

UofN WebApp Instructions

app.uofn.edu

updated on January 2019

In this manual you will find step-by-step instructions regarding:

1- Course Instances (pages 1-4) - to register students in a specific course with dates, evaluation and grades. Instances can only be created if a Course Registration was previously submitted and approved by the UofN

2- Course Registrations (pages 5-7) - required for each UofN catalogue period to register new courses at your location or to re-register your existing courses.

Only ONE Course Registration is needed for each Course Number at each location (Example: you only need to fill out one Course Registration for DSP 211/212 if your location offers multiple DTS focus schools)

3- other WebApp features (page 8)

1- Instances (registration of students every time a course is run)

★ Status of instances:

- **My Instances** - list of all your instances if you are the school leader, otherwise list will be empty
- **Incomplete** - list of all instances that are in progress or still have pending fields to be completed, listed by month/year. **These need your immediate attention**
 - we encourage you to create instances for future schools as soon as they're confirmed so that courses show in www.uofn.edu - when school actually starts you can edit any information and add students
- **Complete** - list of completed instances for past schools

★ To create a new Instance: click on the blue button **New Instance**

- Click inside the box and choose from the list of approved schools at your base

NOTE: If 2 calendar periods are available, choose according to your Instance starting date

- **DTS** - always choose the option **'Create instance: lecture and outreach'**. The option of **'only outreach'** is to be used only for the rare situations when students are doing a separate outreach in different dates than their original one
- **Post-DTS** - if course was registered with both lecture and outreach phases, you have 3 options:
 - **'Create Instance: lecture and outreach'** - you should choose this option whenever an outreach phase will follow the lecture phase. This will make the process easier and will also allow you to print Combined Certificates with both phases showing in the certificate
 - **'Create Instance: only lecture'** - choose if you are only offering the lecture phase
 - **'Create Instance: only outreach'** - choose if you are only offering the outreach

Important notes:

- **Help Text** provides additional information. Hover over it  whenever available
- **Average Lecture Phase Cost** - inform the **full cost** of the lecture phase per student (it includes school, boarding, etc). Do not include the application fee the student sent when applying for the school nor the outreach fees. The amount should always be in **U.S. dollars**. If your school is in a different currency, you can use the **'Currency Converter'** link.
- **Sequential courses** (such as SBS, SOTB) - should pay fees for each lecture phase separately
- **Custom Course Name** - the unique name your base gives to this course. Same thing for **Custom Description**. These will show in www.uofn.edu; please name and describe it appropriately

- **Course Leaders** - click in the box to choose name. If not found, click on 'Add User'. If email informed is already associated with an existing contact in the Records System the app will ask you to contact your UofN Registrar (to avoid duplicates) - inform full name, email and level of access for new user
- **Course taking place in different location** - read Help Text for guidelines; if still unsure, contact your UofN Registrar
- **Fill out all mandatory fields** outlined in red 
- **Dates** - if your school have multiple dates, for example, when you offer a mini-outreach in the middle of the lecture phase, please inform all date ranges by clicking on 'Add More Dates'
- **Overview** - dots will change colors from red (empty) to yellow (incomplete) to green (complete) so you can easily track your progress 
- **Update Basic Information** - open the Instance and click on the box 'Edit' on the right side. Remember to click on 'Save' after editing information
- **Delete Instance** - open the Instance and click on the box 'Edit' on the right side. Then click on the box 'Delete' on the bottom left

LECTURE PHASE:

- **Add Students** - students are saved as you enter each one
 - 'Add manually' - to add new students that have never done a course in your base
 - 'Add past students' - to add students that have already done courses at your base; find their name and click on 'Add'. Their names won't be listed if they only did courses in other bases
 - ✓ **DON'T add manually** students that have already done schools in your base, as this will duplicate their records in the system. Search them by clicking on 'Add past students'
- **Payment** - an invoice is created as soon as you begin to add students and will be updated whenever you add more students. If you pay the invoice and then remember that you've forgotten to add a student, a second invoice will be created for the remainder student fee.
 - the app will automatically calculate the fee to be paid (US\$30 or 1% of the cost, whichever is lowest, multiplied by the number of students)
 - to pay, click on 'Make payment' and you'll be taken to the Pending Payment section. Select the instance you want to pay (little box on the left) then click Next. Choose **Payment Type**:
 - Credit/Debit card - payment is cleared immediately
 - all other offline options (PayPal, check, bank transfer) will be 'open' until you actually send the payment to your UofN Registrar who will change the status to 'paid'
 - on the Payment section, you may click on 'Details' on the right side of each invoice to open the corresponding Instance
 - Receipts are available for printing under Payment History
- **Evaluation & Hours** - similar to what you informed in the Course Registration, but this relates to this specific instance. Note that information is for the lecture phase only. Please read carefully what is being asked. On last section 'Hours by Activity' hover the Help Texts available for more information
- **Weekly Topics**
 - Hover over **calendar icon** to see dates of each week to be evaluated **WEEK 1** 
 - Note that the system calculates weeks from Monday to Sunday, so first week may have less days:**
 - Example #1: school started on Friday so 1st week will only be 3 days long (Fri, Sat, Sun) and you may have an extra week added
 - Example #2: school started on Sunday so 1st week will only be 1 day long (Sunday). You may write it down as 'Arrival Day'
 - Hover over **Help Text** in each section for additional information 

- You must evaluate a minimum of 5 days each full week (you can evaluate day 6 and 7 if there was any relevant activities on the weekend). App will let you know if there are days left to be evaluated in any week by displaying a red message 'At least X days left'
- **Multiple topics in the same week** - you may inform them together or separate them by number of days - example, 3 days 'Hearing the Voice of God' and 2 days 'Meditation'. Complete fields for first topic, save, then click on the same week to add next range of days and topic
- **Teachers** - begin to type and names already in the Records System will show. Otherwise, you'll see the message 'We couldn't find any teacher with your search. It's fine, you can add a new Teacher' - click on the blue word 'Teacher' and fill all fields out. If any changes are needed for an existing Teacher (i.e. email address), please write to your UofN Registrar
- Click Save each time you add/edit information to a week

Bulk Update

Grade Status Grade 8 1 Internal Comments Notes to Student

- **Bulk Update** (as above) - use it to add same information to all students - fill it out then click on box 'Apply'. You can adjust the information to any individual student by going to their names
- **Comment box** - if Grade Status is 'Incomplete' or 'Withdrawn' or Grade is 'F' or 'U' please add explanation (it will only be seen by you and UofN Registrar, not the student)
- **Actual Days** - if a student completed less days, adjust the number of days so that they may be given the correct amount of credits
- **Note to Student** - you may add a personal note to the student that will show in the Summary Page that accompanies their certificate

NOTE: each location has the freedom to evaluate their students in any appropriate manner. But in the app all you need to inform is their **final grade**. The grading system used by the UofN is:

- **DTS:** 'S' (Satisfactory - pass) or 'U' (Unsatisfactory - fail)
- **Post-DTS and seminars:**

Grade	Description	Grade Points	Percentage
A	Excellent	5	90-100 %
B	Good	4	80-89 %
C	Satisfactory	3	70-79 %
D	Borderline	2	60-69 %
F	Failing	1	under 60 %

- for any exceptional situation, contact your UofN Registrar for guidance
- note that only one 'D' in a 12-credit course is allowed in an undergraduate UofN degree

OUTREACH PHASE:

- **Add Students**
 - Click on blue box 'Add students from the lecture phase' to transfer all students listed in the lecture phase. If any new student joined outreach phase, click on 'Add more students'. After adding their names, click on box 'Back to teams'
 - Click on 'Add team', fill out the requested information, then save. If school has more than one outreach team, click again on 'add team'
 - **Name:** name each team to make it easier to identify them when evaluating
 - **Team Leader** - click in the box to choose name (if person already has an user account under your base) . If not found, click on 'Add User'. if the email informed is already associated with

2- Registrations (required by the UofN for every catalogue period of 3 years in order to approve a course to run in your base)

Course Registration is the ‘**planning stage**’ of your course - this is when you carefully plan what is going to be offered for the next 3 year period (your planned topics, expected teachers, desired outcomes, etc).

Take this opportunity to review the curriculum and all mandatory and optional elements. If you need more information or have questions, please contact the respective College/Centre and they will be happy to help you design the best school possible.

The actual information along with dates and students will be informed when you offer the course and fill out an Instance.

IMPORTANT - Only **ONE** Course Registration is needed for each Course Number at each location (Example: you only need to fill out one Course Registration for DSP 211/212 if your location offers multiple DTS focus schools)

★ Status of Course Registrations:

- **In Progress** - all your registrations that are not yet approved by the UofN. They may be:
 - *Incomplete - still being filled out*
 - *Pending Submission by Base Leader - registration was submitted by course leader and now base leader or representative needs to write a recommendation of the course leader*
 - *Pending Payment - approval process only starts after payment is done*
 - *Change Request - registration may be returned by one of the approvers for correction or more information. Process will be on hold until you make the corrections and resubmit form*
 - *Pending Review by UofN - you can follow progress as registration goes to different approvers*
- **Active** - all currently approved Course Registrations in your base
- **Inactive** - all past Course Registrations listed by catalogue period

★ To create a new Registration - click on the blue button **New Registration** and choose option:

		
Re-register a course that your location has registered before	Register a course based off a UofN course template	Register a completely new course that has never been registered in the UofN before
<input type="radio"/> Re-register course	<input type="radio"/> Register from template	<input type="radio"/> Register brand new course

- **Re-register a course that your location has registered before** - use a past Course Registration as a starting point to re-register a course. Choose from list of available registrations (choose most recent catalogue period, if more than one)
 - *if course chosen has both lecture and outreach phases, you will be given the option of registering both of them at the same time or either one separately. NOTE that you should register both phases now even for schools that the outreach is optional*
 - *sequential courses such as SBS or SOTB need to register each lecture phase separate; no option to register them all together in one form*
 - **IMPORTANT** - you need to enter each section and **UPDATE** the information copied from last form. The information needs to reflect your current plans for this course. Take this opportunity to re-think your school and, if needed, you may seek the help of the respective UofN College/Centre

- **Register a course based off a UofN Course Template** - if the course you want to register has never been offered in your location but it is an existing UofN course. You may also use a Template to re-register a course in your location instead of choosing to do it by using a past Course Registration
 - *find Template by clicking in red lined box, then either type the Course name or its Course Code (Discipleship Training School or DSP 211/212). **Make sure to select the correct Template!***
 - *Templates will have, at a minimum, the same basic information also found in the UofN Catalogue. Colleges are working to have full templates for each of their courses*
 - *If template chosen has fields already populated, please note that the information displayed is to be used **as an example**. Please go to each section, edit/add to reflect your own school and save*
- **Register a completely new course that has never been registered in the UofN before** - if the course you want to register is a brand new one, never before offered in any UofN location. You will be presented with 4 options: FLW (Full Learning Week) Course, FLW Seminar, Extension Studies and Online Extension Studies - hover over Help Text for more detailed information
 - *Extension Studies - for more information go to <http://uofn.edu/colleges/extension-studies-centre> or es@uofn.edu . You may also contact the Extension Studies office es@uofn.edu*

★ Filling it out - some added information

- **Basic information**
 - **Cost of Lecture Phase per Student (USD)** - *inform the full cost of the lecture phase per student (it includes school, boarding, etc). Do not include the application fee the student sent when applying for the school nor the outreach fees. The amount should always be in U.S. dollars. If your school is in a different currency, you can use the 'Currency Converter' link.*
 - **Course Leader** - *add all your past experience that has prepared you to lead this course. This is an important information that will be revised by the approvers*
 - **Documents** - *this is optional! Only add files if you have additional information not already included in the form*
- **Objectives** - *information is for the lecture or outreach phases, respectively. Please read carefully what is being asked - EDIT information already filled out to reflect your own school*
- **Outcomes** - *You need at least one outcome per each category. Outcomes should be different for lecture and outreach phases. Please inform what knowledge, skills and attitudes should the students have acquired/developed by the end of each phase.*
 - *Knowledge - what they should KNOW (the knowledge that they have acquired)*
 - *Skill - what they should be able to DO (the skills they should have developed)*
 - *Attitude - who they should BE (the character/attitudes they are growing in)*
- **Weekly Topics** - *this is your opportunity to review the curriculum for your school. If you need help, please contact the respective College/Centre*
 - *fill out all the topics you plan to offer in the Lecture Phase - DO NOT include outreach information*
 - **DTS** - *this section is for the DTS curriculum topics, not your focus additional content that is offered outside of class hours*
 - *Hover over **Help Text** in each section for additional information*  
 - **Teachers** - *inform the teachers you plan to invite. Begin to type and names already in the Records System will show. Otherwise, you'll see the message 'We couldn't find any teacher with your search. It's fine, you can [add a new Teacher](#)' - click on the word 'Teacher' and fill out all fields*

- **Core Curriculum Outcomes** - if your course fulfills the Core Curriculum, then you will be asked to fill out this Addendum by choosing the week in which each criteria will be met.
 - for more information, go to <http://uofn.edu/colleges/core-curriculum-centre> or contact the CCC director, Debbie Hicks debbie.hicks@uofn.edu or corecurriculumcourses@gmail.com
- **Evaluation & Hours** - please read carefully what is being asked. Make sure to EDIT any information already present to reflect your own course. DO NOT simply copy from Template; this is just an example to help you understand what is being asked. On section 'Hours by Activity' hover the Help Texts for more information

★ **Final Steps** - after registration is completely filled out

- **Overview:** you can easily see the status of each section of the form by the color of the dot beside it: **red:** blank, **orange:** incomplete, **green:** completed. When all dots are **green** you are ready to submit it
- **Submission by Course Leader**
 - Select a member of your base leadership to give his recommendation about you as the course leader. If the leader's name is not already listed, click on Add User. If the email informed is already associated with an existing Contact in the Records System the app will ask you to contact your UofN Registrar (to avoid duplicates) - please inform full name, email and level of access for the new user
 - Select the box certifying that all information provided is true
 - write your name to confirm
- **Recommendation by Base Leader or representative**
 - whoever you choose will receive a notification by email. They will need to enter the app to write a recommendation of the Course Leader, then write their name to confirm and submit Registration
- **Payment** - Course Registration fee is calculated automatically based on the amount informed by you when filling out the 'Cost of Lecture Phase per Student (USD)' in the Basic Information section
 - fee will be **either US\$125 for each Lecture Phase or 10% of the Average Lecture Phase Cost of the course, whichever is lowest**
 - sequential courses, such as SBS, need to **register and pay** for each lecture phase separately
 - no fee for outreach phase registration
 - payments done by credit/debit card will clear automatically and the Course Registration will be immediately submitted to the UofN for approval. Payments done by any other alternative offline method will be 'open' and you will need to complete the payment directly to your UofN Registrar who will then change the status from 'open' to 'paid' upon receipt of the fee
- **Review by UofN** - your form will go to different approvers for their review
 - the name of whoever is presently reviewing the form will be displayed
- **Change Request** - if any approver needs added information or clarification, they will send the Course Registration back to you with their comments
 - you will receive an email notification and should access the Course Registration to read comments of what needs to be changed
 - after taking the action required, add additional comments, if any, then click on 'Submit again'
- ❖ **Additional features:**
 - Print Course Details - you may print a pdf copy of your Course Registration
 - Print Certificate of Course Affiliation - available for all approved courses
 - Comments made by Approvers and your answers will be saved and displayed at the bottom of approved Course Registration

3- Other WebApp features

- ★ **Reports** - reports for your base currently showing data for the last ten years
 - **Courses** - instances displayed under different criteria (over time by quarter, College & Centres, Quarter by College) and also the top quarters, instances and courses. Hover over each report for more details
 - **Students** - display total number of students, nationalities and languages spoken by students. Map will highlight the nations represented by students and you can hover over them for details. Other reports are Age on attendance and Gender, Top Nationalities and Top Languages
 - **Request report** - the Reports section is being developed and will offer more reports in the future. If you have ideas for possible future reports, please let us know

- ★ **Your Base** - your base's name is displayed here



- **Payments**
 - *red circle indicates pending payments; yellow indicates open payments*
 - *select which payment you wish to make (little box in the left side), then click on Next*
 - *receipts are saved under History and may be printed at any time*
- **Profile**
 - *Base leaders and Training administrators have access to this section and may edit bases's information*
 - *Display on UofN website - by default, your base will be Visible to Public. If you choose 'Hide from public', please hover over Help Text for implications*
- **Users** - Base leaders and Training administrators may add new users or view/edit/delete users
 - *click on the blue button 'Add User' - if the email informed is already associated with an existing Contact in the Records System, the app will ask you to contact your UofN Registrar (to avoid duplicates) - please inform full name, email and level of access for the new user*
 - **Levels of app access** - *these simply determine the levels of access to the app, not necessarily the position that each person has in the base*
 - **Deleting Users** - *keep this area clean by deleting users that no longer need access to your base's app. Their names will remain in the past courses (as course leaders or course staff) but they will no longer have access to your base's app page*

- ★ **Your Name** - your name is displayed here and this is your personal area

- **Requests** - click on blue button 'New Requests'
 - *Graduation Application, Transcript Request, Missing Course (course not showing under My Courses) and Support Request. Requests will be saved and all communication between the UofN representative and you may be done through the app by clicking on the saved Request, writing your message and clicking on 'Send'*
 - *Graduation Application and Transcripts fees, if paid online by credit/debit card will clear automatically and Request submitted immediately. Payments done by offline methods will be 'open' and you will need to communicate with the Degree Student Administrator or the Transcript Office for instruction on how to pay. Upon receipt of the fee, status will be changed from 'open' to 'paid'*
 - *PDF Forms - click on 'Show Forms' to access other degree related forms in PDF format*
- **My Profile** - you may edit your personal information
- **My Courses** - list of all your UofN courses. If any is missing, please go to Requests section to fill out a Missing Course report
- **My Privacy** - displays the bases where you have taken a UofN course. You can adjust your privacy settings individually for each base
- **My Payments** - shows payments done by you for Graduation Application or Transcript Requests
- **Settings** - you may change the language in which the app is displayed - translation is ongoing and not all fields may be already translated (in this case, labels will show in English)