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I. Create a Course

The following will assist you in creating a Course. To access the CHAMP Courses module, You can log in to: <https://ilios.ttuhs.edu/Champ> using your browser. The recommended browser for CHAMP is Chrome.



A. Click on the “Courses/Components” section to expand the options.



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



C. Select the required fields coded in red to continue with the creation. By default, Academic Year is preselected to the current year.

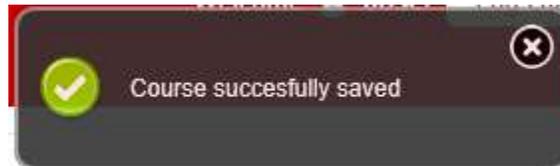
1. If “Save” is clicked before making any selections, the following message will display. Click Ok to close window and begin filling in the required fields.

2. If you try clicking on other sections like Offerings, Directors, etc., you will get an error message that the Course must be saved first. Consider the following when filling out the fields.
 - a. Leave Academic Year as is (current).
 - b. Select a Start Date and End Date.
 - c. Credit Hours must have a value between 0-99.
 - d. Leave Registrar’s Course ID as is (Blank).
 - e. Abbreviation must be four characters long.
3. When all the fields are filled, click “Save” and you will get a bubble with a message that the Course was successfully saved.

Course / Component

Course / Component Type	Required Course	Course / Component Title	Test Course
Academic Year	2015-2016	Class Of	2021
Start Date	01/29/2016	End Date	01/29/2016
Student Level	2	Credit Hours	3
Registrar's Course / Component ID		Abbreviation	TEST
Course / Component Relation	No Relation	Parent	<input type="checkbox"/>
		Child	<input type="checkbox"/>
		Track	<input type="checkbox"/>
		Requires CP	<input type="checkbox"/>
Description Viewable by Students	This description is a test description.	Notes	

Save



II. Course Offerings

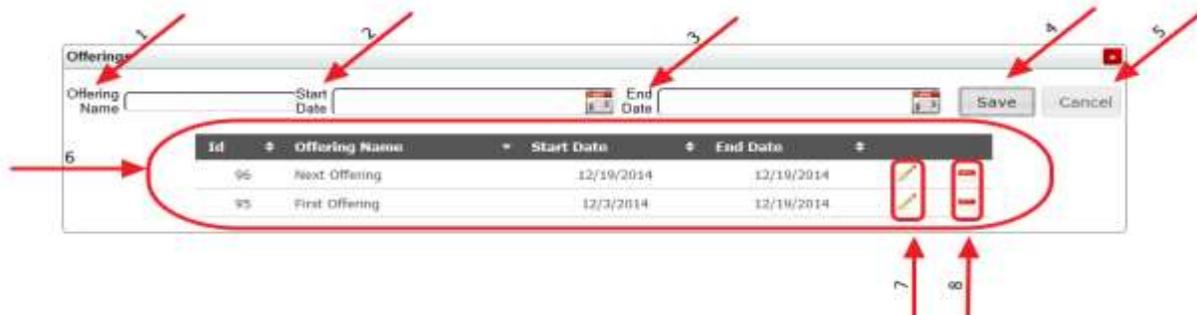
The offering section is only available after a course has been created and saved. When you have entered all of the details for the course, scroll down to the red down arrow  to show the offerings menu. The offering menu allows adding, editing and viewing of a course offering within the course creation module.

1. The following fields in the offering section are necessary to create an offering:

- Offering Name: Field in which you enter the name of the course offering.
- Start date: Field in which the initiating date of the course offering is set.
 - Note: The value of this field does not need to be between the start and end date of the course.
- End date: Field in which the finalize date of the course offering is set.
 - Note: The value of this field does not need to be between the start and end date of the course.

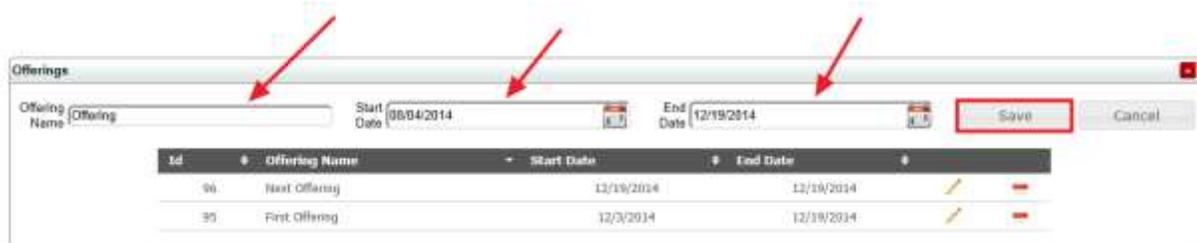
Save button: Adds a new course offering after entering the Offering Name, Start date and End date fields.

- Cancel button: Clears the contents of the Offering Name, Start date and End date fields.
- Offering Viewer: Displays the ID, Name, Start date and End date of a course offering. Also permits the deletion  and edit  of an offering.
- Edit button: It allows editing an offering.
- Deletes an offering: Deletes a specific offering



Create a course offering

1. Fill the Offering Name, Start Date and End Date Fields. Next press the save button.



The screenshot shows a web form titled "Offerings". It has three input fields: "Offering Name" with the value "Offering", "Start Date" with the value "08/04/2014", and "End Date" with the value "12/19/2014". Each field has a calendar icon to its right. A red box highlights the "Save" button, and "Cancel" is also visible. Below the form is a table with the following data:

Id	Offering Name	Start Date	End Date		
96	Next Offering	12/19/2014	12/19/2014		
95	First Offering	12/3/2014	12/19/2014		

2. Upon saving, the system will notify you that the offering was captured.



Edit a Course offering

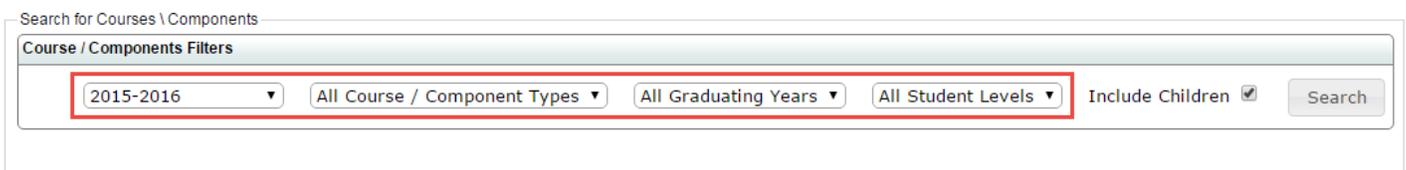
1. To edit an offering, access the Courses module by logging into CHAMP at: <https://ilios.ttuhs.edu/Champ> using your Chrome Browser.



2. Log on using your eraider credentials.
3. From the main page, click on the "Courses" tab and select the "List" submenu.



4. To edit an offering, first locate the course that the offering is attached to. Use the Academic year, Course/component type, Graduation year, or student level filters to locate the course you wish to edit.



Based on your search criteria, the system will display a list of courses that match your selected filters. From the list of courses, click on the pencil tool to populate the course along with the assigned offering information. **Note: these first 5 steps can also be used if you simply want to view course details but not necessarily edit.*

Search for Courses | Components

Course | Components Filters

2015-2016 Required Course 2018 All Student Levels Include Children Search

Courses | Components List

Course / Component Title	Parent	Abbr	Course / Component Type	Grad Year	Academic Year	Student Level	Credit Hours	Published	Locked	
Scientific Principles of Medicine III <input type="text" value="test" />	N/A	SPM3	Required Course	2018	2015-2016	2	10	false	false	
OES and Special Senses (CSS)	Scientific Principles of Medicine III <input type="text" value="test" />	_CSS	Required Course	2018	2015-2016	2	0	false	false	
Renal System (RNL)	Scientific Principles of Medicine III <input type="text" value="test" />	_RNL	Required Course	2018	2015-2016	2	0	false	false	
Endocrine System (END)	Scientific Principles of Medicine III <input type="text" value="test" />	_END	Required Course	2018	2015-2016	2	0	false	false	
Scientific Principles of Medicine IV	N/A	SPM4	Required Course	2018	2015-2016	2	8	false	false	
Reproductive Systems (REP)	Scientific Principles of Medicine IV	_REP	Required Course	2018	2015-2016	2	0	false	false	
Society, Community & the Individual III	N/A	SCI3	Required Course	2018	2015-2016	2	2	false	false	
Mind and Human Development (MHD)	Scientific Principles of Medicine IV	_MHD	Required Course	2018	2015-2016	2	0	false	false	
Society, Community & the Individual IV	N/A	SCI4	Required Course	2018	2015-2016	2	1	false	false	
Integration of Systems (INT)	Scientific Principles of Medicine IV	_INT	Required Course	2018	2015-2016	2	0	false	false	
Anatomy 101	N/A	tc12	Required Course	2018	2015-2016	1	9	false	false	

- The system will display all of the course information. Below the course information are boxes for: Offerings, Directors, Coordinators, and Institutional Objectives. To edit offerings, click on the down arrow for offerings details.

Offerings

Offering Name Start Date End Date Save Cancel

Id	Offering Name	Start Date	End Date		
4	Test Offering	8/25/2015	8/31/2015		
5	Alternate offering	8/31/2015	9/3/2015		

Directors

Coordinators

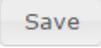
Institutional Objectives

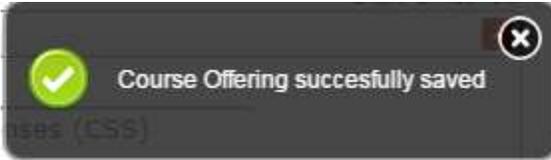
- Click on the corresponding edit button  of the offering you wish to edit. The system will populate the Offering name, Start Date, and End date for revisions.

Offerings

Offering Name: Test Offering Start Date: 8/25/2015 End Date: 8/31/2015 Save Cancel

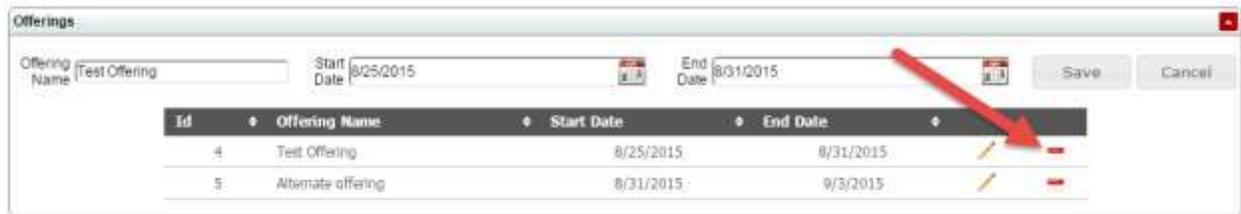
Id	Offering Name	Start Date	End Date		
4	Test Offering	8/25/2015	8/31/2015		
5	Alternate offering	8/31/2015	9/3/2015		

- Click on the Save  Button. The system will display a notification to show that the revisions have been captured.

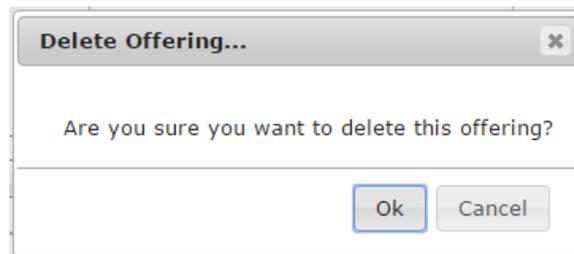


Delete a course offering

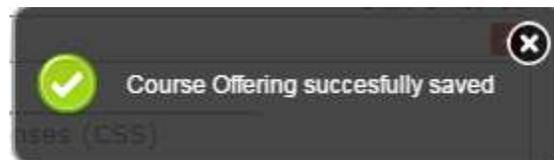
1. To delete a course offering, follow the steps to edit a course offering until step # 7.
2. To delete, click on the corresponding delete button  .



3. Before deleting the offering, the system will display a notification to ensure you want to delete the content.



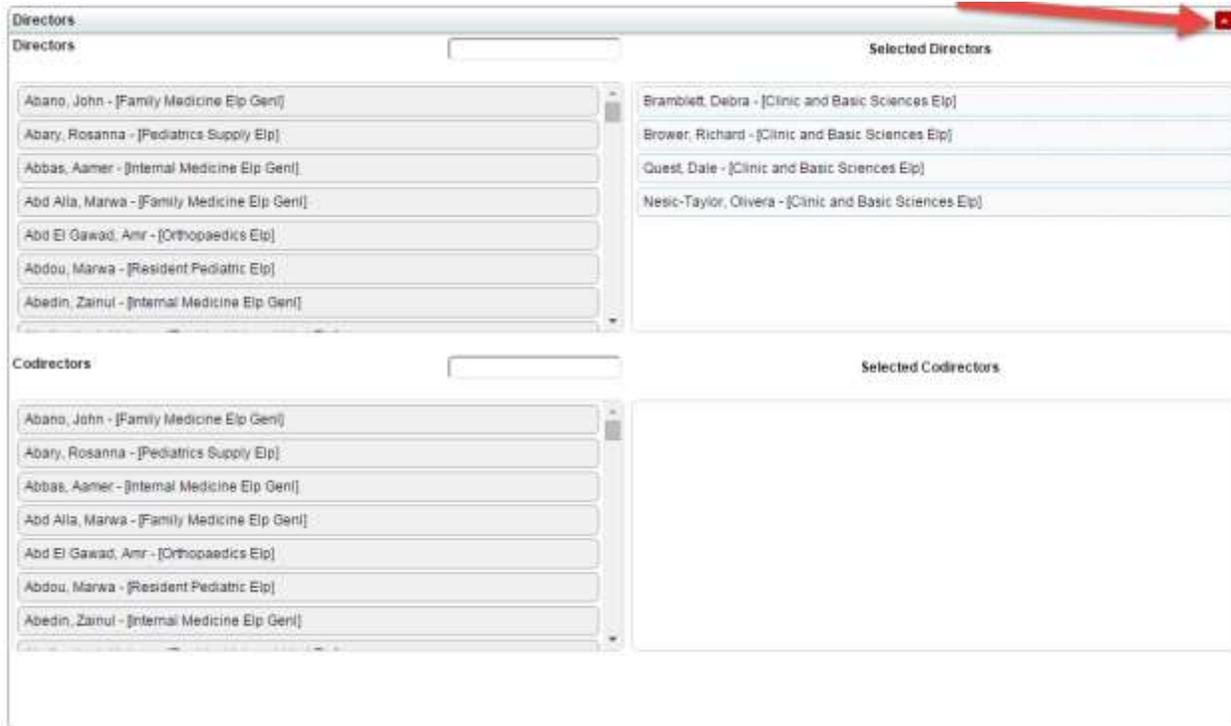
4. The system will display a notification to show that the revisions have been captured.



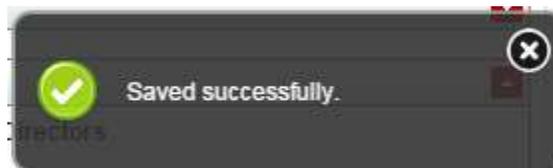
III. Directors

In this section you will be able to select the Directors and Co-directors. To access the directors section, follow the steps 1 - 5 listed in “editing a course”

1. After following those steps, the system will display all of the course information. Below the course information are boxes for: Offerings, Directors, Coordinators, and Institutional Objectives. To edit Directors, click on the down arrow for details.

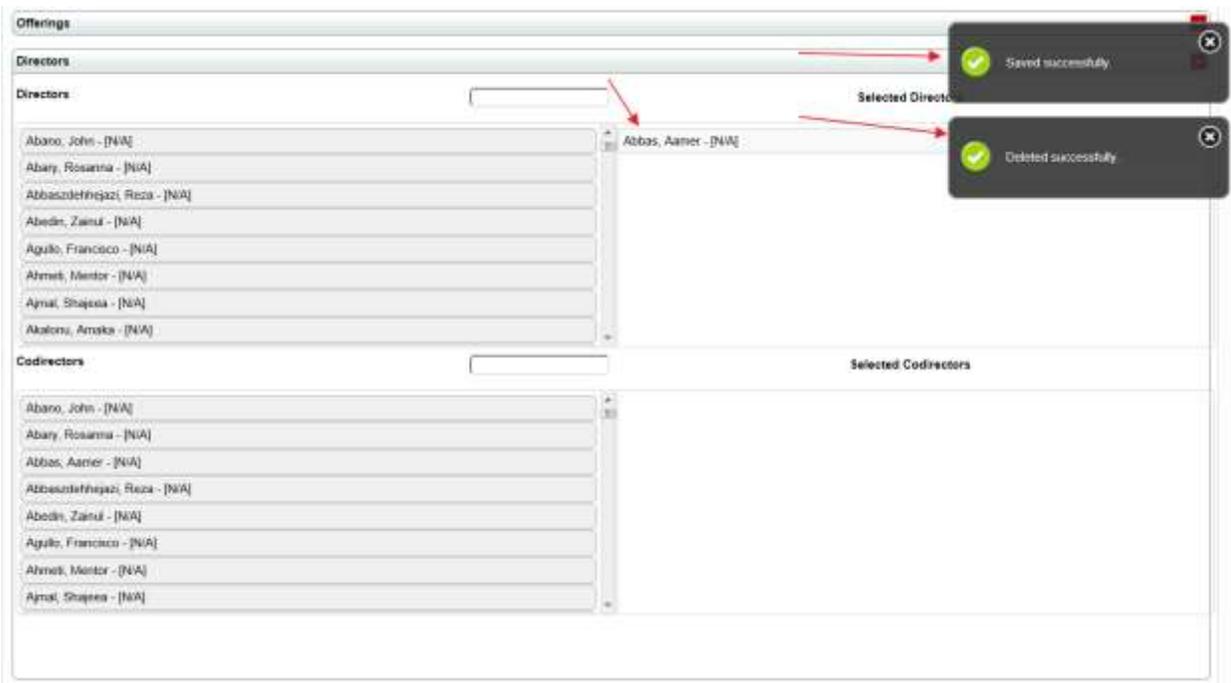


2. In the above example, directors have already been assigned when creating the course. Editing the directors works the same way. Simply drag a name from the left column into the right column to select either a director or co-director. The system will display a notification in the upper right corner of the screen when your selection has been captured.

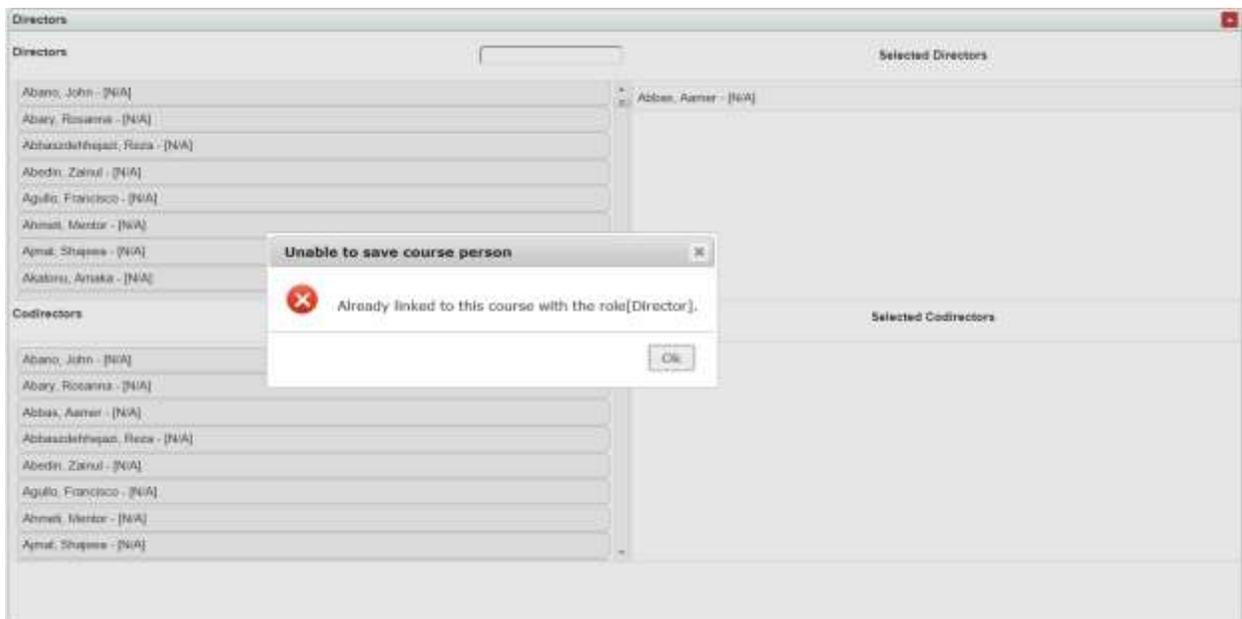


- To remove directors and co-directors, drag them from the right column into the left column and the system will notify you again when the change has been captured.

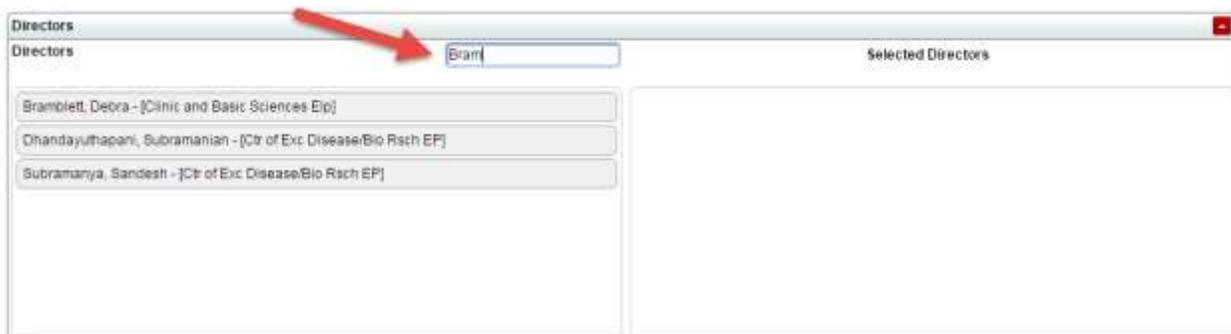
In the image below you can see that you are able to remove and add at the same time. In this case the Co-director was removed and Director was added. You will see notification confirming your request.



*Note: You will only be able to assign one Role for Person. The system will not allow you to list the same person Director as well as Co-director. They error shown below will display if this is attempted.



4. To search for a faculty member to assign as director or co-director, use the search box provided. Type in the name of faculty and the system will display the names that match your search criteria. You will then just need to drag it over to the right field. To save the course, a Director is required.

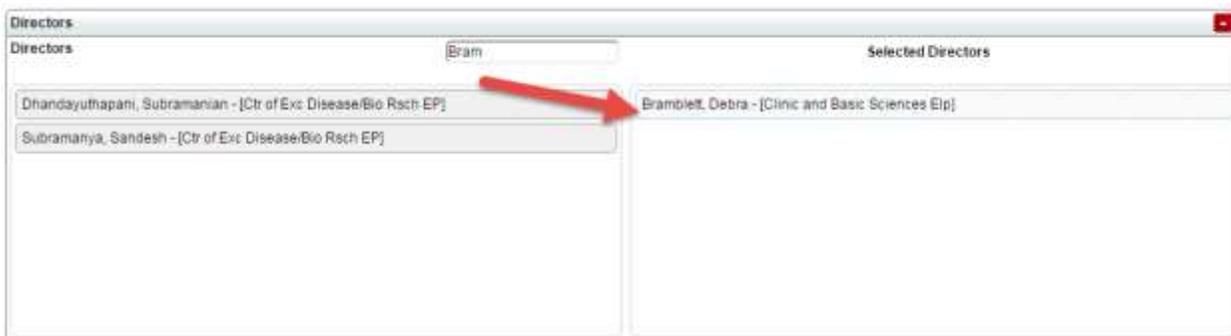


The screenshot shows a window titled "Directors" with a search box containing the text "Bram". Below the search box, a list of faculty members is displayed:

- Bramblett, Debra - [Clinic and Basic Sciences Eip]
- Dhandayuthapani, Subramanian - [Ctr of Exc Disease/Bio Rsch EP]
- Subramanya, Sandesh - [Ctr of Exc Disease/Bio Rsch EP]

The right side of the window is labeled "Selected Directors" and is currently empty. A red arrow points to the search box.

5. When you find the name of the faculty you would like to add, drag the name from the left column into the right column. The system will display a notification when your selection has been captured.

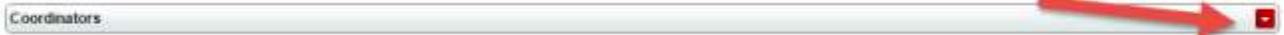


The screenshot shows the same "Directors" window. The search box still contains "Bram". The list of faculty members is the same as in the previous screenshot. A red arrow points from the name "Bramblett, Debra - [Clinic and Basic Sciences Eip]" in the left column to the "Selected Directors" column on the right, indicating the drag action.

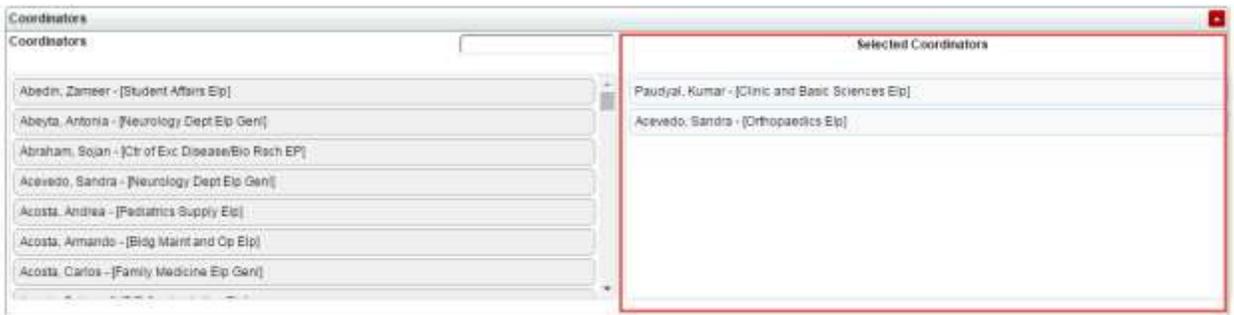
IV. Coordinators

In this section you will be able to select the Coordinators. To access this section, follow the steps 1 - 5 listed in “editing a course”.

1. After following those steps, the system will display all of the course information. Below the course information are boxes for: Offerings, Directors, Coordinators, and Institutional Objectives.
2. To edit coordinators, click on the down arrow to maximize the list of Coordinators.



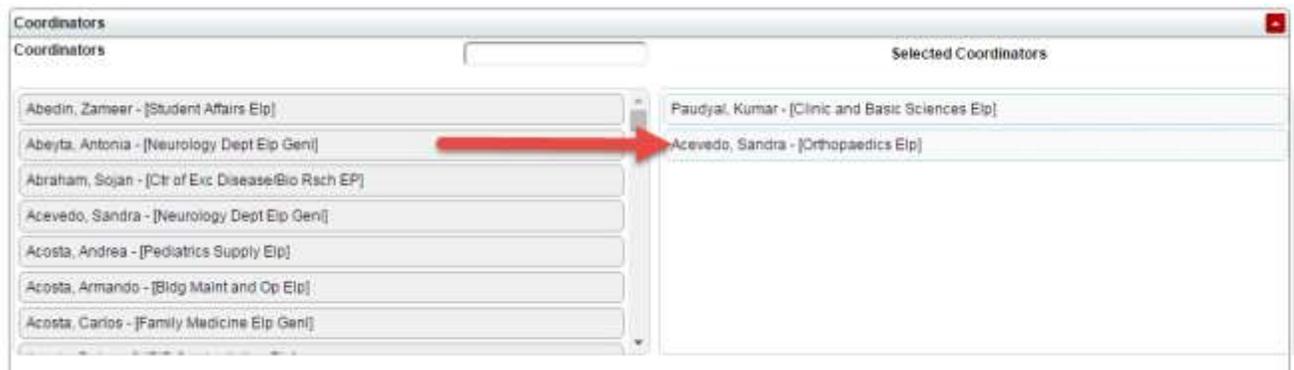
3. The list of coordinators that are associated to the course are displayed in the box on the right under “Selected Coordinators.”



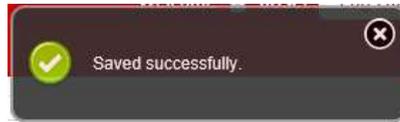
4. If you'd like to search for a coordinator by name, you can search by typing their name in the box. The system will display the names of coordinators that match your search criteria.



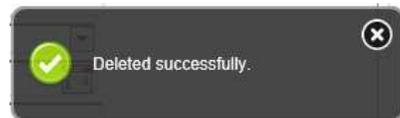
5. To add coordinators, drag and drop the name from the left menu into the right menu under “Selected Coordinators.”



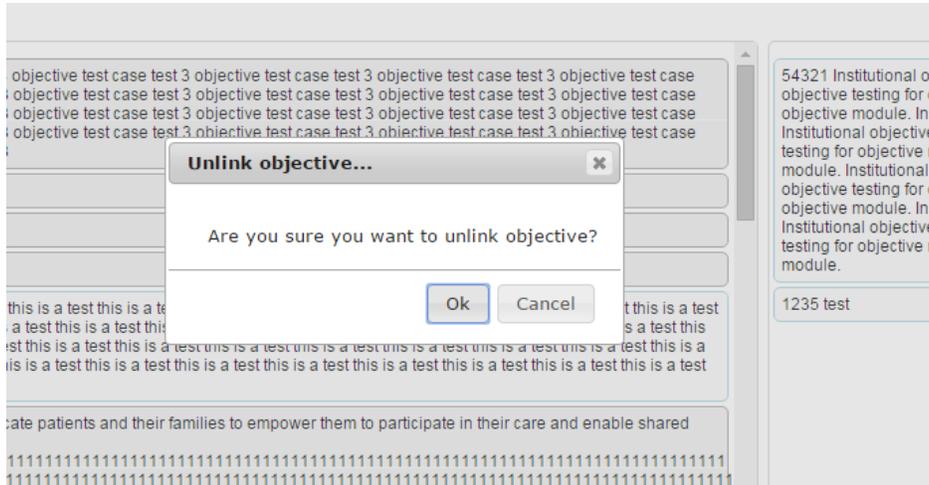
6. Once you have made the additions or revisions, the system will notify you that your change has been captured.



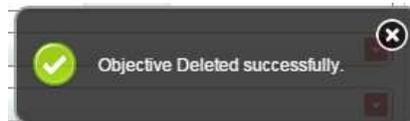
7. In the event you would like to remove a coordinator, drag and drop them from the right column into the left column. Once you have made the deletion, the system will notify you that your change has been captured.



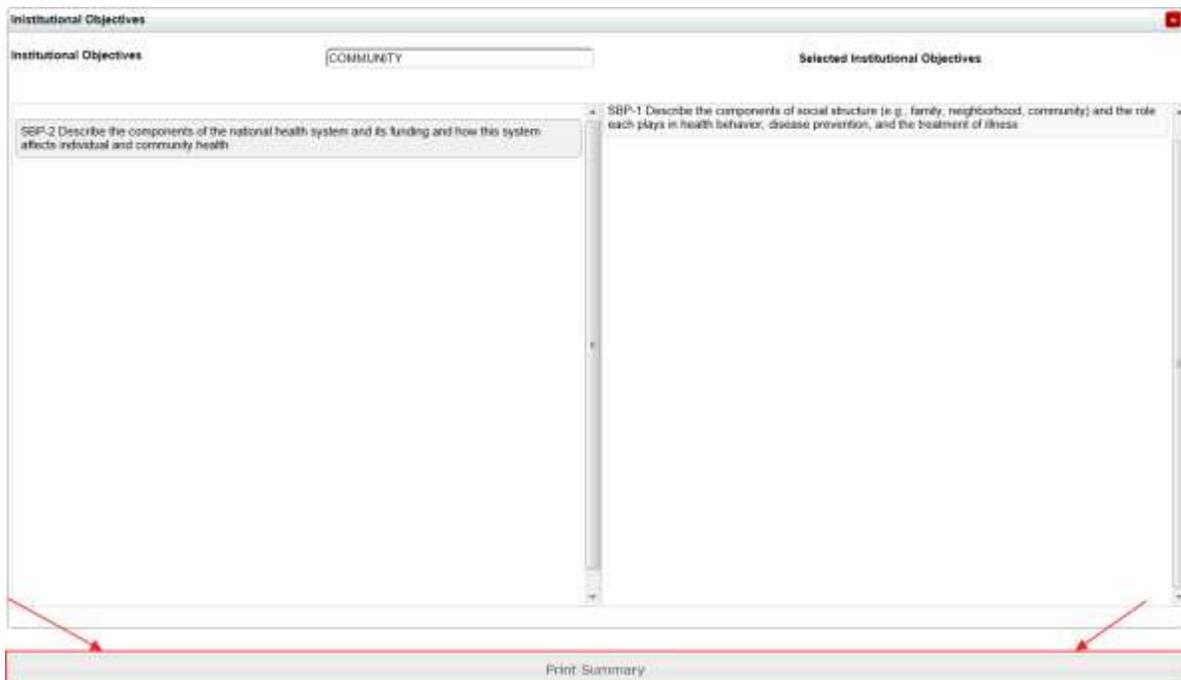
- When you remove an oObjective , the system will display a warning notification to confirm that you wish to delete the objective from the course.



- Once you click on the “ok” button the, the system will display a notification that the objective was deleted successfully.



- After you have completed all sections and saved the details, you can click on the “Print Summary” bar at the bottom of the page.



11. The Print Summary will give you a summary of all the information you have entered (shown below).

The screenshot shows a web browser window titled "CourseDetails - Windows Internet Explorer". The main content area is titled "Course Details" and is divided into several sections by red horizontal lines. The first section contains course metadata, the second is an empty table for offerings, the third is a table for directors, and the fourth is a table for objectives.

Course Details

Course Title: SPM by KE	Course Type: Required Course
Academic Year: 2014-2015	Class of: 2018
Start Date: 7/7/2014	End Date: 12/19/2014
Student Level: 2	Credit Hours: 11
Registrar's Course Id:	Abbreviation : PSKE
Course Relation: Parent	Order Type: Ordered
Minimum: 4	Maximum: 4
Track: false	Requires CP: false
Description: introductory course to Med	
Notes:	
Status: Draft Unlocked	

Course Offerings

Id	Offering Name	Start Date	End Date
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Course Directors and Contributors

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

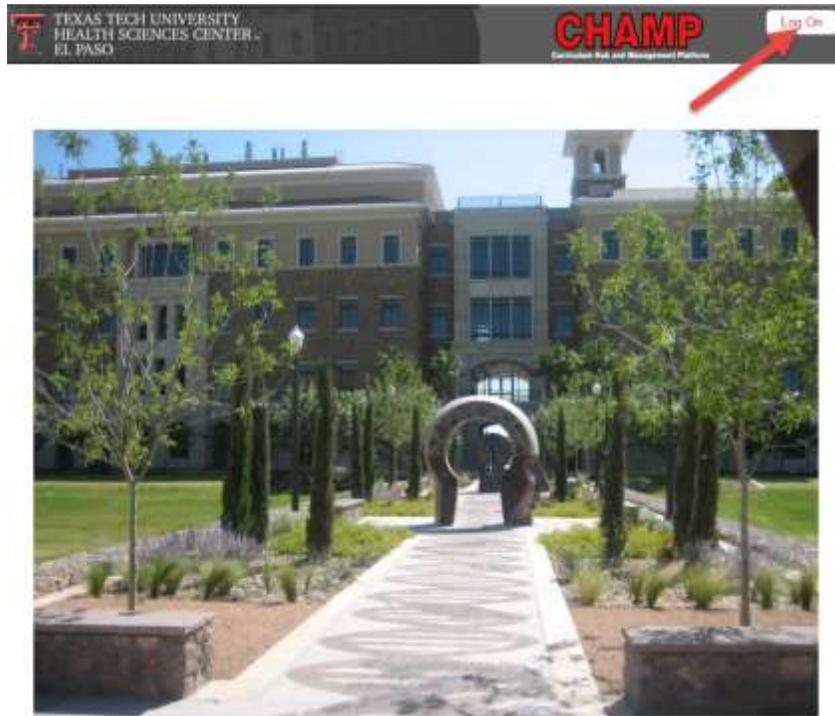
Course Objectives

Id	Objective	Code
24	Describe the components of social structure (e.g., family, neighborhood, community) and the role each plays in health behavior, disease prevention, and the treatment of illness	SBP-1

6. Courses

How to edit or view a course:

1. To Edit or View a Course, log onto CHAMP at <https://ilios.ttuhsce.edu/Champ> using your browser. The recommended browser for CHAMP is Chrome. Log into the system using your eraidr credentials.



2. Click on the courses tab to access the module, and from the pull down menu, click on the "List" tab.



3. Next, filter the courses by selecting the academic year, Type of course, student level, and whether to include children. Click on the "Search" button and the system will display the courses that match your criteria.

The image shows the "Course Filters" section of the interface. It contains several input fields: a dropdown menu for "2014-2015", a dropdown menu for "Required Course", a dropdown menu for "All Graduating Years", a dropdown menu for "4", a checkbox for "Include Children" which is currently unchecked, and a "Search" button. Red boxes highlight each of these elements.

4. On the course you wish to modify, press the editing button  to view or make modifications.

Search for Course

Course Filters

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

Courses List

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

5. After clicking on the edit button, the system will populate the course details and allow you to edit as necessary. For revisions, the fields required as mentioned in the "Create course section" need to be filled out for the system to capture modifications.

Edit Course Draft Unlocked

Course

Course Type: Required Course Course Title: Sub-Internship

Academic Year: 2014-2015 Class Of: 2016

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

Student Level: 4 Credit Hours: 0

Registrar's Course ID: Abbreviation: SUBI

Course Relation: No Relation Parent Child

Order Type: Ordered Unordered Parallel

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

Minimum: 1 Maximum: 2

Clerkship Model

Rotation: Integrated

Track: Requires CP

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

Notes:

Buttons: Publish Save

Offerings

Directors

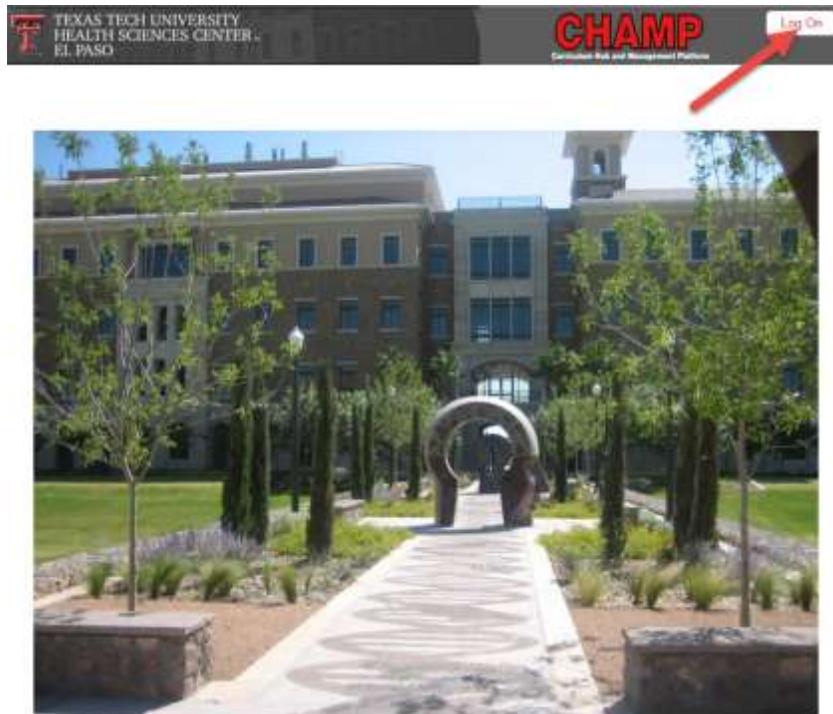
Coordinators

Institutional Objectives

Print Summary

How to delete a course

1. To Edit or delete a Course, log onto CHAMP at <https://ilios.ttuhscc.edu/Champ> using your browser. The recommended browser for CHAMP is Chrome. Log into the system using your eraider credentials. Note: Only authorized users are permitted to delete courses.



2. Click on the courses tab to access the module, and from the pull down menu, click on the "List" tab.



3. Next, filter the courses by selecting the academic year, Type of course, student level, and whether to include children. Click on the "Search" button and the system will display the courses that match your criteria.

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

- On the course you wish to modify, press the editing button  to view or make modifications.

Search for Courses

Course Filters

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

Courses List

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

Course Filters

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

- On the course you wish to delete, press the red dash next to the name of the course  you wish to erase.

Search for Courses / Components

Course / Components Filters

2015-2016 All Course / Component Types All Graduating Years All Student Levels Include Children Search

Courses / Components List

Course / Component Title	Parent	Abbr	Course / Component Type	Grad Year	Academic Year	Student Level	Credit Hours	Published	Locked	
Scientific Principles [more]	N/A	SPM3	Required Course	2016	2015-2016	2	10	false	false	
CNS and Special Senses (CSS) [more]	Scientific Principles [more]	_CSS	Required Course	2016	2015-2016	2	0	false	false	

- The system will display a warning confirming that you want to delete the course. To continue deleting the course, Press "Ok". If you do not wish to delete the course, press "Cancel."

Delete Course...

Are you sure you want to delete this course?

- After the course has been deleted, the system will display a notification that your change has been captured.

 Course deleted successfully.