# Table of Contents

I. Create a Course.................................................................................................................. 2

II. Course Offerings .............................................................................................................. 4
   - Create a course offering............................................................................................... 4
   - Edit a Course offering............................................................................................... 5
   - Delete a course offering............................................................................................. 5

III. Directors.......................................................................................................................... 6

IV. Coordinators .................................................................................................................... 9

V. Institutional Objectives .................................................................................................... 10

VI. Courses - List Page ......................................................................................................... 13
   - How edit or view a course: ..................................................................................... 14
   - How to delete a course ............................................................................................. 16
I. **Create a Course**
The following will assist the end user in creating a Course.

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

![Image of course creation interface]

B. Select the required fields coded in red to continue with the creation. By default, Academic Year is preselected to the current year. If necessary, click on the Academic Year dropdown to select other years.

![Image of course creation interface with required fields highlighted]

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

![Image of required fields missing dialog box]
2. When all the fields are filled, click “Save” and a confirmation message will appear that the Course information entered was successfully saved. Consider the following when filling out the fields.
   a. Leave Academic Year as is (current).
   b. Select a Start Date and End Date within the Academic Year. Otherwise, a Warning will be displayed indicating the date is out of range.
   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.
II. Course Offerings
The offering section (picture CF1), allows adding, editing and viewing of course offerings within the course creation module. If necessary expand the section with the maximize button to access its features.

Fields and buttons in the offering section:

1. Offering Name: Field in which the name of the course offering is entered.
2. Start date: Field in which the initiating date of the course offering is set.
   Note: The value of this field must be between the start and end date of the course.
3. End date: Field in which the finalized date of the course offering is set.
   Note: The value of this field must be between the start and end date of the course.
4. Save button: Adds a new course offering after entering the Offering Name, Start date and End date fields.
5. Cancel button: Clears the contents of the Offering Name, Start Date and End Date fields.
6. Offering table: Displays the ID, Name, Start Date and End Date of a course offering. Also permits the deletion and edit of an offering.
7. Edit button: Allows editing of an offering.
8. Deletes an offering: Removes specific offerings from the table.

Create a course offering
Fill the Offering Name, Start Date and End Date Fields. Make sure the start and end dates are in within range of the course dates. Next, press the Save button.
Edit a Course offering

1. To edit an offering, click on the corresponding editing button of the offering. In this case, number 97.

   a. At this point Offering Name, Start Date and End Date fields are populated and ready for editing. After the fields are edited press Save.

Delete a course offering

1. To remove a course offering, click on the corresponding delete button. In this case offering number 96 will be removed.

   a. A message will appear “Are you sure you want to delete this offering?” press Ok to confirm the deletion of the offering.
III. Directors

In this section the end user will be able to select the Directors and Co-directors. In the example below a Director and Co-director has already been assigned. It is simple to add or remove them. Just click, hold, drag and drop.

As shown below, the Director has been removed and notification of it being deleted is shown on the top of the screen. When dragged back to the Directors list it will be populated there.
The image below demonstrates the ability to remove and add at the same time. In this case the Co-director was removed and Director was added. A notification will confirm the request.

It is important to note that only one role can be assigned per person. It’s not allowed to have the same person be Director and Co-director. The error shown below will display if this is attempted.
If the name is known, enter it in the search box provided. Type in the name and it will only show the name entered in the left field. At this point drag it over to the right field.
IV. Coordinators

A. Click the arrow on the Coordinators header to maximize the list of Coordinators.

<table>
<thead>
<tr>
<th>Coordinators</th>
<th>Selected Coordinators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acosta, Andrei - [NA]</td>
<td>Acosta, Andrei - [NA]</td>
</tr>
<tr>
<td>Andrade, Diana - [NA]</td>
<td>Andrade, Diana - [NA]</td>
</tr>
<tr>
<td>Aranda, Rebecca - [NA]</td>
<td>Aranda, Rebecca - [NA]</td>
</tr>
<tr>
<td>Ayres, Kimberly - [NA]</td>
<td>Ayres, Kimberly - [NA]</td>
</tr>
<tr>
<td>Bautista, Humanao - [NA]</td>
<td>Bautista, Humanao - [NA]</td>
</tr>
<tr>
<td>Cadena, Ivan - [NA]</td>
<td>Cadena, Ivan - [NA]</td>
</tr>
<tr>
<td>Cadena, Jessica - [NA]</td>
<td>Cadena, Jessica - [NA]</td>
</tr>
<tr>
<td>Cobo, Karina - [NA]</td>
<td>Cobo, Karina - [NA]</td>
</tr>
<tr>
<td>Curran, Patricia - [NA]</td>
<td>Curran, Patricia - [NA]</td>
</tr>
<tr>
<td>Cruz, Gladys - [NA]</td>
<td>Cruz, Gladys - [NA]</td>
</tr>
<tr>
<td>Dela Cruz, Arman - [NA]</td>
<td>Dela Cruz, Arman - [NA]</td>
</tr>
</tbody>
</table>

a. Drag and Drop the coordinator one at a time to the right, under Selected Coordinators.

b. Please note, once a coordinator is dragged to the right, a confirmation message will show successfully saving your change.

![Saved successfully.]

![Deleted successfully.]

c. In the event a Coordinator is moved back or unselected a confirmation message will show with a message as well.
V. Institutional Objectives

Under this section linking objectives to the course will be demonstrated.

A. The image below shows that no Objectives have been linked. A search box is also available.

Type a keyword, and objectives containing that word will be populated.

B. If you know a key word in the Objective, type it in the search box. For example, “community” is entered in the searchbox all objectives with the keyword is displayed. At this point the objective is selected and moved to the field “Selected Institutional Objectives” and a confirmation with the notification at the top right of the screen is shown.
C. When removing a Selected Objective it will display a warning as seen in the image below.

D. Once the ‘ok’ button is clicked a message confirmation will be shown that the objective was deleted successfully.
E. Once all sections are completed, click on the “Print Summary” bar at the bottom of the page.

F. The Print Summary will give a summary of all the information have entered.
VI. Courses - List Page
This feature allows users to view available courses in with predetermined fields; the list can be sorted depending on the options selected with in the list page.

A. To enter the list page click on the List button under Courses see image CL1 for reference.

B. The list page is composed by two sections which are the course filters and courses list. These sections work together to display the courses.

C. The course filters section: Makes it possible to refine viewing assortment of all courses which are readily available in CHAMPS by using the next fields and clicking on the search button:
1. School year.
2. Type of course.
4. Student levels.
5. Include Children (courses).
Course List section: One of the primary functions of this section is to display the courses which have been loaded and initially sorted by the course filtering section. The fields used to identify a course are Course Title, Abbreviation (Abbr), Course Type, Graduating Year, Academic Year, Student Level, Credit Hours, Published and Locked. The list or query can be further ordered in an ascendant or descendant manner with the icons query buttons of each field.

D. The Course list section also permits the editing of a course when pressing the edit button and the permanent removal of a course by pressing the delete button.

How edit or view a course:
1. Go to the list page within the courses module.

2. For the next example the courses are filtered by selecting the Academic Year to 2014-2015, Type of course, student level to 4, and unchecking include children. Finally the filtering is executed by pressing the search button.

3. On the sub-internship course, press the editing button to view or make modifications to the course.
4. After clicking the edit button, the next screen should appear (image CFE4). If editing of the course is needed please follow the creation procedures mentioned in the Create course section.
How to delete a course

In the event that a course needs to be permanently deleted follow the next steps. As a precaution only a power user is authorized to delete courses. Administrative users or other users are not authorized to delete courses.

1. Go to the list page with in the courses module.

2. For the next example the course are filtered by selecting the Academic Year to 2014-2015, type of course, student level to 4 and unchecked include children. Finally the filtering is executed by pressing the search button.

3. On the sub-internship course press the delete button to permanently erase the course.

4. A delete course warning message will appear. Press Ok to erase.