

COURSE, CURRICULUM & PROGRAM JOB AID

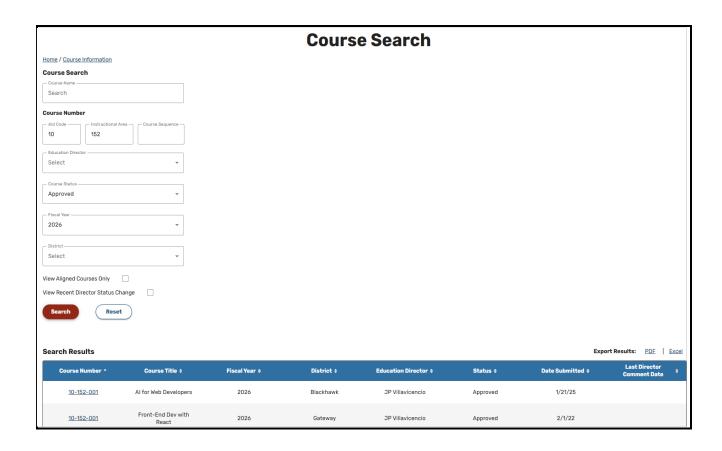
Contents

Cou	urse Information	3
	Course Search	3
	Course Details	4
	Course History Tab	5
	Course Compare To:	6
	Course Compare To: Details:	7
	Course Advanced Search	8
C	Curriculum & Program Information	9
	Program Search	9
	Curriculum Details	.10
	Program History Tab	. 11
	Curriculum History Tab	.11
	Curriculum Compare To:	.12
	Program Differentiation:	.13
C	Curriculum Advanced Search	.14
	Program Search	.14
C	CCP Reports	.15
	Left Navigation Bar & Report Selection	.15
File	Submission	.16
	File Uploader	. 16
	File Submission Status	.16

Course Information

Course Search

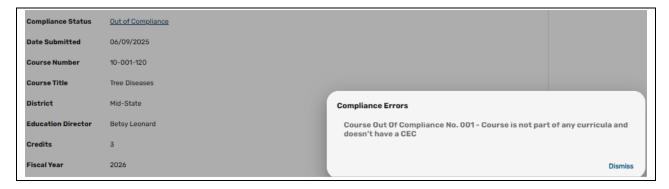
- > Enter combination of search criteria as desired
- > There is a 2,000 line limit for search results
- You may export results to PDF or Excel
- > Reset button to clear filter selections to default
- View Recent Director Status Change displayed for past 7 days of Status changes to courses
- Last Director Comment date displayed for most recent director comments-possible response required



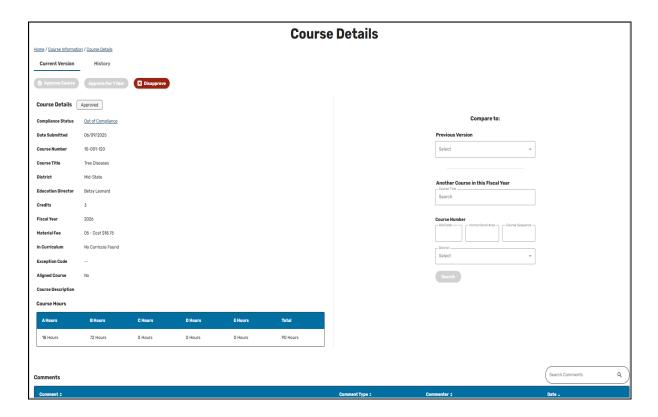
Course Details

Course Details display all relevant course attributes, including course status

Within Course Details is the Compliance Status field of which "Out of Compliance" is a potential result for a submitted course. In this use case, the phrase "Out of Compliance", when clicked, opens a pop up box and displays reason/s for Out of Compliance



- > Each course record includes clickable links to all district curricula the course is part of
- The Comments section features comments by both the college and the Director. Comments default to display in descending chronological order may be sorted by column. The Comments is also searchable using the search box above and to the right of the Comments section.

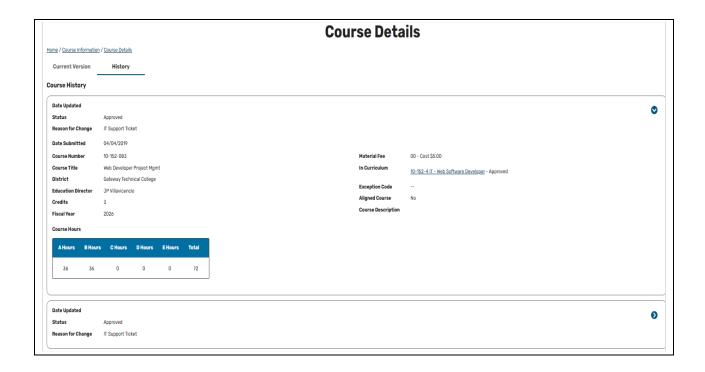


4 | Wisconsin Technical College System DRAFT v.10.27.2025

Course History Tab

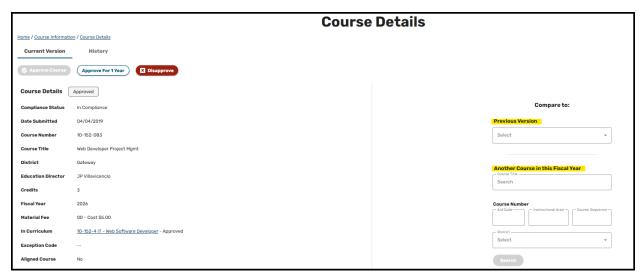
The purpose of the History Tab in the Course Details page is to display historical transactions of selected course

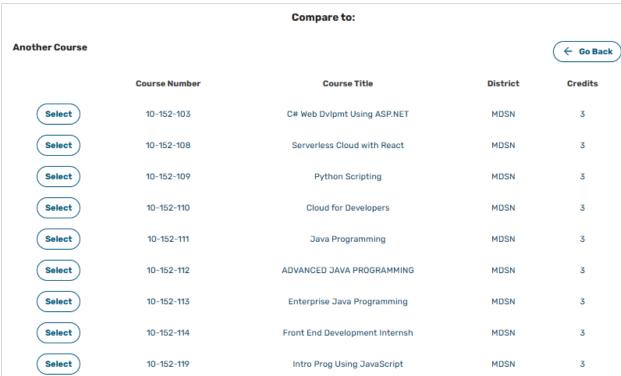
> Click on the right chevron (blue dot arrow) to expand course history details



Course Compare To:

- ➤ Users can select a Previous Version of a Course (from the last 4 years) in the same district for the purposes of comparison with the current submission. (see highlight in screenshot below)
- > OR select from any other course in the same fiscal year any district





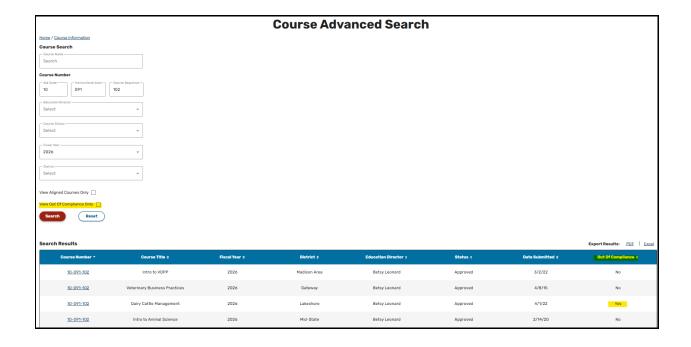
Course Compare To: Details:

- > Select any of the options presented
- Once comparison parameters are selected, the system displays all relevant information about the comparison course and highlights, in red, the differences between the two courses on the left side.



Course Advanced Search

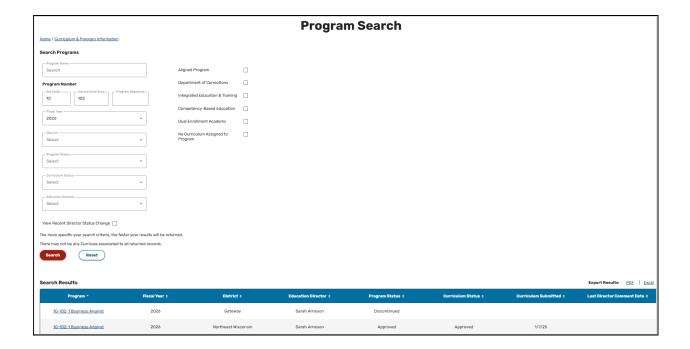
- Course Advanced Search allows the user to select any combination of fields in the Course Search screen to narrow course searches
- As shown in the first highlight below, users may select a combination of checkboxes which will return a list of all courses that match all the selected criteria, up to 2,000 records
- The system now features the ability to view Out of Compliance Only courses (as shown in the sample search results below)
 - o Out of Compliance (Yes/No) in Search Results are displayed
- > Each column in the search results is sortable by selecting the column header



Curriculum & Program Information

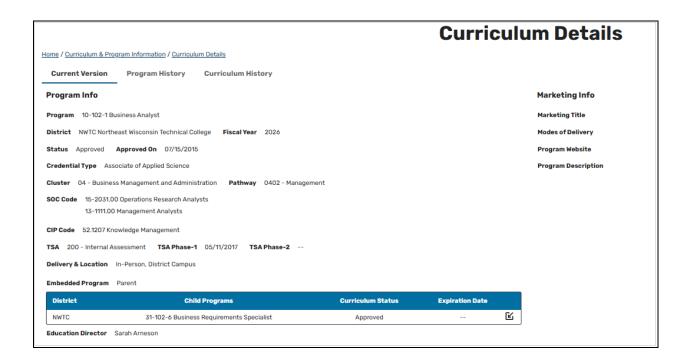
Program Search

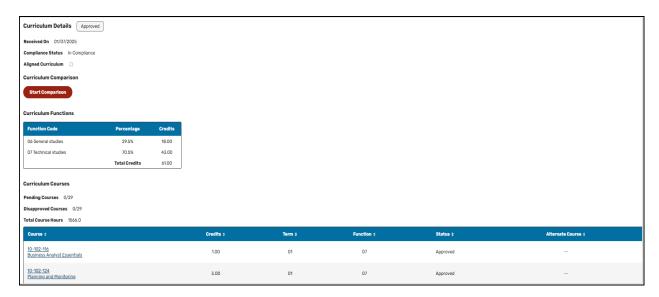
- Using the provided fields, enter Program search criteria as desired
- > Search results are limited to 2,000 lines
- You may export results to PDF or Excel
- > Search fields are reset to the default settings by selecting the Reset button below the search fields
- Programs with no Curriculum associated for a district will display a blank field under Curriculum Status



Curriculum Details

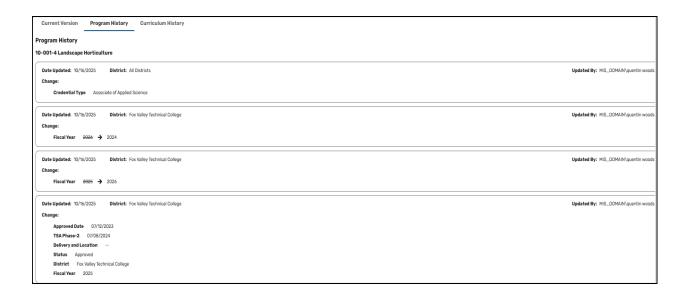
- Displays all relevant Program and Curriculum attributes
- > If applicable, Embedded and Shared Program relationships are displayed
- Included in the details, if applicable, is In Compliance/Out of Compliance status and ability to click review reason/s if not in Compliance
- View courses within the Curriculum; links are clickable opens in new tab
- > Comments are displayed in chronological order; ability to search comments





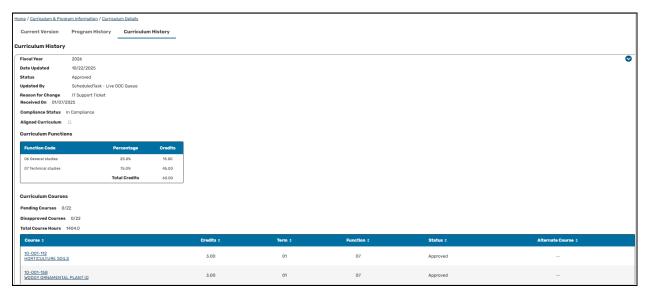
Program History Tab

- Displays historical changes over time to the selected Program
- Field values that have been replaced are represented with a strike-through of the original value followed by an arrow to the new value
 - o See example below showing change in fiscal year
- Each Field with a new value displays the Date Updated



Curriculum History Tab

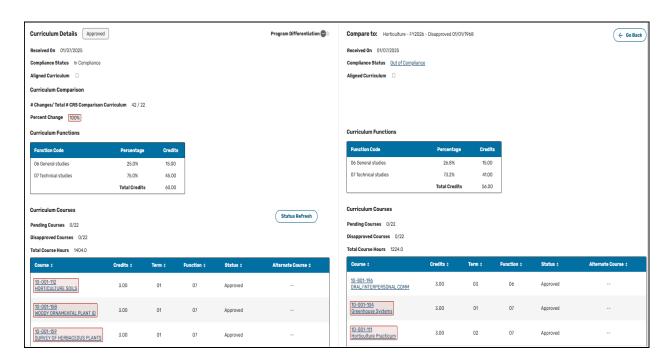
- Displays historical changes over time to the selected Curriculum
- Click on right chevron (blue dot arrow) to expand curriculum history details



Curriculum Compare To:

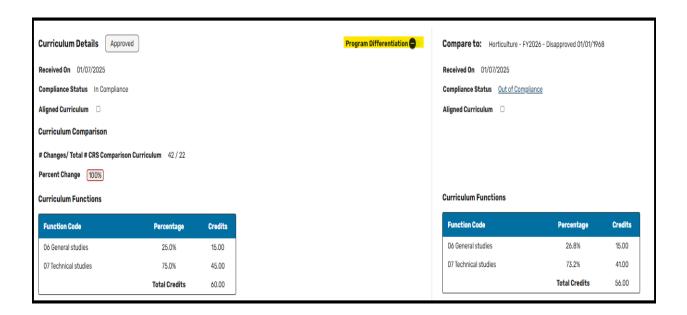
- ➤ Users can select a Previous Version of a Curriculum (from the last 4 years) in the same district for the purposes of comparison with the current submission
- > OR select from another curriculum in the same fiscal year any district
- > Select an option from the list presented
- > System displays all relevant information about the comparison curricula and highlights, in red, the differences between the two

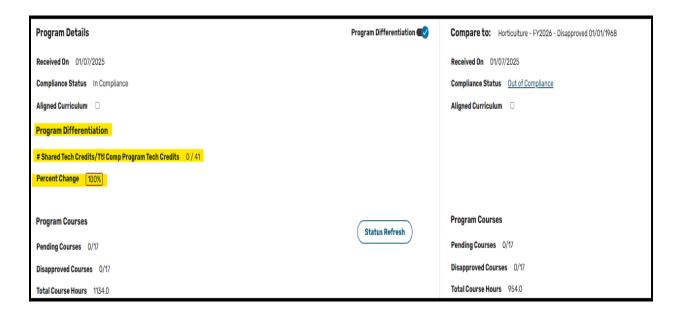




Program Differentiation:

- The system will display just the Programs' Tech Courses, and the number of shared/total comparative credits for the two selected Programs
- Displays the Percent change between the two programs (as shown in the red box below)
- Highlights those courses that differ between the two programs (as shown in red in the box above)
- > To return to the Curriculum Comparison, re-click the Program Differentiation slider

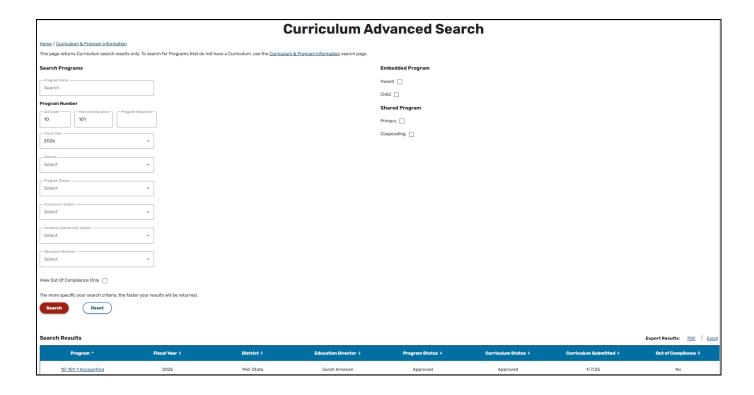




Curriculum Advanced Search

Program Search

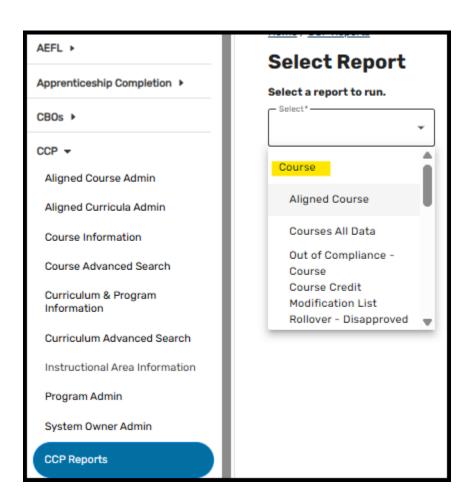
- Program Search allows the user to select any combination of fields in the Curriculum Search screen to narrow curriculum searches
- Multi-select capability on District, Program Status, Curriculum Status, Contains Course with Status & Director
- Users may select a combination of checkboxes which will return a list of all curricula that match all criterium selected, up to 2,000 records
- Note: Advanced Search will return only Curriculum records. If there is not a curriculum associated with a Program, it will not be returned in the results
- Results feature the ability to view Out of Compliance curricula
- > Each column in the search results is sortable by selecting the column header



CCP Reports

Left Navigation Bar & Report Selection

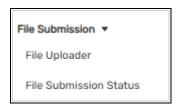
- A new, one click, repository for all CCP reports
- > Ability to multi-select options on many reports
- Fiscal Year is required on most reports
- Reports are divided into Course and Program sub-categories under Selection box

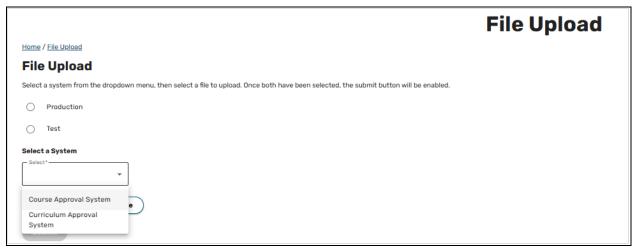


File Submission

File Uploader

Course & Curriculum Approval System files selections for upload





File Submission Status

- Additional filters available to narrow page results:
 - District
 - Environment
 - o Status

