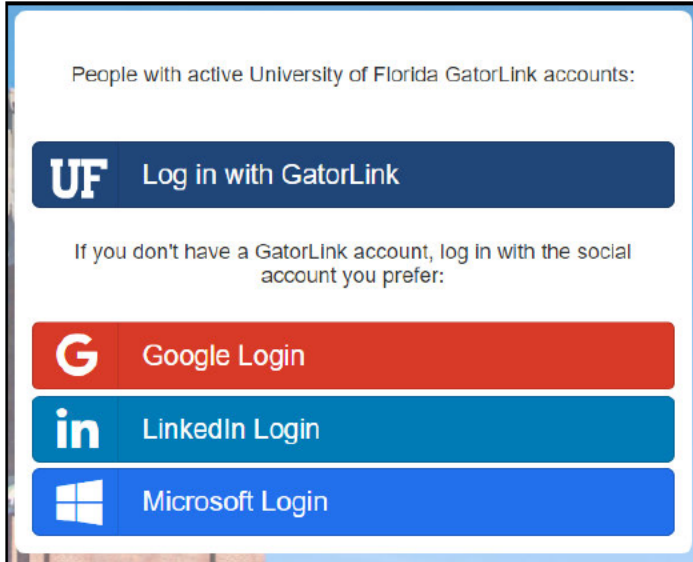
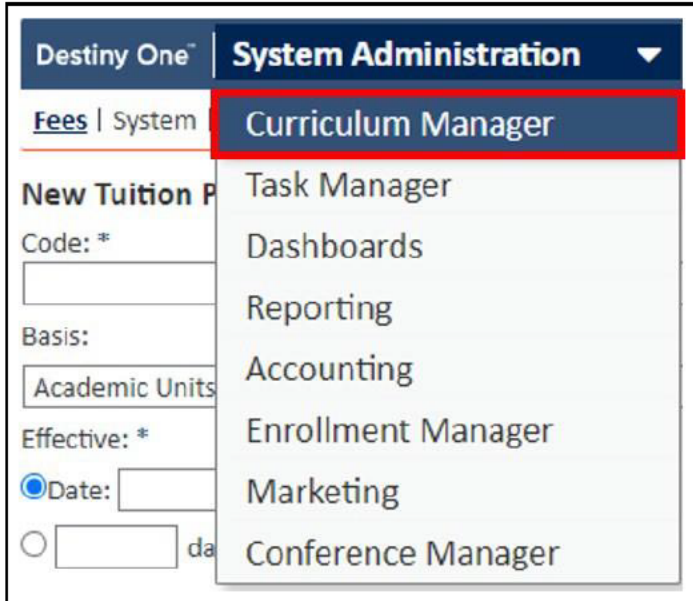


1. Log into Destiny One: [uflsv.destinyone.moderncampus.net](https://uflsv.destinyone.moderncampus.net)



2. At the top left of your screen, use the dropdown menu to switch to the "Curriculum Manager".



3. Use the search boxes to search for the course you wish to add a new section to and click the “Search” button.

Destiny One | Curriculum Manager

[Courses](#) | [Calendar](#) | [Certificates](#) | [Instructors](#) | [Locations](#) | [Associations](#) | [App](#)

[New Session](#) No Course Selected

**Course / Section Search**

Course No.:  Section No.:  Custom Section No.:  **Search**

Keyword:  Title:  Search Type:

▶ [Show advanced search options](#)

[Search](#) [Propose New Course](#)

4. Select the hyperlinked course number/name.

Destiny One | Curriculum Manager

[Courses](#) | [Calendar](#) | [Certificates](#) | [Instructors](#) | [Locations](#) | [Associations](#) | [Application Manager](#)

[New Session](#) No Course Selected

**Course / Section Search**

Course No.:  Section No.:  Custom Section No.:  [Search](#)

Keyword:  Title:  Search Type:

▶ [Show advanced search options](#)

[Search](#) [Propose New Course](#)

**Search Results**

[10006-OPWD Example](#)  
No sections found

5. Select the green “Add New Section” button.

Course No.:  Course Approval Status:  [Bypass Approval](#)

Program Code:

Set to Final Approval:  Manually  On Publish Date :

Course Status:

Former Nos.

Applicability: \*

Course Title: \*

Sections  
Nothing found to display.

[Add New Section](#)

6. Add the following required information:
  - a. Custom Section No.: Customized number or name used to identify your section (Ex: 522200123)
  - b. Section Title: Section title that can be the same as the course title or different.
  - c. Term: A portion of the academic year during which a school offers course sections. This becomes uneditable once the section status is Final Approved.
  - d. Maximum Enrollment Size: Maximum number of seats the section can offer. Once this number is met further enrollment will be prevented and Wait List enrollment will begin.
  - e. Minimum Enrollment Size: Required number of seats needed in order to hold the section. If this target is not met by the specified time, the Section will be considered to have Low Enrollment enabling the initiation of the Cancel or Run with Low Enrollment Process.
  - f. Max Wait List Size: Maximum number of seats within the wait list. Set to zero to have no wait list.
  - g. Active Wait List (days before start date): The number of days before the Section Start Date that attendees can be added to the Wait List if the Max Enrollment Size has been reached.
  - h. LMS Management System: Enabling the option to connect to Canvas.
    - i. LMS Section ID: Canvas's section name/id.
    - ii. Begin LMS Access: Number of days the attendee will receive access to the course materials prior to the section start date. If you have an open enrollment course, be careful about this.
    - iii. LMS Access Grace Period: Number of days allowed past the section's or attendee's end date.
  - i. Applicability (Dropdown Menu):
    - i. Public: Section Profile is available on the Staff and Public Views. **Note:** Additionally, today's date must fall within the Public View Availability date range for the section in order for it to appear on the Public View.
    - ii. Internal: Section Profile is available on the Staff View, but not the Public View. You may also append &showInternal=true to the URL to show a course and/or sections that have an applicability of internal on the Public View using a direct link. **Note:** An internal applicability setting for the Program Office or the course to which the section is associated hides the section on the Public View, even if the section applicability is set to Public. For more details on when a section appears on the Public View, see Rules for Public View Availability.
  - j. Applicability (Radio Buttons)
    - i. Initiated, New Proposal, and Repeat Proposal: For internal informational purposes only.
    - ii. Opened Second Section: With this option selected Destiny One triggers the Second Section Opening workflow when the course section is moved to Final Approval.
  - k. Staff View Enrollment: The date range in which staff members can enroll an attendee on the Staff View.
  - l. Public View Availability: The date range in which an attendee can view a section on the Public View. Leave empty and section will not appear on Public View.
  - m. Public View Enrollment: The date range in which an attendee can enroll in a section on the Public View. Leave empty to prevent Enrollments on Public View.
  - n. Public View Late Enrollment Deadline: The date at which section availability status is "Late Enrollment".  
Notify Staff of New Enrollments and New Drops/Transfers: Staff will receive a notification when an attendee enrolls, drops, and/or transfers in the Public View and/or Staff View. Proper protocol will need to be set up. **Note:** These option needs to be selected if you want to receive notifications.
  - o. Available in Catalog Export?: Always select "No". The Catalog will not be offered.
  - p. Allow Public View Drop Requests: Allows for the option for drop requests through the Public View.

q. Allow Public View Transfer Requests: Allows for the option for transfer requests through the Public View.

<p>Course No.: 10006                  Section: to be assigned                  Custom Section No.: <input type="text"/>                  Section Title: * OPWD Example                  Transcript Title: <input type="text"/>                  Term: * 2021-2022 - Ongoing 2021-2022                  Former No.: <input type="text"/></p>	<p>Course Approval Status: Proposed                  Section Approval Status: <input type="text" value="Initiated"/>                  Applicability: *  <input checked="" type="radio"/> New Proposal  <input type="radio"/> Repeat Proposal  <input type="radio"/> Opened Second Section  <input type="checkbox"/> Immediate Approval Required</p>																												
<table border="1"> <thead> <tr> <th>Hours</th> <th>Course</th> <th>Section Calc.</th> <th>Section Override</th> </tr> </thead> <tbody> <tr> <td>Maximum Hours</td> <td>40.0</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>Academic Units (AUs)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Minimum AUs</td> <td>0.0</td> <td>0.0</td> <td><input type="text"/></td> </tr> <tr> <td>Maximum AUs</td> <td>0.0</td> <td>0.0</td> <td><input type="text"/></td> </tr> <tr> <td>Continuing Education Units (CEUs)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Maximum CEUs</td> <td>4.00</td> <td>0.00</td> <td><input type="text"/></td> </tr> </tbody> </table>	Hours	Course	Section Calc.	Section Override	Maximum Hours	40.0	N/A	N/A	Academic Units (AUs)				Minimum AUs	0.0	0.0	<input type="text"/>	Maximum AUs	0.0	0.0	<input type="text"/>	Continuing Education Units (CEUs)				Maximum CEUs	4.00	0.00	<input type="text"/>	<p><b>Section Availability</b>  <input type="checkbox"/> Restrict section enrollments to the following groups with contracts. Selecting this option will hide this section from the Public View</p> <p><b>Staff View Enrollment:</b>                  From <input type="text"/> to <input type="text"/>  <b>Public View Availability:</b>                  From <input type="text"/> to <input type="text"/>  <b>Public View Enrollment:</b>                  From <input type="text"/> to <input type="text"/>  <b>Public View Late Enrollment Deadline:</b>  <input type="text"/></p>
Hours	Course	Section Calc.	Section Override																										
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Minimum AUs	0.0	0.0	<input type="text"/>																										
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Continuing Education Units (CEUs)																													
Maximum CEUs	4.00	0.00	<input type="text"/>																										
<p><b>Class Size</b>                  Max Enrollment Size * <input type="text"/>                  Min Enrollment Size * <input type="text"/>                  Max Wait List Size * <input type="text"/>                  Activate Wait List (days before start date): * <input type="text" value="999"/>  <input type="checkbox"/> Allow Wait List for Enrollment Maximum categories  <input type="checkbox"/> When a spot opens in this section, automatically invite the highest ranked Wait List student to enroll online  <input type="checkbox"/> Student will be automatically moved to the back of the wait list after the opportunity window                  Opportunity Window Hours: <input type="text" value="48"/></p>	<p><b>Notify Staff of New Enrollments:</b> <input type="checkbox"/> Public View <input type="checkbox"/> Staff View  <b>Notify Staff of New Drops/Transfers:</b> <input type="checkbox"/> Public View <input type="checkbox"/> Staff View                  Available in Catalog Export? * <input checked="" type="radio"/> Yes <input type="radio"/> No                  Available for enrollments by import? <input type="radio"/> Yes <input checked="" type="radio"/> No                  Available for family checkout? <input type="radio"/> Yes <input checked="" type="radio"/> No                  Allow seat reservations? <input type="radio"/> Yes <input checked="" type="radio"/> No                  Prevent Public View Enrollments? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>																												
<p><b>Section Due Date</b>  <input type="radio"/> 10 days after student enrollment                  [Redacted]                  [Redacted]                  [Redacted]</p>	<p><b>Allow Public View Drop Requests:</b>  <input checked="" type="radio"/> Until 7 days before start date  <input type="radio"/> Until 0 days after start date  <input type="radio"/> Until 0 days after enrollment  <input type="radio"/> From <input type="text"/> to <input type="text"/>  <input type="checkbox"/> Prevent requests by international students</p>																												
<p><input type="checkbox"/> Learning Management System                  LMS Section ID <input type="text"/>                  Begin LMS Access <input type="text" value="0"/> days before section start date                  LMS Access Grace Period <input type="text" value="7"/> days</p>	<p><b>Allow Public View Transfer Requests:</b>  <input checked="" type="radio"/> Until 7 days before start date  <input type="radio"/> Until 0 days after start date  <input type="radio"/> Until 0 days after enrollment  <input type="radio"/> From <input type="text"/> to <input type="text"/>  <input type="checkbox"/> Prevent requests by international students</p>																												

7. Items that may enhance your use of Destiny One:
  - a. Section Due Date: Assigns a due date for Assignments associated with a section. “X days after student enrollment is the ONLY one connected to canvas. “Fixed due date and “None” are not connected.
  - b. Prevent Public View Enrollments? Option that allows enrollments through the Public View.
  - c. Section Reminder Service: Identifies the timing for when the Service Reminder Events will automatically take place.
  - d. Receipt Notes: Notes that appear on the receipts for enrollments in a section.
  - e. Enrollment Rules: Rules to control who can enroll in a specific section.
  - f. Prerequisites: All prerequisites that apply to the section. All course level prerequisites are in one table and all section level prerequisites are in a second table.
  - g. Online Resources: Resources associated with a section. These resources are accessed via links in the Student View or Instructor View. Examples: an instructor hosted website, online articles, online references, external LMS, discussion boards, blogs, and data repositories.
  - h. Badge: This subform is available only when the Credly Connector module is licensed by your school. Badges can be issued to students for courses or certificates as completed.
  - i. Comments: Internal communication about a section.
8. Add additional information as desired:
  - a. Transcript Title: This is the title that will appear on a student’s transcript.
  - b. Former Numbers: Past numbers used for a section. This field is not required.
  - c. CEU Section Overrides: The override values must fall between the maximum and minimum values defined for the course. The Minimum CEUs are displayed only if the course is available for Variable CEUs.
  - d. Section Availability: The availability controls if the section is offered only as part of a contract with specified groups.
  - e. Available for enrollments by import? Used if the course **section** is available for enrollments by import.
  - f. Available for family checkout? This option appears only when the Family Portal is enabled for your school. If this option is available, students can use the Family<sup>1</sup> Checkout through the Family Portal<sup>2</sup>.
  - g. Allow seat reservations? Allows for seat reservations for the section. Note that the ability to reserve seats is also dependent on the enrollment date range of the section.
  - h. Section Notes (public): Enter any applicable notes regarding the section. These notes will appear to students on the Public View and to staff in the Enrollment Manager.
  - i. Section Notes (internal, shown in Enrollment Manager): Enter any applicable notes regarding this section. These notes will appear to staff in the Enrollment Manager.
  - j. Class and Instructor Evaluation Notes: Optionally enter notes for the student asking for an evaluation of the class and instructor. You may wish to include a link to a survey.
  - k. Section Materials: Enter any info pertaining to section materials. **Note**: Make sure once all info is entered for a Material, select the “Add Section Material” button to have it added.
  - l. Required Software/Technology: If applicable, enter a description of any required software and/or technology.
  - m. Course Outline: Enter a brief description of the course outline.

<sup>1</sup> Family Groups can contain multiple family members that are associated for enrollment and billing purposes. Parents/Guardians are the main contacts for a Family Group.

<sup>2</sup> Parents/guardians can create an account for the Family Portal and act as the main contact for billing and for marketing inquiries. As the main contact they can continue to log in to the portal and manage the family they created.

- n. **Evaluation:** Enter a brief description of the evaluation used for the section.
  - o. **Required A/V:** From the list, select any applicable required audiovisual equipment.
  - p. **Required Text(s):** If applicable, enter a description of any required textbooks. These details appear in the Public View.
  - q. **Potential IP Issues:** If applicable, enter a description of any potential IP issues.
  - r. **Recommended Texts:** If applicable, enter a description of any recommended textbooks. These details appear in the Public View. This field is configurable and appears when enabled.
  - s. **Association / Professional Credits:** When you first create a section Destiny One copies the Association/Professional Credits information from the Course Profile. The professional credits available to a student during enrollment are based on those defined on the Section Profile which can be different than those defined on the Course Profile. Updates you make to the Course Profile are not propagated to existing sections.
9. Once all information is entered, click the navy “Save” button at the bottom of the page. If there is an error, it will be displayed at the top of the screen. Your progress will not be saved until all errors are corrected.

**Section Approval Status History**  
Nothing found to display.

---

**Save**

Reset

Print Section Profile (with Fees and Budget) ▼

Print

**Example of an Error Notification**

**Validation error.**

You must correct the following error(s) before proceeding:

- Public View Enrollment start and end dates must fall within the Public View Availability Date Range

10. Once saved, hover over “Courses” found on the top left of your navigation bar.

Destiny One™ | Curriculum Manager

**Courses**

Calendar | Certificates | Instructors | Locations | Associations | Appl

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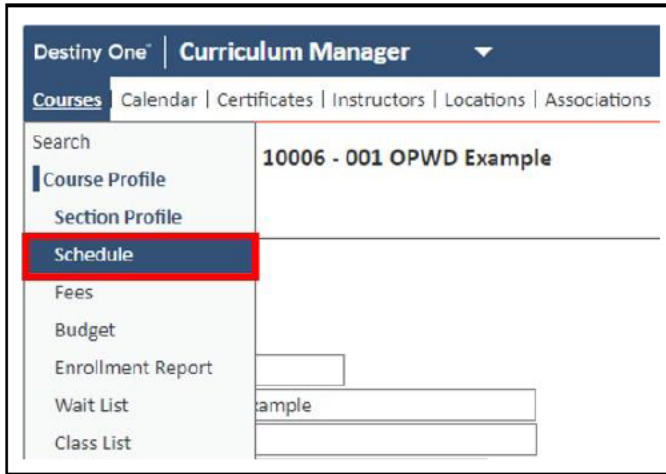
Search

Course Profile

Section Profile

**10006 - 001 OPWD Example**

11. Click "Schedule".



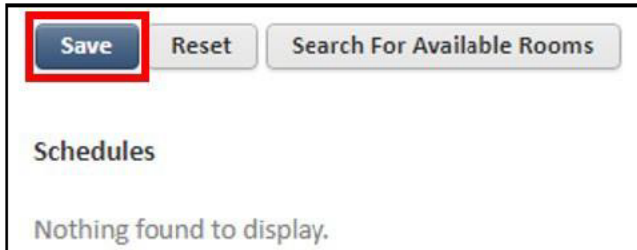
12. Add the following required information to the Section Schedule:

- a. **Distance Learning Session:** For distance learning (no classroom meetings). The location and time options will be hidden.
- b. **Public:** Makes the schedule visible on the Public View and in outbound system emails.
- c. **Type:** Indicates the section type.
- d. **TBA Dates and Times:** Use when you need to collect registrations but do not have a scheduled time.
- e. **Known Dates and Times:** Use when you have the section schedule.
- f. **Physical Location:** Location of where the section is being held.

13. Add the following information as needed:


- a. **Schedule Notes:** Notes entered in this text box appear in various informational boxes within Destiny One. They will also appear in the "Number of Sessions" informational window in the Public View.
- b. **Instructors:** Select the specific instructor for the schedule block. This list is populated with instructors that have been added on the Section Profile.
- c. **A/V Equipment:** List any A/V equipment needed for the schedule block.
- d. **Comments:** Internal communication about a section.

14. Once all information is entered, click the navy "Save" button at the bottom of the page. If there is an error, it will be displayed at the top of the screen. Your progress will not be saved until all errors are corrected.

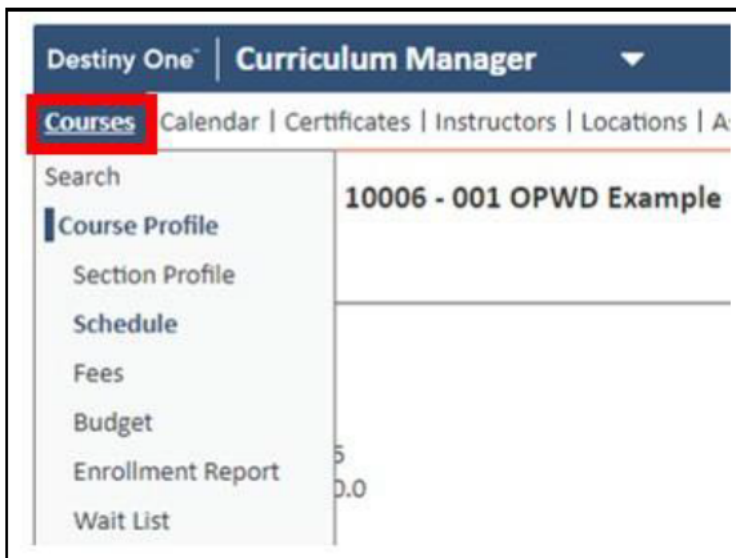


15. To confirm that the schedule information is saved, scroll to the bottom and look for the recently entered information under the "Schedules" section.

Schedules					
Date and Time	Type	Public	Location	Instructors	
Wed, Thu, Fri 8:00AM - 5:00PM 05 Jan 2022 to 07 Jan 2022	Discussion	Y	TREEO Center		

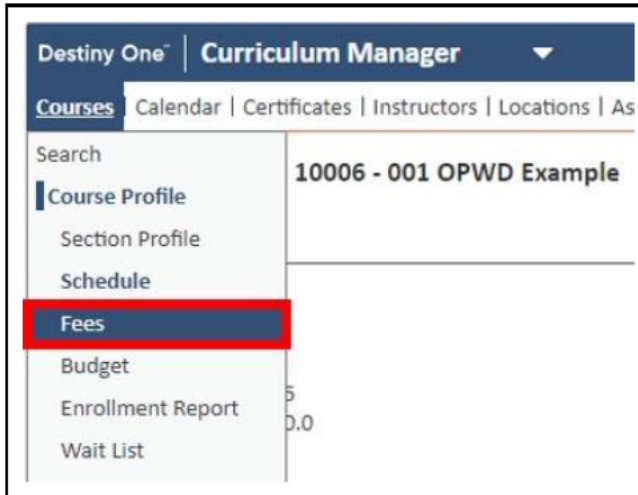
**Note:** If you notice a mistake you will need to select the Edit button (  ).

16. Once you have confirmed the schedule has saved, hover over "Courses" found on the top left of your navigation bar.





17. Click "Fees".



18. Enter the following information:

- a. Flat Fee: Always check this checkbox!
- b. Published Code: This appears as the fee name in print and on the Public View
- c. Amount
- d. Name
- e. Revenue GL Account: Make sure to use the approved and correct GL Account!
- f. Discountable: Allows the Price Adjustments available during an enrollment.
- g. Surchargeable: Allows surcharge to be available during an enrollment.

19. Select the gray "Update Totals" button to add your fee. **Note:** You will still have to save as well.

20. Select the “add Revenue Account” to add an additional fee. **Note:** This does not create a separate fee but instead adds an additional amount to the fee.

The screenshot shows a 'Tuition' form with the following fields and options:

- Flat Fee
- Published Code\*:
- Fee Category:
- non-credit  Default Refundable
- Fee Components:
  - Amount \* \$
  - Name \*
  - Revenue GL Account \* Choose a Revenue GL Account:
  - Payment Account Mapping: defaultvalue - AM0000
- Discountable  Surchargeable
- Total: \$0.00
- Buttons: Update Totals, Add Revenue Account (highlighted in red)

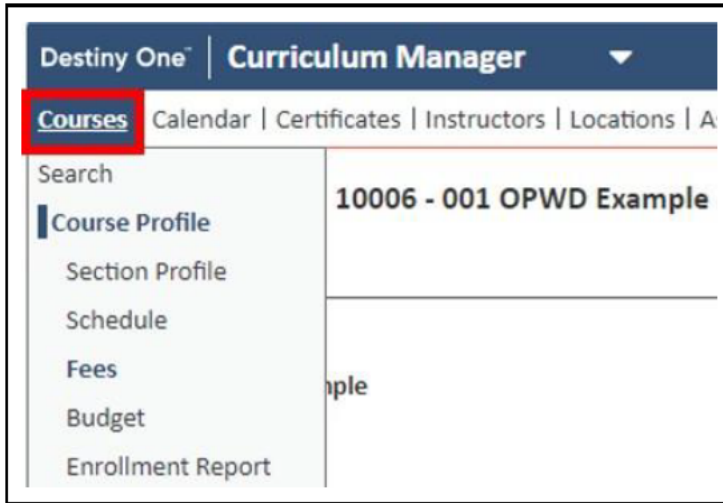
21. Enter the following information as needed:

- a. Allow Public view deposit payment: Allows for partial payment. Not recommended!
- b. Public Description: A description that will appear on the Public View.
- c. Override Reasons: Reason why a Staff User needs to Override the Fee at the time of enrollment.
- d. Tuition Profiles: Can be a flat fee (all associated sections will have the same flat fee), or it can be a variable fee that depends on the number of units or hours in which the student enrolls.
- e. Applicable Taxes: Taxes will be applied during calculation of the Selected Items in the Current Basket in the Transaction Settlement Process.
- f. Select default revenue account for contact pricing: Sets pricing if you are using the Corporate Engagement Manager Module. This mapping is applied when the section is added to a contract and cannot be changed once associated.
- g. Price Adjustments: Identifies the Price Adjustment to apply to an enrollment in this section. Price Adjustments include Discounts and Surcharges.
- h. Service Charges: Identifies the Service Charge to apply to an enrollment in this section.
- i. Special Requests: Identifies the Special Request to apply to an enrollment in this section.
- j. Installment Plan: Identifies the Installment Plan to apply to an enrollment in the section.
- k. Override Invoice Due Date: When left blank, applied invoice payments will default to the system-defined due date. Otherwise, enter an override invoice due date that will apply to this section.

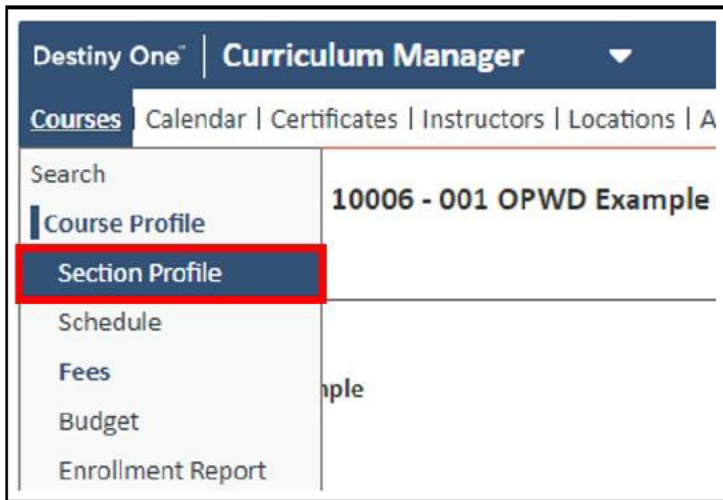
22. Click the Navy “Save” button.

The screenshot shows a form titled 'Override Invoice Due Date' with a text input field and a dropdown menu. Below the form are two buttons: 'Save' (highlighted in red) and 'Reset'.

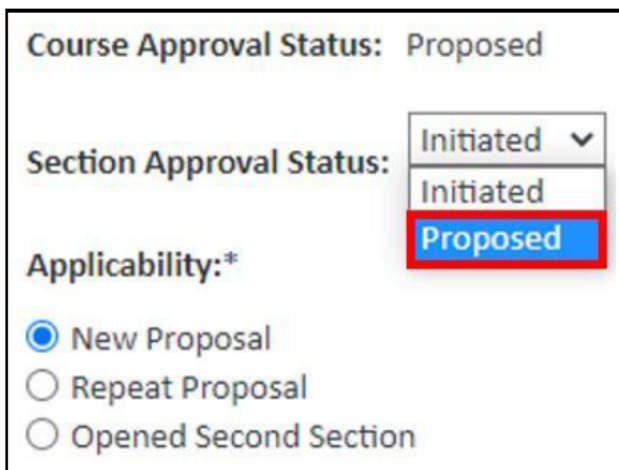
23. Once saved, hover over “Courses” found on the top left of your navigation bar.



24. Select “Section Profile”.



25. Use the dropdown menu to move the “Section Approval Status” from “Initiated” to “Proposed”.



26. Scroll down and click the navy "Save" button.

### Section Approval Status History

Name	Status Changed To	Date Changed
	Initiated	10 Dec 2021 12:29:28 PM

---

**Save** Reset

Print Section Profile (with Fees and Budget)

Created By:  
Created Date: 10 Dec 2021 12:29:28 PM  
Last Modified By:  
Last Modified Date: 10 Dec 2021 03:19:21 PM