Table of Contents

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

II. Course Offerings ........................................................................................................................................ 5
   Create a course offering................................................................................................................................. 6
   Edit a Course offering................................................................................................................................. 7
   Delete a course offering.............................................................................................................................. 10

III. Directors..................................................................................................................................................... 11

IV. Coordinators ............................................................................................................................................. 14

V. Institutional Objectives ............................................................................................................................ 16

6. Courses...................................................................................................................................................... 19
   How to edit or view a course: .................................................................................................................... 19
   How to delete a course ............................................................................................................................... 21
I. Create a Course

The following will assist you in creating a Course. To access the CHAMP Courses module, You can log in to: https://ilios.ttuhsc.edu/Champ using your browser. The recommended browser for CHAMP is Chrome.

A. Click on the “Courses/Components” section to expand the options.

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

C. Select the required fields coded in red to continue with the creation. By default, Academic Year is preselected to the current year.
1. If “Save” is clicked before making any selections, the following message will display. Click Ok to close window and begin filling in the required fields.

2. If you try clicking on other sections like Offerings, Directors, etc., you will get an error message that the Course must be saved first. Consider the following when filling out the fields.
   a. Leave Academic Year as is (current).
   b. Select a Start Date and End Date.
   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.

3. When all the fields are filled, click “Save” and you will get a bubble with a message that the Course was successfully saved.
II. **Course Offerings**

The offering section is only available after a course has been created and saved. When you have entered all of the details for the course, scroll down to the red down arrow to show the offerings menu. The offering menu allows adding, editing and viewing of a course offering within the course creation module.

1. The following fields in the offering section are necessary to create an offering:
   - **Offering Name**: Field in which you enter the name of the course offering.
   - **Start date**: Field in which the initiating date of the course offering is set.
     - **Note**: The value of this field does not need to be between the start and end date of the course.
   - **End date**: Field in which the finalize date of the course offering is set.
     - **Note**: The value of this field does not need to be between the start and end date of the course.

   - **Save button**: Adds a new course offering after entering the Offering Name, Start date and End date fields.
   - **Cancel button**: Clears the contents of the Offering Name, Start date and End date fields.
   - **Offering Viewer**: Displays the ID, Name, Start date and End date of a course offering. Also permits the deletion and edit of an offering.
   - **Edit button**: It allows editing an offering.
   - **Deletes an offering**: Deletes a specific offering
Create a course offering

1. Fill the Offering Name, Start Date and End Date Fields. Next press the save button.

2. Upon saving, the system will notify you that the offering was captured.
Edit a Course offering

1. To edit an offering, access the Courses module by logging into CHAMP at: https://ilios.ttuhs.edu/Champ using your Chrome Browser.

2. Log on using your eraider credentials.

3. From the main page, click on the “Courses” tab and select the “List” submenu.

4. To edit an offering, first locate the course that the offering is attached to. Use the Academic year, Course/component type, Graduation year, or student level filters to locate the course you wish to edit.
Based on your search criteria, the system will display a list of courses that match your selected filters. From the list of courses, click on the pencil tool to populate the course along with the assigned offering information. *Note: these first 5 steps can also be used if you simply want to view course details but not necessarily edit.

5. The system will display all of the course information. Below the course information are boxes for: Offerings, Directors, Coordinators, and Institutional Objectives. To edit offerings, click on the down arrow for offerings details.

6. Click on the corresponding edit button of the offering you wish to edit. The system will populate the Offering name, Start Date, and End date for revisions.
7. Click on the Save Button. The system will display a notification to show that the revisions have been captured.
Delete a course offering

1. To delete a course offering, follow the steps to edit a course offering until step # 7.

2. To delete, click on the corresponding delete button.

3. Before deleting the offering, the system will display a notification to ensure you want to delete the content.

4. The system will display a notification to show that the revisions have been captured.
III. **Directors**

In this section you will be able to select the Directors and Co-directors. To access the directors section, follow the steps 1 - 5 listed in “editing a course”

1. After following those steps, the system will display all of the course information. Below the course information are boxes for: Offerings, Directors, Coordinators, and Institutional Objectives. To edit Directors, click on the down arrow for details.

2. In the above example, directors have already been assigned when creating the course. Editing the directors works the same way. Simply drag a name from the left column into the right column to select either a director or co-director. The system will display a notification in the upper right corner of the screen when your selection has been captured.
3. To remove directors and co-directors, drag them from the right column into the left column and the system will notify you again when the change has been captured.

In the image below you can see that you are able to remove and add at the same time. In this case the Co-director was removed and Director was added. You will see notification confirming your request.

*Note: You will only be able to assign one Role for Person. The system will not allow you to list the same person Director as well as Co-director. They error shown below will display if this is attempted.
4. To search for a faculty member to assign as director or co-director, use the search box provided. Type in the name of faculty and the system will display the names that match your search criteria. You will then just need to drag it over to the right field. To save the course, a Director is required.

5. When you find the name of the faculty you would like to add, drag the name from the left column into the right column. The system will display a notification when your selection has been captured.
IV. Coordinators

In this section you will be able to select the Coordinators. To access this section, follow the steps 1 - 5 listed in “editing a course”.

1. After following those steps, the system will display all of the course information. Below the course information are boxes for: Offerings, Directors, Coordinators, and Institutional Objectives.

2. To edit coordinators, click on the down arrow to maximize the list of Coordinators.

3. The list of coordinators that are associated to the course are displayed in the box on the right under “Selected Coordinators.”

4. If you’d like to search for a coordinator by name, you can search by typing their name in the box. The system will display the names of coordinators that match your search criteria.

5. To add coordinators, drag and drop the name from the left menu into the right menu under “Selected Coordinators.”
6. Once you have made the additions or revisions, the system will notify you that your change has been captured.

7. In the event you would like to remove a coordinator, drag and drop them from the right column into the left column. Once you have made the deletion, the system will notify you that your change has been captured.
V. **Institutional Objectives**

In this section you will be able to link objectives to the course. To access this section, follow the steps 1 - 5 listed in “editing a course”.

1. After following those steps, the system will display all of the course information. Below the course information are boxes for: Offerings, Directors, Coordinators, and Institutional Objectives.

2. To edit Institutional Objectives, click on the down arrow to maximize the list of objectives already tied to the course.

3. If you’d like to search for an objective, you can search by typing their name in the box. The system will display the objectives that match your search criteria.

4. To add objectives, drag and drop them from the left menu into the right menu under “Selected Objectives.”

5. Once you have made the additions or revisions, the system will notify you that your change has been captured.
8. When you remove an objective, the system will display a warning notification to confirm that you wish to delete the objective from the course.

9. Once you click on the “ok” button the, the system will display a notification that the objective was deleted successfully.

10. After you have completed all sections and saved the details, you can click on the “Print Summary” bar at the bottom of the page.
11. The Print Summary will give you a summary of all the information you have entered (shown below).
6. Courses

How to edit or view a course:

1. To Edit or View a Course, log onto CHAMP at https://ilios.ttuhsce.edu/Champ using your browser. The recommended browser for CHAMP is Chrome. Log into the system using your eraider credentials.

2. Click on the courses tab to access the module, and from the pull down menu, click on the “List” tab.

3. Next, filter the courses by selecting the academic year, Type of course, student level, and whether to include children. Click on the “Search” button and the system will display the courses that match your criteria.
4. On the course you wish to modify, press the editing button ✍️ to view or make modifications.

5. After clicking on the edit button, the system will populate the course details and allow you to edit as necessary. For revisions, the fields required as mentioned in the “Create course section” need to be filled out for the system to capture modifications.
How to delete a course

1. To Edit or delete a Course, log onto CHAMP at https://ilios.ttuhscc.edu/Champ using your browser. The recommended browser for CHAMP is Chrome. Log into the system using your eraider credentials. Note: Only authorized users are permitted to delete courses.

2. Click on the courses tab to access the module, and from the pull down menu, click on the “List” tab.

3. Next, filter the courses by selecting the academic year, Type of course, student level, and whether to include children. Click on the “Search” button and the system will display the courses that match your criteria.
4. On the course you wish to modify, press the editing button — to view or make modifications.

1. On the course you wish to delete, press the red dash next to the name of the course — you with to erase.

2. The system will display a warning confirming that you want to delete the course. To continue deleting the course, Press “Ok”. If you do not wish to delete the course, press “Cancel.”

3. After the course has been deleted, the system will display a notification that your change has been captured.