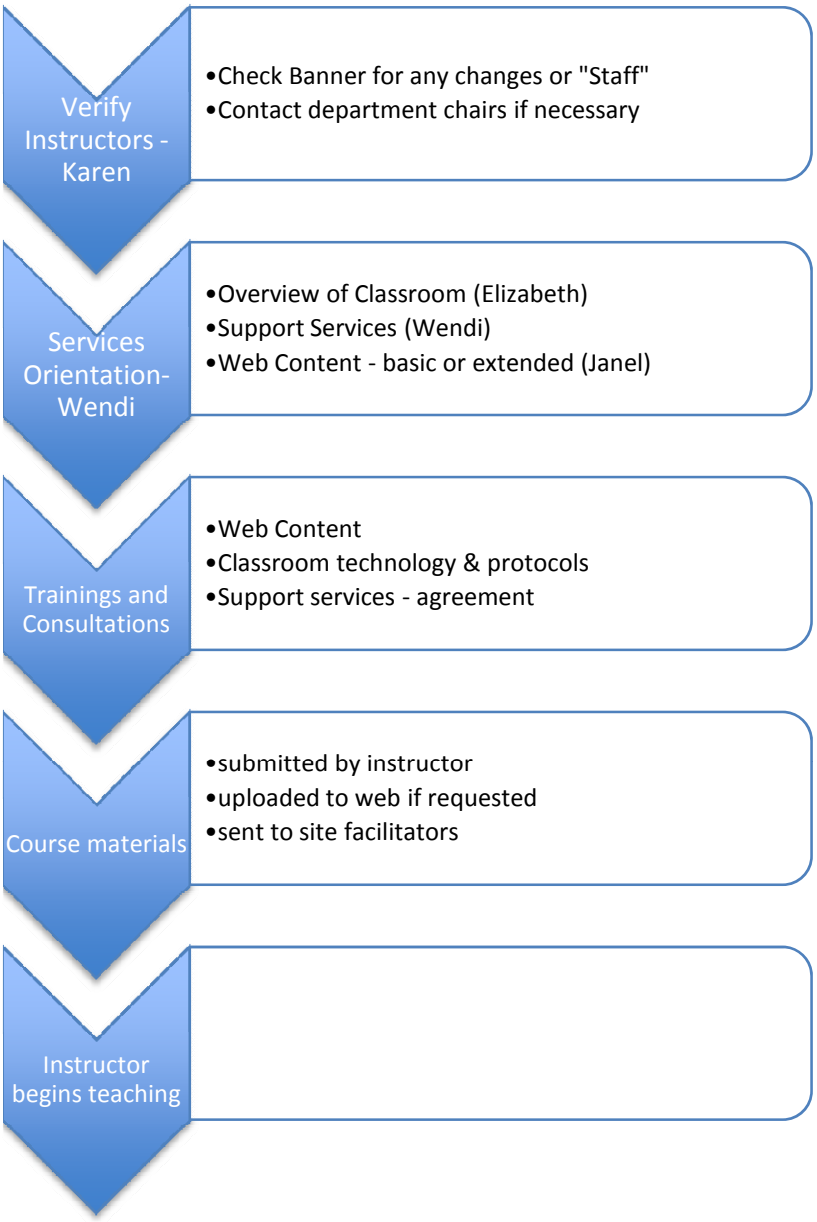
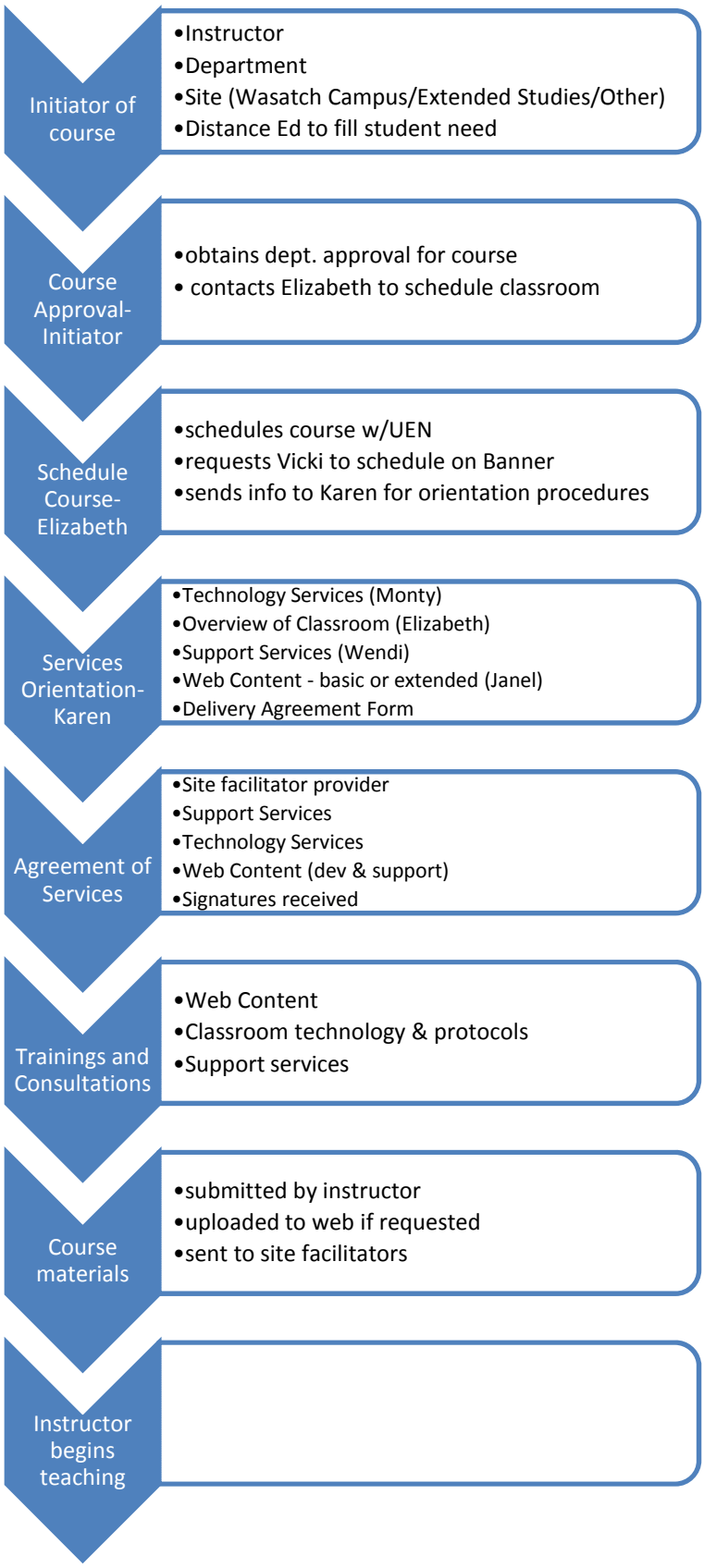
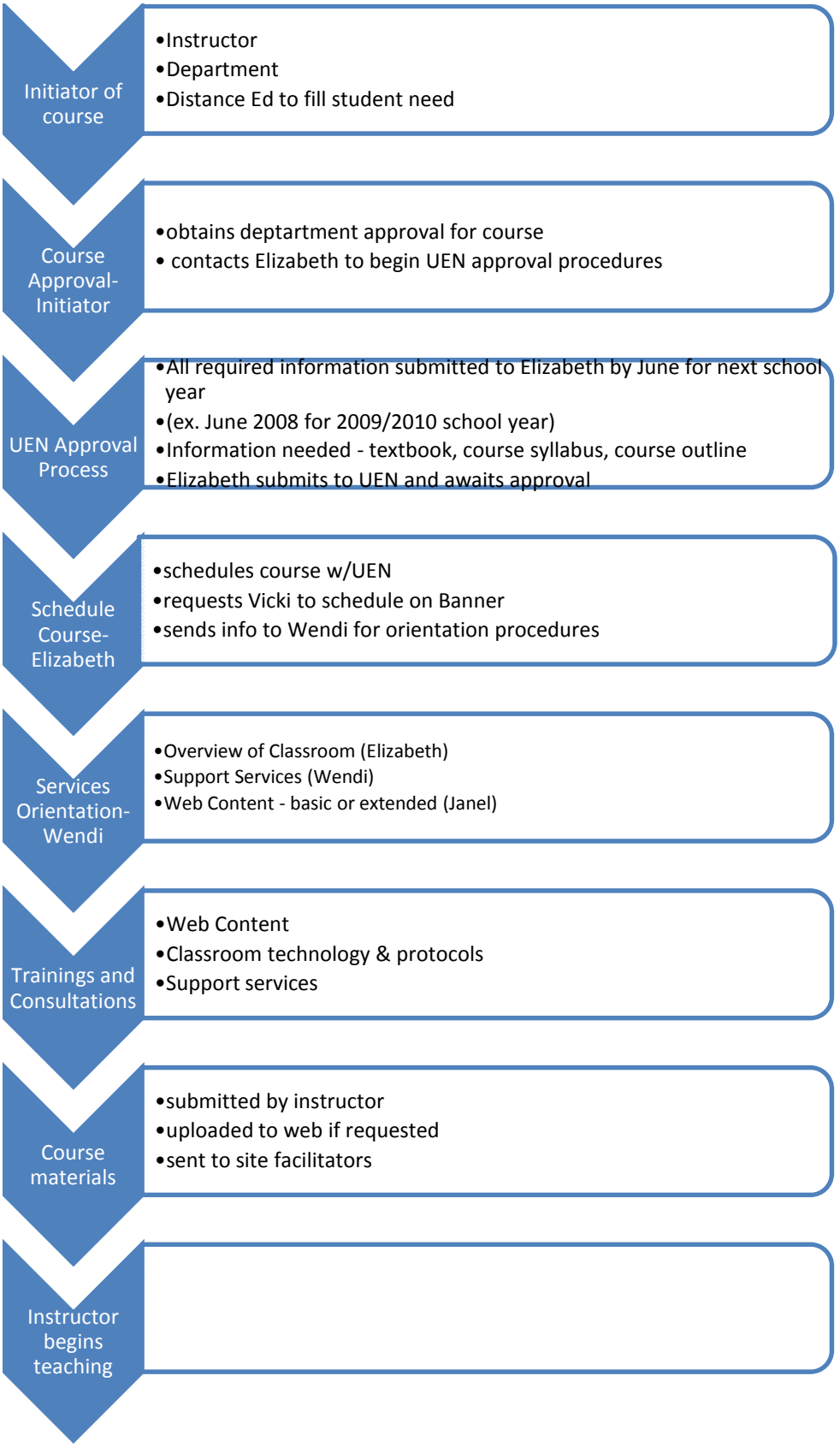

Verify Instructors - Karen
•Check Banner for any changes or "Staff"
•Contact department chairs if necessary
Services Orientation- Wendi
•Overview of Classroom (Elizabeth)
•Support Services (Wendi)
•Web Content - basic or extended (Janel)
Trainings and Consultations
•Web Content
•Classroom technology & protocols
•Support services - agreement
Course materials
•submitted by instructor
•uploaded to web if requested
•sent to site facilitators
Instructor begins teaching


Initiator of course
•Instructor
•Department
•Site (Wasatch Campus/Extended Studies/Other)
•Distance Ed to fill student need
Course Approval-Initiator
•obtains dept. approval for course
• contacts Elizabeth to schedule classroom
Schedule Course-Elizabeth
•schedules course w/UEN
•requests Vicki to schedule on Banner
•sends info to Karen for orientation procedures
Services Orientation-Karen
•Technology Services (Monty)
•Overview of Classroom (Elizabeth)
•Support Services (Wendi)
•Web Content - basic or extended (Janel)
•Delivery Agreement Form
Agreement of Services
•Site facilitator provider
•Support Services
•Technology Services
•Web Content (dev & support)
•Signatures received
Trainings and Consultations
•Web Content
•Classroom technology & protocols
•Support services
Course materials
•submitted by instructor
•uploaded to web if requested
•sent to site facilitators
Instructor begins teaching


Initiator of course
•Instructor
•Department
•Distance Ed to fill student need
Course Approval-Initiator
•obtains deptartment approval for course
• contacts Elizabeth to begin UEN approval procedures
UEN Approval Process
•All required information submitted to Elizabeth by June for next school year
•(ex. June 2008 for 2009/2010 school year)
•Information needed - textbook, course syllabus, course outline
•Elizabeth submits to UEN and awaits approval
Schedule Course-Elizabeth
•schedules course w/UEN
•requests Vicki to schedule on Banner
•sends info to Wendi for orientation procedures
Services Orientation-Wendi
•Overview of Classroom (Elizabeth)
•Support Services (Wendi)
•Web Content - basic or extended (Janel)
Trainings and Consultations
•Web Content
•Classroom technology & protocols
•Support services
Course materials
•submitted by instructor
•uploaded to web if requested
•sent to site facilitators
Instructor begins teaching