



WICHE INTERNET COURSE EXCHANGE

WICHE ICE Database System User Manual

Updated 10-9-2015

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This manual has been created to assist member institutions and their respective WICHE ICE Program Information Coordinator (ICE PIC) to utilize the WICHE ICE Database System for an online course exchange between Teaching and Enrolling Institutions.

Processes to be completed in database by:

Teaching Institution (TI)

- Complete Course Set-up then offer seats for a particular semester/quarter (activate)
- Update/Edit course information
- Grant seat requests by other institutions
- View class roster
- Enter grades on roster after course ends
- Inactivate course for semester/quarter (if there are no seats requested)
- Delete course (if there were no seat requests ever and you don't plan to ever offer the course again).

Enrolling Institution (EI)

- Search for course seats
- Request seats in a course
- Return seats not used
- Enter student bio/demo data
- Enroll student in a course
- View course roster
- Un-enroll student
- View course grades
- Delete student bio/demo data (if student has never enrolled in a course)

Critical Notes:

- Do not inactivate or delete a course if there are seats granted or students enrolled. This will orphan data from other schools.
- Do not delete a student's record if s/he was ever enrolled in a course. This will orphan data from other schools.

I. Log Into WICHE ICE Database System

- To complete any of the actions below, you must log into the database.
- ICE PIC must secure a login username and password from the WICHE ICE PIC Coordinator, Anna Galas, agalas@wiche.edu
- Username will be your work email address unless you want to use a generic address created for all ICE related communications.

1. Go to <https://www.wiche-ice.org/new/index.cfm> .



2. Login in (select Login link on left side of screen) with user email address and assigned password.

Control Panel

3. Select [Dashboard] tab.

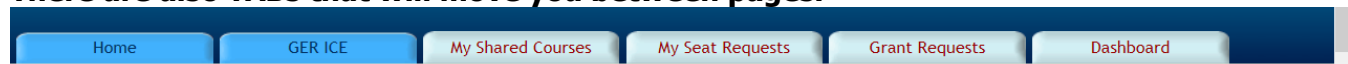


4. View all data management options from Control Panel

II. Control Panel Definitions

- Seat Requests
 - My Seat Requests = You have placed seat request for the following courses
 - Grant Seat Requests = Requests have been placed for your courses
- Course Management
 - Create New Course = Add New Course to the database for your institution
 - Edit/Update Course = Edit or add information about the courses you already entered
 - Manage Semester Seats = Offer seats in a course for a particular semester
- Needed Courses
 - Add New = What course(s) is your institution looking for?
 - Edit Needed Courses = Edit or delete a course you entered on the "needed" list
 - View Needed Courses = List of courses every institution placed on the "needed" list
- Rosters
 - My Rosters = Access course roster as the TI or the EI, Enroll/Unenroll, See grades
 - Student Manager = Enter one or multiple students to the database before enrolling in a course
- Course Catalog
 - General Course = Search/View all courses offered under this category
 - NEXus = Search/View all courses offered under this category
 - Social Work = Search/View all courses offered under this category
 - Consortium Exchange = Search/View all courses offered under this category
- Member Profile
 - Member Profile Information = Enter/Edit information about your institution and exchange priorities
 - Edit Your Campus Enrollment Info = Enter/Edit information such as semester or quarterly enrollment
 - Program Maintenance = Programs offered at your institution or proposed to be offered
 - Change Password

There are also TABs that will move you between pages.



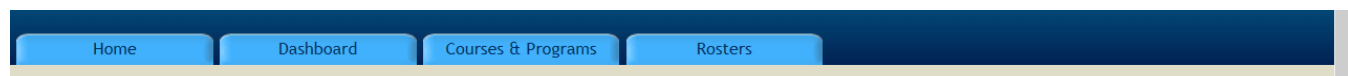
Home = Login entry page

GER ICE = Listing of all general education courses

My Shared Courses = Add, Edit, Delete, Offer Seats in courses from your institution

My Seat Requests = As EI what courses did you request seats in

Grant Request = As TI what institutions requested seats

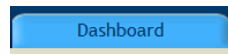


Courses & Programs = Link to course categories, programs, needed courses, and rosters

Rosters = Rosters for your institution as a TI or EI

III. Course Set-up

From the Dashboard tab



1. Under the Course Management section, select [Create New Course](#) link.

ADD NEW COURSE

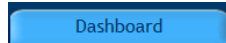
You must enter data in all fields. If field is not applicable or information not available, enter NA

| | |
|---------------------------------|---|
| Course Title: | <input type="text"/> |
| Course Number: | <input type="text"/> |
| Course Catalog URL: | <input type="text"/> |
| Course_credits: | <input type="text"/> |
| Course Level: | <input type="text" value="Pre-College"/> |
| Program: | <input type="text" value="Supply Chain Management Graduate Cert."/> |
| Campus: | <input type="text" value="Test College"/> |
| CIP_Family: | <input type="text" value="0 CIP Not set."/> |
| Course Syllabus URL: | <input type="text"/> |
| Instructor Vitae: | <input type="text"/> |
| Description of Course: | <input type="text"/> |
| Prerequisites: | <input type="text"/> |
| Method of Instruction: | <input type="text"/> |
| Campus Visits required: | <input type="text"/> |
| Course Contact: | <input type="text"/> |
| Contact e-mail: | <input type="text"/> |
| Other / Additional information: | <input type="text"/> |
| | <input type="button" value="Add New Course"/> |

2. Enter all information about the course.
 - a. Course Title: full title
 - b. Course Number: subject and catalog #, i.e. Math 104
 - c. Course Catalog URL: institution's online catalog address
 - d. Course Credits: credits assigned at your school
 - e. Course Level: drop down list
 - f. Program: select appropriate
 - g. Campus: default entry based on your login
 - h. CIP_Family (Classifications of Instructional Programs): if unsure, contact your Registrar
 - i. Course Syllabus URL: even if not finalized, post data available. EI's faculty needs this.
 - j. Instructor Vitae: If same instructor will always teach this course, enter url showing info. Enter TBA if instructor will change.
 - k. Description of Course: copy and paste from catalog

- l. Prerequisites: enter course titles instead of subject and catalog number
 - m. Method of Instruction: example — type of LMS platform, online, synchronous, asynchronous, or hybrid
 - n. Campus Visits required: If there is any in-person meeting requirement for class
 - o. Course Contact: should be ICE PIC (could be instructor)
 - p. Contact e-mail: for above person
 - q. Other / Additional information: special course requirements, etc. when course meets if synchronous, any special technology requirements
3. To submit the information, click on [Add New Course](#) at the bottom of the document.
 4. The course is in the database.
 5. For the course to show up in the catalog you must activate seats. See IV.

IV. Activate Course to Offer Seats



From the Dashboard tab

1. Under the Course Management section, select [Manage Semester Seats](#) link.
2. In the *Course* field, select the course in which you wish to activate seats in. (You will see all courses set-up for your institution in the drop down list.)
3. In the *Function* field, select *Semester Seats Maintenance* from drop down list.
4. Click on *Update this Course* button.

ADMINISTER YOUR SHARED COURSES

If you are adding a course, please click on the "add course" button.
For all other functions, select the course, the appropriate function then click the "update this course" button.

[Add New Course](#)

OR

Courses:

Function:

[Update this Course](#)

5. You will see the course name and a table, Click on *Add New Semester Seats* [Add New Semester Seats](#) button.

ADMINISTER YOUR SHARED COURSES SEMESTER SEATS INFORMATION

Course: MHLTHSCI 522 (Master of Health Science) Management for Health Professionals

| Semester | Section no. | Class Start | Class End | Seat Request Deadline | Seat Return Deadline | Total Seats | Restricted | Actions |
|-------------------|-------------|-------------|-----------|-----------------------|----------------------|-------------|------------|---------|
| no semester avail | 0 | 0 | 0 | | | | | |

[Add New Semester Seats](#)

6. Enter the requested information.

ADD SEATS INFORMATION

For Course Title: Fishing for Students

Section number:

Course Start Date: (mm/dd/yyyy)

Course End Date: (mm/dd/yyyy)

Instructor: TBA

Special Comments
(date school closed,
date grades
submitted by
instructor, etc.):

Max no. of seats to
share:

Seat Request Deadline: (mm/dd/yyyy)

Return Seats by: (mm/dd/yyyy)

Semester Term: FALL

Semester Year: 2013

EXCHANGE PRICE

[CLICK TO SELECT YOUR EXCHANGE PRICING](#)

*Exchange Price Category:
Seat Exchange - Common Wholesale Price
Course Exchange - Negotiated Wholesale Price
Joint Program Exchange - Common Retail Price

*Price per Credit Hour:

Seat Restricted: Yes No

Please indicate if this seat has restrictions.
Restrictions can be managed at the Semester
Seats Maintenance section.

[Add New Semester Seats](#)

- a. Section number: use section number from institution or you can use a new number if there will be multiple sections for same course offered.
- b. Course Start Date: must use this format mm/dd/yyyy
- c. Course End Date: must use this format mm/dd/yyyy
- d. Instructor: this is the person teaching the course during this semester.
- e. Special Comments: holidays for no class or closed campus.
- f. Maximum number of seats to share: enter number
- g. Seat Request Deadline (mm/dd/yyyy): This is the last day you will accept seat requests from EI.
- h. Return Seats by (mm/dd/yyyy): If the EI has not used all seats, you want the unused seats returned by this date.
- i. Semester Term: drop down list
- j. Semester Year: drop down list
- k. Exchange Price Category: select from the list (examples are provided but this will be customized for the consortium and preloaded for ICE PICs)
 - a. Seat Exchange - Common Wholesale Price: select this category for most general listings. The Steering Board sets this price. Currently, it is \$150/credit for undergrad, \$200/credit for graduate. The price will be adjusted according to the institution's status as semester or quarter system.

- b. Course Exchange - Negotiated Wholesale Price: select this category if your institution has negotiated a different wholesale price with specific ICE members for this particular class.
- c. Joint Program Exchange - Common Retail Course Price: select if your institution is participating in a collaborative initiative with other ICE members to offer a jointly developed program and this is one of the courses in that program
- l. Price per Credit Hour: database requires you to enter an amount even it is 0, no dollar symbol (\$) needed. Seat Exchange undergraduate course enter 150. Seat Exchange graduate course enter 200. (These are examples but this will be customized for the consortium and preloaded for ICE PICs)
- m. Seat Restricted: default to NO, only used for special programs

7. Click on **Add New Semester Seats** to save and finish.

8. You will now see the table showing active semester information for this course.

ADMINISTER YOUR SHARED COURSES SEMESTER SEATS INFORMATION
 Course: MHLTHSCI 525 Leadership for Health Professionals

| Semester | Section no. | Class Start | Class End | Seat Request Deadline | Seat Return Deadline | Total Seats | Restricted | Actions |
|-------------|-------------|-------------|-----------|-----------------------|----------------------|-------------|------------|---|
| SPRING 2009 | 4146 | | | | | 3 | No | Edit Delete |
| FALL 2010 | 1111 | Sep-23-10 | Dec-18-10 | Aug-12-10 | Aug-12-10 | 5 | No | Edit Delete |

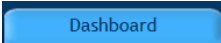
9. In the Actions column, you can

- a. [Edit](#) (return to Semester Seat Maintenance page) or
- b. [Delete](#) these seats for this semester (does not delete course) or
- c. Send an email to all PICs indicating seats are now available.

10. If you click on the **Add New Semester Seats** button under the table, you can create a second section of the same course and offer seats.

NOTE: To offer seats for another course, select the [My Shared Courses] tab to see the *Administer Your Shared Courses* page.

V. Update/Edit Course Information

From the Dashboard tab 

1. Under the Course Management section, select [Edit/Update Course](#) link.
2. In the *Course* field, select the course in which you wish to activate seats. (You will see all courses set-up for your institution in the drop down list.)
3. In the *Function* field, select *Modify/Edit* from drop down list.

ADMINISTER YOUR SHARED COURSES

If you are adding a course, please click on the "add course" button.
 For all other functions, select the course, the appropriate function then click the "update this course" button.

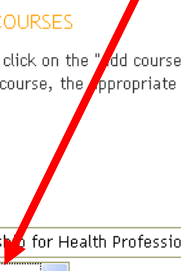
Add New Course

OR

Courses:

Function:

Update this Course



4. Click on *Update this Course* button.
5. Edit data.
6. Click the **SUBMIT** button to save changes.

VI. Search for Course Seats

There are several paths to see course list:

- From the Home page, select links under the following categories of Individual Courses or Collaborative Initiatives.
- From the Dashboard tab, select links under the category of *Course Catalog*.
- From the Courses & Programs tab, select links under *Course Maintenance*.

Once you see the [Shared Distance Course Catalog](#):

1. Review offerings.
2. Sort by table column headings.
3. Enter data in the fields above table to search for a particular course. Must enter data in each field.

| Quick Course Search | Term | Year | Course Group | Advanced |
|----------------------|-------|------|--------------|---------------------------------------|
| <input type="text"/> | -all- | ▼ | -all- | ▼ |
| | | | | <input type="button" value="Search"/> |

VII. Request a Seat

From the [Shared Distance Course Catalog](#)

1. Look through list of available courses. In the *Course* column, click on the course subject link you want to request seats for.
2. Review full course details page.
3. Scroll to the bottom of the page and click on [Place a seat request](#) link.
4. The next screen will show semester and a small box to enter the number of seats requested.

FALL 2010

NURS 695 Advanced Academic Nursing Roles

Seats to request:

5. Click [Send] button. An email will go to the ICE PIC at the Teaching Institution. That person will go into WICHE ICE and grant your seats. An email will come back to you confirming the granted seats (see Grant seat request section).

From: wiche-ice@wiche.edu
 Sent: Sat 6/15/13 2:06 PM
 To:
 A seat request has been placed for course TC 201 by Boise ICE PIC of Boise State University in the internet course exchange system. Please log in to grant seats for the request at the following url:

<https://www.wiche-ice.org>
NOTE: Please do not reply to this email.
Thank you for using WICHE-ICE.

VIII. Grant a Seat Request

Dashboard

From the Dashboard tab

1. Under the Seat Requests section, select [Grant Seat Requests](#) link.
2. Click on the course title link to view the details on the request. The most recent request will be at the top of list.
3. See the semester, institution requesting seats, and number of seats requested.
4. Type the number of seats you will grant to the EI in the box provided.
5. Comment space used to give a reason for granting fewer seats than requested or for explaining why no seats were given.
6. Click on the [Grant] button.

FALL 2010

SOCWRK 571 Fundamentals of Healthy Aging
5 seat(s) requested by University of Alaska Anchorage on May-20-2010

Type the number of granted seats for this request:

Type your comments here

Comments:

Grant

Note: EI will receive email confirming granted seat request.

From: wiche-ice@wiche.edu

Sent: Sat 6/15/13 2:43 PM

To:

Your seat request for course number 222 you placed on Jun-15-2013 for 3 seat(s) has been reviewed.

Seat(s) granted: 3

Special comments: Type your comments here

Your seats have been granted. You may now login to <https://www.wiche-ice.org>, select Rosters in the Dashboard to enter your roster for this class.

IX. Inactivate Course

This does not delete the course. It will remove the course from the Course Catalog table because there will be no seats available.

From the Dashboard tab

Dashboard

1. Under the Course Management section, select [Manage Semester Seats](#) link.
2. In the *Course* field, select the course in which you wish to activate seats in. (You will see all courses set-up for your institution in the drop down list.)

3. In the *Function* field, select *Semester Seats Maintenance* from drop down list.
4. Click on *Update this Course* button.

ADMINISTER YOUR SHARED COURSES

If you are adding a course, please click on the "add course" button.
For all other functions, select the course, the appropriate function then click the "update this course" button.

Add New Course

OR

Courses: MHLTHSCI 525 Leadership for Health Professionals

Function: Semester Seats Maintenance

Update this Course

5. You will now see the table showing active semester information for this course. In the Actions column, you can Delete these seats for this semester (does not delete course)

ADMINISTER YOUR SHARED COURSES SEMESTER SEATS INFORMATION

Course: MHLTHSCI 525 Leadership for Health Professionals

| Semester | Section no. | Class Start | Class End | Seat Request Deadline | Seat Return Deadline | Total Seats | Restricted | Actions |
|-------------|-------------|-------------|-----------|-----------------------|----------------------|-------------|------------|-------------|
| SPRING 2009 | 4146 | | | | | 3 | No | Edit Delete |
| FALL 2010 | 1111 | Sep-23-10 | Dec-18-10 | Aug-12-10 | Aug-12-10 | 5 | No | Edit Delete |

Add New Semester Seats

6. NOTE: after any grade is entered for a student enrolled in the class, the class can't be deleted from a semester.
7. You will be asked to confirm deletion. Click on the [Delete Semester Seats] button.

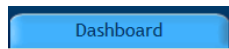
DELETE SEMESTER SEATS

For Course Title:
Leadership for Health Professionals

Semester: FALL 2010

Delete Semester Seats

X. Delete Course



From the Dashboard tab

NOTE: There must be no seats granted and no enrollments attached to this class.

1. Under the Course Management section, select [Manage Semester Seats](#) link.
2. In the *Course* field, select the course in which you wish to delete. (you will see all courses set-up for your institution in the drop down list)
3. In the *Function* field, select *Delete Course* from drop down list.
4. Click on *Update this Course* button.
5. Verify it is the course you wish to delete from ICE Database
6. Click on **SUBMIT** button at the bottom of the page.

XI. View Roster

The TI will be notified by EI when students are entered on a course roster.

From: wiche-ice@wiche.edu
 Sent: Sat 6/15/13 12:48 PM
 To:

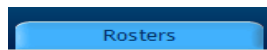
Hello ICE PIC

The student roster has been submitted for your course TC 201 SUMMER/2013 by TestU University in the internet course exchange system.

NOTE: Please do not reply to this email.

Thank you for using WICHE-ICE.

From Rosters tab.



1. Or select [Dashboard] tab and then under the Roster section, select [My Rosters](#) link.
2. If you are currently involved in a seat exchange, you will see your courses as shown below.

Rosters

[Student Manager](#)

You are Teaching the following course/s. Click the "Roster" to see students entered by the enrolling institution.

| Course | Sec | Term | Year | Seats | Enrolling Institution | |
|--|------|------|------|-------|--------------------------------|------------------------|
| MHLTHSCI 522 (Master of Health Science) | 001 | FALL | 2010 | 2 | Boise State University | Roster |
| SOCWRK 571 | 4146 | FALL | 2010 | 5 | University of Alaska Anchorage | Roster |

3. If you are not currently involved in a seat exchange, you will get a notice saying that you are not engaged in any seat exchange.
4. This page shows a summary of the courses you are teaching and the course/s that you are enrolling students for.
5. The top table shows courses your institution is teaching. Click on the [Roster](#) link in far right column in the row of the desired course as illustrated above.

ENG 101 FALL/2010 Roster

Grade Legend: NP = Not Posted, W = Withdrawn, DR = Dropped, CN = Cancelled

[Main Roster Page](#)

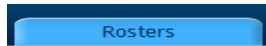
| ICE ID | Student Name | Email | Phone No | Final Grade | Credits | Enrolling Campus |
|--------|----------------|--------------------|----------------|-------------|---------|------------------------|
| 2 | Daniel Dengel | | (907) 555-8885 | CN | 3 | Boise State University |
| 3 | Maci Calrk | | | DR | 3 | Boise State University |
| 5 | Pat A Shea | pshea@wiche.edu | (720) 304-8860 | A | 3 | Harvard University |
| 4 | Danny Delarosa | aksjew3@lkajs7.com | (908) 778-6678 | A | 3 | Test University |
| 1 | Allan Mesina | vmesina@alaska.edu | (907) 388-6352 | Enter Grade | 3 | Test University |

6. The TI can see list of enrolled students and enter grades from this page (See section XIV).
7. Using the mouse pointer, select first cell in first column and all data shown in the table. Select Ctrl + C to copy this data. Open an Excel spreadsheet and paste data into a worksheet. The TI can save the roster or convert to a CSV file for uploading students into LMS.

XII. Enter Student Information

After receiving confirmation that seat request has been granted the EI can add students to the database and then enroll students into the course.

From Rosters tab.

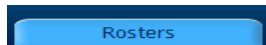


Or select [Dashboard] tab and then under the Roster section, select [Student Manager](#) link.

1. Click [Student Manager](#) link.
2. In the Student Management page, click [Add New](#) link.
3. Fill all the fields in the "Add Student" form. (Note that the red labeled fields indicate that information for that field is mandatory. An error box will pop up if other fields are left empty.)
 - a. **Student ID** -This is your campus student ID number
 - b. **First Name**
 - c. Middle Name
 - d. **Last Name**
 - e. **Birth Date**- (mm/dd/yyyy) i.e 12/05/2000
 - f. **Last 4 of SSN**
 - g. Address
 - h. City
 - i. State
 - j. Zip Code
 - k. Day Phone
 - l. Evening Phone
 - m. Email Address
 - n. Program
 - o. Semester Status
 - p. Comments
4. After entering all student information, click the [Add] button to save the information you entered.
5. To add more students, click the [Add New](#) button. To edit student information, choose the student from the drop down list then click the [Edit] button.
6. After you have entered all your students' information, you are ready to enroll them in a course. (See Section XII)

XIII. Enroll Student/s

From Rosters tab.



Or select [Dashboard] tab and then under the Roster section select [My Rosters](#) link.

1. If your school was granted seats in a course, you will see your courses as shown below.

Rosters

Student Manager

You are **enrolling** students for the following course/s. Please click "Roster" to enroll your students into the course.

| Course | Sec | Term | Year | Credits | Home Campus | |
|--|-----|------|------|---------|------------------------|------------------------|
| MHLTHSCI 522 (Master of Health Science) | 001 | FALL | 2010 | 3 | Boise State University | Roster |

2. Click on [Roster](#) for the course you want to enter students into.
3. The first time you need to enroll students into a class, on the next screen you will see this message "No students found in this course. Do you want to enter students now? [Yes](#) | [No](#)" under the class title.
4. If there are no students in your profile, you will be prompted to click [Add New](#). You must have students in your profile before they can be enrolled in a class. (See section XI)
5. If there are students in your profile, you can select [Enroll Students that are already in the system](#) link. Next you will see student names in a dropdown list. Choose the student then click [SUBMIT](#) button.
6. The third option is to Import Student list through an formatted file.

ENG 101 FALL/2010 Roster

Grade Legend: NP = Not Posted, W = Withdrawn, DR = Drop, CR = Cancelled

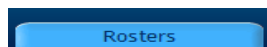
[Back](#) | [Add](#) | [Manage Students](#)

| ICE ID | Student Name | SSN | DOB | Address | Email | Day Phone | Grade | CR | |
|--------|-------------------------------|-------------|----------|--------------------------------------|-------|-------------------|-------|----|--------------------------|
| 2 | Daniel Dengel | ***.**-2222 | 02/15/86 | P.O Box 777 Barrow, AK 99723- | | (907) 555-8885 | CN | 3 | Unenroll |
| 3 | Maci Calrk | ***.**-9999 | 9/7/89 | 1234 Adress Ave Fairbanks, AK 98767- | | | DR | 3 | Unenroll |

7. Students from the EI are now enrolled in the course.
8. From this roster, you can enroll or [Add](#) more students and [Unenroll](#) students or go to [Manage Students](#) to add more students to profile.
9. The student's name is also a link back to the student profile page.
10. At the bottom of the page, look for this statement: "When you are done adding all your students, you can click [here](#) to notify the Teaching Institution about your roster submission."
11. Click the [here](#) link.

XIV. Enter Grades

From Rosters tab.



Or select [Dashboard] tab and then under the Roster section select [My Rosters](#) link.

1. Click on the [Roster](#) link in far right column in the row of the desired course.

ENG 101 FALL/2010 Roster

Grade Legend: NP = Not Posted, W = Withdrawn, DR = Dropped, CN = Cancelled

[Main Roster Page](#)

| ICE ID | Student Name | Email | Phone No | Final Grade | Credits | Enrolling Campus |
|--------|----------------|--------------------|----------------|-----------------------------|---------|------------------------|
| 2 | Daniel Dengel | | (907) 555-8855 | CN | 3 | Boise State University |
| 3 | Maci Calrk | | | DR | 3 | Boise State University |
| 5 | Pat A Shea | pshea@wiche.edu | (720) 304-8860 | A | 3 | Harvard University |
| 4 | Danny Delarosa | aksjew3@lkajs7.com | (908) 778-6688 | A | 3 | Test University |
| 1 | Allan Mesina | vmesina@alaska.edu | (907) 388-6352 | Enter Grade | 3 | Test University |

2. In Final Grade Column, click on [Enter Grade](#) link.
3. If a grade has been assigned, it can be modified by clicking the letter grade hyperlink (roll mouse pointer over grade).

MHLTHSCI 522 (Master of Health Science) FALL/2010 - Grade

Student ID: 111

Student Name: Test LastName

Final Grade:

Comments:

4. Please take note of the following grading options seen in dropdown list.
A – F and I for incomplete course
NP = Not Posted
W = Withdrawn
DR = Dropped
CN = Cancelled
5. Comments are needed if student received Incomplete, was Dropped or Withdrew because of Financial Aid repayment process. Enter date when incomplete contract must be completed or when student was dropped or withdrew. If CN was selected, enter comment if there was a special issue.
6. Click on button to save information and post to roster.

NOTE: after any grade is entered for a student, that student can't be unenrolled from a class.

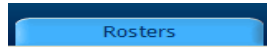
XV. View Grades

1. Go through steps 1-2 in section XI.
2. View the roster for grades.

XVI. Un-enroll Student From a Course

You may be able to un-enroll a student from a course if the grade has not been posted yet. If a grade has been posted by the Teaching Institution, you will not be able to remove the student from the course roster.

From Rosters tab.

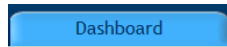


Or select [Dashboard] tab and then under the Roster section select [My Rosters](#) link.

1. Click on the [Roster](#) link in far right column in the row of the desired course.
2. From the class roster, you select [Unenroll](#) link in far right column.
3. A warning message will be shown to confirm unenrollment request.

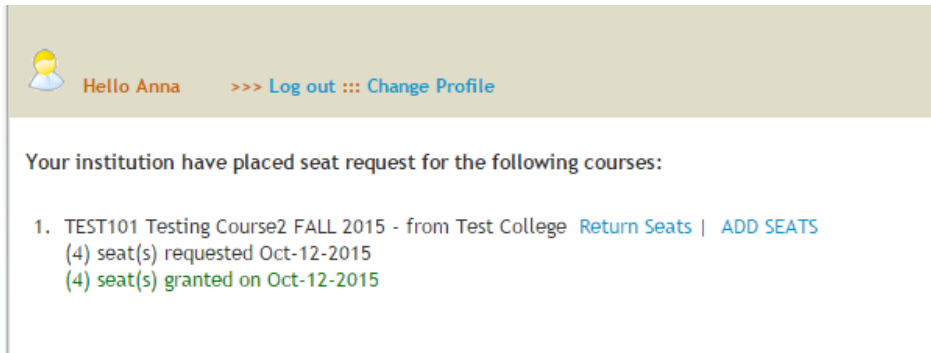
XVII. Return Unused Seats

If you did not use all seats granted to your institution, return seats on or before the date TI requested return of unused seats.

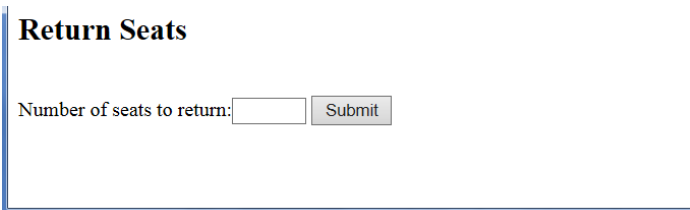


From the Dashboard tab

1. Under the Seat Requests section, select [My Seat Requests](#) link.
2. Look for the course for which seats will be returned.
3. At the far right of course name look for [Return Seats](#) link.

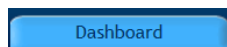
A screenshot of a user dashboard. At the top, it says "Hello Anna" next to a user icon, with links for "Log out" and "Change Profile". Below this, a message states: "Your institution have placed seat request for the following courses:". A list follows: "1. TEST101 Testing Course2 FALL 2015 - from Test College" with links for "Return Seats" and "ADD SEATS". Below the course name, it shows "(4) seat(s) requested Oct-12-2015" and "(4) seat(s) granted on Oct-12-2015".

4. Enter the number of seats to be returned in box and select [Submit]

A form titled "Return Seats". It contains a label "Number of seats to return:" followed by a text input field and a "Submit" button.


XVIII. Request Additional Seats

If you did not use all seats granted to your institution, return seats on or before the date TI requested return of unused seats.



From the Dashboard tab

1. Under the Seat Requests section, select [My Seat Requests](#) link.
2. Look for the course for which seats will be returned.
3. At the far right of course name look for [Add Seats](#) link.

 Hello Anna >>> [Log out](#) :: [Change Profile](#)

Your institution have placed seat request for the following courses:

1. TEST101 Testing Course2 FALL 2015 - from Test College [Return Seats](#) | [ADD SEATS](#)
(4) seat(s) requested Oct-12-2015
(4) seat(s) granted on Oct-12-2015

4. Enter the number of seats to be added and hit [send]

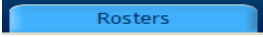
FALL 2015

TEST101 Testing Course2

New Total number of Seats to request:

XIX. Delete a Student Profile

NOTE: You can delete a student's record only if that student has never been enrolled in a course.

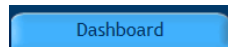
From Rosters tab.  Or select [Dashboard] tab and then under the Roster section, select [Student Manager](#) link.

1. Select student from drop down list
2. Click [Edit] button.
3. At the bottom of page look for this statement: "OR you can click [here](#) to delete this student from the database."
4. Click on [here](#) link to delete this student.
5. A warning message will be shown to confirm request.

XX. Needed Courses

When your institution wants to notify member institutions regarding your need to locate seats in a particular course, you can enter information about that course.

From the Dashboard tab



1. Under the Needed Courses section, select [Add New](#) link.

Manage needed courses - Add New

[Back](#) | [Manage/Edit](#)

*Course Number: (example: Math 101)

Course Level:

*Course Title: (example: Basic Algebra)

Course Description:

Term:

*Semester Year:

*Anticipated Seats Needed:

* Fields in red fonts are required.

2. Fill all the fields in the "Manage needed courses - Add New" form. (Note that the red labeled fields indicate that information for that field is mandatory. An error box will pop up if other fields are left empty.)

- Course Number: example: Math 101
- Course Level: select from drop down list (Graduate Studies, Bachelors Degree, Associate Degree, Certificate)
- Course Title: example: Basic Algebra
- Course Description: from institution catalog
- Term: select from drop down list (SPRING, SUMMER, FALL, WINTER, Other)
- Semester Year: yyyy
- Anticipated Seats Needed:

3. After entering all student information, click the [Add] button to save the information you entered.
4. Next you will see the list of "My Needed Courses"

[My Needed Courses](#)

[Back](#) | [Add New](#) | [Manage/Edit](#)

| Course Name | Course Title | Term | Year | Anticipated Seats Needed | Course Level |
|--|---------------------|--------|------|--------------------------|--------------|
| HealthStudies 101 Edit Delete | Medical Terminology | FALL | 2011 | 30 | Bachelors |
| HealthStudies 300 Edit Delete | PATHOPHYSIOLOGY | FALL | 2011 | 30 | Bachelors |
| math 101 Edit Delete | Basic Math | SUMMER | 2014 | 4 | Bachelors |

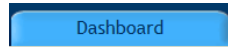
[Notify ICEPICs about your listings.](#)

5. To add more courses, click the [Add New](#) button. To edit course information, choose the course from the list then click the [Edit] button. (or [Delete] button to remove from list)
6. After you have entered all your courses, you click link at bottom of page to Notify ICEPICs.

XXI. Member Profile


You can enter information about your institution for other members to view when they log into the Database and select your institution's name from the list of Participating Institutions on the Home page.

From the Dashboard tab




1. Under the Member Profile section, select [Member Profile Information](#) link.

MEMBER PROFILE

[Edit](#) 

Institution Name: Boise State University
Date Joined: 10/05/2007
Program Information Coordinator:
Academic Calendar:
Policies and Procedures:

Participation and Collaboration Priorities 

| Importing Priorities | Exporting Priorities |
|--|----------------------|
| Courses: As of 2009, BSU is strategically looking for courses that compliment existing programs and may not be offered at BSU. | Courses: |
| Programs: | Programs: |

Collaboration Priorities

EXISTING PROGRAMS | PROPOSED PROGRAMS

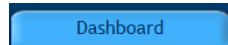
| Cert or Degree level | Current Programs | Cred Req | % Online | Topic Area |
|---------------------------|---|----------|----------|--------------------------------|
| Catalog Schedule Calendar | Current Course Exchanges | | | Course Exchange History |
| Catalog Schedule Calendar | SOCWRK 571 5 granted 0 remaining SOC 101 0 granted 10 remaining SOCWRK 571 3 granted 2 remaining MHLTHSCI 522 (Master of Health Science) 0 granted 6 remaining | | | SOCWRK 571 FALL 2008 5 granted |

2. To edit information about the institution, select the pencil icon.
3. After entering all information, click on [SUBMIT](#) button to save information.
4. For the Participation and Collaboration Priorities section, you will enter
 - Importing Priorities:
 - Courses: types of courses you want to import
 - Programs: types of program related courses you want to import
 - Exporting Priorities:
 - Courses: : types of courses you want to export
 - Programs: types of program related courses you want to export
 - Collaboration Priorities: in what programs would you like to collaborate with another institution

XXII. Program Maintenance

You can enter information about all programs your institution offers or programs you are considering to offer. Members will view this information when they log into the Database and select your institution's name from the list of Participating Institutions on the Home page.

From the Dashboard tab



1. Under the Member Profile section, select [Program Maintenance](#) link.



2. Select [Add New](#) link under Existing Programs section

Program Maintenance

Program Name:

Program Description: (Maximum characters: 300)
You have characters left.

Certificate or Degree Level:

Website:

Total number of credits required:

% Online:

Program Area Title: See [CIP family list here](#)

CIP Code: Please enter the 6 digit [CIP Code](#). For example (11.0972)

Components not offered online:
List and describe components with any on site requirements or other restrictions.
Example: Student is required to intern in approved clinic for 6 hours credit

Tuition In State: \$

Tuition Out of State: \$

Enrollment Capacity:

Capacity Filled: %

3. Enter program information (enter as much information as you can to help other institutions learn about the program)
 - Program Name: as see in your catalog
 - Program Description: simple, 300 characters
 - Certificate or Degree Level: select from dropdown list
 - Website: where to find more details
 - Total number of credits required: all credits for entire program, exclude pre-requisite courses
 - % Online: how much of the program is offered online
 - Program Area Title: See [CIP family list here](https://www.wiche-ice.org/new/cipfamlist.html) (<https://www.wiche-ice.org/new/cipfamlist.html>)
 - CIP Code: Please enter the 6 digit [CIP Code](http://nces.ed.gov/pubs2002/cip2000/ciplist.asp) (<http://nces.ed.gov/pubs2002/cip2000/ciplist.asp>). For example (11.0972)
 - Components not offered online: if the program is not 100% online, list and describe components with on-site requirements or other restrictions. Example: Student is required to intern in approved clinic for 6 hours credit

- Tuition Instate: Per Credit hour
 - Tuition Out of State: Per Credit hour
 - Enrollment Capacity: if there are a limited number of students admitted in program, what is total number
 - Capacity Filled: if there is a limited number of students admitted into the program, how much room is open each year for new students (average percentage)
4. After entering all information, click on **SUBMIT** button to save information.
 5. Return to Program Maintenance page

XXIII. Add Proposed Program

1. Select [Add New Proposal](#) link under Program Proposals section

Program Maintenance

Proposed Program Name: Year to Debut:

Certificate or Degree Level:

Website:

Total number of credits required:

% Online:

Program Area Title: [See CIP family list here](#)

CIP Code: Please enter the 6 digit CIP Code. For example (11.0972)

Program Description:

(Maximum characters: 300)

Components not offered online:

List and describe components with any on site requirements or other restrictions. Example: Student is required to intern in approved clinic for 6 hours credit

Tuition Instate:

Tuition Out of State:

Enrollment Capacity:

Capacity Filled:

2. Enter program information (enter as much information as you can to help other institutions learn about the program)
 - Proposed Program Name:
 - Year to Debut: select from dropdown list
 - Certificate or Degree Level: select from dropdown list
 - Website: where to find more details
 - Total number of credits required: all credits for entire program, exclude pre-requisite courses
 - % Online: how much of the program is offered online
 - Program Area Title: See [CIP family list here](https://www.wiche-ice.org/new/cipfamlist.html) (https://www.wiche-ice.org/new/cipfamlist.html)
 - CIP Code: Please enter the 6 digit [CIP Code](http://nces.ed.gov/pubs2002/cip2000/ciplist.asp) (http://nces.ed.gov/pubs2002/cip2000/ciplist.asp). For example (11.0972)
 - Program Description: simple, 300 characters
 - Components not offered online: if the program is not 100% online, list and describe components with on-site requirements or other restrictions. Example: Student is required to intern in approved clinic for 6 hours credit
 - Tuition Instate: Per Credit hour, if known
 - Tuition Out of State: Per Credit hour, if known

- Enrollment Capacity: if there is going to be a limited number of students admitted in program, what is total number
 - Capacity Filled: leave blank
3. After entering all information, click on **SUBMIT** button to save information.
 4. Return to Program Maintenance page
 5. Go to the HOME page, select your institution's name from the list of Participating Institutions and verify data entered.

Import Roster

The WICHE ICE database system's roster import wizard is capable of importing student records into the system using **comma delimited** csv files. The csv file must contain the following information and must be separated by commas.

Course_number, Student_ID_number, Student_LastName, Student_FirstName, Student_MiddleInitial, Student_Email_Address, Student_PhoneNumber, Street_Address, City, State, Zip_Code, DOB, Last4_of_SSN

Example:

NURS 779,56456A,Doe,John,B.,john@email.com,9073345672,123 Drive Loop,Fairbanks,AK,99212,07-12-1987,7769

ENGL 432,51436B,Doe,Jane,B.,jane@email.com,9073345672,123 Main St,Fairbanks,AK,99212,07-12-1987,7769

NURS 880,52356B,Trump,Dona,B.,don@email.com,9073345672,123 First Ave.,Fairbanks,AK,99212,07-12-1987,7769

Please ask help from your respective system administrator for help in extracting this information from your Student Information System.

NOTE: Your csv file must be *saved without column headings* for the import to work properly.

Important Note

The import process analyzes the number of granted seats per shared seat. If the number of students to be imported from the csv file is greater than the granted seat for that course, the import will not go through. The import wizard also analyzes student records. If the student to be imported is not on the student database, it will add a new record.

How to Import Rosters

1. Login to <https://www.wiche-ice.org>
2. Click the Dashboard
3. Under the Rosters section, click on My Roster
4. In the list of courses, click the "Rosters" link of the course you want to import students to.
5. Click Import Students (see Figure 1) to start the import process.

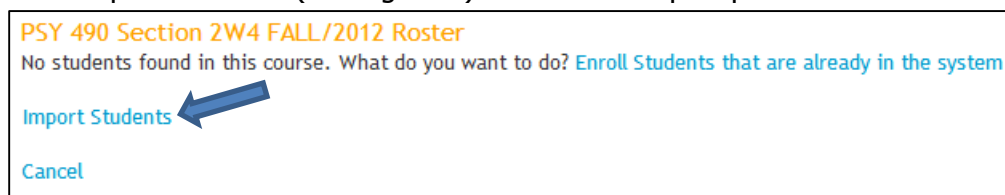


Figure 1

6. On the next screen, you will be presented with an option to upload your csv file (see Figure 2). Click Browse to choose the csv file that contains student records.

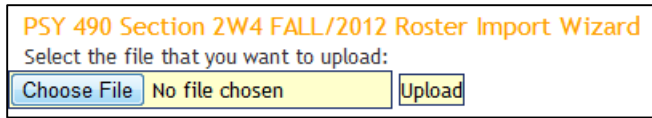


Figure 2

7. After selecting the csv file, click "Upload"
8. You will be prompted if the file has been uploaded successfully (see Figure 3) then click "Process this file"..



Figure 3

9. The Import Wizard will present you with a post import check (see Figure 4), if everything looks good, click "Proceed with Import".



Figure 4

10. Click "Done" (see Figure 5) to review your imported student records on the class roster.

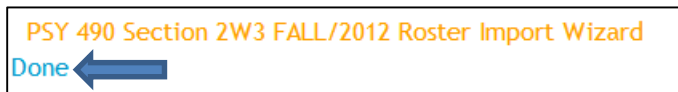


Figure 5