

## To develop and teach a **WEB-ENHANCED COURSE** (less than 50% class time reduced)

- A. Your **Department Head** requests that the Registrar's office put the course into the schedule as **Web-Enhanced** using form: <http://www.it.armstrong.edu/dl/registrarinstructionform.pdf>
- B. Before **EACH SEMESTER** the course is taught, the **FACULTY MEMBER** completes the following online forms:
  - a) Course Report Form <http://www.armstrong.edu/webct/forms/vistacourses.html>
  - b) **If** you have course content in Vista from a current or previous semester that you wish to use again, you must fill out the following two forms to have:
    - A template created from your current Vista course/section  
<http://www.armstrong.edu/webct/forms/createtemp.html>
    - That template assigned to a blank section in which your students are enrolled.  
<http://www.armstrong.edu/webct/forms/templatereq.html>

If you have questions about these forms, contact the helpdesk at 921-5518. A resource-rich website for Vista is available at: <http://www.armstrong.edu/webct/>

## To develop and teach an **INTERNET COURSE** (greater than 50% class time reduced)

**Before teaching an online course** (50% or more of the course is taught online), **you must** receive approval from the Vice President's office. The approval process is outlined below:

- A. Faculty member fills out and submits a proposal form for approval of online course delivery
  - If your course is offered through the University System of Georgia and hosted on the Vista server:  
**Faculty member** uses the form and follows the directions at:  
[http://www.it.armstrong.edu/dl/dl\\_usgcourse.htm](http://www.it.armstrong.edu/dl/dl_usgcourse.htm)
  - If your course is hosted on a non-University System of Georgia server (not in USG Vista):  
**Faculty member** uses the form and follows the directions at:  
[http://www.it.armstrong.edu/dl/dl\\_nonusgcourse.htm](http://www.it.armstrong.edu/dl/dl_nonusgcourse.htm)
- B. Next, the ACDL Committee meets and remands the proposal sending back to the faculty member for changes or sends a recommendation to the Vice President for course approval.
- C. Your **Department Head** requests that the Registrar's office put the course into the schedule as **Internet** using form: <http://www.it.armstrong.edu/dl/registrarinstructionform.pdf>
- D. Before **EACH SEMESTER** the course is taught, the **FACULTY MEMBER** completes the following online forms:
  - a) Course Report Form <http://www.armstrong.edu/webct/forms/vistacourses.html>
  - b) **If** you have course content in Vista from a current or previous semester that you wish to use again, you must fill out the following two forms to have:
    - A template created from your current Vista course/section  
<http://www.armstrong.edu/webct/forms/createtemp.html>
    - That template assigned to a blank section in which your students are enrolled.  
<http://www.armstrong.edu/webct/forms/templatereq.html>

If you have questions about these forms, contact the helpdesk at 921-5518. A resource-rich website for Vista is available at: <http://www.armstrong.edu/webct/>