



Course Equivalency System



Faculty Administrator

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Introduction

The Course Equivalency System is a web-based application. It is used to simplify the process of students finding and requesting course equivalencies when researching or applying for the Course Equivalency System. This project will contribute to the University's larger goal of increasing participation in these programs, as per the Strategic Enrolment Management Plan.

The general process starts with the student wanting to know if a course from an External institution is equivalent to a McGill course. Students can access the Course Equivalency public database. If the course(s) that the student is looking for is not in the database, the students can submit a course equivalency request(s). A request number is created and is emailed to the student, along with a contact name (reviewer). The reviewer(s) can also submit a course equivalency request on behalf of a student.

While the request is immediately available to the reviewer to start working on, the email notification is only sent to the Reviewers the next business day. If the Reviewer(s) have already processed the request on the same, then they will not get the email notification. Reviewers will take a look at the student's request and approve or disapprove it.

Depending on the Faculty, there will either be 1st Reviewer(s), or 1st and 2nd Reviewers. If there are no reviewer(s) set up, the Faculty Administrator will need to assign reviewer(s) for that request. However, if there are no 1st Reviewers assigned for a particular subject that has a pending request, an email notification will be sent to the Faculty Administrator. If there is no Faculty Administrator, a System Administrator will assign the appropriate Faculty Administrator.

This document will take you through the all the functionality available to Faculty Administrators. The Faculty Administrator functionality allows you to perform one or more of the following:

1. Add/remove 1st and 2nd Reviewer(s) per McGill Subject
2. Enable/disable 1st or 2nd Reviewer(s)
3. Search for course equivalency requests by request number or requestor's email address and view request details
4. View the list of Faculty Administrators
5. Request the addition/removal of a Faculty Administrator



Roles

System Administrator: They are able to manage Faculty Administrators, manage reviewers, and perform system administration tasks as well as search and view requests.

Faculty Administrator: They are able to manage reviewers, as well as search and review request(s) for their faculty and departments.

Reviewers: They are assigned by their Faculty Administrator to either be the 1st or 2nd Reviewer. There could be one or two levels of reviewers in a department. Here are some examples:

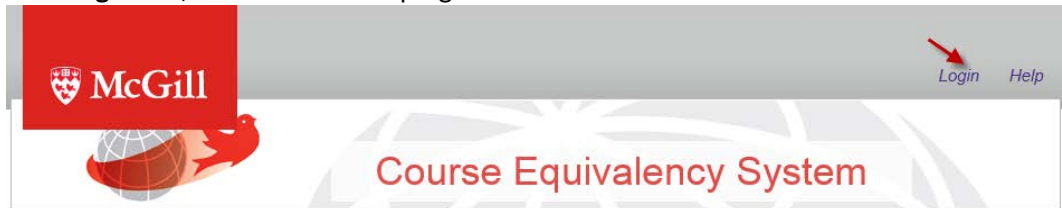
- There can be many 1st Reviewers and no 2nd Reviewer. This means the first person to assess the request will make the final decision.
- A person cannot be assigned 1st and 2nd Reviewer roles for the same subject. However, they can be assigned both roles for different subjects.
- If there are 1st and 2nd Reviewers, the 1st Reviewer will take a look at the request and make a preliminary decision. This request will go to the 2nd Reviewer who will make the final decision.



Login

To log into the Course Equivalency System:

1. Open your web browser (i.e. Internet Explorer, Firefox or Safari) and enter the following URL: <https://nimbus-ssl.mcgill.ca/exsa/>
2. Click **Login** link, located on the top right corner.



3. Enter your *McGill Username (first.lastname@mcgill.ca) and *McGill Password.
4. Click on the **Submit** button.

McGill University Authentication

Log in using your [McGill Username](#) (first.last@mail.mcgill.ca or first.last@mcgill.ca) and McGill Password.

Use of this service is governed by the Policy on the [Responsible Use of McGill Information Technology Resources](#).

Login

McGill Username:

McGill Password:

[Forgot Password?](#)

Submit

* **McGill Username and McGill Password:** for more information, go to <http://kb.mcgill.ca/it/easylink/article.html?id=1006>

Forgot your McGill Password? Go to <http://kb.mcgill.ca/it/easylink/article.html?id=1025>

Can't login?

Contact IT Service Desk via email at ITsupport@mcgill.ca or by phone at 514-398-3398.



Main Screen

After you have logged into the Course Equivalency System, you will be presented with:

1 → 2 → 3 → 4 →

You are logged in as: riyad.zienni@mcgill.ca Log out Home Help

Course Equivalency System

Welcome to McGill University's Course Equivalency Database. It includes both current and past equivalency decisions on other host institutions' courses. To view courses that have been assessed through the Transfer Credit Review process, use any of the following search options:

- Enter the **Course** information (Title, Subject, or Course Number) and select whether it is taught at **McGill** or an **External Institution**.
- Select a **Country** and the **State/Province** (if applicable).
- Enter the **Name** of an External Institution. Only universities that McGill has approved for Exchange/Study Away are included.

Need help? Visit our [Frequently Asked Questions](#) page.

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Course

McGill External

Course Number

Title

External Institution

Country

Select...

State/Province

Institution Name

Status

Equivalent

Not Equivalent

Include Expired Decisions

Search Reset

The course equivalency information in this database should be used as a guideline and is not student-specific. The University reserves the right to make revisions without prior notice. Credit and/or exemption will not be awarded until official final results are received and students obtain program and faculty approval. Students visiting McGill must obtain approval for any credit and/or exemption from their home institution.

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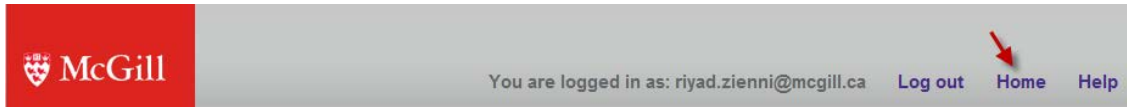
1. **Username:** displays your username and hover your mouse to see your role (e.g. System Administrator).
2. **Logout:** allows you to exit the system.
3. **Menu:** allows you to perform administrative tasks.
4. **Help:** brings you to the FAQ page.
5. **Search criteria:** allows you to search McGill University's Course Equivalency Database by a McGill course or an External course.



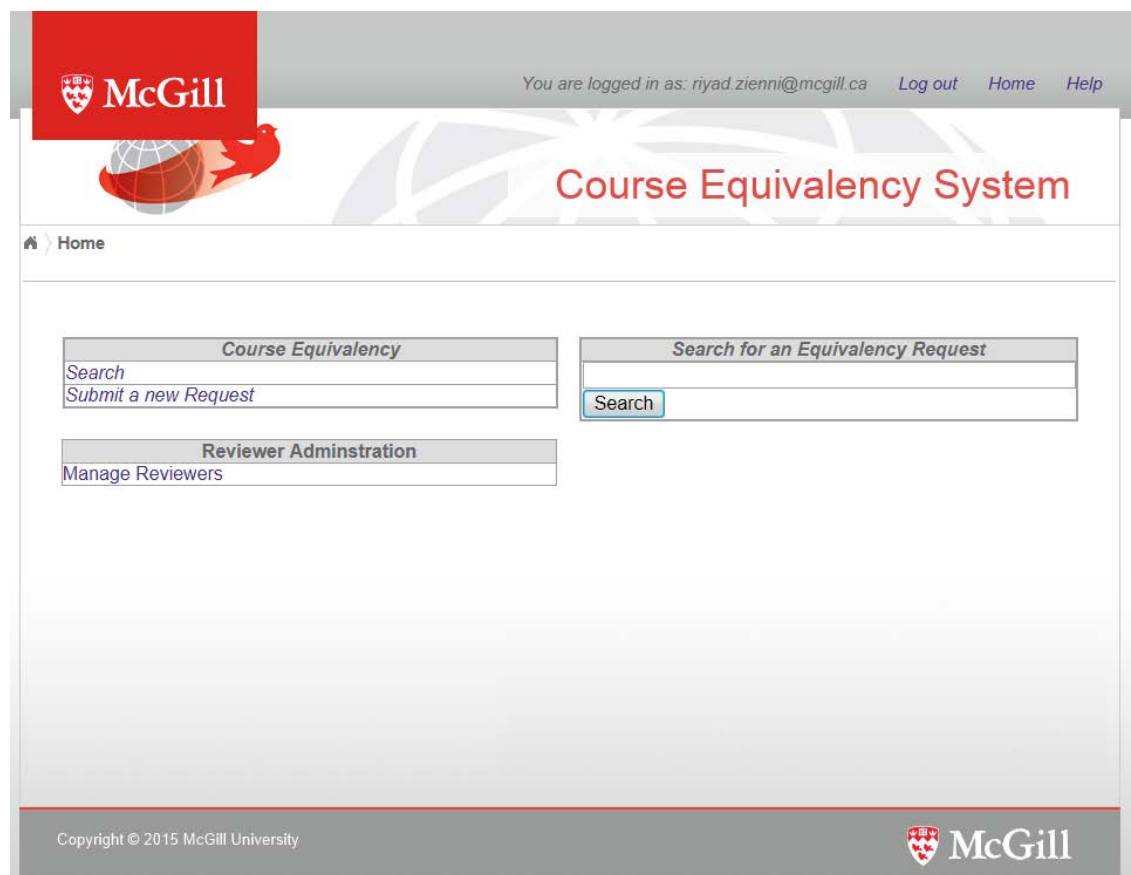
Menu

To do administrative tasks, you will need to go the menu.

1. Log into Course Equivalency System.
2. Click on the **Home** link.



3. From the Menu, you will have 3 sections:
 - a. **Course Equivalency:** It allows you to search for any McGill or External course(s).
 - b. **Reviewers Administration:** This sections allows you to look up, add or delete reviewers for a specific Faculty.
 - c. **Search for an Equivalency Request:** It allows you to view the status of a request made by the students.



Reviewer Administration

When a student requests a course equivalency, the system automatically sends an email to the reviewer(s) of the Faculty. If there are no reviewers, it sends a notification to the Faculty Administrator.

As the Faculty Administrator, you will have access to see all Departments within your Faculty. You will see the names of the 1st and 2nd Reviewers for each subject. If no reviewer(s) are assigned, you will get an email notification and you will need to assign a reviewer(s). This is where you can also change and/or delete reviewers.

Manage Reviewers

1. Click **Manage Reviewers** from the Reviewers section of the Menu.
2. Click on your Faculty.

Faculty	# of Subjects	# of Subjects with no assigned Reviewers
Faculty of Arts	51	50

Note

The column **# of Subjects with no assigned Reviewers** should always be **0**. If it displays more than 0, this means that the Faculty Administrator has not assigned reviewer(s) for that subject(s). You will need to assign them.

As a Faculty Administrator, you must have at least one 1st Reviewer per subject and assign a 2nd Reviewer (depending on your faculty) in addition to the 1st Reviewer.

3. Find the subject by filtering the column (Subject, Description, # of 1st Reviewers, # of 2nd Reviewers) or using the scrollbar at the bottom.

Subject	Description	# of 1st Reviewers	# of 2nd Reviewers
AFRI	African Studies	0	0
ANTH	Anthropology	0	0
ARTH	Art History	1	0
CANS	Canadian Studies	0	0
CATH	Catholic Studies	0	0
CLAS	Classics	0	0
COMS	Communication Studies	1	0
DUMY	Dummy Black Out Subject Code	0	0
EAST	Asian Language & Literature	0	0
ECON	Economics (Arts)	2	1



- If you use the filter option and then you want to reset the filter, just remove everything from the filter columns.
- If the number of reviewers is = 0 for the 1st and/or 2nd Reviewer, it means that there are no reviewers assigned and the Faculty Administrator will need to assign the reviewer(s). If no reviewer(s) are assigned, then the System Administrator will assign a Faculty Administrator or can assign reviewer(s) on their behalf.

4. Click on the selected subject.

Faculty of Arts			
Subject	Description	# of 1st Reviewers	# of 2nd Reviewers
AFRI	African Studies	0	0
ANTH	Anthropology	0	0
ARTH	Art History	1	0
CANS	Canadian Studies	0	0

5. You will see a list of reviewers and their role. Note that the system displays the 1st Reviewers and then the 2nd Reviewers alphabetically.

a. To **add** a new reviewer:

i. Enter the name or McGill email address in the Search field and click on the **Search** button.

Name or McGill Email Address *

ii. You will see the results. Find the name and click on one of the roles.

Name	Email	Role	Action
Riyad Zienni	riyad.zienni@mcgill.ca	<input checked="" type="radio"/> 1st Reviewer <input type="radio"/> 2nd Reviewer	<input type="button" value="Add"/>

iii. Click on the **Add** button. A confirmation message will appear in green. The person will be added to the list of selected subject.



- b. To **modify** the reviewer's role from the list:
- Find the name and click on the desired role.

Name	Email	1st Reviewer	2nd Reviewer	Activity Date	Action
Marlin Guirguis	marlin.guirguis@mcgill.ca	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11-Feb-2015	
Riyad Zienni	riyad.zienni@mcgill.ca	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12-Feb-2015	

- It will automatically get saved. A confirmation message will appear in green.

- c. To **delete** a reviewer from the list:


- Find the name and click on the **Delete** button.

Name	Email	1st Reviewer	2nd Reviewer	Activity Date	Action
Marlin Guirguis	marlin.guirguis@mcgill.ca	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11-Feb-2015	
Riyad Zienni	riyad.zienni@mcgill.ca	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12-Feb-2015	

- You will see a Confirm reviewer deletion dialogue box. Click on the **OK** button to continue. A confirmation message will appear in green.

Note

If you don't want to delete or suspend access for a short term without removing the reviewer(s), you can uncheck their role and their name will remain on the list.

Name	Email	1st Reviewer	2nd Reviewer	Activity Date	Action
Riyad Zienni	riyad.zienni@mcgill.ca	<input type="checkbox"/>	<input type="checkbox"/>	17-Mar-2015	

An individual can only assume a 1st Reviewer or 2nd Reviewer role for the same McGill Subject.

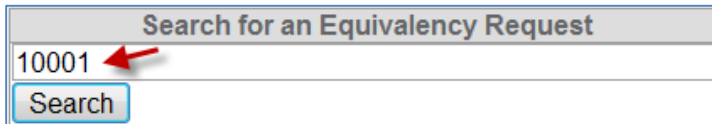


Search for an Equivalency Request

This section allows you to search for a course equivalency request.

To search for a request or an email:

1. Enter the request number or email field in the **Search for an Equivalency Request** section.



The screenshot shows a search interface with a title bar that reads "Search for an Equivalency Request". Below the title bar is a text input field containing the number "10001". A red arrow points to the right side of the input field. Below the input field is a button labeled "Search".

2. Click on the **Search** button.

You will see the details of the request. For more information, go to the [Search for an Equivalency Request Details Page](#) on page 12.



Search for an Equivalency Request Details Page

Equivalencies Request Search

1 Request Number or Email * 10001

2 Action Required: Assess By: No reviewers assigned

3 Request Information

Request Number: 10001 Requested By: exsa.student@mail.mcgill.ca
 Current Status: PENDING On: 10-Feb-2015

4 Requested Equivalency

Beijing Concord College of Sino-Canada (Beijing, China)				McGill University	
Course	Title	AU	Syllabus	Course	Title
ECO111	Economics	15.0	<input type="button" value="View"/>	FINE	Finance

Student Comments:

History

5

Status	On	By	Decision
PENDING	10-Feb-2015	exsa.student@mail.mcgill.ca	

McGill University		Beijing Concord College of Sino-Canada (Beijing, China)	
Course	Title	Course	Title
FINE	Finance	ECO111	Economics

Status: Valid Until End of:
 Justification(s): []
 Comments:

1. **Request Number or Email:** It displays the request number or email. If you want to do a new search, just enter a new request number or email and click on the Search button.
2. **Action Required:** If the status of the request is Pending or Confirm, this field displays as **Assess** and it shows who will be reviewing the request on the right. If the status of request is Final, it will not show the Action Required area.
3. **Request Information:** It shows you the request number, the McGill email address of the requestor, the current status and when the request was created. There are several statuses; see section 5 (History) below for definitions.
4. **Requested Equivalency:** it displays the course equivalency between the External and McGill courses: name of institution, course number and title. Click **View** to view the syllabus, if provided.

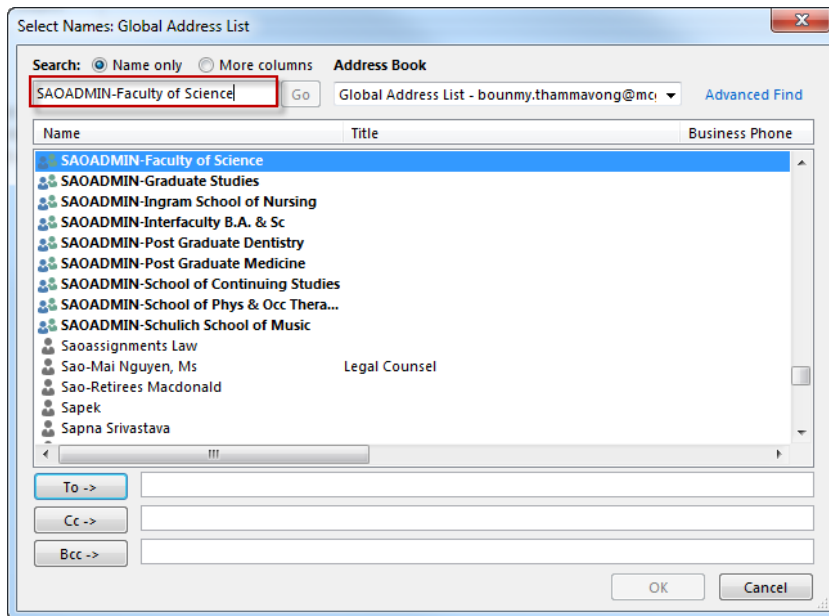


5. **History:** It shows you the history of the request status(es):
 - a. **Pending:** no one has made a decision yet.
 - b. **Final:** The first 'Final' status means a decision has been made by the 1st or 2nd Reviewer. If you see more than one 'Final' status, it means that a decision was modified by the Systems Administrator.
 - c. **Preliminary decision:** a decision has been made by the 1st Reviewer and is waiting for the 2nd Reviewer to confirm the decision.
 - d. **Incomplete:** The request did not have enough information or accurate information (e.g. wrong syllabus) to enable a reviewer to make a decision. The requestor will receive an email about it and he or she will have to create a new request with the proper information.

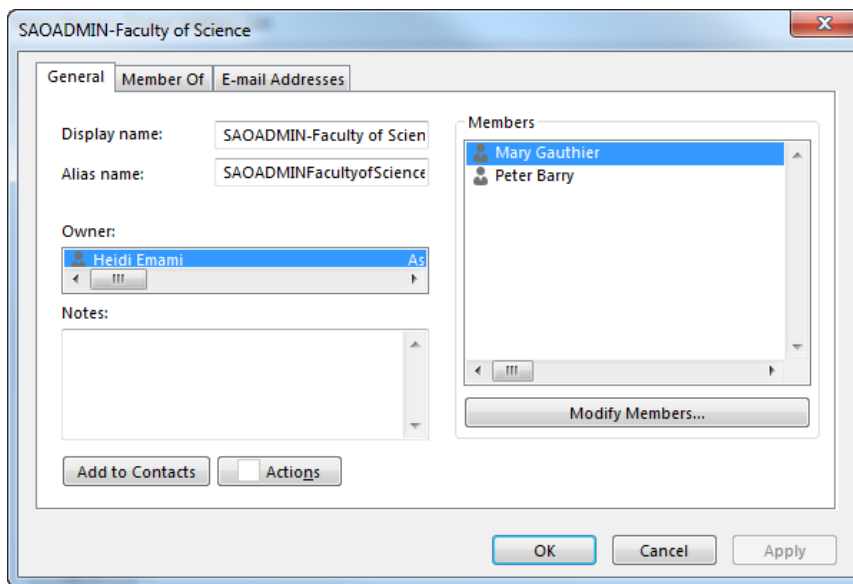


View List of Faculty Administrators

1. Open Microsoft Outlook or Outlook Web Access.
2. Log in with your McGill Username/ Password.
3. Click **HOME > Address Book**.
4. Search for the Faculty group (e.g. SAOADMIN-Faculty of Science).



5. Double-click on the selected Faculty Group. You will see the names of the people in the Faculty group.



Request to Add or Remove a Faculty Administrator

In order to add or remove a Faculty Administrator from the Faculty Administrators List, you will need to submit a request to CEQADMIN@mcgill.ca with the users' email address and indicate what action is required.

