The FloridaShines Catalog

Zero Textbook Cost Course Indicator
Overview

Building on previous FLVC textbook affordability efforts, a 2021 workgroup was convened with representatives from Florida’s colleges and universities to brainstorm, define and provide best recommendations to implement textbook cost indicator(s) in the FloridaShines Course Catalog. The textbook cost indicator(s) may be used across the state by the institutions who desire to highlight their efforts with reducing the cost of learning materials for their students. Working together this group was given the charge to:

• Identify indicator(s) and definition(s) to be used in the Course Catalog, to highlight affordable course options in the state of Florida.
• Make recommendations on the classification, use and design of these indicators.
• Collect best practices for local implementation and catalog upload processes for peer institutions.
Florida’s Zero Textbook Cost Course Indicator

Informational Website

To learn more about this initiative please visit: https://dlss.flvc.org/florida-zero-textbook-cost-indicator

- Definition
- FAQs
- Resources
- Workgroup Members
FloridaShines Catalog

Changes to Course Upload

To access your FloridaShines Catalog Account: https://courses.flvc.org/Account/Login

- The process will work the same, the only change is there has been an additional field added to the Data Standards Document.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Required</th>
<th>Field Type</th>
<th>Field Size</th>
<th>Notes</th>
<th>Validations</th>
</tr>
</thead>
<tbody>
<tr>
<td>TextbookCostIndicator</td>
<td>No</td>
<td>Text</td>
<td>50</td>
<td>Indicate if this course section requires course materials at no cost to student.</td>
<td>Must be a valid textbook cost indicator value.</td>
</tr>
</tbody>
</table>

*Please note this field is optional.*
FloridaShines Catalog
Administrator Dashboard

WELCOME
Welcome to the FloridaShines Catalog Administration web page where you can update and upload your institution’s Profile, Degree Programs and Online Courses.

You can find additional tools and help for administrators – including tutorials, administrative guides, videos, documentation, and more – by selecting “User Guides” from the main menu, above.

INSTITUTION PROFILES UPLOAD SCHEDULE:
The institution profiles are updated annually by the Profile Editor, following the schedule outlined below. Reminder e-mails and notifications are distributed during this update period to institution administrators and profile editors.

Upload Period Opens: May 1
Upload Deadline: July 1

DEGREE PROGRAMS UPLOAD SCHEDULE:
The degree programs are uploaded annually by the Data Administrator, following the schedule outlined below. Reminder e-mails and notifications are distributed during this upload period to institution administrators.

Upload Period Opens: May 1
Upload Deadline: July 1

ONLINE COURSE UPLOAD SCHEDULE:
The online courses are uploaded every semester by the Data Administrator, following the schedule outlined below. Reminder e-mails and notifications are distributed during this upload period to institution administrators.

Upload Period Opens:
- Fall Term: May 1
- Spring Term: September 1
- Summer Term: February 1

Upload Deadline:
- Fall Term: May 31
- Spring Term: September 30
- Summer Term: February 28

Term Visibility:
- Fall Term: June 1
- Spring Term: October 1
- Summer Term: March 1
FloridaShines Catalog

Upload Page

COURSES, SECTION, AND MEETING MAINTENANCE

Upload New Courses, Section, and Meeting File(s)

UPLOAD NEW COURSES FILE

Accepted file types:
- Microsoft Excel (.xlsx format)
- Microsoft Excel 1997-2003 (.xls format)
- CSV (see notes in sidebar)

Academic Year:
- 2022 Spring

Upload Type:
- Excel
- CSV

Excel File (Courses, Sections, or Meetings)

Choose File

Your excel workbook should have at least one worksheet named "Courses", "Sections", or "Meetings" for when uploading Courses, Sections, or Meetings. Your workbook may have multiple worksheets if you are uploading Courses, Sections, or Meetings at the same time.

Upload Guidelines:
- Ensure that the uploaded Excel / CSV file follows the courses, section, and meeting template.
- Ensure that no courses, sections, and meetings are duplicated.
- If uploading using CSV files, the column headers need to match the names in the Data Upload Schema exactly. For CSV files, the column names are case sensitive -- e.g. "CourseID" is not the same as "CourseID".
FloridaShines Catalog

Validation Screen

COURSES VALIDATION

Review and take action on the courses you uploaded before completing the import

<table>
<thead>
<tr>
<th>Row</th>
<th>Course ID</th>
<th>CIPCodeID</th>
<th>Publicly</th>
<th>StatusPublicly</th>
<th>CourseDept</th>
<th>CourseSeqNo</th>
<th>CourseTitle</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>126</td>
<td>52.02</td>
<td>True</td>
<td>True</td>
<td>GEB</td>
<td>3033</td>
<td>Effective Career Management</td>
</tr>
<tr>
<td>2</td>
<td>149</td>
<td>51.07</td>
<td>True</td>
<td>True</td>
<td>HSC</td>
<td>1653</td>
<td>Healthcare Ethics</td>
</tr>
<tr>
<td>3</td>
<td>100</td>
<td>48.01</td>
<td>True</td>
<td>True</td>
<td>DSC</td>
<td>1002</td>
<td>Terrorism And U.S. Security</td>
</tr>
<tr>
<td>4</td>
<td>103</td>
<td>13.10</td>
<td>True</td>
<td>True</td>
<td>DEE</td>
<td>4603</td>
<td>Positive Behavior Support</td>
</tr>
</tbody>
</table>

Upload Validation Guidelines

- Hover over any cell and click the "Edit" link to edit the value for that field.
- Hover over the header of any column and click the "Edit" link to edit some or all the values of that column.

Validation Summary

Warnings

- The data you uploaded has issues that must be resolved before it becomes available to the public. Please review and correct any errors to complete this import.
# SECTIONS VALIDATION

Review and take action on the sections you uploaded before completing the import

<table>
<thead>
<tr>
<th>nalCostInfo</th>
<th>CensusDate</th>
<th>InstructorName</th>
<th>InstructorEmail</th>
<th>CourseQualityIndicator</th>
<th>TextbookCostIndicator</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Ricardo Herbert P</td>
<td><a href="mailto:hricardo@lrsc.edu">hricardo@lrsc.edu</a></td>
<td>High Quality</td>
<td>Zero Textbook Cost</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Semprevivo Joseph A</td>
<td><a href="mailto:jsemprev@lrsc.edu">jsemprev@lrsc.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Anderson Emlyn U</td>
<td><a href="mailto:euanders@lrsc.edu">euanders@lrsc.edu</a></td>
<td>Quality</td>
<td>Zero Textbook Cost</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rivera Joan O</td>
<td><a href="mailto:jorivera@lrsc.edu">jorivera@lrsc.edu</a></td>
<td>High Quality</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Swartz Kimberly G</td>
<td><a href="mailto:kwartz@lrsc.edu">kwartz@lrsc.edu</a></td>
<td></td>
<td>Zero Textbook Cost</td>
</tr>
</tbody>
</table>
Update the value of TextbookCostIndicator

TextbookCostIndicator

-- Unrecognized selection is not valid. Please choose another.--

---Select---
No value selected or use default
Zero Textbook Cost

*ERROR* The following cost indicator is not a valid option: Zero Textbook Cost

OK Cancel
FloridaShines Catalog

Validation Summary

You may complete this import, however, please be aware of the highlighted warnings in your upload data.

I agree that I have reviewed the warnings and I verify that the data I am uploading is accurate.

Complete import

FloridaShines Catalog

Upload Verification

COURSES, SECTION, AND MEETING MAINTENANCE

Upload New Courses, Section, and Meeting File(s)

Your data has been imported successfully
- 11 Courses imported.
- 11 Sections imported.
LEARN ONLINE

Taking an online course allows you to learn on your own schedule.

Online Courses
Florida’s online course catalog lets you search for online courses offered at colleges and universities across the state. Florida also makes it easy for students to take a course at another college or university without worrying if the credit is transferable. Under state policy, all state public institutions must accept credit for courses offered by another state public institution.

To register for an online course through the catalog, you must be enrolled in a state college or university. Once you find the course you want, click Begin Registration and complete the form. Your application will be sent automatically to your home institution and the institution offering the course. The institution offering the course will contact you to finalize registration.
Online Courses Catalog

Search Refinement

- Subject
- Course Type
- Credit
- Delivery Method
- Institution
- Institution Type
- Indicator
- Zero Textbook Cost

Applications are available to students from other FL public institutions. Current Broward College students must contact Broward College directly to apply.

Courses:
- CTS 1133C - A+ Comprehensive  (6 credits)
- CLP 3144 - Abnormal Psychology  (3 credits)

Give Us Your Feedback
### Description

In this course, students learn to select, evaluate, and use fiction, nonfiction, and poetry for instructional, informational, and recreational purposes in Early Childhood Education. Included in the course is the development of analytical thinking, writing skills, and oral expression as they are applied to the study of children's literature.

#### General Information

<table>
<thead>
<tr>
<th>Registration through this site</th>
<th>Available</th>
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</thead>
<tbody>
<tr>
<td>Start / End Dates</td>
<td>8/10/2021 to 12/10/2021</td>
</tr>
<tr>
<td>Last day to Enroll</td>
<td>8/16/2021</td>
</tr>
<tr>
<td>Delivery Method</td>
<td>Internet</td>
</tr>
<tr>
<td>Instructor Email</td>
<td><a href="mailto:sakina@irsc.edu">sakina@irsc.edu</a></td>
</tr>
<tr>
<td>Institution Email</td>
<td><a href="mailto:sakina@irsc.edu">sakina@irsc.edu</a></td>
</tr>
<tr>
<td>Institution Profile</td>
<td>Tallahassee Community College</td>
</tr>
</tbody>
</table>

#### Reference Number

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>LAE4416-1F-001</th>
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</table>

#### School Term

<table>
<thead>
<tr>
<th>School Term</th>
<th>2021 - Fall</th>
</tr>
</thead>
</table>

#### Max Class Size

<table>
<thead>
<tr>
<th>Max Class Size</th>
<th>30 students</th>
</tr>
</thead>
</table>

#### Credit Type

<table>
<thead>
<tr>
<th>Credit Type</th>
<th>Semester-based</th>
</tr>
</thead>
</table>

#### Registrar URL

<table>
<thead>
<tr>
<th>Registrar URL</th>
<th><a href="http://www.irsc.edu/admissions/admissions.aspx">http://www.irsc.edu/admissions/admissions.aspx</a></th>
</tr>
</thead>
</table>

#### Textbook Cost Course Indicator

- **ZTC** Zero Textbook Cost

This course section requires course materials at no cost to student. For more information, please visit Florida's Zero Textbook Cost Course Indicator Overview.