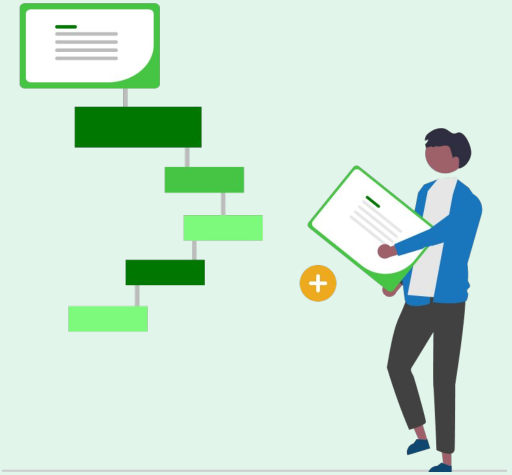
CourseFlow

Tutorial 103

Get Started with CourseFlow

How to create a Program workflow



Éducation et Enseignement supérieur Québec

subventionné par : Entente Canada-Québec

SALTISE

Before you start

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

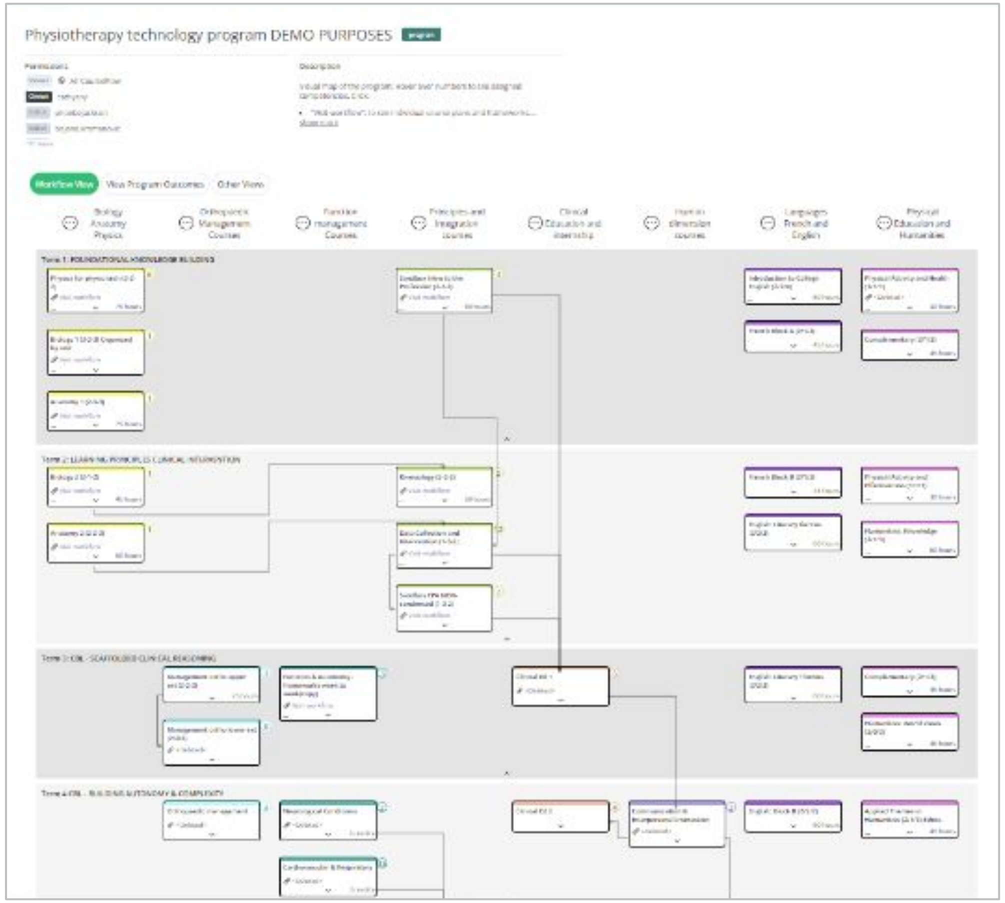
1. **What is Courseflow? (Getting started):** this tutorial provides an overview of the Courseflow navigation, organizational structure, and a description of workflow types (Course, Activity, Program).

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) must be saved in a Project.

To view a Program workflow example, click here.

Do you have a CourseFlow account? If no, sign up for one.

- To get an account, sign up click here.



Tutorial 103

The objective of this tutorial:

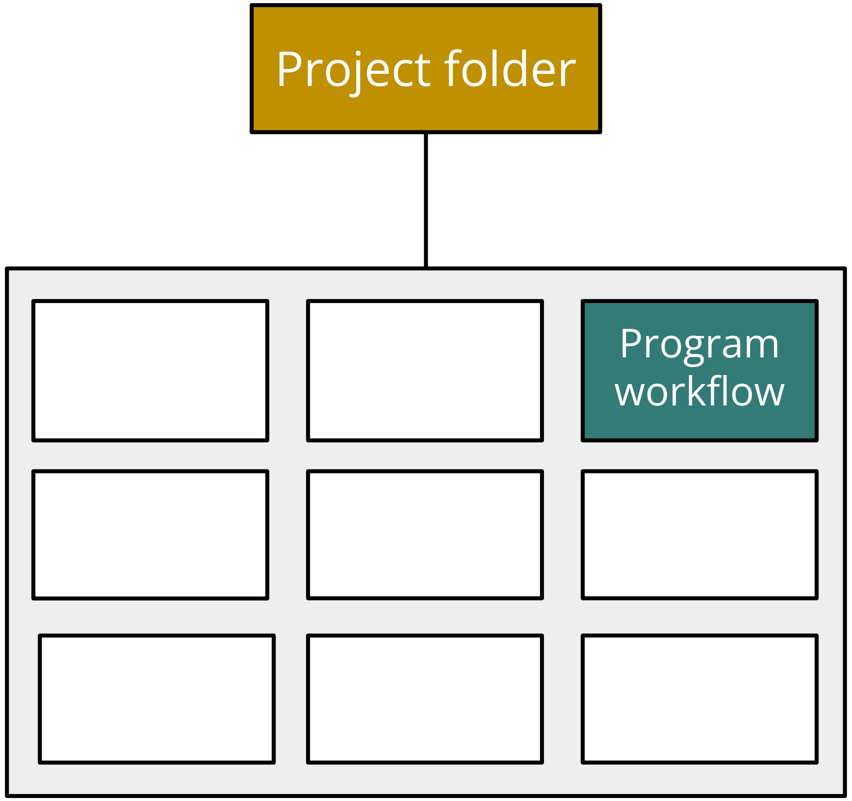
1. To describe how to create a workflow at the **Program level.**

What is a Program workflow?

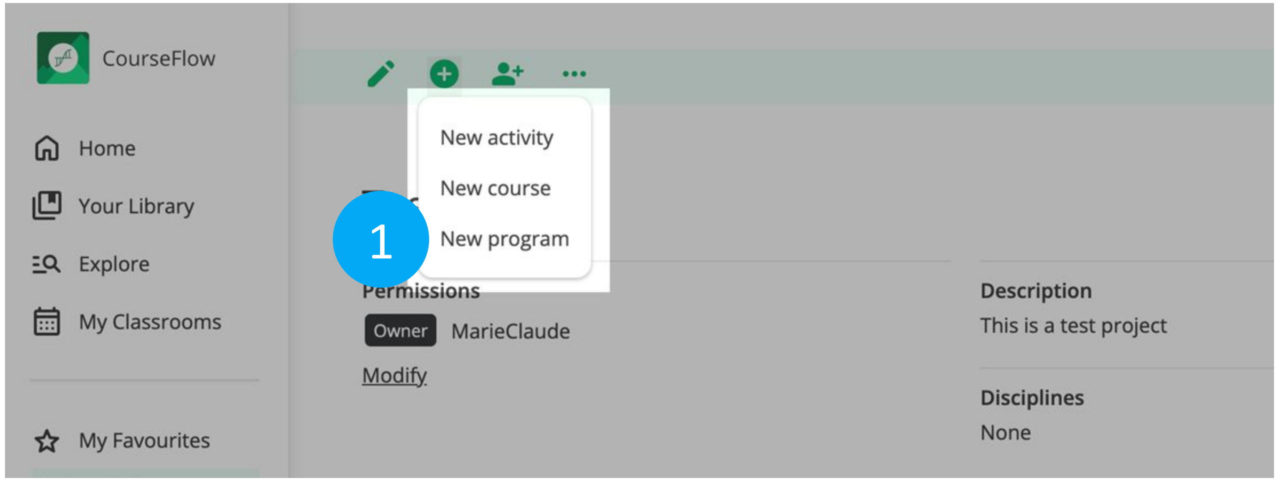
The Program level workflow is the largest-scale level of planning in CourseFlow, and it can be used to design and implement a curriculum of courses, create an ‘alignment’ between the outcomes of individual courses and those of the program, and then display this information in multiple different views.

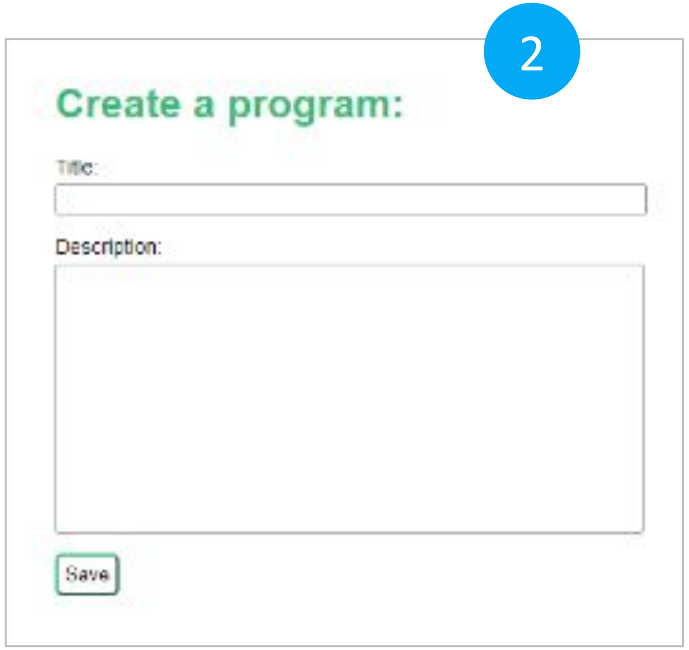
Workflow type:

Program



Using the Project Action Bar to create a Program workflow



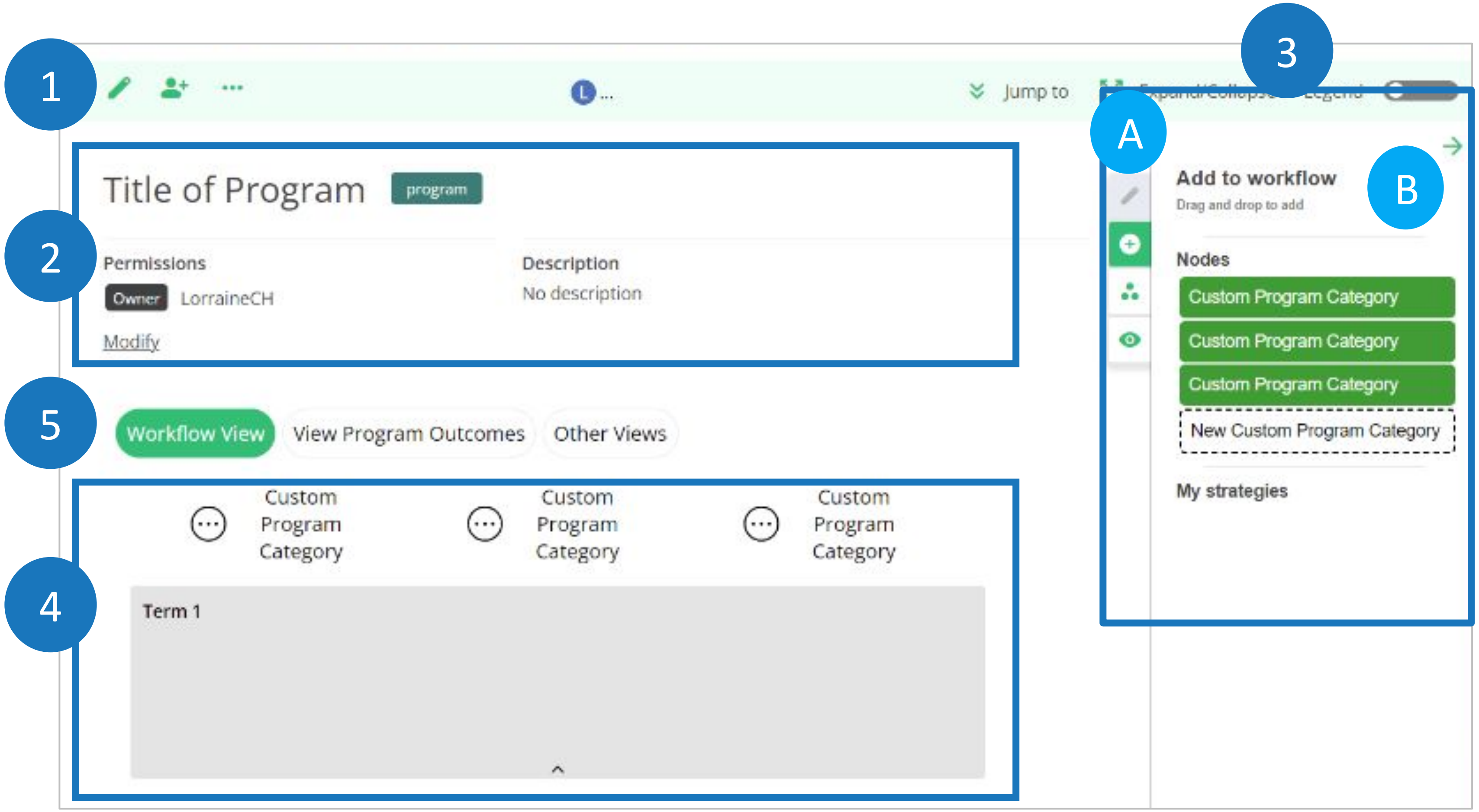


In the Project:

1) Click the Plus (+) icon, on the Action bar, and select "New program" from the dropdown. NOTE: your workflow will automatically be saved in the Project.
2) Type in the Program "Title" and "Description", and click the "Save" button on the "Create a program" page. NOTE: This can be modified later.

If you are not inside a Project, CourseFlow will automatically ask which Project you want to save your workflow in. Remember a Project and its workflow(s) are saved in Your Library.

Elements of the Program workflow interface



1) Action bar (three icons): to perform (a) edit overview, (b) share, (c) visibility options.

2) Overview: to add a brief description about the workflow and collaboration permissions.

3) Workflow builder: to create and edit workflow nodes, categories and sections; consists of two parts - A) tabs and B) tools.

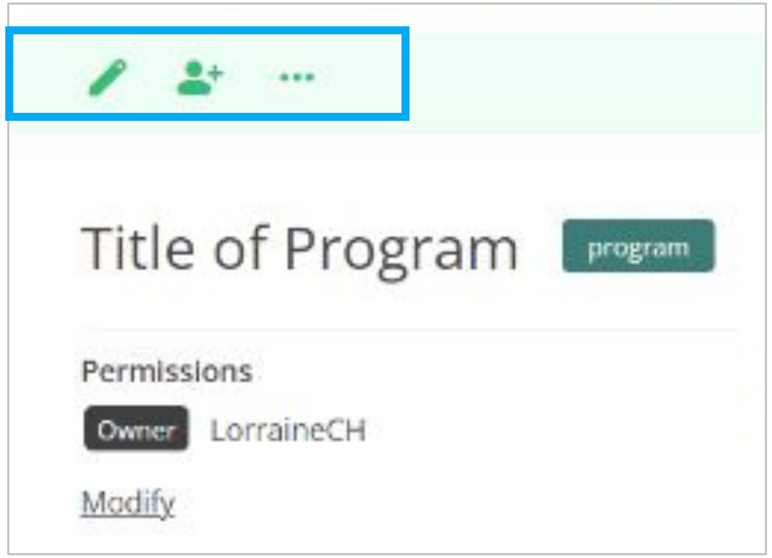
4) Workspace: to display and edit workflow nodes, categories and sections.

5) Views: to provide different visual displays of the workflow information.

1

Action bar

Action Bar



Action bar icons:

1) Pencil icon: to edit and add information on the Program overview.
2) Person icon: to share, publish and create a public link of a Program workflow.
3) 3 Dots icon: to provide more options – Export, Copy to my current project, Copy to my library, Import Outcomes, Import Nodes, Archive workflow.

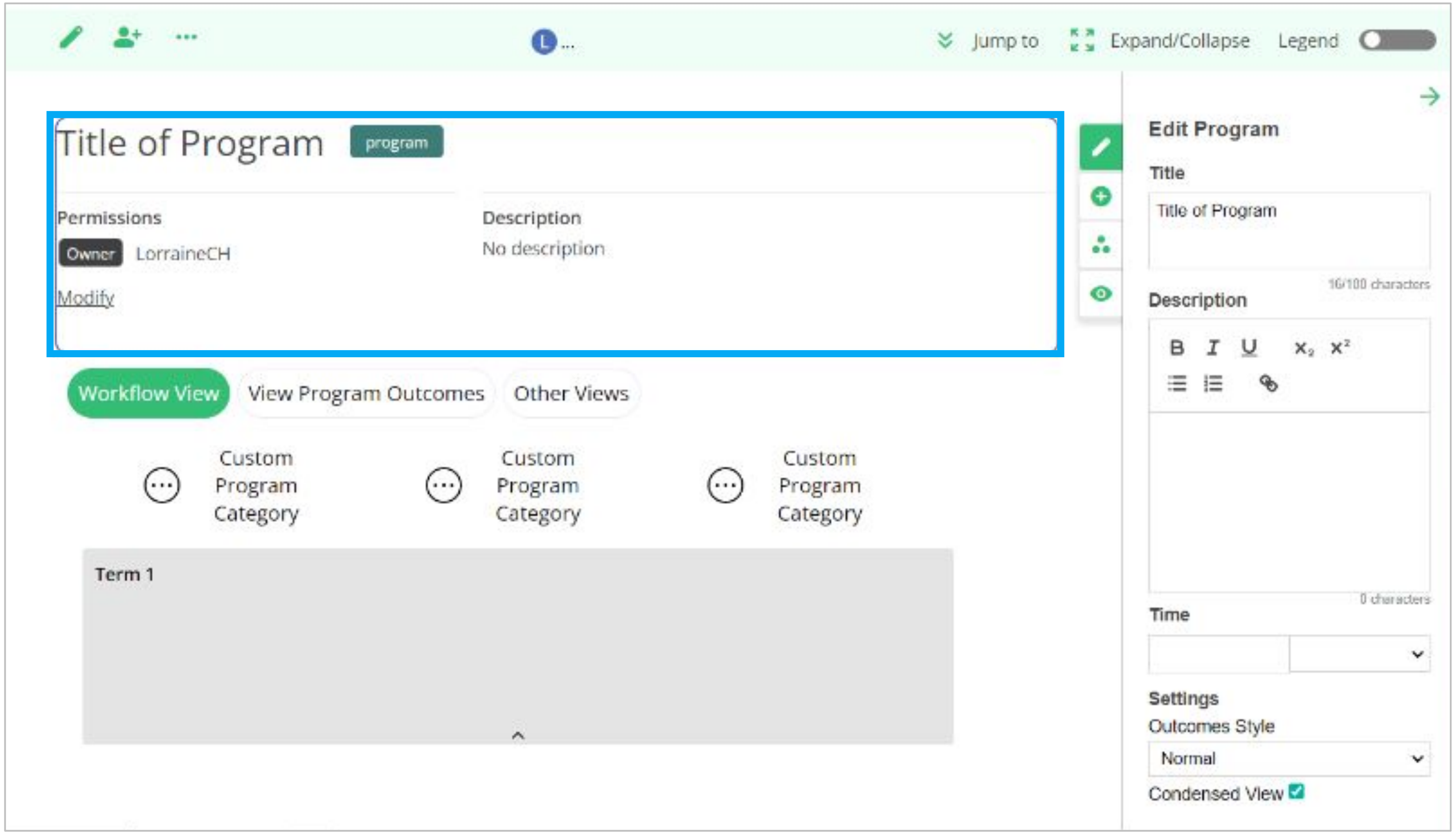
NOTE: Action bar elements, Jump to, Expand/Collapse and Legend are outside the scope of this introductory level tutorial.

All three workflow types (Course, Activity, Program) use these same tools

2

Overview

Overview

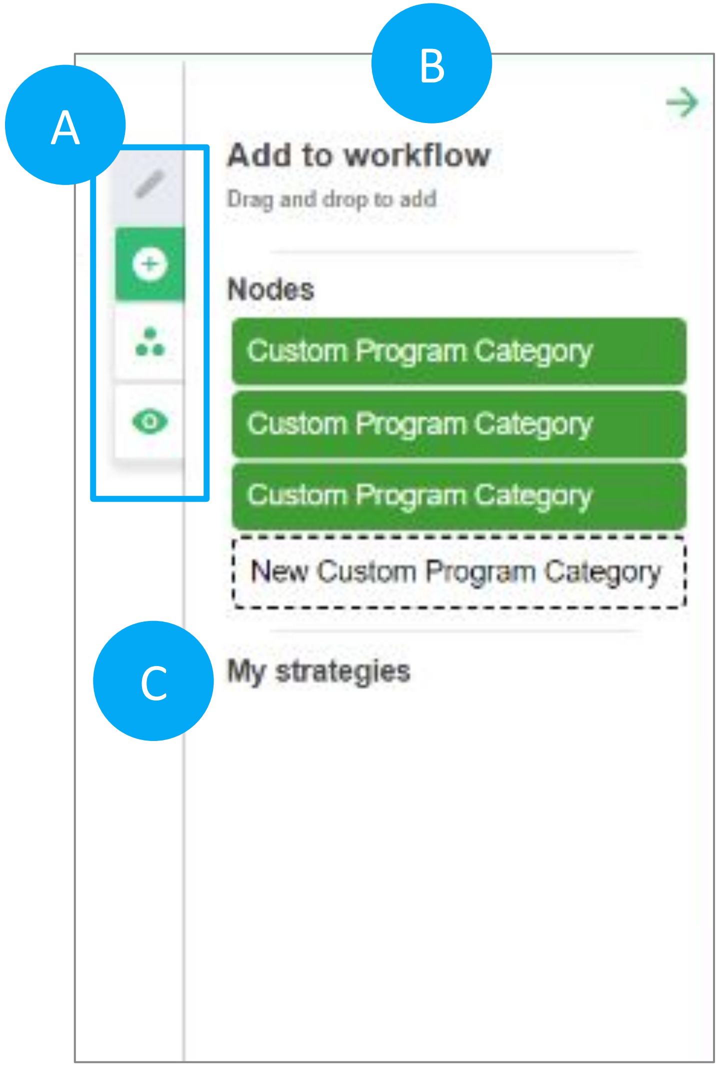


Overview: to add a title, brief description, and collaboration permissions.

3

Workflow builder

Workflow Builder - three elements



A) Workflow Builder **Tabs** (5 tools)

1) Pencil icon: to edit. NOTE: It indicates that the selected item on the workflow is in "edit" mode (Edit Program (overview), Edit Column (category), Edit Term (section) etc.).

2) Plus (+) icon: to access the "Add to workflow" tool panel

3) 3 Dots Triangle icon: to access outcomes section (not covered in this tutorial)

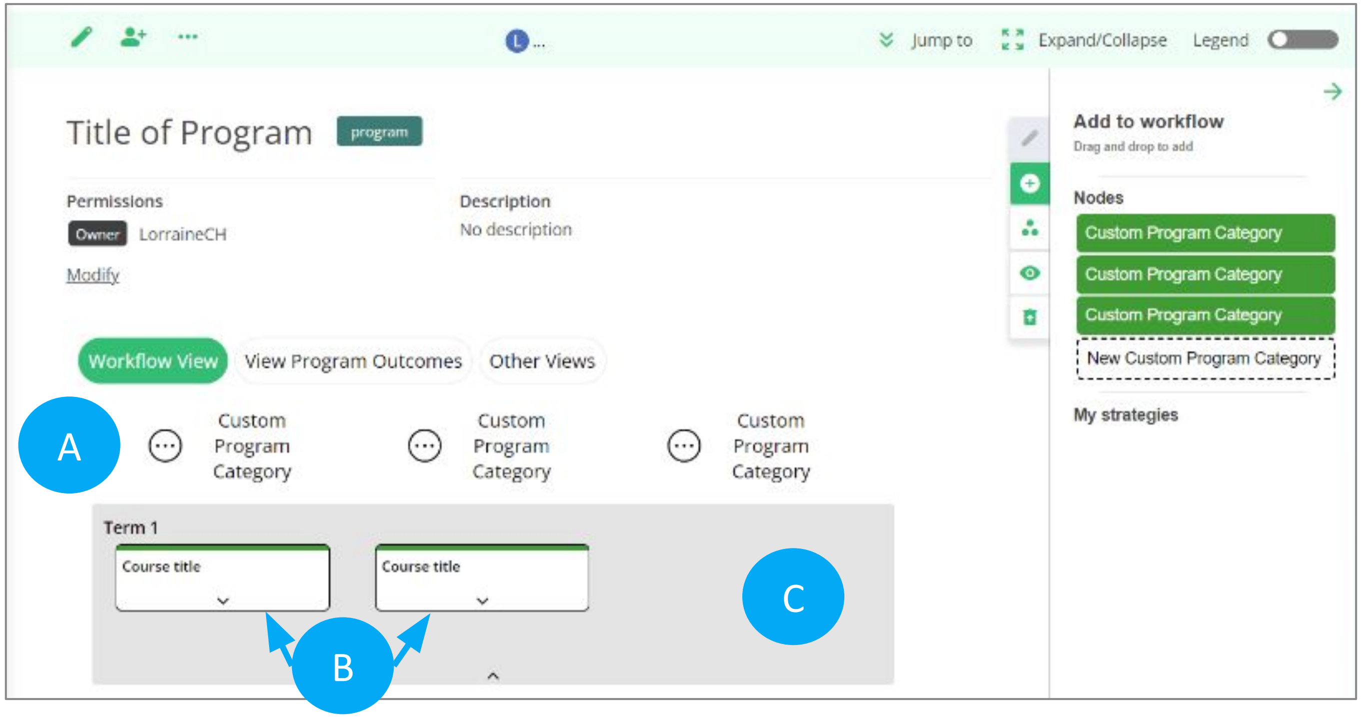
4) Eye icon: to create objects sets, ways to category nodes (not covered in this tutorial)

5) Restore icon: to restore deleted items (only appears when something is deleted)

B) Workflow Builder **Tool:** to manage elements within the workflow, as well as the entire workspace. This area is dynamic and changes depending on what you are working on (e.g. “Edit program” tool to edit the Program Overview).

C) Advanced feature not covered in the tutorial on the "Add to workflow" tool
- My strategies: to create strategy workflow templates.

Workspace



C. **Section** (the grey background): to define a unit of time. NOTE: In a program Course nodes are placed side by side to represent courses taken at the same time. The default descriptor “term”.can be modified.

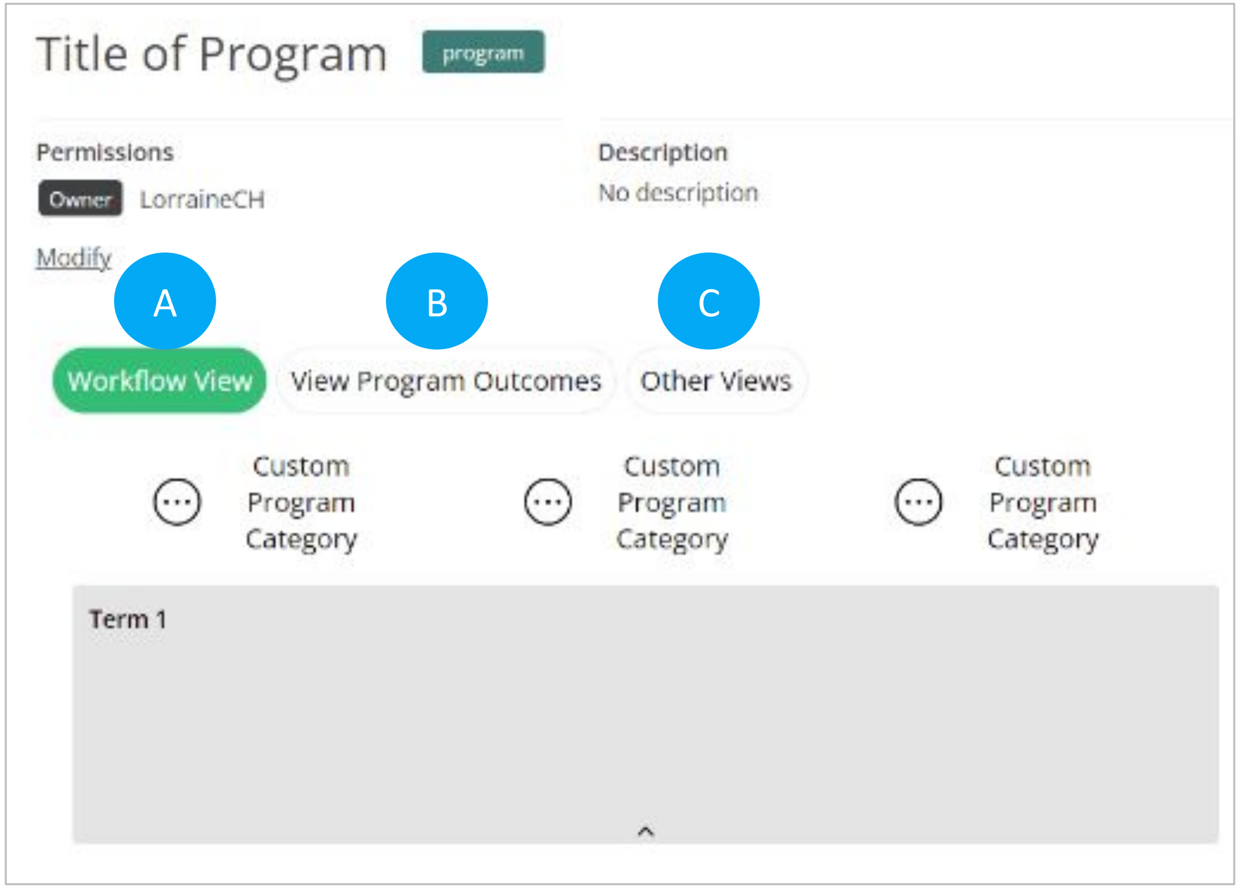
D. **Lines (Arrows)** (optional) to be drawn between Course nodes to represent prerequisites or corequisites.

Components of the Workspace interface:

A. **Category** (the 3 titles at the top of the workspace): to be titled by the user. NOTE: the default setting starts with all three categories titled Custom Program Category. Additional New Custom Program categories may be added, as needed. These customizable course categories are used to group similar courses (Biology, Humanities, etc.). TIP: we recommend that these should be named organized and selected before adding nodes.

B. **Node** (the thumbnail box with text): to represent individual courses within the program NOTE: the node itself only appears after you "drag and drop" it from the category stack on the Workflow builder tool. The location where the node appears on a workflow will correspond to the type of node category selected from the nodes category stack.

Views



Views three options:

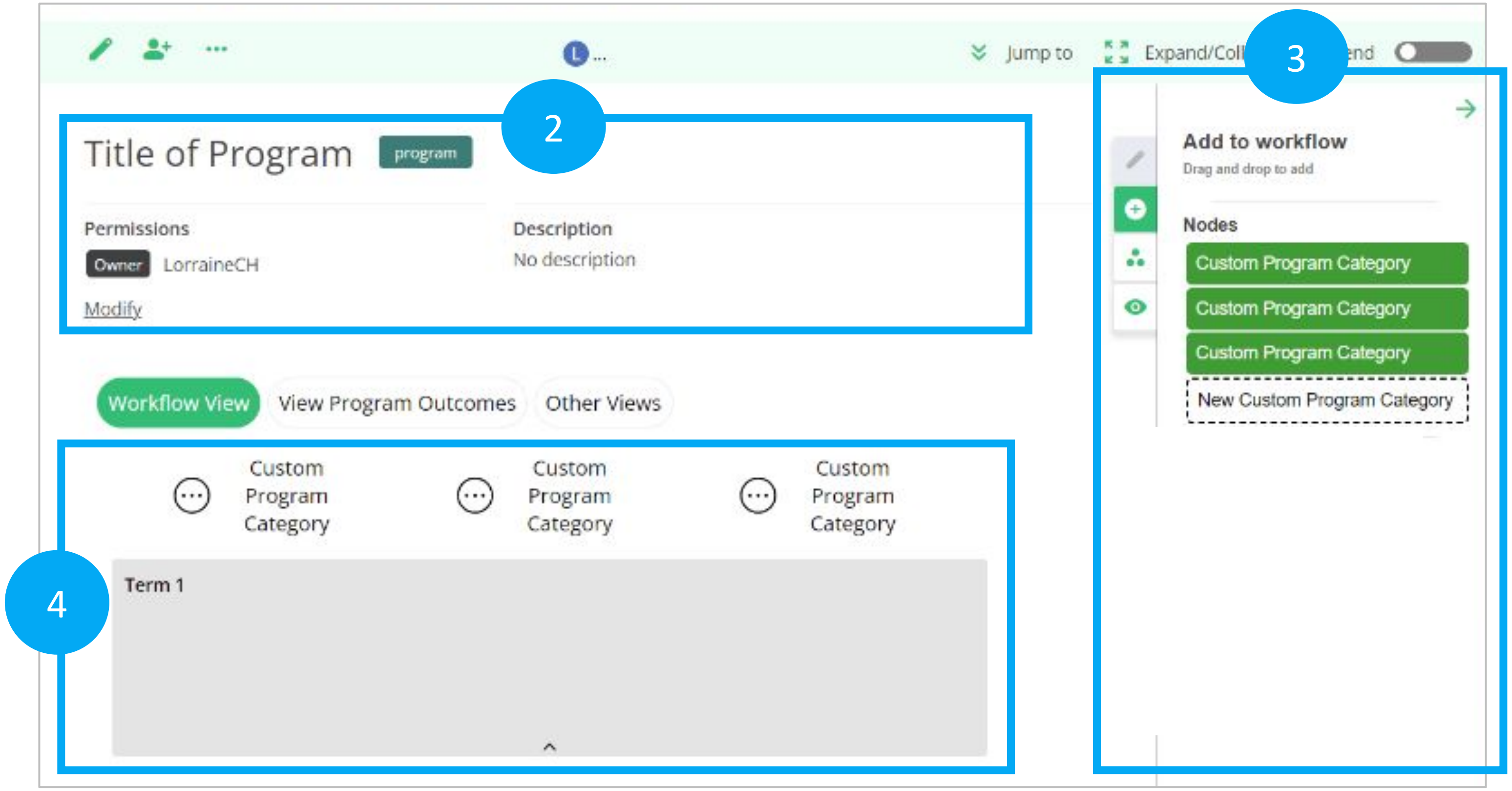
A) Workflow View: to work on a workflow, this view must be selected.

B) View Program Outcomes: to add and edit outcomes (or competencies) on the Outcomes page.

C) Other views: to represent the workflow information as data tables. It provides a dropdown with three options: Program Outcome Table, Program Outcome Analytics and Grid View.

NOTE: options B & C are not covered in this tutorial.

Getting ready to build a workflow



These are the three elements you will need to create and build your workflow, starting with editing:

1) the Overview.
2) the Workflow builder - 2 elements Tabs and Tools
3) the workspace

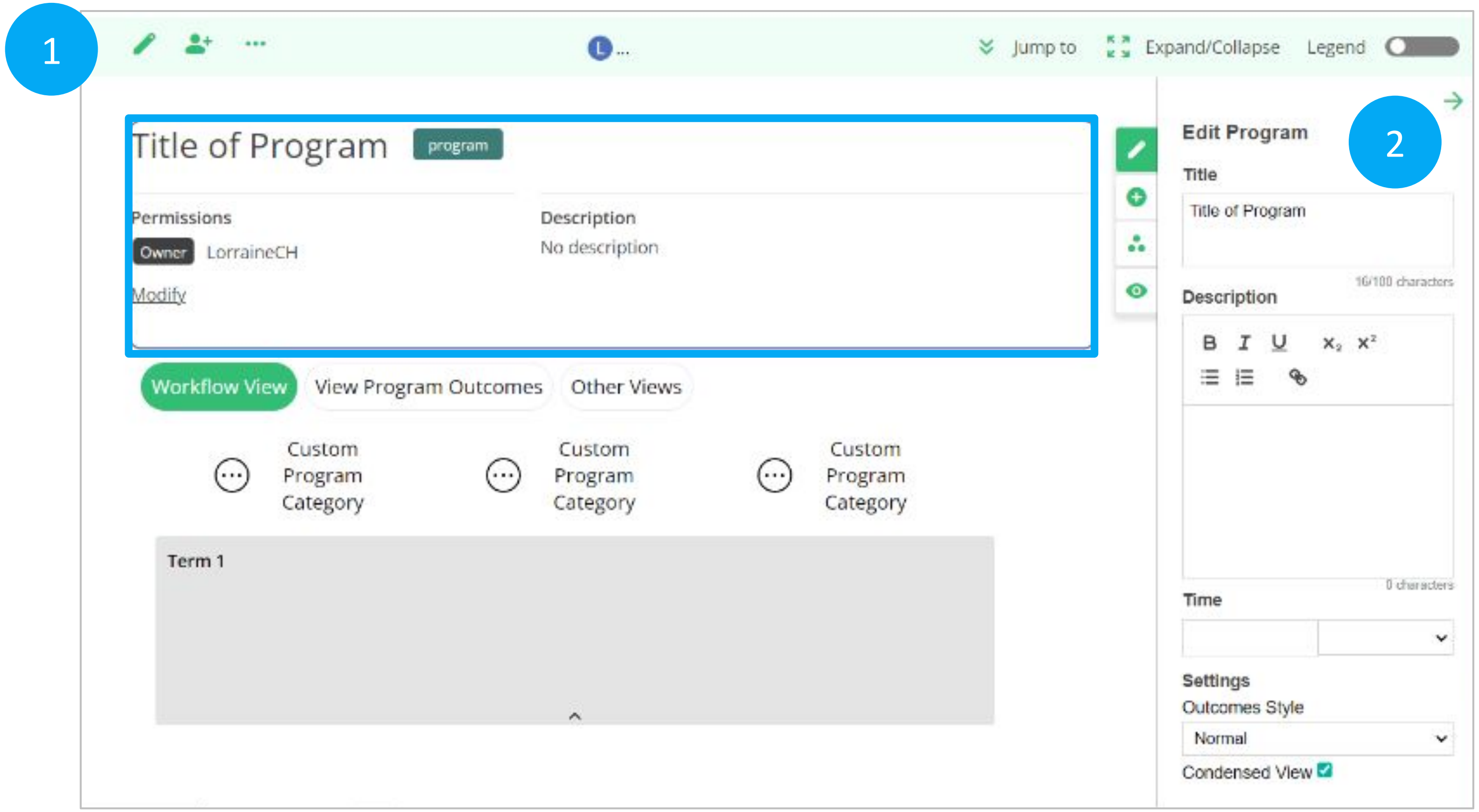
In the next few slides we will explain how to use these elements to create a workflow.

NOTE: The workflow builder and the workspace work together, allowing you to create and refine your workflow.

2

Overview

Editing the Program Overview



- Click the (1) Pencil icon, on the Action bar, or click anywhere on the Overview portion.
- Both open the (2) Workflow builder “Edit Program” tool, allowing you to add and edit information about the Program.

NOTE: features not covered in this tutorial:

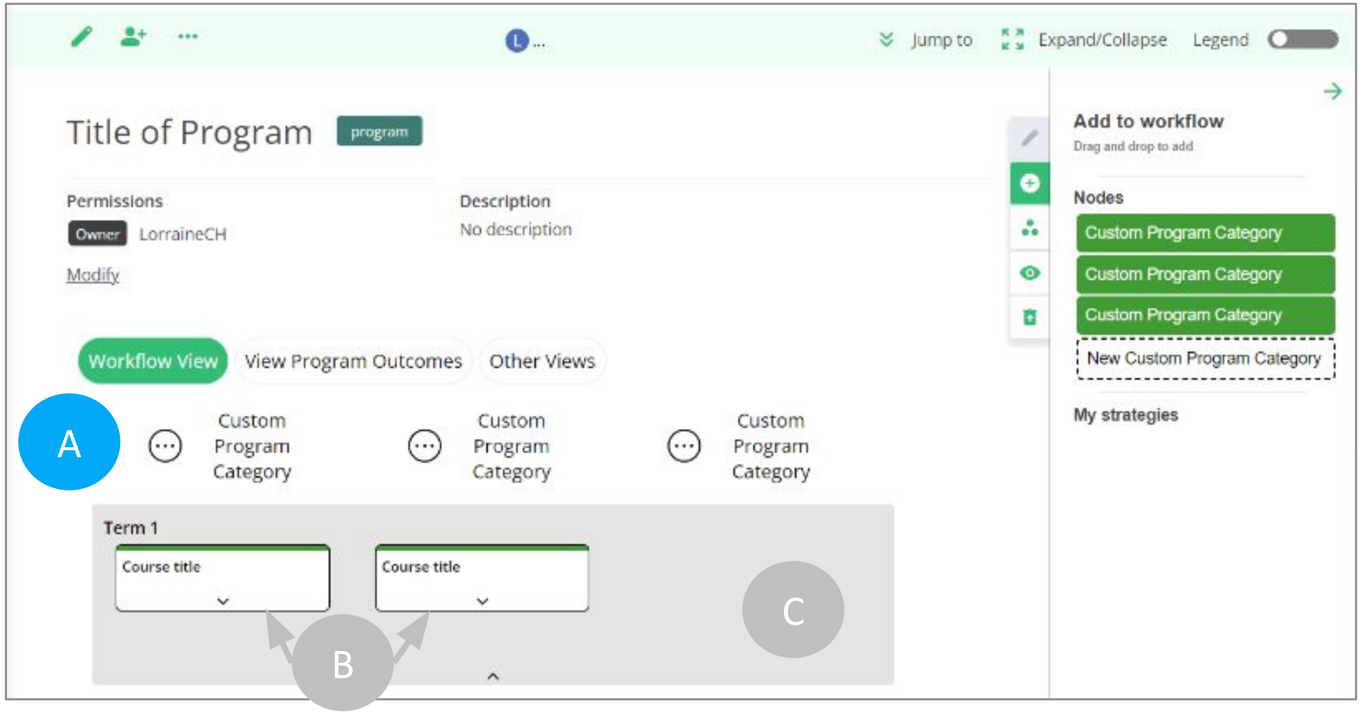
- Modify button on the Overview section (opens Share pop up).
- Time, Settings Outcomes Style and Condensed View on the “Edit Program” tool.

3 4

Workflow builder

Workflow

Editing Program Categories

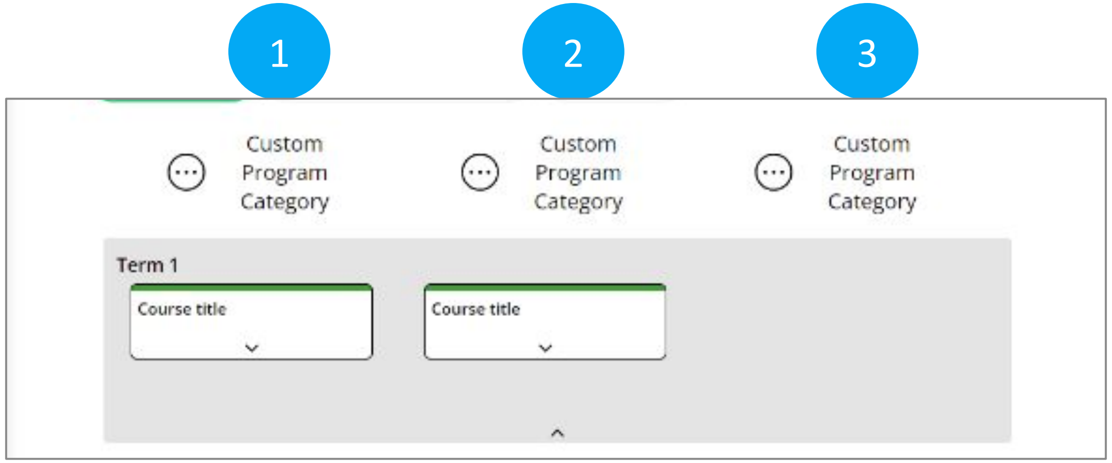


A) Categories provide structure to a workflow, and should be organized first, before adding nodes. This is done by organizing courses into similar groupings reflective of the Program.

The category default sequence (Custom Program Category) can be edited, modified, moved, duplicated and deleted as needed.

TIP: If the “Add to Workflow” tool is not visible, click the Plus (+) icon on the Workflow builder tab.

Program Category Explanation



Description of the three default categories:

1-3 Custom Program Category (applies to all three)

> To customize course categories into groupings within a program. For example if your program has a number of Biology courses, Biology would be a category and all Biology courses would be placed in the same column. More categories can be added and named (if needed).

NOTE: the layout of the categories/nodes follows a convention of reading left to right; and the sections layout convention is a top to bottom progression. These orientation conventions can be changed by the author of the workflow.

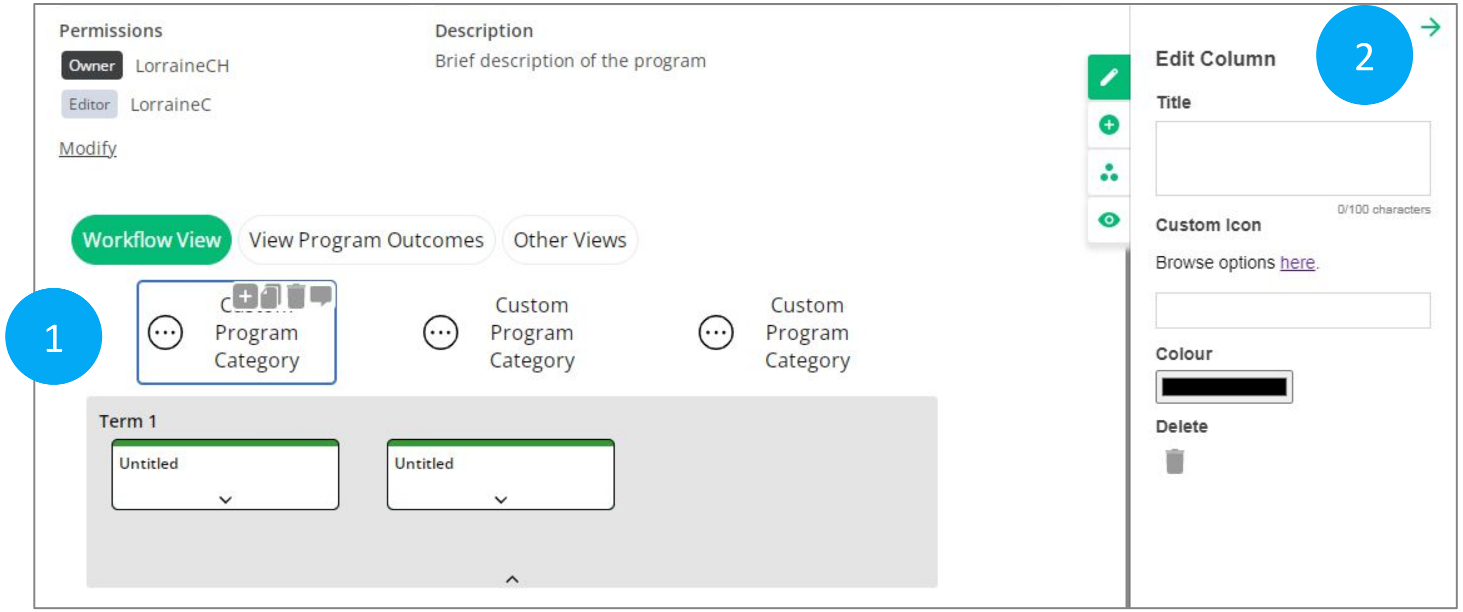
TIP: Be considerate of the course groupings, adding too many may make your workflow too complex to understand.

3 4

Workflow builder

Workspace

Editing Program Categories: Accessing the “Edit column” tool



NOTE: Custom Icon Browse options here, is outside the scope of this tutorial.

1) Click on a category title to access the workflow builder “Edit column” tool.
2) Type your title (Course groupings, e.g. Biology) in the “Title” field. NOTE: The title is automatically updated on the category (column) label.

Also on the tool:

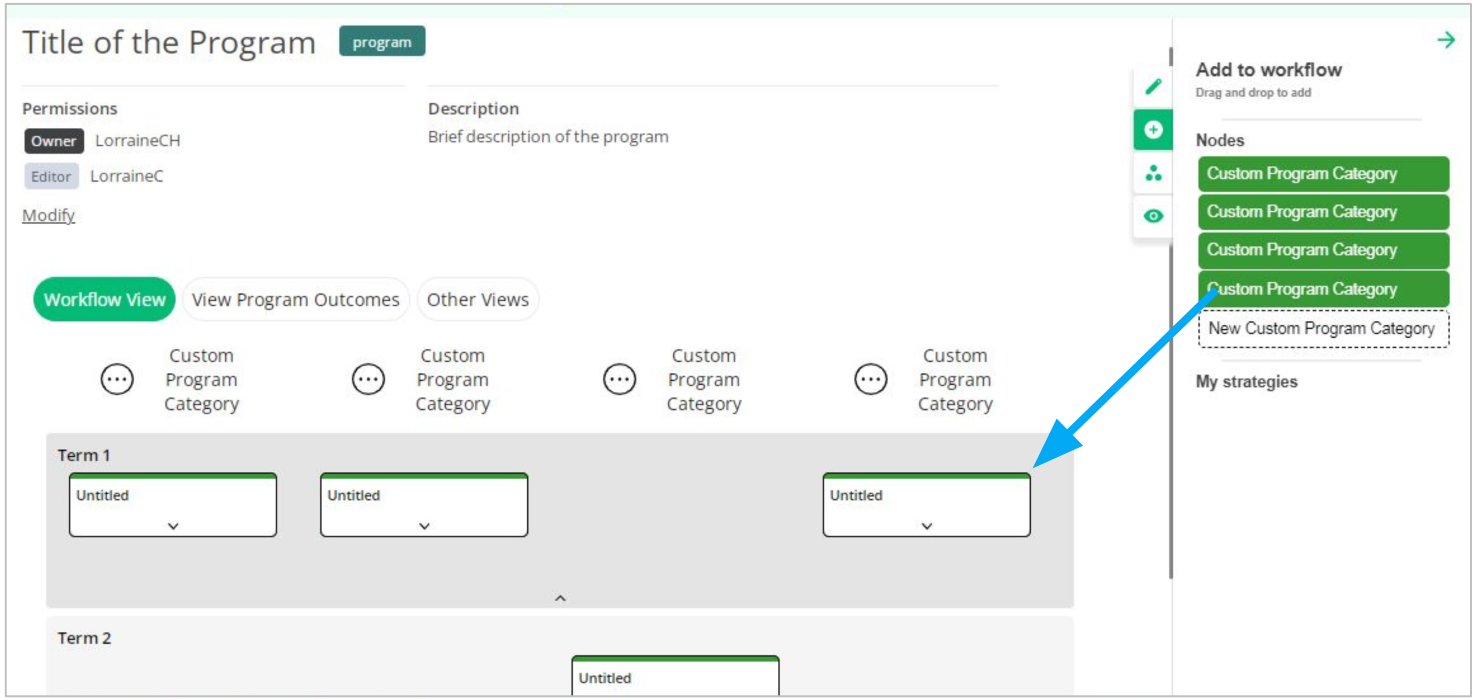
- Colour - to change the colour of nodes associated with a category,
- Delete - to delete a category.

3 4

Workflow builder

Workspace

Adding a Custom Program Node Category



Drag and drop the “Custom Program Column” (node) from the “Add to Workflow” tool, to the workflow.

This automatically creates a new node category (column) where the node will reside.

It is recommended to name the categories first before adding nodes.

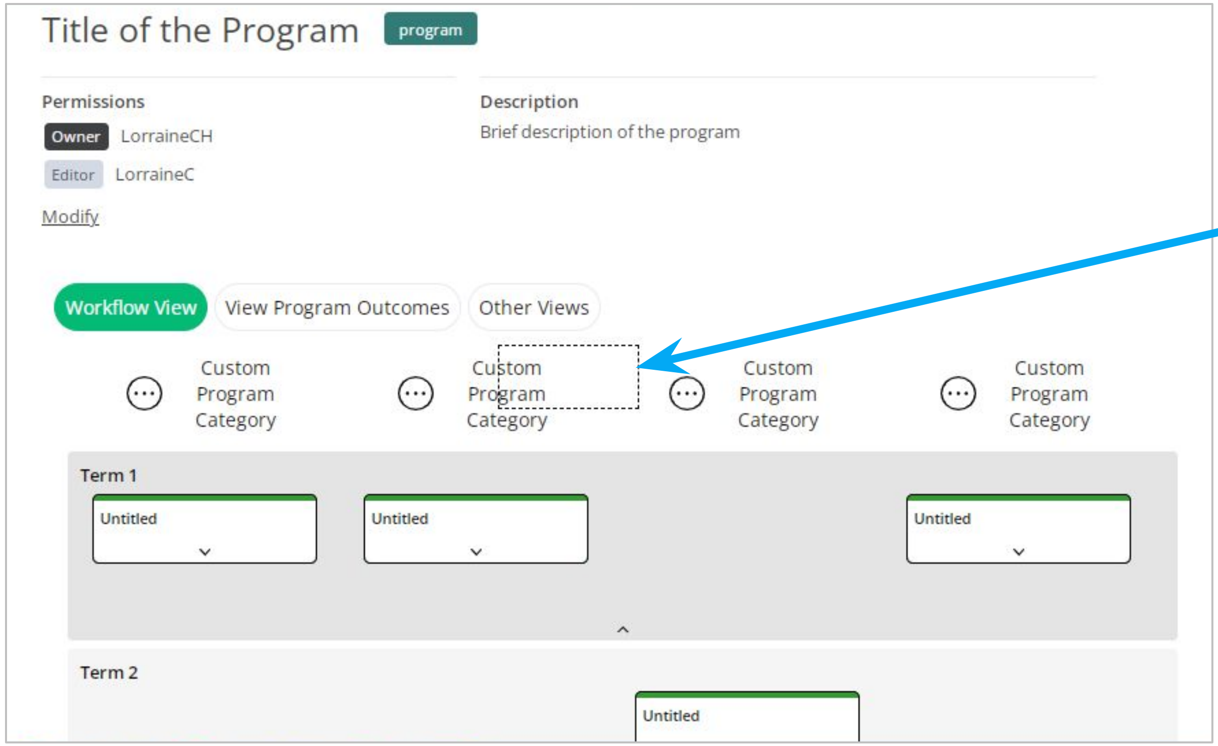
NOTE: new node category and new node can be moved and modified.

TIP: If the “Add to Workflow” tool is not visible, click the Plus (+) icon on the Workflow builder tab.

4

Workspace

Moving Program Categories



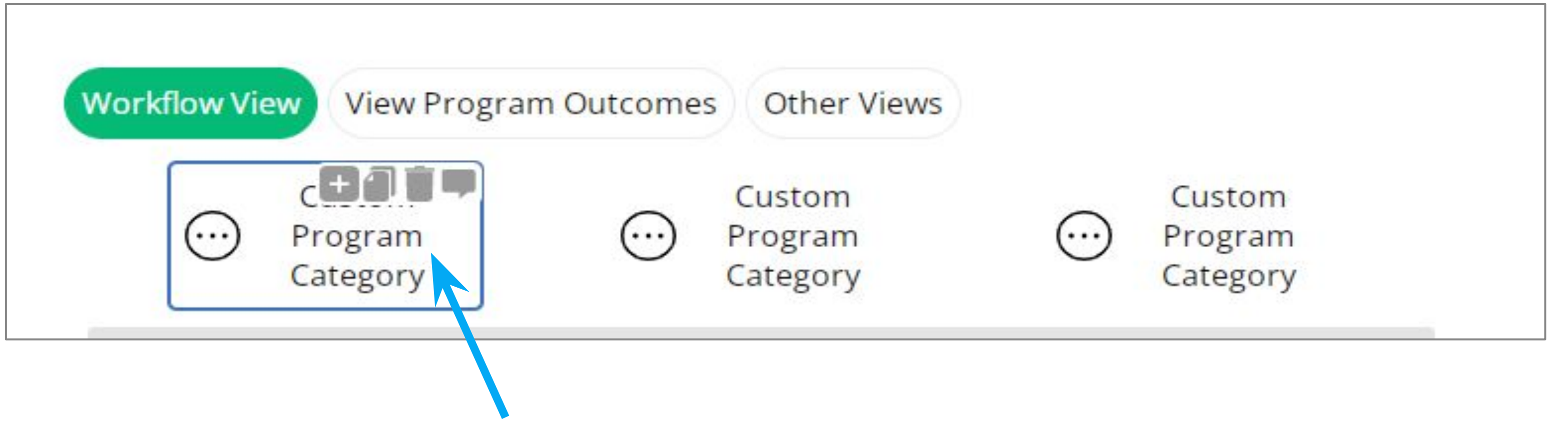
Select the category title and drag and drop the category to where you want it on the workflow.

If you find the category sequence you have set up does not reflect your Program it can be modified.

4

Workspace

Using Category Shortcuts to Add, Duplicate, Delete & Comment



Hover over a category title to click on a roll over icon.

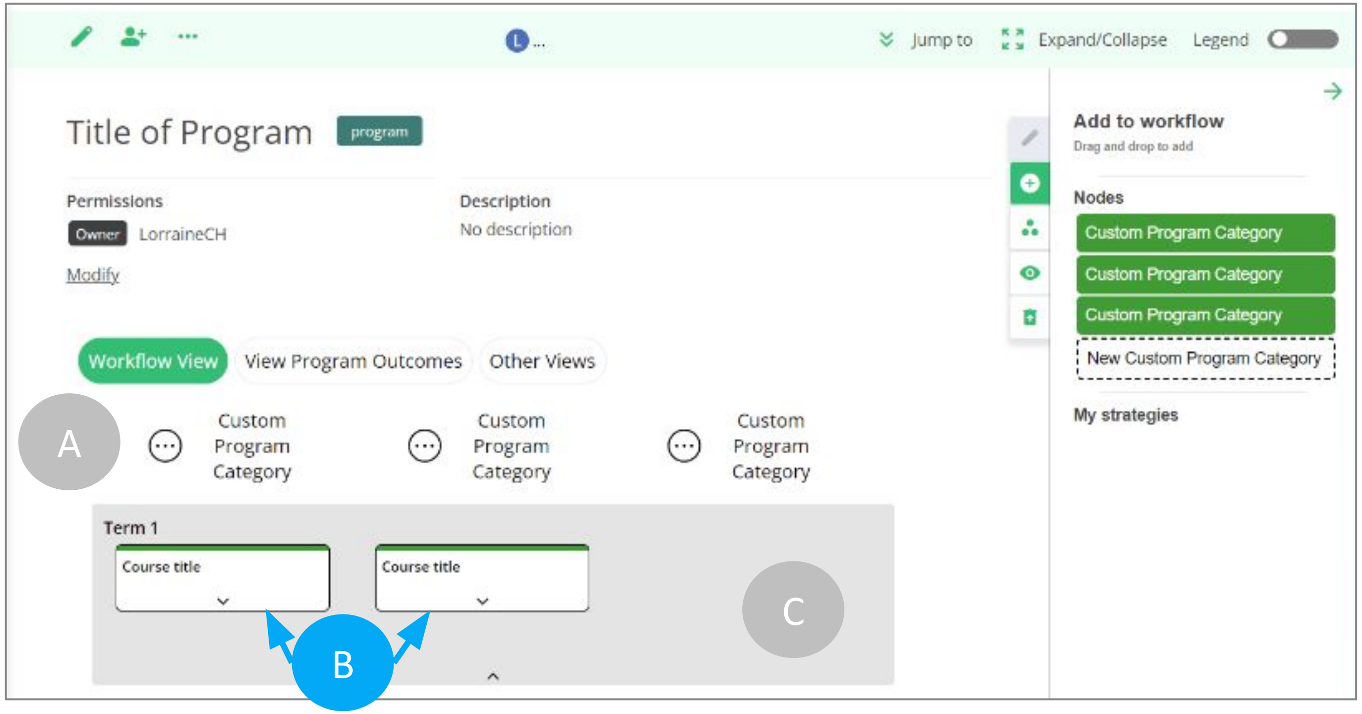
- Plus (+) icon – to add a Program category (without nodes).
- Duplicate icon – to create an exact copy of a category (with nodes).
- Delete icon – to delete a category. Note: Only the category is deleted, any nodes in the category will move to the first category.
- Comment icon – to add a comment to a category.

3 4

Workflow builder

Workspace

Editing Program Nodes



B) Nodes at the Program level represent courses within the Program. Categories (represented as columns), are used to organize the nodes (courses) into similar groupings.

On the workspace, nodes are represented as thumbnails (box containing node (Course) title and description).

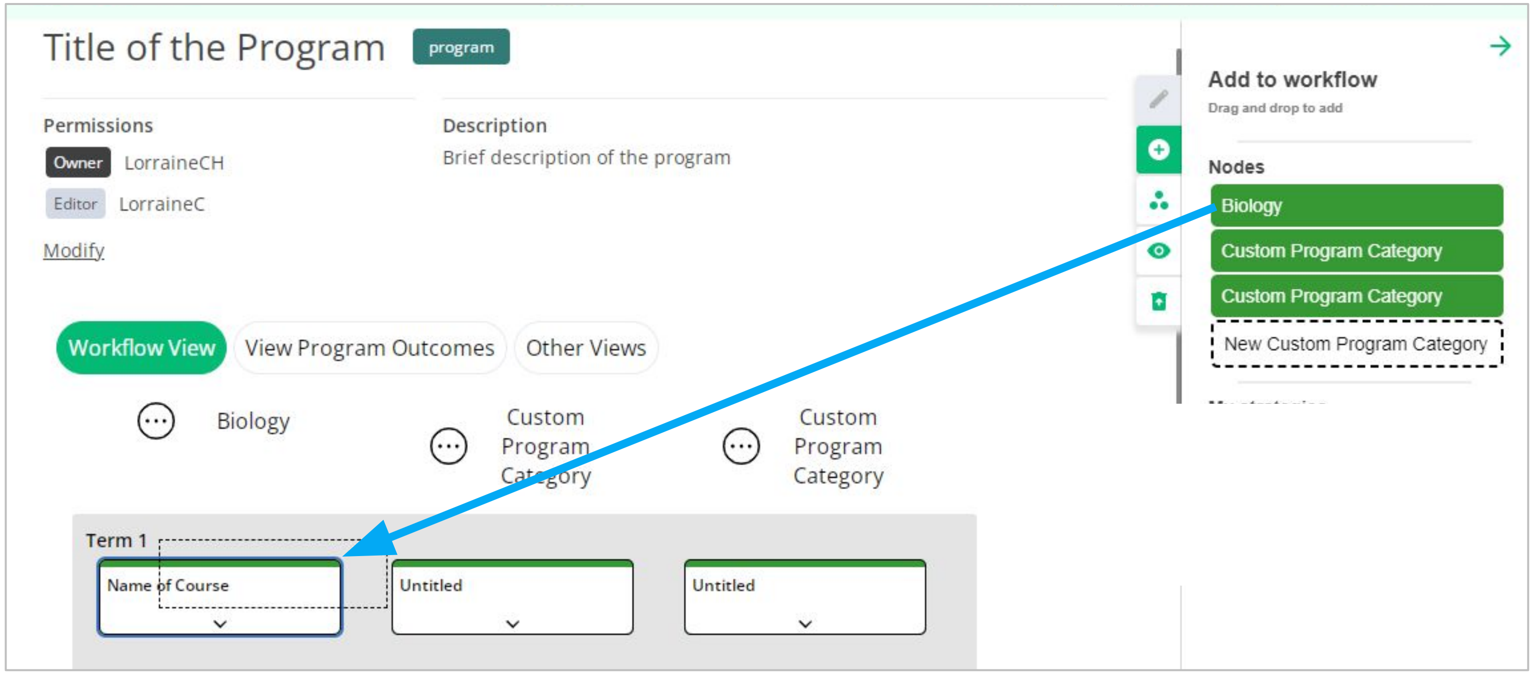
Once a node is added to a workflow, it can be moved, duplicated, or deleted it as needed.

3 4

Workflow builder

Workspace

Adding a Program Node: Populating the Categories



Select and drag a node category to the workspace from the Workflow builder "Add to workflow" tool.

It will be dropped in the appropriate category (column) based on the node category you have selected (e.g. Biology will automatically be placed in the Biology category).

Add more nodes: continue to drag and drop the nodes from the "Add to Workflow" tool to the workspace.

Reminder - name your category course groups by clicking on the category title and using the "Edit column" tool on the workflow builder to edit the title before adding nodes.

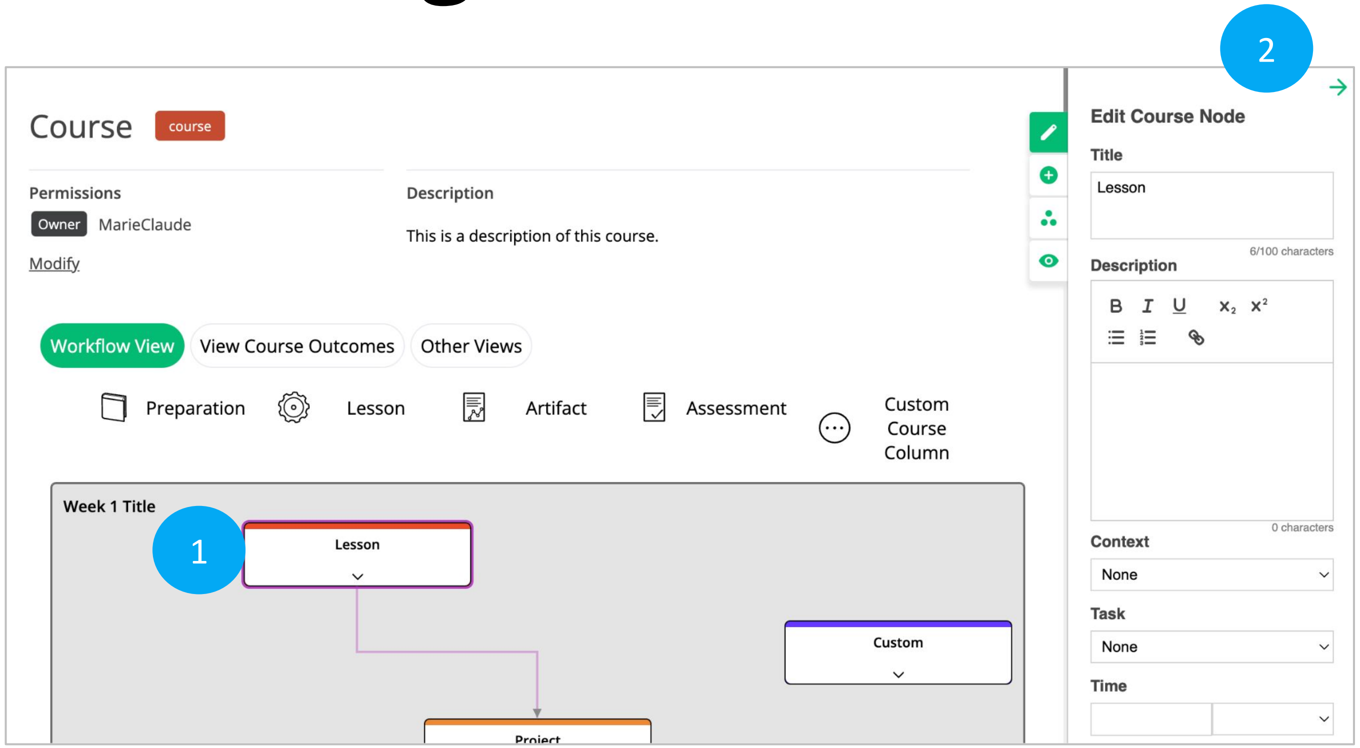
TIP: If the "Add to Workflow" tool is not visible, click the Plus (+) icon on the Workflow builder tabs.

3 4

Workflow builder

Workspace

Editing Program Nodes: Accessing the “Edit Course Node” tool



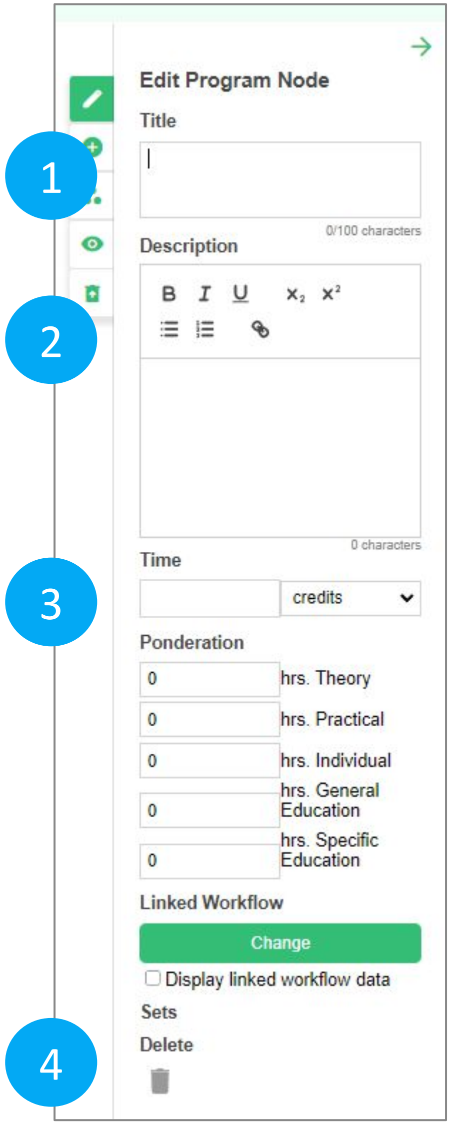
Click on a (1) node thumbnail to access the workflow builder (2) “Edit Course node” tool.

NOTE: it is through the“Edit Course node” tool that information, content and details about learning tasks are added. Details about node thumbnail content is explained on the next slide.

NOTE: on the node thumbnail the description content appears below the title. This portion of the node is hidden by default, however it can be expanded by clicking on the arrow at the bottom of the node.

Everything you add to the Workflow builder tool “Edit Course node” is automatically saved and updated on the node.

Adding content to the “Edit Program Node” tool



Click on the following text fields:

1) Title: to add the Course title
2) Description: to briefly describe the Course.
3) Time: to indicate the amount of time the Course takes. For instance, indicating how long it will take to complete the Course.
4) Delete: to delete a node.

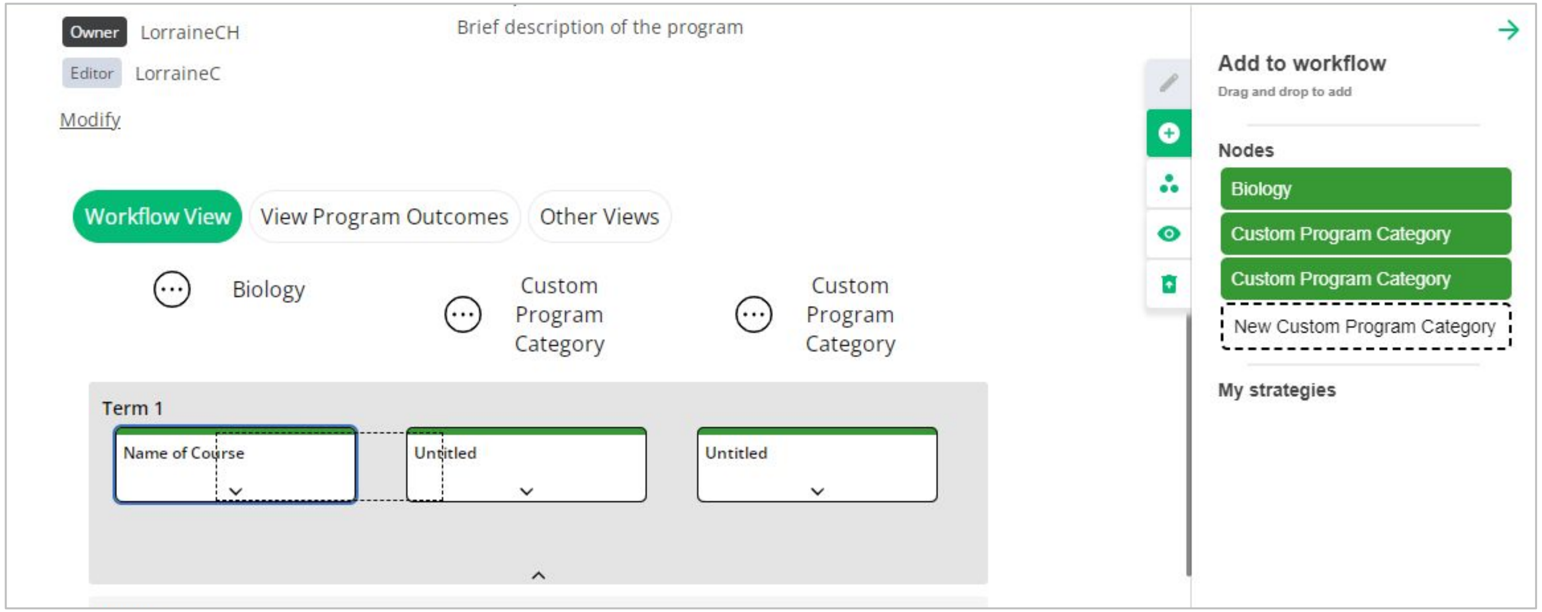
Features outside the scope of this tutorial:

- Ponderation: to add the number of hours per week that should be spent on schoolwork for that Course.
- Linked workflow: to link a Course workflow to a specific node.

4

Workspace

Moving Program Nodes



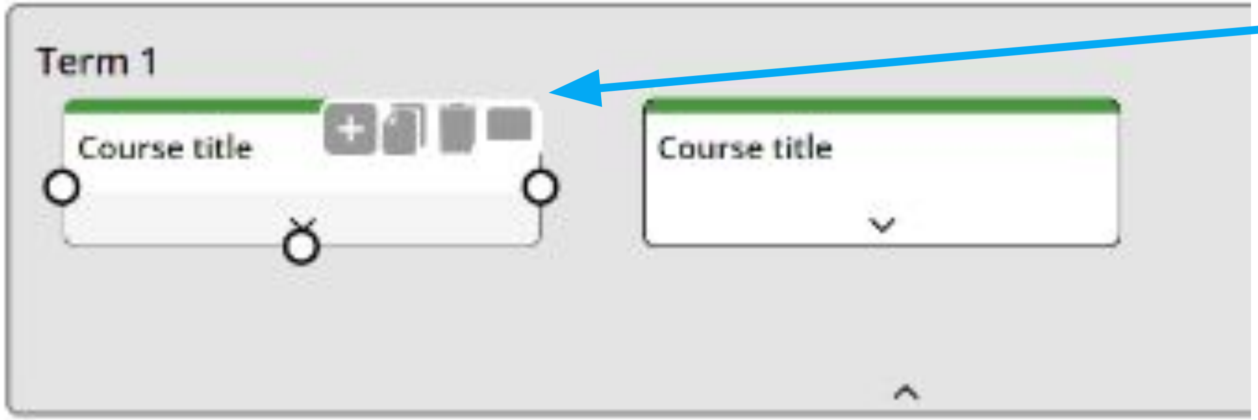
Select the node, and drag and drop it where you want it to be on the workflow.

Once nodes are dropped into the workspace, they can be moved from category to category (column to column) and up and down between sections (terms).

4

Workspace

Using Node Shortcuts to Add, Duplicate, Delete & Comment



Hover over a node to click on a roll over icon.

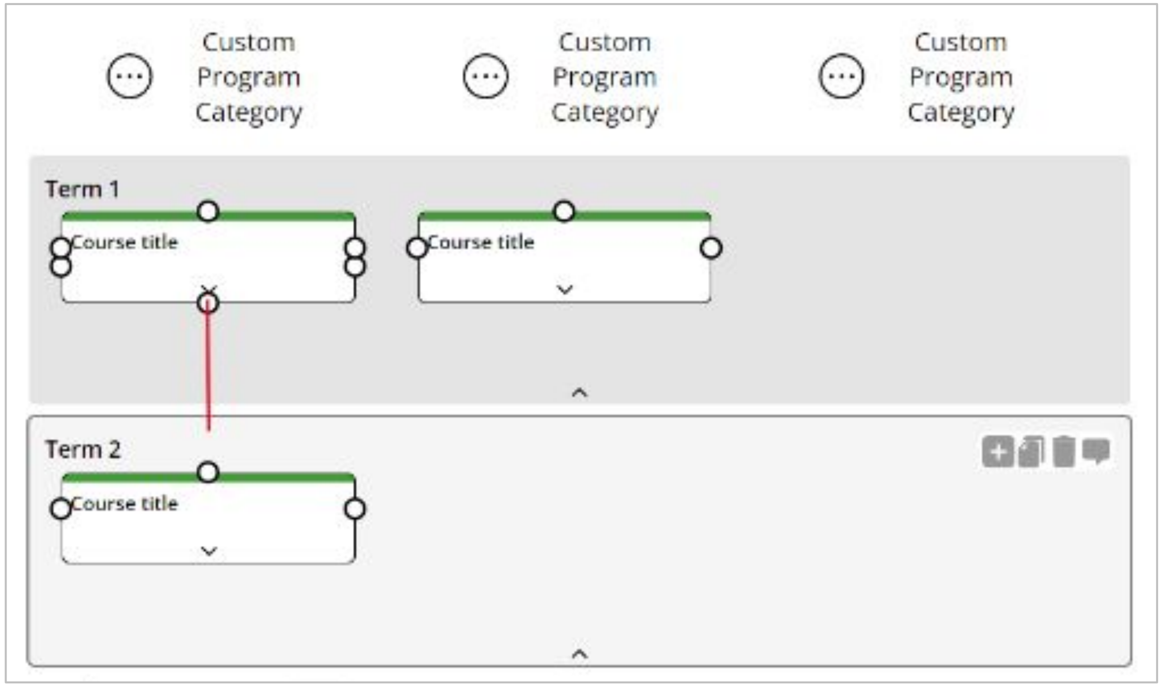
- Plus (+) icon: to add a blank node below the original (without content).
- Duplicate icon: to create an exact copy of a node below the original (with content).
- Delete icon: to delete a node.
- Comment icon: to add a comment to a node.

3 4

Workflow builder

Workspace

Links (Arrows) between Nodes (optional)



1) Hover over a node thumbnail to see 3 or more dots (O).
2) Click on a dot (O) and drag to connect to a dot on another node thumbnail. This action links the two nodes by creating a line that ends with an arrow.

Nodes at the Program level are not linked by default, as the relationship between nodes is not always straightforward. Instead, links (arrows) between nodes have to be made by the user and should only be used to represent prerequisites or corequisites.

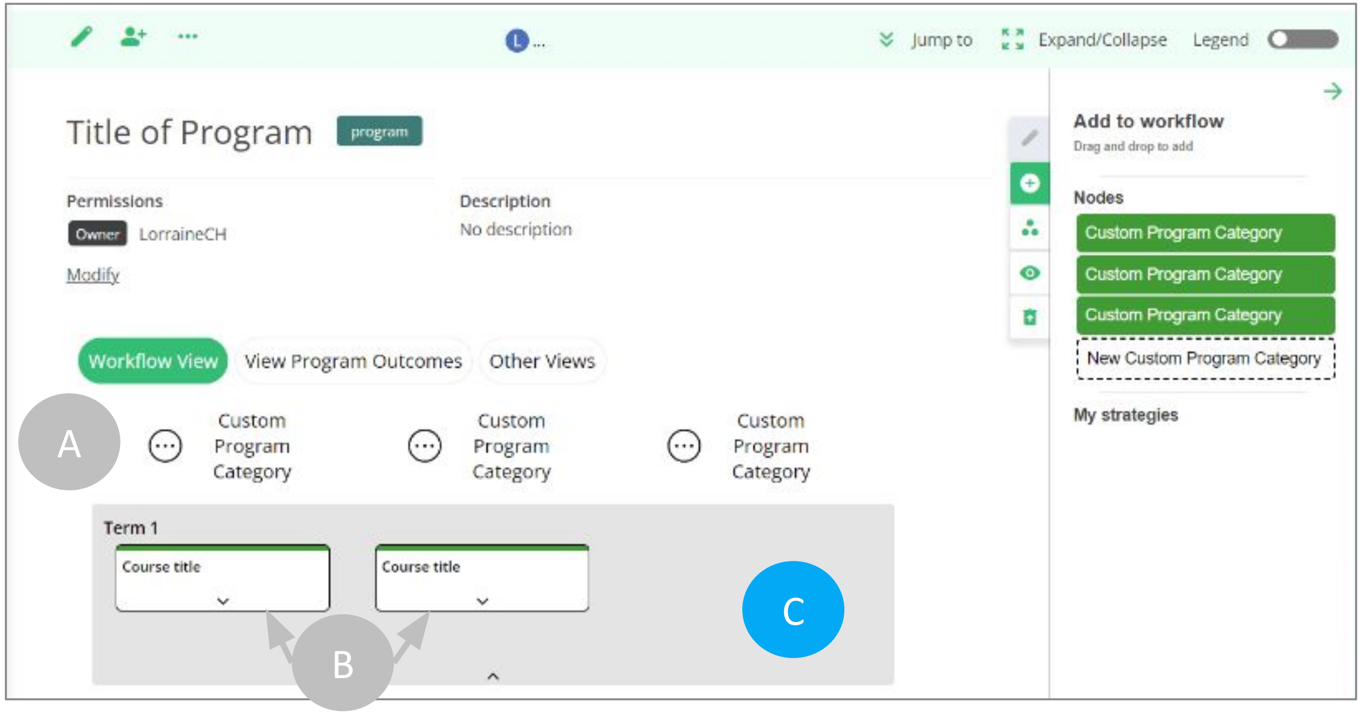
Links (arrows) should only be added when a workflow is complete or nearing completion. This is because when a node is moved, the lines can overlap or no longer reflect the content flow, requiring modification.

3 4

Workflow builder

Workspace

Editing Program Sections



C) Sections at the Program level are blocks/units of time.

When a Program workflow is first created it has by default the first section (term 1) set up. You can add as many sections (terms) as needed to reflect your Program. Sections can also be moved, duplicated and deleted as needed.

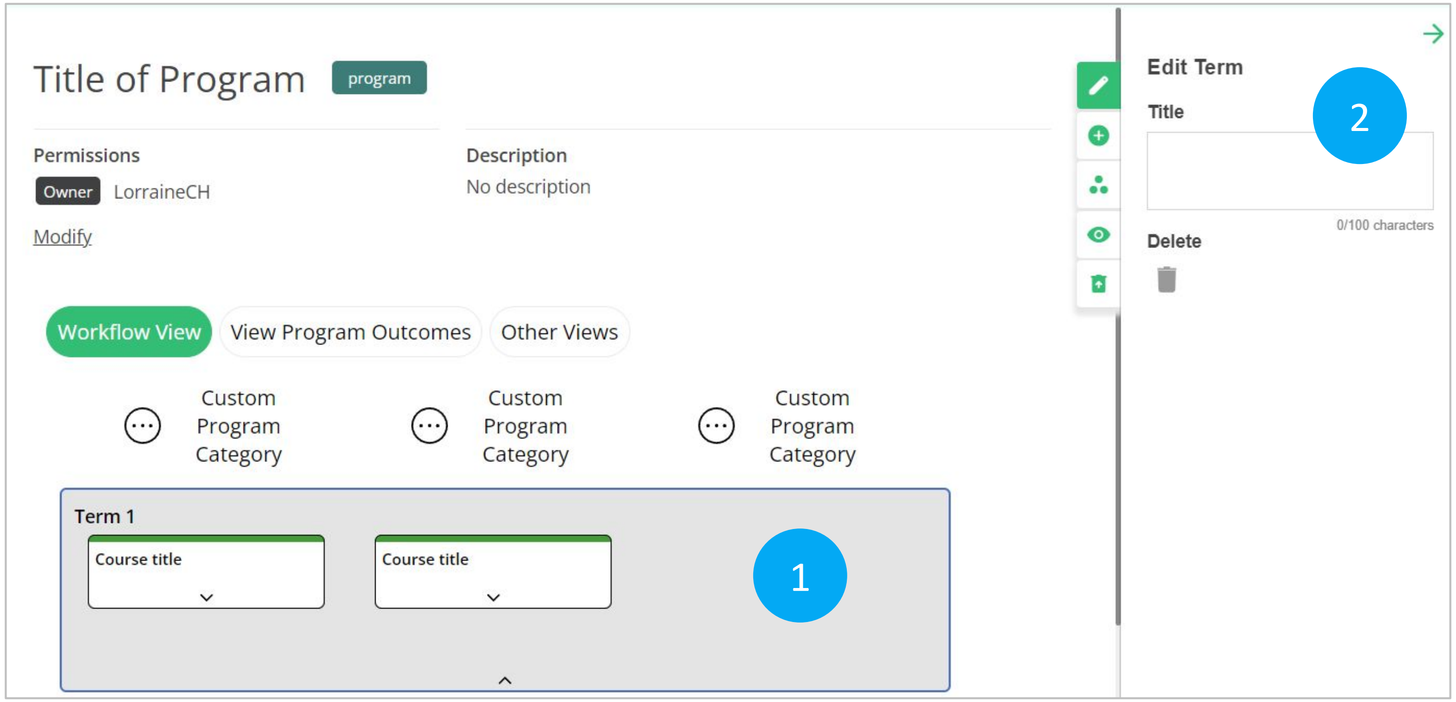
If you prefer to plan your Program by semester, trimester or by quarter, the term section can be retitled.

3 4

Workflow builder

Workspace

Editing Program Sections: Accessing the “Edit Term” tool



1) Click on a section (term) to access the workflow builder “Edit Term” tool.
2) Type your title in the “Title” field. The title is automatically updated on the section.

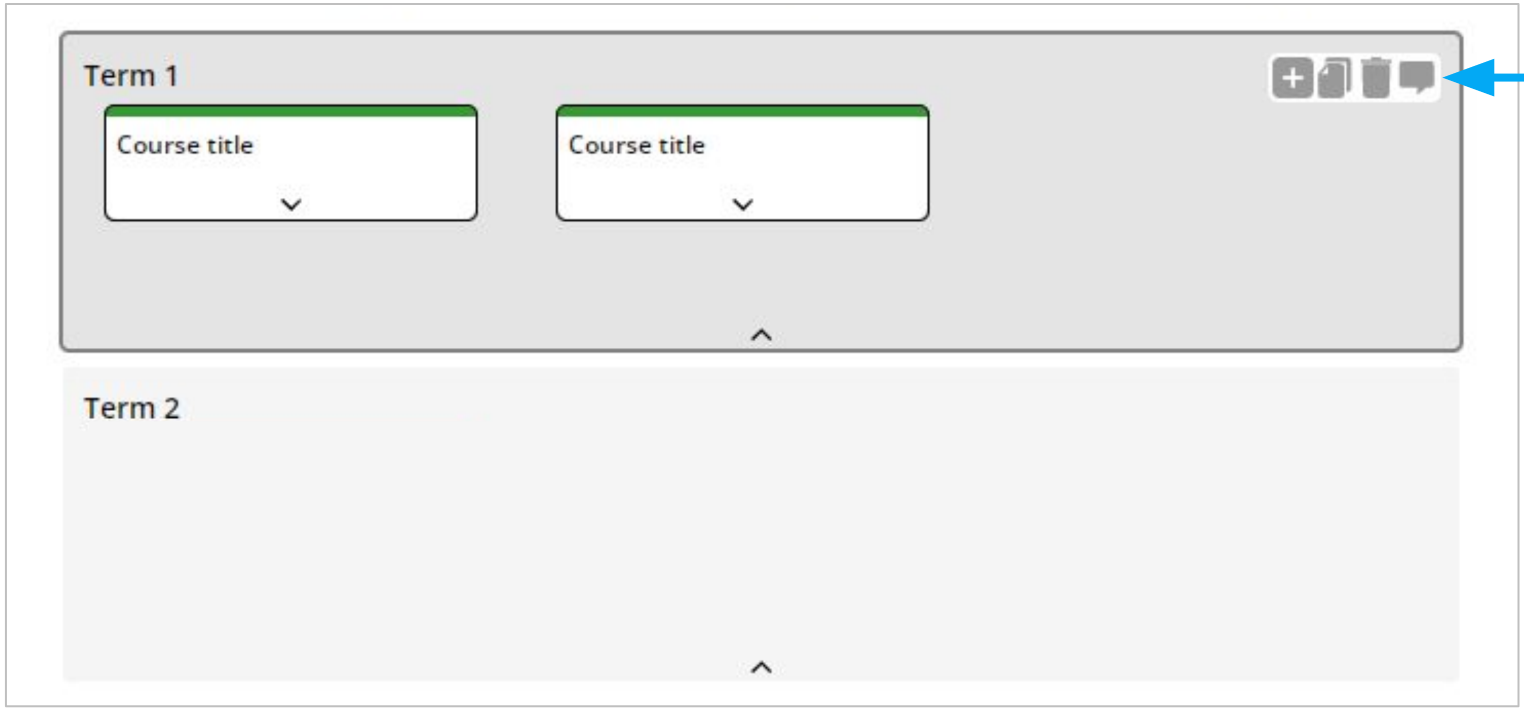
Also on the tool:

- Delete - to delete a section (term). NOTE: when a section is deleted all the section’s nodes are deleted as well.

4

Workspace

Adding Program Sections



Hover over a section, to access the roll over icons, and click on the Plus (+) icon.

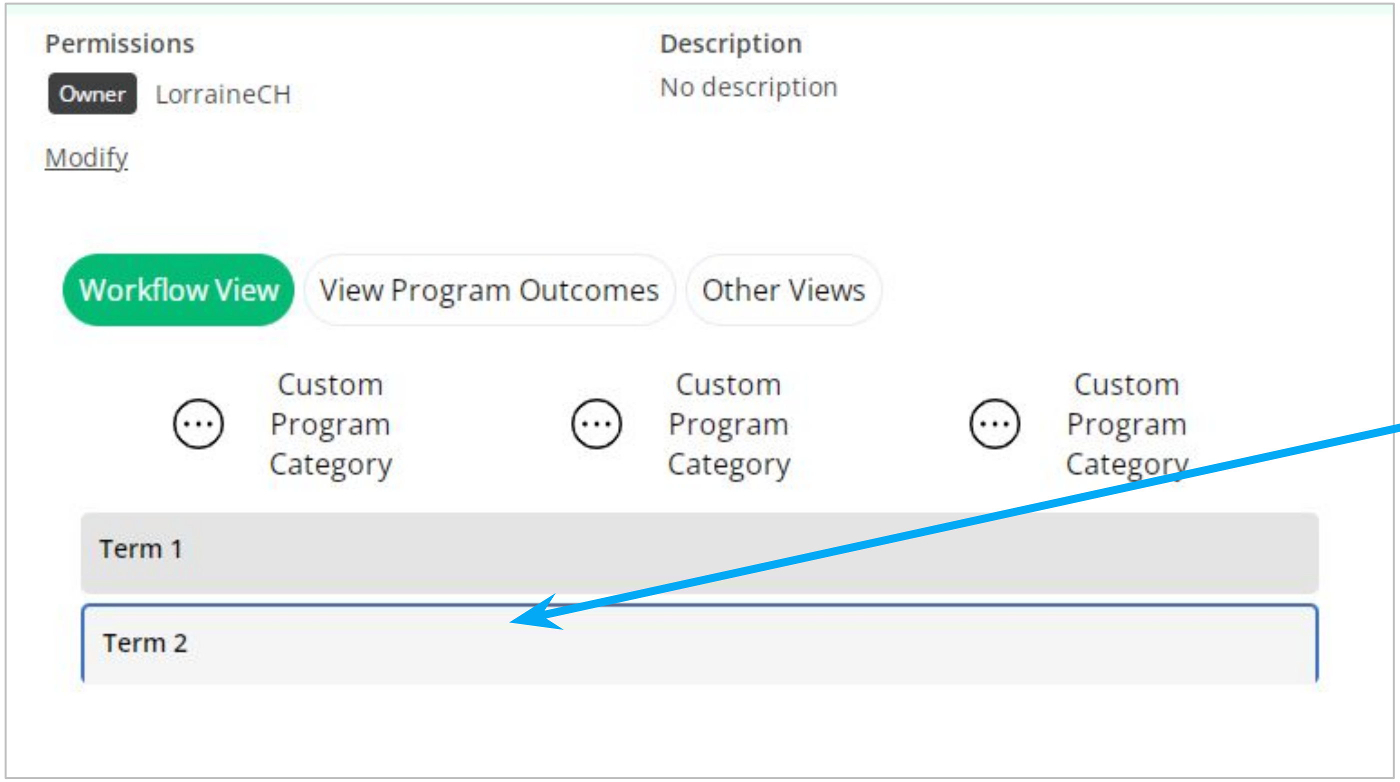
This will add a blank Program section (without nodes) below the original.

The new section can be moved and modified later.

4

Workspace

Moving Program Sections

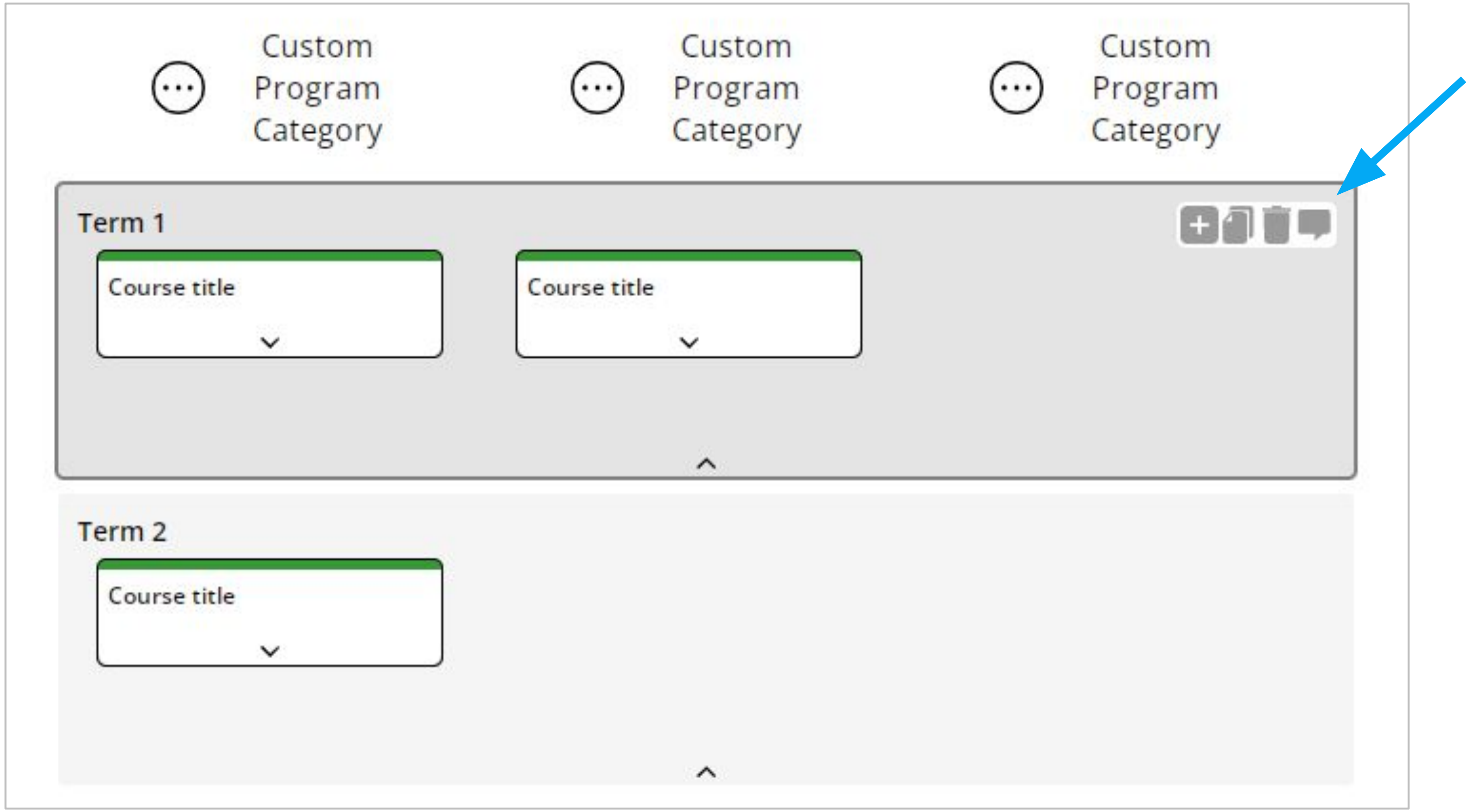


Select the section, and drag and drop the section where you want it on the workflow.

4

Workspace

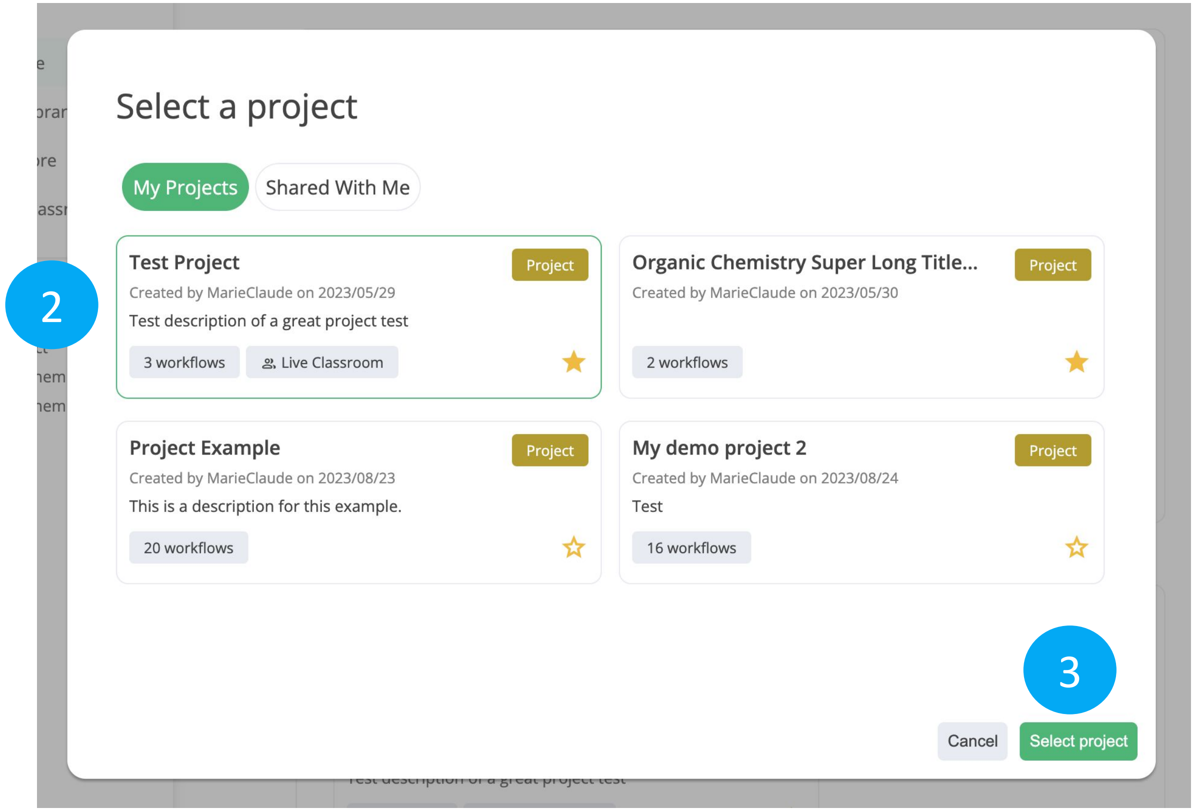
Using Program Section Shortcuts to Add, Duplicate, Delete & Comment



Hover over a section to click on an icon.

- Plus (+) icon: to add a new section below the section.
- Duplicate icon: to create an exact copy of a section (with nodes).
- Delete icon: to delete a section.
- Comment icon: to add a comment to a section.

Selecting a Project to save a workflow



If you are not inside Project, CourseFlow will automatically ask which Project you want to save your workflow in.

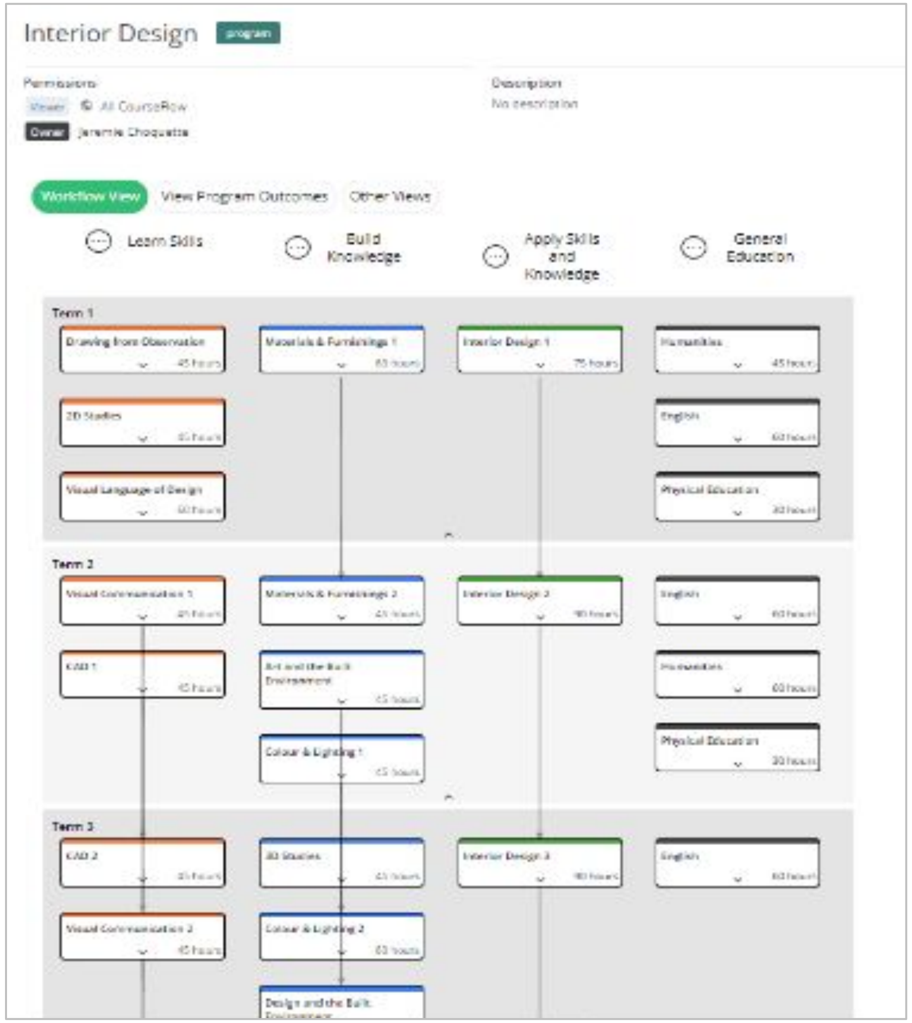
1) Click on the Plus (+) icon, on the Utility Navigation, and select the type of workflow from the dropdown menu you want to save. This opens the “Select a project” pop up (on screen).
2) Click on the Project (thumbnail), where the workflow will be saved. NOTE: This will highlight the thumbnail.
3) Click on the “Select project” button (bottom right). This opens the “Create a (course/activity or program)” page (will depend on workflow type chosen) .
4) Add the workflow “Title” and “Description”, and click the "Save" button. NOTE: The workflow is automatically saved in the selected Project.

What a final Program workflow looks like

- Program in [Physiotherapy technology]() (DEMO PURPOSES)

- Program in [Interior Design]()

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 an Activity Workflow (Tutorial 102)
- How to Create a Project (Tutorial 100)
- What is Courseflow? (Getting started)

Remember: to start you need an account

- To get an account, **sign up** here.
- Already have an account, **log in** here.

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.