

# Focus on Distance Learning for Academic Departments

Online course offerings are continuing to increase at UW-Madison. These distance learning opportunities are easy for students, faculty, staff, and others to find using Course Guide or Class Search.

*How do users find online courses using Course Guide and Class Search?*

## Course Guide

→ Users can choose Instruction Mode as search criteria in Course Guide:

**Instruction Mode:**

- No preference
- Classroom Instruction
- Online (some classroom)
- Online Only

→ Section information in search results will display a location of “ONLINE” when coded as the facility ID in SIS. Additional class notes will display by clicking the “Designations and notes” icon:

**GEOG 340 World Regions in Global Context** 3 Level: Intermediate  
Breadth: Social Science  
L&S Credit Type: C  
Open to 1st Year

2012 Spring

Course Description: Survey of development and change within each of the world's regions (e.g., Africa, Southeast Asia). Attention devoted to environment and society; history, economy, and demographic change; culture and politics; future challenges; key actors. Online course.  
Pre-Reqs: Sophomore standing; Open to freshmen with consent of instructor

sections ▾

Class No.	Section No.	Session	Day/Time	Location	Instructor	Cr	Additional Info.	Seats
34944	LEC 001	Regular		ONLINE	Olds, Kristopher	3		34

**“ONLINE” facility ID** **class notes**

## Class Search

→ Users can choose Mode of Instruction as search criteria in Class Search:

**Mode of Instruction**

- Classroom Instruction
- Online (some classroom)
- Online Only

→ Section information in search results for a course will display “ONLINE” as room location when coded as the facility ID in SIS and additional class notes will display by clicking on the section link or class notes icon to display course detail.

**Links to class notes and course detail**

First 1 of 1 Last

★ Section [002-LEC\(48205\)](#) Units 3 Status

Session ADD (05/29/2012-06/24/2012) Stand-Alone Section

Days & Times	Room	Instructor
TBA	ONLINE	Olds, Kristopher N.

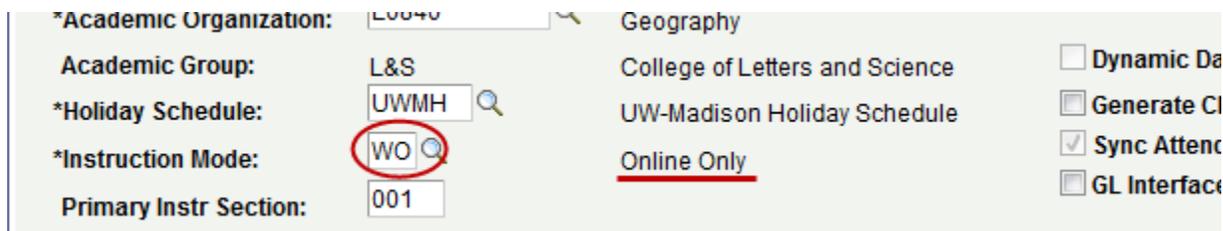
**“ONLINE” facility ID**

## Online Course Coding in SIS for Curricular Representatives

As online course offerings increase, it is more important than ever that classes be coded correctly and effectively in SIS. Not only will coding assist students looking for online courses, it will also help UW-Madison in auditing, reporting, and meeting federal and state guidelines for online course compliance.

### *Coding and communicating distance learning courses in SIS:*

→The instruction mode value is coded on the Basic Data page in Maintain Schedule of Classes:



The screenshot shows the 'Basic Data' page in the 'Maintain Schedule of Classes' system. The 'Instruction Mode' field is highlighted with a red circle and contains the value 'WO'. Other fields include 'Academic Organization' (L&S), 'Academic Group' (L&S), 'Holiday Schedule' (UWMH), and 'Primary Instr Section' (001). The 'Online Only' checkbox is checked, and the text 'Online Only' is underlined in red.

There are three Instruction Mode values in SIS:

- 1) P – Classroom Instruction
- 2) WO – Online Only
- 3) WC – Online (some classroom)

→When a section is offered online, this information can also be reflected using the Facility ID field on the Meetings page of Maintain Schedule of Classes.



The screenshot shows the 'Meetings' page in the 'Maintain Schedule of Classes' system. The 'Facility ID' field is set to 'ONLINE'. Other fields include 'Capacity' (DFLT), 'Mtg Start', 'Mtg End', and a row of checkboxes for days of the week (M, T, W, T, F, S, S). The text 'ONLINE' is displayed below the 'Facility ID' field.

The room location information in Course Guide, Class Search, Student Center, and Faculty Center will all display ONLINE for users when the Facility ID value is coded this way.

→Most online courses will benefit from additional class notes, which you can enter on the Notes page of Maintain Schedule of Classes. You may want to note how the class is offered (e.g., web pages, videos, interactive online). Even simply restating that the course is an online course in the class note may prove helpful to students as they will see class notes displayed when enrolling in a section.