

COURSE OUTLINES QUERY GUIDE

This document is a comprehensive guide to assist faculty, coordinators and academic chairs to utilize the various queries available. Course outlines is in the PeopleSoft (Evolve) Enterprise Resource Planning (ERP) system.

PeopleSoft is the system that also contains Faculty Centre and Class Cancellations modules, among many others.

Document Information

DOCUMENT NAME	Course Outline PeopleSoft Queries
DOCUMENT VERSION NUMBER	2.0
DOCUMENT VERSION DATE	August 1, 2018

Revision History

VERSION #	VER. DATE	REVISED BY	DESCRIPTION OF CHANGE
1.0	July 11, 2014	David Baker	N/A
1.1	Nov. 25, 2014	David Baker	Changes to queries design/structure and language
2.0	Aug. 4, 2015	David Baker	Content update and layout change
3.0	Aug. 1, 2018	David Baker	Yearly revisions -Updated screenshots, removed dated material

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! Having trouble with the query?

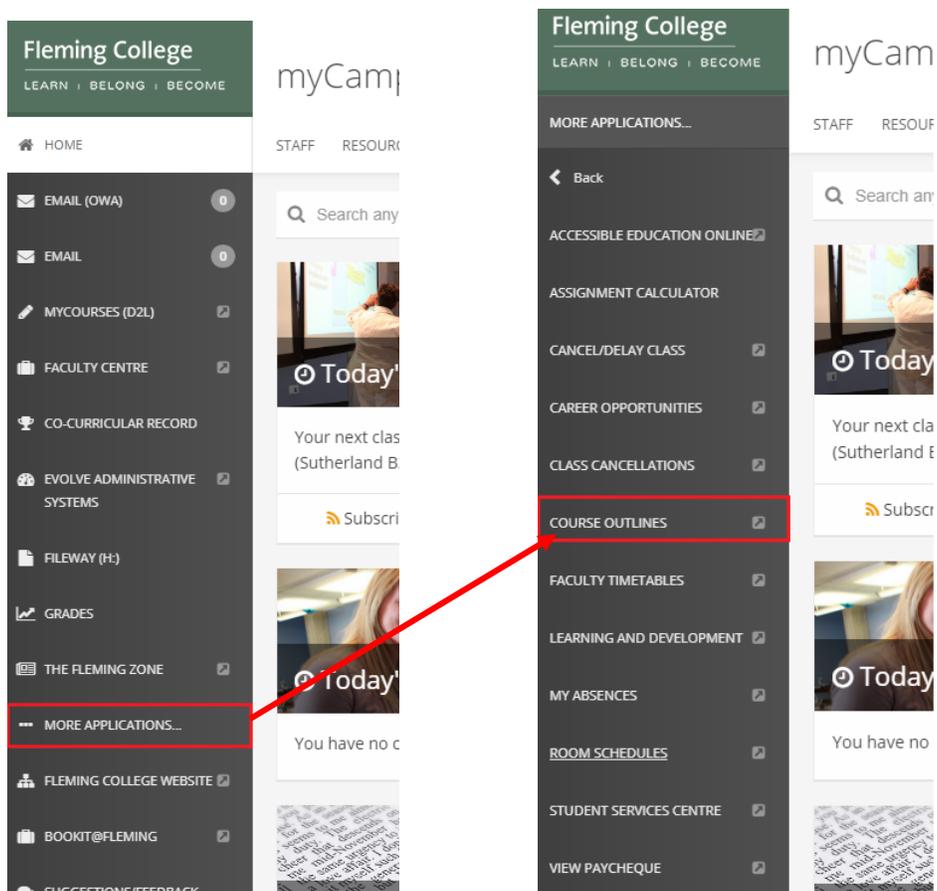
Email David Adam Baker, Business Analyst - Academic david.baker@flemingcollege.ca

FACULTY, COORDINATOR, AND DEAN (OR CHAIR) OPTIONS

MY COURSE OUTLINE(S)

Title	My course outlines
Name	FC_OUTLINE_MY_OUTLINES
Location	Main Menu > Course Outlines > Reports
When to use	To lookup all course outlines (annual and semester) that you are associated to as an approver at any level
Users	Chairs/Deans Continuing Education Faculty Learning Design and Support Program Coordinators School Operations Liaison Super Users
Description	This query provides a list of all of your active outlines by academic year.

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into the **myCampus Portal**
3. Click the **'More Applications'** button on the side menu and then click **'Course Outlines'** button



- Click on the 'Reports' link

Course Outlines

Viewing and Maintenance

Maintenance

- Create, edit or approve course outlines

☰ Roll Over Course Outline

☰ Maintain Annual Crse Outline

☰ Maintain Semester Crse Outline

Reports

- Reports that increase your course outline productivity

☰ My annual that req. approval

☰ My course outlines

☰ My semester that req. approval

☰ Status report by program

Training

- Useful course outline training materials

☰ Training Material

View Approved Course Outlines

- View and/or print approved course outlines

- Click on the 'My course outlines' query link

My course outlines

This query provides a list of all of your active outlines by academic year.

- Optional:** Enter an Academic Year.

Academic year runs from September through August (e.g., 2015 academic year is from September until August 2016)

FC_OUTLINE_MY_OUTLINES - My annual & term outlines

Optional: Acad year (eg. 2015) Q

[View Results](#)

Acad Year	Course ID	Subject	Catalog	Career	Acad Org	Annual: Creation date	Annual: Faculty appr	Annual: Coordinator appr	Annual: Dean (or Chair) appr	Term	Term description	Semester: Creation date	Semester: Session	Semester: Section	Semester: Faculty appr	Semester: Coordinator appr	Semester: Dean (or Chair) appr	Status
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- Click the 'View Results' button

Optional: Acad year (eg. 2015) Q

New: Field is now optional

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (4 kb)

View All

First 1-14 of 14 Last

	Acad Year	Course ID	Subject	Catalog	Career	Acad Org	Annual: Creation date	Annual: Faculty appr	Annual: Coordinator appr	Annual: Dean (or Chair) appr	Term	Term description	Semester: Creation date	Semester: Session	Semester: Section	Semester: Faculty appr	Semester: Coordinator appr	Semester: Dean (or Chair) appr	Status
1	2018	006028	ACCT	23	CRED	MBS	2018-02-13	Approved	Approved	Approved	1189	2018 Fall	2018-08-01						
2	2018	006599	BUSN	47	CRED	L&J	2018-08-01				1189	2018 Fall	2018-08-01						
3	2018	014299	CMRL	9	CRED	SENRS	2018-08-01				1189	2018 Fall	2018-08-01						
4	2018	014098	CNST	3	CRED	SKTR	2018-08-01				1189	2018 Fall	2018-08-01						
5	2018	006737	COMM	40	PREP	IDS	2018-05-18	Approved			1189	2018 Fall	2018-05-22		AAA				
6	2018	008924	ESRV	1235	CRED	IHA	2018-08-01				1189	2018 Fall	2018-08-01						
7	2018	015477	SCIE	165	PREP	IDS	2018-05-20				1191	2019 Winter	2018-05-20						
8	2017	015932	ENVR	120	CRED	SENRS	2018-01-26	Approved	Approved	Approved	1181	2018 Winter	2018-02-09	AEN		Approved	Approved	Approved	Complete
9	2017	008924	ESRV	1235	CRED	IHA	2018-08-01				1179	2017 Fall	2018-08-01						
10	2017	008400	LAWS	3	CRED	L&J	2017-05-18	Approved			1179	2017 Fall	2018-07-17						
11	2015	014299	CMRL	9	CRED	SENRS	2018-08-01				1159	2015 Fall	2018-08-01						
12	2015	011790	COMP	345	CRED	L&J	2015-05-17	Approved	Approved	Approved	1159	2015 Fall	2015-08-27			Approved	Approved	Approved	Complete

This is how to read the results

Row	Course	Comments
8	ENVR 120	Annual is dean/chair approved Semester is dean/chair approved Therefore, this outline is available for the students

Columns definitions

Column name	Definition	Example(s)
Acad year	Academic year	2015
Course ID	Unique course identifier	012881
Subject	Alpha portion of the course code	INTL, FIWI etc.
Catalog	Numeric portion of course code	8, 225, 6 etc.
Career	Academic type of course	CRED, PREP, NCRD
Acad Org.	Academic owner of course	MBS, SENRS etc.
Annual: Creation	Creation date from rollover/entry	2015-06-19 (YYYY-MM-DD)
Annual: Faculty Appr.	Approval status	Approved, (blank) not approved
Annual: Coordinator Appr.	Approval status	Approved, (blank) not approved
Annual: Dean (or Chair) Appr.	Approval status	Approved, (blank) not approved
Term	Academic term	1159, 1161, 1165 etc.
Semester: Creation	Creation date from rollover/entry	2015-06-19 (YYYY-MM-DD)
Session	User defined field for session code	Default (blank) or 1, 7W1, FF etc.
Section	User defined text field	Default (blank) or F2F, WEB etc.
Semester: Faculty Appr.	Approval status	Approved, (blank) not approved
Semester: Coordinator Appr.	Approval status	Approved, (blank) not approved
Semester: Dean (or Chair) Appr.	Approval status	Approved, (blank) not approved
Status	Indicates if course outline is complete and available for students	'Complete', when both the annual and semester outlines are approved

8. To review a course outline click **any of the blue text** (e.g. Acad year, Course ID, Subject, Catalog). The annual course outline will load in a new browser window.

FC_OUTLINE_MY_OUTLINES - My annual & term outlines

Optional: Acad year (eg. 2015)

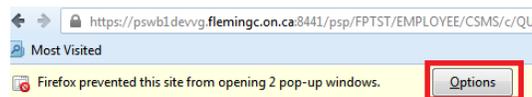
Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(7 kb\)](#)

View All

First 1-21 of 21 Last

	Acad Year	Course ID	Subject	Catalog	Career	Acad Org	Annual: Creation date	Annual: Faculty appr	Annual: Coordinator appr	Annual: Dean (or Chair) appr	Term	Term description	Semester: Creation date	Semester: Session	Semester: Section	Semester: Faculty appr	Semester: Coordinator appr	Semester: Dean (or Chair) appr	Status
1	2019	008924	ESRV	1235	CRED	IHA	2018-08-01				1199	2019 Fall	2018-08-01						
2	2018	006028	ACCT	23	CRED	MBS	2018-02-13	Approved	Approved	Approved	1189	2018 Fall	2018-08-01						
3	2018	006599	BUSN	47	CRED	L&J	2018-08-01				1189	2018 Fall	2018-08-01						
4	2018	011269	CICE	66	CRED	IDS	2018-08-01				1189	2018 Fall	2018-08-01						
5	2018	011269	CICE	66	CRED	IDS	2018-08-01				1191	2019 Winter	2018-08-01						
6	2018	014299	CMRL	9	CRED	SENRS	2018-08-01				1189	2018 Fall	2018-08-01						

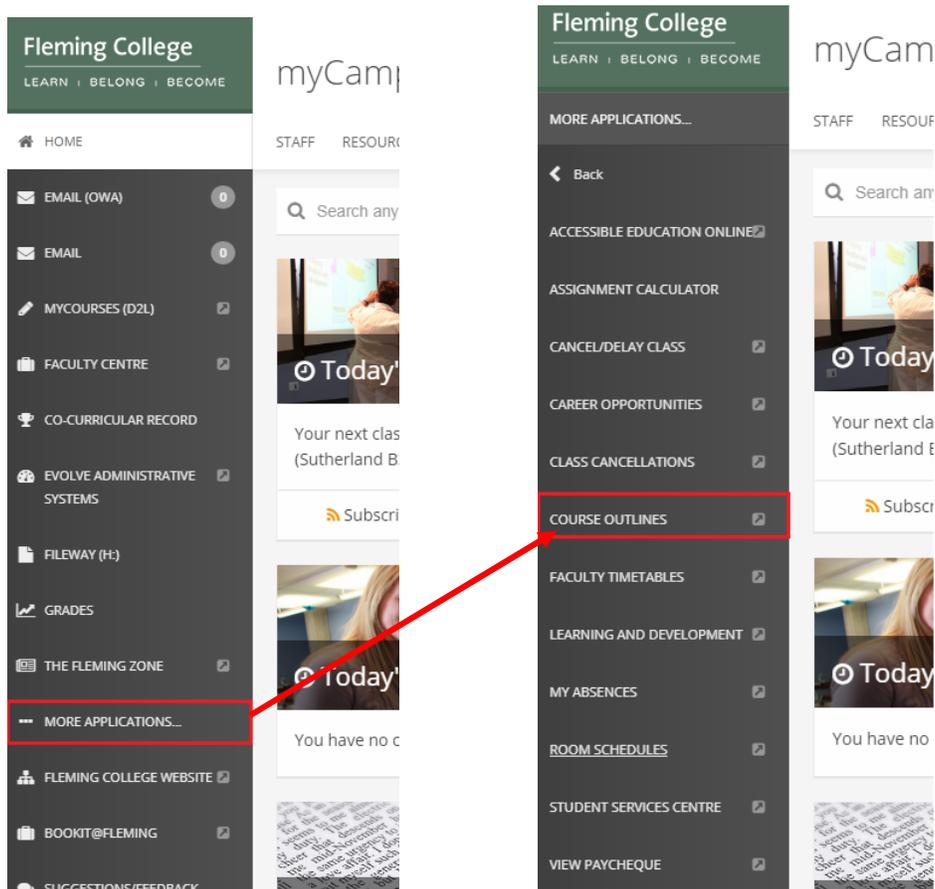
If nothing happens, check for a browser pop-up blocker message



ANNUAL OUTLINE(S) THAT REQUIRE MY APPROVAL

Title	My annual that req. approval
Name	FC_OUTLINE_MY_ANNUAL_TASKLIST
Location	Main Menu > Course Outlines > Reports
When to use	To lookup annual course outline(s) that require your approval (<i>faculty, coordinator, dean (or chair)</i>)
Users	Chairs/Deans Continuing Education Faculty Learning Design and Support Program Coordinators School Operations Liaison Super Users
Description	This query provides a list of annual outline(s) that require your approval.

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into the **myCampus Portal**
3. Click the **'More Applications'** button on the side menu and then click **'Course Outlines'** button



- Click on the 'Reports' link

Course Outlines

Viewing and Maintenance

Maintenance
- Create, edit or approve course outlines

- ☰ Roll Over Course Outline
- ☰ Maintain Annual Crse Outline
- ☰ Maintain Semester Crse Outline
- ☰ Reports**
- Reports that increase your course outline productivity
- ☰ My annual that req. approval
- ☰ My course outlines
- ☰ My semester that req. approval
- ☰ Status report by program

Training
- Useful course outline training materials

- ☰ Training Material

View Approved Course Outlines
- View and/or print approved course outlines

- Click the 'My annual that req. approval' query link

My annual that req. approval

This query provides a list of annual outline(s) that requires your approval.

- Optional:** Enter an Academic Year
Academic year runs from September through August (e.g., 2015 academic year is from September until August 2016)

FC_OUTLINE_MY_ANNUAL_TASKLIST - My annual that req. approval

Optional: Acad year (eg. 2015) Q

[View Results](#)

Acad Year	Course ID	Subject	Catalog	Career	Name	Acad Org	Level of appr. required
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- Click the 'View Results' button

FC_OUTLINE_MY_ANNUAL_TASKLIST - My annual that req. approval

Optional: Acad year (eg. 2015) Q

New: Field is now optional

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (3 kb)

View All

First 1-9 of 9 Last

	Acad Year	Course ID	Subject	Catalog	Career	Name	Acad Org	Level of appr. required
1	2014	014299	CMRL	9	CRED	David Baker	SENRS	Faculty
2	2015	014299	CMRL	9	CRED	David Baker	SENRS	Faculty
3	2017	008924	ESRV	1235	CRED	David Baker	IHA	Faculty

This is how to read the results

Row	Course	Comments
2	CMRL 9	This outline requires faculty approval

Columns definitions

Column name	Definition	Example(s)
Acad year	Academic year	2016
Course ID	Unique course identifier	008923
Subject	Alpha portion of the course code	INTL, MGMT, FIWI etc.
Catalog	Numeric portion of course code	1, 225, 6 etc.
Career	Academic type of course	CRED, PREP, NCRD
Name	Your name	David Baker
Acad Org.	Academic owner of course	MBS, SENRS etc.
Level of Appr. Required	The annual outline requires you to approve the course at a specific stage	1a) Faculty 1b) Academic Planning and Operations, 2) Program Co-ordinator or Equivalent 3) Dean (or Chair)

8. To approve a course outline, click **any of the blue text** (e.g. *Acad year, Course ID, Subject, Catalog*). The annual course outline will load in a new browser window.

FC_OUTLINE_MY_ANNUAL_TASKLIST - My annual that req. approval

Optional: Acad year (eg. 2015) Q

[View Results](#)

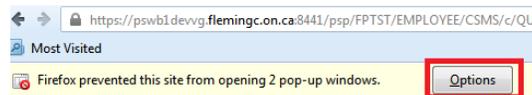
Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (3 kb)

View All

First 1-9 of 9 Last

	Acad Year	Course ID	Subject	Catalog	Career	Name	Acad Org	Level of appr. required
1	2014	014299	CMRL	9	CRED	David Baker	SENRS	Faculty
2	2015	014299	CMRL	9	CRED	David Baker	SENRS	Faculty
3	2017	008924	ESRV	1235	CRED	David Baker	IHA	Faculty

If nothing happens, check for a browser pop-up blocker message



9. Review course outline, if appropriate approve the outline. The **'View Approvals'** button will take you to the approval section which is at the bottom of the outline

[Annual Course Outlines](#) [Semester Course Outline Detail](#) [Course Catalog Information](#)

Annual Course Outline

Outline ID: 88639 Academic Year: 2018

Description: Customs For Trade

Course: ESRV 1235 Status: Active

Course ID: 008924 Approval Date:

Approved By:

[View Approvals](#)

Visit [Course Catalog Information](#) tab for details on contact hours, description, prerequisites and corequisites.

10. To approve the outline, click on the required checkbox. In this case, the course requires **'Faculty Approval'**

Faculty Approval Coordinator Approval Chair/Dean Approval

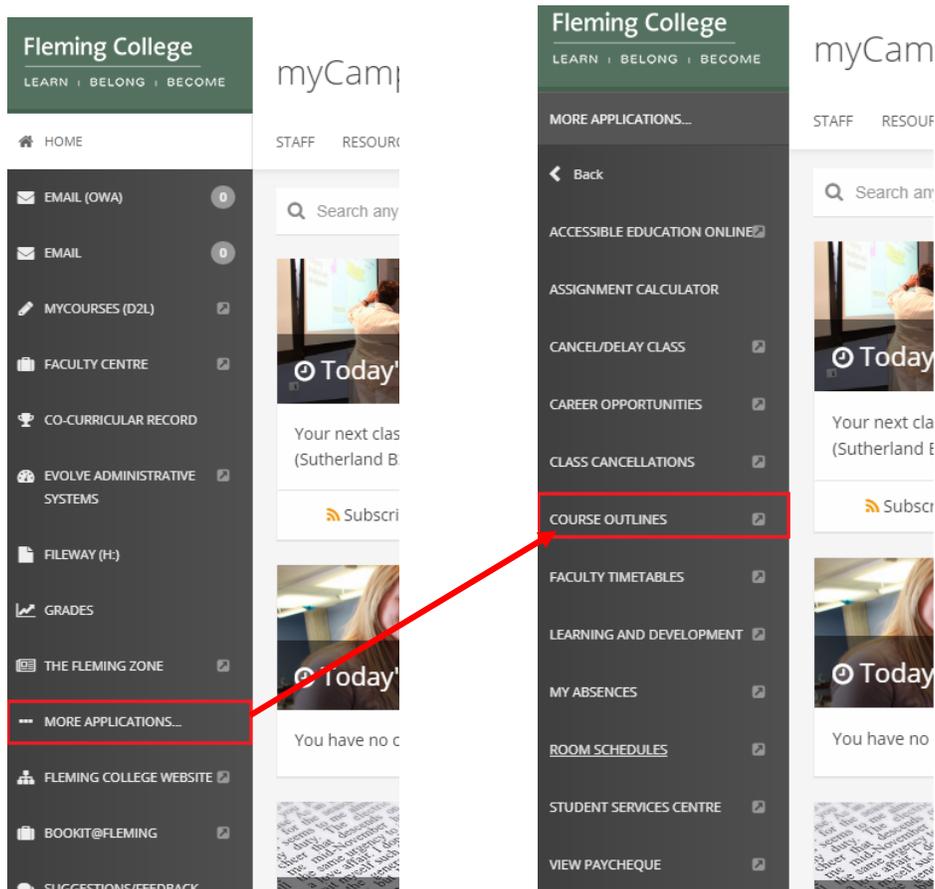
[Save](#) [Return to Search](#)

11. Once approved, the course outline will disappear from your query results unless you are also the next approver.

SEMESTER OUTLINE(S) THAT REQUIRE MY APPROVAL

Title	My semester that req. approval
Name	FC_OUTLINE_MY_TERM_TASKLIST
Location	Main Menu > Course Outlines > Reports
When to use	To lookup semester course outline(s) that require your approval (<i>faculty, coordinator, dean (or chair)</i>)
Users	Chairs/Deans Continuing Education Faculty Learning Design and Support Program Coordinators School Operations Liaison Super Users
Description	This query provides a list of semester outline(s) that require your approval.

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into the **myCampus Portal**
3. Click the **'More Applications'** button on the side menu and then click **'Course Outlines'** button



4. Click on the 'Reports' link

Course Outlines

Viewing and Maintenance

Maintenance
- Create, edit or approve course outlines

- Roll Over Course Outline
- Maintain Annual Crse Outline
- Maintain Semester Crse Outline
- Reports**
- Reports that increase your course outline productivity
- My annual that req. approval
- My course outlines
- My semester that req. approval
- Status report by program

Training
- Useful course outline training materials

- Training Material

View Approved Course Outlines
- View and/or print approved course outlines

5. Click the 'My semester that req. approval' query link

My semester that req. approval

This query provides a list of semester outline(s) that requires your approval.

6. **Optional:** Enter an **Academic Semester**

- Academic semester is as follows, values in (brackets)
 - Century (1)
 - Last to digits of the calendar year (14)
 - Semester: Fall (9), Winter (1), Spring/Summer (5)

FC_OUTLINE_MY_TERM_TASKLIST - My semester that req. approval

Optional: Acad term (eg. 1159)

Acad Year	Term	Course ID	Subject	Catalog	Session	Section	Career	Name	Acad Org	Level of appr. required
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7. Click the 'View Results' button

FC_OUTLINE_MY_TERM_TASKLIST - My semester that req. approval

Optional: Acad term (eg. 1159)

New: Field is now optional

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (3 kb)

View All

First 1-9 of 9 Last

	Acad Year	Term	Course ID	Subject	Catalog	Session	Section	Career	Name	Acad Org	Level of appr. required
1	2018	1189	006599	BUSN	47			CRED	David Baker	L&J	Faculty
2	2014	1149	014299	CMRL	9			CRED	David Baker	SENRS	Faculty
3	2015	1159	014299	CMRL	9			CRED	David Baker	SENRS	Faculty
4	2018	1189	014299	CMRL	9			CRED	David Baker	SENRS	Faculty

This is how to read the results

Row	Course	Comments
1	BUSN 47	This outline requires faculty approval

Columns definitions

Column name	Definition	Example(s)
Acad year	Academic year	2014
Term	Academic term	1159, 1161, 1165 etc.
Course ID	Unique course identifier	008923
Subject	Alpha portion of the course code	INTL, MGMT, FIWI etc.
Catalog	Numeric portion of course code	1, 225, 6 etc.
Session	User defined session code	Default (blank) or 1, FF etc.
Section	User defined section code	Default (blank)
Career	Academic type of course	CRED, PREP, NCRD
Name	Your name	David Baker
Acad Org.	Academic owner of course	MBS, SENRS etc.
Level of Appr. Required	The annual outline requires you to approve the course at a specific stage	1a) Faculty 1b) Academic Planning and Operations, 2) Program Co-ordinator or Equivalent 3) Dean (or Chair)

8. To review the semester course outline, click **any of the blue text** (e.g. *Acad year, Course ID, Subject, Catalog, Session or Section*). The semester course outline will load in a new browser window.

FC_OUTLINE_MY_TERM_TASKLIST - My semester that req. approval

Optional: Acad term (eg. 1159)

[View Results](#)

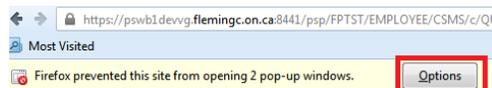
Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (5 kb)

View All

First 1-14 of 14 Last

	Acad Year	Term	Course ID	Subject	Catalog	Session	Section	Career	Name	Acad Org	Level of appr. required
1	2017	1185	006572	ACCT	20	AGA		CRED	David Baker	MBS	Faculty
2	2018	1189	006599	BUSN	47			CRED	David Baker	L&J	Faculty
3	2014	1149	014299	CMRL	9			CRED	David Baker	SENRS	Faculty
4	2015	1159	014299	CMRL	9			CRED	David Baker	SENRS	Faculty

If nothing happens, check for a browser pop-up blocker message



9. Review course outline, if appropriate approve the outline. The **'View Approvals'** button will take you to the approval section which is at the bottom of the outline.

Course Plan Detail
Course Catalog Information

Semester Course Outline Details

Annual Course Outline

Description:	Small Business Strategies	Academic Year:	2018
Course:	BUSN 47	Annual Approved Date:	
Course ID:	006599	Annual Approved By:	

Visit [Course Catalog Information](#) tab for details on hours, description, prerequisites and corequisites. View Approvals

10. To approve the outline, click on the **'required checkbox'**. In this case, the course requires Faculty Approval

Faculty Approval Coordinator Approval Chair/Dean Approval [Preview Outline](#) [Compare Outlines](#)

* Important Information When Previewing Outline

[Save](#) [Return to Search](#)

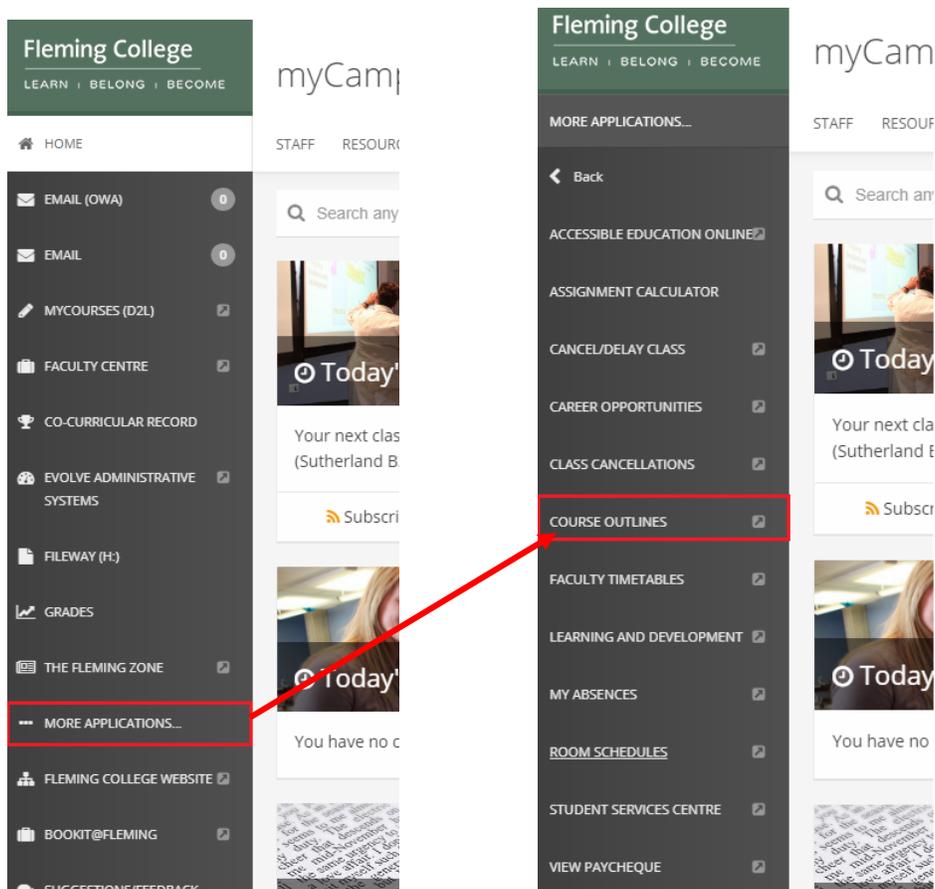
11. Once approved, the course outline will disappear from your query results unless you are the next approver.

COORDINATOR AND DEAN (OR CHAIR) OPTIONS

ORGANIZATIONAL SUMMARY

Title	Status report by org. level
Name	FC_OUTLINE_SCHOOL_STATUS
Location	Main Menu > Course Outlines > Reports
When to use	To review the status of all courses within an organizational group
Users	Chairs/Deans Continuing Education Learning Design and Support School Operations Liaison Super Users
Description	School's outline status report by academic term using information from MAPS - Course Loading. Prompts include academic term, academic organization, an option to exclude complete outlines.
Excludes	Staffing Purposes Only (SPO) courses

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into the **myCampus Portal**
3. Click the **'More Applications'** button on the side menu and then click **'Course Outlines'** button



4. Click on the 'Reports' link



5. Click on the 'Status report by org. level' query link

[Status report by org. level](#)

School's outline status report by academic term using information from MAPS - Course Loading. Prompts include academic term, academic organization, an option to exclude complete outlines.

6. Enter an **Academic Semester** and **Academic Organization code**

- a. Academic semester is as follows, values in (brackets)
 - i. Century (1)
 - ii. Last to digits of the calendar year (14)
 - iii. Semester: Fall (9), Winter (1), Spring/Summer (5)

Example January 2016, term is (1161)
- b. **Optional:** Academic Organizations
 - i. Haliburton: Haliburton/School of the Arts
 - ii. IDS: General Arts & Science
 - iii. IHA: Community Development & Health
 - iv. L&J: Justice and Business Studies
 - v. MBS: Faculty of Business & Hospitality
 - vi. SENRS: Environmental & NR Sciences
 - vii. SKTR: School of Trades & Technology
- c. **Optional:** Excl 'Complete' (not req'd)
 - i. (blank): returns incomplete and complete outlines
 - ii. 'Complete': returns incomplete outlines

FC_OUTLINE_SCHOOL_STATUS - Status report by org. level

Academic term (eg. 1149)

Academic Org (eg. MBS)

Excl 'Complete' (not req'd)

[View Results](#)

Acad Year	Course ID	Subject	Catalog	Career	Acad Org	Annual: Faculty Appr.	Annual: Coordinator Appr.	Annual: Dean (or Chair) Appr.	Term	Semester: Session	Semester: Section	Semester: Faculty Appr.	Semester: Coordinator Appr.	Semester: Dean (or Chair) Appr	Status
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7. Click the 'View Results' button

FC_OUTLINE_SCHOOL_STATUS - Status report by org. level

Academic term (eg. 1149)

Academic Org (eg. MBS)

Excl 'Complete' (not req'd)

View Results

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (15 kb)

[View All](#)

8. To review the course outline, click **any of the blue text** (e.g. *Acad year, Course ID, Subject, Catalog, Session or Section*). The annual course outline will load in a new browser window

FC_OUTLINE_SCHOOL_STATUS - Status report by org. level

Academic term (eg. 1149)

Academic Org (eg. MBS)

Excl 'Complete' (not req'd)

View Results

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (15 kb)

[View All](#)

First 1-99 of 99 Last

	Acad Year	Course ID	Subject	Catalog	Career	Acad Org	Annual: Faculty Appr.	Annual: Coordinator Appr.	Annual: Dean (or Chair) Appr.	Term	Semester: Session	Semester: Section	Semester: Faculty Appr.	Semester: Coordinator Appr.	Semester: Dean (or Chair) Appr.	Status
1	null	006011	ACCT	5	CRED	MBS										
2	null	006036	ACCT	31	CRED	MBS										
3	null	012554	ACCT	69	CRED	MBS										
4	2018	012781	ACCT	72	CRED	MBS	N	N	N	1189			N	N	N	
5	null	012883	ACCT	74	CRED	MBS										

This is how to read the results

Row	Course	Comments
1	ACCT 5	Outline has not been created
5	ACCT 72	Outline created, no approvals

Columns definitions

Column name	Definition	Example(s)
Acad year	Academic year	2014
Course ID	Unique course identifier	015117
Subject	Alpha portion of the course code	COMP, MGMT, FIWI etc.
Catalog	Numeric portion of course code	66, 225, 6 etc.
Special Class	Non-standard delivery	HYBR, FRNT, BACK
Career	Academic type of course	CRED, PREP, NCRD
Acad Org.	Academic owner of course	MBS, SENRS etc.
Annual: Faculty Appr.	Approval status	Y = Yes, N = No
Annual: Coordinator Appr.	Approval status	Y = Yes, N = No
Annual: Dean (or Chair) Appr.	Approval status	Y = Yes, N = No
Term	Academic term	1149, 1151, 1155 etc.
Session	User defined field for session code	Default (blank) or 1, 7W1, FF etc.
Section	User defined text field	Default (blank) or F2F, WEB etc.
Semester: Faculty Appr.	Approval status	Y = Yes, N = No
Semester: Coordinator Appr.	Approval status	Y = Yes, N = No
Semester: Dean (or Chair) Appr.	Approval status	Y = Yes, N = No
Status	Indicates if course outline is complete and available for students	'Complete', when both the annual and semester outlines are approved

- To review the course outline, click **any of the blue text** (e.g. *Acad year, Course ID, Subject, Catalog, Session or Section*). The annual course outline will load in a new browser window

FC_OUTLINE_MY_OUTLINES - My annual & term outlines

Optional: Acad year (eg. 2015)

[View Results](#)

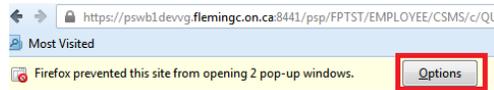
Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (7 kb)

View All

First 1-21 of 21 Last

	Acad Year	Course ID	Subject	Catalog	Career	Acad Org	Annual: Creation date	Annual: Faculty appr	Annual: Coordinator appr	Annual: Dean (or Chair) appr	Term	Term description	Semester: Creation date	Semester: Session	Semester: Section	Semester: Faculty appr	Semester: Coordinator appr	Semester: Dean (or Chair) appr	Status	
1	2019	008924	ESRV	1235	CRED	IHA	2018-08-01				1199	2019 Fall	2018-08-01							
2	2018	006028	ACCT	23	CRED	IMBS	2018-02-13	Approved	Approved	Approved	1189	2018 Fall	2018-08-01							
3	2018	006599	BUSN	47	CRED	L&J	2018-08-01				1189	2018 Fall	2018-08-01							
4	2018	011269	CICE	66	CRED	IDS	2018-08-01				1189	2018 Fall	2018-08-01							
5	2018	011269	CICE	66	CRED	IDS	2018-08-01				1191	2019 Winter	2018-08-01							
6	2018	014299	CMRL	9	CRED	SENRS	2018-08-01				1189	2018 Fall	2018-08-01							

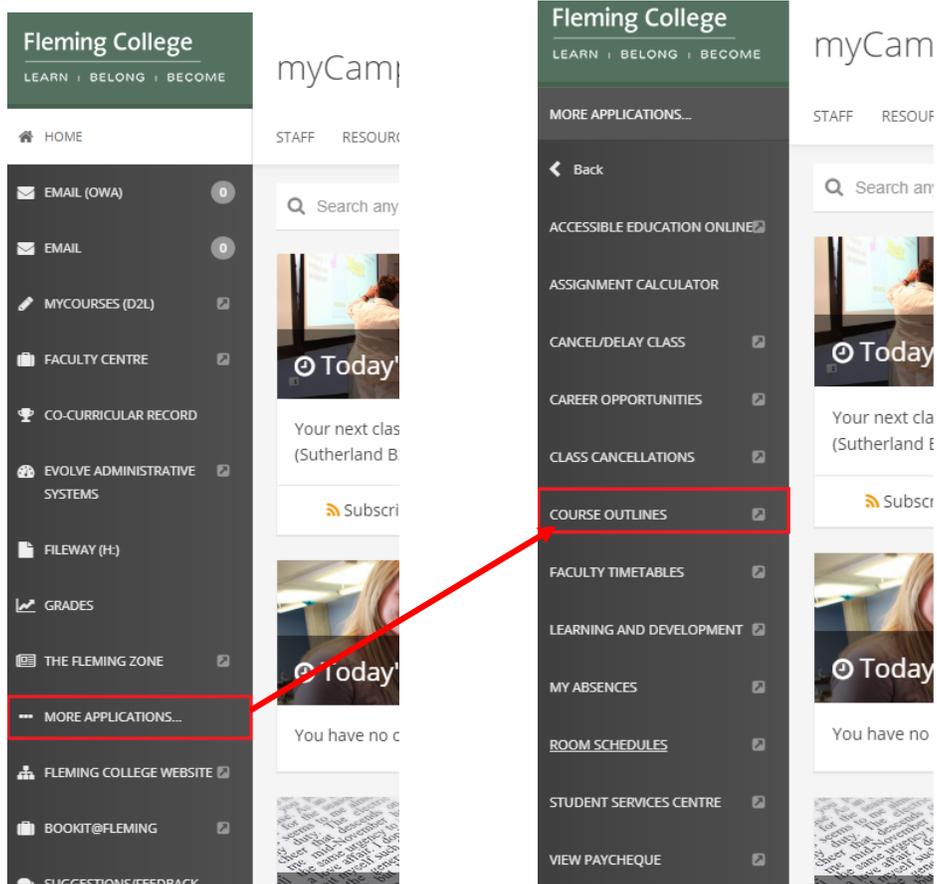
If nothing happens, check for a browser pop-up blocker message



PROGRAM SUMMARY

Title	Status report by program
Name	FC_OUTLINE_PROGRAM_STATUS
Location	Main Menu > Course Outlines > Reports
When to use	To review status of all course outlines associated to a program.
Users	Chairs/Deans Continuing Education Learning Design and Support School Operations Liaison Super Users
Description	Program outline status report by academic term using information from MAPS - Course Loading.
Exclusion	Staffing Purposes Only (SPO) courses

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into the **myCampus Portal**
3. Click the **'More Applications'** button on the side menu and then click **'Course Outlines'** button



4. Click on the 'Reports' link



5. Click the 'Status report by program' query link

Status report by program

Program outline status report by academic term using information from MAPS - Course Loading.

6. Enter an **Academic Semester, Institution and Academic Program**
 - a. Academic semester is as follows, values in (brackets)
 - i. Century (1)
 - ii. Last to digits of the calendar year (14)
 - iii. Semester: Fall (9), Winter (1), Spring/Summer (5)
 Example January 2016, term is (1161)
 - b. **Default:** FLEMG
 - c. Academic program is the three alpha character, example values in (brackets)
 - i. Child and Youth Worker (CYW)
 - ii. Fibre Arts (FAR)

FC_OUTLINE_PROGRAM_STATUS - Status report by program

Academic term (eg. 1159)

Institution (FLEMG)

Academic prog. (eg. POA)

[View Results](#)

Acad Year	Course ID	Subject	Catalog	Career	Acad Org	Annual: Faculty appr	Annual: Coordinator appr	Annual: Dean (or Chair) appr	Term	Semester: Session	Semester: Section	Semester: Faculty appr	Semester: Coordinator appr	Semester: Dean (or Chair) appr	Status	Acad Prog	Category	Acad Level	

New: Field now automatically defaulted

7. Click the 'View Results' button

FC_OUTLINE_PROGRAM_STATUS - Status report by program

Academic term (eg. 1159)

Institution (FLEMG)

Academic prog. (eg. POA)

[View Results](#)

This is how to read the results

Row	Course	Comments
2	COMM 201	Complete and available for students

Columns definitions

Column name	Definition	Example(s)
Acad year	Academic year	2014
Course ID	Unique course identifier	015117
Subject	Alpha portion of the course code	MGMT, FIWI etc.
Catalog	Numeric portion of course code	225, 6 etc.
Career	Academic type of course	CRED, PREP, NCRD
Acad Org.	Academic owner of course	MBS, SENRS etc.
Annual: Faculty Appr.	Approval status	Approved, (blank) not approved
Annual: Coordinator Appr.	Approval status	Approved, (blank) not approved
Annual: Dean (or Chair) Appr.	Approval status	Approved, (blank) not approved
Term	Academic term	1149, 1151, 1155 etc.
Session	User defined field for session code	Default (blank) or 1, 7W1, FF etc.
Section	User defined text field	Default (blank) or F2F, WEB etc.
Semester: Faculty Appr.	Approval status	Approved, (blank) not approved
Semester: Coordinator Appr.	Approval status	Approved, (blank) not approved
Semester: Dean (or Chair) Appr.	Approval status	Approved, (blank) not approved
Status	Indicates if course outline is complete and available for students	'Complete', when both the annual and semester outlines are approved
Acad Prog	Academic program	TV = Tourism and Travel
Category	Course category	MAND, PREL, GEEL
Acad Level	Academic term or semester in which course occurs	1, 2, 3 etc.

8. To review the course outline, click **any of the blue text** (e.g. Acad year, Course ID, Subject, Catalog, Session or Section). The annual course outline will load in a new browser window

FC_OUTLINE_PROGRAM_STATUS - Status report by program

Academic term (eg. 1159)

Institution (FLEM)

Academic prog. (eg. POA)

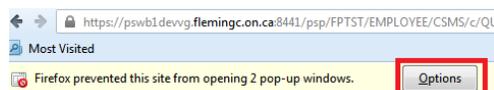
Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (17 kb)

View All

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	Acad Year	Course ID	Subject	Catalog	Career	Acad Org	Annual: Faculty appr	Annual: Coordinator appr	Annual: Dean (or Chair) appr	Term	Semester: Session	Semester: Section	Semester: Faculty appr	Semester: Coordinator appr	Semester: Dean (or Chair) appr	Status	Acad Prog	Category	Acad Level
1	2017	015773	COMM	201	CRED	IDS	Approved	Approved	Approved	1179			Approved	Approved	Approved	Complete	CYW	Mandatory	1
2	2017	015773	COMM	201	CRED	IDS	Approved	Approved	Approved	1179		ADNM	Approved	Approved	Approved	Complete	CYW	Mandatory	1
3	2017	015773	COMM	201	CRED	IDS	Approved	Approved	Approved	1179	DC		Approved	Approved	Approved	Complete	CYW	Mandatory	1

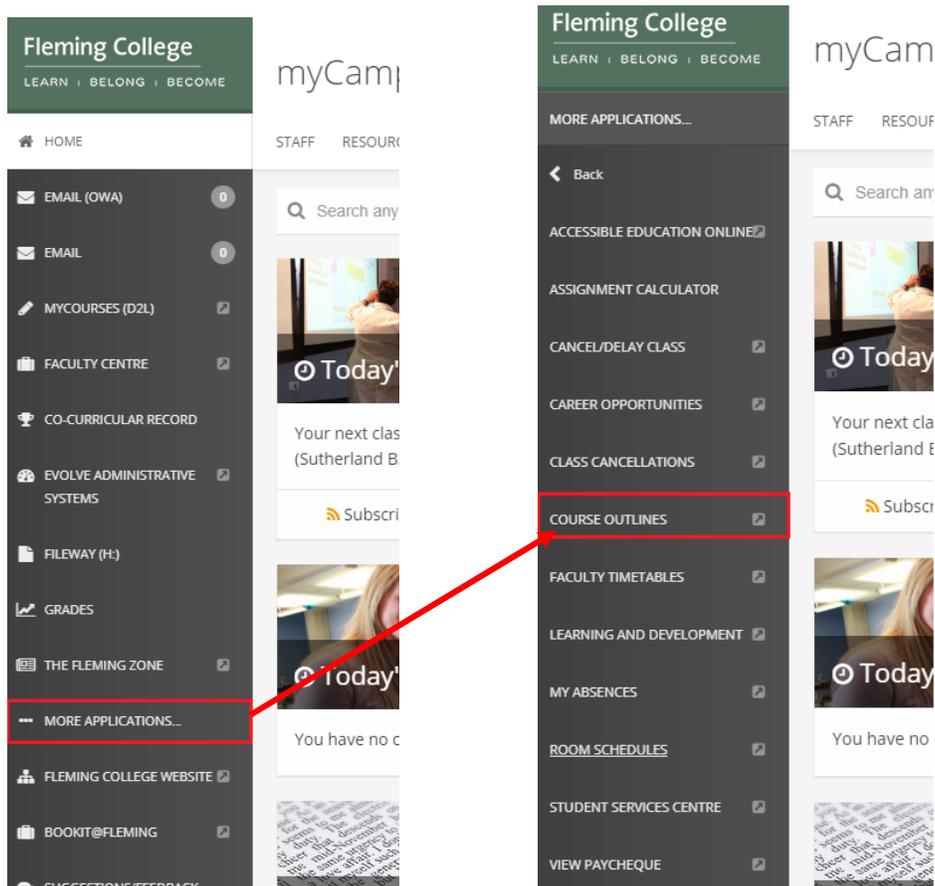
If nothing happens, check for a browser pop-up blocker message



AUDIT: OUTLINES ASSOCIATED TO A TERM WITHOUT A SCHEDULED. COURSE

Title	Outline with no sched crse
Name	FC_OUTLINE_NO_SCHED_COURSE
Location	Main Menu > Course Outlines > Reports
When to use	To lookup semester outlines that exists in an academic term where no class is/has been scheduled.
Users	School Operations Liaison Chairs/Deans Learning Support and Design Super Users
Description	Lists all course outlines without a scheduled course in an academic term using the CLASS_TBL.
Exclusion	None

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into the **myCampus Portal**
3. Click the **'More Applications'** button on the side menu and then click **'Course Outlines'** button



4. Click on the 'Reports' link

The screenshot shows a 'Course Outlines' menu with several options. The 'Reports' option is highlighted with a red rectangular box. Other options include Maintenance, Training, and View Approved Course Outlines.

5. Click the 'Outline with no sched crse' query link

Outline with no sched crse

Lists all course outlines without a scheduled course in an academic term using the CLASS_TBL.

6. Enter an **Academic Semester**, and if required Academic Group and Academic Career

- a. Academic semester is as follows, values in (brackets)
 - i. Century (1)
 - ii. Last to digits of the calendar year (14)
 - iii. Semester: Fall (9), Winter (1), Spring/Summer (5)

Example January 2016, term is (1161)
- b. **Default:** FLEMG
- d. **Optional:** Academic Group
 - i. Haliburton: Haliburton/School of the Arts
 - ii. IDS: General Arts & Science
 - iii. IHA: Community Development & Health
 - iv. L&J: Justice and Business Studies
 - v. MBS: Faculty of Business & Hospitality
 - vi. SENRS: Environmental & NR Sciences
 - vii. SKTR: School of Trades & Technology
- e. **Optional:** Academic Career
 - i. CRED: Credit
 - ii. NCRD: Non Credit
 - iii. PREP: Upgrading

FC_OUTLINE_NO_SCHED_COURSE - Outline with no sched crse

Acad term (eg. 1159)

Institution

Optional: Acad group

Optional: Acad. career

Acad Year	Term	Course ID	Subject	Catalog	Session	Section	Faculty Appr.	Coordin.Appr.	Apprvd	Acad Group	Career
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1. Click the 'View Results' button

FC_OUTLINE_NO_SCHED_COURSE - Outline with no sched crse

Acad term (eg. 1159)

Institution New: Field now automatically defaulted

Optional: Acad group

Optional: Acad. career

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2 kb)

This is how to read the results

Row	Course	Comments
1	DESN 5	Outline exists in the Spring 2015 (1155) term, however the course does not appear in the Sched. of Classes table. Is this outline associated with the incorrect term?

Columns definitions

Column name	Definition	Example(s)
Acad year	Academic year	2014
Term	Academic term	1149, 1151, 1155 etc.
Course ID	Unique course identifier	015117
Subject	Alpha portion of the course code	MGMT, FIWI etc.
Catalog	Numeric portion of course code	225, 6 etc.
Career	Academic type of course	CRED, PREP, NCRD
Session	User defined field for session code	Default (blank) or 1, 7W1, FF etc.
Section	User defined text field	Default (blank) or F2F, WEB etc.
Semester: Faculty Appr.	Approval status	Y = Yes, N = No
Semester: Coordinator Appr.	Approval status	Y = Yes, N = No
Semester: Dean (or Chair) Appr.	Approval status	Y = Yes, N = No
Acad Group.	Academic owner of course	MBS, SENRS etc.
Career	Academic type of course	CRED, PREP, NCRD

FC_OUTLINE_NO_SCHED_COURSE - Outline with no sched crse

Acad term (eg. 1159)

Institution

Optional: Acad group

Optional: Acad. career

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2 kb)

View All

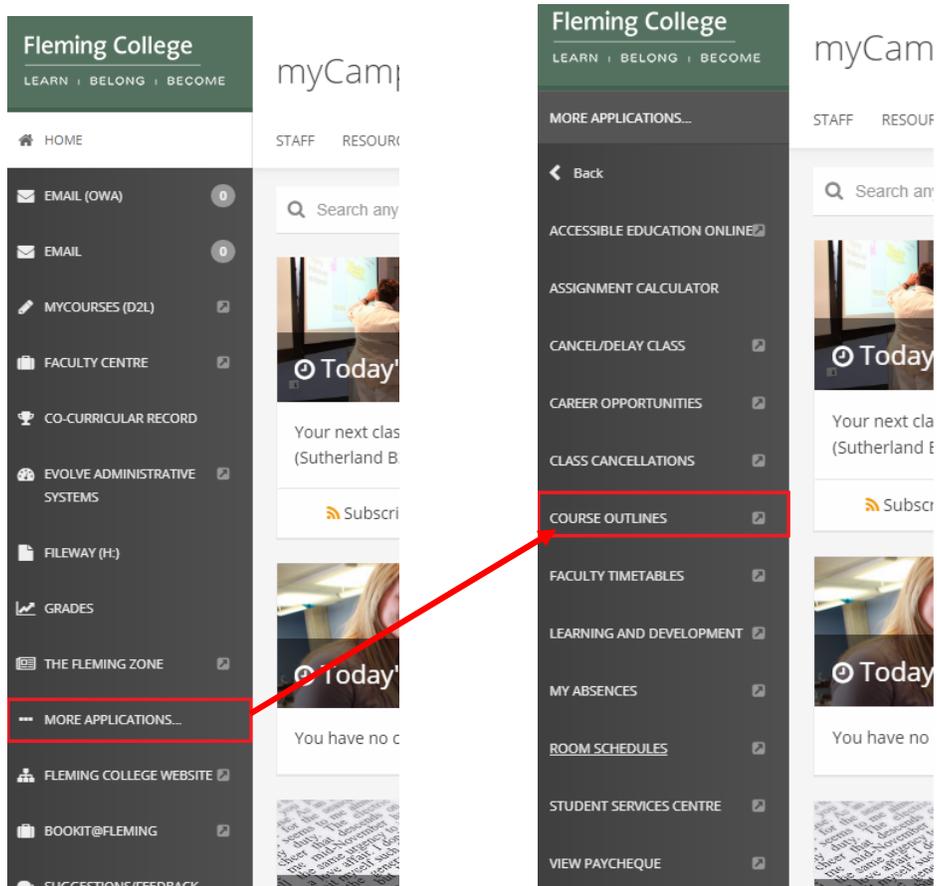
First 1-19 of 19 Last

	Acad Year	Term	Course ID	Subject	Catalog	Session	Section	Faculty Appr.	Coordin.Appr.	Apprvd	Acad Group	Career
1	2017	1179	015006	DESN	5		ERR	Y	Y	Y	HALIB	CRED
2	2017	1179	013770	CICE	4			Y	Y	Y	IDS	CRED
3	2017	1179	013774	CICE	8			Y	Y	Y	IDS	CRED

AUDIT: SCHEDULE COURSE WITHOUT AN ASSOCIATED OUTLINE

Title	Sched crse w/o appr. outline
Name	FC_OUTLINE_SCHED_NO_OUTLINE
Location	Main Menu > Course Outlines > Reports
When to use	To lookup all scheduled courses that do not have an institutionally approved outline
Users	Chairs/Deans Continuing Education Learning Design and Support School Operations Liaison Super Users
Description	Lists scheduled courses using the CLASS_TBL that do not have an outline that is available to students. The filter criterion is total enrollment < '0' and excludes non-hosted OntarioLearn.
Exclusion	Enrolment < 0 and non-hosted OntarioLearn courses

1. Go to Fleming College's website (<http://flemingcollege.ca/>)
2. Log into the myCampus Portal
3. Click the 'More Applications' button on the side menu and then click 'Course Outlines' button



4. Click on the 'Reports' link

Course Outlines

Viewing and Maintenance

Maintenance
 - Create, edit or approve course outlines

☰ Roll Over Course Outline
 ☰ Maintain Annual Crse Outline
 ☰ Maintain Semester Crse Outline

Reports
 - Reports that increase your course outline productivity

☰ My annual that req. approval
 ☰ My course outlines
 ☰ My semester that req. approval
 ☰ Status report by program

Training
 - Useful course outline training materials

☰ Training Material

View Approved Course Outlines
 - View and/or print approved course outlines

5. Click the 'Sched crse w/o appr. outline' query link
[Sched crse w/o appr. outline](#)

Lists scheduled courses using the CLASS_TBL that do not have an outline that is available to students. The filter criterion is total enrollment < '0' and excludes non-hosted OntarioLearn.

6. Enter an **Academic Semester**, and if required Academic Group and Academic Career
- c. Academic semester is as follows, values in (brackets)
 - iv. Century (1)
 - v. Last to digits of the calendar year (14)
 - vi. Semester: Fall (9), Winter (1), Spring/Summer (5)
 Example January 2016, term is (1161)
 - d. **Default:** FLEMG
 - f. **Optional:** Academic Group
 - i. Haliburton: Haliburton/School of the Arts
 - ii. IDS: General Arts & Science
 - iii. IHA: Community Development & Health
 - iv. L&J: Justice and Business Studies
 - v. MBS: Faculty of Business & Hospitality
 - vi. SENRS: Environmental & NR Sciences
 - vii. SKTR: School of Trades & Technology
 - g. **Optional:** Academic Career
 - i. CRED: Credit
 - ii. NCRD: Non Credit
 - iii. PREP: Upgrading

FC_OUTLINE_SCHED_NO_OUTLINE - Sched crse w/o appr. outline

Academic term (eg. 1159)

Institution

Optional: Acad. group

Optional: Acad. career

[View Results](#)

Term	Course ID	Subject	Catalog	Descr	Session	Career	Acad Org	Acad Group	Tot Enrl
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New: Field now automatically defaulted

7. Click the 'View Results' button

FC_OUTLINE_SCHED_NO_OUTLINE - Sched crse w/o appr. outline

Academic term (eg. 1159)

Institution

Optional: Acad. group

Optional: Acad. career

View Results

This is how to read the results

Row	Course	Comments
1	CNST 205	Course exists in the Spring 2018 (1185) term, however the course does not have an approved outline.

Columns definitions

Column name	Definition	Example(s)
Term	Academic term	1149, 1151, 1155 etc.
Course ID	Unique course identifier	015117
Subject	Alpha portion of the course code	MGMT, FIWI etc.
Catalog	Numeric portion of course code	225, 6 etc.
Descr	Long course title	Core Skills: Level 4
Session	Session code	1, 7W1, FF etc.
Acad Org.	Academic owner of course	CECAT, MBS, SENRS etc.
Acad Group.	High-level Academic owner of course	MBS, SENRS etc.
Career	Academic type of course	CRED, PREP, NCRD

FC_OUTLINE_SCHED_NO_OUTLINE - Sched crse w/o appr. outline

Academic term (eg. 1159)

Institution

Optional: Acad. group

Optional: Acad. career

View Results

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (42 kb)

View All

First 1-100 of 239 Last

	Term	Course ID	Subject	Catalog	Descr	Session	Career	Acad Org	Acad Group	Tot Enrl
1	1185	015730	CNST	205	ConstructionContracts&Doc	CE	NCRD	CEOPS	FTS	3
2	1185	015732	GNED	138	IndigenousPeoples-GlobalPersp	CE	CRED	CEOPS	FTS	1
3	1185	015736	GNED	139	Multicult&DiversityCdnContext	CE	CRED	CEOPS	FTS	2
4	1185	014637	SOCI	191	Personality Psychology	CE	CRED	CEOPS	FTS	1
5	1185	006144	ARTS	21	Art Explor-Paint/Dnw	HSA	NCRD	HALIBURTON	HALIB	11

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