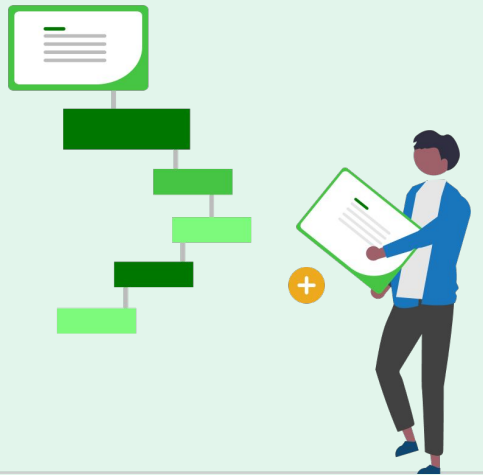**CourseFlow**

Tutorial 104
Get Started with CourseFlow

Linking Workflow Types

Course and Activity workflows | Program and Course workflows

SALTISE

Before you start

Do you have basic questions about CourseFlow? If yes, check out these two presentations before you start.

1. **What is Courseflow? (Getting started):** this tutorial provides an overview of the Courseflow navigation, organizational structure, and a description of workflow types (Course, Activity, Program).

2. **How to Create a Project (Tutorial 100)** or have a Project already set up in Your Library**:** this is an essential step because all workflows (Course, Activity or Program) that are to be linked together must be in the same Project.

Pre set up required to link workflow types

- **Course and Activity workflow(s) -** Create or have a Course workflow and an Activity workflow (or multiple Activity workflows) to be linked.

- **Program and Course workflow(s) -** Create or have a Program workflow and a Course workflow (or multiple Course workflows) to be linked.
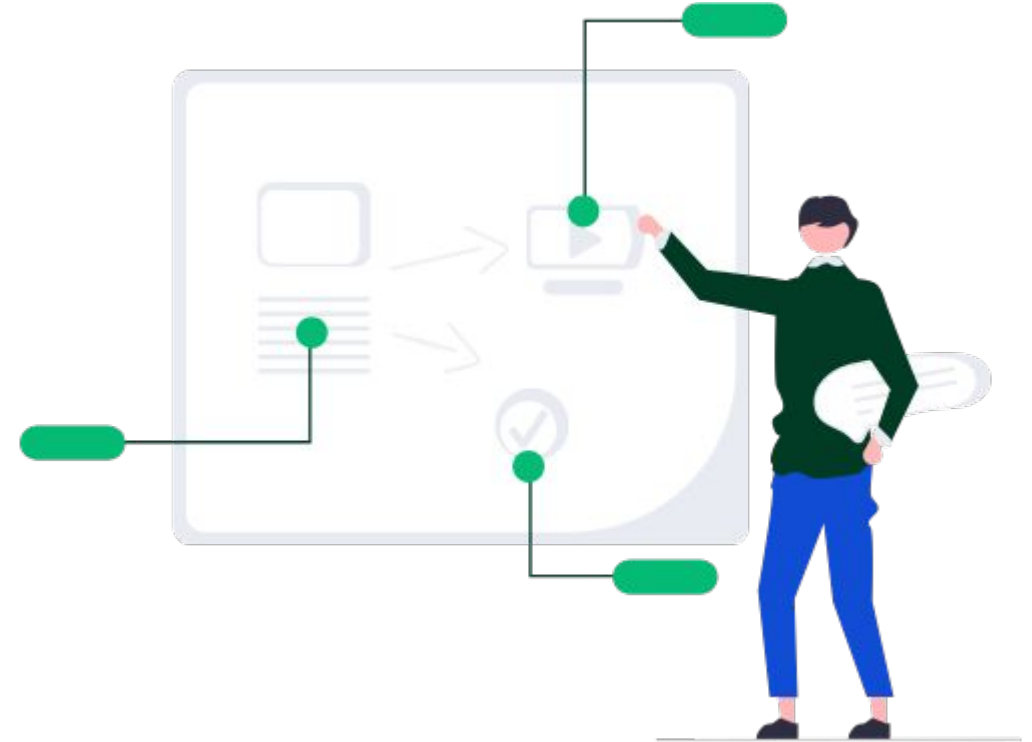
If needed, see tutorials:
101- How to create a Course workflow, 102- How to create an Activity workflow, 103- How to create a Program workflow.

Objective

The objective of this tutorial:
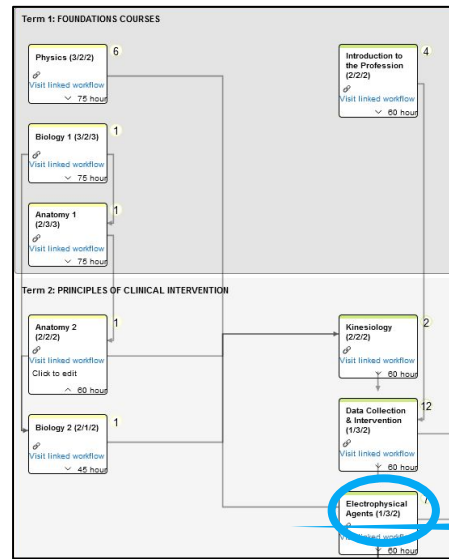
1. To describe how to **link workflows.**
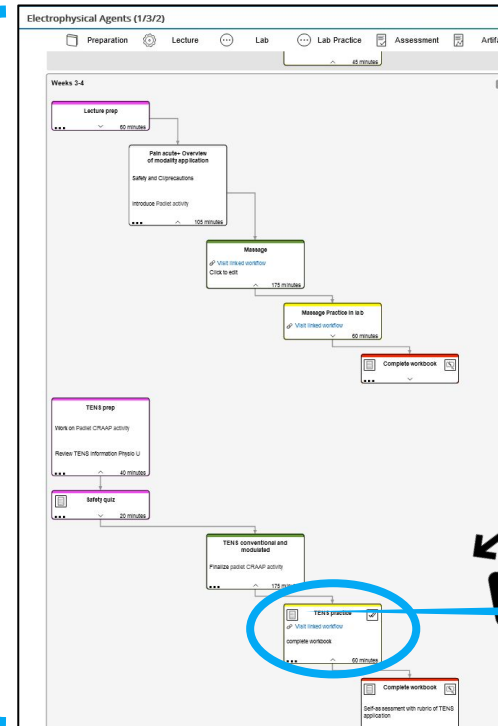
Organizational Structure

Course workflow - A Project can contain multiple-level workflows such as a Course workflow, linked to one Activity workflow or multiple Activity workflows.	Course workflow ● Activity workflow 1 ● Activity workflow 2
Program workflow - Workflows of each Course in a program can be linked to the Program workflow within the same Project.	Program workflow ● Course workflow 1 ● Course workflow 2 ● Course workflow 3 ○ Activity workflow 1
Activity workflow - You can not link other workflows to an Activity workflow.	

LInking Workflow Types
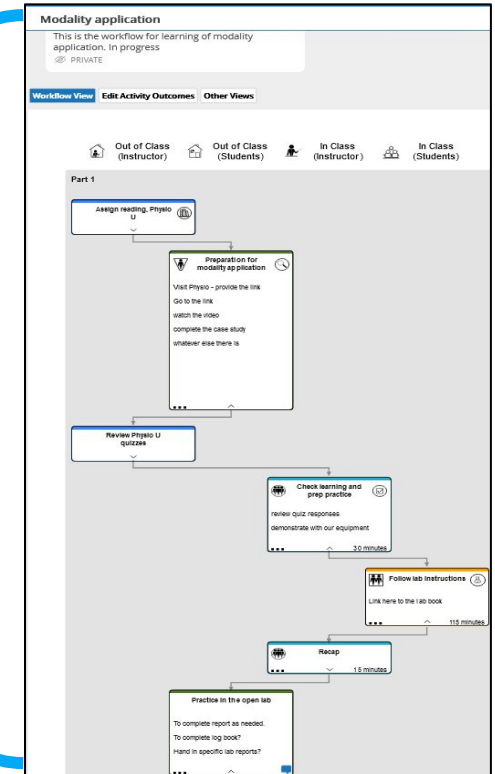
Relationship of the workflows by level

Workflow types can be linked across levels to create a comprehensive curriculum ecosystem.

Program level workflow
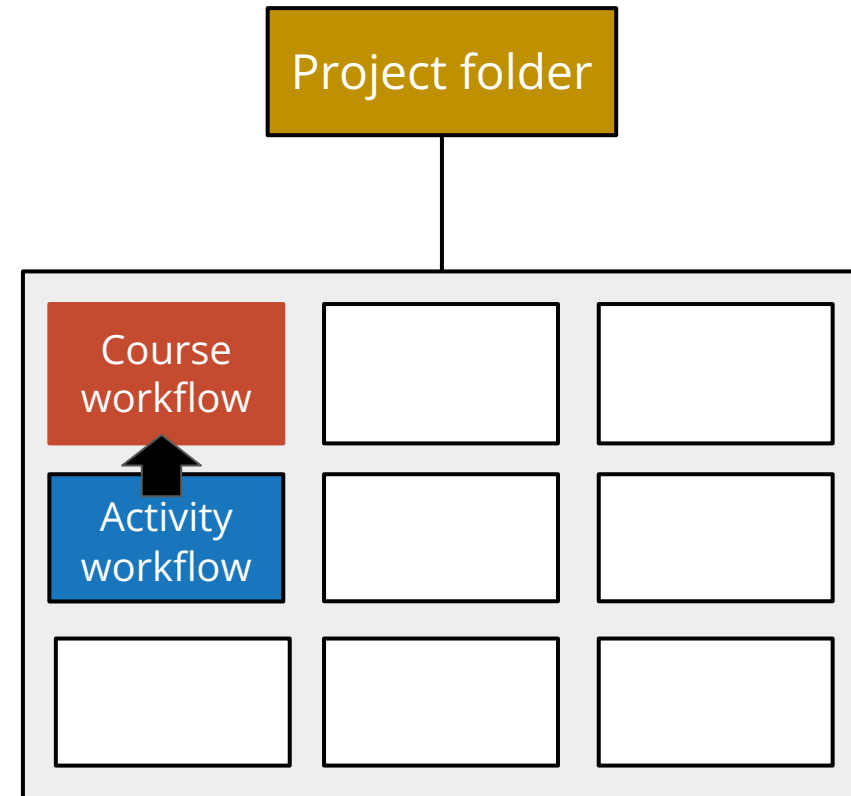can be used to design or represent a curriculum, showing the courses within the program.

Course level workflow
can be used to plan an entire course by providing the flow of content within a course

Activity level workflow
can be used to plan a single activity or multiple linked lessons/assessments.

Linking Workflow types:

Course and Activity

Project folder

Course workflow

Activity workflow

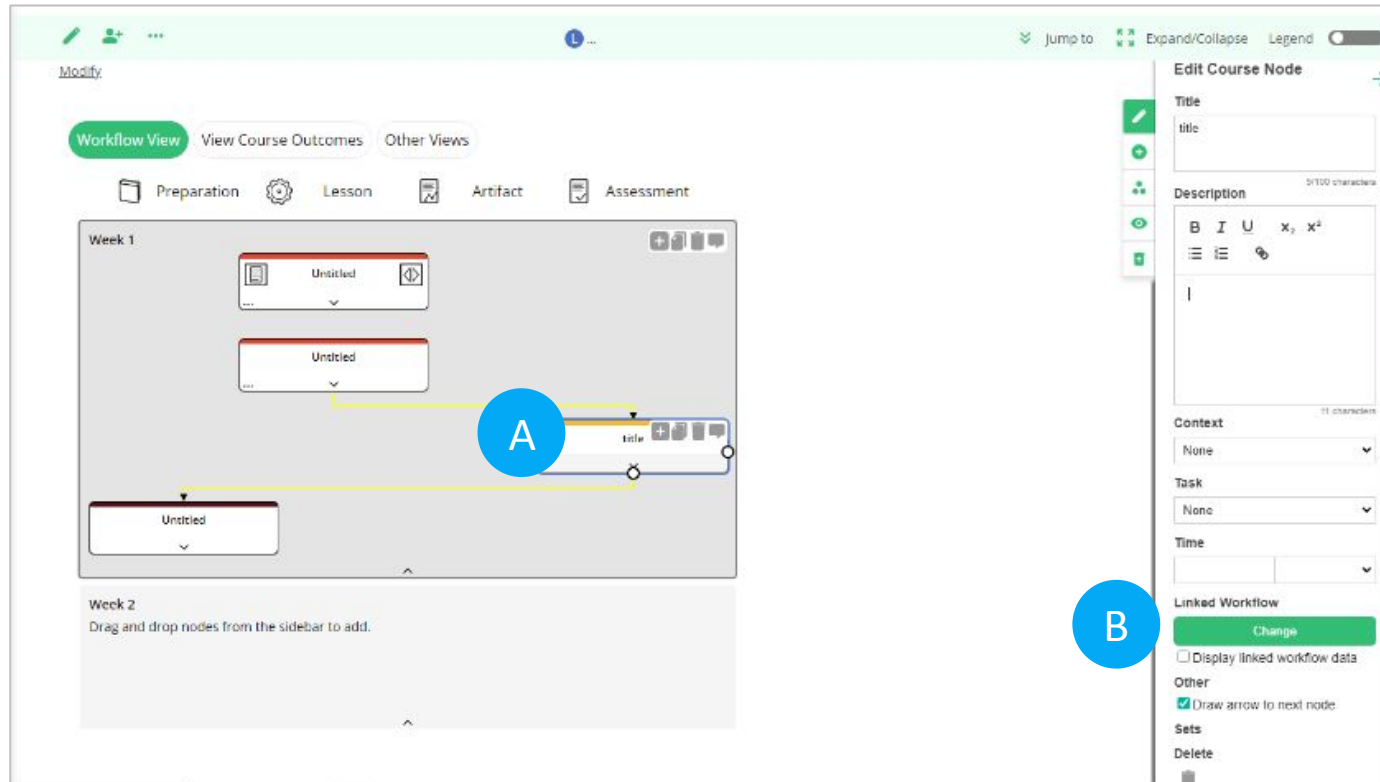# Benefits of linking Course and Activity workflows

At the **Course workflow level** nodes can only provide a certain amount of information. Though often more than sufficient, there are situations where more details are needed to explain learning tasks and processes. To provide this additional level of information Courseflow is designed to allow you to link workflows together, such as a Course workflow with an Activity workflow or multiple Activity workflows.

An Activity workflow allows you to breaks down an individual lesson, project, or assessment into individual tasks, providing the smallest level of granularity. This can be particularly important for complex Activities such as those using Active Learning, allowing you to easily visualize the flow of your activity, how students interact with each other, and in what sort of tasks they are engaging.

An Activity workflow is linked to a specific node within a course workflow.
You can only link one workflow per node.
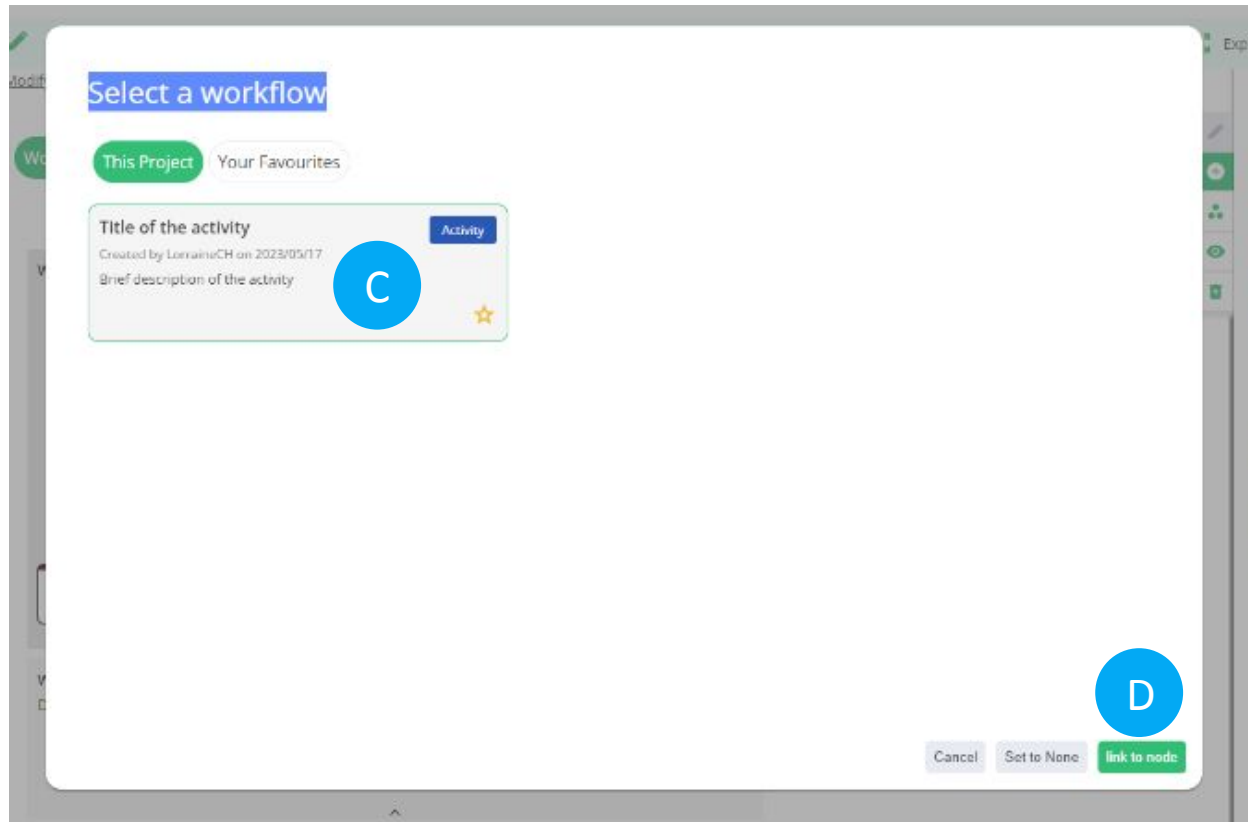
Step 1: Linking workflows across levels

Open the course workflow to initiate the link to an activity workflow.

A. Click on a node in the Course workflow you want linked to an activity workflow. This opens the "Edit Course Node" workflow builder tool.

B. Click on the "Change" button under Linked Workflow on the "Edit Course Node" tool. This opens the "Select a workflow" pop up.
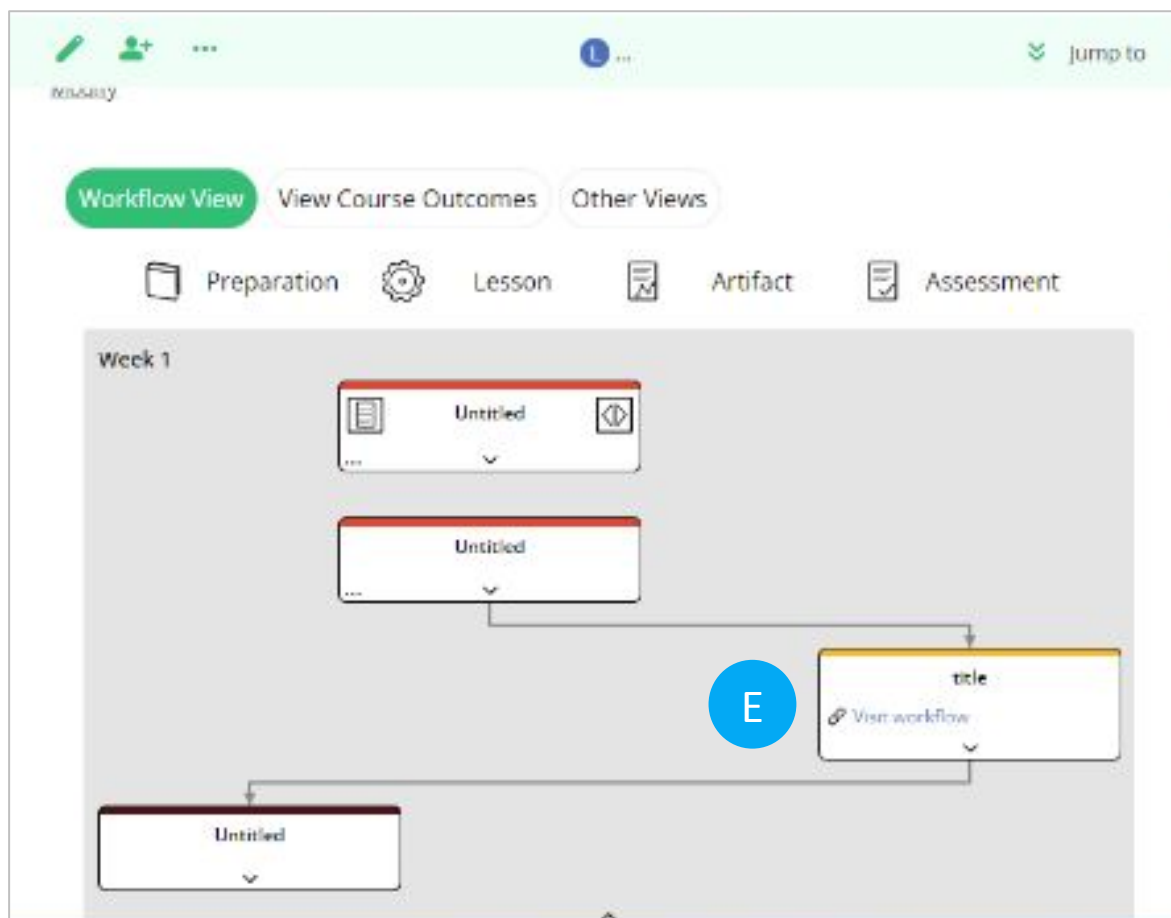
Step 2: Using the "Select a workflow" pop up
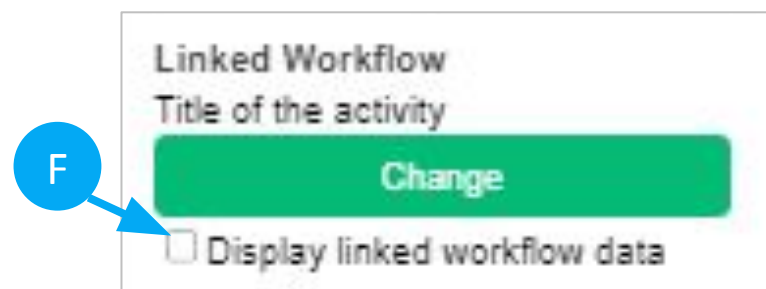

C. Click on the thumbnail of the Activity workflow you want to link to the Course workflow node on the "Select a workflow" pop up.

D. Click on the "Link to node" button on the bottom right. This takes you back to the Course workflow.
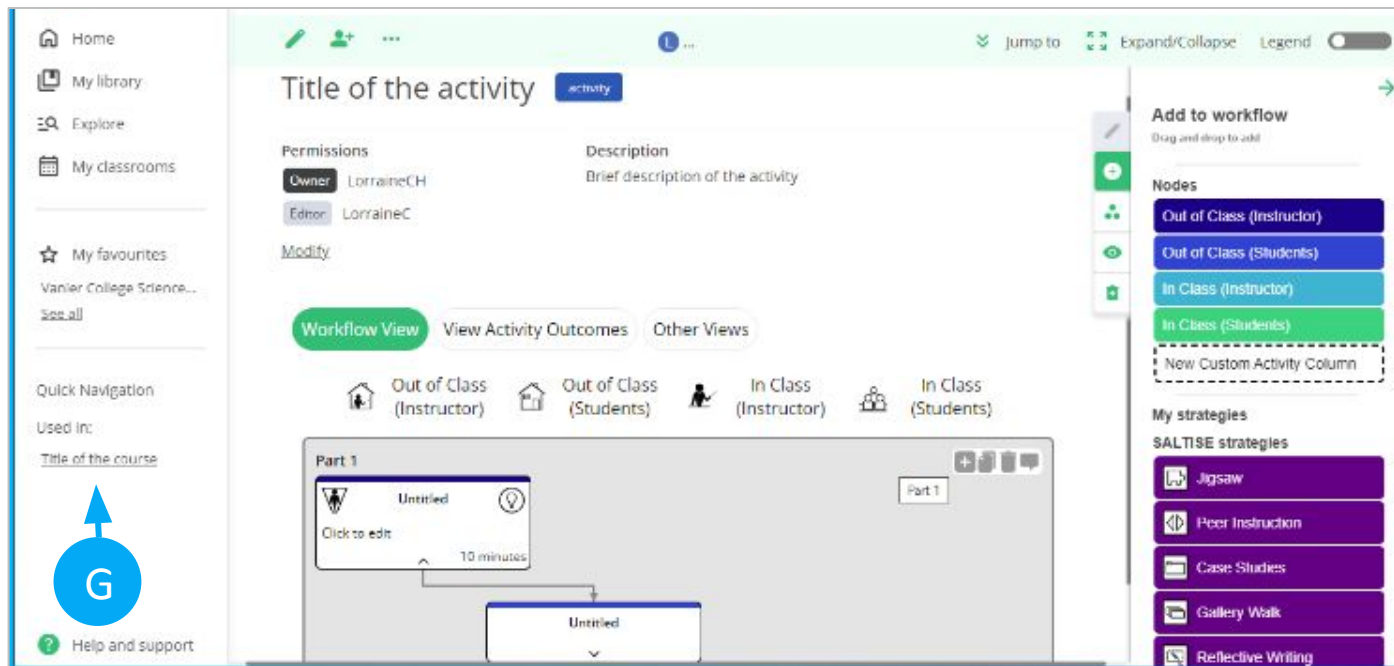
Step 3: Validating the Visit Workflow hyperlink

On the course workflow the hyperlink "Visit Workflow" is added to the node.

E.   Click on the "Visit Workflow" hyperlink to access and ensure the link to the Activity workflow is working. This will take you to the Activity workflow.

F.   (Optional) To change the title of the node at the Course level to the Activity title check off the "Display linked workflow data" box on the "Edit Course Node" workflow builder tool. This automatically updates the Course node title to the Activity title.

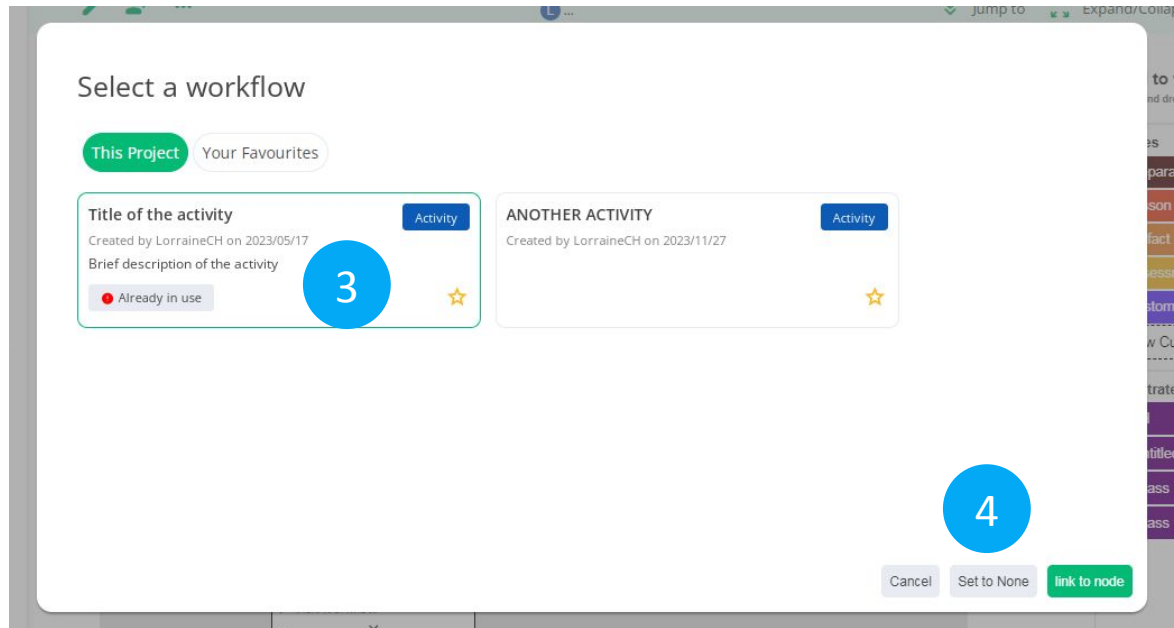# Step 4: Returning to the Course workflow from the Activity workflow

G. To go back to the Course workflow from an Activity workflow, click on

Quick Navigation
Used in:
title of course (hyperlink),
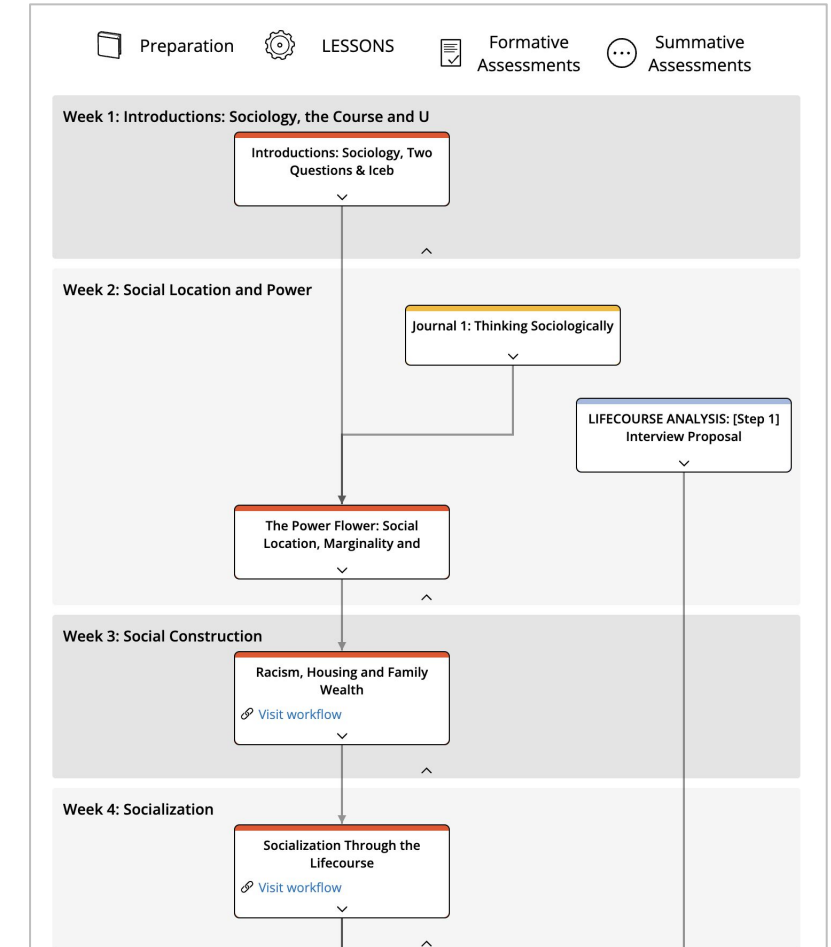
To remove an Activity hyperlink on a Course node

1) Click on the node (title) in the Course workflow where you want to remove the Activity workflow link to access the "Edit Course Node" workflow builder tool.

2) Click on the "Change" button under Linked Workflow on the "Edit Course Node" tool. This opens the "Select a workflow" pop up (seen left).

3) Select the Activity thumbnail designated as "Already in Use".

4) Click on the "Set to none" button on the bottom right. This automatically removes the link from the Course node and takes you back to the Course workflow.

LInking Workflow Types

What a final Course and Activity workflow link looks like
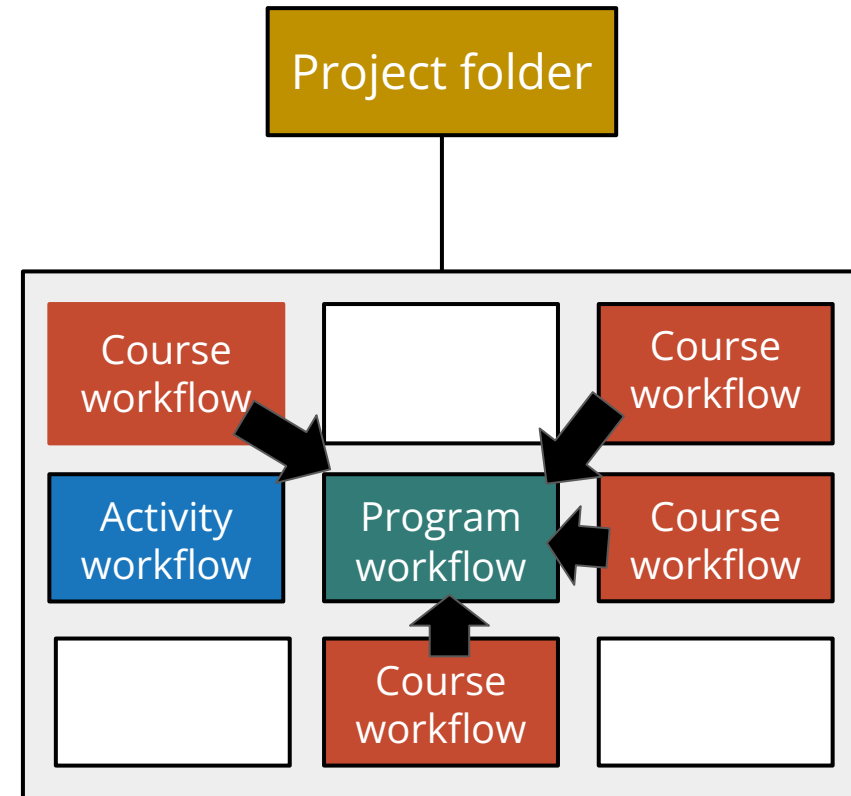
- Course in Social Science: <u>Individual and Society</u>
  - Check weeks 3, 4, and 5.

- Course in Science: <u>Mechanics</u>
  - Check week 1.

To see more Course workflow examples check out the "Explore" feature under Courseflow's main navigation, where you can search for projects and workflows created by other users.

LInking Workflow Types

Linking Workflow types:
Program and Course(s)

Benefits of linking Program and Course workflows

Program level workflow(s) can be used to design or represent a curriculum, showing the courses within the Program. Workflows of each Course can be linked to the Program level workflow under the same Project. At the Program workflow level nodes represent Courses, but can only provide a certain amount of information. Courseflow is designed to allow you to link workflows together, such as a Program workflow with a Course workflow or multiple Course workflows. This allows you to plan the entire course within the context of the program, or to simply create a framework with outcomes to plan the relationships between course-level outcomes and program-level outcomes.

A Course workflow is linked to a specific node within a Program workflow.

You can only link one workflow per node.
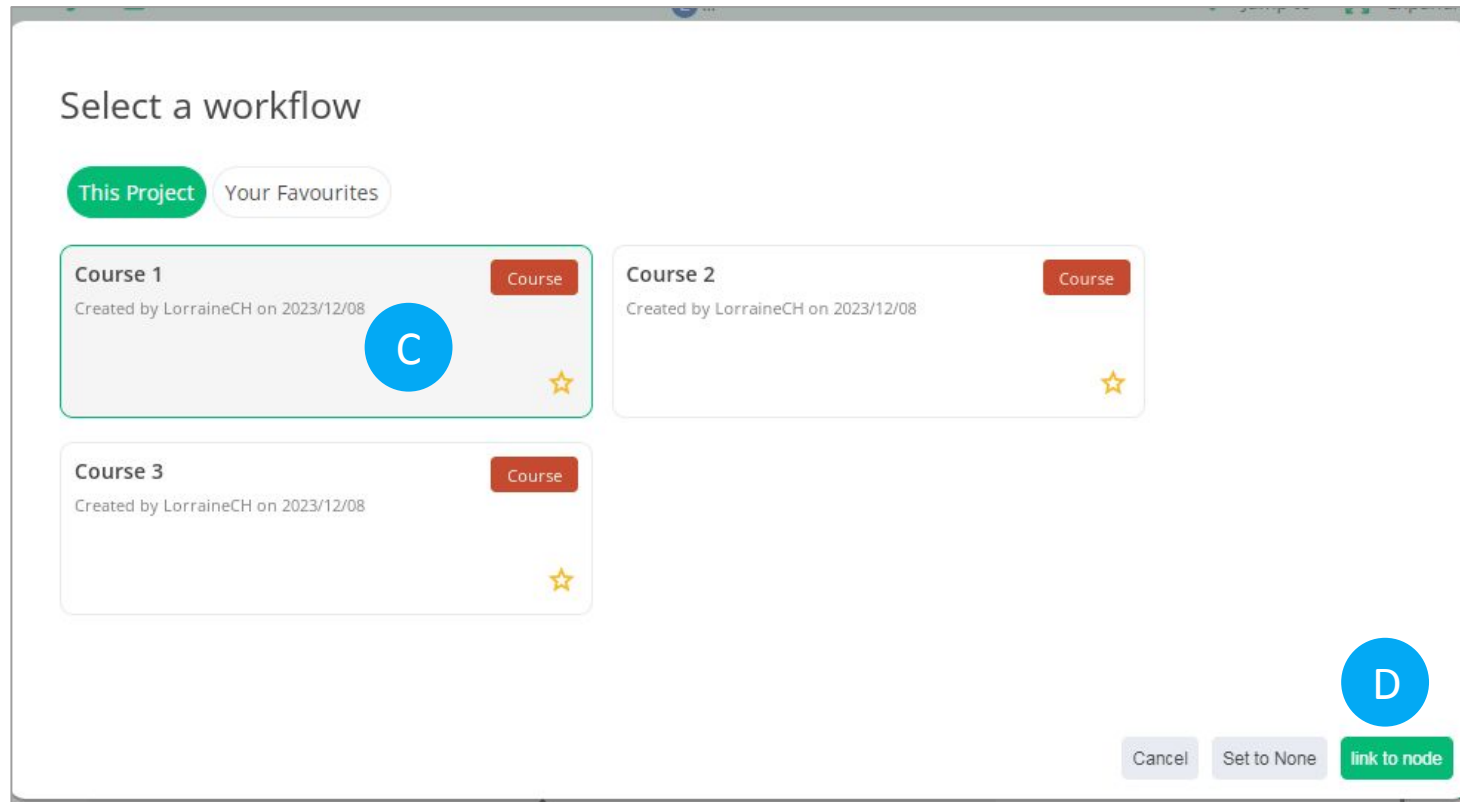
Step 1: Linking workflows across levels

Open the Program workflow to initiate the link to a Course workflow.

A. Click on a node in the Program workflow you want linked to a Course workflow. This opens the "Edit Program Node" workflow builder tool.

B. Click on the "Change" button under Linked Workflow on the "Edit Program Node" tool. This opens the "Select a workflow" pop up.
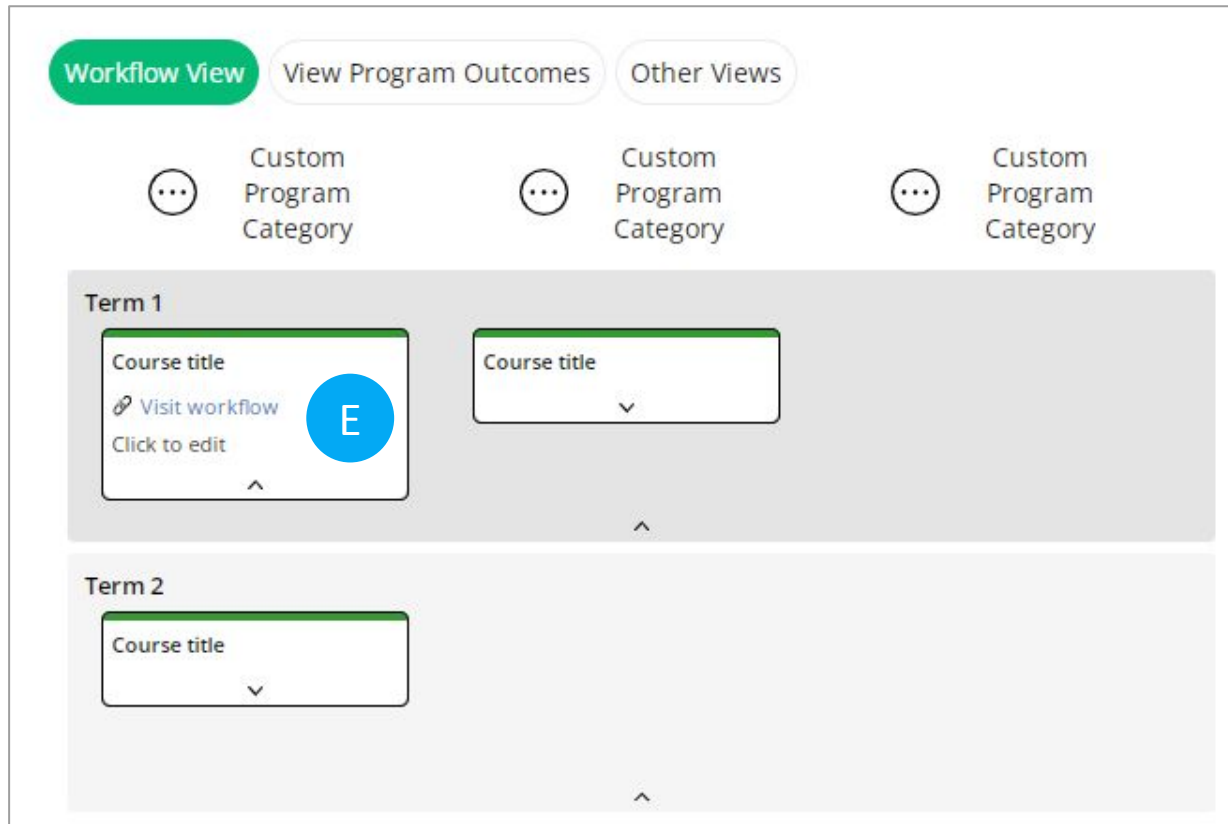
LInking Workflow Types

Step 2: Using the "Select a workflow" pop up

C. Click on the thumbnail of the Course workflow you want to link to the Program workflow node on the "Select a workflow" pop up. (Seen left)

D. Click on the "Link to node" button on the bottom right. This takes you back to the Program workflow.
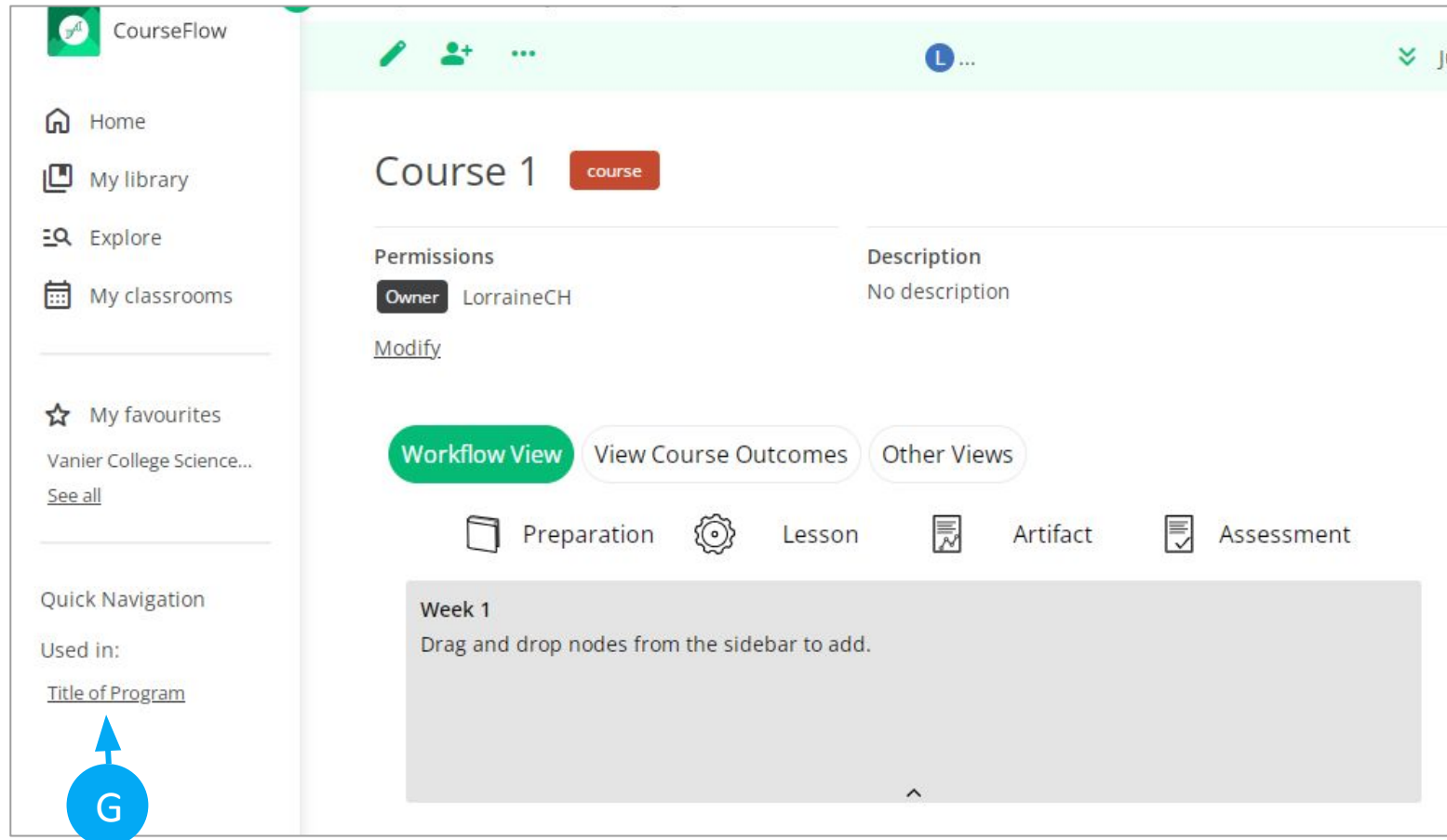
Step 3: Validating the Visit Workflow hyperlink

On the Program workflow the hyperlink "Visit Workflow" is added to the node.

E. Click on the "Visit Workflow" hyperlink to access and ensure the link to the Course workflow is working. This will take you to the Course workflow.

F. (Optional) To change the title of the node at the Program level to the Course title check off the "Display linked workflow data" box on the "Edit Program Node" workflow builder tool. This automatically updates the Program node title to the Course title.
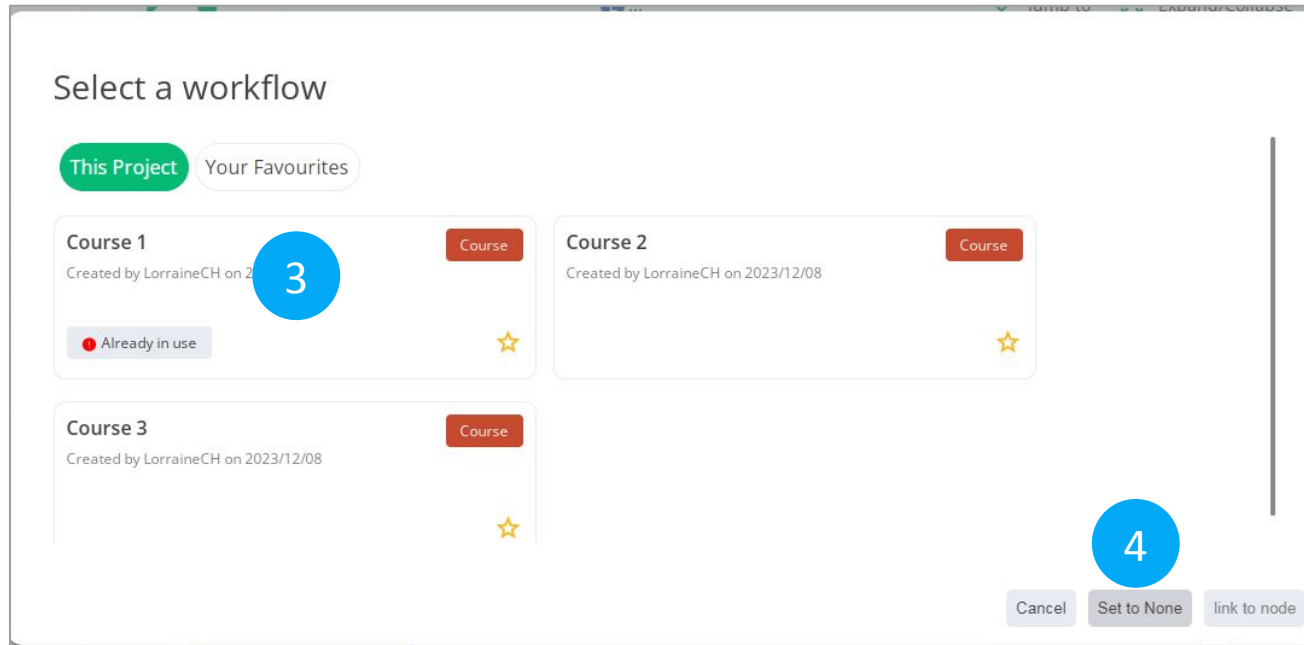
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Step 4: Returning to the Program workflow from the Course workflow

G. To go back to the Program workflow from a Course workflow, click on

Quick Navigation
Used in:
Title of Program

LInking Workflow Types
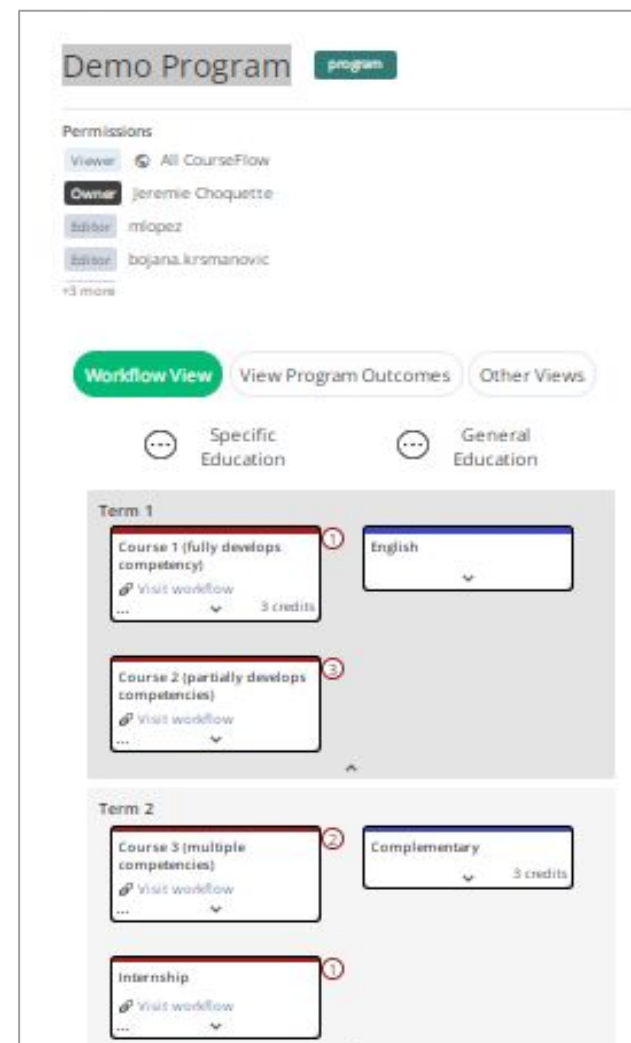
To remove a Course hyperlink on a Program node

1) Click on the node (title) in the Program workflow where you want to remove the Course workflow link to access the "Edit Program Node" workflow builder tool.

2) Click on the "Change" button under Linked Workflow on the "Edit Program Node" tool. This opens the "Select a workflow" pop up (seen left).

3) Select the Course thumbnail designated as "Already in Use".

4) Click on the "Set to none" button on the bottom right. This automatically removes the link from the Program node and takes you back to the Program workflow.

What a final Program and Course workflow link looks like

- Program in Physiotherapy technology (Demo purposes).
  - Check terms 1, 2 and 3.

- Example by SALTISE - Demo Program.
  - Check terms 1 Workflow-Linking-two-workflows_tutorial 104 guide

To see more Course workflow examples check out the "Explore" feature under Courseflow's main navigation, where you can search for projects and workflows created by other users.

Want more tutorials on using CourseFlow ?

Here are the list of available tutorials:

- How to create a Course Workflow (Tutorial 101)

- How to create an Activity Workflow (Tutorial 102)

- How to Create a Project (Tutorial 100)

- What is Courseflow? (Getting started)
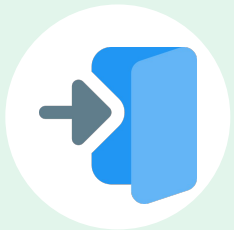
Learn more about CourseFlow

Interested in learning more and/or trying out CourseFlow?
We are accepting applications for pilots of the tool with your program revision and auditing efforts. Email us to book a demonstration or request more information.

Need Help?
If you are already a CourseFlow user and are looking for help, please visit our help desk.

Accessing CourseFlow
Already have a CourseFlow/myDALITE account? Log in here.
Reminder: If you are an instructor, pedagogy counselor or curriculum developer select Teacher and have your username and password ready.

About CourseFlow & SALTISE

CourseFlow is a free application that supports educators in the design of instructionally and pedagogically coherent and aligned courses, curricula units, and academic programs.

Who is the CourseFlow development team?
- Jeremie Choquette, our main developer in conjunction with LittleBox, SALTISE's web development partners.
- SALTISE research team

Who is SALTISE?
We are a learning community service that Supports Active Learning & Technological Innovation in Studies of Education by bringing together instructors and professional development staff from English and French educational institutions within the greater Montreal area, as well as other regions of Quebec, Canada and beyond. Our key goals are based on the ideals of implementing evidence-based pedagogy involving instructional innovations and often leveraging the use of educational technology to promote improved learning.
For more information go to SALTISE.ca.

Acknowledgement

Entente Canada-Québec pour l'enseignement dans la langue de la minorité et des langues secondes

Thank you to our partners

We acknowledge the support of our network partners and look forward to future collaborations.