Baylor University Curriculum System

USER MANUAL

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1 Create/edit…

1.1 Curriculum

At the home page, click "New | Edit" and choose "Curriculum", then filling the corresponding information in the corresponding blank with the following names: "Curriculum Name", "Admin Name", "Admin ID", "Minimum Credits", "Topic Coverage", "Goal Valid Credits". If the curriculum you are adding are goal valid, please click the small box before "Goal Valid". Make sure all the information you just added are correct and then click "Submit". The curriculum name you just added will appear as blue characters at the top of this page.

If you want to edit some information in an existing curriculum. At the home page, click "New | Edit" and choose "Curriculum", input all the information including the edited information and then click "Submit". Then the system will automatically identify and update the information to the existing curriculum according to the same curriculum name.

1.2 Course

At the home page, click "New | Edit" and choose "Course", then filling the corresponding information in the corresponding blank with the following names: "Course Name", "Subject Code", "Course Number", "Credits", "Course Description". Make sure all the information you just added are correct and then click "Submit". The course name you just added will appear as blue characters at the top of this page.

If you want to edit some information in an existing course. At the home page, click "New | Edit" and choose "Course", input all the information including the edited information and then click "Submit".

Then the system will automatically identify and update the information to the existing course according to the same course name.

1.3 Section

At the home page, click "New | Edit" and choose "Section", then click the blank below "Option" and choose "Add A Section". Next, click the blank below "Course Name" and choose the course that you want to add a section.

Then, filling the corresponding information in the corresponding blank with the following names:"Section ID", "Year", "Semester", "Student Amount" "Section Comment #1" "Section Comment #2" and choose the corresponding "Grade Distribution" you set before. Make sure all the information you just added are correct and then click "Submit". The section name you just added will appear as blue characters at the top of this page.

If you want to edit some information in an existing section. At the home page, click "New | Edit" and choose "Section". Then click "Option" and choose the corresponding section you want to edit. Then input all the information including the edited information, click "Submit". Then the system will automatically identify and update the information to the existing section according to the same section name.

1.4 Topic

At the home page, click "New | Edit" and choose "Topic", then click the blank below "Option" and choose "Add A Topic". Then input the topic name. Next, click the blank below "Curriculum Name" choose an existing curriculum that related to this topic. Then click the blank

below "Level" and choose the corresponding level. After that, filling the subject area related to this topic right below the blank with the name "Subject Area". Then click the blank below "Topic Units" and type the corresponding topic units. Make sure all the information you just added are correct and then click "Submit". A new topic will appear as blue characters at the top of this page.

If you want to edit some information in an existing topic. At the home page, click "New | Edit" and choose "Topic". Then click "Option" and choose the corresponding topic you want to edit. Then input all the information including the edited information, click "Submit". Then the system will automatically identify and update the information to the existing topic.

1.5 Goal

At the home page, click "New | Edit" and choose "Goal", then click the blank below "Option" and choose "Add A Goal". Then choose an existing curriculum and course that you want to add with a goal. Next, filling the goal description right below the blank with the name "Goal Description". Then choose the corresponding "Grade Distribution" which you set before. Make sure all the information you just added are correct and then click "Submit". A new goal will appear as blue characters at the top of this page.

If you want to edit some information in an existing goal. At the home page, click "New | Edit" and choose "Goal". Then click "Option" and choose the corresponding goal you want to edit. Then input all the information including the edited information, click "Submit". Then the system will automatically identify and update the information to the existing goal.

1.6 Grade Distribution

At the home page, click "New | Edit" and choose "Grade Distribution", then click the blank below "Option" and choose "Add A Grade Distribution". Then input the corresponding student number in each blank right below the corresponding grade. Next, click "Submit" and then a new grade distribution will appear at the top of this page.

If you want to edit the student number in an existing grade distribution. At the home page, click "New | Edit" and choose "Grade Distribution". Then click "Option" and choose the corresponding grade distribution you want to edit. Then input all the information including the edited information, click "Submit". Then the system will automatically identify and update the information to the existing grade distribution.

2 Add…

2.1 Topic to course

At the home page, click "New | Edit" and choose "Add Topic to Course". Next, click the blank below "Option" and choose "Add A Topic Set". Then type in a topic set ID in the blank which below "Topic Set ID". After that, click the blank below "Choose a Course" and choose an existing course that you want to add a topic with. Then click the blank below "Choose a Topic" and choose an existing topic. Finally check all the information that you just inputted are correct and click "Submit". The topic set you just added will appear at the top of this page.

If you want to edit a topic set. At the home page, click "New | Edit" and choose "Add Topic to Course". Next, click the blank below "Option" and choose the topic that you want to edit. Then input all the information including the edited information, click "Submit". Then the system will automatically identify and update the information to the existing topic set.

2.2 Course to curriculum

At the home page, click "New | Edit" and choose "Add Course to Curriculum". Next, click the blank below "Option" and choose "Add a Curriculum Course". Then choose the corresponding curriculum name and course. If the course you chose is required for this curriculum, please click the box before "Required". Then inter the topic set id and topic's units in the corresponding blank respectively. Finally, check all the information that you just inputted are correct and click "Submit". The course and the corresponding curriculum will appear at the top of this page.

If you want to edit a course in a curriculum. At the home page, click "New | Edit" and choose "Add Course to Curriculum". Next, click the blank below "Option" and choose the corresponding course and curriculum. Then input all the information including the edited information, click "Submit". Then the system will automatically identify and update the information to the existing "Curriculum Course".

3 Search information

3.1 Curriculum

At the home page, click "Curriculum-Info". Next, click the blank below "Display Information of a chosen Curriculum" and choose the curriculum name which you want to search and then click "Submit". All the information about this curriculum will then appear.

3.2 Course

At the home page, click "Course-Info". Next, click the blank below the "Display Information of a chosen Course" and choose the course name which you want to search and then click "Submit". All the information about this course will then appear.

3.3 Section

At the home page, click "Section-Info". Next, click the blank below "Choose a Course" and choose the course name which corresponding to this section. Then, click the blank below "Choose a Curriculum" and choose the curriculum name which corresponding to this section. Filling the blank right below "From Year" which means all the section you want to search after the inputted year. Filling the blank right below "To Year" which means all the section you want to search before the inputted year. If you want the section happen at a specific semester, click the box before the corresponding semester. Then click submit. All the information about this section will then appear.

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