DeAnza College

ECMS

Users' Manual

How to Revise a Course Outline in the
Electronic Curriculum Management System

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Introduction to ECMS

The Electronic Curriculum Management System (ECMS) is an in-house software application that houses information on the courses offered at De Anza College. The ECMS has many sub-systems for various departments at the college, including Scheduling and Admissions and Records.

As a course instructor, you must document course outline in the ECMS, which ensures the inclusion of your course in the college's main course database. The college uses this information to schedule classes, plan room assignments, publish the course catalog, satisfy accreditation requirements, transfer credits to other schools, and more.

The ECMS has three sub-systems pertaining to courses:

- **Course Outline Search:** Search for the most current course outline of a specific course, save it as a PDF file, and/or print the course outline.

- **Edit/Create Course Outline:** Revise an existing course outline and/or create a new course outline, and view and/or print existing course outlines. This sub-system facilitates the curriculum writing processes and amasses all course outlines.

- **Student Learning Outcomes Assessment Cycle (SLOAC):** Create and edit student learning outcomes as a team leader. Edit and document assessment plans and reflection and enhancement statements as a team member.

This users' manual focuses on the Edit/Create Course Outline sub-system of ECMS. The word "ECMS" in this document refers to the Edit/Create Course Outline sub-system unless noted otherwise.

System Requirements

The course outline sub-system in ECMS is only available to De Anza faculty and staff. Students and the public do not have access to the course outline sub-system.

Note
You must use the Mozilla Firefox Internet browser or some buttons and functions in the ECMS may not work properly.

To access the system, you must have:

- An FHDA email account
- An ECMS account, including a username and password
- Mozilla Firefox Internet browser
- A high-speed Internet connection

To get an FHDA email account and/or install the Firefox Internet browser on your work computer, contact ETS:

- Phone (408-864-8324)
- Email (techhelp@fhda.edu)

To get an ECMS account, email the Curriculum Office at ecmsadmin@fhda.edu.

Log On to the ECMS

If you have the necessary system requirements as listed above, you are ready to log on to the ECMS.

To log on to the ECMS:

1. **Open the Mozilla Firefox Internet browser.**

2. **Enter http://ecms.deanza.edu/ into the URL box.**

3. **Press the [Enter] key on the keyboard.**

4. **Enter your username and password.** The system displays the Main Menu.

ECMS Main Menu

Upon logging in, the system displays the Main Menu page, including your name and department at the top of the screen followed by the main menu links.

The Main Menu lists five available actions:

Item	Function
Start a New Course Outline	Begin writing a new course outline for the ECMS
Find Outlines by Department	View a list of all your courses
Manage Student Learning Outcome Assessment Cycles (SLOAC)	Write and edit student learning outcomes for all courses of which you are a team member
Personal Profile	View and edit your personal information, including your ECMS password
Logout	Log out of the ECMS

Course Outlines

The ECMS organizes information about your course into sections called topics. All lecture course outlines contain nine topics with lab course outlines including an additional topic, Topic X.

Each topic addresses and documents specific information, such as your course's required materials, what assignments you use, and what your students learn in the course.

The topic headings in a course outline are not editable; the headings are pre-named by the Curriculum Committee in accordance with Title V language.

The course outline topics are:

I. Course catalog information

II. Course objectives

III. Essential student materials

IV. Essential college materials

V. Expanded course descriptions

VI. Assignments

VII. Methods of instruction

VIII. Methods of evaluating objectives

IX. Texts and supporting references

X. Lab topics (for lab courses or courses with lab hours only)

Claiming a Course Outline

Claiming a course outline ensures only you have access to edit it. You must claim a course's outline before you can revise it.

To release ownership of a course outline, contact the ECMS administrator.

Note
Courses without an [E] link cannot be claimed because another faculty member has claimed them.

To claim a course outline:

1. **Click on the [Find Outlines by Department] link.**

2. **Select the desired department from the drop-down menu.** The system lists all courses within that department. Courses highlighted in grey have new outlines that are pending approval from the Curriculum Committee.

3. **Click on the [E] link next to the desired course.** Courses listed with the [E] link have course outlines that are available to edit.

4. **Click on the [YES] link.** By clicking yes, you claim ownership of the selected course. Once you click [YES], you are automatically taken to the edit page. If you click [NO], you return to the course list.

5. **Click on the [Return to Main Menu] link at the top of the page.**
The course you have just claimed appears in the claimed courses list at the bottom of the screen. You can choose to edit the course's outline or exit the system. Click on the [Logout] link to exit the system.

Topic I: Course Catalog Information

The information you enter in Topic I includes basic course information, such as the course's department, number, units, grading, prerequisites, hours, and repeatability.

Your information from Topic I is available both online, in the printed course catalog, and in the quarterly class schedule.

Accuracy is important: be sure to complete each field.

Effective Quarter, Year, Title

By documenting the course's year, you designate the year the course outline is effective.

To edit the course's information:

1. **Click on the [E] link next to the desired course.**

2. **Click on the [edit] link next to the "I. Catalog Information & SLOAC Management" heading.**

3. **Use the drop-down menus to edit:**
   - Course department
   - Course number
   - Degree application status
   - Credit status
   - GE status
   - Grading technique
   - Effective year

4. Enter the course's title into the title text box.

Requisites

Requisites are courses or experience De Anza requires before a student may take a course. You should complete the course requisites field only if your course has a prerequisite, co-requisite, and/or advisory.

Do not abbreviate in this field: use complete words.

You may delete any unwanted information from the text box before you begin adding new information by highlighting the text and clicking the [Delete] button on your keyboard or by clicking on the [Clear] button.

> **Note**
> Do not abbreviate course descriptions you enter throughout Topic I.

To edit the course's requisite field:

1. **Select the desired requisite button (prerequisite, co-requisite, or advisory).**

2. **Select the desired requisite course from the drop-down menu if it is a standard requisite, such as EWRT or MATH.**

3. **Type the requisite courses in the text box if they are not standard requisites.**

Formerly

You should complete this field only if your course has had a course number change.

Input your full statement with parenthesis on both sides and starting "Formerly…". Do not abbreviate in this field.

Repeatability

You should complete this field only if your course meets Title V and/or De Anza College repeatability guidelines.

Input full repeatability statement with parenthesis on both sides of the statement. Do not abbreviate in this field.

> **Repeatability:**
> **Pre-select Statements:** ⬍
> (Child Development 100W–Z may be repeated up to six times, not to exceed 18 units, as long as the topics/projects are different each time.)
> [Clear]

You can use the drop-down menu to use pre-selected statements, such as lecture, lab, and software.

Hours

Enter the number of lecture, lecture-laboratory, and/or laboratory hours in this field.

Do not use numerical values: spell out notations.

> **Hours:**
> [Clear]
> Five hours lecture.

Also Listed As

You should complete this field if your course is also cross-listed with another course.

Input full statement with parenthesis on both sides and starting "Also listed as…".

> **Also Listed As:**
> (Also listed as History 17D. Student may enroll in either department, but not both, for credit.)

Description

Input a brief description of your course, stating to the student or other institutions the course's key content areas. You should be descriptive and specific in this field.

Do not include information about your teaching methods and procedures not directly related to the course's content.

Avoid using words and phrases such as "This course...", "Introduction to...", or "Survey of..."

If you want to include background courses or experiences (not requisites or advisories), you can list them in the description.

> **Description:**
> Development and execution of short, single–camera–style projects focusing on the skills of directing and editing.

After you have completed the course description, click the [Save Changes] button at the bottom of the screen.

Click on the [Edit View] link at the top of the page to return to the course outline's Edit View page.

Topic II: Course Objectives

Course objectives describe what your students will achieve upon completion of the course. Course objectives is what a student is able to do at the successful completion of the course, not what you will teach.

The system automatically ties revisions to the objectives you document in Topic II: Course Objectives to Topic V: Expanded Description. To make revisions to course objectives in Topic II, you must revise the objectives in Topic V.

To edit course objectives in Topic II:

1. **Scroll down the screen to the "V. Expanded Description" heading.**

2. **Click on the [Only Sub-Topics] link next to the "V. Expanded Description" heading to display only the objectives.** Course objectives are used in Topic II and Topic V, but only inputted and edited in Topic V.

3. **Click on the [edit] link under the desired objective.**

4. **Input the objective in the text box.**

5. **Select the objective sub-topic letter from the drop-down menu.** If you are editing an existing objective, leave the drop-down menu on the letter currently selected.

6. **Click on the [Save Changes] button.**

7. **Click on the [Edit View] link to return to the Edit View page.**

8. **Click on the [Sync Topic II] link next to the "V. Expanded Description" heading to enter the objectives into Topic II.** The objectives are listed under both Topic II and Topic V.

Topic III: Essential Student Materials

In Topic III, you should list special purpose materials that students require to complete the course successfully. Typically, these are materials not normally purchased for general classroom use. E.g., in a course on 'Tennis Techniques', the essential student materials include tennis racquet, tennis shoes, tennis balls etc.
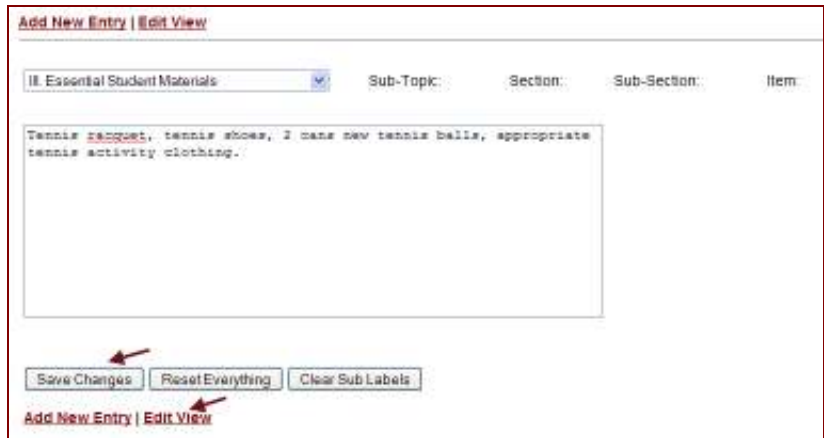
To edit the essential student materials:

1. **Click on the [Edit] link under the desired course listed.** The edit view page of the course appears.

2. **Click on the [Edit] link under the "III. Essential Student Materials" heading.** The edit window appears.

3. **Input the desired materials in the text box in the edit window.**

4. **Click on the [Save Changes] button.**

5. **Click on [Edit View] to see the changes taking effect in the course Edit View page.**

Note

Input "None" if you require no essential student materials. Do not leave the field blank.

Note

[delete]- deletes an entry.
[O] – displays the original version before you claimed the course.
[N] – displays the latest version including all changes since you claimed the course.
[C] – displays the changed version highlighting additions with bolds and deletions with strikeouts.

Topic IV: Essential College Facilities

In Topic IV, you should list special purpose facilities or a particular type of classroom that is required for conducting the course.

1. **Click on the [Edit] link under the desired course listed.** The edit view page of the course displays.

2. **Click on the [Edit] link under the "IV. Essential College Facilities" heading.** The edit window appears.

> **Note**
> Input "None" if you require no essential student materials. Do not leave the field blank.

3. **Input information on the essential college facilities in the text box provided in the edit window.**
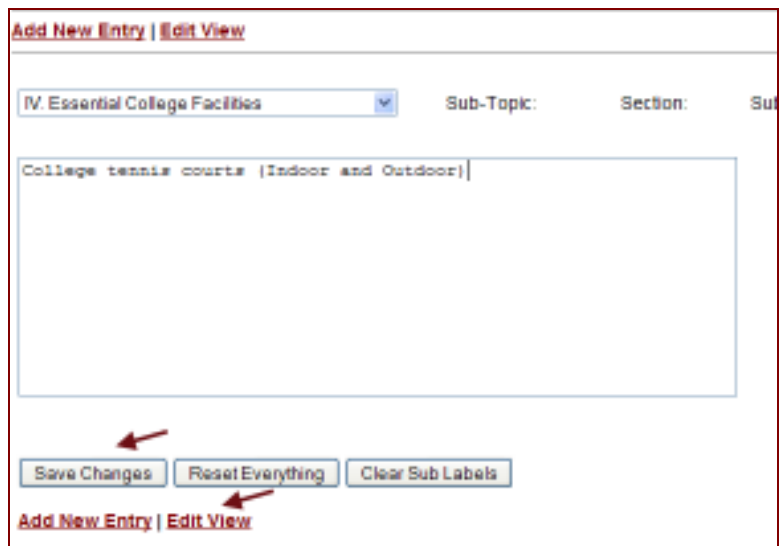
> **Note**
> [delete]- deletes an entry.
> [O] – displays the original version before you claimed the course.
> [N] – displays the latest version including all changes since you claimed the course.
> [C] – displays the changed version highlighting additions with bolds and deletions with strikeouts.

4. **Click on the [Save Changes] button.**

5. **Click on the [Edit View] link to see the changes taking effect in the course Edit View page.**

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Topic V: Expanded Description

Topic V refers to expanded description of course objectives listed in Topic II. Course Objectives in Topic II are listed as sub-topics in Topic V. The sub-topics expand to sections that state information on means of accomplishing the objectives. The sections expand further to sub-sections and items that incorporate examples to provide depth and support to objectives.

When you make changes to sub-topics in Topic V, they reflect in Topic II automatically. If you delete, swap or move sub-topics, the changes do not reflect in Topic II which requires you to manually update using [Sync Topic II] link next to the "V. Expanded Description" heading.

The hierarchical layout of information in Topic V is as shown below.
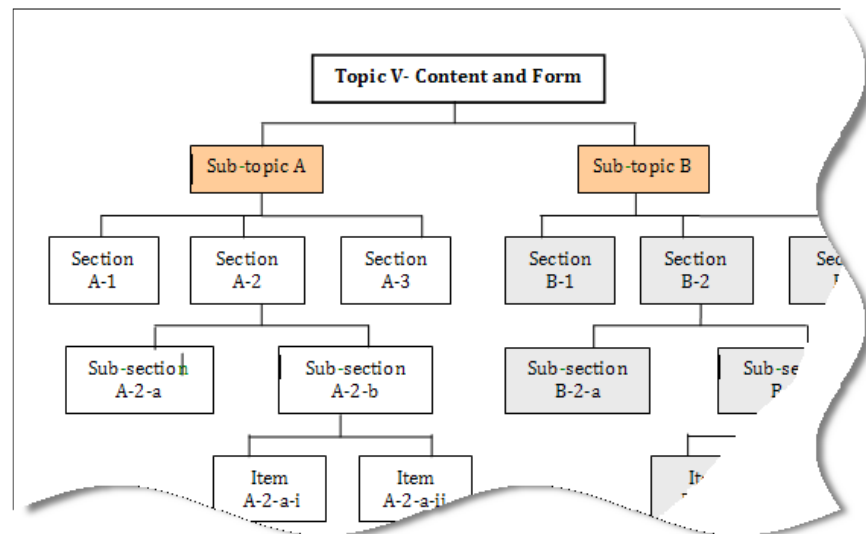
A well-written objective/sub-topic:

- Shows a logical relationship of ideas between learning objectives and content
- Ensures depth and coherent development of content
- States the course content in terms comprehensible to colleagues

Along with the content, incorporate use of "such as" examples to provide depth and support to topics covered in the course outline.

Topic V Example:

II. Course Objectives:
    A. Compare and contrast the experience of ethnic subordinate groups to the experiences of the dominant group as reflected in court rulings.

V. Expanded Description
    A. Compare and contrast the experience of ethnic subordinate groups to the experiences of the dominant group as reflected in court rulings.
        1. Freedom of/from religion examining First Amendment cases.
        2. Issues of privacy
        3. Issues of sexual orientation

The course objective in Topic II is better supported in the expanded description in topic V if it reads as follows:

V. Expanded Description (Improved by examples)
Sub-Topic →A. Compare and contrast the experience of ethnic subordinate groups to the experiences of the dominant group as reflected in court rulings.
Section →1. Freedom of/from religion examining First Amendment cases
        2. Issues of privacy through an examination of cases such as:
Sub-section →a. *Griswold* v. *Connecticut*
          b. *Roe* v. *Wade*
        3. Issues of sexual orientation through an examination of cases such as:
          a. *Bowers* v. *Hardwick*
          b. *Romer* v. *Evans*

For GE courses, include information about teaching methods and procedures directly related to course content, demonstrating critical thinking and showing integration, synthesis, relationships, and interdisciplinary relationships.

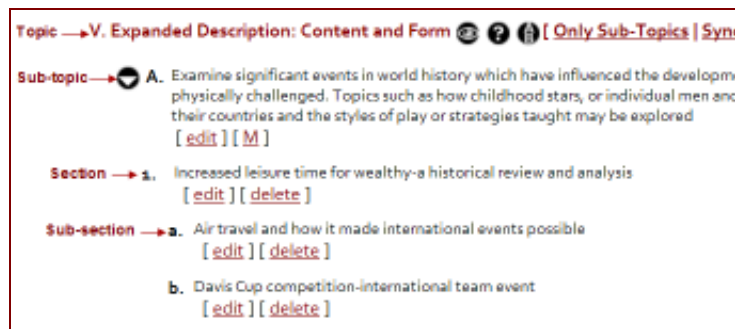## Editing a Sub-topic, Section, Sub-section or Item

You can revise expanded description of course objectives by editing existing content, adding new content, and/ or deleting or reordering the existing content.

In Topic V, you may edit course content under sub-topics, sections, sub-sections and items.

The system automatically applies changes made to sub-topics in Topic V with objectives in Topic II. You only need to manually sync the two topics using the [Sync Topic II] link if you delete, swap or move sub-topics.

To edit a sub-topic, section, sub-section or item:

1. **Click on the [edit] link under the desired sub-topic, section, sub-section, or item.** The edit window appears.

2. **Verify the correct sub-topic, section, sub-section, and item hierarchy on the drop-down menus.**

3. **Input the desired changes in the text box in the edit window.**
4. **Click on the [Save Changes] button.** A message displays confirming the changes.
5. **Click on the [Edit View] link to return to the course edit page.**
6. **Repeat steps 1 to 4 to edit other sub-topics, sections, sub-sections or items.**

## Adding a New Sub-topic, Section, Sub-section, or Item

You can add new sub-topics, sections, sub-sections or items under Topic V. When you add sub-topics in Topic V, the list of objectives updates automatically in Topic II.

To add a new sub-topic, section, sub-section or Item:

1. **Click on the [Add New Entry] link at the top or bottom of the course edit view page.**

> **Note**
> Take care to look up the next available subtopic, section or subsection. If you choose the existing number/letter, you will create duplicate entries.
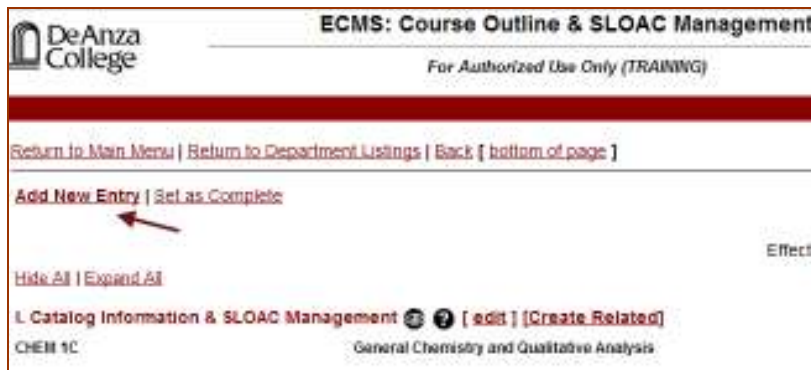
2. **Select the correct letter and number for the topic, sub-topic, section, or sub-section in the edit window.** Select a blank for each field that does not apply.

> **Note**
> If you add a sub-topic in Topic V, a related sub-topic is created automatically in Topic II.

3. **Input the desired information in the text box.**
4. **Click on the [Add New Entry] button.** The edit window refreshes displaying the latest addition.
5. **Click on [Clear] button to clear all the fields before adding more entries.**
6. **Repeat steps 2 to 4 to add more sub-topics, sections, sub-sections or items.**

7. Click on the [Edit View] link to return to the course Edit View page to see the changes.

8. Click on the [AB] icon to re-sort the topic if you created duplicate entries by oversight.

Deleting or Restoring a Sub-topic

When you delete, move, or swap Topic V sub-topics, the changes do not reflect in Topic II automatically. You must manually apply the changes to Topic II by clicking on the [Sync Topic II] link in Topic V.

To delete a sub-topic and all of its sections and sub-sections:

1. **Click on the [M] link beneath the sub-topic you want to delete.**

2. **Check the box next to Delete option in the pop - up box.**

Note

You must manually sync any deletions, swaps, or movement of sub-topics with Topic II by clicking on the [Sync Topic II]. The system does not apply these changes automatically.

3. **Click on the [OK] button in the pop up box.** The system strikes through the deleted sub-topic along with its sections, sub-sections and items on the Edit View page.

4. **Click on the [AB] button next to the "V. Expanded Description" heading to re-sort the sub-topics affected by the deletion.**

5. **Click on the [Sync Topic II] link next to the "V. Expanded Description" heading to sync the changes to Topic II.**

To restore, or un-delete, a sub-topic and all of its sections:

1. **Click on the [M] link under the sub-topic you want to restore.** Deleted sub-topics appear with strike outs.


2. **Check the box next to Un-delete in the pop up box.**

3. **Click on the [OK] button in the pop up box.**

4. **Click on the [AB] button next to the "V. Expanded Description" heading to re-sort the sub-topics.**

5. **Click on the [Sync Topic II] link next to the "V. Expanded Description" heading to sync the changes to Topic II.**

Deleting or Restoring a Section, Sub-section, or Item

Each sub-topic/course objective has corresponding sections and/or sub-sections to describe how a student achieves that objective. Sections, sub-sections and/or items can be deleted from the edit page.

To delete a section, sub-section or item:

1. **Click on the [delete] link under the section you want to delete.**
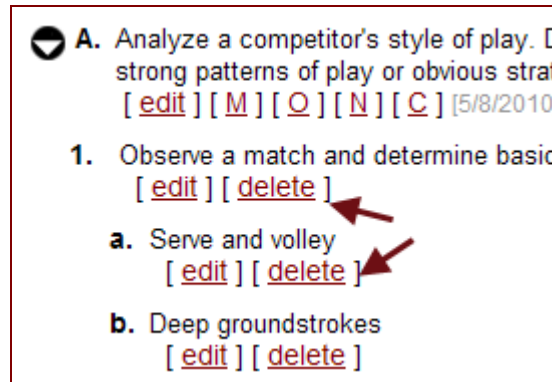
2. **Click on the [OK] button in the pop up box.** The selected section appears with strikeouts in the refreshed edit view.

3. **Click on the [AB] icon to re-sort the sections or sub-sections.**

To restore, or un-delete, a section, sub-section or item:

1. **Click on the [edit] link below the deleted section.** The edit window appears.
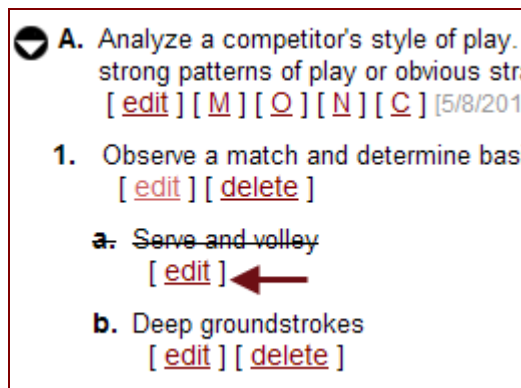
2. **Check the [Clear-Delete] box in the edit window.**

3. **Select the correct number or letter from the drop down menus in the edit window.**

4. **Click on the [Save Changes] button to undelete the section or sub-section.**

5. **Click on the [Edit View] link to view the updated course outline.**

Moving a Sub-topic

You can move or swap a sub-topic to relate to a different topic or to be listed in a different order.

To move a sub-topic:

1. **Navigate to the sub-topic you want to move.**

Note

Move is a one way move only, while swap is a two-way exchange.

2. **Click on the [M] link below the sub-topic.** A pop-up box appears featuring the move option.

3. **Choose the new location for the sub-topic from the drop-down menu of letters in the pop-up box.**

> **Note**
> When you delete, move or swap a sub-topic, changes do not reflect automatically in Topic II. Use the [Sync Topic II] link to update Topic II.

4. **Click on the [MOVE] button to move the sub-topic.** The moving takes effect in a few seconds. The course outline refreshes.

5. **Click on the [AB] icon to re-sort the sub-topics.**

6. **Click on the [Sync Topic II] link to update changes to Topic II.**

Swapping a Sub-topic

The swap function enables you to exchange locations between two sub-topics. The swap function moves all the sections and their sub-sections under the two sub-topics involved.

To swap two sub-topics:

1. **Click on the [M] link below one of the desired sub-topics.** A pop-up window appears featuring the swap option.

2. **Choose the location of the other sub-topic with which you want to swap from the drop-down menu.**

> **Note**
> Move is a one way move only, while swap is a two-way exchange.

3. **Click on the [SWAP] button.** A message appears informing you that the swapping is in progress. Then, the updated course outcome shows on the refreshed Edit View page.

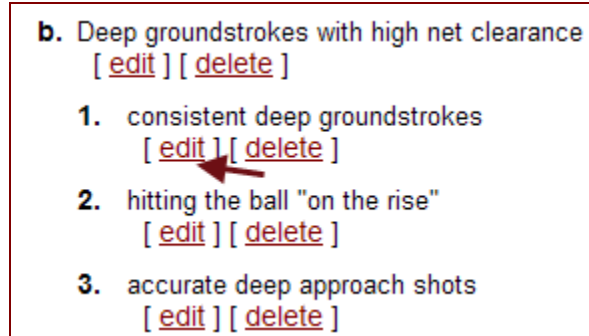4. **Click on the [Sync Topic II] link to update the changes**

## Reordering a Section, Sub-section, Item

You can reorder the sections, sub-sections or items under a sub-topic. You can also change the numbering or order of a section or sub-section.

To reorder a section, sub-section or item:

1. **Navigate to the desired section in the Edit View page.**
2. **Click on the [edit] link.**

3. **Choose the new section or sub-section from the drop-down menus in the edit window.**
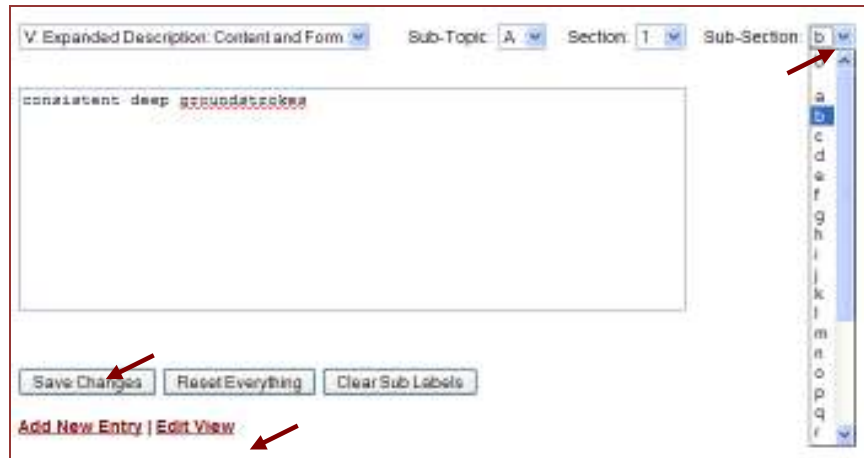
4. **Click on the [Save Changes] button.**
5. **Click on the [Edit View] to view changes.**
6. **Click on the [AB] link to re-sort all the sections and subsections affected by the renumbering.**

Sorting and Synchronizing Sub-topics

Once you complete revising Topic V information, you need to sort Topic V and synchronize all changes with Topic II, which lists course objectives. When you edit sub-topics in Topic V, the edits automatically take effect in Topic II. But, when you delete, move or swap sub-topics in Topic V, you must manually apply the changes.

Your time taken to re-sort and sync changes depends on the extent of revisions you made.

To sort and sync changes:

1. **Click on the [AB] icon to re-sort sub-topics, sections, sub-sections or items in Topic V.**

2. **Click on the [Sync Topic II] button.**

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Topic VI: Assignments

List typical assignments required outside of classroom activity involving reading and/or writing, including demonstrations of ability to use symbol systems (logic, math, music) or to apply skills - and any other activities.

The assignments should reflect the department's minimum expectations for students and serve as a guide for faculty in developing their syllabi.

Degree-applicable courses *must* include tasks/assignments that require students to think critically and apply concepts taught in the course. Additionally, assignments should be aligned with the learning outcomes for your course.

Topic VI Example: Assignments

Reading
- Required readings from texts
- Chapters 1-9, 15, 16 in required text
- Assignments from text, lab manual
- Scientific American Reprints
- For any one class assignment, a 20 page selection from primary source material and/or chapter from text

Writing
- Research paper of five pages, using 7 sources
- 5 Lab reports
- Paper reacting to photo exhibit
- Essays requiring critical analysis of primary materials

Other
- Two field trips
- Problem-solving activities using applications software
- Viewing video materials
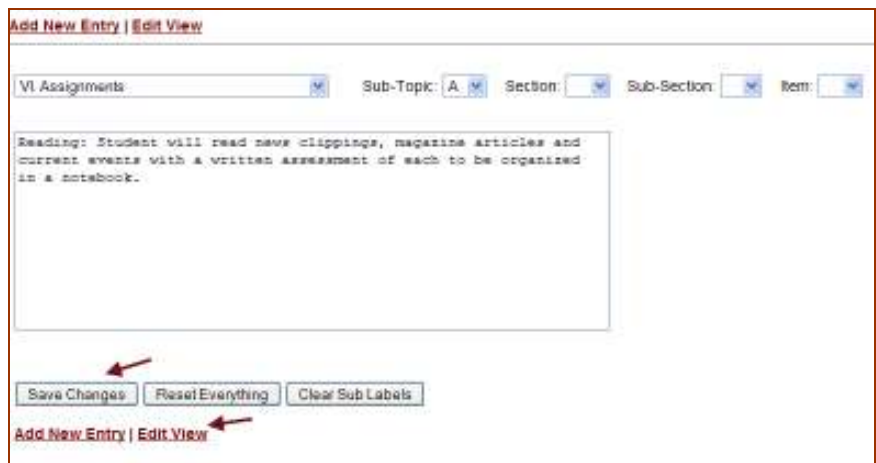
Editing Assignments

You can edit and save information listed under assignments at any time.

To edit assignments:

1. **Navigate to Topic VI – Assignments section of the desired course in the Edit View page.**
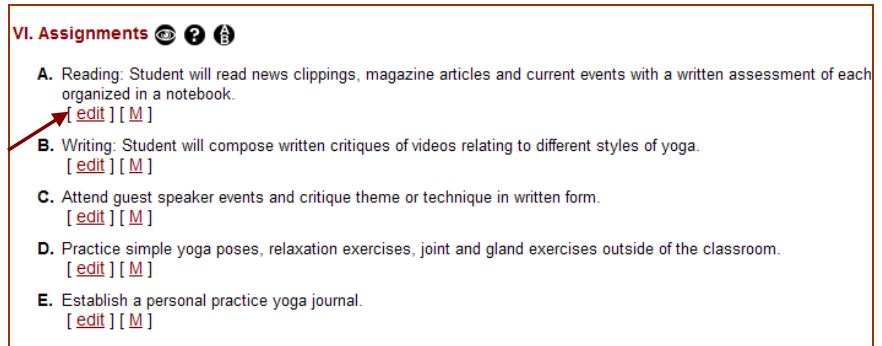
2. **Click on the [edit] link.** The edit window appears.

3. **Select the text and make necessary changes in the text box.**
4. **Click on the [Save Changes] button.** A message confirming the changes displays.
5. **Click on the [Edit View] link to see the changes in the Edit View page.**

Deleting, Moving, or Swapping Assignments

To delete an assignment:

1. **Click on the [M] link below the assignment you want to delete.** A pop-up box appears with options to delete, move or swap.

2. **Check the delete button and click on the [OK] button.** The assignment is deleted, appears with a strike out in the course Edit View page.

3. **Click on the [AB] icon to re-sort the remaining assignments.**

To move an assignment:

1. **Click on the [M] link below the assignment you want to move.** A pop-up box appears with options to delete, move or swap.

2. **Select the position to which you want to move the assignment from the drop down menu.**

3. **Click on the [MOVE] button.** The move takes a few seconds and the edit view page updates.

4. **Click on the [AB] icon to re-sort the assignments.**

To swap two assignments:

1. **Click on the [M] link below one of the assignments you want to swap.** A pop-up box appears with options to delete, move or swap.

2. **Select the position to which you want to swap the assignment from the drop down menu.** You must choose an assigned place for the swap to be successful.

3. **Click on [SWAP] button.** The swap takes a few seconds and the edit view page updates.

To delete a section:

1. **Click on the [delete] link below the section. A pop-up box appears prompting deletion.**

2. **Click on the [OK] button to delete the section.**

3. **Click on the [AB] icon to re-sort the remaining sections under the sub-topic.**

Restoring Assignments

To restore a deleted sub-topic:

1. **Navigate to the deleted sub-topic that appears with strikeouts in the Edit View page.**

2. **Click on the [M] link.** A pop-up box appears with options to undelete.

3. **Check the box next to undelete option and click [OK] button.** The Edit View page refreshes with the updated information.

To restore a deleted section:

1. **Navigate to the deleted section that appears with strikeouts in the edit view page.**

2. **Click on the [edit] link below the section.**

3. **Check the [Clear-Delete] box in the edit window.**

4. **Select the correct number or letter from the drop down menus in the edit window.**

5. **Click on the [Save Changes] button to undelete the section or sub-section.**

6. **Click on the [Edit View] link to view the updated course outline.**

Topic VII: Methods of Instruction

Topic VII includes information on methods of instruction for a course outline. You should provide methods adopted during the course of instruction for all courses.

A list of commonly used methods of instruction is listed under the edit mode. You can choose any number of methods from the list and/or add your own methods if you don't find an appropriate method in the list.

Methods of instruction may include, but are not limited to, the following:

- Lecture and visual aids
- Discussion of assigned reading
- Discussion and problem solving performed in class
- In-class essays
- In-class exploration of Internet sites
- Quiz and examination review performed in class
- Homework and extended projects
- Field observation and field trips
- Guest speakers
- Collaborative learning and small group exercises
- Collaborative projects
- Laboratory experience which involve students in formal exercises of data collection and analysis
- Laboratory discussion sessions and quizzes that evaluate the proceedings weekly laboratory exercises

Adding or Editing Methods of Instruction

To add or edit methods of instruction:

1. **Click on the [edit] link below the desired topic.** The edit window opens.
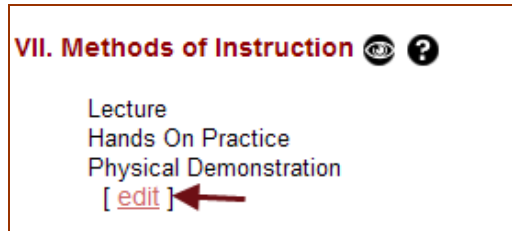
2. **Click on the methods that apply to your course from the list provided in the edit window.** The selected methods auto fill the text box.
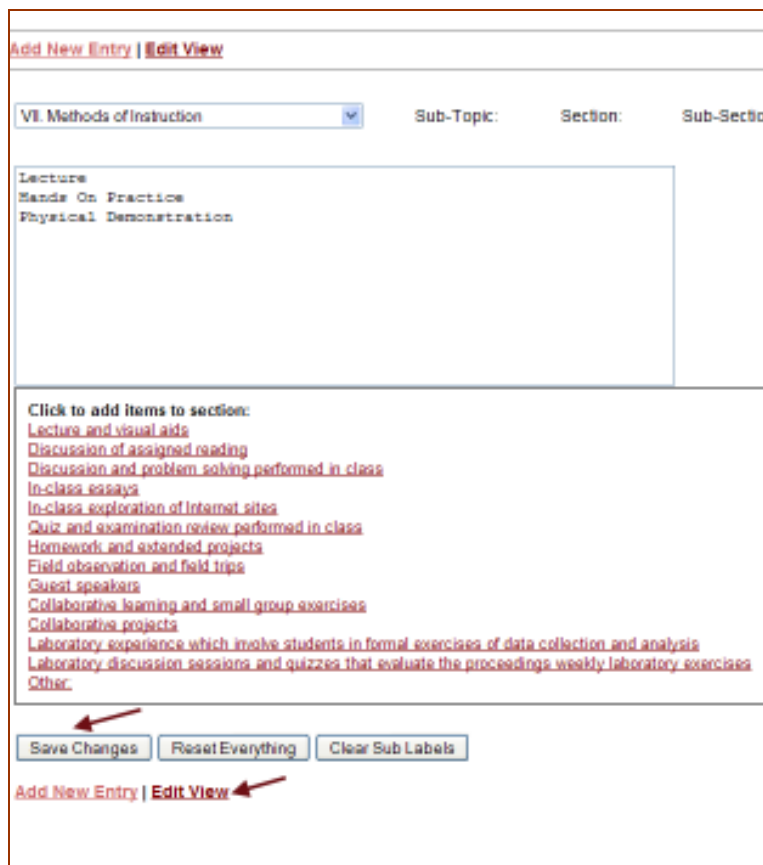
3. **Click on the [Other:] link at the end of the list to type in your own method if you do not find an appropriate method in the list.** Example: "Other: visit IRS office."

4. **Click on the [Save Changes] button.**

5. **Click on the [Edit View] link to view your changes.**

Topic VIII: Methods of Evaluating Objectives

Procedures for evaluating student performance should measure the degree to which the student achieves the course objectives stated in Topic II of the course outline. In order to align with the student learning outcomes of the course, you must state methods of evaluation consistent with the assignments section of the course outline and should clearly address the criteria by which assignments will be evaluated.

For course objectives that involve skills and the "ability to do things", evaluated by observation of performance, state the level of competency required. You must include a final evaluation procedure (i.e. a final examination) in the Methods of evaluation.

For degree-applicable courses, you must base grades on demonstrated proficiency in the subject matter and the ability to demonstrate that proficiency, at least in part, by means of:

- Substantial writing assignments, including essay exam(s), written homework, research paper(s), laboratory or reading report(s)

- Computational or non-computational problem solving exercises, including exam(s), laboratory report(s), fieldwork, homework problems

- Skills demonstrations, including class performance(s), fieldwork, performance/proficiency exam(s)

Note
Methods of evaluation must be consistent with the assignments section of the course outline

Editing Methods of Evaluating Objectives

You can edit and save information listed under methods of evaluating objectives at any time.

To edit methods of evaluating objectives:

1. **Navigate to Topic VIII under the desired course in the Edit View page.**
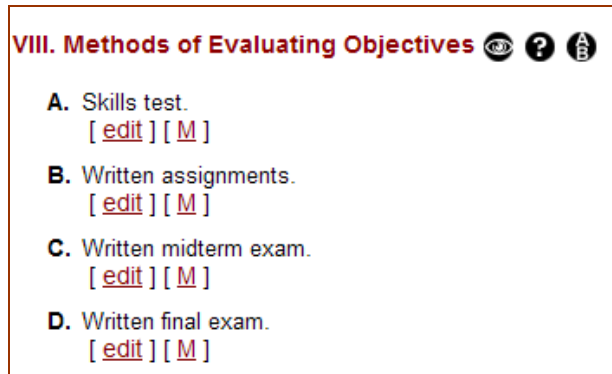
2. **Locate the desired sub-topic and click on the [edit] link.** The edit window appears.

3. **Select the text and make necessary changes in the text box.**
4. **Click on the [Save Changes] button.** A message confirming the changes displays.
5. **Click on the [Edit View] link to return to the course Edit View page to see the changes.**

Deleting, Moving, or Swapping Methods of Evaluating Objectives

To delete a method of evaluating objective:

1. **Click on the [M] link below the assignment you want to delete.** A pop-up box appears with options to delete, move or swap.

2. **Check the box next to delete option and click on the [OK] button.** The assignment gets deleted, appears with a strike out.

3. **Click on the [AB] icon to re-sort the remaining assignments.**

To move a method of evaluating objective:

1. **Click on the [M] link below the method you want to move.** A pop-up box appears with options to delete, move or swap.

2. **Select the position to which you want to move the method from the drop down menu.**

3. **Click on the [Move] button.** The move takes a few seconds and the Edit View page updates.

4. **Click on the [AB] icon to re-sort the methods.**

To swap two methods of evaluating objectives:

1. **Click on the [M] link below one of the methods you want to swap.** A pop-up box appears with options to delete, move or swap.

2. **Select the position to which you want to swap the assignment from the drop down menu.** You must choose an assigned place for the swap to be successful.
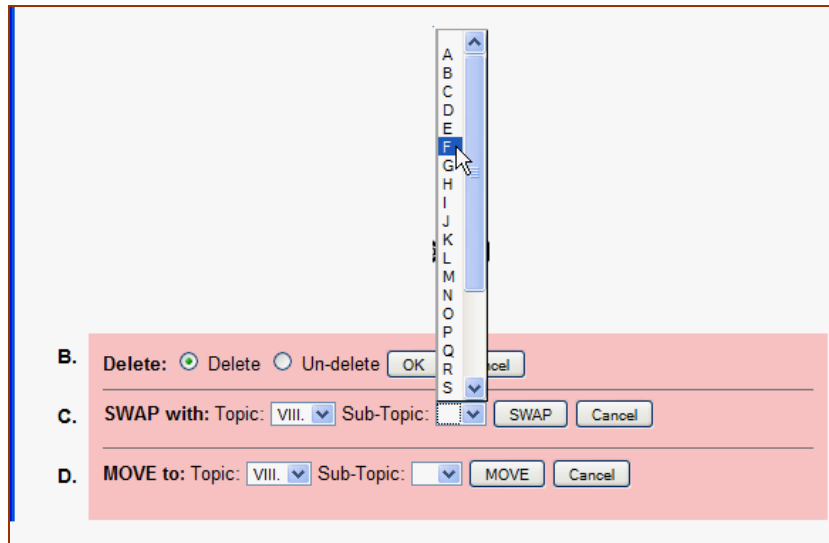
3. **Click on the [SWAP] button.** The swap takes a few seconds and the Edit View page updates.

Restoring a Method of Evaluating Objective

To restore a deleted sub-topic:

1. **Navigate to the deleted sub-topic that appears with strikeouts in the Edit View page.**

2. **Click on the [M] link.** A pop-up box appears with options to undelete.

3. **Check the box next to undelete option and click on the [OK] button. The Edit View page refreshes with the updated information.**

Topic IX: Primary Texts and Supporting References

In Topic IX, you should identify texts and references that the department evaluates and determines to be representative of college level materials appropriate for the course.

The texts and references are categorized as primary texts and supporting texts organized under two sub-topics. You can list examples of texts under respective sections:

- Sub-topic A: Examples of Primary Texts and References
  - Section A (1 – 5): You can list up to 5 texts and references
- Sub-topic B: Examples of Supporting Texts and References
  - Section B (1 – 25): You can list up to 25 supporting texts and references

All courses should list information under both the sub-topics. You should list all texts and references in alphabetical order by the author's last name, and cite in the following format:

Author (last name, first name). "Complete title". City of publication: Name of Publisher, Date published.

> **Note**
> If you do not have a primary text, indicate "None" under A-1.
> If you do not have supporting text, indicate "None" under B-1.

Topic IX Example: Primary and supporting texts

1. Lazere, Joel. Composition for Critical Thinking. El Corral: California State Polytechnical University, 2003.

2. Madden-Simpson, Nicole. Emerging Voices, A Cross-Cultural Reader. New   York: Holt, Rinehart and Winston, 2004.

IX. Texts and Supporting References 👁 ❓ 🚻

Sub-topic A → **A.** Examples of Primary Texts and References
[edit] [M]

Section A → **1.** *Fahey, T., Insel, P., Roth, W. Fit and Well, 8th ed. Mountain View, CA: Mayfield Publis
[edit] [delete] [O] [N] [C] [4/21/2010]

2. Bryant, James. Game Set Match. 6thed. Belmont, CA: Wadsworth/Thomson Learning.,
[edit] [delete]

Sub-topic B → **B.** Examples of Supporting Texts and References
[edit] [M]
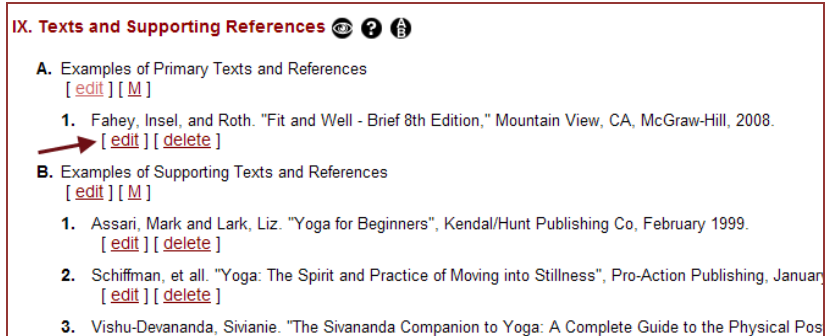
Section B → **1.** Claxton, David. Winning Edge Series, Tennis. Boston, MA: WCB McGraw-Hill, 1999.
[edit] [delete]

2. USTA magazines
[edit] [delete]

3. Tennis Today magazines
[edit] [delete]

4. Gould, Dick. Tennis, Anyone?, 6th ed., Moutain View, CA: Mayfield Publishing, 2000.
[edit] [delete]

5. Internet
[edit] [delete]

6. United States Tennis Association, Tennis Rules and Case Decisions, Garden City, NY:
[edit] [delete]

Editing a Primary or Supporting Text

You can add new texts/sections and modify existing texts and references by working in the edit mode. You should not edit headings of sub-topics.

To edit content in a text/section:

1. **Click on the [Edit] link under the desired section. The edit window opens.**

2. **Make changes in the text box in the edit window.**

3. **Click on the [Save Changes] button.**

Adding a New Primary or Supporting Text

To add a new text/section to the sub-topic A or sub-topic B:

1. **Click on the [Add New Entry] link at the top or bottom of the Edit View page.** The edit window appears with an empty text box.

2. **Select the correct letter or number for the new entry from the drop down menu in the edit window.**

3. **Enter the new text information in the text box in the format specified.**

Note
Follow the format to enter the new text.
Author(Last, First), "Title",
Place of publication: Publisher,
Date of publication

4. **Click on the [Add New Entry] button to save the new section.** A message confirming the addition displays in the edit window.

5. **Repeat steps 2 to 4 to add more entries.**

6. **Click on the [Edit View] link to view the changes in the Edit View page.**

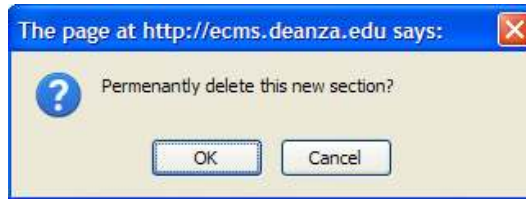## Deleting a Primary or Supporting Text

You can add or delete texts/sections under both sub-topic A and sub-topic B. You should not edit, delete, move, or swap the sub-topics.

To delete a text:

1. **Click on the [Delete] link below the desired section.**
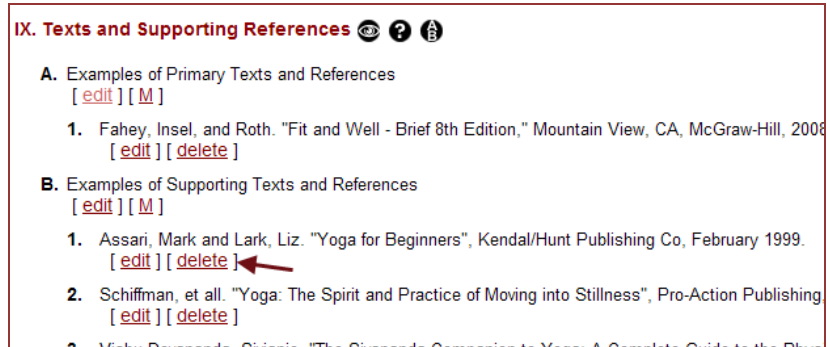
2. **Click on [OK] button to delete.**

3. **Click on [AB] icon to re-sort the remaining sections.**

When you delete sections/texts under a sub-topic, the numbering of remaining sections does not automatically update. You must re-sort all the sections using the [AB] link.

Topic X: Lab Topics

You should list the lab topics for all courses with designated lecture hours and lab hours. This is *not* required for lecture-lab or stand-alone lab courses.

List out the course lab topics as individual subtopics, such as X-A, X-B, etc;
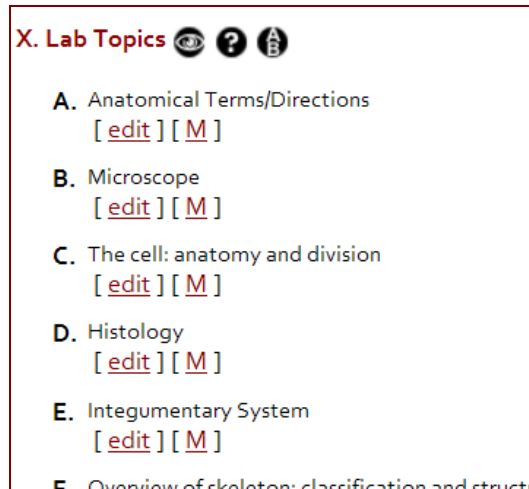
Topic X Example:

Editing a Lab Topic

To edit a sub-topic/ lab topic:

1. **Navigate to the sub-topic under Topic X you want to revise in the Edit View page.**

2. **Click on the [edit] link below the sub-topic.** The edit window appears.
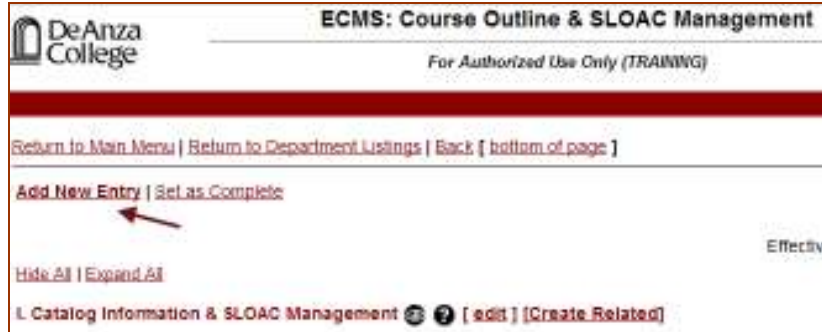

3. **Edit the information in the text box.**

4. **Click on the [Save Changes] link.** A message confirming the change displays.

5. **Click on [Edit View] link to return to the course Edit View page to see the changes.**
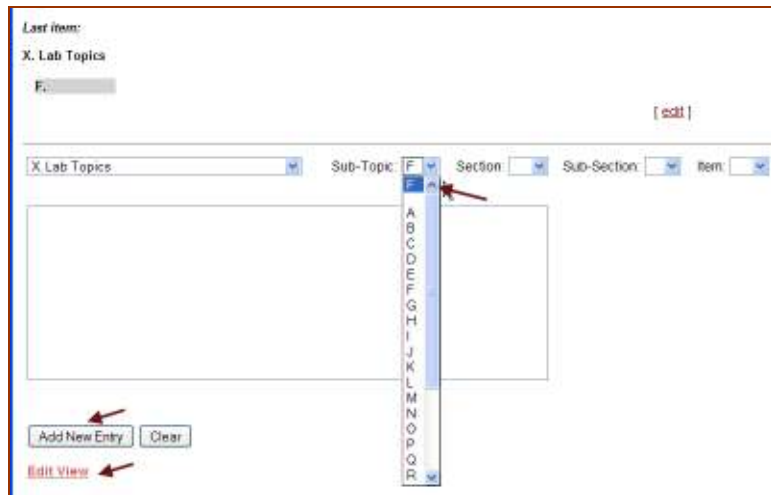
Adding a Lab Topic

To add a sub topic/lab topic:

1. **Navigate to the Edit View page of the desired course.**

2. **Click on the [Add New Entry] link at the top or bottom of the page.** The edit window appears.

3. **Select the correct letter or number for the sub-topic you want to add from the drop-down menus.** Select blank for the field that does not apply.
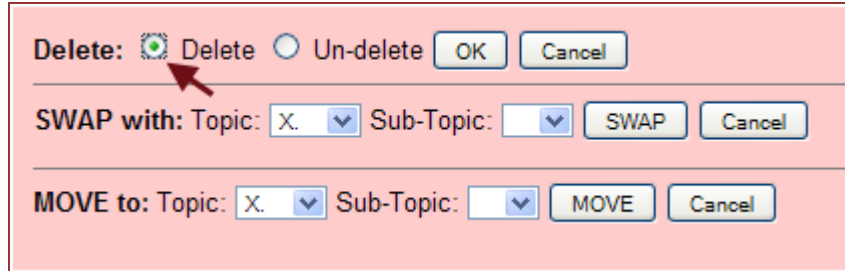

4. **Input the information in the text box.**

5. **Click on the [Add New Entry] button.** The edit window refreshes with a message confirming the latest addition.

6. **Repeat steps 3 to 5 to add more entries.**

7. **Click on the [Edit View] link to view the new addition.**
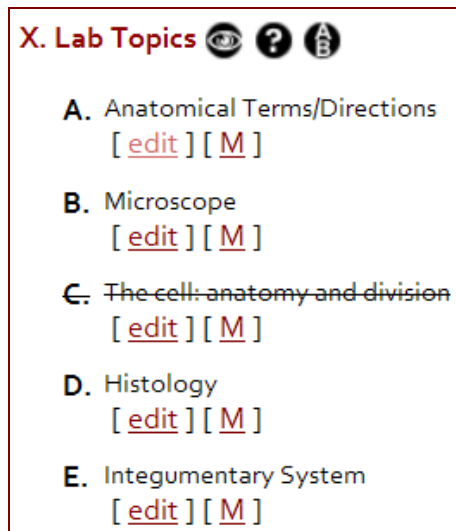
Deleting or Restoring a Lab Topic

To delete a sub-topic/lab topic:

1. **Click on the [M] link beneath the sub-topic you want to delete.**

2. **Check the box next to the Delete option in the pop up box.**

3. **Click on the [OK] button in the pop up box.** The system strikes through the deleted content on the Edit View page.
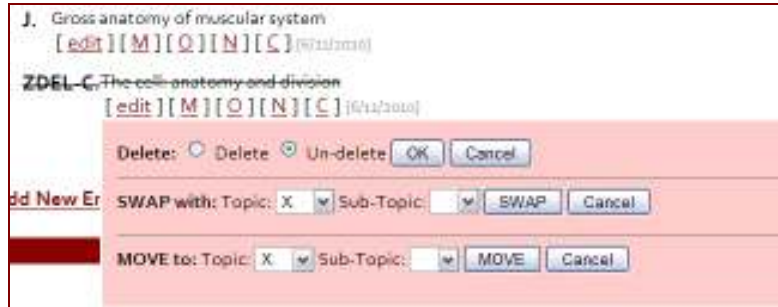

4. **Click on the [AB] icon next to the "Topic X. Lab Topics" heading to re- sort the sub-topics affected by the deletion.**

To restore a sub-topic/lab topic:

1. **Click on the [M] link under the sub-topic you want to restore. The s**ub-topic that was deleted lists with a strikethrough.

2. **Check the box next to Un-delete in the pop up box.**

3. **Click on the [OK] button in the pop- up box.**

4. **Click on the [AB] button next to the "X. Lab Topics" heading to re-sort the sub-topics affected by the restoration.**
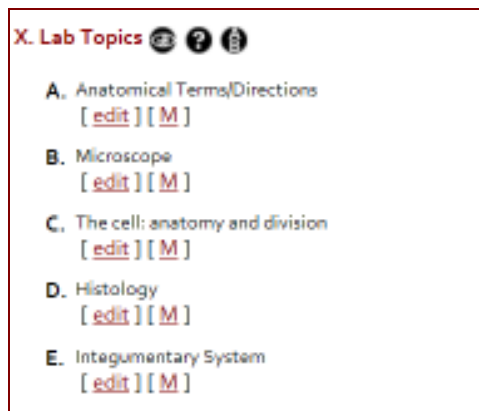
Moving a Lab Topic

You can move or swap a sub-topic to relate to a different topic or to be listed in a different order.

To move a sub-topic/lab topic:

1. **Navigate to the sub-topic you want to move and click on [M] link below the sub-topic.** A pop-up box appears.
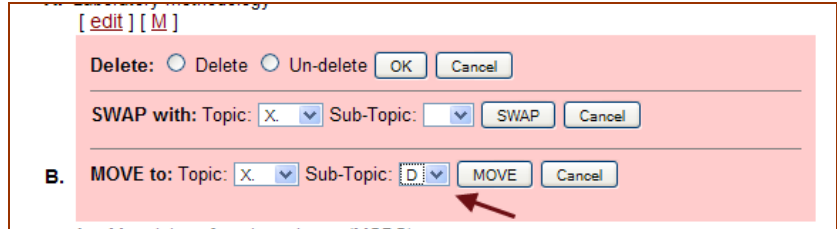
Note
Move is a one way move only, while swap is a two-way exchange.

2. **Choose the new location for the sub-topic from the drop-down menu of letters.**

Note

Move is a one way move only, while swap is a two-way exchange.

3. **Click on the [Move] button to move the sub-topic.** The moving takes effect in a few seconds. The Edit View page refreshes.

4. **Click on the [AB] icon to re-sort the sub-topics.**

Swapping a Lab Topic

The swap function enables you to exchange locations between two lab topics.

To swap two sub-topics/lab topics:

1. **Click on the [M] link below one of the desired sub-topics.** A pop-up window appears.

2. **Choose the location of the other sub-topic with which you want to swap from the drop-down menu in the pop-up box.**

3. **Click on the [SWAP] button.** A message appears informing you that the swap is in progress. The swap takes a few seconds and the Edit View page refreshes.

Reverting a Course Outline

At any time during the course of revising your outline you can erase ALL of your changes since you claimed the course and restore the original outline by using the [Revert ENTIRE Outline] function located under Topic I edit page. Use this function with extreme caution: once you revert your course outline you will lose all modifications you have made (Topic I through IX or X), and you cannot undo it.
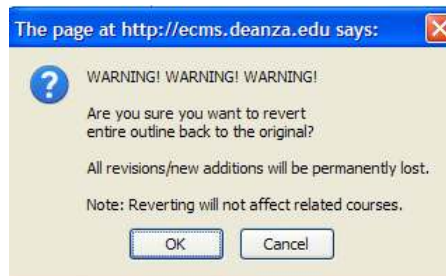
To revert a course outline:

1. **Click on the [edit] link next to Topic I.** The Edit Outline Cover Information window opens.

Note
Reverting a course outline eliminates all changes done to the outline since you claimed the course.
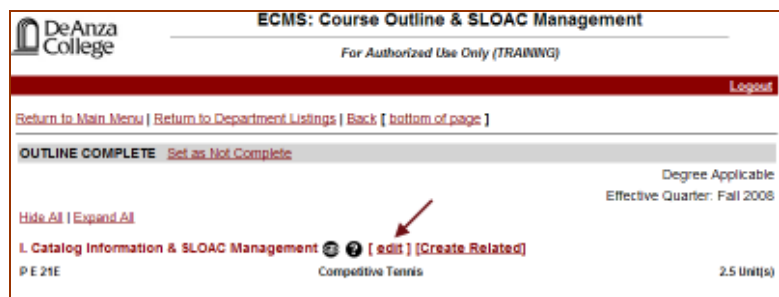
2. **Scroll to the bottom of the edit page to locate the [Revert ENTIRE Outline] button on the left hand corner.**

3. **Click on the [Revert ENTRIE Outline] button.** A pop-up box appears warning you of the consequences of the revert function.


4. **Click on the [OK] button to revert.** The course outline reverts to the original version undoing all the recent changes

ECMS version 6.7

Frequently Asked Questions

I Cannot See the Changes I've Made.

If you revised a course outline and cannot see the changes, take the following steps before calling the Curriculum Office to confirm that the revised data is missing:

1. **Go to your ECMS Main Menu and locate the course you revised.**
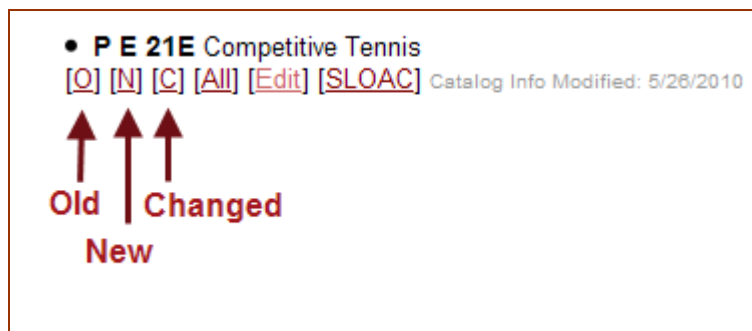
2. **Click on the [N] or [C] links below the course heading.** The [N] displays the latest version incorporating all the changes, while the [C] displays the changed version striking out the deletions and bolding the additions.

3. **Scroll through the course outline and locate the topics you revised.** You should see your changes here.

4. **Contact the Curriculum Office, if you do not see your revisions in the new or changed views.**
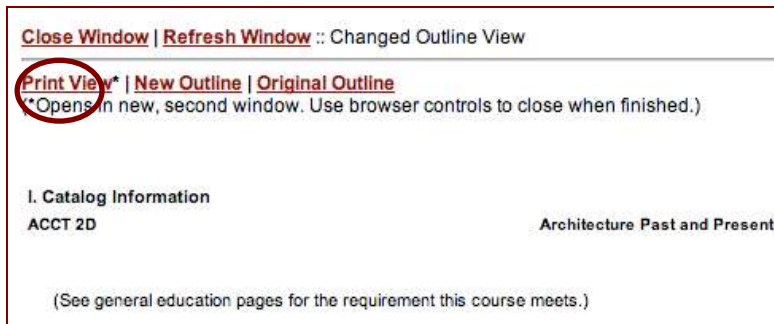
How do I Print My Outline and Save it as a PDF File?

To print a copy of your revised outline:

1. **Navigate to your main menu to locate the course you want to print.**
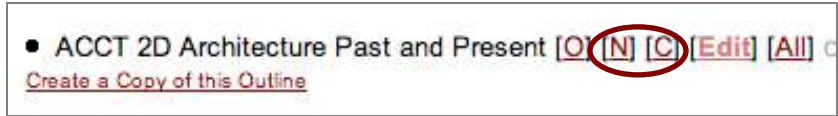
2. **Click on the [N] or [C] link below the course heading.** The changed or the new course outline displays.

3. **Click on the [Print View] link at the top of the page to view the course outline in a printable format.** The printable course outline opens in a new window or a tab.

4. **Select the print option from the File menu on your web browser.**
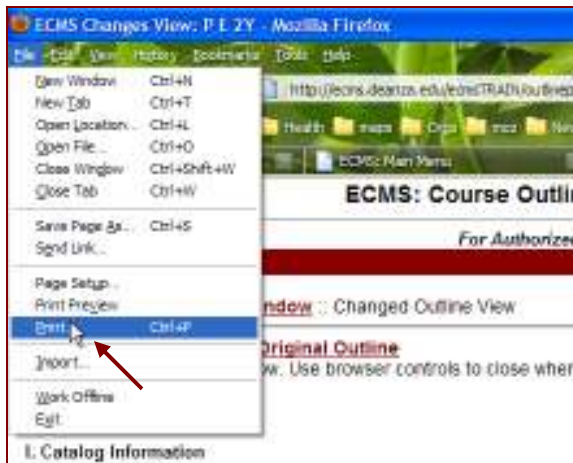
5. **Choose the [print] button on the pop-up window.**

To save your revised course outline as a PDF:

1. **Follow steps 1 to 5 on how to print a copy of a revised course outline.**

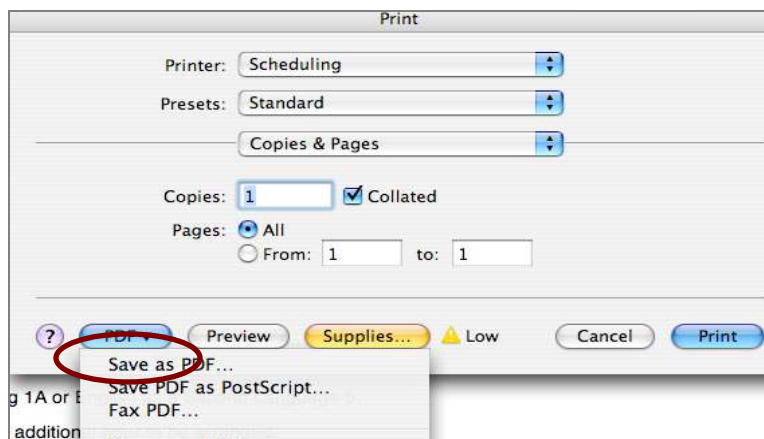2. **Click the [PDF] button on the print pop up window and select "Save as PDF" from the drop-down menu.**

3. **Make sure that the course number shows in the "Save As" field, otherwise type in the course number manually on the save pop up window.**
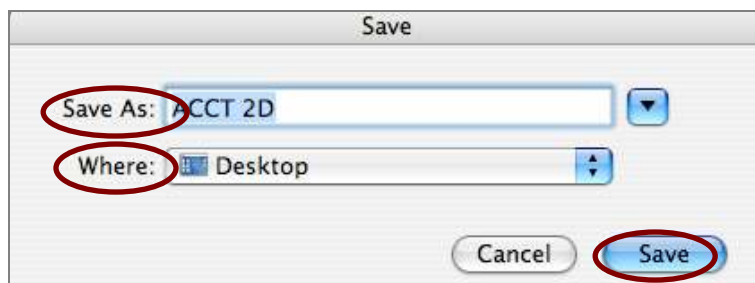
4. **Choose the location to save your file to by clicking on the "Where" location drop down menu.**

5. **Click on the [Save] button.**

What do I Submit to the Curriculum Office?

When you complete revising your course outline in ECMS, you should email the ECMS administration informing them of the completed outline and submit the following documents to the Curriculum Office.

For a Five-Year Revision:

1. **Submit the original paper work plus seven (7) hard copies of the completed Curriculum Proposal Cover Sheet (front/back) with appropriate signatures.**

2. **Submit the original paper work plus seven (7) hard copies of the completed Content Review Matrix form with appropriate signatures for each requisite, if you have a requisite.**

3. **Request for Approval of Distance Education or Hybrid Delivery form (if retaining or requesting).**

4. **Send an email message to ecmsadmin@fhda.edu with the following information:**

SUBJECT: ECMS Course Outline Complete: Course #_____

BODY: The following course is now complete in ECMS and ready for Curriculum Committee review.

       Course #: _____
       Initiator name: _____
       Initiator extension: _____

For a New course:

1. **Submit the original paperwork plus seven (7) hard copies of your completed Curriculum Proposal Cover Sheet (front/back).**

2. **Submit the original paperwork plus seven (7) hard copies of your completed Content Review Matrix form with appropriate signatures.**

3. **Submit the original paperwork plus seven (7) hard copies of your completed New Course Request within an Existing Program Approved by the Chancellor's Office form.**

4. **Send an email message to ecmsadmin@fhda.edu with the following information:**

SUBJECT: ECMS Course Outline Complete: Course #_____

BODY: The following course is now complete in ECMS and ready for Curriculum Committee review.

       Course #: _____
       Initiator name: _____
   Initiator extension: _____

When will the Committee Review My Course?

Once you have finished revising your course outline in ECMS and have submitted all paperwork to the Curriculum Office, the Curriculum Office will verify that everything is correct before placing your course on the Curriculum Committee agenda for review. If your course is on the agenda, the Curriculum Office will notify you by email a few days in advance to attend the meeting to present your course. If you are unable to attend the meeting it is recommended that you ask your division curriculum representative to represent your course. The Curriculum Committee will NOT review any courses without the presence of a Curriculum Initiator or division curriculum representative.

The Committee Approved My Course, What is Next?

If your course was conditionally approved by the Curriculum Committee, you have two weeks from the date your course was reviewed to:
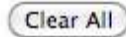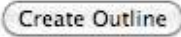
- **Make any required and technical changes to your course outline in ECMS.**

- **Make any recommended changes to your course outline in ECMS.** Recommended changes are recommended , not required.

- **Click on the [Set as Complete] link in the edit page of the course, after completing your revisions.**
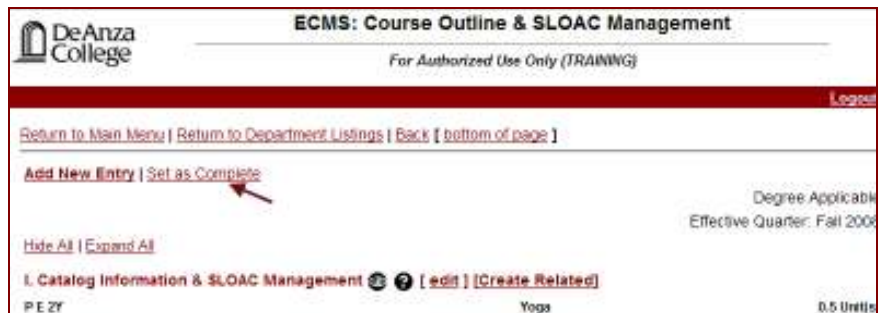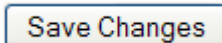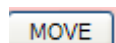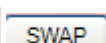

- **Send an email to ecmsadmin@fhda.edu with the following message in the subject field: "Final Course Outline in ECMS Complete: Course #".**

- **Submit any missing forms or paperwork to the Curriculum Office.**

If you fail to meet the two-week deadline, the course will not be articulated nor printed in the catalog and schedule. In that event, you have to resubmit the course to the curriculum committee for review as an action calendar item before the subsequent catalog deadline.

Glossary of Buttons and Links

Button/Link	Definition
(B)	Re-sorts the remaining sub-topics after adding or deleting an entry or reordering a sub-topic.
[C]	Changed view: view new and old data with new data boded and old data with strikeouts
Clear All	Clear all information entered
Clear Delete	Restores a deleted section or subsection or an item before editing.
Create Outline	Create a new course outline
[Create Related]	Any course that varies in course number, title and/or units, however it shares the same outline content.
[edit]	Edit the listed element(course, subtopic, section, sub-section,item)
Edit View	Return to the editing page to edit all topics of a course outline
Expand All	View all information within a sub-topic or section
(eye)	Hide or expand a topic by clicking alternately
Hide All	Hide all information within a sub-topic or section displaying the topic headings only.
[M]	• Delete or un-delete a subtopic along with its sections, sub-sections, and items. • Move a sub-topic and all of its sections, sub-sections, and items to a new location within the same topic. • Swap the locations of two sub-topics (sections, sub-sections, and items also move with the sub-topics).
[N]	View the latest version of the coure outline with all new information without bolds or strikeouts
[O]	View original course outline only
Only Sub-Topics	View only sub-topics. Hide all sections and sub-sections.

❓	Open the help pop-up box corresponding to a topic.
Save Changes	Save all the changes on the edit window.
Set as Complete	Label the course outline as complete
Set as Not Complete	Remove the label marking the course outline as complete
[SLOAC Management]	Enter the Student Learning Outcomes Assessment Cycle for the course
Sync Topic II	Apply changes made in Topic V to objectives with Topic II
MOVE SWAP	Move or swap sub-topics in applicable topics