



Requesting a RamCT Section Using ARIESweb

- I. [Prerequisites: Items you need to request a RamCT teaching section](#)
- II. [How to Tell if a Course Section is Cross Listed in ARIES.](#)
- III. [Request RamCT Sections Using Form In ARIESweb](#)
- IV. Use one of the **Three Request Forms:**
 - [Request Form 1 - Single Section, Multiple Sections Same Course, Cross Listed Sections](#) - this form is used for the majority of RamCT Section Requests.
[Steps for using Form 1](#)
[Examples for using this form](#)
 - [Request Form 2 - Special Requests: Combine sections for: Different Courses, Different Instructors, Add Another Section to an Existing RamCT Section.](#)
[Steps for using Form 2](#)
[Examples for using this form](#)
 - [Request Form 3 - Development Section](#) – get a head start on a new course that won't be taught for at least a semester.
[Steps for using Form 3](#)
[Examples for using this form](#)
- V. [Before You Add Content To a Combined Section](#)
- VI. [Questions/Support](#)

I. Prerequisites: Items you need to request a RamCT teaching section:

- You must be entered into the ARIES system by your department scheduler as the primary instructor for that section.
- You must have a CSU eID. Information on eID's can be found at: <http://eid.colostate.edu>.

II. How to Tell If A Course Is Cross Listed in ARIES

A Cross Listed course is usually a course that can be taken for credit in two different departments. So one student might be able to take a course for History credit and another student can take the same course for Sociology credit. They are taught at the same time and place. Requesting a RamCT section for one of the cross listed sections automatically triggers the creation of the other section and combines them into one big RamCT section.

The quickest way we have found to see if a course is Cross Listed is to use the Class List feature in ARIESweb.

a. Login with your CSU eID to ARIESweb: <http://ariesweb.colostate.edu>

b. Under Instructor Tools click on Class Lists – this will provide a list of all courses in ARIES for which you are listed as an instructor.

c. Click on one of your class lists

d. Check to see if there is a corresponding Cross Listed section for your course.

Spring Semester 2009 ETST 255-001

Primary Instructor: Julie Ann Sullivan

Meeting Times

begin time	end time	days	building	room	start date	end date
05:00 PM	07:30 PM	M	Eddy	8	Jan. 20	May. 10

Cross-listed Sections

11141 HIST 255 001 Native American History

III. Login To ARIESweb to Request a RamCT Sections

a. Go to ARIESweb at:
On campus: <http://ariesweb.colostate.edu>
Off campus: <http://secure.colostate.edu>
-Login with your eID
-Click on the **ARIESweb** link

b. Login using your CSU eID

c. Under the **Instructor Tools** section click on **Request RamCT Section**.

ARIESweb

[announcements](#) | [privacy memo](#) | [feedback](#) | [aries help](#)

☐ Instructor Tools

- [Class Lists](#)
- [Grade Input](#)
 - [Grade Input Help](#)
 - [Grade Input Help - 49](#)
- [Request RamCT Sections](#)

IV. Three RamCT Request Forms

There are three request forms on the RamCT Section Request page.

A. Request Form 1 - Single Section/Combine Same-Course Sections :

○ REQUEST RAMCT SECTIONS for:

- a. SINGLE-SECTIONS
- b. CROSS-LISTED (select one section and the other is automatically created and combined)
- c. COMBINED-SECTIONS, for sections under the SAME COURSE

REQUEST FORM - Single Section / Combined Same-Course Sections

- **Note:** Most RamCT sections are created within an hour; for cross-listed and combined-sections please allow 24 hours.

(This is the most common form used for requesting RamCT sections).

Use this form to:

- a. Requesting an individual RamCT section for a course section.
E.g. ECON 100 section 001
- b. Requesting a combination sections for the SAME course under one large RamCT parent section.
E.g. ECON 100 section 001 and ECON 100 section 002
- c. Requesting the combination of sections that are Cross Listed in the CSU ARIES registration system. E.g. ETST 255 section 001 and HIST 255 section 001.

See the “How To Tell If a Section is Cross Listed” portion of this document to learn more about Cross Listing.

The columns in the Single Section/Combined Section request form include:

Term – the term in which the section will be taught

CRN – the unique Course Reference Number in CSU’s ARIES system

Section – the section number of the lecture, recitation or lab

RamCT Selections – placing a check next to a section in this column will create an individual RamCT Teaching Section for that section.

“Combined section” Selections – you can choose to combine a number of sections from the **same course** into ONE RamCT Semester Teaching Section by placing a check in this column next to each section you would like to combine.

Please use this option **ONLY** if you have a specific need to combine two or more sections

Steps for Using Form 1: Single Section/Combine Same-Course Sections

1. Place checks next to sections in the Step 1 column to create RamCT sections for those course sections.
2. **ONLY IF Needed**, place checks next to sections in the Step 2 column to **combine sections of the same course** into one large RamCT section. There is usually not a need to combine a lecture, recitation and /or lab. Creating a RamCT section for just the lecture will usually include all of your students in your RamCT section. If you have a course with two lectures, then you might choose to combined the two lectures so you can include all of the students from both lecture sections in one RamCT section.
3. Verify your selections.
4. Click the Submit button to automatically process your RamCT section requests.

Term	CRN	Section	STEP 1 RamCT Selections	STEP 2 If Needed "Combined-section" Selections	STEP 3 Selection Summary
Spring Semester 2009	10020	ETST 255 sec 001	<input checked="" type="checkbox"/>		SP09 ETST 255: 001
Spring Semester 2009	11141	HIST 255 sec 001			Cross-listed with above section
Spring Semester 2009	15633	NR 600 sec 001	<input checked="" type="checkbox"/>		SP09 NR 600: 001
Spring Semester 2009	10611	FW 696A sec 001			Cross-listed with above section
Spring Semester 2009	10114	HES 106 sec L01	<input checked="" type="checkbox"/>		SP09 HES 106: L01
Spring Semester 2009	16038	ANEQ 550B sec 001	<input type="checkbox"/>		---
Spring Semester 2009	13836	ERHS 692 sec 001	<input type="checkbox"/>		---
Fall Semester 2007	60002	ENGR 510 sec 001	<input type="checkbox"/>		---
Fall Semester 2007	60042	AA 101 sec L03	<input type="checkbox"/>		---
Fall Semester 2007	60180	HES 100A sec L03	<input type="checkbox"/>		---
Fall Semester 2007	60194	ANEQ 102 sec L04	<input checked="" type="checkbox"/>		ANEQ 102: L04
Fall Semester 2007	62775	CO 150 sec 055	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CO 150: 055 & 056 & 057
Fall Semester 2007	62776	CO 150 sec 056	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Fall Semester 2007	62780	CO 150 sec 057	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Spring Semester 2008	12413	CO 150 sec 055	<input type="checkbox"/>		

NR 600 is Cross Listed with FW 696 A. Checking the box for NR 600 will create both sections and combine them into one.

CO 150 – Checks in Step 1 will create a section for each. Checking the boxes in Step 2 will combine these sections into one large RamCT section.

STEP 4
You have requested 4 sections. If this is correct, Submit.

Single Section/Combine Same-Course Sections Examples:

Placing a check in the Step 1 column for HES 106 sec L01 will create a single RamCT section for this course and section.

Because NR 600 sec 001 is Cross Listed with FW 696A sec 001, placing a check in the Step 1 column next to NR 600 sec 001 will result in the creation of both sections which will then be combined into one RamCT Parent Section.

For CO 150, in column 1 we placed a check next to each section to create a RamCT section for each.

In column 2 we placed a check next to each of the three sections so that the individual sections will then be combined into one large RamCT Parent section.

Click on the Submit button. Your request will be submitted to the automated RamCT section creation process and will be ready within 24 hours. (Usually sooner).

B. Request Form 2 - Special Requests- used for:

o Special Requests *Only*:

- a. To combine sections under DIFFERENT COURSES
- b. To combine sections with DIFFERENT PRIMARY instructors
- c. To ADD a section to an *existing cross-listed* section
- d. To ADD a section to an *existing combined-section*
- e. To ~~ADD a section to a section that already has content~~

[REQUEST FORM - Special Requests](#)

- ~~Note: Please allow five business days for the creation of Special requests; they must be created manually.~~

REQUEST FORM - Combined Sections - Special Requests

Fill in the fields below and click the Send Request button to submit your request

Term	College	Subject	Course	Section
Fall Semester 2009	Agricultural Sciences	AGRI	140 - Technology in Agriculture	888 R01 R02 R03

Request Summary - These sections will be combined into one section in RamCT

AGRI 140 - Technology in Agriculture - 888 (CRN: 67659) - Fall Semester 2009 (200990) - No instructor found
AGRI 140 - Technology in Agriculture - R01 (CRN: 60004) - Fall Semester 2009 (200990) - No instructor found

Notes: You can include any notes for clarification if needed

Steps for using Form 2 – Special Requests:

- a. Use the **drop down menus** on the form to *select* the **Term, College, Subject, Course and Section**.
- b. *Click Add To List*

Do the same for all of the sections you would like to combine in your request.
- c. Use the **Notes** section to type in any special instructions
- d. *Click Send Request*.

The RamCT Support Staff works to manually create these section combinations within 3 business days. (Usually much quicker!)

Special Request Examples:

Combining RamCT sections for two different courses.
e.g. ECON 100 section 001 and ECON 400 section 003.

Combine course sections that have different primary instructors
e.g. John Smith teaches ECON 100 section 001 and Jennifer Chen teaches ECON 100 section 004; they wish to combine and maintain one RamCT section together.

To add a RamCT section to an existing RamCT section.
e.g. You just found out just as the semester begins that you have been asked to teach another section of ECON 100 and you would like to add this new section to your existing RamCT section.

C. Request Form 3 - RamCT Development Section – used for:

Development Section

- Development sections are used by instructors/designers who want to begin developing content in RamCT before they are assigned to a section in ARIES.
- Development sections never have students; they are only for designing content. Content created in these sections can be copied into Teaching sections.

[REQUEST FORM - Development Section](#)

Development sections are used by instructors/designers who want to begin developing content in RamCT for semesters that are not yet open for student registration.

Development sections never have students; they are only for designing content. Content created in these sections can be copied into Teaching sections.

Steps for using Form 3: Development Section Request

- Use the **drop down menus** on the form to *select* your **college, subject and course**.
- If the course is **not listed**, *check* the box “**My course is not in the list**” and provide your information in the text box provided.
- Type* any **special instructions** you may have.
- Click* **Send Request**

The RamCT Support Staff works to create RamCT Development sections in 2 – 3 business days.

Development Form Example:

In May Professor Sullivan is expecting approval for her new course that will be taught in January. She would like to begin developing the content for this new course now.

Request RamCT Development Section

1. Select your course from the following list:

College	Subject	Course Number and Title
Agricultural Sciences	AGRI	116 - Plants and Civilizations

My course is not in the list

2. You can include a note for clarification if needed:

3.

V. Before You Add Content To a Combined Section

- a. When you request combined sections using the Request Form, you need to allow approximately 24 hours for the sections to be created and to be combined.
- b. You should NOT ENTER the individual sections until this combination process has completed.
- c. When you login to <http://ramct.colostate.edu> you will see your **Course List**.
 - If the combination process has completed you will see only one of your sections under this list.
 - If you see multiple sections for the combined-section you requested then the process has not been completed; DO NOT ENTER the sections until the combination process is complete.

- d. The first time you login to any RamCT section you will see the Assign Course Content Screen.

BC-351-001_002 Principles of Biochemistry BC-351-001_002 Principles of Biochemistry

Assign Course Content Wait until you see ALL of the section numbers you requested to be combined before you complete the Assign Course Content page.

BC-351-001_002 Principles of Biochemistry - BC-351-001_002 Principles of Biochemistry

You can assign content to this course from another course or start designing this course without assigning content. Select one of the options below and click Continue.

- Set up a blank course
Select this option to start designing this course without assigning content.
- Copy content from another course
Select from courses in which you are enrolled as a designer.

If the combination process is complete you will see the numbers of ALL of your combined sections in the course title.

If you do not see ALL of the section numbers for your combined section on the Assign Course Content screen *click* on the **CANCEL** button and **wait** for the combination process to complete.

VI. Questions/Support:

Contact your RamCT College Coordinator

http://www.help.ramct.colostate.edu/ramctsupport_faculty.aspx

Visit the <http://help.ramct.colostate.edu> website

Email support at: ramctsupport@colostate.edu