

Current as of 02/04/2016

SUN Online Site Administrator (SA) Implementation Guide

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New Mexico Skill-Up Network (SUN Online)

Is a project funded by the New Mexico Department of Labor Trade Adjustment Assistance Community College and Career Training Initiative (**TAACCCT**). Santa Fe Community College serves as the lead institution for a consortium of New Mexico colleges.

NOTE: This document is being provided for program information purposes only. The SUN Online link referenced in the document is now inactive.

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Participating Colleges

SUN Online is a consortium of eleven New Mexico public colleges plus other partner universities, sharing quality online courses to ensure that students have access to a variety of courses, certificates, and degree programs. We are dedicated to excellence in online learning and professional development for faculty who teach online and are committed to increasing access to quality online education for students across New Mexico.



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Site Administrators (SA)

The primary nature of the Site Administrator's (referred to from hereon as SA) work, is acting as a liaison between students, faculty and SA's at other participating institutions. Through the process of gathering and providing information, and facilitating conversations between institutions, SA's develop a process to identify and accommodate student and institutional course needs. The SUN Online site administrator facilitates the process to identify the courses to adopt and provide.

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IDENTIFYING COURSES TO ADOPT AND PROVIDE

The Academic/Instructional Leadership Teams at each participating college (whether recognized as the Vice-Presidents, Provosts, Deans, Chairs, Faculty and/or Advisors) will work together to identify courses to adopt from, and provide to, in all participating colleges. Such courses will benefit the student body in each institution to pursue and complete certificates and degrees identified, in a timely manner, allowing New Mexicans to enter the workforce and become a productive member of each community.

Time Frame: The process of identifying courses to adopt and provide in advance should begin within the home institution's plan of their schedule development process for the subsequent semesters, this allows sufficient time for the information to be included in the printed and online schedules in each institution.

Printed Schedule Deadlines:

Summer Semester Deadlines: _____

Fall Semester Deadlines: _____

Spring Semester Deadlines: _____

SA's assist with the facilitation of this process in the following ways:

- Distribute SUN Online course "needs assessment" and requests from faculty/chairs and Deans to share within their school and departments for completion (See Appendix A)
- Follow Up to collect "needs assessment" that identify courses needed for adoption and provision in SUN Online
- Communicate with all SA's to let them know what courses your college will provide and which courses are needed for adoption.

Once courses are identified, whether adopting or providing, the SA is responsible for entering this information into the SUN Online course sharing site for their institution. For this step, go to <http://sun-online.org>, to view an online training module on how to navigate the SUN Online website to add, share, and adopt a course, go to: <http://sun-online.org/site-administrator-seatbank-training>.

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PROCESSES FOR ADOPTING COURSES

Courses can be adopted in advance and put into the adopting college's schedule. They can also be adopted on an 'as needed' basis when an individual course need is identified.

Adopting Courses in Advance

To maximize the exchange of courses between participating colleges using the SUN Online system, colleges are encouraged to identify and adopt courses well in advance of the semester that the course is offered. This allows for adopted SUN Online courses to be printed in the adopting college's course schedule as their own course offering. Doing this ensures that students can see that the course is offered and allows them to register at their home institution as they would any other course.

The process for adopting a course in advance is as follows:

- Once courses to be adopted have been identified, SA selects the course from providing schools offerings and requests the quantity of seats required in SUN Online site. Go to <http://sun-online.org/site-administrator-seatbank-training> for training on the process for adopting courses through the SUN Online website.
- SA confirms with the appropriate department head at their school that the adopted course is submitted as a part of their course schedule offerings to be printed and that a section is created in Banner. **This process must follow your college's schedule production timeline.**
- **Books:** When the course adoption is approved the SA must obtain the course textbook information. SA must share textbook information with the appropriate department head/Chair to ensure that textbooks for the adopted courses have been ordered. **This process should follow your college's standard textbook ordering timeline and process.**
- **Course Start Date:** When adopting a course, take careful note of the course start date as it might be different than your college's start date. SA should confirm with the home college's Schedule Development Coordinator to ensure that correct start dates are included in the home college's printed schedule.

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- **Student Enrollment:**

- Students at the adopting school can register for and pay for all courses adopted in advance as they would any other course at the home college.
- Advisors need to be aware of courses available for adoption, to help direct students to courses and maximize the student's potential for on-time graduation. (See Appendix B and C)
- During the semester registration period, SA must review registration activity through Banner frequently to determine whether students have enrolled in a SUN Online designated course.
- SA will immediately 'add a student to an adopted course' through the SUN Online website. Go to <http://sun-online.org/site-administrator-seatbank-training> for training on the process for 'adding students to an adopted course' through the SUN Online website.
- SA at the home institution will immediately notify the SA at the providing institution and makes available the student's name, the course they enrolled in, student e-mail and phone number.
- The SA at the providing college will then send out a letter to the student to inform them of the course start date and all information needed to begin the course. (See Appendix D).

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Adopting Courses on an 'As-Needed' Basis

The process for adopting courses and enrolling students on an 'as needed' basis, takes place when courses have not been adopted in advance, are not in the printed schedule, and do not already have a section in the college's Banner system. This process is different than adopting courses in advance. Students might need a course that is offered through SUN Online but was not identified and purchased in advance. College faculty and advisors should have access to the list of all SUN Online course offerings for each semester so that they can advise students accordingly.

The SA assists with the facilitation of this process in the following ways:

- SA provides advisors, faculty and Chairs the list of all SUN Online courses available and the SUN Online student enrollment form the upon opening of registration for the next semester.
- Advisor and student identify courses needed, complete the SUN Online student enrollment form and e-mails it to Site Administrator. SA asks Chair to initiate/ expedite the course approval process. Once approval is granted, SA ensures that the registrar opens the course section in Banner.
- SA then follows the 'adopt a course' procedure in the SUN Online Website (Go to <http://sun-online.org/site-administrator-seatbank-training> for training on the process for adopting courses through the SUN Online website).
- SA contacts student and advisor/faculty with course information. Student can proceed to register for the course.
- SA will immediately 'add a student to an adopted course' through the SUN Online website. Go to <http://sun-online.org/site-administrator-seatbank-training> for training on the process for 'adding students to an adopted course' through the SUN Online website.
- SA immediately notifies the SA at the providing institution and provides them with the student's name, the course they enrolled in, student e-mail and phone number.
- The SA at the providing college will then send out a letter to the student to inform them of the course start date and all information needed to begin the course.

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Monitoring Student Enrollment in Adopted Courses

Students may drop before the provider school's official drop date without incurring fees for their Home school. After the official drop or census date however, the adopting school is obligated to pay the credit hour fee. For this reason, it is important for the SA monitor student enrollment as follows:

- Monitor student enrollment weekly during the period between the course start date and the "official" drop or census date of the providing institution.
- Update the SUN Online site and notify the providing institution's SA as soon as students drop course to avoid incurring the credit hour fee.
- SA updates the site with the appropriate drop or withdraw code for the student's status. Codes may vary by college. Check with SA or Registrar.

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PROCESS FOR PROVIDING COURSES

SA adds the course information to the SUN Online website including:

- Course title
 - Semester offered
 - Maximum number of students
 - Number of seats available for sharing
 - Course start date
 - Course end date
 - Drop date
 - Withdraw dates
 - Registration dates
 - Faculty bio
 - Course syllabus/outline
 - Required texts
 - Learning Management System (LMS) employed to deliver the course.
- When another college decides to 'adopt a course', SA at the providing schools must then 'approve' the number of seats to be provided through the SUN ONLINE website.
- The providing institution SA will then:
 - Ensure the student is entered into the Provider's LMS,
 - Issue the student a letter of welcome and course information which includes important dates, technical assistance and other student support services.

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Confirming the number of seats actually used

At census date, it is the duty of each SA at providing institutions to access SUN Online site. To do so, click on the “Site Administrator” login.



The screenshot shows the 'Skill-Up Network Administrator Login' page. The page has a header with the SUN Online logo. Below the header, there is a 'Back to SUN Online' link. The main content area contains the title 'Skill-Up Network Administrator Login' and a login form. The form has two input fields: 'Username:' and 'Password:'. Both fields are highlighted with red circles. To the right of the password field, there is a red text label: 'Enter Your SUN Online credentials'. Below the password field, there is a 'Login' button, which is also highlighted with a red circle. Below the login button, there is a red text link: 'Click here to login'. At the bottom of the page, there is a footer with the text: 'The Skill-Up Network © 2015 Design and development by [Omni Technology Professionals, Inc.](#) | [Contact Webmaster](#)'.

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You will then be in the Sun Administrator's page.

There you will select "Manage Courses Provided by YOUR Institution"

Site Administrator Area

Welcome Haylee Dass (CNM)

Manage Your Courses

- » Adopt A Course For CNM
- » Manage Courses Provided By CNM
- » Manage Courses Adopted By CNM
- » Manage Your Courses
- » Manage Your Programs
- » Manage Your Faculty
- » Manage Your Schedules
- » Request a Course

Manage Students and Grades

- » Manage Your School's Students
- » Add Students to an Adopted Course
- » Add Grades for Students in a Provided Course
- » Sign-off Grades for Students in an Adopted Course
- » Export Students

Edit Your Profile Information.

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From this point, filter by appropriate semester.

[Back to SUN Online](#)

[Home » Manage » Shared Courses](#)

[» Logout](#)

Your Shared Courses

Below is a listing of all courses that your school is sharing. Click the 'edit' link to change the shared course information. Click the 'approve' link to approve requested seats.

[Share New Course](#)

View by Semester:

Spring 2016 ▼

Results: 1-25 of 57

1 2 3 4 5 10 25 50 100

Local Code	Course	Semester	Provided	Available	Edit	Approve
ACCT1110	Introduction to Financial Accounting	Spring 2016	5	5	Edit	Approve
ACCT1210	Introduction to Managerial Accounting	Spring 2016	5	5	Edit	Approve
ACCT1410	Quickbook Complete	Spring 2016	1	0	Edit	Approve
ANTH1101	Introduction to Anthropology	Spring 2016	5	5	Edit	Approve
ARTH1101	Introduction to Art	Spring 2016	5	5	Edit	Approve
BA1101	Introduction to Business	Spring 2016	5	5	Edit	Approve
BA1121	Business English	Spring 2016	5	5	Edit	Approve
BA1131	Business Professionalism	Spring 2016	5	5	Edit	Approve
BA1150	Introduction to Quality Management	Spring 2016	5	5	Edit	Approve
BA1151	Fundamentals of CQI	Spring 2016	5	5	Edit	Approve
BA1152	Quality Tools	Spring 2016	5	5	Edit	Approve
BA2133	Principles of Management	Spring 2016	5	5	Edit	Approve
BA2153	Team Building	Spring 2016	5	5	Edit	Approve
BA2154	Re-Engineering	Spring 2016	5	5	Edit	Approve
BA2155	Quality Leadership	Spring 2016	5	5	Edit	Approve

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There you will confirm the actual seats used per course.

View by Semester:
 Spring 2015 ▼

Semester	Provided	Available	Edit	Approve
Spring 2015	5	5	Edit	Approve
Spring 2015	7	7	Edit	Approve
Spring 2015	7	7	Edit	Approve
Spring 2015	5	5	Edit	Approve
Spring 2015	5	5	Edit	Approve
Spring 2015	5	5	Edit	Approve
Spring 2015	8	8	Edit	Approve
Spring 2015	5	0	Edit	Approve
Spring 2015	5	4	Edit	Approve
Spring 2015	5	5	Edit	Approve
Spring 2015	5	5	Edit	Approve
Spring 2015	5	5	Edit	Approve
Spring 2015	5	5	Edit	Approve

NOTE: The course must have been shared or adopted for this step to happen.

1. Scroll down to the bottom half of the screen to “Adopting Info”. There you will then input the correct number of seats used and click OK.

Adopting Info

Adopting School

School: UNM Taos

Date Adopted: 2014-12-18

Code: IT 131

Title: Introduction to Hardware Installa

Seats: 1

Drop Date: 0000-00-00

Offering School

Approved Seats: 1

Approved Date: 2015-01-07

Used Seats: 1

Used Date: 2015-04-02

Ok!

For the selections made by your school above, you can edit the local code, local title, and number of seats requested.
 If you are the offering school, you can change the number of seats approved. An email will automatically be

- SA will receive a confirmation email from SUN Online Seatbank for each college and each course where actual used seats have been confirmed. This is the number of students that are still successfully enrolled in the course.

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- *** Note: This is a critical function to SUN ONLINE. The number in this field is what populates the invoice function of the site. The financial exchange between colleges will be inaccurate if this number is incorrect or non-existent.**

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Reporting Student Grades

Site Administrators at provider institutions will enter final course grades into the SUN Online website *within the period specified by the adopting institution*. Generally this is no later than *five days* after semester completion. Adopting schools are notified by the provider (SA) when grades are entered.

Site Administrators at home institutions will then report all SUN Online student grades to their Registrar's office for transcription into the student record within five days of semester completion.

Reporting mid-term grades are optional and should be completed within the period specified by the adopting institution.

Site Administrator Area

Welcome Haylee Dass (CNM)

Manage Your Courses

- » Adopt A Course For CNM
- » Manage Courses Provided By CNM
- » Manage Courses Adopted By CNM
- » Manage Your Courses
- » Manage Your Programs
- » Manage Your Faculty
- » Manage Your Schedules
- » Request a Course

Manage Students and Grades

- » Manage Your School's Students
- » Add Students to an Adopted Course
- » Add Grades for Students in a Provided Course
- » Sign-off Grades for Students in an Adopted Course
- » Export Students

Edit Your Profile Information.

- » Edit Your School's Profile
- » Edit Your Profile
- » Change Your Password
- » Reset Your Password

Information

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COURSE SHARING RENUMERATION

Shared courses will be charged a per credit hour fee of \$75.00. At the end of each semester:


Adopting institutions will be invoiced for the total number credit hours adopted (purchased);

Providing institutions will be reimbursed at the rate of \$75.00 per credit hour provided.

Prior to the end of each semester, Site Administrators will review their course transactions and update the SUN Online site to reflect accurate information for billing and certifying invoices (e.g., number of seats used, students registered, grades transcript, etc.).

The SUN Online Program Manager will verify the information and initiate the billing and payment process via Santa Fe Community College acting as the fiscal agent.

See example:



INVOICE: SOL14-001

23 JUNE 2014

SANTA FE COMMUNITY COLLEGE
 DOL TAACCTNM Skill Up Network Grant
 6401 S Richards Avenue
 Santa Fe, NM 87508
 P 505-428-1295
 F 505-428-1296
 margaretm.woodd@sfc.edu

TO:
 UNIVERSITY OF NEW MEXICO, TANS BRANCH

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
3 credit hours	Principles of Econ Micro, Spring 2014 Semester Student: Joaquin Quintana	\$75.00	\$225.00
<p>Send remittance to:</p> <p>Santa Fe Community College</p> <p>Attn: Linda Peña, Cashiers Office</p> <p>6401 Richards Avenue</p> <p>Santa Fe, NM 87508-4887</p>			
TOTAL DUE			\$225.00
FOR SFCC USE ONLY			

Make all checks payable to **SANTA FE COMMUNITY COLLEGE**

THANK YOU FOR YOUR BUSINESS!

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COMMUNICATION AND OUTREACH

Site Administrators are responsible for communication and outreach efforts for SUN Online at their institutions. Outreach efforts to Deans, chairs, faculty, advisors and students may take the form of emails, meetings, publications, or webinars to provide information on SUN Online and how the system works and its benefits.

Another key element for the success of SUN Online is the networking between institution Site Administrators. Contact between participating institutions can be the difference of whether a course makes or is cancelled, and is essential during the semester registration periods to communicate changes in course enrollment.

Site Administrators are the conduit for all communication in the SUN Online system at their college. SA's from participating institutions communicate to share best practices and meet face-to-face as needed for trainings and program updates.

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Appendix A Needs Assessment

DATE

NAME OF COLLEGE Deans and Chairs,

Please take a look at the attached list of courses that **the consortium** has shared with other colleges through the SUN Online course sharing network and identify courses that you would like to share for the **COMING** semester. Please make available a list of courses you would like to provide to other institutions and/or adopt from other colleges who are providing courses you might need, no later than **DUE DATE**. You can send these lists to [YOUR SUN PATH Site Administrator/Coordinator](#) or Haylee Dass, hdass@cnm.edu.

Questions to consider when identifying courses to share on SUN Online:

1. What online classes do you offer that are core to your program area but that are prone to cancellation?
2. What are some online classes that your program area has developed that you believe are particularly well put together and taught by instructors/faculty members who are really adept in the online environment?
3. Do you have classes that are already Quality Matters approved or ready for the certification process?

Questions to consider when adopting courses from other colleges through on SUN Online:

4. Are there classes that students at your college frequently request that your institution is unable to offer as often as you would like?
5. Are there any other specific courses that you would like to have other colleges offer on SUN Online that you think students at your college would benefit from?

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Appendix B Advising for SUN Online

Advising for SUN Online

Greetings from SUN Online!

SUN Online is a FULLY- ONLINE course-sharing model for New Mexico colleges. It is designed to help students get the classes they need, that may not be offered at their home college and for institutions to fill classes by offering them to SUN Online to share. Attached is a list of courses offered at participating colleges during Spring 2016! Students can take any of these courses and receive credit at their home institution. *It is the student's responsibility to identify where the course will articulate in their program of study.

Here are some important points when advising students interested in a SUN course:

- * This course is provided by a college outside of the student's home institution and students must adhere to the schedule and academic policies of the providing school
- * SUN courses are fully online and offered from other institutions using the providing school's Learning Management System i.e. Blackboard, Canvas, etc. It may be a different system than the student currently uses.
- * Students should have experience with online learning before taking a SUN course.
- * SUN classes will appear on the student's transcript, as if taught at the student's home school.
- * There may be class fees for certain classes, but students only pay their home school tuition rate.
- * Students do not need to enroll at the providing college; all classes are listed as courses from their home school.
- * The providing school will offer some tech support, but it is also important that the student use the support at their home school where applicable.
- * Grades are reported to the SUN Online Site Administrators at each school and transferred to the registrar.
- * Issues that arise between students and faculty need to follow the protocols of the providing school.
- * To enroll the student in a SUN Online course, please complete the following steps:
 - ** Identify course needed with the student
 - ** Gather student information and complete the SUN Online student registration form template
 - ** E-mail completed form to your institutions SUN Online Administrator (see attached list).

For More information, contact the SUN Online Managers: Carla Slentz (carla.slentz@sfcc.edu) and Haylee Dass (hdass@cnm.edu)

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Appendix C SUN Online Form for Advisors

STUDENT#		SEMESTER		
LAST NAME				
FIRST NAME				
PHONE				
STUDENT EMAIL				
ALTERNATE EMAIL				
Student Major:				
	Course ID	CRN	CREDITS	Course Title
SUN ONLINE COURSE #1				
SUN ONLINE COURSE #2				
SUN ONLINE COURSE #3				
SUN ONLINE COURSE #4				
SUN ONLINE COURSE #5				
Advisor Name		Date	Advisor Signature	

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Appendix D SUN Online Student Welcome Letter

Student,

Course Name, Instructor: Name, [instructor](#) email

Welcome to SUN Online, the online course sharing system for New Mexico higher education. You have chosen a course from the growing number of online courses offered by your “home” college, but delivered in this case by [providing college name](#), your “provider” college. You will be enrolled at your college, just like any other course; however, your instructor will be located at [providing college name](#) using [name of LMS](#) as the learning management system. The academic calendar may vary slightly from your home school, so make sure to check the [providing college name calendar](#), available on the home page at link to [providing college calendar](#). During your online course, you are required to adhere to the dates of [providing college name's](#) academic calendar as well as [providing college name's](#) academic policies.

The following are points of interest that will help in the success of this course:

- Support for your classes will be provided by both your home school and [providing college name](#).
- Grades will be transferred from [providing college name](#) to your home school and recorded by the registrar.
- **Your course begins: Date**
- Plans to graduate from your home institution at the end of the semester need to be communicated to your instructor and SUN Site Administrator(s) to meet school deadlines.

****Important information is included in the attachments. Please review attachments provided in this email.**

Textbook Information: Please purchase your textbook or required materials from your home college or follow instructions for online purchase from your instructor in [name of LMS](#). (*Textbooks required for your course are listed at the bottom of this email*).

To access [name of LMS](#) go to [link to LMS](#) and enter your login and password which will be sent to you in a separate email.

You will get a notification from [name of LMS](#) to this email account. When you click on the link, it will take you to the [name of LMS](#) login page. Please contact the Site Administrator if you have any questions or concerns.

When you have successfully accessed the course, please refer questions to your instructor. We hope you enjoy learning with SUN Online.

Home School Site Admin: [Name, Institution, Phone, Email](#)

Provider School Site Admin: [Name, Institution, Phone, Email](#)

(cont)



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Textbook Information: Name, ISBN, Publisher, etc.

***For any questions or concerns regarding your SUN Online course through providing school name, please contact SA Name at phone #, email**

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