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I. How to Access the System from Off-Campus

1. [Enable Swarthmore VPN](#)
2. [Disable Pop-up Blockers](#)

Below are the instructions for allowing pop-ups in Safari, Chrome and FireFox. The pop-up blocker needs to be disabled on the device you are using. Also, when accessing documents from off campus you must be on Cisco VPN.

SAFARI

Go to swarthmore.edu/appgarden

Select "Safari" > "Preferences".

Select "Websites" at the top of the window.

Select "Pop-up Windows" on the left side.

The website should be listed where you can select a setting in the drop-down menu.

Block and Notify

Block

Allow

CHROME (www.google.com/chrome/)

Click the Customize and control Google Chrome menu (the three dots in the upper right corner)

Select Settings.

Click the Show advanced settings... at the bottom.

Under Privacy, click the Site Settings button.

To disable the pop-up blocker click on Pop-ups and redirects.

Allow all sites to show pop-ups by clicking on the button next to Blocked.

To enable pop-ups on specific sites, check Add next to Allow and enter the URL(s).

FIREFOX

Click the Firefox menu in the right hand corner of the window.

Select Preferences.

Click Privacy and Security (left-hand side).

To disable the pop-up blocker, uncheck the Block pop-up windows box.

To allow specific pop-ups, click Exceptions and enter the URL(s).

Close the window.

The system is a hub of documents and student courses. It is connected to banner which feeds in confidential information. Consequently, using the system away from the campus network requires you to be on Swarthmore's VPN. Accessing documents from on or off-campus requires you to have pop-up blockers disabled simply because the documents and courses will open in a pop-up window.

If you feel that you have VPN enabled and pop-up blockers disabled, and still cannot access the system or documents, then please try to open the system in an incognito google chrome window. If you are able to access documents in the incognito window, then the issue is that your pop-up blocker is enabled. If you try this and it does not work, please contact OCS.

II. Pre-estimation of Credit Instructions

1. Log in to Apex (www.swarthmore.edu/appgarden) and select the Off-Campus Study Credit Portal. Alternatively you may use the link in the email notifications you receive from OCS. All fields in black are static. All fields in red are editable.
2. Click on **Pre-estimation of Credit** on the top of your screen.
3. Click on the student's name under **Students Waiting for Review** (on the top half of the screen). The courses you need to pre-estimate for the student will open in a pop-up window.

For Approved Courses:

1. If you accept the OCS credit recommendation double click on the white box underneath the header that says **Accept Equivalent Swat Credits Recommended by OCS** and choose **Yes** or **No**.
2. If you do not accept the OCS credit recommendation, enter the number of credits you pre-estimate for the course in the column entitled **Estimated Swat Credits**. If you accept the OCS credit recommendation you may bypass this field.
3. Enter if the course has **Auto Credit** by selecting **Yes** or **No** in the column entitled **Does This Course Qualify for Auto Credit**. Auto credit means that the student does not have to submit final course materials when they return. They will automatically receive the pre-estimated credit amount if they pass the course with a straight C or better.
4. Enter if the Extra Work/Credit option is available by clicking **Yes** or **No** under **Extra Work/Credit Option Available**.
5. Enter if the student may submit course materials electronically for final credit review by selecting **Yes** or **No** under **Can Final Work be Submitted Electronically**. Please note that if you grant the student auto credit, the answer for extra work/credit and can materials be submitted electronically will be set to **No**, as these two categories do not apply to auto credit.
6. Once you've made your selections click on **Yes Approved**.
7. If you believe you do not have sufficient materials to pre-estimate the course, select **Waiting for Materials** and indicate in the comments section what materials you need to receive from the student in order to pre-estimate the course. There is also a button that you can use to email the student about this. Note: You should only select **Waiting for Materials** if you need something additional for pre-estimation of credit. If you want to see the student's final materials before you grant credit, then select **No** to auto credit and approve the course. This means the student will submit their course materials to your department upon their return to Swarthmore.

For Courses that are not Approved:

1. If you do not approve the course and believe the student should not get credit for this course from any department, select **Not Approved**. It is helpful to OCS and to the student if you provide details in the comments section.
2. If you do not approve the course for credit from your department, but are okay with the student receiving Off-Campus Study Credit (OCST), or with the student obtaining credit from another department, select **Send Back to OCS**. If you believe the course is a better

fit for a specific department, please indicate this in the comments so we may reroute it appropriately.

Repeat this process for all students in your queue. You will know that a student's pre-estimation of credit is complete because the student will disappear from your view on the top half of the screen. If you still see that the student's name is there, then pre-estimation has not been registered as complete. If you pre-estimate a course and the student's name does not disappear from your **Waiting for Review** screen, please verify that you have made a selection for each of the pre-estimation categories and clicked the **blue Save button**. Refer to page 14 for more information. Note: If you selected **Waiting for Material**, this course will not disappear from your **Courses Waiting for Review** screen. This is because the system registers that you have not completed the pre-estimation for this course.

III. Final Credit Review Instructions

1. Log in to Apex (www.swarthmore.edu/appgarden) and select the Off-Campus Study Credit Portal. Alternatively you may use the link in the email notifications you receive from OCS. All fields in black are static. All fields in red are editable.
2. Click on **Final Credit Evaluation** on the top of your screen
3. Click on the student's name on the top half of the screen under **Students Waiting for Review**. The courses that need final credit review will open in a pop-up window.
4. If you think that the student's course is equivalent to a course at Swarthmore, enter the Swarthmore course name and number. Please note that this is not a required field.
5. Enter the final amount of credit granted for this course. This will go on the student's Swarthmore transcript. If the final amount of credit awarded is not the same as the pre-estimated amount, please explain under comments.
6. Select **Final Department Review Complete**.

IV. FAQ's

1. How do I indicate that I want to see a student's course materials in person when the student completes the course and returns to campus?

Select **No** for auto credit, **Yes** for approved, and **No** for submit materials electronically. This means that the student will bring you materials upon their return to Swarthmore

2. What if I think the information the student uploaded is not sufficient for pre-estimation?

Include what other documents you must see, or would like to see, in the comments. Then mark pre-estimation as **Waiting** and click **Save**.

3. How do I indicate that I am not giving credit for this course from my department, but it is okay for the student to receive credit for the course from another department?

Select the ***Send Back to OCS for Review*** option in pre-estimation and click **Save** to submit your changes.

4. I am willing to give credit for this course, but there are conditions the student needs to meet. Where do I enter this information?

Enter the conditions in the **Comments** section while completing the pre-estimation for that student.

5. How do I know that I have completed pre-estimation?

The student's name and all of their courses will disappear from your view. You will see their courses on the bottom half of your screen under **Pre-estimation Complete**. If the student's name still appears under **Students Waiting for Review**, pre-estimation has not been registered as complete. Refer to page XXX for troubleshooting.

6. I keep receiving emails about courses waiting for my review, but when I log-in, I don't see any students listed. What do I do? Does this mean that I am receiving this email in error?

This means that there is an error in the backend of the system. If you receive an email for a student waiting for your review, then there is a student waiting for review. If you log-in and don't see any students listed, please contact OCS so we can troubleshoot.

7. Why do I get an error message when entering comments?

Error messages pertaining to comments will occur when the comment exceeds the character limit. If you need to communicate something quite lengthy to either the student or to OCS, an email is best. Comments has a limit of four thousand characters.

8. Why can't I access any documents?

This can be caused by one of two things. You are either not on VPN, or you have your pop-up blockers enabled. Please turn VPN on and disable your pop-up blockers. More information on how to do this can be found on page 2.

9. Who has access to the comments I enter?

The student, faculty, and staff evaluating courses, and the Off-Campus Study staff have access to the comments.

10. How does OCS review courses that come to them for review by departments?

The courses are reviewed by the OCS faculty advisor who will confer with other departments as necessary.

11. What if someone else in my department needs to review the course?

Please notify the Off-Campus Study Office so we can add this person as a reviewer for that course. Alternatively you may download the materials associated with the course and forward it to the appropriate person in your department, who can then notify you how they would like the course to be evaluated for credit.

12. What do I do if the student uploaded materials in a language that I cannot read?

Reach out to the student and inform them that they need to translate their materials into English (input in comments and send an email). We do inform students that they need to do this, but in some cases, it is not possible for the student to translate the work. In these cases the student may want to pursue OCST credit. If you are okay with them doing so, please email OCS with your approval to change the course from department to OCST credit.

13. A course a student took abroad is a prerequisite for a course at Swarthmore. How do I confirm that the student passed and received credit for this course?

If a student took a course while abroad and did not pass with a straight C or better, then this course will not receive credit. The course will not come to you for final review. If the student pre-estimated a course with your department and it is a prerequisite for a course at Swarthmore, then please reach out to OCS to verify that the student passed the course.

V. Detailed Overview of the OCS Credit Evaluation System

1. Pre-Estimation

Pre-estimation is used for students who are about to go abroad or who are abroad but still in the add/drop period. The courses you see are the courses that the student believes they will take while abroad. Please note that students may not end up taking these classes and they have until the end of their add/drop period at their study abroad site to add courses.

Students waiting for pre-estimation will appear on the top half of your screen under ***Students Waiting For Review***. At the bottom half of the screen under **Pre-estimation Complete** you will see a list of every course that has ever come through your department for pre-estimation of credit, organized by student (this is sortable).

As soon as you complete a pre-estimation, that student will be moved to **Pre-estimation Complete**. Please note that the same student may appear for you multiple times. This happens if the student has uploaded new courses for your review.

a. How to begin the pre-estimation of credit evaluation

Your first step is to click on the student's name. This will open a new screen.

The screenshot shows a web browser window with the URL <https://apextest.swarthmore.edu/apex/f?p=367:16:11138096757980::NO::>. The page title is "Off-Campus Study". The navigation menu includes "Select Student", "Add/Update Courses", "Upload Documents", "Pre-Estimation of Credit", "Final Credit Evaluation", and "Registrar Course Entry".

The "Students Waiting for Review" section contains the instruction: "Please click on the student's name to select the student for review." Below this is a table with the following data:

Term Abroad ↑≡	Student	Major	Minor 1	Minor 2
Fall 2019	Omene Addeh	Economics, Peace & Conflict Studies	-	-

A blue arrow points to the student name "Omene Addeh".

The "Pre-Estimation of Course Credit Complete" section contains the following instructions: "*** All columns on this report are sortable. Double click on the column header to sort. This report can be downloaded to a spreadsheet. Scroll to the bottom and click on **Download**. To view all the documents for a student click on their **name**."

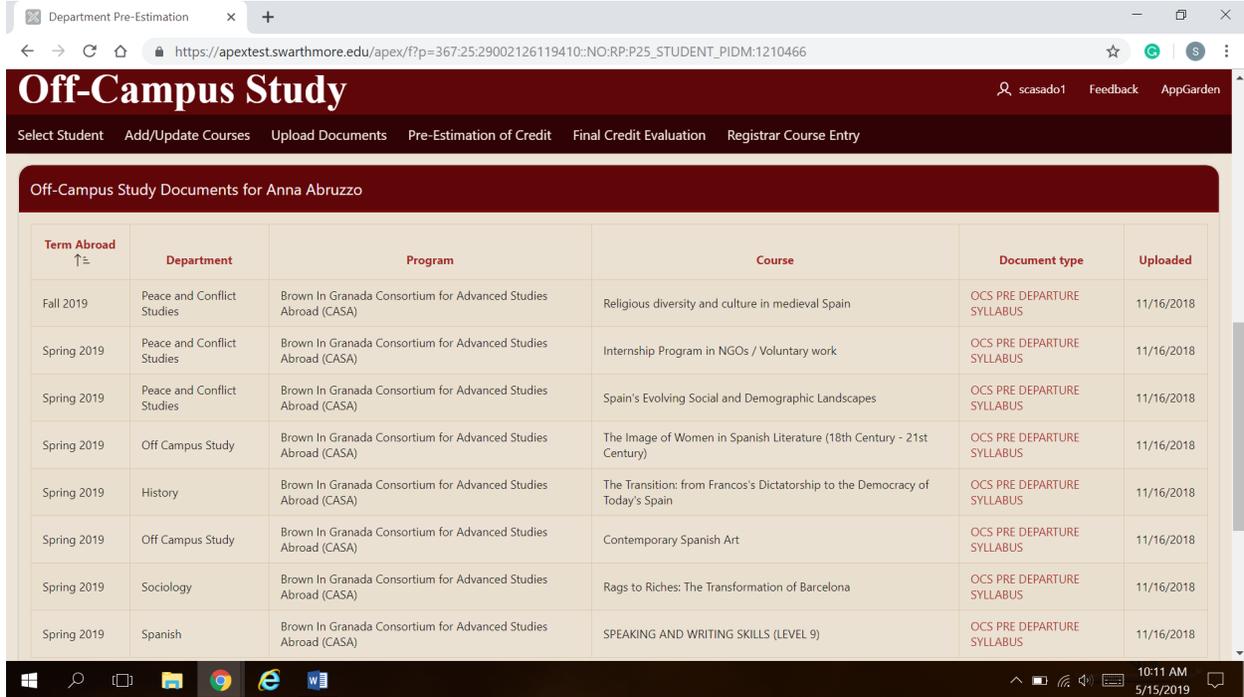
Below the instructions is a table with the following headers:

Term Abroad	Student	Study Abroad Program	Full Course Load	Course Number and Title	Equivalent SWAT Course	Number of Units	Type of Credit	Evaluators ↑≡	Equivalent SWAT Credits Recommended by OCS	Accept Equivalent SWAT Recommended by OCS?	Estimated SWAT Credits	Does this Course Qualify for Auto Credit?	Extra Work/Credit Added Available?
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The URL at the bottom of the browser window is https://apextest.swarthmore.edu/apex/f?p=367:25:11138096757980::NO:RP-P25_STUDENT_PIDM:1310162. The system tray shows the time as 9:48 AM on 7/8/2019.

b. How to access student documents

Access students' documents by scrolling to the bottom half of this new screen. The section is called **Off-Campus Study Documents for "student name"**. Please note that you can see all the documents that this student has uploaded for every course, not just the courses that your department is reviewing.



Department Pre-Estimation x +

https://apexrest.swarthmore.edu/apex/?p=367:25:29002126119410:NO:RP:P25_STUDENT_PIDM:1210466

Off-Campus Study

scasado1 Feedback AppGarden

Select Student Add/Update Courses Upload Documents Pre-Estimation of Credit Final Credit Evaluation Registrar Course Entry

Off-Campus Study Documents for Anna Abruzzo

Term Abroad ↑	Department	Program	Course	Document type	Uploaded
Fall 2019	Peace and Conflict Studies	Brown In Granada Consortium for Advanced Studies Abroad (CASA)	Religious diversity and culture in medieval Spain	OCS PRE DEPARTURE SYLLABUS	11/16/2018
Spring 2019	Peace and Conflict Studies	Brown In Granada Consortium for Advanced Studies Abroad (CASA)	Internship Program in NGOs / Voluntary work	OCS PRE DEPARTURE SYLLABUS	11/16/2018
Spring 2019	Peace and Conflict Studies	Brown In Granada Consortium for Advanced Studies Abroad (CASA)	Spain's Evolving Social and Demographic Landscapes	OCS PRE DEPARTURE SYLLABUS	11/16/2018
Spring 2019	Off Campus Study	Brown In Granada Consortium for Advanced Studies Abroad (CASA)	The Image of Women in Spanish Literature (18th Century - 21st Century)	OCS PRE DEPARTURE SYLLABUS	11/16/2018
Spring 2019	History	Brown In Granada Consortium for Advanced Studies Abroad (CASA)	The Transition: from Franco's Dictatorship to the Democracy of Today's Spain	OCS PRE DEPARTURE SYLLABUS	11/16/2018
Spring 2019	Off Campus Study	Brown In Granada Consortium for Advanced Studies Abroad (CASA)	Contemporary Spanish Art	OCS PRE DEPARTURE SYLLABUS	11/16/2018
Spring 2019	Sociology	Brown In Granada Consortium for Advanced Studies Abroad (CASA)	Rags to Riches: The Transformation of Barcelona	OCS PRE DEPARTURE SYLLABUS	11/16/2018
Spring 2019	Spanish	Brown In Granada Consortium for Advanced Studies Abroad (CASA)	SPEAKING AND WRITING SKILLS (LEVEL 9)	OCS PRE DEPARTURE SYLLABUS	11/16/2018

10:11 AM 5/15/2019

c. The static fields in pre-estimation of credit

The first seven categories you see on the following table are static. This is the information the student has entered (and OCS has verified) about the program, the course, and the type of credit the student has requested.

The screenshot shows a web browser window with the URL https://apexrest.swarthmore.edu/apex/?p=367:25:29002126119410:NO:RP:P25_STUDENT_PIDM:1210466. The page title is "Off-Campus Study" and the user is logged in as "scasado1". The navigation menu includes "Select Student", "Add/Update Courses", "Upload Documents", "Pre-Estimation of Credit", "Final Credit Evaluation", and "Registrar Course Entry". A blue button labeled "Add/Review Comments" is visible.

The main content area is titled "Department Pre-Estimation for Anna Abruzzo". It features a search bar with the text "Search: All Text Columns" and buttons for "Go", "Actions", "Edit", "Save", and "Reset". Below the search bar is a table with the following data:

Program	Full Course Load at Institution Abroad	Type of Program Units	Number Units Institution Abroad	Course Number Title	Type Credit
Program for Advanced Studies Abroad (CASA)	24-30 (usually...)	ECTS	4	Religious diversity and culture in medieval Spain	Minor

Below the table, it indicates "1 rows selected" and "Total 1". A blue button labeled "Return to Student Listing" is located at the bottom right of the table area.

The bottom of the screenshot shows the Windows taskbar with the time "9:47 AM" and date "5/15/2019".

d. How to make a selection

The categories that you need to act on are marked in red. You make your selections in each category by double clicking on the white box.

Type Credit	Equivalent SWAT Course Not Required	Equivalent SWAT Credits Recommended by OCS	Accept Equivalent SWAT Credits Recommended by OCS	Estimated SWAT Credits	Does this Course Qualify for Auto Credit	Is the Extra Work/Credit Added Available	Faculty Review Complete	Can Final Work be Submitted Electroni...	
Minor	-	1.0	N	1.0	N	N	Select	N	Atshan, Sa'ed : Casad

1. **Auto credit.** Auto credit means that you do not require the student to bring any materials back for final review. When you say Yes to auto credit, you have indicated that if the student passes the course with a straight C or better, they will receive the credit you pre-estimated for the course. The course will then go straight to the registrar and be added to the student's Swarthmore transcript. Please note that if you select Yes to auto credit for a course, then the answers to the extra work/credit option and submit final credit materials electronically will automatically be set to No. This is because Yes for auto credit, and Yes for extra work/credit or submit final materials are not compatible. If a student receives auto credit this means that the course will go straight to the registrar upon receipt of the student's transcript. The student will not be required to submit any materials for review upon their return to campus, and will not be eligible for extra credit.
2. **Extra Work/Credit** is what you select if you want the student to complete an additional project or assignment in order to receive the pre-estimated credit or additional credit from your department for that course. If you allow the student to complete an additional assignment for credit, please inform the student of the details of these requirements. You may do this by entering a comment, or by emailing the student directly.

e. How to indicate a final selection for pre-estimation of credit

The screenshot shows the 'Off-Campus Study' web application interface. At the top, there is a navigation bar with links: Select Student, Add/Update Courses, Upload Documents, Pre-Estimation of Credit, Final Credit Evaluation, and Registrar Course Entry. Below this is a message: 'Yes, Approved: The department has to complete all columns aside from the 'Equivalent SWAT Course' in order for this response to be processed.' A blue button labeled 'Add/Review Comments' is visible.

The main section is titled 'Department Pre-Estimation for Anna Abruzzo'. It features a search bar and a table with the following columns:

Equivalent SWAT Course Not Required	Equivalent SWAT Credits Recommended by OCS	Accept Equivalent SWAT Credits Recommended by OCS	Estimated SWAT Credits	Does this Course Qualify for Auto Credit	Is the Extra Work/Credit Added Available	Faculty Review Complete	Can Final Work be Submitted Electroni...	Eval
-	1.0	N	1.0	N	N	Select	N	Atshan, Sa'ed : Casado Garcia, Sharle...

The 'Faculty Review Complete' dropdown menu is open, showing the following options: Select, Yes Approved, Waiting for Material, Send Back to OCS, and Not Approved. Below the table, it indicates '1 rows selected' and 'Total 1'. A blue button labeled 'Return to Student Listing' is at the bottom right.

Under faculty review complete, you have four options to select from.

1. **Yes Approved** means that you approve this course for pre-estimation of credit and if you grant auto credit, it also means that you approve the course for final credit.
2. **Waiting for Material** applies **ONLY** for pre-estimation of credit. This is not final credit approval. It indicates to our office and to the student that you need more information before you can approve this course for pre-estimation of credit. If you want to see course materials when the student returns, then you should choose No for auto credit and approve the course. This means that the student will go through final credit review upon their return back to Swarthmore.
3. **Send Back to OCS** means that you are not willing to grant credit for this course, but you are okay if the student receives Off-Campus Study credit. OR you feel this course is a better fit for another department. If the latter is true, please indicate the department you feel this should go to in the comments. Refer to page 10 for how to add and review comments.
4. **Not Approved** means that you are not approving the course for credit AND you do not want the student to get credit for this course from anyone, including the Off-Campus Study Office. This answer is RARE and should only be used if you strongly believe this course should not get any credit from any department. If this is the case, please indicate in the comments why you do not believe this course is eligible for credit.

f.Add or review comments

Comments can be seen by evaluators, the OCS office and the student. If you have a comment you would like to enter, please be aware of this. You can add a comment (or review previous comments) anywhere there is a blue add or review comments button in your pre-estimation screen.

How to add or review comments during pre-estimation

The screenshot shows a web browser window with the URL https://apextest.swarthmore.edu/apex/f?p=367:25:12958608949893::NO:RP:P25_STUDENT_PIDM:1310162. The page title is "Off-Campus Study". The navigation bar includes "Select Student", "Add/Update Courses", "Upload Documents", "Pre-Estimation of Credit", "Final Credit Evaluation", and "Registrar Course Entry". The "Add/Review Comments" button is highlighted with a blue arrow. Below the navigation bar, there are instructions for "Not Approved", "Send Back to OCS", "Waiting for Material", and "Yes, Approved". The main content area is titled "Department Pre-Estimation for Omene Addeh" and contains a table with the following data:

Term Abroad	Program	Full Course Load at Institution Abroad	Type of Program Units	Number Units Institution Abroad	Course Number Title
Spring 2020	London School of Economics	4 year long co...	Credits	1	SA104: Social Economics, Politics and Policy (S)

This button only exists within the pre-estimation of credit screen. You are only able to add comments as you are doing the pre-estimation for the student. While you are able to review comments after you have pre-estimated a course, you are not able to enter a comment after you enter a course

In order to review comments you must scroll to the bottom half of your screen and click on an individual student.

g. How to view comments that have been left after pre-estimation has been completed

The Dash : Swarthmore College | OCS Credit Evaluation application | Pre-estimation of Course Credit | Inactivity Timeout

https://apextest.swarthmore.edu/apex/f?p=367:16:12958608949893::NO:RP::

Off-Campus Study

scasado1 | Feedback | AppGarden

Select Student | Add/Update Courses | Upload Documents | **Pre-Estimation of Credit** | Final Credit Evaluation | Registrar Course Entry

Pre-Estimation of Course Credit Complete

*** All columns on this report are sortable. Double click on the column header to sort.
This report can be downloaded to a spreadsheet. Scroll to the bottom and click on **Download**.
To view all the documents for a student click on their **name**.

Term Abroad	Student	Study Abroad Program	Full Course Load	Course Number and Title	Equivalent SWAT Course	Number of Units	Type of Credit	Evaluators	Equivalent SWAT Credits Recommended by OCS	Accept Equivalent SWAT Recommended by OCS?	Estimated SWAT Credits	Does this Course Qualify for Auto Credit?	Extra Work/Credit Added Available?
Spring 2019	Abruzzo, Anna	Brown In Granada Consortium for Advanced Studies Abroad (CASA)	24-30 (usually 5 courses)	CONTEMPORARY HISTORY OF AMERICA	-	4	Major	Casado Garcia, Sharlene	1	Y	1	N	N
Spring 2019	Abruzzo, Anna	Brown In Granada Consortium for Advanced Studies Abroad (CASA)	24-30 (usually 5 courses)	The Transition: from Francos's Dictatorship to the Democracy of Today's Spain	-	4	Major	Burke, Timothy : Casado Garcia, Sharlene : Moore, Jennifer	1.0	Y	1.0	Y	N
Fall 2019	Addeh, Omene	Arcadia in Barcelona/Petition Only	16	test test test	Test 200	1	OCST	Casado Garcia, Sharlene : Pagnotta	1	N	.5	N	N

courses that have come to our department and what credits they have received. As well the ability to sort the programs. We have built left for these courses. These are all exportable in an excel

11:02 AM 6/12/2019

h. How comments will appear in your portal

The Dash : Swarthmore College | OCS Credit Evaluation application | Pre-estimation of Course Credit | Inactivity Timeout

https://apextest.swarthmore.edu/apex/f?p=367:16:12958608949893::NO:RP::

Review Documents and Comments

Send an Email

Comments for Jean Pagnotta

Term	Comment Date	Comments by	Department	Program	Course	Comments
Fall 2019	06/05/2019	Jean Pagnotta	Economics	Associated Colleges in China	500000 Course Number 5	Going through the grid
Fall 2019	05/23/2019	Jean Pagnotta	-	-	200000 Course Number 2	I am waiting for your syllabus.
Fall 2019	05/23/2019	Jean Pagnotta	Off Campus Study	Associated Colleges in China	400000 Testing Changing the name	Testing the change Testing the change Testing the change Testing the change

Download

1 - 3

Off-Campus Study Documents for Jean Pagnotta

Term Abroad	Department	Study Abroad Program	Course	Document Type	Date Uploaded
Fall 2019	Chemistry	Associated Colleges in China	200000 Changed Name Again	OCS PRE DEPARTURE FORMS REQ BY DEPT	05/24/2019
Fall 2019	Biology	Associated Colleges in China	100000 Course Number 1	OCS PRE DEPARTURE SYLLABUS	05/24/2019

11:03 AM 6/12/2019

i. How to save any changes you have made and complete pre-estimation for a course

Once you have answered all of the categories in red then click the blue **Save** button. Indicating that there is an **Equivalent Swat Course** is not required and only applies if you feel that this course has an equivalent course at Swarthmore.

The screenshot shows the 'Off-Campus Study' web application interface. At the top, there is a navigation bar with the 'Off-Campus Study' logo and user information (scasado1, Feedback, AppGarden). Below the navigation bar, there are several menu items: 'Select Student', 'Add/Update Courses', 'Upload Documents', 'Pre-Estimation of Credit', 'Final Credit Evaluation', and 'Registrar Course Entry'. A message box indicates 'Waiting for Material' and 'Yes, Approved'. A blue button labeled 'Add/Review Comments' is visible. The main content area is titled 'Department Pre-Estimation for Omene Addeh'. It features a search bar with the text 'Search: All Text Columns' and a 'Go' button. To the right of the search bar are buttons for 'Actions', 'Edit', 'Save', and 'Reset'. Below the search bar is a table with the following columns: 'Term Abroad', 'Program', 'Full Course Load at Institution Abroad', 'Type of Program Units', 'Number Units Institution Abroad', and 'Course Number Title'. The table contains one row with the following data: 'Fall 2019', 'Arcadia in Barcelona/Petition Only', '16', 'Credits', '1', and 'test test test'. A blue arrow points to the 'Save' button. At the bottom right of the table, there is a 'Total 1' label and a blue button labeled 'Return to Student Listing'. The Windows taskbar is visible at the bottom of the screenshot, showing the time as 10:00 AM on 7/8/2019.

Once you click **Save**, the student's course information will disappear. It will now be at the bottom half of your screen under **Pre-estimation of Course Credit Complete**. You can return to the list of students who require pre-estimation by clicking **Return to Student Listing**.

If you clicked **Save** for the course and the student still did not disappear from your view, please check your pre-estimation. Pre-estimation will only register as complete if all of the fields in red have an answer.

2. Final Credit

How to input the final amount of course credit and indicate that final credit evaluation is complete

In your **Final Credit Evaluation** screen, you will see all of the information you saw in pre-estimation of credit. However, the only information you will need to enter is the **Final Credit Amount** and the **Approval for Final Credit**. The sections that you can edit are marked in red. In order to make a selection for **Final Credit** or **Final Approval**, you will double click the box below the sections heading (screenshot below).

Department Final Credit Evaluati: x

https://apextest.swarthmore.edu/apex/?p=367:53:11138096757980::NO:RP:P53_STUDENT_PIDM:1310162

Off-Campus Study

scasado1 Feedback AppGarden

Select Student Add/Update Courses Upload Documents Pre-Estimation of Credit Final Credit Evaluation Registrar Course Entry

Final Course Evaluation for Omene Addeh

If you are not granting final credit for a course PLEASE contact OCS, via email with more information

Search: All Text Columns Go Actions Edit Save

Equivalent SWAT Course Not Required	Type Credit	Evaluators	Equivalent SWAT Credits Recommended by OCS	Pre-Estimated SWAT Credits	Final Course Credit	Final Department Review Complete	Extra Work Credit	Submit Final Work Electronically
Test 200	OCST	Casado Garcia, Sharlene ; Pagnotta, Jean	1	.5	-	No	No	Yes

1 rows selected Total 1

Return to Student Listing

Off-Campus Study Documents for Omene Addeh

10:04 AM 7/8/2019

You will also notice that there is no option to select **No** for **Final Department Review Complete**. If you plan to deny final credit for a course after it was pre-estimated, then please email the Off-Campus Study Office with more information.

Note: if a student took a course while abroad and did not pass with a straight C or better, then this course will not receive credit and the course will not come to you for final review. If the student pre-estimated a course with your department and it is a prerequisite for a course at Swarthmore, then please reach out to OCS to verify that the student passed the course.

3.Data Collection

Data, including comments, can be exported from the system. This includes all courses that have come to your department for review since the system was implemented. For example, you can see if your department has evaluated the same course several times in the past and what credit the course has received.

Comments can only be exported by individual student, and all comments that have been left for the student, by any reviewer, will be exported into one excel document. You will then need to sort that excel sheet to pull the comments left by your department. You cannot batch export all comments for all students, but you can export comments for individual students.

Data can be downloaded anywhere there is a download button.

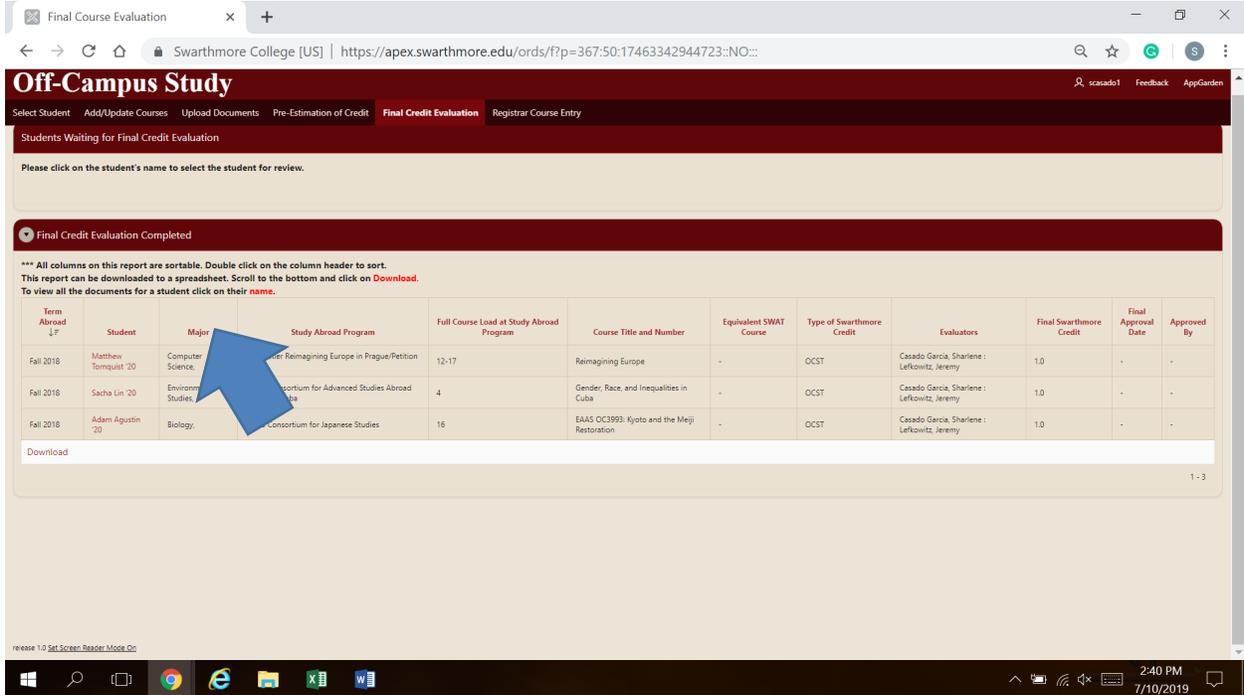
The screenshot shows a web browser window with the URL <https://apexrest.swarthmore.edu/apex/?p=367:16:9702337805164::NO::>. The page title is "Off-Campus Study" and the user is logged in as "scasado1". The interface includes a navigation bar with tabs: "Select Student", "Add/Update Courses", "Upload Documents", "Pre-Estimation of Credit", "Final Credit Evaluation", and "Registrar Course Entry". The "Pre-Estimation of Credit" tab is active, displaying a table with the following data:

Year	Student	Course	Credits	Notes	Test Score	Grade	Major/Minor	Reviewer	Y/N	Y/N	Y/N		
2019	Anna	Advanced Studies Abroad (CASA)	5 courses)	AMERICA				Sharlene					
Fall 2019	Pagnotta, Jean	Associated Colleges in China	4	200000 Changed Name Again		3	Major	Casado Garcia, Sharlene : Ledbetter, Grace : Pagnotta, Jean	1.5	Y	1.5	Y	N
Spring 2020	Addeh, Omene	London School of Economics	4 year long courses	SA104: Social Economics, Politics and Policy (S)	1234 Test 5000	1	OCST	Casado Garcia, Sharlene : Lefkowitz, Jeremy	1.0	N	.75	Y	N
Fall 2019	Pagnotta, Jean	Associated Colleges in China	4	100000 Course Number 1	989898 Course Number 989898	1	Minor	Casado Garcia, Sharlene : Pagnotta, Jean	6	Y	1	N	N
Fall 2019	Addeh, Omene	Arcadia in Barcelona/Petition Only	16	test test test	Test 200	1	OCST	Casado Garcia, Sharlene : Pagnotta, Jean	1	N	.5	N	N

At the bottom of the table, there is a "Download" button, which is highlighted by a blue arrow pointing to it.

4. How to sort fields

All columns in the system are sortable. You can sort the information by date, student, program, evaluator, or by banner ID. Simply double click on the chosen column and the row will sort itself in ascending or descending order.



The screenshot shows a web browser window displaying the 'Off-Campus Study' application. The page title is 'Off-Campus Study' and the URL is 'https://apex.swarthmore.edu/ords/?p=367:50:17463342944723::NO::'. The navigation menu includes 'Select Student', 'Add/Update Courses', 'Upload Documents', 'Pre-Estimation of Credit', 'Final Credit Evaluation', and 'Registrar Course Entry'. The main content area is titled 'Students Waiting for Final Credit Evaluation' and contains a message: 'Please click on the student's name to select the student for review.' Below this is a section for 'Final Credit Evaluation Completed' with a note: '*** All columns on this report are sortable. Double click on the column header to sort. This report can be downloaded to a spreadsheet. Scroll to the bottom and click on Download. To view all the documents for a student click on their name.' A table with 12 columns is displayed, and a blue arrow points to the 'Major' column header. The table data is as follows:

Term Abroad ↓↑	Student	Major	Study Abroad Program	Full Course Load at Study Abroad Program	Course Title and Number	Equivalent SWAT Course	Type of Swarthmore Credit	Evaluators	Final Swarthmore Credit	Final Approval Date	Approved By
Fall 2018	Matthew Tomquist '20	Computer Science	Reimagining Europe in Prague/Petition	12-17	Reimagining Europe	-	OCST	Casado Garcia, Shariene ; Lefkowitz, Jeremy	1.0	-	-
Fall 2018	Sacha Lin '20	Environmental Studies	Consortium for Advanced Studies Abroad	4	Gender, Race, and Inequalities in Cuba	-	OCST	Casado Garcia, Shariene ; Lefkowitz, Jeremy	1.0	-	-
Fall 2018	Adam Agustin '20	Biology	Consortium for Japanese Studies	16	EAAS OC3993: Kyoto and the Meiji Restoration	-	OCST	Casado Garcia, Shariene ; Lefkowitz, Jeremy	1.0	-	-

At the bottom of the table, there is a 'Download' button and a page indicator '1 - 3'. The Windows taskbar at the bottom shows the time as 2:40 PM on 7/10/2019.