

## Instructions for APDs

1. Login to the main page site at <https://tim.txstate.edu/studyabroad>

Use your NetID and password.

2. Click **Add Programs** in the top left corner of the grid to add a new program. If you are modifying an existing program, click View next to the desired program.

You will only be able to modify programs for which you are the listed APD.

3. Fill in the Program Details:
  - a. **Program Name** will be set automatically based on your location choice(s) and APD last name. E.g.: *Texas State in London, England with Smith.*
  - b. **APD** is automatically filled.
  - c. Select **Semester** using the dropdown menu.
  - d. Select the **Part of Term**.
  - e. To enter **Program Main Locations**, enter the **City** name and **Country** name in the text boxes, and then click the **[+]** button to add to the main locations table. Repeat this process until all *main* locations are entered. If you are unsure if a city will be a main location or excursion, contact the Education Abroad office for guidance.
  - f. Click **Save Only** to save your progress and access the other screens. If the save was successful, you will see a screen letting you know the program was saved.

TEXAS STATE UNIVERSITY

Study Abroad Faculty-Led Programs

\* Net ID:

\* Password:

Logon

Activate Your NetID | Forgot Password?

Use of computer and network facilities owned or operated by Texas State University requires prior authorization. Unauthorized access is prohibited. Usage may be subject to security testing and monitoring, and affords no privacy guarantees or expectations except as otherwise provided by applicable privacy laws. Access is subject to criminal prosecution. Use of these facilities implies agreement to comply with the policies of Texas State University.

Texas State University | 601 University Drive, San Marcos, Texas 78666 | 512.245.2111

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

Study Abroad Faculty-Led Programs

Semester:

Country:

Apply Filter Clear Filter

View	Name	Country	Semester	Part of Term	APD	Status
No Programs						

Questions, please call the Study Abroad Office at 512.245.1067 or email studyabroad@txstate.edu

**Add Program**

Study Abroad Faculty-Led Programs

Save & Submit Go Back

Click on each title to expand the section.

Program - Details

Program Name:

APD:

\* Semester:

\* Part of Term:

City:  Country:  **+**

\* Program Main Locations

Save & Submit Go Back

**Save & Submit** **Go Back**

The new program was added.

OK

### A note about **Save & Submit**, **Save Only** and **Go Back** buttons

If you want to save your progress but are NOT ready to submit your program for review, use **Save Only**. You will still be able to make changes to the program information.

**Save Only**

If you want to go back to the main page, and do NOT want to save your progress, use **Go Back**. You will return to the main Education Abroad application page.

**Go Back**

If you want to save your progress, and are ready to submit your program for review, use **Save & Submit**.

**Save & Submit**



4. When you first open the program, all the sections will be collapsed. Click the down arrow at the far right of the section title to open the section for data entry. After each save, the sections will automatically collapse.

5. Open *Details*. Program Name, APD, Semester, Part of Term and Locations will be filled out as before. Fill out the following:

a. Select **Extension** or **Formula Funded**

**NOTE: Extension courses** are courses for which semester credit hours are not submitted for formula funding. Courses taught do not count toward faculty workload, and salaries are paid by the Education Abroad office. Students only pay tuition in addition to program fees. All faculty-led courses during the summer must be offered as extension credit. **Formula-Funded courses** are courses for which semester credit hours are submitted for formula funding. Courses taught count toward faculty workload, and salaries are paid by the academic unit. Students pay tuition and mandatory fees in addition to the program fee.

b. Select **Yes/No** for allowing more than one course if enrolled in the program.

Will you approve students to enroll in only one course in this program?:  Yes  No

c. Use the calendars or manually enter dates in MM/DD/YYYY format for the following dates: **Departure from Texas, Arrival at Destination, First Day Classes Abroad, Last Day Classes Abroad, Departure Date – Return to Texas and Arrival Back in Texas.**

\* Departure from Texas:  31

\* Arrival at Destination:  31

\* First Day Classes Abroad:  31

\* Last Day Classes Abroad:  31

\* Departure Date - Return to Texas:  31

\* Arrival Back in Texas:  31

The **Days Calculated for Insurance Coverage** will be auto-populated when you save your progress.

\* Days Calculated for Insurance Coverage: 0  
These days will be self-populated once you have saved your application.

\* Days Calculated for Insurance Coverage: 33  
These days will be self-populated once you have saved your application.

d. Enter the Maximum # and Minimum # of Students that can enroll in the program. You can use the up and down arrows or enter the numbers manually.

Maximum # of Students for Program:  20

Minimum # of Students for Program:  10

e. Enter the Maximum # and Minimum # of Credit Hours a Student May Take in the program. You can use the up and down arrows or enter the numbers manually.

Maximum # of Credit Hours a Student May Take:  6

Minimum # of Credit Hours a Student May Take:  15

f. Courses will show in the Courses table after Faculty members enter their information. *Do not enter courses here.*

The next three grids will be auto populated as data is entered into each section of the application. This is display only.



Click **Save Only** to save progress.

- Open the *PreDeparture Orientation* and enter each date that you will be holding a predeparture orientation session. You must have at least one predeparture orientation session for your program.

Make sure to enter the **Total # of hours for predeparture orientation** (these hours do not count as contact hours).

- Open *Pre and/or Post Travel Component(s)*, fill out the following:
  - Add any academic activity dates that will be associated with the program.
  - Enter the total # of contact hours for the pre or post travel academic activities.



Click **Save Only** to save progress.

- Under Faculty you will enter all Faculty that are going to be instructing and traveling with the program.
  - If you will be traveling with the group, check **Yes**, otherwise, select **No**.
  - If you will be the instructor of record for one or more courses on this program, check **Yes**, otherwise, select **No**.
  - In the Faculty table, you will enter all Faculty that will be instructing courses associated with the system.
    - Click **Add Faculty**.
    - In the text box provided, enter the NetID of the faculty member you wish to add, and click **Verify**.
    - Verify the faculty member you have selected is correct.
 

If it is correct, click **Add**.

If you have entered the wrong Net ID, or want to find a different faculty member, click **Verify Another**.

To exit the Add Faculty window, click **Go Back**.



Click **Save Only** to save progress.

These dates should not be during the Part of Term selected above.

9/4/2017

\* Orientation Dates

Select a date above and right click to remove.

\* Total # of Contact Hours for Predeparture Orientation

Do not include orientation dates in this section.

\* Will students be required to attend classes on campus before or after the study abroad component of your program?  Yes  No

No Dates

\* On-Campus Class Dates

Select a date above and right click to remove.

\* Total # of Contact Hours for On-Campus Classes

Program - Faculty

\* Will you be onsite with the group?  Yes  No

\* Are you an instructor of Record for one or more courses on this program?  Yes  No

Program Faculty

Name	NetID	Department	Role	12 Month Contract	Phone (Cell)	Phone (Office)	Phone (Home)	# Courses	Status
James Garber	garberj	English	APD	No				0	Pending Course Approval

Add all faculty teaching in your program.

Enter the NetID of the faculty you would like to add and click "Verify" to make sure it is the correct person.

You have entered the NetID for "James Garber" in "Anthropology."

If this is correct, click "Add," otherwise click "Verify Another"

This faculty member has not yet been approved to teach in this term. You can continue to add them now, but please contact the Study Abroad Office to begin the process of getting approval.

**NOTE:** clicking **Verify Another** will NOT save the current faculty member to your program; you must click **Add** to add the faculty member.

9. Open *Providers* to add a provider assisting you with services associated with the program, such as Airfare, Lodging, Transportation, etc.

- a. Click **Add Provider**
- b. Enter the following information:
  - i. Provider Name
  - ii. Contact Name
  - iii. Phone #
  - iv. Mailing Address
  - v. Email Address (of contact)
  - vi. Website URL
  - vii. Check all services provided. If the service provided does not fall in the categories provided, check **Other**.
  - viii. If you checked **Other**, enter the description of the service provided
- c. Click **Add** to add the Provider to the table. To cancel the action, click **Go Back**.
- d. If you have additional providers, continue to enter them by repeating steps a-c until all are listed in the Provider table. You can edit any Providers already in the table by clicking **Edit** next to the Provider Name.

Providers

Add Provider					
Name	Contact	Email	Phone	Services	
No Providers					

Enter the following fields to describe the provider and click "Add."  
Otherwise, you can click "Go Back" to close this window.

Provider Name:

Contact Name:

Phone #:

Mailing Address:

Email Address:

Website URL:

Services:

- Airfare
- Lodging
- Meals
- Instruction
- Facility
- Excursions/Academic Cultural Visits
- Local Area Transport
- 24/7 Contact Person
- Onsite Orientation
- Liability Insurance
- Other

Other Description:

Providers

Add Provider					
Name	Contact	Email	Phone	Services	
No Providers					



Click **Save Only** to save progress.

10. Open *Provider Proposal & Program Itinerary and Budget* to your application. Use the templates found on the Education Abroad website.

- a. To attach a document, click **Select**.
- b. Browse to the document using the file browser.
- c. Select your file by clicking on the file name in the main window area.
- d. Click **Open** to attach the file.

The file name will show in the window.

If you have added the wrong file, click **Remove** to repeat the process.

You can replace a document by uploading a new document if the program has not been submitted for approval by the APD.

Program - Provider Proposal & Program Itinerary

Only use the templates found on the Study Abroad Office website. Once a document has been uploaded, please make sure to click **SAVE ONLY** or **SAVE & SUBMIT** to formally **SAVE** this document to the program.

\* Provider(s) Proposal(s)  
(XLS, XLSX, DOCX, DOC or PDF format)

Upload Path: No File  
Upload Or: No File

\* Program Itinerary (PDF format only)

Upload Date: No File  
Upload Or: No File

Program - Budget

Only use the templates found on the Study Abroad Office website. Once a document has been uploaded, please make sure to click **SAVE ONLY** or **SAVE & SUBMIT** to formally **SAVE** this document to the program.

\* Budget (Excel format only)

Upload Date: No File  
Upload Or: No File

11. Open *Emergency Action Plan* to your application. Use the template found on the Education Abroad website.

- To attach a document, click **Select**.
- Browse to the document using the file browser.
- Select your file by clicking on the file name in the main window area.
- Click **Open** to attach the file.

12. The file name will show in the window.

If you have added the wrong file, click **Remove** to repeat the process.

If you are an instructor of record on this program, click **Save Only** to save your progress. You may proceed to the Faculty section before submitting the program for approval. Faculty will not receive notification of courses to add until the entire program is submitted by the APD to the Education Abroad office by clicking Save & Submit.

If you are not an instructor of record on this application, click **Save & Submit**.

Once you submit the program for approval you will NOT be able to make additional changes to the program information.

If you have missed any required fields in creating the program, you will see a window where the fields are listed. Additionally, the fields will have a red **[!]** next to the field name.

## Instructions for all Faculty (including APDs)

If you are a faculty member that is NOT the APD, you will only be able to enter information in the Faculty section. The Program information will be visible to you, but cannot make any changes to the program unless you are the APD.

1. Login to the main page site at <https://tim.txstate.edu/studyabroad>  
Use your NetID and password.

2. Open *My Personal Info* in the Faculty section.

- If you are currently under a 12-month contract, click **Yes**, otherwise, click **No**.
- Enter the following in the space provided:
  - **Your Cell Phone #**
  - **Your Office Phone #**
  - **Your Home Phone #**

This is for emergencies; it will NOT be given to students.



If you do not see any programs after you log in, you have not been added to a program and need to contact your program's APD.

3. Under **My Courses**, you will enter the courses you will be teaching in the program.
  - a. Click **Add Course**.
  - b. Enter the **Subject Code** (e.g. SOCI) and **Course Number** (e.g. 3364) and click **Verify** to search for your class. Make sure to enter the **Subject Code** as it appears in the course catalog, including any spaces within the program. To cancel the process, click **Go Back**.  
Verify that the course is correct. If it is not the correct course, click **Verify Another**.
  - c. Enter the **Contact Hours Abroad** in the textbox provided. Your total contact hours should be greater than or equal to 15 hrs per credit hour (i.e. a 3 credit-hour course should have at least 45 contact hours).
  - d. Indicate if you will be teaching this course for the first time at this particular location.
  - e. You must upload a syllabus. Syllabi must be saved in PDF format and must meet University requirements.
    - i. Click **Select**
    - ii. Browse to your syllabus using the windows file browser.
    - iii. Select your file by clicking the file name, and then clicking **Open**.
    - iv. The file name will appear next to the Select button.
  - f. You must submit a course schedule for each particular course using the template found on the Education Abroad website.
  - g. Click **Add** to save your Course information. Your course will appear in the course table.
  - h. To add more courses, repeat the process for each additional course you will be teaching.

\* Are you currently under a 12 month contract?  Yes  No

\* Cell Phone #

\* Office Phone #

\* Home Phone #

Courses

Add Course										
Title	Subject	Number	SA Contact Hours	Lab Required	Notes	Status	Syllabus Date	Syllabus By	Syllabus	
No Courses										

Enter the "Subject Code" and "Course Number" of the course you would like to add and click "Verify."  
Otherwise, you can click "Go Back" to close this window.

Subject Code:

Course Number:

Subject Code

Course Number

Notes


Contact Hours Abroad

Is this the first time that you will be the instructor of record for this course at this location?  Yes  No

Syllabus (PDF format)

Course Schedule (Excel format)

- The Syllabus document must be in PDF format.
- The Course Schedule documents must be in Excel (XLSX) format.
- Your syllabus must follow the guidelines found on the Study Abroad Office's web site.
- Selecting a new Syllabus document will overwrite the previous one once you click Add or Update.
- Please use ONLY the course schedule template that is found on the Faculty/Staff > Faculty Forms page on Study Abroad's web site.
- If you will teach more than one section of a course, please specify "section 1" in the notes and separately add the same course again with "section 2" in the notes, etc.

 Please note that Graduate and Doctoral Level courses must differ in substance, scope, and depth from undergraduate instruction.

Courses

Add Course										
Title	Subject	Number	SA Contact Hours	Lab Required	Notes	Status	Syllabus Date	Syllabus By	Syllabus	
<input type="button" value="Edit"/>	ENGLANG & LING	ENGL	5310	45.000	section 501	Pending Chair Approval	10/02/16 9:45:45 AM	Jennifer Johnson	<input type="button" value="Download"/>	<input type="button" value="Remove"/>
<input type="button" value="Edit"/>	SPECIAL TOPICS IN LANG & LT	ENGL	3340	45.000	section 502	Pending Chair Approval	10/02/16 9:52:25 AM	Jennifer Johnson	<input type="button" value="Download"/>	<input type="button" value="Remove"/>



Click  to save progress.

4. Under **My Agreements** you will see all the required documents you must sign electronically to participate in the Education Abroad program.
- You may **download** to save a copy of the document to your computer for your records.
  - Click **I agree to acknowledge that you have read and agree to the terms of the documents** (after downloading and reading).
  - You must also click the **Intent Statement**, which does not require download.

By clicking the checkboxes next to "I agree" below, you are acknowledging that you have read and agree to the terms of the documents.

Responsibility Agreement	Download <input type="checkbox"/> I agree
International Travel Release	Download <input type="checkbox"/> I agree
Certification of Compliance	Download <input type="checkbox"/> I agree
Intent Statement	<input type="checkbox"/> I acknowledge and agree to follow all of the policies and procedures of Texas State University.



Click **Save Only** to save progress.

5. If you will have family or friends traveling with you on the program that are not enrolled in the program, you must report them as Guests.
- Click **Add Guest**.
  - Enter the **Guest Name** in the text box.
  - If the guest is a minor, click **Yes**. Otherwise, click **No**.
  - If the guest is a minor, please indicate who will be responsible (on site) for the minor in the event of an emergency.

Guest Name:

is this guest a minor?  Yes  No

Alternate caregiver for this minor on site, in case of emergency:

- All guests must purchase international health insurance through Texas State Education Abroad.
- Click **Add** to add the guest to the table. If you have additional guests, repeat the process until all guests are listed.
- If you have additional guests, repeat the process until all guests are listed.

Personal Guests

Add Guest	Guest Name	Alternate Caregiver	Is Minor	Insurance?
No Guests				

These are family and/or friends traveling with you to your program destination.

Enter the following fields to describe your guest and click "Add."  
Otherwise, you can click "Go Back" to close this window.

Guest Name:

Is this guest a minor?  Yes  No

Would you like to purchase ACE International Health, Emergency, and Liability insurance for this guest?  Yes  No

If you are going to add more guests, or wish to make more changes, click **Save Only** to save your progress

If you are finished entering your courses and information, click

**Save & Submit**

Once you submit the program for approval you will NOT be able to make additional changes to the program information.

If you have missed any required fields in creating the program, you will see a window where the fields are listed. Additionally, the fields will have a red **[!]** next to the field name.