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I. Institutional Objectives

How to add Institutional Objectives
To access the CHAMP objectives module, you can log in to: https://ilios.ttuhscc.edu/Champ using your browser. The recommended browser for CHAMP is Chrome.

Figure 1

1. The system will display the login screen for you to enter your user credentials. Click on the “Log On” button to enter your username and password.

2. The system will display a window for you to type in your eraider information. In the text fields available, enter your TTUHSC username and Password.

Figure 2
3. After the login screen, the system will display the CHAMP homepage. In the Menu Bar, click on the Objectives tab to display the module you would like to work with.

![Objectives](image3)

Figure 3

4. Next you will see the Objectives Window showing two boxes that are required to be filled out prior to saving.

![Objectives](image4)

Figure 4

5. In this section click on the down arrow on the objective type and select “Institutional”. By default, the current academic year is the one displayed.

![Objectives](image5)

Figure 5
6. To enter a new “Institutional Objective”, all areas in Red must be filled in.
7. In the Objective Category select one of the items listed.

![Figure 8](image)

8. In the **Patient Competency Reference Set (PCRS)** section please select a competency to be associated with the objective. Once you have chosen the PCRS to associate, click on the + sign to assign it to the Institutional Objective. You may select as many competencies to associate with the objective as necessary. *Note: for more information about what the PCRS is, refer to the text box next to the Category.*

![Figure 9](image)

9. Once an Objective Category (1) has been selected, a Code (2) has been created and entered and the PCRS (3) has been selected as well, you must enter the text of the **Objective** to complete the creation of a new objective. If this field is not complete, the system will not save the objective. **The Code is created depending on the Objective Category. List of ILO codes is available in Medical Education.**
10. Once you have entered the information for the Objective, click on the save button.

11. After “Saving”, the system will display a confirmation that the Objective was successfully saved. This will appear in the top right corner of the window.
How to View and filter objectives

To access the CHAMP objectives module to view and filter objectives, log in at: https://ilios.ttuhsce.edu/Champ

1. In the menu bar, select “Objectives” tab.

2. Next the Save Objective and Objective list windows will be displayed. To view objectives, first select whether you need to view Institutional or Session objectives. The importance of this selection is that the system will populate the objectives to be shown in the Objective list below the details screen.

3. To view objectives under the type selected, click on the down arrow from the Objectives List to display the objectives you would like to review.
4. Scroll to the bottom of the page to view objectives that are already in the system.

![Objectives List](image)

*For objectives that are longer than others, click on the “more” text and the remainder of the objective text will be displayed.*

![Objectives List](image)

5. Objectives are categorized according to the following filters: ID, Type, Category, Code, Objective text, Academic Year, Active.

![Objectives List](image)

6. To filter a category (narrow your search), you can use any of the filters to display only the objectives that fit your criteria. For example, I typed in Knowledge for the category and selected Academic Year 2014-2015 to get fewer results for my target objective.
<table>
<thead>
<tr>
<th>Id</th>
<th>Type</th>
<th>Category</th>
<th>Code</th>
<th>Objective</th>
<th>Academic Year</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>46</td>
<td>Institutional</td>
<td>Patient Care</td>
<td>PC-1.8</td>
<td>Counsel and educate patients and their families to empower them to participate</td>
<td>2016-2017</td>
<td>Yes</td>
</tr>
<tr>
<td>47</td>
<td>Institutional</td>
<td>Professionalism</td>
<td>PR-3.4</td>
<td>Demonstrate and apply knowledge of ethical principles pertaining to the</td>
<td>2016-2017</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Figure 19
How to edit items in the Institutional and Session Objectives List

To access the CHAMP objectives module for editing, log in at: https://ilios.ttuhsc.edu/Champ

1. Click on the Objectives Tab to view the menu.

![Objectives Tab](https://example.com/objectives-tab.png)

Figure 20

2. Select either to edit Institutional or Session Objectives. This will populate the appropriate menu.

![Objective Details](https://example.com/objective-details.png)

Figure 21

3. To display the list of objectives, click on the red down arrow.

![Objectives List](https://example.com/objectives-list.png)

Figure 22
4. In the list populated, select the Object that will be edited. To edit, click on the “Pencil” located on the right side.

![Figure 23]

5. Once the item has been selected to edit, the information for that objective will be displayed in the “Save Objective” section at the top of the page.

![Figure 24]

6. When you edit an objective, an “Active” checkbox is displayed that can be edited along with the objective. In this example, the Objective has been edited, one more PCRS have been mapped to it, and the Academic Year has been changed to 2014 – 2015.

![Figure 25]
7. Once you click the “Save” button, a confirmation that the Objective was successfully saved will show on the top right corner.

Figure 26
How to Delete an Institutional or Session Objective from the Objectives list.
To access the CHAMP objectives module to delete an objective, log in at: https://ilios.ttuhsce.edu/Champ

1. Click on the Objectives Tab.

![Objectives Tab](image)

Figure 27

2. To display the list of objectives, Select whether it is an institutional objective or session objective. This will populate the appropriate menu.

![Objective Details](image)

Figure 28

3. Next, click on the red down arrow to display the list of objectives you wish to view.

![Objective List](image)

Figure 29

4. Locate the objective you want to delete. Once you have located it, click on the icon located to the right of the item.

![Objectives List](image)

Figure 30
5. When you select to delete an objective using the red dash, a box will appear asking to confirm the deletion. If you are sure you would like to delete the objective, select “Ok.” If you decide not to delete the objective, select “Cancel.”

![Delete Objective...](image)

Figure 31

6. If you select “Ok,” the system will delete the objective and display a notification that it has been successfully deleted, in the top right corner. *Please note: the system will not delete an objective that has been associated to a session, clinical presentation, or course that has already been taught and the user must be a power user to do so.*

![Objective deleted successfully.](image)

Figure 32
How to activate/deactivate an Institutional Objective.

To access the CHAMP objectives module to view and filter objectives, log in at:  https://ilios.ttuhsc.edu/Champ

1. In the menu bar, select “Objectives” tab.

Figure 33

2. From the “Objective Search” menu, select Institutional objectives and click “Search.” The importance of this selection is that the system will populate the objectives to be shown in the Objective list below with the details of the objective type you are seeking.

Figure 34

3. For Institutional Objectives, click on the pencil tool to edit the objective. By clicking on the pencil tool, the details will be displayed in the “Save Objective” menu for revisions.

Figure 35
4. From the editing screen, click on the “Active” checkbox to de-activate the objective. Deactivating the objective will make it unavailable for selection when assigning objectives to sessions and courses.

![Figure 36]

5. Click on the save button to capture your changes.

![Figure 37]

6. When your changes have been captured, the system will notify you with a “Successfully changed” notification.

![Figure 38]
How to activate/deactivate a Session Objective.
To access the CHAMP objectives module to view and filter objectives, log in at: https://ilios.ttuhs.edu/Champ

1. In the menu bar, select “Objectives” tab.

2. From the “Objective Search” menu, select Session objectives and click “Search.” The importance of this selection is that the system will populate the objectives to be shown in the Objective list below with the details of the objective type you are seeking.

3. For Session Objectives, click on the pencil tool to edit the objective. By clicking on the pencil tool, the details will be displayed in the “Save Objective” menu for revisions.
4. From the editing screen, click on the “Active” checkbox to de-activate the objective. Deactivating the objective will make it unavailable for selection when assigning objectives to sessions and courses.

![Figure 42](image)

5. Click on the save button to capture your changes.

![Figure 43](image)

6. When your changes have been captured, the system will notify you with a “Successfully changed” notification.

![Figure 44](image)


II. Session Objectives

How to add session objectives
To access the CHAMP objectives module and add session objectives, log in at: https://ilios.ttuhscc.edu/Champ

1. In the menu bar select the “Objectives” tab.

Figure 45

2. Next you will see the Objectives Window showing two boxes that are required to be filled out prior to saving.

Figure 46

3. In the “Objective Type,” select “session” in the dropdown menu. By default, the current academic year is the one displayed.

Figure 47
4. From this window, you can tie an Institutional Learning Objective (ILO) to the session objective. Select an “ILO” from its Dropdown menu. If no ILO will be used, skip to step 7.

![Image of Objective Details](image1.png)

Figure 48

5. Select Related, Broader or Narrower in the Relation Type dropdown menu to specify the relation there is between session objective and Institutional Objective (ILO). If more than one ILO will be added, the Primary checkbox is used to identify which of the objectives will be the primary one. For this example MK-1 will be the primary objective. Select Primary, and press the plus icon.

![Image of Objective Details](image2.png)

Figure 49

6. To add more ILO’s repeat steps 4 and 5. For this example, ILO MK-4 was additionally added. See Figure 24 for the results of these steps.
Note: The ILO that will be tied to the session objective, upon saving, is displayed in the section titled “ILOs mapped.” To remove an ILO that is listed in this section, press the delete icon at the right of the objective you wish to remove.

7. Next, add the necessary keywords to the session objectives by clicking on the plus icon in the keywords section. This will add the keyword to the box to signify that it is attached to the objective.
8. A new window with all the available Keywords will appear. Select the ones that correspond to this session objective by pressing on the box with the keyword necessary. Press the close window icon or Close button to return back to the previous menu. For this example, Teamwork and Toxicology / Poisoning keywords were selected. The keywords that have a flame icon next to it are designated as Hot Topics.

Figure 53

9. Next, you will see the newly selected keywords populated in the keywords box in the previous menu. For this example, Teamwork and Toxicology / Poisoning keywords are added to the objective page in the keywords box.

Figure 54
10. To delete a keyword that has been associated to the objective, press the delete icon at the right of the keyword you wish to remove.

*Please note that keywords associated to an objective will also be associated to the sessions where the objective is used or taught.

11. The objective field text box serves as a means of allowing the user to create a unique objective to be added to the session objective. In the example below, “Learn Toxicology terms” is added as a unique objective.
Note: If additional objectives with the same academic year, keywords and ILO’s are needed, press the plus icon next to the objective text box. By default, there is a “1” next to the icon. This means that one additional box is added for another objective, but if you need additional objectives with the same characteristics, change the “1” for a “10” and press the add button again and 10 additional boxes will be created. You can also add additional boxes on a single basis by pressing the plus icon as you go if you are unsure how many additional boxes you will need.

![Figure 57](image)

Note: If an objective that was added needs to be removed, press the delete icon next to the objective text box.

![Figure 58](image)

12. To capture the objective(s) that you have added, press the “Save” button.

![Figure 59](image)
13. Once you have “Saved,” the system will display a notification confirming the addition of the objective. If you add multiple objectives, you will receive a confirmation for each objective.

Figure 60
How to delete a session objective
To access the CHAMP objectives module to delete a session objective, log in at: https://ilios.ttuhs.edu/Champ

1. In the menu bar select the “Objectives” tab.

![Objectives tab](Image)

Figure 61

2. Within the window displayed, select “session” in the Objective Type dropdown menu to display the session objectives.

![Objective Type dropdown](Image)

Figure 62

3. Go to the Objective List window which populated with the last step. Browse for the session objective that will be deleted. For this example the session objective with ID # 139 will be erased by clinking on the delete button at the right of the objective.

![Objective List](Image)

Figure 63
4. The system will display a notification to confirm deleting the objective. To proceed, press OK.

![Delete Objective Image]

Figure 64

7. The system will display a confirmation message notifying you that deletion was successful. Please note: the system will not delete an objective that has been associated to a session, clinical presentation, or course that has already been taught and the user must be a power user to do so.

![Objective Deleted Successfully Image]

Figure 65
How to edit a session objective

To access the CHAMP objectives module, log in at: https://ilios.ttuhs.edu/Champ

Follow the next steps to edit the fields of a session objective.

1. In the left menu bar select Objectives.

2. The objectives module will be separated into two separate portions. The top is to create an objective and the bottom is to search for an objective to edit.
3. To edit objectives, you need to search for the objective you would like to modify. Select either session objective or Institutional objective from the pull down menu and click on the Search button. Any objectives that match your search criteria will be displayed in the objective list.

![Image of Objective Search interface]

**Figure 68**

4. From the objectives populated, click on the pencil tool of the one you would like to edit.

![Image of objective list with pencil tool highlighted]

**Figure 69**

5. Clicking on the pencil tool will populate all of the details for the objective in the top screen.

![Image of objective details window]

**Figure 70**
6. Make all of the necessary revisions to the objective from the menu in Figure 23 (above). When all of the changes have been made, click on the Save button to capture your modifications.

Figure 71

7. The system will save changes and notify you with a confirmation message when changes have been successfully captured.

Figure 72
How to export session objectives

To access the CHAMP objectives to export session objectives in the objectives module, log in at: 
https://ilios.ttuhs.edu/Champ

1. In the menu bar, select “Objectives” tab.

![Objectives](image)

Figure 73

2. Next the **Save Objective** and **Objective list** windows will be displayed.

![Save Objective](image)

Figure 74

3. Within the **Save Objective** window select **Session** in the **Objective Type** dropdown menu.

![Save Objective](image)

Figure 75
4. Next press the export button

5. In the bottom the browser a pop-up will appear, select **Save As** to store into an appropriate folder.
How to activate/deactivate Session Objectives

To access the CHAMP objectives module, log in at: https://ilios.ttuhsce.edu/Champ

Follow the next steps to edit the fields of a session objective.

1. In the left menu bar select Objectives.

8. The objectives module will be separated into two separate portions. The top is to create an objective and the bottom is to search for an objective to edit.
9. To edit objectives, you need to search for the objective you would like to modify. Select either session objective or Institutional objective from the pull down menu and click on the Search button. Any objectives that match your search criteria will displayed in the objective list.

![Figure 75](image)

10. From the objectives populated, click on the pencil tool of the one you would like to edit.

![Figure 76](image)

11. Clicking on the pencil tool will populate all of the details for the objective in the top screen. From this page, you can select to either activate or deactivate the objective.

![Figure 77](image)
12. Click on the “Save” button to ensure your modifications are captured. The system will notify you when the revision is made successfully.