How to use the SALTISE CourseFlow APP

Contents

How to access and use the APP

The APP is currently a cloud-based tool accessed through a URL https://wfm.saltise.ca/CourseFlow/courseplanner.html.

Copy and paste this URL in your browser. This allows you to use the app just by going to the link, but all documents created are stored on your own personal device. Currently, sharing workflow document(s) is done through some exchange between users and not the tool itself, such as emailing the URL files.

Opening, sharing & saving files

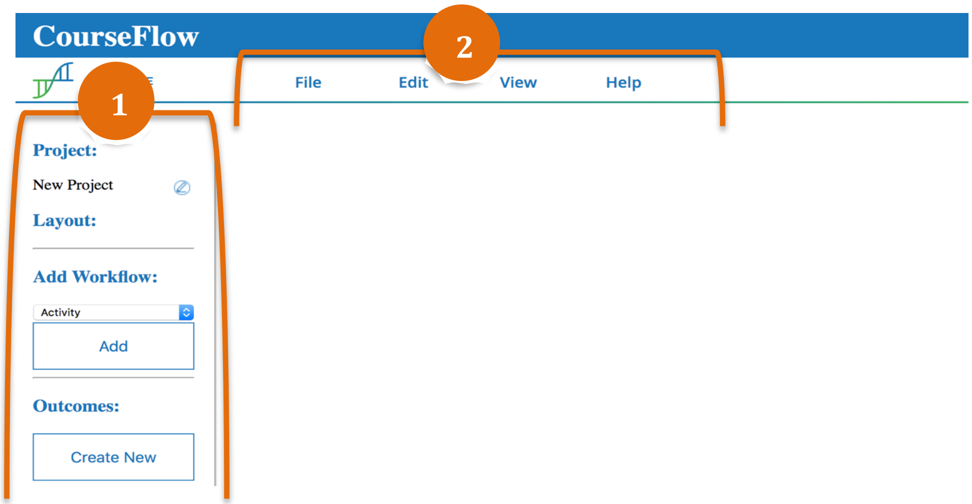
Important things to remember when using the CourseFlow app:

1. **Opening** - The .xml files created are always opened *from the app* itself, and not by double clicking on the file. **In its current state:** you are always using the app from the URL and never download it.
2. **Sharing** - Currently, sharing of the workflow document(s) is done through some exchange between users (i.e. email) and not the tool (app) itself.
3. **Saving** - **Save your files often** – but note: All documents created are stored (saved) on your own personal device. **In its current state:** it's sort of like having an old-fashioned app, where each "save" creates a unique new file.

NOTE: This document is meant to provide an overview on how to use the Courseflow app. For more information refer to the Courseflow app's "Help" drop down menu on the top menu bar.

Blank Workflow Screen

Once you have clicked on and opened the app you will see a Blank workflow space



1. **Left side panel**
   - *Project* – Name your project. See "help" top menu bar for more information
   - *Layout* - This is where your file buttons appear
   - *Add Workflow* - See Activity & Course level below for more information.
   - *Outcomes* (Left side) - This section will be described in more detail below.

2. **Top menu bar**
   - *File*
     - **New Project** - Creates a project, clearing any unsaved data.
     - **Save Project** - Saves the current project, giving the file a default name identical to the project title. The file will be saved to your Downloads folder, and should then be moved into a local directory of your choice.
     - **Open File** - Opens a project from your computer.
     - **Export Current Workflow** - Exports the currently active workflow on your screen (for example a course or activity) and any workflows and outcomes used/connected to it.
     - **Import a Workflow -** Imports a workflow generated with Export Current Workflow or an entire project, appending it to your current project without overwriting any information.
   - *Edit*
     - **Undo/Redo -** Undoes/redoes the most recent change to a workflow. This function may take some time to execute.
     - **Duplicate Current Workflow -** Creates a copy of the currently active workflow or outcome.
   - *View*
     - **Expand/Collapse All Nodes -** Expands or collapses all nodes within a workflow, showing or hiding the detailed descriptions.
     - **Printer Friendly Version -** Opens a new tab with a printer friendly version of the currently active workflow. This can be used to export to pdf.

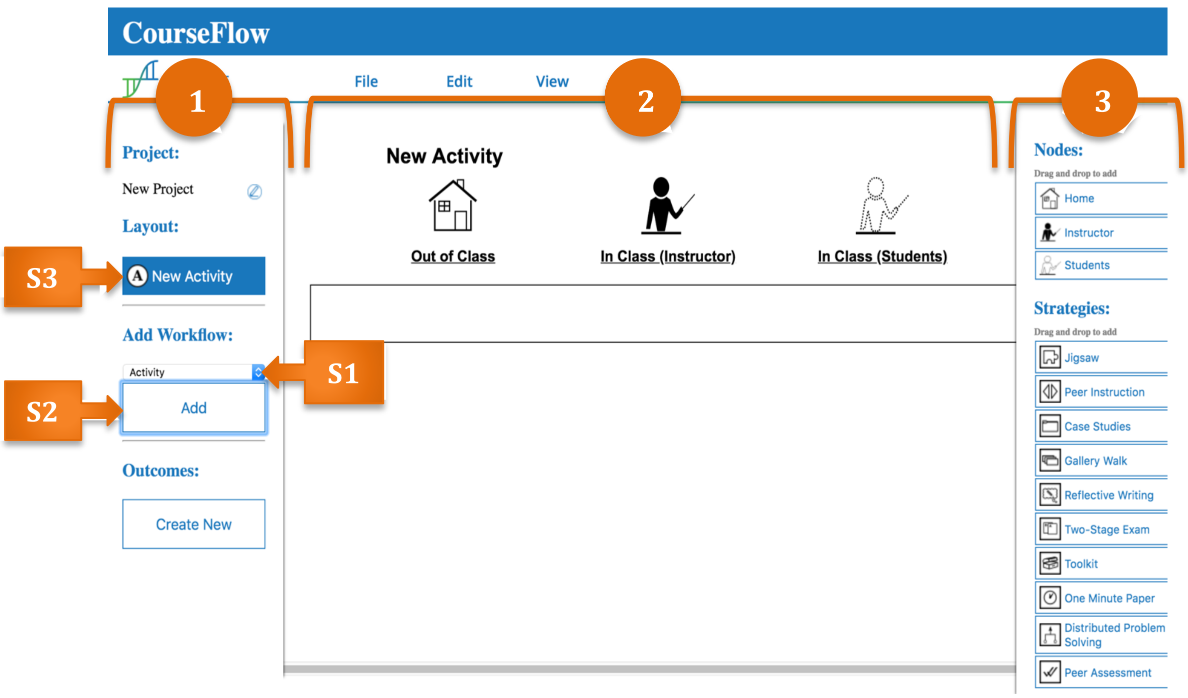
       NOTE: For printer version the app is not compatible with some browsers.

Activity Workflow Level

An Activity workflow shows the step by step methodology for a classroom activity.

Step 1) Under *Add Workflow* use drown down menu to select **Activity**
Step 2) Click on the **Add** button. Your **New Activity** file button will appear under *Layout*
Step 3) Title your activity:

a) Hover over **New Activity** file button under *Layout*
b) Click on the edit (pencil) icon
c) Type title in text box
d) Click anywhere on the screen to update title.
Title appears on file button and on the screen (above Out of Class)



Activity Level Screen Sections

1. **Left side panel** is the same as the blank screen explanation above.

2. **Middle section (columns)** - By default, an activity is made up of three columns:
   - *Out of Class* – for tasks which are completed outside the classroom,
   - *In Class* (Instructor) – for tasks which are primarily instructor-led,
   - *In Class* (Students) – for tasks which are primarily student-led.

   NOTE: column sequence can be changed by selecting and dragging it to the preferred column.

3. Right side panel

A. **Nodes** – Home (Out of Class), Instructor, Students are the Workflow building blocks representing "who is responsible" for the work to be done (teacher or student)

Step 1) Select a node - Home, Instructor or Student

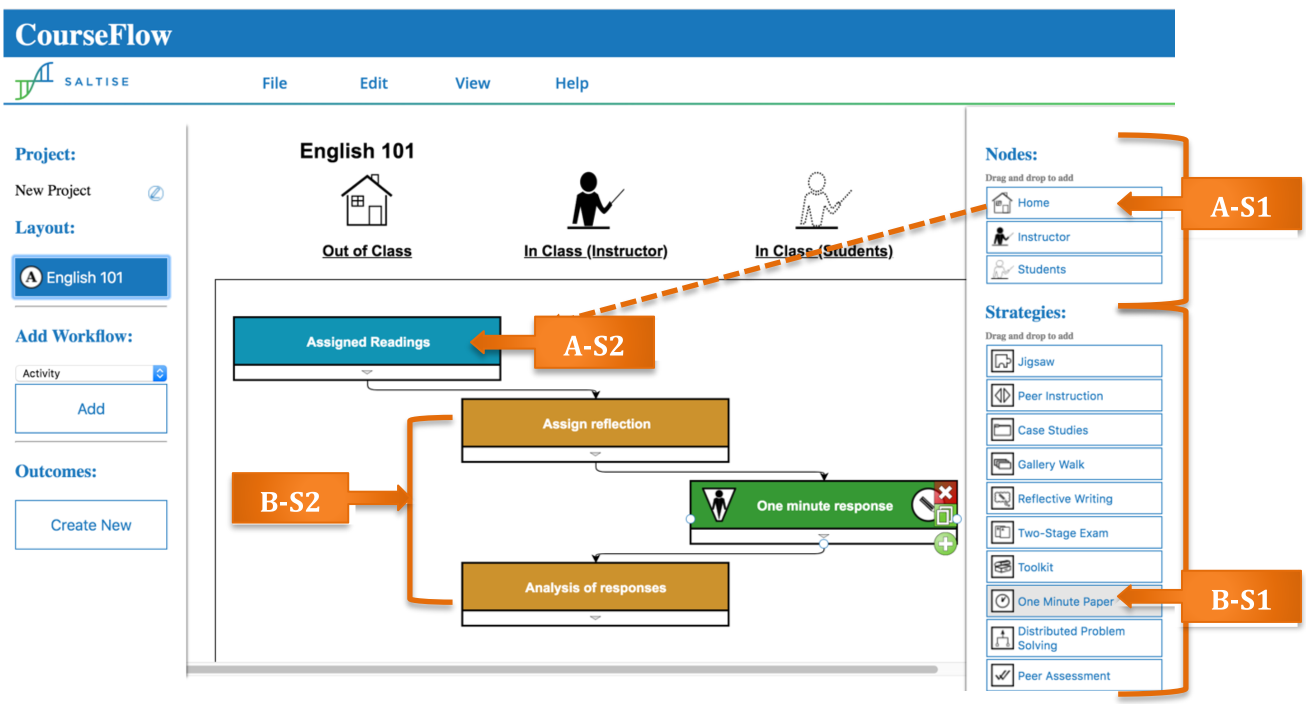
Step 2) Drag the node to the centre section and drop it in the appropriate column

NOTE: At the activity level lines between Nodes are automatic, however additional lines can be added between Nodes (boxes) to demonstrate feedback loops.

B. **Strategies** – This is a list of evidence-based strategies (Jigsaw, peer instruction, etc..), that allow you to quickly implement a strategy in your activity workflow

Step 1) Add a strategy (group of tasks) by dragging the strategy and dropping it into the active area (centre section). Example below "One Minute Paper"

Step 2) Modify the strategy for your own use (if needed) by removing or moving nodes and/or changing text (titles or descriptions). See **Manipulating Nodes** below.

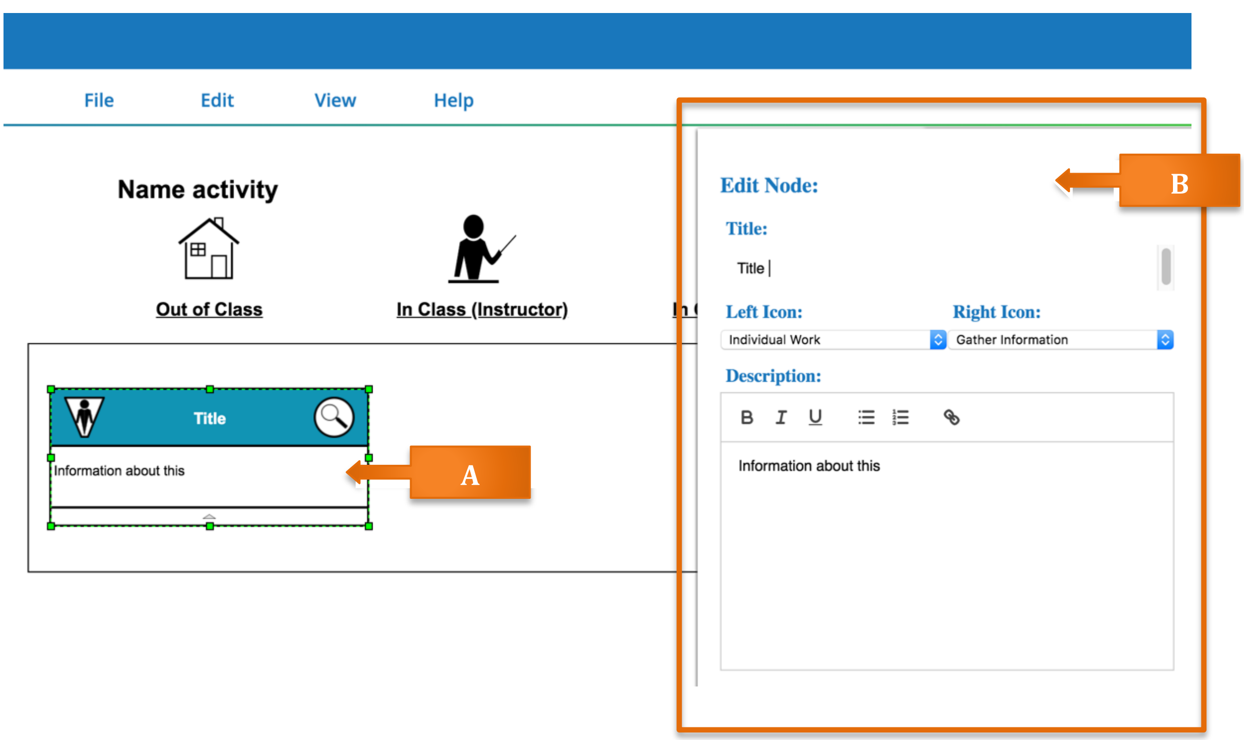


Manipulating Nodes

- **Moving Nodes -** Nodes can be moved between columns (with a few exceptions) or rearranged in time by clicking and dragging the node.
- **Deleting Nodes -** Nodes can be deleted by clicking the icon which appears in the top right corner of the node when hovered over.
- **Cloning Nodes -** Nodes can be cloned by clicking the icon which appears on the right-hand side of the node when hovered over.
- **Linking Nodes -** Nodes can be linked (with lines) by clicking and dragging the handles ( ) which appear when the node is hovered over, then connected to the handles of another node. Some links (lines) will appear automatically (such as in Activities) but you may want to add your own as well.
- **Displaying Description -** The description can be displayed by clicking the drop-down (arrow) at the bottom of the node.
- **Resizing Nodes -** Once the drop-down has been displayed, the size of the node can be altered to show the full description.

Edit Node Panel

1. To add content to a node, (A) click on the node to bring up the (B) **Edit Node** panel.
2. To remove (hide) edit node panel click anywhere on the screen



Edit Node Panel Sections

1. **Title** – What is typed here appears in the coloured box
2. **Left & Right Icons** are used to denote level of interaction and types of student engagement:

   A. **Left icon:** Represents level of interaction who is responsible for the work to be done

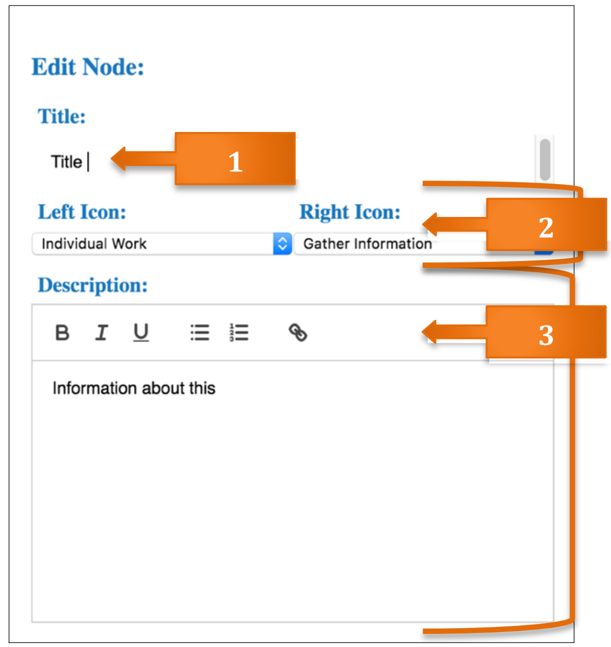
      Step 1) From dropdown menu identify level of student interaction: (i) individual work, (ii) small group, or (iii) whole class.

      Step 2) Select the interaction, an icon representing the level appears on the Node (coloured box)

   B. **Right icon:** Represents how the students are being engaged in the activity.

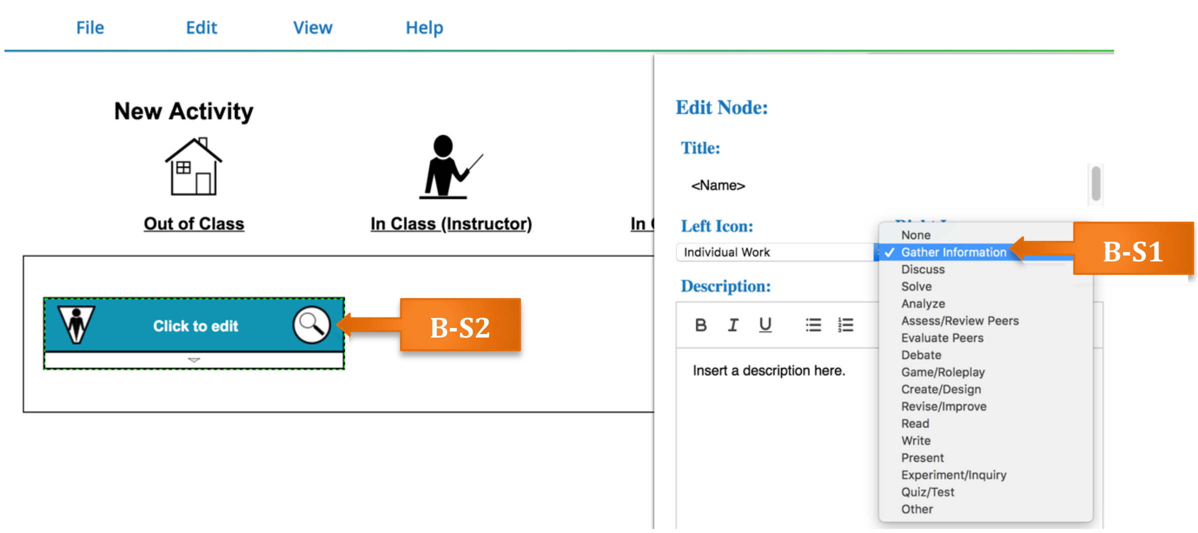
      Step 1) From dropdown menu review the verbs (discuss, present, etc…) that reflect how your students will be engaged.

      Step 2) Select a verb, an icon representing the type of engagement (or task) appears on the node (coloured box).



   NOTE: Icons should be left out when there is no student engagement (for example procedural steps such as splitting the students into groups).

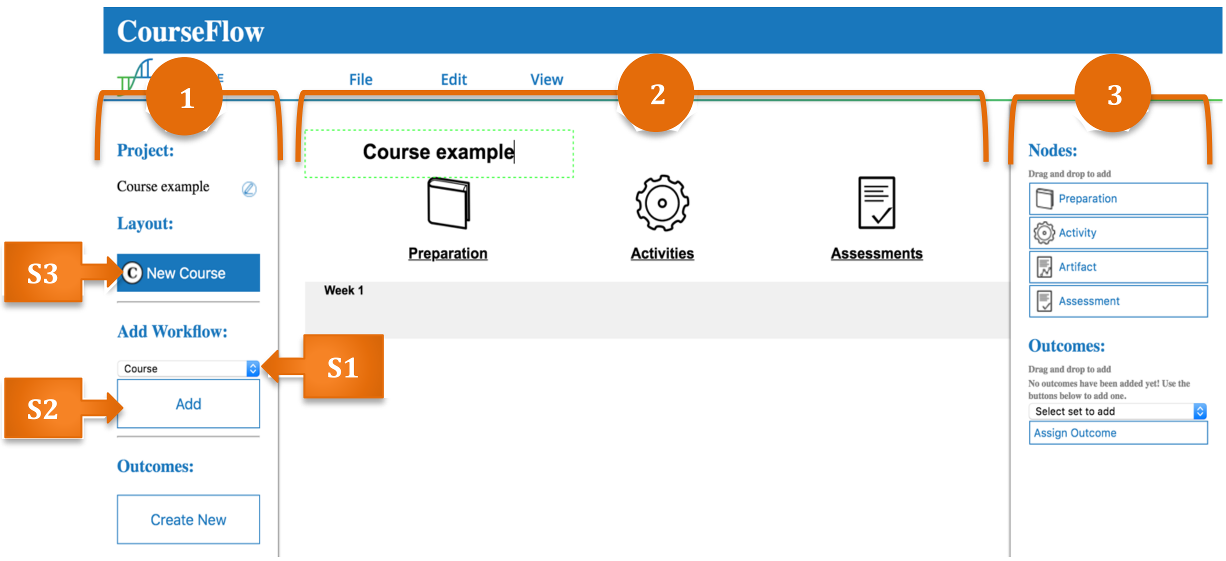
3. **Description** – This space can be used to elaborate on the tasks, provide links to materials, quizzes/questions (myDALITE). Content here appears below the Node coloured box.



Course Workflow Level

A Course workflow is used to design or represent an entire course. by providing the flow of content within a course, intended learning objectives as well as the assessment of the learning (i.e., Outcomes).

Same as Activity Workflow level:
Step 1) Under *Add Workflow* use drown down menu to select **Course**;
Step 2) Click **Add** button, your **New Course** file button will appear under *Layout*
Step 3) Title your Course - click on the edit (pencil) icon and type the title.



Course Level Screen Sections

1. **Left side panel**
   - All features of this panel are the same as the blank screen explanation above.
   - – except **Outcomes** - This is where you provide learning outcomes for your course and will be described in more detail below.

2. **Middle Section (columns)**
   - *By default***,** a course is made up of three columns, the fourth "artifact" can be added if needed with a drag and drop action.
   - *Column sequence* can be changed by selecting and dragging it to the preferred column.
   - *Week 1, Week 2* text can be changed - A course is by default organized into weeks. For users who prefer to plan their course by topic or concept (or class by class), the "weeks" can be renamed by double clicking on the text.

3. Right side panel

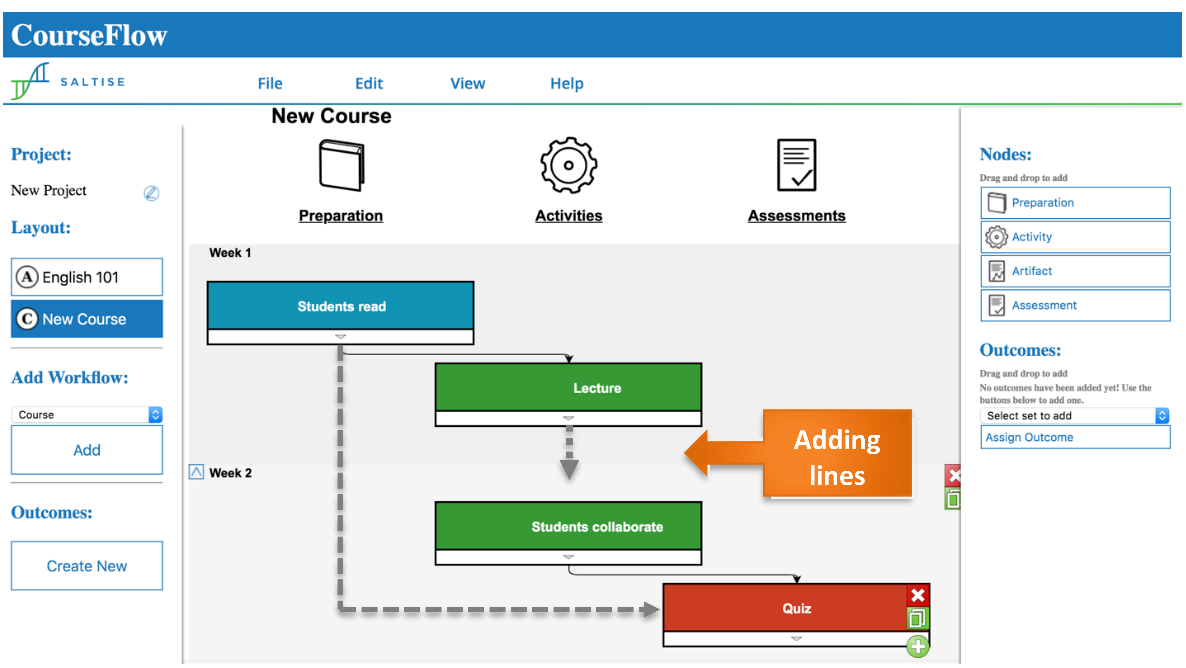
- **Nodes** - As with the activity level, nodes are dragged and dropped onto the centre screen under the appropriate columns.
  - *Preparation* – Can indicate tasks such as readings and other things an instructor must do to prepare for a lesson, class or activity
  - *Activities* – These can be lessons, labs, or any unit of instruction which form the backbone of the course.
    NOTE: These boxes can also be hyperlinked to the Activity level where the tasks are described (see Activity above and "Help" section).
  - *Assessment* – This allows for descriptions of the materials used for assessments, and to indicate where within a course, students are being evaluated.
  - *Artifact* **-** Allows for descriptions of the types of things students will be asked to produce during the lesson. Examples worksheets, drawings, lab reports, etc. NOTE: While this box is not included at the start it is easily added to the flow with a drag and drop action

- **Outcomes** (Right side) This is how you assign Learning Outcomes to nodes within your workflow which will be described in more detail below.

Node links (lines) Course level

Unlike the activity level, nodes are not linked by default, as the relationship between nodes is not as simple. Links (lines) between nodes have to be made by the user and should be used to illustrate the flow of course content.

For more information about Nodes go to **Manipulating Nodes** above.

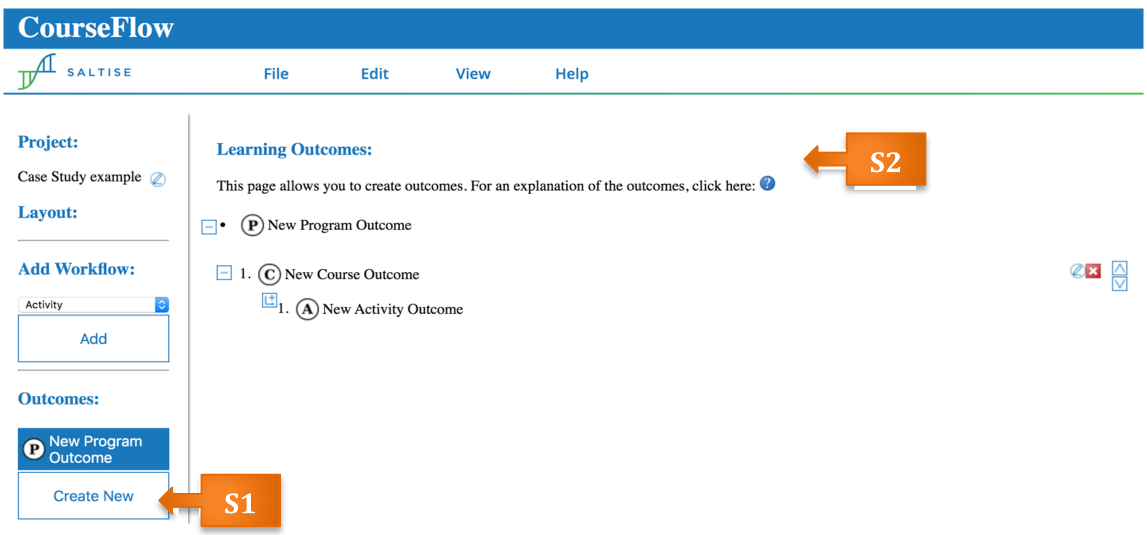


Outcomes (left side panel)

This is where you create learning outcomes. Learning Outcomes are used to track your learning objectives/outcomes or course competencies.

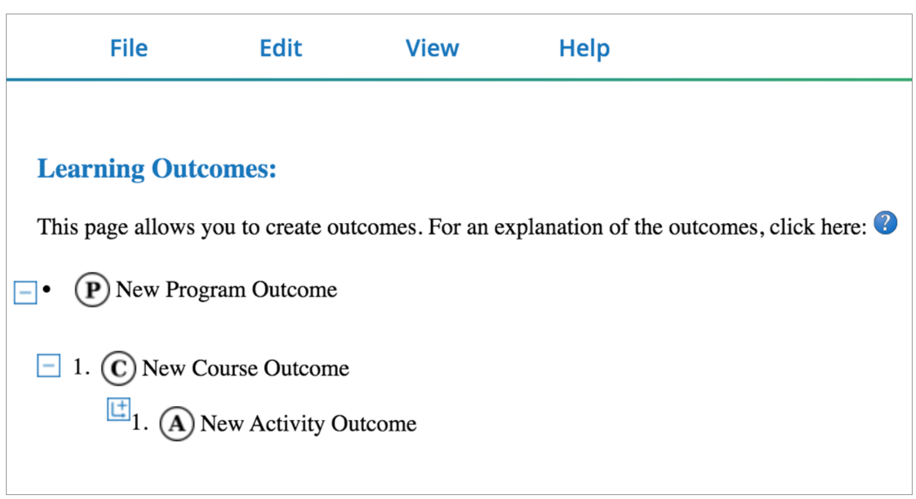
Step 1) To get started, click the **Create New** button under Outcomes in the left panel.
Step 2) Learning Outcomes window appears with (P) level

Outcomes can be expanded to 3 levels
(P) Program level (the Competency or Competencies provided from the Ministry or institution);
(C) Course level (the Elements of Competency / learning objectives and or outcomes);
(A) Activity level (the intended Learning Outcome for a lesson).



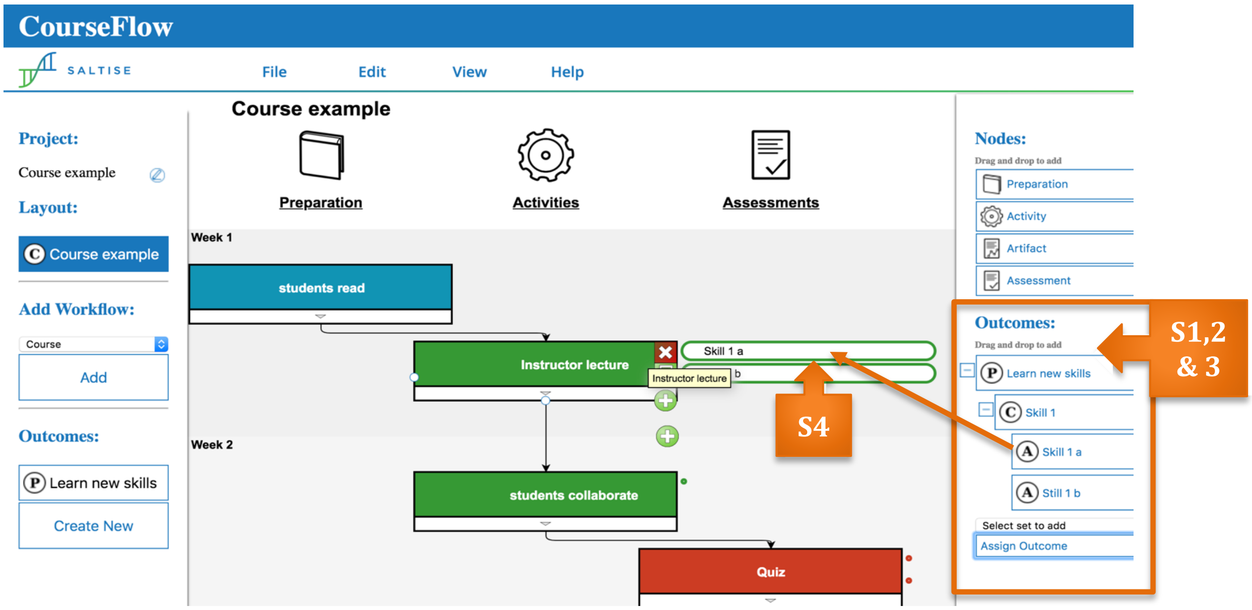
How to Expand and Edit Learning Outcome(s)

1. **To edit** - You can click on the outcome's text to edit it.
2. **To expand** - Mouse over the outcome (P), you will see the symbol appear.
   Click on this to create a new outcome for the next level – in this case a Course level outcome.
   At the course level click this symbol to create an Activity level outcome.



Outcomes (right side panel)

From here you will assign outcomes. The outcomes are assigned to nodes (lectures, labs, assessments, etc..) to signify that the course will address the outcome(s) either in part or entirely.



How to assign an Outcome

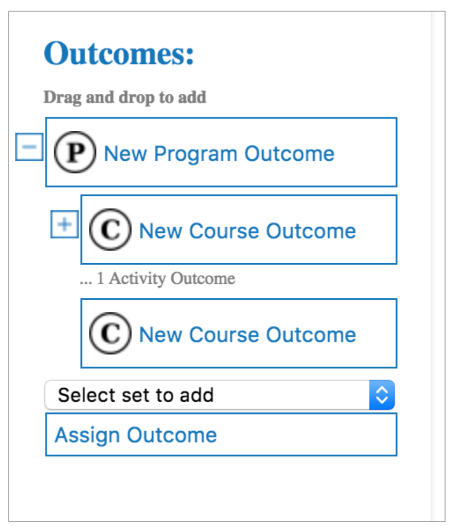
Step 1) From drop down menu “Select set to add” select your **Program** outcome created in the Outcomes (Left side panel)

Step 2) Click **Assign Outcome (a)**. The Program learning outcome button file appears below *Outcomes* (b).

Step 3) Click on the **+** sign to expand your learning outcomes (Course level, Activity level)

Step 4) Once expanded, Outcomes can be dragged and dropped to be assigned to a specific node. See above.

- As you add outcomes, indicators (dots) will appear next to the nodes.
- To see which outcomes have been assigned to a node, mouse over the node.
- When all **Activity Outcomes** have been addressed (linked to nodes), the Course outcome will also be addressed, and when all Course outcomes have been addressed so will the Program outcome.



How to remove an Outcome from a node

- Mouse over the Outcome attached to the node and click the icon on the outcome.