

TCE Admin Walkthrough for Primary TCE Contacts

This guide covers the three pages Primary TCE Contacts use most: the Dashboard, Verification Reports, and the Administrator List. The new Verification page is more responsive, includes stronger filtering options, shows both marked and not marked courses, and displays student counts pulled from SAP and refreshed daily.



Daily SAP enrollment counts

Responsive verification view

Primary Contact admin management

Open TCE Admin

Open Verification

Open Admin List

How to use this guide: the preview panels below mirror the current interface and can be replaced with screenshots later if needed. For most Primary TCE Contacts, your view is already scoped to your college, so you will typically focus on department, term, search, and access filters rather than system-wide settings.

Dashboard

Verification

Admin List

FAQ

Dashboard

The Dashboard is the landing page for a quick health check. It summarizes your current scope, highlights how many courses are marked or not marked for TCE, and shows total enrollment pulled from the latest SAP refresh. It also gives you direct links to the pages you use most often.

Live Dashboard: facadv.uky.edu/tce-admin

What changed: the Dashboard is designed to help Primary Contacts spot issues faster. You can now move directly from the summary cards into the Verification page to review courses with zero enrollment, courses not marked for TCE, or your full course list.

WHAT TO LOOK AT FIRST

- **Marked for TCE:** courses currently flagged for evaluation.
- **Not Marked:** courses in your scope that are not marked for evaluation.
- **Zero Enrollment:** courses with no enrolled students at the last SAP refresh.
- **Total Students:** the current enrollment total across the courses you can see.
- **Your Access:** confirms whether you have Dashboard, Static Reports, and Question Bank access.

QUICK ACTIONS

- **Manage Administrators** opens the Admin List page.
- **View Verification Reports** opens the new Verification page.
- **View Zero Enrollment** opens Verification already filtered to zero-enrollment courses.

- **Manage Question Bank** appears only for colleges that have been given Question Bank access.

Dashboard preview

Marked for TCE

18,945

Zero Enrollment

4,464

Not Marked

10,134

Total Students

214,880

Manage Administrators



View Verification Reports



View Zero Enrollment



Verification Reports

Verification is the page you will use to review courses in your college. Unlike the older version, this page is more responsive, includes both standard filters and quick filters, shows courses marked and not marked for TCE, and displays student counts refreshed daily from SAP.

Live Verification Page: facadv.uky.edu/tce-admin/verification/

Main purpose: use this page to confirm whether courses are marked for TCE, spot courses with active enrollment that are not marked, review zero-enrollment sections, and export filtered results when you need to share a list outside the system.

STANDARD FILTERS

Filter	What it does
Search	Searches by course code or course title. This is the fastest way to find a specific course.
College	Shown for users with broader system access. Most Primary Contacts are already scoped to one college.
Department	Narrows the list to one department within your scope.
Academic Term	Limits the results to a specific term such as Fall, Spring, or Summer.
Filter / Clear	Applies the selections or resets the page back to the full scoped list.

Verification preview

Filter

Clear

All (count)**Marked (count)****Not Marked (count)****Active Enrollment (count)****Zero Enrollment (count)****Marked & Zero Enrollment****Not Marked & Active Enrollment**

Course	Title	Status	Students
UK 101	Intro to Example Course	Marked	42
BAE 201	Sample Active Course	Not Marked	31

QUICK FILTER BUTTONS

Quick filter	Use it when
All	You want the full course list within your current search, department, and term filters.
Marked	You only want courses currently marked for TCE.
Not Marked	You want to review courses that are not currently marked for TCE.
Active Enrollment	You want courses that currently have students enrolled.
Zero Enrollment	You want courses with zero students at the most recent SAP refresh.

Quick filter**Use it when****Marked & Zero Enrollment**

You want the exception list of courses marked for TCE even though they currently show zero students.

Not Marked & Active Enrollment

You want the exception list of courses with students enrolled but not marked for TCE.

The counts shown on these buttons change based on your current scope and filters.

WHAT EACH TABLE COLUMN MEANS**Header****Meaning****Course**

The course code, such as UK 101 or BAE 201. Crosslisted courses may show an additional icon.

Section

The section identifier for that course offering.

Instructor(s)

The assigned instructor list for that section.

Title

The course title. Click the title to open the detailed course view.

College

The college code tied to the course.

Department

The department name or department ID tied to the course.

Course Start

The instructional start date for the course.

Course End

The instructional end date for the course.

TCE Start

The date the TCE window is scheduled to begin.

Status

Shows whether the course is Marked, Not Marked, or marked with a zero-enrollment warning.

Header	Meaning
Students	The student count currently stored from SAP. This value is refreshed daily.

COURSE DETAIL VIEW

Clicking a course title opens a detail page with more context, including:

- Course start and end dates
- TCE start and end dates
- Instructor names and LinkBlue IDs
- Enrollment count
- Crosslisted sections when applicable

EXPORT CSV

The **Export CSV** button exports the exact list you are currently viewing. That means your search terms, department selection, term selection, and quick-filter status choices all carry into the export.

Use this when you need to share a course list outside the system or save a point-in-time review for follow-up.

Admin List

Starting this semester, Primary TCE Contacts can add, update, copy, and remove administrator access within their college from the Admin List page. This is where you manage who receives access to the TCE Admin system and what kind of access each person should have.

Live Admin List: facadv.uky.edu/tce-admin/admin/

Important timing: administrator changes sync to Blue every day at **4:00 AM**. Please submit updates before end of day if you want them included in the next morning's sync.

WHAT YOU CAN DO FROM THIS PAGE

- **Add Admin** creates a new administrator record.
- **Edit** updates a person's contact type, departments, or access settings.
- **Copy** creates a new admin using an existing admin's setup as a starting point.
- **Trash** deactivates an admin when they should no longer have access.
- **Filters** help you narrow by name, college, contact type, primary contact status, or access type.

Administrator List preview

[Add Admin](#)

Name	Type	Primary	Access	Actions
Jamie Smith	College	Yes	D, S	Edit Copy Remove
Alex Brown	Course Coordinator	No	S	Edit Copy Remove

HOW TO ADD A NEW ADMINISTRATOR

Step	What to do
1. Basic information	Enter LinkBlue, first name, last name, and email.
2. Contact type	Choose College for college-level contacts or Department for department-level contacts.
3. Scope	Select the correct college and one or more departments when needed.
4. Primary Contact	Choose Yes only if this person is the main college contact.
5. Access settings	Choose the correct Level Type and access boxes before saving.
6. Save	Select Create Administrator to finish.

HOW TO ADD A COURSE COORDINATOR

- Start with **Add Admin**.
- Choose **Department** as the contact type.
- Check **This is a Course Coordinator**.
- Enter the **Course Prefix**.

- Enter the **Course Number** only if the contact should cover one specific course. Leave it blank to include all courses with that prefix.
- After the record is created, you can open that admin's page later and add more course assignments.

EDIT, COPY, OR REMOVE

- **Edit** is best when the same person is keeping access but their role, departments, or settings need to change.
- **Copy** is useful when a new person should inherit a similar setup.
- **Remove** deactivates the admin record when access should end.

RECOMMENDED ACCESS SETTINGS

Setting	Recommendation
Level Type	Use Report Viewer by default when the contact should not receive additional course emails such as evaluation-start and reminder emails. Report Viewers should receive only the email letting them know reports are ready to review.
Dashboard Access	Turn this on only when the person truly needs aggregate access to the new dashboard. Dashboard licenses are limited, and additional licenses may create a cost for the university.
Static Report Access	This controls access to the PDF reports that colleges have historically used. Static report access is not license-limited.
Question Bank	Colleges that use the Question Bank will see an extra tab in the same TCE Admin site. A separate how-to website will be provided for Question Bank usage.

Quick Answers

These are the most common questions Primary TCE Contacts are likely to ask when working in the updated system.

Can I see courses that are not marked for TCE?

Yes. The new Verification page includes both marked and not-marked courses, and the quick filters make it easy to isolate either group.

Where do the student counts come from?

Student counts are pulled from SAP and refreshed daily. The counts shown on the Dashboard and Verification page reflect the most recent refresh.

What should I look at first in Verification?

Start with **Not Marked & Active Enrollment** and **Marked & Zero Enrollment**. Those are the fastest ways to spot possible issues.

What does Export CSV include?

It exports the list exactly as filtered on screen, including your search, department, term, and quick-filter selections.

When should I use Report Viewer?

Use Report Viewer when a contact should receive the report-ready communication but not the additional course evaluation start and reminder emails.

When do admin changes reach Blue?

Administrator changes sync daily at 4:00 AM. Please enter changes before end of day for the next morning's sync.

Need help or see something incorrect?

If you have questions, notice a problem, or want to report something that looks wrong, please email tce@uky.edu.