

## *CurrMIT Training Module Three: Managing Courses and Copying a Course*

Alert! In order to **enter** and **edit** course information, you must be a Course/Clerkship Coordinator. Otherwise, you will only be able to VIEW course information, elements list, and session list. The information in CurrMIT is available to any registered user through the Curriculum Information Reports Generation function of this program beginning with Module 6.

This lesson begins on the curriculum management screen.

1. Select “Manage Courses.”
  - 2A. On the “Find Courses” screen, fill in the name of the course that you want to find. If you wish to choose a particular graduation class year, you may select it in the drop down box. If you do not choose a particular class year, then all possible years entered will appear in the next window and you may choose there also. Select “Search.” Enter the course information screens by highlighting the blue letters of the course/clerkship name. **WARNING!** Checking in the far left-hand column with the trashcan icon introduces a delete sequence. Please do not delete any courses that have already been entered.
  - 2B. **Alternatively**, if you aren’t sure of the exact name under which your course has been entered, you may leave the search field blank and press “Search.” This will bring up the entire list of UNSOM courses entered into CurrMIT (6 pages at present). You may then search this list to find your course. Again, BE AWARE that checking a box in the far left-hand column introduces a delete sequence. Find the correct course and graduating class year. Then place your cursor over the blue letters of the course name and click.
3. As a course coordinator, you should then see an editable screen containing information that has been entered to date. You may change the information as you need to (See directions below.) and then select “Save Changes” at the bottom of the page. CurrMIT will then give you a chance to view the saved data. After that, you can proceed to the next task or go back and edit any mistakes.
  - A. Information without a text box cannot be changed. If there is a problem with this information, contact your CurrMIT administrator. Items with red stars are mandatory information for CurrMIT to accept this page.
  - B. Most information, like the course title, is simply typed in text boxes.
  - C. Two fields have an entry system that utilizes buttons: Course Director Selection and Course Start/Stop times (Add additional times). These take you to a separate set of screens.

1. Under “Select Course Director,” you search for the name alphabetically and then must choose whether the person is a “Primary Director” (= Course/Clerkship Coordinator), or has “Ready Only” status. When you have people listed, select “Add Selected Directors.” Be sure to uncheck the people in the top half if their status has changed. At most, one primary and two read only persons may be selected for a course.
2. In order to change the Course Start/Stop times, select “Add Additional Times.” You can change the start month, end month, and academic year. When finished, click “Add Selected Times.”

D. For the longer text sections (Prerequisites, Syllabus, Notes, Objectives, Comment) material can be cut and pasted in from other documents, including Word, Adobe Acrobat Reader .pdf files, and even WebCT. **While you may enter a syllabus URL, please do not paste in an entire course syllabus.** A general description of the course and its specific objectives are sufficient.

E. The “Comment” field has been designated as the place where we write required or recommended textbooks, resources, or references.

3. When you are finished, press “Save Changes” the bottom of the page.

### Copying a Course

1. In order to copy a course to the next year’s graduating class, from the “Update Course Data” front page of your course, choose “Copy this course” under the Options menu on the left side of the screen. Here you can change the graduating class year to the next year (i.e. 2006 to 2007) and edit any of the front page information that you want.
2. Note: if the course coordinator (their course director) has changed, remember to change that item as well. In CurrMIT, the course coordinator is the Primary Administrator for all sessions listed. You may want to contact CurrMIT and have them change the Primary Administrator for all of your sessions if your course has a lot of sessions.
3. **Do not forget to mark the check boxes at the bottom of that page or the rest of the information will be lost!** Check “Copy all sessions” and “Copy all course elements.” Then click on Save New Course.

This concludes the “Managing Courses and Copying a Course” section of the training programs.