Managing Course Information

Prism

As you build your courses within Prism, you may want to add valuable details which you can share with students, and also use to generate a syllabus.

1. Select Courses from your dashboard or left menu.

Text

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1. Select the Course you’d like to manage.

Table

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1. You’ll be taken to the Course’s About page. The About page will have several sections available for you to manage.

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1. Course Details: add a course description, credit and hour information along with other details and decide if this information should be shared with sites within the Site Resources page.

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1. Attributes: if your program uses curriculum mapping, attributes are a great tool to track important aspects of your curriculum and enable generation of filtered reports based on specific topics, teaching methodology, assessment types, and more.

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1. Faculty & Staff: if any of your faculty members help with managing courses, you’ll first have to give them access to the course before they can see it on their portal.

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1. Provide any details on any pre-requisites and co-requisites.

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1. Add details on textbooks and other resources your students may need.

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1. Add information as to the evaluation criteria that will be used for this course.

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1. Add course policies using the + icon. Edit any existing policies using the pencil icon.

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1. The grading scale at the end of the page will be view-only. Please head over to the Program Details section to make any necessary changes.

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1. Once you have added all necessary information, you can download a word file of your course profile. Click Generate Syllabus at the top of the page.

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1. A drawer will open, and you can select the different sections you’d like to include in your file. Once ready, click Download.

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