



Liaison User Manual Student Portal Website

March 2018

Table of Contents

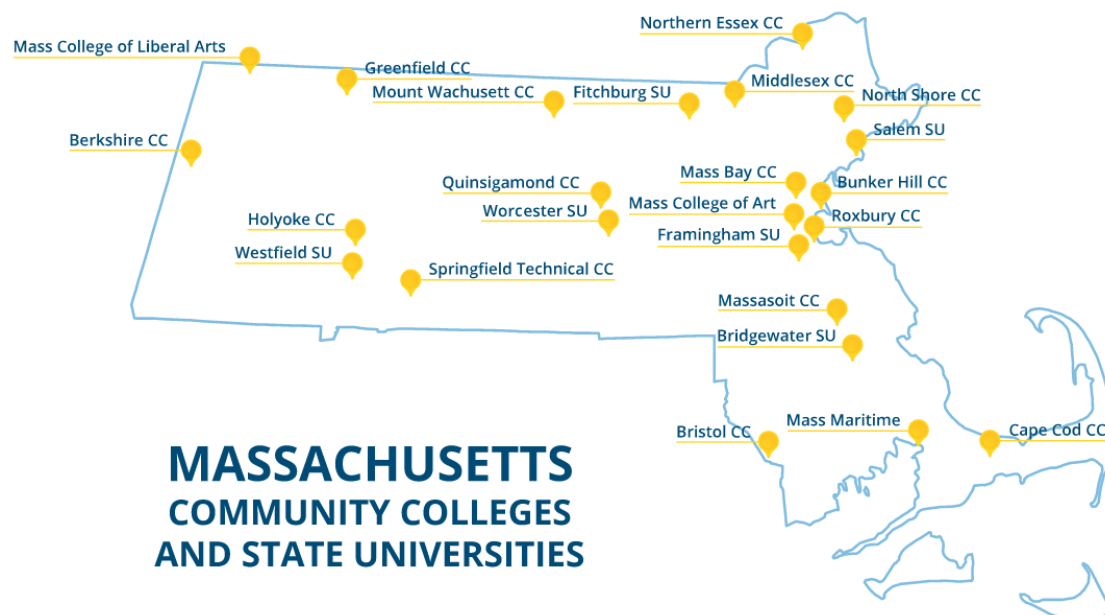
I	Search functions and student use.....	5
II	Login instructions.....	13
III	Editing User Profile.....	14
IV	Portal organization.....	15
	College	
	Program	
	Course	
	Section	
V	Uploading information.....	17
	Programs	
	Courses	
	Sections	
	Date Management	
VI	Editing information.....	29
	College	
	Programs	
	Courses	
	Sections	
VII	Dashboard organization.....	42
	Manage Courses	
	Manage Programs	
	View Reports	
	Bulk Uploader	
	Manage Users	
	Manage Colleges	
	Manage Credentials	
	Manage Subject Areas	
	Notifications	

The GPSTEM project was 100% funded by a \$20,000,000 grant awarded by the U.S. Department of Labor's Employment and Training Administration, Grant # TC-26450-14-60-A-25.

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The MCO Student Portal website is designed to inform prospective students about MCO, its 24 member institutions, and the opportunities that exist there for online learning. Information about MCO and online learning is available by clicking the tabs on the upper right hand side of the page.

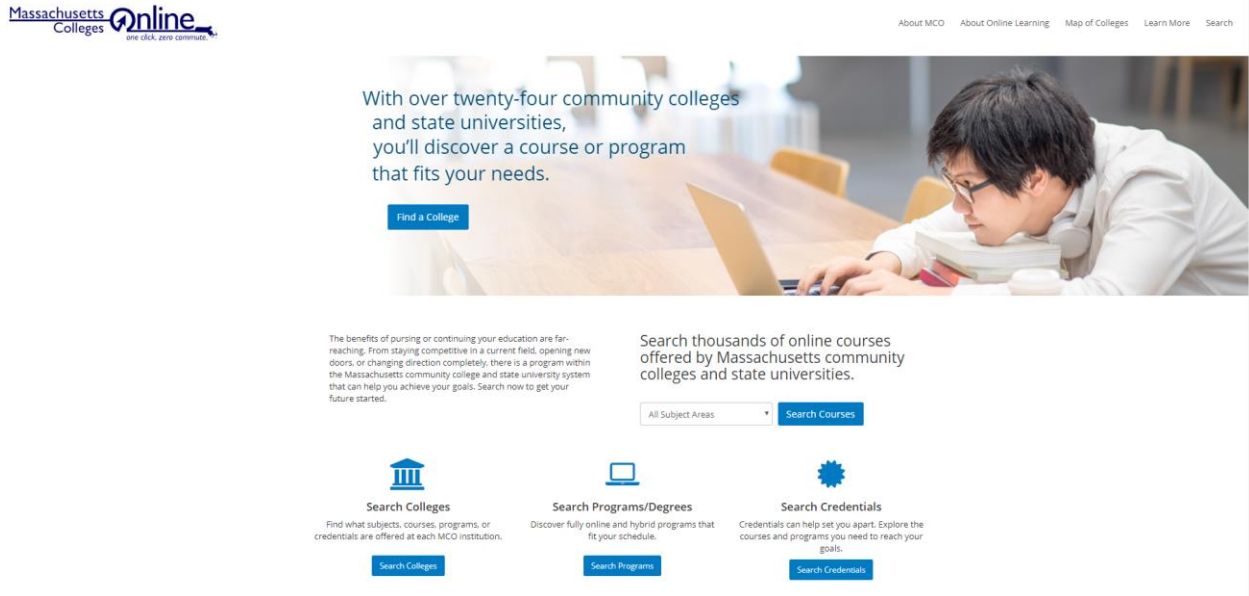
A map of colleges shows the physical location within the state.



Clicking on a college name provides details about the institution, its programs, and contact information.

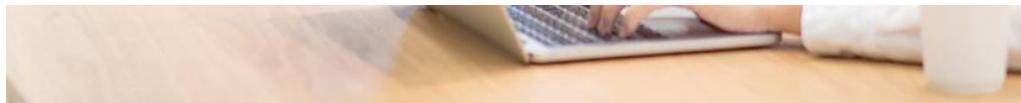
Student Search Functions

The MCO home page is the students' starting point. They begin here to search for online courses, programs, and degrees (or other credentials).



Search Courses

A student may select from a list of Subject Areas, or search by 'All Subject Areas'.



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et your

Search thousands of online courses offered by Massachusetts community colleges and state universities.

This will bring up all courses which have referenced the selected subject area. Once that specific subject area is selected, the search can be further filtered by Course Name (not course number), Credits, Credential, College, and Format.



Search Courses 🏠 > Search

Search thousands of online courses offered by Massachusetts community colleges and state universities. Select Search Type
Course ▾ Go

Subject Area Accounting ▾ **Course Name** **Credits** **Search**

Credential All Credentials ▾ **College** All Colleges ▾ **Format** All Formats ▾

Start Date **End Date**

Name ▲	Subject Area(s)	Course Section Format(s)	Course Section Dates	Credits	College
Accounting Essentials	Accounting	100% Online	Dates	2	North Shore Community College
Accounting Information Systems	Accounting	100% Online	Dates	3	Westfield State University
Accounting Lab	Accounting	100% Online	Dates	1	Bridgewater State University
ADVANCED ACCOUNTING SYSTEMS	Accounting	100% Online	Dates	3	Salem State University
Advanced Financial Reporting	Accounting	Hybrid	Dates	3	Bridgewater State University

Subject Area is the most likely place a student will begin to search. For this reason, it is recommended that you reference as many Subject Areas as are applicable to a Course when you do your Course upload.

As an example, this course 'Writing for the Media' will show from a search using any of these Subject Areas: Communications, Communication Design, English, or Media & Film.

A	B	C	D	E	F
Course Id	Course Name	Course Description	Subject Areas	Course Credits	Program
COMM 0204	Writing for the Media	Explores a variety of w	22,23,32,59	3	COMM

Once the student has located this course, they are able to see the format, number of credits that can be earned, dates of available sections (by clicking 'Dates') and the MCO institution that is offering the course.

one click. zero commute.

Search Courses
🏠 > Search

Search thousands of online courses offered by Massachusetts community colleges and state universities.

Select Search Type

Course

Go

Subject Area

Course Name

Credits

Search

Credential

College

Format

Start Date

End Date

Name ▲	Subject Area(s)	Course Section Format(s)	Course Section Dates	Credits	College
Writing for the Media	Communications	100% Online	Dates	3	Westfield State University

'Dates' option will show all Course Sections that are available (see Date Management section).

Financial Accounting Sections ×

Course Section	Time	Instructor	Format	Start Date	End Date
OL			100% Online	2018-09-06	2018-12-17
CT	M W 12:30-1:20PM		Hybrid	2018-09-06	2018-12-17
CT1	T 11:00AM-12:15PM		Hybrid	2018-09-06	2018-12-17

Close

View Course Details

By clicking on 'View Course Details' the student sees all information about the course, including links to register or to contact a college representative.

Financial Accounting - ACC108

Accounting

[North Shore Community College](#)

Credits: 3

Subject Area(s): Accounting

Credential(s): Associate's Degree

Description:

Introduction to accounting using financial statements and information as a means of making effective business decisions. Specific topics include GAAP, the accounting transactions, adjusting accounts, merchandise operations, inventories, cash, internal controls, receivables, current and long-term assets and liabilities. The analysis of formal financial statements will be integrated throughout the course. Computer applications, such as spreadsheets, may be included.

Register for Class

Check out the college's website for more information and to register for this class.

[Find Out More](#)

Financial Accounting Online Offerings

Course Section	Time	Instructor	Format	Start Date	End Date
CT	M W 12:30-1:20PM		Hybrid	2018-09-06	2018-12-17
CT1	T 11:00AM-12:15PM		Hybrid	2018-09-06	2018-12-17
OL			100% Online	2018-09-06	2018-12-17

Financial Accounting Associated Programs

Program ID	Name	Subject Area(s)	Percent Online
ACD	Accounting	Accounting	100
BAT	Business Administration Transfer	Accounting, Business, Management, Marketing	100

Still have some questions?

A college representative can answer any of your questions and help you get registered.


[Contact a representative](#)

Search Colleges

When an institution has been determined, an interested student may 'Search Colleges'.

The benefits of pursuing or continuing your education are far-reaching. From staying competitive in a current field, opening new doors, or changing direction completely, there is a program within the Massachusetts community college and state university system that can help you achieve your goals. Search now to get your future started.


Search thousands of online courses offered by Massachusetts community colleges and state universities.



Search Colleges

Find what subjects, courses, programs, or credentials are offered at each MCO institution.


[Search Colleges](#)



Search Programs/Degrees

Discover fully online and hybrid programs that fit your schedule.

[Search Programs](#)



Search Credentials

Credentials can help set you a courses and programs you need to reach your goals.

[Search Credentials](#)

All Subject Areas ▼ [Search Courses](#)

This enables them to select the college and see all courses offered by that college.

... zero commute.

Search Colleges 🏠 >

Find what subjects, courses, programs, or credentials are offered at each MCO institution. Select Search Type: College G

College

Worcester Community College ▼

Subject Area

All Subject Areas ▼

Type

Courses ▼

[Search](#)

Keyword

Credential All Credentials ▼

Name ▲	Subject Area(s)	College	Course Sections	Course Section Dates
A La Carte Cooking and Service	Hospitality Management	Worcester Community College	1 Section(s)	Dates
Abnormal Psychology.[B]	Psychology	Worcester Community College	1 Section(s)	Dates
Adolescent Psychology.[B]	Psychology	Worcester Community College	1 Section(s)	Dates
Alzheimer's Disease and Other Dementia-Related Disorders	Health	Worcester Community College	1 Section(s)	Dates
American Sign Language I	American Sign	Worcester Community College	1 Section(s)	Dates

This search can be further refined by using Subject Area, Type (Course or Program), Keyword, and/or Credential.

Search Colleges

Find what subjects, courses, programs, or credentials are offered at each MCO institution. Select Search Type: College

College: Subject Area: Business Type: Courses

Keyword: Credential: Associate's Degree


Search

Name	Subject Area(s)	College	Course Sections	Course Section Dates
Business Communications	Business	Midwest Community College	1 Section(s)	Dates
Computer Applications	Business	Midwest Community College	3 Section(s)	Dates
Ethics in Business	Business	Midwest Community College	1 Section(s)	Dates
Introduction to Business	Business	Midwest Community College	1 Section(s)	Dates
Mathematics for Business Decisions	Business	Midwest Community College	1 Section(s)	Dates
Marketing Management	Business	Midwest Community College	1 Section(s)	Dates

Search Programs/Degrees

Potential students may also search based on the degree or other credential that they are interested in obtaining.

All Subject Areas **Search**



Search Programs/Degrees

Discover fully online and hybrid programs that fit your schedule.

Search Programs

Search

Credentials can help you find courses and programs.

Search

The search can be filtered by Subject Area, Program Area, Credit, and/or Credential.

Another filter that can be used limits the search to programs that are 100% online, so it is important to include this information when uploading Programs.

Name	Subject Area(s)	College	Percent Online
Accounting	Accounting, Business, Management		100%
Accounting	Accounting, Business		80%
Accounting	Accounting		100%
Accounting	Accounting		99%

Search Credentials

Searches may also be performed based on the Credential that a student is interested in earning.

The screenshot shows a search interface with a dropdown menu set to 'All Subject Areas' and a 'Search Courses' button. Below this, there are two main sections: 'Programs/Degrees' with a laptop icon and a 'Search Credentials' section with a gear icon. A red arrow points from the 'Search Courses' button to the 'Search Credentials' button. The 'Search Credentials' section includes the text: 'Credentials can help set you apart. Explore the courses and programs you need to reach your goals.' and a 'Search Credentials' button.

All courses that have included this Credential information in the Course upload will show here.

Search Credentials 🏠 > Search

Credentials can help set you apart. Explore the courses and programs you need to reach your goals.

Select Search Type: Credential

Credential: Bachelor's Degree

Subject Area: All Subject Areas

Type: Courses

Keyword:

College: All Colleges

Name	Credential(s)	Subject Area(s)	College	Course Sections	Course Section Dates
Principles of Advertising	Bachelor's Degree	Business, Management, Marketing	University	2 Section(s)	<input type="button" value="Dates"/>
Principles of Environmental Science	Bachelor's Degree	Earth Science, Environmental Science, Science, Sustainability Studies	University	2 Section(s)	<input type="button" value="Dates"/>
Principles of Macroeconomics	Bachelor's Degree	Business, Economics, Finance, Management	University	1 Section(s)	<input type="button" value="Dates"/>
Principles of Microeconomics	Bachelor's Degree	Business, Economics, Finance, Management	University	6 Section(s)	<input type="button" value="Dates"/>
Principles of Sociology	Bachelor's	Sociology	University	3 Section(s)	<input type="button" value="Dates"/>

Additional search filters by Subject Area, Type (Course or Program), and College are available.

Login Instructions

To log in to the MassCollegesOnline (MCO) student portal administrative website

Go to

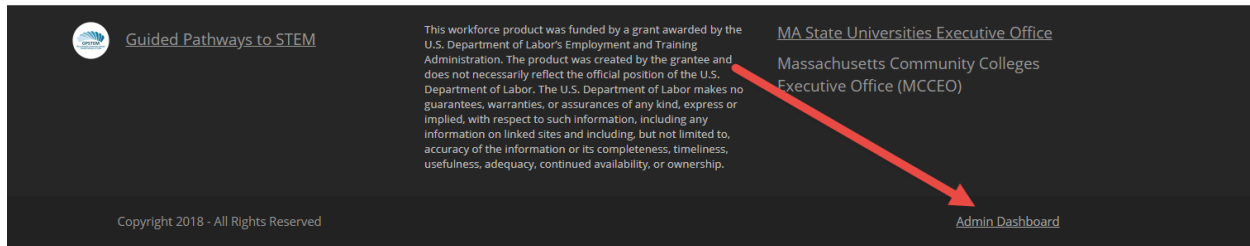
<http://mco.mass.edu/admin>

Enter the username and password that you have been given. This will bring you to the MCO Administrator's Dashboard.

OR

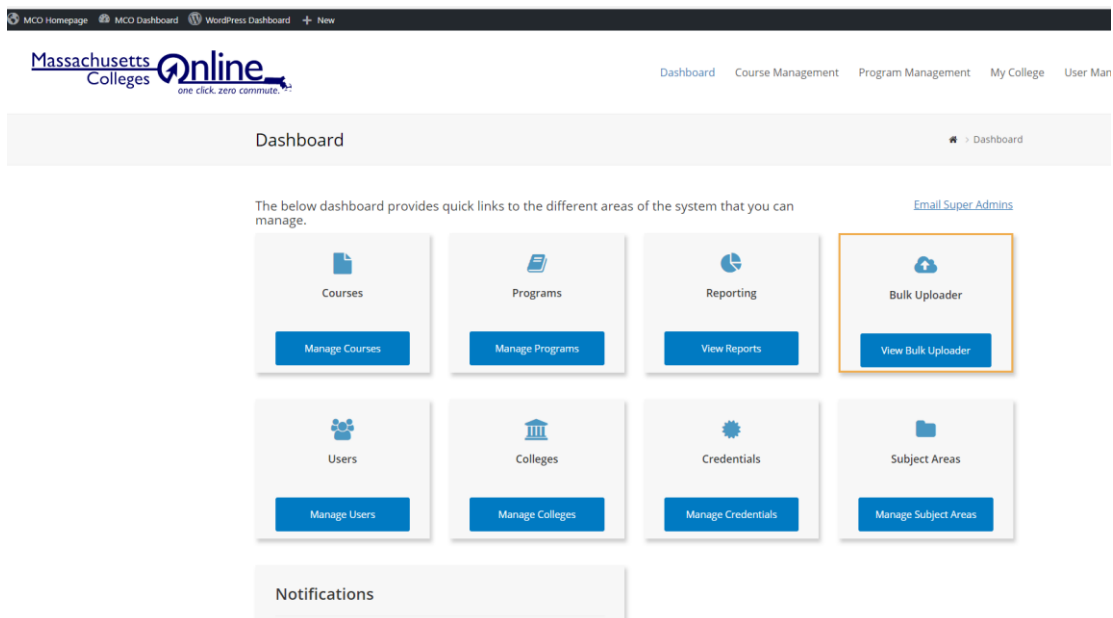
Go to www.mco.mass.edu

At the bottom right of the page, click on the 'Admin Dashboard' link



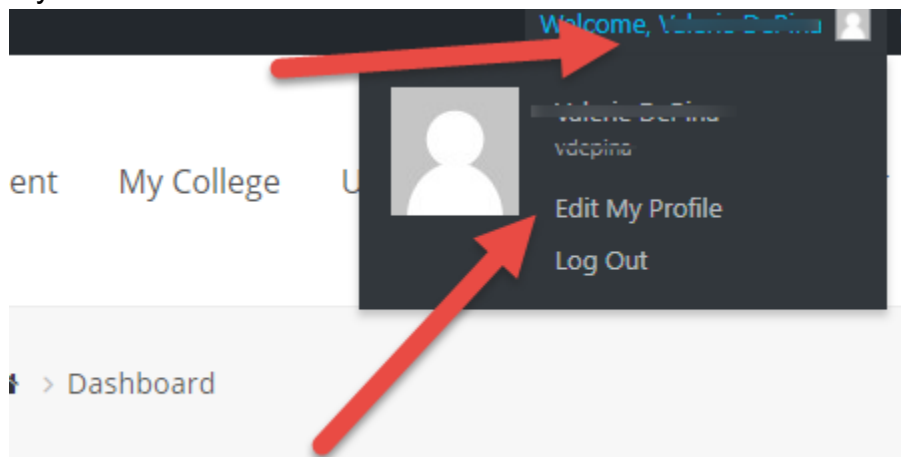
Enter the username and password that you have been given

This will also bring you to the MCO Administrator's Dashboard.

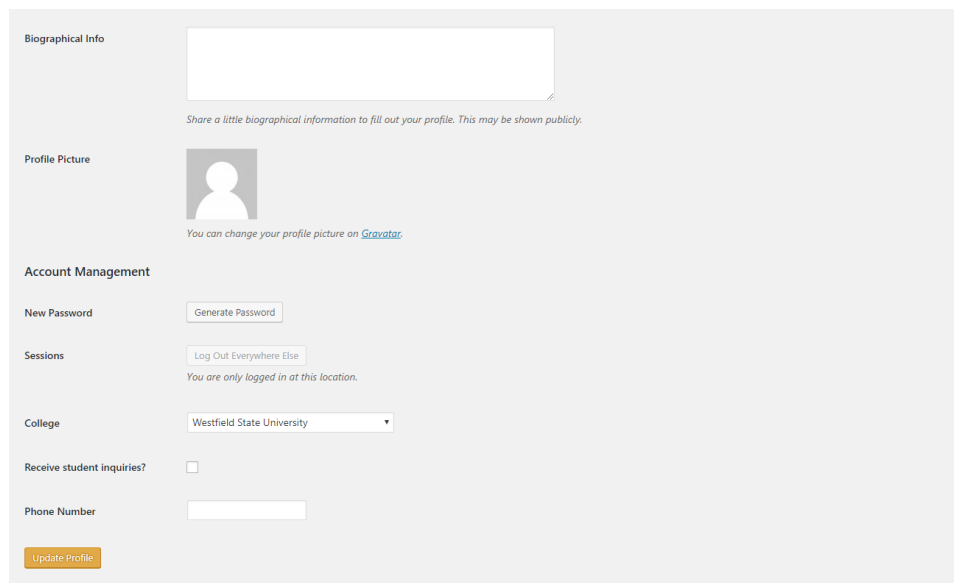


Editing User Profile

On the Admin Dashboard, in the upper right corner, hover on your name and select 'Edit My Profile'.



Your username cannot be changed, all other information may be changed here. A 'nickname' (can be same as username) and email address are required. Biographical information and profile picture are optional.

A screenshot of the "Edit My Profile" form. The form is organized into several sections: "Biographical Info" with a large text input field and a note "Share a little biographical information to fill out your profile. This may be shown publicly."; "Profile Picture" with a small profile picture icon and a note "You can change your profile picture on [Gravatar](#)."; "Account Management" which includes a "New Password" section with a "Generate Password" button, a "Sessions" section with a "Log Out Everywhere Else" button and the note "You are only logged in at this location.", a "College" dropdown menu currently set to "Westfield State University", a "Receive student inquiries?" checkbox which is unchecked, and a "Phone Number" input field. At the bottom of the form is an orange "Update Profile" button.

This area is also where your password can be changed. Click the 'Generate Password' button, and enter your new password in place on the system-generated password. Click the 'Update Profile' button to save changes.

Portal Organization

The areas that each MCO member institution will maintain are:

- Colleges
- Programs
- Courses
- Sections
- Users

Additional areas that contain data used in the above areas:

- Credentials
- Subject Areas

These areas are maintained by Super Admin users. The data in these areas is visible to other users, but to make changes or additions, contact a Super Admin.

Colleges

Each member institution will input and maintain college information, including physical and web addresses and contact information. Users are able to edit information for their own institution only.

Programs

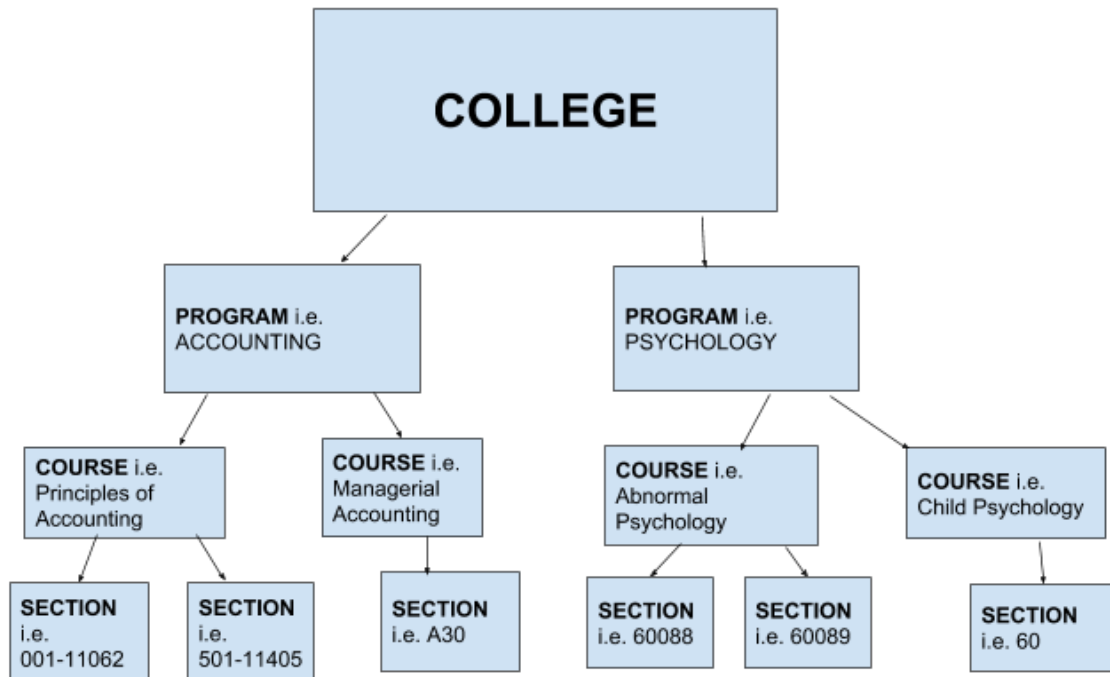
Programs are the first element to be added to display an institution's offerings. A program can be a subject area, or a group of subject areas that comprise a degree or certificate program. Each program is represented by a three or four letter designation.

Courses

Courses are the offerings of each institution, within each program. Each course has a specific ID code which is unique to the institution and the course.

Sections

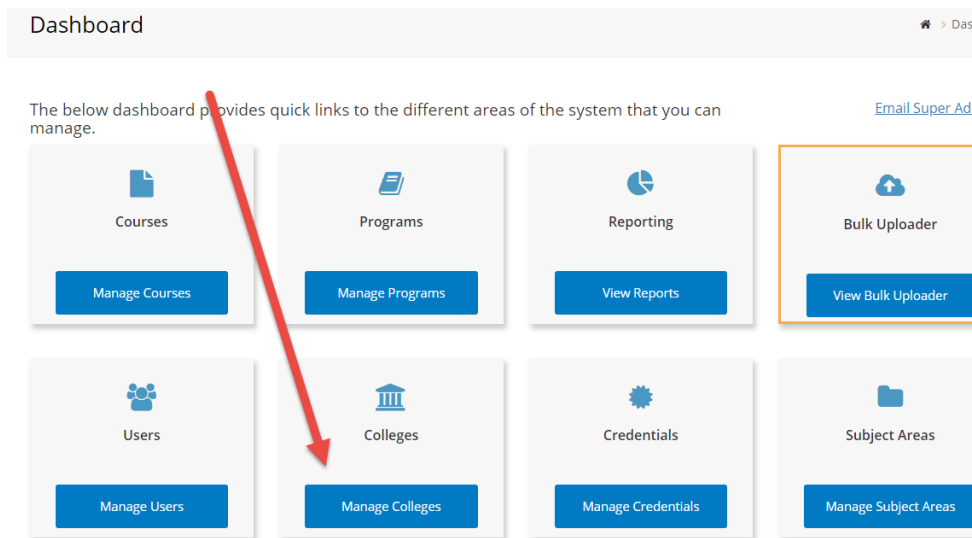
Sections are the class sessions that are being offered for each semester for a course. There may be multiple sections of a single course. Each section has its own unique designation.



Program, course, and section ID codes are determined and maintained separately by each institution.

Uploading Information

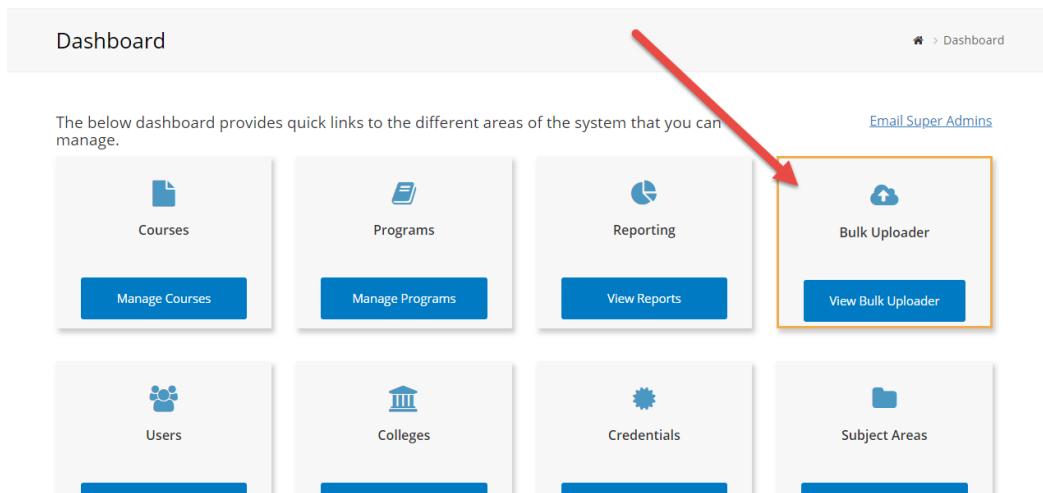
College information is added and/or edited by clicking on 'Manage Colleges' on the dashboard.



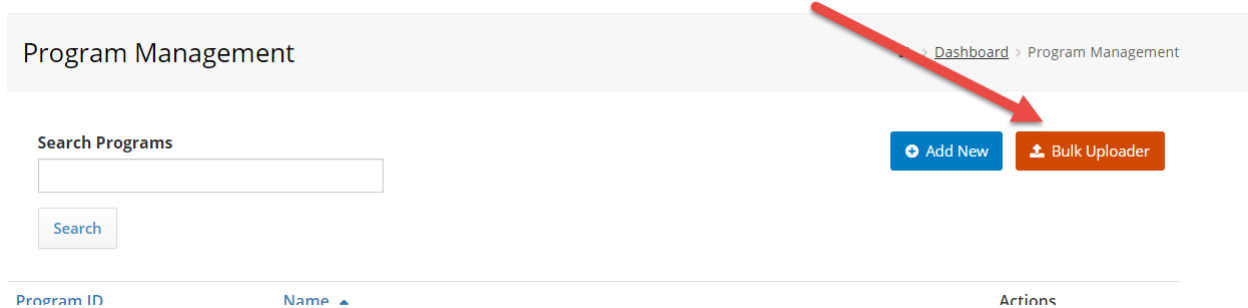
From the list of colleges, find your institution and click on 'edit'. (You will only have this edit function for your own institution.) Fill in all fields, including 'link' which should be the URL for the webpage that you would like potential students to see. Contact information is for the person who will receive and respond to student inquiries. Click 'Update College' to save.

Credential and Subject Area information already exists, for additions or changes contact a Super Admin.

Uploading course information is performed through the Bulk Uploader, which can be accessed directly from the dashboard or from within the 'Manage' areas.



OR



It is necessary for the initial upload of course information to be done in this order - Programs, Courses, Sections. Uploading in different order will result in upload errors. After the initial upload, if there are no Program or Course additions, then Sections may be uploaded alone. If there are Program or Course additions, the same initial sequence must be used.

The areas of information (columns) are:

***Program ID** - this is the unique identifier that your campus uses for a program

***Program Name**

Program Description - information you would like a user to see about the program

***Program Credit** - This is a yes/no field, does this program result in earning credits?

Use one letter answer (Y or N, need not be capitalized)

***Subject Areas** - See **Tab 2** on the bottom, for Subject Area ID's. You should include not only the main subject (program) but also any that are related, to maximize results when users are searching. Separate areas by a comma, but no **spaces, when entering in this column**

Credentials - See **Tab 3** on the bottom, for Credential ID's. Enter the numeric designation that corresponds to the degree, certification, etc. that can be earned in this program. Again, multiple entries must be separated by a comma but no spaces

Program Percent Online - Enter numbers only, from 0 to 100, to indicate how much of this program may be completed in the online format

Link to Program - Enter the URL for the page on your institution's website which has information about this program

*required field

For additions to the Subject Area or Credentials listings, contact a Super Admin.

Tab 4 at the bottom of the spreadsheet contains Field Rules information for each of the columns

When spreadsheet is filled out for all programs, save it on your computer. Open the 'Bulk Uploader' and select 'Program Upload'. Drag and drop your spreadsheet into the specified area, or click and browse for the spreadsheet on your computer.

Bulk Uploader 🏠 > [Dashb](#)

Need help? View the [bulk uploader tutorial](#).

□ Program Upload

[Download current template](#)

Drop files here or
click to upload.

It will take a couple of moments for the file to process and you will then see a message, either that your upload was successful or notifying you of an error (you will also receive an email with this information). Error messages will specify which line or what is causing the error, unfortunately multiple errors will only be identified one at a time. Remove the file (see screenshot below), correct the error and try the upload again until no errors are found.

Bulk Uploader 🏠 > [Dashboard](#) > Bulk Uploader

Row 2 is missing a program ID field.

Need help? View the [bulk uploader tutorial](#).

Program Upload

[Download current template](#)

8.9 KB
test 2.xlsx
[Remove file](#)

Upload History

Courses

Access the Bulk Uploader, and download the current template of courses.

Bulk Uploader 🏠 > [Dashboard](#) > Bulk Uploader

Need help? View the [bulk uploader tutorial](#).

Program Upload

Course Upload

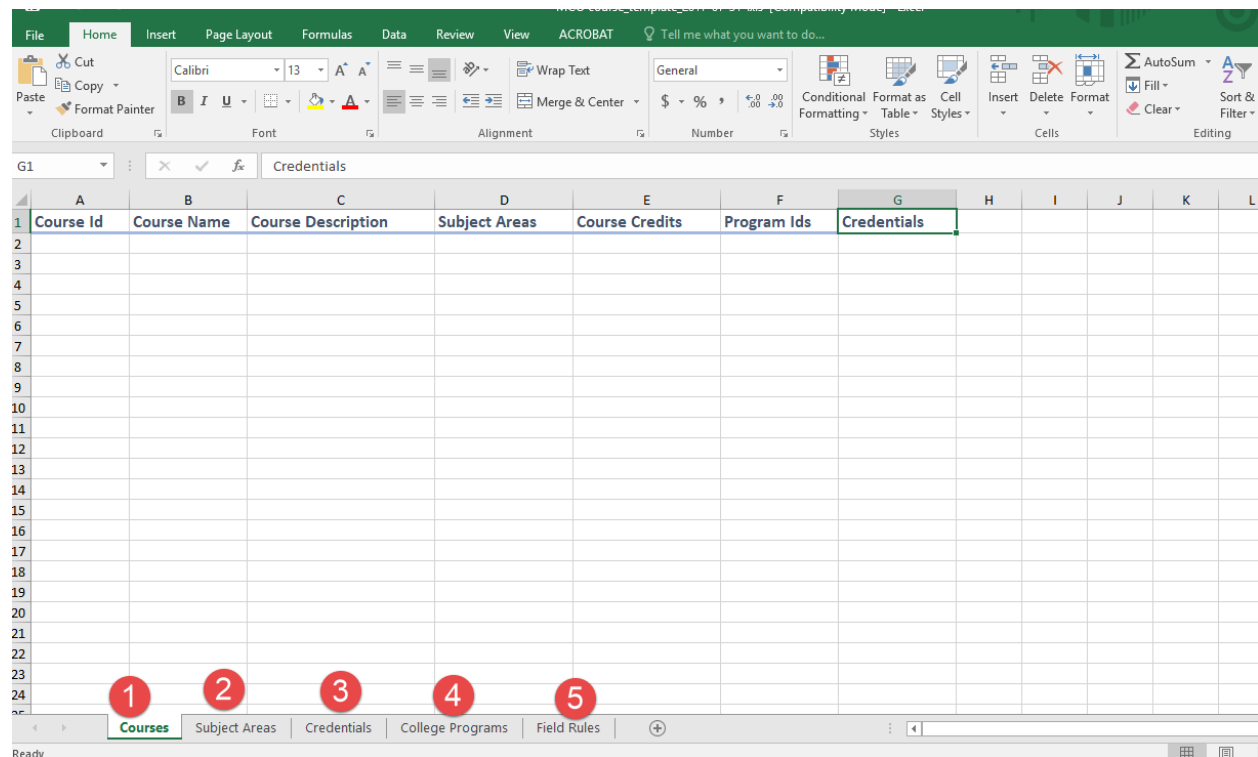
[Download current template](#)

**Drop files here or
click to upload.**

Upload History

If you have not previously uploaded courses, your template will only contain column headings.

Be sure that you are on the Courses tab (**Tab 1** in the below example) to enter information



The areas of information (columns) are:

***Course ID** - this is the unique identifier that your campus uses for a particular course, note this is for the course only, not the specific section or session that will be offered in any particular semester

***Course Name**

***Course Description** - this will likely be the catalog description for a course

***Subject Areas** - See **Tab 2** on the bottom, for Subject Area ID's. You should include not only the subject of this course but also any that are related, to maximize results when users are searching. Separate areas by a comma, but no spaces, when entering in this column

***Course Credit** - enter the number of credits that will be earned by successfully completing this course

Program IDs - enter the program this course is associated with, be sure that the program was included in the previous program upload. **Tab 4** will give you a list of what programs have been added for your institution

Credentials - See **Tab 3** on the bottom, for Credential ID's. Enter the numeric designation that corresponds to the degree, certification, etc. that this course

will count towards. Again, multiple entries must be separated by a comma but no spaces

*required field

For additions to the Subject Area or Credentials listings, contact a Super Admin.

Tab 5 at the bottom of the spreadsheet contains Field Rules information for each of the columns

When spreadsheet is filled out for all courses, save it on your computer. Open the 'Bulk Uploader' and select 'Course Upload'. Drag and drop your spreadsheet into the specified area, or click and browse for the spreadsheet on your computer.

Bulk Uploader

🏠 > [Dashboard](#) > Bulk Uploader

Need help? View the [bulk uploader tutorial](#).

Program Upload

Course Upload

[Download current template](#)

**Drop files here or
click to upload.**

It will take a couple of moments for the file to process and you will then see a message, either that your upload was successful or notifying you of an error (you will also receive an email with this information). Error messages will specify which line or what is causing the error, unfortunately multiple errors will only be identified one at a time. Remove the file (see screenshot below), correct the error and try the upload again until no errors are found.

Bulk Uploader

Dashboard > Bulk Uploader

Error: It looks like your file is missing some columns. Please check your file and try again.

Need help? View the [bulk uploader tutorial](#).


Program Upload

Course Upload

[Download current template](#)

9.6 KB
test.3.xlsx
[Remove file](#)

Upload History



Sections

Access the Bulk Uploader, and download the current template of sections.

one click. zero commute.

Dashboard > Bulk Uploader

Bulk Uploader

Need help? View the [bulk uploader tutorial](#).

Program Upload

Course Upload

Course Section Upload

[Download current template](#)

Drop files here or
click to upload.

Upload History

If you have not previously uploaded sections, or your previously uploaded sections have expired (see Date Management section), your template will only contain column headings.

Be sure that you are on the Sections tab (Tab 1 in the below example) to enter information

	A	B	C	D	E	F	G
1	Course Id	Course Section Id	Course Section Start Date	Course Section End Date	Course Section Format	Instructor	Course Section Times
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

Course Sections | Field Rules

The areas of information (columns) are:

- ***Course ID** - this is the unique identifier that your campus uses for a particular course, note this is for the course only, not the specific section or session that will be offered in any particular semester
- ***Course Section ID** - this is the unique identifier that your campus uses for an individual section of a course, each time the section is offered
- ***Course Section Start Date** - Date that classes begin for this section
- ***Course Section End Date** - Date that classes end for this section
- ***Course Section Format** - enter Hybrid or 100% online
- Instructor** - Enter instructor name
- Course section times** - If course is a Hybrid offering, enter the days/times that face-to-face sessions will be held

*required field

Tab 2 at the bottom of the spreadsheet contains Field Rules information for each of the columns

When spreadsheet is filled out for all sections, save it on your computer. Open the 'Bulk Uploader' and select 'Course Section Upload'. Drag and drop your spreadsheet into the specified area, or click and browse for the spreadsheet on your computer.

⌂ > Click, zero continues, <<

Bulk Uploader[Dashboard](#) > Bulk Uploader

Need help? View the [bulk uploader tutorial](#).

Program Upload

Course Upload

Course Section Upload

[Download current template](#)

Drop files here or
click to upload.

Upload History

It will take a couple of moments for the file to process and you will then see a message, either that your upload was successful or notifying you of an error (you will also receive an email with this information). Error messages will specify which line or what is causing the error, unfortunately multiple errors will only be identified one at a time. Remove the file (see screenshot below), correct the error and try the upload again until no errors are found.

[e click. zero commute.](#)

Bulk Uploader

> [Dashboard](#) > Bulk Uploader

Row 2 is missing a course section ID field.

Need help? View the [bulk uploader tutorial](#).

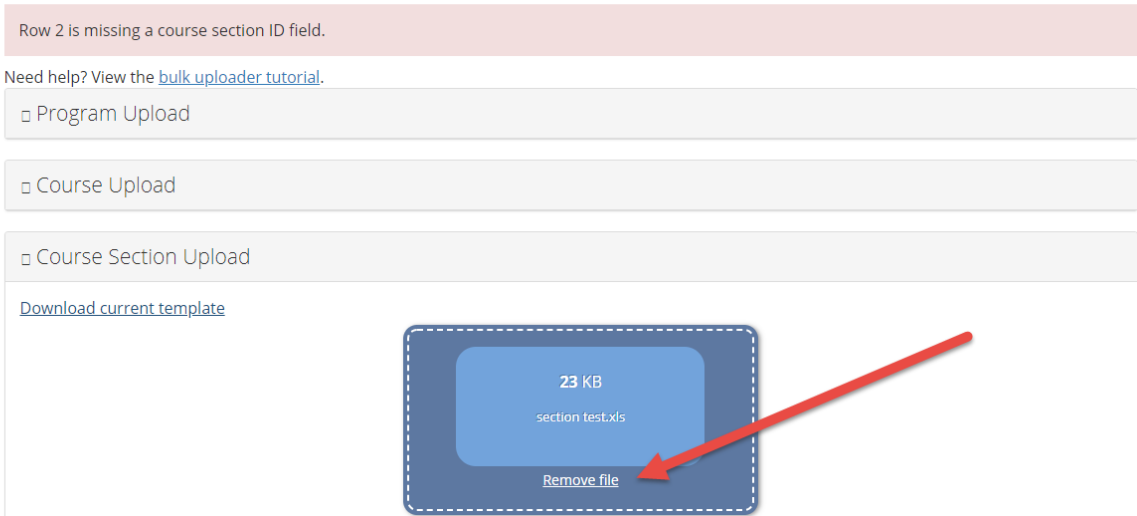
Program Upload

Course Upload

Course Section Upload

[Download current template](#)

23 KB
section test.xls
[Remove file](#)



***Tip** If you receive an error message and there is no visible error on your spreadsheet, it may be the result of some change you made (such as having deleted a column), try copying and pasting into a new spreadsheet.

Date Management

Management of the length of time that course sections are displayed on the website is controlled through the dates of the Course Sections, and successive uploads. Initial uploads will display all information that is uploaded, as long as the start date of a Course Section is in the future. These Courses Sections will remain on display until another upload is performed. When that next upload is performed, if the start date of the originally uploaded Course Sections is still in the future, they will continue to be displayed. If the start date has passed, however, the successive upload will cause the first upload to be deactivated.

It is important to understand this process. **It is not recommended that upload of a future semester, or additions to a current semester, be performed during the beginning (add/drop period or first couple of weeks) of a currently running semester, as it will cause the current semester's information to be deactivated.** If Course Sections *must* be added during that time frame, they should be added individually through use of the Course Management functions (see Editing Information/Editing Course Sections/Course Section additions).

Editing Information

Editing College Information

To edit college information, on the Admin Dashboard, choose 'Manage Colleges'.

Dashboard Dashboard

The below dashboard provides quick links to the different areas of the system that you can manage. [Email Super Admins](#)

<p>Courses</p> <p>Manage Courses</p>	<p>Programs</p> <p>Manage Programs</p>	<p>Reporting</p> <p>View Reports</p>	<p>Bulk Uploader</p> <p>View Bulk Uploader</p>
<p>Users</p> <p>Manage Users</p>	<p>Colleges</p> <p>Manage Colleges</p>	<p>Credentials</p> <p>Manage Credentials</p>	<p>Subject Areas</p> <p>Manage Subject Areas</p>

Notifications

Locate your institution, and click the 'edit' button. Note that you will only be able to edit information for your own institution.

online
one click, zero commute.

Dashboard Course Management Program Management My College User Man

College Management Dashboard > College Management

As a Liaison, you can view details about the below colleges but can only edit your own college's information

Name	Contact	City	Actions
Berkshire Community College	Academic Advising	Pittsfield	Edit
Bridgewater State University		Bridgewater	Edit
Bristol Community College	April Bellafiore	Fall River	Edit
Bunker Hill Community College	Katie Getty	Boston	Edit
Cape Cod Community College	Cathy Fraser, Yvette Raven	West Barnstable	Edit
Fitchburg State University	Nicole Chelonis	Fitchburg	Edit
Framingham State University	Steve Courchesne	Framingham	Edit
Greenfield Community College	Catherine Seaver	Greenfield	Edit
Holyoke Community College	Marilyn Estrada	Holyoke	Edit
Massachusetts Bay Community College	J Grenier	Wellesley Hills	Edit
Massachusetts College of Art	Susan Mendez-Diez	Boston	Edit
Massachusetts College of Liberal Arts		North Adams	Edit
Massachusetts Maritime Academy	Christopher Chagnon	Buzzards Bay	Edit
Massasoit Community College	Jesse Schreier	Brockton	Edit
Middlesex Community College	Nancy A. Nessel Curll	Lowell	Edit

The college name cannot be changed, but all other information (address, links, contacts) can be edited here. Click 'Update College' button to save your changes.

Editing Program Information

To edit Program information for existing Programs, on the Admin Dashboard, choose 'Manage Programs'.

Dashboard Dashboard

The below dashboard provides quick links to the different areas of the system that you can manage. [Email Super Admins](#)

<p>Courses</p> <p>Manage Courses</p>	<p>Programs</p> <p>Manage Programs</p>	<p>Reporting</p> <p>View Reports</p>	<p>Bulk Uploader</p> <p>View Bulk Uploader</p>
<p>Users</p> <p>Manage Users</p>	<p>Colleges</p> <p>Manage Colleges</p>	<p>Credentials</p> <p>Manage Credentials</p>	<p>Subject Areas</p> <p>Manage Subject Areas</p>

Program additions may be made by using the Bulk Uploader, or by clicking the 'Add New' button

ie commute. Dashboard Course Management Program Management My College

Program Management Dashboard Program Management

Search Programs

Search

[Add New](#) [Bulk Uploader](#)

Program ID	Name	Actions
ACCT	Accounting	Edit
LASL	American Sign Language	Edit
ANTH	Anthropology	Edit
ADT	A+	E-4+

Enter required information, and click the 'Save Program' button. Note that Subject Areas and Credentials are required fields.

Name *

Description

Percent Online

For Credit?

Link

Subject Areas *
Subject Areas with which to associate this program. Use the **Ctrl** key to select multiple Subject Areas.

- 3D Fine Arts
- Accounting
- Allied Health
- American Sign Language

Credentials *
Credentials that can be earned by completing this program. Use the **Ctrl** key to select multiple Credentials.

- Associate's Degree
- Bachelor's Degree
- Bachelor's Completion Degrees
- Master's Degree

Save Program

Program changes are made by finding the program you wish to change, and clicking 'edit' to the right of the program name

Program Management 🏠 > [Dashboard](#) > Program Management

Search Programs [Add New](#) [Bulk Uploader](#)

[Search](#)

Program ID	Name ▲	Actions
ACCT	Accounting	Edit
LASL	American Sign Language	Edit
ANTH	Anthropology	Edit
ART	Art	Edit
ASST	Assistant	Edit

This Program Edit page may also be accessed by clicking the Program ID or the Program Name, and then 'Edit'



Program Details



Name Accounting
Program ID ACCT
Description The Department of Economics and Management offers two majors leading to a BA in Economics or to a BS in Business Management. A double major in both Economics and Management is also available. In addition, double major programs are available in Economics and Political Science (BA degree) and Economics and Mathematics (BA degree).
Percent Online
Link http://catalog.westfield.ma.edu/preview_entity.php?catoid=17&ent_oid=348&returnto=743
Subject Areas Accounting, Business, Management
Credentials Bachelor's Degree, Master's Degree

Edit

Delete

Make the necessary changes, and click the 'Save Program' button

Percent Online

For Credit?

Link

Subject Areas *

Subject Areas with which to associate this program. Use the **Ctrl** key to select multiple Subject Areas.

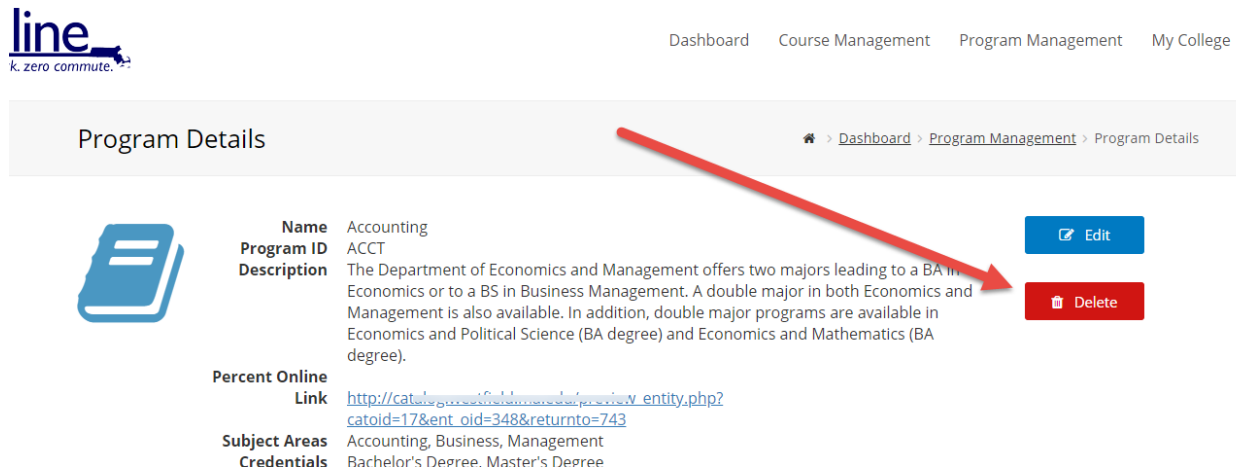
Credentials *

Credentials that can be earned by completing this program. Use the **Ctrl** key to select multiple Credentials.

Save Program

Be aware that if you are editing the Program ID itself, any Courses and Course Sections that have been uploaded with that Program ID will also need to be edited.


Program deletions are made by clicking on the Program ID or Program Name, and then selecting 'Delete'



line
k. zero commute.

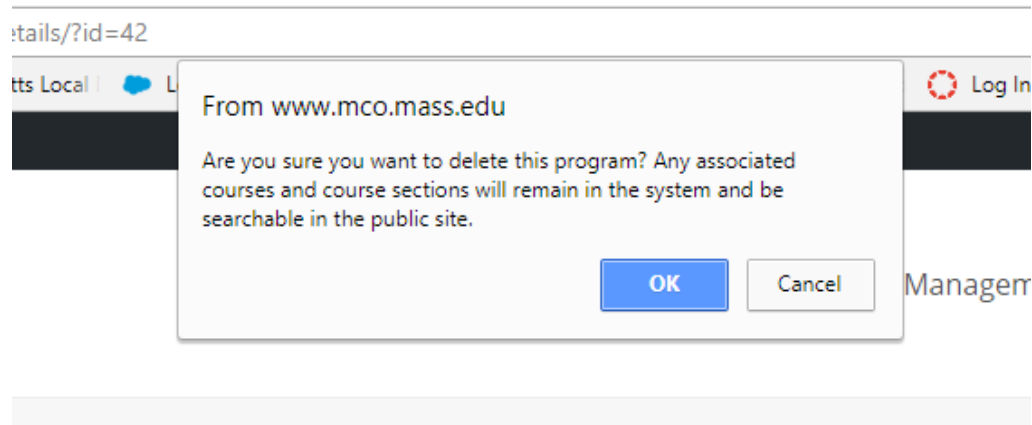
Dashboard Course Management Program Management My College

Program Details » Dashboard » Program Management » Program Details

 **Name** Accounting
Program ID ACCT
Description The Department of Economics and Management offers two majors leading to a BA in Economics or to a BS in Business Management. A double major in both Economics and Management is also available. In addition, double major programs are available in Economics and Political Science (BA degree) and Economics and Mathematics (BA degree).
Percent Online
Link http://catalog.mco.mass.edu/preview_entity.php?catoid=17&ent_oid=348&returnto=743
Subject Areas Accounting, Business, Management
Credentials Bachelor's Degree, Master's Degree

[Edit](#) [Delete](#)

You will be prompted to confirm that you want to delete, before the operation is performed



:tails/?id=42

From www.mco.mass.edu

Are you sure you want to delete this program? Any associated courses and course sections will remain in the system and be searchable in the public site.

[OK](#) [Cancel](#)

Log In

Manager

Editing Course Information


To edit Course information for existing Courses, on the Admin Dashboard, choose 'Manage Courses'.





Dashboard Course Management Program Management My College


Dashboard Dashboard


The below dashboard provides quick links to the different areas of the system that you can manage. [Email Super Admins](#)



 Courses
Manage Courses



 Programs
Manage Programs



 Reporting
View Reports


 Bulk Uploader
View Bulk Uploader


 Users
Manage Users


 Colleges
Manage Colleges


 Credentials
Manage Credentials


 Subject Areas
Manage Subject Areas

Course additions may be made by using the Bulk Uploader, or individually by clicking the 'Add New' button. To use the Bulk Uploader method, either download the existing template, add lines for the new Courses, and upload **or** use the template headings and create a sheet with only new Courses, and upload.

To add Courses individually, while in the 'Manage Courses' area, with the 'Add New' button



Dashboard Course Management Program Management My College User I

Course Management Dashboard > Course Management

Search Courses by Name

Add New
Bulk Uploader

Search

Course ID	Name	Actions
ACCT 0345	Accounting Information Systems	Edit Clone
ACCT 0545 GRAD	Accounting Information Systems	Edit Clone
PSYC 0203	Adolescent Development	Edit Clone
PSYC 0208	Adult Development and Aging	Edit Clone
ACCT 0624 GRAD	Advanced Cost Accounting	Edit Clone
PSYC 0630 GRAD	Advanced Developmental Psychology	Edit Clone

Enter the required information, and click the 'Save Course' button. Note that Credits and Subject Areas are required fields.

nline
no click. zero commute.

Dashboard Course Management Program Management M

Course ID *
Your college's unique code for this course. Must be unique with respect to all courses at your college.

Name *

Description *

Credits *

Subject Areas *
Subject Areas with which to associate this course. Use the **Ctrl** key to select multiple Subject Areas.

- 3D Fine Arts
- Accounting
- Allied Health
- American Sign Language

Credentials
Credentials that can be earned by taking this course. Use the **Ctrl** key to select multiple Credentials.

- Associate's Degree
- Bachelor's Degree
- Bachelor's Completion Degrees
- Master's Degree

Save Course

Course changes are made by finding the Course (on the Course Edit list) that you wish to change, and clicking 'edit' to the right of the Course name


Course Management Dashboard > Course Management

Search Courses by Name [Add New](#) [Bulk Uploader](#)

Course ID	Name	Actions
ACCT 0345	Accounting Information Systems	Edit Clone
ACCT 0545 GRAD	Accounting Information Systems	Edit Clone
PSYC 0203	Adolescent Development	Edit Clone
PSYC 0208	Adult Development and Aging	Edit Clone
ACCT 0624 GRAD	Advanced Cost Accounting	Edit Clone

This Course Edit page may also be accessed by clicking the Course ID or the Course Name, and then 'Edit'

Course Details Dashboard > Course Management > Course Details



Name	Accounting Information Systems	Edit
Course ID	ACCT 0345	Delete
Description	Study of factors considered in the design, development, and implementation of accounting related information systems. Topics may include computer feasibility studies, business processes and transaction cycles, general ledger and financial reporting, proper system documentation, internal controls and audit trails, implementation issues, the impact of the accounting function on various elements of the organization, and implications of the Internet on accounting information systems.	
Credits	3	
Subject Areas	Accounting, Business	
Credentials	Bachelor's Degree	
Date Added	2017-08-09 19:18:13	
Last Edited	2018-03-06 13:32:46	

Program Associations [Add New](#)

Make the necessary changes, and click the 'Save Course' button

Note: Saving a unique code for this course, must be unique from all other courses in your system.

ACCT 0345

Name *
Accounting Information Systems

Description *
Study of factors considered in the design, development, and implementation of accounting related information systems. Top

Credits *
3

Subject Areas *
Subject Areas with which to associate this course. Use the **ctrl** key to select multiple Subject Areas.

- 3D Fine Arts
- Accounting**
- Allied Health
- American Sign Language

Credentials
Credentials that can be earned by taking this course. Use the **ctrl** key to select multiple Credentials.

- Associate's Degree
- Bachelor's Degree**
- Bachelor's Completion Degrees
- Master's Degree

[Save Course](#)

Be aware that if you are editing the Course ID itself, any Course Sections that have been uploaded with that Course ID will also need to be edited.

To change a Course's Program association, use the 'Manage Programs' option, click on the Program ID or Program Name, and then scroll down to see the Courses that are associated with the Program. Use the 'Remove Association' button, note that there will be no confirmation popup, the association will be removed when you click the button. To add another Program association to this course, you must re-upload the course.



Program Details



Name Accounting
Program ID ACCT
Description The Department of Economics and Management offers two majors leading to a BA in Economics or to a BS in Business Management. A double major in both Economics and Management is also available. In addition, double major programs are available in Economics and Political Science (BA degree) and Economics and Mathematics (BA degree).

Edit

Delete

Percent Online
Link http://catalog.wvu.edu/academic/academic_entity.php?catoid=17&ent_oid=348&returnto=743

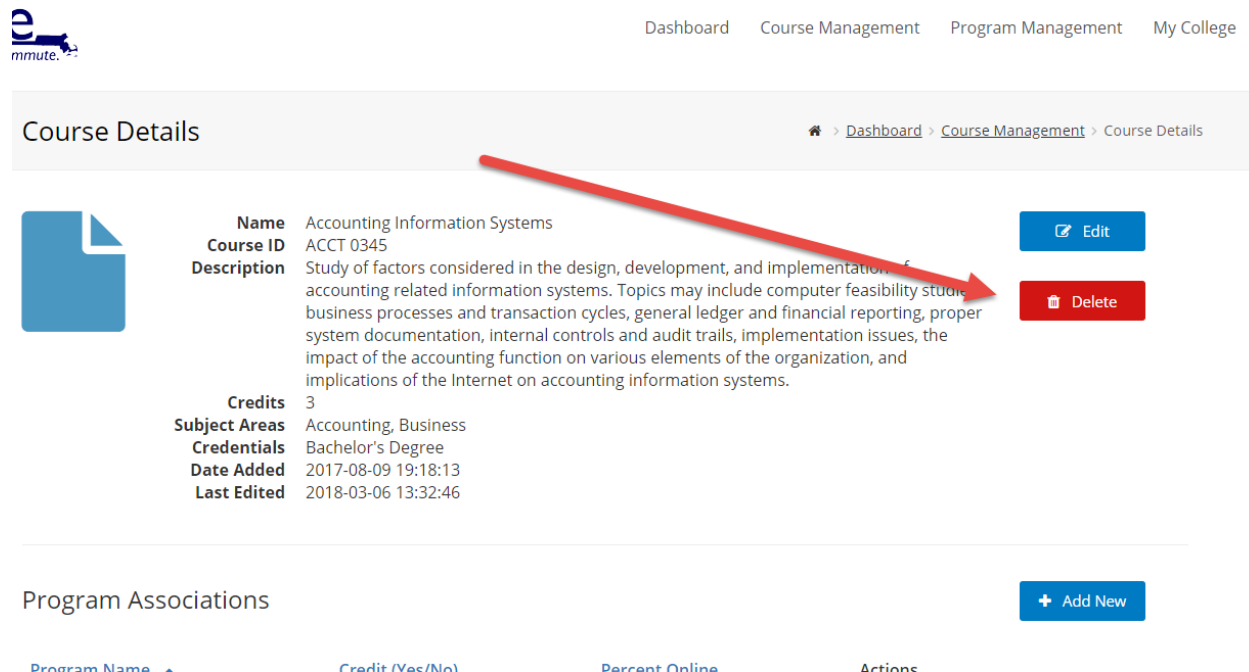
Subject Areas Accounting, Business, Management
Credentials Bachelor's Degree, Master's Degree
Date Added 2017-08-08 17:33:57
Last Edited 2018-03-20 15:43:57

Course Associations

+ Add New

Course ID	Course Name	College	Actions
ACCT 0104	Principles of Accounting I	Westfield State University	Remove Association
ACCT 0105	Principles of Accounting II	Westfield State University	Remove Association
ACCT 0310	Federal Income Taxation	Westfield State University	Remove Association
ACCT 0311	Auditing	Westfield State University	Remove Association

Course deletions are made by clicking on the Course ID or Course Name in the Course Management list, and then selecting 'Delete'. Courses are organized in the Course Management list alphabetically by the Course Name.

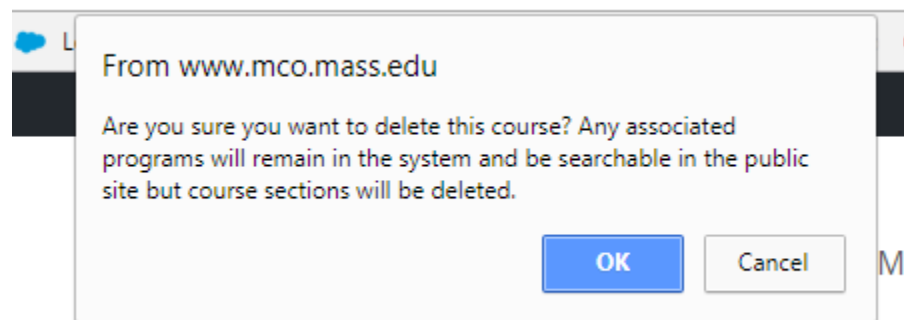


The screenshot shows the 'Course Details' page for 'Accounting Information Systems' (ACCT 0345). The page includes a navigation bar with 'Dashboard', 'Course Management', 'Program Management', and 'My College'. The course details are as follows:

Name	Accounting Information Systems	Edit
Course ID	ACCT 0345	Delete
Description	Study of factors considered in the design, development, and implementation of accounting related information systems. Topics may include computer feasibility studies, business processes and transaction cycles, general ledger and financial reporting, proper system documentation, internal controls and audit trails, implementation issues, the impact of the accounting function on various elements of the organization, and implications of the Internet on accounting information systems.	
Credits	3	
Subject Areas	Accounting, Business	
Credentials	Bachelor's Degree	
Date Added	2017-08-09 19:18:13	
Last Edited	2018-03-06 13:32:46	

Below the course details is a 'Program Associations' section with an '+ Add New' button. A table header is visible with columns: 'Program Name', 'Credit (Yes/No)', 'Percent Online', and 'Actions'.

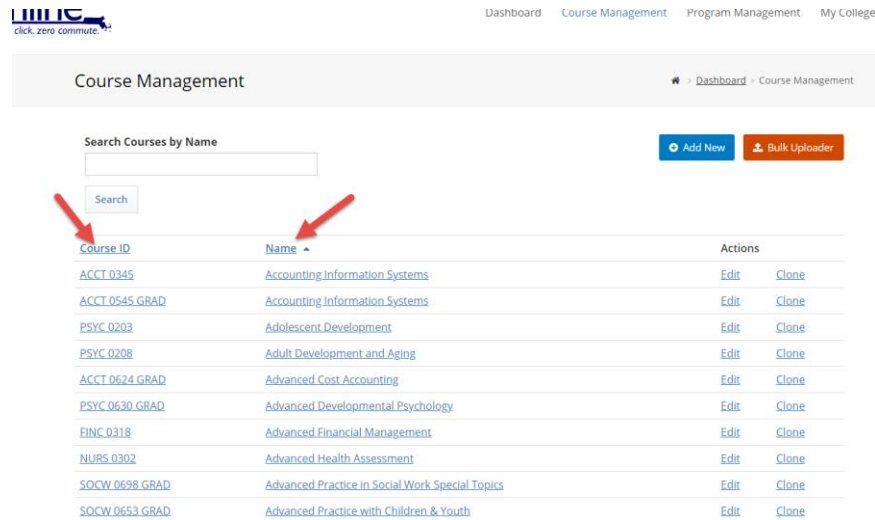
You will be prompted to confirm that you want to delete, before the operation is performed



Be aware that any Course Sections associated with a deleted Course will no longer show on the website.

Editing Course Section Information

To edit Course Section information for existing Course Sections, on the Admin Dashboard, choose 'Manage Courses', click on the Course ID or Course Name and then scroll down to view Course Sections.



Course Management

Dashboard Course Management Program Management My College

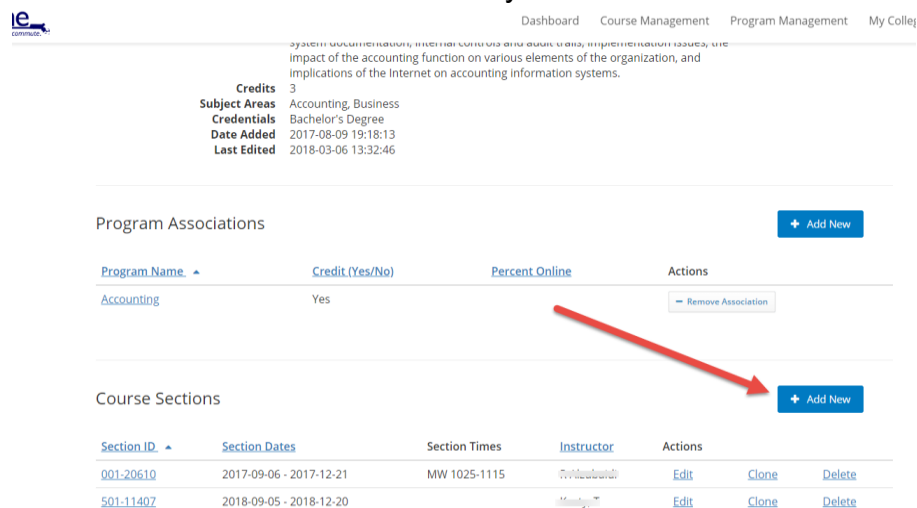
Search Courses by Name

Add New Bulk Uploader

Course ID	Name	Actions
ACCT 0345	Accounting Information Systems	Edit Clone
ACCT 0545 GRAD	Accounting Information Systems	Edit Clone
PSYC 0203	Adolescent Development	Edit Clone
PSYC 0208	Adult Development and Aging	Edit Clone
ACCT 0624 GRAD	Advanced Cost Accounting	Edit Clone
PSYC 0630 GRAD	Advanced Developmental Psychology	Edit Clone
FINC 0318	Advanced Financial Management	Edit Clone
NURS 0302	Advanced Health Assessment	Edit Clone
SOCW 0698 GRAD	Advanced Practice in Social Work Special Topics	Edit Clone
SOCW 0653 GRAD	Advanced Practice with Children & Youth	Edit Clone

Course Section additions may be made by using the Bulk Uploader, or individually by clicking the 'Add New' button. To use the Bulk Uploader method, either download the existing template, add lines for the new Course Sections, and upload **or** use the template headings and create a sheet with only new Course Sections, and upload.

To add Course Sections individually with the 'Add New' button



Dashboard Course Management Program Management My College

Credits 3
Subject Areas Accounting, Business
Credentials Bachelor's Degree
Date Added 2017-08-09 19:18:13
Last Edited 2018-03-06 13:32:46

Program Associations

Add New

Program Name	Credit (Yes/No)	Percent Online	Actions
Accounting	Yes		Remove Association

Course Sections

Add New

Section ID	Section Dates	Section Times	Instructor	Actions
001-20610	2017-09-06 - 2017-12-21	MW 1025-1115	View Instructor	Edit Clone Delete
501-11407	2018-09-05 - 2018-12-20		View Instructor	Edit Clone Delete

Enter required information, and click the 'Save Course Section' button. Note that Times and Instructor Name are not required fields.

Course Section changes are made by choosing 'Manage Courses' from the Admin Dashboard, clicking on the Course ID or Course Name, finding the Course Section that you wish to change, and clicking 'edit' to the right of the Course Section

and session making. This course will address contemporary challenges facing adolescents. The objective is to deepen students' understanding of adolescence as a developmental period.

Credits 3
Subject Areas Psychology
Credentials Bachelor's Degree, Bachelor's Completion Degrees
Date Added 2017-08-09 19:18:15
Last Edited 2018-03-06 14:20:37


Program Associations + Add New

Program Name	Credit (Yes/No)	Percent Online	Actions
Psychology	Yes	100	Remove Association

Course Sections + Add New

Section ID	Section Dates	Section Times	Instructor	Actions
001-40332	2018-01-22 - 2018-05-14		Michelle C	Edit Clone Delete
501-10004	2018-05-21 - 2018-06-28			Edit Clone Delete
501-21586	2017-09-06 - 2017-12-21		Christine	Edit Clone Delete

Make the necessary changes, and click the 'Save Course Section' button

 Dashboard Course

Course Section 🔍 >

Course section of: **PSYC 0203 - Adolescent Development.**

Section ID *
Your college's unique code for this section. Must be unique with respect to all sections of this course.

Start Date *

End Date *

Times

Instructor

Format *

[Save Course Section](#) [Delete Course Section](#)

Course Section deletions are made by clicking on the Course ID or Course Name in the Course Management list (Courses are organized alphabetically by the Course Name), and then scrolling down to find the course Sections, and clicking the 'Delete' button to the right of the Course Section.

[Course Name](#) Psychology
Credentials Bachelor's Degree, Bachelor's Completion Degrees
Date Added 2017-08-09 19:18:15
Last Edited 2018-03-06 14:20:37

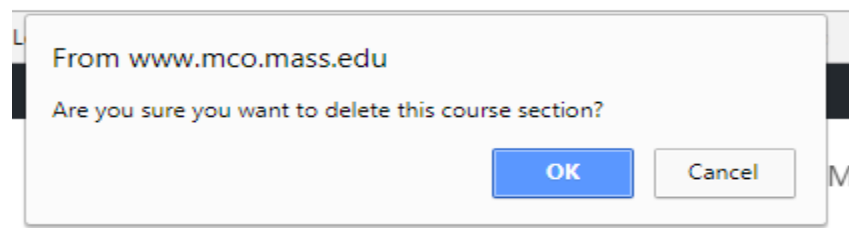
Program Associations + Add New

Program Name	Credit (Yes/No)	Percent Online	Actions
Psychology	Yes	100	Remove Association

Course Sections + Add New

Section ID	Section Dates	Section Times	Instructor	Actions
001-40332	2018-01-22 - 2018-05-14		Cambridge, C	Edit Clone Delete
501-10004	2018-05-21 - 2018-06-28		Cambridge, C	Edit Clone Delete
501-21586	2017-09-06 - 2017-12-21		Cambridge, C	Edit Clone Delete

You will be prompted to confirm that you want to delete, before the operation is performed



Course Section deletion may also be done by finding the Course Section (above) and clicking on the Section ID, then clicking the 'Delete Course Section' button

[click zero commute](#)

Course Section Details Dashboard > Co

Your are viewing a course section for **PSYC 0203 - Adolescent Development**.

Section ID: 001-40332
Start Date: 2018-01-22
End Date: 2018-05-14
Times:
Instructor: Cambridge, C
Format: 100% Online
Created: 2017-11-16 19:04:15
Updated: 2017-11-16 19:04:15

A confirmation popup will appear

Dashboard Organization

Dashboard

Dashboard

The below dashboard provides quick links to the different areas of the system that you can manage.

[Email Super Admins](#)

The dashboard is organized into several sections:

- Management Cards:** A grid of eight cards, each with an icon, a title, and a button. The 'Bulk Uploader' card is highlighted with an orange border.
 - Courses:** Manage Courses
 - Programs:** Manage Programs
 - Reporting:** View Reports
 - Bulk Uploader:** View Bulk Uploader
 - Users:** Manage Users
 - Colleges:** Manage Colleges
 - Credentials:** Manage Credentials
 - Subject Areas:** Manage Subject Areas
- Notifications:** A section with three expandable items:
 - College:** No college notifications.
 - Programs:** No program notifications.
 - Course Freshness:** You have 20 stale courses needing attention.

Manage Courses

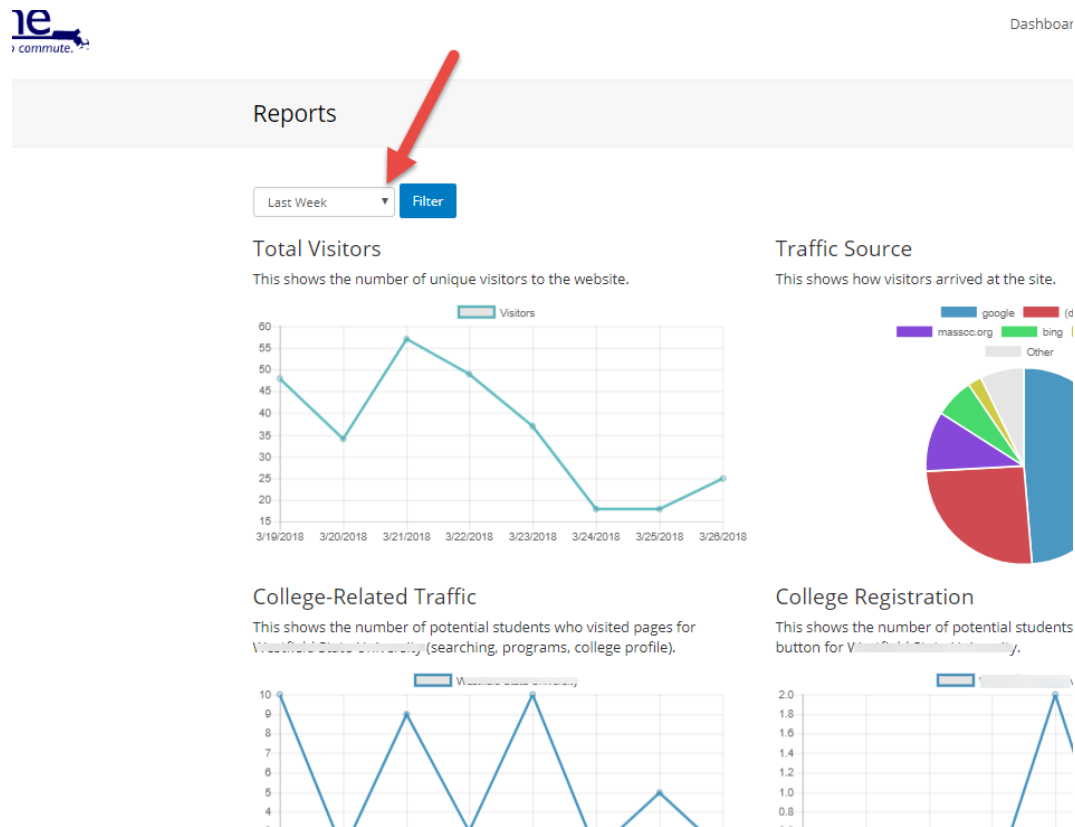
See Editing Information/Editing Course Information section

Manage Programs

See Editing Information/Editing Program Information section

View Reports

The Reports area contains various methods to view website user information for your college. All are controlled by the date filter at the top of the page



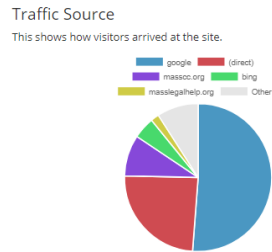
Reports may be filtered for the following time periods: the present day, the last week, the last 14 days, the past month, the past 90 days, the past year, and the past three years. Once the date filter is activated, all reports on the page will display information for that time period.

Total Visitors



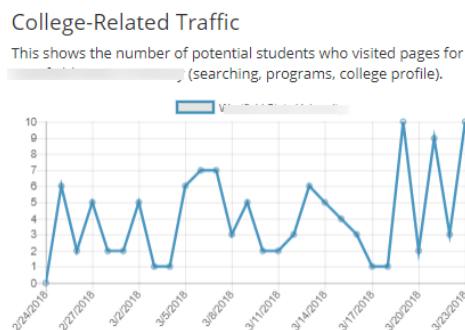
Report shows the number of unique visitors to the website, displayed on a line graph. Hovering over a data point will display the date and exact number of visitors.

Traffic Source



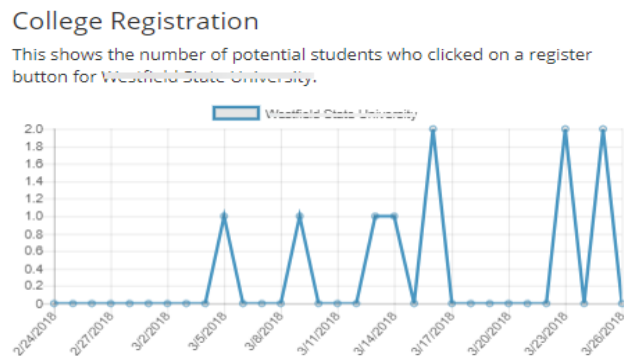
Report displays via a pie chart, the route that visitors took to reach the website (via search engines, directly, or linking from other websites).

College Related Traffic



Report captures number of users who accessed pages specific to your college. Hovering over a data point on the line graph will show date and specific number of visitors.

College Registration



Report shows the number of visitors who clicked on a college's registration link. Hovering over a data point on the line graph will show date and specific number of visitors.

Most Popular Program Searches

Most Popular Program Searches

This shows the keywords used most frequently to search for programs at Westfield State University.

Program Keyword	# of Users
Minor in Spanish	1
spanish	1

Report lists keywords most frequently used to search for programs at your college

Most Popular Course Searches

Most Popular Course Searches

This shows the keywords used most frequently to search for courses at Westfield State University.

Course Keyword	# of Users
Nutrition	1
Sociology	1
child growth and development	1
child psychology	1
hyg	1
marketing	1
n s	1

Report lists keywords most frequently used to search for courses at your college

Most Popular Programs

Most Popular Programs

This shows the number of potential students who viewed details for a particular program at Westfield State University.

Program Name	# of Users
Education	64
Accounting	37
Psychology	34
Nursing	33
Social Work	25
Biology	20
Health Sciences	19
Art	17
Computer and Information Science	15
Economics and Management	15

Report list programs at your college that received the most views, along with the number of views

Bulk Uploader

The Bulk Uploader is used to upload Programs, Courses, or Course Sections by use of Excel spreadsheets. See Uploading Information section, there is also an online tutorial within the Bulk Uploader area on the Dashboard.

Manage Users

The User area contains profiles for each user of the admin portion of the MCO website. This is where new user profiles can be added, and existing profiles maintained. This area is available only to Super Admins and Liaisons.

Liaisons will see all liaisons and liaisons assistants for their college, when accessing the Manage Users area. This view can be changed by clicking on 'Liaisons' or 'Liaison Assistants' above the users' names.

Username	Name	Email	College	Roles
Administrator	Administrator	administrator@mco.edu	Western State University	Liaison Assistant
Liaison Assistant	Liaison Assistant	liaison@mco.edu	Western State University	Liaison

It is possible to change your role in the system, but only to one with lesser privileges (i.e. a liaison could change to a liaison assistant). Clicking 'Your Profile' on the left sidebar will give you access to your current profile information and allow you to make any necessary changes.

Profile

Personal Options

Admin Color Scheme

Default Light Blue

Ectoplasm Midnight Ocean

Toolbar Show Toolbar when viewing site

Name

Username: Username cannot be changed.

First Name:

Last Name:

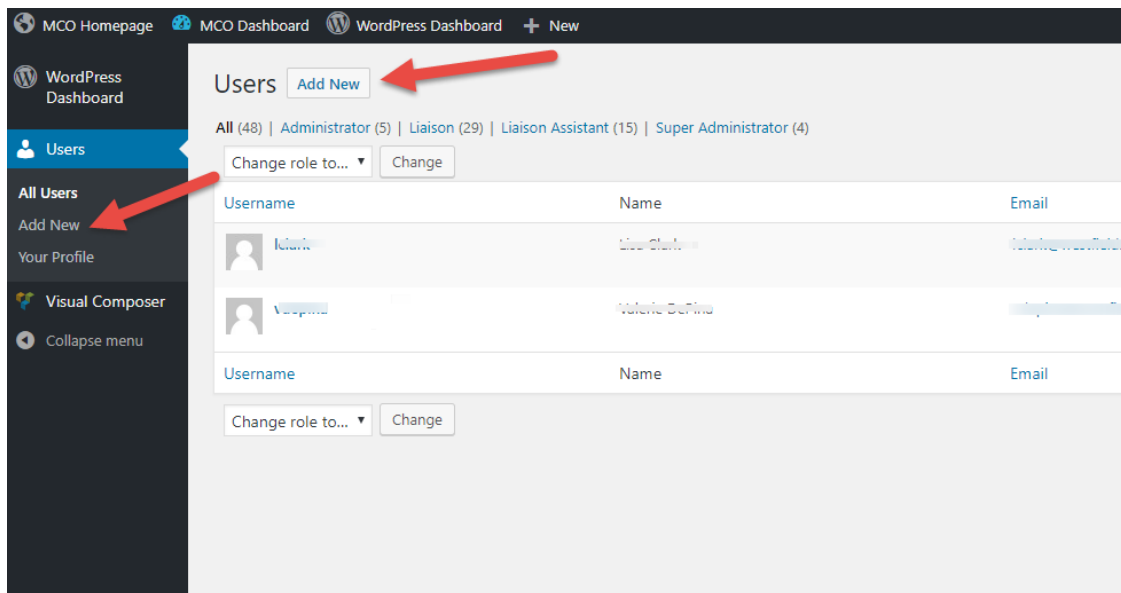
Nickname (required):

Display name publicly as:

Contact Info

Email (required):

Add Users by clicking the 'Add New' button at the top of the Users page, or by accessing the 'Add New' area on the left sidebar



Users only have the ability to create new users with lesser privileges, i.e. a liaison could create a liaison assistant. Liaison assistants do not have the ability to create new users. Fill in user information (name and email address are required fields), being sure to assign the user to the correct institution. Then click 'Add New User' button at the bottom of the page.

The screenshot shows the 'Add New User' form in WordPress. The form is titled 'Add New User' and includes the instruction 'Create a brand new user and add them to this site.' The form fields are as follows:

- Username (required)**: Text input field.
- Email (required)**: Text input field.
- First Name**: Text input field.
- Last Name**: Text input field.
- Website**: Text input field.
- Password**: Text input field with a 'Show password' button.
- Send User Notification**: A checked checkbox with the label 'Send the new user an email about their account.'
- Permissions**: A section containing:
 - Roles**: A radio button next to 'Liaison Assistant'.
 - College**: A dropdown menu with 'Western Community College' selected. A red arrow points to this dropdown.
 - Receive student inquiries?**: An unchecked checkbox.
 - Phone Number**: Text input field.
- Add New User**: A blue button at the bottom of the form, highlighted by a red arrow.

Manage Colleges

See Editing Information/Editing College Information section

Manage Credentials

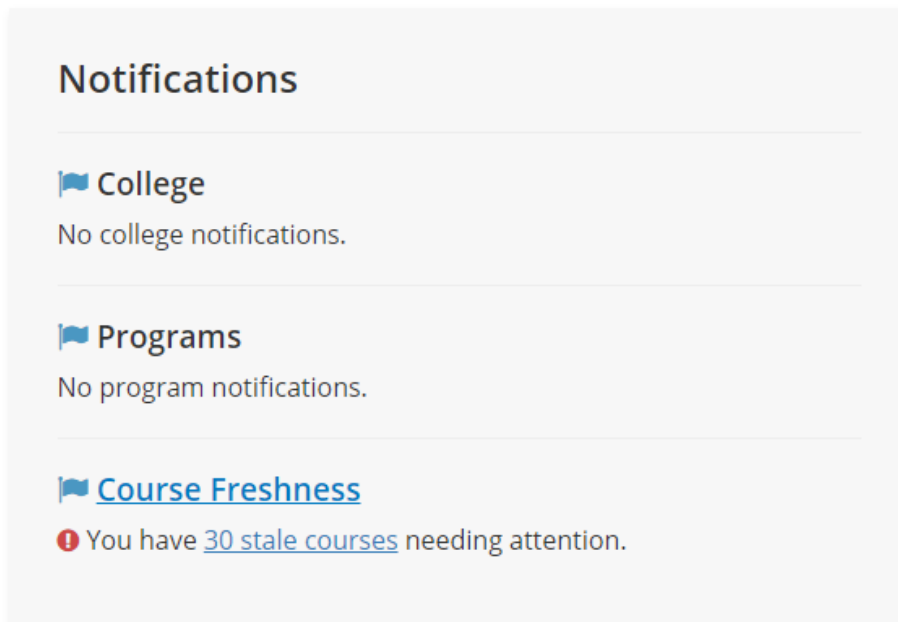
This area displays all of the Credential codes that exist in the system. They are not editable by liaisons, for any changes contact a Super Admin.

Manage Subject Areas

All of the Subject Areas that exist in the system are listed alphabetically here. For any additions or changes, contact a Super Admin.

Notifications

The last area of the Dashboard contains Notifications



Here you will see notification if there are issues with your College, Program, or Course information.

Course Freshness and 'stale courses' refers to Courses that have been uploaded to the website, which do not have current Course Sections uploaded. It is left to the discretion of each institution whether to leave these Courses in (so they exist if/when future Course Sections are uploaded), add Course Sections, or delete the Course information. To perform any of these options, click on the Notification.

Freshness Management

[Dashboard](#) > [Freshness Manage](#)

The following courses require your immediate attention

Course ID	Course Name	Actions to Resolve		
ACCT 0510 GRAD	Federal Income Taxation I	+ Add Section	Delete	Set Reminder
ACCT 0515 GRAD	Financial Reporting I	+ Add Section	Delete	Set Reminder
ACCT 0545 GRAD	Accounting Information Systems	+ Add Section	Delete	Set Reminder
ACCT 0625 GRAD	Financial Statement Disclosure and Analysis	+ Add Section	Delete	Set Reminder
ACCT 0628 GRAD	Fraud Examination	+ Add Section	Delete	Set Reminder
ACCT 0630 GRAD	Foundations in Ethics: Applications to Business and the CPA Profession	+ Add Section	Delete	Set Reminder
ACCT 0635 GRAD	Contemporary Professional Accounting Problems	+ Add Section	Delete	Set Reminder

Choose from the options, to Add Section, Delete, or Set Reminder. Please note that adding Course Sections via upload will not remove the Course from the 'Stale' list. The only way to remove it from the list is to add a Course Section directly in Freshness Management via the 'Add Section' option, or to delete the course.