Add Course Review Information to Syllabi
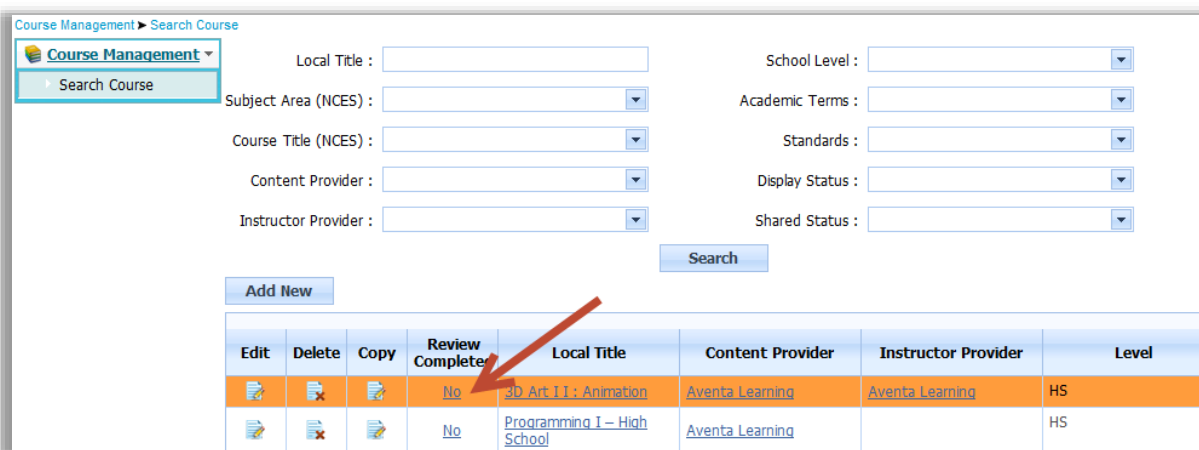
Introduction:

Third-party providers have the ability to include course review information when they build a syllabus. When a district chooses to import a syllabus from a third-party provider, the district can select whether or not to also import the results of the course review.

Details:

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

2. Select the "Yes" or "No" link within the course Review Completed column.
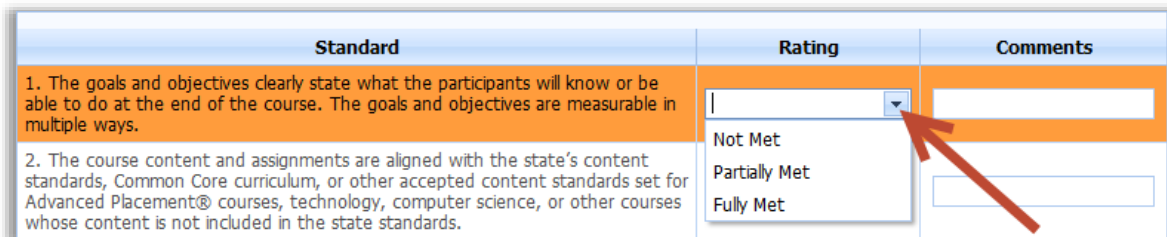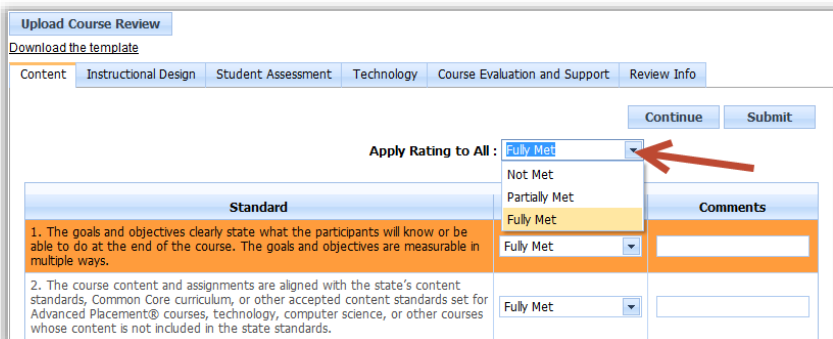
3. Use the drop-down menus to apply a rating to a standard and in the Comments box for any clarifying text.

   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.

Revision History

Version	Date	Description	Author	File
2.0	12-Aug-14	Document revised with new images.	Jennifer Derry	VendorCourseReview.docx
1.0	6-Dec-13	Document Created	Jennifer Derry	VendorCourseReview.docx

4. Complete the fields on the tab and select the **Continue** button.
5. Continue through the **Instructional Design**, **Student Assessment**, **Technology**, and the **Course Evaluation and Support** sub tabs.
6. 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 in the drop-down menu, please contact the help desk at **help.mivu.org** or by calling **888.889.2840**.
7. Select the **Submit** button.
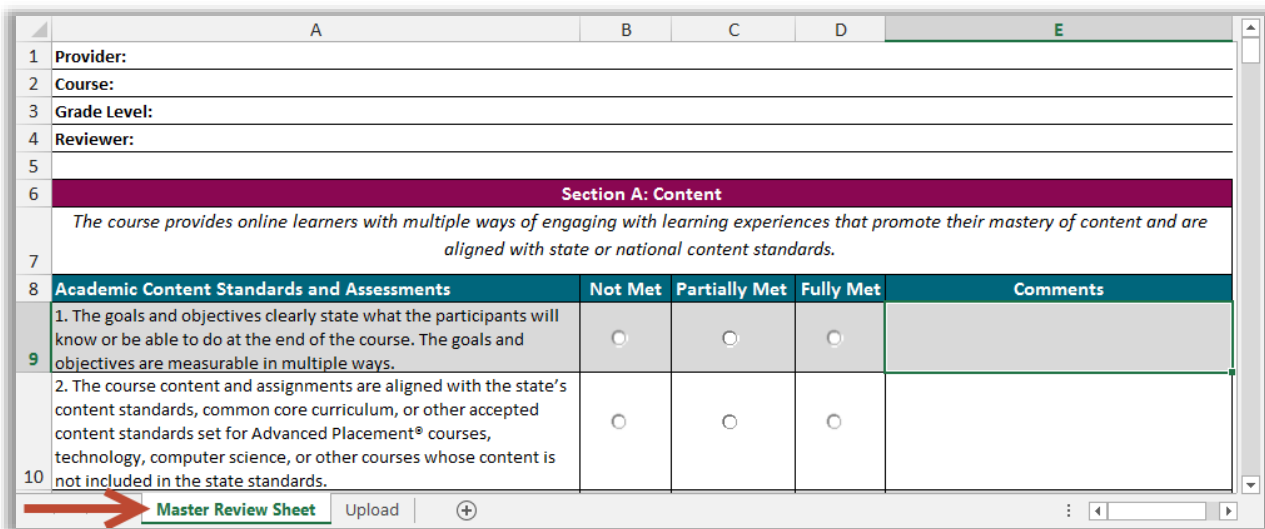
8. At this point, the review information has been saved. Click the **OK** button.

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.

    a.   The template is also available for download within the review screens by clicking the "Download the template" link.

    b.   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.

    c.   Save the Excel file with the completed review information.

d.   Click the **Upload Course Review** button within the course review screens.

e.   Click on the **Browse** button. Locate and select the saved Excel file.

f.   Complete the **Review From**, **Review Conducted By**, and **Date Of Review** drop down menus click **Submit**. You will receive the same confirmation message as step 8 above.