

Online and Hybrid Course Information Pages From CT3 (Center for Teaching, Technology and Training)

Students will now be able to view the information pages in five places. This greatly increases the probability that students will actually read your info pages, making the effort to create them well worth it.

The four places the students can view info pages for Online and Hybrid courses are:

1. When students browse for courses in eSantaFe, they will see a link to the exact information page under Days/Time.

Course ID	Instructor	Days/Time	Location	Textbooks	Credits	Prerequisites
A07	OLEARY	Monday Tuesday Wednesday Friday 11:15 AM-12:35 PM	Northwest L-257	Textbooks	22	WG4
A08	THOMAS	Tuesday Thursday 1:00 AM-01:00 PM Hybrid Info	Northwest B-204	Textbooks	22	WG4
A11	HINTZE	06:00 PM-09:15 PM Hybrid Info	Northwest B-202	Textbooks	22	WG4
AM1	CARLTON	Online Info	Online	Textbooks	22	WG4
AM2	CARLTON	Online Info	Online	Textbooks	22	WG4
AM3	CARLTON	Online Info	Online	Textbooks	22	WG4
AS7	CRANE	Tuesday Thursday 03:30 PM-06:45 PM	Starke ST-105	Textbooks	22	WG4
AT6	WALKER	Monday Wednesday 06:00 PM-09:15 PM	Downtown DA-128	Textbooks	22	WG4

Summer Session B Meeting Dates: 06/27/2017 - 08/08/2017

2. When they register for any online or hybrid course, students will get a pop-up screen with a link to the direct information page for that exact section.

Online Class Registration

Joe Student

You are registering for an SF Online class.

Please note: While online classes offer convenience and flexibility, they aren't for everyone. Did you know that online courses can often take more time than attending an on-site course? Please view the [SF Online website](#) to make sure you have the right tools and attributes to succeed in an online class.

Many classes require one or more proctored assessments. If you cannot come to the campus testing center to take these exams, you may be able to take them online or at another location, but these options will incur additional costs of \$10-\$30 or more per exam. For more information, please contact your instructor.

Be sure to read the [information page about this class](#) to find out more about testing requirements, textbooks, and other important information before starting this class. Online courses are available in Canvas on the first day of the term. Instructions for logging in, as well as how to get technical help and find online resources, can be found on the [SF Online website](#).

IMPORTANT: Please enter your current email address below and update it through the My Information option under Records on the menu at any time during the non-registration period. This will provide your instructor and SF Online with a way to communicate with you via email outside of the course delivery system if necessary.

email:
(ex. youraccount@xyz.com)

3. When students view the schedule of courses they registered for, they will see a link to the exact information page for each section.
4. On the SF Online webpage and in several other locations, there is a link to view the entire list of online and hybrid courses for each term. Students may also open the information page for each course from that list.
5. Finally, a statewide search of the FloridaShines website pulls the direct link to the information page. This is where SF gets their distance learning fees.

Information pages should be completed for all online and hybrid courses by the time students begin registering for a term. If you don't have all the information for face-to-face requirements at the start of registration, you can add what you do have and inform students to check back later for more info. You can make changes to the information pages at any time up to the end of the drop period.

Instructions

- Log into <https://apps.sfcollege.edu/infopages/login.php>
- Type in your SF ID number and the same password you use to log into eStaff.
- Click the Edit button located to the left of the course.
- Answer the question at the top using the Yes and No radio buttons.
- Fill in the open text areas to provide details about face-to-face requirements, add textbook info, and any other information you wish to share. There are editing tools at the top of each text area similar to Word.
- Also note that you may copy and paste information into the text areas.

Here's what the **Online Information Pages** will look like when you log in to enter data.








Information page editor

Course: GEB1011
Title: Intro To Bsns
Delivery: Online
Semester: F16
Last edit: Apr 05 2016 2:56pm

Does this course require any in-person exam proctoring?
 No Yes In-person exam proctoring is required

If the above is marked "Yes", please list details: include number of exams, dates (i.e., "Midterm Exam and Final Exam" or "4 exams during semester" or the actual dates if known). Please list other options for proctoring such as online proctoring with ProctorU, other approved testing centers, etc.

B I U S X₂ X²         

P H3  

This online course will be available by 7 am the first day of fall term - August 22. Although there are no onsite meeting times, students must log in at least twice a week. Attendance will be reported after the drop date, August 26th.

Here's an example of what the students will see.

The screenshot shows the top navigation bar of the Santa Fe College website with links for Login, Get Into SF, Students, Faculty & Staff, Apply, and A-Z. The main header features the college logo and social media icons. Below the header is a navigation menu with categories like ACADEMICS, GETTING STARTED, STUDENT RESOURCES, VISITORS & FRIENDS, and ABOUT SF. The main content area is titled "Course Information Page" and includes a breadcrumb trail: Santa Fe College → SF Online → Course Information Page. The text explains that while online learning offers flexibility, it's not for everyone and success requires specific traits and technologies. It provides a link to a short quiz at SF Online. Below this, it states that courses become available in Canvas on the first day of the term. The course details for GEB1011: Intro To Bsns are listed: Semester: F16, Instructor: Debbie Blair, and Last modified: April 5, 2016 @ 2:56 pm. A contact link for the instructor or department chair is provided. A section for Exam Proctoring & Attendance requirements states that the course will be available by 7 am on the first day of fall term (August 22) and that students must log in at least twice a week. A final section lists Required texts, access codes, software or supplies.

Here's what the Hybrid Information Pages will look like when you log in to enter data.

The screenshot shows the "Information page editor" for course ACG2021. The header includes the college logo. The course details are: Course: ACG2021, Title: Fin Acct, Delivery: Hybrid, Semester: F16, and Last edit: Apr 07 2016 2:51pm. There are two buttons: "Save all changes" and "Undo changes since last save". A note states: "All Hybrid courses require one or more classroom or lab meetings during the term. Exams for Hybrid classes should be proctored by the instructor; do not plan on sending students to the Testing Center." A section titled "Please list details regarding all face-to-face requirements" includes instructions to include meeting numbers, locations, and dates, and to match the official college schedule. Below this is a rich text editor toolbar with icons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, print, help, and undo. The text in the editor reads: "Students will be required to take their midterm and final exams in a proctored setting. This can be done in one of three ways: On-campus testing in the Big Open Lab (BOL), testing at another approved institution's testing facility, or testing through Proctor U."

Here's an example of what the students will see.

Login ▾ [Get into UF](#) [Students](#) [Faculty & Staff](#) [Apply](#) [A-Z](#) [Q](#)

SF SANTA FE COLLEGE [f](#) [t](#) [v](#) [g+](#) [i](#) [t](#) [Get Social >](#)

[ACADEMICS](#) [GETTING STARTED](#) [STUDENT RESOURCES](#) [VISITORS & FRIENDS](#) [ABOUT SF](#)

Course Information Page

Santa Fe College → SF Online → Course Information Page

Hybrid (a.k.a. Blended) learning combines aspects of both on-campus and online courses. Typically blended courses require fewer in-class meetings but require about half of the workload to be completed online. Although you will not have to come to campus as often, you will need regular and consistent access to a computer and Internet. All courses become available in Canvas on the first day of the term. If you register after the term begins, you may not be able to access it in Canvas until the following day.

ACG2021: Fin Acct

Semester: F16
Instructor: Jill Cunningham
Last modified: April 7, 2016 @ 2:51 pm

You can contact [the instructor](#) or the [department chair](#).

There are required classroom or lab meetings during the semester

Exam Proctoring & Attendance requirements

Students will be required to take their midterm and final exams in a proctored setting. This can be done in one of three ways: On-campus testing in the Big Open Lab (BOL), testing at another approved institution's testing facility, or testing through Proctor U.

It is entirely up to the student which of these options they select but they should be aware that there are usually fees involved for the second or third options above.

Required texts, access codes, software or supplies

Financial Accounting by Spiceland, 2nd Edition (McGraw Hill) and access to Connect which is McGraw-Hill's Learning Management System. The ISBN at SF bookstore for these two things bundled together is 9780077328191.

Other information

Students will need continuous, reliable access to their class and a computer. The graded assignments in this class consist primarily of three graded assignments per chapter, a midterm exam and a final exam.

For any Online or Hybrid course which does NOT have a completed Information Page, here is what the default page will look like to the students:

Course Information Page

Santa Fe College → SF Online → Course Information Page

While online learning offers great flexibility and convenience, it's not for everyone. Success in online courses requires specific character traits and technologies. You can determine if online learning is right for you by taking a short quiz at [SF Online](#), where you will also find Canvas Help links and many more important resources.

All courses become available in Canvas on the first day of the term. If you register after the term begins, you may not be able to access it in Canvas until the following day.

ACG2021: Fin Acct

Semester: X15
Instructor: Zona Gale

No information has been provided by the instructor for this course.

You can contact [the instructor](#) or the [department chair](#).

Students can see the entire list of Online and Hybrid course requirements at a glance when they go to the Online or Hybrid Information Pages. This is an example of what they will see.

While online learning offers great flexibility and convenience, it's not for everyone. Success in online courses requires specific character traits and technologies. You can determine if online learning is right for you by taking a short quiz at [SF Online](#), where you will also find Canvas Help links and many more important resources.

All courses become available in Canvas on the first day of the term. If you register after the term begins, you may not be able to access it in Canvas until the following day.

Search:

Course Number/Section	Title	Department	Instructor	Exam Proctoring Requirements
ACG2001.0M1	Acct 1 Prin	Business Programs		Exam proctoring required
ACG2001.0M2	Acct 1 Prin	Business Programs		None
ACG2001.0M3	Acct 1 Prin	Business Programs	No Information	No information provided - contact instructor
ACG2011.0M1	Acct 2 Prin	Business Programs	Dr. Adam Adams	Exam proctoring required
ACG2021.0M1	Fin Acct	Business Programs	No F2F Requirements	None
ACG2021.0M2	Fin Acct	Business Program	Students see proctored requirement when Yes is selected on the Info Page	Exam proctoring required
ACG2021.0M3	Fin Acct	Business Program		Exam proctoring required
ACG2071.0M1	Manag Acct	Business Program		Exam proctoring required
ACG2071.0M2	Manag Acct	Business Program		Exam proctoring required
ACG2071.0M3	Manag Acct	Business Program		Exam proctoring required

Please contact Canvas Help if you need assistance with your information pages at 395-7344 or canvashelp@sfcollge.edu.