

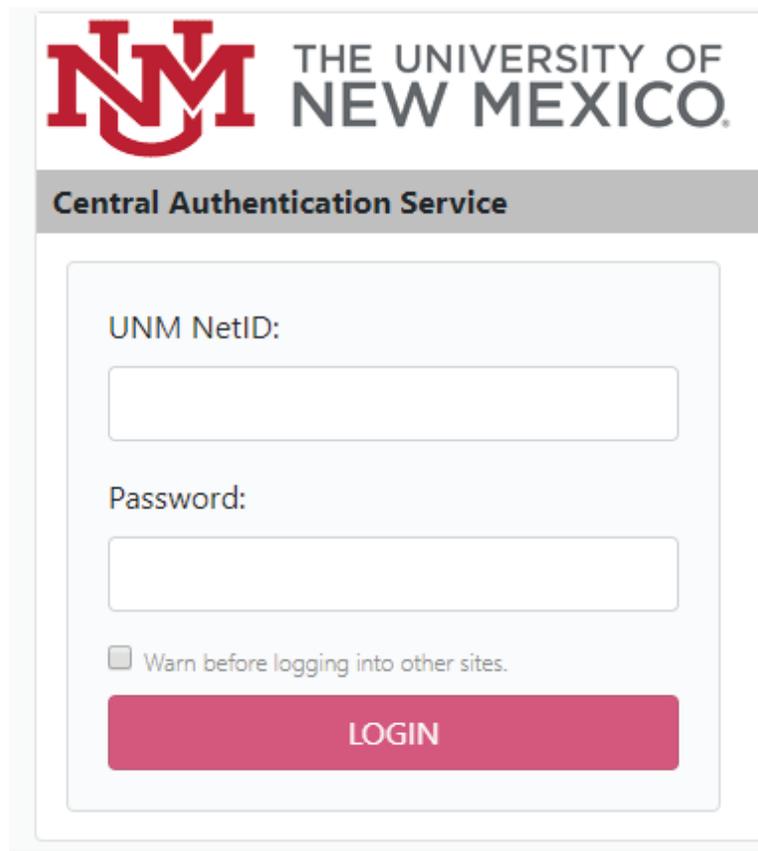


UNM Online Course Information Form Overview

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> with your UNM credentials

The login form for the University of New Mexico's Central Authentication Service. It features the UNM logo and the text 'THE UNIVERSITY OF NEW MEXICO.' at the top. Below this is a grey header with the text 'Central Authentication Service'. The main form area contains two input fields: 'UNM NetID:' and 'Password:'. Below the password field is a checkbox labeled 'Warn before logging into other sites.' and a red 'LOGIN' button.

UNM THE UNIVERSITY OF
NEW MEXICO.

Central Authentication Service

UNM NetID:

Password:

Warn before logging into other sites.

LOGIN

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"

The screenshot shows the 'All CIFs' dashboard for user Austin Megli. It includes a header with the user's name and an 'Add CIF' button. Below is a search bar and a table with columns for 'Created', 'Modified', 'CRN', 'Semester', 'Course', 'Course Title', 'Course Description', 'Instructor', and 'Actions'. The table currently displays 'No data available in table'. At the bottom, there are pagination controls and a footer with contact information and resources.

1 Austin Megli

4 Add CIF

Show 100 entries

3 Search:

Created	Modified	CRN	Semester	Course	Course Title	Course Description	Instructor	Actions
No data available in table								

2

Showing 0 to 0 of 0 entries

Previous Next

Course Information Form Support
Email: cif@unm.edu
Phone: 505-277-8128
Hours: Monday - Friday, 8:00 - 5:00
Online Schedule of Classes:
e.unm.edu/schedule

Additional Support Resources

- Video Tour
- PDF Tutorial

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Adding A New CIF and Selecting A Course Section

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.

User Menu

- ▼ CIF
 - List
 - Add New CIF
 - Logout

Add CIF

Welcome Austin.

By completing this CIF, you provide details students need when planning their schedules and preparing for your online course. Students want to know your expectations and course requirements. For example, indicate whether your online course has resource fees, place-based meetings, web conference meetings or proctoring requirements.

Please complete the fields below. Once you have completed the form, click PREVIEW and then PUBLISH. Your content will be available immediately at [UNM Online Schedule of Classes](#). You may revise what you published at any time.

Review this [tutorial](#) for guidance. UNM Online staff are available to answer questions. Email UNM Online at cif@unm.edu or call 505-277-8128.

Choose a Section

- ✓ Please Select
- Spring 2019 45201 OILS 102.001
- Fall 2019 59930 OILS 102.001
- Spring 2020 45201 OILS 102.001

B *I* ☰ ☷ 🔗

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.

OILS 102.001 45201 : Online Learning & Strategies, Spring 2020

Online Monday, January 14th 2019 through Saturday, May 11th 2019

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.

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.

Online Monday, January 20th 2020 through Saturday, May 16th 2020

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.

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.

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.

Personalized Course Description:

B	<i>I</i>			
<p>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.</p>				
p 				

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:

B	<i>I</i>			
<ul style="list-style-type: none">• 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. <u>ALEKS</u>)• Inform students of any additional fees necessary for this section				
ul » li 				

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.

Orientation:

Please select 

Please select

This course does not have an orientation

This course has an orientation. Provide details in the comments area.

Comments: Orientation

B *I*   

Students will complete orientation activities during the first week within Learn.

P 

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.

In-Person Meetings on Campus:

Please select ▼

Please select

This course does not require students to meet at a designated physical location.

This course requires students to meet at a designated physical location, at a specific date and time. Provide details in the comments area.

Comments: In-Person Meetings on Campus:

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Office hours are regularly scheduled and conducted via Zoom. The link is provided in UNM Learn.

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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.

Web Conferencing:

This course has web conferencing. Provide details in the comments area. ▼

Please select

This course does not have web conferencing.

This course has web conferencing. Provide details in the comments area.

Comments: Web Conferencing

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

p 

Exams

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.

Exams:

Please select ▼

Please select

This course does not have exams.

This course has exams. Provide details in the comments area.

Comments: Exams

B	<i>I</i>	☰	☰	
<p>Midterm exam opens on Feb 29th, and final exam opens on May 10th. Quizzes, open book or for internet research, are included as assessments.</p>				
p 				

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](#).

Please select. ▼

Please select

Proctoring will not be used in this course.

Proctoring will be used in this course. Provide details in the comments area.

Comments: Proctoring

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Final exam will be proctored virtually using Proctorio.

P

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.

Review Before Publishing

Preview

Publish

Cancel

Preview Sample

CIF Information

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 we-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.

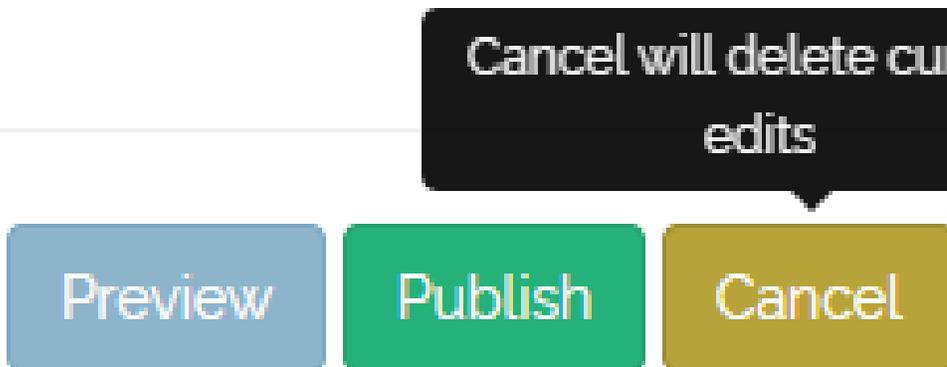
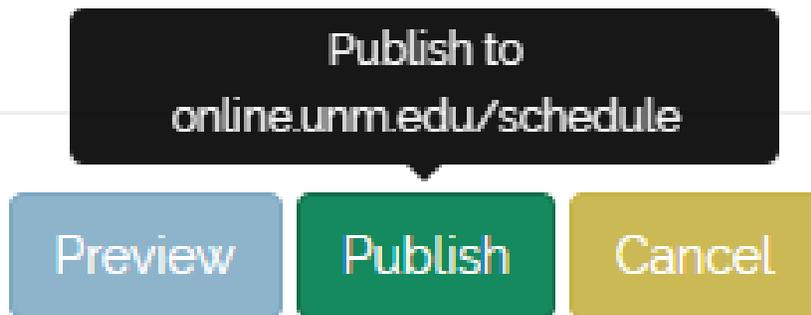
Exit Preview

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](https://online.unm.edu/schedule).

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.

The screenshot shows the CIF dashboard interface. At the top, a red navigation bar contains the University of New Mexico logo and the text 'CIF'. Below this, a green notification banner states 'CIF successfully updated'. On the left, a 'User Menu' is visible with options: 'List', 'Upload Specials', 'Add New CIF', and 'Logout'. The main content area is titled 'All CIFs' and includes an 'Add CIF' button. Below the title, there is a 'Show 100 entries' dropdown and a search box. A table displays two submitted CIFs with columns for Created, Modified, CRN, Semester, Course, Course Title, Course Description, Instructor, and Actions.

Created	Modified	CRN	Semester	Course	Course Title	Course Description	Instructor	Actions
2019-10-15 18:45:51	2019-10-15 18:50:43	47657	202010	CJ 327 .003	Persuasive Communication	This class introd...	Isaacson, Kathy	
2019-10-23 20:14:57	2019-10-23 20:14:57	45193	202010	CJ 421 .001	Interpersonal Comm Analysis		Isaacson, Kathy	

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.

This close-up view shows the 'Instructor' and 'Actions' columns of the table. The 'Instructor' column contains the name 'Isaacson, Kathy' for two rows. The 'Actions' column contains three icons: a pencil (edit), an eye (view), and an 'X' (delete).

Instructor	Actions
Isaacson, Kathy	
Isaacson, Kathy	

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.

Course Information Form Support

Email: cif@unm.edu

Phone: 505-277-8128

Hours: Monday - Friday, 8:00 – 5:00

UNM Online Schedule of Classes: online.unm.edu/schedule

Additional Support Resources

- [Video Tour](#)
- [PDF Tutorial](#)

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