Create a session

To access the CHAMP Sessions module, you can log in to: https://ilios.ttuhs.edu/Champ using your browser. The recommended browser for CHAMP is Chrome.
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.

![Figure 1](image)

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](image)

3. After the login screen, the system will display the CHAMP homepage. In the Menu Bar, click on the Sessions tab to display the module you would like to work with.
4. Next you will see the Sessions sub-menu that allows you to either “Create” a session or “list” sessions previously created. Click on ‘Create’ to access a new window to enter session details.

5. Begin entering session details by typing the Session; Title and an Academic Year. The Session title cannot be longer than 50 characters. After creating a title, select the Course/Component using the drop down menu of courses available. These include parent as well as child courses.

6. After selecting a course, you’ll notice the screen menu has changed to display a “Clinical Presentation” section if necessary. While clinical presentations are not required for some courses, other courses do require one to be
selected, as in the example below. (Red text denotes a required field). If one is necessary, drag the clinical presentation into the right column to assign it to the session. *Please note that there is now an option to select a non-Curricular course. With this course selection, you have the option of selecting whether it is an “All Day Event” by selecting the check box.

<table>
<thead>
<tr>
<th>Session Title:</th>
<th>Fever</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course \ Component:</td>
<td>NonCurricularCourse</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Year:</th>
<th>2015-2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory</td>
<td>□</td>
</tr>
<tr>
<td>All Day Event</td>
<td>□</td>
</tr>
<tr>
<td>Duration in minutes:</td>
<td>60</td>
</tr>
</tbody>
</table>

Figure 6

7. Next, select whether the session is mandatory. For duration, the default amount of time is 60 minutes. If the duration is different, you can modify the time in 15 minute increments.

<table>
<thead>
<tr>
<th>Session Title:</th>
<th>Fever</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course \ Component:</td>
<td>SPM VI</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Year:</th>
<th>2015-2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory</td>
<td>□</td>
</tr>
<tr>
<td>Duration in minutes:</td>
<td>60</td>
</tr>
</tbody>
</table>

Figure 7

8. Next, Select a “Session Type” from either Primary Instructional Method or Primary Assessment Method.
9. If you select Primary Instructional Method as the main session type, the system will require an additional field that denotes the more specific type of Instructional Method used. For this example, I’ve selected a Lecture as my primary instructional method.

10. The next question is relevant if you have any items that will be used as assessment during the Instruction. For example, if you are having a small reflection paper as part of the session, you would select yes.

11. If you select “Yes” that there is an assessment component to the session, the system will display additional required questions.
12. After you have selected the Assessment method, you need to categorize it as Formative, Summative, or Remediation. If you select Remediation, the system will automatically check Summative. With each assessment method, the system requires the amount of time allotted for Instruction versus assessment. For this example, I’ve selected 80%.

13. The next step in creating a session is to identify the resource type. To do so, select the type from the column on the left and drag it into the column on the right to assign it to the session.

14. Next, select special equipment that will be necessary for the session. To do so, select the equipment from the column on the left and drag it into the column on the right to assign it to the session. In the event that the equipment needed is not listed, type it into the “Other Equipment” section.
15. The last two text boxes are optional but available to enter details for the session. Planning Notes are not visible for students to view and can include information that should be noted for the session. Special instructions are notes that students will be able to view as they prepare to participate in the session. Last, click on the “Save” button to capture the session details.

16. After “Saving”, the system will display a confirmation that the Session was successfully saved. This notification will appear in the top right corner of the window.

17. Upon saving, the system will ask if you would like to create a new session.
18. Now that session details are created, you can now link Objectives and keywords to it. To access the session objectives and keywords, click on the down arrow to display the list.

![Session Objectives](image)

Figure 18

19. First, display keywords by clicking on the Green “Plus” sign. After clicking on the green symbol, the system displays the list of keywords/hot topics to associate to the session. Keywords with the flame next to them signify hot topics.

![Keywords List](image)

Figure 19

20. Click on the keywords you want to be associated. When you select them, the word turns grey.
21. After you have selected all the necessary keywords, you can click on the “X” at the top of the menu, or scroll to the bottom of the menu and click on the “Close” button. The keywords will be displayed in the Keywords window.

22. Below the keywords section, you can search for objectives using Exact Phrase text, Objective ID’s, or words in the objective text. When you have entered your search criteria, click on the search button to display objectives that match your criteria.
23. Based on the objectives that match your criteria, the system will populate the box in the left column as being available for selection. To select one or more objectives, drag and drop it into the column on the right side. After each objective, the system will display a notification to denote that it has been saved successfully.

24. When you have selected all of the necessary objectives to be associated to the session, click on the “Save” Button and the objectives associated will be saved.

25. Now that your objectives are saved, the keywords associated with the session are now available for viewing at the bottom of the page under the “Session Keywords (Reference Only)” section. To access the list of keywords, click on the red down arrow and the system will display the keywords.
How to View, Filter and Edit Sessions

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

1. After logging in, click the “Sessions” tab from the menu bar. An expanded menu will display, click on the “List” button.

![Figure 27](image)

2. The list will have two sections to view sessions. The first section (shown below) allows you to search for sessions that meet the criteria you select. Filters include: Year, Course, Session type, Instructional and Assessment Type. After selecting your search criteria, click the “Search” button.

![Figure 28](image)

3. Based on your filter selections, the system will populate the list of sessions that match your search.

![Figure 29](image)
4. To narrow your search even more, you can use any of the filters to display only the sessions that fit your refined criteria.

![Sessions List](image)

Figure 30

5. Click on the pencil tool next to the session you would like to edit and the system will populate the session details.

![Session](image)

Figure 31
6. The system will also populate objectives that have been associated to the session. To make any changes to objectives, follow the steps mentioned in the section on adding and removing objectives.

![Session Objectives](image)

Figure 32

7. When all revisions have been entered, click on the “Save” button to save your session details again.

![Save Button](image)

Figure 33

8. The system will display a notification that your revisions were captured successfully.

![Session Saved Successfully](image)

Figure 34