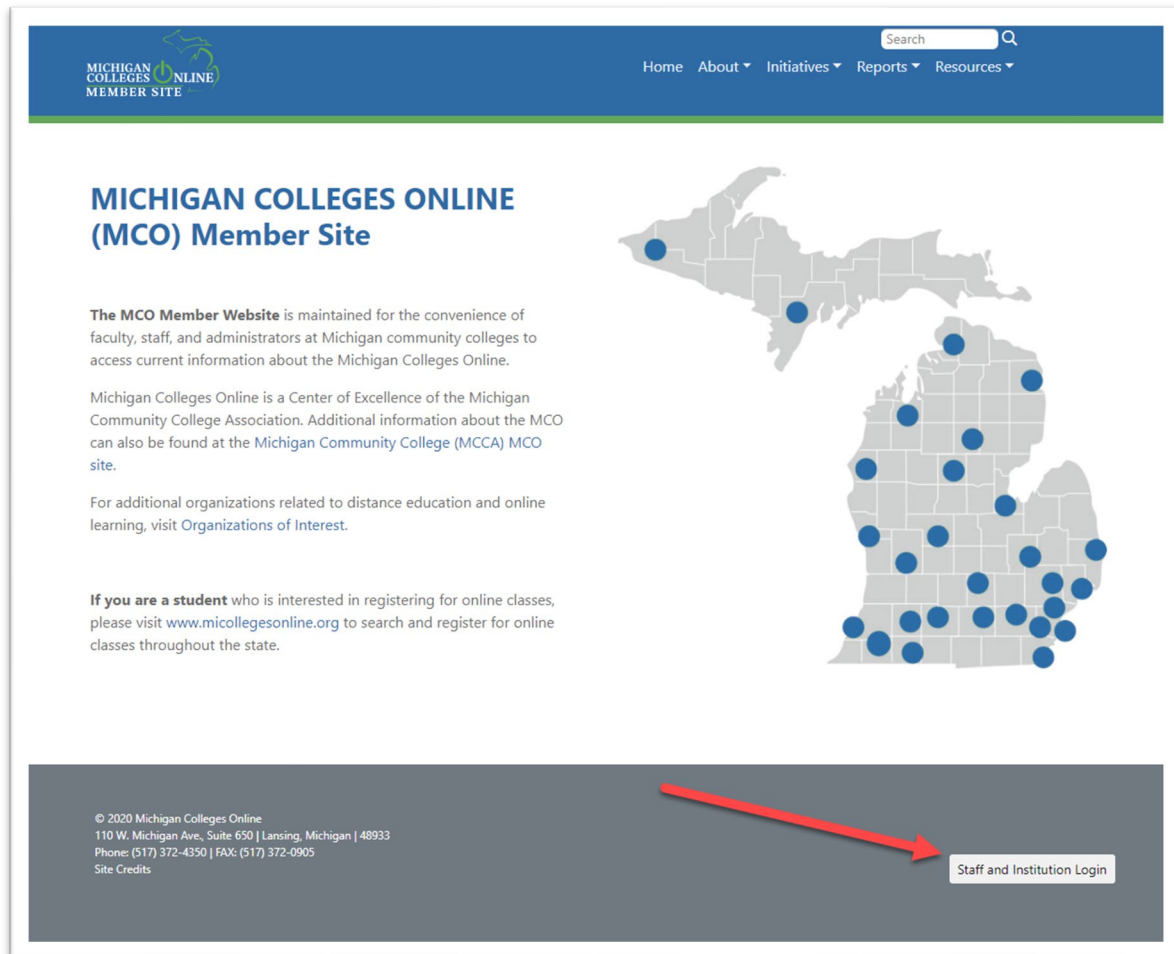


# Uploading a College OER Report to the MCO Website

Log into the MCO Website at [micollegesonline.net](http://micollegesonline.net).



**MICHIGAN COLLEGES ONLINE (MCO) Member Site**

The MCO Member Website is maintained for the convenience of faculty, staff, and administrators at Michigan community colleges to access current information about the Michigan Colleges Online.

Michigan Colleges Online is a Center of Excellence of the Michigan Community College Association. Additional information about the MCO can also be found at the Michigan Community College (MCCA) MCO site.

For additional organizations related to distance education and online learning, visit Organizations of Interest.

If you are a student who is interested in registering for online classes, please visit [www.micollegesonline.org](http://www.micollegesonline.org) to search and register for online classes throughout the state.

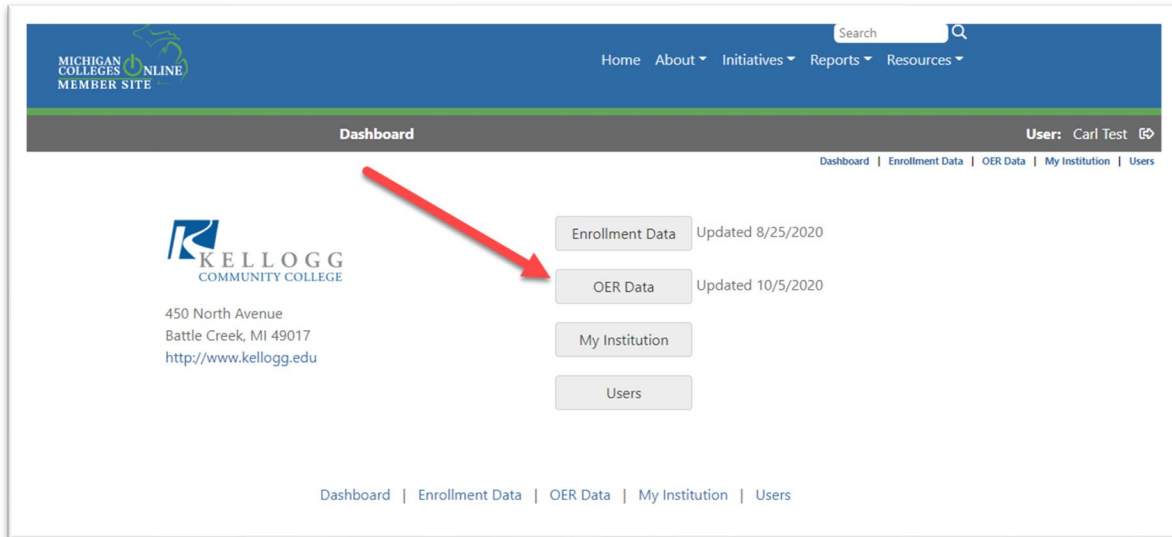
© 2020 Michigan Colleges Online  
110 W. Michigan Ave, Suite 650 | Lansing, Michigan | 48933  
Phone: (517) 372-4350 | FAX: (517) 372-0905  
Site Credits

Staff and Institution Login

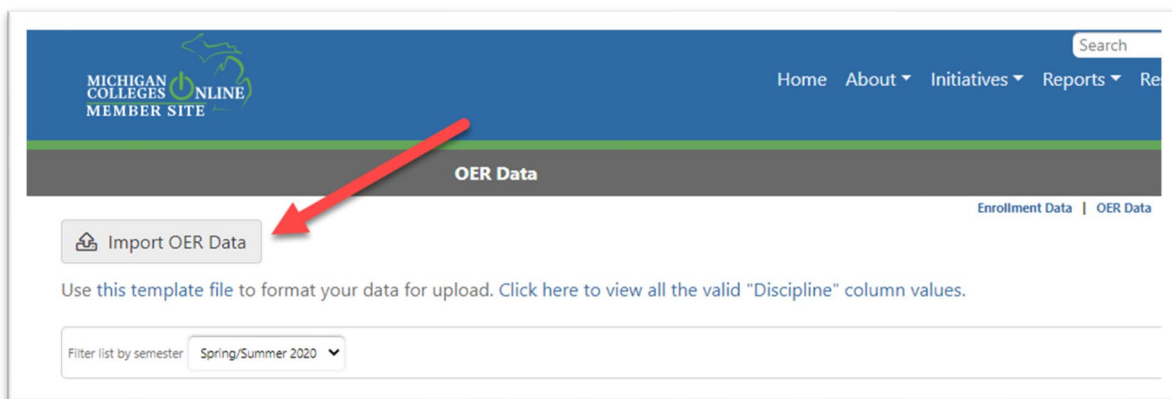
Forgot your password or need to reset it?

If you forgot your password, select the option to reset it. If you do not have an account to log in, Carl Weckerle ([cweckerle@mcca.org](mailto:cweckerle@mcca.org)) or your [institutional contact](#) can add you as a user for your college.

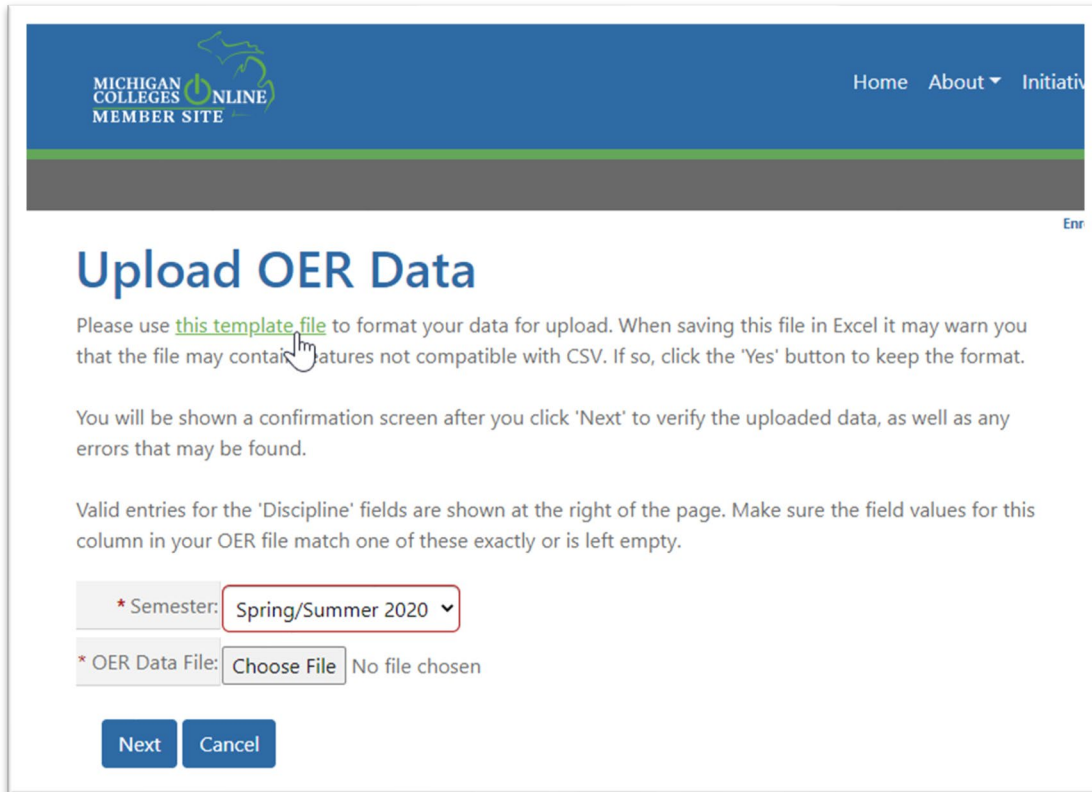
From the login dashboard, select OER Data.



Select the intended semester from the dropdown menu, then select Import OER Data



If you do not already have the template file, download that now.



**Upload OER Data**

Please use [this template file](#) to format your data for upload. When saving this file in Excel it may warn you that the file may contain features not compatible with CSV. If so, click the 'Yes' button to keep the format.

You will be shown a confirmation screen after you click 'Next' to verify the uploaded data, as well as any errors that may be found.

Valid entries for the 'Discipline' fields are shown at the right of the page. Make sure the field values for this column in your OER file match one of these exactly or is left empty.

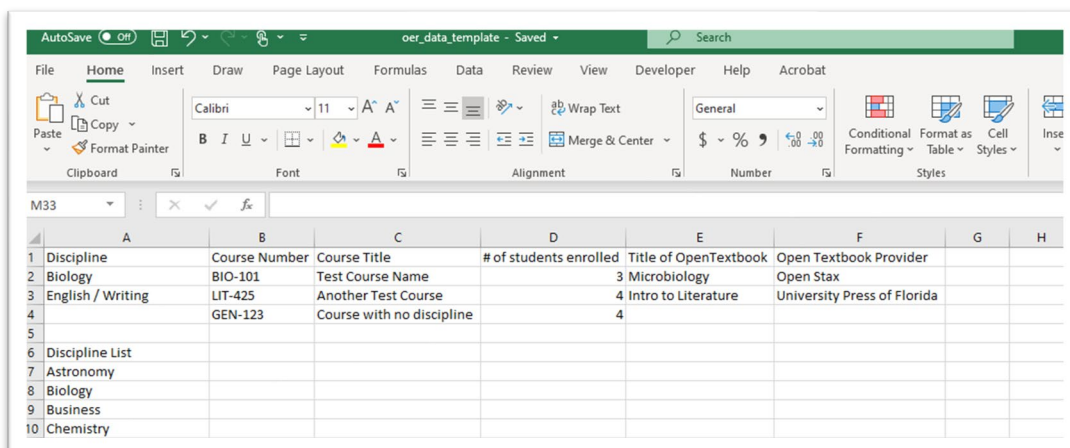
\* Semester:

\* OER Data File:  No file chosen

Select the appropriate term and select Choose File to find your saved report to upload

When uploaded, the template needs to maintain the column headers. There is a discipline list of accepted terms.

**IMPORTANT:** Excel may try to save it as a .xlsx file extension. Keep the file saved as a .csv.



1	Discipline	Course Number	Course Title	# of students enrolled	Title of OpenTextbook	Open Textbook Provider
2	Biology	BIO-101	Test Course Name	3	Microbiology	Open Stax
3	English / Writing	LIT-425	Another Test Course	4	Intro to Literature	University Press of Florida
4		GEN-123	Course with no discipline	4		
5						
6	Discipline List					
7	Astronomy					
8	Biology					
9	Business					
10	Chemistry					

After uploading the spreadsheet with your college’s OER data, you will receive a confirmation and notice of any errors. Once all errors have been corrected, select Save Data.

LIBRARY DATA | OER DATA | MEETINGS | MY INSTITUTION | LOG OUT

## Upload OER Data - Confirmation

### Spring/Summer 2020

No errors were found in the uploaded OER file. Please review the information below and click **'Save Data'** button at the bottom of the page if everything looks OK.

OER data has not been imported yet.

Discipline	Course Number	Course Title	# of students enrolled	Title of OpenTextbook	Open Textbook Provider
Biology	BIO-101	Test Course Name	3	Microbiology	Open Stax
English / Writing	LIT-425	Another Test Course	4	Intro to Literature	University Press of Florida
	GEN-123	Course with no discipline	4		

This data will now be viewable under Reports > [OER Usage](#) along with all other colleges who have uploaded their reports.

For questions or concerns about the information presented here, please contact Carl Weckerle, Director, Michigan Colleges Online at [cweckerle@mcca.org](mailto:cweckerle@mcca.org).