How to Add Course Objectives when You Need to Collect Assessment Data on Course Sections Running in the Current

Term

HelioCampus requires a more extensive update if you need to update course objectives and assess that course within a running term, rather than simply make a curriculum mapping edit. For that reason, it is preferable to make course edits in the summer or in advance of the term the course is assessed.

1. Document exact assignment linkages, proficiency ranges, etc. in current assignment linkages within the course section. You are doing this because the edits you make in the next steps may break the linkages. *If no program mapping and linking appears, you do NOT need to do this step.

Example: BIOL 160

Biol	ogy
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ULO 2: PLO #1A		
Nature of science Describe the nature of science, biological molecules	cell structure and function	
Curriculum Mapping	Linked Assignments	2
Introductory	EXAM 1	WEIGHT: 100%
1 2 3 4	Rubric Score Settings	
Below Basic Basic Proficient Advanced	1 2	3 4
	Below Basic Basic 0% to 59.9% 60% to 69.9% 7	Proficient Advanced 0% to 89.9% 90% to 100%

2. Remove the course from running assessments under assessments/programs/assigned courses. This could be multiple places if the course is assigned to multiple programs.

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MESSIAH UNIVERSITY		AEFIS v3.63 training trainingapp01.aefis.net
Assessments Assigned C	Courses	
Home	Assessment For Biology (BS) In Progress # Fall 2020	Actions ▼ Assessment Start Date : 8/18/2020 箇
Settings		Action Items I Notes I Documents I Tagged In
What to Assess	Assigned Courses	Add / Remove Courses Export
Assigned Courses Assessment Data Assessment Schedule	+ Add a filter Q Search	#Enrolled Assigned Updated Actions
S Associated Assessm		

3. Revert all course sections by going to course section/manage/revert to approval pending. *Note that you must do this step for all course sections running in any open term (so, if fall and spring are both open and there are sections in both terms, this step must be done for all course sections in spring and fall). After reverting to "Approval Pending," click the same button again to revert to "Faculty Pending."

\equiv λ Course Section	S	? 🏴 🎯 Kathrina 🗸
MESSIAH UNIVERSITY		AEFIS v3.63 training trainingapp01.aefis.net
Course Sections		
A Home INFORMATION	BIOL 160 01 : Molecular and Cellular Biology College: School of Science, Engineering, and Health Department: Biological Sciences	Revert to Approval Pending Indians Export + Term: Fall 2020 [202010] Course Section Director: Ness Myers, Jannifer # Action Items Indians Exposure for Terms Indians (Indians)
Course Section Instru	A Course Section Home	0
Course Syllabus	Course Details	Calast imported from university systems on Jan 12, 2021
LEARNING OUTCOMES EScetion Outcomes Program Outcomes COURSE EVALUATIONS	Description Introduction to the molecular genetic, and cellular aspects of biology It includes a study of the nature of as and function, enzyme, metabolism, and classical and molecular genetics. Laboratory emphasizes molecul cells, and the process of writing acientific manuscripts. This course meets QuST Laboratory Science may level appropriate for science majors. Course fee \$65. Concurrent registration in BIOL 160L required. Offence Instructor	tience, integration of faith and science, biological molecules, cell structure and biochemical techniques applied to the study of DNA, proteins, and irement for all mayions but its nequined for Biology majors and is taught at a 0 Fail semesters.

4. Unpublish course by going to course/search bar to find course/manage/revise. Edit course objectives by clicking on course outcomes/add outcomes.

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MESSIAH UNIVERSITY		AEFIS v3.63 training trainingapp01.aefis.net
↑ Courses		
	BIOL 160 : Molecular and Cellular Biology Published	Revise Actions - Export -
 Details 	Department: Biological Sciences	Version: 3.2 S
Settings	♠ Course Home	0
Syllabus Defaults	Course Details	Last imported from university systems on Jan 12, 2021
EDANING OUTCOMES	Description Introduction to the molecular, genetic, and cellular aspects of biology. It includes a study of the nature of scien and function, enzymes, metabolism, and classical and molecular genetics. Laboratory emphasizes molecular cells, and the process of writing scientific manuscripts. This course meets QuEST Laboratory Science require level appropriate for science majors. Course fees 565. Concurrent registration in BIOL 160L required. Offered Fa	ice, integration of faith and science, biological molecules, cell structure and biochemical techniques applied to the study of DNA, proteins, and nent for all majors but is required for Biology majors and is taught at a all semesters.

5. Publish course by clicking "publish" (same place as revise button was before you selected it).

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● MESSIAH ■ UNIVERSITY		O AEFIS v3.63 training trainingapp01.aefis.net
f / Courses		
HomeNFORMATIONDetails	BIOL 160 : Molecular and Cellular Biology Intention College: School of Science, Engineering, and Health Department: Biological Sciences	Publish Aritons • Export • Version: 4.1 © # Action Items • Plotes • Documents • Tagged In •
Settings	♠ Course Home	0
Syllabus Defaults EARNING OUTCOMES COURSE OUTCOMES COURSE EVALUATIONS SURVEY Questions	Course Details Description Introduction to the molecular, genetic, and cellular aspects of biology. It includes a study of the nature and function, enzymes, metabolism, and classical and molecular genetics. Laboratory emphasizes m cells, and the process of writing scientific manuscripts. This course meets QuEST Laboratory Science level appropriate for science majors. Course fee 365. Concurrent registration in BIOL 160L required. O	Call.ast imported from university systems on Jan 28, 2021 of science, integration of faith and science, biological molecules, cell structure decular and biochemical techniques applied to the study of DNA, proteins, and requirement for all majors but is required for Biology majors and is taught at a ffered Fall semesters.

- 6. Now that the course is revised, re-publish course <u>sections</u> so they reflect the newly added objectives (course sections/manage/publish. Note that you may need to click on the syllabus tab, click edit, and enter something (even spaces) in the required fields in order for HelioCampus to allow you to publish the course. TIP: You will know the sections are synced with the current version of the course is the version noted in the course section has a green check by it and the course has the same version number.
- 7. Now you need to get the program to sync with the current version of the course. Go to programs/search for the program that contains the course in its map/manage. Put the program into revision mode by clicking revise.

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2 MESSIAH II UNIVERSITY				AEFIS v3.63 training trainingapp01.aefis.net
n Programs				\square
Home ROGRAM INFORMATION Details	Biology (BS) Published Program-191 College: School of Science, Enginee	ring, and Health Department: Biologic:	離 Create al Sciences 着Last Modified 罐 Action Iten	Revise Actions Export + d: 17 22 2021 9:38:01 AML Eastern Standard Time E 1/12/2021 9:001:02 FM Eastern Standard Time hts Notes Notes Council Standard Stand
Settings Outcome Spaces	This program (any version) cu assessments.	rrently has in progress assessments. A	ny changes to mappings, outcomes, or perfor	mance indicators could impact running
Student Outcomes Educational Experien	Success by Outcome		Course Success by Outcor	ne
URRICULUM DESIGN	Term Fall 2020 V	ULO 3:	Outcome Space	program 👻

8. Next, update the course you revised by clicking on educational experiences in the left side bar. You should see the course you updated flagged with a red exclamation, and you will update the course by clicking "update" on the right side of the course entry within the list, where the other courses say "edit."



9. Make any needed mapping edits within the curriculum map under "mapping by course." To edit the map, click "edit." When you click edit, you will be able to drag PLO associations from the left pop-out screen to align with course objectives you added. Course objectives appear in orange below the red course number within the map.

Settings	This program (any version assessments	n) currently has in progress assessments.	Any changes to mappings, outcomes,	or performance indicators could impact	t running
Outcome Spaces				R	٢
OUTCOMES AND COURSES	Curriculum Mapping b	y Course		Le VISUALIZE	Export -
Student Outcomes	Program Manning at	a Clance		\bigcirc	
Educational Experien	Program wapping at	a Glance			
		_	_		
Mapping By Course	19%	PROGRAM COURSES	CLOS 115	TOTAL MAPPINGS	
Mapping by Outcome	26 of 140 Mapped	23	113		
ASSESSMENT					
Assessment Cycle					
Assessments	Educational Experience	Mapped Outcomes			
	BIOL 160 V	ULO 2: PLO #1A ULO 2: PLO #1B	ULO 2: PLO #1C ULO 3: PLO	#2 ULO 4: PLO #8 ULO 4: PLO	#7
		ULO 4: PLO #6B ULO 4: PLO #6A	ULO 4: PLO #3		

- 10. Publish the program by clicking publish. Make sure you leave the toggle on when the prompt comes up about updating running assessments, and select "no changes" to the data collection prompt (unless you also added PLOs).
- 11. Go back and add the edited course to running assessments under "assessments" (reverse step 2)

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MESSIAH UNIVERSITY		AEFIS v3.63 training trainingapp01.aefis.net
Assessments Assigned	Courses	
A Home	Assessment For Biology (BS) In Program Fall 2020	Actions - Assessment Start Date : 8/18/2020 # #Action Items • Plotes • Moces • Documents • • Tagged In •
Settings What to Assess ASSIGNMENTS	Assigned Courses	Add / Remove Courses Export •
Assigned Courses	Available Assigned Courses	
ASSESSMENT SCHEDULE	If Section if Description Instructor if #Assignments if #Linked	I #Enrolled Assigned Updated Actions

12. Now you should be able to link assignments by going into the course section and clicking "assignments" and then "assignment linking." You will know the revision was successful if you see the new course objectives and PLO associations you just added.