

## Add Course Review Information to Syllabi

### Introduction:

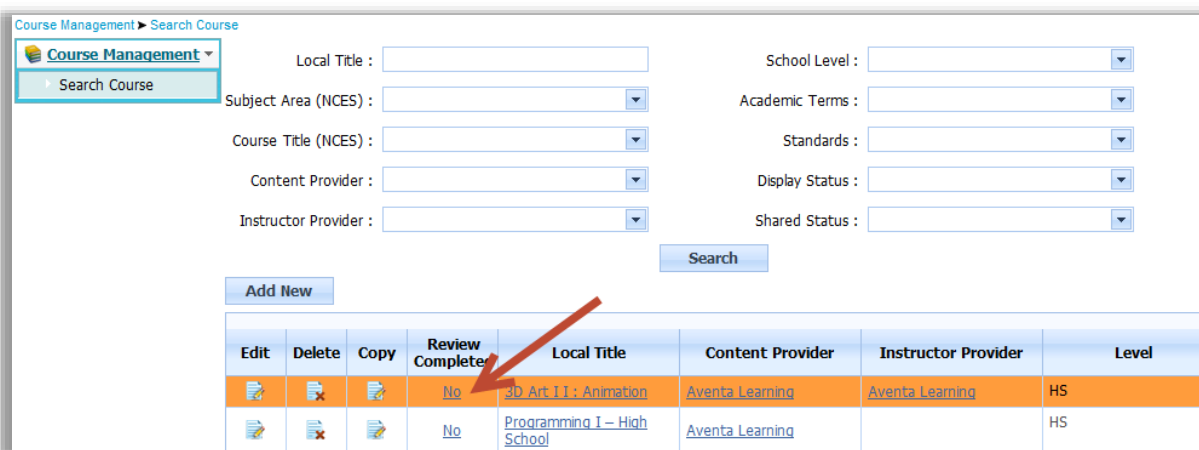
Third-party providers have the ability to include course review information when they build a syllabus. When a district chooses to import a syllabus from a third-party provider, the district can select whether or not to also import the results of the course review.

### Details:

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



2. Select the "Yes" or "No" link within the course Review Completed column.



Course Management Search Course

Course Management

Search Course

Local Title :

School Level :

Subject Area (NCES) :

Academic Terms :

Course Title (NCES) :

Standards :

Content Provider :

Display Status :

Instructor Provider :

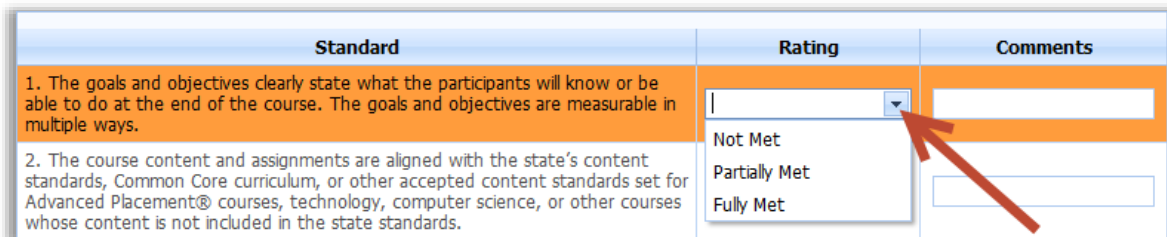
Shared Status :

Search

Add New

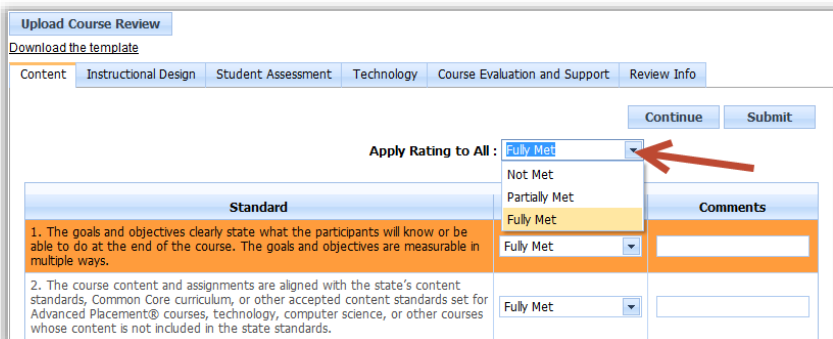
Edit	Delete	Copy	Review Completed	Local Title	Content Provider	Instructor Provider	Level
			No	3D Art II : Animation	Aventa Learning	Aventa Learning	HS
			No	Programming I – High School	Aventa Learning		HS

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"/> <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"/> Not Met Partially Met Fully Met	<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

Download the template

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

Continue Submit

Apply Rating to All:

Not Met

Partially Met

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	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 the drop-down menu, please contact the help desk at [help.mivu.org](http://help.mivu.org) or by calling **888.889.2840**.
7. 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 :  ?

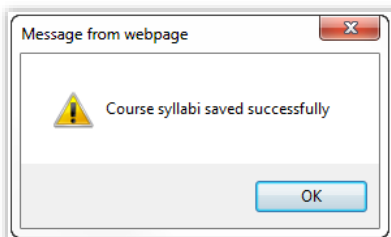
Date Of Review :  ?

Notes :  ?

Back Submit

Back Submit

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

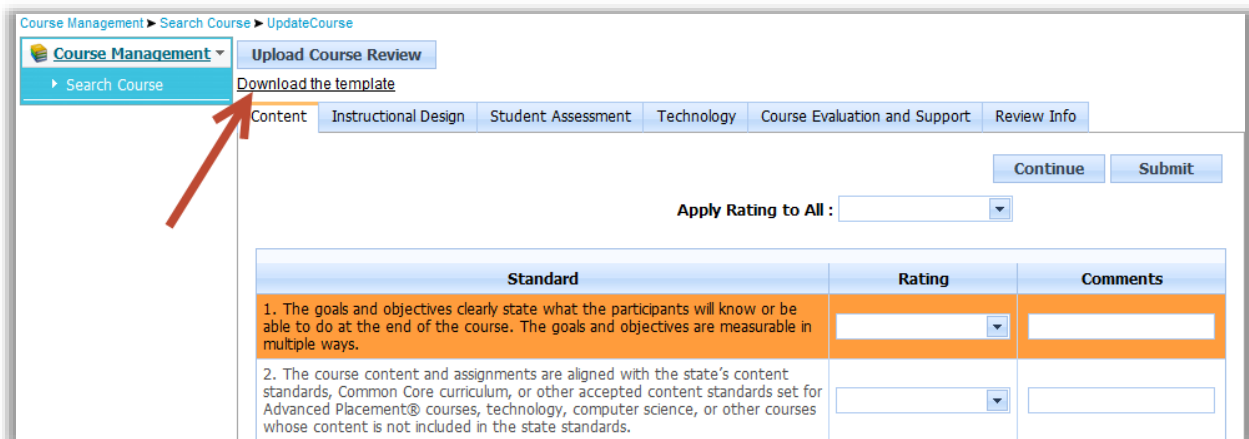


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## Additional Information

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

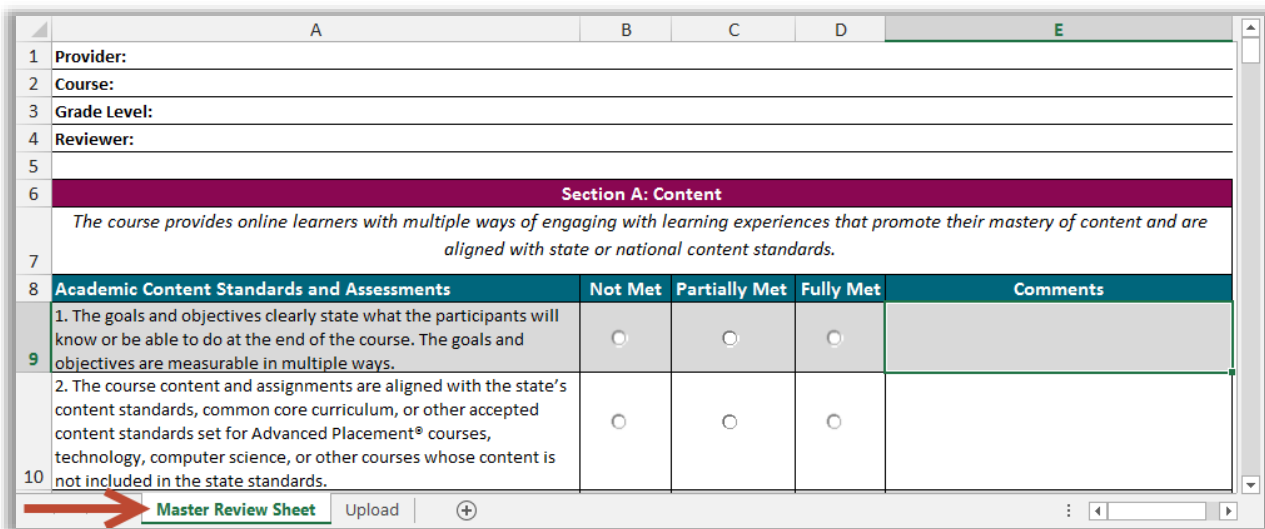
Continue Submit

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.

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1.0	6-Dec-13	Document Created	Jennifer Derry	VendorCourseReview.docx



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

Course Management > Search Course > UpdateCourse

Course Management > **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"/>

- 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.

Upload Course Review

Browse...

Review From :  ?

Review Conducted By :  ?

Date Of Review :  ?

Notes :  ?

Submit Cancel

Revision History				
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