

SAOT

Course Flyer System

User Documentation

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8/22/2011

UC Davis Course Flyer System

The UC Davis Course Flyer System (CFS) is designed to allow faculty and staff to create electronic course flyers that display on the campus course search tool. By creating a flyer, search users will be targeted with your course information and be able to learn more about your course.

UC Davis CFS

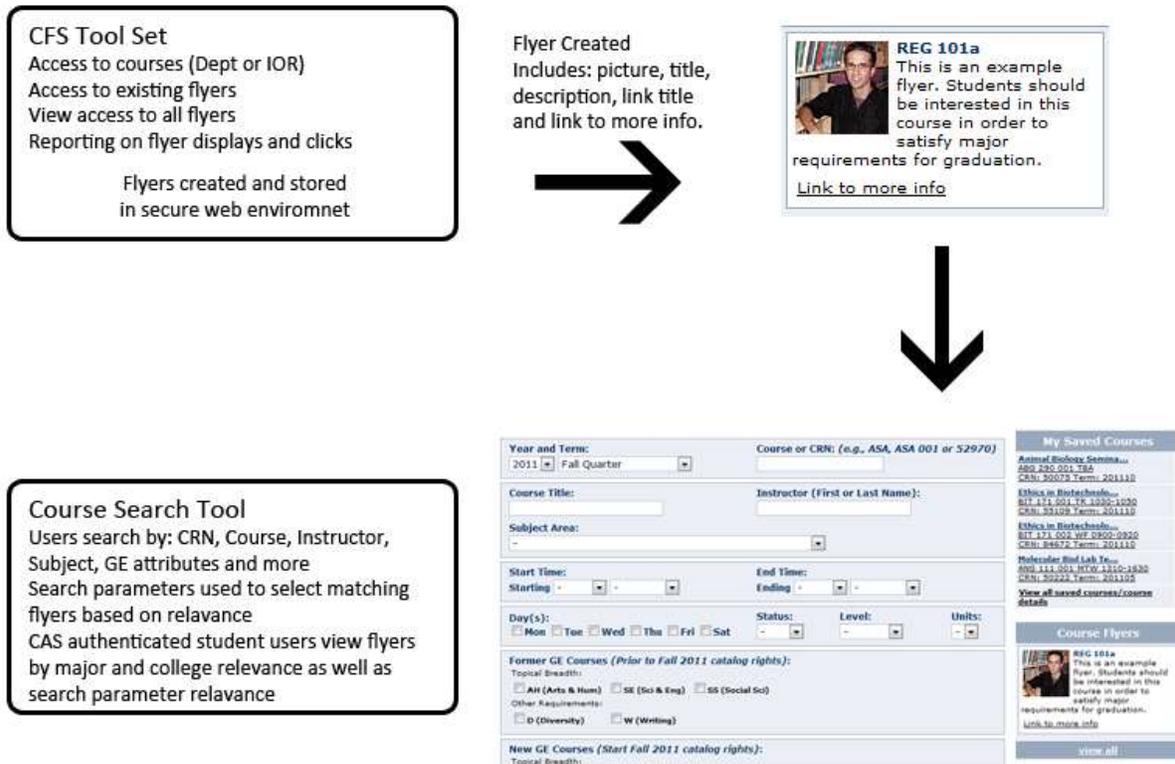


Figure 1 Course Flyer Overview

Requirements for System Use

- UC Davis login ID and the ability to authenticate
- Javascript enabled web browser (modern Firefox, Safari, IE)
- Instructor of record for courses or department proxy for maintaining courses

This document will provide:

- a quick start guide to the CFS
- details about the CFS and how it relates to the courses search tools

Quick Start to Course Flyer System

1. Navigate to: <https://sis.ucdavis.edu>
2. Click the Secure Login link and login
3. Click the Course Flyer System link in the Tools & Services section
4. Authenticate with CAS using UCD account information

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Central Authentication Service (CAS)

Secure Log In

Login ID:

Passphrase:

You have requested a secure UC Davis Web page. Please enter your [UC Davis Login ID and Kerberos passphrase](#) to access the protected content.

For your security, please Log Out and Exit your Web browser when you are done accessing services that require authentication.

[Need Help?](#)

[Click here to verify Site Certificate](#) 

Figure 2 CAS Login

5. Click Courses Accessible to Me

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[Catalog](#) | [Class Schedule](#) | [Course Search](#) | [Calendar](#) | [Degree Navigator](#) | [Transcripts](#) | [Certification](#) | [Forms](#) | [Residency](#)
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UC Davis Course Flyers

Welcome to the UC Davis Course Flyer system (CFS).

The CFS is designed to allow faculty and staff to create electronic course flyers that display on the campus course search tool. By creating a flyer, search users will be targeted with your course information and be able to learn more about your course.

For detailed information about the CFS and how to use it download the PDF guide.

If you have a technical question about the CFS, use the Tech Help link.

[Courses Accessible to Me](#) [View My Flyers](#) [View All Flyers](#) [Tech Help](#)

Updated: Aug 26, 2011

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Figure 3 CFS Home Page

6. Search for and select course, click Go! Link under the Create Flyer column.

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UC Davis Course Flyers - Accessible Courses

[Course Flyers Home](#) | [Courses Accessible to Me](#) | [View My Flyers](#) | [View All Flyers](#) | [Tech Help](#)

The following courses are available to you for creating flyers. They are accessible to you because of your proxy relationship to the associated department or you're the instructor of record.

You may narrow the list of courses by using any or all of the filter options.

To create a flyer for a course, click on the GO link.

36 CRN's found. Use the filters to refine your list.

CRN: Term: Subject: Instructor:

CRN	Term	Course	Sec	Title	Location	Time/Days	Instructor	Seats Avail.	Details	Create Flyer
33802	Wtr Qtr 2011	NUT 010	Sec: 001	Discov & Concepts	SCILEC 123	1030 - 1150, TR	Elizabeth Applegate	0	View	Go!
33803	Wtr Qtr 2011	NUT 011	Sec: 001	Curr Topics in Nutrition	BAINER 1128	1510 - 1630, T	Elizabeth Applegate	8	View	Go!
33804	Wtr Qtr 2011	NUT 011	Sec: 002	Curr Topics in Nutrition	BAINER 1128	1340 - 1500, T	Elizabeth Applegate	9	View	Go!
33805	Wtr Qtr 2011	NUT 011	Sec: 003	Curr Topics in Nutrition	BAINER 1134	1510 - 1630, T	Elizabeth Applegate	8	View	Go!
33806	Wtr Qtr 2011	NUT 011	Sec: 004	Curr Topics in Nutrition	BAINER 1132	1510 - 1630, T	Elizabeth Applegate	7	View	Go!
	Wtr Qtr	NUT	Sec:	Curr Topics in	BAINER	1340 - 1500	Elizabeth			

Figure 4 Accessible Courses

7. Complete Flyer Manager form

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UC Davis Home | MyUCDavis | SmartSite | Summer Sessions | Admissions | Orientation
SISWeb | Student Fees | Student Accounts | Financial Aid | MyBill

Catalog | Class Schedule | Course Search | Calendar | Degree Navigator | Transcripts | Certification | Forms | Residency
Students | Faculty/Staff | Parents | Alumni | Site Index | Contact Us | Jobs

UC Davis Courses Flyer Manager

Course Flyers Home | Courses Accessible to Me | View My Flyers | View All Flyers | Tech Help

Admin

You may update your flyer at any time. To create a flyer for a different CRN, please go back and select the new CRN from the Courses Accessible to Me section.

NUT 010 (CRN: 43925) - Flyer Update

Title: (75 max) ✓

Image: ▾

Description: (350 max) ✓

Link:

Link text:

Display during: ▾ ✓

Display for: ▾ ✓

Flyer status: ▾

Test Title
 This is my description - you could write plenty here.

UC Davis Website

Created by: Patrick Turner
Display: During Wtr Qtr 2012
Display for: All NUT CRN's
Status: Not Active Yet

Figure 5 Course Flyer Manager Form

8. Save and activate flyer

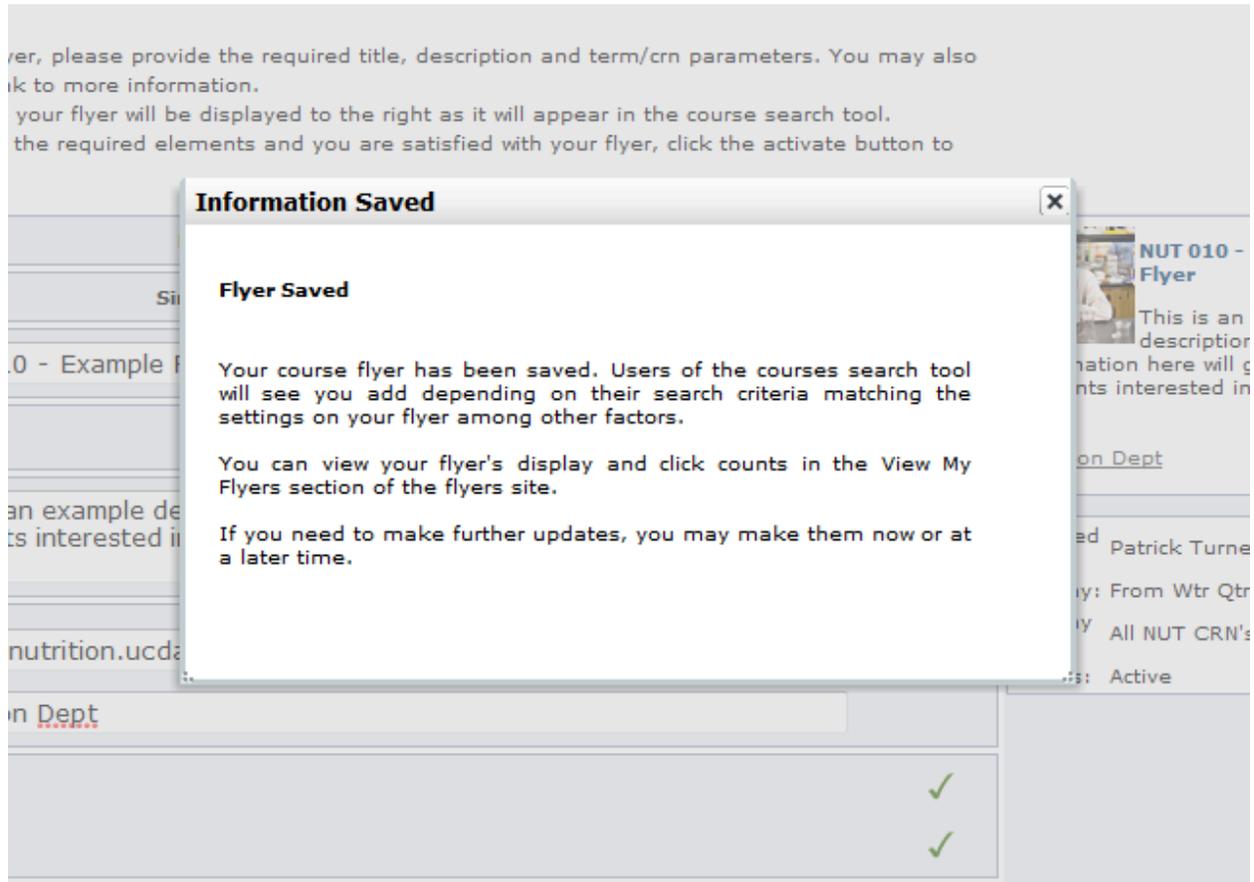


Figure 6 Flyer Saved Message

9. Flyer is now available to be displayed on courses search results

Search UC Davis Courses

Use the options below to search for UC Davis courses and save found courses for planning. To start, make sure to select the correct year and term (some terms may not be available for searching).

When search results are returned, view additional course information by clicking the view details link.

To add a course to the 'My Saved Courses' section, login with your Kerberos username and password, and then click the plus link. To review all of your saved courses, click a course in your 'My Saved Courses' area to the right.

NOTE: This tool is for schedule planning purposes only. To register for a courses the information MUST be submitted in SISWeb. Course searching or saving at this site does NOT register you in the course.

Greetings, Patrick! ([Not Patrick?](#))

[Log out](#)

Year and Term:		Course or CRN: (e.g., ASA, ASA 001 or 52970)	
2011 ▾	Fall Quarter ▾	<input type="text"/>	
Course Title:		Instructor (First or Last Name):	
<input type="text"/>		<input type="text"/>	
Subject Area:			
-			
Start Time:		End Time:	
Starting	- ▾ - ▾	Ending	- ▾ - ▾
Day(s):		Status:	Level:
<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat		- ▾	- ▾
Units:			
- ▾			
Former GE Courses (Prior to Fall 2011 catalog rights):			
Topical Breadth:			
<input type="checkbox"/> AH (Arts & Hum) <input type="checkbox"/> SE (Sci & Eng) <input type="checkbox"/> SS (Social Sci)			
Other Requirements:			
<input type="checkbox"/> D (Diversity) <input type="checkbox"/> W (Writing)			
New GE Courses (Start Fall 2011 catalog rights):			
Topical Breadth:			
<input type="checkbox"/> AH (Arts & Hum) <input type="checkbox"/> SE (Sci & Eng) <input type="checkbox"/> SS (Social Sci)			

My Saved Courses

[Animal Biology Semina...](#)
ABG 290 001 TBA
CRN: 50075 Term: 201110

[Ethics in Biotechnolo...](#)
BIT 171 001 TR 1030-1050
CRN: 55109 Term: 201110

[Ethics in Biotechnolo...](#)
BIT 171 002 WF 0900-0920
CRN: 84672 Term: 201110

[Molecular Biol Lab Te...](#)
ANG 111 001 MTW 1310-1630
CRN: 50222 Term: 201105

[View all saved courses/course details](#)

Course Flyers

 **NUT 010 - Example Flyer**
This is an example description. Good information here will get the students interested in this course!
[Link to more info](#)

[view all](#)

Figure 7 OUR Courses Search Tool with Flyer

Course Flyer System in detail

The CFS has 4 main areas:

- Accessible Courses
- My Flyers
- All Flyers
- Tech Help

These areas are accessible through the site navigation.



Figure 8 CFS Navigation

Courses Accessible to Me

UC Davis Course Flyers - Accessible Courses



The following courses are available to you for creating flyers. They are accessible to you because of your proxy relationship to the associated department or you're the instructor of record.

You may narrow the list of courses by using any or all of the filter options.

To create a flyer for a course, click on the GO link.

36 CRN's found. Use the filters to refine your list.

CRN: Term: Subject: Instructor:

CRN	Term	Course	Sec	Title	Location	Time/Days	Instructor	Seats Avail.	Details	Create Flyer
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33806	Wtr Qtr 2011	NUT 011	Sec: 004	Curr Topics in Nutrition	BAINER 1132	1510 - 1630, T	Elizabeth Applegate	7	View	Go!
33807	Wtr Qtr 2011	NUT 011	Sec: 005	Curr Topics in Nutrition	BAINER 1128	1340 - 1500, R	Elizabeth Applegate	10	View	Go!

Figure 9 Courses Accessible to Me

The courses accessible to me section lists all the courses a user is able to create fliers for. In order to have a course listed in this area, the user must either be the instructor of record or a department proxy user with authority to update course information.

Because some users have access to many courses, a filter set is provided to narrow down the list by CRN, Term, Subject or Instructor.

For each course listed the following is displayed:

- CRN
- Term
- Course
- Section
- Title
- Location
- Time/Days
- Instructor
- Seats Available
- Details link

Clicking on the details link will provide all the course details available to users of the course search tools.

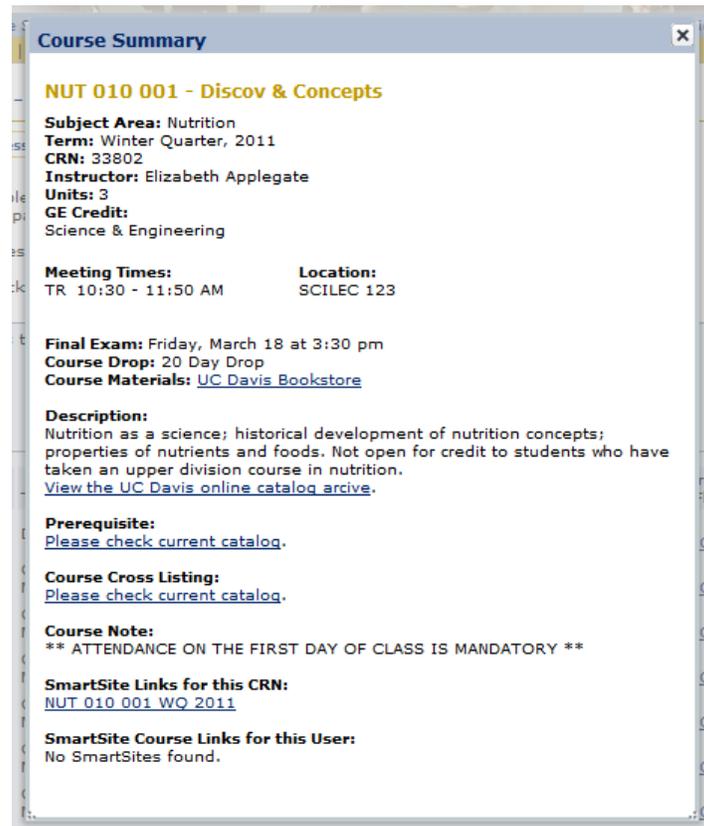


Figure 10 Course Summary Detail

Clicking the Go! link in the Create Flyer column will allow access to the Flyer Manager form.

Flyer Manager Form

You may update your flyer at any time. To create a flyer for a different CRN, please go back and select the new CRN from the Courses Accessible to Me section.

NUT 010 (CRN: 43925) - Flyer Update	
Title: (75 max)	Test Title ✓
Image:	Computer Science Lab ▼
Desc: (350 max)	This is my description - you could write plenty here. ✓
Link:	http://www.ucdavis.edu
Link text:	UC Davis Website
Display during:	Winter Quarter 2012 ✓
Display for:	Any NUT CRN ✓
Flyer status:	Not Active Yet ▼
<input type="button" value="Save Flyer"/> <input type="button" value="Delete Flyer"/>	



Test Title
This is my description - you could write plenty here.

[UC Davis Website](#)

Created by: Patrick Turner
Display: During Wtr Qtr 2012
Display for: All NUT CRN's
Status: Not Active Yet

Figure 11 Courses Flyer Manager Form

The flyer manager form is used to create, update or deactivate a flyer. When creating a flyer, the flyer will be built in real time and displayed to the right of the flyer manager form along with hints and warnings about the flyer being created. The flyer manager fields are detailed below:

- **Title** - The title is the lead element of the flyer and is a required element. It has a maximum character size of 75
- **Image** - The image is an optional element for the flyer. You may choose one of 17 stock images or select no image to create a flyer without an image.
- **Description** - The description is the main element of the course flyer. This field is required and limited to 350 characters.
- **Link** - The link field is where a full url is provided to any additional information relevant to the flyer. This could be a pdf, web address or other digital asset. It needs to be a url that is active and hosted on your server or a server where the public can access it.
- **Link Text** - The link text field is provided so you can give a name to your linked information above that is meaningful to you and the flyer user. If you've linked to your department website, you may choose to use the words, 'Department Site' in the link text field. This field is optional. If a link is provided but link text is not provided, the default text of 'Link to more info' is used.

- **Display During** - The display during field is required and is used to control which terms the flyer is displayed during on the courses search site. Options for single terms are available as well as a setting for 'Any term from XXX term forward' which keeps the flyer running indefinitely. Keep in mind course flyers are not created for past terms, only the present term and a select list of future terms as defined by the office of the registrar.
- **Display For** - The display for field is required and is used to control how the flyer is tied to search results based on specific CNR, any course matching the flyer course or any course in the same subject area of the flyer course.
- **Flyer Status** – The flyer status field allows you to control if the flyer is: Active, Deactivated or Not Active yet. These different settings control whether or not the flyer is visible on the course search results. If a flyer is active, it will be viewable on the course search tool. A deactivated flyer will not be viewable on the search results. By default, the flyer is in Not Active Yet status until the user sets the flyer to a different status. This allows the flyer to be updated many times without risk of displaying it on the course search tools before it is complete.

Required files will have an indicator reading “required” which is linked to help text to describe exactly what is required.

ASA 155 (CRN: 43692) - New Flyer	
Title: (75 max)	<input style="width: 95%;" type="text"/>
	required

Figure 12 Required Field

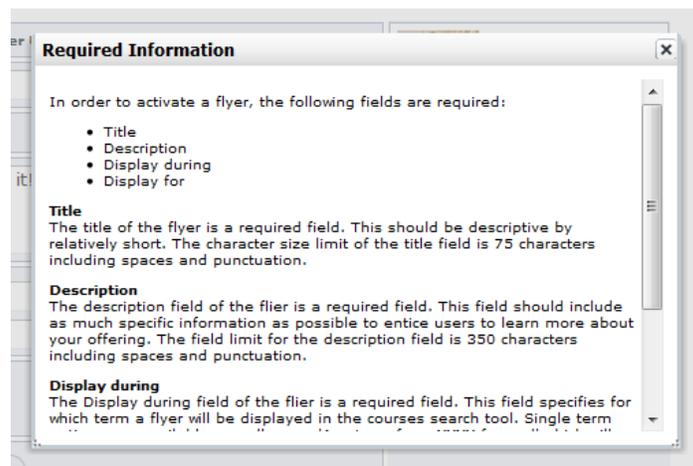


Figure 13 Help for required fields

Once a requirement is satisfied, the required indicator will be replaced by a green checkmark.

ASA 155 (CRN: 43692) - New Flyer	
Title: (58 left)	This is the Title ✓

Figure 14 Requirement Satisfied

As the flyer manager form is being completed, updates to the flyer will be viewable as they take place along the right side of the form. This is what the flyer will look like on the course search results page. If there are suspected problems with the flyer, warning or hint text will be displayed as well.

 Th	
Created by:	Patrick Turner
Display:	During Ext Sum 2011
Display for:	
Status:	Not Active Yet
Hints	
Flyer Title:	Your flyer title seems a little short. Be sure to check it before saving.
Flyer Link:	The flyer link isn't a required field, but it's really better if you link to more information pertaining to your flyer. Be sure to use the full url including the http://.

Figure 15 Flyer progress and information

Once all required fields are loaded on the flyer manager form, select Activate from the Flyer Status drop down box and click save to save and activate the flyer. If you do not wish to activate the flyer, you can leave the flyer in Not Active Yet status but you must click the save button to save your work.

View My Flyers

UC Davis Course Flyers - My Flyers

[Course Flyers Home](#) [Courses Accessible to Me](#) [View My Flyers](#) [View All Flyers](#) [Tech Help](#)

Below are a listing of flyers you have created. To view them, click on the details link. To make a change to your flyer, click on the update link.

4 flyers found.

Subject: Status:

Course	CRN(s)	Title	Status	Displayed	Clicked		
NUT 010	72820	REG 101a	Active	3	0	Details	Update
NUT 010	All	NUT 010 - Example Flyer	Not Active Yet	0	0	Details	Update
WFC 222	All	Deactivated Flyer	Deactivated	0	0	Details	Update
ASA 155	43692	Test Flyer	Active	23	2	Details	Update

Figure 16 My Flyers

The My Flyers page lists all the flyers you have created. The my flyers page includes filters by subject and flyer status.

The My Flyers page fields are detailed below:

- **Course** - The course field shows the course the flyer pertains to.
- **CRN** – The CRN field will either show the specific CRN or ALL depending on the value set in the Display For field of the flyer. Options include specific CRN or all CRN’s for a course.
- **Title** – The title of the flyer.
- **Status** – The status field of the flyer dictates if the flyer will be displayed on the course search results. Values are: Active, Not Active Yet and Deactivated.
- **Displayed** – The displayed field shows the number of times the flyer has been displayed to users of the course search tool.
- **Clicked** – The clicked field shows the number of times the flyer has been clicked on by a user of the course search tool.
- **Details** – The details link opens the flyer status window to the side of the my flyers form. This will show the flyer as it would appear on the course search tool, as well as brief information about the flyer.
- **Update** – The update link opens the Flyer Manager form for updates to the flyer attributes.

View All Flyers

UC Davis Course Flyers - All Flyers

[Course Flyers Home](#) [Courses Accessible to Me](#) [View My Flyers](#) [View All Flyers](#) [Tech Help](#)

Below is a listing of all flyers created. Use the filter options to narrow the list.

4 flyers found.

Subject: Status:

Course	CRN(s)	Title	Status	Displayed	Clicked		
NUT 010	72820	REG 101a	Active	3	0	Details	
NUT 010	All	NUT 010 - Example Flyer	Not Active Yet	0	0	Details	Update
WFC 222	All	Deactivated Flyer	Deactivated	0	0	Details	Update
ASA 155	43692	Test Flyer	Active	23	2	Details	

Figure 17 All Flyers

The All Flyers page lists all flyers in the course flyer system. This is important when reviewing flyers that may not be accessible to you, but may already have flyers created for them.

Similar to the My Flyers page the All Flyers page includes filters for subject and status as well as the same detailed information; however, if you did not create the flyer, the update link will not be present on this page.

The All Flyers page fields are detailed below:

- **Course** - The course field shows the course the flyer pertains to.
- **CRN** – The CRN field will either show the specific CRN or ALL depending on the value set in the Display For field of the flyer. Options include specific CRN or all CRN’s for a course.
- **Title** – The title of the flyer.
- **Status** – The status field of the flyer dictates if the flyer will be displayed on the course search results. Values are: Active, Not Active Yet and Deactivated.
- **Displayed** – The displayed field shows the number of times the flyer has been displayed to users of the course search tool.
- **Clicked** – The clicked field shows the number of times the flyer has been clicked on by a user of the course search tool.
- **Details** – The details link opens the flyer status window to the side of the my flyers form. This will show the flyer as it would appear on the course search tool, as well as brief information about the flyer.
- **Update** – The update link opens the Flyer Manager form for updates to the flyer attributes if you created the flyer.

Tech Help

UC Davis Course Flyers - Tech Help

[Course Flyers Home](#) [Courses Accessible to Me](#) [View My Flyers](#) [View All Flyers](#) [Tech Help](#)

Requesting Help

If you need technical assistance with the Course Flyer system, use the form below to ask a question. Your message will be sent to the appropriate person.

Your First Name:

Your Last Name:

Your Email Address:

Subject:

Message:

Figure 18 Tech Help

The Tech Help section allows users to ask a technical question about the CFS. Users are required to supply the following information:

- First Name
- Last Name
- Email Address
- Subject
- Message

Once the form is completed and sent, a message is sent to the CAS administrator and copied to the email address provided. A response will be provided as soon as possible, but there are no set service level agreements.

Note about CAS

Occasionally a user logged into the CFS will see the message in figure 19. The CAS server requires authentication if the session has been established longer than the interval set in the CFS. By clicking 'OK' the user will either be redirected back to the CAS login window or back to the CFS home page. No flyer data will be lost if this happens.

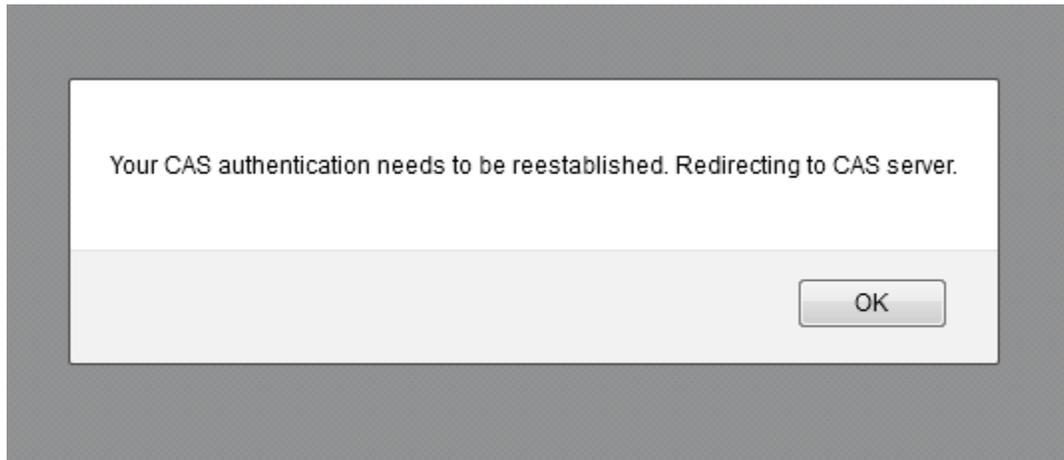


Figure 19 CAS message