

For New CID Users

Thank you for taking time out of your schedule to enter your courses into the Course Information Database (CID) for Distance Education. We have designed this database so that course information can be completed in as little as 15 minutes. We suggest that you have an electronic copy of your syllabus open and minimized on your desktop for each course you plan to offer which is at least 50% electronically-delivered. Because many of the database fields will echo your syllabus, feel free to copy and paste when needed. Remember to enter all electronically-delivered courses and sections you are teaching.

Below is a list of the functions from the CID homepage. The homepage is the first page you will see after you successfully log into the database. The more familiar you become with these functions, the easier the database becomes to complete.

To begin, simply enter your EUID and UNT Internet Services Account password, which is the same password used to access Eaglemail and WebCT. If you are not sure about your Internet Services Account password, click on "Activate my UNT Internet Services Account" from the CID login page.

Add New Course

The first step in completing CID is to add a course into the database. To do this, click the "Add New Course" button and complete the form. Regardless of the number of sections a course may have, enter each course only once. Adding sections will follow. Make sure to enter each electronically-delivered course you are teaching.

Delete Course

To remove a course from the database, click "Delete Course." Please note that once a course is deleted, all sections under that course will be deleted as well.

Add New Section

As with courses, you must enter each electronically-delivered section into CID. One section was entered when you completed the "Add New Course" form. To add additional sections to the same course, click "Add New Section" and complete the form. If the information for this new section reflects the information you entered for a previous section, enter the new section number and then click "Copy Information from Existing Section."

Copy Information from Existing Section

This will automatically complete most of the fields. Please make any changes before saving your new section.

Edit Section

Once a section has been entered into CID, you can edit that section by clicking "Edit Section." Any changes you make during the edit process will only affect the section you are editing. To save your edits, click "Save/Continue."

Review Section

You can review any section you entered by clicking "Review Section." The information displayed is read-only and cannot be edited here. This view is printer-friendly.

Delete Section

To remove a section from the database, click "Delete Section." This will delete an individual section only.



COURSE INFORMATION DATABASE
FOR DISTANCE EDUCATION

www.unt.edu/cid

Database Fields

To complete CID, you will need to complete the following fields:

Required Fields

College/School

Department

Course Number/Name

Section Number

Semester/Year

Delivery Method (Web-based/Videoconference)

Credit Hours

Number of Required Face-to-Face Class Meetings

Total Hours of Required Face-to-Face Class Meetings

Location of Required Face-to-Face Meetings

Course Objectives

Course Expectations (Example: Scheduled Chats, Group Interactions, Frequent Postings)

Instructor/Student Communication Methods

Will students be required to view any materials from the Media Library? (Yes/No)

Is this section restricted so that only students who reside outside of Texas may enroll?
(Yes/No)

Optional Fields

Tests/Quizzes (Example: 1 Final, 1 Midterm, Weekly Quizzes)

Major Assignments (Example: 1 Research Paper, 6 Journal Articles)

Software Hardware

Textbooks

Other Prerequisites, Requirements and Instructions for this Section (List only prerequisites not already published in the course catalog.)