What about training for oZONE?
The oZONE training team is busy preparing specialized training for each of oZONE’s modules. This column outlines some of those ongoing efforts. We will publish a full schedule of training as soon as it is available.

In preparation for spring 2010 advance registration in oZONE, College advisors are already receiving enrollment process training from oZONE implementation team leads. In the coming weeks we will extend this training to faculty advisors and departmental staff involved in enrolling students.

Training for class schedulers will take place in mid-fall 2009 in preparation for creation of the summer/fall 2010 schedule.

Online grade reporting through oZONE will begin with December intersession. Those teaching December Intersession classes will receive online grading instructions. Their feedback will be incorporated into the instructions provided to spring 2010 instructors.

The oZONE training team will also offer online help and tutorials through oZONE support channels.

In Volume 8 ... Channels and Tabs

CLASS SCHEDULES

- Building class schedules: The timetable used by the Office of Classroom Management and departments to create class schedules will not change. Printouts currently used by departments to submit their class schedules may change with the summer/fall 2010 class schedules.

- Making changes to class schedules: The Office of Classroom Management will still control all section allocations, schedule changes, course grading and course cancellation.

- Viewing class schedule information: oZONE Alert Volume 5 showed that oZONE will display information similar to what is shown currently in online enrollment. oZONE Search Options are comparable to the current Power Search and are even more accessible: simply select a term to access Search Options. Once enrollment begins in oZONE, instructors and departments can monitor enrollments as they do now, with the added benefit of real-time data rather than the current 15-minute refresh schedule.

COURSE CATALOG AND THE OU GENERAL CATALOG

- oZONE Course Catalog: Course Catalog in oZONE (described in some detail in oZONE Alert Volume 4) is roughly equivalent to the current Master Course Inventory Inquiry (MCII) in CICS. For the 2009-10 academic year, the Course Maintenance/Course Request (MCIR) system in CICS will remain the mechanism for departments to submit course addition and course change requests. The timetable and approval process for these requests will not change. The OU Office of Academic Publications will update the oZONE Course Catalog as course requests are approved by the Provost.

- OU General Catalog: The OU General Catalog is a publication which describes degree programs available at OU and contains official descriptions of Norman campus courses. The Office of Academic Publications produces the OU General Catalog. This office also updates the course descriptions in the online General Catalog as changes are approved by the Provost, and will continue to do so.

GRADES

- Submitting Grades: Final grades are currently submitted on paper to the OU Office of Academic Records. In January 2010, instructors will input final grades for December 2009 intersession online in oZONE for the first time. Instructors will be able to submit grades for a section multiple times, meaning they can grade part of the class at one time, and then submit grades for other students another time. There will still be a deadline set for final grades, after which time grades have to be reported on grade change request forms. The mechanism for submitting grade change requests, including I-Makeups, will not change.