# COURSE OUTLINE REFRESHER

This document is excerpts from the Course Outline System Guide. This version provides a basic overview to assist faculty, coordinators, and academic chairs to create, edit, and approve course outlines so they are ready for students. Course outlines is in the PeopleSoft (Evolve) Enterprise Resource Planning (ERP) system. PeopleSoft is the system that also contains Faculty Centre and Class Cancellations modules, among many others.

## Document Information

| | |
|---|---|
| DOCUMENT NAME | Course Outline Refresher |
| DOCUMENT VERSION NUMBER | 2.0 |
| DOCUMENT VERSION DATE | July 31, 2018 |

## Revision History

| VERSION # | VER. DATE | REVISED BY | DESCRIPTION OF CHANGE |
|---|---|---|---|
| 1.0 | Aug. 4, 2013 | David Baker | N/A |
| 2.0 | July 31, 2018 | David Baker | Yearly revisions<br>-Updated screenshots, removed dated material |

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! Having trouble accessing the Course Outlines system?
        Email David Adam Baker, Business Analyst - Academic [david.baker@flemingcollege.ca](mailto:david.baker@flemingcollege.ca)

# 2-STAGE PROCESS

Course outlines has two separate stages: **Annual** and **Semester**. You can only edit certain sections of your outline in each stage.
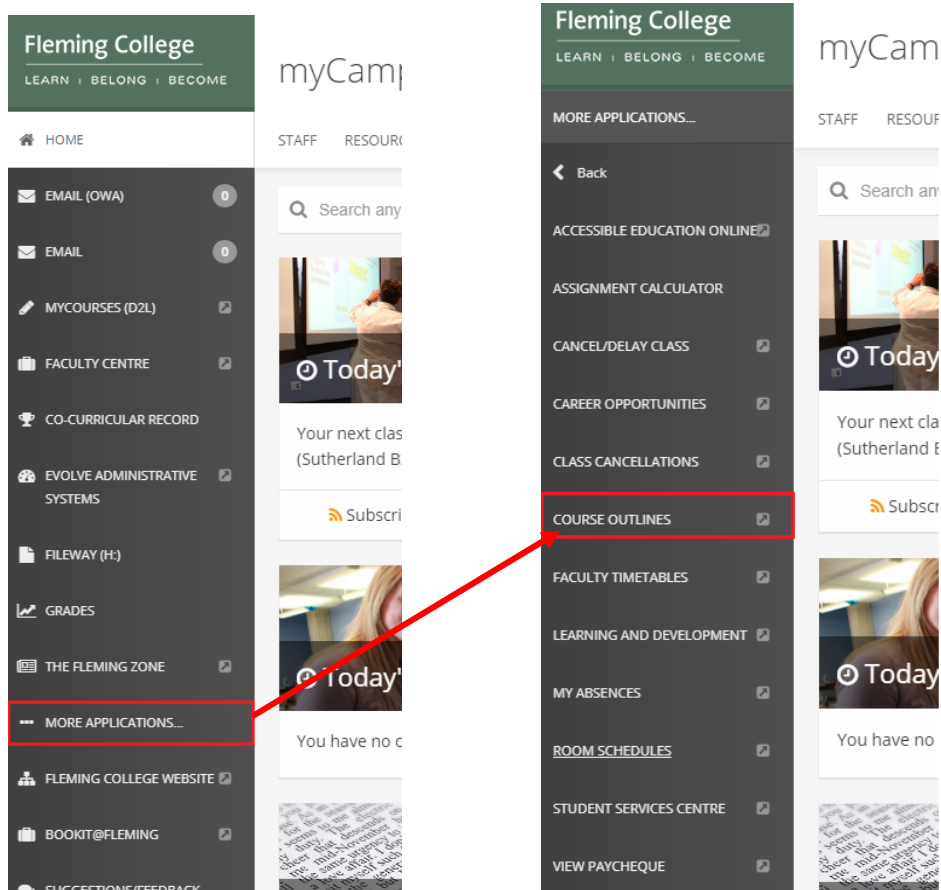
- Annual can only be completed once per academic year.
- Semester can have more than one per academic year. This allows for consistency year to year and flexibility semester to semester.

The table below lists the things you can edit in each stage of the process.

## EDITABLE CATEGORIES

| Annual (September – August) | Semester |
|---|---|
| **Staff Approval List:**<br>Each outline must have at least one of the following fields:<br>1. Faculty;<br>2. Program Co-ordinator or equivalent; and<br>3. Dean or Chair. | **Staff Approval List:**<br>Each outline must have at least one of the following fields:<br>1. Faculty;<br>2. Program Co-ordinator or equivalent; and<br>3. Dean or Chair. |
| **Course Learning Outcomes:**<br>- A list of outcome statements for your course.<br>- Able to add additional comments regarding outcomes, if required. | **Learning Sequence:**<br>- Week by week breakdown of learning activities and which learning outcomes they target |
| **Learning Resources:**<br>- A list of textbooks, equipment etc. required for the course | **Learning Resources:**<br>- Not available on semester outline |
| **Assessment Requirements (Basic):**<br>A Basic Breakdown of assessments.<br>Example:<br>- Tests: 25%<br>- Assignments: 50%<br>- Presentations: 25% | **Assessment Requirements (Detailed):**<br>A detailed breakdown of assessments. This may include details on how many tests, the nature of assignments, when assessments will occur and which learning outcomes they target<br>Example:<br>- Midterm test: 10%<br>- Final exam: 15% |
| **Program Standard Information:**<br>Predetermined information regarding<br>- EE Skills<br>- Program Vocational Learning Outcomes<br>- GNED themes (only applicable to GNED courses)<br>You cannot create new items in this section. You need to search for predetermined outcomes etc. | **Transfer Credit/Exemption Contact Information:**<br>Typically the coordinator is listed here |
| | **Student Success Policies and Procedures:**<br>Course specific policies and procedures may be listed here |

# ACCESS COURSE OUTLINES

1. Go to **Fleming College's website** (http://flemingcollege.ca/)
2. Log into the **myCampus Portal**
3. Click the '**More Applications**' button on the side menu and then click '**Course Outlines**' button



## Course Outline Menu Options



**Course Outlines**

Viewing and Maintenance

**Maintenance**
- Create, edit or approve course outlines

📖 Roll Over Course Outline
📖 Maintain Annual Crse Outline
📖 Maintain Semester Crse Outline

**Reports**
- Reports that increase your course outline productivity

📖 My annual that req. approval
📖 My course outlines
📖 My semester that req. approval
📖 Status report by program

**Training**
- Useful course outline training materials

📖 Training Material

**View Approved Course Outlines**
- View and/or print approved course outlines

## OUTLINE CREATION FOR AN EXISTING COURSE

Typically, you are rolling over an annual and semester outline from the last time the course ran into the new academic year.

**Be careful that you choose the correct academic year!**
Academic year runs from <u>September to August</u>.

| Academic Year | Terms | Dates |
|---|---|---|
| 2018 | Fall 2018 | September 2018 - December 2018 |
| | Winter 2019 | January 2019 – April 2019 |
| | Spring 2019 | May 2019 – August 2019 |

## Rollover a Course Outline

1. Click the '**Roll Over Course Outline**' link found as an option in the Maintenance menu

### Course Outlines

Viewing and Maintenance

#### Maintenance
- Create, edit or approve course outlines

    📋 Roll Over Course Outline
    📋 Maintain Annual Crse Outline
    📋 Maintain Semester Crse Outline

2. **Search** for the course outline you wish to roll into a future semester and then click the '**Search**' button.

**ProTip**: less is always more when using the search. It is recommended that you enter no more than **three criteria**.

    a. Academic Year
    b. Subject Area (Alpha portion of the course code)
    c. Catalog Nbr (Numeric portion of the course code)

### Find an Existing Value

▼ Search Criteria

Academic Year [begins with ▼] [_____] 🔍
Subject Area [begins with ▼] [INTL_____] 🔍
Catalog Nbr [begins with ▼] [1_____]
Term [begins with ▼] [_____] 🔍
Session [= ▼] [_____▼]
Class Section [begins with ▼] [_____]
Course ID [begins with ▼] [_____]
Description [begins with ▼] [_____]
☐ Case Sensitive

[ Search ]  [ Clear ]  Basic Search 🔲 Save Search Criteria

3. **Select** the course outline you wish to roll over by **clicking** on any field within the row (*e.g. Academic Year, Subject Area, Catalog Nbr, etc.*)

**Search Results**

| Academic Year | Subject Area | Catalog Nbr | Descr | Term | Session | Class Section | Course ID | Description | Faculty Approved | Coordinator Approved | Approved |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 2012 | INTL | 1 | 2012 Fall | 1129 | (blank) | (blank) | 008923 | Basics Of Importing | Y | Y | Y |
| 2013 | INTL | 1 | 2013 Fall | 1139 | (blank) | (blank) | 008923 | Basics Of Importing | Y | Y | Y |
| 2013 | INTL | 10 | 2014 Winter | 1141 | (blank) | (blank) | 008140 | FILE | N | N | N |
| 2014 | INTL | 1 | 2014 Fall | 1149 | (blank) | (blank) | 008923 | Basics Of Importing | Y | Y | Y |
| 2014 | INTL | 10 | 2015 Winter | 1151 | Regular | (blank) | 008140 | FILE | Y | Y | Y |
| 2015 | INTL | 1 | 2015 Fall | 1159 | (blank) | (blank) | 008923 | Basics Of Importing | Y | Y | Y |
| 2015 | INTL | 10 | 2016 Winter | 1161 | (blank) | (blank) | 008140 | FILE | Y | Y | Y |
| 2016 | INTL | 1 | 2016 Fall | 1169 | (blank) | (blank) | 008923 | Basics Of Importing | Y | Y | Y |
| 2016 | INTL | 10 | 2017 Winter | 1171 | (blank) | (blank) | 008140 | Travel-Based Learning | Y | Y | Y |
| 2017 | INTL | 1 | 2017 Fall | 1179 | (blank) | (blank) | 008923 | Basics Of Importing | Y | Y | Y |
| 2017 | INTL | 1 | 2017 Fall | 1179 | (blank) | ADNM | 008923 | Basics Of Importing | Y | Y | Y |
| 2017 | INTL | 10 | 2018 Winter | 1181 | (blank) | (blank) | 008140 | Travel-Based Learning | Y | Y | Y |
| 2018 | INTL | 1 | 2018 Fall | 1189 | Regular | 1 | 008923 | Basics Of Importing | Y | N | N |

View All — First ◀ 1-13 of 13 ▶ Last

4. **Enter** in the **'Academic Year'** and **'Term'** where the annual/semester outlines should be rolled into. The example below shows that INTL 1: Basics of Importing's Fall 2017 outline is being rolled into Fall 2019.

**Roll Over Semester Outline**

## Rollover Annual/Semester Course Outline

**Course title:** Basics Of Importing

**Course number:** INTL 1

**Instructions:**

Enter values into required fields, optional if required, and click the 'save' button.

Reminder, the academic year is from September to the following August (September = Fall, January = Winter and Spring/Summer = May).

**Required fields:**

| | | | |
|---|---|---|---|
| Academic year: | 2017 | Roll plan to year > | 2019 🔍 |
| Term: | 2017 Fall | To term > | 1199 🔍 |

**Optional - If you are rolling this outline into the same academic year and term, complete the following:**

| | | |
|---|---|---|
| Session: | To session > | ▼ |
| Class section: | To class section > | |

5. Click the 'Save' button

Required fields:

| | | | |
|---|---|---|---|
| Academic year: | 2017 | Roll plan to year > | 2019 🔍 |
| Term: | 2017 Fall | To term > | 1199 🔍 |

Optional - If you are rolling this outline into the same academic year and term, complete the following:

| | | |
|---|---|---|
| Session: | To session > | ▼ |
| Class section: | To class section > | |

Save    Return to Search

6. **Congratulations!** You have now successfully rollover over an annual and semester outline

!Are you having problems rolling over a course outline?
        Your first point of contact is your Administrative Assistant

# OUTLINE CREATION FOR A NEW COURSE – FROM SCRATCH

If you will be creating a new course outline from scratch meaning there is no previous outline to roll over.

1. Click the 'Maintain Annual Crse Outline' link found as an option in the Maintenance menu and then click the 'Add a New Value' tab



2. In the Academic Year box enter in the desired academic year (e.g. 2018 = September 2018 to August 2019) and then in the Course ID row Click the magnify glass to determine the Course ID

3. **Enter** the following values Academic Institutions '**FLEMG**'; and **Subject Area**, alpha portion of the course code and then click the '**Look Up**' button.



4. **Select** the course by clicking on any field within the row (*e.g. Academic Institution, Description, Academic Group etc.*)



5. **Click** the '**Add**' button



6. **Congratulations!** You have now successfully created an annual and semester outline shell.

> **!** Are you having problems creating a course outline shell?
> Your first point of contact is your Administrative Assistant

## Restrictions of the system

Once an annual course outline is rolled into an academic year, another user cannot roll over another annual outline into the same academic year.
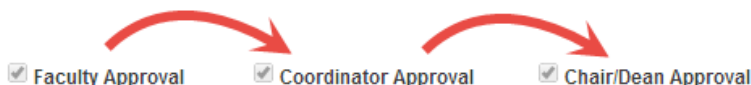
## Approval Process

Requirement of approval list: The Staff Approval List must contain a
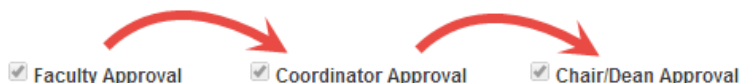
- Faculty;
- Program Co-ordinator or Equivalent; and
- Dean or Chair

Tip: faculty should be sure to update/create the Staff Approval List before their first save.

### Annual Course Outline

☑ Faculty Approval    ☑ Coordinator Approval    ☑ Chair/Dean Approval

### Semester Course Outline

☑ Faculty Approval    ☑ Coordinator Approval    ☑ Chair/Dean Approval

If you are the faculty, you can complete your annual **and** semester outline maintenance before getting approval. You would then just need to wait until you hear back from above whether or not you need to make any changes. Make sure you **click** Faculty Approval at both the annual and semester level if needed

Once you **click** approve, the next in line (i.e. coordinator) gets an email that looks something like this:
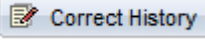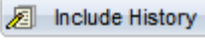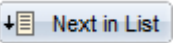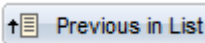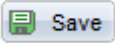
> Semester course outline revisions for course: COURSE CODE year: ex. 2013 term: ex. 1145 are complete. The document needs to be reviewed and approved by the coordinator, COORDINATOR NAME. To do so, please go to Maintain Semester Course Outlines and conduct a search using the Academic Year, Subject Area and Catalog Nbr (where Subject Area is the four letters of the course code and Catalog Nbr is the one to three digit number of the course code). When you are done reviewing the document, click the Coordinator Approved button and save. While you are looking at this document, you may save some time by checking to see if the corresponding annual level of this semester outline is also waiting for your approval. PLEASE do not REPLY to this email.

## List Semester Course Outline

When an outline has been fully approved it will appear in search results in '**View Approved Course Outlines**' menu option.

There you can get a link to the outline that you can share with your students through your D2L course page

Index page of buttons in PeopleSoft (Evolve)

| Button | Name | Function |
|---|---|---|
| Add | Add New Value | Adds a new record. |
| Correct History | Correction | Accesses existing rows of data in the database and displays all effective-dated rows. Enables you to update all rows, including history rows. |
| Include History | History | Displays all rows of data: current, future, and history. |
| Next in List | Next In List | Displays the information for the next data row in your search results grid. This button is unavailable if you didn't select the data row from a search results grid, if there was only one row in the grid, or if the data that appears is the last row in the grid. |
| Previous in List | Previous in List | Displays the data for the previous data row in your search results grid. This button is unavailable if you didn't select the data row from the search results grid, if there was only one row in the grid, or if the data that appears is the first row in the grid. |
| Return to Search | Return to Search Page | Returns you to the search page. |
| Save | Save | Sends the information you have entered on the page to the database. You will generally save when you come to the end of a component. The Save button always updates the data for all pages in a component. When clicked, the system displays the "Saved" message in the upper-right corner of the page. |
| Refresh | Refresh | Click to force a trip to the server, validating any data that has been entered and processing any deferred PeopleCode changes. |
| | Spell Check | Click to activate the spell check for all spell check enabled fields on the page. Each field is checked individually. As each field is checked, processing continues to the next field, displaying the spell check page if there are errors. If there are no errors, the No misspellings found message appears. |

[END OF DOCUMENT]