2015

Texas Tech

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[CHAMP KEYWORDS MANUAL]

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I. Create a Course

The following will assist the end user in creating a Course.

A. Begin creating a course by clicking on "Create" on the left side menu.

← Courses Create	Announcements
List Keywords	
Objectives	
Calendar	
Dual Calendar	

B. Select the required fields coded in red to continue with the creation. By default, Academic Year is preselected to the current year. If necessary, click on the Academic Year dropdown to select other years.

Create Course					
Courses					Draft Unlocked
Course					
Course Type	Select Course Type	Course Title			
Academic Year	2014-2015	Class Of	Select Graduating Year	•	
Start Date		End Date			
Student Level	Select Student Level	Credit Hours			
Registrar's Course ID		Abbreviation (
Course Relation	No Relation 🗹		Parent	Child 🗆	
			Track	Requires CP 🗆	
Description	<u>ــــــــــــــــــــــــــــــــــــ</u>	Notes		<u>۸</u>	
viewable by Students					
	+				
				Court	
				Save	,

1. If "Save" is clicked on before making any selections, the following message will display. Click Ok to close window and begin filling in the required fields.

Required Fields Missing	×
9 Required Fields missing. [courseType] [courseTitle] [classYear] [startDate] [end[[description]	Date] [studentLevel] [creditHours] [abbreviation]
	Ok

- 2. When all the fields are filled, click "Save" and a confirmation message will appear that the Course information entered was successfully saved. Consider the following when filling out the fields.
 - a. Leave Academic Year as is (current).
 - b. Select a Start Date and End Date within the Academic Year. Otherwise, a Warning will be displayed indicating the date is out of range.
 - c. Credit Hours must have a value between 0-99.
 - d. Leave Registrar's Course ID as is (Blank).
 - e. Abbreviation must be four characters long.

Create Course				Draft Liplackad
Course				
Course Type	Required Course	Course Title Practice Course 12	34	
Academic Year	2014-2015	Class Of 2018	•	
Start Date	12/17/2014	End Date	12/31/2014	
Student Level	1	Credit Hours	3	
Registrar's Course ID		Abbreviation PRCO		
Course Relation	No Relation 🔽	Parent 🗆	Child	
		Track 🗆	Requires CP 🗌	
Description Viewable by Students	This is a description for Practice Course 1234.	Notes	Save	
	Course succesfully	y saved	8	

II. Course Offerings

The offering section (picture CF1), allows adding, editing and viewing of course offerings with in the course creation module. If necessary expand the section with the maximize button **section** to access its features.

Fields and buttons in the offering section:

- 1. Offering Name: Field in which the name of the course offering is entered.
- Start date: Field in which the initiating date of the course offering is set.
 Note: The value of this filed must be between the start and end date of the course.
- 3. End date: Field in which the finalized date of the course offering is set. Note: The value of this filed must be between the start and end date of the course.
- 4. Save button: Adds a new course offering after entering the Offering Name, Start date and End date fields.
- 5. Cancel button: Clears the contents of the Offering Name, Start Date and End Date fields.
- 6. Offering table: Displays the ID, Name, Start Date and End Date of a course offering. Also permits the deletion
 - 💳 and edit 🧪 of an offering.
- 7. Edit button: Allows editing of an offering.
- 8. Deletes an offering: Removes specific offerings from the table.



Picture CF1

Create a course offering

Fill the Offering Name, Start Date and End Date Fields. Make sure the start and end dates are in within range of the course dates. Next, press the Save button.

Offerings Offering Offering		Start 08/04/2014	End 12/1: Date 12/1:	9/2014		Save	Cancel
	Id 🕈	Offering Name	▼ Start Date 🔶	End Date	¢		
	96	Next Offering	12/19/2014	12/19/2014	1	-	
	95	First Offering	12/3/2014	12/19/2014	1	-	

Edit a Course offering

1. To edit an offering, click on the corresponding editing button 🦯 of the offering. In this case, number 97.

Offerings							
Offering Name			Start Date	End Date			Save
	Id		Offering Name	\$ Start Date\$	End Date	÷	
		95	First Offering	12/3/2014	12/19/2014	1	-
		96	Next Offering	12/19/2014	12/19/2014	1	-
		97	Offering	12/18/2014	12/19/2014	1	

a. At this point Offering Name, Start Date and End Date fields are populated and ready for editing. After the fields are edited press Save.

Offerings											
Offering Name				Start 12/18/2014		End (Date (12/19/2014		i i		Save
	Id		¢	Offering Name	¢	Start Date	¢	End Date	¢		
		95		First Offering		12/3/2014		12/19/2014		1	-
		96		Next Offering		12/19/2014		12/19/2014		1	-
		97		Offering		12/18/2014		12/19/2014		1	-

Delete a course offering

1. To remove a course offering, click on the corresponding delete button = . In this case offering number 96 will be removed.

		Start Date	End Date			Save	Cancel
Id	¢	Offering Name	\$ Start Date	End Date	¢		/
	95	First Offering	12/3/2014	12/19/2014	1	-	
1	96	Next Offering	12/19/2014	12/19/2014	1		
	07	Offering	12/18/2014	12/19/2014	/	~	
	Id	Id ♦ 95 96	Start Date Id	Start End Date Pate Id • Offering Name • Start Date 95 First Offering 12/3/2014 96 Next Offering 12/19/2014 97 Offering 12/18/2014	Start End Date Id • Offering Name • Start Date • End Date 95 First Offering 12/3/2014 12/19/2014 96 Next Offering 12/19/2014 12/19/2014 97 Offering 12/18/2014 12/19/2014	Start End End End Id • Offering Name • Start Date • End Date • 95 First Offering 12/3/2014 12/19/2014 / 96 Next Offering 12/19/2014 12/19/2014 / 97 Offering 12/18/2014 12/19/2014 /	Start End End Save Id • Offering Name • Start Date • 95 First Offering 12/3/2014 12/19/2014 - 96 Next Offering 12/19/2014 12/19/2014 - 97 Offering 12/18/2014 12/19/2014 -

a. A message will appear "Are you sure you want to delete this offering?" press Ok to confirm the deletion of the offering.



III. Directors

In this section the end user will be able to select the Directors and Co-directors. In the example below a Director and Co-director has already been assigned. It is simple to add or remove them. Just click, hold, drag and drop.



As shown below, the Director has been removed and notification of it being deleted is shown on the top of the screen. When dragged back to the Directors list it will be populated there.

l		*		Deleted successfully.
Offerings				
Directors				
Directors			Selected Directors	
Abano, John - [N/A]	(E)			
Abary, Rosanna - [N/A				
Abbas, Aamer - [N/A]				
Abbaszdehhejazi, Reza - [N/A]				
Abedin, Zainul - [N/A]				
Agullo, Francisco - [N/A]				
Ahmeti, Mentor - [N/A]				
Ajmal, Shajeea - [N/A]				
Codirectors			Selected Codirectors	ľ.
Abary, Rosanna - [N/A]	Ê	Abano, John - [N/A]		
Abbas, Aamer - [N/A]				
Abbaszdehhejazi, Reza - [N/A]				
Abedin, Zainul - [N/A]				
Agullo, Francisco - [N/A]				
Ahmeti, Mentor - [N/A]				
Ajmal, Shajeea - [N/A]				
Akalonu, Amaka - [N/A]				

The image below demonstrates the ability to remove and add at the same time. In this case the Co-director was removed and Director was added. A notification will confirm the request.

Offerings					
Directors				Saved successfully.	
Directors			Selected Directors		
Abano, John - [N/A]		Abbas, Aamer - [N/A]			۲
Abary, Rosanna - [N/A]				Oeleted successfully.	
Abbaszdehhejazi, Reza - [N/A]					
Abedin, Zainul - [N/A]					
Agullo, Francisco - [N/A]					
Ahmeti, Mentor - [N/A]					
Ajmal, Shajeea - [N/A]					
Akalonu, Amaka - [N/A]	1	-			
Codirectors			Selected Codirectors	5	
Abano, John - [N/A]					
Abary, Rosanna - [N/A]					
Abbas, Aamer - [N/A]					
Abbaszdehhejazi, Reza - [N/A]					
Abedin, Zainul - [N/A]					
Agullo, Francisco - [N/A]					
Ahmeti, Mentor - [N/A]					
Ajmal, Shajeea - [N/A]					
					- ľ

It is important to note that only one role can be assigned per person. It's not allowed to have the same person be Director and Co-director. The error shown below will display if this is attempted.

irectors			Selected Directors
Abano, John - [N/A]		Abbas, Aamer	- [N/A]
Abary, Rosanna - [N/A]			
Abbaszdehhejazi, Reza - [N/A]			
Abedin, Zainul - [N/A]			
Agullo, Francisco - [N/A]			
Ahmeti, Mentor - [N/A]			
Ajmal, Shajeea - [N/A]	Unable to save course person	×	
Akalonu, Amaka - [N/A]			
odirectors	Already linked to this course with th	ne role[Director].	Selected Codirectors
Abano, John - [N/A]		Ok	
Abary, Rosanna - [N/A]			
Abbas, Aamer - [N/A]			
Abbaszdehhejazi, Reza - [N/A]			
Abedin, Zainul - [N/A]			
Agullo, Francisco - [N/A]			
Ahmeti, Mentor - [N/A]			

If the name is known, enter it in the search box provided. Type in the name and it will only show the name entered in the left field. At this point drag it over to the right field.

Directors		
Directors	Rosa	Selected Directors
Abary, Rosanna - [N/A]		Abbas, Aamer - [N/A]

IV. Coordinators

A. Click the arrow on the Coordinators header to maximize the list of Coordinators.

(
Coordinators		<u> </u>
Coordinators		8
Coordinators		Selected Coordinators
Acosta, Andrea - [N/A]		
Andrade, Diana - [N/A]	E	
Aranda, Rebecca - [N/A]		
Ayers, Kimberly - [N/A]		
Bustillos, Humberto - [N/A]		
Calderon, Ivan - [N/A]		
Calderon, Jessica - [N/A]		
Campos, Karina - [N/A]	•	

a. Drag and Drop the coordinator one at a time to the right, under Selected Coordinators.

Coordinators	
Coordinators	Selected Coordinators
Andrade, Diana - [N/A]	Acosta, Andrea - [NA]
Bustillos, Humberto - [N/A]	Aranda, Rebecca - [N/A]
Calderon, Ivan - [N/A]	Ayers, Kimberly - [NA]
Calderon, Jessica - [N/A]	
Campos, Karina - [N/A]	
Cooper, Rasalin - [N/A]	
Corral, Lizeth - [N/A]	
DattaGupta, Aritra - [NA]	v

b. Please note, once a coordinator is dragged to the right, a confirmation message will show successfully saving your change.



c. In the event a Coordinator is moved back or unselected a confirmation message will show with a message as well.



V. Institutional Objectives

Under this section linking objectives to the course will be demonstrated.

A. The image below shows that no Objectives have been linked. A search box is also available.

Type a keyword, and objectives containing that word will be populated.

Inistitutional Objectives	
Institutional Objectives	Selected Institutional Objectives
ICS-1 Communicate clearly, respectfully and compassionately with patients, families, colleagues, and members of the health care team ICS-2 Record key elements of clinical history in a concise, reliable, and cohesive fashion ICS-3 Communicate knowledge, interpretation and recommendations orally and/or in writing to a wide range of professional or lay audience in culturally appropriate ways MK-4 Apply scientific methods for the discovery and interpretation of knowledge and describe how to apply these methods to solve laboratory and clinical problems PBL-2 Use epidemiological and biostatistical methods to analyze and solve clinical problems PBL-3 Identify the need to employ self-initiated learning strategies (problem definition, resource identification, critical appraisal) when approaching new challenges, problems, or unfamiliar situations PBL-3 Identify and critically appraise electronic resources (appropriate to problem under study) for one's own education, patient education, and direct patient care PBL-7 Use a variety of educational modalities in pursuit of life-long learning PC-3 Provide precise, timely and comprehensive patient care that is documented appropriately PC-4 Perform and accurately record findings and observations derived from physical examinations PC-5 Choose appropriate laboratory tests and/or diagnostic procedures and accurately interpret results Prof-2 Discuss financial, political and cultural situations that may present conflicts of interest in the practice of medicine Prof-3 Display compassion in interactions with all patients regardless of race, gender, ethnici	

B. If you know a key word in the Objective, type it in the search box. For example, "community" is entered in the searchbox all objectives with the keyword is displayed. At this point the objective is selected and moved to the field "Selected Institutional Objectives" and a confirmation with the notification at the top right of the screen is shown.

Institutional Objectives Institutional Objectives COMMUNITY Selected Institutional Objectives SBP-2 Describe the components of the national health system and its funding and how this system affects individual and <u>community</u> health	Coordinators	
Institutional Objectives COMMUNITY Selected Institutional Objectives SBP-1 Describe the components of the national health system and its funding and how this system affects individual and community health SBP-2 Describe the components of the national health system and its funding and how this system affects individual and community health	Inistitutional Objectives	Objectives Saved successfully.
SBP-1 Describe the components of the national health system and its funding and how this system affects individual and community health Image: Sape and the system and its funding and how this system affects individual and community health Image: Sape and the system and its funding and how this system Image: Sape and the system and its funding and how this system Image: Sape and the system and its funding and how this system Image: Sape and the system and its funding and how this system Image: Sape and the system and its funding and how this system Image: Sape and the system and its funding and how this system Image: Sape and the system and its funding and how this system Image: Sape and the system and its funding and how this system Image: Sape and the system and its funding and how this system Image: Sape and the system and its funding and how this system Image: Sape and the system and its funding and how this system Image: Sape and the system and its funding and how this system Image: Sape and the system	Institutional Objectives COMMUNITY	Selected Institutional Objectives
	SBP-2 Describe the components of the national health system and its funding and how this system affects individual and community health	SBP-1 Describe the components of social structure (e.g., family, neighborhood, <u>community</u>) and the role each plays in health behavior, disease prevention, and the treatment of illness

C. When removing a Selected Objective it will display a warning as seen in the image below.

Inistitutional Objectives		
Institutional Objectives	COMMUNITY	Selected Institutional Objectives
SBP-1 Describe the components of social structure (e each plays in health behavior, disease prevention, and SBP-2 Describe the components of the national health affects individual and community health	e.g., family, neighborhood, community) and the role d the treatment of illness h system and its funding and how this system	
	Unlink objective Are you sure you want to unlink objective	re?
	Ok Cance	

D. Once the 'ok' button is clicked a message confirmation will be shown that the objective was deleted successfully.

Coordinators			
Inistitutional Objectives		Objective Deleted successful	y.
Institutional Objectives	COMMUNITY	Selected Institutional Objective	
SBP-1 Describe the components of soc each plays in health behavior, disease	ial structure (e.g., family, neighborhood, community) and the role prevention, and the treatment of illness		
SBP-2 Describe the components of the affects individual and community health	national health system and its funding and how this system		

E. Once all sections are completed, click on the "Print Summary" bar at the bottom of the page.

Inistitutional Objectives	
Institutional Objectives COMMUNITY	Selected Institutional Objectives
SBP-2 Describe the components of the national health system and its funding and how this system affects individual and community health	SBP-1 Describe the components of social structure (e.g., family, neighborhood, community) and the role each plays in health behavior, disease prevention, and the treatment of illness
	E
Print	Summary

F. The Print Summary will give a summary of all the information have entered.

Course Details Course Title: SPM by KE Course Type: Required Course Academic Year: 2014-2015 Class of: 2018 Start Date: 7/7/2014 End Date: 12/19/2014 Student Level: 2 Credit Hours: 11 Registrar's Course Id: Abbreviation : PSKE Course Relation: Parent Order Type: Ordered Minimum: 4 Maximum: 4 Track: false Requires CP: false Description: introductory course to Med Notes: Status: Draft Unlocked Course Offerings
Course Title: SPM by KE Course Type: Required Course Academic Year: 2014-2015 Class of: 2018 Start Date: 7/7/2014 End Date Start Date: 7/7/2014 End Date Start Date: 7/7/2014 Credit Hours: 11 Registrar's Course Id: Abbreviation : PSKE Course Relation: Parent Order Type: Ordered Minimum: 4 Maximum: 4 Track: false Requires CP: false Description: introductory course to Med Notes: Status: Draft Unlocked Course Offerings
Academic Year: 2014-2015 Class of: 2018 Start Date: 7/7/2014 End Date: 12/19/2014 Student Level: 2 Credit Hours: 11 Registrar's Course Id: Abbreviation: PSKE Course Relation: Parent Order Type: Ordered Minimum: 4 Requires CP: false Description: introductory course to Med Notes: Status: Draft Unlocked Course Offerings
Start Date: 7/7/2014 End Date: 12/19/2014 Student Level: 2 Credit Hours: 11 Registrar's Course Id: Abbreviation: PSKE Course Relation: Parent Order Type: Ordered Minimum: 4 Maximum: 4 Track: false Requires CP: false Description: introductory course to Med Notes: Status: Draft Unlocked Course Offerings
Student Level: 2 Credit Hours: 11 Registrar's Course Id: Abbreviation: PSKE Course Relation: Parent Order Type: Ordered Minimum: 4 Maximum: 4 Track: false Requires CP: false Description: introductory course to Med Notes: Status: Draft Unlocked Course Offerings
Registrar's Course Id: Abbreviation : PSKE Course Relation: Parent Order Type: Ordered Minimum: 4 Maximum: 4 Track: false Requires CP: false Description: introductory course to Med Notes: Status: Draft Unlocked Course Offerings
Course Relation: Parent Order Type: Ordered Minimum: 4 Maximum: 4 Track: false Requires CP: false Description: introductory course to Med Notes: Status: Draft Unlocked Course Offerings
Minimum: 4 Maximum: 4 Track: false Requires CP: false Description: introductory course to Med Notes: Status: Draft Unlocked Course Offerings Id Offering Name Start Date End Date
Track: false Requires CP: false Description: introductory course to Med Notes: Notes: Status: Draft Unlocked Course Offerings Id Offering Name Start Date
Description: introductory course to Med Notes: Status: Draft Unlocked Course Offerings Id Offering Name Start Date End Date
Notes: Status: Draft Unlocked Course Offerings Id Offering Name Start Date End Date
Status: Draft Unlocked Course Offerings Id Offering Name Start Date
Course Offerings Id Offering Name Start Date
Id Offering Name Start Date End Date
Id Offering Name Start Date End Date
Course Directors and Contributors
Name Department Type
Abbas, Aamer [N/A] Director
Course Objectives
Id Objective Code
Describe the components of social structure (e.g. family neighborhood community) and the role each plays in
health behavior, disease prevention, and the treatment of illness SBP-1

VI. Courses - List Page

This feature allows users to view available courses in with predetermined fields; the list can be sorted depending on the options selected with in the list page.

A. To enter the list page click on the List button under Courses see image CL1 for reference.

HEALTH SCIEN	NCES CENTER School <i>of</i> Medicii	Test Mode	Welcome 💄 Jose! Log Off
 ▼ Courses Create 	Announ	ncements	
List Keywords			
Objectives			
Calendar			
Dual Calendar			

B. The list page is composed by two sections which are the course filters and courses list. These sections work together to display the courses.

Search for Courses								
Course Filters								
	2014-2015	All Course	Types		Graduating Years 💌	All Student Levels	Include Children 🗵	Search
Courses List								
Course Title	¢ Parent	\$ Abbr	♦ Course Type ♦	Grad 🔶 Year	Academic _{\$} Stud Year Leve	ent ₊ Credit + I Hours +	Published 🗢 Locked	÷
L								

- C. *The course filters section*: Makes it possible to refine viewing assortment of all courses which are readily available in CHAMPS by using the next fields and clicking on the search button:
 - 1. School year.
 - 2. Type of course.
 - 3. Graduating year.
 - 4. Student levels.
 - 5. Include Children (courses).



Course List section: One of the primary functions of this section is to display the courses which have been loaded and initially sorted by the course filtering section. The fields used to identify a course are Course Title, Abbreviation (Abbr), Course Type, Graduating Year, Academic Year, Student Level, Credit Hours, Published and Locked. The list or query can be further ordered in an ascendant or descendant manner with the icons query buttons of each field.

D. The Course list section also permits the editing of a course when pressing the edit button 🖌 and the permanent removal of a course by pressing the delete button = .

Courses List																
Course Title	¢	Abbr 🤤	Course Type	¢	Grad Year 🔶	A Y	Academic Year	¢	Student + Level +		Credit Hours 🕈	Published 🔶	Locked	¢		
				Т		Г				T				Т		
Sub-Internship		SUBI	Required Course		2016	2	014-2015		4		0	false	false		/	-

How edit or view a course:

1. Go to the list page within the courses module.

HEALTH SCIE Paul L. Foster	^{siтү} NCES CE School <i>of</i>	Test Mode	Welcome 💄 Jose! Log Off
Courses Create		Announcements	
List Keywords			
Objectives Calendar Dual Calendar			

2. For the next example the courses are filtered by selecting the Academic Year to 2014-2015, Type of course, student level to 4, and unchecking include children. Finally the filtering is executed by pressing the search button.

2014-2015 Required Course All Graduating Years 4	Include Children 🗌 Search

3. On the sub-internship course, press the editing button \checkmark to view or make modifications to the course.

ourse i inters																	
20	14-20	15	•	Require	d Co	ourse		All G	Gra	aduating Years	5 🔻	• 4	•	Inclu	de Childrer	ם ו	Sea
Courses List																	
Course Title	¢	Abbr	¢	Course Type	¢	Grad Year	¢	Academic Year	÷	Student Level \$		Credit Hours 🕈	Published 🔶	Loc	ked 🗢		
									Ι		Т						
Sub-Internship		SUBI		Required Course		2016		2014-2015		4	(0	false	false		/ =	
																	_

4. After clicking the edit button, the next screen should appear (image CFE4). If editing of the course is needed please follow the creation procedures mentioned in the Create course section.

lit Course				Draft Un
ourse				
Course Type	Required Course	Course Title Sub	o-Internship	
Academic Year	2014-2015	Class Of 201	16	
Start Date	7/8/2014	End Date	6/26/2015	
Student Level	4	Credit Hours	0	
Registrar's Course ID		Abbreviation SUE	BI	
Course Relation	No Relation	Parent	Child 🗆	
Order Type	Ordered 🔘	Unordered	Parallel O	
Indicates the minimum/	maximum number of child courses that a learner mus	t take		
Minimum	1	Maximum	2	
Clerkship Model		Rotation	• Integrated C	
		Track	Requires CP	
Description Viewable by Students	This course is a required selective.	Notes	*	
	-		-	
			Publish Save	
fferings				
irectors				
oordinators				
istitutional Objectives				
	Print Sumn	nary		

Image CFE4

How to delete a course

In the event that a course needs to be permanently deleted follow the next steps. As a precaution only a power user is authorized to delete courses. Administrative users or other users are not authorized to delete courses.

1. Go to the list page with in the courses module.

HEALTH SCIENC	CES CENTER Test Mode	Welcome 🔱 Jose! Log Off
▼ Courses	Announcements	
Create		
List		
Keywords		
Objectives		
Calendar		
Dual Calendar		

2. For the next example the course are filtered by selecting the Academic Year to 2014-2015, type of course, student level to 4 and unchecked include children. Finally the filtering is executed by pressing the search button.

Course Filters					
2014-2015	Required Course	All Graduating Years 💌	4	Include Children	Search

3. On the sub-internship course press the delete button = to permanently erase the course.

ourse Filters																
20	14-2015	•	Require	ed Course		▼ (Al	l Gra	aduating Ye	ears [• 4		T]	Include Ch	ildren	Se
ourses List Course Title	\$ Abbr	÷	Course	+ Grad Yoar	¢	Academic Vear	÷	Student	¢	Credit	¢	Published	÷	Locked	÷	
			Type							Tiours					Т	
Sub-Internship	SUBI		Required Course	2016		2014-2015		4		0		false		false		/ 🖃

4. A delete course warning message will appear. Press Ok to erase.

Delete Course	×
Are you sure you want t	to delete this course?
	Ok Cancel