is used to assign instructor for the requested course.

C. To assign instructor for the course,

 − Click the Edit link corresponding to each course and select instructor .

CourseOwner	Requested By	RequestedDa	Instructor	
Economics	Tafer Worku	2008-3-13 E.C	[ ]	Cancel | Remove

Instructor	Sex	Phone	
Molla Wassie XXX	M		Edit | Remove
Ebrahim Oumer XXX	M		Edit | Remove
Lulit Assefa XXX	F	+251 9234202:	Edit | Remove
Abebe Kassahun Mamo	M		Edit | Remove
Dargot Berihun XXX	M		
Mesfin Geremew XXX	M		
Mequannt Biset XXX	M		3 4 → →|
Ermiyas Ashagrie XXX	M		

 − Click Save All link to save the assignment.

 − Do the same step to assign others.

D. To remove the assigned instructor

Pre-requisite – the instructor must not start to assigning assessment weight for the course. If so, the instructor should remove what he/she has set the weight assessment.

–   Click the `Remove` link next to the assigned instructor.
–   Click `Save All` link to save the removal.

Component 3):-Special Instructor Change

Description: - Once we assign an instructor for a given course to a section on SIMS, you might face a challenge that the instructor is unable to continue to handle the course and submit the course grade so we need to change the instructor. To do this, first there should be an already assigned instructor. Hence, this component is used to perform such special instructor change.

Pre-requisite

–   *The new instructor should be available within the academic unit/department.*
–   *Appropriate section information should be available.*

Complete the following steps for special instructor change task :

2.   In side navigation menu click **Special Instructor Change** under Course Offer and You will be provided to the SIMS Special Instructor Change page, we get the interface which looks like the following.

3. To change the instructor for the course,

   – Click the Edit link corresponding to the course you wish to change the instructor and select instructor .

CourseOwner ⬍	Requested By ⬍	RequestedDa ⬍	Instructor ⬍	
Economics	Tafer Worku	2008-3-13 E.C	[ ] ➕	Cancel | Remove

Instructor	Sex	Phone	
• Molla Wassie XXX	M		Edit | Remove
• Ebrahim Oumer XXX	M		Edit | Remove
• Lulit Assefa XXX	F	+251 9234202:	Edit | Remove
• Abebe Kassahun Mamo	M		Edit | Remove
• Dargot Berihun XXX	M		
• Mesfin Geremew XXX	M		
• Mequannt Biset XXX	M		3 4 ➔ ➔|
• Ermiyas Ashagrie XXX	M		

   – Click Save All link to save the assignment.