



## How to View STVC Course Version Details

### Learning Objective

By the end of this training, Department Administrators should understand how to use the Special Topics and Variable Credit (STVC) application to review STVC course titles, and credit value.

### Overview

The STVC Course Section Report can be used to view all STVC courses ever offered for a course (including historical records back to 2005W). This report can be exported to Microsoft Excel.

The report will show course sections that meet two criteria:

1. STVC course sections that have been created in Workday
2. Course sections that are in 'Open' or 'Published' status

The report can be used for the following purposes:

1. Identify and list all STVC courses by academic period (first period offered)
2. Identify and list all STVC courses associated to a course subject
3. Identify and list all STVC courses by Course Owner (academic unit or units owning the course)
4. Identify and list all STVC courses generated from a course version
5. Identify and list all STVC courses versions from one STVC course
6. Identify and list all special topic courses

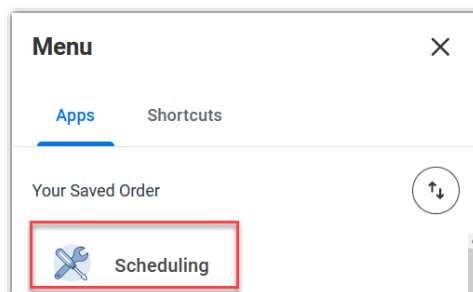
Note: Only Scheduling Services can create new versions of STVC courses. Please contact Scheduling Services to request the creation of a new version.

### Accessing the STVC Courses dashboard

**STEP 1:** Go to **Workday home page**

**STEP 2:** Select **Menu** at the top left corner of the page

**STEP 3:** Select **Scheduling** to access Scheduling dashboard





**STEP 4:** Select the **Course & Course Sections** tab

**STEP 5:** Click the link for **Special Topics & Variable Credit Courses**

The screenshot shows the 'Scheduling' interface. At the top, there is a navigation bar with a back arrow and the title 'Scheduling'. Below this is an 'Information' banner with a megaphone icon and text stating 'MICROSOFT EDGE REQUIRED FOR THE SCHEDULING SYSTEM (SCIENTIA)'. Below the banner is a horizontal menu with four items: 'Scientia Links', 'Course & Course Sections' (highlighted with a red box), 'Teaching Assignments', and 'Standard Timetable'. The main content area is divided into two sections: 'Course' and 'Course Section'. Under 'Course', there are two links: 'Course Attributes - Central' and 'Special Topics Variable Credit Courses' (highlighted with a red box). Under 'Course Section', there are three links: 'Find Course Section Definitions - Central', 'Course Section Search - Central', and 'Course and Course Section Tags - Central'. A 'More (5)' link is also visible at the bottom of the 'Course Section' list.

**STEP 6:** Click on **Special Topics & Variable Courses** to open a submenu

The screenshot shows a submenu for 'Special Topics & Variable Courses'. At the top, there is the UBC logo and the text 'THE UNIVERSITY OF BRITISH COLUMBIA'. Below this is the date 'April 3, 2024'. The submenu contains three items: 'Special Topics & Variable Courses' (highlighted with a red box and a dropdown arrow), 'Course View/Create' (with a calendar icon), and 'Section Report' (with a document icon).



View created versions of an individual course

**STEP 1:** On the main screen, select **Course View/Create**

**STEP 2:** In the search bar, type in the course code (ensure an “\_O” is included)

**STEP 3:** Click the **Search** button

**STEP 4:** Select a course from the **Course Code** list

The screenshot shows the UBC Scheduling system interface. The top navigation bar includes the UBC logo, 'THE UNIVERSITY OF BRITISH COLUMBIA', 'SCHEDULING', and 'COMMUNICATION'. The date 'April 3, 2024' is displayed. The left sidebar has a menu with 'Special Topics & Variable Courses' (expanded), 'Section Report', 'Transfers', and 'Error Logs'. The 'Course View/Create' option is highlighted with a red box. The main content area is titled 'Special Topic Course List' and contains the instruction 'Select the Special Topic and/or Variable Credit Course that you would like to work with.' Below this is a search bar with 'BIOL\_O' entered and a 'SEARCH' button highlighted with a red box. The search results are displayed in a table with a 'Course Code' header, listing 'BIOL\_O 420', 'BIOL\_O 452', 'BIOL\_O 520', and 'BIOL\_O 552'. The first result, 'BIOL\_O 420', is highlighted with a red box.

**STEP 5:** From the results, choose the effective date

The screenshot shows the 'Summary' page for a selected course version. The top navigation bar includes the UBC logo, 'THE UNIVERSITY OF BRITISH COLUMBIA', 'SCHEDULING', 'COMMUNICATION', and a user icon 'DK'. The page title is 'Summary'. Below the title is a note: 'The selected Course Version details show in the upper portion of the form. STVC Course offerings from the course version (including any historical offerings dating back to 2005W) show in the bottom portion of the form.' The main content area shows a list of course offerings with radio buttons. The first option, 'BIOL\_O\_420\_Special Topics in Biology\_9/1/2024', is selected and highlighted with a red box. A red arrow points to this option. The other two options are 'BIOL\_O\_420\_Special Topics in Biology\_5/1/2010' and 'BIOL\_O\_420\_Special Topics in Biology\_8/22/2005', both with unselected radio buttons.



STEP 6: Scroll down to find STVC course information

- a. Course owner
- b. academic level
- c. Title
- d. Max/min credits

**Overview**

<b>Status</b>	Approved	<b>Course Owner</b>	Department of Biology
<b>Effective Date</b>	September 1, 2024	<b>Academic Level</b>	Undergraduate
<b>First Available</b>	August 22, 2005		
<b>Last Available</b>	August 31, 2024		

**Course**

<b>Course Subject</b>	BIOL_O	<b>Minimum Credits</b>	3
<b>Course Listing</b>	BIOL_O 420_Special Topics in Biology	<b>Maximum Credits</b>	9
<b>Title</b>	Special Topics in Biology	<b>Description</b>	With permission of the department head, this course may be taken more than once with a different topic. Credit will be granted for only one of BIOL 420 and BIOL 520 when the subject matter is of the same nature.
<b>Abbreviated Title</b>	Special Topics in Biology	<b>Public Notes</b>	
<b>Special Topics</b>	A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T,U,V,W,X,Y,Z	<b>Private Notes</b>	{3-9}. D: Department determines Credit Value

STEP 7: Scroll down to STVC Course List to find

- a. Available course versions
- b. Abbreviated Title
- c. Credits

**Special Topic Courses**

STVC Course List

Course Offerings SEARCH TOPIC TITLE | Any TYPE | Any

Topic Title	First Available	Last Available	Course Version Effective Date	Last Available Date	Abbreviated Title	Credits
C	2024-25 Winter Term 1 (UBC-O)		9/3/2024		ANIMAL BIOMECH	3
I	2024-25 Winter Term 1 (UBC-O)		9/3/2024		FUNC GLYCOSC	3
X	2024-25 Winter Term 1 (UBC-O)		9/3/2024		BIOL CONS FF FSH	3
Z	2024-25 Winter Term 1 (UBC-O)		9/3/2024		FIELD MYCOLOGY	3
V	2024-25 Winter Term 1 (UBC-O)		9/3/2024		BACTERIAL PHYS	3
B	2024-25 Winter Term 1 (UBC-O)		9/3/2024		CANCER	3
S	2024-25 Winter Term 1 (UBC-O)		9/3/2024		DYNMC MDLLNG	3
U	2024-25 Winter Term 1 (UBC-O)		9/3/2024		INSECT PHYSLGY	3
A	2024-25 Winter Term 1 (UBC-O)		9/3/2024		COVID-19 BIOL	3
E	2024-25 Winter Term 1 (UBC-O)		9/3/2024		ECOL RESTORATN	3



View all sections of an STVC course

**STEP 1:** On the main screen, select **Section Report**

Academic Period	Course Subject	Course Number	Course Title	Section Number	Special Topic	Course Ownership	Effective Date	Credits
2023-24 Winter Term 2 (UBC-O)	NRSG_O	437-	Mental Health Preceptorship	_-P10	-	School of Nursing (Okanagan)	5/1/2018	8
2023 Summer Session (UBC-O)	MATH_O	620V	Directed Studies in Mathematics	V_001	V	Department of Computer Science, Mathematics, Physics, and Statistics	8/20/2007	6
2023-24 Winter Term 1 (UBC-O)	PSYO_O	381A	Directed Studies in Psychology	A_001	A	Department of Psychology (Okanagan)	5/1/2022	3

**STEP 2:** Filter the report using either the search bar, or available filters

- a. Use one or a combination of the fields at the top of the report to filter the data on the report.

Use the **Manage Filters** option to save commonly used filter or clear filter.



All fields are multiselect – more than one option can be chosen. Available filters include:

- **Academic Period**  
Academic period in which the section begins, followed by the campus.  
Example: 2023-24 Winter Term 1 (UBC-O)
- **Course Subject**  
The short code for the course subject with campus initial attached.  
Example: BIOL\_O
- **Course Ownership**  
Academic unit offering the course; they are Senate approved and defined in Senate policy. Example: Department of Biology
- **Special Topic**  
Version code of a Special Topics & Variable Credit course. One of A through Z.



**STEP 3:** Use the Columns to Sort

- a. Click the column title to sort the data alphanumerically.

Academic Period	Course Subject	Course Number	↓ Course Title	Section Number	Special Topic	Course Ownership	Effective Date	Credits
2023-24 Winter Term 2 (UBC-O)	BIOL_O	552W	Directed Studies in Biology	W_001	W	Department of Biology	8/22/2011	3
2023-24 Winter Term 1 (UBC-O)	BIOL_O	552V	Directed Studies in Biology	V_001	V	Department of Biology	8/22/2011	9
2023-24 Winter Term 1 (UBC-O)	BIOL_O	552U	Directed Studies in Biology	U_001	U	Department of Biology	8/22/2011	9

**STEP 4:** Refresh the Report

- a. Use the **Refresh** option to refresh the current search.



**STEP 5:** Exporting the Report

- a. If needed the report can be exported to Excel. Click the **Export to Excel** option to export the current filtered list of records as an Excel file.

