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Create a session

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



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.



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.



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.

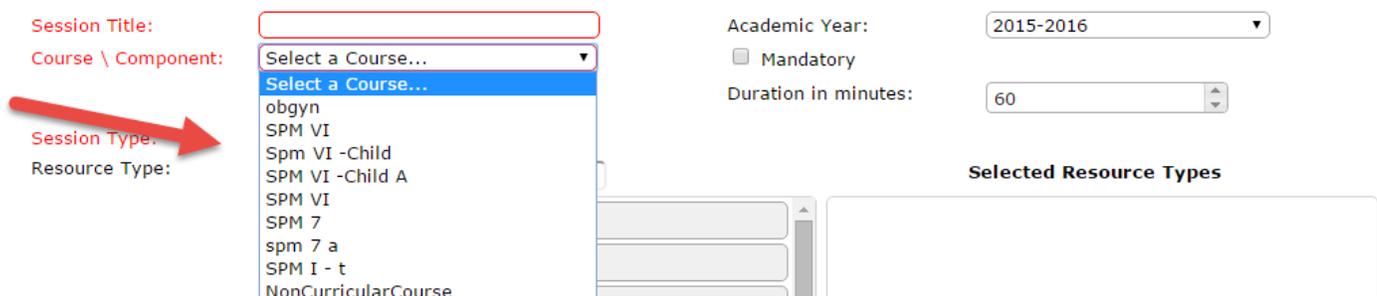


Figure 5

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: Academic Year:

Course \ Component: Mandatory All Day Event

Duration in minutes:

Clinical Presentations **Selected Clinical Presentations**

NonCurricularCP1

NonCurricularCP2

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: Academic Year:

Course \ Component: Mandatory All Day Event

Duration in minutes:

Clinical Presentations **Selected Clinical Presentations**

Figure 7

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

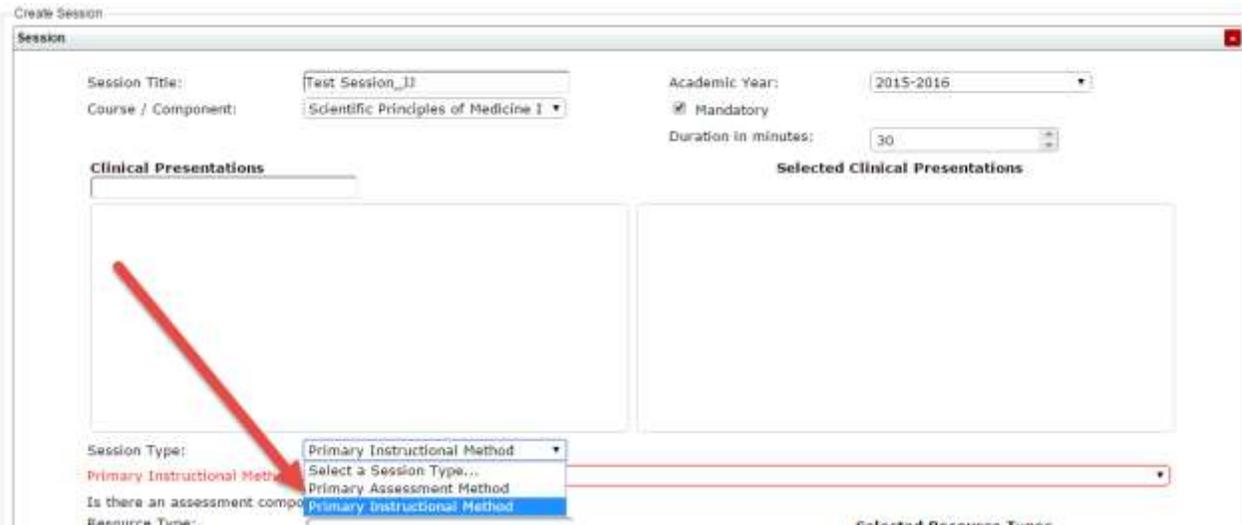


Figure 8

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.

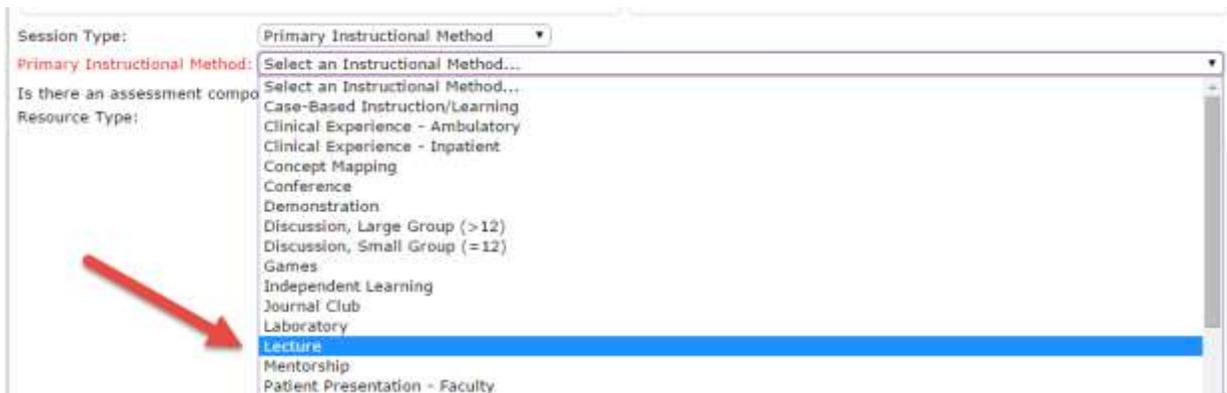


Figure 9

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.



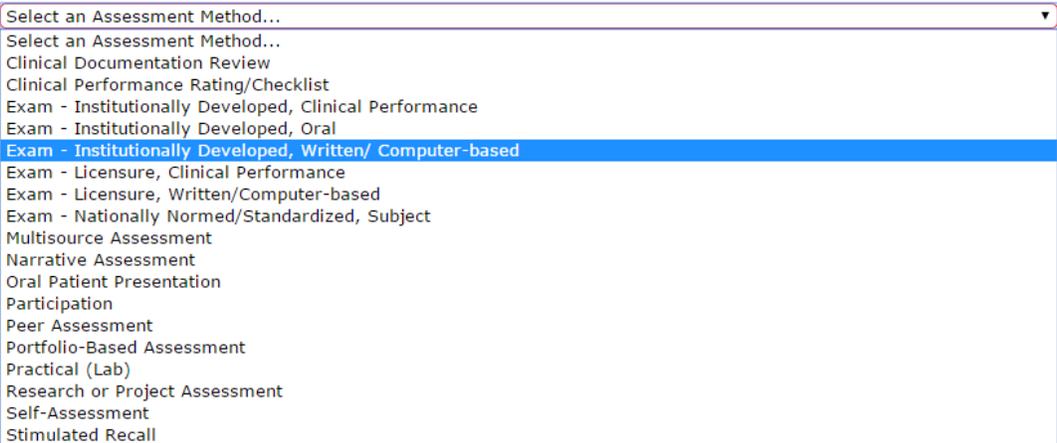
Figure 10

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 component to this session: Yes No

Primary Assessment Method:

Time Allotment:



- Select an Assessment Method...
- Clinical Documentation Review
- 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
- Practical (Lab)
- Research or Project Assessment
- Self-Assessment
- Stimulated 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 component to this session: Yes No

Primary Assessment Method:

Formative Summative Remediation

Time Allotment: Instruction (%): Assessment (%):

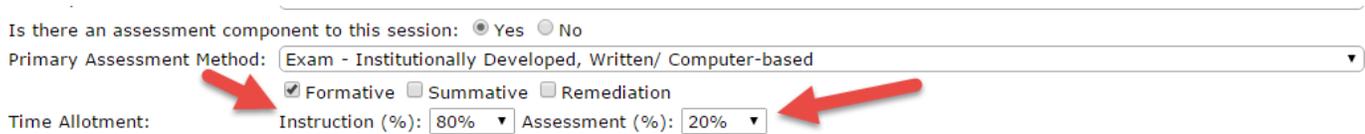
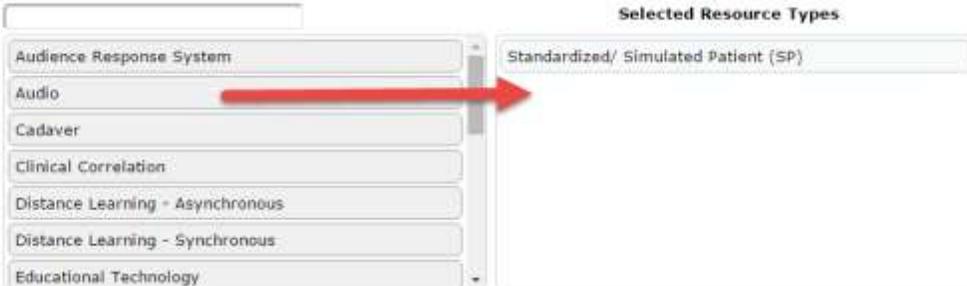


Figure 12

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.

Resource Type:



Selected Resource Types

- Audience Response System
- Audio
- Cadaver
- Clinical Correlation
- Distance Learning - Asynchronous
- Distance Learning - Synchronous
- Educational Technology

Standardized/ Simulated Patient (SP)

Figure 13

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.

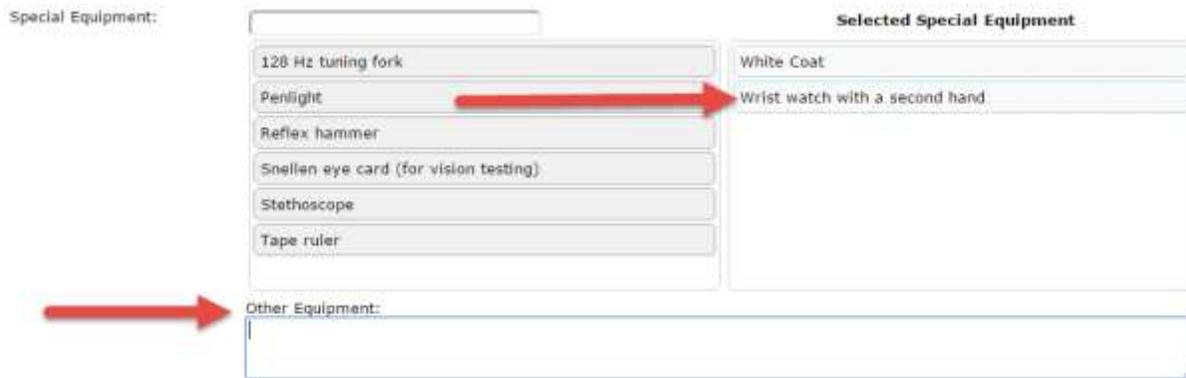


Figure 14

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.



Figure 15

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.

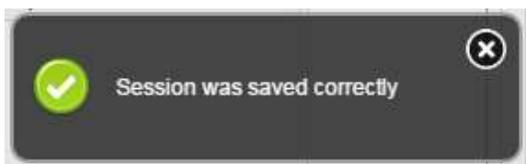


Figure 16

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

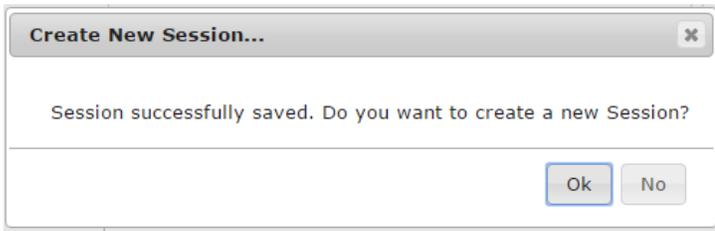


Figure 17

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.



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.

Keywords List (Hot Topics with a red border)			
Basic Science	Clinical Discipline	Organ System	Other
Anatomy	Adolescent Medicine	Cardiovascular System	 Biomedical Informatics/Medical Informatics
Behavioral Sciences	 Alternative Medicine, Complementary Medicine, and Integrative Medicine	Endocrine System	Chronic Illness / Conditions
Biochemistry	Anesthesiology	Gastrointestinal System	Clinical Presentation
 Biostatistics	Cardiology	Hematologic System	Clinical Reasoning
Cell and Molecular Biology	Dermatology	Integumentary	Clinical Skills
Embryology	Emergency Medicine	Musculoskeletal	 Clinical/Translational Research
 Epidemiology	Endocrinology	Nervous System	 Communication/Interpersonal Skills
Histology	Family Medicine	Reproductive Systems	 Community Health
Immunology	Gastroenterology	Respiratory System	 Complementary/Alternative health care
 Medical Genetics	Geriatrics	Special senses	Congenital Abnormalities
Microbiology	Hematology		 Costs of care
Neuro-Anatomy	Infectious Disease		 Counseling for behavior change
Neuro-Physiology	Internal Medicine		Cultural / Societal Issues
Pharmacology	Nephrology		 Cultural Competence
Physiology	Neurology		Disability
 test	Neurosurgery		 Domestic violence/abuse

Figure 19

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, Complementary Medicine, and Integrative Medicine
Biochemistry	Anesthesiology
🔥 Biostatistics	Cardiology
Cell and Molecular Biology	Dermatology
Embryology	Emergency Medicine
🔥 Epidemiology	Endocrinology
Histology	

Figure 20

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.



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 search parameters by commas

Enter ID's

Enter words in objective

Figure 22

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

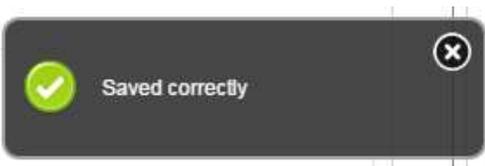


Figure 24

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.

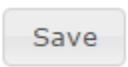


Figure 25

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.

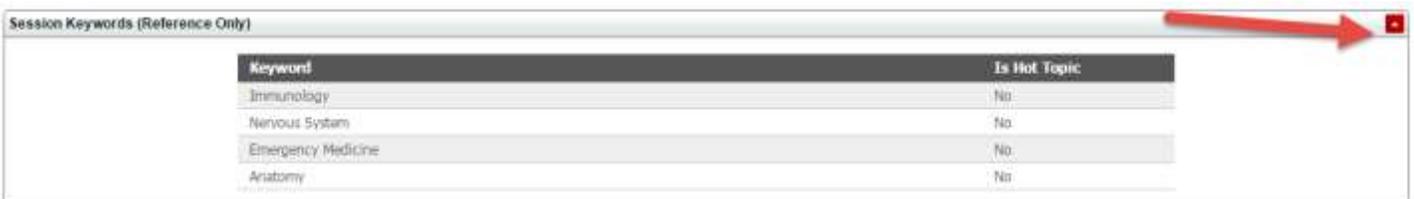


Figure 26

How to View, Filter and Edit Sessions

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

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

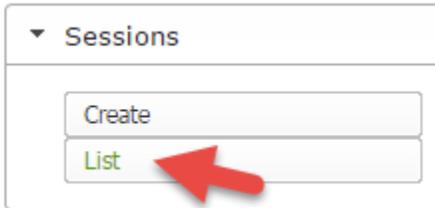


Figure 27

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, Instructional and Assessment Type. After selecting your search criteria, click the “Search” button.

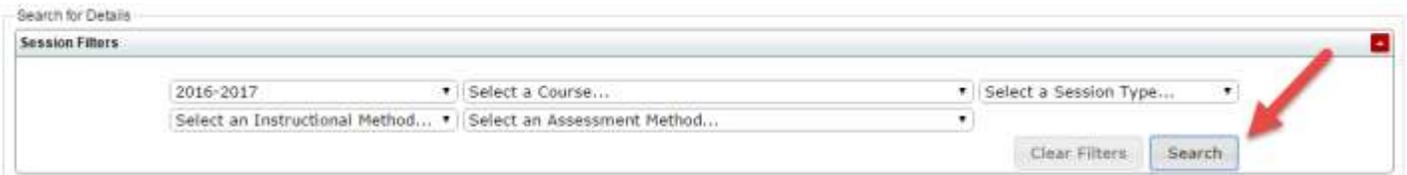


Figure 28

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

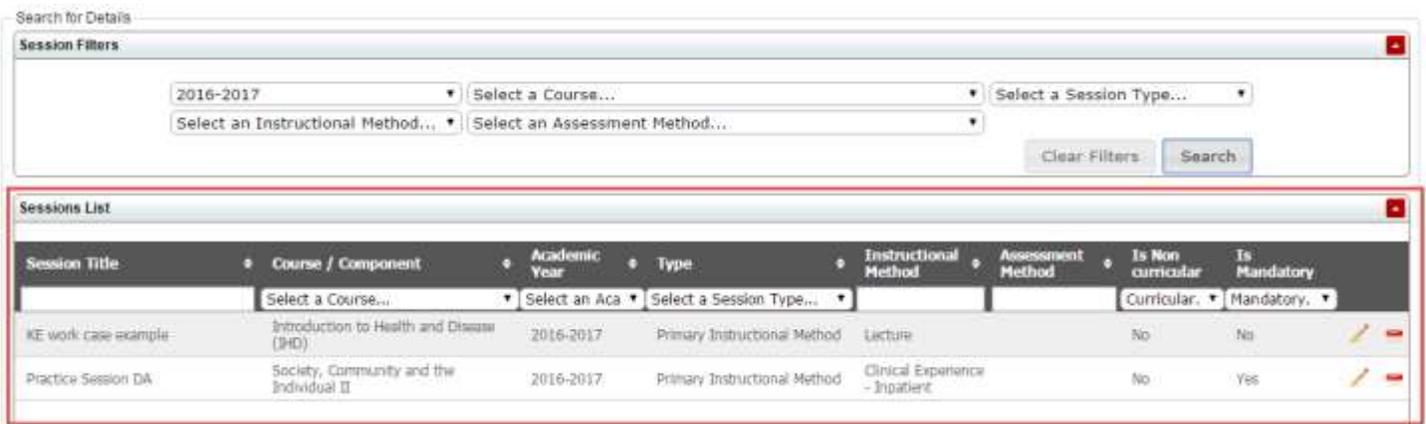


Figure 29

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

Session Title	Course / Component	Academic Year	Type	Instructional Method	Assessment Method	Is Non-curricular	Is Mandatory
KE work case example	Introduction to Health and Disease (IHD)	2016-2017	Primary Instructional Method	Lecture		No	No
Practice Session DA	Society, Community and the Individual II	2016-2017	Primary Instructional Method	Clinical Experience - Inpatient		No	Yes

Figure 30

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

Session Title: Academic Year:

Course / Component: Mandatory Duration in minutes:

Clinical Presentations

Wound

Selected Clinical Presentations

Sore Throat
The Child with Poor Growth

Session Type: Primary Instructional Method:

Is there an assessment component to this session: Yes No

Resource Types

Audience Response System
Audio
Cadaver
Clinical Correlation
Distance Learning - Asynchronous
Distance Learning - Synchronous
Electronic Health/Medical Record (EHR/EMR)

Selected Resource Types

Educational Technology

Special Equipment:

128 Hz tuning fork
Reflex hammer
Snellen eye card (for vision testing)
Stethoscope
Tape ruler
Wrist watch with a second hand

Selected Special Equipment

Penlight
White Coat

Other Equipments:

Planning Notes: (Not visible to Students)
Need to check power point with Dr. Quest

Special Instructions: (Visible to Students)
Read power point before class

Figure 31

- 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.

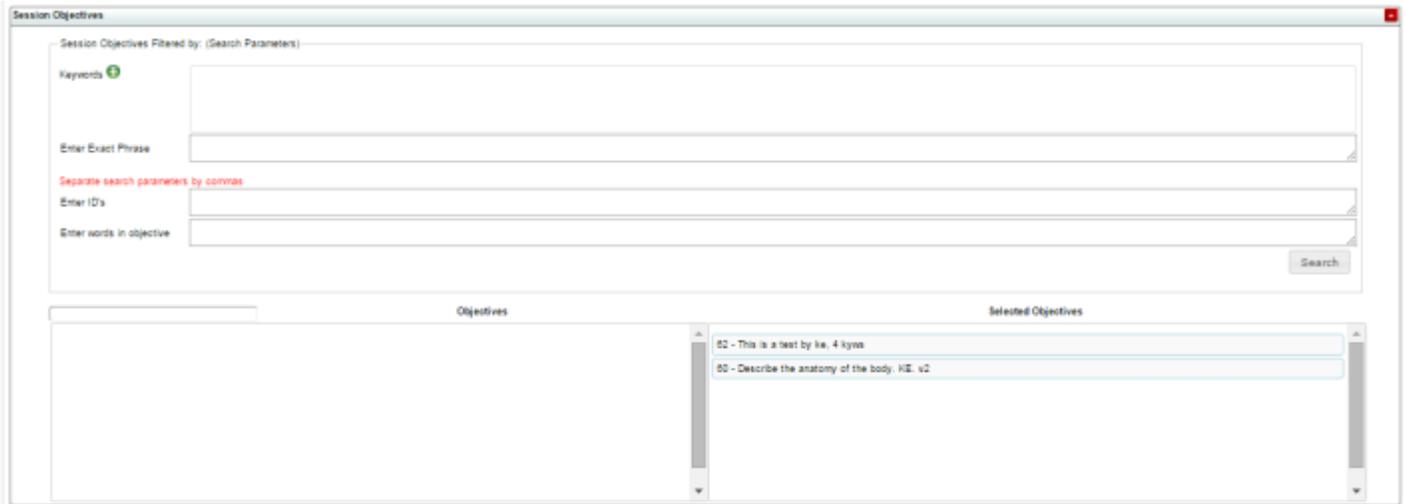


Figure 32

- When all revisions have been entered, click on the “Save” button to save your session details again.



Figure 33

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

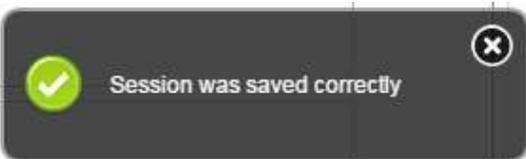


Figure 34

How to add Learning Materials to a session.

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

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

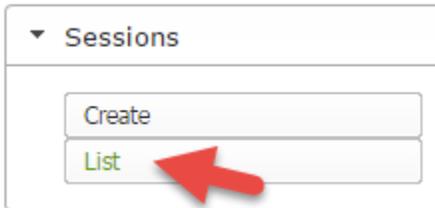


Figure 1

2. 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.

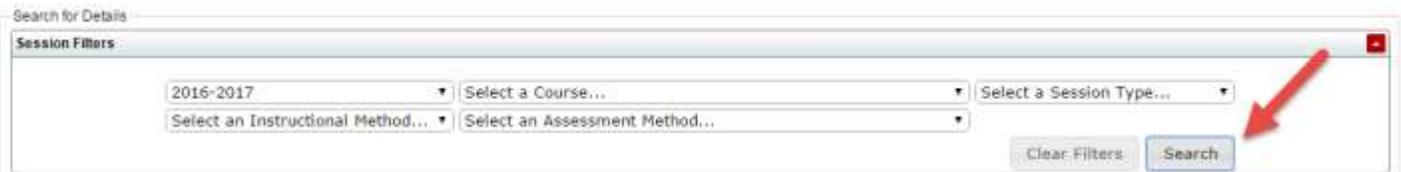


Figure 2

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

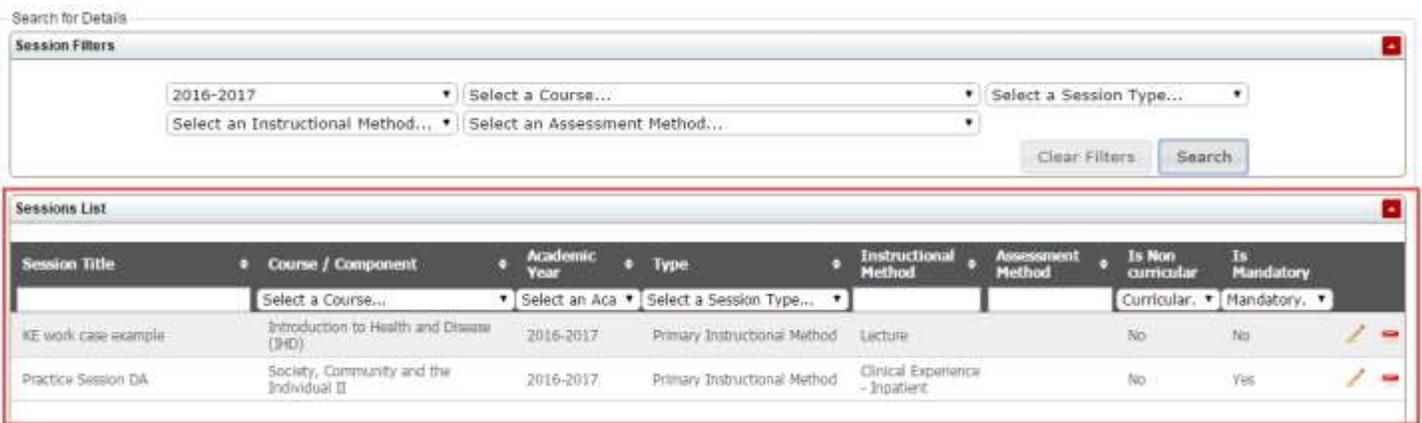


Figure 3

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

Session Title	Course / Component	Academic Year	Type	Instructional Method	Assessment Method	Is Non curricular	Is Mandatory
KE work case example	Introduction to Health and Disease (IHD)	2016-2017	Primary Instructional Method	Lecture		No	No
Practice Session DA	Society, Community and the Individual II	2016-2017	Primary Instructional Method	Clinical Experience - Inpatient		No	Yes

Figure 4

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

Session Title: Academic Year:

Course / Component: Mandatory Duration in minutes:

Clinical Presentations

Wound Sore Throat
The Child with Poor Growth

Session Type: Primary Instructional Method:

Is there an assessment component to this session: Yes No

Resource Types

Audience Response System Educational Technology
Audio
Cadaver
Clinical Correlation
Distance Learning - Asynchronous
Distance Learning - Synchronous
Electronic Health/Medical Record (EHR/EMR)

Special Equipment

120 Hz tuning fork Penlight
Reflex hammer White Coat
Shellen eye card (for vision testing)
Stethoscope
Tape ruler
Wrist watch with a second hand

Other Equipment:

Planning Notes: (Not visible to Students)

Special Instructions: (Visible to Students)

Figure 5

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.

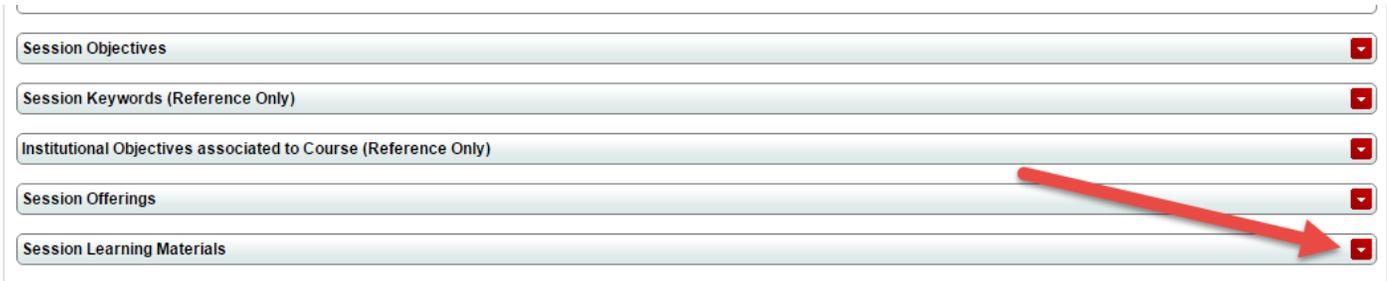


Figure 6

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



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.

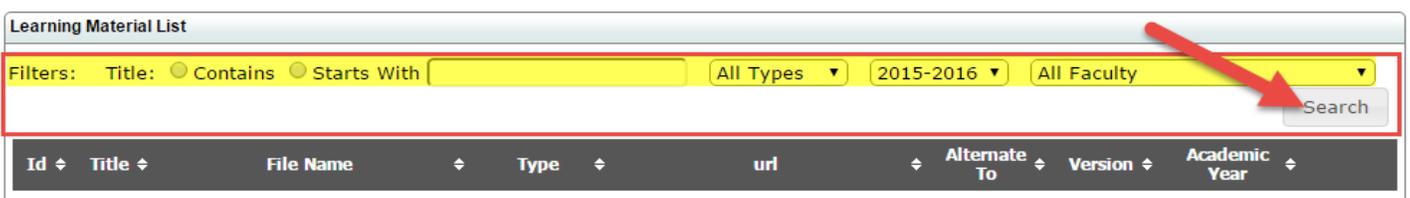


Figure 8

- 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: Contains Starts With All Types 2015-2016 All Faculty Search

Id	Title	File Name	Type	url	Alternate To	Version	Academic Year	
3	test	videoFile.mp4	Video			3	2015-2016	
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	test.txt	Text			1	2015-2016	

Figure 9

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

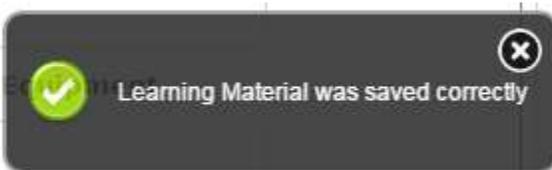


Figure 10

- 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 Learning Materials

Find a Learning Material Add a Learning Material

Publish	Title	Type	File Name	Priority	Instructions
<input type="checkbox"/>	Creating test cases TF 001	Excel	20160106 - (Expanded text on draggables) - Courses (1).xlsx	<input checked="" type="radio"/> Recommended <input type="radio"/> Required	Test case TF 001

Figure 11

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.

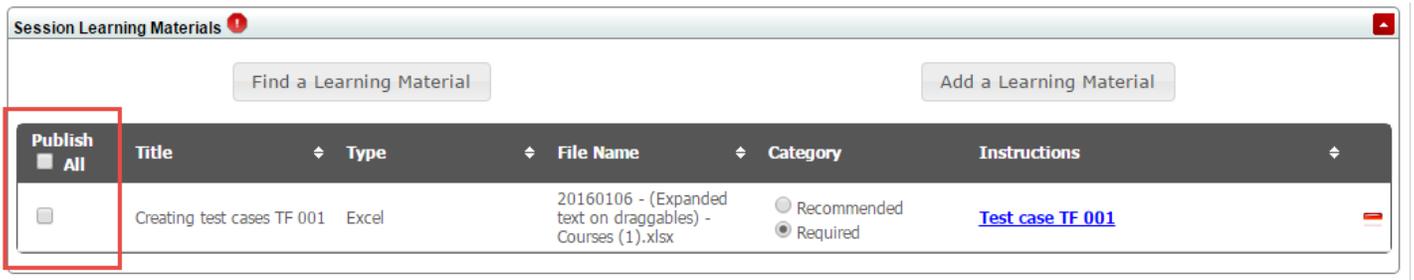
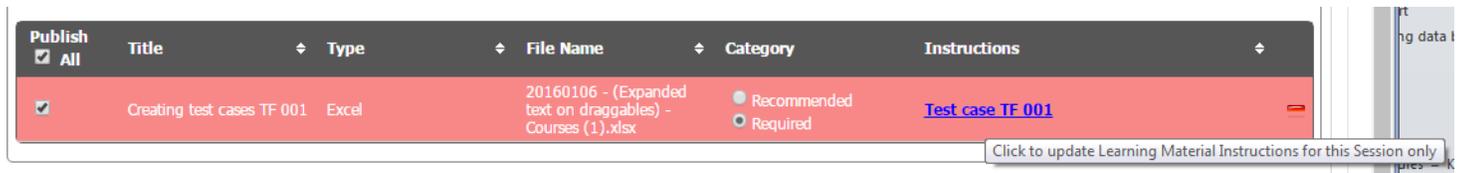


Figure 12



Figure 13



How to add an Offering to Sessions.

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

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.

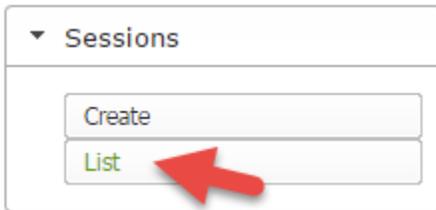


Figure 1

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.

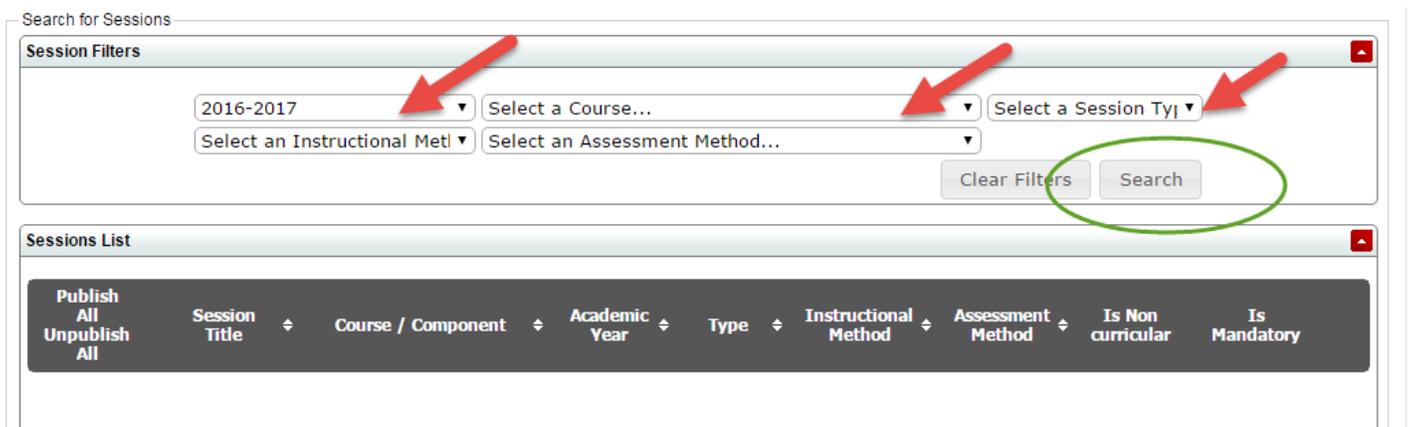


Figure 2

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.

Search for Sessions

Session Filters

2016-2017 Scientific Principles of Medicine III Primarily Instructional
Select an Instructional Metho... Select an Assessment Method...
Clear Filters Search

Sessions List

<input type="checkbox"/>	Session Title	Course / Component	Academic Year	Type	Instructional Method	Assessment Method	Is Non-curricular	Is Mandatory	
<input type="checkbox"/>	Elizabeth Test	Endocrine System (END)	2016-2017	Primarily Instructional	Lecture		No	No	
<input type="checkbox"/>	Hearing Loss & Tinnitus and Dizziness & Vertigo WCE Session	CNS and Special Senses (CSS)		Primarily Instructional	Discussion, Small Group (<=12)		No	Yes	
<input type="checkbox"/>	New session_May	Scientific Principles of Medicine III		Primarily Instructional	Lecture		No	No	

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

Figure 4

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.

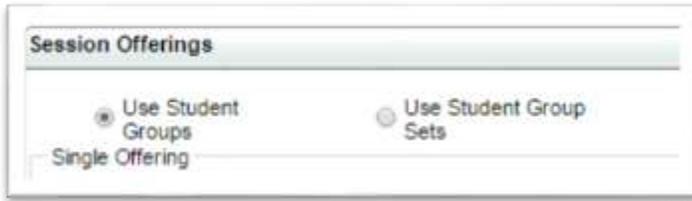


Figure 5

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.

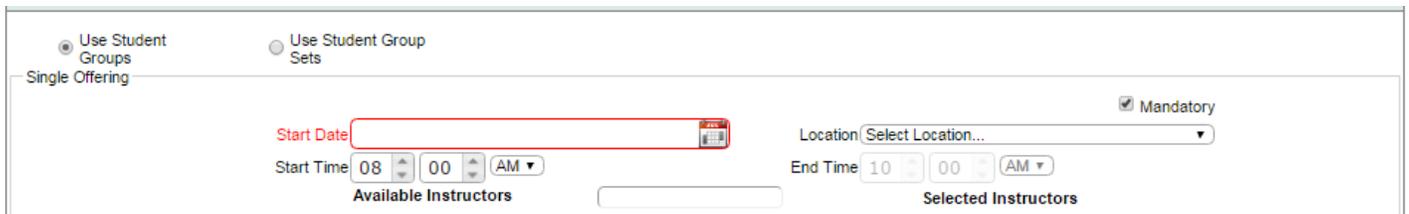


Figure 6



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.

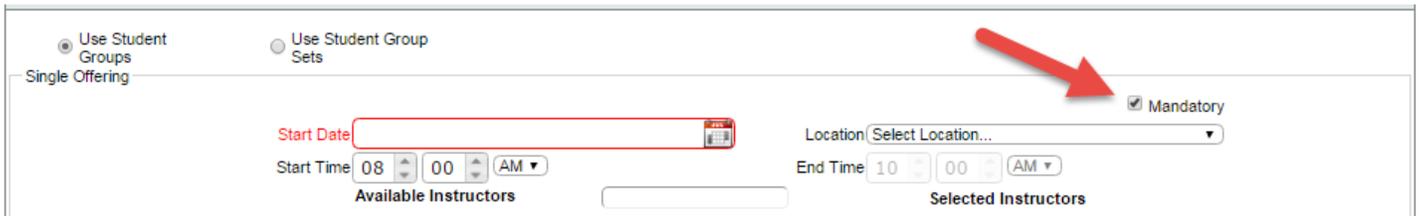


Figure 8

- 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.

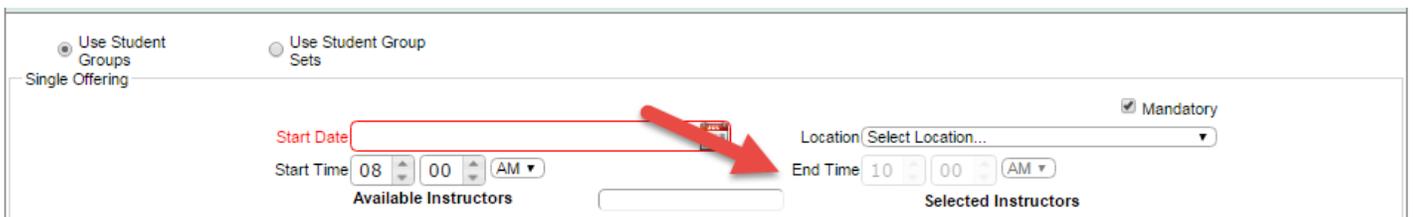


Figure 9

- 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.

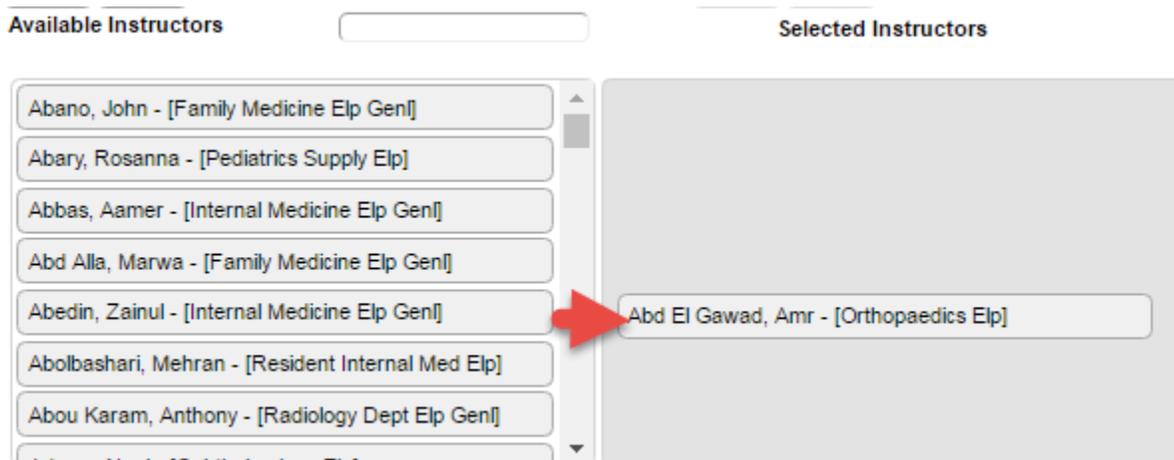


Figure 10

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]
- ...

Figure 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.
- After you have filled in all of the required as well as optional boxes for the offering, you can click on “Save Session Offering.”

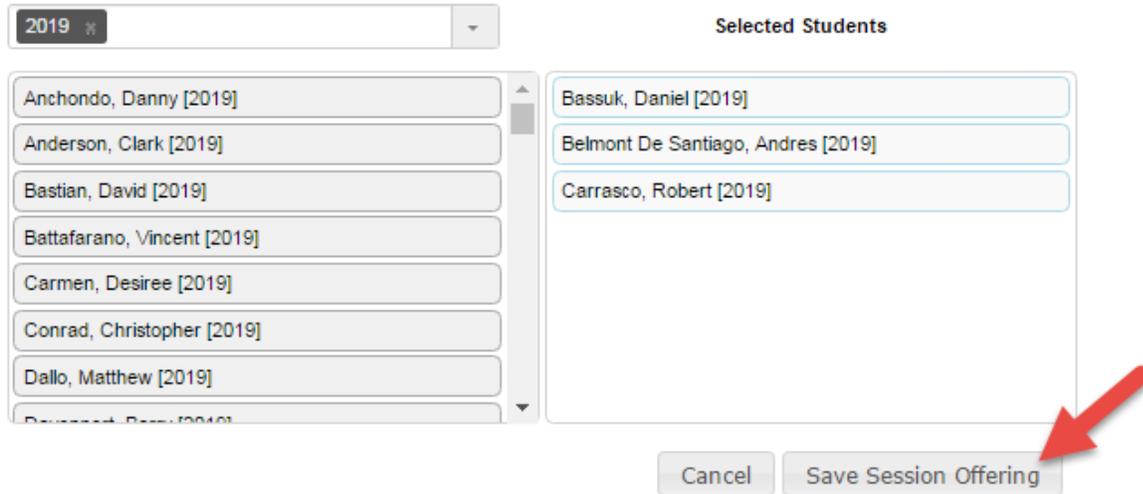


Figure 12

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



Figure 13

- 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	Instructors	Student Groups	Individuals	Location	Delivered	
8/3/2016 08:00 AM	8/3/2016 10:00 AM	Abd El Gawad, Amr		Bassuk, Daniel / Belmont De Santiago, Andres / Carrasco, Robert	MEB 1140 Classroom	<input checked="" type="checkbox"/>	 

Figure 14

How to edit a session offering.

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

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.

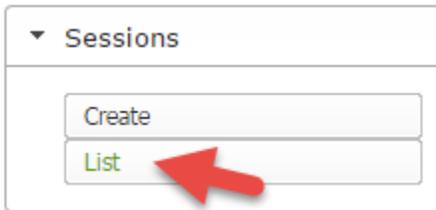


Figure 1

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.

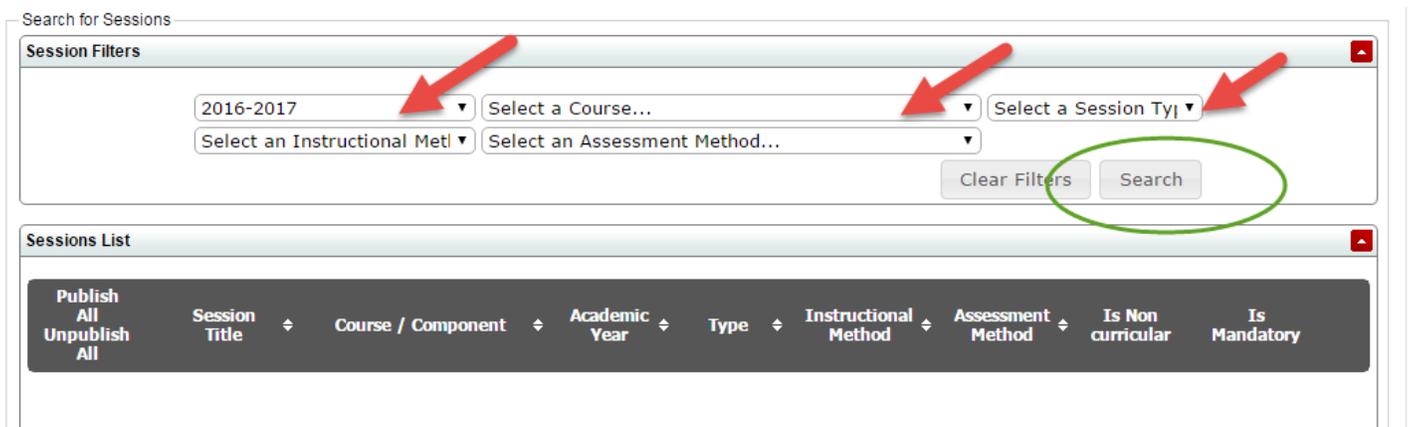


Figure 2

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.

Search for Sessions

Session Filters

2016-2017 Scientific Principles of Medicine III Primarily Instructional
Select an Instructional Metho... Select an Assessment Method...
Clear Filters Search

Sessions List

<input type="checkbox"/> Publish All <input type="checkbox"/> Unpublish All	Session Title	Course / Component	Academic Year	Type	Instructional Method	Assessment Method	Is Non-curricular	Is Mandatory	
<input type="checkbox"/>	Elizabeth Test	Endocrine System (END)	2016-2017	Primarily Instructional	Lecture		No	No	
<input type="checkbox"/>	Hearing Loss & Tinnitus and Dizziness & Vertigo WCE Session	CNS and Special Senses (CSS)		Primarily Instructional	Discussion, Small Group (<=12)		No	Yes	
<input type="checkbox"/>	New session_May	Scientific Principles of Medicine III		Primarily Instructional	Lecture		No	No	

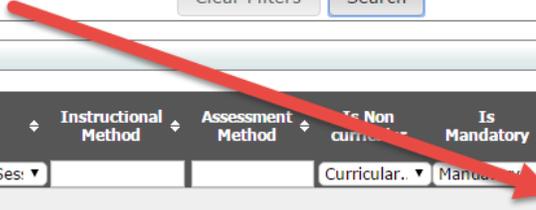


Figure 3

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.

Single Offering

Start Date Location Mandatory

Start Time 08:00 AM End Time 10:00 AM

Available Instructors Selected Instructors

Abano, John - [Family Medicine EIp Gen]
Abary, Rosanna - [Pediatrics Supply EIp]
Abbas, Aamer - [Internal Medicine EIp Gen]
Abd Alla, Marwa - [Family Medicine EIp Gen]
Abd El Gawad, Amr - [Orthopaedics EIp]
Abedin, Zainul - [Internal Medicine EIp Gen]
Abolbashari, Mehran - [Resident Internal Med EIp]
Abu-Karim, Ashraf - [Pediatrics Dept EIp Gen]

Available Student Groups Selected Student Groups

Selected Students

Session Year

Cancel Save Session Offering

Start	End	Instructors	Student Groups	Individuals	Location	Delivered
8/3/2016 08:00 AM	8/3/2016 10:00 AM	Abd El Gawad, Amr		Bassuk, Daniel / Belmont De Santiago, Andres / Carrasco, Robert	MEB 1140 Classroom	<input checked="" type="checkbox"/> 

Figure 4

- 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.



Figure 5