

## Add Course Review Information to Syllabi

### Introduction:

This process describes how to add course review information to a syllabus within *Michigan's Online Course Catalog*.

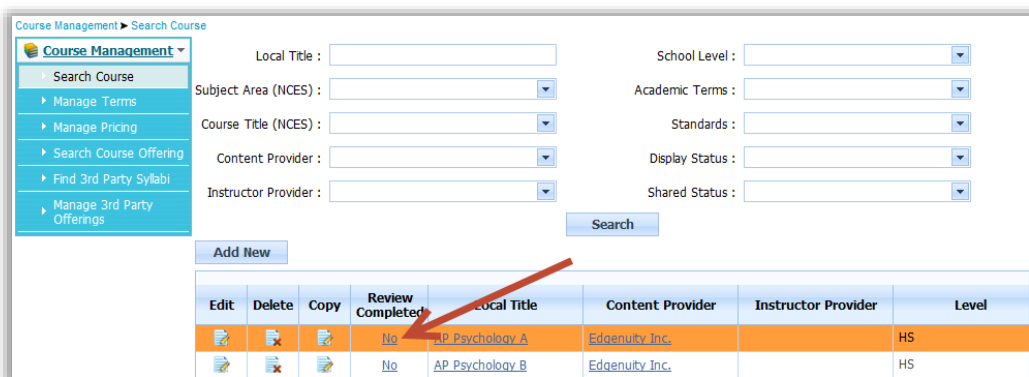
### Details:

1. Click the **Course Management** tab.



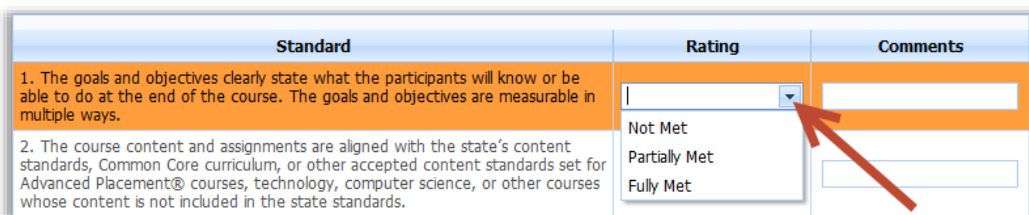
2. Click the "Yes" or "No" link within the Review Completed column for the selected syllabus.

**Note:** Course offerings will only appear to public users searching the Local District and Statewide catalogs where the course review contains all 52 ratings. Once the ratings have been applied, the Review Completed column on the Search Course page will change from "No" to "Yes".



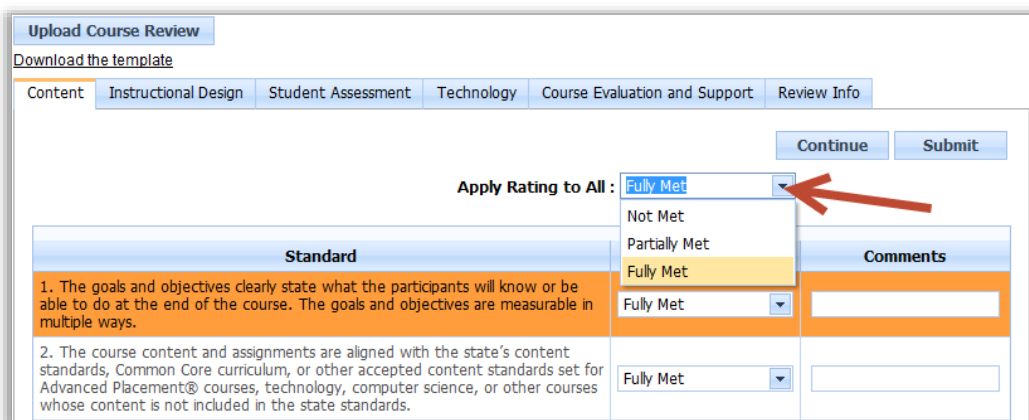
Edit	Delete	Copy	Review Completed	Local Title	Content Provider	Instructor Provider	Level
			No	AP Psychology A	Edgenuity Inc.		HS
			No	AP Psychology B	Edgenuity Inc.		HS

3. Use the drop-down menus to apply a rating to a standard and in the Comments box for any clarifying text.



Standard	Rating	Comments
1. The goals and objectives clearly state what the participants will know or be able to do at the end of the course. The goals and objectives are measurable in multiple ways.	<input type="text"/> Not Met Partially Met Fully Met	<input type="text"/>
2. The course content and assignments are aligned with the state's content standards, Common Core curriculum, or other accepted content standards set for Advanced Placement® courses, technology, computer science, or other courses whose content is not included in the state standards.	<input type="text"/>	<input type="text"/>

**Note:** The "Apply Rating to All" drop-down menu can be used to fill all of the drop-downs on the current tab with the same rating.



Upload Course Review

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Content Instructional Design Student Assessment Technology Course Evaluation and Support Review Info

Continue Submit

Apply Rating to All: Fully Met

Standard	Rating	Comments
1. The goals and objectives clearly state what the participants will know or be able to do at the end of the course. The goals and objectives are measurable in multiple ways.	Fully Met	<input type="text"/>
2. The course content and assignments are aligned with the state's content standards, Common Core curriculum, or other accepted content standards set for Advanced Placement® courses, technology, computer science, or other courses whose content is not included in the state standards.	Fully Met	<input type="text"/>

Revision History				
Version	Date	Description	Author	File
2.0	12-Aug-14	Revised document by updating images.	Jennifer Derry	DistrictCourseReview.docx
1.0	6-Dec-13	Document Created	Jennifer Derry	DistrictCourseReview.docx



- Complete the fields on the tab and select the **Continue** button.
- Continue through the **Instructional Design**, **Student Assessment**, **Technology**, and the **Course Evaluation and Support** sub tabs.
- Select the appropriate option within the **Review From**, **Review Conducted By**, and **Date Of Review** drop down menus. If your review was conducted by an organization that is not in the drop down-menu, please contact the help desk at [help.mivu.org](http://help.mivu.org) or by calling 888.889.2840.
- Select the **Submit** button.

**Upload Course Review**

[Download the template](#)

Content   Instructional Design   Student Assessment   Technology   Course Evaluation and Support   **Review Info**

Review From :  ?

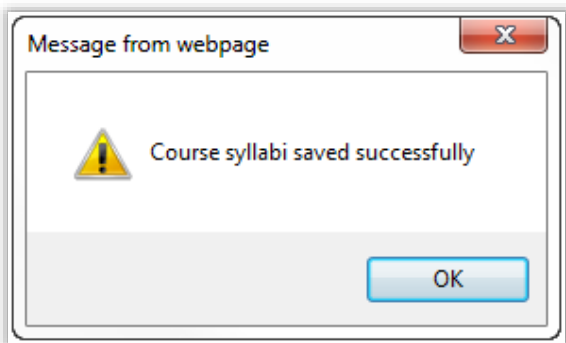
Review Conducted By :  ?

Date Of Review :  ?

Notes :  ?

Back Submit

- At this point, the review information has been saved. Click the **OK** button.

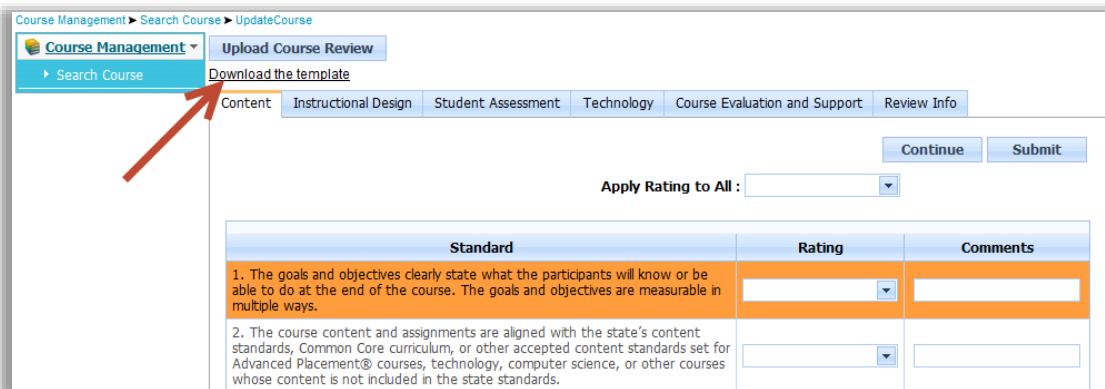


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## Additional Information

An alternative option to completing a course review following steps 3-7 above is to use the [Excel template](#) provided to upload your review information.

- The template is also available for download within the review screens by clicking the “Download the template” link.



Course Management ► Search Course ► UpdateCourse

Course Management

► Search Course

Upload Course Review

Download the template

Content Instructional Design Student Assessment Technology Course Evaluation and Support Review Info

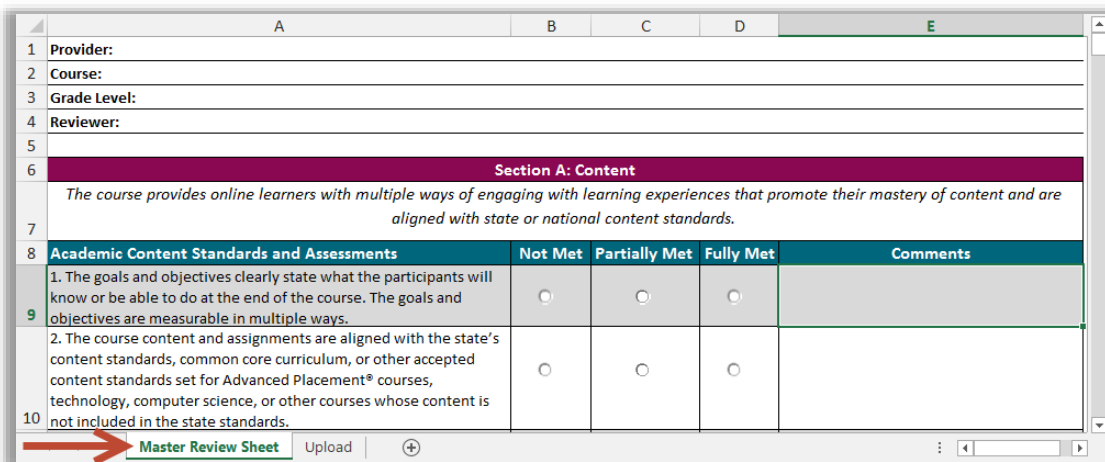
Continue Submit

Apply Rating to All :

Standard	Rating	Comments
1. The goals and objectives clearly state what the participants will know or be able to do at the end of the course. The goals and objectives are measurable in multiple ways.	<input type="text"/>	<input type="text"/>
2. The course content and assignments are aligned with the state's content standards, Common Core curriculum, or other accepted content standards set for Advanced Placement® courses, technology, computer science, or other courses whose content is not included in the state standards.	<input type="text"/>	<input type="text"/>

- Complete the template by entering the course ratings and comments on the **Master Review Sheet** tab of the Excel file.

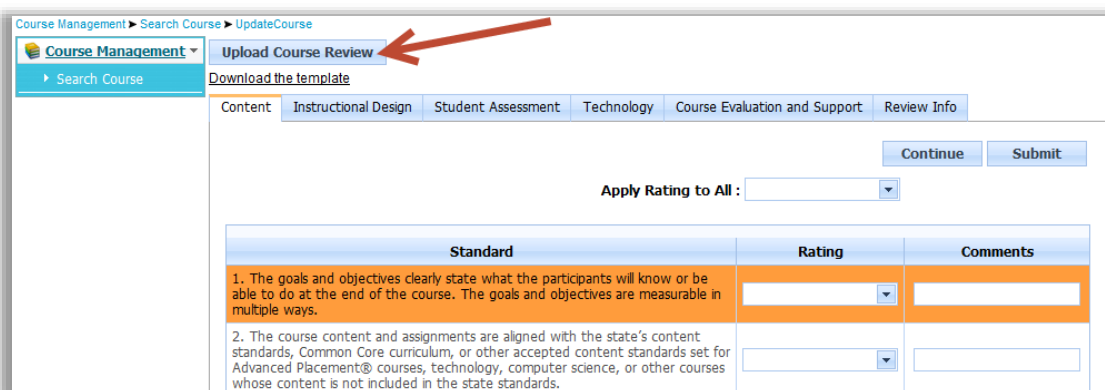
**Note:** Do not work or edit any information within the Upload tab of the Excel file.



	A	B	C	D	E
1	Provider:				
2	Course:				
3	Grade Level:				
4	Reviewer:				
5					
6	<b>Section A: Content</b>				
7	<i>The course provides online learners with multiple ways of engaging with learning experiences that promote their mastery of content and are aligned with state or national content standards.</i>				
8	<b>Academic Content Standards and Assessments</b>	<b>Not Met</b>	<b>Partially Met</b>	<b>Fully Met</b>	<b>Comments</b>
9	1. The goals and objectives clearly state what the participants will know or be able to do at the end of the course. The goals and objectives are measurable in multiple ways.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10	2. The course content and assignments are aligned with the state's content standards, common core curriculum, or other accepted content standards set for Advanced Placement® courses, technology, computer science, or other courses whose content is not included in the state standards.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Master Review Sheet Upload

- Save the Excel file with the completed review information.
- Click the **Upload Course Review** button within the course review screens.



Course Management ► Search Course ► UpdateCourse

Course Management

► Search Course

Upload Course Review

Download the template

Content Instructional Design Student Assessment Technology Course Evaluation and Support Review Info

Continue Submit

Apply Rating to All :

Standard	Rating	Comments
1. The goals and objectives clearly state what the participants will know or be able to do at the end of the course. The goals and objectives are measurable in multiple ways.	<input type="text"/>	<input type="text"/>
2. The course content and assignments are aligned with the state's content standards, Common Core curriculum, or other accepted content standards set for Advanced Placement® courses, technology, computer science, or other courses whose content is not included in the state standards.	<input type="text"/>	<input type="text"/>

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- e. Click on the **Browse** button. Locate and select the saved Excel file.
- f. Complete the **Review From**, **Review Conducted By**, **Date Of Review** and **Notes** fields then click **Submit**. You will receive the same confirmation message as step 8 above.

**Upload Course Review**

Review From :  ?

Review Conducted By :  ?

Date Of Review :  ?

Notes :  ?

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