Teaching:
The Psychology Department Courses Database

Quick Reference Guide by
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Part I: Entering Your Projected Classes

1. Navigate to: http://glial2.psych.wisc.edu/teaching/  
2. Click the Login to Graduate Courses Database link at the bottom of the page.  
3. Authenticate using your Wisconsin ID and password.  
4. Navigate to the teaching horizon by following this path: View->Teaching Horizon  
5. From the Teaching Horizon page, select Add for the appropriate semester.  
6. From the Add A Course page,  
   A. Select a projected Course, Buyout or Release.  
   B. Click the ‘Add Course’ Button.  
   C. Repeat until the semester is fully defined.  
7. If necessary, return to the Teaching Horizon page, select an undefined semester, and repeat step 6.  
8. Return to the Teaching Horizon page and Delete and Add courses if necessary.

Part II: Entering Course Details

1. Navigate to: http://glial2.psych.wisc.edu/teaching/  
2. Click the Login to Graduate Courses Database link at the bottom of the page.  
3. Authenticate using your Wisconsin ID and password.  
4. Navigate to the teaching horizon by following this path: View->Teaching Horizon  
5. From the Teaching Horizon page, select Supply Details. If you have more than one item listed in a semester, you will have as many Supply Detail links as items. Clicking any Supply Details will take you to a page where you will be asked to supply all your course details.  
6. You DO NOT have to supply details for your releases. Those will track automatically.  
7. If you listed Buyouts in Part I, you will be asked to supply details for them.  
   A. Click the red “Fall Buyouts” text.  
   B. Fill in the appropriate information.  
   C. The “Fall Buyouts” text will turn green when the necessary information has been entered.  
8. Supply Course 1 Information.  
   A. Click the ‘Course 1’ Radio Button. The form will appear at the bottom of the page. Depending on your screen size, you may have to scroll down to see it.  
   B. The course title is listed at the top of the form, i.e. 225 Experimental Psychology.  
   C. Select your Preferred Days using combo box. After you have selected your preferred days, the Preferred Times combo box will be enabled.  
   D. Select your Preferred Times. The combo box will list the typical teaching times for your Preferred Day. If one of those times does not fit your schedule, select the Custom Times option at the bottom of the combo box.  
   E. If you have chosen Custom Times, fill in the Custom Time table using military time. There is light validation of your entered data where inappropriate choices are given the color red.  
   F. Once you have selected a Preferred Time or entered a Custom Time, the Alternate Days combo box is enabled.  
   G. Select the Alternate Days you are willing to teach for this class from the combo box.  
   H. Select either a standard time or the Custom Times option from the Alternate Times combo box.
Part II: Entering Course Details (continued)

I. If you have chosen Custom Times, fill in the Custom Time table using military time. There is light validation of your entered data where inappropriate choices are given the color red.

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J. Once you have selected a Alternate Time or entered a Custom Time, the Room Preference combo box is enabled.

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K. Select your Room Preference. Once the room is selected, the Enrollment Capacity edit box is enabled. Enter your enrollment capacity. There is light validation of this edit box. An enrollment capacity within the limits of your preferred room will be green, otherwise it will be red. Once you have entered an appropriate enrollment capacity, the Honors and Consent of Instructors radio buttons will be enabled.

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L. The default for Honors is N/A. If honors are either Automatic or Available for your course, click the appropriate radio button.

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M. Select the appropriate Consent of Instructor for your class. Once one has been selected, the Footnote radio buttons will be enabled.

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N. If you want to supply a Footnote for your class, click the Yes radio button. This will enable the Footnote edit box. If you do not want to supply a Footnote, click the No radio button. The Footnote edit box will remain disabled and the Topic radio buttons will be enabled.

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O. If you selected the Yes radio button for Footnote, enter your footnote into the Footnote edit box. There is very light validation done here. Entering any text will enable the Topic radio buttons.

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N. If you want to supply Topic information for your class, click the Yes radio button. This will enable the Topic edit box. If you do not want to supply Topic information click the No radio button. The Topic edit box will remain disabled and the Special Needs radio buttons will be enabled.

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O. If you selected the Yes radio button for Topic information, enter your topic information into the Topic edit box. There is very light validation done here.

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P. At this point, at the top of the page, the First Course: Undefined in red will change to First Course: Defined in green. This indicates all the necessary details for this course have been entered. If all other information, i.e. Buyout, has been supplied, then the ‘Submit’ button will be visible at the bottom of the page.

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9. If necessary, supply Course 2 information.
   A. Click the Course 2 radio button. An identical form to the Course 1 form will appear. Follow steps B through P from part 8.

10. The Submit Button appears
    A. The Submit button appears once all the required details have been entered.
    B. ONCE YOU PRESS THE SUBMIT BUTTON YOU CANNOT CHANGE YOUR INFORMATION.
    C. Check your information.

11. Click the Submit Button
    A. This will send your information to the database.
    B. If an error appears, click reload until the data is accepted.
    C. You will be sent to the Teaching Horizon page.

12. Click the View Details link.

13. Check your information.
    A. If there is an issue with your information, contact Craig Rypstat, 262-6848 or Rypstat@wisc.edu.
The general search page’s location is: http://glial2.psych.wisc.edu/teaching/

Anyone can view this page and search the database for course, professor and semester information with the exception of Buyout and Release information. More on this later <page number>.

If a user clicks on the Login to Graduate Courses Database link, and they are not already authenticated by the University of Wisconsin - Madison Authentication System, they will see the following page.
At this point, the user should enter their University of Wisconsin - Madison NetID and Password. This is the same information people use to login to programs such as WiscCal and WiscMail. If, after successful authentication, you do not see the next page, please contact Craig Rypstat, Rypstat@wisc.edu, and provide your NetID.

If all goes well, you should see the next page.
On the login page you’ll notice the navigation bar at the top of the screen. The bar varies based on your security level. For purposes of this tutorial, Level 1 security will be assumed. It is the security level a user needs in order to enter course information and details.

The Level 1 Navigation Bar contains four areas: View, Administration, Search and Logout. For this tutorial, the view sub-menus will be explored.

Welcome Professor <Your Name>  If your name does not appear here, contact Craig Rypstat at Rypstat@wisc.edu or 608-262-6848

Security Level: 3 indicates this user’s top security level is 3.

Current Security Level: 1  For user’s that have security level 2 or 3, this is indicates what their current, functional security level is.

From this point, the user can navigate to the various areas.
The sub-menus for View are: All, Teaching Horizon, Current Academic Year, and Current Semester.

“All” displays semesters and courses that are associated with the user; past, present and future. “Teaching Horizon” displays only those semesters and courses for three years; present and future. “Current Academic Year” displays the past, present and future courses for the current academic year. “Current Semester” displays courses for only the current semester.
This page is an example of View All sub-menu from the View menu.

Below the navigation bar is a table containing the past, current and future courses the user has taught or will teach. It is also possible to search the course history by semester and/or course. Use the Semester Combo Box to select the desired semester and/or the Course Combo Box then click the Search button. The information, if any, is then displayed in an updated table below the navigation bar.
This page is an example of Teaching Horizon sub-menu from the View menu.

Notice the structure of the table is different from the All View. The semesters in the table are defined by administrators.

The Semester and Year should be sequentially listed.

There are four possible Status: History, Open, Details and Future. In this view only semesters with the Status Open or Details are displayed. Open indicates that a user can Add, Change or Delete the courses. Details indicates a user can enter the Details such as Buyout and course preferences such as class days, times and sizes. This will be covered in detail on page < >.

If there is a * in the Locked column, then the semester is locked. This means any information associated with that semester can not be changed. Semesters will be locked by administrators. If it should happen that you need to change information in a locked semester, you’ll need to contact an administrator. They are able to override the locked semester for individual users.

Course is self explanatory.

The Options available vary depending on the Status. For Open semesters Add, Change and Delete are available. For Details semesters, Supply Details and View Details, after details have been supplied, are available.
This is an example of Current Academic Year sub-menu of the View menu.

The table structure is identical to the Teaching Horizon sub-menu of the View menu page. The only difference is the scope.
This is an example of Current Semester sub-menu of the View menu.

The table structure is identical to the Teaching Horizon sub-menu of the View menu page. The only difference is the scope.
This is the View Teaching Horizon sub-menu of the View menu page and the beginning of the course entry tutorial. In this example, the Fall 2011 semester is open. The user has already indicated they will teach one class this semester, 681 Senior Honors Thesis. The Add, Change and Delete options are available. Change and Delete will affect the course in that row of the table. Add will add a course to Fall 2011 semester and is the subject of the next page.
This is the page which allows a user to add a course to an open semester. The form below the navigation bar indicates to which semester the course will be added, the name of the Professor or Lecturer, the courses the Professor or Lecturer has already indicated they will teach, the Course Combo Box and the Add Course button.

To add a course:

1) Select a course from the Course Combo Box
2) Click Add Course

For this tutorial, the user has a buyout for this semester.

Buyouts And Releases:
At this stage, entering semester teaching information for an Open semester, Buyouts and Releases are treated like courses. The user selects the Buyout or Release and clicks the Add Course Button.

The user should add a Buyout for each buyout they have for the semester. For example if a user is buying out two classes they should select Buyout from the Course Combo Box and click the Add Course button twice. The user will enter the details of their buyout(s) when they Supply Details for the semester.

For A Release, the user should select the appropriate type of release, Chair, Associate Chair, or New Faculty, and click the Add Course button. Usually a user will have at most one release. There is no detailed information which needs to be entered for releases.
This is the Teaching Horizon sub-menu of the View menu page.

There are now two entries for the Fall 2011 semester. Because the Status of the semester is still Open, the user can still Add, Change or Delete a class. The options change when the semester status is changed to Details, as illustrated on the next page.
This is the Teaching Horizon sub-menu of the View menu page.

The difference between this page and the previous page is that the Status has been changed from Open to Details.

Instead of Add, Change and Delete as Options being available for Fall 2011, Supply Details is available.

Usually, notice will be given by an administrator when a semester Status is changing from Open to Details and when Details is about to be locked. During the time when Details is unlocked, the Supply Details Option is available. When the user clicks the Supply Details link, the following page is displayed.
This is the Supply Information page for Fall semesters. There are several areas. The top, grey box is for Course Information Feedback. The red areas indicate sections that have not been defined. Users who indicated they have at least one buyout will have to enter the details of their Buyout information. If a user has indicated they are teaching a course or courses this semester, there will be text for each course in this area.

In this example, the form initially displays informing the user the Fall Buyout Information, First Course and Semester Information are incomplete.

The red bar below Course Information Feedback area is the Fall Buyouts Selection Bar. Clicking on the text in the bar will activate a specific form. When that form is complete, the color of the text associated with that form will change from red to green in the Course Information Feedback area and the Buyout and Release Selection Bar.

Below the Fall Buyouts Selection Bar is the Course 1 Selection Bar. Rolling the cursor over this text and clicking it will activate the Course Details form.
The user has clicked on the Fally Buyouts text of the Buyout And Release Selection Bar, causing the Fall buyout form to activate. In this example, the user indicated they are buying out one class. Therefore, only one buyout data form appears. However, if a user indicates they are buying out more than one class, a buyout data form appears for each buyout.
Above are shown three possible ways a user might fill out their Buyout Information. It is important to note that there is only rudimentary error checking done with this form. It is not feasible to check for correct Grant / Project Numbers or all Other possibilities. If an error is made and the information is Submitted to the database, a user should contact Craig Rypstat at Rypstat@wisc.edu or 608-262-6848.

Once the information is entered, the Course Information Feedback change to indicate the Buyout Information is complete. This is shown on the next page.
In this example, the user indicated they are buying out a class through a grant or project. They entered the appropriate number, 110-415, and gives feedback that this section is now complete. The text in the Course Information Feedback box changes from “Fall Buyout Information: Incomplete” in red to “Fall Buyout Information: Complete” in green. Also, the “Fall Buyouts” text changed from red to green.

The user then clicks the “Course 1” text to activate the Course 1 form. This is shown on the next page.
This is the entire Course 1 form. It is designed so that a user must enter information in a specific sequence. Beginning from the Preferred Days Combo Box and moving down the form, the next piece of required data is enabled. The next several pages goes through the entry process, beginning with Preferred Days.
Clicking the down-arrow on the Preferred Days Combo box gives the results shown above. The user can choose from the typical days classes are offered. If MWF, MW, WF, MF, or TR is chosen, the Preferred Times Combo Box is enabled. If M, T, W, or R is chosen, the Custom Time table is shown. The Custom Time table is discussed on page <>.

For this example, the user selects TR as their Preferred Days. The Preferred Times Combo Box is enabled. The user then clicks the down arrow on the Preferred Times Combo Box. The result is shown below.

The Preferred Times Combo Box is filled with the typical times for the selected Preferred Days. Providing a Custom Time is an option for any Preferred Days chosen. In this example, the user selects TR 2:30 - 3:45 as their Preferred Time. Once the Preferred Time has been selected, assuming it’s not a Custom Time, the Alternate Days Combo Box is enabled. This is shown on the following page.
The user select MW as their Alternate Days.

The user then decides they need to define a custom time for their Alternate Time.

The Custom Time table, show above, has four text edit boxes. A user should use 24 hour time as their is some validation and using twelve hour time may cause the time to be invalidated. The two major validations are the start time must be 7:00 or later, the end time must be later than the start time.

In this example, the user enters a Start Time of 8:00 and an End Time of 9:30. Once valid data is entered, the Room Preference Combo Box is enabled. This is shown on the next page.
The user then clicks the down arrow of the Room Preference Combo Box.

The list of possible rooms is then given. Note, possible rooms are somewhat dependent on the course being taught. For example, the Berkowitz room is only available for colloquiums and is not listed for the other courses.

In this example, the user selects Room 101 because they know they’ll have less than 32 students. Once a room is selected, the Enrollment Capacity Text Edit Box is enabled, shown on the next page.
Enrollment Capacity is validated based on the Room Preference. A valid Enrollment Capacity has green text. An invalid Enrollment Capacity has red text. In the example, since the user has chosen Room 101 as their Room Preference, they enter an enrollment capacity less than or equal to 32.

In this example, the user enters 30. A valid Enrollment Capacity enables the Honor and Consent of Instructor radio buttons.

The Honors radio buttons use N/A, not applicable, as the default. If Honors are either Automatic or Available, the user should click the appropriate button.

A Consent of Instructor radio button must be selected. Once either Yes or No has been selected, the Footnote Radio buttons are enabled.

For this example, Honors are Automatic and Consent of Instructor is required. This is shown on the next page.
The Footnote Radio Buttons are now enabled. If the user wishes to give a Footnote, they select Yes. This will enable the Footnote Text Edit Box. If the user does not have a Footnote, they select the No radio button. This will enable Topic Radio Buttons.

In this example, the user does have a footnote and clicks the Yes Footnote Radio Button. They then enter their Footnote in the Footnote Text Edit Box. This is shown below.

The Topic Radio Buttons are now enabled. If the user selects the Yes button, then the Topics Text Edit Box will be enabled and they can enter their topic. Once they enter information in the Topic Text Edit Box, the Special Needs Radio Buttons will be enabled. If the user does not have a topic, then they select No and the Special Needs Radio Buttons are enabled.

In this example, the user does not have a Topic and selects the No radio button. The results are shown on the next page.
If the user has a Special Need, generally something that is not covered specifically somewhere else in this form, this is the place to describe it. For instance, a user might need a particular type of laser pointer. If a user does have a Special Need, they would select the Yes radio button. The Special Needs Text Edit Box would then be enabled. Once they enter their Special Needs information, the form is complete. If the user does not have a Special Need, then they would select the No radio button. The form would then be complete.

In this example, the user does not have a Special Need and selects the No radio button. Because they have completed the other required area, the Buyout form for their one buyout, the entire form is complete.

There are two indicators that the form is complete. One indicator is the text in the Course Information Feedback area, shown below.

The two changes that occur in this example once the Course 1 form is complete are the text “First Course: Undefined” in red changes to “First Course: Defined” in green and “Semester Information: Incomplete” in red changes to “Semester Information: Complete” in green.

The other indicator is that the Submit button will appear below the Course 1 form. This is shown below.
Before clicking the Submit button, it is highly recommended that a user review their information. Once information is submitted it is not possible for a user to change it. If an error is found after submitting their information, a user should contact Craig Rypstat, Rypstat@wisc.edu or 608-262-6848, with the correct information.

When the Submit button is clicked, the data is stored and the user returned to the View Teaching Horizon page, shown below. Note: sometimes and error is generated upon submit which partially reads “error unable to submit multi-form document”. If this happens, click the reload button. If the error continues, continue clicking the reload button. I am in the process of tracking this issue down.

Now that the details have been entered, The Option(s) for the Fall 2011 semester has changed from Supply Details to View Details. Clicking on any of the View Details links for a semester will show all the semester’s details. This is shown on the next page.
Course Information

Professor: Chris Coe

Information: Fall 2011
You have entered information for 1 class this semester.

Number of classes bought out: 1

Buyout:
  Grant Number: 110-415

Releases: 0

  Course: 681 Senior Honors Thesis
  Preferred Days: TR
  Preferred Times: 11:00 AM - 12:15 PM
  Alternative Days: MW
  Alternative Times: 8:00 - 9:30
  Room Preference: Room 101
  Course Capacity: 30
  Honors: Automatic
  Instructor's Consent: Yes
  Footnote: Before enrolling in this section, students must read http://psych.wisc.edu/lang/classdemo/index.html
  Topic:
  Special Needs: None

The View Details page displays Buyout, Release and Course information. If any of the information is found to be in error, the user should contact Craig Rypstat (Rypstat@wisc.edu or 262-6848) with the correct information.

This document should help users enter their buyout, release, and course information and supply details for that information. If you have questions or comments regarding this document or use of the program, please send them to Craig Rypstat (Rypstat@wisc.edu or 262-6848).
The Room Preference: Combo Box contains all the rooms available for courses. Once the preferred room has been chosen, the Enrollment Capacity text box is enabled.
The Enrollment Capacity text box does not validate data. Please take care in entering the enrollment capacity, After any text is entered, both Honors and Consent of Instructor radio buttons are enabled.

The default for Honors is N/A; Not Applicable. Automatic or Available Honors can be indicated by clicking the appropriate radio button.

Once the consent of instructor has been defined, the Footnote radio buttons are enabled. If the user indicates there is a footnote, the Footnote/Topic text box is enabled. If not, the Special Needs: radio buttons are enabled. The Special Needs radio buttons are also enabled if no footnote is required.