Step-by-Step Guide to Creating a Course in WIDS

Helpful Tips:

- Use Google Chrome or Mozilla Firefox as your Internet Browser
- Use "Ctrl + C" / "Ctrl + V" to copy / paste into WIDS
- Select <HTML> under the textbox prior to pasting (gives consistent font style and size)
- When copying a list of items, rather than "+Add" select "+Import from Text"
- Click "Save" each time you navigate to a new tab
- Utilize the "+Import from Library" (over 400 ideas for Learning and AssCETLment Activities!)
- Utilize "+Import from Library" when creating a List of PATs (generic PATs can be detailed/modified)
- Visit the Faculty Resources page to obtain additional information and tutorials on "Course Development" http://ntcctle.weebly.com   Password: faculty

Project Management

No information to enter under this tab.

Course Outcome Summary
Course Information

Course Information – CETL will populate this information referencing PeopleSoft

Target Population – Optional

Pre/Corequisites – CETL will populate this information referencing PeopleSoft

Textbooks – if applicable, use this example for the format:
> (*include ISBN#, correct title, author(s), Publisher, edition and date*)
>
> *Example: Engleberg, Sara. Periodontal Examination. Odontoscience (publisher), 2011. Second edition. ISNB: 76868999. This book may be purchased at NTC's bookstore.*

Learner Supplies – if applicable

Grading Information – Include breakdown of grade and any other relevant information

Letter grade	% or Points needed to achieve grade *All competencies must be met to earn a C or above*
A	(% or Point Range) and has met all course competencies
A-	(% or Point Range) and has met all course competencies
B+	(% or Point Range) and has met all course competencies
B	(% or Point Range) and has met all course competencies
B-	(% or Point Range) and has met all course competencies
C+	(% or Point Range) and has met all course competencies
C	(% or Point Range) and has met all course competencies
D	(% or Point Range) and/or has not met all course competencies
F	(% or Point Range) and has not met all course competencies

*Letter grades on chart represent NTC's grading scale. *Please note there are no C-, D+ or D- grades.*

Guidelines – if applicable, don't repeat Guidelines that are already on the Syllabus Template

Related Outcomes

Soft Skills – Choose from the dropdown menu to assign the NTC Soft Skills addressed in this course

General Education Outcomes – Choose from the dropdown menu to assign the General Education Outcomes addressed in this course, if applicable

Program Outcomes - this will be assigned in the Program module of WIDS

External Standards - this will be assigned in the Program module of WIDS

Course Competencies

Course Competencies – 3-6 per credit recommended, begin with an action verb at the Applying level or above on Bloom's

> **Performance Standards** – Assessment Strategies/Criteria Lead-in/Criteria
>
> **Learning Objectives** – 2-10 per competency recommended, begin with an action verb at or below the level of the competency but also at or above the Applying level on Bloom's

Linked Soft Skills – Link Soft Skills addressed in this course to the Course Competencies, as appropriate

Linked General Education Outcomes– Link GEOs addressed in this course to the Course Competencies, as appropriate

Linked Program Outcomes– Link Program Outcomes addressed in this course to the Course Competencies, as appropriate

Linked External Standards– Link External Standards addressed in this course to the Course Competencies, as appropriate

Course LPs/PATs

Course LPs/PATs – Edit/+Add Item/Add LPs, this is where you can rearrange LPs once they've been "added" to the course by dragging and dropping (only LP folders, tagged competencies, and overview purpose statement required).

Quick Prints

Course Outcome Summary

Course Design – will generate the COS, PATs and LPs for the course (all content), can export to a PDF, Word, RTF or HTML document

Course Teaching Plans

Course Learning Material

Course Bibliography

Linked Outcomes Matrix

My Syllabi

This feature is not utilized, we use the standardized syllabus template provided by CETL and located on the S: drive/Curriculum/SYLLABI – FACULTY SEMESTER SUBMISSIONS.