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Setting up a Course Master Record – Global Reference

Non Unit Specific Training

Material updated July 2020



Search Results

0001-Marine Extension Aquarium Visitation

Section	Term	Program Areas	Instru
<input type="checkbox"/> 001	Outreach Programming FY22	PA0003-Marine Extension Programs	

Export options: [CSV](#) | [Excel](#) | [XML](#)

0002-State Botanical Garden Visitation Numbers

Section	Term	Program Areas	Instru
<input type="checkbox"/> 001	Outreach Programming FY22	PA0001-State Botanical Garden of Georgia Programs	

Export options: [CSV](#) | [Excel](#) | [XML](#)

0003-Celebrating the Harvest: The Art and History of Wreath-Making

Section	Term	Program Areas	Instru
<input type="checkbox"/> 001	Outreach Programming FY21	PA0001-State Botanical Garden of Georgia Programs	Carol

Export options: [CSV](#) | [Excel](#) | [XML](#)

0004-Basic Botany

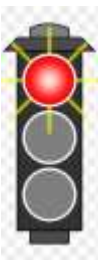
Section	Term	Program Areas	Instru
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Creating and Approving a Course Master Record

New Course Creation – To create a course master record, Log into the PSO Registration System, and Go to the Curriculum Manager Module.

You will propose a new course to create the new class in the system

Understanding Course Approval Process



Remember, you only need to create a master course record once. Every time you offer the same class, you can add a new section to the master record.

Curriculum Manager Public Service and Outreach

[Courses](#) | [Calendar](#) | [Certificates](#) | [Instructors](#) | [Locations](#) | [Associations](#)

[New Session](#) No Course Selected

Course / Section Search

Course No.: Section No.: [Search](#)

Keyword: Title: Search Type:

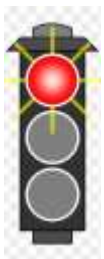
► [Show advanced search options](#)

[Search](#) [Propose New Course](#)

Creating a Course Master Record

There are 2 steps to setting up a Master Course Record

- Step 1 – Filling in all required fields before first save
- Step 2 – Editing additional fields available after first save.

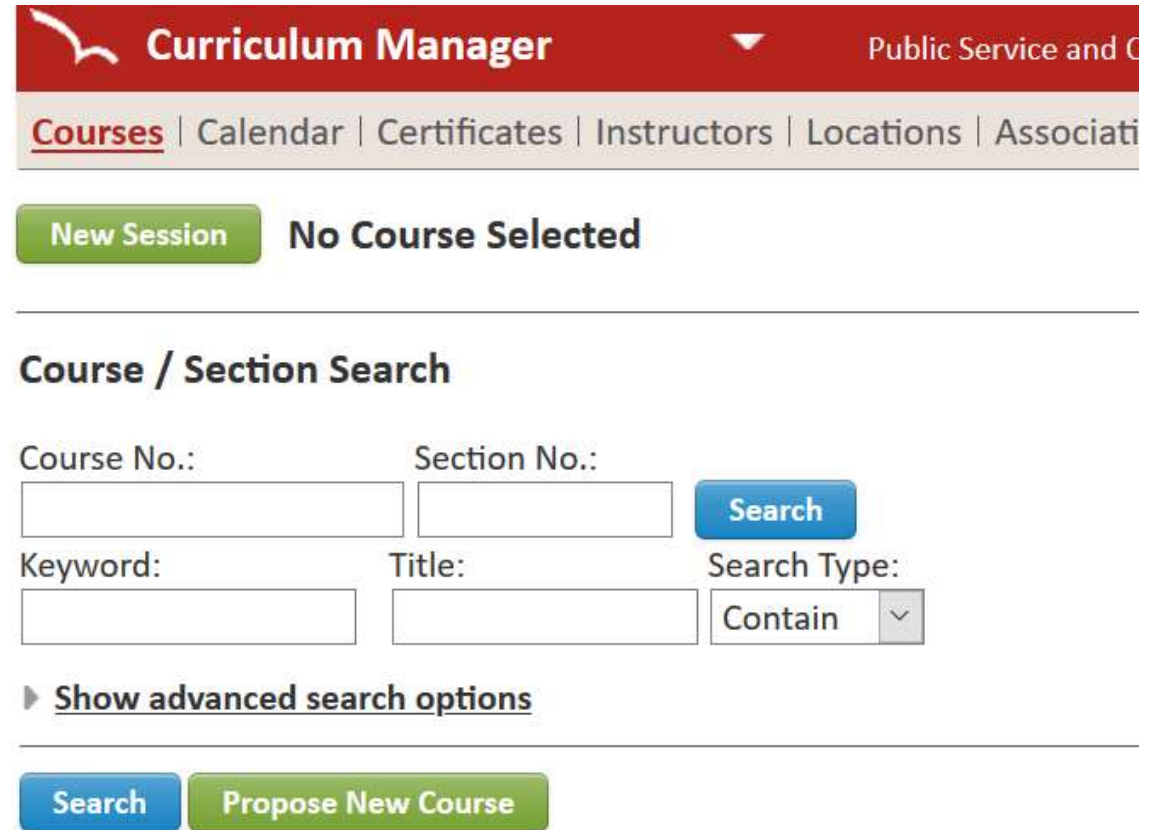


Remember, you only need to create a master course record once. Every time you offer the same class, you can add a new section to the master record.

The screenshot shows the Curriculum Manager interface. At the top, there is a red header with the logo and the text "Curriculum Manager" and "Public Service and Outreach". Below the header is a navigation menu with links for "Courses", "Calendar", "Certificates", "Instructors", "Locations", and "Associations". The main content area has a green button labeled "New Session" and the text "No Course Selected". Below this is a section titled "Course / Section Search" with input fields for "Course No.:", "Section No.:", "Keyword:", and "Title:". There is a blue "Search" button next to the "Section No." field. Below the "Keyword:" and "Title:" fields is a "Search Type:" dropdown menu with "Contain" selected. At the bottom of the search section is a link "Show advanced search options". At the very bottom of the interface are two buttons: a blue "Search" button and a green "Propose New Course" button.

Creating a Course Master Record

Step 1 – Pre Save Fields



The screenshot shows the Curriculum Manager interface. At the top, there is a red header with a white bird logo and the text "Curriculum Manager" and "Public Service and Outreach". Below the header is a navigation bar with links: "Courses" (underlined), "Calendar", "Certificates", "Instructors", "Locations", and "Associations". A green button labeled "New Session" is on the left, and the text "No Course Selected" is on the right. Below this is a section titled "Course / Section Search". It contains two rows of input fields. The first row has "Course No.:" and "Section No.:" labels, each followed by an empty text box, and a blue "Search" button. The second row has "Keyword:", "Title:", and "Search Type:" labels. "Keyword:" and "Title:" are followed by empty text boxes. "Search Type:" is followed by a dropdown menu showing "Contain" and a downward arrow. Below the search fields is a link "► Show advanced search options". At the bottom of the search section, there are two buttons: a blue "Search" button and a green "Propose New Course" button.

Creating a Course Master Record

Understanding Each Field required – First save options

Course Number – This is automatically set for you, no entry needed

Course Level – This field defines the type of CEU category your course is. CEU category does not mean you will be awarding CEU Credits.

PSO Function – This field defines the PSO Function your course meets. This field must be set at time of creation. Once the course is Final Approved, you can not edit this field

Course Title – This is the Title of the Course. You want to make this title be a public title, but Generic.



Example – If you are offering an Accounting class that is for Quickbooks, but has a focused topic of Quickbooks 2018 this year and a focused topic of Quickbooks 2020 next year. Name your Course Quickbooks Accounting here. You can then name your sections on the focus topic in a later step

Program Office – You will select your PSO Unit Name here

Costing Unit – You will select your internal Unit Division for this area.

Streamlined View

Course No.:

Course Level:

PSO Function:

Course Title: *

Program Office: *

Costing Unit: *

Course Hours

Creating a Course Master Record

Understanding Each Field required – First save options

Former Nos– If this course was offered in a previous system, you can enter the earlier system number here for reference

Sections– This Area will become available after the first save. Your actual class dates and offerings will be set in this area.

Course Availability– In the event you going to offer this course to a specific group (Company, Family, School), by selecting this the course can be restricted to anyone who is a registered member of that group.



Example – If we create a school group, and a teacher is a member of that school, we can make courses that that teacher can see but teachers from other schools can not.

Certificate Applicability– This area will become available after the first save. When you associate a course to any certificate program, the certificates this course applies to will be visible here.

Grade Levels– This section allows you to identify what Grade levels a course is designed for. You will need to select all grade levels that the master course will apply to here. You can filter this at a later stage during the section setup.

Former Nos.

Sections

Nothing found to display.

Course Availability

Restrict section enrollments to the following groups with this course from the Public View

Certificate Applicability

No certificates associated.

Grade Levels

Creating a Course Master Record

Understanding Each Field required – First save options

Course Hours– This sets the maximum number of course hours available for a single course offering. This is mainly used to help calculate CEU credit calculations

Continuing Education Units– This allows you to set a course as awarding continuing education units or not. IF you award CEU's, you can set the awarding to fixed or variable.

You can also set a a maximum CUE award value. By setting a maximum, if your course goes over the maximum hours, this limits the CEU value awarded.

Featured Image– This section allows you to attach any image or video to the course record that will be viewed in the public portals of Destiny.

Course Certificate Completion Background Image– This allows you to upload a background image that can generate a custom Certificate of Completion file for each student.



This is different from a Certificate awarded via a certificate program

Course Hours

Maximum Number of Course Hours: *

Continuing Education Units

Course is available for CEUs

Fixed CEUs Variable CEUs

Calculated Override

Maximum CEUs:

Featured Image

No file selected.

Recommended file size 384 x 156 px. Larger images will be re-sized. Max file

Featured Video (paste video sharing code)

Video Caption

Course Certificate Completion Background Image

No file selected.

Upload the image to be used as report background. Only bmp images supported. Max file size is 20 Mb.

Creating a Course Master Record

Understanding Each Field required – First save options

Text Edit Fields– All of the following fields are used to present information about the course on a public webpage. All of these fields except Course Description (Public) are optional. Remember anything in these fields are public and are shown to anyone registered for a course in a student/Teacher/Corporate/Family portal.

These Fields Include:

- Course Description
- Course Outline
- Learner Outcomes
- Notes
- Prerequisites



Please remember, even if we use our unit websites to market our courses and not destiny webpages, this information will still be shown to the participants and registrants who have completed a registration for the course.

Hide Text Edit Controls

Course Description (Public)

Course Outline (Public)

Learner Outcomes (Public)

Notes (Public)

Prerequisites (Public)

Creating a Course Master Record

Understanding Each Field required – First save options

Associated Application– If a course required a registrant to complete an application, you can associate an application in Destiny to the Course here.

You should also select the Show link to application on public view if you want to make the application easy for the registrants to find.

Keywords – This is where you can assign keywords to your course master record. This field is optional

Interest Areas – This section allows you to assign topics to a course that a student is able to select when creating a profile. This will allow us to market courses to students with specific interests in the future.



To attach areas to the class you must click the plus icon to associate them. If you do not click the icon, no areas will be tagged.



Topics in this field will be controlled because this area is global to all units in the database. If you have a request to add to this list, please contact your unit representative or submit a PSO registration ticket at the support website

Associated Application:

Show link to application on Public View

Keywords

Interest Areas

- Conservation - Native Plants - IA0006
- Gardening - Ornamental - IA0007
- Gardening - Vegetable - IA0001
- Human Resources Management - IA0008
- Leadership - IA0003

Creating a Course Master Record

Understanding Each Field required – First save options

Course Categories – This section is a very important section as it completes multiple QPM reporting requirements. You must always select one PSO Mission and one PSO topic in this section. You can select any other categories that you wish after that. From the list.



To select multiple options, hold the control button when selecting your choices.

Topics in this field will be controlled because this area is global to all units in the database. If you have a request to add to this list, please contact your unit representative or submit a PSO registration ticket at the support website

Program Areas/Streams – This section is also a QPM reporting field. You will always need to select at a minimum your Unit Program Area. Your unit will also have sub-levels to select that include unit division and specialized unit topic options.

For QPM, you can also select if the course is designated as an Initiative or Project.

You can also select Unit Collaborations. You will need to expand this section and select the unit or partner that is part of the collaboration.

Course Categories *

- 1 - PSO Mission - Critical Issue in Georgia - CC0003
- 1 - PSO Mission - Economic Development - CC0001
- 1 - PSO Mission - Leadership - CC0002
- 1 - PSO Mission - Other - CC0020
- 2 - PSO Topic - Administrative Service - CC0004

Program Areas * / Streams

- State Botanical Garden of Georgia Programs - PA0001
 - Botanical Garden Educational Programs - PS0003
 - Certificate In Native Plant courses - PS0022
 - Botanical Garden Friends Programs - PS0002
 - Botanical Garden Horticulture Programs - PS0005
 - Botanical Garden Public Programs - PS0006
 - Botanical Garden Science and Conservation Programs - PS0004
 - Botanical Garden Visitation Numbers - PS0017
 - Botanical Garden Youth Programs - PS0001
 - Unit Initiative - PS0019
- Unit Collaborations - PA0005

Creating a Course Master Record

Understanding Each Field required – First save options

Association / Professional Credits– This section allows you to award other types of continuing education credits that are awarded by non UGA entities. Setting this value at the master course record level allows you to have a set award for every section you ever award. If this value changes from class to class, you can set this value at a section level as well. This section is optional/ used when needed:

- Student Opts in to credits – Allows the student to say if they want to earn this type of credit
- Students can choose multiple professional credits on enrollment – select if the student can choose from multiple options for credits offered
- Association Applicability - This selects what association is awarding the outside credit unit. These must be set up in the associations section in the curriculum manage.
- Approval Number – Recommend putting information here that shows the authorization to issue the Credit from the association
- Enrollment Applicability – Public or Internal
- Default Selected – Allows this unit to be automatically selected or not
- Units – How many units will be awarded and the type of credit
- Field of Study – Topic of focus for this type of credit



You Must click Add Association to complete this section or it will not save

Association / Professional Credits

Student opts in to available professional credits

Students can choose multiple professional credits on enrollment

Association Applicability:

Approval Number:

Enrollment Applicability:

Add Association

Nothing found to display.

t

Units

Default Selected:

Field of Study:

Creating a Course Master Record

Understanding Each Field required – First save options

Instructors– You can set an instructor to the Course master record here, or you can assign instructors at the section level (recommended)



For More information on creating and working with instructors, please view the instructor documentation

Course Alert – You can set a course alert to the Master course record that will flag the top of the screen in the focus area a specific color. Colors will have the following function

- Red – An alert has been placed on the course for an approval reason
- All other colors – No defined use at this time

Comments– This section allows you put comments on the course master record that can indicate multiple needs.

If you select the set comment alert, the comment will also flag the course alert as well.

Show Comment in Enrollment manage is a helpful tool if your unit has a central registration staff and you want to pass on specific enrollment notes/comments

Click Save if your information looks Correct



Instructors added to sections of this course

Nothing found to display.

Add Instructor

Set Course Alert Yellow

Comments

General

Set Comment Alert

Show Comment in Enrollment Manager

Add Comment

Reset

Nothing found to display.

Course Approval Status History

Nothing found to display.

Save

Reset

Creating a Course Master Record

Step 2 – Post Save Fields

New fields now that the course is saved and has an Initiated status

New Session Course: 0004 Basic Botany

Streamlined View

Current Create New Draft Copy

Course No.: 0004 Course A

Course Level: CEU Category 2 - Learning objectives required Set to Fin

PSO Function: Teaching & Instruction - Educational

Course Status: Active Former N

Applicability: * Public

Course Title: * Sections
1 items fc

Creating a Course Master Record

Understanding Each Field required – Post save options

Bypass Approval– If your unit does not require approvals to finalize a course, you can click this option to finalize the settings of a Course Master Record.

Set to Final Approval - Set a time for the approval to automatically occur. Most likely not used in PSO

Sections - You can now add Sections to your course. These are the public offerings of a course and have unique settings for each occurrence.

The screenshot shows a web form for creating a course master record. The fields are as follows:

- Course No.:** Text input field containing "0006".
- Course Level:** Dropdown menu with "CEU Category 2 - Learning objectives required" selected.
- PSO Function:** Dropdown menu with "Teaching & Instruction - Educational" selected.
- Course Status:** Dropdown menu with "Active" selected.
- Applicability:** Dropdown menu with "Public" selected.
- Course Title:** Text input field containing "Homeschool Group Series".
- Program Office:** Dropdown menu with "State Botanical Garden of Georgia - PO0001" selected.
- Costing Unit:** Text input field (empty).
- Course Approval Status:** Dropdown menu with "Initiated" selected, and a "Bypass Approval" button.
- Set to Final Approval:** Radio buttons for "Manually" (selected) and "On Publish Date".
- Former Nos.:** Three empty text input fields.
- Sections:** A section header with "Nothing found to display" and an "Add New Section" button.
- Course Availability:** A checkbox labeled "Restrict section enrollments to the following groups with contract this course from the Public View" (unchecked).
- Certificate Applicability:** A section header (empty).

Course Master Record Approval Process

Understanding Approvals

Course Approval Status:

Set to Final Approval:

Course Master Record Approval Process

A course can have the following Approval Statuses:

- Initiated – Set to this status after the first save on creation
- Proposed – Set as a secondary stage that allows other automated workflows to begin
- Program Coordinator Approved – moves the automated workflows to a higher completion level.
- Marketing Approved – A marketing level approval
- Final Approved – Course is public and can begin to accept registrations

For units that do not use the workflows due to specific unit needs, then there is the option to bypass Approval and move a course directly from Initiated to Final Approved

The screenshot shows a web interface for course approval. On the left, the text "Course Approval Status:" is followed by a dropdown menu currently set to "Initiated". Below this, the text "Set to Final Approval:" is followed by a dropdown menu with "Initiated" selected and "Proposed" visible below it. To the right of the "Course Approval Status:" dropdown is a button labeled "Bypass Approval".

Conclusion – Recommended next Steps

Next Steps

- Review Section Setup
- Review Instructor Setup
- Consult Unit Specific Rules for Course Master Record Creation

Setting up a Course Master Record – Global Reference

Non Unit Specific Training

Material updated July 2020



Search Results

0001-Marine Extension Aquarium Visitation

<input type="checkbox"/>	<u>Section</u> ▾	<u>Term</u>	<u>Program Areas</u>	<u>Instru</u>
<input type="checkbox"/>	<u>001</u>	Outreach Programming FY22	PA0003-Marine Extension Programs	

Export options: CSV | Excel | XML

0002-State Botanical Garden Visitation Numbers

<input type="checkbox"/>	<u>Section</u> ▾	<u>Term</u>	<u>Program Areas</u>	<u>Instru</u>
<input type="checkbox"/>	<u>001</u>	Outreach Programming FY22	PA0001-State Botanical Garden of Georgia Programs	

Export options: CSV | Excel | XML

0003-Celebrating the Harvest: The Art and History of Wreath-Making

<input type="checkbox"/>	<u>Section</u> ▾	<u>Term</u>	<u>Program Areas</u>	<u>Instru</u>
<input type="checkbox"/>	<u>001</u>	Outreach Programming FY21	PA0001-State Botanical Garden of Georgia Programs	Carol

Export options: CSV | Excel | XML

0004-Basic Botany

	<u>Section</u> ▾	<u>Term</u>	<u>Program Areas</u>	<u>Instru</u>
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