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

se / Component				
Course / Component Type	Select Course Type	Course / Component Title		
Academic Year	2015-2016	Class Of	Select Graduating Year	•
Start Date	(iii)	End Date		100
Student Level	Select Student Level •	Eredit Hours		
Registrar's Course / Component ID		Abbreviation (		
Course / Component Relation	No Relation	Parer	e 🛙 child	8
		Trac	k 🗉 Requires Cr	-
- Description Viewable by Students		Notes		

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.

Required Fields Missing	3
9 Required Fields missing. [courseType] [courseTitle] [classYear] [startDate] [endDate] [studentLevel] [creditHours] [a [description]	bbreviation]
	Ok

- 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.

Create	Cou	rse i	Cam	pon	ent

Course / Component Type	Required Course	•	Course / Component Title	Test Course	
Academic Year	2015-2016	•	Class Of	2021	
Start Date	01/29/2016	1873 1873	End Date	01/29/201	6 📅
Student Level	2	•	Credit Hours	3	
Registrar's Course / Component ID Course / Component	No Relation	x	Abbreviation	test ()	Child D
Relation			Trac	k 🗇	Requires CP 🗐
Description Viewable by Students	This description is a test descript	Gon.	Nates		



# 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 in 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.



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

-Sear Cour	h for Courses \ Compon se / Components Filters	nents s					
	2015-2016	•	All Course / Component Types 🔻	All Graduating Years 🔻	All Student Levels 🔻	IncludeChildren 🗹	Search

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.* 

ourse / Components Filter	•											
2015-2016	Required Co	urse		• 201	8		•	II Student Le	vels •	Include Children		Search
ourses \ Components List	i.											
Course / Component 🖕 Title	Parent 4	Abbr	٠	Course / Component + Type	Grad Year	٠	Academic + Year	Student + Level +	Credit Hours	Published	Locked	•
Scientific Principles of Medicine III <input/> test length fixed	N/A	SPM3		Required Course	2018		2015-2016	2	10	false	false	1
CNS and Special Senses (CSS)	Scientific Principles of Medicine III <input/> test length fixed	_CS5		Required Course	2018		2015-2016	2	0	false	false	1
Renal System (RNL)	Scientific Principles of Medicine III <input/> test length fixed	_RNL		Required Course	2018		2015-2016	2	7 <b>0</b>	false	false	1
Endocrine System (END)	Scientific Principles of Medicine III <input/> test length fixed	_END		Required Course	2018		2015-2016	2	98	false	false	1
Scientific Principles of Medicine TV	N/A	52M4		Required Course	2018		2015-2016	2	8	faine	false	1
Reproductive Systems (REP)	Scientific Principles of Medicine IV	_REP		Required Course	2018		2015-2016	2	0	falpe	false	1
Society, Community & the Individual III	N/A	SCB		Required Course	2018		2015-2016	2	2	faise	faise	1
Nind and Human Development (MHD)	Scientific Principles of Medicine IV	_MHD		Required Course	2018		2015-2016	2	.0	false	false	1
Society, Community & the Individual IV	WΔ	SCI4		Required Course	2018		2015-2016	2	4	false	false	1
bbegration of Systems (INT)	Scientific Principles of Medicine IV	_INT		Required Course	2018		2015-2016	2	ΰ <b>ά</b>	false	false	1
Anatomy 101	N/A	tc12		Required	201H		2015-2016	3	9	false	false	1

5. 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.

Otterings							
Offering		Start Date		End Date		Save	Cancel
	Id a	Offering Name	+ Start Date	End Date	*		
	4	Test Offering	8/25/201	8/31/2015	1	-	
	5	Alternate offering	6/31/201	5 9/3/2015	1		
irectors							1
oordinators							
stitutional Object	tives						

6. 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	flering Name (Test Offering		Start 8/25/2015 Date	End Date	End B/31/2015			Cancel
	Id		Offering Name	Start Date	+ End Date	*		
	_	4	Test Offering	8/25/2915	@/31/2015	-/	-	
		5	Alternate offering	8/31/2015	9/3/2015	1	-	

7. 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  $\square$  .

offerings									
Offering Name (Test Offering			Start Date 8/25/2015	<b>2</b>	End Br31/20 Date Br31/20	015	1	Save	Cancel
	Iđ	٠	Offering Name	Start Date	•	End Date			
		4	Test Offering	8/25/2	015	8/31/2015	1	-	
		5	Alternate offering	8/31/2	015	9/3/2015	1		

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.

Directors			
Directors	C.		Selected Directors
Abano, John - [Family Medicine Elp Geni]		i i	Bramblett, Debra - [Clinic and Basic Sciences Elp]
Abary, Rosanna - [Pediatrice Supply Elp]		- 1	Brower, Richard - [Clinic and Basic Sciences Elp]
Abbas, Aamer - (Internal Medicine Elp Gent)			Quest, Dale - (Clinic and Basic Sciences Eip)
Abd Alla, Marwa - (Family Medicine Elp Geni)			Nesic-Taylor, Olivera - [Clinic and Basic Sciences Elp]
Abd El Gawad, Amr - [Orthopaedics Elp]			
Abdou, Marwa - [Resident Pediatric Elp]			
Abedin, Zainul - Internal Medicine Elp Geni]			
Codirectors			Selected Codirectors
Abano, John - (Family Medicine Elp Geni)		12	
Abary, Rosanna - (Pediatrics Supply Elp)		1	
Abbas, Aamer - Internal Medicine Elp Genij			
Abd Alla, Marwa - (Family Medicine Elp Geni)			
Abd El Gawad, Amr - [Orthopaedics Elp]			
Abdou, Marwa - (Resident Pediatric Elp)			
The same want to a second state and a second state			
Abedin, Zainut - Internal Medicine Elp Gent)			

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.



3. 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 Codirector was removed and Director was added. You will see notification confirming your request.

Directors				shay D
Directors	C		Selected Director	
Abano, John - [NIA]		Abbas, Aamer - [NW]	•	6
Abary, Rosanna - (NIA)			Celeted sauce	sstuty
Abbaszdetriejazi, Reza - [N/A]				
Abeden, Zainut - (N/A)				
Aguilo, Francisco - (NIA)				
Aterset, Mantor - (NA)				
Aynal, Shajasa - (NiA)				
Akalonu, Amaka - (N/A)				
odirectore			Selected Codirectors	
Abano, John - [N/A]		2 30		
Abary, Rosama - (NIA)				
Ablass, Aarrier - (NVA)				
Azzasztethejazi, Reza - (NFA)				
Abedin, Zainul - (MA)				
Aguile, Francisco - [N(A]				
Ahmeti, Mentor - (NiA)				

\*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.

Directors			
Directors			Selected Directors
Abano, John - (NiA)		Abban, Aamer - [IEA]	
Abary, Rosama - (NA)			
Abbasadot/repait; Reza - (NW)			
Abedin, Zainul - [NiA]			
Agulia Francisco - (NAA)			
Ahmatti, Mentor - (NiiA)			
Apreal: Straponie - (NAA)	Unable to save course person	ж	
Akatores, Amaka - [N/A]			
Codirectors	Already linked to this course wit	th the role[Director].	Selected Codirectors
Abano, John - (NEA)		Ck	
Abary Rosanna - (141A)			
Abbas, Aamar - (NA)			
Abheamlehtspan, Neze - (NA)			
Abedin. Zainul - [NIA]			
Agullo, Francisco - (NIA)			
Atrenetic Milendor - [N/A]			
A start where a strengt			

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.

Directors		
Directors	(Bram)	Selected Directors
Bramplett, Debra - (Clinic and Bas	k Sciences Eip]	
Ohandayuthapani, Subramanian -	(Ctr of Exc Disease/Bio Risch EP)	
Subramanya, Sandesh - (Ct of Exc Disease/Bio Risch EP)		

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.

Directors		5 C
Directors	(Bram	Selected Directors
Dhandayuthapani, Subramanian - IC	tr of Exc Disease/Bio Rsch EP)	Bramblett, Debra - [Clinic and Basic Sciences Elp]
Subramanya, Sandesh - [Ctr of Exc D	Isease/Bio Risch EP]	D.

### **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."

Coordinators		
Coordinators		Selected Coordinators
Abedin, Zameer - [Student Affairs Eip]	)	Paudyal, Kumar - [Clinic and Basic Sciences Elp]
Abeyta, Antonia - Neurology Dept Elo Genij		Acevedo: Sandra - (Orthopaedics Elp)
Abraham, Sojan - (Ctr of Exc Disease/Bio Roch EP)		
Acevedo, Sandra - Neurology Dept Elo Genil		
Acosta, Andrea - (Pediatrics Supply Eld)		
Acosta, Armando - (Bidg Maint and Op Elp)		
Acosta, Carlos - [Family Medicine Elp Gen]		

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.

Coordinators	
Coordinators	Selected Coordinators
C YARDWAR IV	

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

Coordinators		
Courdinators		Selected Coordinators
Abedin, Zameer - [Student Affairs Elp]	Paudyal	Kumar - [Clinic and Basic Sciences Elp]
Abeyta, Antonia - [Neurology Dept Eip Geni]	Acevedo	Sandra - (Orthopaedics Elp)
Abraham, Sojan - [Ctr of Exc Disease/Bio Rsch EP]		
Acevedo, Sandra - (Neurology Dept Elp Geni)		
Acosta, Andrea - [Pediatrics Supply Eip]		
Acosta, Armando - (Bidg Maint and Op Elp)		
Acosta, Carlos - (Family Medicine Elp Geni)		
fairs and shares and and	17.1	

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.



### V. Institutional Objectives

In this section you will be able to link objectives to the course. 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 Institutional Objectives, click on the down arrow to maximize the list of objectives already tied to the course.

Institutional Objectives	

3. If you'd like to search for an objective, you can search by typing their name in the box. The system will display the objectives that match your search criteria.

Institutional Objectives	
Institutional Objectives	Selected Institutional Objectives

4. To add objectives, drag and drop them from the left menu into the right menu under "Selected Objectives."

stitutional Objectives			
stitutional Objectives	ſ		Selected institutional Objectives
0101 objective test case test 3 objective to test 3 objective test case test 3	rd case test 3 objective test case test 3 objective test case test 3 objective test case est case test 3 objective test case test 3 objective test case test 3 objective test case est case test 3 objective test case test 3 objective test case test 3 objective test case in case test 3 objective test case test 3 objective test case test 3 objective test case in case test 3 objective test case test 3 objective test case test 3 objective test case test case test 3 objective test case test 3 objective test case test 3 objective test case test case test 3 objective test case test 3 objective test case test 3 objective test case test 3 objective test case test 3 objective test case test 3 objective test 5 objective test case test 3 objective test 5 objective test case test 5 objective test	Ì	54321 Institutional objective testing for objective module. Institutional objective testing for objective module. Institutional objective testing for objective module. Institutional objective testing for objective objective module. Institutional objective testing for objective testing
0102 test 3			objective testing for objective module. Institutional objective testing for
4321 this is a test this is a test this is a test this is a test this is a test this is a test this is a test this is a test this is a test this is a fault this is a fault this is a test this is a test this this is a test	this is a lead this is a feel this feel t	ļ	Institutional topic-two endows and operative assing on operative income motifutional operative resolution of or bate-two module. Institutional operative testing for objective module. Institutional objective testing for objective module. 1236 test
65432 test			
Enter Code Test			
Enter Code Counsel and educate patient decision- vinput- making. 1515111111551111111551 1515111111155111111	and their tamilies to empower them to participate in their care and enable shared		
IC4.1 Communicate effectively with patier	ts and families across a broad range of socio-economic and cultural backgrounds.		
C4.2 Communicate effectively with collea	pues and other health care professionals		
C4.3 Communicate with sensitivity, hone	ky, compassion and empathy.		
IC4.4 Maintain comprehensive and timely	medical records.		
1			

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



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

objective test case test objective test case test objective test case test objective test case test objective test case test	st 3 objective test case test 3 objective te st 3 objective test case test 3 objective te st 3 objective test case test 3 objective te st 3 objective test case test 3 objective te	est case test 3 objective est case test 3 objective est case test 3 objective est case test 3 objective	e test case e test case e test case e test case e test case	54321 Institutional ob objective testing for o objective module. Ins Institutional objective
l	Unlink objective	×		testing for objective m module. Institutional of
this is a test this is a te a test this is a test this ist this is a test this is a is is a test this is a test	Are you sure you want to u	nlink objective?	t this is a test s a test this east this is a this is a test	objective testing for o objective module. Ins Institutional objective testing for objective m module. 1235 test
ate patients and their:	families to empower them to participate	in their care and enabl	le shared	
1111111111111111111 111111111111111111	11111111111111111111111111111111111111	111111111111111111111111111111111111111	11111111111	

9. Once you click on the "ok" button the, the system will display a notification that the objective was deleted successfully.



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

Inistitutional Objectives				
Institutional Objectives	COMMUNITY		Selected Institutional Objectives	
SEF-2 Describe the components of the affects individual and community health	national health system and its funding and now this system	* SHP-1 Dr each play	escribe the components of ascal shuctors (e.g., family, neighborhood, command is in health behavior: diverse proversion, and the boatment of illness	r) and the role
-	e.	er Fleren		
	190	on Secondary		

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



# 6. Courses

### How to edit or view a course:

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



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

HEALTH SCIENC Paul L. Foster Scl	ES CENTER Test Mode	Welcome 🤮 Josef 🛛 Log Off
Courses     Create     List	Announcements	
Keywords Objectives		
Calendar		
Dual Calendar		

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	Search

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

ourse Filters															
	2014-20	15	Require	ed C	ourse		I AI	Gra	aduating Yea	ars	4		Include Ch	ildren 🗆	Search
ourses List															
Course Title	•	Abbr	Course Type	٠	Grad Year	÷	Academic Year	٠	Student Level	•	Credit e Hours e	Published 4	Locked	•	
Sob-Internetiop	90 90	SUBI	Required Course		2016		2014-2015	1	4	- 1	ō	tako	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.

st course				Draft Unio
urse				
Course Type R	equired Course	Course Title Sub-Inter	nship	
Academic Year 2	014-2015	Class Of 2016		
Start Date	7/8/2014	End Date	6/26/2015	
Student Level 4		Credit Hours	0	
Registrar's Course		Abbreviation SUBI		
Course Relation	No Relation	Parent 🖻	child T	
Order Type	Ordered ©	Unordered 🖷	Parallel 🗇	
Indicates the minimum/m	aximum number of child courses that a learner mus	t take		
Minimum [	1	Maximum [	2	
Clerkship Model		Rotation #	Integrated C	
		Track 🗁	Requires CP	
Description T Viewable by Students	his course is a required selective.	Notes		
L.	10		<ul> <li>Immassion immassion</li> </ul>	
			Publish Save	
erings				_
ectors				
ordinators				
stitutional Objectives				
	Print Sumr	nary		

#### How to delete a course

1. To Edit or delete a Course, log onto CHAMP at <u>https://ilios.ttuhsc.edu/Champ</u> 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.

HEALTH SCI Paul L. Foste	ENCES ( School	CENTER <b>Test Mode</b>	Welcome 🤱 Josef 🛛 Log Off
Courses     Create     List		Announcements	
Keywords			
Calendar Dual Calendar			

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.



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

Course Filters																	
	2014-20	15		Requir	ed C	ourse			ll Gr	aduating Y	ears	4			Include Cl	hildren 🗆	Search
ourses List																	
Course Title	•	Abbr	-	Course Type	٠	Grad Year	•	Academic Year	٠	Student Lovel	•	Credit Hours	÷	Published	<ul> <li>Locked</li> </ul>		_
Sob-Internation	91 12	SUBL		Required Course		2016		2014-2015		4		Ð		false	false		-
				Course		1777271				2.55		97		ANTAN A	(001)	1	
ourse Filters																	
											_						

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

Search for Courses \ Com	ponents								
Course / Components Fil	ters								
2015-2016	•) [All Cours	se / Compon	ent Types 🔹	All Gra	duating Years	(All s	tudent Lev	vels 🔹 Ind	clude Children 🖉 Search
Courses   Components   Course / Component Title *	ist Parent	• Abbr •	Course / Component ‡ Type	Grad Year +	Academic + Year	Student + Level	Credit Hours	Published	Locked #
Scientific Principles	N/A	SPM3	Required Course	2018	2015-2016	2	10	false	false -
CNS and Special Senses (CSS)	Scientific Principles [more]	_CSS	Required Course	2018	2015-2016	2	0	false	false 🧖

2. 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?
	Ok Cancel

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

