WEST LOS ANGELES COLLEGE – CURRICULUM COMMITTEE

THE ELECTRONIC CURRICULUM DEVELOPMENT (ECD)

USER'S GUIDE TO

CREATE, UPDATE, OR ARCHIVE A COURSE OUTLINE OF RECORD (COR)

I. CREATE A NEW COURSE

New course can be one of the following two types:

- The course is not in use at any Los Angeles Community College District campus, that is, it is a *new course to the District*, or
- The course is in use at another campus, that is, it is only *new at West Los Angeles College*.

A new course proposal will be initiated by a faculty member/faculty members and approved by a majority of regular faculty within the discipline at the college. If there are no regular faculty members within a discipline, adjunct faculty members within the discipline may approve the proposal.

All Course Outlines of Record (COR) are processed through the Electronic Curriculum Development (ECD) system only.

CREATING THE NEW COURSE

To start creating the new course, open the ECD.

From the menu, click **LOG IN** and enter your **USER ID** and **PASSWORD** as you would normally do to access your college email.

If you are unable to login, you can retrieve your password or user name by pressing "**CLICK HERE if you are unable to login**" while at the log in page.

If the above method fails, sign up as a new user. Follow the procedures below:

From the menu, click on: **SIGN UP** - Sign up to use ECD / Get a login

A new window will open (screen shot below, IN RED). Fill out the form, submit it by pressing the tab "**Press to Sign Up for ECD**" and you will get you user ID and password in your email.

Sign up for the ECD system

Hello, please use this sign-up system to immediately use the ECD system. A user id and password will be sent to the email you provide after completing the fields below (The email address entered must be a valid L.A. Community Colleges District email address).

First Name:
Last Name:
Middle Initial: (Optional)
Email:
Campus:

Once you get access to the ECD, follow these procedures (*only some examples provided, not a complete description of the ECD system*):

1. From the menu, click: **Create/Edit/Reinstate**

2. Click: **CREATE a New Course**.

3. Select Type of New Course:

   A) New Course to the District – The course is not in use at any LACCD campus, OR

   B) New Course at My Campus - The course is in use at another campus

4. Suppose you chose **New Course at My Campus,** the next step is to select **"Format"** for course template:

   A) Credit Format – for a credit course outline, OR

   B) *Noncredit Format – for a Noncredit course outline

      [* ECD *does not currently support noncredit courses*]

5. Suppose you chose **A) Credit Format**, now select the **"Template"** for new course:

   A) Blank Template – start from scratch, OR

   B) Copy Template – start with a copy of an existing course

6. Suppose you chose, **B) Copy Template**, Select a **Copy Option**:

   A) To copy an outline from an approved course, OR

   B) To copy an outline from your inbox

7. Suppose you chose, **A) To copy an outline from an approved course, i**n the next window, select the appropriate course outline to copy the template to your course.

8. If you chose to copy an outline from an approved course, most data will be filled out for you. However, there are a number of data that you need to complete. Beginning with section I, complete all forms all the way to Section VIII. Answer all questions or provide requested data in sections I to VIII. Don't leave any blank space; write none if the requested material doesn't exist, or N/A if not applicable. For further clarification on how to fill some of the data, go to relevant pages in [The Course Outline of Record: A Curriculum Reference Guide Revisited](#).

9. Make sure to download, complete, and upload relevant forms (addenda) such as SLO, TBA, DE, etc. located in section VIII.

> Quick example on how to upload forms: *Uploading DE Addenda*
>
> a) In section VIII, from the listed documents under **Blank Form Downloads**, click **Download it** for the following two files: **"Dist Ed Approval Form"** and **"Dist Ed Delivery Strategies"**
>
> b) Fill out both forms and save them on your PC or USB drive.
>
> c) Return to **Section VIII**
>
> d) Select **Click Here to Add DE Addendum**
>
> e) Browse for the two files
>
> f) Specify the type of file, the **"Dist Ed Delivery Strategies"** or **"Dist Ed Approval Form"**
>
> g) Submit each addendum separately by clicking **Submit**, one at a time.

10. Once all required information is completed, you will be given an option whom to send the course outline of record (COR). Unless you are a division or department chair, your option will be to submit to your division chair.

11. If the chair approves the COR it will be directed to the Curriculum chair of the college.

II. <u>EDIT (UPDATE) AN EXISTING COURSE</u>

To start updating the COR, open the [ECD](#).

Once you get access to the ECD system follow these procedures:

1. From the menu, click: **Create/Edit/Reinstate**

2. On the page titled **Step 1: Select Type of Change:**

    Click: **A) Update A Course**.

    This will allow you to update an existing course outline of record (COR).

3. On the page titled **Step 2: Find A Course to Update:**

    Campus: Select **WEST** from the drop-down menu

    Subject Name: From the drop-down menu, select the Subject Name of the Course that you
     want to update

    Course Number: Enter the course number of your course

    Status: Select **Active** from the drop-down menu

    Click **View Results**

4. To open your course, press: **Click Here**

5. This page is where you will make the changes on your course. If you want to change a few
   aspects of your course select the appropriate section from the given sections I to VIII. However,
   even if you planned to update just one or a few items, you must review ALL sections (I to VIII)
   and make necessary changes if they were out of date (e.g. Textbook cannot be older than 5
   years) or were previously incomplete.

6. To download, complete, and upload relevant forms (addenda) such as **SLO** (located in section
   VIII), follow these steps:

    a) In section VIII, from the listed documents under **Blank Form Downloads**, Find **SLO
       form** and click **Download it**

   b) Fill out the form and save it on your PC or USB drive.

   c) Return to **Section VIII**

   d) Select **Click Here to Add DE Addendum**

   e) Browse for your **SLO file**

   f) Specify the type of file - **SLO form**

   g) Submit the addendum by clicking **Submit**.

7. Once the update is complete, save it to your ECD Inbox.

8. Now, open your ECD Inbox and click "Send To." You will be given options whom to send the COR for approval. Unless you are a division or department chair, your option will be to submit to your division chair.

9. If your division chair approves the COR, it will be directed to the Curriculum chair.

III. ARCHIVE A COURSE

Archiving a course is done via ECD. Click on "**Create / Edit / Reinstate**" and select "**C. Archive A Course**". In the next window (screenshot below), fill out all required information and click "**View Results**".

On the right hand column (Titled:" **To Archive Course**"), select the course outline you wanted to archive and press "**Click Here**".

Once you have the course outline, click on "**Add Notes**" and in the box write the reason why you are archiving the course. As there are quite a number of "Add Note", just use the one on top of all (Circled green in screenshot below).

Now, click "**Submission Options**" from the top right. Depending on your role (faculty or dept chair), click on appropriate option. The course outline to be archived will be sent to the curriculum chair. You are done.