Course Verification Instructions and Explanations

Each semester, Course Verification is used to ensure all details of a course are accurate before being shared with students. Global Campus uses the system to keep a running log of the conversation between faculty, Global Campus, and other WSU partners. Once confirmed, all information, listed in the steps below, will be associated with the course to be carried over into future semesters.

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Course Verification System: Jira

For the processes described in this article, Global Campus uses Jira. You will receive emails from “Academic Outreach & Innovation Service Desk Course Verification”.

Responding to Each Request

When replying to verification emails you can:

- Reply to the email or
- Go to the bottom of the email and select “View request”
- This will take you to Jira
- Sign in with your WSU credentials

**Note:** if the system does not recognize your NID, use your WSU email. If you have difficulty signing in, contact crimsonsservicedesk@wsu.edu

Figure 1: Response Options
Step 1: Did the right course content get copied?

Cloning Verification
You will receive an email titled, “AOISDCV-### Cloning Verification for [Course ID]”.

Note: if you are working directly with an instructional designer on a redesign or new design, you can skip to Step 2.

Purpose
Confirm the correct course content was copied into your course. (Updates to the content will be made after content is verified.)

What we need from you
Please indicate whether the content is correct by replying. Please note, that this cloning request must be completed before the other requests will be available.

Target Completion
2 to 3 weeks prior to registration opening to students. Learn more about Registration Information.

Step 2: What are the course materials and resources?
You will receive three (3) verification emails: Textbook, Exam, and Media.
Each of these requests require a response from the instructor for Global Campus to resolve and make information available to students. Students will have access to this information through the More Information link. Completion of the tasks below is imperative to communicating financial obligations to students upon registration.

**Textbook Verification**

**Purpose**

Confirm list of texts students will need to purchase for the course. This information is posted on the More Information page and communicated to the WSU Bookie.

**What we need from you**

1. Review the texts included in this verification, if any.
2. Please indicate:
   a. If the information is **correct** (nothing will be added, removed, or changed).
   b. If the information is **incorrect or missing**, please provide detailed information and if adding a textbook include the title, author, edition, ISBN, and whether the text is required or optional.
   c. If the course will **not be using textbooks**.

**Target Completion**

Prior to registration opening to students. Learn more about Registration Information.

**Proctored Exams Verification**

**Purpose**

To confirm exams that will need proctoring.

**What we need from you**

We need to know whether proctoring will be needed for the course.

Please indicate:

- No exams will be proctored.
- There will be one or more exams proctored.

If proctoring will be used in the course, please provide the following information for each exam you will require proctoring for:

- Test taking period (we recommend including at least one weekend day).
• The time allowed.
• Materials, tools, and resources allowed.
• If students will be allowed to choose an on-site (in person) proctor or only be allowed to use the established virtual proctoring service. **Note:** Proctoring fees for on-site proctoring are variable, while virtual proctoring is a fixed fee.

**Target Completion**
Prior to registration opening to students. Learn more about **Registration Information.**

**Media Verification**
Media includes, but is not limited to AOI-hosted media (i.e. videos and presentations), specific course materials students must purchase (other than textbooks), and library reserves. This does not include instructor-created resources such as Panopto videos.

Note: Although not hosted by AOI, it’s important to note whether your course is using Kanopy videos. This will allow us to work with the library to ensure access.

**Purpose**
To submit materials that you want to be included in the course space for copyright approvals, media processing, and/or communicate materials to be purchased to students.

**What we need from you**
1. Review the media included in this verification, if any.
2. Please indicate:
   a. If the media items listed are **correct** (nothing will be added, removed, or changed).
      i. **Note:** Currently, Kanopy videos will not show in this list.
   b. If the media items listed are **incorrect or missing,** please reply with detailed for each media item and whether it is required or optional.
   c. If there are no media items for this course.

**Target Completion**
Prior to registration opening to students. Learn more about **Registration Information.**

**Step 3: Do you need any adjustments made to the course space?**

**General Maintenance**
You will receive one (1) verification email: General Maintenance. Once you receive this request, the course space should be updated to the current semester (e.g. dates in the course schedule and media). Broken links may also be identified.

**Purpose**
Used to submit requests for minor changes and updates to the course. General Maintenance remains open through the official start of classes or until course is confirmed. Please note that major changes will need prior communication and approval with your department before being implemented.

**What we need from you**
Information on minor changes you would like made in the course space, or verification that the course is ready to be made available to students.

If changes are needed, please provide detailed information about any change you are requesting.

**Target Completion**
7 days prior to course start. Note: this can remain open during course delivery, as needed.

**Visual Representation of Instructor Steps**
Questions? Contact your Project Manager or Instructional Designer for assistance. The initial email lists the project manager for your course. If you are unsure, contact courseverification@wsu.edu to connect you with a Global Campus team member.