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.
   - Request Form 2 - Special Requests: Combine sections for: Different Courses, Different Instructors, Add Another Section to an Existing RamCT Section.
   - Request Form 3 - Development Section – get a head start on a new course that won’t be taught for at least a semester.

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.

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.
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

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.

<table>
<thead>
<tr>
<th>Term</th>
<th>CRN</th>
<th>Section</th>
<th>Step 1 RamCT Selections</th>
<th>Step 2 If Needed “Combined-section” Selections</th>
<th>Step 3 Selection Summary</th>
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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.

**Submit** | **Cancel**
**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:**

- Special Requests Only:
  - To combine sections under DIFFERENT COURSES
  - To combine sections with DIFFERENT PRIMARY instructors
  - To ADD a section to an existing cross-listed section
  - To ADD a section to an existing combined-section
  - 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.*
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

a. Use the drop down menus on the form to select your college, subject and course.

b. 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.

c. Type any special instructions you may have.

d. 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:

   ![Course List](http://ramct.colostate.edu)

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

3. Send Request

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](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.

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.colstate.edu website

Email support at: ramctsupport@colostate.edu