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INTRODUCTION

Purpose

This manual is addressed to curriculum writers, faculty, and staff who are in charge of revising a course outline.

The purpose of this manual is to provide an overview of ECMS, and to give step-by-step instructions on how to use ECMS to revise a course outline.

Contact

Curriculum Office
De Anza College
Administrative Bldg, #140
21250 Stevens Creek Boulevard
Cupertino, California 95014

Curriculum Office Staff:
Mary Clark: (408) 864-8379
Mi Chang: (408) 864-8544
Kim Te: (408) 864-8941

ECMS questions or comments?
Please send an email to ecmsadmin@fhda.edu.

Curriculum questions or comments?
Please send an email to curriculum@fhda.edu.
Introduction

The Electronic Curriculum Management System, also known as ECMS, is an in-house application that was developed by De Anza College webmaster, Bradley Creamer. ECMS has three subsystems:

1. Course Outline Search subsystem - allows the user to search for the most current course outline of a specific course, save it as a PDF file, and/or print the course outline.
2. Edit/Create Course Outline subsystem - allows the user to revise an existing course outline and/or create a new course outline, and view and/or print existing course outlines. This subsystem was created to help facilitate the curriculum writing processes and to amass all course outlines in a central location.
3. Footnote Entry System - allows the user to revise or add footnotes to the quarterly class sections to be viewed in the quarterly Schedule of Classes; this subsystem is primarily used by Division/Department Schedulers and the Academic Scheduling Office.

This user manual only focuses on the Edit/Create Course Outline subsystem of ECMS. The word “ECMS” in this document refers to the Edit/Create Course Outline subsystem unless it is noted otherwise.
ABOUT ECMS

Some buttons and functions in ECMS might not work properly if a browser other than Mozilla Firefox is used.

Requirements

In order to access and use the Edit/Create Course Outline subsystem of ECMS all of the following items are required:

1. FHDA email account.
2. ECMS account (username and password).
3. Mozilla Firefox internet browser.
4. High speed Internet connection.

If you do not have any of the listed required items contact the following offices:

- To get an FHDA email account and/or install the Firefox Internet browser installed on your work computer contact ETS by phone (408-864-8324) or email (techhelp@fhda.edu).
- To get an ECMS account contact the Curriculum Office by phone (408-864-8379) or email (ecmsadmin@fhda.edu).
ABOUT ECMS

Launching ECMS and Logging On

To launch ECMS and log on to Edit/Create Course Outline Subsystem:
1. Open up the Firefox Internet browser.
2. Type in this url in the url box: http://ecms.deanza.edu/
3. Hit [Enter] key on your keyboard.
   If you are successful, you will see the main ECMS page with the following three subsystems:
   a. Course Outline Search Subsystem
   b. Edit/Create Course Outline Subsystem
   c. Footnote Entry Subsystem
4. Click on [Edit/Create Course Outlines] link.
5. Enter your username and password
6. Click on the [Enter] button.

Electronic Curriculum Management System (ECMS)

Main Menu

 subsystem (a)

 subsystem (b)

 subsystem (c)

Remember: Mozilla Firefox is REQUIRED to use ECMS: Course Outline Creation and Management. Firefox is the FHDA district standard. Free download for Windows (95, 98, 2000, XP, Vista), Mac OS X (10.2 and later), and Linux systems.

For training, help, or to report a bug with ECMS, please contact the Curriculum Coordinator.

For resources and other information, see the Curriculum Committee Web Site.

Beta system: TBA
Curriculum Committee Members Only

Scheduling Office / Footnote Schedulers Only:
Footnote Entry System | Schedule Calendar | admin |
ABOUT ECMS

ECMS Main Menu

If you have successfully logged into ECMS your will see the Main Menu page; it displays your name and any courses you have claimed.

Your name

If you have claimed any courses, they will appear here.

Edit your user information  Edit course outline view preferences

Create a new course outline

View a current course outline  Claim a course outline

You must first claim the course outline in order to revise it.

Log Off ECMS
# ECMS Buttons and Links

The buttons and links in ECMS identify the commands they perform.

- Navigation buttons or links
- Create/Edit buttons or links
- View buttons

<table>
<thead>
<tr>
<th>Navigation Button or Link…</th>
<th>Lets you…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return to Main Menu</td>
<td>Return to ECMS main menu.</td>
</tr>
<tr>
<td>Return to Department Listings</td>
<td>View course outlines by department.</td>
</tr>
<tr>
<td>Back</td>
<td>Go back to the previous web page.</td>
</tr>
<tr>
<td>[bottom of page]</td>
<td>Go to the bottom of the current web page.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Create/Edit Button or Link…</th>
<th>Lets you…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add New Entry</td>
<td>Add a new topic, subtopic, section, subsection, or item.</td>
</tr>
<tr>
<td>Set as Complete</td>
<td>Informs the ECMS administrator that you are done revising your course for the final time with implementation of all required/technical cleanup changes requested by the Curriculum Committee.</td>
</tr>
<tr>
<td>Hide All</td>
<td>Expand All</td>
</tr>
<tr>
<td><img src="image" alt="Hide or expand a topic" /></td>
<td>Hide or expand a topic.</td>
</tr>
<tr>
<td><img src="image" alt="Help information on a topic" /></td>
<td>Help information on a topic.</td>
</tr>
<tr>
<td>Create/Edit Button or Link…</td>
<td>Lets you…</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td><strong>Edit Topic Open Statements</strong></td>
<td>To edit or insert an open statement for a topic.</td>
</tr>
<tr>
<td><img src="image" alt="Sort icon" /></td>
<td>Sort subtopics, sections, subsections and items.</td>
</tr>
<tr>
<td><strong>[ Only Sub-Topics ]</strong></td>
<td>Button only applies to topic V. Only display the subtopics, hide the sections, subsections and items.</td>
</tr>
<tr>
<td><strong>Sync Topic II</strong></td>
<td>Synchronize topic V subtopics to topic II.</td>
</tr>
<tr>
<td><img src="image" alt="Edit icon" /></td>
<td>Edit the subtopic, section, subsection, or item.</td>
</tr>
<tr>
<td><img src="image" alt="Delete icon" /></td>
<td>Delete or un-delete a subtopic along with its’ sections, subsections and items.</td>
</tr>
<tr>
<td><img src="image" alt="Move icon" /></td>
<td>Move a subtopic and all of its’ sections, subsections, and items to a new location.</td>
</tr>
<tr>
<td><img src="image" alt="Swap icon" /></td>
<td>Swap the locations of two subtopics (sections, subsections, and items also move with the subtopics).</td>
</tr>
<tr>
<td><img src="image" alt="Save Changes" /></td>
<td>Save the modifications you have made.</td>
</tr>
<tr>
<td><img src="image" alt="Reset" /></td>
<td>Undo the changes you have made in a subtopic, section, subsection or item and default back to the original version; will work only if you did not save the changes yet.</td>
</tr>
<tr>
<td><img src="image" alt="Revert" /></td>
<td>Erase all of the changes you have made since you first claimed the course outline and default back to the original version. Use with caution, if inadvertently revert course outline, it cannot be undone.</td>
</tr>
<tr>
<td>Create/Edit Button or Link…</td>
<td>Lets you…</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td><img src="image" alt="Reset Everything" /></td>
<td>Undo the changes you have made in a subtopic, section, subsection or item and default back to the original version; will work only if you did not save the changes yet.</td>
</tr>
</tbody>
</table>

| ![Clear Sub Labels](image) | Clear the subtopic, section, and subsection labels. |

<table>
<thead>
<tr>
<th>View buttons…</th>
<th>Lets you…</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="O N C" /></td>
<td>[O] = Original version, only old data.</td>
</tr>
<tr>
<td></td>
<td>[N] = New view, new and old data without the bolds and strikeouts.</td>
</tr>
<tr>
<td></td>
<td>[C] = Changed view, new and old data with bolds and strikeouts.</td>
</tr>
</tbody>
</table>
COURSE OUTLINE FORMAT & TERMINOLOGIES

Format and Terminologies

All lecture course outlines must have nine topics, topic I through topic IX; and lab course outlines must carry an additional topic, topic X. The course outline topic headings are not editable; the headings are pre-named by the Curriculum Committee in accordance with Title V language.

I. Course Catalog Information

II. Course Objectives
   This topic is not editable; all changes must be done in topic V.

III. Essential Student Materials
   - If none, indicate “None”.
   - If yes, list the items out; do not use subtopic lettering such as A, B, C, etc.

IV. Essential College Materials
   - If none, indicate “None”.
   - If yes, list the items out; do not use subtopic lettering such as A, B, C, etc.

V. Expanded Course Descriptions
   Always sort and sync to topic II before leaving topic V.

VI. Assignments

VII. Methods of Instruction
   - Select from a list of statements that is appropriate for your course. Do not use subtopic lettering, such as A, B, C, etc.
   - If the statement does not exist, use “Other:” and type in the statement.

VIII. Methods of Evaluating Objectives

IX. Texts and References
   A. Examples of Primary Texts and References:
      - If none, indicate “None” under subtopic IX-A-1.
      - If yes, list out each item as subtopic IX-A-1, IX-A-2, IX-A-3, etc. Use the proper format when listing texts and references.
   
   B. Examples of Supporting Texts and References:
      - If none, indicate “None” under subtopic IX-B-1.
      - If yes, list out each item as subtopic IX-B-1, IX-B-2, IX-B-3, etc. Use the proper format when listing texts and references.

X. Lab Topics (if lab course)
   - List out the lab topics as individual subtopics, such as X-A, X-B, X-C, etc. Expand subtopic by using sections, such as X-A-1, X-A-2, etc.
ECMS uses these terminologies to identify the different Roman numerals, letterings, and numberings in the course outline:

```
TOPIC ----> V. Expanded Description: Content and I

SUBTOPIC ----> A. Accounting's role in society.
                [edit] [delete] [M]

SECTION ----> 1. Identify types of decisions made
                [edit] [delete]

SUBSECTION ----> a. Business
```
REVISING A COURSE OUTLINE

Claiming a Course Outline

You must first claim the course outline in order to revise it. Once you have claimed the course outline, you have complete ownership of it. No one else has access to the course outline until you ask the ECMS administrator to release ownership of the course outline from you.

To claim a course outline:
1. From the main menu click on [List Outlines by Department] link.
2. From the pull down menu, select the department.
3. To view the course outline, click on the course.
4. To claim the course outline click on the [E] next to the course.
5. On the pop up menu click the [OK] button. You will be automatically taken to the edit page after clicking the button.
6. Click on the [Return to Main Menu] link and return to your main menu, the course you have just claimed will appear at the top section of the page.

Welcome Kim Te

Your course outlines:

• ANTH 109 Early Childhood Education Principles and Practices: Cross-Cultural Emphasis

Course that does not have an [E] next to it means that it is not available to be claimed.

This is the list of courses that are available to view or claim. An [E] next to the course means that no one owns it; it is available for claiming.
REVISING A COURSE OUTLINE

Editing Topic I

Effective Quarter and Year, Title, etc

The information provided in Topic I is available both on-line and in the printed course catalog and quarterly class schedule. Please be sure to complete all fields in this section. Accuracy is important. Contact the Curriculum/Catalog Coordinator if you have any questions.

To make changes to the course title, and effective quarter and year fields in Topic I:

1. Click on the [edit] link next to Topic I to enter the edit page.
2. Use the pull down menus to change any of the followings:
   • Course department
   • Course number
   • Degree applicable status
   • Credit status
   • GE
   • Effective quarter, and effective year. (The quarter in which the course is to be effective in the course catalog only.)
3. To change the course title:
   • Use your mouse to highlight the phrase or words you do not want and hit the [Delete] button on your keyboard.
   • Type in the new words or phrase.
4. Click on the [Save Changes] button when you are done making modifications to Topic I.
5. Click on the [Edit View] link to view your changes.
REVISING A COURSE OUTLINE

Editing Topic I
Course Requisites

Only complete the course requisites field if the course has a prerequisite, co-requisite, and/or advisory. Do not abbreviate in this field; use complete word. Example: Advisory: English Writing 1A or English as a Second Language 5.

To edit the requisite field in Topic I:
1. Click on the [edit] link next to topic I to enter the edit page.
2. Locate the requisite field, and use your mouse to highlight the phrase or statement you do not want and hit the [delete] button on your keyboard.
3. To add a new prerequisite, co-requisite or advisory:
   a. Select the proper requisite button, i.e. prerequisite.
   b. If it is a standard requisite, such as an EWRT or MATH course, select from the pull down menu on the left hand side. If it is not a standard requisite, type in the statement.
   c. Repeat step (a) and (b) to add a co-requisite or advisory.
4. Click on the [Save Changes] button when you are done making modifications to Topic I.
5. Click on the [Edit View] link to view your changes.

Example: if your course requires a standard prerequisite and a non-standard prerequisite, type in the prerequisite that is missing.
REVISING A COURSE OUTLINE

Editing Topic I
Formerly, Repeatability, Hour, etc

To make changes to the “Formerly”, “Repeatability”, and “Also Listed As” fields in Topic I:

1. Click on the [edit] link next to Topic I to enter the edit page.
2. Use your mouse to highlight phrases or statements you do not want, and hit the [Delete] button on your keyboard.
3. Type in the statements you want to add.
4. Click on the [Save Changes] button when you are done making modifications to Topic I.
5. Click on the [Edit View] link to view your changes.

Formerly Field - only complete this field if a course number change has been made to this course. Input full "(Formerly...)" statement with parenthesis on both sides of the statement in this field, i.e. (Formerly Administration of Justice 25). DO NOT abbreviate in this field.

Repeatability Field - only complete this field if the course meets Title V and/or De Anza College repeatability guidelines. Input full repeatability statement with parenthesis on both sides of the statement in this field, i.e. (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.)

Hours Field - input the number of lecture, lecture-laboratory, and/or laboratory hours in this field. DO NOT use numerical values in this field. All numerical notations must be spelled-out.

Also Listed As Field - only complete this field if the course is cross-listed with another course(s). Input full "(Also listed as...Student may enroll in either department, but not both, for credit.) statement with parenthesis on both sides of the statement in this field, ex. (Also listed as History 17D.) DO NOT abbreviate in this field.

CAN Info. Field - DO NOT input in this field. Will be completed by the ECMS Administrator.
REVISING A COURSE OUTLINE

Editing Topic I
Course Description

The course description provides a brief description of the course, stating to the student or other institutions the course’s key content areas. Be descriptive and specific in this field. Do not include information about teaching methods and procedures not directly related to course content. Avoid using words and phrases such as "This course...", "Introduction to...", or "Survey of..." If background courses or experiences are desirable (but not requisites or advisories), list them in the description. An example of a good catalog description follows: "Development and execution of short, single-camera-style projects focusing on the skills of directing and editing."

To edit the course description field in Topic I:
1. Click on the [edit] link next to topic I to enter the edit page.
2. Use your mouse to highlight phrases or statements you do not want, and hit the [Delete] button on your keyboard.
3. Type in the statements you want to add.
4. Click on the [Save Changes] button if you done making modifications to Topic I.
5. Click on the [Edit View] link to view your changes.

An exploration of architecture throughout the world, for the purpose of refining visual literacy skills. Works of architecture will be studied comparatively with regard to form and function, and numerous architectural concepts will be examined.
REVISING A COURSE OUTLINE

Editing Topic II

Topic II: Course Objectives

Subtopics (A,B,C,...) in Topic II are automatically tied into Topic V (Expanded Description: Content and Form) subtopics. **To edit these items, edit the subtopics in Topic V.** If the subtopics in Topic II and Topic V fall out of sync, use the "Sync Topic II" link next to Topic V.

Any pre-existing, extra sub-sections need to be moved out of Topic II or deleted. These items will be deleted automatically by ECMS when the outline is finalized.

List desired outcomes in behavioral or performance terms based on Bloom's Taxonomy of Educational Objectives, i.e., what a successful learner is able to do upon completion of the course (not what you are going to do.) These objectives should be quantitatively measurable in terms of the students' performance.

Begin each objective with an action verb, such as those found in Bloom's Taxonomy, that best describes what the learner will do when demonstrating achievement of that objective upon completion of the course. While instructors may vary in their approach to course material, the department as a whole should specify abilities or competencies expected of all students in the course.

For degree-applicable courses:
Specify objectives that require students to think critically and to apply concepts taught in the course in new ways and that include multiple perspectives to new situations. For G.E. courses, specify objectives that illustrate G.E. criteria.
Examples:

- Compare and contrast the doctrines, forms and practices of Judaism, Christianity, and Islam, with an ability to discuss and explain how similar and different issues are dealt with by each religion.
- Interpret test equipment readouts and troubleshooting data in testing and diagnosing machine systems, hydraulic systems and control systems data.
- Examine, analyze and compare multicultural and global perspectives of....
- Evaluate internal forces in a beam and draw shear and bending-moment diagrams.
- To edit Topic IV follow Topic III instructions.
REVISING A COURSE OUTLINE

Editing Topic III and IV

Δ Must indicate “None” for Topic III and Topic IV if there are no essential materials or facilities.

 Topic III: Essential Student Materials
List only special purpose materials essential to the successful completion of the course by the student. Typically, these are materials not normally purchased for general classroom use. Example: "Raw film and photographic paper for courses in photography."

To edit Topic III:
1. Click on the [edit] link underneath topic III to enter the edit page.
2. If there are no required materials, indicate "None".
3. If there are materials, list out the materials.
4. Click on the [Save Changes] button.
5. Click on the [Edit View] link to view your changes.

 Topic IV: Essential College Facilities
List only special purpose facilities or a particular type of classroom that is required. Example: "Dark room, drafting tables, special computer hardware or software, or presentation equipment."

* To edit Topic IV follow Topic III instructions.

III. Essential Student Materials
None

IV. Essential College Facilities
Lecture - Audiovisual equipment (including slide projectors)  
Laboratory - Models, microscopes, prismatic demonstrator, 
Adjunct - Computers and software, reference text collections
REVISING A COURSE OUTLINE

Editing Topic V
Introduction

△ Make it a habit to sort and sync to Topic II before exiting Topic V to ensure that all changes are updated to Topic II.

Subtopics (A,B,C...) in Topic II are automatically tied into Topic V subtopics. Except for deletion, swapping, or moving, changes in Topic subtopics such as revision and addition are automatically updated to Topic II. Deletion, swapping and moving of Topic V subtopics are not automatically updated to Topic II; you must use the [SYNC TOPIC II] link to update these changes to Topic II.

Expand subtopics (A,B,C...) to show the relationship between course objectives and the content/means of accomplishing those objectives. Use full sentence descriptions and

• Show logical relationship of ideas between learning objectives and content.
• Ensure depth and coherent development of content.
• State 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.

For G.E. courses:
Especially important for those courses to be considered general education, include information about teaching methods and procedures directly related to course content, demonstrating critical thinking and showing integration, synthesis, relationships, and interdisciplinary relationships.
REVISING A COURSE OUTLINE

Editing Topic V
Revising a Subtopic, Section or Subsection

△ No need to sync to Topic II for revision and addition of a subtopic, these changes are automatically updated to Topic II.

To revise the contents in a subtopic, section or subsection:

1. Click on the [edit] link located beneath the subtopic you want to modify.

2. Highlight the words or phrase you want to delete and hit the [Delete] button on your keyboard.

3. Type in words or phrase you want to add.

4. Click on the [Save Changes] button.

5. Click on the [Edit View] link to view your changes.
REVISING A COURSE OUTLINE

Editing Topic V
Adding a New Subtopic, Section or Subsection

△ No need to sync to Topic II for revision and addition of a subtopic, these changes are automatically updated to Topic II.

To add a new subtopic, section or subsection:
1. Click on the [Add New Entry] link located at the very top or bottom of the edit page.

2. From the pull down menu, select the proper lettering/numbering for the topic, subtopic, section, subsection and item fields for your new entry. Select a blank for the field if the field does not apply.

3. Type in your statement and click on [Add New Entry] button when done.

4. To add additional subtopic, section or subsection hit the [Clear] button and repeat step (2) and (3).

5. Click on the [Edit View] link to view your new entries.
REVISING A COURSE OUTLINE

Editing Topic V
Deleting and Un-deleting a Subtopic

To delete a subtopic and all of the sections and subsections within that subtopic:
1. Click on the [M] link located beneath the subtopic you want to delete.

   ![V. Expanded Description: Content]
   
   A. Describe, analyze, evaluate, ramifications, [edit][M]

   2. From the pop up menu under the Delete row, check off the [Delete] field and click on the [OK] button.

   ![Delete: Delete Un-delete OK Cancel]

   3. Click on the [AB] button to re-letter all of the subtopics and then click on the [Sync Topic II] button to update the changes to Topic II.

   ![Only Sub-Topics Sync Topic II]

△ Warning! Need to sync to Topic II when you delete, move or swap subtopics. ECMS does not automatically sync these changes to Topic II.

To un-delete a subtopic and all of the sections and subsections within that subtopic:
1. Click on the [M] link located beneath the subtopic you want to un-delete.

2. From the pop up menu under the Delete row, check off the [Un-delete] field and click on the [OK] button.

3. Click on the [AB] button to re-letter all of the subtopics and then click on the [Sync Topic II] button to update the changes to Topic II.
REVISING A COURSE OUTLINE

Editing Topic V  
Deleting a Section or Subsection

To delete a section, subsection or item:
1. Click on the [delete] link beneath the section you want to delete.

2. Click on the [AB] sort button next to Topic V to automatically renumber all sections, subsections and items impacted by the deletion.
REVISING A COURSE OUTLINE

Editing Topic V
Moving a Subtopic

Do not use the edit function to manually re-letter a subtopic, use the move or swap functions instead. The move and swap functions automatically update all sections and subsections within the subtopic to the new location, and the edit function does not. For example, if you want to change subtopic V-C to V-G, use the move function.

To move a subtopic to a new location:
1. Click on the [M] link located beneath the subtopic you want to move.

2. From the pop up menu under the Move to row, use the pull down menu to select the new location (topic and subtopic) you want to move the subtopic to, and then click on the [MOVE] button.

3. Click on the [AB] button to re-letter all of the subtopics and then click on the [Sync Topic II] button to update the changes to Topic II.

Warning! Need to sync to Topic II when you delete, move or swap subtopics. ECMS does not automatically sync these changes.
REVISING A COURSE OUTLINE

Editing Topic V
Swap Subtopics

To do a direct exchange of location between two subtopics use the swap function. This function will relocate all sections, subsections and items when the subtopics are swapped. When swapping locations of two subtopics, such as V-A and V-E, pick one subtopic to work with, it does not matter which one you choose.

How to swap subtopics:
1. Click on the [M] link located beneath the subtopic. Example: V-A.

2. From the pop up menu under the SWAP with row, use the pull down menu to select the new location (topic and subtopic) you want to swap with; and then click on the [SWAP] button. Example: V-E.

Δ Warning! Need to sync to Topic II when you delete, move or swap subtopics. ECMS does not automatically sync these changes.

3. Click on the [AB] button to re-letter all of the subtopics and then click on the [Sync Topic II] button to update the changes to Topic II.
REVISING A COURSE OUTLINE

Editing Topic V
Renumbering a Section or Subsection

To renumber a section or subsection:

1. Click on the [edit] link located beneath the section or subsection you want to renumber.

2. From the pull down menu, select the new lettering/numbering for the section or subsection. Select a blank for the field if the field does not apply.

3. Click on the [Save Changes] button.

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

5. Click on the [AB] sort button next to Topic V to automatically renumber all other sections or subsections impacted by the renumbering.

Δ Do not use this method to renumber a subtopic, use the move or swap function.
REVISING A COURSE OUTLINE

Editing Topic V
Sort Subtopics and Sync with Topic II

It important to sort Topic V and sync to Topic II when you are completely done revising Topic V to ensure that all changes are updated to Topic II. The amount of time it takes ECMS to sort Topic V subtopics and sync to Topic II is dependent on the amount of changes that you have made; however, it should not take more than 5 minutes.

To sort subtopics and sync with Topic II:
1. To sort click on the [AB] button.
2. To sync to Topic II click on the [Sync Topic II] button.

V. Expanded Description: Content and Form  [ ] Only Sub-Topics [Sync Topic II]
REVISING A COURSE OUTLINE

Editing Topic VI and Topic VIII

**Topic VI: Assignments**
List typical assignments required outside of class involving reading and/or writing, including demonstrations of ability to use symbol systems (logic, math, music) or to apply skills - and any other activities. These assignments should reflect the department's minimum expectations for students and serve as a guide for faculty in developing their own syllabi. Degree-applicable courses MUST include tasks/assignments that require students to think critically and apply concepts taught in the course.

*To revise Topic VI follow the instructions in Topic V.*

**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. Methods of evaluation must be consistent with the course objectives and provide an appropriate means to measure achievement of the objectives. For course objectives that involve skills and the "ability to do things", evaluated by observation of performance, state the level of competency required. Methods of evaluation must include a final evaluation procedure (i.e. a final examination).

For degree-applicable courses, grades must be based 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).
- OR Computational or non-computational problem solving exercises, including exam(s), laboratory report(s), fieldwork, homework problems.
- OR Skills demonstrations, including class performance(s), fieldwork, performance/proficiency exam(s).

*To revise Topic VIII follow the instructions in Topic V.*
REVISING A COURSE OUTLINE

Editing Topic VII

All course outlines must have some data under Topic VII, Methods of Instruction. This topic identifies examples of instructional methodology utilized in a course. Use the list provided by ECMS (in section edit mode) when editing this topic to automatically fill in standard statements. The standard opening statement for this topic: Methods of instruction may include, but are not limited to, the following: will automatically be entered by ECMS when the outline is finalized.

The ECMS administrator will automatically create a Topic VII when inputting a course outline into ECMS database, if it is missing please contact the ECMS administrator.

To edit Topic VII (Do not use subtopic lettering):
1. Click on the [edit] link beneath the topic.
2. From the list provided, click on the statements that apply to your course. If it is a unique statement, click on “Other:” and type in the statement. Example: “Other: visit IRS office.”
3. Click on [Save Changes] button.

4. Click on the [Edit View] link to view your changes.
ECMS sets a limit of 5 primary texts and references, and 25 supporting texts and references.

**Editing Topic IX**

**Introduction**

Topic IX, *Texts and Supporting References*, specifies texts and references or list texts and references that the department has evaluated and determined to be representative of college level materials appropriate for the course.

All texts and references must be listed in alphabetical order by the author’s last name, and they must be cited in this format: Author (last name, first name). "Complete title". City of publication: Name of Publisher, Date published.


All course outlines must have the followings under subtopic IX:

- Subtopic IX-A with this heading: "Examples of Primary Texts and References:"
- Section IX-A-1 (indicate “None” if there is no text or reference) otherwise list first primary text or reference.
- Subtopic IX-B with this heading: "Examples of Supporting Texts and References:"
- Section IX-B-1 (indicate “None” if there is no text or reference) otherwise list first supporting text or reference.

### IX. Texts and Supporting References

**A. Examples of Primary Texts and References**

   [edit] [delete]
   [edit] [delete]

**B. Examples of Supporting Texts and References**

   [edit] [delete]
2. Annual reports of various corporations.
   [edit] [delete]
REVISING A COURSE OUTLINE

Editing Topic IX
Editing a Section

Subtopic IX-A and IX-B headings are not editable; ECMS will replace all statements that are inputted with these default statements: “Examples of Primary Texts and Reference:”, and “Examples of Supporting Texts and References:”.

Topic IX can only have two subtopics, IX-A and IX-B. If your old course outline carries additional subtopics, you must: (1). Move the texts and references that you want to keep under subtopic IX-A or IX-B; and (2). Delete the extra subtopics and any other sections you do not want. For instructions on (1) and (2) see Topic V.

To edit the contents in a section:

1. Click on the [edit] link located beneath the section you want to modify.

   IX. Texts and Supporting References
   A. Examples of Primary Texts and References

2. Highlight the words or phrase you want to delete and hit the [Delete] button on your keyboard.

3. Type in words or phrases you want to add.
4. Click on the [Save Changes] button.

5. Click on the [Edit View] link to view your changes.
REVISING A COURSE OUTLINE

Editing Topic IX
Adding a New Section

To add a new section in Topic IX:
1. Click on the [Add New Entry] link located at the very top or bottom of the edit page.

2. From the pull down menu, select the proper lettering/numbering for the topic, subtopic, and section fields for your new entry. Select a blank for the field if the field does not apply.

3. Type in your statement and click on [Add New Entry] button when done.

4. To add additional sections hit the [Clear] button and repeat step (2) and (3).

5. Click on the [Edit View] link to view your new entries.
REVISING A COURSE OUTLINE

Editing Topic IX
Renumbering or Deleting a Section

When you renumber or delete a section, it is not necessary to manually renumber all other sections that are impacted by this modification, use the [AB] sort function instead.

To **renumber** a section in Topic IX:
1. Click on the [edit] link underneath the section you want to renumber.

![Edit Link Example](image)

   **A. Examples of Primary Texts and References**

2. From the pull down menu, select the new lettering/numbering for the topic, subtopic, and section fields.
3. Click on the [Save Changes] button.
4. Click on the [Edit View] link to view your revision.
5. Click on the [AB] sort button next to Topic IX to automatically renumber all other sections impacted by the renumbering.

To **delete** a section in Topic IX:
1. Click on the [delete] link beneath the section you want to delete.

![Delete Link Example](image)

   **A. Examples of Primary Texts and References**

2. Click on the [AB] sort button next to Topic IX to automatically renumber all sections impacted by the deletion.
REVISING A COURSE OUTLINE

Editing Topic X (lab course only)

Topic X: Lab Topics

This topic is required 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; and use the section numbers, for instance X-A-1, X-A-2, etc, to expand on each subtopic.

Topic X Example:
A. Exterior Anatomy: how to identify birds
B. Adaptive Anatomy: feathers, beaks, feet, wing shape, coloration
C. Vocal & Visual Communication
D. Origins and Classification: what is the evidence?
E. Diversity: Non-passerine Families
F. Diversity: Passerine Families
G. Field Trips (6 Labs)
   1. Town Birds: filed techniques for identifying birds
   2. Forest and Chaparral Birds
   3. Marsh and Water Birds
   4. Studying Birds Behavior
   5. Studying Bird Populations & Ecology
   6. Field Identification Quiz

To add Topic X subtopic or section:
1. Click on the [Add New Entry] link located at the very top or bottom of the edit page.

   The heading “Topic X: Lab Topics” will be created when you create the first topic X subtopic.

2. From the pull down menu, select the proper lettering/numbering for the topic, subtopic, section, subsection and item fields for your new entry. Select a blank for the field if the field does not apply.
3. Type in your statement and click on [Add New Entry] button when done.

4. Repeat step (2) and (3) to add additional subtopics or sections.

5. Click on the [Edit View] link to view your new entries.
REVISING A COURSE OUTLINE

Revert Course Outline

At any time during the course of revising your outline you can erase ALL of your changes and go back to the original outline before you started the revision process by using the [Revert ENTIRE Outline] function located under Topic I edit page. Use this function with extreme caution because once you revert your course outline you will lose all modifications that 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.
2. Scroll to the bottom of the edit page, on the left hand corner is the [Revert ENTIRE Outline] button, click on this button.
3. A warning window will pop up; click the [OK] button.
FREQUENTLY ASKED QUESTIONS

I Can’t See the Changes I’ve Made?

Do not panic if you have made a lot of revisions and cannot see them. Before calling the Curriculum Office please take one extra step to confirm that the revised data is missing:

1. Go to your ECMS Home Page and locate the course you were revising. Click on the [N] or [C] links next to the course. The [C] = changed view with bolds and strikeouts, and [N] = new view without any bolds and strikeouts.

2. Using your mouse, scroll through the course outline and locate the area where you have made the revisions and see if they are there, if they are missing contact the Curriculum Office for assistance.
FREQUENTLY ASKED QUESTIONS

How do I Print My Outline and Save it as a PDF File?

To print a copy of your revised course outline:

1. On your main menu, select the format you want to print by clicking on the [C] or [N] link.

2. Click on [Print View] link at the top left corner to view the course outline in a nice printable format. The course outline will now open up in a new tab or window.

3. On the web browser toolbar, go to File and select Print.

4. On the pop up window click on the [Print] button.
To save your revised course outline as a PDF:

1. Follow steps 1-4 on how to print a copy of a revised course outline (page 41).

2. On the print pop up window locate the [PDF] button on the left hand corner. Click on the button and select "Save as PDF".

3. On the save pop up window, make sure that the course number shows in the "Save As" field, otherwise type in the course number manually. Click on "Where" location dropdown menu and choose the location to save your file to.

4. Click on the Save button.
FREQUENTLY ASKED QUESTIONS

What do I Submit to the Curriculum Office?

When you are done revising your course outline in ECMS, here is what you must submit to the Curriculum Office:

• **For a 5-Year Revision:**
  1. The original paperwork plus seven (7) hard copies of your completed Curriculum Proposal Cover Sheet (front/back).
  2. The original paperwork plus seven (7) hard copies of your completed "Content Review Matrix" form with appropriate signatures.
  3. 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. The original paperwork plus seven (7) hard copies of your completed Curriculum Proposal Cover Sheet (front/back).
  2. The original paperwork plus seven (7) hard copies of your completed "Content Review Matrix" form with appropriate signatures.
  3. 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: _____

**A** A matrix form is required for a course prerequisite, co-requisite, and advisory. A new matrix form must be completed every 5 year even if the requisites have not changed.
You must reapply for distance learning request if your course is up for 5-year review and it currently has distance learning mode of delivery.

- **For a Distance Learning Mode of Delivery:**
  1. The original paperwork plus seven (7) hard copies of your completed Curriculum Proposal Cover Sheet (front/back) w/ distance education dean/supervisor signature.
  2. The original paperwork plus seven (7) hard copies of your completed "Request for Approval of Distance Education Delivery" form.
  3. 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: ________ |
FREQUENTLY ASKED QUESTIONS

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 five to six days in advance so that you could make proper arrangement 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 introduce your course for you. The Curriculum Committee will NOT review any courses without the presence of a Curriculum Initiator or division curriculum representative.
FREQUENTLY ASKED QUESTIONS

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:

1. Make any required and technical changes to your course outline in ECMS.

2. Make any recommended changes to your course outline in ECMS. Recommended changes are recommended and do not necessarily need to be made.

3. When you are done with your revisions: click on the [Set as Complete] function in ECMS.

4. Send an email to ecmsadmin@fhda.edu with the following message in the subject field: “Final Course Outline in ECMS Complete: Course #”.

5. Submit any missing forms or paperwork to the Curriculum Office.

If the two-week deadline is not met, the consequences are that the curriculum will not be articulated nor printed in the catalog and schedule. In that event, the curriculum will have to be resubmitted to the Curriculum Committee for review as an action calendar item before the subsequent catalog deadline.