



UNIVERSITY OF
CALGARY



Curriculum Links

Administrator Manual

Taylor Institute
for Teaching and Learning

Curriculum Links

Administrator Manual

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Taylor Institute for Teaching and Learning
University of Calgary

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Introduction

Curriculum Links for Administrators

What is curriculum mapping?

The process of associating course outcomes with program-level learning outcomes and aligning elements of courses (e.g. teaching and learning activities, assessment strategies) within a program, to ensure that it is structured in a strategic, thoughtful way that enhances student learning (Dyjur & Kalu, 2017).

At the University of Calgary, curriculum mapping is a required part of curriculum review that must be done periodically for all learning programs.

What is Curriculum Links?

Curriculum Links is an online tool designed to make curriculum mapping simple and easy. The tool enables administrators to set up curriculum projects to gather information entered by instructors about their courses.

For example, a curriculum project can gather information about teaching and learning activities, student assessment methods and how course learning outcomes align with program-level learning outcomes.

Once all courses have been mapped, Curriculum Links will aggregate the data to produce curriculum maps. The maps can then be used by groups to have evidence-informed discussions about the program.

What are the key features of Curriculum Links?

Curriculum Links was designed to meet the needs of instructors and administrators at the University of Calgary.

- | | |
|----------------------------------|--|
| <i>Easy step-by-step process</i> | Curriculum Links walks you through the process to set up a curriculum mapping project. |
| <i>Flexible configuration</i> | Customizable settings for your unique projects. |
| <i>Custom program reports</i> | Generate multiple reports using different subsets of the data. |
| <i>Individual course reports</i> | Create individual course reports for instructors to analyze their courses. |

What is a project in Curriculum Links?

A project in Curriculum Links is typically a program that a student takes. It might be a degree program, a certificate, a minor, or other group of courses that forms a set of courses that students take to achieve the desired learning outcomes.

Administrators will make decisions about what data to collect based on the needs of the curriculum review or curriculum development project and the type of program that is being mapped.

What is the overall process when using Curriculum Links?

Curriculum mapping has three steps:

- 1. Create a curriculum project* An administrator creates a new curriculum project and assigns instructors to map courses in the program.
- 2. Map courses to the program* Instructors map their courses and submit the information.
- 3. Generate reports* Administrators create reports with the aggregate data.

What kinds of users are there?

There are two types of users in curriculum links:

Administrator Administrators set up and manage a curriculum project. They can also generate reports once instructors have submitted courses they have mapped.

Administrators make key decision about what data instructors will enter about their courses. They also identify the courses to be mapped and assign instructors to do the mapping.

Instructor Instructors are assigned courses to map as part of a curriculum project. They map a course and then submit this information in Curriculum Links.

Once submitted, course information can no longer be edited but instructors can view a summary and download a report of the course data.

Who Can Administer a Curriculum Project?

Anybody with a user account on Curriculum Links can administer a new project. However, if it is part of a curriculum review at the University of Calgary, typically the Review Lead(s) will administer the project in Curriculum Links.

The Review Lead(s) will make decisions about what data to collect and settings to use, based on input from instructors. They will identify the mapping scale and which courses need to be mapped. It is critical to spend the necessary time on preparation so that the group gets the data they need for informed decision-making.

The Process of Managing a Curriculum Project

Managing a Curriculum Project

There are three steps in the process of managing a curriculum project:

Set up

The administrator sets up the curriculum project based on the data that are needed for the project.

The administrator then assigns instructors to map courses.

Manage

The administrator can manage and review settings for the project.

The administrator can also manage courses and the submissions of course information by instructors.

Report

The administrator can generate a standard report that aggregates data of submitted courses.

The administrator can also create custom reports using a subset of the data to examine clusters of courses, specializations, first-year courses, and various student pathways through the program.

Set Up

To set up the project, administrators enter key information about the program. They also make decisions about what kind of information to collect when instructors map their courses.

1. *General Information* Enter basic information about the project like the name of the program and the faculty or unit. This information will appear on the reports.

2. *Program-level Learning Outcomes (PLOs)* Enter program-level learning outcomes.

3. *Student Assessment Methods* Decide whether or not to collect information about the assessments that instructors use in a course.

If information about assessments will be collected, set up the way the information will be collected and how much detail is needed.

4. *Teaching and Learning Activities* Decide whether or not to collect information about the teaching and learning activities that instructors use in a course.

If information about teaching and learning activities will be collected, set up the way the information will be collected and how much detail is needed.

5. *Course Outcomes* Decide whether or not to link course outcomes to student assessments and teaching and learning activities.

This decision will affect the types of charts you are able to generate in the reports.

6. *Mapping Learning Outcomes* Select the scale that will be used to map course outcomes to program outcomes. Modify the categories and/or descriptions to suit your program's unique context.

7. *Courses* Add the courses that will be included in the curriculum project and assign an instructor to map courses.

8. *Course-level Questions* If applicable, add additional questions to ask instructors about the course that they are mapping.
-
9. *Submit Settings* Submit the settings to make the project active so that instructors can now map the courses they have been assigned.

Manage

Once the settings for the project have been submitted, the project is active and instructors can map courses that they are assigned. Administrators can also review settings for the project and manage some of those settings (some settings cannot be changed once a course is active). Administrators can also manage and review the courses that instructors are assigned to map.

<i>Manage and Review General Information</i>	<p>Edit project information.</p> <p>Add or delete an administrator.</p> <p>Export project data as a CSV file.</p> <p>Archive or delete a project.</p>
<i>Manage and Review Project Settings</i>	<p>Review and manage settings for:</p> <ul style="list-style-type: none"> Student Assessment Methods. Teaching and Learning Activities. Course Outcomes. Mapping Learning Outcomes. Additional Questions.
<i>Review Program-level Learning Outcomes</i>	<p>Review settings for program-level learning outcomes.</p>
<i>Manage and Review Courses</i>	<p>Notify all instructors or one instructor to map a course.</p> <p>Change status of a course.</p> <p>Add, edit or delete a course.</p> <p>Reorder courses.</p>

Report

Once instructors start to submit the information that they have mapped for a course, these data can be viewed for individual courses or as aggregate data across all courses submitted to date. Administrators can also create a standard report and custom reports.

View Course Summaries View a course summary.

Download a submitted course summary.

View and Customize Charts View and select courses to include, download, and add a chart to a report for different chart types:

learning outcomes alignment.

courses to program-level learning outcomes – summary.

course outcomes to program-level learning outcomes.

assessment methods used, assessment methods timing, assessment levels of understanding.

teaching and learning activities used, activities extent of use.

program outcomes taught and assessed.

course questions.

View and Manage Reports Generate a standard report.

Add a new custom report.

Edit, view, download or delete a report.

Manage charts in a report including editing, moving/copying, and deleting a chart.

Getting Started

Getting Started as a User

About Getting Started

Both types of users, administrators and instructors, need to register for an account, log in and log out.

Register for an account

<https://ucalgary.curriculumlinks.ca>

1. Open a web browser and go to <https://ucalgary.curriculumlinks.ca>
2. Click **Register**.
3. Enter the following information:
 - *Email*: This is your user name and the email address you will use to go in to Curriculum Links. It is recommended that you use your UCalgary account.
You will not be able to change your user name after you register.
 - *Password*: Ensure your password...
 - Contains at least 8 characters
 - Contains at least one lower case letter
 - Contains at least one upper case letter
 - Contains at least one digit
 - Contains at least one special character
 - Does not contain the following characters “ ‘ \$ / \ ` or space
 - *Confirm Password*: Enter the password again to confirm it.
 - *Read and agree to the Curriculum Links User Agreement*.
4. Click **Create an account**.
 - After submitting this form, a verification email will be sent to the email address you entered.
5. Once you receive the verification email, click the **Link** in the email to finish the registration process.

Login

<https://ucalgary.curriculumlinks.ca>

1. Open a web browser and go to <https://ucalgary.curriculumlinks.ca>
2. Click **Login**.
3. Enter the following information:
 - *Email: Enter the email address that you used to register with.*
 - *Password: Enter the password that you used to register with.*
4. Click **Login**.
 - The *My Courses* page will open after you successfully login.

Logout

<https://ucalgary.curriculumlinks.ca>

1. Click **Logout**.
 - The message *"You have been successfully logged out"* will confirm that have logged out.

Recover your password

<https://ucalgary.curriculumlinks.ca>

1. Open a web browser and go to <https://ucalgary.curriculumlinks.ca>
2. Click **Login**.
3. Click **Forgot your password?**
4. Enter the following information:
 - *Email*: Enter the email address that you used to register with.
5. Click **Request password reset**.
 - After submitting this form, an email will be sent to the email address you entered.
6. Once you receive the email, click on the **Link** in the email to create a new password.
 - A browser window will open to the Curriculum Links *Reset Password* page
7. Enter the following information:
 - *Password*: Ensure your password...
 - Contains at least 8 characters
 - Contains at least one lower case letter
 - Contains at least one upper case letter
 - Contains at least one digit
 - Contains at least one special character
 - Does Not contain the following characters “ ‘ \$ / \ ` or space
 - *Confirm Password*: Enter the password again to confirm it.
8. Click **Reset password**.
 - The message “*Your password has been successfully updated*” will confirm that your password has been reset.
 - Click **Go to Sign in Page** to access your account with your new password.


Set up a Curriculum Project

Navigating when Setting Up a Curriculum Project

Method A: Click on the steps at the top of each page

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project”

The name of each step is listed across the top of each page for Current Curriculum Projects. Click on the **name of the step** that you would like to move to.

 Please complete the steps below to set up this curriculum review.

1	2	3	4	5	6	7	8	9
General Information	Program-level Learning Outcomes	Student Assessment Methods	Teaching and Learning Activities	Course Outcomes	Mapping Learning Outcomes	Courses	Course Level Questions	Submit



Method B: Click on the left and right arrows located at the bottom of each page

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project”

To move to the previous step in the process, click on the **left arrow** that indicates the previous step you will move to.

 Previous - Student Assessment Methods

Next - Course Outcomes 



To move to the next step in the process, click on the **right arrow** that indicates the next step that you will move to.

 Previous - Student Assessment Methods


Next - Course Outcomes 



How do you know which step of the process you are currently on?

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project”

The name of the step you are currently on is bolded and the step number is colored green.

 Please complete the steps below to set up this curriculum review.

1	2	3	4	5	6	7	8	9
General Information	Program-level Learning Outcomes	Student Assessment Methods	Teaching and Learning Activities	Course Outcomes	Mapping Learning Outcomes	Courses	Course Level Questions	Submit



Navigating an Active Curriculum Project

Click the Buttons at the top of the page

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project”

Once the settings for a project have been submitted, the status of the project changes from *Not Configured* to *Active*. This means that some settings can no longer be edited.

You can manage and review curriculum project settings and report on individual courses and aggregate data once instructors have finished mapping them.

Click on the on the **name of the section** that you would like to move to.

Curriculum Project Settings

General	Review Settings	Program-level Learning Outcomes	Courses
---------	-----------------	---------------------------------	---------

Reporting

Course Summaries	Charts	Reports	Analysis
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My Curriculum Projects

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects

Curriculum Projects

Curriculum projects you manage are listed below.

Current Curriculum Projects

Curriculum Project	Program/Faculty	Status
--------------------	-----------------	--------

On this web page, you can:

Open an existing project.

Add a new project.

View an archived project.

About projects

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects

A curriculum project is a project in Curriculum Links that has been set up to gather data on a program of study. Administrators can make decisions about what data to collect based on the needs of the curriculum review and the type of program being mapped.

The list of curriculum projects includes projects that you have created or are assigned to as an administrator. From this list, you can choose the curriculum project you want to view.

Each curriculum project in the list has:

Curriculum Project: The name of the program of study that is being mapped.

Program/Faculty: The program, faculty or unit that is mapping the program.

Status: *Not configured:*

A curriculum project in which the settings are in the process of being configured by an administrator.

Before the settings of the curriculum project have been submitted, they can be changed.

To change a curriculum project status to active, you must submit the curriculum project settings once they are complete.

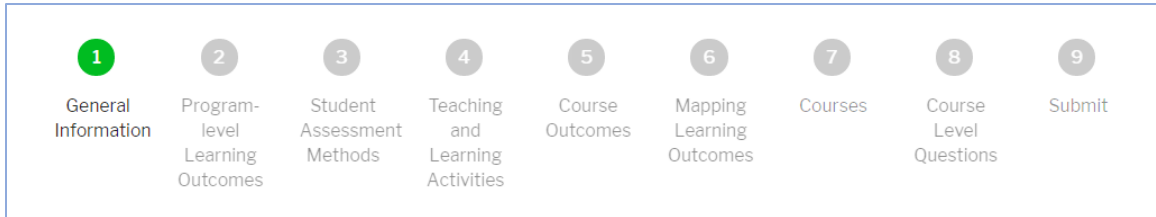
Active:

A curriculum project that has been set up and is available for instructors to map their courses.

Once active, some settings of the curriculum review cannot be changed.

Set up a Project's General Information

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project"



On this web page, you can:

- Edit project information.
- Add or delete administrators.
- Export project data as a CSV file.
- Clone a project.
- Archive a project.
- Delete a project.

Add a project

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects

1. Click + **Add Project**.
2. Enter the following information:
 - *Title (required)*: The title of the curriculum project, typically the name of the program.
 - *Description*: A description of the curriculum project. It is recommended that you include the month and year of the curriculum review (or development).
 - *Program*: The name of the program of study.
 - *Faculty/Unit*: The faculty or unit name which the curriculum project is part of.
3. Do one of the following:
 - To save, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.

Open a project

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects

1. Click the name of the curriculum project that you want to open.
 - For a project that is *Active*, the project settings will open.
 - For a project that is *Not Configured*, the **General Information** step of setting up a project will open.

View an archived project

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects

1. In *Archived Curriculum Projects*, click the name of the curriculum project that you want to open.

Copy an archived project

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects

1. In *Archived Curriculum Projects*, click the name of the curriculum project that you want to open.
2. Click **Clone Project**.
3. Click **Proceed**.
4. Click **Open the new project** if you want to set up the cloned project.
5. Configure the settings of the new project.

Edit project information

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > General Information

1. Click **Edit Information**.
2. Edit the information:
 - *Title (required)*: The title of the curriculum project.
 - *Description*: A description of the curriculum project. It is recommended that you include the month and year of the curriculum review (or development).
 - *Program*: The program which the curriculum project is part of.
 - *Faculty/Unit*: The faculty, department or unit name which the curriculum project is part of.
3. Do one of the following:
 - To save the information, click **Save**.
 - OR
 - To cancel saving the information, click **Cancel**.

About administrators

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > General Information

Administrators set up and manage a curriculum project. They can also generate reports once instructors have submitted courses they have mapped.

Administrators make key decisions about what data instructors will enter about their courses. They also create the courses to be mapped and assign instructors to do the mapping.

Depending on how a curriculum project is set up, it may be helpful to add other administrators to help set up, manage and report on a curriculum project. Keep in mind that administrators can make changes that can affect all aspects of a curriculum project.

Add an administrator

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > General Information

1. Click + **Add Administrator**.
2. Edit the information:
 - *Email address (required)*: This is the email address of the administrator you would like to add. This email will be the user name of the new administrator as well as the contact email for the administrator.
3. Do one of the following:
 - To save, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.

Delete an administrator

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > General Information

1. Beside the email address of the administrator you want to delete, click **Delete**.
2. Do one of the following:
 - To delete, click **Yes, remove**.
 - OR
 - To cancel deleting, click **No, do not remove**.

Export project data as CSV file

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > General Information

1. Click **Export as CSV**.
 - The project data will be processed.
Once processed, you will see the message “*Export completed successfully*”.
 - *Note:* CSV stands for Comma Separated Values.
Most spreadsheet software can read this type of file.
2. Do one of the following:
 - To download, click **Download CSV file**.
The CSV file will download onto your computer.
 - OR
 - To cancel downloading, click **Close**.

Clone a project

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > General Information

1. Click **Clone Project**.
2. Click **Proceed**.
3. Click **Open the new project**.
4. Configure the settings of the new project.

Archive a project

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > General Information

1. Click **Archive project**.
2. Do one of the following:
 - To archive, click **Yes, Archive**.
 - OR
 - To cancel, click **No, Do Not Archive**.

Unarchive a project

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > General Information

1. Click **Unarchive project**.

Delete a project

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > General Information

Be Aware: Deleting a curriculum project will delete all information. You will not be able to recover this information once the curriculum project is deleted.

1. Click **Delete Entire Project**.
2. Do one of the following:
 - To delete, click **Yes, remove this curriculum project**.
 - OR
 - To cancel deleting, click **No, don't remove this curriculum project**.

Note:

If you delete a project, all associated data with that project will be deleted as well.

Set up Program-level Learning Outcomes

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Program-level Learning Outcomes



On this page you can:

Add, edit, or delete a program-level learning outcome.

Reorder program-level learning outcomes.

Add categories and sort the program-level learning outcomes into the categories.

About program-level learning outcomes

Program-level learning outcomes (PLOs) are the knowledge, skills and attributes that students are expected to attain by the end of a program of study. You can add, edit, delete and reorder program outcomes.

You can also add program outcome categories to group outcomes that are similar. PLO categories are not required as part of a curriculum project. However, they can be helpful when analyzing course/program data in reports.

Add a program-level learning outcome

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Program-level Learning Outcomes

1. Click + **Add PLO**.
2. Edit the information:
 - *Title*: A brief name of the PLO that will appear on charts in reports.
 - *Description*: A full statement of the PLO.
 - *Category (if applicable)*: If PLO Categories have been created, select from the list of PLO categories to classify the PLO.
3. Do one of the following:
 - To save, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.

Note:

PLO is the acronym for program-level learning outcome.

Edit a program-level learning outcome

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Program-level Learning Outcomes

1. Beside the program-level learning outcome you want to edit, click **Edit**.
2. Edit the information:
 - *Title*: A brief name of the PLO that will appear on charts in reports.
 - *Description*: A full statement of the PLO.
 - *Category (if applicable)*: If PLO Categories have been added, select from the list of PLO categories to classify the PLO.
3. Do one of the following:
 - To save, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.

Delete a program-level learning outcome

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Program-level Learning Outcomes

1. Beside the program outcome you want to delete, click **Delete**.
2. Do one of the following:
 - To delete, click **Yes, delete this outcome**.
 - OR
 - To cancel deleting, click **No, don't delete this outcome**.

Reorder program-level learning outcomes

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Program-level Learning Outcomes

1. Click **Reorder PLOs**.
2. Click and drag the PLOs you want to move into the order that you want them.
3. Click **Save**.

About categories for program-level learning outcomes

Program categories allow you to group PLOs together for mapping and reporting. For example, if you have several PLOs that relate to research skills, they could be grouped in a category by that name.

Note: PLO categories are not required as part of a curriculum project. However, they can be helpful when analyzing course/program data in reports. If PLO categories have not been created, you will not be able to categorize the PLO.

Add a category to the selection list of PLO categories

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Program-level Learning Outcomes

1. Click + **Add PLO category**.
2. Edit the following information:
 - *Category Name:* The name of the category that can be used to categorize PLOs.
3. Do one of the following:
 - To save, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.

Tip:

Keep the category name short, preferably one or two words to prevent the name from being cut off in the reports.

Edit a PLO category

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Program-level Learning Outcomes

1. Click **Edit** to the right of the PLO category.
2. Edit the following information:
 - *Category Name*: The name of the category that can be used to categorize PLOs.
3. Do one of the following:
 - To save, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.

Delete a category in the selection list of PLO categories

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Program-level Learning Outcomes

1. Beside the category you want to delete, click **Delete**.
2. Do one of the following:
 - To delete, click **Yes, delete this category**.
 - OR
 - To cancel deleting, click **No, don't delete this category**.

Add a program-level learning outcome to an existing category

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > Program-level Learning Outcomes

Note: If categories have been created and you have not yet categorized each PLO, you will see a list of PLOs under **Uncategorized Outcomes**.

1. In the list of uncategorized outcomes, click **Edit** beside the program-level learning outcome you want to categorize.
2. Edit the information:
 - *Category:* Select from a list of PLO categories to classify the type of PLO.
3. Do one of the following:
 - To save, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.

Set up Student Assessment Methods

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Student Assessment Methods



On this web page, you can:

Configure whether or not the project will collect data about student assessment methods.

Select the data format for student assessment methods.

Add or delete options to the selection list of student assessment methods.

Change settings for assessment weight.

Change settings for assessment timing.

Add or delete options to the selection list of assessment timing.

Change settings for identifying the level of understanding.

Add or delete options from the selection list for the level of understanding.

For reporting, select a color for the charts that have assessment data.

About assessment methods

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Student Assessment Methods

These are the range of methods that are used to assess student learning in a course and across a program.

For example, student learning can be assessed by methods such as a quiz, an essay, labs or a group project.

Administrators can set up a project to collect information about the assessments conducted in a course, or if these data are not needed, this feature can be disabled. For example, if you are doing curriculum mapping for new program development, you may not know what student assessment methods will be used in courses that have not yet been approved.

Data on the types of student assessments used in a course can be collected through an open text box or through a selection list containing pre-defined options. Each has advantages and disadvantages. If you select an open text box, instructors will be able to define their assessment methods using their own terminology. However, the resulting data set cannot be used in certain types of charts. If instructors select from a list, there is a chance that they may use a student assessment method that is not on the predefined list. However, you will be able to create charts automatically that look at the frequency count of the different assessment methods, which is not possible with open text fields.

The settings for *assessment methods* in a project can be:

- | | |
|-----------------|--|
| <i>Disabled</i> | This review will NOT collect information about assessment methods. |
| <i>Enabled</i> | This review will collect information about assessment methods (mandatory for the University of Calgary curriculum review process). |

Enable or disable the data collection of student assessment methods

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Student Assessment Methods

1. Click **Change Settings**.
2. Select one of the following:
 - *Enabled*: To collect information about assessment methods as part of a project, click **Enabled**.
 - OR
 - *Disabled*: To not collect information about assessment methods as part of a project, click **Disabled**.
3. If *Enabled* has been selected, select the format to enter assessment methods:
 - *Open Text*: Users will enter assessments in text format, click **Open Text**.
 - OR
 - *Select from list*: Users will select from a list of assessments, click **Select from List**.
4. If *Select from list* has been selected, choose a colour that will show in charts when reports are created.
 - Click on the **Colour Box**.
 - Click on a **Colour** in the table of colours.
5. Do one of the following:
 - To save, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.

Tip:

Open Text: Use this when you want a narrative description of the assessment methods used in the program.

Select from List: Use this option when you want to examine the total number of times that different assessment methods are used across the program. The majority of projects use *Select from List*.

Add options to the selection list of assessment methods

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Student Assessment Methods

Note – Student assessment methods must be enabled with the Select from List option in order to add to the selection list of assessment methods.

1. Click **Edit Options**.
2. To add an assessment method option, click **+ Add assessment method option**.
3. Edit the following:
 - *Assessment Method Options*: Enter the name of the assessment method option, e.g. Essay, Labs, Midterm, etc.
 - *Description Required*: Select or deselect if the assessment requires further description.
4. Do one of the following:
 - To add a new assessment method, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.
5. Do one of the following:
 - To save assessment method options, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.

Delete an option from the selection list of assessment methods

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Student Assessment Methods

1. Click **Edit Options**.
2. Beside the assessment method option you want to delete, click **Delete**.

About assessment – weight

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Student Assessment Methods

Assessment – weight indicates the percentage (%) that the assessment contributes toward students’ final grade in the course. Added together, the weight of all assessments equal 100%.

In a project, if you have enabled the collection of information about student assessment methods, you can choose if the project will collect information on *assessment – weight*.

The settings for *assessment – weight* in a project can be either:

- | | |
|-----------------|---|
| <i>Disabled</i> | This review will NOT collect information about assessment weight. |
| <i>Enabled</i> | This review will collect information about assessment weight. |

Change settings for assessment – weight

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Student Assessment Methods

1. Click **Change Settings**.
2. Select one of the following:
 - *Enabled*: To ask instructors to define what percentage of the final grade each assessment is worth, click **Enabled**.
 - OR
 - *Disabled*: To NOT ask instructors to define what percentage of the final grade each assessment is worth, click **Disabled**.
3. To save or cancel saving the changes to assessment weight, do one of the following:
 - To save, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.

About assessment – timing

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Student Assessment Methods

Assessment – timing indicates when an assessment is conducted during a course.

For example, you might want to capture the week that an assessment is done, so you could provide a list of options including Week 1, Week 2, Week 3, and so on. This information is particularly helpful when students are in a cohort and taking the same courses at the same time. It is not as meaningful when students are taking a variety of courses and instructors are not able to coordinate the timing of assessments.

This information can be collected through an open text box or through a selection list containing pre-defined options.

In a project, if you have enabled the collection of information about assessments, you can choose to collect information on *assessment – timing* or not. The status for *assessment – timing* in a project can be either:

Disabled This review will NOT collect information about *assessment – timing*.

OR

Enabled This review will collect information about *assessment – timing*.

Change settings for assessment – timing

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Student Assessment Methods

1. Click **Change Settings**.
2. Do one of the following:
 - *Enabled*: To ask Instructors to define at what point during the term each assessment occurs, click **Enabled**.

OR

 - *Disabled*: To NOT ask Instructors to define at what point during the term each assessment occurs, click **Disabled**.
3. If *Enabled* has been selected, select the format to use for assessment timing:
 - *Select from list*: Instructors describe the assessment timing used in their course by selecting from a list, click **Select from List**.

OR

 - *Open Text*: Instructors describe the assessment timing used in their course by entering text, click **Open Text**.
4. If *Select from list* has been selected, choose a colour that will show in charts when reports are created.
 - Click on the **Colour Box**.
 - Click on a **Colour** in the table of colours.
5. Do one of the following:
 - To save, click **Save**.

OR

 - To cancel saving, click **Cancel**.

Add options to the selection list for assessment – timing

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Student Assessment Methods

1. Click **Edit Options**.
2. To add an assessment timing option, click **+ Add Assessment Timing Options**.
3. Edit the information:
 - *Assessment Timing Options*: Enter the name of the assessment timing.
 - *Description required*: Select or deselect if the assessment timing requires further description.
 - Do one of the following:
 - To add the timing option, click **Add**.
 - OR
 - To cancel adding the timing option, click **Cancel**.
4. Do one of the following:
 - To save, click **Submit**.
 - OR
 - To cancel saving, click **Cancel**.

Tip: Assessment Timing Options

One strategy is to describe when in the term the assessment is conducted.

For example:

- First few weeks of term
- Middle of the term
- Last few weeks of the term
- End of term

Another strategy is to split the term into weeks. This can be a great strategy for condensed courses.

Delete options from the selection list for assessment timing

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > Student Assessment Methods

1. Click **Edit Options**.
2. Beside the assessment – timing option, click **Delete**.
3. Do one of the following:
 - To save, click **Submit**.
 - OR
 - To cancel saving, click **Cancel**.

About assessment – level of understanding

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Student Assessment Methods

Assessment – level of understanding indicates the level of understanding that the assessment is designed to assess.

For example, a common hierarchy that describes increasing levels of understanding is Bloom’s taxonomy:

Remember
Comprehend
Apply
Analyze
Evaluate
Create

Another example to consider is:

Introduced
Practiced
Demonstrated

This information can be collected through an open text box or through a selection list containing pre-defined options.

In a project, you can choose to collect information on *assessment – level of understanding* or not. The status for *assessment – level of understanding* in a project can be:

Disabled This review will NOT collect information about *assessment – level of understanding*.

Enabled This review will collect information about *assessment – level of understanding*.

Change settings for assessment – level of understanding

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Student Assessment Methods

1. Click **Change Settings**.
2. Do one of the following:
 - *Enabled*: Instructors will be asked to define level of understanding for each assessment method as part of a curriculum project, click **Enabled**.

OR

 - *Disabled*: Instructors will NOT be asked to define level of understanding for each assessment method as part of a curriculum project, click **Disabled**.
3. If *Enabled* has been selected, select the format to use for level of understanding:
 - *Select from list*: To have Instructors describe the level of understanding for a student assessment by selecting from a list, click **Select from List**.

OR

 - *Open Text*: To have Instructors describe the assessment level of understanding for a student assessment by entering text, click **Open Text**.
4. If *Select from list* has been selected, choose a colour that will show in charts when reports are created.
 - Click on the **Colour Box**.
 - Click on a **Colour** in the table of colours.
5. Do one of the following:
 - To save, click **Save**.

OR

 - To cancel saving, click **Cancel**.

Add an option to the selection list of level of understanding

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Student Assessment Methods

Note: You can add individual options to the selection list. However, you can choose to add a pre-established list instead by choosing to see examples and then selecting a list. To see how to add a pre-established list, see the procedure “Add a pre-defined list for the selection list of level of understanding”.

1. Click **Edit Options**.
2. To add a level of understanding option, click + **Add Level Option**.
3. Edit the following:
 - *Level of Understanding Options:* Enter the name of the level of understanding.
 - *Description Required:* Select if the level of understanding option requires a description from instructors while they are mapping their courses.
4. Do one of the following:
 - To save the option, click **Save**.
 - OR
 - To cancel saving the option, click **Cancel**.

Delete an option from the selection list for level of understanding

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Student Assessment Methods

1. Click **Edit Options**.
2. Beside the level of understanding option you want to delete, click **Delete**.
3. Do one of the following:
 - To save the option, click **Save**.
 - OR

— To cancel saving the option, click **Cancel**.

Add a pre-defined list for the selection list of level of understanding

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Student Assessment Methods

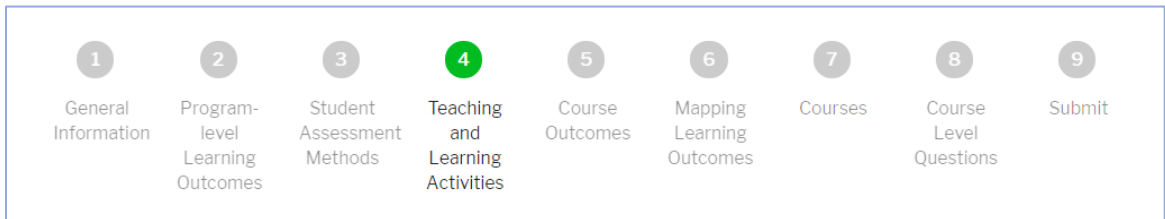
Note: You can add individual options to the selection list. However, you can choose to add a pre-established list instead by choosing to see examples and then selecting a list. To see how to add individual options to the list, see the procedure “*Add individual options to the selection list of level of understanding*”.

1. Click **Edit Options**.
2. To use a pre-defined selection list of levels of understanding,
 - Click on **Show Examples**.
 - Click **+ Use this set** from the examples.

All of the options will automatically be added to the list.
3. Do one of the following:
 - To save the pre-defined list of options, click **Save**.
 - OR
 - To cancel saving the pre-defined list of options, click **Cancel**.

Set up Teaching and Learning Activities

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > Teaching and Learning Activities



On this web page, you can:

Enable and disable data collection on teaching and learning activities.

Select whether the format for collection information will be to select from a defined list or use an open text box.

Add or delete options from the selection list of activities.

Configure settings for extent of use.

Add or delete options from the activities extent of use.

For reporting, select a color for the charts that have data for teaching and learning activities.

About teaching and learning activities

<https://ucalgary.curriculumlinks.ca> > [My Curriculum Projects](#) > [“Curriculum Project”](#) > [Teaching and Learning Activities](#)

Teaching and learning activities are the activities in a course that are designed to help students learn, typically directed towards achieving a course outcome.

For example, instructors can use lectures, group projects, and field trips to support student learning. Activities can be designed to support student learning towards achieving a single course outcome or across several outcomes.

Administrators can set up a project to collect information about the teaching and learning activities conducted in a course or not. This information can be collected through an open text box or through a selection list containing pre-defined options.

The settings for teaching and learning activities in a project can be:

- | | |
|-----------------|--|
| <i>Disabled</i> | This review will NOT collect information about activities. |
| <i>Enabled</i> | This review will collect information about activities. |

Change settings for teaching and learning activities

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > Teaching and Learning Activities

1. Click **Change Settings**.
2. Do one of the following:
 - *Enabled*: To enable the collection of information about teaching and learning activities used in each course, click **Enabled**.

OR

 - *Disabled*: To disable the collection of information about teaching and learning activities used in each course, click **Disabled**.
3. If *Enabled* has been selected, select the format to use for collecting the data:
 - *Open Text*: To have Instructors describe teaching and learning activities used in a course by entering text, click **Open Text**.

OR

 - *Select from list*: To have Instructors describe teaching and learning activities in a course by selecting from a list, click **Select from List**.
4. If *Select from list* has been selected, choose a colour that will show in charts when reports are created.
 - Click on the **Colour Box**.
 - Click on a **Colour** in the table of colours.
5. Do one of the following:
 - To save, click **Save**.

OR

 - To cancel saving, click **Cancel**.

Add an option to the selection list of activities

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > Teaching and Learning Activities

1. Click **Edit Options**.
2. Click + **Add Teaching and Learning Activity Option**.
3. Edit the following:
 - *Teaching and Learning Activity Option*: Enter the name of the option.
 - *Description Required*: Select or deselect if this option requires a description.
4. To save or cancel saving the changes to the option, do one of the following:
 - To save, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.
5. To save or cancel saving changes to the selection list, do one of the following:
 - To save, click **Submit**.
 - OR
 - To cancel saving, click **Cancel**.

Delete an option from the selection list of activities

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Teaching and Learning Activities

1. Click **Edit Options**.
2. Click **Delete** beside the option you want to delete.
3. Do one of the following:
 - To save, click **Submit**.
 - OR
 - To cancel saving, click **Cancel**.

About teaching and learning activities – extent of use

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Teaching and Learning Activities

Teaching and Learning Activities – extent of use indicates the extent to which a teaching and learning activity is used in a course.

For example, the group may want to understand how often particular types of teaching and learning activities are used across courses – so an example hierarchy of extent of use could be: rarely, occasionally, frequently, usually.

Administrators can set up a project to collect information about the teaching and learning activities conducted in a course or not. This information can be collected through an open text box or through a selection list containing pre-defined options.

The settings for *teaching and learning activities – extent of use* in a project can be:

<i>Disabled</i>	This review will NOT collect information about <i>activities – extent of use</i> .
<i>Enabled</i>	This review will collect information about <i>activities – extent of use</i> .

Change settings for activities extent of use

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > Teaching and Learning Activities

1. Click **Change Settings**.
2. Do one of the following:
 - *Enabled*: To enable the collection of information about activities extent of use, click **Enabled**.

OR

 - *Disabled*: To disable the collection of information about activities extent of use, click **Disabled**.
3. If *Enabled* has been selected, select the format to use for level of understanding:
 - *Select from list*: To have Instructors describe activities extent of use by selecting from a list, click **Select from List**.

OR

 - *Open Text*: To have Instructors describe activities extent of use by entering text, click **Open Text**.
4. Do one of the following:
 - To save, click **Save**.

OR

 - To cancel saving, click **Cancel**.

Add an option to the selection list of activities – extent of use

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Teaching and Learning Activities

Note: You can add individual options to the selection list. However, you can instead choose to add an entire pre-established list instead by choosing to see examples and then choosing one list. To see how to add a pre-established list, see the procedure “*Add a pre-defined list for the selection list of activities – extent of use*”.

1. Click **Edit Options**.
2. To add an option, click + **Add a Teaching and Learning Extent Option**.
3. Edit the following:
 - *Extent of Use Option*: Enter the name of the extent of use option.
 - *Description Required*: Select or deselect if this level of understanding option requires a description.
4. Do one of the following:
 - To save, click **Submit**.
 - OR
 - To cancel saving, click **Cancel**.

Delete an option from the selection list of activities – extent of use

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Teaching and Learning Activities

1. Click **Edit Options**.
2. Beside the option you want to delete, click **Delete**.
3. Do one of the following:
 - To save, click **Submit**.
 - OR
 - To cancel saving, click **Cancel**.

Add a pre-defined list for the selection list of activities – extent of use

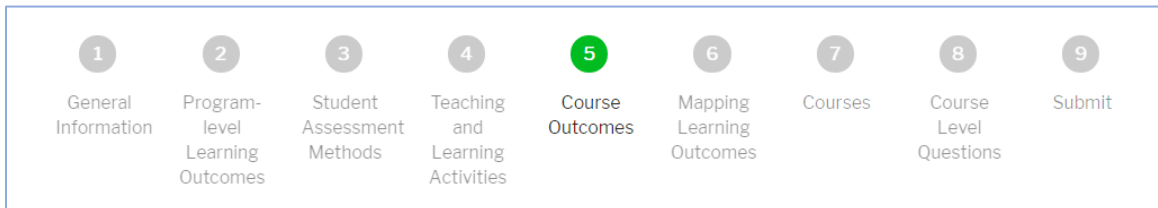
<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Teaching and Learning Activities

Note: You can add individual options to the selection list. However, you can instead choose to add an entire pre-established list instead by choosing to see examples and then choosing one list. To see how to add individual options, see the procedure “Add an option to the selection list of activities – extent of use”.

1. Click **Edit Options**.
2. Click **Show Examples**.
3. On the list you would like to use, click **Use this set**.
4. Do one of the following:
 - To save, click **Submit**.
 - OR
 - To cancel saving, click **Cancel**.

Set up Course Outcomes

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Course Outcomes



On this web page, you can:

Enable or disable the feature that will link student assessment methods to course outcomes when instructors are mapping their courses.

Enable or disable the feature that will link teaching and learning activities to course outcomes when instructors are mapping their courses.

Add, edit or delete additional questions relating to course outcomes that instructors will answer when mapping their courses.

About course outcomes and assessment methods

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Course Outcomes

In a project, it may be helpful to capture which assessment methods are used to assess student learning of individual course outcomes. Setting up the project to capture this information means that instructors will be asked to select which assessment methods they use for each course outcome, prompting them to think about course design. The data can then be aggregated to see how particular outcomes are being assessed across a program of study.

The status for assessment methods for each course outcome in a project can be:

<i>Disabled</i>	This review will NOT collect information about assessment methods for each course outcome.
<i>Enabled</i>	This review will collect information about assessment methods for each course outcome.

Change settings for course outcomes and assessment methods

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Course Outcomes

1. Click **Change Settings**.
2. Do one of the following:
 - *Enabled*: To enable the collection of information about assessment methods for each course outcome, click **Enabled**.
 - OR
 - *Disabled*: To disable the collection of information about assessment methods for each course outcome, click **Disabled**.
3. Do one of the following:
 - To save, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.

Tip:

Certain types of reports require that instructors identify which student assessment methods they use for each course outcome.

About course outcomes and teaching and learning activities

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Course Outcomes

In a project, it may be helpful to capture which teaching and learning activities are used to support learning in individual course outcomes. Setting up the project to capture this information means that instructors will be asked to select which activities they use for each course outcome.

In a project, you can choose to collect information about activities for each course outcome or not.

The status for assessment methods for each course outcome in a project can be:

- | | |
|-----------------|--|
| <i>Disabled</i> | This review will NOT collect information about teaching and learning activities for each course outcome. |
| <i>Enabled</i> | This review will collect information about teaching and learning activities for each course outcome. |

Change settings for course outcomes and teaching and learning activities

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Course Outcomes

1. Click **Change Settings**.
2. Do one of the following:
 - *Enabled*: To enable the collection of information about activities for each course outcome, click **Enabled**.
 - OR
 - *Disabled*: To disable the collection of information about activities for each course outcome, click **Disabled**.
3. Do one of the following:
 - To save, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.

Tip:

Certain types of reports require that instructors identify which teaching and learning activities they use for each course outcome.

About questions about course outcomes

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Course Outcomes

On the Course Outcomes page, you can write additional questions for instructors to answer about each course outcome when they are mapping their course. You will have the opportunity to ask instructors questions about the course as a whole on step 8, Course Level Questions.

Possible question types include open text, checkbox, and radio buttons.

Add a question about course outcomes

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > Course Outcomes

1. Click + **Add Question**.
2. Edit the following:
 - *Question*: Enter the question to be asked about each course outcome.
3. For *Answer Type*, select one of the following formats:
 - Open text*: Instructors will be asked to answer the question in an open text format.
 - Checkbox*: Instructors will be asked to select all options that apply from the list.
 - Radio buttons*: Instructors will be asked to choose one option from the list.
4. If *Checkbox* OR *Radio buttons* is selected, click + **Add Answer Option**.
Edit the following:
 - *Answer Option*: Enter the answer option.
 - *Required Description (optional)*: Check if the option requires description.Do one of the following:
 - To save the option, click **Save**.OR
 - To cancel saving the option, click **Cancel**.
5. Repeat step 4 until you have added all desired answer options.
6. Do one of the following:
 - To save the question, click **Save**.OR
 - To cancel saving the question, click **Cancel**.

Edit a question about course outcomes

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > Course Outcomes

1. Beside the question you want to edit, click **Edit Question**.
2. Edit the following:
 - *Question*: Enter the question to be asked about each course outcome.
3. For *Answer Type*, select one of the following formats:
 - Open text*: Instructors will be asked to answer the question in an open text format.
 - Checkbox*: Instructors will be asked to select all options that apply from the list
 - Radio buttons*: Instructors will be asked to choose one option from the list
4. If *Checkbox* OR *Radio buttons* is selected, click **+Add Answer Option**.

Edit the following:

 - *Answer Option*: Enter the answer option:
 - *Required Description (optional)*: Check if the option requires description.

Do one of the following:

 - To save the option, click **Save**.

OR

 - To cancel saving the option, click **Cancel**.
5. Repeat step 4 for each option that you want to add.
6. Do one of the following:
 - To save the question, click **Save**.

OR

 - To cancel saving the question, click **Cancel**.

Delete an option for an additional question about course outcomes

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Course Outcomes

1. Beside the question you want to edit, click **Edit Question**.
2. To the right of the answer option you want to remove, click **Delete**.
3. Do one of the following:
 - To save, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.

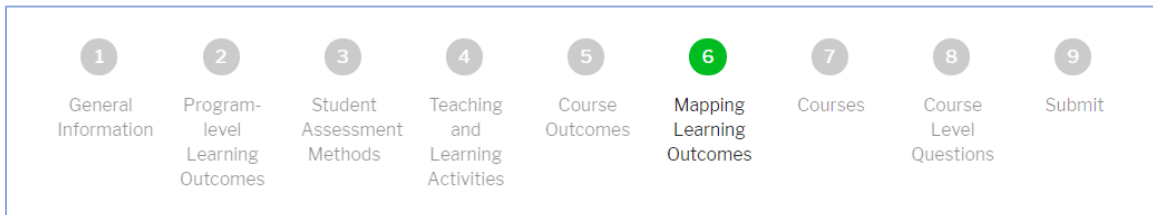
Delete a question about course outcomes

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Course Outcomes

1. Beside the question you want to delete, click **Delete This Question**.
2. Do one of the following:
 - To delete, click **Yes, delete this question**.
 - OR
 - To cancel deleting, click **No, don't delete this question**.

Set up Mapping Learning Outcomes

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > Mapping Learning Outcomes



On this web page, you can:

Select a sample mapping scale.

Add, edit or delete a mapping scale level.

Reorder levels of the mapping scale.

Edit the description of a mapping scale level.

Edit the color of a level of a mapping scale as it will appear on reports.

About the mapping scale

The *mapping scale* is the scale that will be used to indicate the degree to which a program-level learning outcome is addressed by a course outcome, or the degree of alignment between the course outcome and program-level learning outcome. The administrators set up the mapping scale that all instructors will use to map their courses within that project.

For example, a mapping scale could be based around the concept of student ability and at what level an individual course outcome helps develop a student's ability in a program outcome.

A scale like this could contain the levels: Introduced, Developing, Advanced. Two program outcomes might contribute to two program outcomes at different levels using this mapping scale. For example:

	PLO 1	PLO 2
Course Outcome 1	NA (no alignment)	Introduced
Course Outcome 2	Developing	Advanced

Different mapping scales will suit different programs. The descriptions of the scale levels are also important and ideally will be discussed and edited by the group that is doing the mapping so that they have a solid understanding of the scale levels, which will increase the validity of the data. For more information, please see the guide on curriculum mapping at:

<https://taylorinstitute.ucalgary.ca/sites/default/files/Curriculum/Curriculum%20Mapping%20UPDATED%202019.pdf>

Use a pre-defined mapping scale

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > Mapping Learning Outcomes

1. Click **Show Sample Mapping Scale**.
2. On the mapping scale you would like to use, click + **Use this Mapping Scale**.
3. To replace or not replace your existing mapping scale with the sample mapping scale, do one of the following:
 - To replace, click **Yes, proceed**.
 - OR
 - To cancel, click **No, do not replace**.

Add a level to the mapping scale

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > Mapping Learning Outcomes

1. Click + **Add New Level**.
2. Edit the following:
 - *Title (required)*: The title of the mapping level.
 - *Abbreviation*: The abbreviation of the mapping level which will appear in the cells of a mapping chart. It is therefore suggested that you use one or two letters only.
 - *Description*: A description of the mapping scale level that instructors will use when making decisions about the extent to which their course outcomes align with PLOs.
 - *Color*: Choose a colour that will show in charts when reports are created.

Click on the **Colour Box**.

Click on a **Colour** in the table of colours.

3. Do one of the following:
 - To save, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.

Tip:

Discuss the mapping scale, including levels and descriptions as a group so that instructors who are mapping their courses have a similar understanding of it and use it the same way.

Delete a level of the mapping scale

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Mapping Learning Outcomes

1. Beside the level of the mapping scale you want to delete, click **Delete**.
2. Do one of the following:
 - To delete, click **Yes, delete**.
 - OR
 - To cancel deleting, click **No, don't delete**.

Edit a level of the mapping scale

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Mapping Learning Outcomes

1. Beside the level of the mapping scale you want to edit, click **Edit**.
2. Edit the following:
 - *Title (required)*: The title of the curriculum project.
 - *Abbreviation*: The abbreviation of the mapping level which will appear in the cells of a mapping chart. It is therefore suggested that you use one or two letters only.
 - *Description*: A description of the mapping scale level that instructors will use when making decisions about the extent to which their course outcomes align with PLOs.
 - *Color*: Choose a colour that will show in charts when reports are created.
 - Click on the **Colour Box**.
 - Click on a **Colour** in the table of colours.
3. Do one of the following:
 - To save, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.

Reorder levels of the mapping scale

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > Mapping Learning Outcomes

1. Click **Re-order Levels**.
2. Click and drag the levels you want to move into the order that you want them.
3. Do one of the following:
 - To save the new order, click **Save**.
 - OR
 - To cancel saving the new order, click **Cancel**.

Set up Courses to be Mapped

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Courses



On this web page, you can:

Add, edit, or delete a course to be mapped.

Reorder courses to be mapped.

Assign courses to individuals who will be responsible for mapping them (usually the course instructor).

Change the status of a course.

About courses to be mapped

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Courses

A *course* is a unit of instruction that will be recorded on the student transcript with a final letter grade. Courses can have different credit or unit values.

(from <https://www.ucalgary.ca/pubs/calendar/current/glossary-of-terms.html>)

A *program* is a set of courses, a number of which may be mandatory and of a specialized nature, leading toward a particular degree.

(from <https://www.ucalgary.ca/pubs/calendar/current/glossary-of-terms.html>)

In a curriculum project, the courses to be mapped are defined by the administrator based upon the goals and needs of the project. Once a list of courses to be mapped is determined, these courses can be added to the project and have an instructor assigned to map them.

It is possible to include learning opportunities in your curriculum mapping project by labeling them in a different way. For example, non-credit learning opportunities could be given a different code (E.g. PD for a professional development course).

Add a course to be mapped

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > Courses

1. Click **+ Add Course**.

2. Edit the following:

— *Code*: The code of the course (for example, PSYC for a psychology course).

— *Number*: The number of the course.

— *Title*: The title of the course.

— *Year*: The year of the course (optional).

— *Semester*: The semester the course is offered (optional).

— *Section*: The section number of the course (optional).

— *Required*: Is this course required by the program?

Select *Required*

OR

Select *Not Required*

3. To assign an Instructor to map the course, click **+ Add Instructor**.

Edit the following:

— *Assigned to*: Enter the e-mail address of the instructor that will map the course.

OR

— *Assign Self*: To assign yourself to map the course, click **Assign Self**.

4. Do one of the following:

— To save, click **Save**.

OR

— To cancel saving, click **Cancel**.

Tip:

A course can be assigned to more than one person. This is particularly helpful when there is more than one instructor assigned to a course, or when there are teaching assistants who teach the labs or seminars.

Edit a course to be mapped

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > Courses

1. Click **Edit Course**.
2. Edit the following information:
 - *Code*: The code of the course (for example, PSYC for a psychology course).
 - *Number*: The number of the course.
 - *Title*: The title of the course.
 - *Year*: The year of the course (optional).
 - *Semester*: The semester the course is offered (optional).
 - *Section*: The section of the course (optional).
 - **Required**: Is this course required by the program?
 - Select *Required*
 - OR
 - Select *Not Required*
3. To assign an instructor to map the course, click + **Add Instructor**.
Edit the following:
 - *Assigned to*: Enter the e-mail address of the instructor that will map the course.
 - OR
 - *Assign Self*: To assign yourself to map the course, click **Assign Self**.
4. To delete an Instructor, click **Delete** beside the instructor that you want to delete.
5. Do one of the following:
 - To save, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.

Delete a course to be mapped

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > Courses

1. Beside the course that you want to delete, click **Delete Course**.
2. Do one of the following:
 - To delete, click **Yes, delete the course**.
 - OR
 - To cancel deleting, click **No, don't delete the course**.

Reorder courses to be mapped

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > Courses

1. Click **Re-order Courses**.
2. Click and Drag the courses into the order that you want them.
3. Do one of the following:
 - To save the new order, click **Save**.
 - OR
 - To cancel saving the new order, click **Cancel**.

Change status of a course

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Courses

1. To the right of the course in which you want to change the status, click **Change Status**.
2. Set status to one of the following:
 - Select *In progress* if the instructor needs to make changes or add information.

OR
 - Select *Submitted* if the instructor is finished mapping the course.
3. Do one of the following:
 - To save the status, click **Save**.

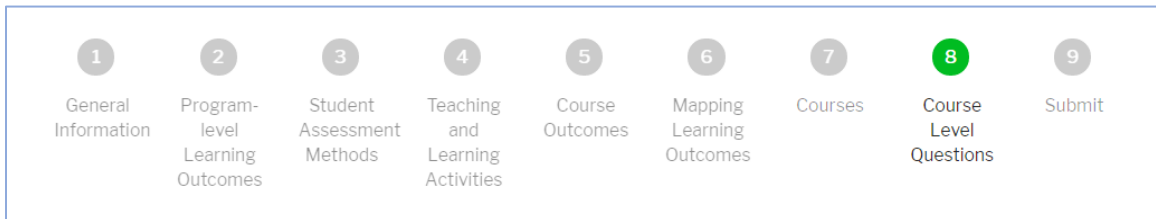
OR
 - To cancel saving the status, click **Cancel**.

Tip:

If an instructor needs to make changes after they have submitted their course mapping, the administrator can “release” it back to them by changing the status from *Submitted* to *In progress*.

Set up Course Level Questions

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Course Level Questions



On this web page, you can:

Add, edit or delete an additional question at the course level.

Add, edit or delete analysis questions that will appear on course reports for instructors to consider.

Select from a list of analysis questions that will appear on course reports for instructors to consider.

About additional questions at the course level

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Course Level Questions

In a project, you can ask instructors additional questions about the course (as a whole) that they are mapping. You can add those questions here, using either an open text format, checkbox, or radio buttons.

Additional questions can relate to faculty or institutional priorities, content in a program, or any other information that the group wants to investigate. A couple of examples are provided below.

Open text box	How do you incorporate Indigenous perspectives in your course?	(Open text box for responses)
Checkbox	Which of the following collaborative activities do students do in the course? Check all that apply.	Discussions Peer review Group project (and so on)
Radio buttons	Does this course have labs?	Yes No

About analysis questions for the course

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Course Level Questions

After instructors have finished mapping their course, they have the option to download a course report. The administrator can select analysis questions that will appear on the course report that prompt instructors to think about their course design. Administrators can select analysis questions from a list and/ or include their own analysis questions.

Add a question at the course level

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Course Level Questions

1. Click + **Add Question**.
2. Edit the following information:
 - *Question*: Enter the question to be asked about the course.
 - *Answer Type*: Select one of the following formats:
 - Open text*: Instructors will be asked to answer the question in an open text format.
 - Checkbox*: Instructors will be asked to select all options that apply from a list.
 - Radio Buttons*: Instructors will be asked to choose one option from a list.
3. If *Checkbox* OR *Radio Buttons* is selected, click + **Add Answer Option**.
Edit the following:
 - *Answer Option*: Enter the answer option:
 - *Description (optional)*: Check if the option requires description.Do one of the following:
 - To save the option, click **Save**.OR
 - To cancel saving the option, click **Cancel**.
4. Repeat step 3 until you have added all the responses to the question.
5. Do one of the following:
 - To save the question, click **Save**.OR
 - To cancel saving the question, click **Cancel**.

Edit a question at the course level

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Course Level Questions

1. Below the question you want to edit, click **Edit**.
2. Edit the following:
 - *Question*: Enter the question to be asked about the course.
 - *Answer Type*: Select one of the following formats
 - Open text*: Instructors will be asked to answer the question in an open text format.
 - Checkbox*: Instructors will be asked to select all options that apply from a list.
 - Radio Buttons*: Instructors will be asked to choose one option from a list.
3. Do one of the following:
 - To save the question, click **Save**.
 - OR
 - To cancel saving the question, click **Cancel**.

Delete an answer option at the course level

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Course Level Questions

1. Below the question with the answer option you want to delete, click **Edit**.
2. To the right of the answer option you want to delete, click **Delete**.
3. Do one of the following:
 - To save the question, click **Save**.
 - OR
 - To cancel saving the question, click **Cancel**.

Delete an additional question at the course level

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Course Level Questions

1. Beside the question you want to delete, click **Delete**.
2. Do one of the following:
 - To delete the question, click **Yes, delete**.
 - OR
 - To cancel deleting the question, click **No, don't delete**.

Select analysis questions from examples to course reports

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Course Level Questions

1. Click + **Select from Examples**.
2. Select the questions you want to appear on course reports to the right of each question.
3. Do one of the following:
 - To add the questions to course reports, click **Submit**.
 - OR
 - To cancel adding the questions to course reports, click **Cancel**.

Add analysis questions to course reports

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Course Level Questions

1. Click + **Add Analysis Question**.
2. Type in the question you would like to appear on course reports.
3. Do one of the following:
 - To add the question to course reports, click **Save**.

OR

 - To cancel adding the question to course reports, click **Cancel**.

Edit an analysis question

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Course Level Questions

1. To the right of the question you want to edit, click **Edit**.
2. Type in the edits.
3. Do one of the following:
 - To save the edits, click **Save**.

OR

 - To cancel the edits, click **Cancel**.

Delete an analysis question from course reports

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Course Level Questions

1. To the right of the question you want to delete, click **Delete**.
2. Do one of the following:
 - To delete the question, click **Yes, delete**.
 - OR
 - To cancel deleting the question, click **No, don't delete**.

Before You Submit Settings

Some charts can only be created if the associated data have been collected. Before you submit settings, consider what data and reporting you want at the end of the mapping process.

<i>Learning Outcomes Alignment</i>	Generated for all projects.
<i>Courses to PLOs Summary</i>	Generated for all projects.
<i>Course Outcomes per PLO</i>	Generated for all projects.
<i>List of Learning Outcomes</i>	As long as instructors have accurately recorded their course outcomes, this list can be generated for all projects.
<i>Student Assessment Methods</i>	To view this chart the project administrator has to enable the collection of student assessment methods data and instructors have to add the information for their courses.
<i>Teaching and Learning Activities</i>	To view this chart the project administrator has to enable the data collection of teaching and learning activities and instructors have to add the information for their courses.
<i>PLOs Taught and Assessed</i>	The administrator has to configure several settings to view this series of charts. Instructions can be found in this section.
<i>Course Questions</i>	The administrator has to set up one or more course questions in order to view charts in this section.

Configure your project to get the chart “PLOs Taught and Assessed”

1. In Student Assessment Methods, change settings so that the project is enabled to collect information about assessment methods using the *Select from List* format.

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Student Assessment Methods

2. In Student Assessment Methods, add options to include the range of responses that you would like included in the charts.

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Student Assessment Methods

3. In Teaching and Learning Activities, change settings so that the project is enabled to collect information about teaching and learning activities using the *Select from List* format.

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Teaching and Learning Activities

4. In Teaching and Learning Activities, add options to include the range of responses that you would like included in the charts.

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Teaching and Learning Activities

5. In Course Outcomes, change settings for Assessment Methods for Course Outcomes to Enabled – Instructors will be asked to specify which assessment methods are used to support student learning of each course outcome.

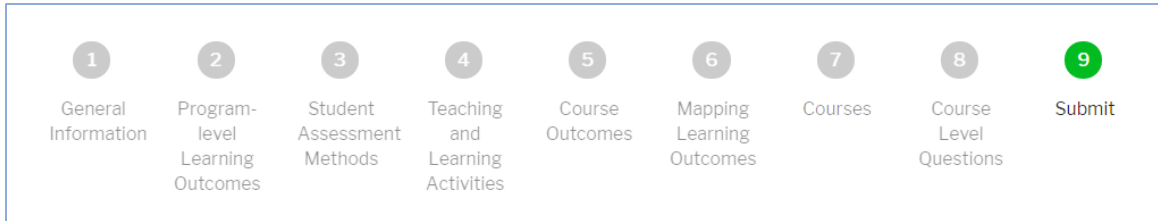
<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Course Outcomes

6. In Course Outcomes, change settings for Teaching and Learning Activities for Course Outcomes to Enabled – Instructors will be asked to specify which teaching and learning activities are used to support student learning of each course outcome.

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Course Outcomes

Submit Settings

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Submit



On this web page, you can:

Submit settings for your curriculum project.

About submit settings of your curriculum project

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Submit

Once you submit the settings for your curriculum project, instructors will be able to map the courses that they have been assigned. You can then manage the curriculum project and report on it.

Be Aware:

Until you submit the curriculum project settings, the instructors will not be able to enter their course information. Review the settings before you submit them.

Once you submit the project settings, you will not be able to edit some settings such as the mapping scale. After you submit the project settings you can still add courses to be mapped and assign courses to people.

Submit settings of your curriculum project

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Submit

1. Click **Submit Curriculum Project Settings**.

— The message *“This curriculum review is now ready for the course instructors to enter their course information. Please go back to the Courses page of this project and notify instructors.”* will appear.

2. Click **Close**.

Tip:

It is suggested that you clone your project and test it with a couple of sample courses to make sure you have configured the settings properly. Then you can fix any issues before launching the project.

Manage an Active Curriculum Project

Manage and Review General Information

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > General Information

Note: Once you have submitted your settings the home page of a project has a different layout. An example is included below.

The screenshot shows the 'Curriculum Project Settings' page for a project titled 'Elearning Certificate Sample Project'. The page is divided into two main sections: 'Curriculum Project Settings' and 'Reporting'. Under 'Curriculum Project Settings', there are four tabs: 'General' (selected), 'Review Settings', 'Program-level Learning Outcomes', and 'Courses'. Under 'Reporting', there are four tabs: 'Course Summaries', 'Charts', 'Reports', and 'Analysis'. The 'Project Information' section contains a table with the following data:

Project Information	
Information about this curriculum project	
Title	Elearning Certificate Sample Project
Description	Four-course certificate at the Master's level
Program	Stackable Certificate in Elearning - Higher Education
Faculty	Education
Status	Active

An 'Edit Information' button is located at the bottom right of the table.

On this web page, you can:

- Edit project information, including title, description, program and faculty.

- Add or delete an administrator.

- Export project data as a CSV file.

- Clone a Project.

- Archive a project.

- Delete a project.

About General Information for an Active Project

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > General Information

At any time, a faculty or unit may have multiple curriculum projects underway. It is important that the information and details describing the program are clear and easily understood by administrators, instructors, and potentially anyone that might view reports as part of the process.

Edit information for an active project

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > General Information

1. Click **Edit Information**.
2. Edit the following:
 - *Title (required)*: The title of the curriculum project.
 - *Description*: A further description for the curriculum project.
 - *Program*: The program which the curriculum project is part of.
 - *Faculty/Unit*: The faculty or unit name which the curriculum project is part of.
3. Do one of the following:
 - To save, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.

Tip:

Include the year in the project description so that it is automatically added to the reports.

About administrators in an Active Project

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > General Information

Administrators set up and manage a curriculum project. They can also generate reports once instructors have submitted their course information.

Administrators make key decision about what data instructors will enter about their courses. They also create the courses to be mapped and assign instructors to do the mapping.

Depending on how a curriculum project is set up, it may be helpful to add other administrators to help set up, manage and report on a curriculum project. Keep in mind that all administrators have access to the project and can make changes to it.

Add an administrator in an active project

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > General Information

1. Click + **Add Administrator**.
2. Edit the following:
 - *Email address (required)*: This is the e-mail address of the administrator you would like to add. This e-mail will be the user name of the new administrator. This e-mail will also be used as the contact e-mail for the administrator.
3. Do one of the following:
 - To save, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.

Delete an administrator in an active project

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > General Information

1. Beside the administrator you want to delete, click **Delete**.
2. Do one of the following:
 - To delete, click **Yes, remove**.
 - OR
 - To cancel deleting, click **No, do not remove**.

Export data for an active project as CSV file

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > General Information

1. Click **Export as CSV**.
 - The project data will be processed.
Once processed, you will see the message “*Export completed successfully*”.
 - Note:* CSV stands for Comma Separated Values.
Most spreadsheet software can read this type of file.
2. Do one of the following:
 - To download, click **Download CSV file**.
The CSV file will download onto your computer.
 - OR
 - To cancel downloading, click **Close**.
3. Save the file on your computer.

Tip:

You may want to download the CSV file as a backup or to further manipulate the data in Excel.

Clone a project

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > General Information

1. Click **Clone Project**.
2. Do one of the following:
 - To clone the project, click **Proceed**.
 - OR
 - To cancel cloning the project, click **Cancel**.
3. Do one of the following:
 - To view the cloned project and configure the settings, click **Open the new project**. You will then go through the process of configuring the settings in the new project.
 - OR
 - To stay on the original page, click **Close**. To view the cloned project later, go to <https://ucalgary.curriculumlinks.ca> > My Curriculum Projects. The cloned project will appear on the list as **Clone of (project name)**.

Archive an active project

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > General Information

1. Click **Archive project**.
2. Do one of the following:
 - To archive the project, click **Yes, Archive**.
 - OR
 - To keep the project on your list of current curriculum projects, click **No, Do Not Archive**.
3. Click **Close**.

Delete a project

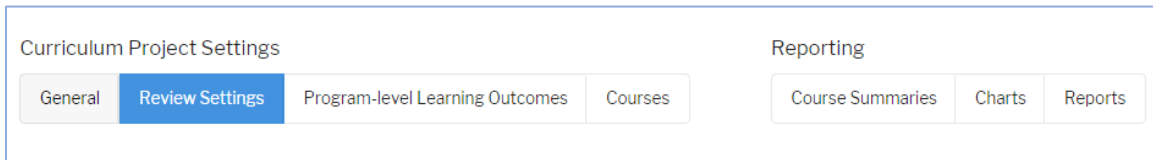
<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > General Information

Be Aware: Deleting a curriculum project will delete all information. You will not be able to recover this information.

1. Click **Delete entire project**.
2. Do one of the following:
 - To delete the entire project, click **Yes, remove this curriculum project**.
 - OR
 - To cancel deleting the entire project, click **No, don't remove this curriculum project**.

Manage and Review Project Settings

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Review Settings



On this web page, you can review settings for:

Student Assessment Methods.

Teaching and Learning Activities.

Course Outcomes.

Mapping Learning Outcomes.

Additional Questions & Analysis.

Some of the settings can be changed after the project has been submitted but others cannot. Please see the specific section for details.

Review and Manage Settings for Student Assessment Methods

<https://ucalgary.curriculumlinks.ca> > [My Curriculum Projects](#) > [“Curriculum Project”](#) > [Review Settings](#) > [Assessment Methods](#)

On this page, you can review the settings you selected for assessment methods.

You can also change the colour to be used in charts for assessment methods.

If you have enabled the data collection of student assessment methods using **Select from list**, you can add more options after instructors have started to map their courses – for example, if you have forgotten to add a student assessment method but want to add it later, you are able to do so.

Note: Although you can change the setting from *Disabled* to *Enabled*, or from *Open text* to *Select from list*, it is not recommended that you do so after instructors have started to map their courses. Such a change will result in the loss of data.

Change the Colour to be used in charts for assessment methods

<https://ucalgary.curriculumlinks.ca> > [My Curriculum Projects](#) > [“Curriculum Project”](#) > [Review Settings](#) > [Assessment Methods](#)

1. Click **Change Settings**.
2. Choose a colour that will show in charts when reports are created.
 - Click on the **Colour Box**.
 - Click on a **Colour** in the table of colours.
3. Do one of the following:
 - To save, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.

Change settings for assessment – weight

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Review Settings > Assessment Methods

1. Click **Change Settings**.
2. Select one of the following:
 - *Enabled*: To ask instructors to define what percentage of the final grade each assessment is worth, click **Enabled**.

OR

 - *Disabled*: To NOT ask instructors to define what percentage of the final grade each assessment is worth, click **Disabled**.
3. Do one of the following:
 - To save the changes to assessment weight, click **Save**.

OR

 - To cancel saving the changes to assessment weight, click **Cancel**.

Change settings for assessment – timing

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Review Settings > Assessment Methods

1. Click **Change Settings**.
2. Do one of the following:
 - *Enabled*: To ask Instructors to define at what point during the term each assessment occurs, click **Enabled**.

OR

 - *Disabled*: To NOT ask Instructors to define at what point during the term each assessment occurs, click **Disabled**.
3. If *Enabled* has been selected, select the format to use for assessment timing:
 - *Select from list*: Instructors describe the assessment timing used in their course by selecting from a list, click **Select from List**.

OR

 - *Open Text*: Instructors describe the assessment timing used in their course by entering text, click **Open Text**.
4. If *Select from list* has been selected, choose a colour that will show in charts when reports are created.
 - Click on the **Colour Box**.
 - Click on a **Colour** in the table of colours.
5. Do one of the following:
 - To save, click **Save**.

OR

 - To cancel saving, click **Cancel**.

OR

 - To cancel saving, click **Cancel**.

Change settings for assessment – level of understanding

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Review Settings > Assessment Methods

1. Click **Change Settings**.
2. Do one of the following:
 - *Enabled*: Instructors will be asked to define level of understanding for each assessment method as part of a curriculum project, click **Enabled**.

OR

 - *Disabled*: Instructors will NOT be asked to define level of understanding for each assessment method as part of a curriculum project, click **Disabled**.
3. If *Enabled* has been selected, select the format to use for level of understanding:
 - *Select from list*: To have Instructors describe the level of understanding for a student assessment by selecting from a list, click **Select from List**.

OR

 - *Open Text*: To have Instructors describe the assessment level of understanding for a student assessment by entering text, click **Open Text**.
4. If *Select from list* has been selected, choose a colour that will show in charts when reports are created.
 - Click on the **Colour Box**.
 - Click on a **Colour** in the table of colours.
5. Do one of the following:
 - To save, click **Save**.

OR

 - To cancel saving, click **Cancel**.

Review and Manage Settings for Teaching and Learning Activities

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Review Settings > Teaching and Learning Activities

On this page, you can review the settings you selected for teaching and learning activities.

You can also change the colour to be used in charts for teaching and learning activities.

If you have enabled the data collection of teaching and learning activities using *Select from list*, you can add more options after instructors have started to map their courses – for example, if you have forgotten to add an activity but want to add it later, you are able to do so.

Change the colour to be used in charts for teaching and learning activities

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Review Settings > Teaching and Learning Activities

1. Click **Change Settings**.
2. Choose a colour that will show in charts when reports are created.
 - Click on the **Colour Box**.
 - Click on a **Colour** in the table of colours.
3. Do one of the following:
 - To save, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.

Change settings for teaching and learning activities

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > Review Settings > Teaching and Learning Activities

1. Click **Change Settings**.
2. Do one of the following:
 - *Enabled*: To enable the collection of information about teaching and learning activities used in each course, click **Enabled**.

OR

 - *Disabled*: To disable the collection of information about teaching and learning activities used in each course, click **Disabled**.
3. If *Enabled* has been selected, select the format to use for collecting the data:
 - *Open Text*: To have Instructors describe teaching and learning activities used in a course by entering text, click **Open Text**.

OR

 - *Select from list*: To have Instructors describe teaching and learning activities in a course by selecting from a list, click **Select from List**.
4. If *Select from list* has been selected, choose a colour that will show in charts when reports are created.
 - Click on the **Colour Box**.
 - Click on a **Colour** in the table of colours.
5. Do one of the following:
 - To save, click **Save**.

OR

 - To cancel saving, click **Cancel**.

Change settings for teaching and learning activities – extent of use

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Review Settings > Teaching and Learning Activities

1. Click **Change Settings**.
2. Do one of the following:
 - *Enabled*: To enable the collection of information about activities extent of use, click **Enabled**.
 - OR
 - *Disabled*: To disable the collection of information about activities extent of use, click **Disabled**.
3. If *Enabled* has been selected, select the format to use for level of understanding:
 - *Select from list*: To have Instructors describe activities extent of use by selecting from a list, click **Select from List**.
 - OR
 - *Open Text*: To have Instructors describe activities extent of use by entering text, click **Open Text**.
4. Do one of the following:
 - To save, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.

Add an option to the selection list of activities – extent of use

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Review Settings > Teaching and Learning Activities

Note: You can add individual options to the selection list. However, you can instead choose to add an entire pre-established list instead by choosing to see examples and then choosing one list. To see how to add a pre-established list, see the procedure “*Add a pre-defined list for the selection list of activities – extent of use*”.

1. Click **Edit Options**.
2. To add an option, click + **Add a Teaching and Learning Extent Option**.
3. Edit the following:
 - *Extent of Use Option*: Enter the name of the extent of use option.
 - *Description Required*: Select or deselect if this level of understanding option requires a description.
 - *Do one of the following*:
 - To add the option, click **Add**.
 - OR
 - To cancel adding the option, click **Cancel**.
4. Do one of the following:
 - To save, click **Submit**.
 - OR
 - To cancel saving, click **Cancel**.

Delete an option from the selection list of activities – extent of use

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Review Settings > Teaching and Learning Activities

1. Click **Edit Options**.
2. Beside the option you want to delete, click **Delete**.

3. Do one of the following:
 - To save, click **Submit**.
 - OR
 - To cancel saving, click **Cancel**.

Add a pre-defined list for the selection list of activities – extent of use

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Review Settings > Teaching and Learning Activities

Note: You can add individual options to the selection list. However, you can instead choose to add an entire pre-established list instead by choosing to see examples and then choosing one list. To see how to add individual options, see the procedure “Add an option to the selection list of activities – extent of use”.

1. Click **Edit Options**.
2. Click **Show Examples**.
3. On the list you would like to use, click **+ Use this set**.
4. Do one of the following:
 - To save, click **Submit**.
 - OR
 - To cancel saving, click **Cancel**.

Review Settings for Course Outcomes

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Review Settings > Course Outcomes

On this page, you can review the settings you selected for course outcomes.

In an active project, change settings for course outcomes and assessment methods

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Review Settings > Course Outcomes

1. Click **Change Settings**.
2. Do one of the following:
 - *Enabled*: To enable the collection of information about assessment methods for each course outcome, click **Enabled**.
 - OR
 - *Disabled*: To disable the collection of information about assessment methods for each course outcome, click **Disabled**.
3. Do one of the following:
 - To save, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.

In an active project, change settings for course outcomes and teaching and learning activities

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Review Settings > Course Outcomes

1. Click **Change Settings**.
2. Do one of the following:
 - *Enabled*: To enable the collection of information about teaching and learning activities for each course outcome, click **Enabled**.

OR

 - *Disabled*: To disable the collection of information about teaching and learning activities for each course outcome, click **Disabled**.
3. Do one of the following:
 - To save, click **Save**.

OR

 - To cancel saving, click **Cancel**.

In an active project, add a question about course outcomes

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Review Settings > Course Outcomes

1. Click + **Add Question**.
2. Edit the following:
 - *Question*: Enter the question to be asked about each course outcome.
3. For *Answer Type*, select one of the following formats:
 - Open text*: Instructors will be asked to answer the question in an open text format.
 - Checkbox*: Instructors will be asked to select all options that apply from the list
 - Radio buttons*: Instructors will be asked to choose one option from the list
4. If *Checkbox* OR *Radio buttons* is selected, click + **Add Answer Option** (repeat this sequence for each option that you want to add).

Edit the following:

- *Answer Option*: Enter the answer option.
- *Required Description (optional)*: Check if the option requires description.

Do one of the following:

- To save the option, click **Save**.

OR

- To cancel saving the option, click **Cancel**.

5. Do one of the following:

- To save the question, click **Save**.

OR

- To cancel saving the question, click **Cancel**.

In an active project, edit a question about course outcomes

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > Review Settings > Course Outcomes

1. Beside the question you want to edit, click **Edit Question**.
2. Edit the following:
 - *Question*: Enter the question to be asked about each course outcome.
3. For *Answer Type*, select one of the following formats:
 - Open text*: Instructors will be asked to answer the question in an open text format.
 - Checkbox*: Instructors will be asked to select all options that apply from the list
 - Radio buttons*: Instructors will be asked to choose one option from the list
4. If *Checkbox* OR *Radio buttons* is selected, click + **Add Answer Option** (repeat this sequence for each option that you want to add).

Edit the following:

- *Answer Option*: Enter the answer option:
- *Required Description (optional)*: Check if the option requires description.

Do one of the following:

- To save the option, click **Save**.

OR

- To cancel saving the option, click **Cancel**.

5. Do one of the following:

- To save the question, click **Save**.

OR

- To cancel saving the question, click **Cancel**.

In an active project, delete a question about course outcomes

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Review Settings > Course Outcomes

1. Beside the question you want to delete, click **Delete this Question**.
2. Do one of the following:
 - To delete, click **Yes, delete this question**.
 - OR
 - To cancel deleting, click **No, don't delete this question**.

Review Settings for Mapping Learning Outcomes

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Review Settings > Mapping Learning Outcomes

On this page, you can review the settings you selected for mapping learning outcomes.

You can reorder levels of the mapping scale.

If needed, you can also edit the description of mapping scale levels after instructors have started to map their courses.

Edit a level of the mapping scale

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Review Settings > Mapping Learning Outcomes

1. Beside the level of the mapping scale you want to edit, click **Edit**.
2. Edit the following:
 - *Title (required)*: The title of the curriculum project.
 - *Abbreviation*: The abbreviation of the mapping level which will appear in the cells of a mapping chart. It is therefore suggested that you use one or two letters only.
 - *Description*: A description of the mapping scale level that instructors will use when making decisions about the extent to which their course outcomes align with PLOs.
 - *Color*: Choose a colour that will show in charts when reports are created.

Click on the **Colour Box**.

Click on a **Colour** in the table of colours.

3. Do one of the following:
 - To save, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.

Reorder levels of the mapping scale

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Review Settings > Mapping Learning Outcomes

1. Click **Re-order Levels**.
2. Click and drag the levels you want to move into the order that you want them.
3. Do one of the following:
 - To save the new order, click **Save**.
 - OR
 - To cancel saving the new order, click **Cancel**.

Review Settings for Additional Questions and Analysis

<https://ucalgary.curriculumlinks.ca> > [My Curriculum Projects](#) > [“Curriculum Project”](#) > [Review Settings](#) > [Additional Questions and Analysis](#)

On this page, you can review and edit the additional questions you asked instructors about their course.

You will also be able to add new questions for instructors to answer about their course.

You can also view, edit, add or delete analysis questions that will appear on course reports for instructors to consider.

Add an additional question at the course level

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Review Settings > Additional Questions and Analysis

1. Click + **Add Question**.

2. Edit the following information:

— *Question*: Enter the question to be asked about the course.

— *Answer Type*: Select one of the following formats:

Open text: Instructors will be asked to answer the question in an open text format.

Checkbox: Instructors will be asked to select all options that apply from a list.

Radio Buttons: Instructors will be asked to choose one option from a list.

3. If *Checkbox* OR *Radio Buttons* is selected, click + **Add Answer Option**.

Edit the following:

— *Answer Option*: Enter the answer option:

— *Description (optional)*: Check if the option requires description.

Do one of the following:

— To save the option, click **Save**.

OR

— To cancel saving the option, click **Cancel**.

4. Repeat step 3 until you have added all the responses to the question.

5. Do one of the following:

— To save the question, click **Save**.

OR

— To cancel saving the question, click **Cancel**.

Edit an additional question at the course level

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > Review Settings > Additional Questions and Analysis

1. Below the question you want to edit, click **Edit**.
2. Edit the following:
 - *Question*: Enter the question to be asked about the course.
 - *Answer Type*: Select one of the following formats
 - Open text*: Instructors will be asked to answer the question in an open text format.
 - Checkbox*: Instructors will be asked to select all options that apply from a list.
 - Radio Buttons*: Instructors will be asked to choose one option from a list.
3. Do one of the following:
 - To save the question, click **Save**.
 - OR
 - To cancel saving the question, click **Cancel**.

Delete an answer option at the course level

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > Review Settings > Additional Questions and Analysis

1. Below the question with the answer option you want to delete, click **Edit**.
2. To the right of the answer option you want to delete, click **Delete**.
3. Do one of the following:
 - To save the question, click **Save**.
 - OR
 - To cancel saving the question, click **Cancel**.

Delete an additional question at the course level

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Review Settings > Additional Questions and Analysis

1. Beside the question you want to delete, click **Delete**.
2. Do one of the following:
 - To delete the question, click **Yes, delete**.
 - OR
 - To cancel deleting the question, click **No, don't delete**.

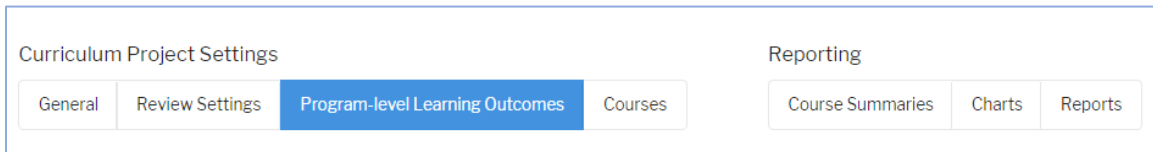
Select analysis questions from examples to course reports

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Review Settings > Additional Questions and Analysis

1. Click + **Select from Examples**.
2. Select the questions you want to appear on course reports to the right of each question.
3. Do one of the following:
 - To add the questions to course reports, click **Submit**.
 - OR
 - To cancel adding the questions to course reports, click **Cancel**.

Review Settings for Program-level Learning Outcomes

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Program-level Learning Outcomes



On this web page, you can:

- Review settings for program-level learning outcomes.

- Edit PLOs and descriptions.

- Create categories for PLOs.

- Sort PLOs into categories.

On this page, you can review the settings you selected for program outcomes. Although you are able to make changes to PLOs, once instructors have started to map their courses it is recommended that you limit changes to fixing typos or clarifying wording.

Edit a program-level learning outcome

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Program-level Learning Outcomes

1. Beside the program-level learning outcome you want to edit, click **Edit**.
2. Edit the information:
 - *Title*: A brief name of the PLO that will appear on charts in reports.
 - *Description*: A full statement of the PLO.
 - *Category (if applicable)*: If PLO Categories have been added, select from the list of PLO categories to classify the PLO.
3. Do one of the following:
 - To save, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.

Reorder program-level learning outcomes

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Program-level Learning Outcomes

1. Click **Reorder PLOs**.
2. Click and drag the PLOs you want to move into the order that you want them.
3. Click **Save**.

Add a category to the selection list of PLO categories

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Program-level Learning Outcomes

1. Click + **Add PLO category**.
2. Edit the following information:
 - *Category Name*: The name of the category that can be used to categorize PLOs.
3. Do one of the following:
 - To save, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.

Add a program-level learning outcome to an existing category

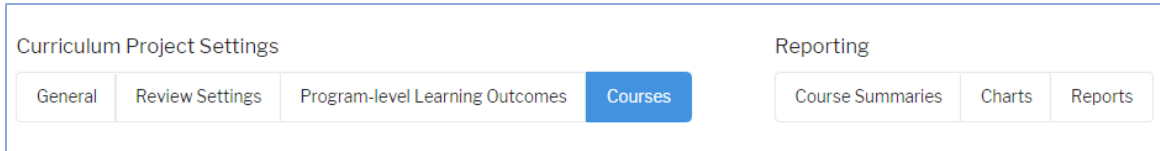
<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Program-level Learning Outcomes

Note: If categories have been created and you have not yet categorized each PLO, you will see a list of PLOs under **Uncategorized Outcomes**.

1. In the list of uncategorized outcomes, click **Edit** beside the program-level learning outcome you want to categorize.
2. Edit the information:
 - *Category*: Select from a list of PLO categories to classify the type of PLO.
3. Do one of the following:
 - To save, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.

Manage and Review Courses

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Courses



On this web page, you can:

Add, edit or delete a course.

Edit course information.

Reorder courses.

Notify instructors to map a course.

Add instructors to map a course.

Change status of a course.

About Managing Courses in an Active Project

A *course* is a unit of instruction that will be recorded on the student transcript with a final letter grade. Courses can have different credit or unit values.

(from <https://www.ucalgary.ca/pubs/calendar/current/glossary-of-terms.html>)

A *program* is a set of courses, a number of which may be mandatory and of a specialized nature, leading toward a particular degree.

(from <https://www.ucalgary.ca/pubs/calendar/current/glossary-of-terms.html>)

In a curriculum project, the courses to be mapped are defined by the administrator based upon the goals and needs of the project. Once a list of courses to be mapped is determined, these courses can be added to the project and have an instructor assigned to map them.

It is possible to include learning opportunities in your curriculum mapping project by labeling them in a different way. For example, non-credit learning opportunities could be given a different code (E.g. PD for a professional development course).

Add a course to be mapped

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > Courses

1. Click + **Add Course**.

2. Edit the following:

— *Code*: The code of the course (for example, PSYC for a psychology course).

— *Number*: The number of the course.

— *Title*: The title of the course.

— *Year*: The year of the course (optional).

— *Semester*: The semester the course is offered (optional).

— *Section*: The section of the course (optional).

— *Required*: Is this course required by the program?

Select *Required*

OR

Select *Not Required*

3. To assign an Instructor to map the course, click + **Add Instructor**.

Edit the following:

— *Assigned to*: Enter the e-mail address of the instructor that will map the course.

OR

— *Assign Self*: To assign yourself to map the course, click **Assign Self**.

4. Do one of the following:

— To save, click **Save**.

OR

— To cancel saving, click **Cancel**.

Tip:

A course can be assigned to more than one person. This is particularly helpful when there is more than one instructor assigned to a course, or when there are teaching assistants who teach the labs or seminars.

Edit a course to be mapped

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > Courses

1. Click **Edit Course**.
2. Edit the following information:
 - *Code*: The code of the course.
 - *Number*: The number of the course.
 - *Title*: The title of the course.
 - *Year*: The year of the course (optional).
 - *Semester*: The semester the course is offered (optional).
 - *Section*: The section of the course (optional).
 - Required: Is this course required by the program?
 - Select *Required*
 - OR
 - Select *Not Required*
3. To assign an instructor to map the course, click **+Add Instructor**.
Edit the following:
 - *Assigned to*: Enter the e-mail address of the instructor that will map the course.
 - OR
 - *Assign Self*: To assign yourself to map the course, click **Assign Self**.
4. To delete an Instructor, click **Delete** beside the instructor that you want to delete.
5. Do one of the following:
 - To save, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.

Delete a course to be mapped

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Courses

1. Beside the course that you want to delete, click **Delete Course**.
2. Do one of the following:
 - To delete, click **Yes, delete the course**.
 - OR
 - To cancel deleting, click **No, don't delete the course**.

Reorder courses to be mapped

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Courses

1. Click **Re-order Courses**.
2. Click and Drag the courses into the order that you want them.
3. Do one of the following:
 - To save the new order, click **Save**.
 - OR
 - To cancel saving the new order, click **Cancel**.

Notify all instructors to map courses

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Courses

1. Click **Notify All**.
2. Do one of the following:
 - Click **Send Notification**.
 - OR
 - Click **Cancel**.

Notify an Instructor to map a course

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Courses

1. Beside the instructor email you want to notify, click **Notify**.
2. Do one of the following:
 - Click **Send Notification**.
 - OR
 - Click **Cancel**.

Change status of a course

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Courses

1. Beside the course you want to notify, click **Change Status**.
2. Change the course status by selecting either:
 - *In Progress*: The course will now be active and the assigned instructor can edit the course information again. Remember to send a notification to the instructor.
 - OR
 - *Submitted*: The course status is set as *submitted* and the assigned instructor cannot edit the course.
3. Do one of the following:
 - To save, click **Save**.
 - OR
 - To cancel saving, click **Cancel**.

Tip:

If an instructor needs to make changes after submitted their course mapping, the administrator can “release” it back to them by changing the status from **Submitted** to **In progress**.

Reporting on a Curriculum Project

Reporting – View Course Summaries

<https://ucalgary.curriculumlinks.ca> > [My Curriculum Projects](#) > [“Curriculum Project”](#) > [Course Summaries](#)

Curriculum Project Settings

General	Review Settings	Program-level Learning Outcomes	Courses
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Reporting

Course Summaries	Charts	Reports	Analysis
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On this web page, you can:

View a course summary.

Download a submitted course summary.

About course summaries

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Course Summaries

Course summaries include the information that an instructor has submitted about their course. They do not include aggregate data, but rather, the reports show a snapshot of each course in the program that has been mapped.

Typical information you will find on a course report includes the following:

- Course code, number and name

- Name of the program that the course is a part of

- Student assessment methods, if the information was collected

- Teaching and learning activities, if the information was collected

- List of course outcomes

OR

- Alignment chart with course outcomes and associated student assessments and teaching and learning activities, if the project was configured to connect them

- Outcomes map with course outcomes aligned to program-level learning outcomes

- List of program-level learning outcomes (if included)

- Mapping scale

- Additional questions about the course (if applicable)

View a course summary

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Course Summaries

1. Click on the **course name** that you would like to view.

Download a submitted course summary as a PDF File

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Course Summaries

1. Beside the course name, click **Download as PDF**.
 - The course data will be processed. Once complete, the message “*The PDF file is ready!*” will show.
2. Do one of the following:
 - To download the pdf, click **Download**.
The pdf file will download onto your computer.
 - OR
 - To cancel downloading the pdf, click the **X** in the top right corner.

Reporting – View and Customize Charts

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts

Curriculum Project Settings

General	Review Settings	Program-level Learning Outcomes	Courses
---------	-----------------	---------------------------------	---------

Reporting

Course Summaries	Charts	Reports	Analysis
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On this web page, you can:

View and customize charts.

Add a chart to a report.

Download a chart as an image file.

About charts

Once instructors have submitted course mapping information, you can view and create a variety of charts to analyze the information. You can create charts that look at one course, that look at all courses submitted to date or that look at a selection of courses that you choose. Multiple charts can be created with each data set.

Charts provide evidence for discussions about the program and courses These charts help the group to think about curriculum from a program perspective by examining how the courses fit together and identify patterns, trends, gaps, and overlap.

The charts will only display the data that you have collected Depending on how you configure the project settings, you may not have the necessary data to populate all of the charts. For example, if you did not collect information about assessment methods, the charts for that will not contain any information. If you have not asked instructors to link assessment methods and teaching and learning activities to course outcomes, you will not have *PLOs taught and assessed* charts.

What course data will I see? Charts only show information from courses that instructors have submitted. You will not see information from courses not yet submitted.

Select the courses whose information you want to see All charts can be customized to select the group of courses whose data you want to see in a chart. You can select all courses, only required courses or select from a list of courses that you want to include.

View a chart online or download the file You can view charts online by clicking on the chart name under *Charts*. You can also download a picture of the chart in PNG format to your computer (to include in presentations or other reports).

How do charts and reports work together?

Charts display information about an aspect of the curriculum. For example, you can see what student assessment methods are used in courses across the program.

Reports can include multiple charts or views about multiple issues. You can create a standard report that is automatically generated, as well as custom reports that include just the information you want.

Reports can contain regular or custom charts Reports are containers that you can create to hold any charts that you want. For example, you could create one report to show data for all courses in a program and you could create one report to show data for only required courses in the program. Once you have created a report and added charts to it, you can view or print that report with custom data at any time.

About standard reports You can automatically generate a standard report in Curriculum Links. The standard report will include all the charts that can be generated from the data, for all courses that have been mapped up to that point.

You can add regular or custom charts to any report All charts show a regular view that includes all submitted courses in the project. You can add these charts to any report. You can also customize a chart and add it to any report.

About the chart “Learning Outcomes Alignment”

<https://ucalgary.curriculumlinks.ca> > [My Curriculum Projects](#) > [“Curriculum Project”](#) > [Charts](#) > [Learning Outcomes Alignment](#)

This chart indicates how specific course outcomes contribute to each program-level learning outcome. Looking at the columns will tell you how each PLO is addressed, while examining the rows shows how each course outcome contributes to the PLOs. The chart shows the most detailed information about how the courses contribute to student learning of each of the PLOs.

Download the chart “Learning Outcomes Alignment” as an image file

<https://ucalgary.curriculumlinks.ca> > [My Curriculum Projects](#) > [“Curriculum Project”](#) > [Charts](#) > [Learning Outcomes Alignment](#)

1. Click **Download as Image**.
 - The file will download to your computer.

Customize the chart “Learning Outcomes Alignment”

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Learning Outcomes Alignment

1. Select one of the following:
 - *Show all courses*: All submitted courses will be included in the chart.
 - *Show required course only*: Only the courses that have been identified as required courses (see Curriculum Project Settings > Courses) will be included in the chart.
 - *Select courses manually*: Only courses that you select will be included in the chart.
2. If *Select courses manually* is selected, click **Change**.
 - Select all courses that you would like to include in the chart.
3. Do one of the following:
 - To save the selection of courses, click **Submit**.

OR

 - To cancel saving the selection of courses, click **Cancel**.

Tip:

You can customize this chart to show a subset of courses, such as specializations. If multiple sections of the same course have been mapped, you could select and compare them to see how similar they are and whether there is a need for a more consistent student learning experience.

Add the chart “Learning Outcomes Alignment” to a report

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Learning Outcomes Alignment

1. Click + **Add to report**.
2. Do one of the following:
 - Select the report name that you would like to add the chart to.

OR

 - If you would like to create a new report for the chart, click **Create New Report**.

Edit the following:

Report Name: The name of the new report. The chart will be added to this new report.

Chart Title: The title of the chart (a default is provided).

Chart Description: A detailed description of the chart (a default is provided).

3. Do one of the following:
 - To add the chart to the report, click **Save**.

OR

 - To cancel adding the chart to the report, click **Cancel**.

About the chart “Courses to PLOs Summary”

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Courses to PLOs Summary

This chart shows the most frequently indicated alignment of course outcomes within a course to each PLO. It shows at a glance how each course contributes to the program and can help to quickly identify if there are major gaps in the program.

Select the courses to include in the chart “Courses to PLOs–summary”

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Courses to PLOs Summary

1. Select one of the following:

- *Show all courses*: All submitted courses will be included in the chart.
- *Show required course only*: Only required course will be included in the chart.
- *Select courses manually*: Only courses that you select will be included in the chart.

If *Select courses manually* is selected, click **Change**.

Select all courses that you would like to include in the chart.

2. Do one of the following:

- To save the selection of courses, click **Submit**.
- OR
- To cancel saving the selection of courses, click **Cancel**.

Select type of alignment to use for the chart “Courses to PLOs – summary”

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Courses to PLOs Summary

1. Select either:
 - *Use most frequently indicated alignment*
 - OR
 - *Use highest level of alignment*
2. If you selected *Use most frequently indicated alignment*, select either:
 - *Take higher level alignment*
 - OR
 - *Take lower level alignment*

Download the chart “Courses to PLOs– summary” as an image file

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Courses to PLOs Summary

1. Click **Download as Image**.
 - The file will download to your computer.

Add the chart “Courses to PLOs – summary” to a report

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Courses to PLOs Summary

1. Click + **Add to report**.
2. Do one of the following:
 - Select the report name that you would like to add the chart to.
 - OR
 - If you would like to create a new report for the chart, click **Create New Report**.

Edit the following:

Report Name: The name of the new report. The chart will be added to this new report.

Chart Title: The title of the chart (a default is provided).

Chart Description: A detailed description of the chart (a default is provided).

3. Do one of the following:
 - To add the chart to the report, click **Save**.
 - OR
 - To cancel adding the chart to the report, click **Cancel**.

About the chart “Course Outcomes per PLO”

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Course Outcomes per PLO

This bar chart indicates the number of course outcomes for each PLO at each mapping level. It indicates which PLOs are more heavily emphasized, and which have less emphasis.

Select the courses to include in the chart “Course Outcomes per PLO”

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Course Outcomes per PLO

1. Select one of the following:

- *Show all courses*: All submitted courses will be included in the chart.
- *Show required course only*: Only required course will be included in the chart.
- *Select courses manually*: Only courses that you select will be included in the chart.

If *Select courses manually* is selected, click **Change**.

Select all courses that you would like to include in the chart.

2. Do one of the following:

- To save the selection of courses, click **Submit**.
- OR
- To cancel saving the selection of courses, click **Cancel**.

Tip:

You may want to make two versions of this chart: one showing all courses and one showing required courses in the program. They can look quite different! The chart with required courses only can be very revealing in terms of showing program gaps.

Select the type of chart “Course Outcomes per PLO”

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Course Outcomes per PLO

1. Select either:

— *Stacked*: All course outcomes are shown in a single stack.

OR

— *Clustered*: Course outcomes are shown in multiple bars according to mapping level.

Download the chart “Course Outcomes per PLO” as an image file

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Course Outcomes per PLO

1. Click **Download as PNG**.

— The file will download to your computer.

Add the chart “Course Outcomes per PLO” to a report

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Course Outcomes per PLO

1. Click + **Add to report**.
2. Select the *report name* that you would like to add the chart to.
3. If you would like to create a new report not listed, click **Create New Report**.
4. Edit the following:
 - *Report Name*: The name of the new report. The chart will be added to this new report.
 - *Chart Title*: The title of the chart (a default is provided).
 - *Chart Description*: A detailed description of the chart (a default is provided).
5. Do one of the following:
 - To add the chart to the report, click **Save**.
 - OR
 - To cancel adding the chart to the report, click **Cancel**.

About the chart “Learning Outcomes”

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Learning Outcomes – add to the appropriate section when it is decided.

This chart includes a list of course outcomes for the courses that have been included in the chart. Groups may want to record such information for a variety of reasons:

Complete record of course outcomes in a program A complete list of course outcomes across a program could be helpful in a variety of ways, such as baseline information about a program or new course development.

Examination of courses that are prerequisites for other courses Looking at the course outcomes for prerequisite courses can be helpful when designing subsequent courses. It can also lead to discussions between instructors about how to leverage work done in early courses later on in the program.

Comparison of multiple sections of a course A comparison of course outcomes across multiple sections can show the extent to which students have equitable learning opportunities in the course.

Download the chart “Learning Outcomes” as an image file

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Learning Outcomes

1. Click **Download as Image**.
 - The file will download to your computer.

Customize the chart “Learning Outcomes”

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Learning Outcomes

1. Select one of the following:
 - *Show all courses*: All submitted courses will be included in the chart.
 - *Show required course only*: Only the courses that have been identified as required courses (see Curriculum Project Settings > Courses) will be included in the chart.
 - *Select courses manually*: Only courses that you select will be included in the chart.
2. If *Select courses manually* is selected, click **Change**.
 - Select all courses that you would like to include in the chart.
3. Do one of the following:
 - To save the selection of courses, click **Submit**.
 - OR
 - To cancel saving the selection of courses, click **Cancel**.

Add the chart “Learning Outcomes” to a report

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Learning Outcomes

4. Click + **Add to report**.

5. Do one of the following:

— Select the report name that you would like to add the chart to.

OR

— If you would like to create a new report for the chart, click **Create New Report**.

Edit the following:

Report Name: The name of the new report. The chart will be added to this new report.

Chart Title: The title of the chart (a default is provided).

Chart Description: A detailed description of the chart (a default is provided).

6. Do one of the following:

— To add the chart to the report, click **Save**.

OR

— To cancel adding the chart to the report, click **Cancel**.

About the chart “Student Assessment Methods Used”

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Student Assessment Methods

If the project was set up to collect this information, this chart shows the number of courses that use each assessment method.

Select the courses to include in the chart “Student Assessment Methods Used”

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Student Assessment Methods

1. Select one of the following:

- *Show all courses*: All submitted courses will be included in the chart.
- *Show required course only*: Only required course will be included in the chart.
- *Select courses manually*: Only courses that you select will be included in the chart.

If *Select courses manually* is selected, click **Change**.

Select all courses that you would like to include in the chart.

2. Do one of the following:

- To save the selection of courses, click **Submit**.
- OR
- To cancel saving the selection of courses, click **Cancel**.

Download the chart “Student Assessment Methods Used” as an image file

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Student Assessment Methods

1. Click **Download as PNG**.

- The file will download to your computer.

Add the chart “Student Assessment Methods Used” to a report

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Student Assessment Methods

1. Click + **Add to report**.
2. Select the *report name* that you would like to add the chart to.
3. If you would like to create a new report not listed, click **Create New Report**.

— Edit the following:

Report Name: The name of the new report. The chart will be added to this new report.

Chart Title: The title of the chart (a default is provided).

Chart Description: A detailed description of the chart (a default is provided).

4. Do one of the following:
 - To add the chart to the report, click **Save**.
 - OR
 - To cancel adding the chart to the report, click **Cancel**.

About the chart “Assessment Timing”

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Student Assessment Methods

This chart indicates at what point during the term each assessment occurs. Depending on how it was set up, it could indicate the approximate time frame (beginning of term, middle, end of term) or the week (week 1, week 2, etc.).

Select the courses to include in this chart “Assessment Timing”

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Student Assessment Methods

1. Select one of the following:

- *Show all courses*: All submitted courses will be included in the chart.
- *Show required course only*: Only required course will be included in the chart.
- *Select courses manually*: Only courses that you select will be included in the chart.

If *Select courses manually* is selected, click **Change**.

Select all courses that you would like to include in the chart.

2. Do one of the following:

- To save the selection of courses, click **Submit**.

OR

- To cancel saving the selection of courses, click **Cancel**.

Download the chart “Assessment Timing” as an image file

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Student Assessment Methods

1. Click **Download as PNG**.
 - The file will download to your computer.

Add the chart “Assessment Timing” to a report

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Student Assessment Methods

1. Click + **Add to report**.
2. Select the *report name* that you would like to add the chart to.
3. If you would like to create a new report not listed, click **Create New Report**.

Edit the following:

Report Name: The name of the new report. The chart will be added to this new report.

Chart Title: The title of the chart (a default is provided).

Chart Description: A detailed description of the chart (a default is provided).

Do one of the following:

To add the chart to the report, click **Save**.

OR

To cancel adding the chart to the report, click **Cancel**.

4. Add additional information to the report if desired:
 - Include the course list included in the table.
 - Include the data table
 5. Do one of the following:
 - To add the chart to the report, click **Submit**.
- OR

— To cancel adding the chart to the report, click **Cancel**.

About the chart “Levels of Understanding”

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Student Assessment Methods

If the project was set up to collect this information, this chart shows how many student assessments are addressing each level of understanding across the program. This information can be revealing if there is an imbalance; for example, if there are too few at the foundational level, students may not have adequate opportunity to practice.

Select the courses to include in the chart “Levels of Understanding”

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Student Assessment Methods

1. Select one of the following:
 - *Show all courses*: All submitted courses will be included in the chart.
 - *Show required course only*: Only required course will be included in the chart.
 - *Select courses manually*: Only courses that you select will be included in the chart.
2. If *Select courses manually* is selected, click **Change**.
 - Select all courses that you would like to include in the chart.
3. Do one of the following:
 - To save the selection of courses, click **Submit**.

OR

 - To cancel saving the selection of courses, click **Cancel**.

Download the chart “Levels of Understanding” as an image file

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Student Assessment Methods

1. Click **Download as PNG**.
 - The file will download to your computer.

Add the chart “Levels of Understanding” to a report

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Student Assessment Methods

1. Click + **Add to report**.
2. Select the *report name* that you would like to add the chart to.
3. If you would like to create a new report not listed, click **Create New Report**.

Edit the following:

Report Name: The name of the new report. The chart will be added to this new report.

Chart Title: The title of the chart (a default is provided).

Chart Description: A detailed description of the chart (a default is provided).

4. Add additional information to the report if desired:
 - Include the course list included in the table.
 - Include the data table
5. Do one of the following:
 - To add the chart to the report, click **Save**.
 - OR
 - To cancel adding the chart to the report, click **Cancel**.

About the chart “teaching and learning activities used”

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Teaching and Learning Activities

If the project was set up to collect this information, this chart shows the number of courses that use each teaching and learning activity. A data table is also included.

Select the courses to include in this chart “teaching and learning activities” used

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Teaching and Learning Activities

1. Select one of the following:
 - *Show all courses*: All submitted courses will be included in the chart.
 - *Show required course only*: Only required course will be included in the chart.
 - *Select courses manually*: Only courses that you select will be included in the chart.
2. If *Select courses manually* is selected, click **Change**.
 - Select all courses that you would like to include in the chart.
3. Do one of the following:
 - To save the selection of courses, click **Submit**.

OR

 - To cancel saving the selection of courses, click **Cancel**.

Download the chart “Teaching and Learning Activities Used” as an image file

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Teaching and Learning Activities

1. Click **Download as PNG**.

— The file will download to your computer.

Add the chart “Teaching and Learning Activities Used” to a report

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Teaching and Learning Activities

1. Click + **Add to report**.
2. Select the *report name* that you would like to add the chart to.
3. If you would like to create a new report not listed, click **Create New Report**.

Edit the following:

Report Name: The name of the new report. The chart will be added to this new report.

Chart Title: The title of the chart (a default is provided).

Chart Description: A detailed description of the chart (a default is provided).

4. Add additional information to the report if desired:
 - Include the course list included in the table.
 - Include the data table
5. Do one of the following:
 - To add the chart to the report, click **Save**.

OR

 - To cancel adding the chart to the report, click **Cancel**.

About the chart “activities extent of use”

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Teaching and Learning Activities

If the project was set up to collect this information, this chart shows the extent of use of teaching and learning activities in courses across the program.

Select the courses to include in this chart “Extent of Use”

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Teaching and Learning Activities

1. Select one of the following:
 - *Show all courses*: All submitted courses will be included in the chart.
 - *Show required course only*: Only required course will be included in the chart.
 - *Select courses manually*: Only courses that you select will be included in the chart.
2. If *Select courses manually* is selected, click **Change**.
 - Select all courses that you would like to include in the chart.
3. Do one of the following:
 - To save the selection of courses, click **Submit**.

OR

 - To cancel saving the selection of courses, click **Cancel**.

Download the chart “Extent of Use” as an image file

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Teaching and Learning Activities

1. Click **Download as PNG**.
 - The file will download to your computer.

Add the chart “Extent of Use” to a report

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Teaching and Learning Activities

1. Click + **Add to report**.
2. Select the *report name* that you would like to add the chart to.
3. If you would like to create a new report not listed, click **Create New Report**.

Edit the following:

Report Name: The name of the new report. The chart will be added to this new report.

Chart Title: The title of the chart (a default is provided).

Chart Description: A detailed description of the chart (a default is provided).

4. Do one of the following:
 - To add the chart to the report, click **Save**.
 - OR
 - To cancel adding the chart to the report, click **Cancel**.

About the chart group “PLOs Taught and Assessed”

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > PLOs Taught and Assessed

These charts allow you to examine each PLO in detail if you have mapped teaching and learning activities and/or student assessments to course outcomes. Each chart includes specified information about how PLO is taught or assessed.

Select the courses to include in this chart group “PLOs – Taught and Assessed”

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > PLOs Taught and Assessed

1. Select one of the following:
 - *Show all courses*: All submitted courses will be included in the chart.
 - *Show required course only*: Only required course will be included in the chart.
 - *Select courses manually*: Only courses that you select will be included in the chart.
2. If *Select courses manually* is selected, click **Change**.
 - Select all courses that you would like to include in the chart.
3. Do one of the following:
 - To save the selection of courses, click **Submit**.
 - OR
 - To cancel saving the selection of courses, click **Cancel**.

Select whether to use a frequency count in the chart group “PLOs – Taught and Assessed”

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > PLOs Taught and Assessed

1. Select either:

— *Number of Courses*: Group according to the number of courses.

OR

— *Number of Course Outcomes*: Group according to the number of course outcomes.

Add the chart group “PLOs – Taught and Assessed” to a report

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > PLOs Taught and Assessed

1. Click + **Add to report**.

2. Select the *report name* that you would like to add the chart to.

3. If you would like to create a new report not listed, click **Create New Report**.

Edit the following:

Report Name: The name of the new report. The chart will be added to this new report.

Chart Title: The title of the chart (a default is provided).

Chart Description: A detailed description of the chart (a default is provided).

4. Do one of the following:

— To add the chart to the report, click **Submit**.

OR

— To cancel adding the chart to the report, click **Cancel**.

About the chart “course questions”

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Course Questions

If the project was set up to collect this information, each chart shows the aggregate responses to a question about a course.

Each question you asked has an individual chart. Therefore, you will see one chart if you asked only one question, but multiple charts if you asked more than one question. Repeat the procedures below as needed to download charts and/or add them to reports.

Select the courses to include in this chart “Question 1”

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Course Questions

1. Select one of the following:
 - *Show all courses*: All submitted courses will be included in the chart.
 - *Show required course only*: Only required course will be included in the chart.
 - *Select courses manually*: Only courses that you select will be included in the chart.
2. If *Select courses manually* is selected, click **Change**.
 - Select all courses that you would like to include in the chart.
3. Do one of the following:
 - To save the selection of courses, click **Save**.

OR

 - To cancel saving the selection of courses, click **Cancel**.

Download the chart “Question 1” as an image file

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Course Questions

1. Click **Download as PNG**.
 - The file will download to your computer.

Add the chart “Question 1” to a report

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Charts > Course Questions

1. Click + **Add to report**.
2. Select the *report name* that you would like to add the chart to.
3. If you would like to create a new report not listed, click **Create New Report**.

Edit the following:

Report Name: The name of the new report. The chart will be added to this new report.

Chart Title: The title of the chart (a default is provided).

Chart Description: A detailed description of the chart (a default is provided).

4. Add additional information to the report if desired:
 - Include the course list included in the table.
 - Include the data table
5. Do one of the following:
 - To add the chart to the report, click **Save**.
 - OR
 - To cancel adding the chart to the report, click **Cancel**.

Reports – View and Manage Reports

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Reports

Curriculum Project Settings

General	Review Settings	Program-level Learning Outcomes	Courses
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Reporting

Course Summaries	Charts	Reports	Analysis
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On this web page, you can:

Generate a standard report.

Add a new report.

View or delete a report.

Edit or download a report.

Manage charts in a report including editing, moving/copying, and deleting a chart.

About reports

<https://ucalgary.curriculumlinks.ca> > [My Curriculum Projects](#) > [“Curriculum Project”](#) > [Reports](#)

Charts show one view of course information about an issue (for example, you can see what student assessment methods are used in a program). Reports can include multiple charts or views about multiple issues.

<i>Reports can contain standard or custom charts</i>	Reports are containers that you can create to hold any charts that you want. For example, you could create one report to show data for all courses in your program and you could create another report to show data for only required courses in the program. Once you have created a report and added charts to it, you can view or print the report with custom data at any time.
<i>Add standard or custom charts to any report</i>	All charts show a standard view that includes all submitted courses in the project. You can customize a chart by selecting only those courses that you want and add that chart to any report.
<i>Add charts to reports from the chart itself</i>	To add a chart to a report, you locate the chart. Click +Add to Report and a selection list of reports will appear in which you can add the chart.
<i>What is a standard report?</i>	A standard report contains charts that show you all of the information that you have captured for all courses that have been mapped. Curriculum Links has a feature to create a standard report for you by clicking one button.
<i>What is a custom report?</i>	A custom report is a report that you customize based on your needs. You select the courses to include in the charts, and the charts to include in the report. You start by creating a blank report, going to the charts section, customizing those charts and then adding them to the report.
<i>How many custom charts can I make?</i>	There is no maximum limit for the number of custom charts you can make.

How many custom reports can I make? There is no maximum limit for the number of custom reports you can make. We suggest deleting the reports that are not helpful to you to minimize confusion.

How many charts can I put in a report? There is no maximum limit for the number of charts you put in a report. We suggest that you have a focus for each report. For example, you could generate a standard report, create a custom report including data on required courses only, and a third one with first-year courses to examine the student learning experience of students who are new to the program.

Generate a standard report

<https://ucalgary.curriculumlinks.ca> > [My Curriculum Projects](#) > [“Curriculum Project”](#) > [Reports](#)

1. Click + **Generate Standard Report**.
2. Do one of the following:
 - To cancel generating a standard report, click **Cancel**.
 - To generate a standard report, click **Proceed**.
3. If you selected *proceed*, the message “Standard report has been created successfully” will show once the report is created.
4. Click **Close**.

Add a new custom report

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > Reports

1. Click + **Add New Report**.
2. Edit the following:
 - *Report Name*: The name of the report. It is suggested that you include the focus of the report in the title (E.g., required courses, first-year courses, courses in a specialization)
 - *Report Description*: A description of the report. This is a good place to include the year.
 - *Include List of Courses*: Select this option to include a list of courses that are associated with the charts in the report.
 - *Include the program-level learning outcomes table*: Select this option to include the table that contains the program-level learning outcomes.
 - *Include the mapping level description table*: Select this option to include the table that contains a description of each mapping level for the mapping scale
3. Do one of the following:
 - If no analysis questions exist and you would like to add some to the report, click **Analysis Questions** and refer to the section on adding analysis questions to a report.
 - OR
 - If analysis questions have been added to the project, select the check box for the question set(s) you would like to add to the report.
4. Do one of the following:
 - To save the new report, click **Submit**.
 - OR
 - To cancel saving the new report, click **Cancel**.

Edit a report

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > Reports

1. Beside the title of the report you want to edit, click **Edit**.
2. Edit the following:
 - *Report Name*: The name of the report.
 - *Report Description*: A description of the report.
 - *Include List of Courses*: Select this option to include a list of courses that are associated with the charts in the report.
 - *Include the program-level learning outcomes table*: Select this option to include the table that contains the program-level learning outcomes.
 - *Include the mapping level description table*: Select this option to include the table that contains a description of each mapping level for the mapping scale.
 - *Analysis Question Sets*: Select this option to include analysis question sets in the report.
3. Do one of the following:
 - To save the new report, click **Submit**.

OR

 - To cancel saving the new report, click **Cancel**.

View a report

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > Reports

1. Click on the **Report Name** you want to view

Download a report

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Reports

1. Click on the **Report Name** you want to download
2. Click **Download report**.
 - The message “*The PDF file is ready!*” will show once the report is ready
3. Do one of the following:
 - To download the report to your computer, click **Download**.
 - To cancel downloading the report to your computer, click the **X** at the top right of the message.

Delete a report

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Reports

1. Beside the *Report Name* you want to delete, click **Delete**.
2. Do one of the following:
 - To delete, click **Yes, delete this report**.
 - OR
 - To cancel deleting, click **No, don't delete this report**.

Manage charts in a report

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Reports

Once you have created a report, you can move or delete a chart, and edit the title or description of a chart.

Edit the title and description of a chart in a report

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Reports

1. Click on the **Report Name** of the report you want to edit
2. Beside the chart that you want to edit, click **Edit chart**.
3. Edit the following:
 - *Chart Title*: The title of the chart.
 - *Chart Description*: A description of the chart.
 - *Additional Information – Include the course list in this chart*: Select this option to include the courses that were used to create this chart.
 - *Additional Information – Include the data table*: Select this option to include the data table (the raw numbers) used to create the chart.
4. Do one of the following:
 - To save changes to the chart, click **Save**.
 - OR
 - To cancel saving changes to the chart, click **Cancel**.

Move a chart in a report

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Reports

1. Click on the **Report Name** of the report in which you want to move a chart.
2. Beside the chart that you want to move, click **Move/Copy Chart**.
3. Select the report that you would like to move the chart to.
4. Do one of the following:
 - To save move the chart, click **Save**.
 - OR
 - To keep the chart, click **Cancel**.

Delete a chart in a report

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Reports

1. Click on the **Report Name** that includes the chart you want to delete.
2. Beside the chart that you want to delete, click **Delete Chart**.
3. Do one of the following:
 - To delete, click **Yes, delete this chart**.
 - OR
 - To cancel deleting, **No, don't delete this chart**.

Analysis – View and Manage Analysis Questions

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Analysis

Curriculum Project Settings

General	Review Settings	Program-level Learning Outcomes	Courses
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Reporting

Course Summaries	Charts	Reports	Analysis
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On this web page, you can:

View and edit analysis questions.

Select analysis question from examples.

Add or delete a question set.

Delete analysis questions.

About analysis questions

<https://ucalgary.curriculumlinks.ca> > [My Curriculum Projects](#) > [“Curriculum Project”](#) > [Analysis](#)

Analysis questions can be used as a starting point for discussions about program strengths and areas of improvement. They can relate to any aspect of the aggregate data.

<i>What are analysis question sets?</i>	Analysis question sets are groups of questions that can be used to analyze and discuss the data in a report.
<i>Why have different analysis question sets?</i>	If you create multiple reports, you may want different analysis questions in each report. For example, a report with required courses only will likely have different analysis questions than a report on first-year courses.
<i>How many analysis questions can I have in each set?</i>	You can have as few as one question or as many questions as you like in a question set.
<i>How many question sets can I have in a project?</i>	You can have as many question sets as you would like in a project.

Select analysis questions from examples

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > Analysis

1. Click + **Add Analysis Question Set**.
2. To select analysis questions from examples, click **Select Analysis Questions from Examples**.
3. Select the questions you would like to add to the list
4. Do one of the following:
 - To add the questions, click **Submit**.
 - Click **Submit**.
 - OR
 - To cancel adding, click **Cancel**.

Add a question set

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > "Curriculum Project" > Analysis

1. Click + **Add Analysis Question Set**.
2. To write your own analysis questions, click + **Create Custom Analysis Question**.
3. Add a *Title* for the question set.
4. Add a *Custom Analysis Question*.
5. Click **Add**.
6. To add more questions to the question set repeat steps 4 and 5 until you have all the questions you would like.
7. Do one of the following:
 - To add the questions, click **Submit**.
 - OR
 - To cancel adding, click **Cancel**.

Tip:

You might have a different question set for each type of report, if they were created to examine different things.

Add custom analysis questions to a question set

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Analysis

1. To the right of the analysis question set in which you would like to add a question, click **Edit**.
2. Click + **Create Custom Analysis Question**.
3. Add the custom analysis question.
4. Click **Add**.
5. Do one of the following:
 - To add the question, click **Submit**.
 - OR
 - To cancel adding, click **Cancel**.

Delete custom analysis questions from a question set

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Analysis

1. To the right of the analysis question set in which you would like to delete a question, click **Edit**.
2. To the right of the question you would like to delete, click **Delete**.
3. Do one of the following:
 - To delete the question, click **Submit**.
 - OR
 - To cancel deleting, click **Cancel**.

Delete a question set

<https://ucalgary.curriculumlinks.ca> > My Curriculum Projects > “Curriculum Project” > Analysis

1. To the right of the analysis question set you would like to delete, click **Delete**.
2. To the right of the question you would like to delete, click **Delete**.
3. Do one of the following:
 - To delete the question set, click **Yes, delete this question set**.
 - OR
 - To cancel deleting the question set, click **No, don't delete this question set**.

Reference

Definitions

Administrator (user)	An administrator is a user who can set up, manage and report on a curriculum project. A curriculum project can have more than one administrator.
Course	A unit of instruction. For academic programs at the University of Calgary, courses are the units recorded on the student transcript with a final letter grade. Courses can have different credit or unit values (University of Calgary, n.d.) https://www.ucalgary.ca/pubs/calendar/current/glossary-of-terms.html
Course Map	A matrix showing the alignment between course outcomes in a course and the program-level learning outcomes (PLOs) in a program.
Course Outcome	A course outcome is a statement about what learning a student should be able to accomplish or demonstrate at the end of the course. For more information, see the Course Design Manual: https://taylorinstitute.ucalgary.ca/resources/course-design
Course Summary	A report that an instructor can view and download when they have finished mapping a course. The report includes the course details they have added to Curriculum Links as well as a curriculum map showing the relation of the course to PLOs.
Curriculum Links	Curriculum Links is an online tool designed for curriculum mapping in higher education. There are two user roles in Curriculum Links: Administrator and Instructor. Administrators set up projects to gather information about how courses relate to program aims, and instructors contribute the information about their courses. Once all courses have been mapped, the data is collated to produce curriculum maps and reports.

Curriculum Map	A chart or matrix representing the alignment of aspects in a curriculum. Some maps are detailed and show the alignment of specific courses in a program to program-level learning outcomes, while others show a frequency count of activities across a program.
Curriculum Mapping	<p>The process of associating course outcomes with program-level learning outcomes and aligning elements of courses (e.g. teaching and learning activities, assessment strategies) within a program, to ensure that it is structured in a strategic, thoughtful way that enhances student learning (Dyjur & Kalu, 2017).</p> <p>At the University of Calgary, curriculum mapping is a required part of the curriculum review process.</p>
Curriculum Project	Within Curriculum Links, a curriculum project is the framework used to gather data about a single program. A curriculum project can be customized to collect more or less detailed information based on the needs of the curriculum review/development and the type of program being mapped.
Instructor (user)	In Curriculum Links an instructor is a user that is assigned to map a course. A course can have more than one instructor. For example, a research assistant can be added as an instructor to help input the data.
Mapping Scale	The scale used to indicate the degree to which a course outcome aligns with a program-level learning outcome (Dyjur, Kalu & Grant, 2018).
Program-Level Learning Outcomes (PLOs)	The knowledge, skills and attributes that students are expected to demonstrate by the end of a program of study.
PLO– Category	Categories of PLOs are used in Curriculum Links to bundle together related outcomes. For example, a program might include two categories of PLOs: those required for accreditation and those that are specific to that program.

Program A set of courses, a number of which may be mandatory and of a specialized nature, leading toward a particular credential (University of Calgary, n.d.).

<https://www.ucalgary.ca/pubs/calendar/current/glossary-of-terms.html>

Student Assessment The methods that are used to assess student learning in a course.

Methods

For example, a quiz, an essay, class participation or a group project.

Assessments

Student Assessment – Level of Understanding Indicates the level of understanding that an assessment is designed to assess.

Understanding

For example, a common hierarchy that describes increasing levels of understanding is Bloom’s taxonomy: 1. Remember, 2. Comprehend, 3. Apply, 4. Analyze, 5. Evaluate, and 6. Create.

Student Assessment – Timing Indicates when an assessment is conducted during a course.

Timing

For example, to determine patterns of student workload, you might want to provide a list of options such as Week 1, Week 2, Week 3 etc.

Student Assessment – Weight (%) Indicates the weight of an assessment as a percentage (%) of a student’s final grade in a course. Added together, the weighting of all assessments equals 100%.

Submit Settings

When an administrator is finished configuring the settings of a curriculum project, they submit the settings. Prior to submitting, all settings can be changed. After submitting, only certain settings can be changed, such as adding another course to be mapped. Once an administrator submits the settings, it changes the status of a project from *Not Configured* to *Active*. This means that the project is now live and instructors can map courses they have been assigned to map.

When instructors are mapping a course, they can save, edit and delete information until they submit. Once they submit their course information, the status of a course changes from *Assigned/In Progress* to *Submitted*. The data are submitted to the administrator and can now be used in project

reports. Instructors can view and download course reports but can no longer make edits unless the administrator changes the status of the course back to *In Progress*.

Teaching and Learning Activities

The activities designed to help students learn in the course, typically directed towards achieving a course outcome or a number of outcomes.

For example, instructors can use lectures, group projects, and field trips to support student learning.

Teaching and Learning Activities – extent of use

Indicates how often a teaching and learning activity is used in a course.

For example, to understand how often particular types of activities are used, mapping options could include rarely, occasionally, frequently, constantly.

References

Dyjur, P. & Kalu, F. (2017). *Curriculum review: Curriculum mapping*. Calgary, AB: Tailor Institute for Teaching and Learning, University of Calgary.

Dyjur, P., Kalu, F., & Grant, K. (2018). *Guide to Curriculum Review*. University of Calgary.

University of Calgary (n.d.). *Glossary of Terms*.

<https://www.ucalgary.ca/pubs/calendar/current/glossary-of-terms.html>