Agenda and Meeting Notes
Course Guide Project Advisory Group
May 5, 2009
1:30 – 3:00 p.m.
On Wisconsin Room AB, Red Gym

Attendees

<table>
<thead>
<tr>
<th>Attendee</th>
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<tr>
<td>Pat Henrikson</td>
<td>Kathy Christoph</td>
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<td>Joanne Berg</td>
<td>Terry Ruzicka</td>
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<td>Marilyn McIntyre</td>
<td>Brian Bubenzer</td>
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<td>Bob Mayville</td>
<td>Tony Tallmadge</td>
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<td>Jolanda Vanderwal Taylor</td>
<td>Sharon Kahn</td>
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<td>Toni Good</td>
<td>Lillian Tong</td>
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<td>Steve Hahn</td>
<td>Jim Vogel</td>
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<td>Cari Anderson</td>
<td>Cheryl Wise</td>
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<td>Karen Hanson</td>
<td>Janet Byers-Dent</td>
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<td>Lori Sebranek</td>
<td>Brian Yandell</td>
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<td>Mike Pflieger</td>
<td>Jocelyn Milner</td>
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<td>Al Friedman</td>
<td>Bob Jeanne</td>
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Agenda

**PLEASE NOTE:** Some of the links listed below will not work until the code is moved to the appropriate environments. So look for the email saying we’re ready for testing!

Welcome

Course Guide Status Update

- Last move to Test is tentatively scheduled Friday 5/8 with targeted deployment on June 1 for both authenticated (My-UW) and Public users
- UW Catalog available on June 1, through unauthenticated access
- 2 modules: Browse Courses, CG Help information will be available
- Browse by Instructors will not be deployed in first release; it will follow soon after June deployment
- Where/how to pull instructor websites will be looked at first thing after first release

Feedback Mechanisms - demo

- Don’t overwrite the information about your browser & operating system
- Don’t change the subject of the email
- Just write comments below – Positive and Negative
- One email per page please

Processing Feedback – Jim Vogel

- “Bugs” will be collected for developers to fix
- “Enhancement requests” will be put on the enhancements list
- “General comments” will be reported to the Course Guide Leads
Feedback Paths

- Follow scenarios below – and give us opinions
- Explore Course Guide on your own – and give us opinions

When, Where, How

- You’ll get login Instructions email to activate your test netid and ensure you can log in
- You’ll get email notification that we’re ready for your to start testing
- Test in BOTH areas
  - Authenticated: http://my-qa.wisc.edu/
  - Public: http://public.my-qa.wisc.edu/
- Complete testing by May 22nd

Other

- There is currently not an option to “turn a course off” that is no longer being taught but needs to be on the books; Last Taught and Typically Offered can be set by the departments to be “Occasionally”
- Potential enhancement: Need to let students know what a Wishlist vs Favorite is; and that this does not put student on any waitlists within a dept, etc. Wishlist is in Student Center and is section level
- SOAR training where Course Guide will be discussed is on Tuesday, May 19 at 2:45 PM at Engineering Hall; trying to get groups that want to “pilot” at SOAR; anyone may attend
- CG is replacing the Catalog (the online version will point to CG b/c that is how it gets the courses)
- CG Section information is updating 4x a day (up to 6 hours old); not real time like in Schedule of Classes
**Suggested Scenarios:**

1. Introduction to Biology Requirement has three options – Options A, B, C   Find courses in each.
2. Find a course two ways (Subject vs. title)
3. Find two ways to get all the courses in a particular subject
4. Find all the courses that haven’t been taught since 2004 in your subject
5. Pretend you’re a student in your subject and make out a four year plan
6. Find a course and look at the instructors teaching the course. Pick an instructor and find the other courses he or she is teaching.
7. You’re advising a student and have their DARS report and you search for courses to round out their GEBLC values.
8. Find all courses taught in Fall 2009
9. Find a course that has a prerequisite and find the courses that are required for this course.
10. Create a list of courses that you would like use in advising your students. (Math courses for non-Math Majors).
11. Determine when a class meets and find out if there are any class notes
12. Select a course that is being taught currently and follow the links to class search at the course level, then the section-level to see the same information in ISIS.
13. Follow these steps:
   a) Close all browsers.
   b) Open a browser and follow this link:  
      ![URL](https://my-qa.wisc.edu/CourseGuideRedirect/BrowseByTitle?subjectCode=192)  
      Note the URL in the browser
   c) Close all browsers again.
   d) Open a browser and log into my-uw. ([https://my.wisc.edu/](https://my.wisc.edu/))
   e) Click on the same link:  
      ![URL](https://my-qa.wisc.edu/CourseGuideRedirect/BrowseByTitle?subjectCode=192)  
      Note the URL in the browser
14. Add courses to the my-favorites list from each of these places:
   a. Browse by Course Title page
   b. Go to a course detail page and add from there
   c. Go to an instructor detail page and add a course from there
15. Go to the Plans/Favorites page of the Plan Courses module. Select some courses from the my-favorites list and copy them into the Fall 2009 and Spring 2010 planners. Select other courses from the my-favorites list and move them into the Fall 2009 and Spring 2010 planners. Delete some courses from the my-favorites list.
16. Filter the my-favorites list by subject and save the filtered list as a new favorites list.
17. Make up your own (Make sure you tell us about them in the feedback).