



UNIVERSITY OF
CALGARY



Curriculum Links

Instructor Manual

Taylor Institute
for Teaching and Learning

Curriculum Links

Instructor Manual

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UNIVERSITY OF CALGARY
Taylor Institute for Teaching and Learning

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Contents

| | |
|--|-----------|
| INTRODUCTION | 1 |
| Curriculum Links for Instructors | 2 |
| What is curriculum mapping? | 2 |
| What is Curriculum Links? | 2 |
| What are the key features of Curriculum Links? | 2 |
| What is a curriculum project? | 2 |
| What is the overall process when using Curriculum Links? | 3 |
| Mapping your course with Curriculum Links | 4 |
| GETTING STARTED | 5 |
| Getting Started as a User | 6 |
| About Users | 6 |
| Register for an account | 7 |
| Login | 8 |
| Logout | 8 |
| Recover your password | 9 |
| My Courses | 10 |
| About active courses | 11 |
| Select an active course to map | 11 |
| About archived courses | 12 |
| Select an archived course to review | 12 |
| Navigating in Curriculum Links | 13 |
| Method A: Click on the steps at the top of each page | 13 |

| | |
|--|-----------|
| Method B: Click on the left and right arrows located at the bottom of each page | 14 |
| How do you know which step of the process you are currently on? | 14 |
| MAPPING YOUR COURSE | 15 |
| Student Assessment Methods | 16 |
| About student assessment methods | 17 |
| Add a student assessment method | 19 |
| Edit a student assessment method | 20 |
| Delete a student assessment method | 21 |
| Teaching and Learning Activities..... | 22 |
| About teaching and learning activities | 23 |
| Add a teaching and learning activity | 24 |
| Edit a teaching and learning activity | 25 |
| Delete a teaching and learning activity | 25 |
| Course Outcomes | 26 |
| About course outcomes..... | 27 |
| Add a course outcome | 27 |
| Edit a course outcome..... | 27 |
| Delete a course outcome | 28 |
| Course Outcome Details | 29 |
| About course outcome details..... | 30 |
| Add or edit details (assessments, activities or questions) about each course outcome.. | 31 |
| Course Outcomes Mapping | 32 |
| About course outcome mapping | 33 |

| | |
|--|-----------|
| Select the level of alignment of each course outcome with each program-level learning outcome (if any) | 33 |
| Additional Questions About Course | 34 |
| About additional questions about your course | 35 |
| Answer or edit answers to additional question about your course | 35 |
| Course Summary | 36 |
| About course summary..... | 37 |
| Download a summary of your course as a PDF document..... | 37 |
| Submit your course summary to the curriculum project administrator | 38 |
| References | 39 |

Introduction

Curriculum Links for Instructors

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).

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, the data can be aggregated to produce curriculum maps.

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> | Easily follow the steps 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 curriculum project?

A curriculum project is a project within Curriculum Links to map a single learning program. A learning program can contain one or more courses. Administrators can make decisions about

what data to collect based on the needs of the curriculum review and the type of program 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.

Mapping your course with Curriculum Links

Based on the needs of the curriculum project, administrators set up the project to gather information about individual courses from instructors. Instructors are assigned one or more courses that they teach and are guided through a step-by-step process to enter all required information. Not all projects will require all these steps, but you may be asked to enter the following information about your course:

| | |
|---|---|
| <i>Student Assessment Methods</i> | You can add, edit or delete student assessment methods that you use in your course. |
| <i>Teaching and Learning Activities</i> | You can add, edit or delete the teaching and learning activities you use in your course. |
| <i>Course Outcomes</i> | You can add, edit or delete the course outcomes in your course. |
| <i>Course Outcome Details</i> | You may be asked to answer questions for each course outcome: Select the assessment methods used Select the teaching and learning activities used Answer additional questions about each outcome |
| <i>Course Outcomes Mapping</i> | Indicate the level of alignment of each course outcome with each program-level learning outcome (if any). |
| <i>Additional Question about the Course</i> | If applicable, you can enter and edit answers to each additional question about your course. |
| <i>Course Summary</i> | You can review and download the answers you entered during the process of mapping the course. You can also submit your summary to complete the mapping of your course. This step submits the data to the course administrator. |

Getting Started

Getting Started as a User

About Users

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 create 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 can map a course and then submit this information to the administrator of curriculum project.

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

Register for an account

curriculumlinks.ucalgary.ca

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

Login

curriculumlinks.ucalgary.ca

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

Logout

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

Recover your password

curriculumlinks.ucalgary.ca

1. Open a web browser and go to **curriculumlinks.ucalgary.ca**
2. Click **Launch Curriculum Links**.
3. Click **Login**.
4. Click **Forgot your password?**
5. Enter the following:
 - *Email*: Enter the email address that you used to register with.
6. Click **Request password reset**.
 - After submitting this form, an email will be sent to the email address you entered.
7. 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
8. Enter the following:
 - *Password*: Ensure your password...
 - Contains at least 8 characters
 - Contains a lower case letter
 - Contains an upper case letter
 - Contains a digit
 - Contains a special character
 - Does Not contain the following characters “ ‘ \$ / \ ` or space
 - *Confirm Password*: Enter the password again to confirm it.
9. Click **Reset password**.
 - The message “*Your password has been successfully updated*” will confirm that your password has been reset.

My Courses

ucalgary.curriculumlinks.ca > **My Courses**

On this page, you have access to:

Active Courses: This list shows courses that you have been assigned to map as part of a curriculum project. From this list, you can choose the course you want to map.

Archived Courses: This list shows courses that you have mapped previously. From this list, you can choose the course you want to review.

About active courses

ucalgary.curriculumlinks.ca > **My Courses**

This list shows courses that you have been assigned to map as part of a curriculum project. From this list, you can choose the course you want to map.

Each course in the list has:

| | |
|---------------------------------------|---|
| <i>Course Name</i> | The name of the course to be mapped. |
| <i>Curriculum Review/ Program</i> | The curriculum project that the course is a part of. |
| <i>Status:</i> | <i>Assigned:</i> A course that you must map. <i>Submitted:</i> A course that you have previously mapped as part of a current curriculum project. Once submitted, the curriculum project administrator is notified that your course mapping is complete. You can no longer edit a submitted course. |

Select an active course to map

ucalgary.curriculumlinks.ca > **My Courses**

1. Click the **name of the course** that you wish to map.
 - The first step in the curriculum mapping process will open for that course.

About archived courses

ucalgary.curriculumlinks.ca > **My Courses**

This list shows courses that you have mapped in previous years.

From this list, you can choose the course you want to review.

Each course in the list has:

| | |
|---------------------------|--|
| <i>Course Name</i> | The name of the course previously mapped. |
| <i>Curriculum Project</i> | The curriculum project that the course was a part of. |
| <i>Status:</i> | <i>Archived:</i> A course that you have previously mapped and submitted to the curriculum project administrator. You can no longer edit an archived course. |

Select an archived course to review

ucalgary.curriculumlinks.ca > **My Courses**

1. Click the **name of the course** that you wish to review.
 - The course summary page will open for you to review.

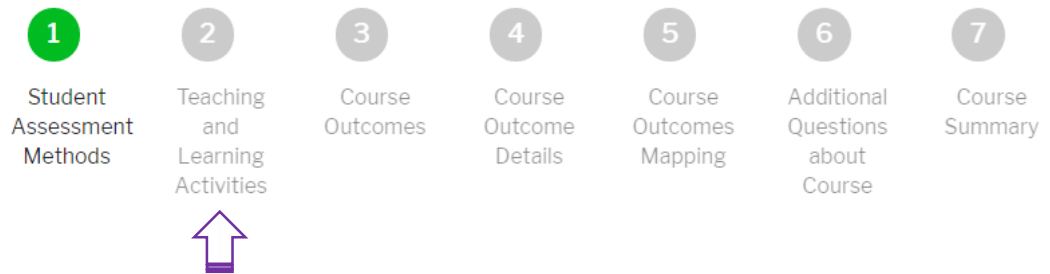
Navigating in Curriculum Links

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

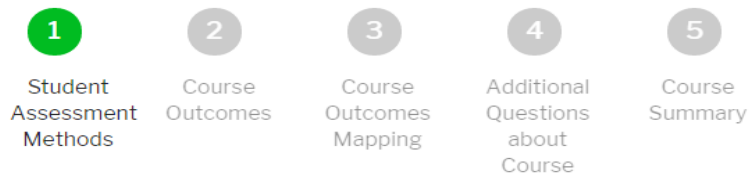
Ucalgary.curriculumlinks.ca > [My Courses](#) > **“Course”**

The name of each step is listed across the top of each page.

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



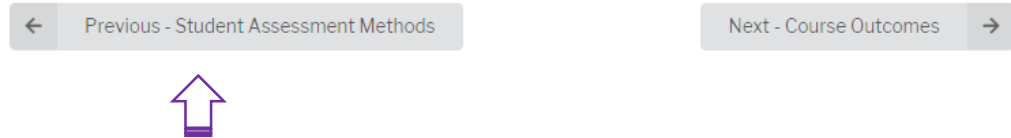
Note: Depending on how your administrator has set up the curriculum project, you may see a different number of steps than an instructor that is working on another project. The maximum number of steps is seven. You will only see the steps that you have to complete:



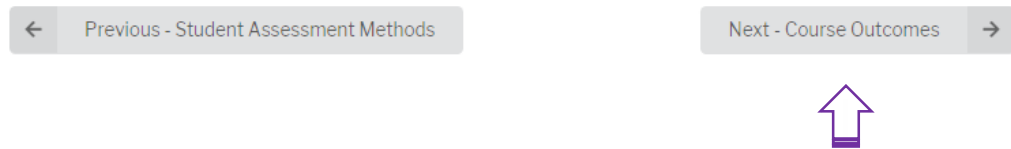
Method B: Click on the left and right arrows located at the bottom of each page

ucalgary.curriculumlinks.ca > [My Courses](#) > **“Course”**

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



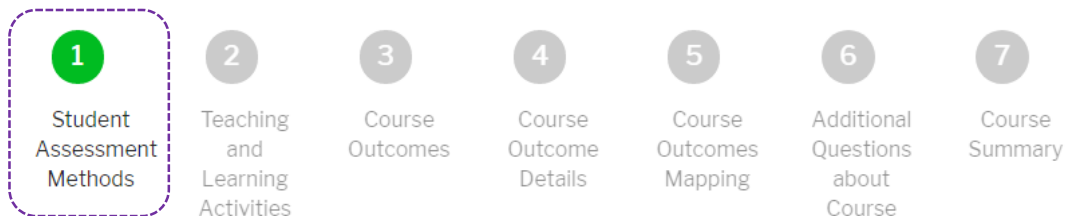
To move to the next step in the process,
click on the **right arrow** that indicates the next step that you will move to.



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

ucalgary.curriculumlinks.ca > [My Courses](#) > **“Course”**

The name of the step that you are currently on is highlighted at the top of the page.



Mapping Your Course

Student Assessment Methods

[ucalgary.curriculumlinks.ca](#) > [My Courses](#) > ["Course"](#) > **Student Assessment Methods**

- 1**
Student Assessment Methods
- 2
Teaching and Learning Activities
- 3
Course Outcomes
- 4
Course Outcome Details
- 5
Course Outcomes Mapping
- 6
Additional Questions about Course
- 7
Course Summary

On this page, you can add, edit or delete student assessment methods that you use in your course.

About student assessment methods

Note

You may or may not be required to enter the student assessment methods you use in your course, depending on how the curriculum project is set up.

You will not see this step if you do not have enter the information.

Student Assessment Methods

The range of methods that are used to assess student learning in a course.

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

Assessment

One unique assessment conducted in a course to assess student learning. During course mapping, each assessment conducted in a course should be entered separately.

For example, a course could include two quizzes, one group project, and one essay.

Note: Each of these assessments should be entered separately, as examples: Quiz 1, Quiz 2, Group Project, Essay.

Additional assessment information

Note Depending on how a curriculum project is set up by your administrator, you may or may not be required to enter this additional information for each assessment.

You will not see these items if the curriculum project is not set up to gather this information.

Assessment – Weight (%) Indicates the relative weight of an assessment as a percentage (%) of all marks in a course. Added together, the weight of all assessments will equal 100%.

This information is collected through an open text box.

Assessment – Timing Indicates when an assessment is conducted during a course.

For example, you might be asked to capture the week that an assessment is done, so you might indicate Week 1, Week 2, Week 3 etc.

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

Assessment – Level of Understanding Indicates the level of understanding that an assessment is designed to assess.

For example, you may be asked to indicate a level of understanding based on Bloom's Taxonomy: Remember/ Comprehend, Apply/ Analyze, or Evaluate/ Create.

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

Add a student assessment method

ucalgary.curriculumlinks.ca > [My Courses](#) > [“Course”](#) > **Student Assessment Methods**

Note During course mapping, each assessment conducted in a course should be entered separately.

For example, a course could include two quizzes, one group project, and one essay.

Each of these assessments should be entered separately, as examples: Quiz 1, Quiz 2, Group Project, Essay.

1. Click + **Add Student Assessment Method**.
2. Enter the following:
 - *Student Assessment Method Name*: Enter the name for the student assessment method. For example, Group Work or Essay.
 - *Description (Optional)*: Describe the student assessment method (if necessary). For example, Group Project 2 or Essay 3.

Enter the following if required (you will not see these items if you do not have to):

- *Assessment – Weight (%)*: What percentage of the final grade is the assessment worth? Enter a number between 1 and 100.
 - *Assessment – Timing*: Specify when assessment is conducted during the course.
 - *Assessment – Level of understanding*: Specify the level of understanding the assessment is designed to assess.
3. Do one of the following:
 - To save the assessment, click **Save**. OR
 - To cancel saving the assessment, click **Cancel**.

Edit a student assessment method

ucalgary.curriculumlinks.ca > [My Courses](#) > ["Course"](#) > **Student Assessment Methods**

1. Beside the name of the student assessment method you want to edit, click **Edit**.
2. Edit the following:
 - *Student Assessment Method Name*: Edit the name for the student assessment method. For example, Group Work or Essay.
 - *Description (Optional)*: Edit the description of the student assessment method (if necessary). For example, Group Work: Group Project 2 or Essay 3.Enter the following (if required):
 - *Assessment – Weight (%)*: What percentage of the final grade is the assessment worth? Enter a number between 1 and 100.
 - *Assessment – Timing*: Specify when assessment is conducted during the course.
 - *Assessment – Level of understanding*: Specify the level of understanding the assessment is designed to assess.
3. Do one of the following:
 - To save the assessment, click **Save**. OR
 - To cancel saving the assessment, click **Cancel**.

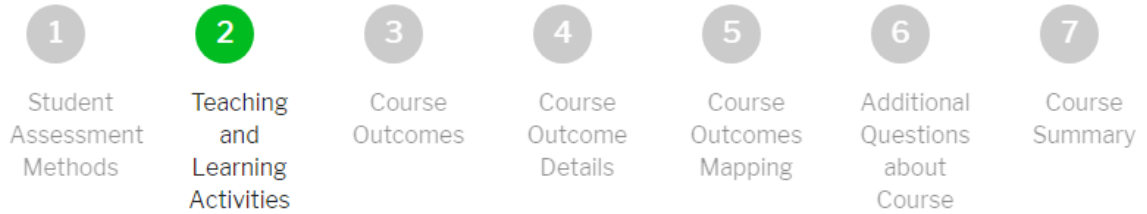
Delete a student assessment method

ucalgary.curriculumlinks.ca > [My Courses](#) > [“Course”](#) > **Student Assessment Methods**

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

Teaching and Learning Activities

[ucalgary.curriculumlinks.ca](#) > [My Courses](#) > ["Course"](#) > **Student Assessment Methods**



On this page, you can add, edit or delete the teaching and learning activities you use in your course.

About teaching and learning activities

Note You may or may not be required to enter the *teaching and learning activities* you use in your course, depending on how the curriculum project is set up.

You will not see this step if you do not have enter the information.

Teaching and Learning Activities *Teaching and learning activities* are the activities that an instructor designs to help students learn – 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. Activities can be designed to support student learning towards achieving a single course outcome or across several outcomes.

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

Note You may or may not be required to enter information about *activities – extent of use* for each activity in your course, depending on how the curriculum project is set up.

You will not see this field if you do not have enter the information.

Activities – extent of use *Activities – extent of use* indicates how often an activity is used in a course.

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

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

Add a teaching and learning activity

[Ucalgary.curriculumlinks.ca](#) > [My Courses](#) > [“Course”](#) > **Teaching and Learning Activities**

1. Click + **Add Teaching and Learning Activity**.

2. Enter the following:

— *Teaching and Learning Activity Name:*

Do one of the following (depending on how the project is set up):

Enter text into the textbox. OR

Select from the list of *activities*. To add an activity not on the list, select *Other, Please Specify* and specify it in the *Description*.

— *Description (Optional):* Describe the teaching and learning activity (if necessary).

Enter the following (if required):

— *Activities – Extent of Use:*

Do one of the following (depending on how the project is set up):

Enter text into the textbox. OR

Select from the list of *activities – extent of use*.

3. Do one of the following:

— To save the activity, click **Save**. OR

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

Edit a teaching and learning activity

[Ucalgary.curriculumlinks.ca](#) > [My Courses](#) > [“Course”](#) > [Teaching and Learning Activities](#)

1. Beside the name of the activity you want to edit, click **Edit**.
2. Edit the following:

— *Teaching and Learning Activity Name:*

Do one of the following (depending on how the project is set up):

Enter text into the textbox. OR

Select from the list of *activities*. To add an activity not on the list, select *Other, Please Specify* and specify it in the *Description*.

— *Description (Optional):* Describe the teaching and learning activity (if necessary).

Edit the following (if required):

— *Activities – Extent of Use:*

Do one of the following (depending on how the project is set up):

Enter text into the textbox. OR

Select from the list of *activities – extent of use*.

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

Delete a teaching and learning activity

[Curriculumlinks.ca](#) > [My Courses](#) > [“Course”](#) > [Teaching and Learning Activities](#)

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

Course Outcomes

[Ucalgary.curriculumlinks.ca](#) > [My Courses](#) > [“Course”](#) > **Course Outcomes**

- 1 Student Assessment Methods
- 2 Teaching and Learning Activities
- 3 Course Outcomes**
- 4 Course Outcome Details
- 5 Course Outcomes Mapping
- 6 Additional Questions about Course
- 7 Course Summary

On this page, you can add, edit or delete the course outcomes in you course.

About course outcomes

Course Outcome A course outcome is a statement about one aspect of learning (knowledge, skill or attribute) that students are expected to learn by the end of a course.

Add a course outcome

Ucalgary.curriculumlinks.ca > [My Courses](#) > [“Course”](#) > **Course Outcomes**

Note Add one course outcome at a time.
Don't enter multiple course outcomes into a single text field.

1. Click **+ Add Course Outcome**.
2. Enter the following:
 - *Course Outcome Description*: Enter the course outcome.
3. Do one of the following:
 - To save the course outcome, click **Save**. OR
 - To cancel saving the course outcome, click **Cancel**.

Tip:

Add one course outcome at a time.

You can copy and paste from a document rather than typing it out.

Edit a course outcome

Ucalgary.curriculumlinks.ca > [My Courses](#) > [“Course”](#) > **Course Outcomes**

1. Beside the course outcome you want to edit, click **Edit Course Outcome**.
2. Edit the following:
 - *Course Outcome Description*: Enter the course outcome.
3. Do one of the following:
 - To save the course outcome, click **Save**. OR
 - To cancel saving the course outcome, click **Cancel**.

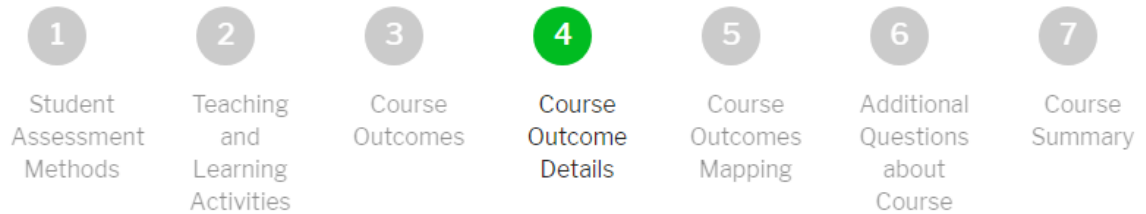
Delete a course outcome

[Ucalgary.curriculumlinks.ca](https://ucalgary.curriculumlinks.ca) > [My Courses](#) > [“Course”](#) > **Course Outcomes**

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

Course Outcome Details

[ucalgary.curriculumlinks.ca](#) > [My Courses](#) > ["Course"](#) > **Course Outcome Details**



On this page, answer questions for each course outcome:

Select the assessment methods used to assess the course outcome (if any).

Select the teaching and learning activities used for the course outcome (if any).

Answer additional questions about each course outcome (if any).

About course outcome details

Note You may or may not be required to enter the details about each course outcome that you have added, depending on how the curriculum project is set up.

You will not see this step if you do not have to enter the information.

Course Outcome and Assessments Under each course outcome, you may be asked to select those assessments (if any) that you use in assessing the outcome.

You will not see this selection if you do not have to enter the information.

Course Outcome and Activities Under each course outcome, you may be asked to select those activities (if any) that you use in teaching and learning the outcome.

You will not see this selection if you do not have to enter the information.

Course Outcome and Additional Questions Under each course outcome, you may be asked additional questions about that outcome.

You will not see this selection if you do not have to enter the information.

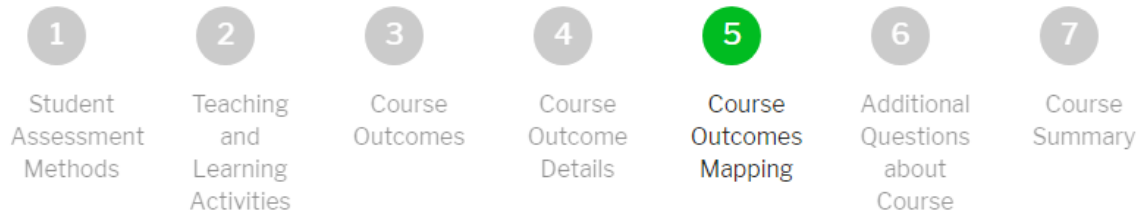
Add or edit details (assessments, activities or questions) about each course outcome

ucalgary.curriculumlinks.ca > [My Courses](#) > [“Course”](#) > **Course Outcome Details**

1. Beneath each course outcome, select or deselect the assessments (if any) that you use.
 - A checkmark shows when that student assessment method is selected.
 - No checkmark shows when the student assessment method is not selected.
2. Beneath each course outcome, select or deselect the activities (if any) that you use.
 - A checkmark shows when that student assessment method is selected.
 - No checkmark shows when the student assessment method is not selected.
3. Beneath each course outcome, answer each additional question (if any).
4. To save your answers, click **Save Answers**.
 - The confirmation message *“Changes have been saved successfully”* will appear when your answers have been saved.

Course Outcomes Mapping

[ucalgary.curriculumlinks.ca](#) > [My Courses](#) > ["Course"](#) > **Course Outcome Mapping**



On this page, you can use the mapping scale to indicate the level of alignment of each course outcome with each program-level learning outcome (if any).

About course outcome mapping

Mapping Scale

The mapping scale 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.

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:

| | Program Outcome 1 | Program Outcome 2 |
|------------------|-------------------|-------------------|
| Course Outcome 1 | NA (no alignment) | Introduced |
| Course Outcome 2 | Developing | Advanced |

Select the level of alignment of each course outcome with each program-level learning outcome (if any)

ucalgary.curriculumlinks.ca > [My Courses](#) > [“Course”](#) > **Course Outcome Mapping**

1. For each course outcome, select the level of alignment with each program-level learning outcome on the mapping scale.

Tip: If the course outcome does not align, leave the level of alignment at NA (No Alignment)

1. To save your selections, click **Save Answers**.

— The confirmation message *“Your answers have been saved successfully”* will appear when your answers have been saved.

Additional Questions About Course

[ucalgary.curriculumlinks.ca](#) > [My Courses](#) > [“Course”](#) > **Additional Questions About Course**

| | | | | | | |
|----------------------------|----------------------------------|-----------------|------------------------|-------------------------|-----------------------------------|----------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Student Assessment Methods | Teaching and Learning Activities | Course Outcomes | Course Outcome Details | Course Outcomes Mapping | Additional Questions about Course | Course Summary |

On this page, you can enter and edit answers to each additional question about your course.

About additional questions about your course

Note You may or may not be required to answer additional questions about your course, depending on how the curriculum project is set up.

You will not see this step if you do not have to enter the information.

Additional Questions about the Course The curriculum project may be set up to ask additional questions that apply to your course as a whole.

For example, some accreditation bodies require additional information at a course level. These questions would be asked here.

Answer or edit answers to additional question about your course

[ucalgary.curriculumlinks.ca](#) > [My Courses](#) > [“Course”](#) > **Additional Questions About Course**

1. Answer each additional question for about your course (if any).

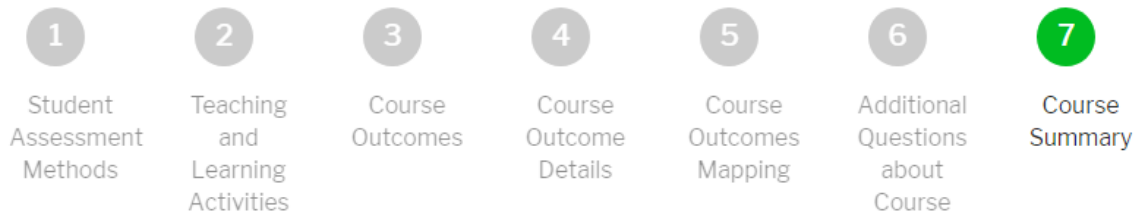
Note: You may see only a single question here or many depending on how course mapping was set up for your curriculum project.

2. To save you answers, click **Save Answers**.

— The confirmation message *“Changes have been saved successfully”* will appear when your answers have been saved.

Course Summary

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On this page:

You can review and download the answers you entered during the process of mapping the course. Based on this review, you might want to revisit some steps and edit the information you supplied.

You can also submit your summary to complete the mapping of your course. This step submits the data to the program administrator.

About course summary

Note

When you submit your course summary, the data is sent to the course administrator and your task of mapping the course is complete.

However, you will no longer be able to edit any the information that you have provided (you will still be able to review and download the information).

Ensure you have edited your course data the way you would like it before submitting the course.

Course Summary

The course summary shows all data you have entered as you mapped your course across the steps of the process. You can review the information, return to a previous and edit the data if required, and download a report of the summary. You can also submit your course data to the project administrator.

Download a summary of your course as a PDF document

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1. Click **Download as PDF**.

— The message “*Download*” will appear when the document of the summary has been created.

2. Click **Download**.

— The PDF document of the summary will download onto your computer, OR

— You will be asked to either save or download the document.

Submit your course summary to the curriculum project administrator

ucalgary.curriculumlinks.ca > [My Courses](#) > [“Course”](#) > **Course Summary**

Note

When you submit your course summary, the data is sent to the course administrator and your task of mapping the course is complete.

However, you will no longer be able to edit any the information that you have provided (you will still be able to review and download the information).

Ensure you have edited your course data the way you would like it before submitting the course.

1. Click **Submit**.

- The message *“Your answers have been submitted successfully”* will appear when your answers have been saved.

References

Dyjur, P. & Kalu, F. (2017). Curriculum review: Curriculum mapping. Calgary, AB: Tailor Institute for Teaching and Learning, University of Calgary.