

2015

Texas Tech

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**[CHAMP KEYWORDS MANUAL]**

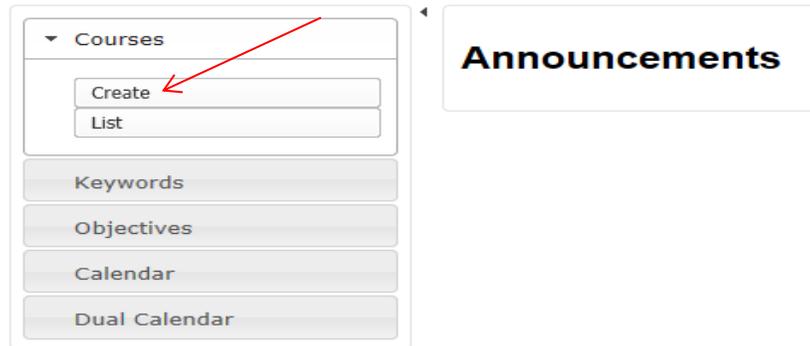
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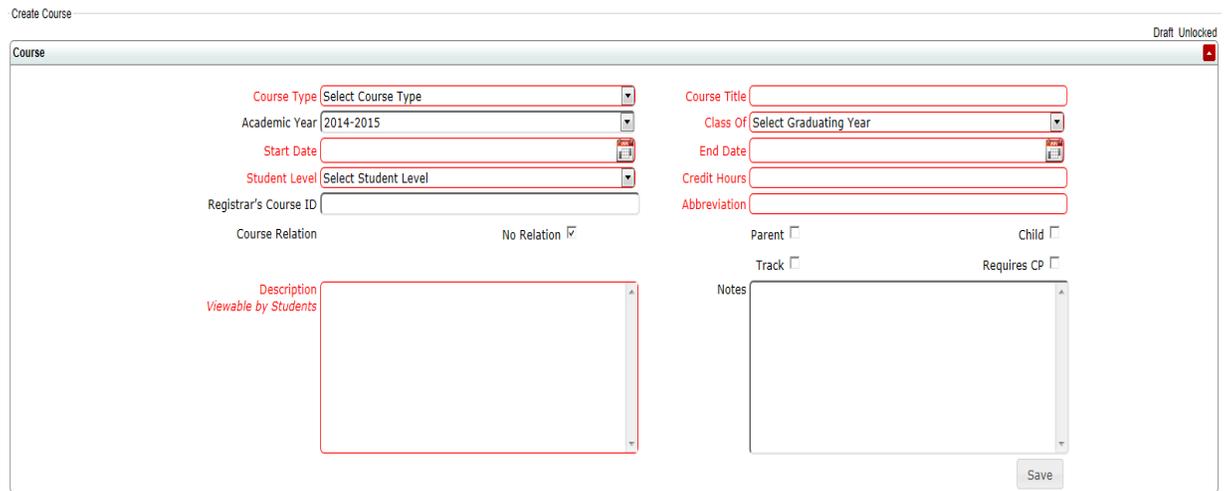
## I. Create a Course

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

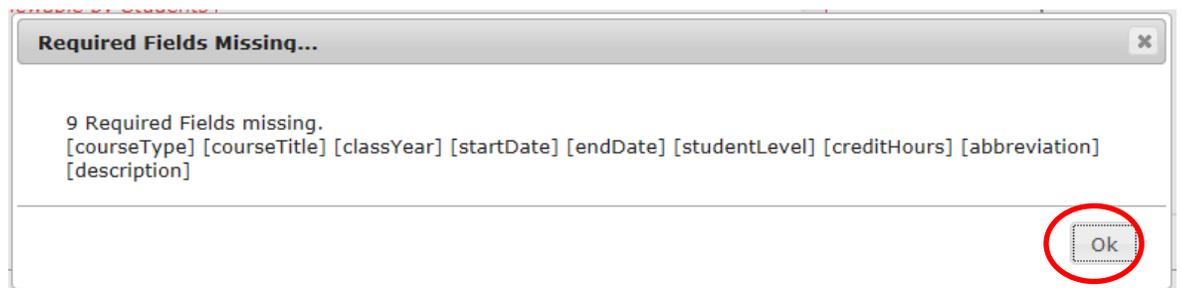
- A. Begin creating a course by clicking on “Create” on the left side menu.



- 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.

A screenshot of the 'Create Course' form. The form is titled 'Course' and has a 'Draft Unlocked' status in the top right corner. The form contains several fields: 'Course Type' (dropdown), 'Academic Year' (dropdown), 'Start Date' (calendar), 'Student Level' (dropdown), 'Registrar's Course ID' (text), 'Course Title' (text), 'Class Of' (dropdown), 'End Date' (calendar), 'Credit Hours' (text), and 'Abbreviation' (text). The 'Description' field is a large text area. There are also checkboxes for 'Course Relation' (No Relation), 'Parent', 'Child', 'Track', and 'Requires CP'. A 'Save' button is located at the bottom right. The required fields are highlighted with red boxes.

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.

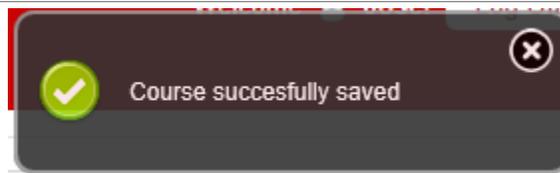


2. When all the fields are filled, click “Save” and a confirmation message will appear that the Course information entered was successfully saved. Consider the following when filling out the fields.
  - a. Leave Academic Year as is (current).
  - b. Select a Start Date and End Date within the Academic 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 Unlocked

**Course**

Course Type <input type="text" value="Required Course"/>	Course Title <input type="text" value="Practice Course 1234"/>
Academic Year <input type="text" value="2014-2015"/>	Class Of <input type="text" value="2018"/>
Start Date <input type="text" value="12/17/2014"/>	End Date <input type="text" value="12/31/2014"/>
Student Level <input type="text" value="1"/>	Credit Hours <input type="text" value="3"/>
Registrar's Course ID <input type="text" value=""/>	Abbreviation <input type="text" value="PRCO"/>
Course Relation <input type="text" value="No Relation"/>	Parent <input type="checkbox"/> Child <input type="checkbox"/>
	Track <input type="checkbox"/> Requires CP <input type="checkbox"/>
Description <i>Viewable by Students</i> <input type="text" value="This is a description for Practice Course 1234."/>	Notes <input type="text"/>

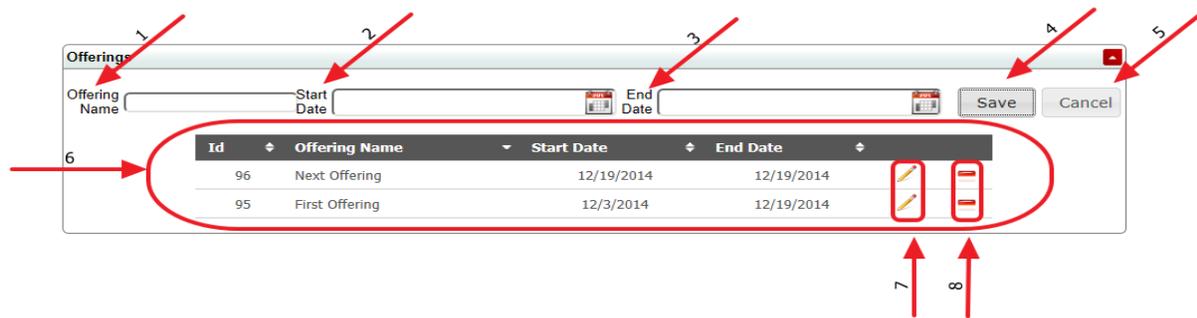


## II. Course Offerings

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  to access its features.

Fields and buttons in the offering section:

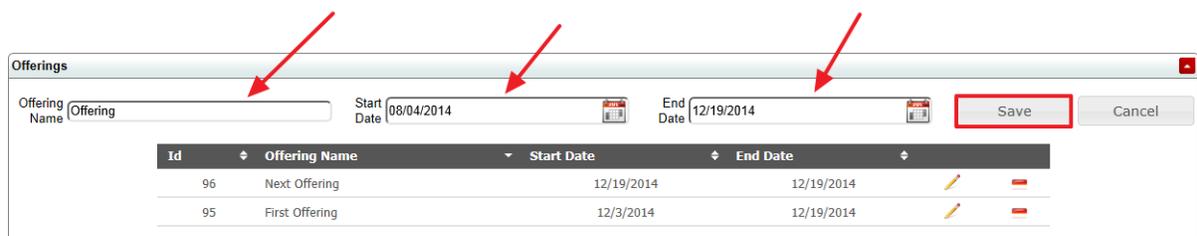
1. Offering Name: Field in which the name of the course offering is entered.
2. Start date: Field in which the initiating date of the course offering is set.  
Note: The value of this filed must be between the start and end date of the course.
3. End date: Field in which the finalized date of the course 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

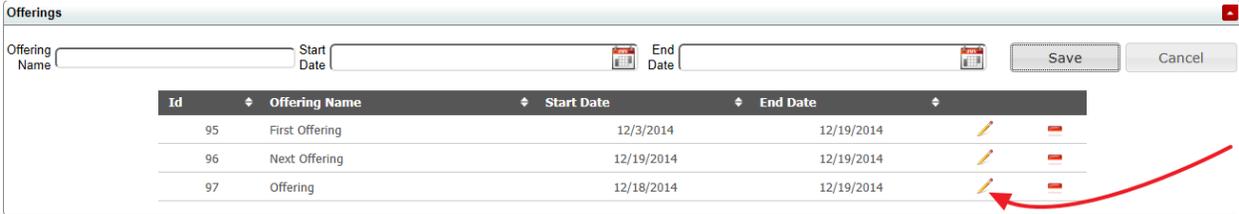
### Create a course offering

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.



## Edit a Course offering

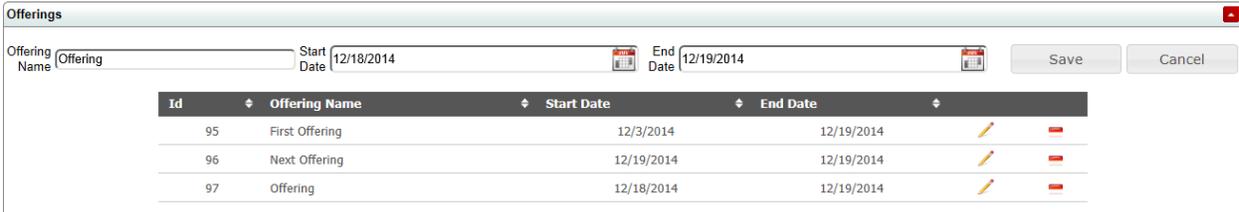
1. To edit an offering, click on the corresponding editing button  of the offering. In this case, number 97.



The screenshot shows the 'Offerings' window with a table of offerings. The 'Offering Name', 'Start Date', and 'End Date' fields are empty. The table has columns for Id, Offering Name, Start Date, and End Date. The row for offering 97 has a red arrow pointing to its edit button (pencil icon).

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		

- 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.

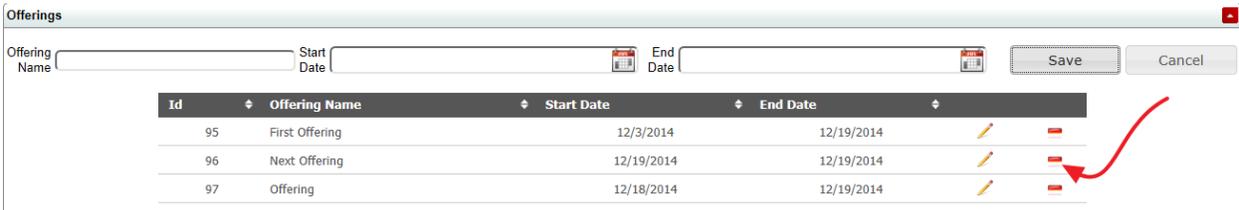


The screenshot shows the 'Offerings' window with the 'Offering Name', 'Start Date', and 'End Date' fields populated with 'Offering', '12/18/2014', and '12/19/2014' respectively. The 'Save' button is highlighted.

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		

## Delete a course offering

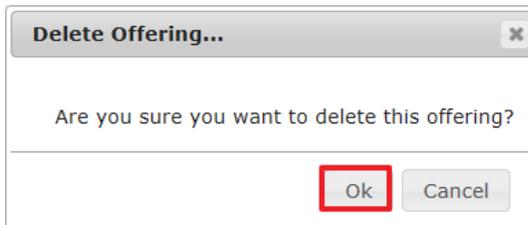
1. To remove a course offering, click on the corresponding delete button . In this case offering number 96 will be removed.



The screenshot shows the 'Offerings' window with the 'Offering Name', 'Start Date', and 'End Date' fields empty. The table has columns for Id, Offering Name, Start Date, and End Date. The row for offering 96 has a red arrow pointing to its delete button (minus icon).

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		

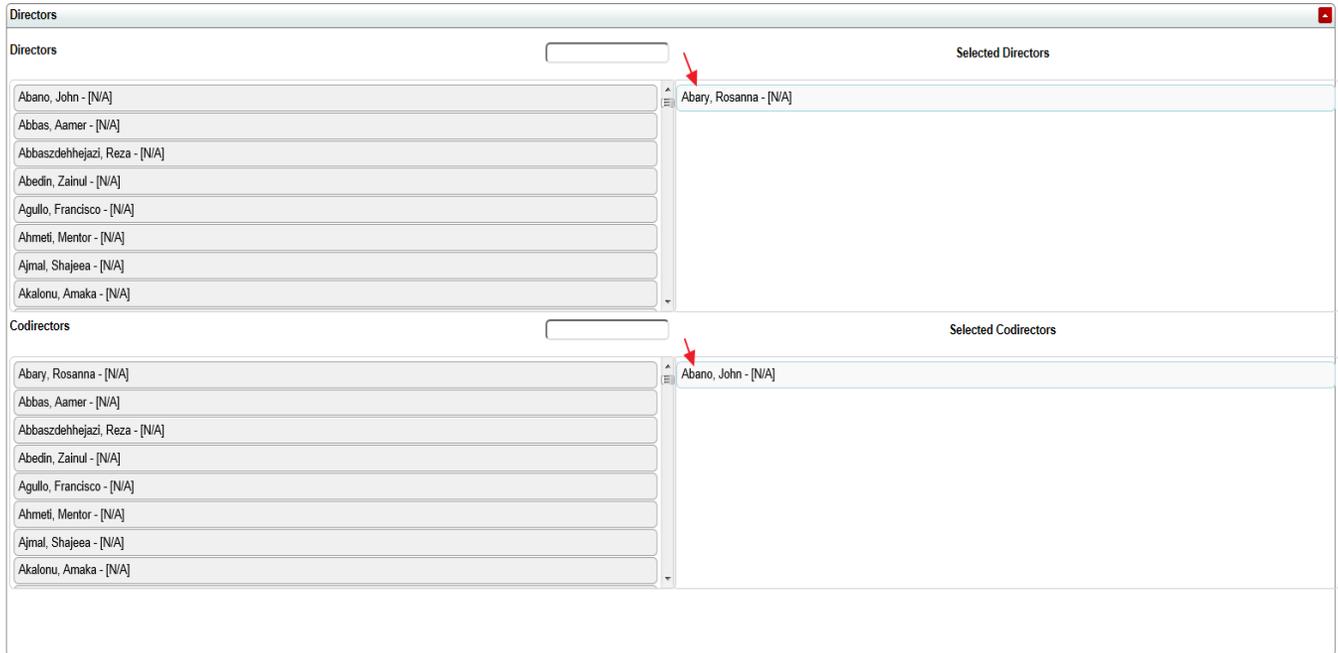
- a. A message will appear "Are you sure you want to delete this offering?" press Ok to confirm the deletion of the offering.



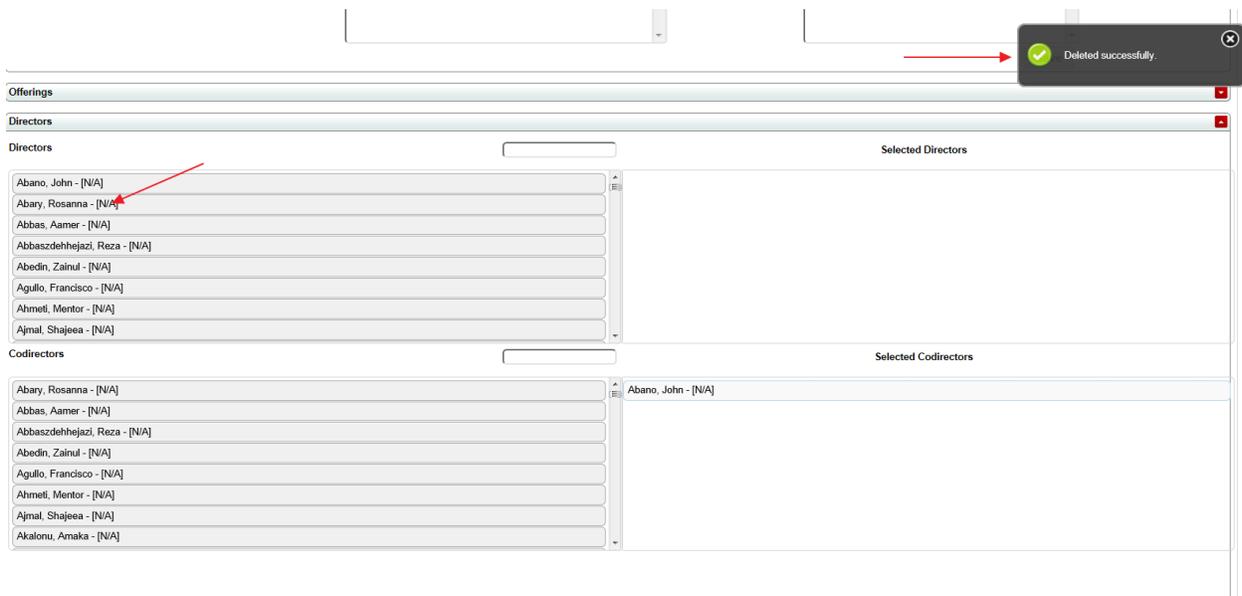
The screenshot shows a dialog box titled 'Delete Offering...'. The text inside reads 'Are you sure you want to delete this offering?'. There are two buttons at the bottom: 'Ok' and 'Cancel'. The 'Ok' button is highlighted with a red box.

### III. Directors

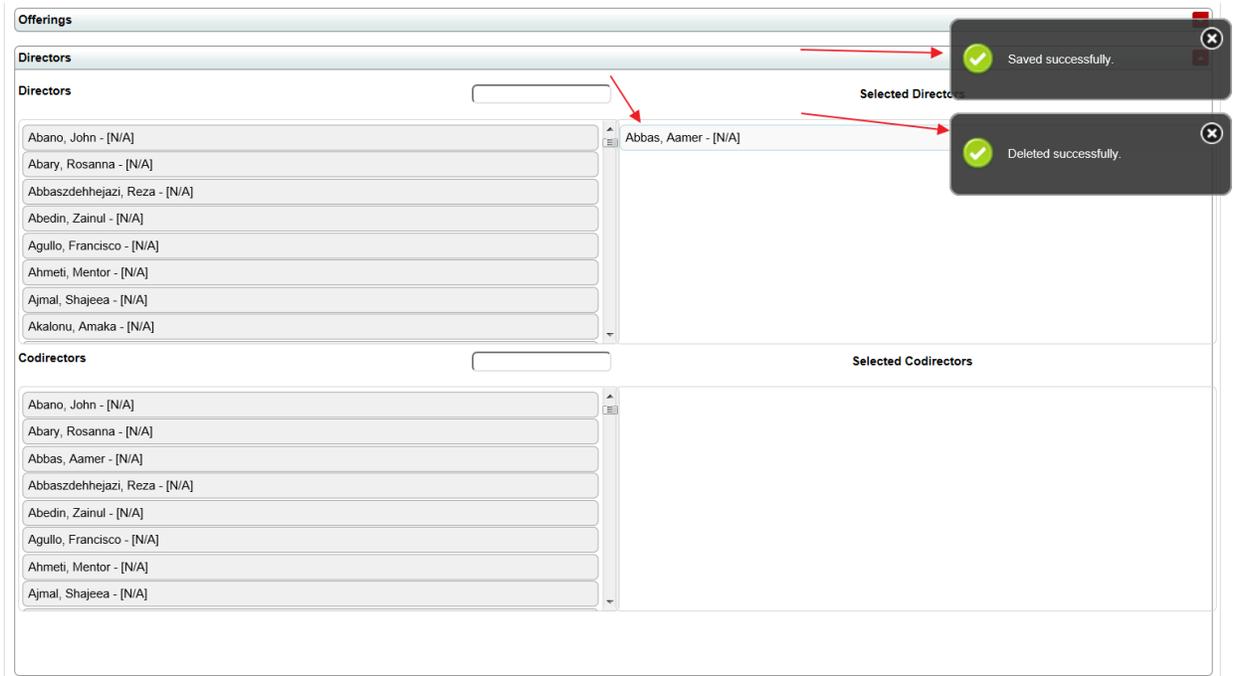
In this section the end user will be able to select the Directors and Co-directors. In the example below a Director and Co-director has already been assigned. It is simple to add or remove them. Just click, hold, drag and drop.



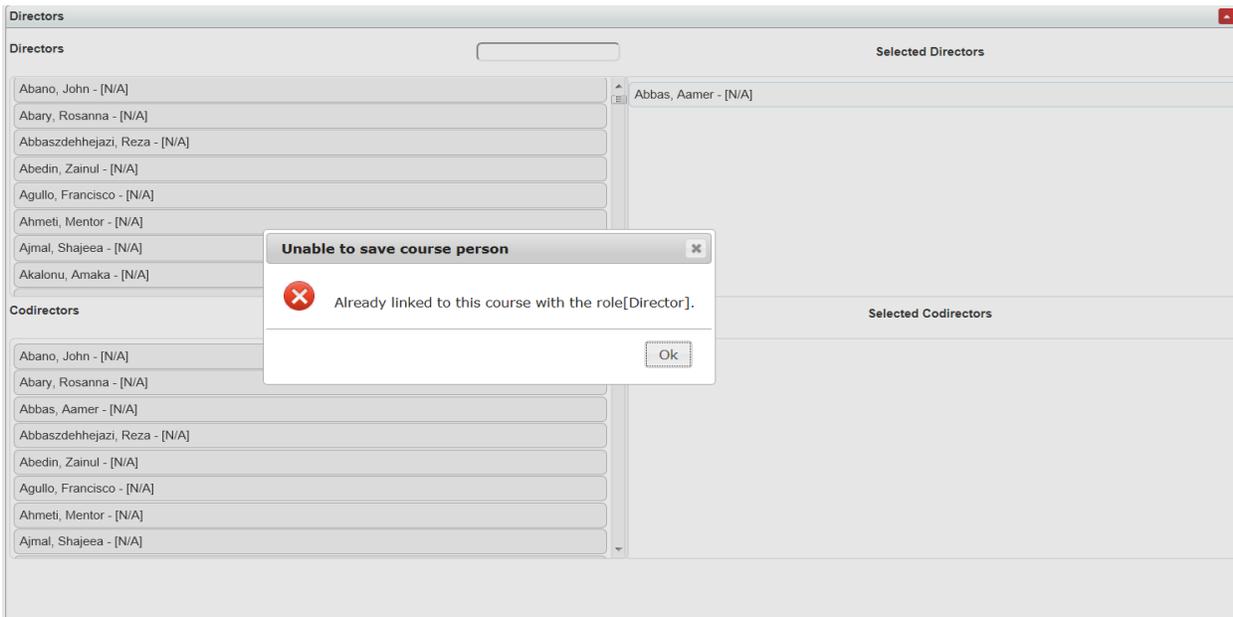
As shown below, the Director has been removed and notification of it being deleted is shown on the top of the screen. When dragged back to the Directors list it will be populated there.



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.



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.

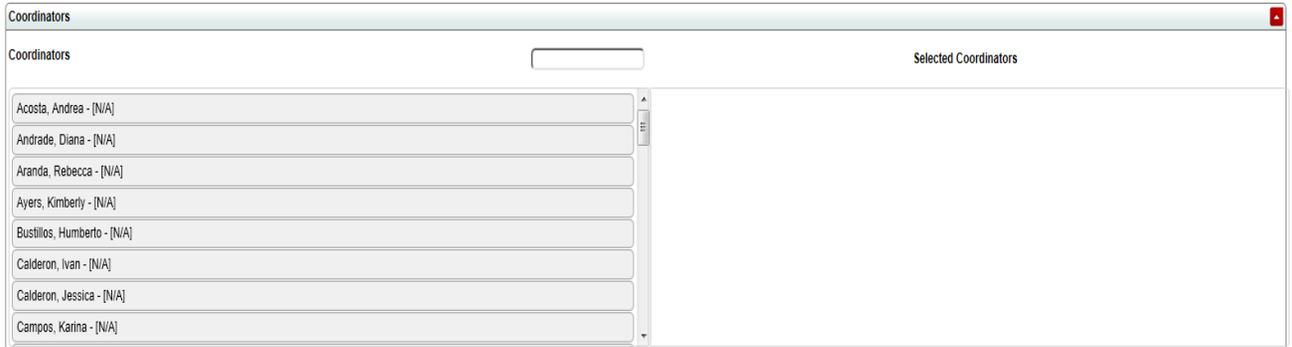
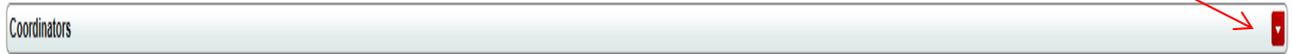


If the name is known, enter it in the search box provided. Type in the name and it will only show the name entered in the left field. At this point drag it over to the right field.

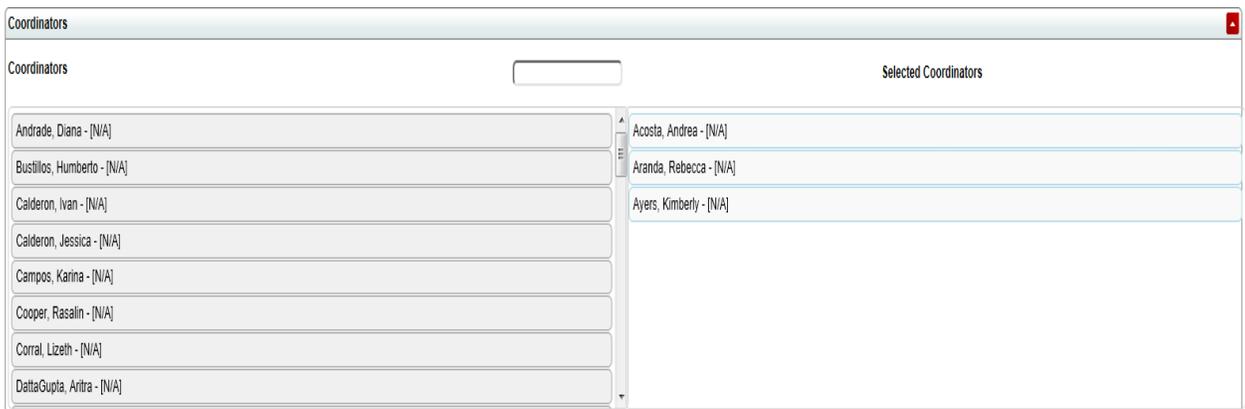
Directors	
Directors	[Rosal]
Abary, Rosanna - [N/A]	Selected Directors
	Abbas, Aamer - [N/A]

## IV. Coordinators

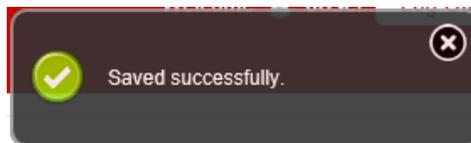
- A. Click the arrow on the Coordinators header to maximize the list of Coordinators.



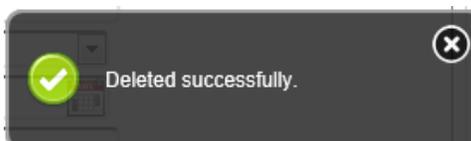
- a. Drag and Drop the coordinator one at a time to the right, under Selected Coordinators.



- 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.

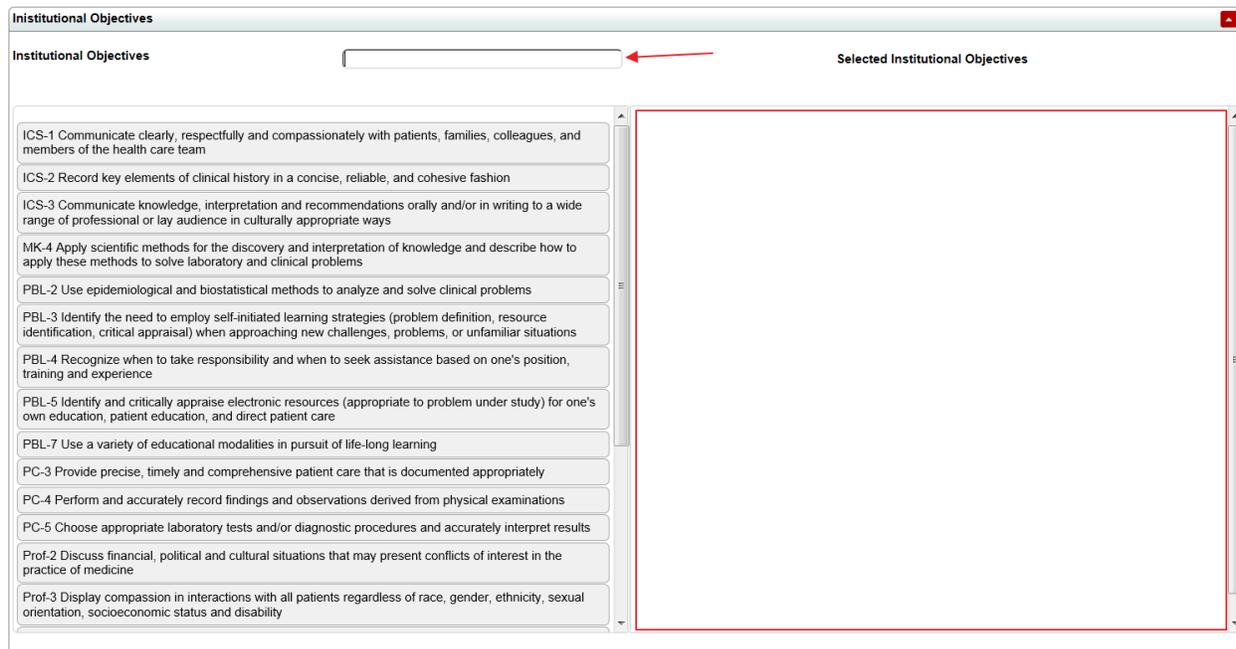


## V. Institutional Objectives

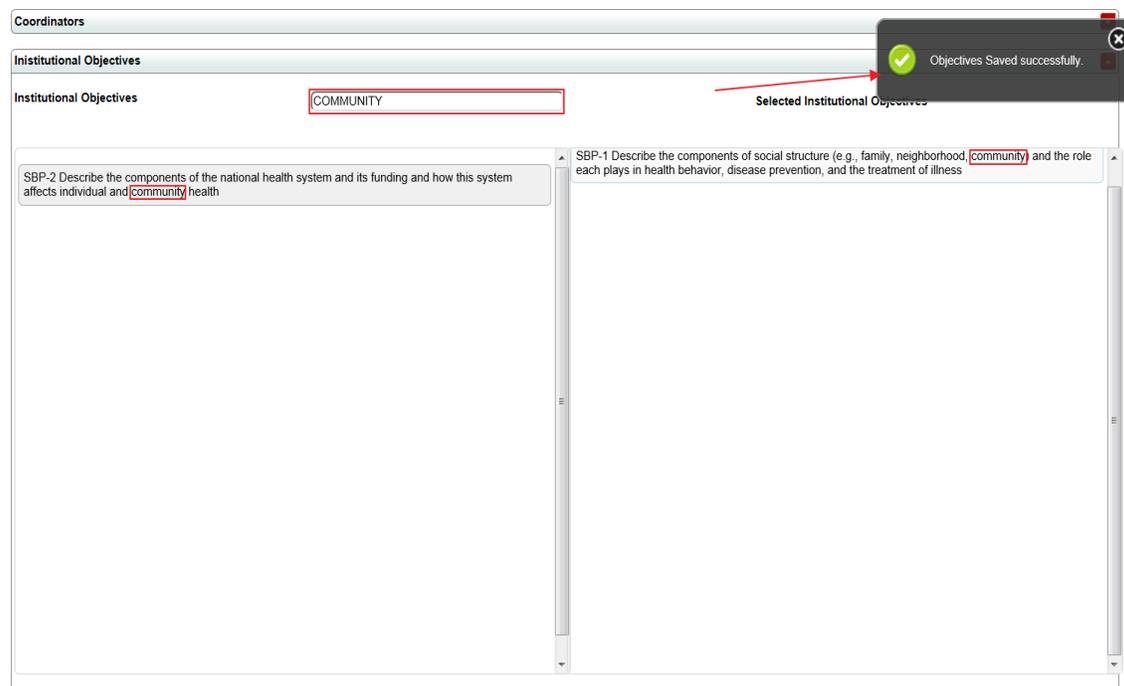
Under this section linking objectives to the course will be demonstrated.

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

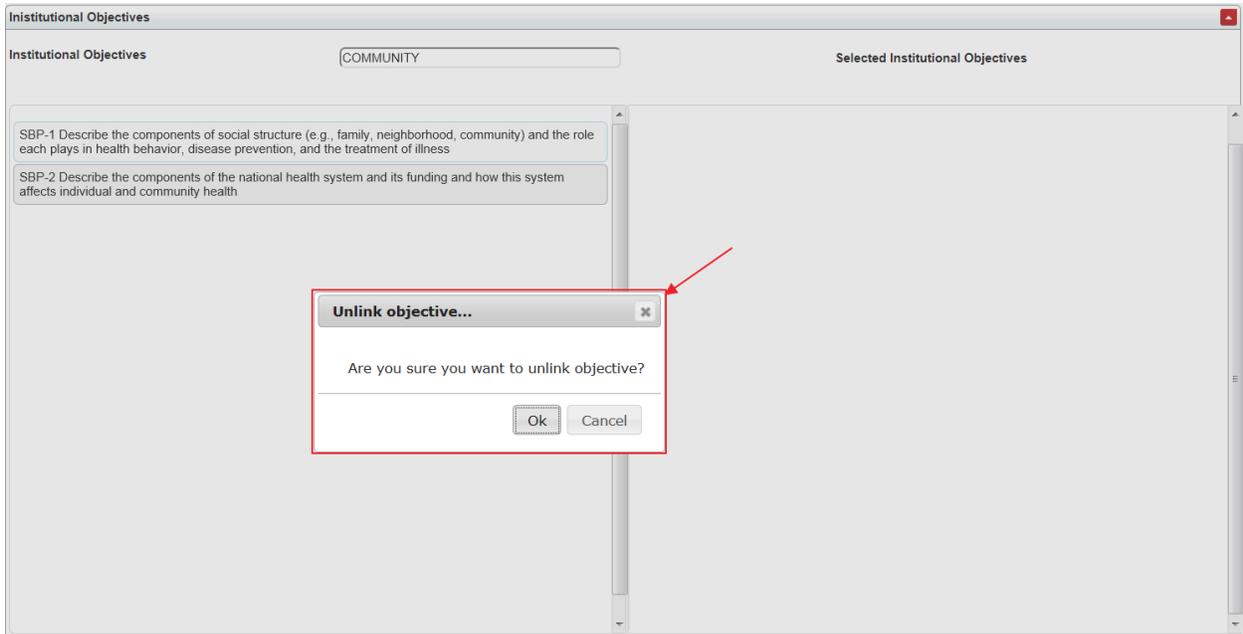
Type a keyword, and objectives containing that word will be populated.



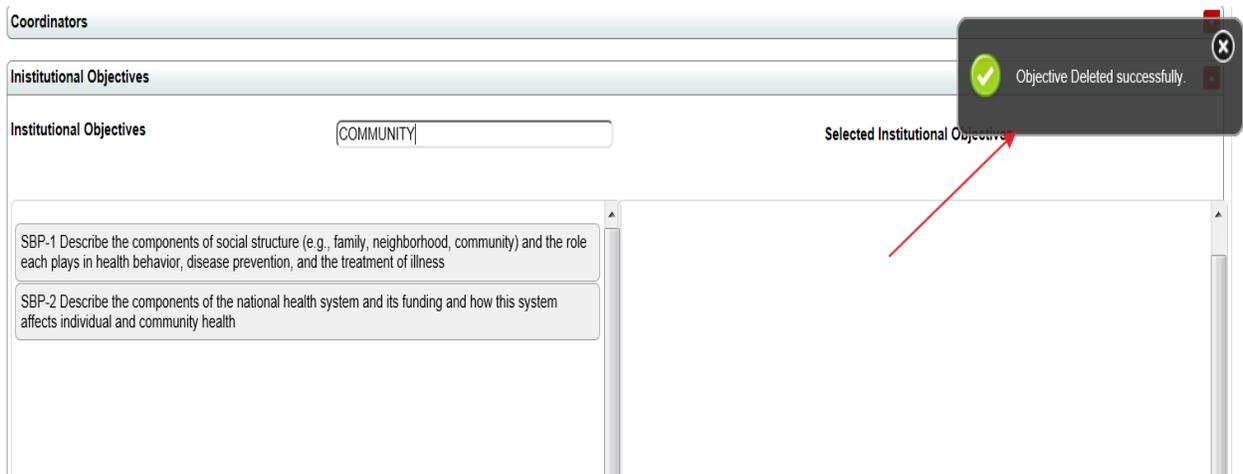
B. If you know a key word in the Objective, type it in the search box. For example, "community" is entered in the searchbox all objectives with the keyword is displayed. At this point the objective is selected and moved to the field "Selected Institutional Objectives" and a confirmation with the notification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



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



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



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

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

**Course Details**

**Course Title:** SPM by KE  
**Academic Year:** 2014-2015  
**Start Date:** 7/7/2014  
**Student Level:** 2  
**Registrar's Course Id:**  
**Course Relation:** Parent  
**Minimum:** 4  
**Track:** false  
**Description:** introductory course to Med  
**Notes:**  
**Status:** Draft Unlocked

**Course Type:** Required Course  
**Class of:** 2018  
**End Date:** 12/19/2014  
**Credit Hours:** 11  
**Abbreviation:** PSKE  
**Order Type:** Ordered  
**Maximum:** 4  
**Requires CP:** false

**Course Offerings**

Id	Offering Name	Start Date	End Date
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**Course Directors and Contributors**

Name	Department	Type
Abbas, Aamer	[N/A]	Director

**Course Objectives**

Id	Objective	Code
24	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

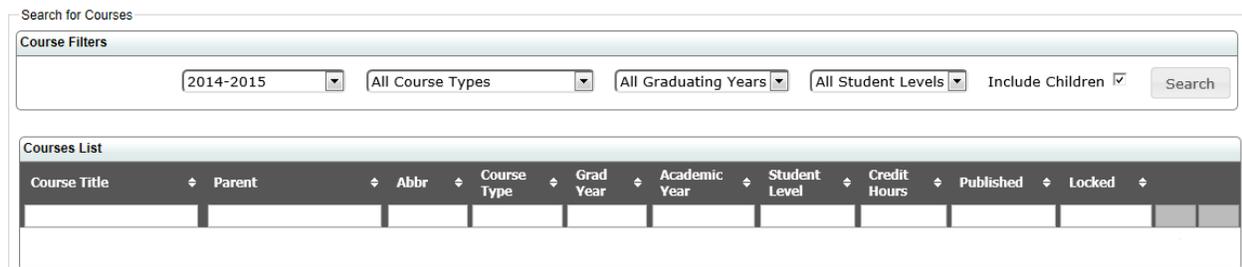
## VI. Courses - List Page

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.



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



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 .

Course Title	Abbr	Course Type	Grad Year	Academic Year	Student Level	Credit Hours	Published	Locked	
Sub-Internship	SUBI	Required Course	2016	2014-2015	4	0	false	false	 

### How edit or view a course:

- Go to the list page within the courses module.



The screenshot shows the top navigation bar of the Texas Tech University Health Sciences Center website. The header includes the university logo, the text "HEALTH SCIENCES CENTER Paul L. Foster School of Medicine", and a large "Test Mode" banner. On the right, there is a user greeting "Welcome Jose!" and a "Log Off" button. Below the header, a left sidebar contains a "Courses" dropdown menu with options "Create" and "List". A red arrow points to the "List" option. To the right of the sidebar is an "Announcements" section.

- 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.

Course Filters					
<input type="text" value="2014-2015"/>	<input type="text" value="Required Course"/>	<input type="text" value="All Graduating Years"/>	<input type="text" value="4"/>	Include Children <input type="checkbox"/>	<input type="button" value="Search"/>

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

Search for Courses

Course Filters

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

Courses List

Course Title	Abbr	Course Type	Grad Year	Academic Year	Student Level	Credit Hours	Published	Locked	
Sub-Internship	SUBI	Required Course	2016	2014-2015	4	0	false	false	 -

- 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.

Edit Course Draft Unlocked

Course

Course Type: Required Course Course Title: Sub-Internship

Academic Year: 2014-2015 Class Of: 2016

Start Date: 7/8/2014 End Date: 6/26/2015

Student Level: 4 Credit Hours: 0

Registrar's Course ID: Abbreviation: SUBI

Course Relation: No Relation  Parent  Child

Order Type: Ordered  Unordered  Parallel

Indicates the minimum/maximum number of child courses that a learner must take

Minimum: 1 Maximum: 2

Clerkship Model: Rotation  Integrated

Track  Requires CP

Description Viewable by Students: This course is a required selective.

Notes:

Buttons: Publish Save

Offerings

Directors

Coordinators

Institutional Objectives

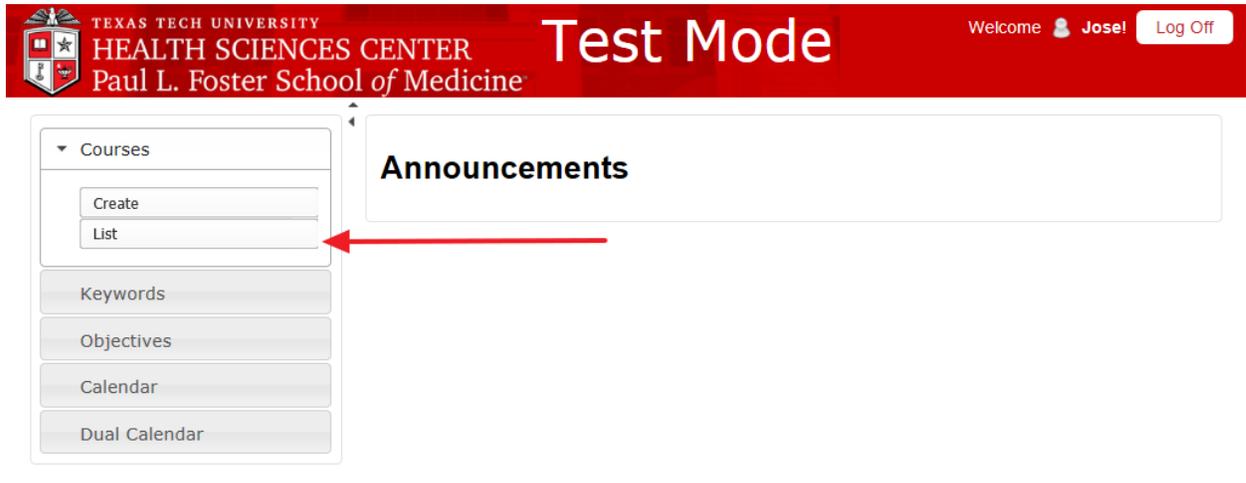
Print Summary

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.

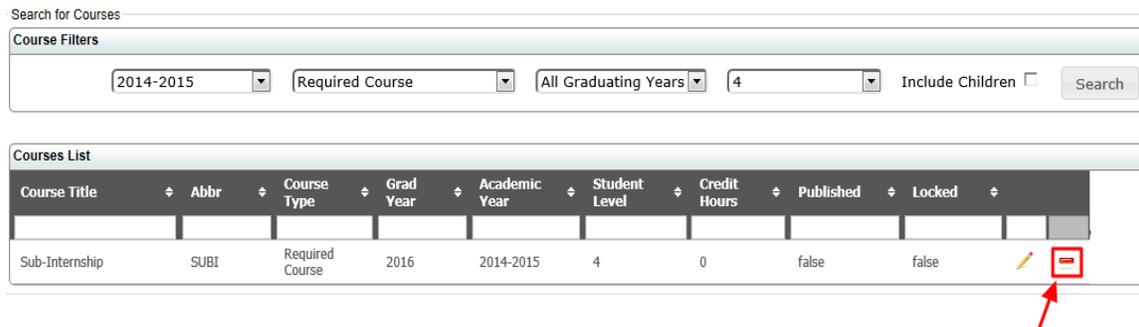
1. Go to the list page with in the courses module.



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.



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



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

