



# Course Delivery Data Training and Information

The information to be collected for input:

1. For **each section offered**:
  - a. Anticipated location of students enrolling in section: identified as Gainesville Area or Other
  - b. Meeting types utilized for content delivery: Synchronous, Asynchronous or Both
2. For **each meeting time of the section**:
  - a. Meeting Type: Regular (students gather together in the same physical location); Online (students meet via the Internet or other non-classroom based technology).
  - b. Percentage of course attributable to that meeting time (total of percentages for all meeting times must = 100%)
    - i. Will be pre-populated for meetings that have scheduled days and periods and for To Arrange Courses with a single meeting time.
  - c. Primary technology used for content delivery (total of primary, secondary, tertiary must equal 100% for each meeting time)
    - None; Traditional face to face instruction (includes PowerPoint, in class video and web display)
    - Synchronous Broadcast, satellite and/or cable
    - Synchronous Two way audio (not web conferencing)
    - Asynchronous Print, videotape, CD and/or DVD
    - PDA, MP3 DVP, tablet and/or smartphone
    - Internet and/or streaming media
  - d. Secondary technology used for content delivery
  - e. Tertiary technology used for content delivery

# Accessing the data screen

To login to this new screen to input your information for the fall 2012 term follow these instructions:

- Login to ISIS admin
- Enter DLFS in the jump field
- You should be on a screen where you see your departmental sections for the fall term.
- This is the area where you will be updating your fall sections with the additional delivery data
- Access is scheduled to be available beginning Wednesday July 11th

- Class Sections
- Course Mgmt
- My Office
- Status
- System Tools
- My Links
- Personalize

### Distance Learning Fees Help

Refresh Top Next

Section Search:  Course Filter:  Status Filter:

	Section	Course	Status
<a href="#">View/Edit</a>	0001	PHC6937	Complete
<a href="#">View/Edit</a>	0002	WIS4905	Complete
<a href="#">View/Edit</a>	0003	ACG2071	Complete
<a href="#">View/Edit</a>	0004	LAS4905	Complete
<a href="#">View/Edit</a>	0005	PSY4905	Incomplete
<a href="#">View/Edit</a>	0006	ACG5005	Complete
<a href="#">View/Edit</a>	0007	ACG5226	Incomplete
<a href="#">View/Edit</a>	0008	MAE6940	Incomplete
<a href="#">View/Edit</a>	0009	ADV3008	Incomplete
<a href="#">View/Edit</a>	001A	ENC3254	Complete
<a href="#">View/Edit</a>	001B	ENC3254	Complete
<a href="#">View/Edit</a>	001C	ZOO3713C	Complete
<a href="#">View/Edit</a>	001D	DCP7979	Incomplete
<a href="#">View/Edit</a>	001E	DCP7979	Incomplete
<a href="#">View/Edit</a>	001F	ABE6816	Incomplete
<a href="#">View/Edit</a>	001G	REL4932	Complete
<a href="#">View/Edit</a>	001H	REL5906	Incomplete
<a href="#">View/Edit</a>	0010	ADV3001	Incomplete
<a href="#">View/Edit</a>	0011	REL2121	Incomplete
<a href="#">View/Edit</a>	0012	ADV3500	Incomplete
<a href="#">View/Edit</a>	0013	DCP7979	Incomplete
<a href="#">View/Edit</a>	0014	REL5937	Incomplete
<a href="#">View/Edit</a>	0015	CLP3911	Incomplete
<a href="#">View/Edit</a>	0016	MAT4905	Incomplete
<a href="#">View/Edit</a>	0017	REL6910	Incomplete

[Back to top](#)

**ISIS admin**

- Class Sections
- Course Mgmt
- My Office
- Status
- System Tools
- My Links
- Personalize

Submit Previous Next Section List

Section Search: 7089

Term: 20125 Section: 7089 Course: ANS3006C Special Program Code: None

Anticipated location of students enrolling in section: Gainesville Area

Meeting Types Utilized: Both

Meet No.	Building	Room	Day(s)	Period(s)	Meet Type	% of Course	Tech Indicator(s)	Tech Percentage(s)
1	ANS	0156	M W F	1	Regular	60	Primary: N - None; Traditional face to face instruction. 100 Secondary: N - None; Traditional face to face instruction. 0 Tertiary: N - None; Traditional face to face instruction. 0 Meet Time Total % (Submit to calculate): 100	
2	ANS	0156	T	5-6	Online/Distance	40	Primary: W - Internet and/or streaming video. 100 Secondary: N - None; Traditional face to face instruction. 0 Tertiary: N - None; Traditional face to face instruction. 0 Meet Time Total % (Submit to calculate): 100	
Course Total % (Submit to calculate):						100.00%	Total Distance Learning % (Submit to calculate):	40.00%

Status: Complete  
 Delivery Method Indicator: TE - Technology Enhanced (based on a meeting time weighted distance learning total of: 40.00%)  
 Primary Tech Delivery: N - None; Traditional face to face instruction. - 60.00%  
 Secondary Tech Delivery: N - None; Traditional face to face instruction. - 0.00%  
 Tertiary Tech Delivery: W - Internet and/or streaming video. - 40.00%

[Back to top](#)

# Example of a Single Meeting Time with Classroom

## This is a typical **Traditional Campus Course**.

Submit Previous Next Section List

Section Search:

Term: 20125 Section: 0058 Course: MGF1107 Special Program Code: None

Anticipated location of students enrolling in section ⓘ:

Meeting Types Utilized ⓘ:

Meet No.	Building	Room	Day(s)	Period(s)	Meet Type ⓘ	% of Course	Tech Indicator(s)	Tech Percentage(s)
1	LIT	0127	MTWRF	3	<input type="text" value="Regular"/>	<input type="text" value="100"/>	Primary ⓘ: <input type="text" value="N - None; Traditional face to face instruction."/> Secondary ⓘ: <input type="text" value="N - None; Traditional face to face instruction."/> Tertiary ⓘ: <input type="text" value="N - None; Traditional face to face instruction."/>	<input type="text" value="100"/> <input type="text" value="0"/> <input type="text" value="0"/>
Course Total % (Submit to calculate):							100.00%	Meet Time Total % (Submit to calculate): <input type="text" value="100"/> Total Distance Learning % (Submit to calculate): <input type="text" value="0.00%"/>

Status: Complete

Delivery Method Indicator ⓘ: T - Traditional (based on a meeting time weighted distance learning total of: 0.00%)

Primary Tech Delivery: N - None; Traditional face to face instruction. - 100.00%

Secondary Tech Delivery: N - None; Traditional face to face instruction. - 0.00%

Tertiary Tech Delivery: N - None; Traditional face to face instruction. - 0.00%

## Example of Multiple Meeting Times with Classrooms

### This is another **Traditional Campus Course**.

Term: 20125    Section: 0077    Course: TSL6440    Special Program Code: None

Anticipated location of students enrolling in section ⓘ:

Meeting Types Utilized ⓘ:

Meet No.	Building	Room	Day (s)	Period (s)	Meet Type ⓘ	% of Course	Tech Indicator(s)	Tech Percentage (s)
1	NRN	0174	M	2-4	Regular <input type="text" value="Regular"/>	60 <input type="text" value="60"/>	Primary ⓘ: <input type="text" value="N - None; Traditional face to face instruction."/>	<input type="text" value="100"/>
							Secondary ⓘ: <input type="text" value="N - None; Traditional face to face instruction."/>	<input type="text" value="0"/>
							Tertiary ⓘ: <input type="text" value="N - None; Traditional face to face instruction."/>	<input type="text" value="0"/>
							Meet Time Total % (Submit to calculate):	100
2	NRN	0174	W	3-4	Regular <input type="text" value="Regular"/>	40 <input type="text" value="40"/>	Primary ⓘ: <input type="text" value="N - None; Traditional face to face instruction."/>	<input type="text" value="100"/>
							Secondary ⓘ: <input type="text" value="N - None; Traditional face to face instruction."/>	<input type="text" value="0"/>
							Tertiary ⓘ: <input type="text" value="N - None; Traditional face to face instruction."/>	<input type="text" value="0"/>
							Meet Time Total % (Submit to calculate):	100
Course Total % (Submit to calculate):						100.00%	Total Distance Learning % (Submit to calculate):	0.00%

Status: Complete

Delivery Method Indicator ⓘ: T - Traditional (based on a meeting time weighted distance learning total of: 0.00%)

Primary Tech Delivery: N - None; Traditional face to face instruction. - 100.00%

Secondary Tech Delivery: N - None; Traditional face to face instruction. - 0.00%

Tertiary Tech Delivery: N - None; Traditional face to face instruction. - 0.00%

# Example of a Single Meeting Time No Classroom Reserved. This is a typical **Web Course**.

Submit Previous Next Section List

Section Search:

Term: 20125 Section: 0073 Course: VME4906 Special Program Code: None

Anticipated location of students enrolling in section ?:

Meeting Types Utilized ?:

Meet No.	Building Room	Day(s)	Period(s)	Meet Type <span>?</span>	% of Course	Tech Indicator(s)	Tech Percentage(s)
1	To Arrange			<input type="text" value="Online/Distance"/>	<input type="text" value="100"/>	Primary <span>?</span> : <input type="text" value="W - Internet and/or streaming video."/>	<input type="text" value="100"/>
						Secondary <span>?</span> : <input type="text" value="N - None; Traditional face to face instruction."/>	<input type="text" value="0"/>
						Tertiary <span>?</span> : <input type="text" value="N - None; Traditional face to face instruction."/>	<input type="text" value="0"/>
Meet Time Total % (Submit to calculate):							<input type="text" value="100"/>
Course Total % (Submit to calculate):					<input type="text" value="100.00%"/>	Total Distance Learning % (Submit to calculate): <input type="text" value="100.00%"/>	

Status: Complete

Delivery Method Indicator ?: DL - Distance Learning (based on a meeting time weighted distance learning total of: 100.00%)

Primary Tech Delivery: W - Internet and/or streaming video. - 100.00%

Secondary Tech Delivery: N - None; Traditional face to face instruction. - 0.00%

Tertiary Tech Delivery: N - None; Traditional face to face instruction. - 0.00%



## Example of Single Meeting Time – No Classroom Reserved. This is a **Hybrid** Course. (HB = 50-79%)

Term: 20125    Section: 0076    Course: VME6940    Special Program Code: None

Anticipated location of students enrolling in section ⓘ:

Meeting Types Utilized ⓘ:

Meet No.	Building Room	Day (s)	Period (s)	Meet Type ⓘ	% of Course	Tech Indicator(s)	Tech Percentage (s)	
1	To Arrange			<input type="text" value="Online/Distance"/>	<input type="text" value="100"/>	Primary ⓘ: <input type="text" value="W - Internet and/or streaming video."/> Secondary ⓘ: <input type="text" value="N - None; Traditional face to face instruction."/> Tertiary ⓘ: <input type="text" value="N - None; Traditional face to face instruction."/>	<input type="text" value="75"/> <input type="text" value="25"/> <input type="text" value="0"/>	
Meet Time Total % (Submit to calculate):							100	
Course Total % (Submit to calculate):					100.00%	Total Distance Learning % (Submit to calculate):		75.00%

Status: Complete

Delivery Method Indicator ⓘ: HB - Hybrid Blend (based on a meeting time weighted distance learning total of: 75.00%)

Primary Tech Delivery: W - Internet and/or streaming video. - 75.00%

Secondary Tech Delivery: N - None; Traditional face to face instruction. - 25.00%

Tertiary Tech Delivery: N - None; Traditional face to face instruction. - 0.00%

# Example of Multiple Meeting Times –Classroom Reserved. This is a **Hybrid Course**. (HB = 50-79%)

Term: 20125 Section: 007E Course: SCE6246 Special Program Code: None

Anticipated location of students enrolling in section ⓘ: Gainesville Area ▼

Meeting Types Utilized ⓘ: Synchronous ▼

Meet No.	Building	Room	Day (s)	Period (s)	Meet Type ⓘ	% of Course	Tech Indicator(s)	Tech Percentage (s)
1	NRN	0174	T R	7-E1	Regular ▼	37	Primary ⓘ: N - None; Traditional face to face instruction. ▼ Secondary ⓘ: I - Two-way audio - not web conferencing. ▼ Tertiary ⓘ: N - None; Traditional face to face instruction. ▼ Meet Time Total % (Submit to calculate):	90 10 0 100
1	To Arrange				Online/Distance ▼	63	Primary ⓘ: W - Internet and/or streaming video. ▼ Secondary ⓘ: N - None; Traditional face to face instruction. ▼ Tertiary ⓘ: N - None; Traditional face to face instruction. ▼ Meet Time Total % (Submit to calculate):	100 0 0 100
Course Total % (Submit to calculate):						100.00%	Total Distance Learning % (Submit to calculate):	66.70%

Status: Complete

Delivery Method Indicator ⓘ: HB - Hybrid Blend (based on a meeting time weighted distance learning total of: 66.70%)

Primary Tech Delivery: W - Internet and/or streaming video. - 63.00%

Secondary Tech Delivery: N - None; Traditional face to face instruction. - 33.30%

Tertiary Tech Delivery: I - Two-way audio - not web conferencing. - 3.70%

# Example of Multiple Meeting Times - Classroom Reserved.

## This is a **Technology Enhanced** Course. (1-49%)

Term: 20125    Section: 0075    Course: FRE1130    Special Program Code: None

Anticipated location of students enrolling in section ⓘ:

Meeting Types Utilized ⓘ:


Meet No.	Building	Room	Day (s)	Period (s)	Meet Type ⓘ	% of Course	Tech Indicator(s)	Tech Percentage (s)
1	TUR	2336	MTWR	3-4	Regular	89	Primary ⓘ: N - None; Traditional face to face instruction.	100
							Secondary ⓘ: N - None; Traditional face to face instruction.	0
							Tertiary ⓘ: N - None; Traditional face to face instruction.	0
							Meet Time Total % (Submit to calculate):	100
2	TUR	2336	F	3	Online/Distance	11	Primary ⓘ: W - Internet and/or streaming video.	100
							Secondary ⓘ: N - None; Traditional face to face instruction.	0
							Tertiary ⓘ: N - None; Traditional face to face instruction.	0
							Meet Time Total % (Submit to calculate):	100
Course Total % (Submit to calculate): 100.00%							Total Distance Learning % (Submit to calculate):	11.00%

Status: Complete

Delivery Method Indicator ⓘ: TE - Technology Enhanced (based on a meeting time weighted distance learning total of: 11.00%)

Primary Tech Delivery: N - None; Traditional face to face instruction. - 89.00%

Secondary Tech Delivery: N - None; Traditional face to face instruction. - 0.00%

Tertiary Tech Delivery: W - Internet and/or streaming video. - 11.00% 

\* When the Delivery Method Indicator is Technology Enhanced, the Primary and Secondary Tech Indicators should = "N". The technology used for enhancing the course should be coded as the Tertiary Technology Indicator.

# Example of Multiple Meeting Times - Classroom Reserved.

This is a **Incomplete**. Note: Percentages are Prepopulated.

Term: 20125 Section: 0269 Course: RTV3305 Special Program Code: None

Anticipated location of students enrolling in section **i**:  You must enter a location.

Meeting Types Utilized **i**:  You must enter a value for Meeting Types Utilized.

Meet No.	Building	Room	Day(s)	Period(s)	Meet Type <b>i</b>	% of Course	Tech Indicator(s)			Tech Percentage(s)
1	WEIM	3028	M	2-3	Regular	40	Primary <b>i</b> :	<input type="text" value="N - None; Traditional face to face instruction."/>	<input type="text" value="0"/>	
							Secondary <b>i</b> :	<input type="text" value="N - None; Traditional face to face instruction."/>	<input type="text" value="0"/>	
							Tertiary <b>i</b> :	<input type="text" value="N - None; Traditional face to face instruction."/>	<input type="text" value="0"/>	
							Meet Time Total % (Submit to calculate):			0
Tech percentages must total 100 for each meet time.										
2	WEIM	3024	W	2-3	Regular	40	Primary <b>i</b> :	<input type="text" value="N - None; Traditional face to face instruction."/>	<input type="text" value="0"/>	
							Secondary <b>i</b> :	<input type="text" value="N - None; Traditional face to face instruction."/>	<input type="text" value="0"/>	
							Tertiary <b>i</b> :	<input type="text" value="N - None; Traditional face to face instruction."/>	<input type="text" value="0"/>	
							Meet Time Total % (Submit to calculate):			0
Tech percentages must total 100 for each meet time.										
3	WEIM	3028	F	2	Regular	20	Primary <b>i</b> :	<input type="text" value="N - None; Traditional face to face instruction."/>	<input type="text" value="0"/>	
							Secondary <b>i</b> :	<input type="text" value="N - None; Traditional face to face instruction."/>	<input type="text" value="0"/>	
							Tertiary <b>i</b> :	<input type="text" value="N - None; Traditional face to face instruction."/>	<input type="text" value="0"/>	
							Meet Time Total % (Submit to calculate):			0
Tech percentages must total 100 for each meet time.										
Course Total % (Submit to calculate):						100.00%	Total Distance Learning % (Submit to calculate):			0.00%

Status: **Incomplete**

## FAQ

### **How long will the data entry process take?**

- Most sections should be able to be input relatively quickly as they will be either 100 percent traditional or 100 percent Web courses.
- Hybrid courses that combine both Web and traditional instruction may take longer.
- Knowing how much of the content is delivered online and the specific technologies used will be crucial to making the data accurate.

### **Should E-Learning be classified under “Online” or “Traditional”?**

- If E-Learning is truly being used for “**content delivery**”, not simply for course management purposes (i.e. posting a syllabus, checking grades and submitting assignments), then yes, it would be appropriate to use the Web technology indicator (“W”) under those circumstances.

## FAQ

### **For hybrid courses, how do we know what percentage are Online vs. Traditional?**

- The exact percentages would have to be determined by those familiar with the course and section.
- Note the following definitions: 80% and greater = DL. 50-79% = HB. 1-49% = TE. 0% = Traditional.

### **Why is this it important that this data be accurate?**

- The University must generate a number of reports regarding “Online/Distance” learning. Gathering this data earlier will allow reporting to occur at crucial times during the year. Additionally, having more granular data that UF can better identify Distance Learning sections. This is important for multiple reasons such as ensuring that Distance Learning Fees are only charged for qualifying sections.

## Anticipated Meeting Locations

Value	Definition
<b>Gainesville Area</b>	Students taking this course will be in the Gainesville area while completing this course.
<b>Other</b>	Students taking this course will reside outside the Gainesville area while completing this course. This would include a section intended for traditional students who are away from the campus for the semester.

## Meeting Types Utilized

Value	Definition
<b>Synchronous meetings</b>	Defined meeting times where students and faculty interact at same time or same place. (e.g. traditional face to face; online meetings like Adobe Connect, Chat rooms, live webinars; proctored exams; campus visits associated with online programs etc).
<b>Asynchronous meetings</b>	No defined meeting time. Students and faculty do not meet at the same time and/or location. (e.g. pre-recorded video, DVDs).
<b>Both</b>	Course requires both synchronous and asynchronous participation (e.g. primary content delivered by pre-recorded video supplemented by weekly Adobe Connect meetings.)

## Technology Indicators

Value	Definition	Valid with		Recorded as
<b>N - None; Traditional face to face instruction</b>	None; Traditional face to face instruction. Includes use of PowerPoint, web sites, videos etc. in the classroom setting.	Physical Meeting Location	Must have a meeting time: Specific DAY/PERIOD or TO ARRANGE. May have other meeting times for other activities.	% of meeting time
<b>B - Broadcast satellite and/or cable</b>	Course delivered by open air broadcast, fed by satellite, or delivered by cable TV, EBS, microwave or radio that is synchronous or live. Transmission is one way. Telephone, web or email used simply for interactivity does not change this indicator to web based.	Physical and/or Non-Physical Meeting Location	Must have a meeting time: Specific DAY/PERIOD, may have other meeting times for other activities	% of meeting time
<b>I - Conferencing, Compressed Video, Audio, ITV</b>	TWO way audio synchronous delivery that is interactive between two or more locations. This does NOT include Web conferencing.	Physical Meeting Location	Must have a meeting time: Specific DAY/PERIOD or TO ARRANGE. May have other meeting times for other activities	% of meeting time
<b>M - Materials</b>	Primarily print-based materials for checkout or mail out which may be packaged with other materials including Videotapes, CD-ROM, DVD. Correspondence courses fall into this category.	Non-Physical Meeting Location	Must have an ONLINE/DISTANCE meeting type if Flex Learning Course. Otherwise TO ARRANGE	% of meeting time
<b>P - PDA, MP3,DVP and/or smartphone</b>	Course material delivery ONLY over PDAs, MP3 players, digital video players, handheld gaming units, mobile telephones, tablets or any other 'personal mobile device'.	Non-Physical Meeting Location	Must have an ONLINE/DISTANCE meeting type, can have other meeting times for synchronous activities	% of meeting time
<b>W - Internet and/or streaming video</b>	Course Delivery via the Internet, via WEB TV, video streaming on a PC, or any other internet based technology heretofore not yet developed or thought of.	Non-Physical Meeting Location	Must have an ONLINE/DISTANCE meeting type, can have other meeting times for synchronous activities	% of meeting time



# Contact Information

Please contact Chris Newsom if you have any questions about using this screen or inputting your section information.

[cnewsom@dce.ufl.edu](mailto:cnewsom@dce.ufl.edu)

352-294-0851