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# I. Institutional Objectives

# How to add Institutional Objectives

To access the CHAMP objectives module, you can log in to: <u>https://ilios.ttuhsc.edu/Champ</u> 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.

eRaider	Sign-in	Help
Username Password	Forgot password? Forgot username? Sign In	
s	Set-Up Account	

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.

Objectives	
Figure 3	

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

Objecti Ty	ve Select one	•	Academic Year	<b>'</b>		
Objecti	ve					
					Consol	
					Cancer	Save

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.

Save Objective				
Objective Type	Select one Institutional Country	Academic Year 2014-2015	V	
Objective	2000000			
				Cancel Save
Objectives List				

Objective				
Objective Type Objective Category PCRS	Institutional Select one Select one	• • •	Academic Year Physician Competency Reference Set description – Select a PCRS to display its description	▼ Code Enter )
Objective				
				Cancel Save

Object	ives List						📇 🕒
Id \$	Type 🗢	Category	\$ Code \$	Objective ÷	Academic Year	Active 🕈	Ê
	Select or 🔻				2015-201 🔻	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 Communicatio Skills	n IC4.2	Communicate effectively with colleagues and other health care professionals	2014-2015	Yes	/
17	Institutional	Interpersonal and Communicatio Skills	n IC4.3	Communicate with sensitivity, honesty, compassion and empathy.	2014-2015	Yes	/
30	Institutional	Interpersonal and Communicatio Skills	n 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 Type (Institutional	2	Academic Year 2014-2015	V	Care Enter Code	
Objective Category Select one		Physician Competency Reference Set description	107 J		
PCR5 Select one	90	Servit a PCRS to ringing its description			
Patenti en l					
organize					

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 <sup>1</sup> 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.

ive Objective		
Objective Type	Institutional   Academic 2016-2017  Code Enter C	
Objective Category	Select one    Physician Competency Reference Set description  Select a PCRS to display its description	
PCRS	Select one	
	Select one	
	1.1 Patient Care	
Objective	1.2 Patient Care	
	1.3 Patient Care	
	1.4 Patient Care	
	1.5 Patient Care	/>
	1.6 Patient Care	
	1.7 Patient Care Cano	el Save
	1.0 Patient Care	
	1.10 Patient Care	
inctives List	1.10 Fatient Care	
Jectives List	2.1 Knowledge For Practice	
d 🗢 Type 🗢 Ca	2.2 Knowledge For Practice Academic	Active +
	2.3 Knowledge For Practice	
Select or 🔻	2.4 Knowledge For Practice 2016-2017	▼ Active. ▼
46 Institutional Patie	2.5 Knowledge For Practice families to empower them to participate [more] 2016-201	7 Yes 🥖
	2.6 Knowledge For Practice	
47 Institutional Prof	<sup>f]</sup> 3.1 Practice-Based Learning And Improvement <sup>thical</sup> principles pertaining to the <u>more</u> 2016-201	7 Yes 🥖
	3.2 Practice-Based Learning And Improvement 🔹	

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.* 

ve Objective					
Objective Type Objective Category PCRS	Institutional Interpersonal and Select one	T Communicatio T	Academic 2014-2015 Year Physician Competency Reference Set description — Select a PCRS to display its description	Code [IC4.4]	✓ Active
PCRS mapped	<b>PCRS \$</b>	PCRS Description	ve, timely, and legible medical records		÷ =
Objective	Maintain compreh	ensive and timely	medical records.		'
				Cancel	Save

Figure 10

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

bjective					
Objective Type Objective Category PCRS	Institutional Interpersonal an Select one	v d Communicatio v v €	Academic 2014-2015 Year Physician Competency Reference Set description — Select a PCRS to display its description	▼ Code IC4.4	Active
PCRS mapped	PCRS +	PCRS Description			÷
	4.5	Maintain comprehensiv	ve, timely, and legible medical records		=
Objective	Maintain compre	hensive and timely	medical records.		
	6				

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.



# How to View and filter objectives

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

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

Objectives	
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.

Objective Details	
Save Objective	
Objective Type	Select one   Academic 2015-2016   Vear 2015-2016
Objective	Institutional Session
	Cancel Save

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.

Objective Details					
Save Objective					
Objective Type	Select one	•	Academic Year	¥	
Objective					
					Cancel Save
Objectives List					

4. Scroll to the bottom of the page to view objectives that are already in the system.

Object	ives List								85	
-147	Institutional	Professionalism	6238	ethics personal and professional everyday		2015-2016	Ves	1	-	+
80	Institutional	Professionalism	CD001	UPDATED shall allow a user to create objectives in current academic year and future academic years. REQ-	[mnre]	2014-2015	Yes	1	-	
85	Institutional	Professionalism	10002	111111111111111111111111111111111111111	Imenal	2014-2615	Yes	1	-	
52	Institutional	Interpretonal and Communication Skills	105-1	Communicate clearly, respectfully and compassionately with patients, families, colleagues, and members of	Imecal	2017-2018	Yes	1	-	I
29	Institutional	Interpersonal and Communication Skills	105-2	Record key elements of clinical listory in a concise, reliable, and cohesive fashion		2010-2011	Ves	1	-	
86	Institutional	Knowledge for Practice	105-2	The exhumation of Richard III of England from his burial place within the site of the former Greyfrian	[moce]	2014-2015	Yes	1	-	
92	Institutional	Knowledge for Practice	BCS-22	In 1405, ton years after the burial, Henry VII paid for a marble and alabatter monument to mark Richard's	Imeral	2014-2015	Vies.	1	-	1
28	Institutional	Interpersonal and Communication Skills	105-3	Communicate knowledge, interpretation and recommendations orally and/or in writing to a wide range of	[mace]	2011-2012	Yes.	1	-	
104	Institutional	Interpersonal and Communication Skills.	IP12	This is a test of the description box. This is a test of the description box. This is a test of the description	Impre1	2014-2015	Yes	1	-	
112	Institutional	Professionalism	@123	last		2014-2015	Ves.	1	-	
142	Institutional	Knowledge for Practice	JCRTC001	Some test - Coordinators Training		2014-2015	Ves	1	-	
87	Institutional	Knowledge for Practice	JCT0801	Testing 001		2014-2015	Ves	1	-	
146	Institutional	Professionalism	321234	This is a tast of the objective description for the new CHUMP System.		2015-2016	Ves-	1	-	
145	Institutional	Knowledge for Practice	kp173	Testing objectives. We can add up to 1000 characters.		2015-2016	Yes.	1	-	
1	Institutional	Knowledge for Practice	MK-1	Describe the normal structure and function of human body		2009-2010	Yes	1	-	
- 14	Institutional	Knowledge for Practice	HK-4	Apply scientific methods for the discovery and interpretation of knowledge and describe how to apply these	[merel]	2009-2010	ves	1	-	
143	Institutional	Knowledge for Practice	MK-4	Apply scientific methods for the discovery and interpretation of knowledge and describe how to apply	[more]	2015-2016	Yes	1	-	
150	Institutional	Knowledge for Practice	mk123	test test		2014-2015	Yes	1	-	
149	Institutional	Systems-Based Practice	104	This is an objective description for the test.		2015-2016	ves	1	-	
. 77	Institutional	Professionalism	OUT10	Objective Unit Testing 2/27/2015 2:28:17 PM		2017-2018	140	1	-	
79	Institutional	Systems-Based Practice	00725	Institutional Objective Unit Testing 2/27/2015 3:50:32 PM		2015-2016	No	1	-	
	Institutional	Professionalism	OUT35	Institutional Objective Unit Testing 2/27/2015 3:48-41 PM		2013-2014	No	1	-	+

#### Figure 16

\*For objectives that are longer than others, click on the "more" text and the remainder of the objective text will be displayed.

Objecti	ves List						- 🖶 🕒
Id \$	Type 🗢	Category 4	• Code +	Objective 4	Academic Year	Active \$	Ê
	Select or 🔻				2015-2016 •	Active. 🔻	
45	Institutional	Patient Care	Enter Code	Counsel and educate patients and their families to empower them to participate [more]	2014-2015	Yes	4
13	Institutional	Patient Care	IC4.1	Communicate effectively with patients and families across a broad range of [more]	2014-2015	Yes	4

### Figure 17

5. Objectives are categorized according to the following filters: ID, Type, Category, Code, Objective text, Academic Year, Active.

Objectives List				8 E
Id = Type: =	Category	* Code; *	Objective	# Academic Active #
Select or *				2015-2016 = Active. =

#### Figure 18

6. To filter a category (narrow your search), you can use any of the filters to display only the objectives that fit your criteria. For example, I typed in Knowledge for the category and selected Academic Year 2014-2015 to get fewer results for my target objective.

Object	ives List							1
Id ¢	Type 🗢	Category	Code +	Objective	¢	Academic Year	Active \$	
	Select or					2016-2017	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	Professionali	sm PR-5.4	Demonstrate and apply knowledge of ethical principles pertaining to the	[more]	2016-2017	Yes	/=

# How to edit items in the Institutional and Session Objectives List

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

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

Objectives

Figure 20

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

Objective Details	
Save Objective	
Objective Type Objective	Select one  VACademic Year 2015-2016  Viear Select one  Institutional  Session
	Cancel Save

### Figure 21

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

Objective Details				
Save Objective				
Objective Type	Select one	• Academic Year 2015-2016	¥	
Objective				
			Cancel	Save
Objectives List				<b></b>



4. In the list populated, select the Object that will be edited. To edit, click on the "Pencil" right side.

Object	tives List								1	5.5
Id •	Type 4	Category +	Code +	Objective		<ul> <li>Academic Vear</li> </ul>	Version	Active +		0
	Select or *				1	2015-2016 •	-	Active, *		
45	Institutional	Patient Care	Enter Code	Counsel and educate patients and their families to empower them to participate in their care	[mare]	2014-2015	1	Yest	1	-
13	thittitutional	Patient Care	3C4.3	Communicate effectively with patients and families across a broad range of socio-economic	Imprel	2014-2015	1	10	1	-
20	Inititutional	Interpensonal and Communication Skills	304.2	Communicate effectively with colleagues and other health care professionals		2014-2015	1	Tes	1	-
12	Institutional	Interpensonal and Communication 5kills	104.3	Communicate with sensitivity, honesty, compassion and empathy,		2014-2015	<b>1</b> 0	Yes	1	-
30	Ivititutional	Interpersonal and Communication Skills	104.4	Maintain comprehensive and timely medical records.		2014-2015	r i	Yes	1	-

#### Figure 23

5. 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 Type [Feithut Objective Category [Practica PCRS 3.1 Pro	Ional () Based Learning and Improvement () Clice-Based Learning And Improvem ()	Azademic: Year (2014-2015 Physician Competency Reference Set description Select a PORS to display its description	Code (0001	Activ
PCRS mapped PCRS	<ul> <li>PCRS Description</li> <li>Exercise and an exercise</li> </ul>	We arrow's brendering and prooffse		
Objective best for	Manual use	nan ya na mana mana manga na na kapan nang		

#### Figure 24

6. 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.

Unjective						_
Objective Type Objective Category PCRS	Institutional Professional Select one	ism	• •	Academic Year 2014-2015 • Physician Competency Seterence Set description Belact a PCRS to display its description	Code (PRS.3	Active
PCRS mapped	PCRS 0	PCRS Description	visues that was	on reliances fail service when you is convertible for the rate of rations.		-
$\rightarrow$	5.4	Detorrativate accountal	nility to patien	ts, society, and the profession		-
Objective	Demonstrate	accountability to p	atients and	fellow members of the health care team.		
					Control 5	-

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



# 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: <u>https://ilios.ttuhsc.edu/Champ</u>

1. Click on the Objectives Tab.

Objectives

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.

Objective Type Select of	ine 🖉	•	Academic Year 2015-2016	•	
Objective Institut	ional	-			
Session	SALSE.				
Test1					

#### Figure 28

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

	Cancel Save	
Objectives List		

#### 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.

Object	ives List						1	5.
86	Institutional	Knowledge for Practice	-2	10111111111111111111111111111111111111	2014-2015	Yes	11	-
141	Institutional	Practice-timed Learning and Improvement	0001	tost for Manual use. This Objective has been edited, two more PCRS have been mapped to it, and [manu]	2015-2016	THE	X	-
119	Institutional	Practice-Based Learning and Improvement	021	TESTTESTTEST	2014-2015	Yes	1.	-
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	Yest	1.	-
80	Institutional	Professionalism	CD001	UPDATED shall allow a user to create objectives in current academic year and future academic years. [more]	2014-2015	Yes	1.	-
85	Institutional	Professionalism	nd002	IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	2014-2015	Yes	1.	-
52	Institutional	Interpersonal and Communication Skills	ICS-1	Communicate clearly, respectfully and compassionately with patients, families, colleagues, and [note]	2017-2018	Yes	1	-
29	Institutional	Interpersonal and Communication Skills	1C5-2	Record key elements of clinical history in a concise, reliable, and cohesive fashion	2010-2011	Yes	1	-

5. 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"

Delete Objective	
Are you sure you	want to delete this objective?

Figure 31

6. 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.* 

Objective deleted successfully.	۲

Figure 32

# How to activate/deactivate an Institutional Objective.

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

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

Objectives

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.

Academic Yea	2015-2016	<ul> <li>Objective T</li> </ul>	ype Institutional	<ul> <li>Keyw</li> </ul>	ords 🕀		
	Separate search par	ameters by commas					
Enter ID'	3						
							Search

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.

Objet	ctives Filtered b	y (Search Para	meteral						
	Academic Vear	2015-2016		Cbjective Type Institutional     Keywords					
		Separate searc	h parameter	ra by commas					
	Enter ID's								
								54	sarch
1d •	Type #	Category #	Code 1	Objective		Academic Year	Version	Active 1	
1d •	Type #	Callegory #	Code #	Objective		Academic Year 2015-2016	Version	Active #	
1d • 57	Type	Category # Patient Care	Code #	Objective Institutional objective testing for objective module. Institutional objective testing for	[more]	Academic Year 2015-2016 • 2015-2016	Version 1	Active # Active #	/-
1d • 57 58	Type + Select o • Institutional Institutional	Collegory # Patient Care Patient Care	Code 1 54821 65432	Objective Institutional objective testing for objective module. Institutional objective testing for test	(more)	Academic Year 2015-2016 2015-2016 2015-2016	Version	Active 0 Active V Ves Ves	1-
1d • 57 58 54	Type  Select o Institutional Institutional Institutional	Collegory # Patient Care Patient Care Patient Care	Code # \$4321. 65432 Enter Code	Objective Institutional objective testing for objective module. Institutional objective testing for test Test	(more)	Academic Year 2015-2016 2015-2016 2015-2016 2015-2016	Version 1 2	Active • Active • Ves Yes Yes	/-
1d • 57 58 54 2	Type • Select o • Institutional Institutional Institutional	Collegory # Patient Care Patient Care Patient Care Patient Care	Code 1 5432 5432 Enter Code PCLJ	Objective Institutional objective testing for objective module. Institutional objective testing for test Test Make informed decisions about diagnostic and therapeutic interventions based on patient	[more]	Academic Year 2015-2016 2015-2016 2015-2016 2015-2016 2015-2016	Version 1 2 1	Active 0 Active • Yes Yes Yes Yes	/-

4. 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.

Objective								
Objective Type Objective	Objective Type Institutional		e Type Institutional		Academic Year 2015-2016	۲	Code Enter Co	R Active
Category	Patient Care		Select a PCRS to display its description					
PCRS	Select one	• 0						
PCRS mapped	PCRS + PCRS Descrip	ption						
PCRS mapped	PCRS + PCRS Descrip 2.2 Apply establish	ption hed and emerging bio-phy	vical scientific principles fundamental to health care for patients	and populations		-		
PCRS mapped Objective	PCRS + PCRS Descrit 2.2 Apply establish Test	ation hed and emerging bio-phy	vaical scientific principles fundamental to health care for patients	and populations		-		
PCRS mapped Objective	PCRS # PCRS Descrit 2.2 Apply establish Test	ption ad and emerging bio-phy	ysical scientific principles fundamental to health care for patients	and populations		-		

### Figure 36

5. Click on the save button to capture your changes.

### Save

### Figure 37

6. When your changes have been captured, the system will notify you with a "Successfully changed" notification.



## How to activate/deactivate a Session Objective.

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

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

Objectives

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.

ectives Search						15 E
Objectives Filtered by	(Search Parameters)					
Academic Year	2015-2016 •	Objective Type Session	× •	Keywords 🖸		
	Separate search parameters by co	TTTLES.				
Enter ID's						
			-		Research I	
					Search	

Figure 40

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

s Searc	;h											
Objec	clives Filtered by Academic Year Enter ID's	(Search Parameters) 2015-2016 Separate search parameters by commen	Objective Type Session	•	Keywords (	D						
ы •	Type 4		Objective			ILO <sub>8</sub>	10.00	Reywords #	Academic Year	Version	Sei Active 1	rch
1	Selec *				a na state a la	1.000	-		2015-2016 •		Acto	
.44	Session Bre	efly summarize the process and timeline to	e innate and adaptive immune response	es to viruses, up	(more)	PCL2   P	CI-1	1 Immunology	2015-2010	1	Yes	1.
55	Session ter	e.						1 Anatomy 1 Behavioral Sciences 1 Biochamilitry	2015-2016	15	fie.	1-
								I Special surgest 1				

4. 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.

Objective Type ILO Relation Type	Session Select o Related	ne	• ] 🖩 Primary \varTheta	Academic Year 2015-2016     LO description     Select # /LO to display its description	<b>*</b> A	ctiv
ILOs mapped	HO sd	1LO Code	Institutional Learning O	fojective (Primary in Bold) *	Relation #	
	2	PCL2	Make informed decisions all scientific evidence, and clin	bout disgnostic and therapeutic interventions based on patient information and preferences, up-to-date ical judgment.	Related	
	1	PC1.1	Gather essential informs of laboratory data, imag	ation about patients and their conditions through history taking, physical examination, and the use studies, and other tests.	Related	•
Keywards	Immu	nology <del>=</del> ]				
Objective 10	Briefly s dendritie	ummarize I c cells	the process and timeline	for innate and adaptive immune responses to viruses, up to and including presentation of	antigen by	

#### Figure 42

5. Click on the save button to capture your changes.

Save

Figure 43

6. When your changes have been captured, the system will notify you with a "Successfully changed" notification.



# II. Session Objectives

# How to add session objectives

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

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

Objectives

Figure 45

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

ave Objective						
Objective Type	one	Ac	ademic Year	•	]	
Objective						
					Cancel	Save

Figure 46

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

Save Objective	
Objective Type Select one Select one Institutional Session	Academic Year 2014-2015
	Cancel Save

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 ILO IP7.3	Academic Year ILO description
Relation Type Related   Primary   Primary	

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 $^{igodom{0}}$ .

Vear 2015-2016 VILO description Function effectively both as a team leader and team member.	
	Year 2019-2010     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.

Type	Session	01		Academic Year 2014-2015		
ILÖ Relation Type	MK-4 Related		Primary 🛈	<ul> <li>ILO description</li> <li>Apply scientific methods for the discovery and interpretation of knowled how to apply these methods to solve laboratory and clinical problems</li> </ul>	lge and describ	•
ILOs mapped	no e	ILO .	Institutional I	earning Objective (Primary in Bold) •	Relation *	
	1	MK-1	Describe the r	ormal structure and function of human body	Related	-
	14	MK-#	Apply scientific how to apply th	methods for the discovery and interpretation of knowledge and describe ese methods to solve laboratory and clinical problems	Related	-
Keywords						
Objective	-					

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.	ke ted	-
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

7. 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.



8. 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 icon so 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 signated as Hot Topics.



#### Figure 53

9. 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.

bjective					
Objective Type	Session	•	Academic Year 2014-2015		
ILO	МК-4		ILO description		and doubt
Relation Type	Related 💌 🛛	Primary 🕀	how to apply these methods to solve laboratory and clinical probler	ns	and describe
ILOs mapped	ILO + ILO Id + Code +	Institutional I	Learning Objective (Primary in Bold)	¢	Relation \$
	1 MK-1	Describe the r	normal structure and function of human body		Related 📒
	14 MK-4	Apply scientific how to apply th	methods for the discovery and interpretation of knowledge and descrit lese methods to solve laboratory and clinical problems	)e	Related 📃
Keywords	Toxicology / Po	isoning 💻 🔳	eamwork 💻		
Objective					
	[			Ca	ncel Save

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.

Keywords	(Immunology 🚍 Respiratory System 🚍 🤇	Costs of care	Nephrology 🚍	
			•	

#### 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.

Objective Type	Session		▼ Academic Year 2015-2016 ▼		
ILO Relation Type	IP7.3 Related		Function effectively both as a team leader and team member.		
ILOs mapped	ILO ¢	ILO Code <sup>\$</sup>	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	-
Keywords	6 Comr	munity H	ealth = Cardiology = é Biostatistics =		
Objective 1	Learn To	xicology	Terms		

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 Type ILO Relation Type	Session IP7.3 Related	• Primary O	Academic Year 2015-2016      ILO description      Function effectively both as a team leader and team member		
ILOs mapped	ILO : ILO Id : Code	• Institutional Learn	ing Objective (Primary in Bold) . 4	Relation +	
	38 (#7.2	Use knowledge of on safe and effective car	e's own role and the roles of other health cars professionals to work together in providing re.	Related	-
	9 692.3	Apply evidenced-base problem solving.	ed principles of clinical sciences to diagnostic and therapeutic decision-making and clinical	Related	-
	39 IP7.3	Function effectively	y both as a team leader and team member.	Related	-
Keywords	Communi	ty Health <mark>-</mark> Cardio	logy 🥌 ) 🥃 Biostatistics 😁		
Objective 1	To establish o	omprehension of card	Sovascular care.		Į

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.* 



# How to delete a session objective

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

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

Objectives

Figure 61

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

Separate	e search parameters by commos	Institutional Institutional Test1	Keywords 😡		
Enter (D's		1			Search
d # Type # Category	ŧ Code ŧ	Objective		11.Ds # Keywords # Aca	Armic Version AcOve #

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 clinking on the delete button = at the right of the objective.

Objecti	ves List								15 🖬
Id +	Type ¢	Objective	+	πos	۲	Keywords	+ Academic Vear	Active	
	Select •						2015-2016 •	Active,	-
		Bitelly summarize the process and timeline for innate and adaptive immune	[mote]	1 PCI 2 1 PCI 1		1 ammuniology			

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

Delete Objective	×
Are you sure you want to delete this obje	ective?
Ok Ca	ncel

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.* 



# How to edit a session objective

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

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

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

CES CENTER Test Mode	Welcome 🄱 Joset Log Off
Announcements	
→ → → → → → → → → → → → → → → → → → →	
	Announcements

### 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.

Objective Typ Objectiv	e(Select one		Academic Year	2015-2016			•)		
								Canco	el Save
vea Search									
Objectives Filtered	by: (Search Panameters)	) (1)							
Academic Tear	2015-2016 Separate search paramet	ers by common	tutional •	Keywords 🐔	,				
Enter ID's									
									Search
1997 - 1997 - 1998 - 1998 - 1998 - 1998 - 1998 - 1998 - 1998 - 1998 - 1998 - 1998 - 1998 - 1998 - 1998 - 1998 -	Category # Code #	1	Objective	٠	nos +	Keywords #	Academic Year	Version	Active #
Id # Type #									

3. 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.

Academic Yea	ar 2015-2016 Separate search p	Objective arameters by com	Type Session Institutional Session	<ul> <li>Keyword</li> </ul>	ds 🕀		
Enter ID	's		Test1				
							Search

Figure 68

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

16 *	Type #	Objective		11.0%	1	Keywords +	Academic Year		Active #	
	Selec *				Т		2015-2016 *		Course of L	
-44	Session	Briefly summarize the process and triveline for invate and adaptive immune responses to wuses, up Imprel	1	PCL2   PCI	.1	1 Timmunokogy	2015-2016		Yes	1/-
55	Session	imst		0		Anatomy   Behavioral Sciences   Biochemistry	2015-2016	3	Yes	1.
56	Section	Havios tast 2	1	104.4		1 Special senses 1 Respiratory System	2015-2016	4	Yes	1.

### Figure 69

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

Objective Type: Session		Academic Year 2015-2016	 @ Active
the first states		LO description	 
ILO Select one	•	Select a EO to display its description	
Relation Type Related   Relati			
Keywords Anatomy 😁 Behavioral Sciences 💳	Bioch	emistry 🗯	
•			
Objective 1 🖸 test			

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.

Save

Figure 71

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



# How to export session objectives

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

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



Figure 73

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

ve Objective				
Objective Type Select on	e	Academic Year 2014-2015	•	
Objective				
				Cancel Save
iectives List				

Figure 74

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

Save Objective				
Objective Type Objective	Select one Select one Institutional Session	Academic Year		
			Cancel	Save





# 4. Next press the export button

Objecti	ves List			Decision manang			₿ -
137	Session	Learn toxocology terms.	MK-4   MK-1	Toxicology / Poisoning   Teamwork	2014-2015	Yes	4
138	Session	Teamwork	MK-4   MK-1	Toxicology / Poisoning   Teamwork	2014-2015	Yes	/
140	Session	Conceptualize anatomy terms	0	Anatomy	2014-2015	Yes	4

Figure 50

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

Do you want to open or save Session_4_3_2015 10_57_56 AM.xls (11.9 KB) from awst02? Op	en	Save	▼ Cancel	) ×
		Save		F
		Save a	15	
		Save a	and open	

# How to activate/deactivate Session Objectives

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

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

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

HEALTH SCIEN Paul L. Foster S	CES CENTER Test Mode	Welcome 🔱 Josef 🛛 Log Off
Courses	Announcements	
List		
Keywords		
Objectives		
Calendar		
Dual Calendar		

### 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.

Objective Typ Objectiv	e Select one	Academic 1	rear 2015-2016	•)	
					Cancel Save
ea Search					
Objectives Filtered	by: (Search Parameters)				
Academic Year	2015-2016 • U Separate search parameters by	commos	Keywords		
Enter ID's					
					Search
tel # Tame #	Category # Code #	Objective	* no	hs # Keywords # Acade Yes	aniic Version Active #

9. 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.

Academic Yea	2015-2016     Separate search paramete	Objective Type Se rs by copy Se	ession <b>v</b> Istitutional ession est1	Keywords 🕀		
Enter ID	s					Search

#### Figure 75

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

16 *	Type #	Objective	•	11.0%	•	Keywords	Academie Year	-	Active #		
	Selec *						2015-2016 *		The second second	-	
-44	Session	Briefly summarize the process and timeline for invate and adaptive immune responses to visues, up Imprel		PCL2 PC	1.1	1 Timmunology	2015-2016		Yes	11	-
55	Session	lest		0		Anatomy   Behavioral Sciences   Biochemistry	2015-2016	3	Yes	1	-
56	Session	Harios tast 2		1 104.4		1 Special serves ) Respiratory System	2015-2016	1	Yes	1	-

### Figure 76

11. 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.

Objective				
Objective Type Sess ILO Selec Relation Type Relat	ion ct one ted • } © Primary	Academic Year 2015-2016     ILO description     Select a ILO to display its description	•	Active
Keywords Ana	tomy 😁 Behavioral Scie	nces 🧮 Biochemistry 🗮		
Objective 🚺 🖨 test				
				Territor Perce

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

