# **Sample Workflow: Create Multiple Sections from a Master Course**

Many institutions develop master courses which are then copied into multiple sections. With Leganto, you can have one reading list which is shared across all sections, or separate reading lists per section. The workflow below assumes that the institution needs to have separate reading lists per section, but that each section’s reading list is identical, or starts from a master list which can be edited further.

## Background Information:

Courses are both created and rolled over using the course loader integration profile in Alma. The course information must be in a tab-separated value file in a dedicated directory on an FTP server accessible by Alma, saved either as a .txt or .csv file. The file must contain a list of courses, one on each line, with a predefined list of columns, in order. Not all data elements are mandatory.

Full Documentation: <https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/090Integrations_with_External_Systems/040Fulfillment/010Courses_and_Reading_Lists/Configuring_Course_Loading>

A sample file is available here: <https://knowledge.exlibrisgroup.com/@api/deki/files/68645/cl_sample.txt?revision=2>

The course loader job can be scheduled to run on a regular basis: Every 6 hours, once daily, once weekly, once monthly, or on demand. It is possible to configure multiple course loader profiles if needed.

The institution needs to provide the file for Alma to harvest. There may be some scripting required to convert the data exported out of the source system into the format Alma requires.

## Rollover:

The rollover process makes a copy of the list, including any uploaded files, and associates it with the appropriate course. It also allows you to either copy or reset other parts of the list, including copyright records, tags, statuses, notes, and discussion threads (all as defined by the library or the instructor) from the existing reading list to the new one. Usage statistics are unique to the list, meaning there will be usage statistics for the initial list, and separate usage statistics for the rolled over copy of the list. Once a reading list is rolled over, there are two separate versions of the list and changes to one do not change the other.

## Initial Course Loading:

During the course development phase, the library can create “master” copies of a course in Alma, which can be used to build the initial master reading list. These courses do not need to exist in the Learning Management System (LMS) or other source system to be created in Alma.

Sample course loader file:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| COURSE\_CODE | COURSE\_TITLE | SECTION\_ID | OPERATION | OLD\_COURSE\_CODE | OLD\_COURSE\_SECTION | READING\_LIST\_NAME |
| PSYC 1234\_2019\_M | Intro to Psych MASTER |  | NEW |  |  |  |
| HIST 1234\_2019\_M | Intro to History MASTER |  | NEW |  |  |  |
| ENGL 1234\_2019\_M | Intro to English MASTER |  | NEW |  |  |  |

The above load will create three new “master” courses. (Note that several fields have been omitted from the course loader file to save space.)

At this point, the master reading lists can be created in Leganto. When completed, the master reading list can be set to “Complete” (by the library) and “Published” (by either the library or the course designer). Reading lists can also be set to complete and/or published in bulk using the Reading List Bulk Update Job in Alma.

## Performing Rollover:

After the course has been developed but before the beginning of the term, the master reading list can be rolled over (copied) to each of the sections of the course. The data for this course load will likely come from the LMS or the Student Information System. If new sections are created as the sections fill, the course loader can be set to run on a scheduled basis to keep the information current as new courses are added. The COURSE\_CODE column must match the course code in the LMS.

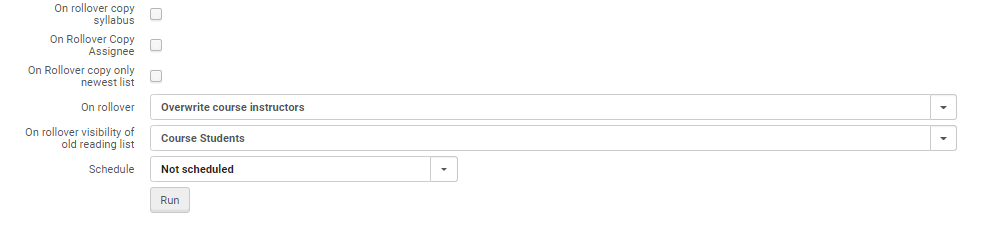
Sample course loader file:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| COURSE\_CODE | COURSE\_TITLE | SECTION\_ID | OPERATION | OLD\_COURSE\_CODE | OLD\_COURSE\_SECTION | READING\_LIST\_NAME |
| PSYC 1234\_A | Intro to Psych |  | ROLLOVER | PSYC 1234\_2019\_M |  | Intro to Psych |
| PSYC 1234\_B | Intro to Psych |  | ROLLOVER | PSYC 1234\_2019\_M |  | Intro to Psych |
| PSYC 1234\_C | Intro to Psych |  | ROLLOVER | PSYC 1234\_2019\_M |  | Intro to Psych |
| HIST 1234\_A | Intro to History |  | ROLLOVER | HIST 1234\_2019\_M |  | Intro to History |
| HIST 1234\_B | Intro to History |  | ROLLOVER | HIST 1234\_2019\_M |  | Intro to History |
| HIST 1234\_C | Intro to History |  | ROLLOVER | HIST 1234\_2019\_M |  | Intro to History |
| ENGL 1234\_A | Intro to English |  | ROLLOVER | ENGL 1234\_2019\_M |  | Intro to English |
| ENGL 1234\_B | Intro to English |  | ROLLOVER | ENGL 1234\_2019\_M |  | Intro to English |
| ENGL 1234\_C | Intro to English |  | ROLLOVER | ENGL 1234\_2019\_M |  | Intro to English |

The above course load will create 9 additional courses in Alma, three sections per course (COURSE\_CODE), and roll the master reading list (OLD\_COURSE\_CODE) into each section as a new (copied) reading list.

While the institution will determine the appropriate settings for this process, the following is a sample profile:





The above settings will perform the rollover in such a way that the master list is preserved, all new copies of the list are automatically marked as complete and published, and all notes and tags will be copied to the new lists.

If additional sections of the course are added at a later date, the same process will create them in Alma. If the course loader profile runs on a scheduled basis, this will happen automatically.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| COURSE\_CODE | COURSE\_TITLE | SECTION\_ID | OPERATION | OLD\_COURSE\_CODE | OLD\_COURSE\_SECTION | READING\_LIST\_NAME |
| PSYC 1234\_D | Intro to Psych |  | ROLLOVER | PSYC 1234\_2019\_M |  | Intro to Psych |
| PSYC 1234\_E | Intro to Psych |  | ROLLOVER | PSYC 1234\_2019\_M |  | Intro to Psych |
| PSYC 1234\_F | Intro to Psych |  | ROLLOVER | PSYC 1234\_2019\_M |  | Intro to Psych |
| HIST 1234\_D | Intro to History |  | ROLLOVER | HIST 1234\_2019\_M |  | Intro to History |
| HIST 1234\_E | Intro to History |  | ROLLOVER | HIST 1234\_2019\_M |  | Intro to History |
| HIST 1234\_F | Intro to History |  | ROLLOVER | HIST 1234\_2019\_M |  | Intro to History |
| ENGL 1234\_D | Intro to English |  | ROLLOVER | ENGL 1234\_2019\_M |  | Intro to English |
| ENGL 1234\_E | Intro to English |  | ROLLOVER | ENGL 1234\_2019\_M |  | Intro to English |
| ENGL 1234\_F | Intro to English |  | ROLLOVER | ENGL 1234\_2019\_M |  | Intro to English |

## Course Maintenance

In order to update a reading list for the next term, either update the existing master list or use the course loader to create an “update” course in Alma and roll the master reading list into this course. This will create a completely separate reading list which can be updated and edited as needed. It is not necessary to wait until the end of term in order to update the reading list as all other copies of the list are kept separate.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| COURSE\_CODE | COURSE\_TITLE | SECTION\_ID | OPERATION | OLD\_COURSE\_CODE | OLD\_COURSE\_SECTION | READING\_LIST\_NAME |
| PSYC 1234\_UPDATE | Intro to Psych |  | ROLLOVER | PSYC 1234\_2019\_M |  | Intro to Psych-UPDATE |
| HIST 1234\_UPDATE | Intro to History |  | ROLLOVER | HIST 1234\_2019\_M |  | Intro to History-UPDATE |
| ENGL 1234\_UPDATE | Intro to English |  | ROLLOVER | ENGL 1234\_2019\_M |  | Intro to English-UPDATE |

Once complete, this updated reading list will become the new master reading list. From here, the cycle will continue.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| COURSE\_CODE | COURSE\_TITLE | SECTION\_ID | OPERATION | OLD\_COURSE\_CODE | OLD\_COURSE\_SECTION | READING\_LIST\_NAME |
| PSYC 1234\_2020\_M | Intro to Psych |  | ROLLOVER | PSYC 1234\_UPDATE |  | Intro to Psych-UPDATE |
| HIST 1234\_2020\_M | Intro to History |  | ROLLOVER | HIST 1234\_UPDATE |  | Intro to History-UPDATE |
| ENGL 1234\_2020\_M | Intro to English |  | ROLLOVER | ENGL 1234\_UPDATE |  | Intro to English-UPDATE |