

HOW TO SUBMIT YOUR DL COURSE LISTING

WITH THE DL COURSES APPLICATION

The Office of Distance Learning's DL Courses Application streamlines the behind-the-scenes process for entering, auditing, and reporting semesterly online course data. It also helps ensure that information and fees are accurately recorded in time for students to register.

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BEFORE YOU START

Be sure we have your latest contact information by completing an [Access Request: DL Courses Application](#) form. We'll need these details to register you in the application so you can view and submit a distance learning course listing for your program(s).

- Build your online course sections in Student Central before including them in the DL Courses Application.

- When building your online course sections in Student Central, be sure to add the course attribute **Administrative Oversight Unit** and the course attribute value **ODL** to the Class Attributes section.

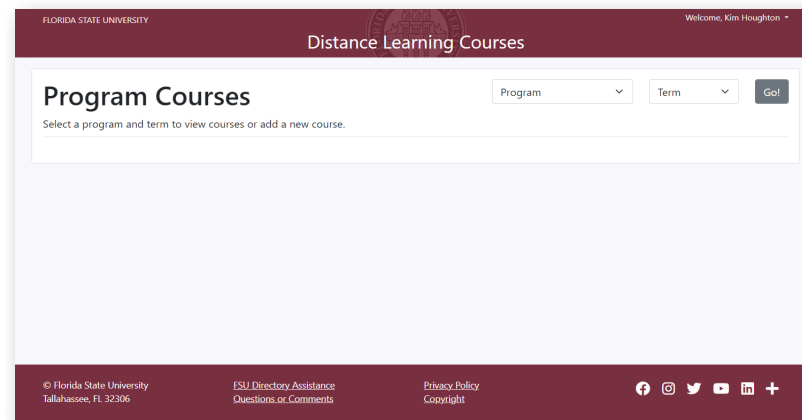
Course Attribute	Course Attribute Value
ADOU	ODL
FUND	FUNDSTNT
IAFR	YES
PHYL	ONLINE
TYPE	NONFUND

STEP 1 | Launch the DL Courses Application.

Once your online course sections are built in Student Central, launch the [DL Courses Application](#) and enter your FSU credentials to log in. You will then see a **Program Courses** landing page with dropdown menus to select a program and term.

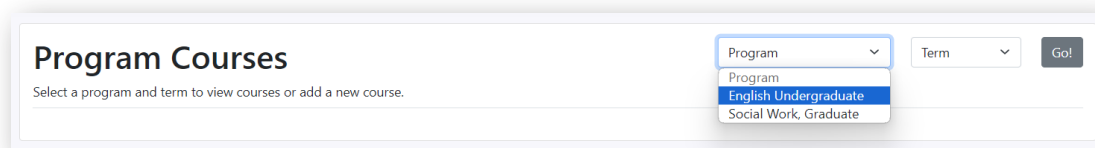
Getting a permission error?

You must be a registered user to log into the DL Courses Application and access programs. Complete an [Access Request: DL Courses Application](#) webform to be added as a user. If you are responsible for courses in more than one program, be sure to select all applicable programs. Please allow 1-2 business days for your request to be processed.



STEP 2 | Select a program.

In the **Program** dropdown menu, select the program that corresponds to the course you'd like to submit.

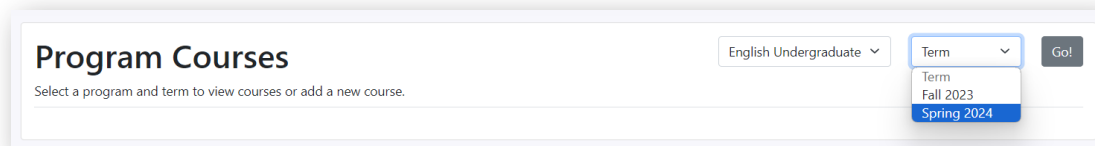


Can't find the program you want?

If the correct program does not appear in the list, your name may not yet be associated with that program. Submit a [DL Courses Application Access Request form](#), being sure to select all programs affiliated with the courses you build. Please allow 1-2 business days for your access request to process.

STEP 3 | Select a term.

In the **Term** dropdown menu, select the term associated with your course section(s).



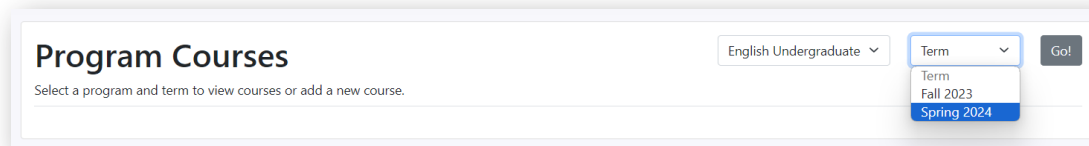
The screenshot shows the 'Program Courses' form. The 'English Undergraduate' dropdown is selected. The 'Term' dropdown is open, showing 'Term', 'Fall 2023', and 'Spring 2024' (highlighted in blue). A 'Go!' button is visible to the right.

Can't find the term you want?

If the term you want does not appear in the dropdown menu, check back with us in a few weeks. The reporting window for that term may not yet be open in our system. Look for an email notifying you when to begin submitting that term's courses.

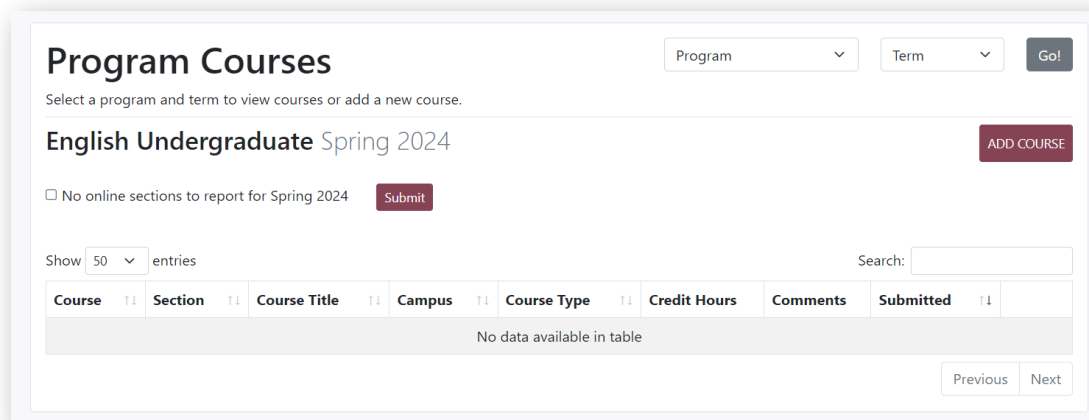
STEP 4 | Click **Go!**

Once you have selected your program and term, click the **Go!** button.



The screenshot shows the 'Program Courses' form. The 'English Undergraduate' dropdown is selected. The 'Term' dropdown is open, showing 'Term', 'Fall 2023', and 'Spring 2024' (highlighted in blue). The 'Go!' button is highlighted in blue.

The **Program Courses** page will appear, displaying the name of the selected program and term, a table where courses and sections will appear once entered, and an **Add Course** button.



The screenshot shows the 'Program Courses' page. The 'English Undergraduate Spring 2024' form is displayed. The 'ADD COURSE' button is highlighted in red. Below the form is a table with columns: Course, Section, Course Title, Campus, Course Type, Credit Hours, Comments, Submitted. The table is currently empty, showing 'No data available in table'. There are 'Previous' and 'Next' buttons at the bottom right.

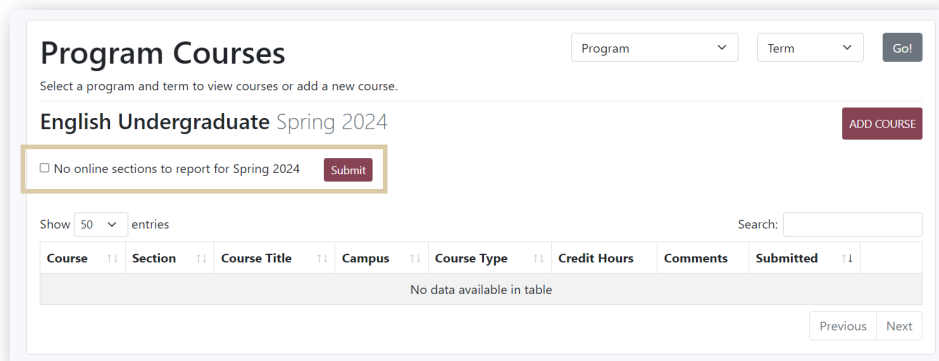
STEP 5 | Add course information.

To add a course section, click the **Add Course** button in the upper-right corner of the page.

ADD COURSE

No courses to report?

If no DL courses are anticipated, check the box next to **No online sections to report for** [Term], then click **Submit**.



Program Courses Program Term Go!

Select a program and term to view courses or add a new course.

English Undergraduate Spring 2024 ADD COURSE

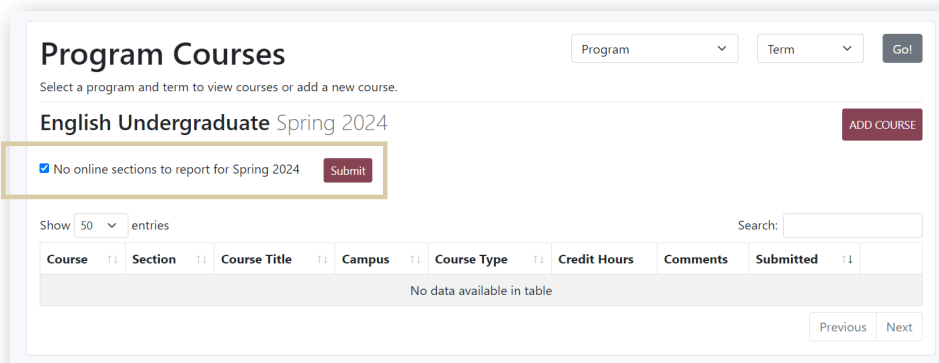
☐ No online sections to report for Spring 2024 Submit

Show 50 entries Search:

Course	Section	Course Title	Campus	Course Type	Credit Hours	Comments	Submitted
No data available in table							

Previous Next

The course listings table and **Add Course** button will disappear. If you need to undo this action, uncheck the box next to **No online sections to report for** [Term] and click **Submit**. The course listings table and **Add Course** button will reappear, and you can proceed with adding course sections.



Program Courses Program Term Go!

Select a program and term to view courses or add a new course.

English Undergraduate Spring 2024 ADD COURSE

☒ No online sections to report for Spring 2024 Submit

Show 50 entries Search:

Course	Section	Course Title	Campus	Course Type	Credit Hours	Comments	Submitted
No data available in table							

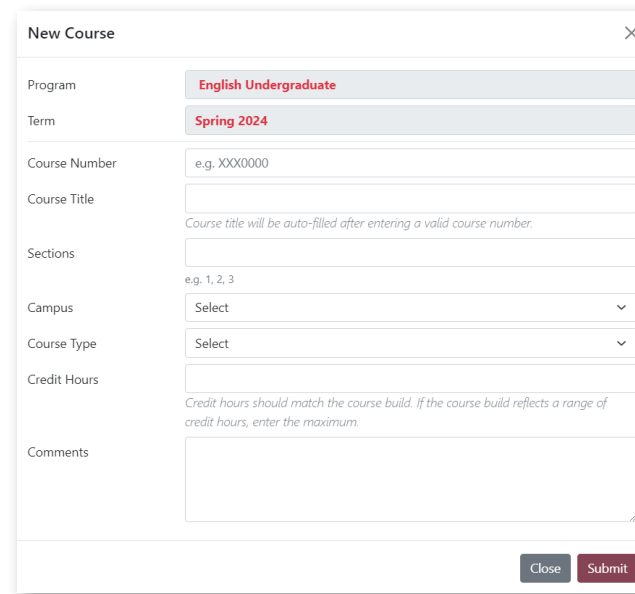
Previous Next

STEP 6 | Enter and submit course information.

In the **New Course** pop-up modal, enter information for each field.

- If there are multiple sections with the same campus, course type, and credit hours, you can enter course details for these sections all at once. In the Sections field, use commas to separate each section number (eg, 1, 2, 3).
- Use the **Comments** field to add any additional information about the course or its DL fee. Comments are seen only by Office of Distance Learning staff.

Click **Submit** when you are finished entering information in each field. Repeat the steps above to add additional courses and sections.

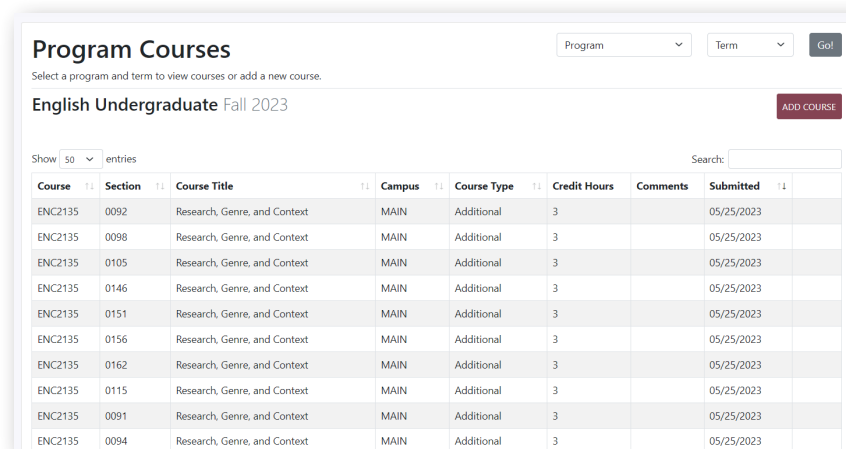


The 'New Course' modal form contains the following fields:

- Program:** English Undergraduate
- Term:** Spring 2024
- Course Number:** e.g. XXX0000
- Course Title:** (with a note: 'Course title will be auto-filled after entering a valid course number.')
- Sections:** (with a note: 'e.g. 1, 2, 3')
- Campus:** Select
- Course Type:** Select
- Credit Hours:** (with a note: 'Credit hours should match the course build. If the course build reflects a range of credit hours, enter the maximum.')
- Comments:** (text area)
- Buttons:** Close, Submit

STEP 7 | Review course listings.

On the **Program Courses** page, review your DL course listing(s). Make sure all course sections have been added in the table and that campus location and credit hours are accurately reflected.



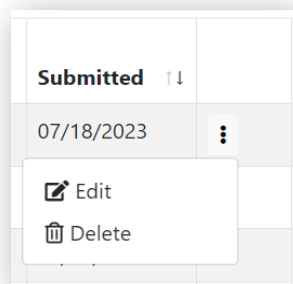
The 'Program Courses' page shows a table of course listings for 'English Undergraduate' in 'Fall 2023'. The table has columns for Course, Section, Course Title, Campus, Course Type, Credit Hours, Comments, Submitted, and a checkbox. The 'Submitted' column shows dates of 05/25/2023 for all entries.

Course	Section	Course Title	Campus	Course Type	Credit Hours	Comments	Submitted	
ENC2135	0092	Research, Genre, and Context	MAIN	Additional	3		05/25/2023	
ENC2135	0098	Research, Genre, and Context	MAIN	Additional	3		05/25/2023	
ENC2135	0105	Research, Genre, and Context	MAIN	Additional	3		05/25/2023	
ENC2135	0146	Research, Genre, and Context	MAIN	Additional	3		05/25/2023	
ENC2135	0151	Research, Genre, and Context	MAIN	Additional	3		05/25/2023	
ENC2135	0156	Research, Genre, and Context	MAIN	Additional	3		05/25/2023	
ENC2135	0162	Research, Genre, and Context	MAIN	Additional	3		05/25/2023	
ENC2135	0115	Research, Genre, and Context	MAIN	Additional	3		05/25/2023	
ENC2135	0091	Research, Genre, and Context	MAIN	Additional	3		05/25/2023	
ENC2135	0094	Research, Genre, and Context	MAIN	Additional	3		05/25/2023	

STEP 8 | Edit or delete course listings.

Need to edit or delete a course listing? You can update your listings as many times as needed until drop/add.

1. On the **Program Courses** page, find the course section you would like to edit.
2. Click the ellipsis menu (three vertical dots) in the far-right column of the course section you want to edit.
3. Select **Edit** from the ellipsis dropdown menu. (If you want to delete the listing, select **Delete**.)
4. In the **Edit Course** pop-up modal, make any needed corrections, then click **Submit**.

A screenshot of the 'Edit Course' pop-up modal. It contains the following fields: 'Course Number' (SOW5153), 'Course Title' (Human Sexuality), 'Sections' (0003), 'Campus' (Main), 'Course Type' (Additional Cost), and 'Credit Hours' (3). There is a 'Comments' text area at the bottom. At the bottom right, there are 'Close' and 'Submit' buttons.

Don't see an option to edit or delete? If fees or fee notes have already been added for a course section, you will not be able to edit or delete it. Send us an email at inquiries@campus.fsu.edu. We'll update the listing for you and correct any affected students' accounts.

Getting an error when adding a course? If you receive the error message below, you may be attempting to add a section that is already included in your DL Course Listing for the given semester. If not, email inquiries@campus.fsu.edu and include your program name and department/college. We'll take a closer look and get back in touch.

An error occurred while creating courses. Please try again later.

AFTER YOU'VE SUBMITTED

Once you've submitted a DL course listing, we will review the information. If we spot a discrepancy between a listing, a section's course build, or the course's Curriculum Request Application (CRA) record, we'll reach out to request corrections.

If you encounter issues while working within the DL Courses Application or have questions, contact us at inquiries@campus.fsu.edu.

We are happy to assist you!

Questions?

Email inquiries@campus.fsu.edu
or call **850-644-4635**.



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OFFICE OF DISTANCE LEARNING