

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

Biology

The screenshot shows the HelioCampus interface for a course section. At the top, it says "ULO 2: PLO #1A". Below that is the "Nature of science" objective: "Describe the nature of science, biological molecules, cell structure and function". The "Curriculum Mapping" section shows a green "introductory" tag and four proficiency levels: 1 (Below Basic), 2 (Basic), 3 (Proficient), and 4 (Advanced). The "Linked Assignments" section shows "EXAM 1" with a weight of 100%. The "Rubric Score Settings" section shows the same four proficiency levels with their corresponding percentage ranges: 1 (0% to 59.9%), 2 (60% to 69.9%), 3 (70% to 89.9%), and 4 (90% to 100%).

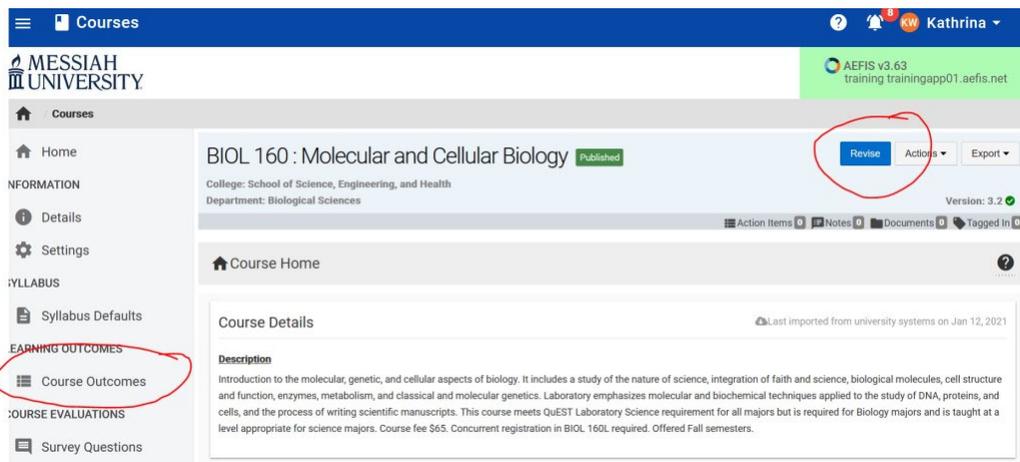
2. Remove the course from running assessments under assessments/programs/assigned courses. This could be multiple places if the course is assigned to multiple programs.

The screenshot shows the HelioCampus "Assessments" page. The user is logged in as "Kathrina". The page title is "Assessment For Biology (BS) In Progress". The "Assigned Courses" section has a red circle around the "Add / Remove Courses" button. The "Available Assigned Courses" section has a search bar and a table with columns for Section, Description, Instructor, #Assignments, #Linked, #Enrolled, Assigned, Updated, and Actions.

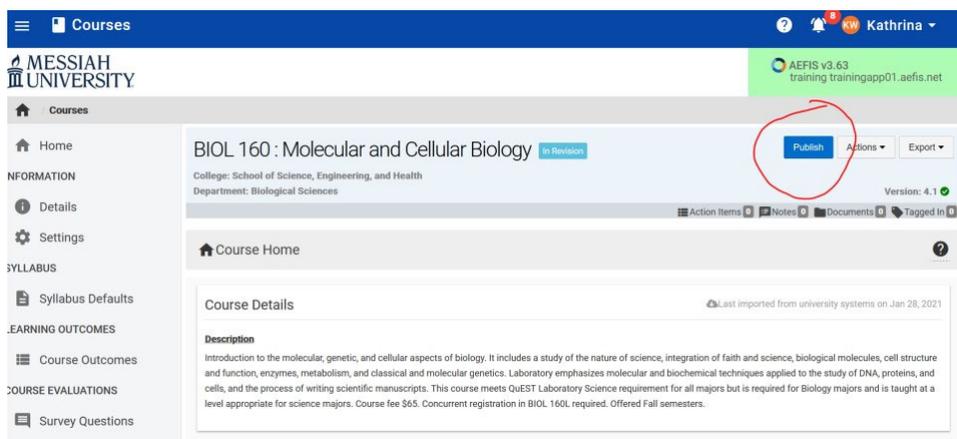
3. Revert all course sections by going to course section/manage/revert to approval pending. *Note that you must do this step for all course sections running in any open term (so, if fall and spring are both open and there are sections in both terms, this step must be done for all course sections in spring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

The screenshot shows the HelioCampus "Course Sections" page. The user is logged in as "Kathrina". The page title is "BIOL 160 01 : Molecular and Cellular Biology Published". The "Course Section Home" section has a red circle around the "Revert to Approval Pending" button. The "Course Details" section has a description: "Introduction to the molecular, genetic, and cellular aspects of biology. It includes a study of the nature of science, integration of faith and science, biological molecules, cell structure and function, enzymes, metabolism, and classical and molecular genetics. Laboratory emphasizes molecular and biochemical techniques applied to the study of DNA, proteins, and cells, and the process of writing scientific manuscripts. This course meets QuEST Laboratory Science requirement for all majors but is required for Biology majors and is taught at a level appropriate for science majors. Course fee \$65. Concurrent registration in BIOL 160L required. Offered Fall semesters."

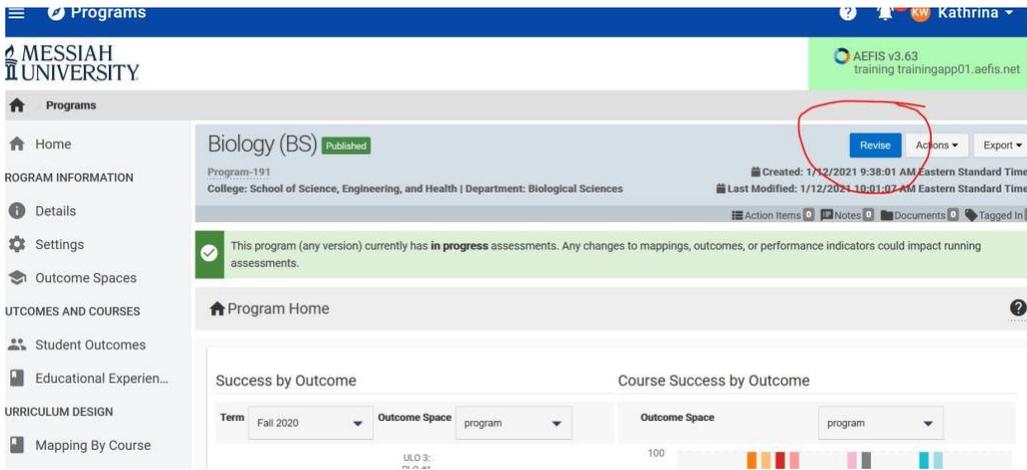
- Unpublish course by going to course/search bar to find course/manage/revise. Edit course objectives by clicking on course outcomes/add outcomes.



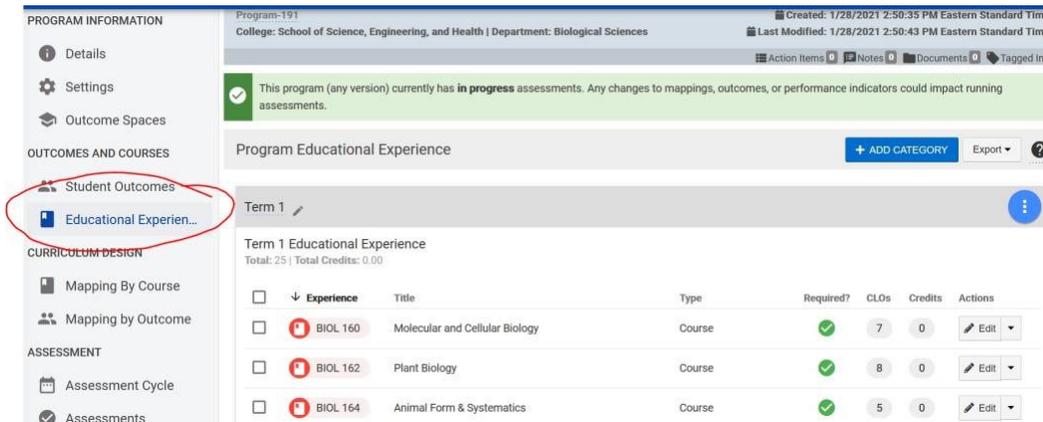
- Publish course by clicking “publish” (same place as revise button was before you selected it).



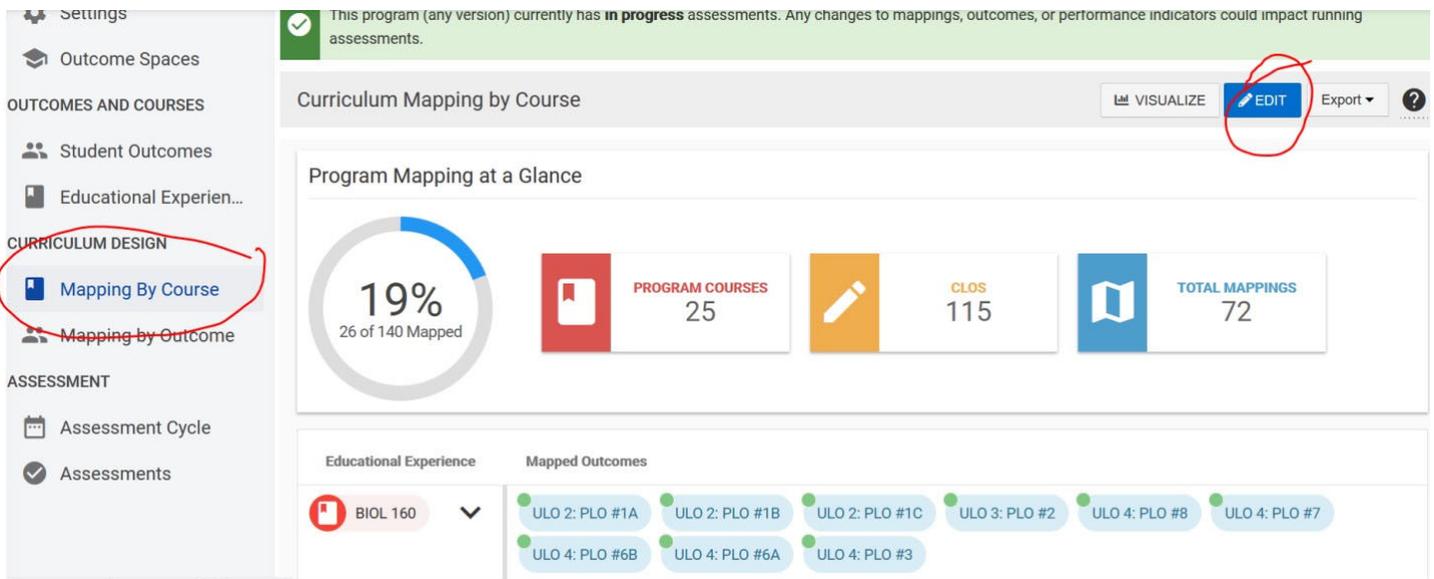
- Now that the course is revised, re-publish course sections so they reflect the newly added objectives (course sections/manage/publish. Note that you may need to click on the syllabus tab, click edit, and enter something (even spaces) in the required fields in order for HelioCampus to allow you to publish 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.
- 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.



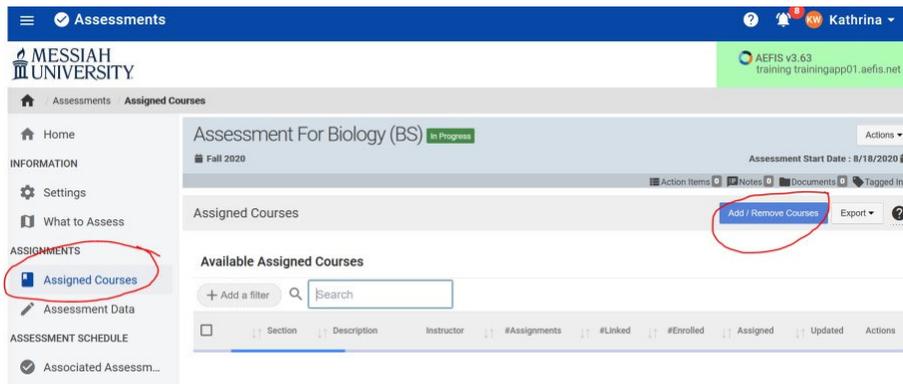
8. Next, update the course you revised by clicking on educational experiences in the left side bar. You should see the course you updated flagged with a red exclamation, and you will update the course by clicking “update” on the right side of the course entry within the list, where the other courses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



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)



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.