

On-Line Classroom Options

Teaching faculty may choose to combine multiple *sections* of a course into a single section in the On-Line Classroom Community (OCC). Courses may not be combined. The following rules apply:

- Courses with different course numbers or department prefixes may not be combined in OCC. Cross-listed classes or classes that meet simultaneously may not be merged for OCC. That is, a grad level class and an undergrad class that meet at the same time may not be combined.
- Course names are controlled by the officially designated course name from SIS.
- Only the instructor of record (as designated when instructors are assigned to the class) may combine sections. Your department must send an e-mail to Classroom Scheduling to change an instructor of record.
- You may make changes until SIS is taken off-line for the evening. After the information has been transmitted to the On-Line Classroom during overnight processing, you may not un-map the courses.
- OCC section numbers are assigned by the system and may not be selected by instructors. This prevents duplicated OCC section numbers during a given term.

Getting Started

1. Select "Faculty" from the black navigation bar; then select "OCC Mapping" from the drop-down list.
2. Check the displayed term and change it if necessary.

Combine Sections in Online Classroom

1. Identify the *sections* of a course you want to combine into a single OCC section; select "MAP" from the drop-down arrow in the "Action" column in each of these courses.
2. Select "Submit" at the bottom of the page.
3. Click the radio button for the name that will be attached to the combined sections. Course names are controlled by the official SIS records and may not be changed.
4. Click "Continue".

Repeat if necessary to combine other sections.

SIS assigns a three character (OCC) section code. The OCC title for the combined section and the OCC section code are displayed on the SIS control screen. SIS transmits the OCC title and section code to OCC during overnight processing.

Add Section(s) To An Existing Combined OCC Section

1. Identify the section(s) you want to add to a previously combined OCC section; select "MAP" from the drop-down arrow in the "Action" column in each of these courses.
2. Select "Submit".

3. Click on the radio button next to the desired OCC section number
4. Select "Continue".

SIS displays the new OCC sections and titles that will be transmitted to OCC that evening.

Selecting multiple sections gives you the option to merge with a previously created group, or create a new group. If you selected a single section to add to an existing combined OCC section, you may not create a new OCC group.

Create Additional Combined Group(s)

1. Identify the section(s) to be merged into a new group; choose "Map" from the drop-down arrow in the action column in each of these classes.
2. Select "Submit".
3. Select the existing OCC section or the new combined sections option.
4. Select "Continue".

You may merge your new selections with any existing combined group.

Remove Section(s) From Merged OCC Group

This may be done **ONLY** if the information has **NOT** been transmitted to OCC during overnight processing. If the "un-map" option is not available, please contact (Samantha at 405-744-4000) for assistance.

1. Identify the section(s) to be removed from a group; select "Un-map" from the drop down box(es).
2. Select "Submit".

Tips

"Go Back to Main Page" cancels any pending operation.

Sections only—not courses—may be combined. For example, you can't combine cross-listed courses into a single OCC section.

OCC Titles and section numbers generated by this process stay on the SIS control page for reference.

Section combination (mapping) can not be performed concurrently with any other operation.

If you would like additional services from this application, please contact the IT Helpdesk at helpdesk@okstate.edu.