

<b>Task:</b>	<b>Complete Course Content Sharing Between Faculty</b>
<b>Revision Date:</b>	August 13, 2013
<b>Description:</b>	To provide a consistent procedure for sharing complete course content. Full-time faculty may wish to share their digital course content with other faculty within the institution. This standard operation procedure outlines the steps and the actors needed to accomplish this task.
<b>Responsibility:</b>	HCC Faculty or Staff; ITS Staff
<b>Process Steps:</b>	<p><b><u>HCC Faculty or Staff</u></b></p> <p><b>Step 1: HCC Live Ticket Initiated by Faculty or Staff member</b></p> <ul style="list-style-type: none"> <li>• <b>HCC faculty or staff member will submit a request through HCC Live for a template to be created. The request will contain the following information:</b> <ul style="list-style-type: none"> <li>○ The name and contact information of the requesting individual</li> <li>○ The requested template name</li> <li>○ The Faculty owner of the content</li> <li>○ The other faculty who should also have access and the role they should possess (i.e. instructor, student)</li> <li>○ Request the ticket be escalated to Tier II support as only an LMS administrator can complete this task</li> </ul> </li> </ul> <p><b><u>ITS</u></b></p> <p><b>Step 2: Create the Template within LMS</b></p> <ul style="list-style-type: none"> <li>▪ The Course ID field should be comprised of the owning faculty's first initial and last name, the course prefix and course number followed by _template             <ul style="list-style-type: none"> <li>○ As an example: MZucalSLS1501_template</li> </ul> </li> <li>▪ The Course Name field can be the same as the Course ID field</li> <li>▪ The Description field (public) should contain a description of the nature of the template</li> <li>▪ Enroll the requested person as the Instructor and add any additional enrollments as outlined in the submitted ticket</li> <li>▪</li> </ul> <p><b>Step 3: Notify Faculty or Staff requester of the creation of the Template via HCC Live ticketing system</b></p> <ul style="list-style-type: none"> <li>▪ Using HCC Live, notify requesting staff or faculty of the creation of the template and direct them to supporting documentation</li> </ul>
<b>Written by:</b>	CITT / Instructional Technology Services ( Melissa Zucal)
<b>Reviewed by:</b>	Richard Senker, Director of Instructional Technology – August 2013
<b>SOP filename:</b>	
<b>File Location:</b>	