



California
Community
Colleges

California Virtual Campus –
Online Education Initiative

CVC Course Finder Self-service Implementation Guide

Introduction

This document serves as both a high level overview and instructional guide for a self-service installation of CVC Course Finder. The CVC Course Finder <https://cvc.edu/> allows students to:

- Search and apply to online courses using IGETC, CSU GE-Breadth, local course substitution, and keyword search.
- Browse thousands of transferrable (CSU/UC) online courses available at California community colleges.

Estimated workload for college: 3-5 hours.

Implementations Team

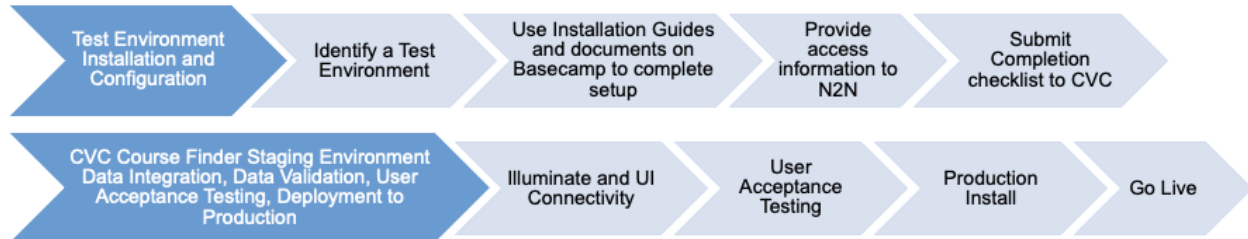
Project management functions for CVC Course Finder are led by CVC-OEI staff. Each CVC Course Finder project is assigned a CVC-OEI point-of-contact who is responsible for managing the project. CVC-OEI contacts for CVC Course Finder consist of:

- Mike Vogt, Project Management & Operations Supervisor | mvogt@cvc.edu
- Logan Murray, Project Analyst | lmurray@cvc.edu
- Donna Miranda, Senior Program Coordinator | dmiranda@cvc.edu

College personnel typically needed to complete project requirements consist of:

- College IT staff. SIS specialists and Network Administrators will have the knowledge and skill to complete the questionnaires and to install and configure the test environment.
- A&R and/or curricular personnel. College staff with a working knowledge of the course schedule are needed for later phases of the project which include scheduling data validation.

CVC Course Finder Self-Service Implementation Overview



CVC Course Finder Self-Service Implementation Stages

CVC Course Finder self-service implementation can be broadly categorized into three stages (each detailed below):

- 1) *Course finder installation and configuration* - This stage represents the primary technical steps performed by the college which result in API connectivity. Details for completing these steps are described in the sections below.
- 2) *Data discovery, integration, and testing* - Following API connectivity, CVC performs tasks to prepare the data for import into the Course Finder UI. Completion of the configuration questionnaire by college personnel is essential to complete these tasks.
- 3) *Go-Live* - Upon completion of all data-related tasks, CVC performs import of API data into Course Finder production UI.

Course Finder Installation and Configuration (General Information)

- Each district will have their own Basecamp project space which contains a project plan and implementation resources. Basecamp is also your primary means of communicating with CVC-OEI technical staff. Please contact us at implementations@cvc.edu to have your team added to the Basecamp space.

- CVC Course Finder is a read-only integration. As such, we can connect directly to the college's production environment during the initial setup stage. Alternatively, the college team can identify an SIS non-prod environment for integration.
- For Banner installations, Ethos is a preferred method for installation. For Colleague, Ethos is required. Ethos enabled integrations are foundational for Cross-Enrollment and for their overall easier long-term maintenance. If your college does not have Ethos installed and configured yet, please reach out to your Ellucian representative to discuss options for Ethos installation.
- Upon completion of installation steps as detailed in the SIS-specific sections below, contact implementations@cvc.edu informing them of completed installation. A CVC project lead will then be assigned to your project and an integration Go-Live date will be determined.

Course Finder Installation and Configuration (SIS-Specific Information)

The following sections detail SIS-specific installation and configuration instructions for PeopleSoft, Banner, Banner with Ethos, and Colleague with Ethos.

Colleague SIS (Ethos)

An Ethos installation is a required model for CVC Course Finder integration using Colleague. If your college does not have Ethos installed and configured yet, please reach out to your Ellucian representative to discuss options for Ethos installation.

- College technical team reviews and performs the steps detailed in the installation guide:
 - [CVC Course Finder Requirements, Installation Instructions, & Field Extensions \(Colleague-Ethos\)](#)
 - [Ethos API IP Restrictions: Setup Instructions](#)
- Installation and configuration deliverables.
 - The Colleague Ethos installation guide references technical deliverables that must be provided to N2N in order to complete the installation. Please submit required deliverables to CVC Project Management supervisor, Mike Vogt via SendSafely at <https://www.sendsafely.com/u/mvogt@cvc.edu>.

Banner SIS (Ethos)

- College technical team reviews and performs the steps detailed in the installation guides. Two guides are provided to guide this work:
 - [Banner-Ethos Course Finder Requirements, Installation Instructions](#)
 - [Ethos API IP Restrictions: Setup Instructions](#)
- Installation and configuration deliverables.
 - The Banner Ethos installation guide references technical deliverables that must be provided to N2N in order to complete the installation. Please submit required deliverables to college success supervisor, Mike Vogt via SendSafely at <https://www.sendsafely.com/u/mvogt@cvc.edu>.

PeopleSoft SIS

- College technical team reviews and performs the steps detailed in the installation guides. Two guides are provided to guide this work:
 - [PeopleSoft Access and Developer Requirements for CVC Course Finder](#)
 - [PeopleSoft CVC Course Finder Installation Document](#)
- College technical team installs database script files.
 - Script packages are stored under “Docs & Files” in the college’s Basecamp project space. Should the college encounter any issues with locating or installing the scripts, please contact your CVC-OEI project manager.
- Installation and configuration deliverables.
 - The PeopleSoft installation guides reference technical deliverables that must be provided to N2N in order to complete the installation. Please submit required deliverables to college success supervisor, Mike Vogt via SendSafely at <https://www.sendsafely.com/u/mvogt@cvc.edu>.

Banner SIS

An Ethos installation is the preferred model for CVC Course Finder integration using Banner because of its easier long-term maintenance. Ethos also serves as a strong foundation for Cross-Enrollment integrations. If your college does not have Ethos installed and configured yet, please reach out to your Ellucian representative to discuss options for Ethos installation.

- College identifies the Test Environment and Illuminate administrator(s) who will complete the setup. College will provide email addresses of individuals who will need access in order to connect the integration gateway to N2N's Illuminate platform as part of the Integration gateway installation.
- College technical team completes the Virtual Machine (VM) setup. VM hosts the docker container. Docker container hosts the Integration Gateway which makes the connection to the database. A VM capable of supporting Docker is required. For compatibility information and instructions visit <https://docs.docker.com/engine/install/>.
- College technical team installs database script files.
 - Script packages are stored under "Docs & Files" in the college's Basecamp project space. Should the college encounter any issues with locating or installing the scripts, please contact your CVC-OEI project manager.
- College technical team reviews and performs the steps detailed in the installation guides. One guide is provided to guide this work:
 - [Integration Gateway Installation Guide](#)
- Installation and configuration deliverables.
 - The Banner installation guide references technical deliverables that must be provided to N2N in order to complete the installation. Please submit required deliverables to college success supervisor, Mike Vogt via SendSafely at <https://www.sendsafely.com/u/mvogt@cvc.edu>.

Data Discovery, Integration and Testing

Following Course Finder Installation and Configuration steps, CVC and College personnel will collaborate to ensure access of required fields and to configure proper API filtering. Completion of the configuration questionnaire by college personnel is essential to complete these tasks.

For both Colleague-Ethos and Banner-Ethos builds, extending certain fields from the SIS to the Ethos data model is required. A CVC project representative will consult with you about which fields need to be extended from the SIS (these requirements vary by college).

- [Colleague Ethos Extension Instructions](#)
- [Banner Ethos Extension Instructions](#)

Following implementation and extension tasks, additional data discovery, integration, and testing work is conducted by CVC personnel to prepare API data for import into the CVC user interface. A thorough and complete configuration questionnaire is essential in order to effectively complete this stage of the integration.

Go-Live

Upon approval of the College District, the final stage of the Course Finder integration involves importing API course data into the CVC course finder UI. This step is performed entirely by CVC personnel. At this point, it is no longer necessary for the District to submit course inventory manually using the CSV approach. When the CVC Course Finder implementation is complete, the college and the CVC team will review target timelines and effort involved to move to full cross enrollment. Please contact implementations@cvc.edu for details.