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Create a session

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



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.



Figure 1

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
Usemame.	a	1
faminost.		
	Forget password?	
	Forget username?	
	Sign In	
S	et-Up Accou	nt

Figure 2

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

 Sessions

Figure 3

4. Next you will see the Sessions sub-menu that allows you to either "Create" a session or "list" sessions previously created. Click on 'Create' to access a new window to enter session details.

 a the construction of the	
Create	
List	

Figure 4

5. Begin entering session details by typing the Session; Title and an Academic Year. The Session title cannot be longer than 50 characters. After creating a title, select the Course/Component using the drop down menu of courses available. These include parent as well as child courses.

Session Title:		Academic Year:	2015-2016	•
Course \ Component:	Select a Course	 Mandatory 		
	Select a Course	Duration in minutes:		
Session Type. Resource Type:	obgyn SPM VI Spm VI -Child SPM VI -Child A	D	Selected Resource Types	
	SPM VI SPM 7 spm 7 a SPM I - t			
	NonCurricularCourse			

6. After selecting a course, you'll notice the screen menu has changed to display a "Clinical Presentation" section if necessary. While clinical presentations are not required for some courses, other courses do require one to be selected, as in the example below. (Red text denotes a required field). If one is necessary, drag the clinical presentation into the right column to assign it to the session. *Please note that there is now an option to select a non-Curricular course. With this course selection, you have the option of selecting whether it is an "All Day Event" by selecting the check box.

Session Title: Course \ Component:	Faver NonCurricularCourse	•	Academic Year:	2015-2016	•
			All Day Event Duration in minutes:	60	0
linical Presentation	15		Selecte	d Clinical Presenta	tions
NonCurrucularCP1					
NonCurrucularCP2					

Figure 6

7. Next, select whether the session is mandatory. For duration, the default amount of time is 60 minutes. If the duration is different, you can modify the time in 15 minute increments.

Session Title:	Fever		Academic Year:	2015-2016	*
Course \ Component:	: (SPM VI · ·	•	Mandatory		
			Duration in minutes:	60	
Clinical Presentatio	ns		Selecte	ed Clinical Presenta	tions

8. Next, Select a "Session Type" from either Primary Instructional Method or Primary Assessment Method.

100000000000		12.0 5240 (2007) 5370	V201230202	1993
Session Title:	Test Session, JJ	Academic Year:	2015-2016	
Course / Component:	Scientific Principles of Medicine I •	Mandatory		
		Duration in minutes:	30	*
Clinical Presentation		Selecter	d Clinical Presentati	ions
Session Type:	Primary Instructional Method			

Figure 8

9. If you select Primary Instructional Method as the main session type, the system will require an additional field that denotes the more specific type of Instructional Method used. For this example, I've selected a Lecture as my primary instructional method.

Session Type:	Primary Instructional Method	
Primary Instructional Method:	Select an Instructional Method	
Is there an assessment compo Resource Type:	Select an Instructional Method Case-Based Instruction/Learning Clinical Experience - Ambulatory Clinical Experience - Inpatient Concept Mapping Conference Demonstration Discussion, Large Group (>12) Discussion, Small Group (>12) Games Independent Learning Durchal Club	
	Laboratory	
	Mentorship	
	Patient Presentation - Faculty	

Figure 9

10. The next question is relevant if you have any items that will be used as assessment during the Instruction. For example, if you are having a small reflection paper as part of the session, you would select yes.

Session Type:	Primary Instructional Method	
Primary Instructional Method:	Lecture	•
Is there an assessment compo	nent to this session: 🔍 Yes 🕷 No 🕌	

11. If you select "Yes" that there is an assessment component to the session, the system will display additional required questions.

Is there an assessment compo	onent to this session: 🖲 Yes 🔍 No
Primary Assessment Method:	Select an Assessment Method 🔻
	Select an Assessment Method
Time Alletments	Clinical Documentation Review
Time Anothenc.	Clinical Performance Rating/Checklist
	Exam - Institutionally Developed, Clinical Performance
	Exam - Institutionally Developed, Oral
	Exam - Institutionally Developed, Written/ Computer-based
-	Exam - Licensure, Clinical Performance
	Exam - Licensure, Written/Computer-based
	Exam - Nationally Normed/Standardized, Subject
	Multisource Assessment
	Narrative Assessment
	Oral Patient Presentation
	Participation
	Peer Assessment
	Portfolio-Based Assessment
	Research of Project Assessment
	Ceimulated Recall

Figure 11

12. After you have selected the Assessment method, you need to categorize it as Formative, Summative, or Remediation. If you select Remediation, the system will automatically check Summative. With each assessment method, the system requires the amount of time allotted for Instruction versus assessment. For this example, I've selected 80%.

Is there an assessment compo	onent to this session: Yes No	
Primary Assessment Method:	Exam - Institutionally Developed, Written/ Computer-based	•
	🗹 Formative 🔲 Summative 🔲 Remediation	
Time Allotment:	Instruction (%): 80% 🔻 Assessment (%): 20% 🔻	

- Figure 12
 - 13. The next step in creating a session is to identify the resource type. To do so, select the type from the column on the left and drag it into the column on the right to assign it to the session.



14. Next, select special equipment that will be necessary for the session. To do so, select the equipment from the column on the left and drag it into the column on the right to assign it to the session. In the event that the equipment needed is not listed, type it into the "Other Equipment" section.

128 Hz tuning fork	White Coat
Penlight	Wrist watch with a second hand
Reflex hammer	
Snellen eye card (for vision testing)	
Stethoscope	
Tape ruler	
 Other Englisment:	
 Coner Equipment:	

Figure 14

15. The last two text boxes are optional but available to enter details for the session. Planning Notes are not visible for students to view and can include information that should be noted for the session. Special instructions are notes that students will be able to view as they prepare to participate in the session. Last, click on the "Save" button to capture the session details.

Planning Notes: (Not visible to Students)	-	
Special Instructions: (Visible to Students)		
Figure 15		Save

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



Figure	16
--------	----

17. Upon saving, the system will ask if you would like to create a new session.



Figure 17

18. Now that session details are created, you can now link Objectives and keywords to it. To access the session objectives and keywords, click on the down arrow to display the list.

Session Objectives	
Figure 18	

19. First, display keywords by clicking on the Green "Plus" 🙃 sign. After clicking on the green symbol, the system

displays the list of keywords/hot topics to associate to the session. Keywords with the flame 🤎 next to them signify hot topics.

Basic Science	Clinical Discipline	Organ System	Other
Anatomy	Adolescent Medicine	Cardiovascular System	Biomedical Informatics/Medical
Behavioral Sciences	Alternative Medicine,	Endoorine System	Phone Sease / Paulitines
Biochemistry	Integrative Medicine	Gastrointestinal System	Chronic process / Consistents
Diostatistics	Anesthesiology	Hematologic System	Clinical Presentation
Cell and Molecular Biology	Cantiology	Integumentary	Christal Reasoning
Embryology	Dermatology	Musculoskelatal	Clinical Skilla
Epidemiology	Emergency Medicine	Nervous System	Clinical/Translational Research
Histoloov	Bidoctinology	Reproductive Systems	Communication/Interpersonal Skills
Immunalizau	Family Medicine	Respiratory System	🖕 Community Health
and and an and a	Gastroenterology	Special senses	Complementary/Alternative health car
nedical Genetics	Geriatrics		Congenital Abnormalities
Microbrology	Hematology		🤞 Costs of care
Neuro-Anatomy	Infectious Disease		Counseling for behavior change
Neuro-Physiology	Internal Medicine		Cultural / Societal Issues
Pharmacology	Nephrology		Cultural Competence
Physiology	ALCONTRACT OF		
test.	heurology		Disability
test.	Neurosurgery		Disability

20. Click on the keywords you want to be associated. When you select them, the word turns grey.

Basic Science	Clinical Discipline
Anatomy	Adolescent Medicine
Behavioral Sciences	Alternative Medicine,
Biochemistry	Integrative Medicine
🍐 Biostatistics	Anesthesiology
Cell and Molecular Biology	Cardiology
Embryology	Dermatology
🁙 Epidemiology	Emergency Medicine
Histology	Endocrinology



21. After you have selected all the necessary keywords, you can click on the "X" at the top of the menu, or scroll to the bottom of the menu and click on the "Close" button. The keywords will be displayed in the Keywords window.

Keywords 🕀	Dermatology 🚍 Anesthesiology 🚍 Endocrinology 🚍 🇳 Biostatistics 🚍
	👙 Alternative Medicine, Complementary Medicine, and Integrative Medicine 🚍
Figure 21	

22. Below the keywords section, you can search for objectives using Exact Phrase text, Objective ID's, or words in the objective text. When you have entered your search criteria, click on the search button to display objectives that match your criteria.

Separate searc	h parameters by commas	
Enter ID's		
Enter words in objective		
		Search

23. Based on the objectives that match your criteria, the system will populate the box in the left column as being available for selection. To select one or more objectives, drag and drop it into the column on the right side. After each objective, the system will display a notification to denote that it has been saved successfully.



Figure 23



Figure 24

24. When you have selected all of the necessary objectives to be associated to the session, click on the "Save" Button and the objectives associated will be saved.

Save

Figure 25

25. Now that your objectives are saved, the keywords associated with the session are now available for viewing at the bottom of the page under the "Session Keywords (Reference Only)" section. To access the list of keywords, click on the red down arrow and the system will display the keywords.

Session Keywords (Reference Only)	
Keyword	Is Hot Topic
Immunology	No
Nervous System	140
Emergency Medicine	No
Ariatomy	Nn

How to View, Filter and Edit Sessions

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

1. After logging in, click the "Sessions" tab from the menu bar. An expanded menu will display, click on the "List" button.



Figure 27

2. The list will have two sections to view sessions. The first section (shown below) allows you to search for sessions that meet the criteria you select. Filters include: Year, Course, Session type, Insturctional and Assessment Type. After selecting your search criteria, click the "Search" button.

Session Filters					-
	2016-2017	Select a Course	Select a Session Type.	•	
	Select an Instructional Method	Select an Assessment Method			
			Clear Filters	Search	

Figure 28

3. Based on your filter selections, the system will populate the list of sessions that match your search.

Session Filters													
	2016-2017	•)(Select	a Course			55	Select a Se	ssio	n Type	•		
	Select an I	Instructional Method •][5	Select	an Assessmo	ent	: Method	2.1	Clear	Filt	ITS Se	arch		
Sessions List													
Sessions List Session Title		Course / Component	•	Academic Year	•	Type +	Instructional Method	Assessmen Method		Is Non curricular	Is r Mandat	αηγ	
Sessions List Session Title		Course / Component Select a Course	•	Academic Year Select an Aca	•	Type • Select a Session Type, •	Instructional Method	Assessment Method	•	Is Non curricular	Ts Mandat • Mandato	ory (y. T)	
Session List Session Title KE work case example	·	Course / Component Select a Course Introduction to Health and Dise (JHD)	•	Academic Year Select an Aca 2016-2017	•	Type • Select a Session Type • Primary Instructional Method	Instructional Method	Assessmen Method	•	Is Non curricular Curricular, No	Ts Mandat • Mandato No	ary (y. ▼)	1



4. To narrow your search even more, you can use any of the filters to display only the sessions that fit your refined criteria.

Sessions List			_									E
Session Title	٠	Course / Component	•	Academic + Vear	Туре	٠	Instructional + Method	Assessment +	Is Non curricular	Is Mandatory		
6		Select a Course	•	Select an Aca 🔹	Select a Session Type	٠			Curricular. •	Mandatory. •	1	
KE work case example		Untroduction to Health and Unitable (BHD)		2016-2017	Primary Instructional Metho	d	Locture		No	No	1	4
Practice Session DA		Society, Community and the Individual II		2016-2017	Primary Instructional Metho	d	Clinical Experience - Innatient		Na	Yes	1	-

Figure 30

5. Click on the pencil
tool next to the session you would like to edit and the system will populate the session details.

Session Titles Course / Consponents Clinical Presentations	RE work case example Introduction to Health and Diase 🔻	Academic S7 Mender Duration in	rean ory minutes: Selectes	2016-2017 65 I Clinical Presentati	+ B	
Waved		Sere Threat				
27.00000		The Child we	h Poor Growth			
Beasion Type: Primary Instructional Netho Is there an assessment corr	Dimary Instructional Mathod •					•
Resource Type:			12171230	Selected Resource	турев	
	Audience Response System		Educational 7	withelingly.		
	Audio					
	Cadaver					
	Clinical Comelation					
	Distance Learning - Asynchronous					
	Distance Learning - Synchroneus					
Special Equipment:	Electronic Health/Medical Record (EHR/EM	() *		Salacted Special Fr	a des enserent	
250000 000 0000000000000000000000000000	120 He busine first		Parolist#			
	Andres have not		ithite Cost			
	feedback and card (for viting testing)					
	Chatterenant					
	Tana sular					
	Whist watch with a second hand					
	Other Equipments					
Planning Notes: (Not visible to Students)	Need to check power point with Dr. Gest					1
Special Instructional	Need power point before class					1

6. The system will also populate objectives that have been associated to the session. To make any changes to objectives, follow the steps mentioned in the section on adding and removing objectives.

Session Objectives Filtered by: (Search Parameters)		
Keyvords 🛈		
Enter Exact Phrase		
Separate search parameters by commas		
Enter ID's		
Enter words in objective		
		Seat
Objectives	Selected Objectives	
Objectives		
Otjectives	Selected Objectives Selected Objectives Objectives Objectives Objectives	

Figure 32

7. When all revisions have been entered, click on the "Save" button to save your session details again.



Figure 33

8. The system will display a notification that your revisions were captured successfully.



How to add Learning Materials to a session.

To access the CHAMP Student Group module to add learning materials to sessions, log in at: <u>https://ilios.ttuhsc.edu/Champ</u>

1. After logging in, click the "Sessions" tab from the menu bar. An expanded menu will display, click on the "List" button.

-	Sessions
	Create
	List

Figure 1

 To add materials to your session, you need to find the one you wish to edit. The list screen will have two sections to view sessions. The first section (shown below) allows you to search for sessions that meet the criteria you select. Filters include: Year, Course, Session type, Instructional and Assessment Type. After selecting your search criteria, click the "Search" button.

Session Filter	\$				
	2016-2017	•	Select a Course	Select a Session Typ	e •
	Select an Instructional M	tethod •	Select an Assessment Method		
				Clear Filters	Search

Figure 2

3. Based on your filter selections, the system will populate the list of sessions that match your search.

Second															
Session Filters															
20	16-2017	•)	Select	t a Course	55	Sele	ict a Se	ssion	Type	8	•				
Se	lect an Ir	nstructional Method •	Select	Select an Assessment Method											
									Clear	Filte	rs: S	iearc	and the second sec		
Sessions List				Academic			Instructional	Ass	essment	2	Is Noo		Ts		1
Sessions List Session Title	•	Course / Component		Academic Year	•	Type •	Instructional Method	Ass	essment thod	•	Is Non curricul	ar	Ts Mandatory		
Sessions List Session Title	•	Course / Component Select a Course-o	•	Academic Year Select an Aca	•	Type •	Instructional Method	Aes Mel	essment thod	•	Is Non curricul	ar 6. *	Ts Mandatory Mandatory. •		
Session List Session Title KE work case example	·	Course / Component Select a Course Introduction to Health and Dis (IHD)	•	Academic Year Select an Aca 2016-2017	•	Type • Select a Session Type • Primary Instructional Method	Instructional Method	Ass Mel	essment hod	•	Is Non curricula No	ar 6. *	Ts Mandatory Mandatory. • No	1	4

4. To narrow your search even more, you can use any of the filters to display only the sessions that fit your refined criteria.

Sessions List												
Session Title	٠	Course / Component	•	Academic + Vear	Туре	•	Instructional + Method	Assessment + Method	Ts Non curricular	Ts Mandatory		
6		Select a Course	•	Select an Aca 🔹	Select a Session Type	•			Curricular. •	Mandatory. •	1	
KE work case example		(BHD)		2016-2017	Primary Instructional Method	ł	Locture		No	No	1	-
Practice Session DA		Society, Community and the Individual IT		2016-2017	Primary Instructional Method	í.	Clinical Experience - Innatient		Nσ	Yes	1	-

Figure 4

5. Click on the pencil
tool next to the session you would like to edit and the system will populate the session details.

Bession Tiller Ceurse / Components Clinical Presentatione	E vork case example Introduction to Health and Dises	67 Manda Duration I	Yean 2016-2017 • . tory n minutes: as	
Wound		Sere Threat		
2000008		The Child un	th Poor Growth	
Seasion Type: Primery Instructional Math	Primary Instructional Mathod •			
In them an extension end	represent to this session: 10 Yes: # No		Enlacted Bassource Toward	
Approximation (SDA)	farmer and the second		Salected Resource (spec	
	Audienza Response System		Esucational Technology	
	Casaria			
	Citate comeation			
	Distance Learning - Asynchronous			
	Distance Learning - Synchroneus			
Special Equipments	Electronic Health/Medical Record (EHR/EVR	· ·	Selected Special Equipment	
	126 Hz hunna fink	01	Perdiatt	
	Rafas hannas		White Cost	
	feature and card for viting testing			
	(the first second			
	Tana adar			
	Third unter unter a second hand			
	Other Equipments			
Planning Nobas: (Not visible to Students)	Need to check power point with Dr. Gest		i	

6. Scroll to the bottom of the screen to the pull down menu's available to edit. Click on the down arrow for the "Session Learning Materials" Section.

Session Objectives	
Session Keywords (Reference Only)	
Institutional Objectives associated to Course (Reference Only)	
Session Offerings	-
Session Learning Materials	

Figure 6

7. After expanding the module, select from either finding a learning material that has already been uploaded or adding a new learning material.

Session Learning Materials		
	Find a Learning Material	Add a Learning Material

Figure 7

8. When you click on "Find a Learning Material," you'll see the menu below. To find the material you would like to associate, you can search for the material using the filters in the search area. When you have selected your search criteria, click on the search button so the system will populate materials that meet your search criteria.

Learning	Material List									
Filters:	Title: 🔍 Contai	ns 🔍 Starts With				All Types	• 2015-:	2016 🔻 🕅	ll Faculty	Search
Id \$	Title \$	File Name	¢	Туре	÷	url	¢	Alternate To	Version +	Academic Year 🗧

9. After clicking on the search button, the system will display the materials that match your criteria. To add the material to your session, press the green arrow.

Learning) Material List						
		Filters: Title: OCor	atains O Starts With	All Faculty	All Types	▼ 2015-2016 ▼ ▼ Search	
Id \$	Title 🔶	File Name	≑ Type 	♦ Alternate To	Version \$	Academic Year	
			Select One 🔻			Select One 🔻	
3	test	videoFile.mp4	Video		3	15-2016	>
4	January_testcase	night-landscape-wallpaper- 33506-34263-hd- wallpapers.jpg	Image		1	2015-2016	>
5	Creating test cases TF 001	20160106 - (Expanded text on draggables) - Courses (1).xlsx	Excel		1	2015-2016 🔹	>
6	Test223	New Text Document.txt	Text		1	2015-2016 🔹	
7	Test PPP	test.pptx	PowerPoint		1	2015-2016 🔹	>
8	NewTestForMario	<u>test.txt</u>	Text		1	2015-2016 🔹	

Figure 9

10. The system will notify you that you have successfully saved the learning material.



Figure 10

11. After the material has been associated, it will be displayed in a table under the Session Learning Materials Tab. For newly added materials, the system will display an icon to denote that the material is not yet published. It is tied to the session but will not be visible unless published. In this menu, you will also need to determine if this material is Recommended or Required.

Session Lea	rning Material	.0 🦛					-			
		Find a Le	arning Materi	al					Add a Learning Material	
Publish	Title	٠	Туре	٠	File Name	٠	e	TY.	Instructions	٠
8	Creating te	st cases TF 001	Excel		20160106 - (Expan text on draggables) Courses (1).xlsx	ded -	00	Recommended Required	Test case TF 001	-

12. To publish the material, check the box next to title of the learning material. When you publish the material, the system will provide a notification that it has published successfully.

5	ession Learn	ning Materials	D						
			Find a Le	earning Material				Add a Learning Material	
	Publish I All	Title	÷	Туре	¢	File Name	+ Category	Instructions	÷
		Creating test (cases TF 001	Excel		20160106 - (Expanded text on draggables) - Courses (1).xlsx	 Recommended Required 	<u>Test case TF 001</u>	=

Figure 12



Publish	Title	≑ Type	÷	File Name	¢	Category	Instru	ctions	\$			rt ng data
v	Creating test cases TF 0(01 Excel		20160106 - (Expanded text on draggables) - Courses (1).xlsx		 Recommended Required 	<u>Test ca</u>	ise TF 001	=			
								Click to update Learning Material Ins	tructions fo	or this	Sessio	on only
												Ince - 4

How to add an Offering to Sessions.

To access the CHAMP Student Group module to add learning materials to sessions, log in at: <u>https://ilios.ttuhsc.edu/Champ</u>

 After logging in, click the "Sessions" tab from the menu bar. An expanded menu will display, click on the "List" button if you already have a session created. If you are creating a new session, click on the Offerings drop down arrow after you have saved your session.

•	Sessions
	Create
	List

Figure 1

2. After clicking on "List," the system will display the menu to filter by academic year, course, Session Type, Instructional Method, and/or Assessment Method, to find your session. After setting your filter, click on the "Search" button.

ession Filters									
	2016-2017 Select an Ins	structional Metl V	Select a	a Course an Assessment	: Method		Select a s Select a s Clear Filters	Session Tyj • Search	
Publish All Unpublish	Session Title ◆	Course / Compone	ent ¢	Academic Year 🗧	Type 💠	Instructional Method	Assessment Method	Is Non curricular	Is Mandatory

3. The system will pull up all of the sessions that meet your criteria. To add an offering to your session, you need to edit the session. To edit, click on the pencil tool next to your session.

sion Filters									
	2016-2017	•	Scientific	Principles of M	ledicine III		Primarily In	nstructiona 🔻	
	Select an Instruc	tional Metho 🔻	Select an	Assessment M	ethod	,	•		
							Clear Filters	Search	
Publish All Jnpublish All	Session Title 🕈	Course / Con Select a Course	nponent + 	Academic Year 2016-2017 V	Type ¢ Select a Ses: ▼	Instructional Method	Assessment ↑ Method	Curricular. V	Is Mandatory Manua
Publish All Jnpublish All	Session Title 🔶 Elizabeth Test	Course / Con Select a Course Endocrine System	nponent + • m (END)	Academic Year ↓ 2016-2017 ▼	Type Select a Ses: Primarily Instructional	Instructional Method	Assessment ¢ Method	Vs Non Curricular. ▼ No	Is Mandatory Manual 4 No
Publish All Inpublish All	Session Title Elizabeth Test Hearing Loss & Tinnitus and Dizzines & Vertigo WCE Session	Course / Con Select a Course Endocrine Syster CNS and Special	nponent + • m (END) Senses (CSS)	Academic Year 2016-2017 T	Type Select a Ses: Primarily Instructional Primarily Instructional	Instructional Method Lecture Discussion, Small Group (<=12)	Assessment Method	Ve Non Curricular V No No	Is Mandatory Manua No Yes

Figure 3

4. The system will populate all of the session details into the menu at the top of the page. Scroll to the bottom of the page and click on the red "Offerings" arrow.

Publish Session Save
Session Objectives
Session Keywords (Reference Only)
Institutional Objectives associated to Course (Reference Only)
Session Offerings
Session Learning Materials
View Summary

5. The first step in creating an offering is to select either Student Groups or Student Group Sets. The student group is one group with a selected number or specific students. Group sets can be used to distribute students into separate groups that are all part of the same subset.

ession Offerings		
Use Student Groups Single Offering	Use Student Group Sets	

Figure 5

6. When using a student group, the following menu is used. Notice the start date is highlighted in red because it is a required field in order to save the offering. The system requires that you select a date that falls within the range of the course dates. If you select a date outside those dates, the system will notify you to modify those dates.

Groups Single Offering	Start Date Start Time 08 100 AM T Available Instructors		Location Select Location End Time 10 00 (AM *) Selected Instructors	Mandatory
gure 6				
			-	Mandatory
Start Date	08/03/2016	Lo	cation Select Location	•)
Start Time 08	100 1 AM V	End	Time 10 00 (AM	•

Figure 7

7. For each session offering, the default is that it is a mandatory offering. If for any reason you would like to make this an optional offering, please uncheck the box. The result is that it will be noted in the calendar as mandatory for students to see.

Use Student Groups Single Offering	⊖ Use Student Group Sets	
Single Offering	Start Date Start Time 08 00 AM Available Instructors	Mandatory Location(Select Location End Time 10 00 AM Selected Instructors

Figure 8

8. Next, select the time that the offering will begin. The system is set up to automatically populate the end time based on the amount of time that was listed at the session level. The only exception to this default is when the session type is Primary Assessment Method.

Use Student Groups Single Offering	Use Student Group Sets	
	Start Date	Location Select Location
	Start Time 08 00 AM V	End Time 10 00 C AM •
	Available Instructors	Selected Instructors

Figure 9

9. After selecting the offering information, select an instructor to be assigned to the offering. You can either scroll down to find the instructor name or type in the name in the text box to the right. Once you have found the instructor, drag and drop the name from the column in the left over to the right. When the box turns grey, your selection is captured in the box.

Available Instructors	Selected Instructors
Abano, John - [Family Medicine Elp Genl]	
Abary, Rosanna - [Pediatrics Supply Elp]	
Abbas, Aamer - [Internal Medicine Elp Genl]	
Abd Alla, Marwa - [Family Medicine Elp Genl]	
Abedin, Zainul - [Internal Medicine Elp Genl]	Abd El Gawad, Amr - [Orthopaedics Elp]
Abolbashari, Mehran - [Resident Internal Med Elp]	
Abou Karam, Anthony - [Radiology Dept Elp Genl]	<u> </u>
Adama Maali TOabibalinalani Flat	ī.▼L

10. The last portion of creating the session offering is to choose the students or student group that you will need to attend the offering. If the course has student groups already assigned, they will appear in the "Available Student Groups" section. If not, You can choose which graduating year you would like to assign. From the pull down menu, select the class year and the system will list the students available. You can select the students by dragging and dropping their name into the "Selected Students" section. Much like faculty selection, the box will turn grey when you drag and drop them from the left to the right.

Available Student Groups	Selected Student Groups
2019 *	Selected Students
Anchondo, Danny [2019]	
Anderson, Clark [2019]	
Bassuk, Daniel [2019]	
Bastian, David [2019]	
Battafarano, Vincent [2019]	
Belmont De Santiago, Andres [2019]	
Carmen, Desiree [2019]	
Comme Debat (2010)	▼
	Cancel Save Session Offering

- 11. After you have dragged all of the students over, they will populate into the Selected Students section and no longer available for selection in the general list.
- 12. After you have filled in all of the required as well as optional boxes for the offering, you can click on "Save Session Offering."

2019 🛞	-		Selected Students
Anchondo, Danny [2019]			Bassuk, Daniel [2019]
Anderson, Clark [2019]			Belmont De Santiago, Andres [2019]
Bastian, David [2019]			Carrasco, Robert [2019]
Battafarano, Vincent [2019]			
Carmen, Desiree [2019]			
Conrad, Christopher [2019]			
Dallo, Matthew [2019]			
		\mathbf{T}	

Figure 12

13. The system will notify you when it has been saved successfully.

ors		۲
\mathbf{i}	Session Offering successfully saved.	
s.		

Figure 13

14. After your offering is saved, the system will populate the offering in the table at the bottom of the session details section to look like the image below.

Start	¢	End 4	÷	Instructors +	Student Groups	٠	Individuals	٠	Location	٠	Delivered	¢
8/3/2016 08:00 AI	М	8/3/2016 10:00 AM	1	Abd El Gawad, Amr			Bassuk, Daniel / Belmont De Santiago, Andres / Carrasco, Robert		MEB 1140 Classroo	m	•	/=

How to edit a session offering.

To access the CHAMP Student Group module to add learning materials to sessions, log in at: <u>https://ilios.ttuhsc.edu/Champ</u>

1. After logging in, click the "Sessions" tab from the menu bar. An expanded menu will display, click on the "List" button if you already have a session created. If you are creating a new session, click on the Offerings drop down arrow after you have saved your session.

•	Sessions
	Create
	List

Figure 1

2. After clicking on "List," the system will display the menu to filter by academic year, course, Session Type, Instructional Method, and/or Assessment Method, to find your session. After setting your filter, click on the "Search" button.

ession Filters									
	2016-2017 Select an Ins	structional Metl V	Select a	a Course an Assessment	: Method		Select a s Select a s Clear Filters	Session Tyj Search	
Publish All Unpublish	Session Title 🗘	Course / Compon	ent ¢	Academic Year 🗧	Type 💠	Instructional Method	Assessment Method	Is Non curricular	Is Mandatory

3. The system will pull up all of the sessions that meet your criteria. To add an offering to your session, you need to edit the session. To edit, click on the pencil tool next to your session.

sion Filters									
	2016-2017	•	Scientific P	rinciples of M	ledicine III		Primarily In	structiona 🔻	
	Select an Instruc	tional Metho 🔻	Select an A	Assessment M	ethod	,	•		
							Clear Filters	Search	
ublish All Inpublish All	Session Title 🕈	Course / Con Select a Course	nponent +	Academic Year ◆ 2016-2017 ▼	Type ≑ Select a Ses: ▼	Instructional Method +	Assessment + Method	Curricular V	Is Mandatory Manua
ublish All Inpublish All	Session Title 🔶	Course / Con Select a Course Endocrine System	mponent 🔶 🔻	Academic Year 2016-2017 ▼	Type ♦ Select a Ses: ▼ Primarily Instructional	Instructional Method Lecture	Assessment Method ¢	Ts Non cumerto Curricular ▼ No	Is Mandatory Manua y No
ublish All Inpublish All	Session Title Elizabeth Test Hearing Loss & Tinnitus and Dizzines & Vertigo WCE Session	Course / Cor Select a Course Endocrine Syster CNS and Special	nponent + • m (END) Senses (CSS)	Academic Year 2016-2017 ▼	Type \$ Select a Ses: Primarily Instructional Primarily Instructional	Instructional Method Lecture Discussion, Small Group (<=12)	Assessment Method	Curricular. • No	Is Mandatory Manue. No Yes

Figure 3

4. The system will populate all of the session details into the menu at the top of the page. Scroll to the bottom of the page and click on the red "Offerings" arrow.

5. The system will display all the menu items required of the offering. Scroll to the bottom and click on the pencil tool to edit the offering you wish to modify.



Figure 4

6. The system will populate all of the fields with the details of your offering information for revision. After you have made your modifications, click on the "Save Session Offering" button. The system will display a notification when your details have been saved.

