Entering Your Course into CBase

Log on to CBase using your course director username and password. A screen will then open allowing you to view and edit your own course(s). You should notice that you also have view-only access to any other course which will help you coordinate your content with that of others.
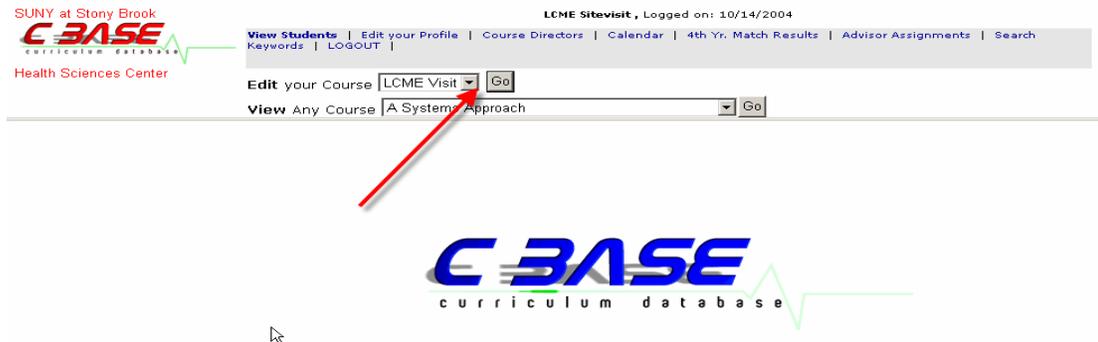
Entering your Course Description

When you have selected your own course and clicked on "Go," the window below will open. Select the "Add/Edit Course Info" in the left frame.
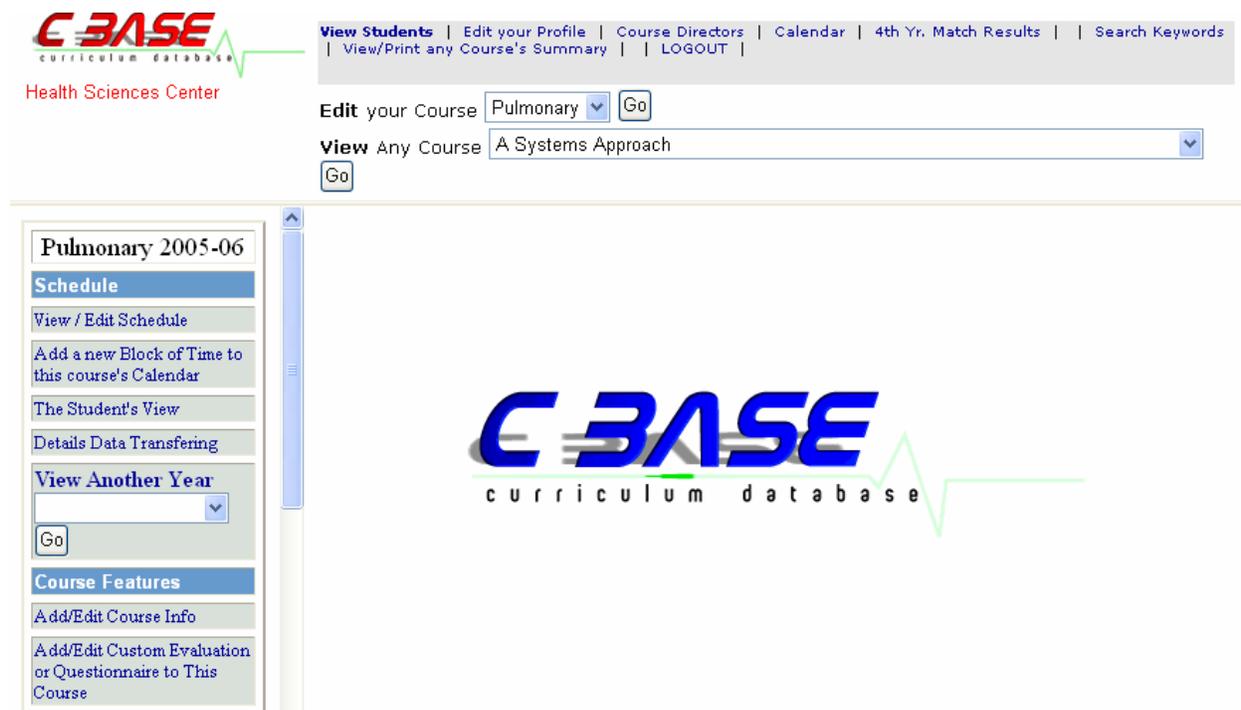
Once you select "Add/Edit Course Info" you will see windows into which you can type or cut and paste text, create a web link, etc.

Edit Course Info (Title, Objective, Description)

Name	Special Educational Events 2nd Year
Add/Edit Title:	Special Educational Events 2nd Year
Add/Edit Objective	
Add/Edit Description	
Add/Edit Orientation	
Add/Edit Grading	
Add/Edit Attendance	
Add/Edit Recommended Texts	
Add/Edit Additional Notes	
Miscellaneous	
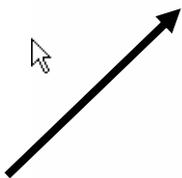
Submit

Cancel

By selecting the appropriate link in the left frame, you will be able to enter text into each of these areas. There are a number of other things that you need to do with through the links.

The course title

A list of course objectives

What are your objectives for the course as a whole? (You should also have objectives for each class.) Specifying objectives - what you expect the students to be able to DO at the end of the course - is the indispensable starting place in curricular design. Objectives drive course content, determine the appropriate teaching techniques and control modes of evaluation. **Specifying objectives is probably the single most important (and difficult) task of a Course Director.**

Objectives are traditionally classified by their focus on knowledge, on skills, and on student attitudes. There is a substantial literature on the language of objectives and how to write them which, if you are not yet familiar with it, can be obtained in the OME and on the web.

A general description of the course with course requirements.

Orientation, when necessary and appropriate
 Instructions when and where the students should show up for the first class. If your course is offered at more than one site, please specify the following

The name of the site,
The name of the site director
Contact information for the site director (phone, beeper, email, address)
Directions to the site by car, by train
Any specific orientation instructions for the specific sites.

A specification of grading policy.

What grades are to be given (the default is Honors, High Pass, Pass, Low Pass, Fail) and how will grades be determined. Indicate the process for appealing a grade or asking for reconsideration. Refer to the appeal process described in the Academic Policies and Procedure manual. See the discussion of Grades and Evaluation below.

Attendance requirements.

Attendance requirements should be spelled out as well as the penalty for failing to attend. Recall that mandatory sessions must be indicated activity by activity in CBase and must

be entered at least 30 days before the course begins. A failure to indicate an activity as mandatory means that a student who misses it cannot be penalized. N.B.: Excused absences from a mandatory exercise can only be granted by Dean Schiavone. The required remediation is at the discretion of the Course Director. Except in extraordinary and unavoidable circumstances, excused absences are given only for documented illness, death or natural disasters. Unexcused absences should be reported to Dr. Chandran in Academic Advising.

Required or recommended texts

Miscellaneous:
Your requirements regarding course material (e.g. no downloading exam questions; no distribution of digital images; etc.) Students are bound by their honor code to respect these rules, but they must be specified, not "presumed."

A list of course faculty and how they can be contacted.

The following statement:
If you have a physical, psychological, medical or learning disability that may affect your course work, please contact Dean Al Jordan who will help you with Disability Support Services (631) 632-6748. They will determine with you what accommodations are necessary and appropriate. All information and documentation is confidential. Students who have been cleared for accommodations must self-identify to their professors before the beginning of the course. Students requiring emergency evacuation are encouraged to discuss their needs with their professors and Disability Support Services.

Instructors eyes only:

Add/Edit General Course Information for Instructors Eyes Only	Faculty guides, exam or quiz keys, and other material you wish only your teaching colleagues to see and not the students go into this area. When faculty go into the course area, CBase recognizes who they are and will give them access.

Entering your Course Schedule for NEW COURSES
* Please note new feature on page 8 & 9 for courses that have been previously entered

When you have selected your own course and clicked on "Go," the window containing your course will open. Select the "View / Edit Schedule" in the left frame.
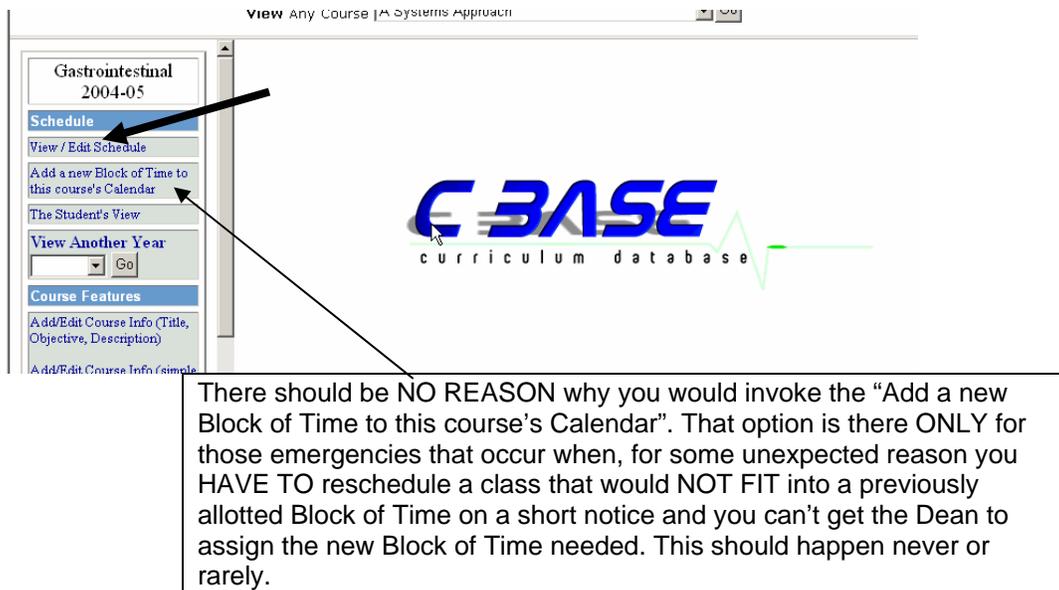
There should be NO REASON why you would invoke the "Add a new Block of Time to this course's Calendar". That option is there ONLY for those emergencies that occur when, for some unexpected reason you HAVE TO reschedule a class that would NOT FIT into a previously allotted Block of Time on a short notice and you can't get the Dean to assign the new Block of Time needed. This should happen never or rarely.

You will then find a screen containing all of the "Blocks of Time" your course was allotted by the Dean, e.g.:

The main task is for you to enter the details of how you will be using the allotted Blocks of Time. This is done by clicking on the "Add a new *Detailed Item* to this Block of Time". When you do this, you will be prompted by a dropdown window to select between an Instructional Mode, or an Evaluation or a Questionnaire.

Add a new Item for *Time Block* "09/09/2004" From: **1:00 PM** To: **6:00 PM**

Please choose one of following item type for course details

Educational Activity

        ⊙ Lecture, Lab, Discussion Group, etc.

Official Evaluation from Dean's Office

        ○ Lecture/Didactic,Small Group, Lab ,Instructor,Course etc.

Custom Evaluation or Questionnaire

        ○ Evaluation or Questionnaire

When you pick "Educational Activity and "submit," you will be brought into the proper window where you can enter the details for each class, exercise or encounter.

Course Details for "LCME Visit" on "10/15/2004" From 4:00 PM To 6:00 PM

*Topic: [_____]   Mandatory: ☐

*Instructor: [--Please Select-- ▼]   Other Instructor: [_____]

*Start Time: [____] : [00] [AM ▼]   *End Time: [____] : [00] [AM ▼]

*Instruction Method: [-- Please Select -- ▼]   Other Method: [_____]

*Class Size: [-- Please Select -- ▼]   Location: [_____]

Assignment(s) [_____]

Miscellaneous Notes [_____]

Keywords
(please separate with a comma) [_____]

*Objectives of This Session [_____]

*SOM competencies that apply to this session (check all that apply)

    ☐ Effective Communication
    ☐ Professionalism, Ethics, and Personal Values
    ☐ Self-awareness, Self-care, and Personal Growth
    ☐ Medical Knowledge
    ☐ Clinical Skills
    ☐ Prevention, Diagnosis and Management
    ☐ Problem-solving
    ☐ Lifelong Learning
    ☐ Social and Community Contexts of Healthcare
    ☐ Systems-based Practice

Section: [ALL ▼] (The section that will view the item.)

Short Title: [_____]   Web URL: [_____]

Title of your upload file: [_____]   File: [_____] [Browse...]

* Required Field

[Save] [Cancel]

You are asked to enter as much information as you can and some of the fields, e.g. the learning objectives and Competencies, <u>must</u> be completed. In this manner, the course's CBase schedule becomes every course's primary web site.

- What is the **title or topic** of the class?
- The **Mandatory** box. If you are entering an activity more than 6 weeks days before it occurs, you will have the option of making it mandatory. An "M" appears in Cbase. This option disappears <6 weeks before an event but the Dean's office can make events mandatory on short notice in truly exceptional circumstances.
- Which **instructor** is responsible for teaching the class.
- You can enter the exact **starting and ending time** of each temporal segment of your assigned block of time (constrained, of course, by the overall time allotted in this case 8:30 to 11:30 on 3/29/05), the place where it will take place, etc., etc.
- The **instructional method** is a dropdown list that is combined with a dropdown list for size of the class being planned. Choose the appropriate element from each.
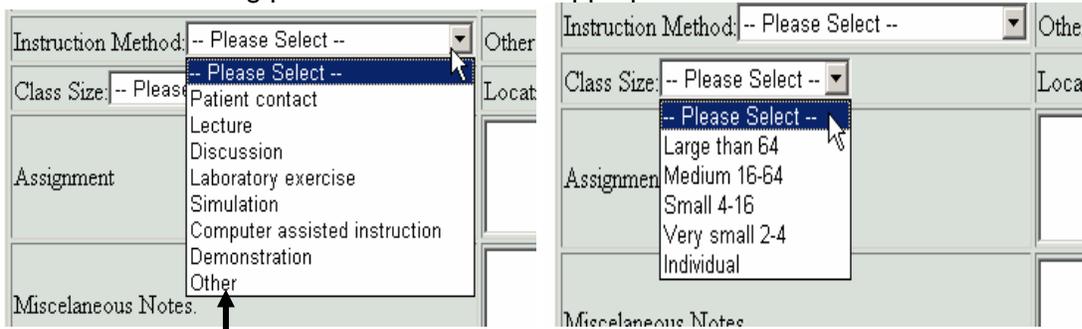
If you choose "Other," you have a box to describe in the type of class or event.

The next two boxes – **assignments and miscellaneous notes** - should be self explanatory. Below we describe how you can upload files or add web links to explain or expand what you enter here. Ideally students should at the faculty member's discretion have access to teaching materials used - PowerPoint presentations, lecture notes, slides, et al. - before each class. (They can be posted on the web with the understanding that they are available only to students taking the course and must not be shared, downloaded or copied without authorization from the instructor.)

"**Keywords**" are especially important, because they offer the easiest way for us to determine what is covered redundantly, well or inadequately in our curriculum. Please do you best to add at least four or five central topics for each class session.

The "Objectives" box will contain the **learning objectives** for that particular class or exercise. A learning objective describes what the students should be <u>able to DO</u> after having completed the activity. Help in writing learning objectives is available both from Dr. Elza Mylona in the Curriculum Office (4-9397) and on line. These objectives should relate to one or more of the ten Competencies that guide our curriculum and you are asked to indicate which ones.

Objectives must be entered for each educational activity and every exam question must reasonably relate to objectives reported in CBase.

Of likely importance is your ability to provide students with various sorts of files – MS Word, PDF, Power Point – that pertain to the particular detailed session. For example, within an 8:30 am to 11:25 am Block of Time, you are entering information about a Lecture by Dr. X, between 8:30 and 9:25, and Dr. X would like the students to have his/hers PowerPoint presentation. You need to have the file of this presentation accessible from your computer. Then, you go to the bottom where it says "File", and by using the "Browse" button, you find the file via your computer, then you press the "Upload this file" button. The file will be uploaded to CBase. It

helps if you also add a short description under "Title for your upload file", such as "Dr. X PowerPoint presentation on Y"

You can, in this way enter as many files as you wish. Analogously, you can point the students to as many URL sites as you wish.

If you select a session as mandatory, according to the academic policies, you must have done so 6 weeks or more before the event … otherwise CBase won't permit you to make it mandatory.

> A caveat: say you have a block of time of three hours, and you use the first hour for a lecture, and the next two hours for a mandatory group session. The course's schedule will take notice of this exactly as you input. However, in the overall Calendar views, the whole three-hour block will be marked as mandatory. This is our temporary solution because of the premium of space in the overall Calendar.

Once you have entered information for a class period and submitted it, you may review your input by looking at the screen the students will see.

You can always return to this screen and edit what you have entered.

Note that, even though you've entered a class, you may still have some time left in your Block of Time as indicated in the next image.

For example, if your class occurs in a three hour block of time but lasts a single hour, you have two hours left for other activities. Go back to the course schedule and repeat the process, i.e. "Add a new *Detailed Item* to this Block of Time" for a portion or all of the remaining two hours. Or go on to another block of time and repeat the process.

NEW FEATURE: Details Data Transferring

This is to be used when you want to **transfer your course schedule from previous year into the current year**.

After you make the selections for the year (From/To) you want transferred, click GO. You will then view a screen listing all of the sessions that were entered (see sample below) which will allow you to **transfer** any or all of the individual sessions into the new schedule dates for current year.

- 8 -

From: (2005-06) Pulmonary		To: (2006-07) Pulmonary	(2006-07) Pulmonary
12/01/2005	**08:30 AM --11:00 AM**		*11/29/2006*
08:30 AM --09:00 AM	Course Introduction	--Please select matching Date-- ▾ [Transfer]	09:00 AM --09:30 AM

If you need to update any information after transferring a session, click on **Edit** to view the details of that session and make the necessary changes.

[Edit] [Delete]

NEW FEATURE: FOR ENTERING GRADES IN CBASE

Use this feature to enter students' individual grades for quizzes, homework, exams, etc.

Course Features

Add/Edit Course Info

Add/Edit Custom Evaluation or Questionnaire to This Course

Add/Edit General Course Information for Instructors Eyes Only

Add/Edit General Course Information for Students Eyes Only

Manage My Students (grades, comments)

Abbreviated list

Enter Grades

View Patient Encounter Logs

Procedure Verification for Certification

Divide Class into Sections

Remove ALL Grade Blocks

BLOCK ALL Grades

Export Student List

Students' grade of quiz,exam and evaluation for "Pulmonary"
(Year given: 2005-06   12/01/2005 - 12/16/2005)

Attention: System allow you to enter student's grade either from screen or from your Excel spread sheet. You can download Excel spread sheet template or crreate it by yourself with defined format.

- **Existing Gradable Items**

Title	Type	Entry Date	Scale	Sort by	School	Item Modification		Enter/Edit On Screen	Enter From Excel File
Quiz average -Best 5	Quiz		Percentage	Last Name	all	Edit	Delete	Grade List	GO
Final Exam	Exam	01/20/2006	Percentage	Last Name	all	Edit	Delete	Grade List	GO

- **Students' Grade Summary**

▸ Grade Summary

School	Last Name	First Name	Empl ID	Quiz average - Best 5	Lung CA	Mechanics	O2 Transport	Hemodynamics	Pneu Game	Pleural	Group Attendance	Final Exam

- **Students' Grade Distribution**

- Grade Distribution

Title:	○ Quiz average - Best 5 Medicine ▾	○ Lung CA Medicine ▾	○ Mechanics Medicine ▾	○ O2 Transport Medicine ▾	○ Hemodynamics Medicine ▾	○ Pneu Game Medicine ▾	○ Pleural Medicine ▾	○ Group Attendance Medicine ▾	○ Final Exam Medicine ▾

GO

- **Add Gradable Item**

(If you want to enter other type,please choose "other" from Type dropdown list first)

Type: Quiz ▾

Other Type: [   ]

(Title should match the grade column label if you wish to use a spreadsheet to upload grade)

Title: [   ]

Date of Item: (if applicable) 05/23/2006 (mm/dd/yyyy)

Grading Scale: Percentage Grade (0-100%) ▾

Sort By: Student's Last Name ▾

School: School of Medicine ▾

Save

That's all there is to it. The Dean's Office is available to help and questions about entering your course material should be addressed first to Jean D'Andraia in the Curriculum Office – 4-1098.

Updated by JD 5/26/06