Curriculum Management: Add a New Basic Course Exercises

In this example, you will add a basic new course without any special characteristics (e.g., no cross registration, not jointly offered, no general education requirements, not repeatable, no topics, etc.)

Exercise 1: Navigate to the Course Catalog Page:

From the Main Menu:

1. Select Curriculum Management
2. Select Course Catalog
3. Select Course Catalog again

Exercise 2: Add the Course Catalog Page as a Favorite:

1. Click the Add to Favorites link on the top right hand side of the page.
2. A dialog box will appear—keep the default name or change it to something you prefer

![Add to Favorites](image)

3. Click OK

Now, Test the Favorite:

1. From the top right of the page, select Home to return to the Homepage.
2. On the left hand side of the page, select the Favorites Menu. You will see a list of recently visited pages (you will probably only have one), and then, under My Favorites, you will see your added favorite.
3. Select your Favorite. You will return to the Course Catalog page.

Reminder: today you are using a training database. You will need to do this step again when you log into the real My.Harvard system.
Exercise 3: Add a New Course:

1. Click the "Add a New Value" Tab.
2. Leave the Course ID: field as 000000. The system will assign a number after you complete and save the record.
3. Click Add.

Course Offerings Tab

Exercise 4: Complete the Effective Date and Description Fields:

<table>
<thead>
<tr>
<th>Effective Date/ Description Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Field</strong></td>
</tr>
<tr>
<td>Course ID</td>
</tr>
</tbody>
</table>
| Effective Date | 1. Change to 8/30/2015. | • Required Field  
| | | • The date, along with the Status and Course Approved fields, indicates when the course is considered current |
| Status | 1. Leave as Active | • |
| Description | 1. Enter: Modern ____, where the blank is your last name. | • Required Field  
| | | • The field has a limit of 30 characters  
<p>| | | • The contents of this field will appear on advisement reports, study lists, and the schedule of classes |</p>
<table>
<thead>
<tr>
<th>Field</th>
<th>Steps</th>
<th>Description/Notes</th>
</tr>
</thead>
</table>
| Long Course Title     | 1. **Copy** (Ctrl + c or Command + c on the Mac) and **Paste** (Ctrl + v or Command + v) the Description field into this field  
                       2. At the end of the field, add a: **A Critical Perspective**  
                       For example, if you entered Modern History in the Description field, copy that down to the Long Course Title and add the remaining information. Using this example, the Long Course title will read: Modern History: A Critical Perspective | • **Required Field**  
                       • The field has a limit of 100 characters  
                       • The contents of this field appears on transcript for the course, the Browse Course Catalog page and the course catalog report |
| Long Description      | 1. Enter in the following course content:  
                       “This course will discuss the subject in the modern day from a *critical* perspective, featuring the opinions of noted authorities.”  
                       2. Use the inline editor to italicize the word critical. | • **Required Field**  
                       • The field can hold an unlimited number of characters, but prudence suggests a concise description to entice students to read and understand the course contents and thus be motivated to take the course |
Exercise 5: Complete the Course Unit/Hours/Count Fields:

**Catalog Data**

<table>
<thead>
<tr>
<th>Course Units/Hours/Count</th>
<th>Description/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Units: 0.00</td>
<td>• Enter the appropriate number of units (course credits) in the Minimum Units field. For FAS, the values are:</td>
</tr>
<tr>
<td>Maximum Units: 0.00</td>
<td>• 8 for a full-year course</td>
</tr>
<tr>
<td>Academic Progress Units: 0.00</td>
<td>• 4 for a half-year course</td>
</tr>
<tr>
<td>Financial Aid Progress Units: 0.00</td>
<td>• 1 for a summer session</td>
</tr>
<tr>
<td>Last Course of Mult Term Seq:</td>
<td>• These values can be overridden on the Schedule of Classes</td>
</tr>
<tr>
<td>Enrollment Unit Load Calc Type: Actual Units</td>
<td>• There is an explicit process for full-year courses—see the appendix to this exercise sheet.</td>
</tr>
<tr>
<td>Course Count: 1.00</td>
<td></td>
</tr>
<tr>
<td>Course Contact Hours: 0.00</td>
<td>• Also used for academic load</td>
</tr>
</tbody>
</table>

**Course Units/Hours/Count**

<table>
<thead>
<tr>
<th>Field</th>
<th>Steps</th>
<th>Description/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Units/Maximum Units/Academic Progress Units/Financial Aid Progress Units</td>
<td>1. Enter 4.00, for a half year course 2. After entering the value in the Minimum Units field, simply click in the Maximum Units field and hit the Enter key. This field, along with the Academic Progress and Financial Aid Progress Units fields will automatically be filled in with the same value.</td>
<td>• Enter the appropriate number of units (course credits) in the Minimum Units field. For FAS, the values are:</td>
</tr>
<tr>
<td>Last Course of Mult Term Seq</td>
<td>1. For a basic course, leave unchecked.</td>
<td>• Used only when there are 2 or more courses in a sequence and this course represents the last course in that sequence.</td>
</tr>
<tr>
<td>Enrollment Unit Load Calc Type</td>
<td>1. Leave as Actual Units</td>
<td>• Used by system to calculate a student’s academic load—applicable to the system’s degree audit capabilities.</td>
</tr>
<tr>
<td>Course Count</td>
<td>1. Leave as 1</td>
<td>• Also used for academic load</td>
</tr>
<tr>
<td>Course Contact Hours</td>
<td>1. Leave blank</td>
<td>• Not in use at Harvard</td>
</tr>
</tbody>
</table>
Exercise 6: Complete the Course Grading Fields:

### Catalog Data

![Course Grading Fields](image)

<table>
<thead>
<tr>
<th>Field</th>
<th>Steps</th>
<th>Description/Notes</th>
</tr>
</thead>
</table>
| Grading Basis       | 1. Select the appropriate value from the drop down list | • Required Field  
• This value can be overridden on the Schedule of Classes |
| Graded Component    | 1. Value will fill in when completed on Components Tab | • The “Graded Component” is the course type (Lecture, Discussion, Lecture and Lab, etc.). Users will add this on the Components Tab. Once it is added there, this field on the Catalog Data tab will automatically populate with that value. |
| Grade Roster Print  | 1. Keep as Component                      | • Required Field  
• The grading roster will be based on the graded component of the course. Other options on this dropdown will not work correctly. |

**NOTE:** The Repeat for Credit Rules Fields will not be filled in for a Basic Course. See the Modifying a Course Exercise for information as to how to use these fields.
### Exercise 7: Complete the Additional Course Information Fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Step</th>
<th>Description/Notes</th>
</tr>
</thead>
</table>
| Instructor Edit              | 1. Leave as No Choice                     | • Required Field  
• No Choice means that the stated instructor(s) for the course (identified in the Schedule of Classes) is/are the only choice of instructor for student  
• If the student can select the instructor, select Instr from the drop-down menu |
| Add Consent                  | 1. Enter if course requires an instructor’s consent | • Optional field                                                                                                                                  |
| Drop Consent                 | 1. Enter if course requires an instructor’s consent to withdraw from course | • Optional field                                                                                                                                  |
| Requirement Designation      | 1. For a basic course, leave blank         | • Represents additional work that is needed for a course or can specify a special variety of a course to use in a course list for the Academic Advisement application  
• For example, there are some courses at HDS that meet the requirements of an Arts of Ministry requirement needed for certain students |
| Equivalent Course Group      | 1. For a basic course, leave blank         | • Used to add an equivalent course  
• If one course is considered equivalent to another, the two courses MUST share the same characteristics in order to be considered “equivalent”  
• Course equivalents are currently being built for FAS |
NOTE: The Course Attribute Fields and the Course Topics Fields will not be filled in for a Basic Course. See the Modifying a Course Exercise for information as to how to use these fields.

Offerings Tab

Exercise 8: Complete the Course Offering Section:

<table>
<thead>
<tr>
<th>Field</th>
<th>Steps</th>
<th>Description/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Offering Nbr</td>
<td>1. Leave as 1</td>
<td>• Required Field</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• The value in this field is automatically generated by the system and is used for sequencing</td>
</tr>
<tr>
<td>Catalog Nbr</td>
<td>2. Add 1XX, where “XX” stands for your computer station number</td>
<td>• Required field</td>
</tr>
<tr>
<td></td>
<td>For example, if you are sitting at station 1, enter 101 in this field. If you are sitting in station 10, enter 110, etc.</td>
<td>• This is the <strong>Department’s Course number</strong>, NOT the Course Catalog Number (CCN), which is the Course ID field.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Departments should continue to use their regular numbering schemes in this field</td>
</tr>
<tr>
<td>Academic Institution</td>
<td>1. Will default to HRVRD.</td>
<td>• Required field</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• HRVRD is the only option</td>
</tr>
<tr>
<td>Academic Group</td>
<td>1. Click on the magnifying glass</td>
<td>• Required field</td>
</tr>
<tr>
<td></td>
<td>2. Select FAS from the list</td>
<td>• This field will contain the acronym for the school that owns the course</td>
</tr>
<tr>
<td>Course Offering</td>
<td>Steps</td>
<td>Description/Notes</td>
</tr>
<tr>
<td>-----------------</td>
<td>-------</td>
<td>-------------------</td>
</tr>
<tr>
<td><strong>Field</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject Area</td>
<td>1.</td>
<td>Click on the magnifying glass</td>
</tr>
<tr>
<td></td>
<td>2.</td>
<td>Select your subject</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• This value can be defaulted in by setting a User Default—See the User Default job aid for more information</td>
</tr>
<tr>
<td>Campus</td>
<td>1.</td>
<td>Leave blank</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Not in use at Harvard</td>
</tr>
<tr>
<td>Academic Organization</td>
<td>2.</td>
<td>Will default to the value you entered in the Subject field. Leave as is.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Required field</td>
</tr>
<tr>
<td>Academic Career</td>
<td>1.</td>
<td>Click on the magnifying glass</td>
</tr>
<tr>
<td></td>
<td>2.</td>
<td>Select FAS from the list</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Required field</td>
</tr>
<tr>
<td>Course Typically Offered</td>
<td>1.</td>
<td>Select Fall Only</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Optional field</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Field is used to indicate how the course is typically offered, e.g., “Fall Only”, “Fall and Spring”, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• When adding a real course, you will set the appropriate value based on your knowledge of the course</td>
</tr>
<tr>
<td>Course Approved</td>
<td>1.</td>
<td>Click on Drop Down</td>
</tr>
<tr>
<td></td>
<td>2.</td>
<td>Select Approved</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Required field</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Setting this value, along with the Effective Date and the Status fields on the last tab, will make this course current</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• The other two choices on the drop down, “Pending” and “Denied”, prevents the course from appearing in the Course Catalog and from being scheduled</td>
</tr>
<tr>
<td>Allow Course to be Scheduled</td>
<td>1.</td>
<td>Leave box checked off</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Optional field</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Allows course to be rolled over into the Schedule of Classes for scheduling</td>
</tr>
<tr>
<td>Catalog Print</td>
<td>1.</td>
<td>Leave box checked off</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Optional field</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Will display the course offering in the course catalog report</td>
</tr>
<tr>
<td>Print Instructor in Schedule</td>
<td>1.</td>
<td>Leave box checked off</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Optional field</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Will display the names of all the assigned instructors in the schedule of classes report</td>
</tr>
<tr>
<td>Schedule Print</td>
<td>1.</td>
<td>Leave box checked off</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Optional field</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Will display the course offering in the schedule of classes. The system selects this check box by default.</td>
</tr>
<tr>
<td>Field</td>
<td>Steps</td>
<td>Description/Notes</td>
</tr>
<tr>
<td>------------------------</td>
<td>----------------------------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>Schedule Term Roll</td>
<td>1. Leave box checked off</td>
<td>• Optional field&lt;br&gt;• Will allow course to be “rolled over” into next term for scheduling</td>
</tr>
</tbody>
</table>

**NOTE:** The following fields in this section are not used currently by Harvard:

- Exam Only Course
- Use Blind Grading
- Split Ownership
- Tuition Group
- Dynamic Class Date Rule
- Allow OEE Enrollment

**NOTE:** The Enrollment Requirements Group will not be filled in for a Basic Course. See the Modifying a Course Exercise for information as to how to use these fields.

**NOTE:** The fields in the Taxonomy section are not used currently at Harvard.
## Components Tab

### Exercise 9: Complete the Course Components Section:

#### Components

![Course Component screenshot]

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Steps</th>
<th>Description/Notes</th>
</tr>
</thead>
</table>
| **Course Component** | 1. Select Drop Down  
2. Select Lecture | • Required Field  
• This value should be the component that is the grading basis of the course  
• Additional components can be created by selecting the + sign on the right hand side of the page  
• Only ONE component can be the graded component  
• Only ONE component can be the Primary Component  
• When a value is selected for this field, the Component field on the Course Catalog Tab will fill in with this value |
| **Graded Component** | 1. Keep box checked off | • This box is used for the graded component of the course |
| **Primary Component** | 1. Keep this box checked off | • This box is used for the primary graded component of the course |
| **Default Selection Size** | 1. Change to 999 | • Optional field  
• The default section size field should be left at 999, unless the course has an enrollment cap. If it does, then the coordinator should update that number in my.harvard.  
• This field can be overridden in the Schedule of Classes |
<table>
<thead>
<tr>
<th>Course Component</th>
<th>Steps</th>
<th>Description/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Exam</td>
<td>1. Select the Drop Down 2. Select Yes</td>
<td>• Required field. • In production, this field will default to Yes.</td>
</tr>
<tr>
<td>Exam Seat Spacing</td>
<td>1. Change to 2</td>
<td>• This field is used to enter the number of spaces between student’s seats during the exam. For example, enter 2 to have two empty seats between each student taking the exam. • In production, this field will default to yes.</td>
</tr>
</tbody>
</table>

**NOTE:** The following fields in this section are not used currently by Harvard:

- Auto Create
- Optional Component
- Generate Class Mtg Attendance
- Add Fee
- Instructor Contact Hours
- Workload Hours
- OEE Workload Hours
- Provider for Authentication
- LMS Extract File Type

**NOTE:** The fields in the Course Attendance and the Room Characteristics sections are not used currently at Harvard.

**NOTE:** The Course Milestone/Link and GL Tabs are not used currently at Harvard.

**Exercise 10: Save the Record**

1. On the bottom of the screen, select the ![Save](image) button. The Course ID number will be supplied by the system.
2. Write your course number here: _________________
Appendix: Treatment of formerly full year courses

There will be no more full-year courses. The historical full year courses will now be either Divisible or Indivisible. Coordinators should be deliberate with courses that are marked as indivisible. Going forward, each course designated as indivisible must be approved by the Registrar.

If Divisible:

- Will become two distinct courses with progress and academic credit awarding equally in both terms
- Fall course should be with “a” as part of course name (History 99a); Spring course should be marked with “b” as part of course name (History 99b)
- Coordinators should move away from using certain letters in their course names, as we will be using other fields in the new system that will substitute for any letters that had specific meaning. Letters like “r” (repeatable for credit), “hf” (half course, full year), or in some instances, “q” (quarter course)
- A sentence should be added to each course in the long description. Part a receives a sentence that says “part one of a two part series”; Part b receives a sentence that says “part two of a two part series”
- Fall grade remains permanent, and factors into GPA
- Students auto-enrolled in spring term; fall term considered the prerequisite for the spring iteration. Students not wanting to take spring iteration can drop via study card process
- Catalog Coordinators may also be asked to add an Attribute or Class Note in the Schedule of Classes, but this is still to be determined.

If Indivisible:

- Course must be approved as indivisible by the Registrar
- Will become two distinct courses with progress credit awarded equally in both terms; academic credit allocated fully in spring term (8 credits)
- Set up the same as divisible: Fall course should be with “a” as part of course name (History 99a); Spring course should be marked with “b” as part of course name (History 99b)
- Both courses should be marked with a note in the long description “Students must complete the second term of this course within the same academic year in order to receive credit for this course”
- Students will be informed by the RO that we will auto enroll them in spring term. Students may not drop the spring iteration. If they petition to do so, the student will receive a withdraw “WD” for the fall.
- Fall grade may either be designated by a mid-year grade with an asterisk, or faculty may enter IP instead. Fall grade will eventually be replaced by spring grade via automated process.
- Catalog Coordinators may also be asked to add an Attribute or Class Note in the Schedule of Classes, but this is still to be determined.