

COURSE OUTLINE GUIDE

This document is a comprehensive guide 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 Guide
DOCUMENT VERSION NUMBER	2.0
DOCUMENT VERSION DATE	August 1, 2018

REVISION HISTORY

VERSION #	VER. DATE	REVISED BY	DESCRIPTION OF CHANGE
1.0	Aug. 4, 2013	David Baker	N/A
2.0	Aug. 1, 2018	David Baker	Yearly revisions -Updated screenshots, removed dated material

CONTENTS

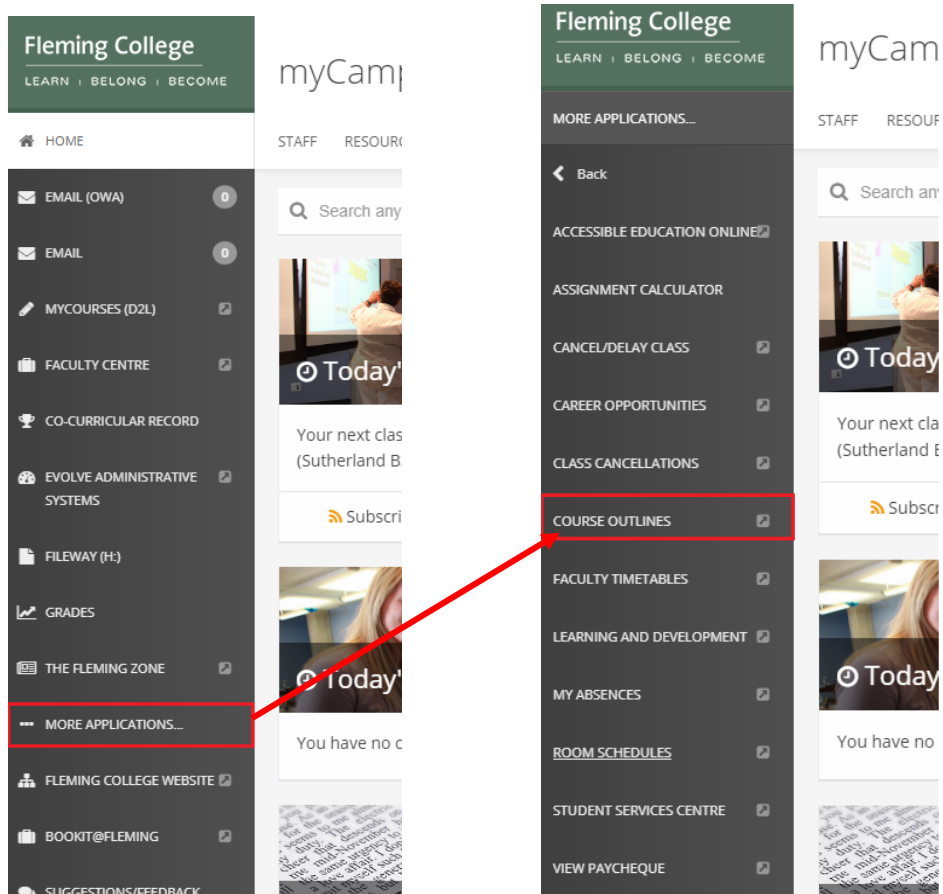
ACCESS COURSE OUTLINES	4
COURSE OUTLINE MENU OPTIONS	5
LANDING PAGE.....	5
MAINTENANCE	5
TRAINING	6
REPORTS (PROGRAM COORDINATOR).....	6
2-STAGE PROCESS	7
EDITABLE CATEGORIES.....	7
OUTLINE CREATION FOR AN EXISTING COURSE	8
ROLLOVER A COURSE OUTLINE	8
OUTLINE CREATION FOR A NEW COURSE – FROM SCRATCH	11
MAINTAINING AN ANNUAL OUTLINE	13
ACCESSING AN ANNUAL OUTLINE.....	13
EDITING ANNUAL ELEMENTS	14
MAINTAINING A SEMESTER OUTLINE	17
ACCESSING THE SEMESTER OUTLINE	17
EDITING SEMESTER ELEMENTS	18
MISCELLANEOUS INFORMATION.....	23
RESTRICTIONS OF THE SYSTEM	23
APPROVAL PROCESS	23
ANNUAL COURSE OUTLINE.....	23
SEMESTER COURSE OUTLINE.....	23
INDEX PAGE OF BUTTONS IN PEOPLESOFT (EVOLVE)	24

! Having trouble accessing the Course Outlines system?

Email David Adam Baker, Business Analyst - Academic david.baker@flamingcollege.ca

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

Landing Page

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

1. View Approved Course Outlines (*available for all users – students, staff, faculty, and administration*)
 - Search for approved outlines. If you do not find what you are looking for the annual and/or semester outline does not have dean approval.
 - Use the **'My course outline'** report to see what is going on with the semester portion of the outline. This report will be discussed later in this guide.

Maintenance

The **Maintenance** menu option is where you create, edit and approve the annual and semester course outline.

Course Outlines

Maintenance

Create, edit or approve course outlines

1 Roll Over Course Outline

- Roll a semester and/or annual outline into a new academic term and/or year

2 Maintain Annual Crse Outline

- Add or Edit an Annual Course Outline (completed and approved annually)

3 Maintain Semester Crse Outline

- Add or edit a Semester Course Outline (completed and approved by semester)

1. Maintain Annual Crse Outline
 - Edit an already existing annual outline that is not dean/chair approved; or
 - Use when a course outline needs to be created for a new course.
2. Maintain Semester Crse Outline
 - Edit an already existing semester outline that is not completed or approved; or
 - Use when a course outline needs to be created for a new course.
3. Roll Over Course Outline
 - Rollover a previous year's outline to begin the creation process. Note: semester outline is rolled with the annual.

Training

The **Training** menu option where you access the '**Academic Operations Knowledge Base**' for the Course Outline system.

Course Outlines

Training

Useful course outline training materials

Training Material

- Academic Operations Knowledge Base for Course Outlines

Reports (Program Coordinator)

The **Reports** menu option where you are able to execute various course outline reports.

Reports

Reports that increase your course outline productivity

1

My annual that req. approval

- This query provides a list of annual outline(s) that requires your approval.

2

My course outlines

- This query provides a list of all of your active outlines by academic year.

3

My semester that req. approval

- This query provides a list of semester outline(s) that requires your approval.

4

Status report by program

- Program outline status report by academic term using information from MAPS - Course Loading.

1. My course outlines
Lists all outlines that contain your OPERID (e.g. dbaker) on at least one component (annual and/or semester)
2. My annual that req. approval
Lists all annual outlines that require your approval (faculty, coordinator and/or dean (or chair)
3. My semester that req. approval
Lists all semester outlines that require your approval (faculty, coordinator and/or dean (or chair)
4. Status report by program
Lists all courses within a specific program and term and provides status information about the approval of a course's outline.

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
<p>Staff Approval List: Each outline must have at least one of the following fields:</p> <ol style="list-style-type: none"> 1. Faculty; 2. Program Co-ordinator or equivalent; and 3. Dean or Chair. 	<p>Staff Approval List: Each outline must have at least one of the following fields:</p> <ol style="list-style-type: none"> 1. Faculty; 2. Program Co-ordinator or equivalent; and 3. Dean or Chair.
<p>Course Learning Outcomes:</p> <ul style="list-style-type: none"> • A list of outcome statements for your course. • Able to add additional comments regarding outcomes, if required. 	<p>Learning Sequence:</p> <ul style="list-style-type: none"> • Week by week breakdown of learning activities and which learning outcomes they target
<p>Learning Resources:</p> <ul style="list-style-type: none"> • A list of textbooks, equipment etc. required for the course 	<p>Learning Resources:</p> <ul style="list-style-type: none"> • Not available on semester outline
<p>Assessment Requirements (Basic): A Basic Breakdown of assessments. Example:</p> <ul style="list-style-type: none"> • Tests: 25% • Assignments: 50% • Presentations: 25% 	<p>Assessment Requirements (Detailed): 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 Example:</p> <ul style="list-style-type: none"> • Midterm test: 10% • Final exam: 15%
<p>Program Standard Information: Predetermined information regarding</p> <ul style="list-style-type: none"> • EE Skills • Program Vocational Learning Outcomes • GNED themes (only applicable to GNED courses) <p>You cannot create new items in this section. You need to search for predetermined outcomes etc.</p>	<p>Transfer Credit/Exemption Contact Information: Typically the coordinator is listed here</p>
	<p>Student Success Policies and Procedures: Course specific policies and procedures may be listed here</p>

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 September to August.

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

Catalog Nbr begins with

Term begins with

Session =

Class Section begins with

Course ID begins with

Description begins with

Case Sensitive

[Basic Search](#)

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

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 >

Term: 2017 Fall To term >

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 >	<input type="text" value="2019"/>	
Term:	2017 Fall	To term >	<input type="text" value="1199"/>	

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

Session:	To session >	<input type="text"/>
Class section:	To class section >	<input type="text"/>

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

The screenshot shows the 'Maintain Course Outlines' page. On the left, under 'Maintenance', the 'Maintain Annual Crse Outline' link is highlighted with a red box. A red arrow points from this link to the 'Add a New Value' tab on the right. The right side of the page has a search form with several dropdown menus and input fields. The 'Add a New Value' tab is also highlighted with a red box. Below the search form are 'Search' and 'Clear' buttons, along with a 'Basic Search' icon and a 'Save Search Criteria' button.

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

The top screenshot shows the search form with the 'Academic Year' field filled with '2018' and a magnifying glass icon. The 'Course ID' field is empty. A red box highlights the 'Academic Year' field. The bottom screenshot shows the same search form, but the magnifying glass icon in the 'Course ID' field is highlighted with a red box. A red arrow points from the 'Academic Year' field in the top screenshot to the magnifying glass icon in the bottom screenshot.

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

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

View 100 First 1-10 of 10 Last

Academic Institution	Subject Area	Catalog Nbr	Course ID	Description	Academic Group
FLEMG	INTL	7	007505	International Money Matters	MBS
FLEMG	INTL	4	007507	International Trade	MBS
FLEMG	INTL	6	007515	Transportation	MBS
FLEMG	INTL	10	008140	Travel-Based Learning	MBS
FLEMG	INTL	2	008922	Advanced Importing Techniques	MBS
FLEMG	INTL	1	008923	Basics Of Importing	MBS
FLEMG	INTL	5	008924	Customs For Trade	MBS
FLEMG	INTL	8	012881	Global Political Economy	MBS
FLEMG	INTL	3	014098	Importing & Exporting Regs	MBS
FLEMG	INTL	9	014299	International Project Mgmt	MBS

- Click the 'Add' button

Maintain Course Outlines

Find an Existing Value

Add a New Value

Academic Year 2018

Course ID 007505

Add

- 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

MAINTAINING AN ANNUAL OUTLINE

Editing the annual outline post rollover/shell creation

Accessing an Annual Outline

1. Click the **'Maintain Annual Crse 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 that you want to edit by entering a **maximum of three search criteria** and then click the **'Search'** button after entering the necessary search criteria
 - a. Academic Year: **2018**
 - b. Subject Area: **BUSN**, Alpha portion of the course code
 - c. Catalog Nbr: **1**, Numeric portion of the course code

Find an Existing Value Add a New Value

Search Criteria

Academic Year begins with 2018

Subject Area begins with busn

Catalog Nbr begins with

Course ID begins with

School Name begins with

Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

Search Criteria

Academic Year begins with 2018

Subject Area begins with busn

Catalog Nbr begins with

Course ID begins with

School Name begins with

Search Clear Basic Search Save Search Criteria

3. This is an example of the search results. If you have filled out the search criteria with enough detail, you will not get a list of results. The system will go straight into the outline you searched.

Search Results

View All First 1-2 of 2 Last

Academic Year	Academic Year Description	School Name	Subject Area	Catalog Nbr	Course ID	Description	Faculty Approved	Coordinator Approved	Approved
2018	September 2018 - August 2019	School of Business	BUSN	13	006565	Macroeconomics	N	N	N
2018	September 2018 - August 2019	School of Business	BUSN	27	006579	Career Search	N	N	N

4. Click on any item within the row to select the course outline you wish to edit.

Search Results

View All First 1-2 of 2 Last

Academic Year	Academic Year Description	School Name	Subject Area	Catalog Nbr	Course ID	Description	Faculty Approved	Coordinator Approved	Approved
2018	September 2018 - August 2019	School of Business	BUSN	13	006565	Macroeconomics	N	N	N
2018	September 2018 - August 2019	School of Business	BUSN	27	006579	Career Search	N	N	N

You can now edit the elements of your course outline that are to be maintained annually:

- Staff Approval List;
- Course Learning Outcomes;
- Learning Resources; and
- Assessment Requirements (*basic breakdown*).

Editing Annual Elements

1. Required: **Verify** and **edit** 'Staff Approval List'

Staff ID	Name	Staff Type ID		
<input type="text"/>	<input type="text"/>	Dean (or Chair)	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	Faculty	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	Program Co-ordinator or Equivalent	<input type="button" value="+"/>	<input type="button" value="-"/>

ProTips:

- If there are people to add or drop, use the (add) and (remove) buttons on the right side;
- Use the button to look for and select a person;
- You should always enter in a complete list of staff approvers prior to saving the first time; and
- Go to the bottom and **click save** as soon as you complete your staff approval list. Do not save before this list is complete with faculty, coordinator and dean/chair.

Faculty Approval

2. Required: **Add** or **edit** 'Course Learning Outcomes'

Sort By	Learning Outcomes		
1	Interpret and appraise the concept of international business.	<input type="button" value="Add (+) / Delete (-) rows"/>	<input type="button" value="+"/> <input type="button" value="-"/>
2	Identify and assess differences between national business systems.	<input type="button" value="Add (+) / Delete (-) rows"/>	<input type="button" value="+"/> <input type="button" value="-"/>
3	Analyze the impact of legal, political, economic, and cultural effects on international business.	<input type="button" value="Add (+) / Delete (-) rows"/>	<input type="button" value="+"/> <input type="button" value="-"/>
4	Evaluate the rationale of government policies to promote or restrict global trade, investment and finance.	<input type="button" value="Add (+) / Delete (-) rows"/>	<input type="button" value="+"/> <input type="button" value="-"/>
5	Explain and illustrate the theoretical foundations of global business and finance.	<input type="button" value="Add (+) / Delete (-) rows"/>	<input type="button" value="+"/> <input type="button" value="-"/>
6	Identify convergence and divergence in the world economy.	<input type="button" value="Add (+) / Delete (-) rows"/>	<input type="button" value="+"/> <input type="button" value="-"/>
7	Assess the dynamics of international business / government and business / business relationships.	<input type="button" value="Add (+) / Delete (-) rows"/>	<input type="button" value="+"/> <input type="button" value="-"/>

ProTip: You can edit the current outcomes as well as use the and buttons on the right to side to add or delete course outcomes. Use this button: to spell check the outcome that you are working on.

3. Click the **'Save'** button

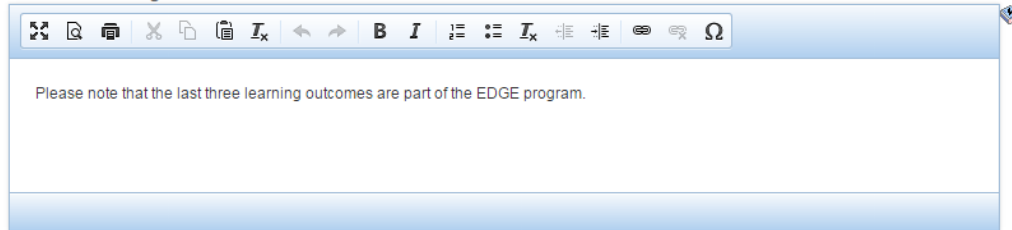
Faculty Approval

Save

Return to Search

4. Optional: **Add** or **edit** **'Additional Learning Outcomes Comments'**

Additional Learning Outcomes Comments:

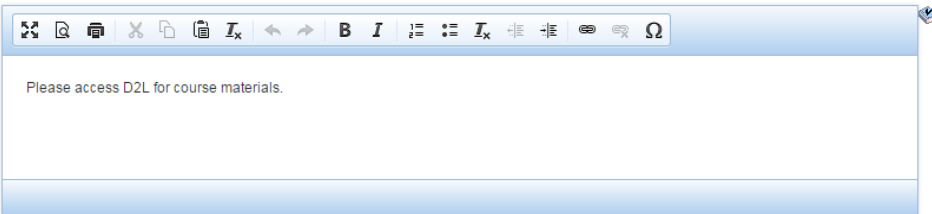


Please note that the last three learning outcomes are part of the EDGE program.

5. Required: **Add** or **edit** **'Learning Resources'**. Ensure all information is up to date including any websites referenced

Learning Resources:

All additional resources within course lectures, modules and/or assignments **must adhere** to the [Canadian Copyright Act](#) and Fleming College's [Fair Dealing Principles and Guidelines](#).



Please access D2L for course materials.

6. Periodically click the **'Save'** button found at the bottom of the page

Faculty Approval

Save

Return to Search

7. Required: **Add** or **edit** **'Assessment Requirements'** (basic breakdown)



- This is a new requirement. You will have to create a basic breakdown of the course's assessment activities like the example below. A more detailed plan will be required in the semester outline.

Assessment Task	%		
Labs	25	+	-
Assignments	25	+	-
Tests	50	+	-

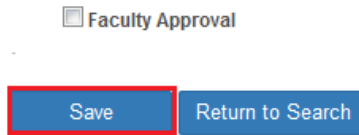
Personalize | Find | First 1-3 of 3 Last

Labs

- Applied Learning
- Assignments
- In-class activities
- Labs
- Presentations
- Quizzes
- Tests

ProTip: Use the  and  buttons to add or remove lines from the dropdown menu

8. Periodically click the **'Save'** button found at the bottom of the page

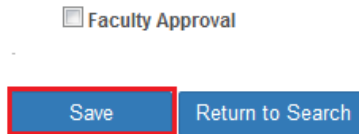


9. Required: Add or edit **'Essential Employability Skills'**. These two sections are limited to institutionally approved choices. You can add or delete from the list of eligible EE Skills Learning Outlines

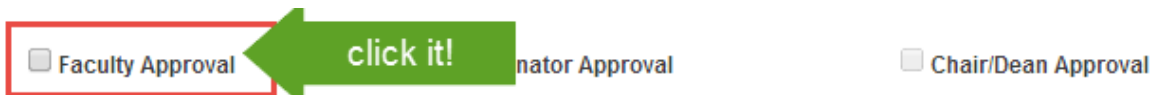
Program Standards		View Program Standards	
Essential Employability Skills		Personalize	Find
Skill ID	EE Skill Learning Outcome	First	1-8 of 8
1	communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.		
2	respond to written, spoken, or visual messages in a manner that ensures effective communication.		
3	execute mathematical operations accurately.		
4	apply a systematic approach to solve problems.		
5	use a variety of thinking skills to anticipate and solve problems.		
6	locate, select, organize, and document information using appropriate technology and information systems.		
7	analyze, evaluate, and apply relevant information from a variety of sources.		
8	show respect for the diverse opinions, values, belief systems, and contributions of others.		

Gen Ed Themes		View Program Standards	
General Education Theme		Personalize	Find
Theme ID	General Education Theme	First	1 of 1

10. Periodically click the **'Save'** button found at the bottom of the page



11. Click the **'Faculty Approval'** button when you are satisfied with the course outline.



Once you click approve, the next in line (i.e. coordinator) gets an email that looks something like this:

Annual Course Outline revisions for course: ACCT23 year: 2018 are complete. The document needs to be reviewed and approved by the coordinator, David Baker. To do so, please go to Maintain Annual 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 semester level of this annual outline is also waiting for your approval. PLEASE do not REPLY to this email.

You have completed the annual outline creation and approval processes

MAINTAINING A SEMESTER OUTLINE

Editing the semester outline post rollover/shell creation

Accessing the Semester Outline

1. Click the 'Maintain Semester Crse Outline' link found as an option in the Maintenance menu

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 that you want to edit by entering a **maximum of three search criteria** and then click the 'Search' button after entering the necessary search criteria
 - a. Academic Year: **2018**
 - b. Subject Area: **BUSN**, Alpha portion of the course code
 - c. Term: **1189**,

Find an Existing Value Add a New Value

Search Criteria

Academic Year begins with []

Subject Area begins with []

Catalog Nbr begins with []

Term begins with []

Session = []

Class Section begins with []

Course ID begins with []

Description begins with []

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

Search Criteria

Academic Year begins with []

Subject Area begins with []

Catalog Nbr begins with []

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. This is an example of the search results. If you have filled out the search criteria with enough detail, you will not get a list of results. The system will go straight into the outline you searched.

Search Results

View All First 1-2 of 2 Last

Academic Year	Subject Area	Catalog Nbr	Descr	Term	Session	Class Section	Course ID	Description	Faculty Approved	Coordinator Approved	Approved
2018	BUSN	13	2018 Fall	1189	(blank)	(blank)	006565	Macroeconomics	N	N	N
2018	BUSN	27	2018 Fall	1189	(blank)	(blank)	006579	Career Search	N	N	N

4. Click on any item within the row to select the course outline you wish to edit.

Search Results

View All First 1-2 of 2 Last

Academic Year	Subject Area	Catalog Nbr	Descr	Term	Session	Class	Section	Course ID	Description	Faculty Approved	Coordinator Approved	Approved
2018	BUSN	13	2018 Fall	1189	(blank)	(blank)		006565	Macroeconomics	N	N	N
2018	BUSN	27	2018 Fall	1189	(blank)	(blank)		006579	Career Search	N	N	N

You can now edit the elements of your course outline that are to be maintained each semester:
Learning sequence;

- Detailed assessment requirements;
- Transfer credit/exemption contact information; and
- Student success policies and procedures.

Editing Semester Elements

1. Required: **Verify** and **edit** 'Staff Approval List'

Staff Approval List Personalize | Find | First 1-3 of 3 Last

Staff ID	Name	Staff Type ID		
<input type="text"/>	<input type="text"/>	Dean (or Chair)	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	Faculty	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	Program Co-ordinator or Equivalent	<input type="button" value="+"/>	<input type="button" value="-"/>

ProTips

- If there are people to add or drop, use the (add) and (remove) buttons on the right side;
- Use the button to look for and select a person;
- You should always enter in a complete list of staff approvers prior to saving the first time; and
- Go to the bottom and **click 'Save'** as soon as you complete your staff approval list. Do not save before this list is complete with faculty, coordinator and dean/chair.

Faculty Approval

2. Required: Add or edit 'Course Learning Sequence'




Learning Sequence				Personalize	Find	First	1-15 of 15	Last
Sort By	Wks/Hrs/Units	Topics, Resources, Activities	Co					
1	Week 1	Introduction and discussion of current Geo-political and economic events.						+ -
2	Week 2	Current events discussion Geography - 10 Regions and their political and economic systems. Chapters 1-6 of text.	1, 2, 4, 10	Quiz				+ -
3	Week 3	Current events	1, 2, 3, 4, 5, 10					+ -
4	Week 4	Current events	4, 7, 10	Quiz				+ -
5	Week 5	Current events	4, 6, 8, 9, 10					+ -

Pro tip: Click and drag the triangle of the Learning Outcome input box to a bigger size. This option is only available in Firefox, Chrome and Opera

Add (+) / Delete (-) rows

Spell check

ProTips

- You can edit the sequence as well as use the use the  and  buttons on the right side to add or delete. Use this button:  to spell check the item that you are working on. See the 'additional resources section' in the D2L module to get in-depth direction and guidance on creating excellent assessments and using technology in your courses.
- If you are struggling with developing a learning sequence, contact your LDS representative for assistance.

3. Required: Add or edit 'Detailed Assessment Requirements'. This is a more detailed breakdown of your assessments as opposed to the basic breakdown completed in the annual outline.

Assessment Requirements					Personalize	Find	First	1-4 of 4	Last
Sort By	Assessment Description	Date/Weeks	Learning Outcomes	%					
1	Quizzes - best 5 out of 7	Weeks 2, 4, 6, 9, 11, 13 and 14		25				+ -	
2	Test 1	Week 7		25				+ -	
3	Test 2	Week 15		25				+ -	
4	Presentations and class notes.	Weeks 12 through 15		25				+ -	

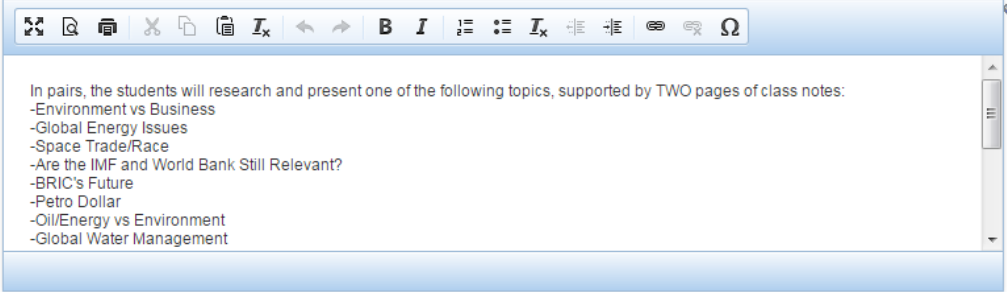
12. Periodically click the 'Save' button found at the bottom of the page

Faculty Approval

4. Optional: **Add** or **edit** 'Additional Assessment Requirements Comments'

- This is an opportunity to add more detail for the students about what to expect for assessments as well as your expectations. **Field limit is 2000 characters.**

Assessment Requirements Comments:



The screenshot shows a rich text editor with a toolbar containing icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, and help. The text area contains the following content:

In pairs, the students will research and present one of the following topics, supported by TWO pages of class notes:

- Environment vs Business
- Global Energy Issues
- Space Trade/Race
- Are the IMF and World Bank Still Relevant?
- BRIC's Future
- Petro Dollar
- Oil/Energy vs Environment
- Global Water Management

13. Periodically click the **'Save'** button found at the bottom of the page

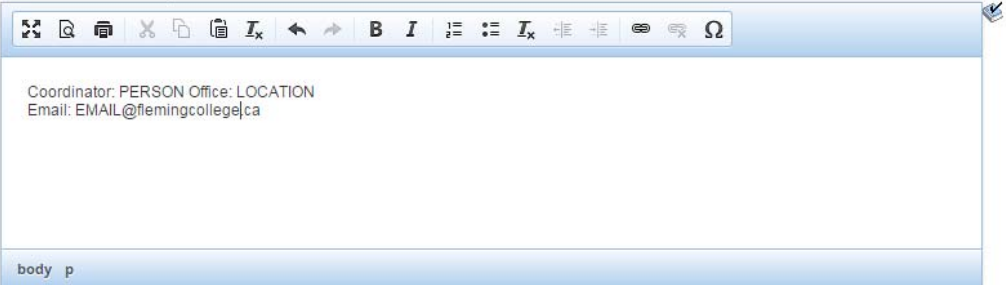
Faculty Approval

Save

Return to Search

5. Required **Add** or **edit** 'Transfer Credit/Exemption Contact' information. This is typically the coordinator's contact information

Transfer Credit/Exemption Contact



The screenshot shows a rich text editor with a toolbar containing icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, and help. The text area contains the following content:

Coordinator: PERSON Office: LOCATION
Email: EMAIL@flemingcollege|ca

body p

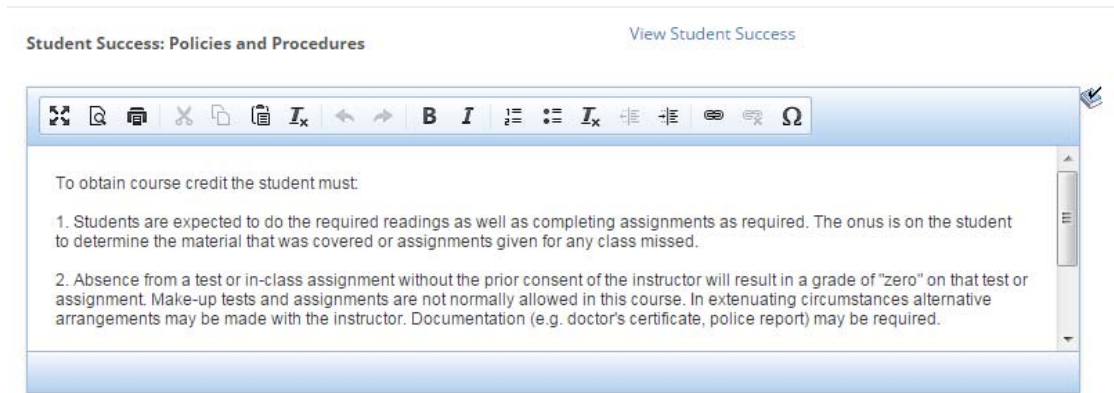
14. Periodically click the **'Save'** button found at the bottom of the page

Faculty Approval

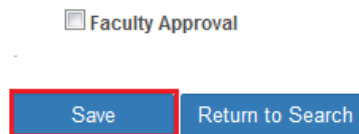
Save

Return to Search

6. **Optional: Add or edit** 'Student Success: Policies and Procedures'. Check with your school's administrative assistant if your school has boilerplate language they want inserted into this section

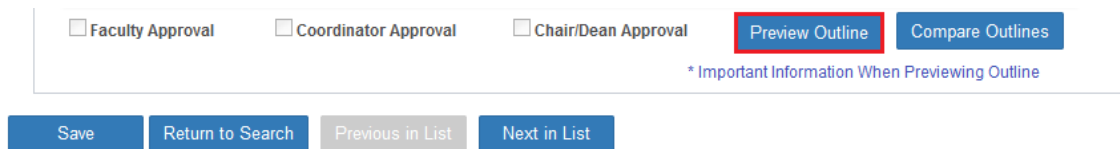


15. Periodically click the **'Save'** button found at the bottom of the page

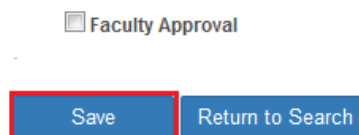


7. **Preview Outline**

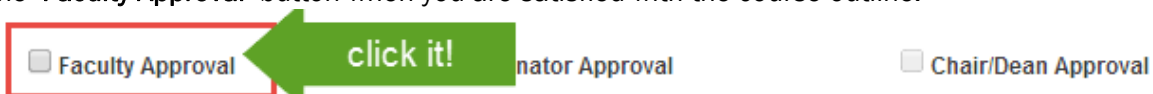
- You can see a preview of your outline in draft mode. Make sure pop-ups are not blocked on your browser.



16. Periodically click the **'Save'** button found at the bottom of the page



8. **Click the 'Faculty Approval'** button when you are satisfied with the course outline.



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.

You have completed the semester outline creation and approval processes

! Having trouble accessing the Course Outlines system?

Email David Adam Baker, Business Analyst - Academic david.baker@flamingcollege.ca

MISCELLANEOUS INFORMATION

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.

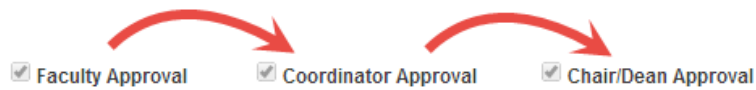
Approval Process

Requirement of approval list: The Staff Approval List must contain a

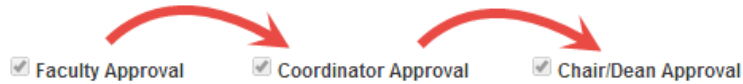
- Faculty;
- Program Co-ordinator or Equivalent; and
- Dean or Chair

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


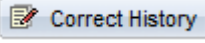
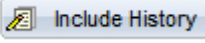
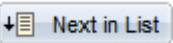
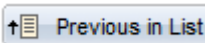
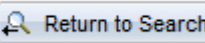
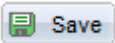
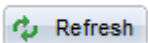

Annual Course Outline



Semester Course Outline



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]