




Entering New Courses in KMS


(updated 02/2017)



First Steps

College user must contact TCSG to have CPS create a blank course shell

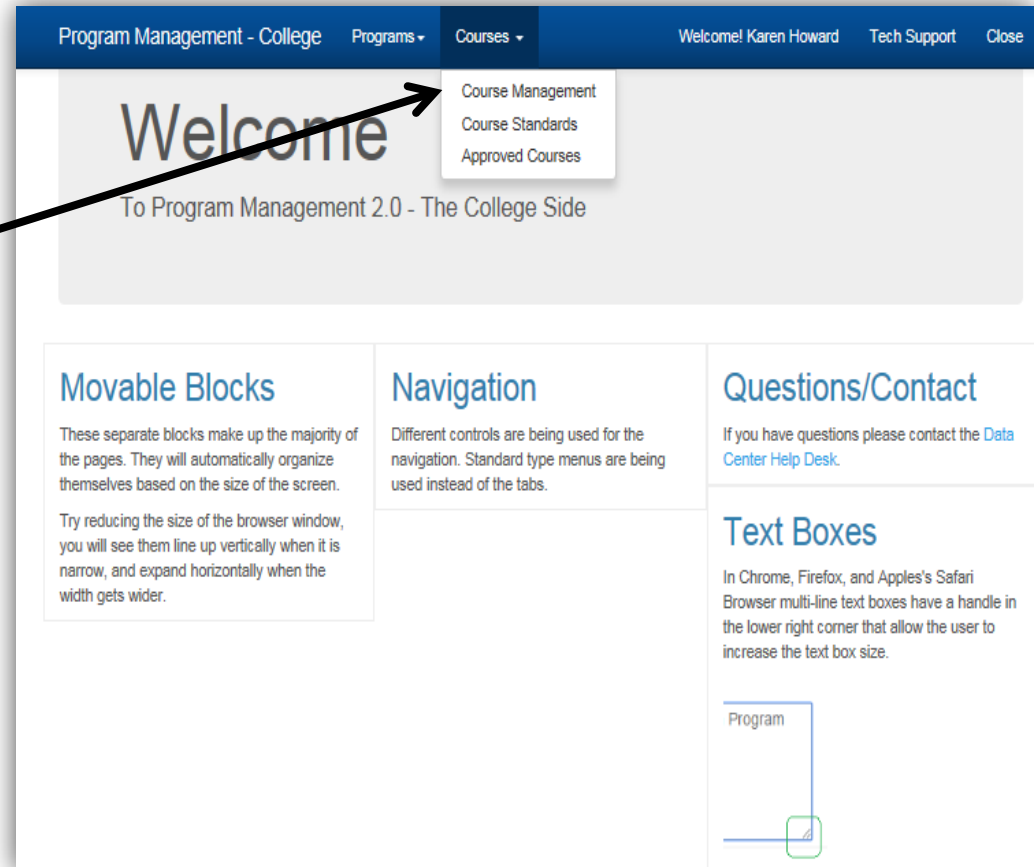
College user will then access course shell in **Program Management Application** to fill in content



The screenshot displays the TCSG Knowledge Management System interface. The header includes the TCSG logo and navigation tabs for DPR Home, Application Support, Planning & Policy Analysis, and Reports & Research. The main content area is titled "Data, Planning, and Research" and features a "Program Management" section. A sidebar on the left lists various application support options, with "MTC Data Submission" highlighted in red. An orange arrow points from this sidebar item to a "Program Management Application" form field containing "Albany" and a "GO" button. Below the form, there is a link for "View New Program Requests" and a paragraph of text explaining the application's purpose.

Welcome Screen

Navigate the cursor to the **Courses** drop down menu and select **Course Management**



The screenshot displays a web application interface. At the top, there is a dark blue navigation bar with the following items: "Program Management - College", "Programs", "Courses", "Welcome! Karen Howard", "Tech Support", and "Close". The "Courses" menu is open, showing a dropdown list with three options: "Course Management", "Course Standards", and "Approved Courses". An arrow points from the text on the left to the "Course Management" option. Below the navigation bar, the main content area features a large "Welcome" message: "Welcome To Program Management 2.0 - The College Side". The page is divided into three columns of content blocks:

- Movable Blocks:** These separate blocks make up the majority of the pages. They will automatically organize themselves based on the size of the screen. Try reducing the size of the browser window, you will see them line up vertically when it is narrow, and expand horizontally when the width gets wider.
- Navigation:** Different controls are being used for the navigation. Standard type menus are being used instead of the tabs.
- Questions/Contact:** If you have questions please contact the [Data Center Help Desk](#).
- Text Boxes:** In Chrome, Firefox, and Apples's Safari Browser multi-line text boxes have a handle in the lower right corner that allow the user to increase the text box size. A diagram shows a text box labeled "Program" with a small square handle in the bottom right corner.



Courses

Select the **Course Subject Code**

In the **Select Existing Course** box click on the appropriate course

Press **Edit this Course**

Albany Technical College

Edit Existing Course Create a New Course

Edit a Course

Select Course Subject

MKTG Marketing Management

Select Existing Course by Number and Title

MKTG 1180.820 - Professional Selling (201614L)

MKTG 2400.820 - Social Media Research (201712)

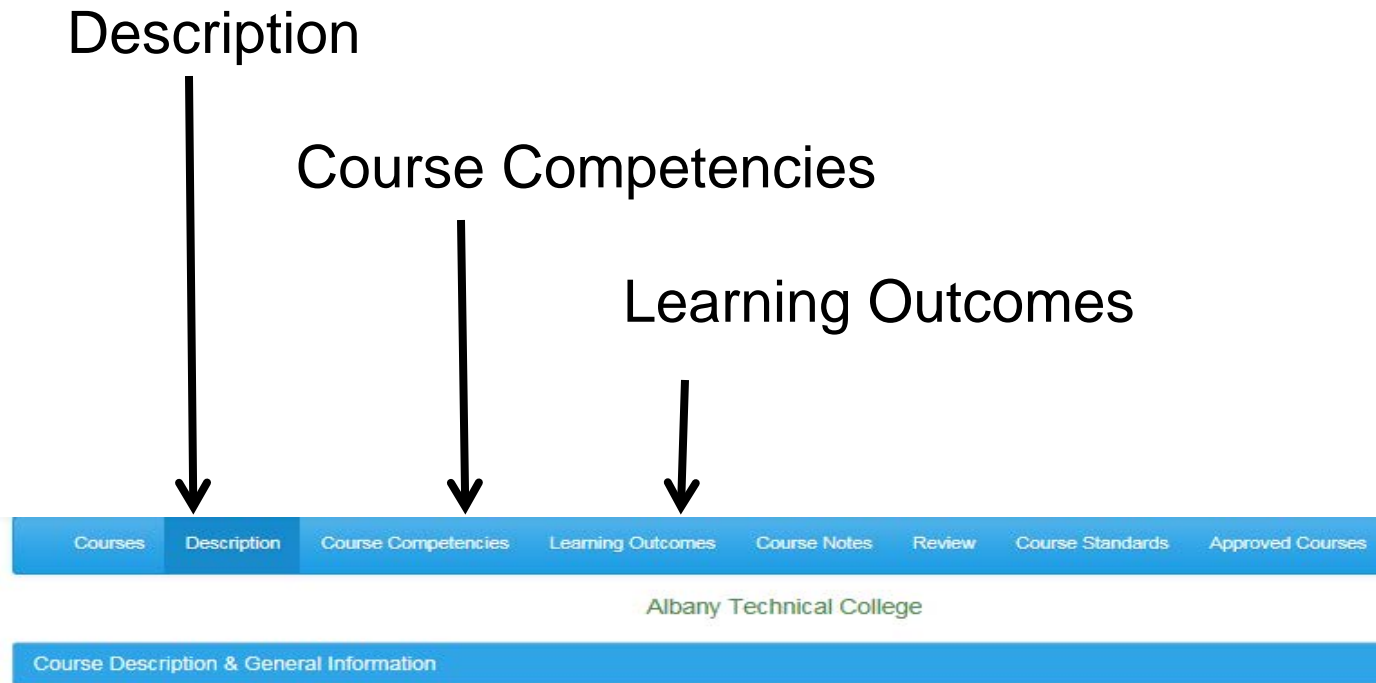
"L" after the year indicates the course is locked - read-only

Edit this Course Copy this Course Delete this Course



Courses

Course information is entered under the following headers:





Description

The **Description** screen already has some data entered (by the CPS) as illustrated

Scroll down to enter **Prerequisites** and **Corequisites**

Course Description & General Information		
MKTG 2400.820 - Social Media Research (version 201712)		
Course Title <input type="text" value="Social Media Research"/> limit 100 characters	Banner Course Title <input type="text" value="Social Media Research"/> limit 30 characters	Learning Support <input type="radio"/> Yes <input checked="" type="radio"/> No
Standard or Institutionally Developed <input type="text" value="Albany"/> Athens Atlanta Augusta Bainbridge Central Georgia (Select college if institutionally developed)	Course Description <input type="text" value="This course explores the environment and current trends of social media as it relates to marketing functions. Topics include: history of the internet and social media, social media dashboards, legal issues of social media,outsourcing vs. in-house administration, and the current social media ecosystem including applications in the following areas: communication, collaboration/authority building, multimedia, reviews and opinions, and entertainment."/> Limit 1000 characters	

Description (cont'd)

If a **prerequisite course** is required then scroll through courses and click on it

Next click **Add**

If **prerequisite** is a conditional statement then click the **Describe Options** button and enter conditions

Press **Save & Continue**

The screenshot shows a form with three main sections: Pre-requisites, Co-requisites, and Course Length. In the Pre-requisites section, a list of courses is shown with 'MGMT 2500.835 - International Business Principles (2015)' selected. An arrow points from the text 'click on it' to this selection. To the right of the list are 'Add' and 'Remove' buttons. An arrow points from the text 'Next click Add' to the 'Add' button. A box labeled 'Add button' also points to this button. In the Co-requisites section, a list of courses is shown with 'ACAP 1000.832 - Introduction to Mopar Dealer Systems (210003L)' selected. An arrow points from the text 'then click the Describe Options button' to the 'Describe Options' radio button. Below the Course Length section, there is a table with columns for Minutes, Contact Hour, Semester Credit, and WLU. An arrow points from the text 'The Course Length is NOT editable on this screen.' to the 'Semester Credit' column. At the bottom of the form are 'Save', 'Save & Continue', and 'Cancel' buttons.

	Minutes	Contact Hour	Semester Credit	WLU
Lecture:	0	0		
Lab 2:	0	0		
Lab 3:	0	0		
Total:	0	0	0	
<hr/>				
Semester Credit Hours:			0	0
Breakout Detail of Lab 3:				
Practicum/Internship	0	0		
Clinical:	0	0		

The **Course Length** is NOT editable on this screen.

Course Competencies

Click on **Add New Competency**

Enter the first **Course Competency** in the Description box

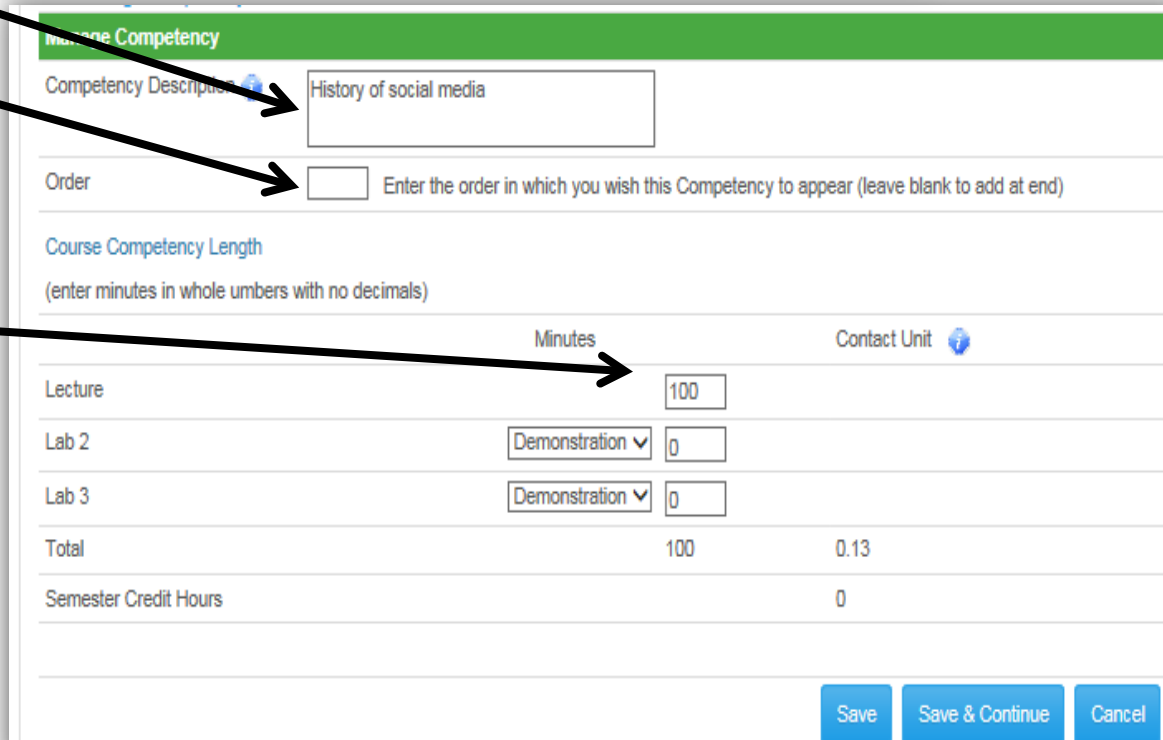
Normally the **Order** box is left blank

Enter the **contact minutes** as appropriate for Lecture, Lab 2, and Lab 3 time

Press **Save**

Repeat above steps for each competency

Press **Save & Continue**



	Minutes	Contact Unit
Lecture	100	
Lab 2	Demonstration 0	
Lab 3	Demonstration 0	
Total	100	0.13
Semester Credit Hours		0

Course Competencies (cont'd)

Course Competencies automatically appear at bottom of screen as they are saved.

Click **Delete** to remove a competency

Click **Edit** to change competency information

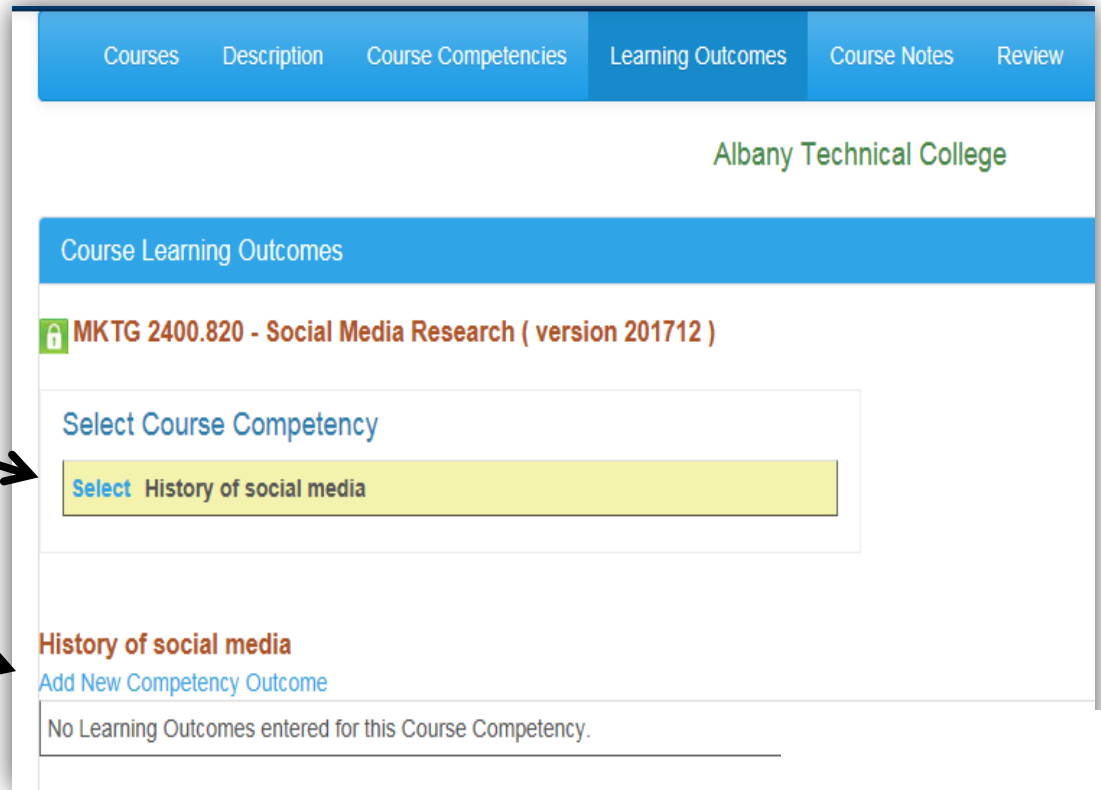
Competencies entered for Course (length shown in minutes):

Lab 3 time is broken out in detail in the Practicum/Internship and Clinical columns.

		Order	Description	Lecture	Lab2	Lab3	Total Minutes	Semester Credit Hrs	Practicum/ Internship	Clinical
Edit	Delete	1	History of social media	100	0	0	100		0	0
			Totals for Course MKTG 2400.820 - Social Media Research (version 201712):	100	0	0	100	0	0	0

Learning Outcomes

Competencies are automatically listed on the **Learning Outcomes** screen.



The screenshot shows a web interface for managing learning outcomes. At the top, there is a navigation bar with tabs: Courses, Description, Course Competencies, Learning Outcomes (selected), Course Notes, and Review. Below the navigation bar, the text "Albany Technical College" is displayed. A blue header bar reads "Course Learning Outcomes". The main content area shows a course titled "MKTG 2400.820 - Social Media Research (version 201712)". Below the course title is a dropdown menu labeled "Select Course Competency". The dropdown menu is open, showing a list of competencies, with "History of social media" selected and highlighted in yellow. Below the dropdown menu, the text "History of social media" is displayed, followed by a link "Add New Competency Outcome". At the bottom of the screen, there is a message: "No Learning Outcomes entered for this Course Competency."

Select a **Competency**



Click on **Add New Learning Outcome**



Learning Outcomes (cont'd)

Click on the appropriate **Learning Domain** for the first Learning Outcome

Next select the related **Learning Level**

Select appropriate **Verb**

Type the remainder of the Learning Outcome

The screenshot shows the 'Manage Outcome' interface for Albany Technical College. At the top, there are navigation tabs: Courses, Description, Course Competencies, Learning Outcomes, Course Notes, Review, and Course S. Below the tabs, the college name 'Albany Technical College' is displayed. A dropdown menu for 'Select Course Competency' shows 'History of social media' selected. The 'Manage Outcome' section is divided into several panels:

- Learning Domain:** A panel with a blue header and a blue icon. It contains the text 'Choose the appropriate Learning Domain for this Learning Outcome (select exactly one)'. There are three radio buttons: 'Cognitive' (selected), 'Affective', and 'Psychomotor'.
- Learning Level:** A panel with a blue header and a blue icon. It contains the text 'Options shown are based on Learning Domain selected above'. A dropdown menu is open, showing a list of levels: Knowledge, Comprehension (highlighted), Application, Analysis, Synthesis, and Evaluation.
- Order:** A panel with a blue header. It contains the text 'Enter the order in which you wish this Outcome to appear (leave blank to add at end)'. There is a text input field.
- Core Abilities:** A panel with a blue header. It contains the text 'Select Core Ability.' and a text input field.
- Learning Outcome Description:** A panel with a blue header and a blue icon. It contains the text '(list major expected course outcomes that the student will be able to perform upon completion of the course)'. It is divided into three sections:
 - Pre-words:** A section with a blue header and the text 'Optional - limit 100 characters'. There is a text input field.
 - Verb:** A section with a blue header and a plus sign. It contains the text '(tied to Level of Learning)'. A dropdown menu is open, showing a list of verbs: Conclude, Convert, Describe, Discuss, Estimate, Explain, Generalize (highlighted), Give examples, and Illustrate.
 - Remaining Description:** A section with a blue header and a plus sign. It contains the text 'limit 1000 characters' and 'of quantitative research methods used for social media.' There is a text input field.

At the bottom of the interface, there are three buttons: 'Save', 'Save & Continue', and 'Cancel'. A checkbox labeled 'Use Blooms Taxonomy Verb' is checked.

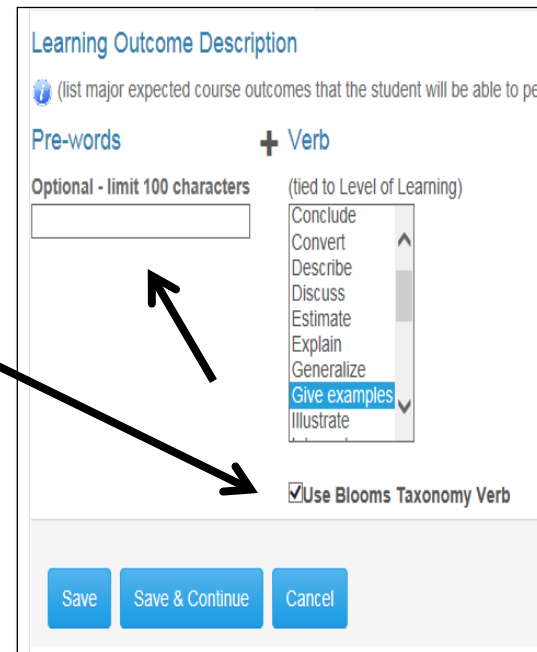
Learning Outcomes (cont'd)

If desired verb not found
then *unclick* **Use
Blooms Taxonomy
Verb** and type verb in
Pre-words box

Press **Save**

Repeat above steps
for each Learning
Outcome

Press **Save &
Continue**



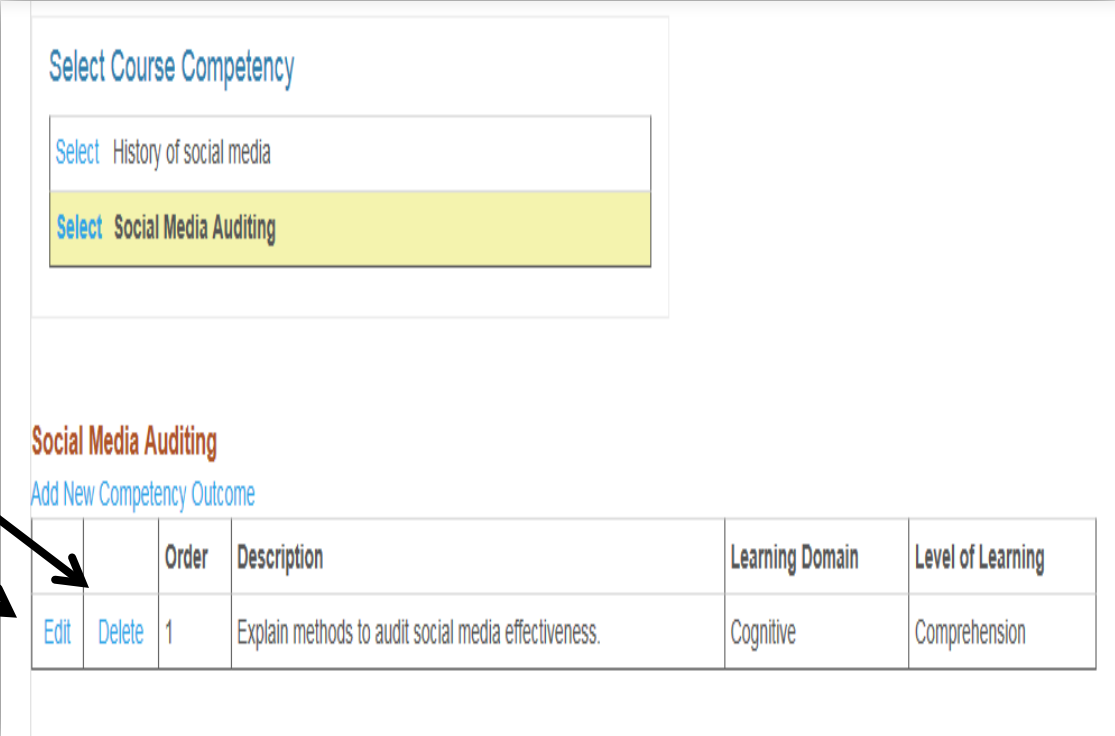
The screenshot shows a form titled "Learning Outcome Description" with a sub-header "(list major expected course outcomes that the student will be able to perform)". The form has two main sections: "Pre-words" and "Verb". The "Pre-words" section is labeled "Optional - limit 100 characters" and contains an empty text box. The "Verb" section is labeled "(tied to Level of Learning)" and contains a dropdown menu with the following options: Conclude, Convert, Describe, Discuss, Estimate, Explain, Generalize, Give examples (highlighted in blue), and Illustrate. Below the dropdown menu is a checkbox labeled "Use Blooms Taxonomy Verb" which is checked. At the bottom of the form are three buttons: "Save", "Save & Continue", and "Cancel". Two black arrows originate from the text on the left: one points to the "Pre-words" text box, and the other points to the "Use Blooms Taxonomy Verb" checkbox.

Learning Outcomes (cont'd)

Learning Outcomes automatically appear at bottom of screen as they are saved.

Click **Delete** to remove one

Click **Edit** to change information for a Learning Outcome



The screenshot shows a web interface with a dropdown menu titled "Select Course Competency". The dropdown is open, showing two options: "History of social media" and "Social Media Auditing", with the latter highlighted in yellow. Below the dropdown, the text "Social Media Auditing" is displayed in red, followed by a link "Add New Competency Outcome". Below this is a table with the following data:

		Order	Description	Learning Domain	Level of Learning
Edit	Delete	1	Explain methods to audit social media effectiveness.	Cognitive	Comprehension

Review

Click on the **Review** tab to:

- view the entire course
- use **PDF** to print the course or save the file to your computer

The screenshot displays a course review interface. At the top, there are navigation tabs: Courses, Description, Course Competencies, Learning Outcomes, Course Notes, **Review**, Course Standards, and Approved Courses. Below the tabs, the course title is "MKTG 2400.820 - Social Media Research (version 201712)". There are "Lock Course" and "Un-lock Course" buttons. The "Course Title" section shows "Social Media Research". The "Standard or Institutionally Developed" section has checkboxes for "Standard" (unchecked) and "Institutionally Developed College: Albany Technical College" (checked). The "Learning Support" section shows "No". The "Course Description" section contains a paragraph of text. The "Pre-requisites" section shows "All Required" and a list box containing "MKTG 1100 - Principles of Marketing (201003L)". The "Co-requisites" section shows "None". The "Course Length" section includes a table with columns for Minutes, Contact Hour, Semester Credit, and WLU. Below the table, there are sections for "Semester Credit Hours" and "Breakout Detail of Lab 3".

	Minutes	Contact Hour	Semester Credit	WLU
Lecture:	150	3		
Lab 2:	150	3		
Lab 3:	0	0		
Total:	300	6	0.3	

	Semester Credit Hours	WLU
Semester Credit Hours:	0	10.5

	Minutes	Contact Hour
Practicum/Internship	0	0
Clinical:	0	0

For Course Assistance

- Call or email me whenever in doubt
- Steve Conway
- 404-679-1669
- sconway@tcsq.edu