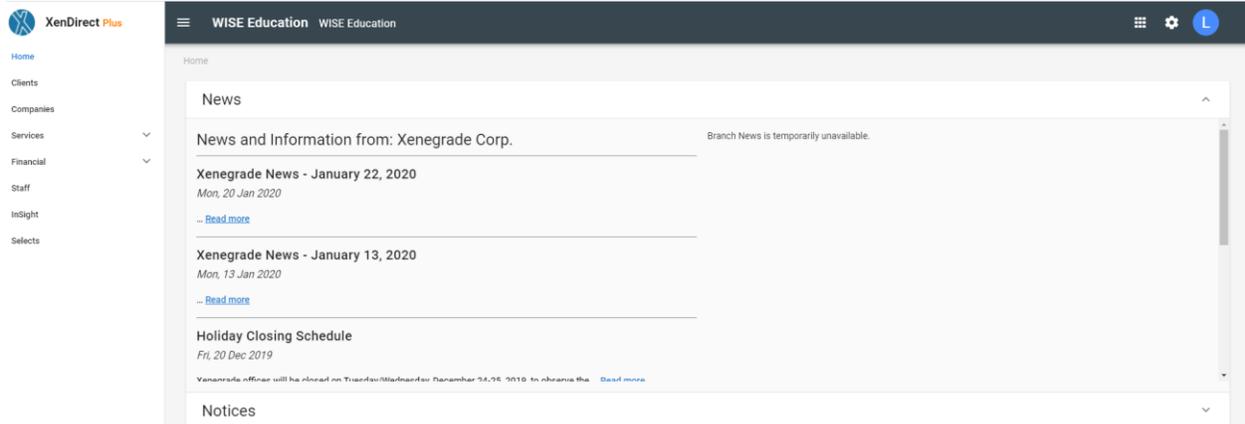


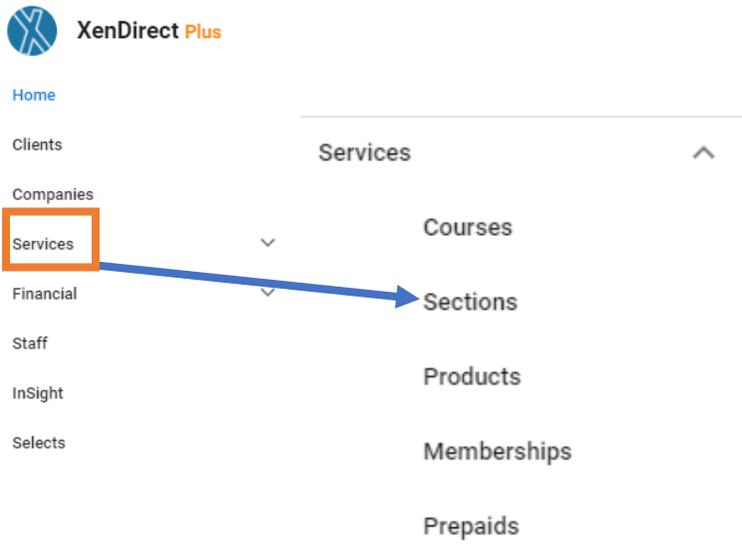
Choosing WISE Courses to offer to your students at your school:

Log into the system using the username that was provided to you and your password.

On the main landing page:



In the menu on the left hand side (remember we have seen this before from when we created a course to offer to other schools) click on the **SERVICES** option and a menu will expand. Choose **SECTIONS**



You will now see a list of the sections of the courses:

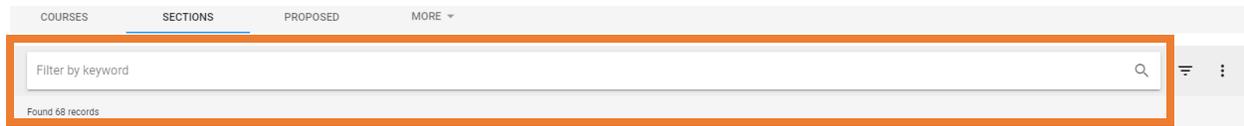
Found 68 records

+ NEW SECTION

	↑ Course ID	Section ID	Title	Session	Start Date	End Date	Days	Instructor	Status
<input type="checkbox"/>	ECU-LIB6031	2199-ECU-02	Library Administration and Management	Fall 2019	8/19/2019	12/3/2019		Unknown, Unknown (Unknown)	Offered
	ECU-LIBS-6853	2022-ECU-01	Library Services to Diverse & Special Populations	Spring 2020	1/13/2020	5/7/2020		Bright, Kawanna (KABR)	Offered
	ECU-LIBS-6856	2022-ECU-02	Information Literacy & Library Instruction	Spring 2020	1/13/2020	5/7/2020		Jones, Al (ALJO)	Offered
	ECU-LIBS6810	2199-ECU-01	Academic Libraries	Fall 2019	8/19/2019	12/3/2019		Unknown, Unknown (Unknown)	Offered
	NT-INFO5220	2199-NT-01	Resources Description and Access	Fall 2019				Unknown, Unknown (Unknown)	Offered
	NT-INFO5425	2199-NT-02	Seminar in Trends and Issues in Children's and Young Adult Literature: We Need Diverse Books	Fall 2019				Unknown, Unknown (Unknown)	Offered
	QC-LBSCI711	2199-QC-02	Collection Development	Fall 2019	8/27/2019	12/20/2019		Unknown, Unknown (Unknown)	Offered

BASIC SEARCHING OPTION:

To help you find what you are looking for you can use the Filter by keyword function at the top. This can help if you are looking for a course offered by a specific school, a certain title, or during a certain term:



Example: If you wanted to find all the classes being offered by UNC-Chapel Hill. You can type in UNCCH into the search box and it will show all the classes offered by UNC-Chapel Hill.

UNCCH

Found 12 records matching "UNCCH"

+ NEW SECTION

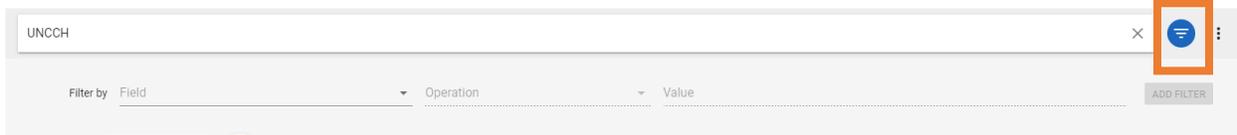
	↑ Course ID	Section ID	Title	Session	Start Date	End Date	Days	Instructor	Status
<input type="checkbox"/>	UNCCH-INLS501	2199-UNCCH-01	Information Resources and Services	Fall 2019	8/20/2019	12/13/2019		Unknown, Unknown (Unknown)	Offered
	UNCCH-INLS600	2209-UNCCH-01	Test WISE Course	Fall 2020	8/18/2020	12/2/2020		Unknown, Unknown (Unknown)	Offered
	UNCCH-INLS625	2199-UNCCH-02	Information Analytics	Fall 2019	8/20/2019	12/13/2019		Unknown, Unknown (Unknown)	Offered
	UNCCH-INLS690	2199-UNCCH-03	Project Management	Fall 2019	8/20/2019	12/13/2019		Unknown, Unknown (Unknown)	Offered
	UNCCH-INLS712	2202-UNCCH-01	Introduction to Text Mining	Spring 2020	1/8/2020	4/24/2020		Unknown, Unknown (Unknown)	Offered
	UNCCH-INLS714	2202-UNCCH-02	Introduction to Information Analytics	Spring 2020	1/8/2020	4/24/2020		Rajasekar, Arcot (ARRA)	Offered
	UNCCH-INLS722	2022-UNCCH-03	Introduction to Metadata Architectures and Applications	Spring 2020	1/8/2020	4/24/2020		Unknown, Unknown (Unknown)	Offered
	UNCCH-INLS740	2202-UNCCH-04	Digital Libraries: Principles and Applications	Spring 2020	1/8/2020	4/24/2020		Shin, Grace (GRSH)	Offered
	UNCCH-INLS750	2022-UNCCH-05	Introduction to Digital Curation	Spring 2020	1/8/2020	4/24/2020		Tibbo, Helen (HETI)	Offered
	UNCCH-INLS750	2199-UNCCH-05	Introduction to Digital Curation	Fall 2019	8/20/2019	12/13/2019		Unknown, Unknown (Unknown)	Offered

1-10 of 12 < 1 2 > 10 per page

ADVANCED SEARCHING OPTIONS:

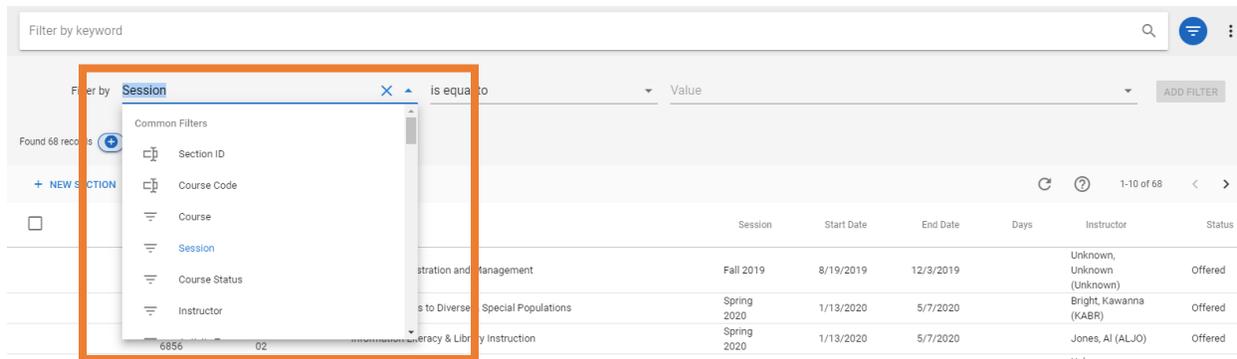
Example:

Say you wanted to find all the classes offered by UNCCH for Fall 2020. Click on the  icon. This is the advanced filtering option which allows you to search with additional keywords rather than just one.

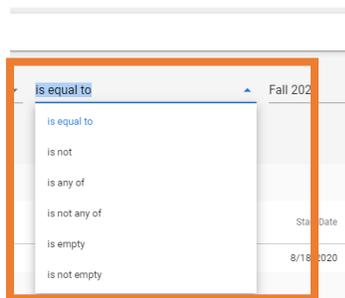


You can choose the fields you would like to limit your search criteria to by choosing it from the drop down menu:

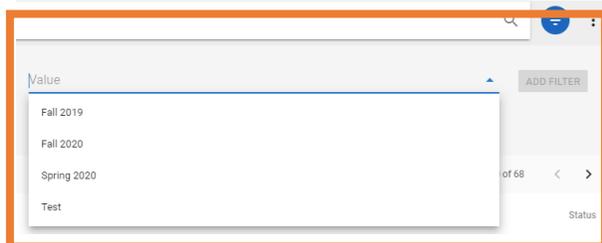
Filter by:



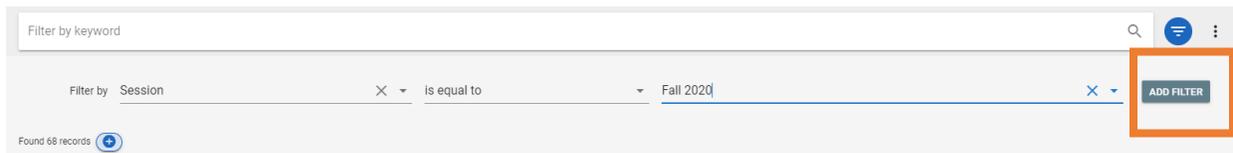
Operation:



Value:



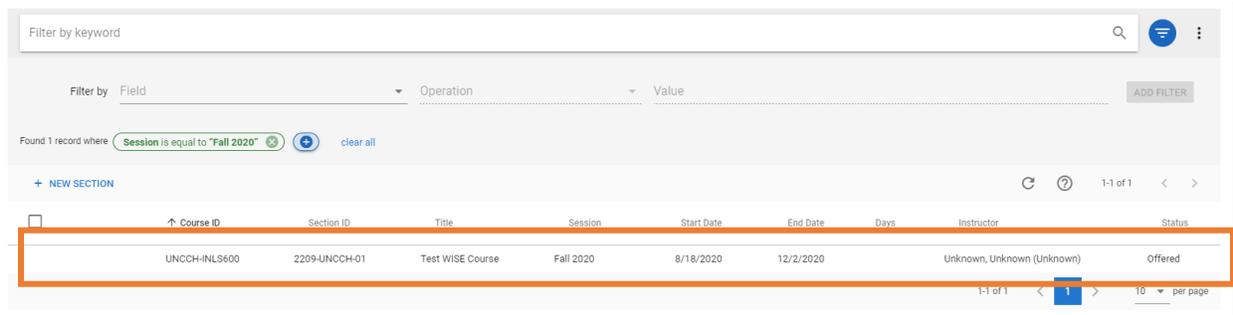
Once you have set your criteria click the **ADD FILTER** button.



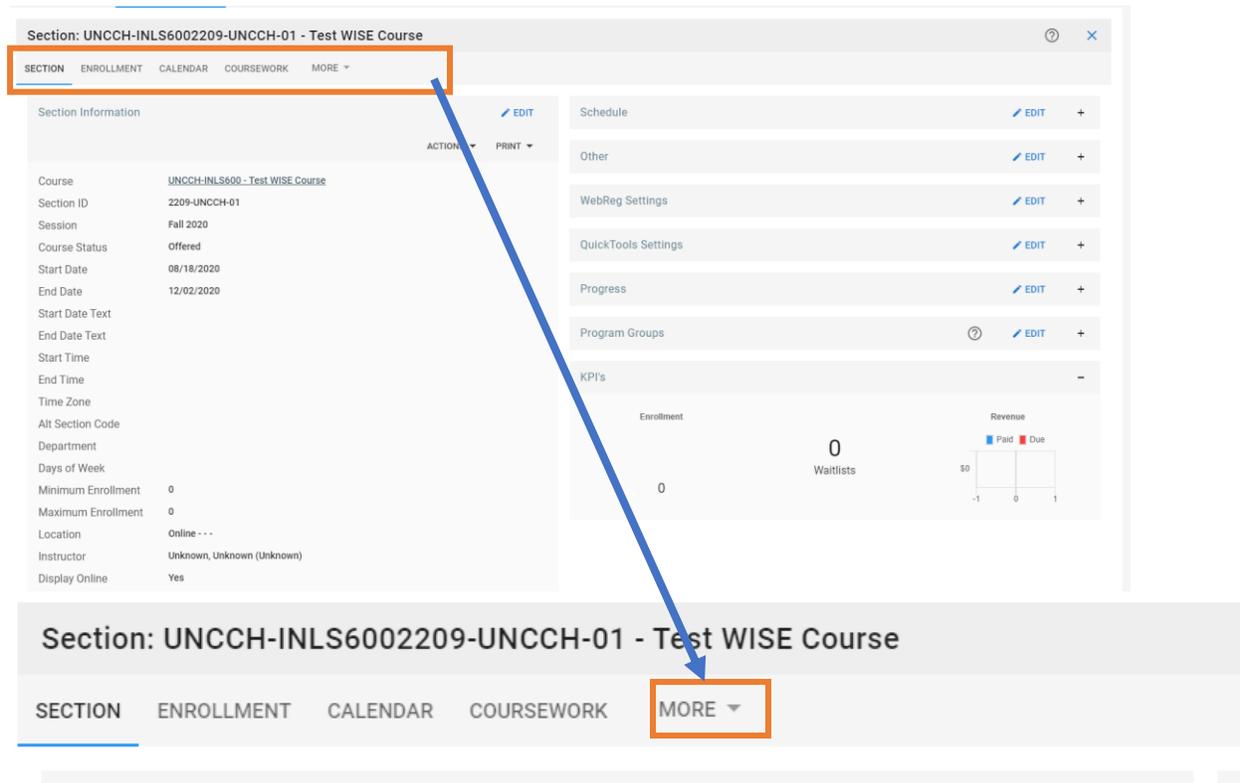
You will now see the results of your filter. In this example we see only the classes that are being offering by UNC-CH in Fall 2020.

ADDING THE FEES:

Now you need to add the fees for each course you have chosen to offer to your students. To do that click on the course see the information about the section.



From the menu at the top click on **MORE**



Choose **FEES** from the dropdown menu

Section: UNCCH-INLS6002209-UNCCH-01 - Test WISE Course

SECTION ENROLLMENT CALENDAR COURSEWORK MORE ▾

Section Information

Course [UNCCH-INLS600 - Test WISE Course](#)

Section ID 2209-UNCCH-01

Session Fall 2020

Course Status Offered

Start Date 08/18/2020

End Date 12/02/2020

Start Date Text

End Date Text

Start Time

End Time

Time Zone

Alt Section Code

Department

Days of Week

- Credits
- Documents
- Equipment
- Evaluations
- Expenses
- Fees**
- Funding
- Revenue
- Roster Log
- Skills Profile
- Textbooks

ACTIONS ▾ PRINT

You should now see the class you have chosen below. Click the **+ADD FEE** button:

Section: UNCCH-INLS6002209-UNCCH-01 - Test WISE Course

SECTION ENROLLMENT CALENDAR **FEES** MORE ▾

+ ADD FEE

Revenue Item	Fee Group(s)	Fee	Minimum Payment	In Balance	Method	Target	Label	Default Pick	Account	Active Start Date	Active End Date	Restricted By Date
Tuition	None	\$0.00	\$0.00	Yes	Required	Standard		No				No

1-1 of 1 < 1 > 25 per page

New Fee

Revenue Item * - Select -

Fee * \$ 0.00

Allow Minimum Payment No

Minimum Payment * \$ 0.00

Fee Group(s) * - Select -
The Fee Group(s) field is required.

Include in Balance Yes

Active Start mm/dd/yyyy

Active End mm/dd/yyyy

Income Account - No Items Available -

Fee Method * Required

Fee Target * Standard

REVENUE ITEM: Tuition

FEE GROUP(S): Select your fee group to make the course available to your students

UNC Chapel Hill

Simmons

SJSU

Syracuse

UNC Chapel Hill

UT Austin

Victoria

Wisconsin

Fee Group(s) * required

Include in Balance

Active Start

Active End

Income Account

Fee Method required

Fee Target * Standard

At the bottom click the **+CREATE** button

Fee Group(s) * UNC Chapel Hill

Check all that apply

Include in Balance Yes

Active Start mm/dd/yyyy

Active End mm/dd/yyyy

Income Account - No Items Available -

Fee Method * Required

Fee Target * Standard

Order

You have successfully selected the course you have chosen for your school. (If more than one school has decided to offer the course to their students you will also see the other schools listed below:)

Home / Sections / Section (UNCCH-INLS6002209-UNCCH-01) / Fees

Fee successfully created

Section: UNCCH-INLS6002209-UNCCH-01 - Test WISE Course

SECTION ENROLLMENT CALENDAR FEES MORE

+ ADD FEE

Revenue Item	Fee Group(s)	Fee	Minimum Payment	In Balance	Method	Target	Label	Default Pick	Account	Active Start Date	Active End Date	Restricted By Date
Tuition	None	\$0.00	\$0.00	Yes	Required	Standard		No				No
Tuition	UNC Chapel Hill	\$0.00	\$0.00	Yes	Required	Standard		No				No

1-2 of 2 < 1 > 25 per page

Repeat this action for the other courses you have chosen for your students to take.

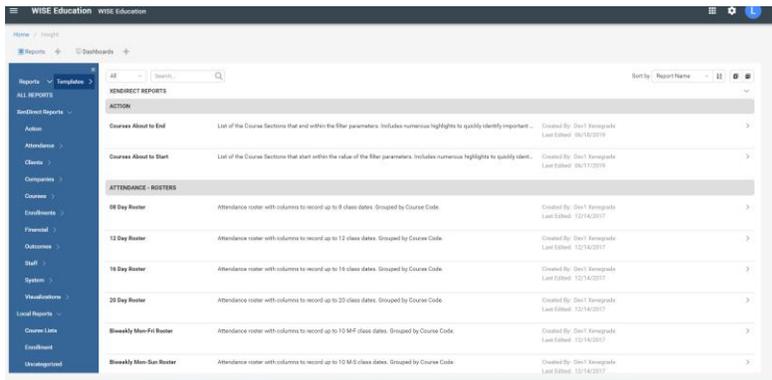
Viewing the list of chosen courses for your students:

To see a list of all the courses you have chosen to offer to your students, back on the HOME page click on **InSight**

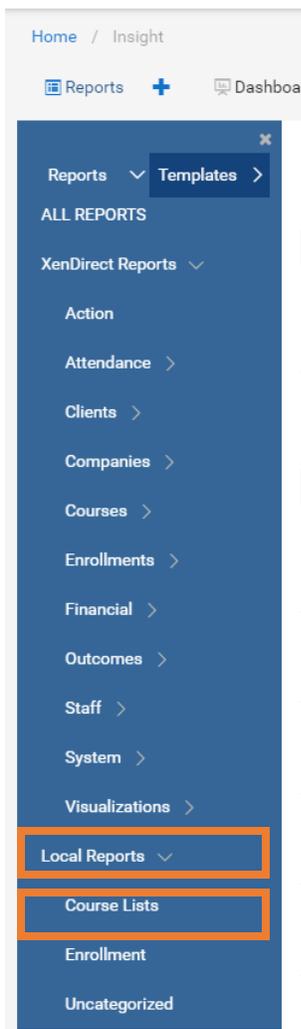
XenDirect Plus

- Home
- Clients
- Companies
- Services
- Financial
- Staff
- InSight**
- Selects

You are now on the reports page:



Under **LOCAL REPORTS** click on **COURSE LIST**

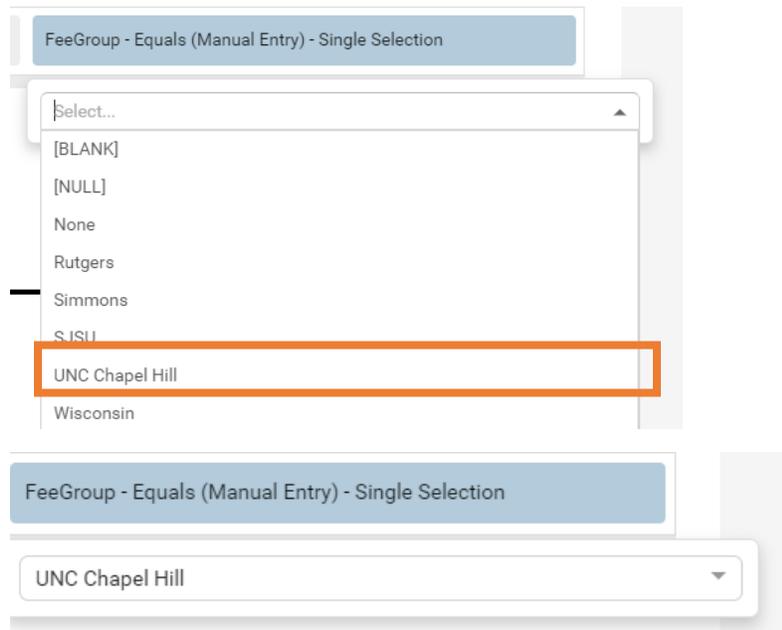


On the next screen click on **SECTION FEES**:

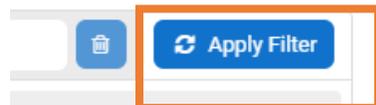
On the **SECTION FEES** page you should now see several filtering options. The **SESSION** and the **FEEGROUP** will be the most useful to view your list of courses you have chosen to offer to your students:

UNDER SESSION choose the session you wish to view. In this example we are going to choose **SUMMER 1 2020**

UNDER FEE GROUP choose your school. In this example we are going to use UNC Chapel Hill:



NOTE: Your choices won't populate in the box but if you click on **SESSION and FEE GROUP** you can see your choices. [CLICK APPLY FILTER](#)



You will now see a list of all of the courses you have chosen to be available for your students. In this example all the classes that UNC Chapel Hill has chosen to offer their students in SUMMER 1 2020 are listed below.

InSight Menu >> Courses >> Course Lists >> Section Fees
 List of the Fees linked to Course Sections. Grouped by Course Code.

Report Filter Info:
 1 Course Code (s-) Begins With
 2 Course Status =
 3 Session = Summer I 2020
 4 FeeGroup = UNC Chapel Hill

▼ QC-LBSCI7903C2203-QC-02

Digital Marketing for Libraries
 Summer I 2020
 Offered
 06/01/2020
 Online,
 Buono, Michael

Fee Group ▼	Fee Method ▼	Revenue Item ▼	Fee Label	Account	Fee Amount
UNC Chapel Hill	Required	Tuition			0.00

▼ SI-LIS-474-OL2203-SI-01