

How to Access Course Verification

1. Log into <http://learn.wsu.edu>
2. In the My Courses area, you will see the courses to which you are assigned as an instructor

The screenshot shows the Blackboard interface for a user at Washington State University. The 'My Courses' section is highlighted with a red box. It contains instructions on how to create, manage, and activate course spaces. Below the instructions is a table of courses with columns for 'Enrl', 'Course Title (Course ID)', 'Availability', and 'Action'. The 'Action' column for the first course, 'General Biology (2015-SUMM-ONLIN-BIOLOGY-102-2394-LEC)', has a 'Course Verification' link. A red arrow points to this link.

Enrl	Course Title (Course ID)	Availability	Action
14	General Biology (2015-SUMM-ONLIN-BIOLOGY-102-2394-LEC)	Enable	Course Verification
13	[BSCI] General Biology (ROSTER-2015-SUMM-ONLIN-BIOLOGY-102-2394-LEC)		

Note: Make sure you are viewing the correct term for the course you are verifying by looking at the "Term" dropdown menu

A close-up of the 'Term' dropdown menu. The dropdown is open, showing a list of terms: '2015 Summer', '2015 Spring', '2014 Fall', '2014 Summer', '2014 Spring', 'Continuous', and 'All'. A red arrow points to the '2015 Summer' option.

3. Select the **Course Verification** link next to the course space link.

A close-up of the 'Course Verification' link in the 'Action' column of the course table. The link is highlighted with a red box, and a red arrow points to it.

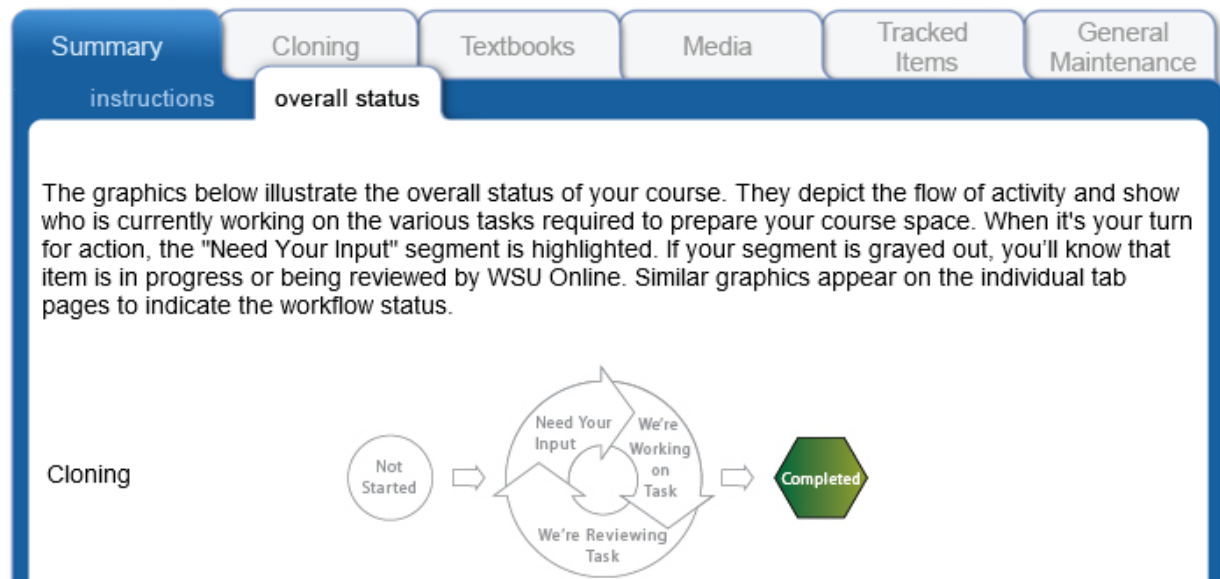
Enrl	Course Title (Course ID)	Availability	Action
14	General Biology (2015-SUMM-ONLIN-BIOLOGY-102-2394-LEC)	Enable	Course Verification

4. If you are asked to log in again, type in your regular network ID and password. If you are accessing course verification from off campus, you will need to include `ad\` in front of your network ID (for example: `ad\butch.cougar`).

5. Once you are in Course Verification, select the appropriate tab and reply using the **Status & Conversation** subtab. Make sure to select a suitable option from the dropdown menu with your reply.

What is Course Verification & How to Use it

Global Campus uses the Course Verification system to communicate with instructors about their course. It also keeps a running log of the conversation and changes made in a course.



Course Verification has six tabs:

1. Summary

- a. Instructions: this tab provides detailed information about the course verification process. Please take a few minutes to read this information
- b. Overall Status: This tab illustrates the status of each workflow, indicating the progress your course has made towards completion.

2. Cloning

- a. Keeps track of which prior offering of the course that the course is copied from
- b. *This workflow must be completed before the other workflows in the other tabs can begin.*
- c. If you have not already, complete the cloning workflow by selecting the **Status & Conversation** tab and then indicating your approval of the course that has been cloned by choosing **No Changes (The course has been correctly cloned)** from the dropdown menu.

3. Textbooks

- a. Allows instructor to confirm or request changes to the textbook in their course
- b. Review the current textbook information on the **instructions and details** subtab and then confirm or request changes in the **status & conversation** subtab.
- c. *This workflow must be closed before textbook information is made available to students*

4. Media

- a. Allows instructor to confirm or request changes to any media in their course.

- b. View the current media information on the **instructions and details** subtab and then confirm or request changes in the **status & conversation** subtab.

5. Tracked Items

- a. Allows the instructor to confirm or request changes to any proctored exam requirements in their course.
- b. View the current proctored exam information on the **instructions and details** subtab and then confirm or request changes in the **status & conversation** subtab.
 - You have the option to upload files in this tab
 - To request changes to exam content, please see the **General Maintenance** tab.
- c. *This workflow must be closed before students will be able to schedule their proctored exams through Global Campus Proctoring Services.*

6. General Maintenance

- a. Keeps track of other changes made in the course including to course content, course schedule, exam content, and anything not included in textbooks, media, or tracked items.
- b. Instructor will need to review the course and then navigate to the **status & conversation** subtab to request any changes or confirm that the course is ready for the start of the semester
 - You have the option to upload files with requested changes in this tab
 - Use the checklist located in the **instructions and details** tab to assist you in reviewing your course space for errors.

For all tabs, if you have no requests or feedback (for example, there is no media used in the course) simply select **No Changes** from the drop down menu and click **Submit**.