



CLASS CLIMATE TRAINING

MODIFYING CRN'S FOR TEAM TAUGHT COURSES

<https://classclimate.pfw.edu/classclimate>



MODIFYING CRN'S FOR TEAM TAUGHT COURSES

1. After you have downloaded your user COGNOS csv file make sure you have cleaned it up. (ie. Internships, independent studies, etc.)
2. Make sure you have downloaded the Participants csv file
3. See the COGNOS guide for Steps 1 & 2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	usertype	firstname	surname	email	user_exter	course_na	course_co	course_loc	program_c	course_ty	course_pa	customfiel	customfiel	customfiel	customfiel	customfield5	
2	Instructor	John	Doe	doej@pfw	9E+08	Intro To Li	202310-13	Lecture	Interdiscip	1	18	IDIS10605	IDIS10605		13972	202310	
3	Instructor	Karen	Soap	soapk@pf	9E+08	Intro To Li	202310-23	Lecture	Interdiscip	1	18	IDIS10605	IDIS10605		23972		
4																	
5																	
6																	

	A	B	C
1	course_code	Email	
2	202220-21096	battaf01@pfw.edu	
3	202220-21096	johnki06@pfw.edu	
4	202220-21096	ringjg01@pfw.edu	
5	202220-21096	backrr01@pfw.edu	
6	202220-21096	dysoar01@pfw.edu	
7	202220-21096	holliw01@pfw.edu	
8	202220-21096	wogoba01@pfw.edu	
9	202220-21096	sincam01@pfw.edu	

Participants =
Student emails

Users =
Instructors

Modifying CRN's for Team Taught Courses Cont.

- This guide will help you learn how to fix an issue that will help both instructors who team teach a course both be evaluated for the same course.
- Students will get two evaluations for the same course. Each evaluation will have the instructor name on it.
- This guide will help you understand how to manipulate the **USER/INSTRUCTOR** COGNOS spreadsheet.
- This guide will help you understand how to manipulate the **PARTICIPANT/STUDENT EMAIL** COGNOS spreadsheet.
- The changes are tedious, but necessary in order for both instructors to be evaluated separately.

NOTE: This is the same concept as if an instructor taught the 1st half of the semester and the other taught the 2nd half of the semester.

Modifying CRN's for Team Taught Courses Cont.

- If you have two instructors team teaching, ie.: **John Doe** & **Karen Soap** (example below)
 - You will take the course they are team teaching and change the 1ST number of the CRN to a higher number (preferably using 8 or 9) in column G and O.
 - **John Doe** is lead instructor: take his CRN information and copy to another line, change it to **Karen Soap**
 - Make sure all information is changed to new instructor's (**Karen Soap**) information
 - **Firstname, surname, 900# (user_external), email, course_code (column "G"), customfield (column "O")**
 - Everything else stays the same

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	usertype	firstname	surname	email	user_exter	course_na	course_code	course_loc	program_c	course_ty	course_pa	customfiel	customfiel	customfiel	customfiel	customfiel
2	Instructor	John	Doe	doej@pfw	9E+09	Intro To Li	202310-13972	Lecture	Interdiscip	1	18	IDIS10605	IDIS10605		13972	202310
3	Instructor	Karen	Soap	soapk@pfi	9E+09	Intro To Li	202310-83972	Lecture	Interdiscip	1	18	IDIS10605	IDIS10605		83972	
4																

Modifying CRN's for Team Taught Courses Cont.

- Once you have completed the instructor portion now you can change the student email.
 - Copy course code number (CRN) and Email of students
 - Paste at bottom of the email list and change it to the higher number (as specified in the last slide for the instructor)

	A	B	C	D	E	F	G
1	course_code	Email			course_code	Email	
2	202310-13972	robiet01@pfw.com			202310-83972	robiet01@pfw.com	
3	202310-13972	koepph01@pfw.com			202310-83972	koepph01@pfw.com	
4	202310-13972	hellce01@pfw.com			202310-83972	hellce01@pfw.com	
5	202310-13972	hofekm01@pfw.com			202310-83972	hofekm01@pfw.com	
6	202310-13972	pjinwala@pfw.com			202310-83972	pjinwala@pfw.com	
7	202310-13972	freeil01@pfw.com			202310-83972	freeil01@pfw.com	

Modifying CRN's for Team Taught Courses Cont.



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