UNM Online has updated the process to gather course information from faculty, and to publish to the UNM Schedule of Online Courses. This document is an outline of the new course information form (CIF) process.
Accessing CIF Form

To access your CIF account log into [http://cif.unm.edu](http://cif.unm.edu) with your UNM credentials.
Personalized CIF Dashboard Page

The CIF dashboard features:
1. Your name,
2. Displays course information forms you have previously completed
3. Allows you to search through previously completed CIFs
4. Allows you to add a new CIF by pressing “Add CIF”
Clicking the Add CIF button on the dashboard takes you into the CIF form. To begin you will select a section by pressing the drop-down box under Choose a Section. This list features all online sections you are scheduled to teach. There may be more than one semester of assigned classes in the drop-down list.

The section(s) displayed in the drop-down are imported from Banner. If you want to make a change to Banner data, contact your department's scheduling coordinator.
Display of Banner Information

Once a course section is selected, you will see the course information displayed from Banner. This includes the subject code, course number, section number, course title, semester and part of term. The official UNM Catalog description is also included.

Banner information and UNM Catalog descriptions are not editable in the CIF application. To change Banner information, contact your department’s scheduling coordinator. To change UNM Catalog course descriptions, contact your dean's office. Catalog descriptions are updated annually.

<table>
<thead>
<tr>
<th>OILS 102.001 45201 : Online Learning &amp; Strategies, Spring 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Monday, January 14th 2019 through Saturday, May 11th 2019</td>
</tr>
<tr>
<td>The official catalog information displayed here has been reported by your department scheduler and sourced from the University Catalog. To make changes, please communicate with your department scheduler. UNM Online cannot edit official catalog information.</td>
</tr>
<tr>
<td>This course will introduce the fundamental knowledge and practice of online learning and learning strategies. Students will apply this knowledge and practice in online learning environments in order to be successful online lifelong learners.</td>
</tr>
<tr>
<td>Online Monday, January 20th 2020 through Saturday, May 16th 2020</td>
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<tr>
<td>The official catalog information displayed here has been reported by your department scheduler and sourced from the University Catalog. To make changes, please communicate with your department scheduler. UNM Online cannot edit official catalog information.</td>
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</tr>
</tbody>
</table>

Choose a Section

Spring 2020 45201 OILS 102.001
Personalized Course Description

Once you have selected the course section, scroll down to the *Personalized Course Description* area. Your description should contain information beyond the UNM Catalog course description. Students appreciate an outline of your course objectives and expectations.

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Personalized Course Description:

Here are some words describing this course in greater detail, including what sets this section apart from other sections. Here are some more words about the content and skills students can expect to learn in this course.
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Textbooks and Additional Materials

Next, list textbooks and other materials. If affiliated costs are known, including them is very helpful. Please note whether instructional materials can be found in the UNM Learn course.

Required or Recommended Textbooks and Additional Materials:

- Textbook **TITLE, AUTHOR, YEAR, EDITION, ISBN**
- Inform students if book is available in digital format and how to access
- Inform students of additional course materials/programs (ex. ALEKS)
- Inform students of any additional fees necessary for this section
Orientation

An orientation can take place within UNM Learn, using a discussion board, or by hosting a web-conference. An orientation taking place in-person, at a specific time and place, is discouraged. It may not be possible for an online student, juggling job and family demands, and/or living at a great distance, to attend.

Select orientation options from the drop-down menu and provide additional details as necessary.

Students will complete orientation activities during the first week within Learn.
In-Person Meetings and OSYNC classes

For an online asynchronous (ONL) course, you may offer optional or required time-and-place meetings. The number of meetings is restricted, depending on the course build. While having such meetings is discouraged, should one be necessary, a virtual option, such as a web-conference, is highly recommended.

An online course with many required meetings is typically scheduled as online synchronous (OSYNC). Most OSYNC instructors leave blank the In-Person Meetings on Campus area of the course information form.

Whether your course is ONL or OSYNC,
• Required meetings must be scheduled in Banner. Communicate required meeting information to your department scheduling coordinator.
• Optional time-and-place meetings, must not negatively impact the students who do not attend.
Web-Conferencing

You may wish to offer students optional or required web-conference meetings. Optional meetings must not negatively impact students who do not attend. Required meetings must be reflected in Banner, and therefore, appear in the uneditable section at the top of this form. See *Display of Banner Information* in this document. Your department scheduling coordinator or course designer can offer guidance.

Be aware that you, and your students, will need a high speed internet connection and a headset with microphone, or speakers and a microphone, in order to successfully web-conference. UNM Online recommends USB equipment.
In the Exams area of the course information form, note whether an exam is restricted to a specific day and time, or is offered over a range of days and times. Keep in mind, each exam scheduled to a fixed day/time must be reflected in Banner.

Online instructors often choose to schedule exams over a range of days and times. Students are grateful for the scheduling flexibility. Use the Comments: Exams area to clarify your requirements. Include details about the planned format of each exam.

Midterm exam opens on Feb 29th, and final exam opens on May 10th. Quizzes, open book or for internet research, are included as assessments.
Proctoring Options

You may wish for students to be supervised while taking an exam.

In-Person Proctoring:
• UNM Online has a Proctoring Resources page with contact information for in-person proctoring services. Students will incur a cost at most in-person proctoring sites. Each student is responsible for coordinating the proctoring appointment with you and the selected site. It is important to communicate this expectation in the Comments: Proctoring area.

Virtual Proctoring:
• UNM offers virtual proctoring options through Proctorio and Respondus. Students incur a cost using Proctorio. Respondus is free. For either tool students will need high speed internet, headphones, a microphone (often built into a headset), a web camera. Learn more about options for exam proctoring.
Preview Option

Once you have entered your course information, you may choose to Preview before you Publish your content.

A Preview sample is on the next page.
LEAD 501.002

Course Description
Here are some words describing this course in greater detail, including what sets this section apart from other sections. Here are some more words about the content and skills students can expect to learn in this course.

Textbooks
- Textbook TITLE, AUTHOR, YEAR, EDITION, ISBN
- Inform students if book is available in digital format and how to access
- Inform students of additional course materials/programs (ex ALEKS)
- Inform students of any additional fees necessary for this section

Orientation
This course has an orientation.
Students will complete orientation activities during the first week within Learn.

In-Person Meetings on...
This course does not require students to meet at a physical location.
Students can schedule optional in-person meetings with the instructor, as needed.

Web Conferencing
This course has web conferencing.

To web-conference, a headset with microphone or speakers and microphone will be required. We recommend USB equipment. Entry models are available at the UNM bookstore.
A high speed internet connection is needed for web conferencing sessions. Wireless internet connections are not recommended however may be used if tested for audio quality prior to web conferencing.

There will be one required web-conference on Tuesday, Dec 10th to present final projects.

Assessments
This course has assessments.
Midterm exam opens on Feb 29th, and final exam opens on May 10th. Quizzes, open book or for internet research, are included as assessments.

Proctoring
Final exam will be proctored virtually using Proctorio.
Publish and Cancel Buttons

From the preview page, the Exit Preview button will return you to the form. You may further edit your content or Publish to the UNM Schedule of Online Courses.

Once you select Publish, your content will be immediately viewable at online.unm.edu/schedule.

Selecting Cancel will delete current edits.
Dashboard View After Submitting Two CIFs

Selecting *Publish* returns you to the CIF dashboard. Here you will see a list of your submitted course information forms.

Use the dashboard to manage your course information forms. The *Actions* icons, shown at far right, allow you to edit, view, or delete a form.
CIF Support

Course information forms are managed by UNM Online. Email your questions to cif@unm.edu.

Once you log in to the course information form at cif.unm.edu, links to additional support resources are in the page's footer.