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This document was updated on June 9, 2010 and replaces any previous versions. It provides details how to input course competencies and objectives into WIDS and map them to core abilities to output the official BCC Course Plan. This will allow you to output forms 5 & 6 through the WIDS Course Outcome Summary (COS) feature.

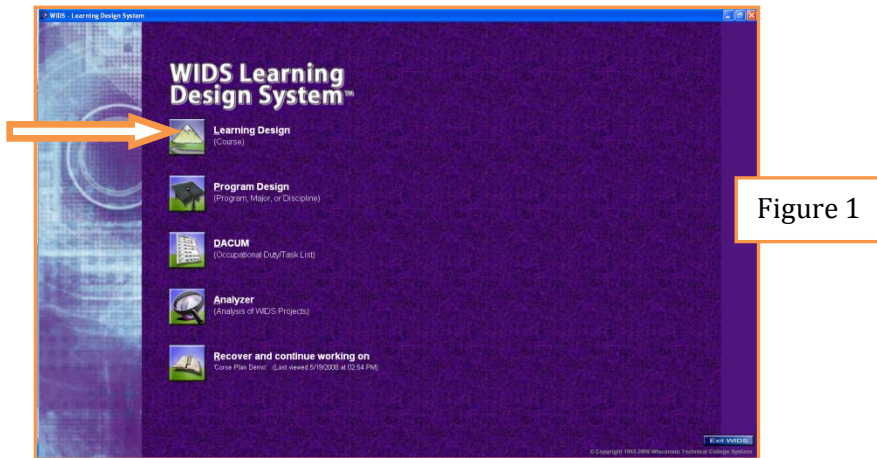
The original plan was to customize WIDS to give us the ability to automate the transfer of information between BCC and the Florida DOE which resulted in a BCC Course Plan Summary Tab to facilitate this function. Essentially, this facet would have replaced our Curriculum form 4 but we found that trying to keep the WIDS customization current with our internal information needs (changes) required too much maintenance and have decided to use WIDS without a BCC customization and explore other avenues for the automated exchange of information between BCC and the Florida DOE.

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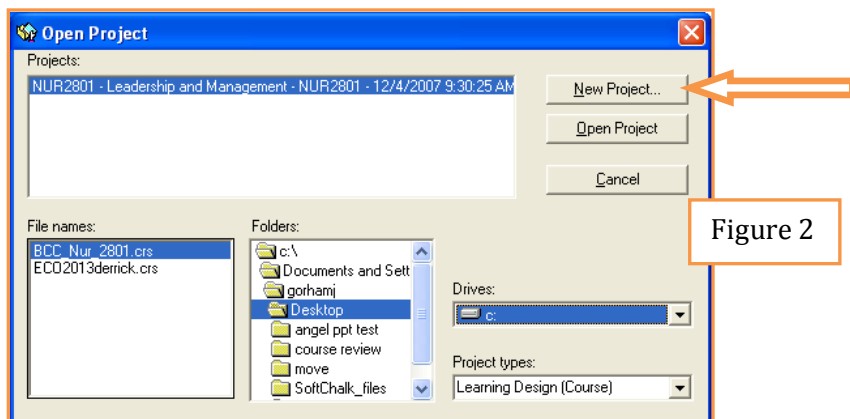
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Creating a New WIDS file

- Open WIDS Software and **Click Learning Design** (Figure 1) to open the Open Project Window (Figure 2)

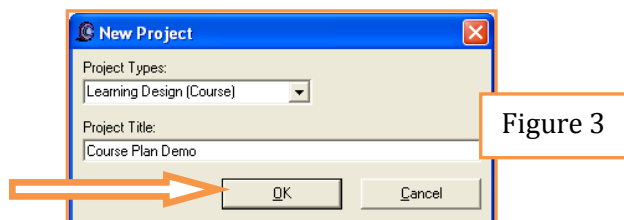


- **Click New Project** (Figure 2)



- Give the new project a title **Click OK** to complete the process and return to the Learning Design Screen (Figure 3)

NOTE: This should be the title of the course as it is listed in the catalog



Save the WIDS crs File

Saving the WIDS file

The file must be named using the standardized file naming convention as described here for optimal storage and retrieval in the eCPR. The course will be named with the 3 digit course prefix, 4 digit course number and semester code and should be in the exact following format: **CGS2100_200820**

NOTE: The file name is case neutral meaning that it does not matter if the letters in the file name are in lower or upper case.

- Click File>Save WIDS File As... to open the Save WIDS File As Window (Figure 4)



Figure 4

- Browse to save the file through the **Save in: Drop Down Menu** (Figure 5)
- Input the file name in the **File name: Text Entry Box** using the naming convention (CGS2100_200820)
- Select Learning Design (*.crs) in the **Save as type: Drop Down Menu**
- **Click Save**

NOTE: Once the crs file has been created, save and save often - **Click File>Save WIDS File or Ctrl + S**
Keep files in an easily accessible location for future reference.

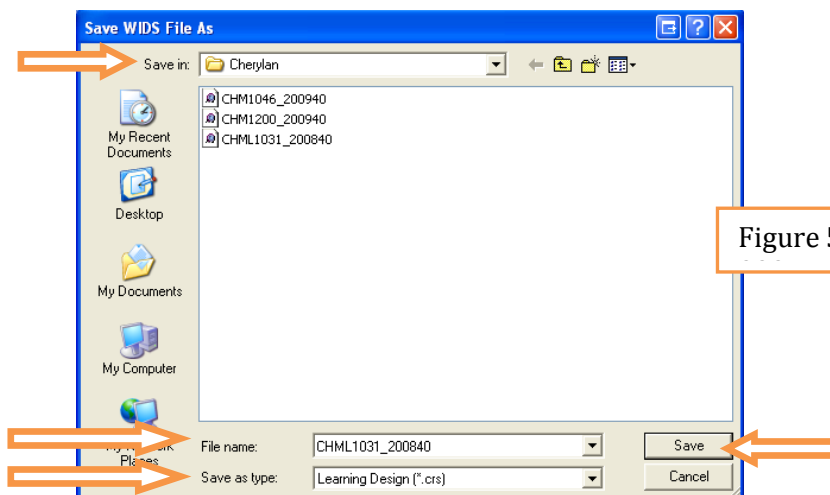


Figure 5

Course Outcome Summary Wizard: Course Information

- Click the Wizards Button (Figure 6)

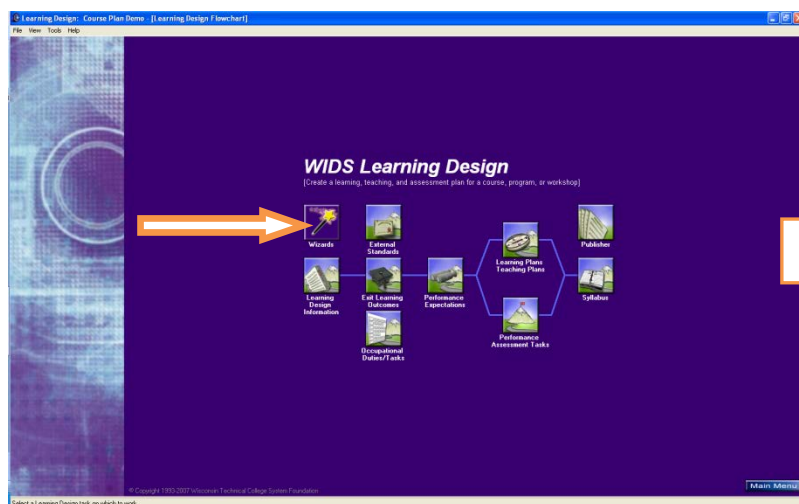


Figure 6

- Click the Syllabus Tab which defaults to the Course Information Page (Figure 7) Complete the Credits, Contact Hours and Description fields as appropriate.
Note: The Description is the Official Course Description. Next skip one line and type "Evaluation Methodology." Input the evaluation methodology directly underneath the description.

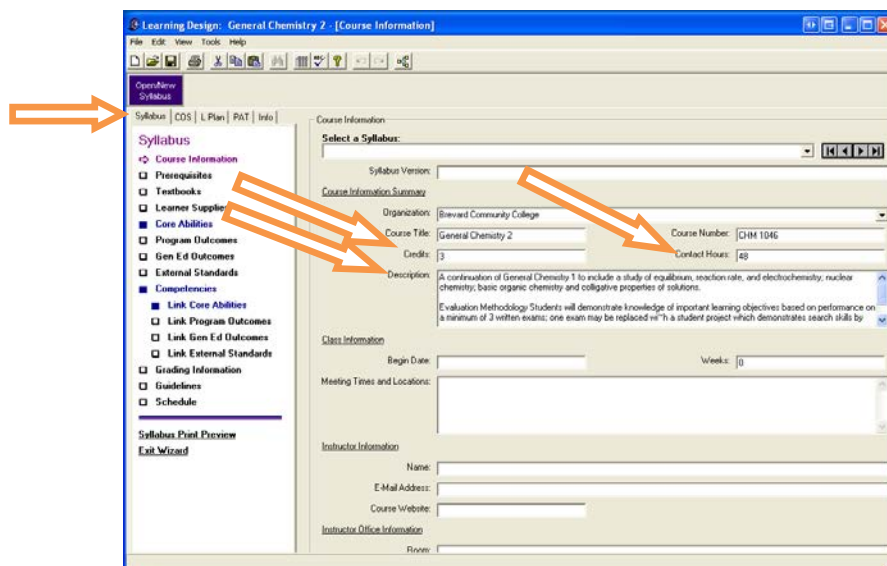


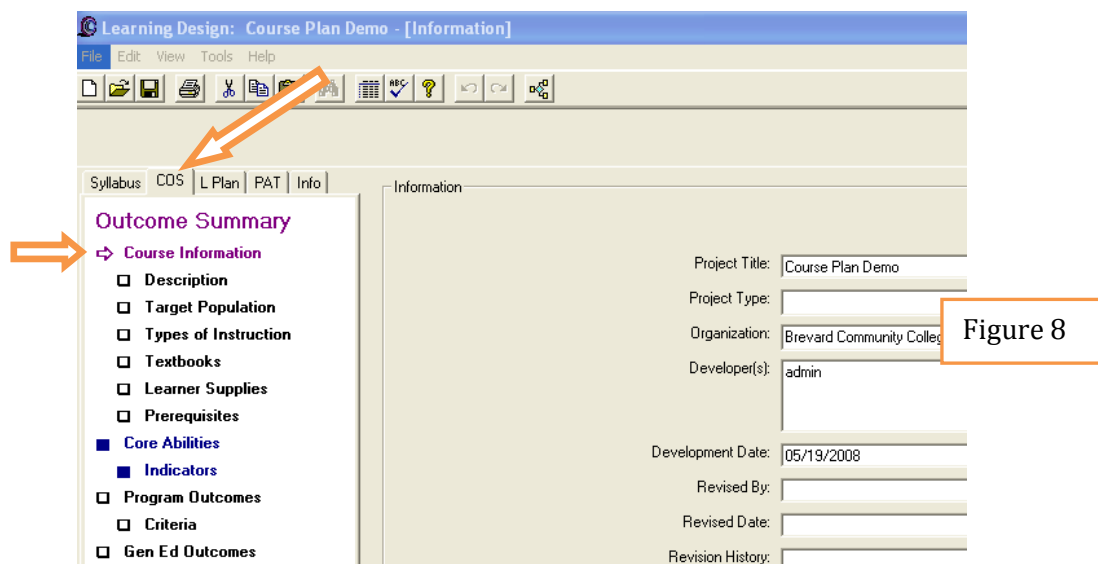
Figure 7

Course Outcome Summary Wizard: Course Information cont.

- **Click the COS Tab** which defaults to the Course Information Page (Figure 8)
- Complete the fields below as appropriate
 - **Project Title:** Official Name of the Course (such as Microcomputer Applications)
 - **Developer:** Curriculum Coordinator (if you cannot read the Curriculum Coordinator's name, look up the course in the catalog for the full time instructor who teaches the course.)
 - **Development Date:** Date the course plan was signed by the Curriculum Coordinator (mm/dd/yyyy).
 - **Course Number:** CGS 2100

NOTE: Text entry format for Course Number should be exactly as follows: **CGS 2100**

NOTE: The active area of the COS is highlighted in purple text beneath the COS tab.



Course Outcome Summary Wizard: Insert Core Abilities

This is where you will enter the targeted core abilities for the course.

- **Click the Core Abilities Link** on the Outcome Summary Outline (Figure 9)
- **Click the Core Ability Library Button** to open the Core Ability Library

NOTE: The selections on the purple Buttons at the top of the screen will change depending upon which of the Outcome Summary options is active.

NOTE: Once an area of the COS Outline has been populated with information, the text will be blue and the adjacent box will be solid blue as indicated in Course Information below. This allows you to assess at-a-glance what areas of the Wizard have been completed.

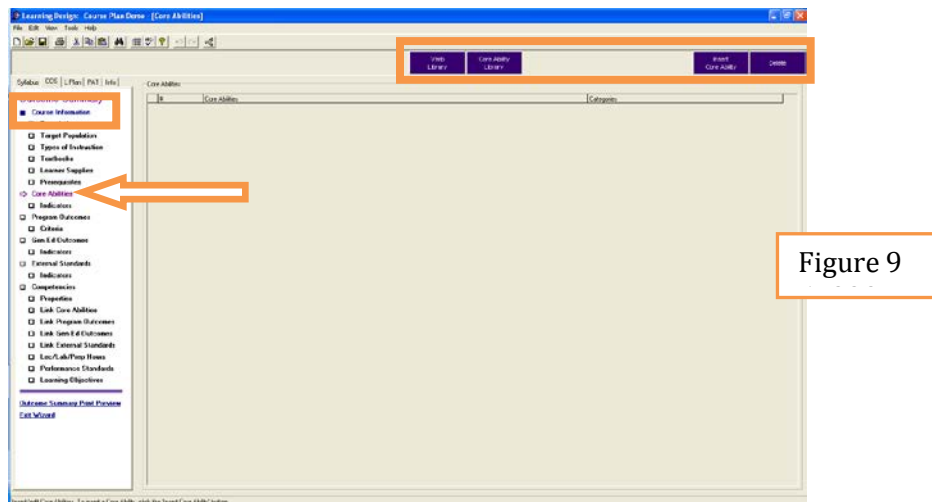


Figure 9

- **Click on all appropriate Core Abilities** that apply. Selected Core Abilities will be highlighted in blue and the indicators will appear in the frame on the right (**Figure 10**)
- **Click the Insert Button** to complete the process

Note: Brevard Community College Core Abilities can be selected from the drop down menu. Check the box next to the selected Core Abilities that apply. Then click on Insert.

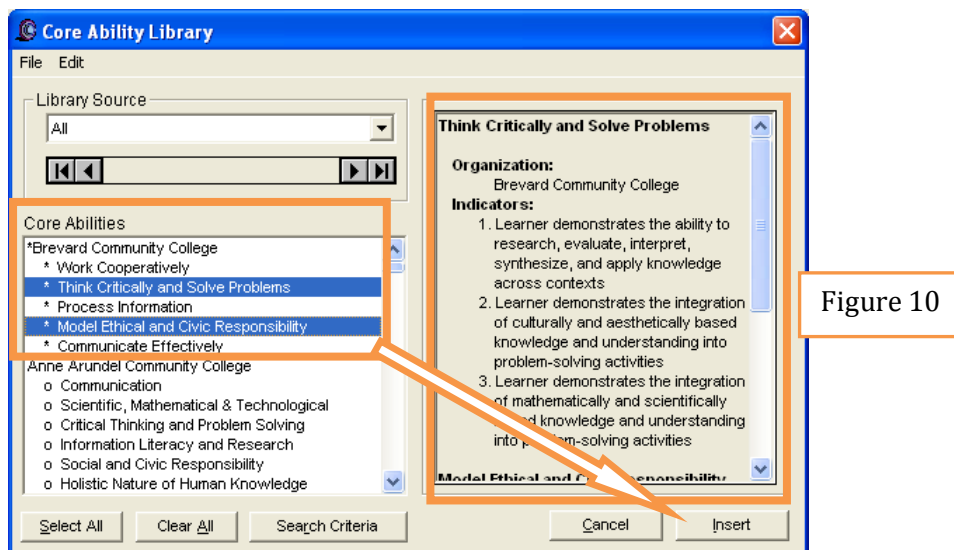


Figure 10

Course Outcome Summary (COS) Wizard: Insert Competencies

You may copy and paste the data from the existing course plan or you may type into each field.

- **Click the Competencies and Properties** on the Outcome Summary Outline (Figure 11)
- **Click on Insert Comp.** This will insert the field to type in each competency.

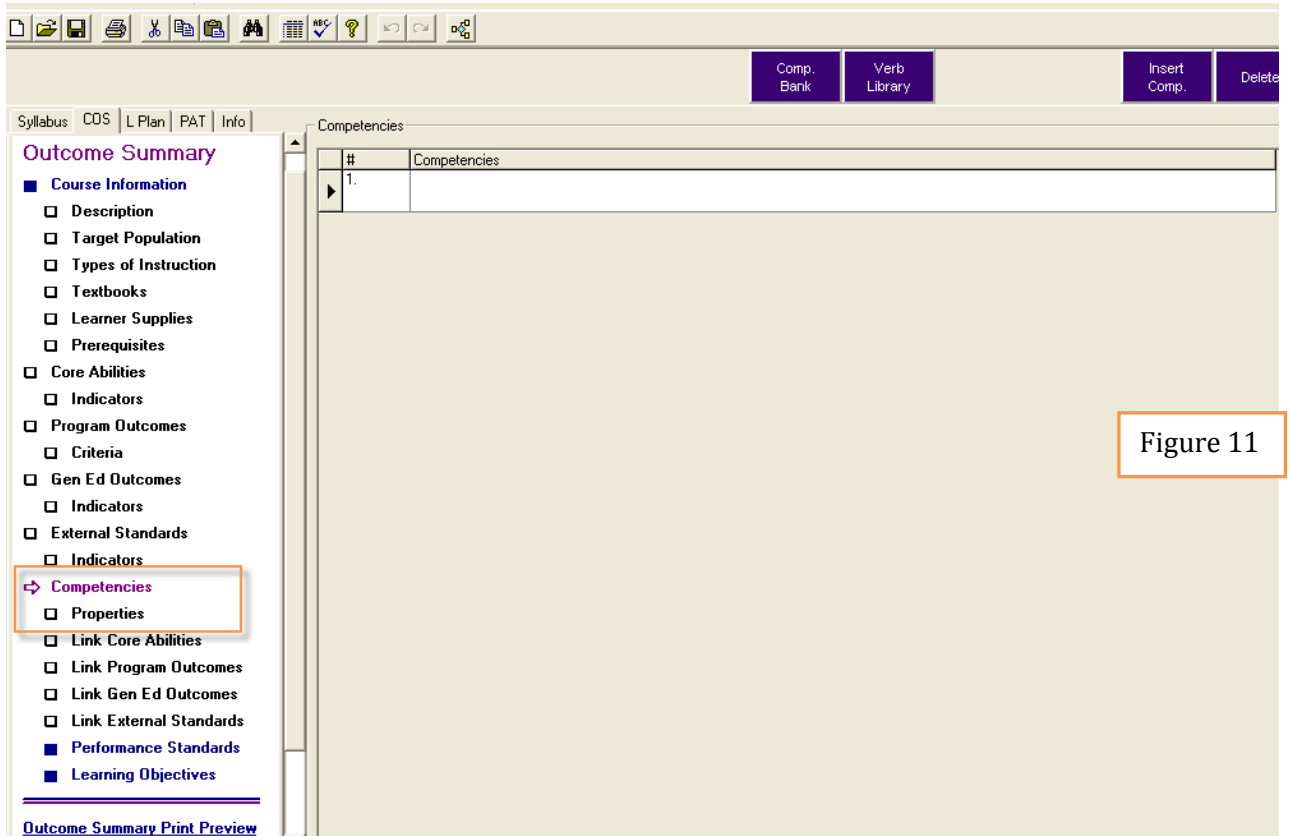
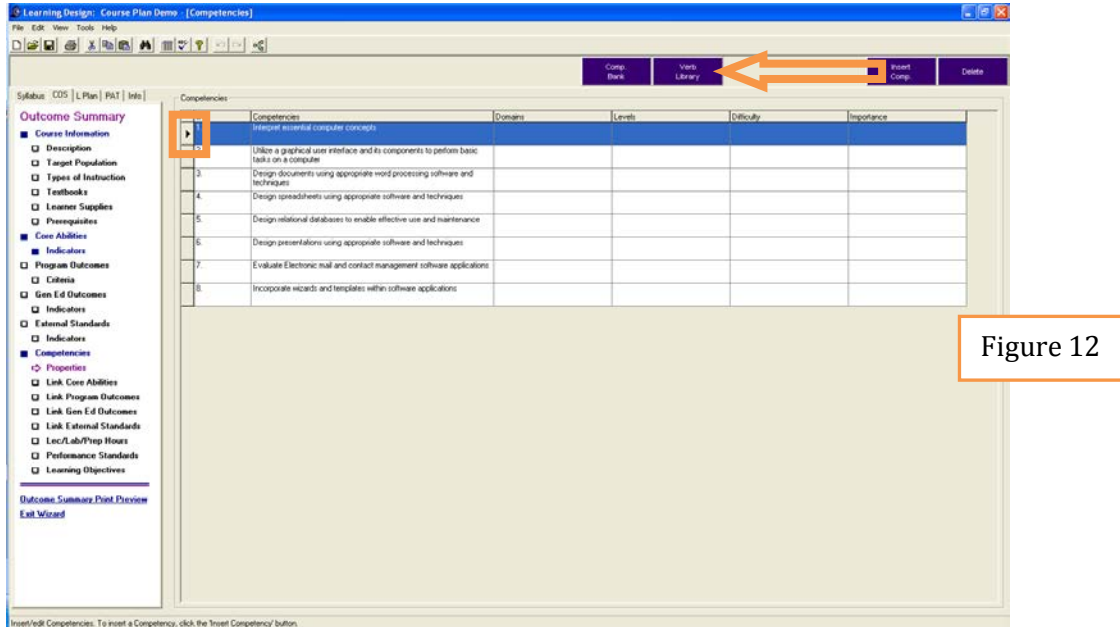


Figure 11

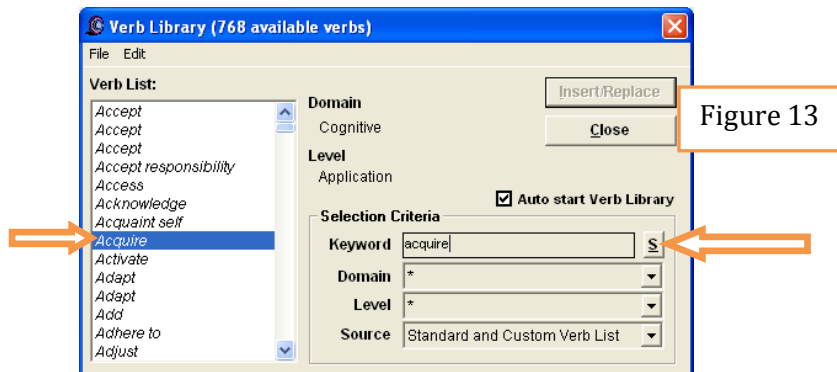
Assign Verb Domains and Levels

- Properties will display the Domain and Level properties along with the Competency.
- **Highlight one competency row by clicking on the gray box in the column to the left of the first column.** The entire row will be highlighted in blue and an arrow will appear in the box to indicate that it has been selected. (Figure 12)
- **Click the Verb Library Button** to display the Verb Library



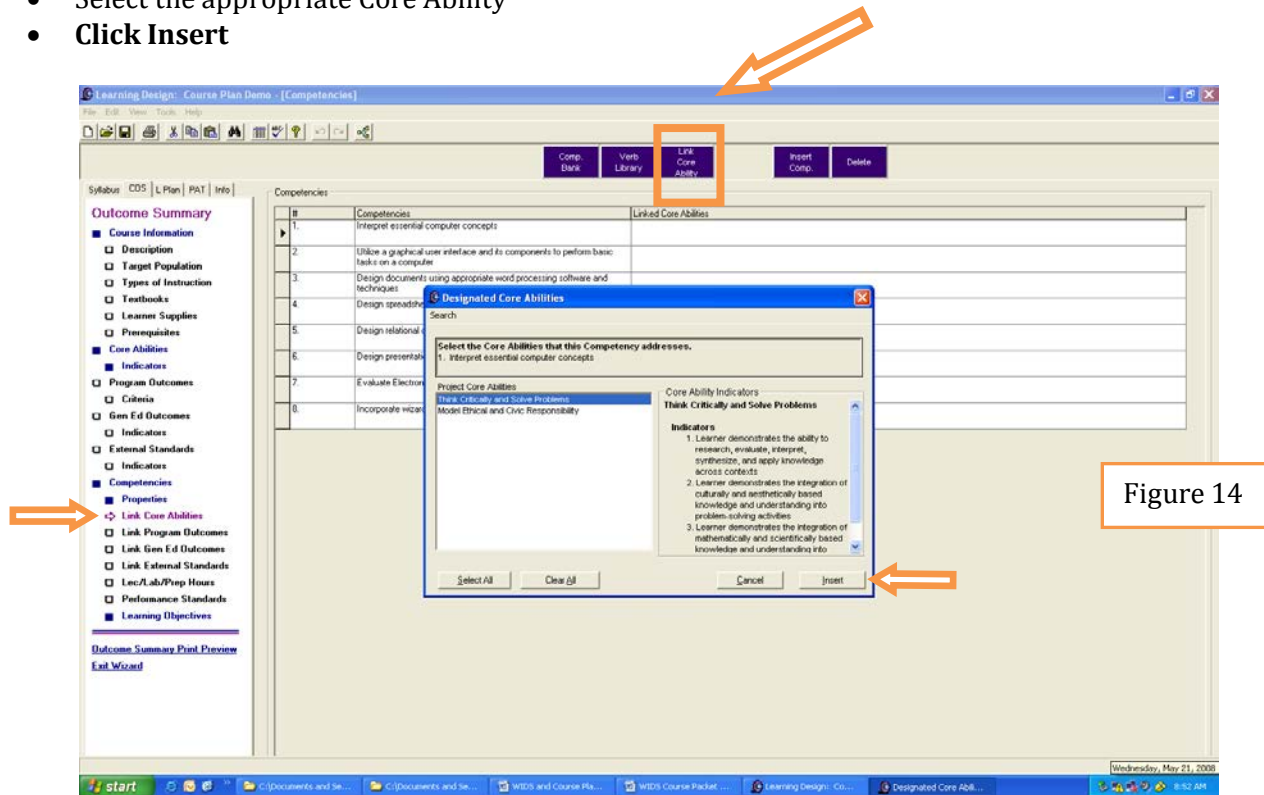
Select your verb by doing **one** of the following (Figure 13):

- **Click the Verb** in the Verb List (type the first letter of the word to jump to that alphabetical grouping or use the scroll bar to look through all 768). Click on each of the terms until the appropriate Domain and Level display. **Click Insert/Replace** to display the verb domain and level in the Competency Table.
- **Type a Keyword** in the selection criteria box and click the adjacent **S** Button to begin your search and then click on each of the terms until the appropriate Domain and Level display. **Click Insert/Replace** to display the verb domain and level in the Competency Table.



Course Outcome Summary (COS) Wizard: Link Core Abilities

- Click the **Link Core Abilities** option on the Outcome Summary Outline listed under the COS Tab (Figure 14)
- Click the **Link Core Ability Button** to open the Designated Core Abilities Window
- Select the appropriate Core Ability
- Click **Insert**



Course Outcome Summary (COS) Wizard: Insert Learning Objectives

This is where you will insert the course Learning Objectives and link them to the associated competency.

- **Click Learning Objectives** on the Outcome Summary Outline listed under the COS Tab
This will display the **Select a Competency Dropdown List** (Figure 15)
- **Click open the Dropdown List** and Select the appropriate competency for your learning objectives
- **Click Insert Learning Objective**

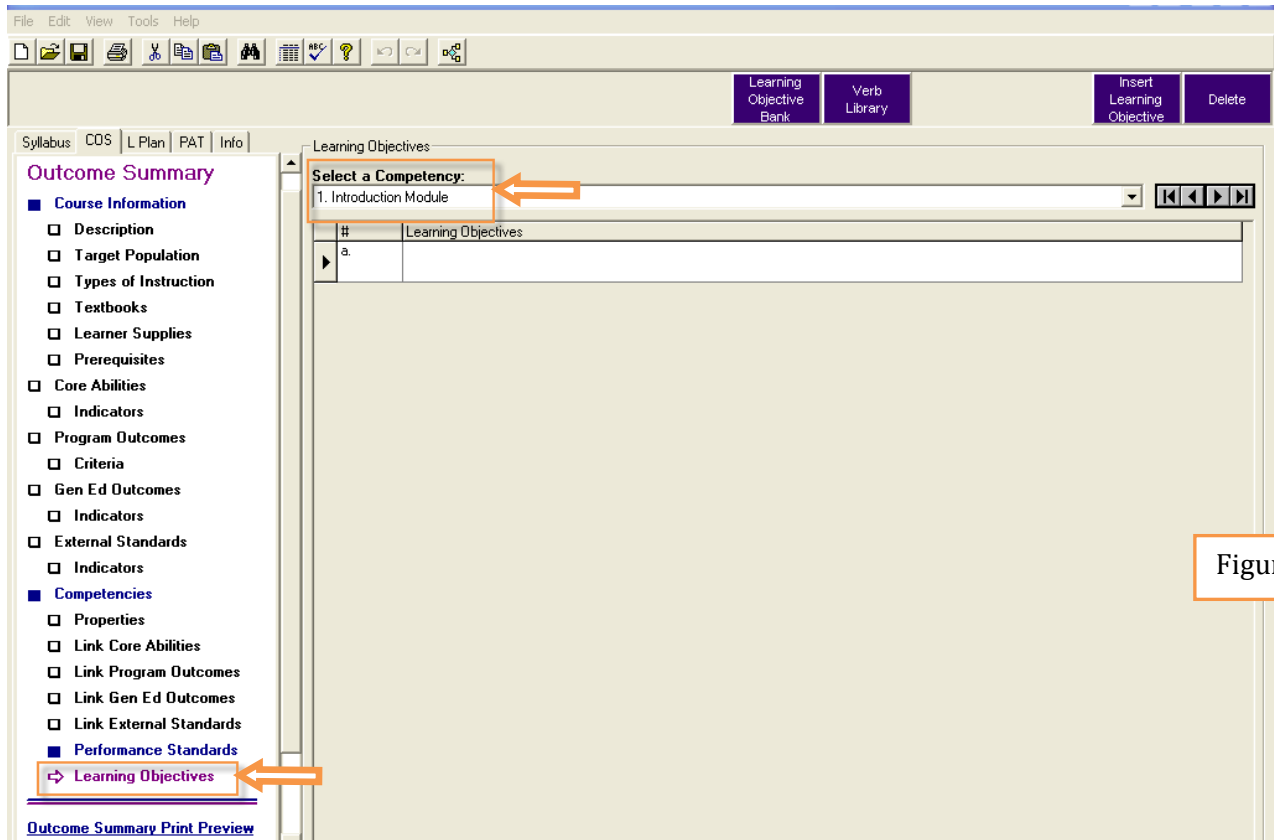


Figure 15

Note: Spell Check entire Project before Printing.

Note: Make sure Project is saved.

1. Open Wids
 2. Select Learning Design to open the “Open Project” window
 3. Select your CRS file in the “Open Project” window and click the “Open Project” button
 4. Select Wizards from the Wids Learning Design flow Chart
 5. Select the COS (Course Outcome Summary) tab which is located directly beneath the “Open/New Syllabus” button in the upper left
 6. Select Outcome Summary Print Preview at the bottom of the screen
 7. Select Boxes as shown in the graphic below
NOTE: Select Lab hours only if your course has a 4th letter of **C** or **L** (e.g. CHML)
 8. Refresh screen by clicking on the double green arrows located at the top right of the screen
 9. Save report as MS Word by clicking the second purple button choice.
- NOTE: Make note of where you save it on your computer

The screenshot shows the 'Print Preview' window of the Wids Learning Design software. At the top, there are five buttons: 'Print', 'Save Report As MS Word', 'Save Report As HTML', 'Close Print Preview', and 'Refresh Report'. Below these are tabs for 'Syllabus', 'COS', 'L Plan', 'PAT', and 'Info'. The 'COS' tab is selected.

The left pane shows a tree view of course information with checkboxes for various fields. The following fields are checked:

- Course Information
 - Project Type
 - Organization
 - Developer(s)
 - Development Date
 - Revised By
 - Revision Date
 - Revision History
 - Course Number
 - Alternate Title
 - Instructional Level
 - Instructional Area
 - Division
 - Department
 - Potential Hours of Instru
 - Total Credits
- Course Description
 - Target Population
- Types of Instruction
- Course Prerequisites
- Textbooks
- Learner Supplies
- Core Abilities
 - Indicators
- Program Outcomes
- General Education Outcomes
- External Standards
- Competencies
 - Properties
 - Linked Core Abilities
 - Linked Program Outcon
 - Linked General Educati
 - Linked External Standa
 - Performance Conditions
 - Performance Criteria
 - Learning Objectives

The right pane displays the printed report content:

Kitchen and Bath Design 1

Course Outcome Summary

Course Information

Course Number	INDC 2910
Potential Hours of Instruction	48
Total Credits	3

Description

This course teaches basic kitchen and bath design. The National Kitchen complete a kitchen design project including programming, space planning computer skills are required for this course.

Evaluation Methodologies:
Final Design Projects
Quizzes
Exercises
Oral/Visual Presentation

Exit Learning Outcomes

Core Abilities

A. THINK CRITICALLY AND SOLVE PROBLEMS
B. PROCESS INFORMATION

Competencies

1. Depict the interior design process. [Lecture 1/ Lab 1]
Properties
Domain: Cognitive Level: Synthesis
Learning Objectives