Course Outline Manager

Course Outline Manager is Emily Carr's online course outline management system where faculty input their course information into a set course outline template. This outline will be saved as a PDF and stored in the archives in Academic Affairs as well as being published to the website under that course's section. Course outlines on the website are only viewable by staff, faculty and students when logged into the site.

How-to Guide for the Course Outline Manager

- Course Outline Manager can only be used in Firefox or Chrome. Copy and paste this address http://apps.ecuad.ca/ecu-syllabimanager/ into your browser.

- Log in using the same Emily Carr username and password that you would to log into your Emily Carr email.

- Once logged in, you will be at the Instructor Details page that will show a list of all your courses by term.
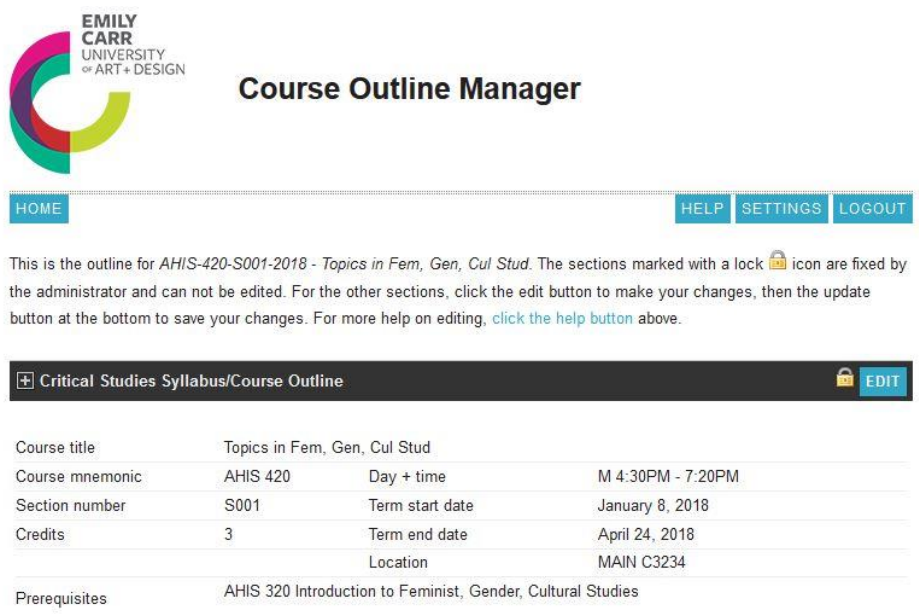
- Beside each course it will show the status for the course outline: outstanding, overdue and completed.

- When you click on a course mnemonic or name it will bring you to the course outline template.

- Co-teaching – if you are co-teaching a course, the instructor you are co-teaching with will be listed on your template and vice versa. **Both instructors are required to fill in their own outline.**

- The template has both locked and editable sections. The locked sections include course info from our Colleague database and info set by Academic Affairs.

- The sections marked with a blue edit box without the lock are the sections that you can fill in.

- Click on the edit box to access specific sections of the outline.

- Here you will be able to fill in set boxes for your contact info, add your own course content, add learning outcomes, etc.

- **Important!** Your changes will <u>not</u> be saved until you click the **PREVIEW** button in each section that you've worked on.

- Evaluation Criteria – under this section you will see a table that is editable. Feel free to change the words and add or delete rows or columns using the tools above just like in Microsoft Word. You can even delete the table and paste your own table in via the **Paste from Word** tool found in the tool bar.

- To add or delete a row to a table – highlight the row above or below where you want the new row to be and then use the tool **Insert row before** or **Insert row after**.
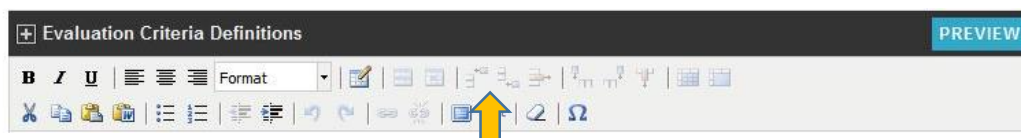
- Course Schedule – here you can copy a table from word and paste it into this section using the Paste from Word tool found in the tool bar. It will squish the table into smaller boxes after you preview it, but just go into edit again, hover the cursor around the top right corner of the table, then click and drag the table to the right to stretch it out. **Don't forget to click preview again!**

- Once you have filled in the outline you have the option to **SAVE AS DRAFT** or **SAVE AND PUBLISH**.

SAVE AS DRAFT   SAVE AND PUBLISH   cancel

For technical questions/assistance, please contact webdev@ecuad.ca.

- Save as a draft – this will allow you to save the work you have done and for it not to upload to the website so you can come back later to continue editing. It will also make a PDF for you if you want to save the outline to your computer or print it off. **If you want to continue editing the outline, click on the course not the PDF**. When you save the template again it will make a new PDF to replace the last one.

- Save and publish – only click on this button if you are finished editing and ready to publish the outline to the website. Once this is done students, staff and faculty will have access to the outline via the website under the course section. This will also create a PDF that you can save to your computer or print out for your students for the first day of class. The system will upload a version of the course outline that does not include the schedule but will archive a version that does include it.

  Please note! Published outlines will be locked from further editing after 2 weeks into the start of the course section. You will not be able to edit the outline after this time.

- Multiple Course Sections – if you are teaching multiple sections of the same course all those sections will appear as separate course outlines to fill in. You can copy and paste the info from one outline to another but you cannot have all the sections on one outline template.

- HELP button – this contains most of the information outlined above plus a legend of all the editing symbols.

Course Outline Manager is managed and maintained by the Administrative Assistants in Academic Affairs. It is important to edit and publish your course outlines at least 2 weeks before classes begin so that students are able to view them prior to registration. Academic Affairs will be able to see the status of your course outlines and will contact you if you have outstanding outlines past the deadline.

All course outlines need to be finished and published by the second week of classes.

If you have any questions, please contact the Administrative Assistant for your faculty in

Academic Affairs, Room D2320.

The Audain Faculty of Art, Trudy Chalmers – tchalmers@ecuad.ca

Faculty of Culture + Community, Danielle Benda – dbenda@ecuad.ca

Faculty of Design + Dynamic Media, Tea Hadzic – hadzic@ecuad.ca