In this presentation, it is assumed that the college user has already collected/drafted the information such as the course description, competencies, learning outcomes, contact minutes, etc. that will be entered in KMS.
First Steps

- College user must contact TCSG to have CPS create a blank course shell.
- College user will then access course shell in Program Management Application to fill in content.

College user must contact TCSG to have the CPS create a blank course shell.

Be prepared to provide the CPS with:
- 4-letter course prefix (new or existing)
- 4-digit course number
- 3) proposed course title – brevity appreciated
Courses Tab

- Press the Courses tab
- The Course Management menu bar then appears
- Select the Course Prefix
- Next select the Course
- Then press the Edit this Course button

**Steps:**

Click on the **Courses tab** to access the desired course. The **Course Management** screen then appears.

Scroll to desired 4-letter **course prefix** and double-click on it.

The next box **Select an existing course number and title** will then fill with all available courses that have that prefix.

Scroll to the desired **course** and double-click on it.

Click on the **Edit this Course** button.
Course Management Tabs

- Course information is entered under the following tabs:
  - Description
  - Course Competencies
  - Learning Outcomes

When a new course is added in KMS, course information is entered under the following tabs: **Description**, **Course Competencies**, and **Learning Outcomes**.

Once data is entered under one tab and the **Save and Continue** button is pressed, the next tab appears.
After pressing **Edit this Course**, this screen - the **Description tab** – appears. The screen for this tab is lengthy so only the top portion is showing on this slide. There are two additional slides for this tab.

When the CPS sets up the course, he/she enters the **Course Title, Banner Course Title, and Standard**.

**Steps:**

Scroll down the screen to access the following fields: **Prerequisites** and **Corequisites**

(We will now advance to the next PowerPoint slide – the college user would simply scroll down the KSM screen.)
This screen shows the middle portion of the Description screen.

**TIP:**  Click on Scroll Bar and type the 4-letter Course Prefix on the Scroll Bar to reach the desired course quicker.

**Steps:**

Select **pre-req course.**

And then click Add button.

Repeat the above steps for an additional pre-req courses.

Repeat the same process for **co-requisites.**

**NOTE:**  If pre-req represents a condition such as “Must be taken in final term” or “Instructor permission” then press the Describe Options radio button and a message box will appear. Type the condition(s) in the box.

Pre-reqs are taken BEFORE this course.

Co-reqs are taken along with this course OR before this course.
Steps:

Enter the **Course Description**.

Click **Save and Continue** to advance to the **Course Competencies** tab.

NOTE: The **Course Description** should be a short paragraph stating the overall competencies and skills covered in this course.

The **Course Length** information is *not* editable in the Description tab; it will fill in later as Course Competencies are entered.
The **Course Competencies tab** should ultimately have 3-5 major topics or competencies covered in the course – think units or chapters.

**Steps:**

Type a competency in the **Course Competency Description** box.

Type contact **minutes** as required for appropriate categories.

Always click **Save** after each competency is entered.

Once all competencies are entered press **Save and Continue** to advance to the Learning Outcomes tab.

**NOTE:** Lab 2 and Lab 3 have drop down descriptions which must be chosen properly. Minutes assigned to competencies in the course are ultimately calculated into course credits. For lecture try and keep to multiples of 750; Lab 2 multiples of 1500, and Lab 3 multiples of 2250.

**Lab Descriptions:**
Demonstration – teacher led or student led  
Internship – on campus or off campus  
Practicum – off campus or instructor directed  
Clinical – off campus  
Lab description options have different WLU calculations.  
Demonstration is a 1.25 multiplier while the other options are 1 multiplier.
As each **Course Competency** is saved, it automatically appears at the bottom of the screen. The total contact minutes will accumulate as each competency is added.
The entered **Course Competencies** automatically appear at bottom of screen as they are saved.
Press **Delete** to remove a Competency.
Press **Edit** to change information in a Competency. When editing a competency, the ability to change its sequence in the list of competencies is available.
As the competencies are entered under the **Course Competencies** tab, they are automatically listed on this screen - the **Learning Outcomes** tab.

Each Course Competency will have 5 to 10 Learning Outcomes. The Learning Outcomes are Bloom’s taxonomy “student will . . .” statements.

**Steps:**

- Select a **Course Competency** by clicking on it. For each Learning Outcome under that Competency follow these steps:

  1. Choose the appropriate **Learning Domain** for the **Learning Outcome** by clicking the Cognitive, Affective, or Psychomotor button.

    **NOTE:** Cognitive is lecture oriented; Affective is student oriented; and Psychomotor is lab oriented.
    Courses showing significant lab hours should show psychomotor domain as well as cognitive.

  2. When the Learning Domain button is clicked, the **Level of Learning** populates with choices. Select the appropriate Level of Learning (by clicking on it) from the menu choices.

*The steps continue on the next Notes Page.*
• Selecting the **Level of Learning** will then cause the **verb** choices to appear in the verb box below.

• Select a verb in the box and type remaining statement in description box.

• Click **Save** to store **Learning Outcome** statement.

• Repeat the above steps for each Learning Outcome.

If a desired verb is not found then unclick the “**Use Bloom’s Taxonomy Verb**” box
The verb you want to use can now be typed in the **Prewords** box or it can begin the description in that box.

**Learning Outcome** statements can come from industry task lists, accrediting bodies, and even from a text book.

**NOTE:** Some verbs repeat across domains.

**ADVICE:** Become familiar with taxonomy choices.
Learning Outcomes automatically appear at bottom of screen as they are saved. They can be edited or deleted once they are saved by scrolling to the bottom of the screen and selecting Edit or Delete next to the LO in question. Click Delete to remove one. Click Edit to change information for a learning outcome.

The listed Learning Outcomes can be re-arranged. Select Edit for the competency that you want to move and then Enter the order in which you wish this Outcome to appear.
Click on the **Review** tab to:
- view the entire course
- use **Highwire** to print the course or save the file to your computer.

This tab allows all the course information to be viewed on a single screen. The information under this tab cannot be edited.

It is also the only tab where the **Highwire** button is located. Use Highwire to print the document and also able to save document to your computer.

Make sure credit hours are even – no decimals.

Make sure statements are correct.

Have CPS review and Lock course.
For Course Assistance

- Call or email me whenever in doubt
- Steve Conway
- 404-679-1669
- sconway@tcsedu