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I. Institutional Objectives

How to add Institutional Objectives

To access the CHAMP objectives module, you can log in to: <https://ilios.ttuhs.edu/Champ> using your browser. The recommended browser for CHAMP is Chrome.



Figure 1

1. The system will display the login screen for you to enter your user credentials. Click on the “Log On” button to enter your username and password.
2. The system will display a window for you to type in your eraider information. In the text fields available, enter your TTUHSC username and Password.

The image shows a web form titled 'eRaider Sign-in' with a 'Help' link in the top right corner. The form contains two input fields: 'Username' and 'Password'. Below these fields are two links: 'Forgot password?' and 'Forgot username?'. At the bottom of the form is a 'Sign In' button and a link for 'Set-Up Account'.

Figure 2

3. After the login screen, the system will display the CHAMP homepage. In the Menu Bar, click on the Objectives tab to display the module you would like to work with.

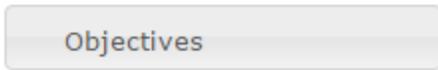


Figure 3

4. Next you will see the Objectives Window showing two boxes that are required to be filled out prior to saving.

Figure 4

5. In this section click on the down arrow on the objective type and select "Institutional". By default, the current academic year is the one displayed.

Figure 5

Objective Details

Save Objective

Objective Type: Institutional Academic Year: 2015-2016 Code: Enter

Objective Category: Select one Physician Competency Reference Set description: Select a PCRS to display its description

PCRS: Select one

Objective: [Empty text box]

Cancel Save

Objectives List

Id	Type	Category	Code	Objective	Academic Year	Active
45	Institutional	Patient Care	Enter Code	Counsel and educate patients and their families to empower them to [more]	2014-2015	Yes
13	Institutional	Patient Care	IC4.1	Communicate effectively with patients and families across a broad [more]	2014-2015	Yes
20	Institutional	Interpersonal and Communication Skills	IC4.2	Communicate effectively with colleagues and other health care professionals	2014-2015	Yes
17	Institutional	Interpersonal and Communication Skills	IC4.3	Communicate with sensitivity, honesty, compassion and empathy.	2014-2015	Yes
30	Institutional	Interpersonal and Communication Skills	IC4.4	Maintain comprehensive and timely medical records.	2014-2015	Yes

Figure 6

6. To enter a new “Institutional Objective”, all areas in Red must be filled in.

Objective Details

Save Objective

Objective Type: Institutional Academic Year: 2014-2015 Code: Enter Code

Objective Category: Select one Physician Competency Reference Set description: Select a PCRS to display its description

PCRS: Select one

Objective: [Empty text box]

Cancel Save

Figure 7

7. In the Objective Category select one of the items listed.



Figure 8

8. In the **Patient Competency Reference Set (PCRS)** section please select a competency to be associated with the objective. Once you have chosen the PCRS to associate, click on the  sign to assign it to the Institutional Objective. You may select as many competencies to associate with the objective as necessary. **Note: for more information about what the PCRS is, refer to the text box next to the Category.*

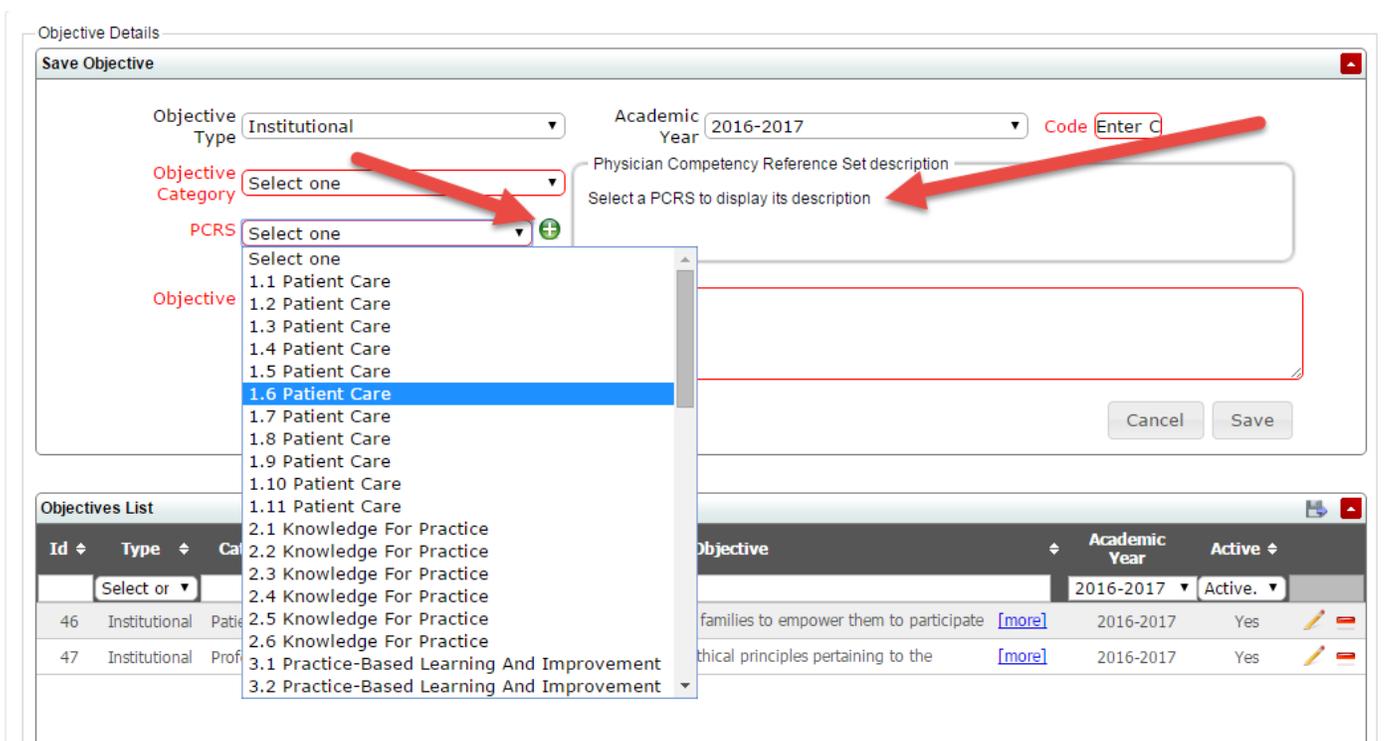


Figure 9

9. Once an Objective Category (1) has been selected, a Code (2) has been created and entered and the PCRS (3) has been selected as well, you must enter the text of the **Objective** to complete the creation of a new objective. If this field is not complete, the system will not save the objective. *The Code is created depending on the Objective Category. List of ILO codes is available in Medical Education.*

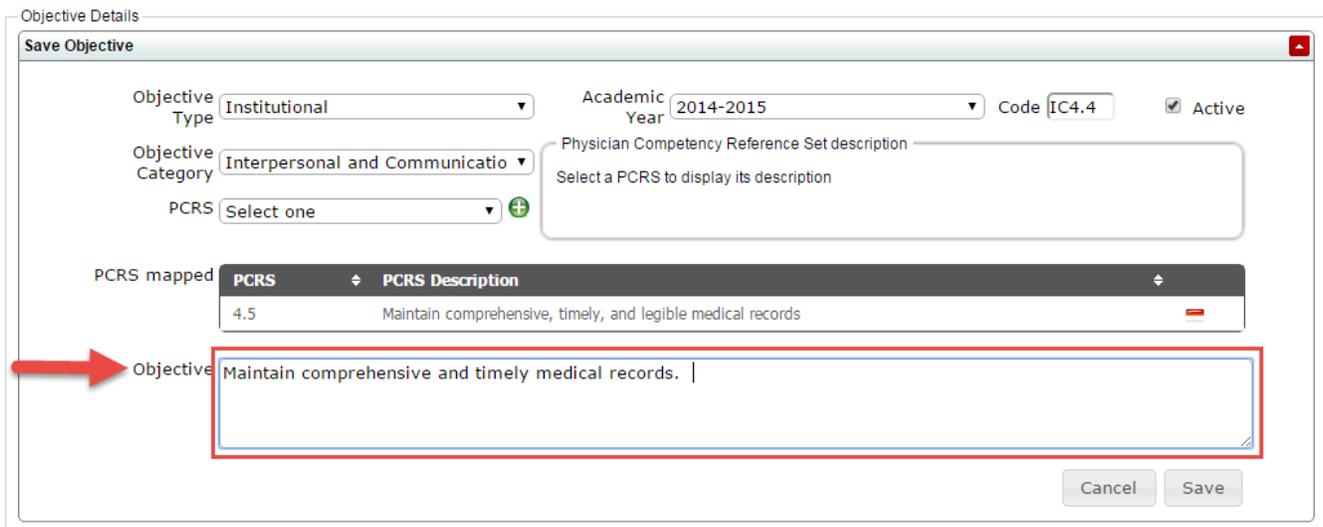


Figure 10

10. Once you have entered the information for the Objective, click on the save button.

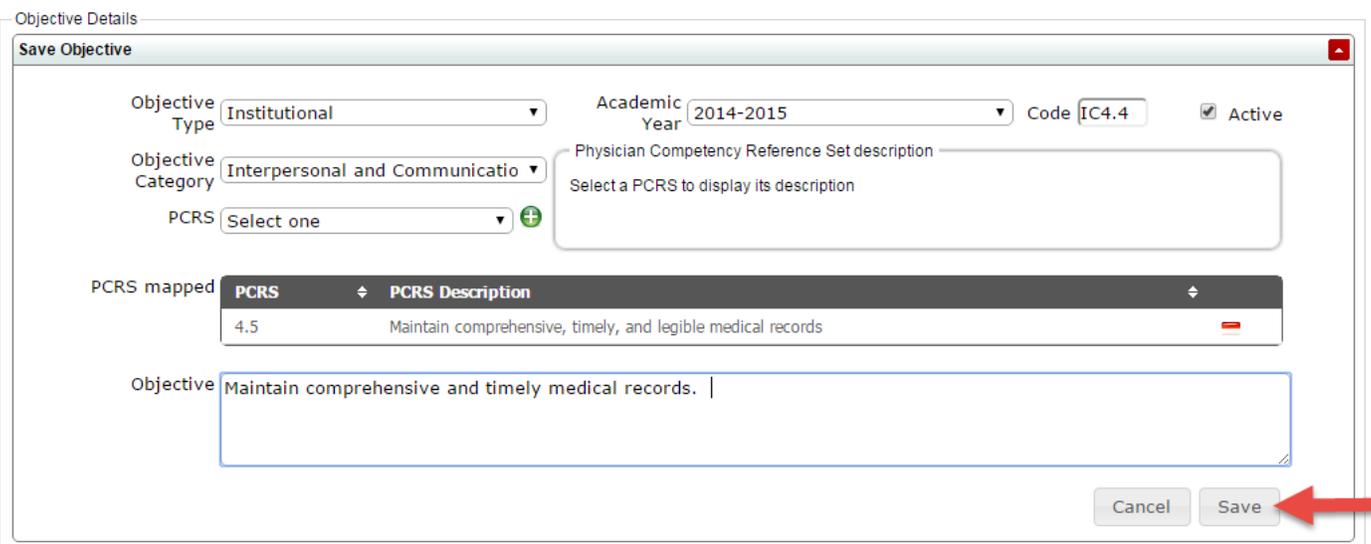


Figure 11

11. After "Saving", the system will display a confirmation that the Objective was successfully saved. This will appear in the top right corner of the window.



Figure 12

How to View and filter objectives

To access the CHAMP objectives module to view and filter objectives, log in at: <https://ilios.ttuhs.edu/Champ>

1. In the menu bar, select "Objectives" tab.



Figure 13

2. Next the **Save Objective** and **Objective list** windows will be displayed. To view objectives, first select whether you need to view Institutional or Session objectives. The importance of this selection is that the system will populate the objectives to be shown in the Objective list below the details screen.

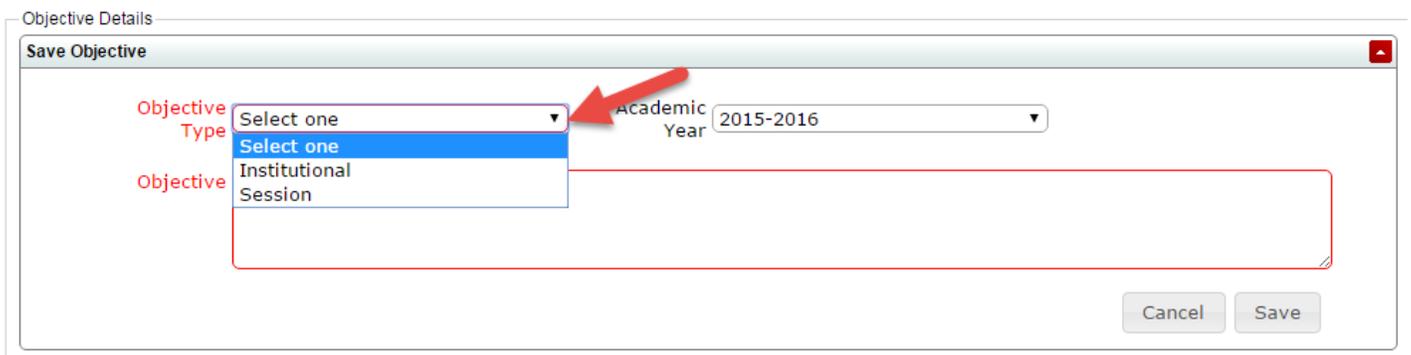


Figure 14

3. To view objectives under the type selected, click on the down arrow from the Objectives List to display the objectives you would like to review.

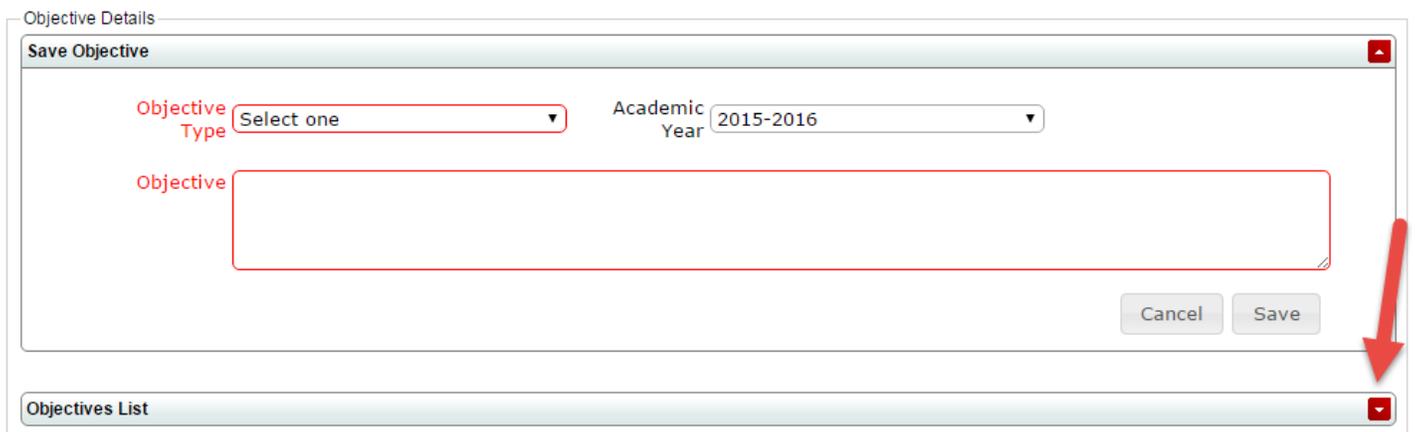


Figure 15

The image shows a screenshot of a web application window titled "Objectives List". The window contains a table with the following columns: Id, Type, Category, Code, Objective, Academic Year, and Active. The header row is highlighted with a red oval. Below the header, there are two data rows. The first row has Id 46, Type Institutional, Category Patient Care, Code PC-1.8, Objective "Counsel and educate patients and their families to empower them to participate", Academic Year 2016-2017, and Active Yes. The second row has Id 47, Type Institutional, Category Professionalism, Code PR-5.4, Objective "Demonstrate and apply knowledge of ethical principles pertaining to the", Academic Year 2016-2017, and Active Yes. Each row also includes a "[more]" link and a small edit/delete icon.

Id	Type	Category	Code	Objective	Academic Year	Active
46	Institutional	Patient Care	PC-1.8	Counsel and educate patients and their families to empower them to participate [more]	2016-2017	Yes
47	Institutional	Professionalism	PR-5.4	Demonstrate and apply knowledge of ethical principles pertaining to the [more]	2016-2017	Yes

Figure 19

How to edit items in the Institutional and Session Objectives List

To access the CHAMP objectives module for editing, log in at: <https://ilios.ttuhs.edu/Champ>

1. Click on the Objectives Tab to view the menu.



Figure 20

2. Select either to edit Institutional or Session Objectives. This will populate the appropriate menu.

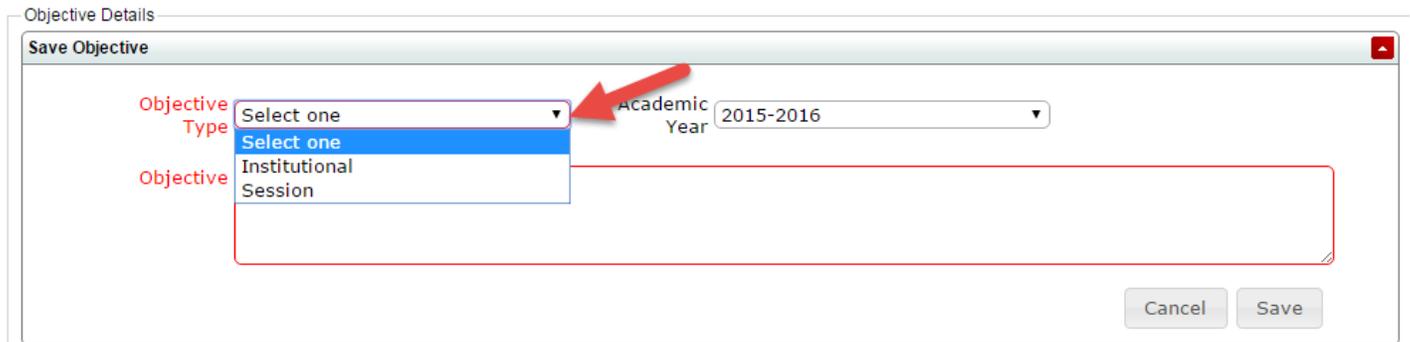


Figure 21

3. To display the list of objectives, click on the red down arrow.

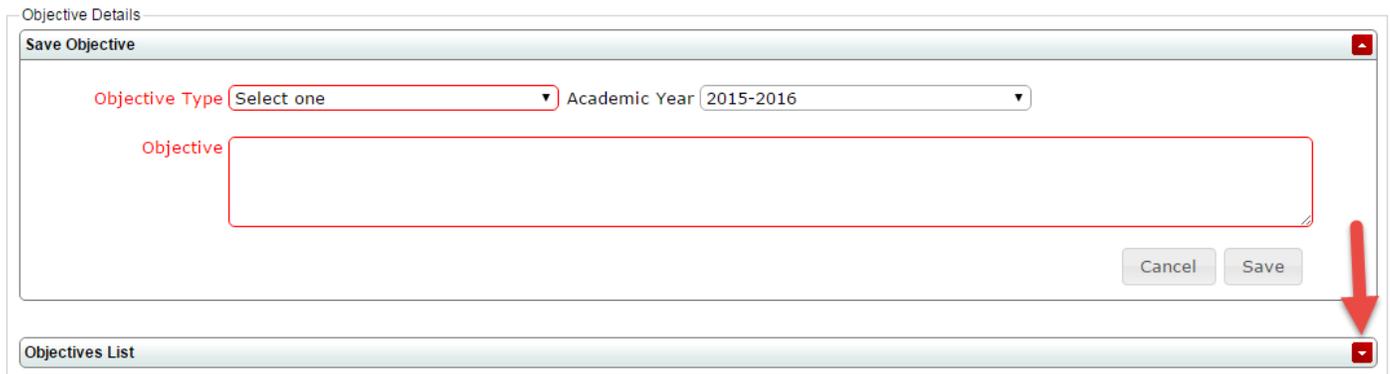


Figure 22

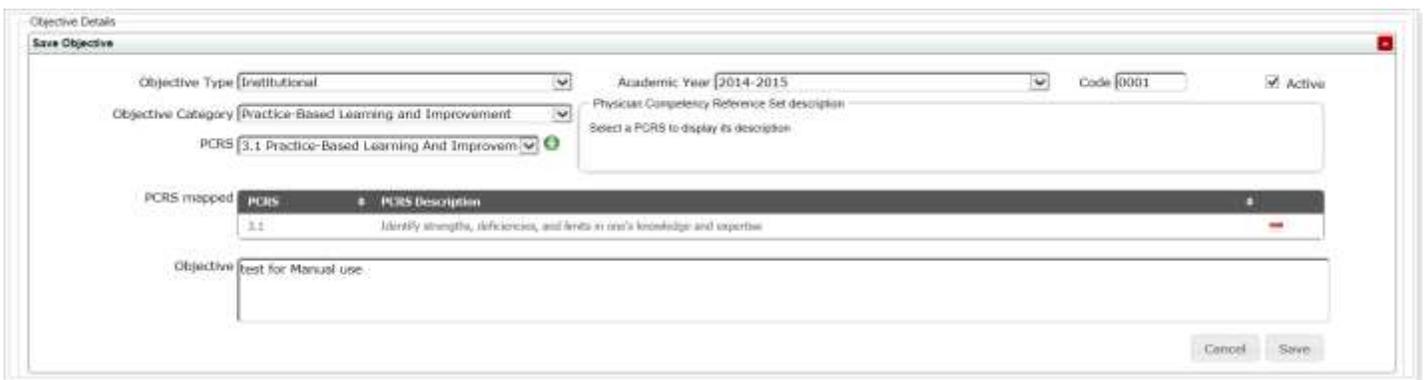
- In the list populated, select the Object that will be edited. To edit, click on the “Pencil”  located on the right side.



ID	Type	Category	Code	Objective	Academic Year	Version	Active
45	Institutional	Patient Care	Enter Code	Counsel and educate patients and their families to empower them to participate in their care. [more]	2014-2015	1	Yes  
13	Institutional	Patient Care	IC4.1	Communicate effectively with patients and families across a broad range of socio-economic. [more]	2014-2015	1	Yes  
20	Institutional	Interpersonal and Communication Skills	IC4.2	Communicate effectively with colleagues and other health care professionals.	2014-2015	1	Yes  
17	Institutional	Interpersonal and Communication Skills	IC4.3	Communicate with sensitivity, honesty, compassion and empathy.	2014-2015	1	Yes  
30	Institutional	Interpersonal and Communication Skills	IC4.4	Maintain comprehensive and timely medical records.	2014-2015	1	Yes  

Figure 23

- Once the item has been selected to edit, the information for that objective will be displayed in the “Save Objective” section at the top of the page.



Objective Details
Save Objective

Objective Type: Institutional Academic Year: 2014-2015 Code: 0001 Active

Objective Category: Practice-Based Learning and Improvement
Physician Competency Reference Set description: Select a PCRS to display its description

PCRS: 3.1 Practice-Based Learning And Improvement

PCRS mapped:

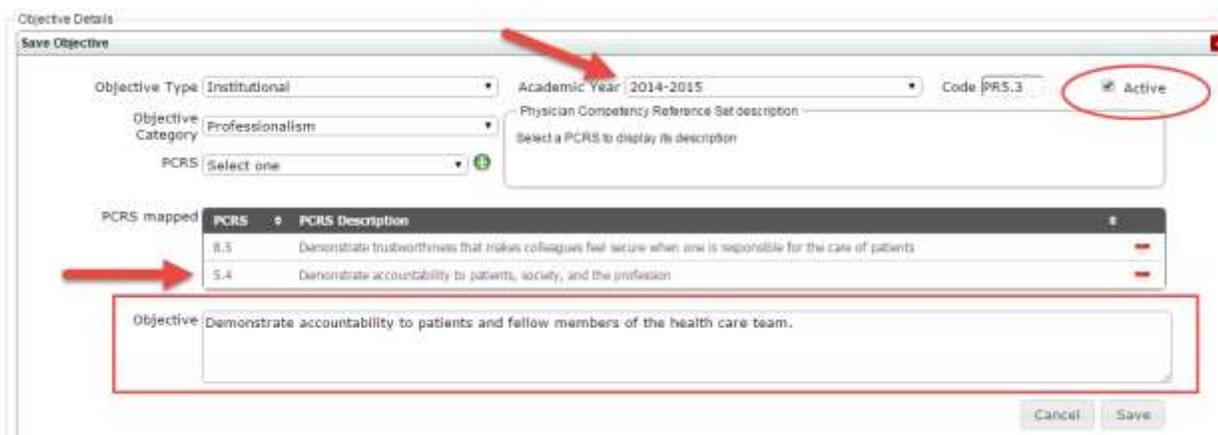
PCRS	PCRS Description
3.1	Identify strengths, deficiencies, and limits in one's knowledge and expertise

Objective: Test for Manual use

Cancel Save

Figure 24

- When you edit an objective, an “Active” checkbox is displayed that can be edited along with the objective. In this example, the Objective has been edited, one more PCRS have been mapped to it, and the Academic Year has been changed to 2014 – 2015.



Objective Details
Save Objective

Objective Type: Institutional Academic Year: 2014-2015 Code: PR5.3 Active

Objective Category: Professionalism
Physician Competency Reference Set description: Select a PCRS to display its description

PCRS: Select one

PCRS mapped:

PCRS	PCRS Description
8.5	Demonstrate trustworthiness that makes colleagues feel secure when one is responsible for the care of patients
5.4	Demonstrate accountability to patients, society, and the profession

Objective: Demonstrate accountability to patients and fellow members of the health care team.

Cancel Save

Figure 25

7. Once you click the “Save” button, a confirmation that the Objective was successfully saved will show on the top right corner.



Figure 26

How to Delete an Institutional or Session Objective from the Objectives list.

To access the CHAMP objectives module to delete an objective, log in at: <https://ilios.ttuhs.edu/Champ>

1. Click on the Objectives Tab.



Figure 27

2. To display the list of objectives, Select whether it is an institutional objective or session objective. This will populate the appropriate menu.

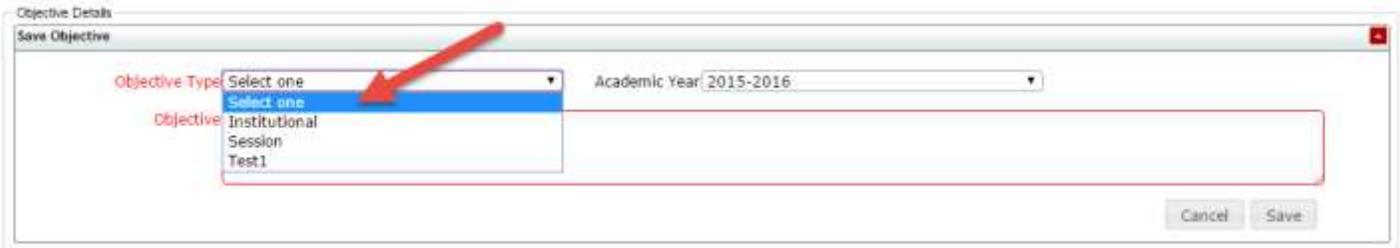


Figure 28

3. Next, click on the red down arrow to display the list of objectives you wish to view.

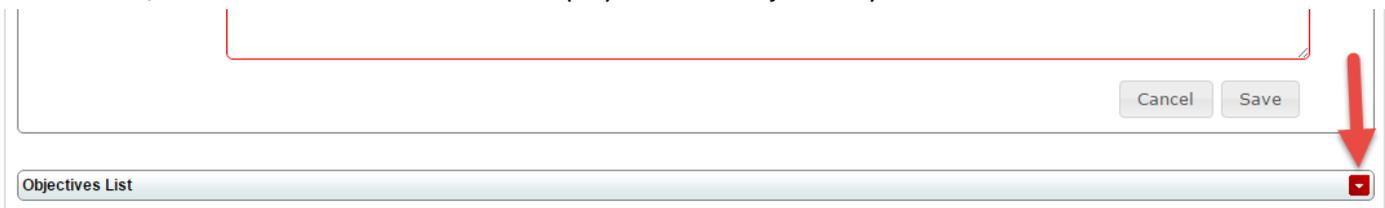
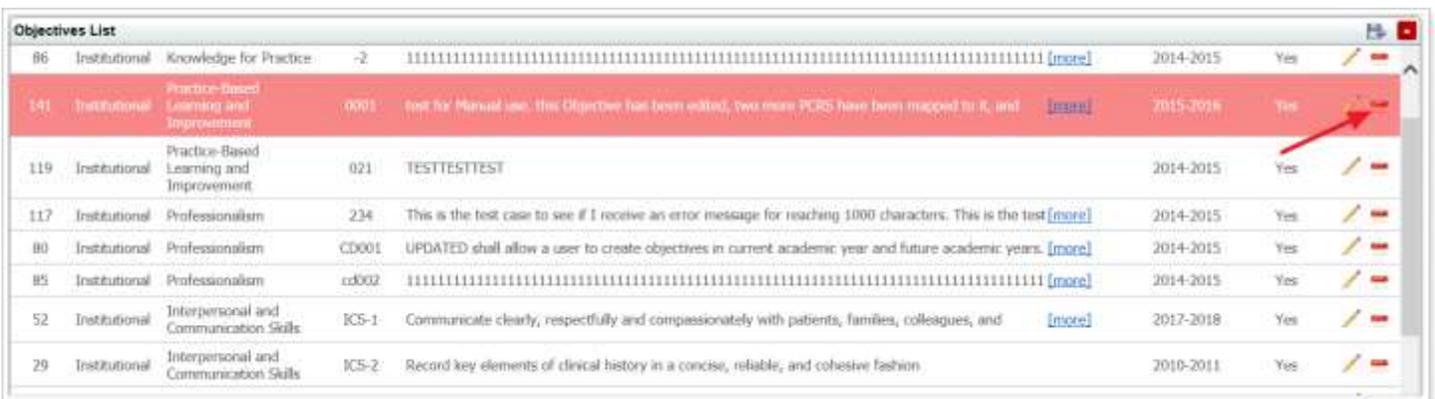


Figure 29

4. Locate the objective you want to delete. Once you have located it, click on the  icon located to the right of the item.



ID	Type	Name	Code	Description	Year	Status	Actions
86	Institutional	Knowledge for Practice	-2[more]	2014-2015	Yes	[edit] [delete]
141	Institutional	Practice-Based Learning and Improvement	0001	test for Manual use. this Objective has been edited, two more PCRS have been mapped to it, and [more]	2015-2018	Yes	[edit] [delete]
119	Institutional	Practice-Based Learning and Improvement	021	TESTTESTEST	2014-2015	Yes	[edit] [delete]
117	Institutional	Professionalism	234	This is the test case to see if I receive an error message for reaching 1000 characters. This is the test [more]	2014-2015	Yes	[edit] [delete]
80	Institutional	Professionalism	CD001	UPDATED shall allow a user to create objectives in current academic year and future academic years. [more]	2014-2015	Yes	[edit] [delete]
85	Institutional	Professionalism	cd002[more]	2014-2015	Yes	[edit] [delete]
52	Institutional	Interpersonal and Communication Skills	ICS-1	Communicate clearly, respectfully and compassionately with patients, families, colleagues, and [more]	2017-2018	Yes	[edit] [delete]
29	Institutional	Interpersonal and Communication Skills	ICS-2	Record key elements of clinical history in a concise, reliable, and cohesive fashion	2010-2011	Yes	[edit] [delete]

Figure 30

- When you select to delete an objective using the red dash, a box will appear asking to confirm the deletion. If you are sure you would like to delete the objective, select "Ok." If you decide not to delete the objective, select "Cancel"



Figure 31

- If you select "Ok," the system will delete the objective and display a notification that it has been successfully deleted, in the top right corner. *Please note: the system will not delete an objective that has been associated to a session, clinical presentation, or course that has already been taught and the user must be a power user to do so.*

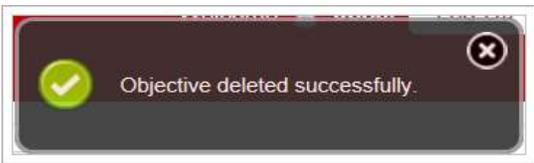


Figure 32

How to activate/deactivate an Institutional Objective.

To access the CHAMP objectives module to view and filter objectives, log in at: <https://ilios.ttuhs.edu/Champ>

1. In the menu bar, select “Objectives” tab.



Figure 33

2. From the “Objective Search” menu, select Institutional objectives and click “Search.” The importance of this selection is that the system will populate the objectives to be shown in the Objective list below with the details of the objective type you are seeking.

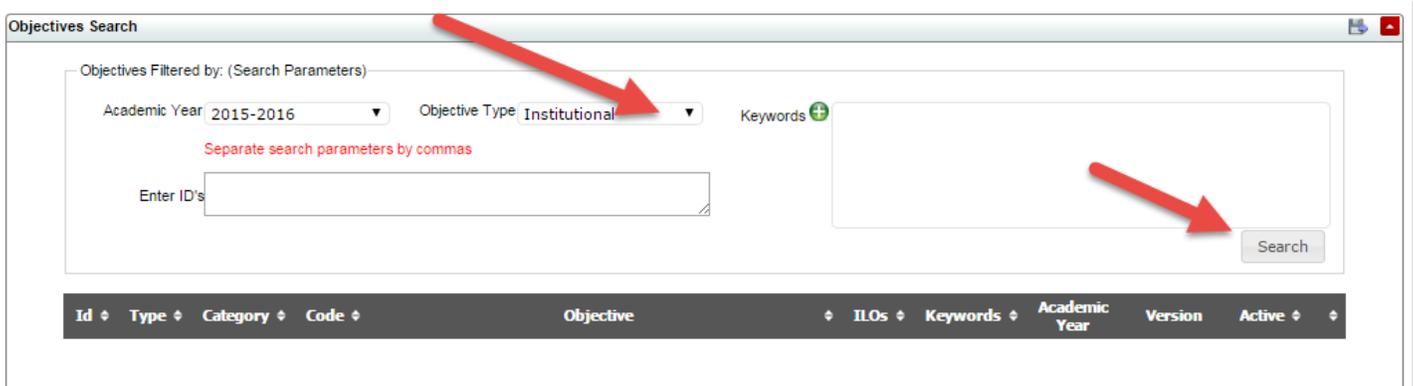


Figure 34

3. For Institutional Objectives, click on the pencil tool to edit the objective. By clicking on the pencil  tool, the details will be displayed in the “Save Objective” menu for revisions.

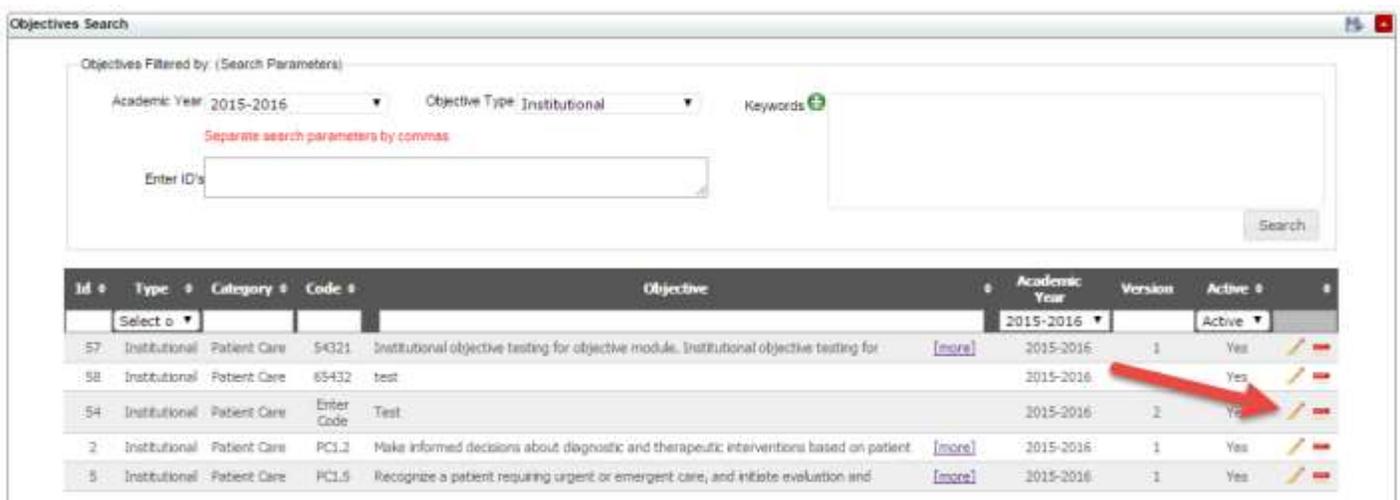


Figure 35

- From the editing screen, click on the “Active” checkbox to de-activate the objective. Deactivating the objective will make it unavailable for selection when assigning objectives to sessions and courses.

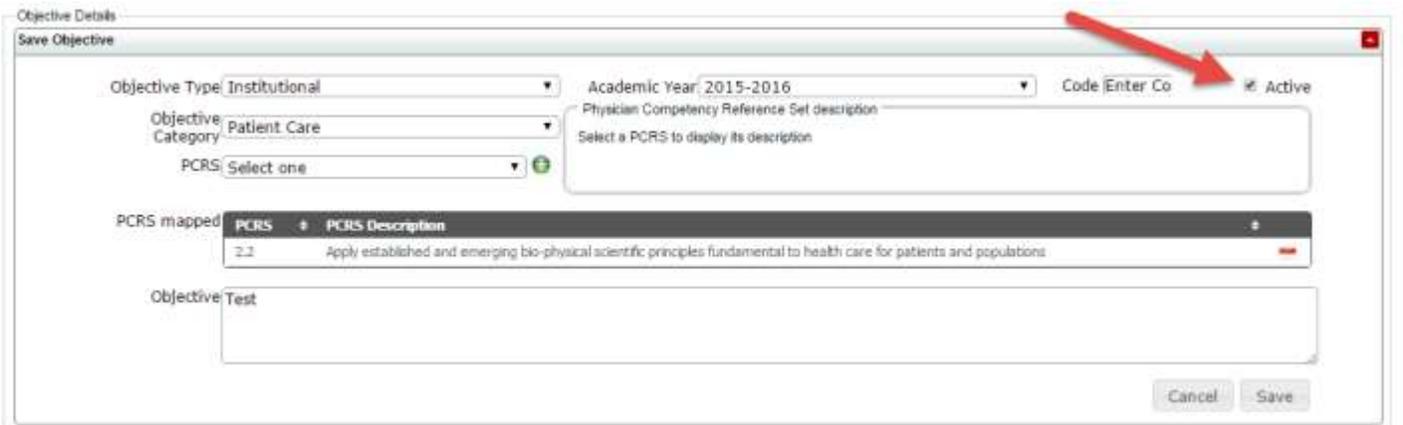


Figure 36

- Click on the save button to capture your changes.

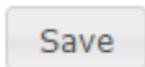


Figure 37

- When your changes have been captured, the system will notify you with a “Successfully changed” notification.



Figure 38

How to activate/deactivate a **Session Objective**.

To access the CHAMP objectives module to view and filter objectives, log in at: <https://ilios.ttuhs.edu/Champ>

1. In the menu bar, select “Objectives” tab.



Figure 39

2. From the “**Objective Search**” menu, select Session objectives and click “Search.” The importance of this selection is that the system will populate the objectives to be shown in the Objective list below with the details of the objective type you are seeking.

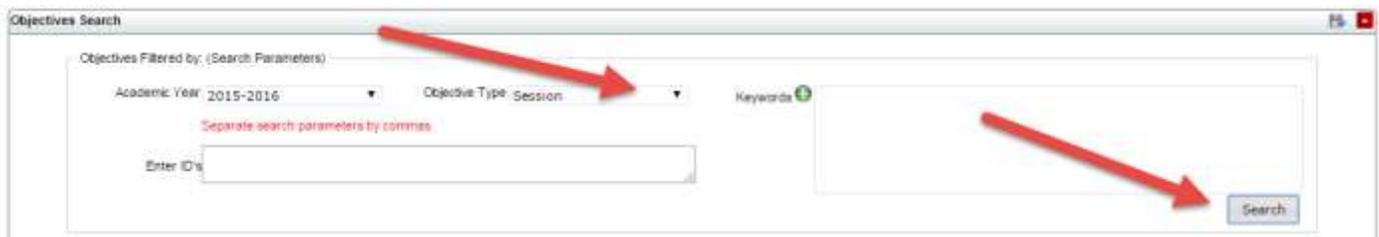


Figure 40

3. For Session Objectives, click on the pencil tool to edit the objective. By clicking on the pencil  tool, the details will be displayed in the “Save Objective” menu for revisions.

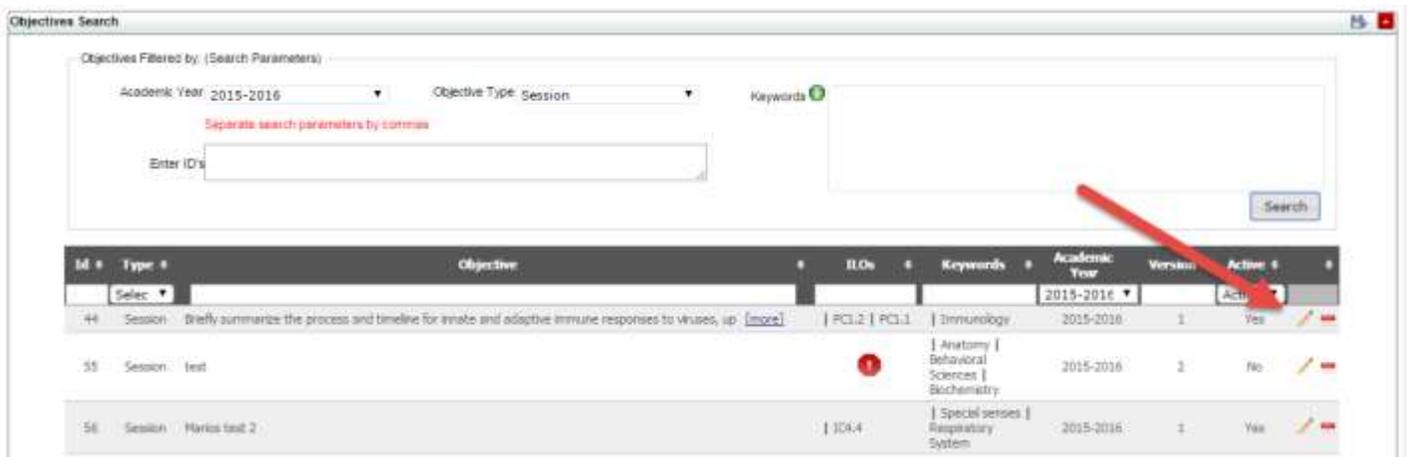
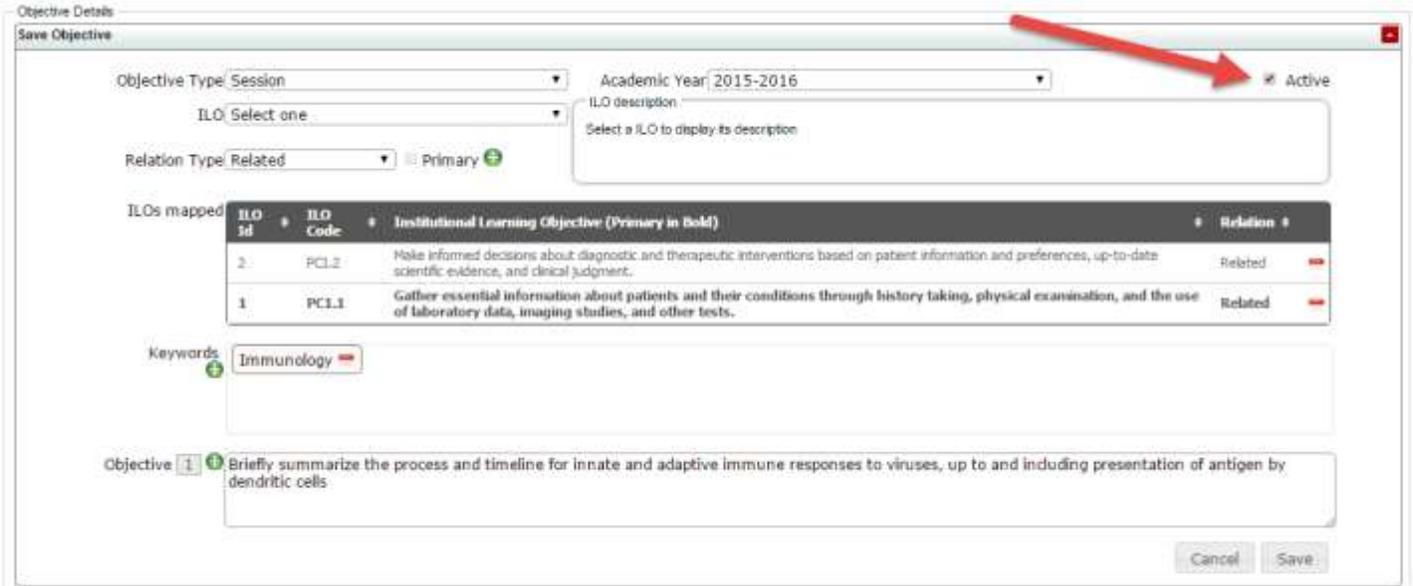


Figure 41

- From the editing screen, click on the “Active” checkbox to de-activate the objective. Deactivating the objective will make it unavailable for selection when assigning objectives to sessions and courses.



The screenshot shows the 'Objective Details' window with the following fields and values:

- Objective Type: Session
- Academic Year: 2015-2016
- ILO: Select one
- Relation Type: Related
- Primary:
- ILOs mapped table:

ILO Id	ILO Code	Institutional Learning Objective (Primary in Bold)	Relation
2	PCI.2	Make informed decisions about diagnostic and therapeutic interventions based on patient information and preferences, up-to-date scientific evidence, and clinical judgment.	Related
1	PCI.1	Gather essential information about patients and their conditions through history taking, physical examination, and the use of laboratory data, imaging studies, and other tests.	Related

Keywords: Immunology

Objective: Briefly summarize the process and timeline for innate and adaptive immune responses to viruses, up to and including presentation of antigen by dendritic cells

Buttons: Cancel, Save

Figure 42

- Click on the save button to capture your changes.



Figure 43

- When your changes have been captured, the system will notify you with a “Successfully changed” notification.



Figure 44

II. Session Objectives

How to add session objectives

To access the CHAMP objectives module and add session objectives, log in at: <https://ilios.ttuhs.edu/Champ>

1. In the menu bar select the “Objectives” tab.

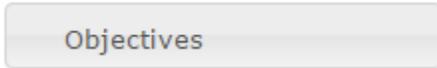


Figure 45

2. Next you will see the Objectives Window showing two boxes that are required to be filled out prior to saving.

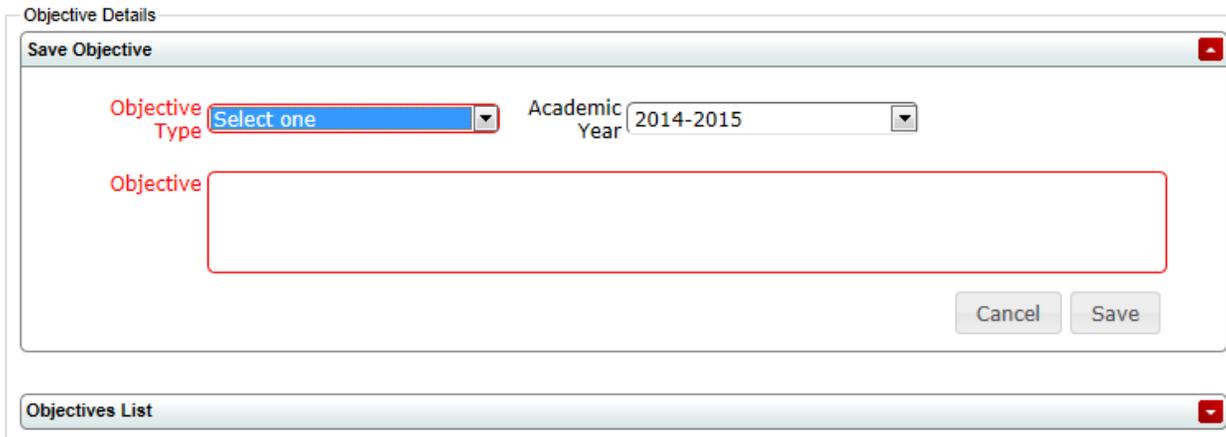


Figure 46

3. In the “Objective Type,” select “session” in the dropdown menu. By default, the current academic year is the one displayed.

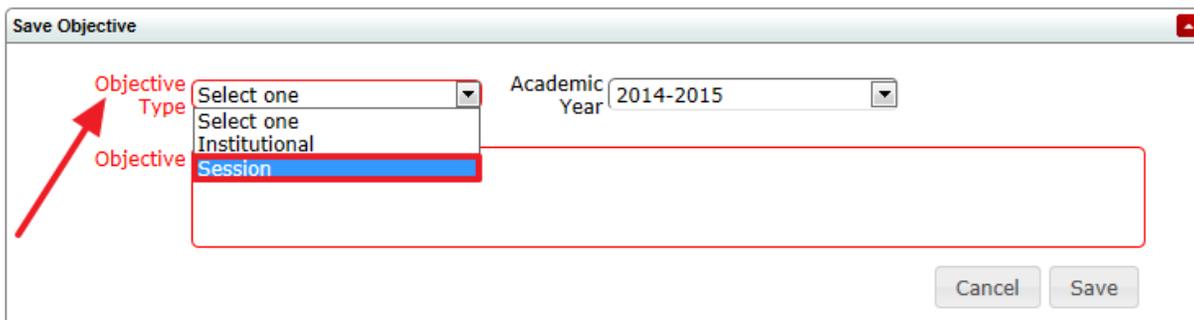


Figure 47

4. From this window, you can tie an Institutional Learning Objective (ILO) to the session objective. Select an "ILO" from its Dropdown menu. If no ILO will be used, skip to step 7.

Objective Details

Save Objective

Objective Type: Session

Academic Year: 2015-2016

ILO: IP7.3

Relation Type: Related

Primary

ILO description: Function effectively both as a team leader and team member.

Figure 48

5. Select Related, Broader or Narrower in the **Relation Type** dropdown menu to specify the relation there is between session objective and Institutional Objective (ILO). If more than one ILO will be added, the **Primary** checkbox is used to identify which of the objectives will be the primary one. For this example MK-1 will be the primary objective. Select **Primary**, and press the plus icon .

Objective Details

Save Objective

Objective Type: Session

Academic Year: 2015-2016

ILO: IP7.3

Relation Type: Related

Primary

ILO description: Function effectively both as a team leader and team member.

Figure 49

6. To add more ILO's repeat steps 4 and 5. For this example, ILO MK-4 was additionally added. See Figure 24 for the results of these steps.

Objective Type: Session Academic Year: 2014-2015

ILO: MK-4 ILO description: Apply scientific methods for the discovery and interpretation of knowledge and describe how to apply these methods to solve laboratory and clinical problems.

Relation Type: Related Primary

ILO Id	ILO Code	Institutional Learning Objective (Primary in Bold)	Relation
1	MK-1	Describe the normal structure and function of human body	Related
14	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.	Related

Keywords: +

Objective: 1 +

Cancel Save

Figure 50

Note: The ILO that will be tied to the session objective, upon saving, is displayed in the section titled “ILOs mapped.” To remove an ILO that is listed in this section, press the delete icon  at the right of the objective you wish to remove.

ILO Id	ILO Code	Institutional Learning Objective (Primary in Bold)	Relation
2	PC1.2	Make informed decisions about diagnostic and therapeutic interventions based on patient information and preferences, up-to-date scientific evidence, and clinical judgment.	Related 
1	PC1.1	Gather essential information about patients and their conditions through history taking, physical examination, and the use of laboratory data, imaging studies, and other tests.	Related 

Figure 51

- Next, add the necessary keywords to the session objectives by clicking on the plus icon  in the keywords section. This will add the keyword to the box to signify that it is attached to the objective.

Keywords: + Immunology 

Figure 52

- A new window with all the available Keywords will appear. Select the ones that correspond to this session objective by pressing on the box with the keyword necessary. Press the close window  or **Close** button to return back to the previous menu. For this example, Teamwork and Toxicology / Poisoning keywords were selected. The keywords that have a flame  icon next to it are designated as Hot Topics.



Figure 53

- Next, you will see the newly selected keywords populated in the keywords box in the previous menu. For this example, Teamwork and Toxicology / Poisoning keywords are added to the objective page in the keywords box.

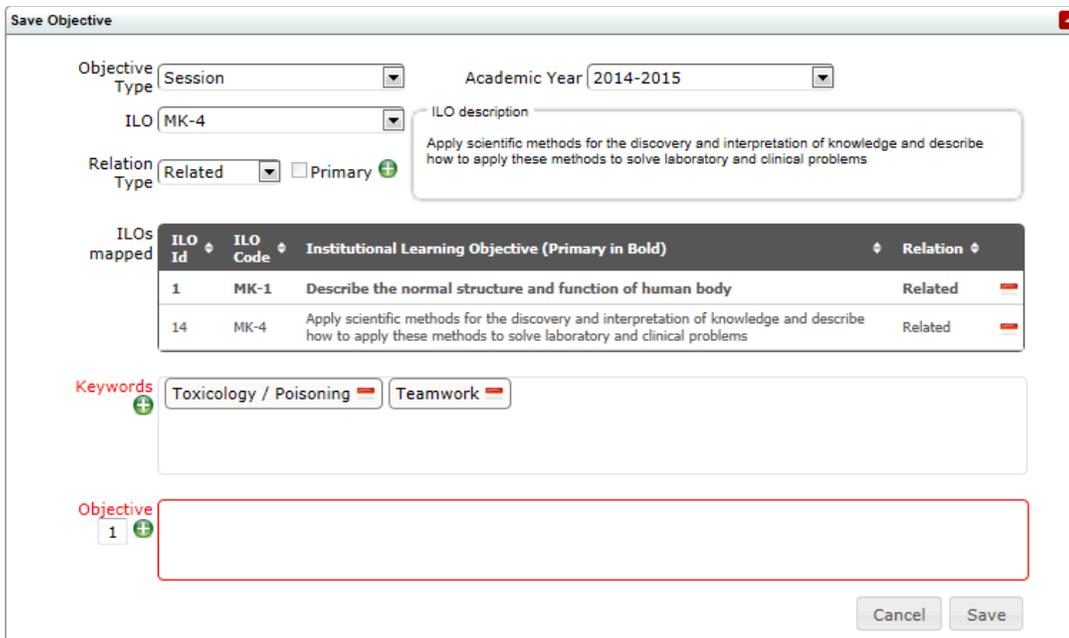


Figure 54

10. To delete a keyword that has been associated to the objective, press the delete icon  at the right of the keyword you wish to remove.

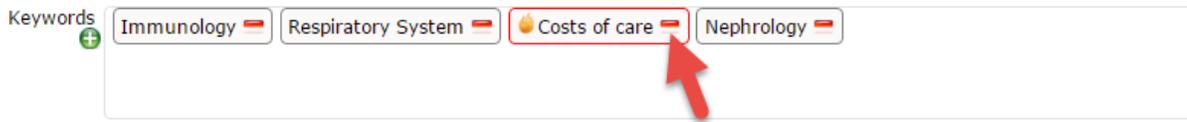
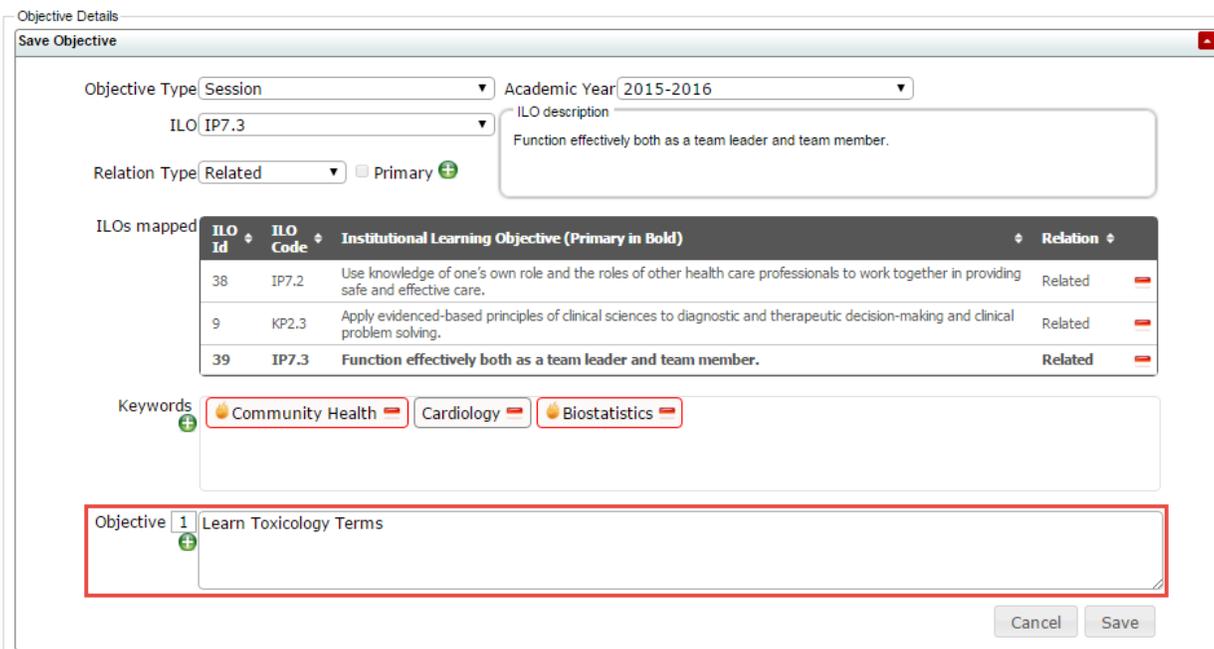


Figure 55

**Please note that keywords associated to an objective will also be associated to the sessions where the objective is used or taught.*

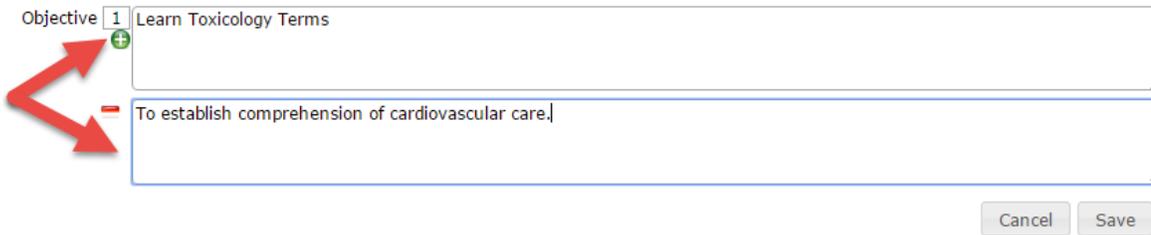
11. The objective field text box serves as a means of allowing the user to create a unique objective to be added to the session objective. In the example below, “Learn Toxicology terms” is added as a unique objective.



ILO Id	ILO Code	Institutional Learning Objective (Primary in Bold)	Relation
38	IP7.2	Use knowledge of one's own role and the roles of other health care professionals to work together in providing safe and effective care.	Related
9	KP2.3	Apply evidenced-based principles of clinical sciences to diagnostic and therapeutic decision-making and clinical problem solving.	Related
39	IP7.3	Function effectively both as a team leader and team member.	Related

Figure 56

Note: If additional objectives with the same academic year, keywords and ILO's are needed, press the plus icon  next to the objective text box. By default, there is a "1" next to the icon. This means that one additional box is added for another objective, but if you need additional objectives with the same characteristics, change the "1" for a "10" and press the add button again and 10 additional boxes will be created. You can also add additional boxes on a single basis by pressing the plus icon as you go if you are unsure how many additional boxes you will need.



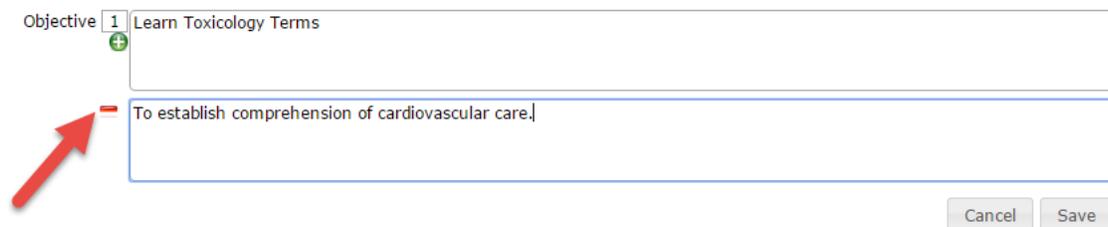
Objective 1  Learn Toxicology Terms

To establish comprehension of cardiovascular care.

Cancel Save

Figure 57

Note: If an objective that was added needs to be removed, press the delete icon next to the objective text box.



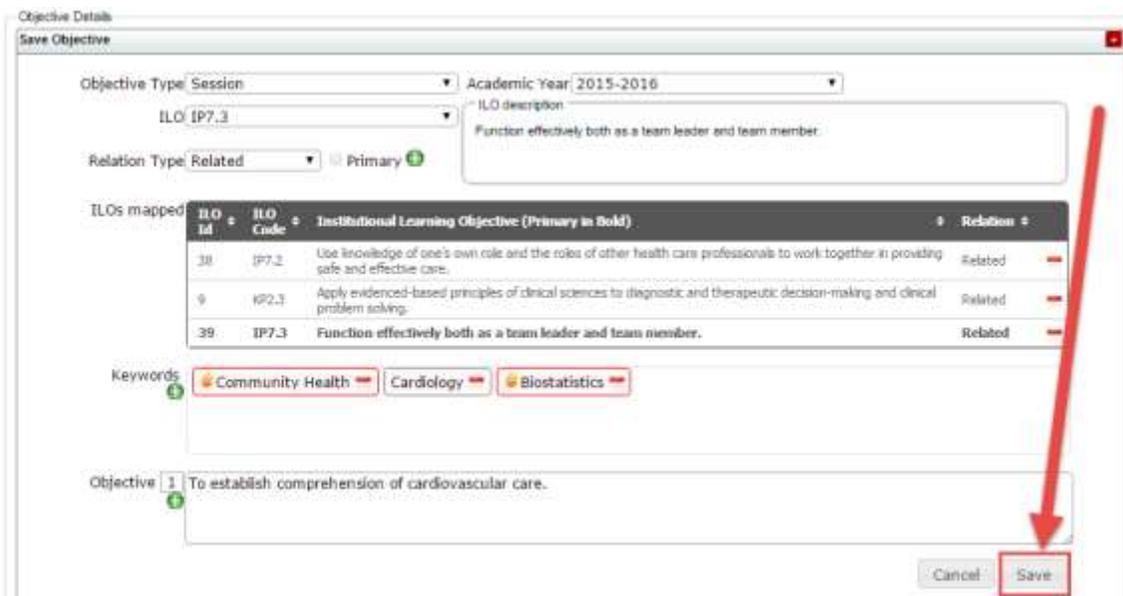
Objective 1  Learn Toxicology Terms

 To establish comprehension of cardiovascular care.

Cancel Save

Figure 58

12. To capture the objective(s) that you have added, press the "Save" button.



Objective Details

Save Objective

Objective Type: Session Academic Year: 2015-2016

ILO: IP7.3 ILO description: Function effectively both as a team leader and team member.

Relation Type: Related Primary 

ILOs mapped

ILO Id	ILO Code	Institutional Learning Objective (Primary in Bold)	Relation
38	IP7.2	Use knowledge of one's own role and the roles of other health care professionals to work together in providing safe and effective care.	Related
9	IP2.3	Apply evidenced-based principles of clinical sciences to diagnostic and therapeutic decision-making and clinical problem solving.	Related
39	IP7.3	Function effectively both as a team leader and team member.	Related

Keywords:   

Objective 1  To establish comprehension of cardiovascular care.

Cancel Save

Figure 59

13. Once you have “Saved,” the system will display a notification confirming the addition of the objective. *If you add multiple objectives, you will receive a confirmation for each objective.*

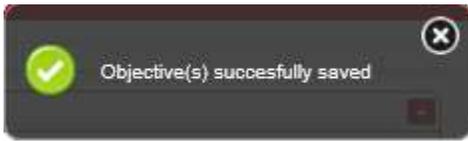


Figure 60

How to delete a session objective

To access the CHAMP objectives module to delete a session objective, log in at: <https://ilios.ttuhs.edu/Champ>

1. In the menu bar select the “Objectives” tab.



Figure 61

2. Within the window displayed, select “session” in the Objective Type dropdown menu to display the session objectives.

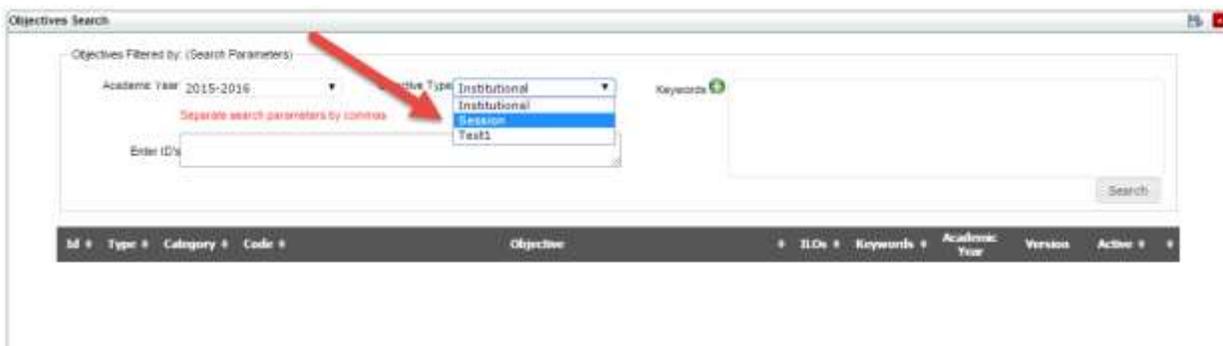


Figure 62

3. Go to the **Objective List** window which populated with the last step. Browse for the session objective that will be deleted. For this example the session objective with ID # 139 will be erased by clicking on the delete button  at the right of the objective.

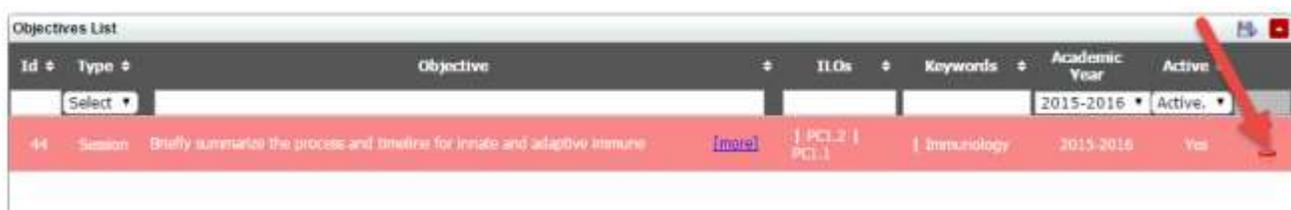


Figure 63

4. The system will display a notification to confirm deleting the objective. To proceed, press OK.

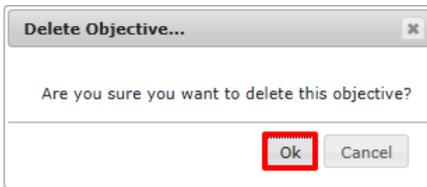


Figure 64

7. The system will display a confirmation message notifying you that deletion was successful. *Please note: the system will not delete an objective that has been associated to a session, clinical presentation, or course that has already been taught and the user must be a power user to do so.*

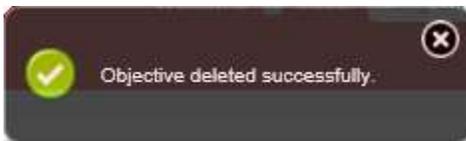


Figure 65

How to edit a session objective

To access the CHAMP objectives module, log in at: <https://ilios.ttuhs.edu/Champ>

Follow the next steps to edit the fields of a session objective.

1. In the left menu bar select **Objectives**.



Figure 66

2. The objectives module will be separated into two separate portions. The top is to create an objective and the bottom is to search for an objective to edit.

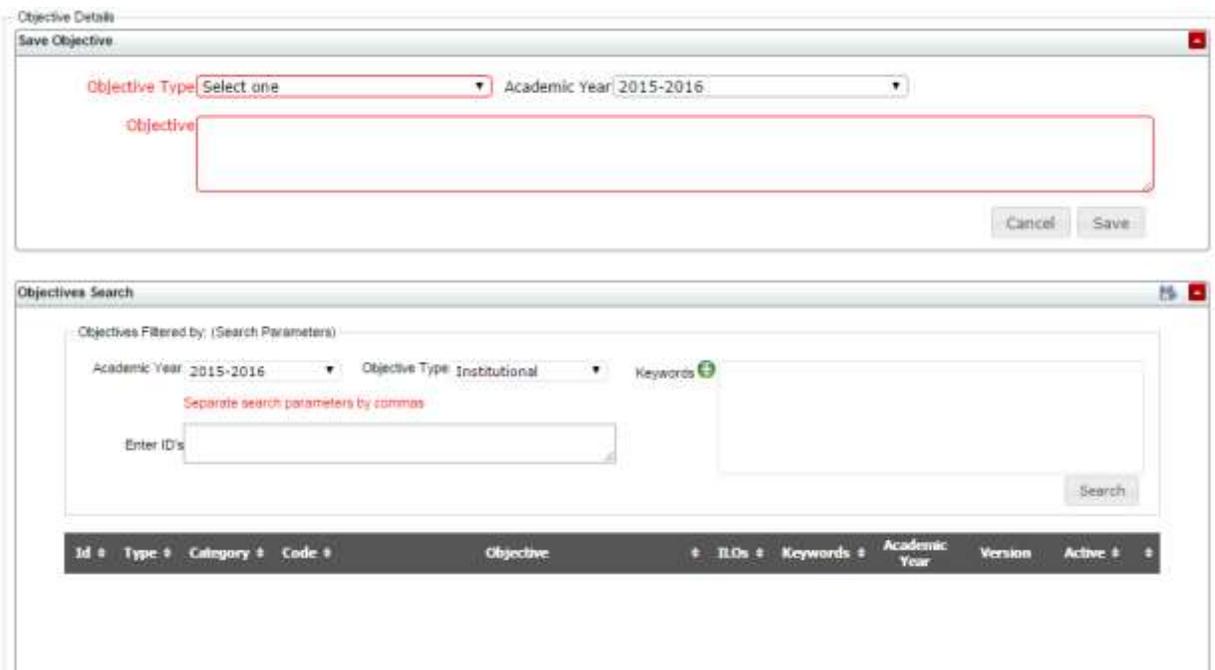


Figure 67

- To edit objectives, you need to search for the objective you would like to modify. Select either session objective or Institutional objective from the pull down menu and click on the Search button. Any objectives that match your search criteria will displayed in the objective list.

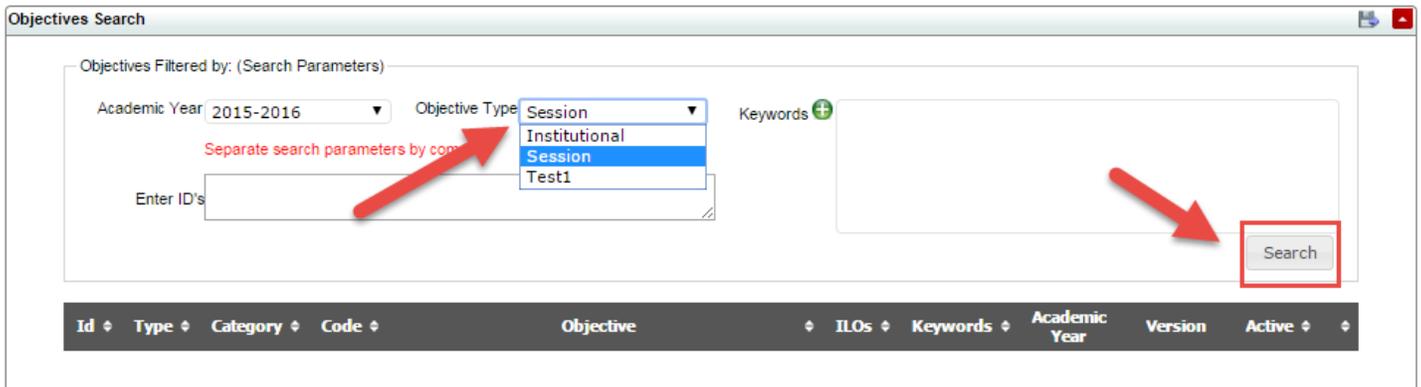


Figure 68

- From the objectives populated, click on the pencil tool of the one you would like to edit.



Figure 69

- Clicking on the pencil tool will populate all of the details for the objective in the top screen.

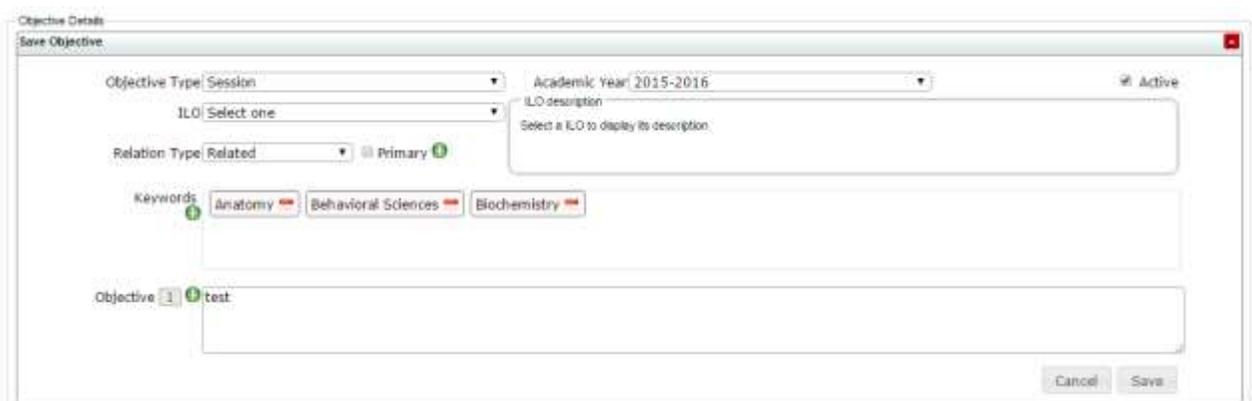


Figure 70

6. Make all of the necessary revisions to the objective from the menu in Figure 23 (above). When all of the changes have been made, click on the Save button to capture your modifications.

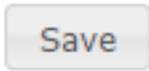


Figure 71

7. The system will save changes and notify you with a confirmation message when changes have been successfully captured.

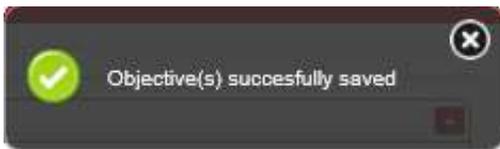


Figure 72

How to export session objectives

To access the CHAMP objectives to export session objectives in the objectives module, log in at: <https://ilios.ttuhs.edu/Champ>

1. In the menu bar, select “Objectives” tab.



Figure 73

2. Next the **Save Objective** and **Objective list** windows will be displayed.

The image shows a software interface with two tabs. The top tab is titled "Objective Details" and contains a sub-window titled "Save Objective". This sub-window has two dropdown menus: "Objective Type" with "Select one" selected, and "Academic Year" with "2014-2015" selected. Below these is a large empty text input field. At the bottom right of the sub-window are "Cancel" and "Save" buttons. The bottom tab is titled "Objectives List".

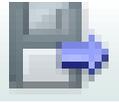
Figure 74

3. Within the **Save Objective** window select **Session** in the **Objective Type** dropdown menu.

This image shows the "Save Objective" sub-window from Figure 74, but with the "Objective Type" dropdown menu open. The menu lists "Select one", "Institutional", and "Session". The "Session" option is highlighted with a blue background. A red arrow points from the left towards the "Objective Type" label. The "Academic Year" dropdown is still set to "2014-2015", and the "Cancel" and "Save" buttons are visible at the bottom right.

Figure 75

4. Next press the export button



Objectives List						
137	Session	Learn toxicology terms.	MK-4 MK-1	Toxicology / Poisoning Teamwork	2014-2015	Yes
138	Session	Teamwork	MK-4 MK-1	Toxicology / Poisoning Teamwork	2014-2015	Yes
140	Session	Conceptualize anatomy terms	!	Anatomy	2014-2015	Yes

Figure 50

5. In the bottom the browser a pop-up will appear, select **Save As** to store into an appropriate folder.

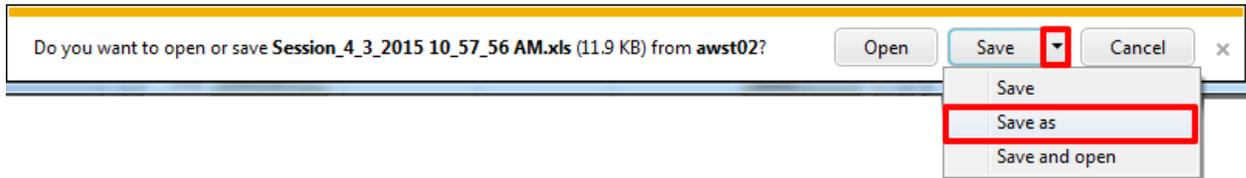


Figure 51

How to activate/deactivate Session Objectives

To access the CHAMP objectives module, log in at: <https://ilios.ttuhs.edu/Champ>

Follow the next steps to edit the fields of a session objective.

1. In the left menu bar select **Objectives**.



Figure 73

8. The objectives module will be separated into two separate portions. The top is to create an objective and the bottom is to search for an objective to edit.

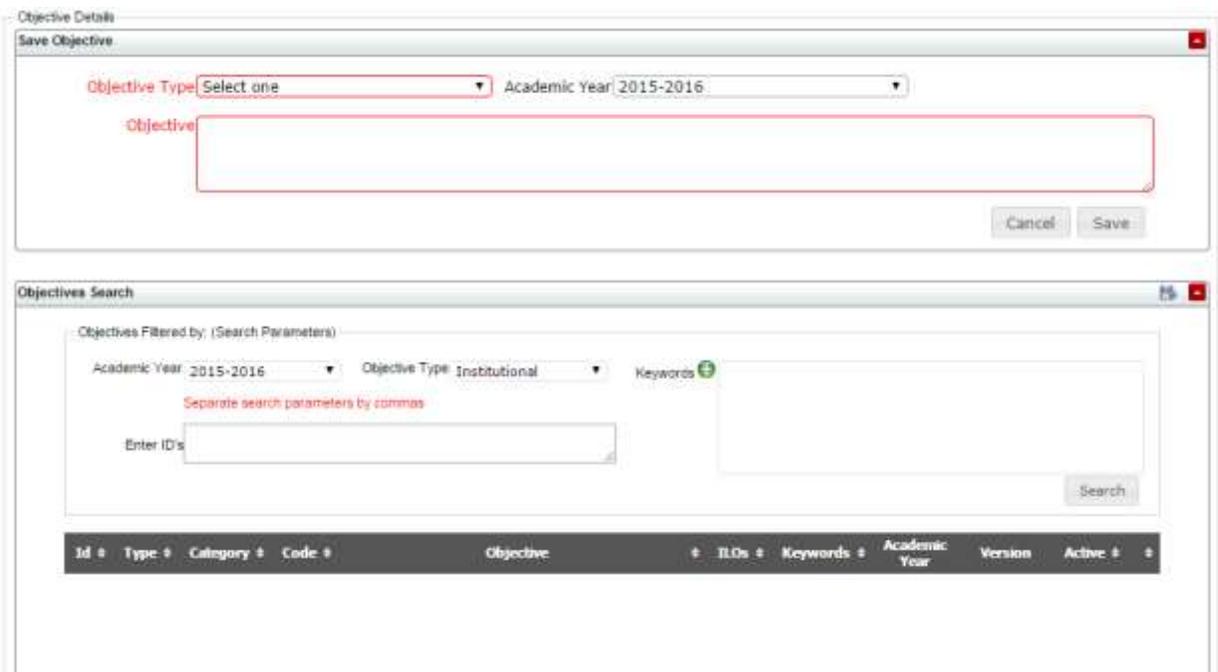


Figure 74

- To edit objectives, you need to search for the objective you would like to modify. Select either session objective or Institutional objective from the pull down menu and click on the Search button. Any objectives that match your search criteria will displayed in the objective list.

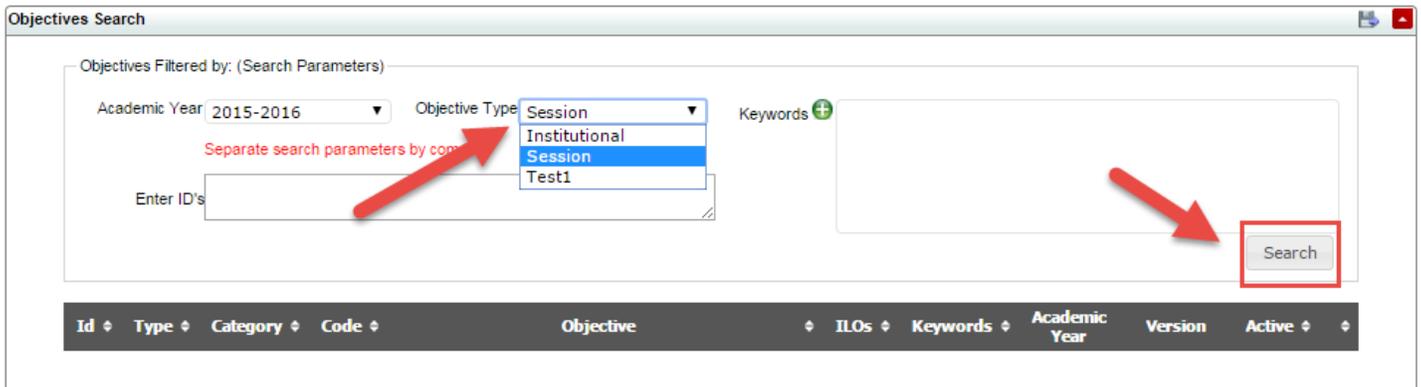


Figure 75

- From the objectives populated, click on the pencil tool of the one you would like to edit.



Figure 76

- Clicking on the pencil tool will populate all of the details for the objective in the top screen. From this page, you can select to either activate or deactivate the objective.

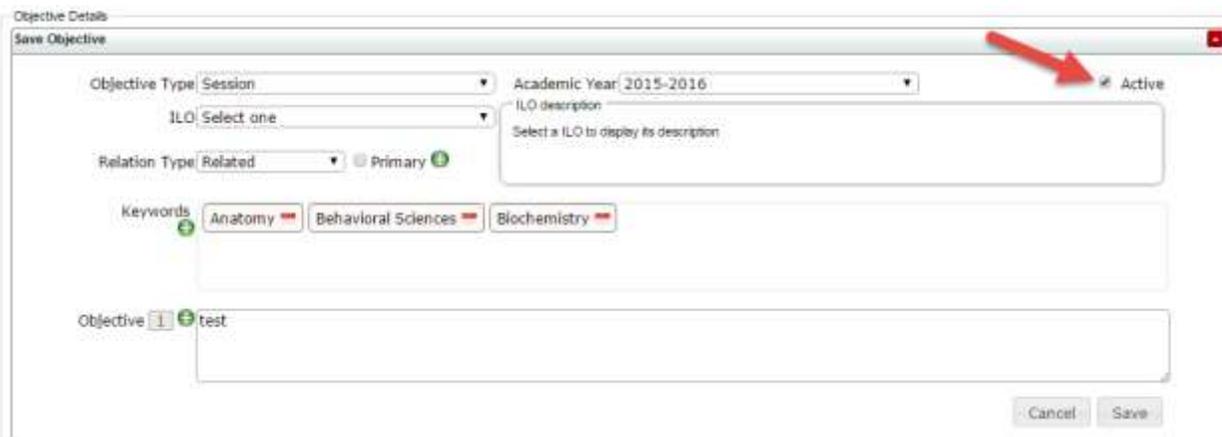


Figure 77

12. Click on the “Save” button to ensure your modifications are captured. The system will notify you when the revision is made successfully.



Figure 78