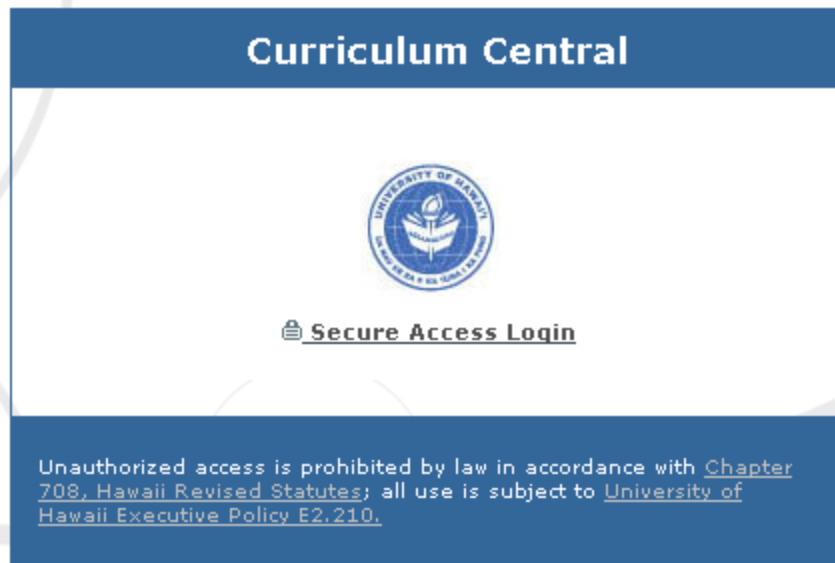


## Curriculum Central – Modifying an outline

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1. Start here: <http://166.122.36.251:8080/central/core/cas.jsp>

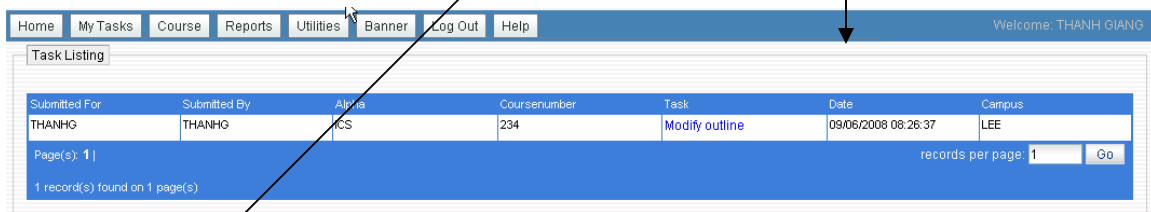


2. Enter your UH ID and password; Click **Login**.

A screenshot of the "University of Hawaii Web Login Service" page. The page has a blue header with the University of Hawaii logo and the text "University of Hawaii Web Login Service". Below the header, on the left, is a message: "You have requested access to a site that requires University of Hawaii authentication." followed by two input fields for "UH Username:" and "UH Password:". Below these fields is a checkbox labeled "Warn me before logging me in to other sites." and a "Login" button. On the right side of the page, under the heading "Quick Links", are two links: "What is the Web Login Service?" and "Forgot my password".

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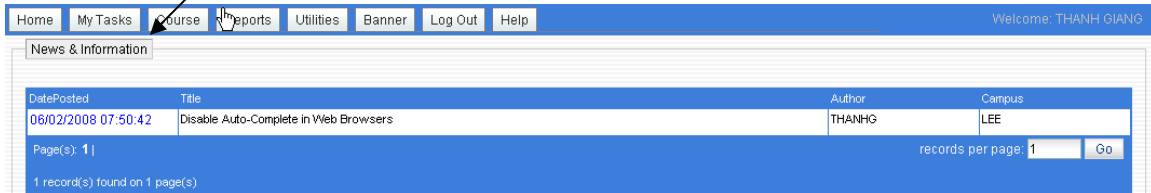
3. If there are actions waiting for you, the **Task Listing** screen appears.  
If not, the **News & Information** screen appears.



| Submitted For | Submitted By | Alpha | Coursenumber | Task                           | Date                | Campus |
|---------------|--------------|-------|--------------|--------------------------------|---------------------|--------|
| THANHNG       | THANHNG      | ICS   | 234          | <a href="#">Modify outline</a> | 09/06/2008 08:26:37 | LEE    |

Page(s): 1 | records per page: 1 Go

1 record(s) found on 1 page(s)

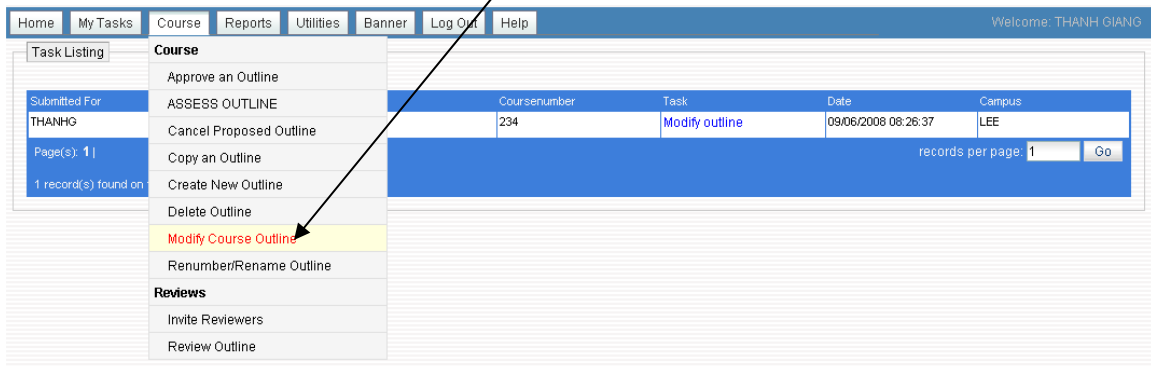


| DatePosted          | Title                                 | Author  | Campus |
|---------------------|---------------------------------------|---------|--------|
| 06/02/2008 07:50:42 | Disable Auto-Complete in Web Browsers | THANHNG | LEE    |

Page(s): 1 | records per page: 1 Go

1 record(s) found on 1 page(s)

4. To modify an outline, click on the **Modify outline** text in the **Task** column of the **Task Listing** screen or do the following:
- Click on the **Course** menu item
  - Select **Modify Course Outline**



| Submitted For | Submitted By | Alpha | Coursenumber | Task                           | Date                | Campus |
|---------------|--------------|-------|--------------|--------------------------------|---------------------|--------|
| THANHNG       | THANHNG      | ICS   | 234          | <a href="#">Modify outline</a> | 09/06/2008 08:26:37 | LEE    |

Page(s): 1 | records per page: 1 Go

1 record(s) found on 1 page(s)

**Course**

- Approve an Outline
- ASSESS OUTLINE
- Cancel Proposed Outline
- Copy an Outline
- Create New Outline
- Delete Outline
- Modify Course Outline**
- Renumber/Rename Outline

**Reviews**

- Invite Reviewers
- Review Outline

- c. Enter the course alpha as shown below. **Note:** The listing is condensed as you type the letters to your course alpha. For example, as you type 'I' in ICS, the list gets shorter and shorter until only ICS remains.

The screenshot shows the 'Modify Outline' form. The 'Course Alpha & Number' field contains 'ICS'. A dropdown menu is open, showing 'ICS' as the only option. The form also includes fields for 'Type', 'Campus', 'Course Number & Alpha', and 'Discipline & Number'. The 'Submit' and 'Cancel' buttons are at the bottom right.

- d. Tab over to the next field and type the course number. Similar to the course alpha field, as you type the number, fewer and fewer numbers will appear until either a match is found or nothing is shown. In the example below, type '24' returns all outlines starting with '24' in the 'ICS' alpha.

The screenshot shows the 'Modify Outline' form. The 'Course Alpha & Number' field contains 'ICS'. The 'Course Number & Alpha' field contains '24'. A dropdown menu is open, showing '240 - OPERATING SYSTEMS' and '241 - DISCRETE MATH FOR COMP SCI II'. The form also includes fields for 'Type', 'Campus', and 'Discipline & Number'. The 'Cancel' button is at the bottom right. Arrows point from the text in the previous block to the 'Course Alpha & Number' and 'Course Number & Alpha' fields.

- e. When the alpha and number of your choice appear in the field as shown, click the **Submit** button to start your modification.

Home My Tasks Course Reports Utilities Banner Log Out Help Welcome: THANH GIANG

Modify Outline

**Modify Outline**

Type: Modify Outline

Campus: Leeward Community College

Course Alpha & Number: ICS 241 - DISCRETE MATH FOR COMP SCI

-- OR --

Course Number & Alpha:

-- OR --

Discipline & Number:

Submit Cancel

5. At the **Outline Maintenance** screen, there are 3 tabs. The **Banner** tab displays data relating to the alpha and number selected. This data is provided by the Banner system and is for read only purposes. There is not mechanism for updating Banner from CC.

Home My Tasks Course Reports Utilities Banner Log Out Help Welcome: THANH GIANG

Outline Maintenance

**ICS 241 - Discrete Math for Comp Sci II**

**Banner** Course LEE

INSTITUTION: LEE

ALPHA: ICS

NUMBER: 241

EFFECTIVE\_TERM: 200330

TITLE: Discrete Math for Comp Sci II

LONG\_TITLE:

DIVISION: MS

DEPT: ICS

COLLEGE: IN

MAX\_RPT\_UNITS: 3

REPEAT\_LIMIT: 98

CREDIT\_HIGH: CREDIT\_LOW: 3 CREDIT\_IND:

CONT\_HIGH: CONT\_LOW: 3 CONT\_IND:

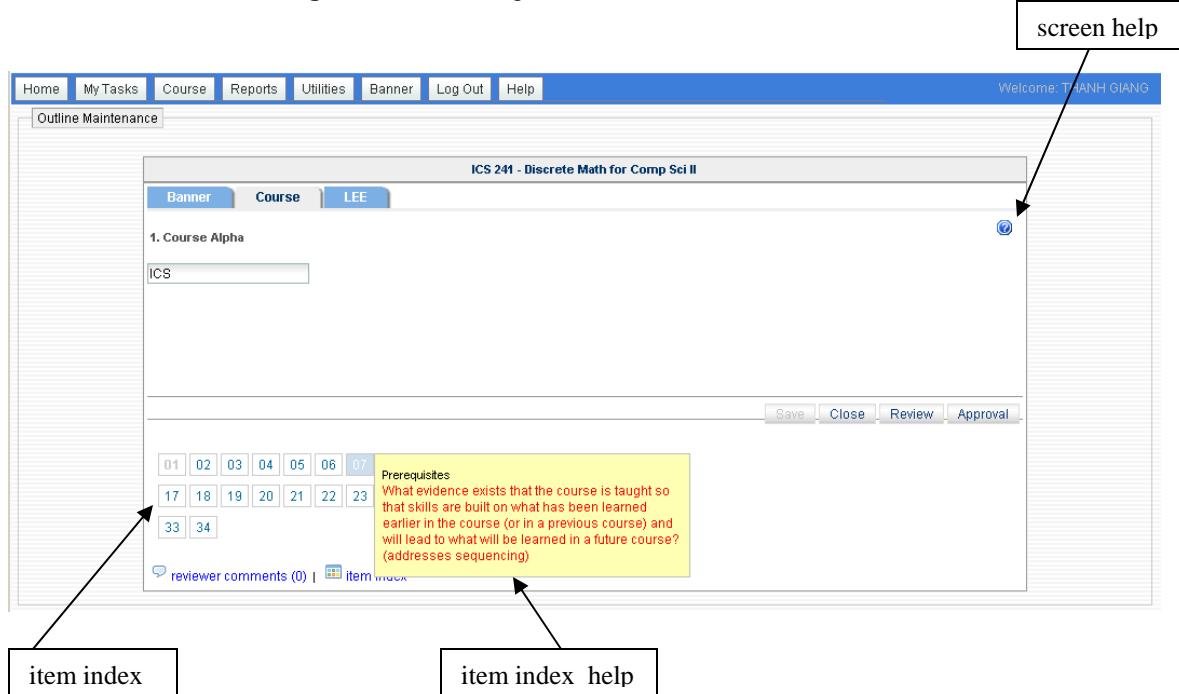
LAB\_HIGH: LAB\_LOW: LAB\_IND:

LECT\_HIGH: LECT\_LOW: 3 LECT\_IND:

OTH\_HIGH: OTH\_LOW: OTH\_IND:

Close Review Approval

6. The middle or **Course** tab contains items that you will be modifying. Before starting, learn the layout of the screen as shown below.



|                 |  |
|-----------------|--|
| Screen help     | Click on this image when you want to know about the screen your on   |
| Item index      | An index of 1..X, where X represents the number of items that your campus has selected to display. The item index originates from the CCCM6100. To read more about CCCM6100, click on the <b>Help</b> menu item and select <b>View CCCM6100</b> .  |
| Item index help | Item index help appears as you move your mouse over the individual item index. For example, the above item index help is for item #7 or Prerequisites.<br><br><b>NOTE:</b> the item index and help text is campus specific. In other words, your campus may not have prerequisites as item #7. Each campus defines the order of the items to modify. |
| Save button     | Click this button each time you make changes on any screen; failure to do so will result in loss of data.  |
| Close button    | Click this button when you are finished with your modifications. You may return for more modifications as long as you haven't started the <b>Review</b> or <b>Approval</b> process.  |
| Review button   | Click this button to initiate the review process. The review process is when you invite others to review and comment on your outline.  |

|                 |   |
|-----------------|---|
|                 | <p><b>NOTE:</b> This step is optional and is not required for obtaining approval to your outline.</p> <p>Reviewers of your outline has a time limit to complete the reviews or they will be locked out. It is possible to extend the review date and only the proposer has that capability.</p>   |
| Approval button | <p>Click this button to start the approval process. The approval starts with CC sending an email notification to the first person on the approver list.</p> <p>Each campus defines how many people are on this list. Each person has the option to approve or reject an outline.</p> <p>An approval moves the process on to the next approver in the system. A rejection sends the outline back to the proposer for additional modifications.</p> |

Home My Tasks Course Reports Utilities Banner Log Out Help Welcome: THANH GIANG

Outline Maintenance

ICS 241 - Discrete Math for Comp Sci II

Banner Course LEE

1. Course Alpha

ICS

Save Close Review Approval

01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16  
17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32  
33 34

reviewer comments (0) | item index

Help - Course Alpha (3 to 4 characters)

screen help

7. On some screen, CC may display an additional button for collection of **Extra Data** (pre-requisites, co-requisites, SLO/Competencies). As shown below, the pre-requisite button appears when item #7 appears.

**NOTE:** Item #7 for Leeward may not be the same as item #7 on your campus.

The **Extra Data** button is an optional data collection method. You may enter data in the text box shown, or click on the **Extra Data** button to enter data into individualized fields.

The screenshot shows a web interface for course management. At the top is a navigation bar with links: Home, My Tasks, Course, Reports, Utilities, Banner, Log Out, and Help. The user is logged in as THANH GIANG. The main content area is titled 'ICS 241 - Discrete Math for Comp Sci II' and has tabs for Banner, Course, and LEE. The 'Course' tab is active, showing '7. Prerequisites'. A red instruction text reads: 'What evidence exists that the course is taught so that skills are built on what has been learned earlier in the course (or in a previous course) and will lead to what will be learned in a future course? (addresses sequencing)'. Below this is a text box containing course prerequisites: 'ICS 111 Introduction to Computer Science I and ICS 141 Discrete Mathematics for Computer Science I, or consent of instructor.' followed by a long string of timestamps. A callout box labeled 'text box' points to this area. Below the text box is a 'Pre-Requisite' table with one entry: 'ICS 100 Computing Lit & Apps (C or better)'. A callout box labeled 'individualized fields' points to this table. To the right of the table is a 'pre-requisite' button, with a callout box labeled 'Extra button' pointing to it. Other buttons 'Save', 'Close', 'Review', and 'Approval' are also visible. At the bottom, there is a grid of numbered buttons from 01 to 32, and a link 'item index'.

If you do click on the Extra Data button, the following screen appears. In the example below, you enter the alpha and number that are designated as pre-requisites to outline ICS 241.

|               |  |
|---------------|--|
| Save button   | Click the save button to apply your changes                          |
| Remove button | Click the remove button to remove the pre-requisite                  |
| Close button  | Click the close button to return to your course modification screen. |

Pre-Requisites

Pre-Requisites for ICS 241 - Discrete Math for Comp Sci II

Campus:

Leeward Community College

Alpha:

(IE: ICS)

Number:











(IE: 100)

Grading:

(IE: C or better)

Save

Close

|   | Alpha | Number | Grading           |
|---|-------|--------|-------------------|
|   | ACC   | 201    |                   |
|   | ACC   | 202    |                   |
|   | ICS   | 102    | THE INTERNET      |
|   | ICS   | 212    | Testing           |
|   | ICS   | 240    | OPERATING SYSTEMS |

**Instruction:** select the alpha and number designated as Pre-Requisites for taking ICS 241.

Another feature included with CC is a WYSIWYG editor. This editor mimics the functionalities offer in most word-processing applications. The usual character/font display types as well as the ability to work in HTML mode.

When working in WYSIWYG mode, users may select to copy-n-paste content from other sources. For example, content from a website, another word-processing document, or simple text. When pasting HTML contents, all web formats are preserved.



Outline Maintenance

ICS 241 - Discrete Math for Comp Sci II

Banner Course LEE

12. How is this course related to the educational needs and goals of the division, college, and community as reflected in the Strategic Plan? How is it related to courses and programs in other disciplines?

Select Font Size B I U x x'

This course helps to meet the following 2002-2010 Strategic Plan Goals and Objectives

Goal A: Provide opportunities for the pursuit of knowledge, personal enrichment, and creativity

Objective 1: Provide life-long learning and development of essential skills

Objective 3: Facilitate job placement

09/01/2008 07:54:12 PM

09/01/2008 07:58:27 PM

Save Close Review Approval

01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16

17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32

[reviewer comments \(0\)](#) | [item index](#)

To end the modification process, select the 'Close' button. The confirmation screen that follows contains options for returning to the modification, to view the proposed outline, or return to the tasks screen.

Update Outline Content

ICS 241 - Discrete Math for Comp Sci II

Outline modification has ended. You may return to make more modifications at any time.

[Modify outline](#) | [View outline](#) | [View my tasks](#)

NOTE: As an alternative, selecting task 'Modify outline' from the tasks screen is another way to start the modification process.