ECD System Guide

Log on to: https://ecd.laccd.edu/

Overview

Electronic Curriculum Development System Menu*

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Please contact Kristina Thomas x4546 or thomaskf@wlac.edu for system help.
Find a Course

Look up courses for West or District wide to view course outlines or to see which courses are active or archived by selecting the appropriate “Status” in the drop down box. Leave the “Course Number” blank for best results.

- (This task does not require a log in, anyone can see this information).

FIND A COURSE

Campus: WEST
Subject Name: ANTHRO - ANTHROPOLOGY (Optional)
Course Number: (Optional)
Status: Active

- Please take a moment to look up some courses in your division, campus, or district wide.
Programs Approved

The Programs Approved (PRAP) Table allows you to view all Degree and Certificate Programs district wide, you can narrow this down to a specific campus, or program.

- (This task does not require a log in, anyone can see this information)

FIND PROGRAMS APPROVED

Step 1: Select Search Criteria

- Campus: WEST
- Catalog Year: 2009 - 2010 (Optional)
- Degree/Certificate Type: AA - Associate Of Arts (Optional)
- State Code: None Selected (Optional)
- Program Code: None Selected (Optional)
- Or Program Title: None Selected (Optional)

- Please take a moment to look up some programs in your division, campus, or district wide.
### Programs Approved - AA view

**Results:** Campus = WEST, Catalog Year = 2009 - 2010, Degree/Certificate Type = AA

<table>
<thead>
<tr>
<th>Campus</th>
<th>Catalog Year</th>
<th>Degree/Certificate Type</th>
<th>LACCD Program Code</th>
<th>Program Title</th>
<th>State Code</th>
<th>State Approval</th>
<th>District Approval</th>
<th>Units In Major</th>
<th>Associate Degree Plan</th>
<th>Occupational Program</th>
<th>Transfer Program</th>
<th>To View</th>
</tr>
</thead>
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<tr>
<td>West</td>
<td>2009 - 2010</td>
<td>AA - Associate Of Arts</td>
<td>050200</td>
<td>Accounting</td>
<td>03305</td>
<td>7/1/1970</td>
<td>7/1/1970</td>
<td>41.00</td>
<td>B</td>
<td>Yes</td>
<td>Yes</td>
<td>Click Here</td>
</tr>
<tr>
<td>West</td>
<td>2009 - 2010</td>
<td>AA - Associate Of Arts</td>
<td>210500</td>
<td>Administration of Justice</td>
<td>03328</td>
<td>7/1/1971</td>
<td>7/1/1971</td>
<td>36.00</td>
<td>B</td>
<td>Yes</td>
<td>Yes</td>
<td>Click Here</td>
</tr>
<tr>
<td>West</td>
<td>2009 - 2010</td>
<td>AA - Associate Of Arts</td>
<td>210440</td>
<td>ALCOHOL AND DRUG STUDIES</td>
<td>16828</td>
<td>3/13/2006</td>
<td>12/14/2005</td>
<td>36.00</td>
<td>A</td>
<td>No</td>
<td>No</td>
<td>Click Here</td>
</tr>
<tr>
<td>West</td>
<td>2009 - 2010</td>
<td>AA - Associate Of Arts</td>
<td>220200</td>
<td>Anthropology</td>
<td>03329</td>
<td>7/1/1970</td>
<td>7/1/1970</td>
<td>23.00</td>
<td>A</td>
<td>No</td>
<td>Yes</td>
<td>Click Here</td>
</tr>
<tr>
<td>West</td>
<td>2009 - 2010</td>
<td>AA - Associate Of Arts</td>
<td>100210</td>
<td>Art - Drawing and Painting</td>
<td>03314</td>
<td>7/1/1980</td>
<td>7/1/1980</td>
<td>30.00</td>
<td>A</td>
<td>No</td>
<td>Yes</td>
<td>Click Here</td>
</tr>
<tr>
<td>West</td>
<td>2009 - 2010</td>
<td>AA - Associate Of Arts</td>
<td>100230</td>
<td>Art: Ceramics</td>
<td>08605</td>
<td>7/1/1980</td>
<td>7/1/1980</td>
<td>30.00</td>
<td>A</td>
<td>No</td>
<td>Yes</td>
<td>Click Here</td>
</tr>
<tr>
<td>West</td>
<td>2009 - 2010</td>
<td>AA - Associate Of Arts</td>
<td>040100</td>
<td>Biology</td>
<td>03303</td>
<td>7/1/1980</td>
<td>7/1/1980</td>
<td>38.00</td>
<td>B</td>
<td>No</td>
<td>Yes</td>
<td>Click Here</td>
</tr>
</tbody>
</table>

Presented by: Kristina Thomas C:\Users\thomasKF\Desktop\ECD System Guide.doc thomasKF  10/13/2010
Create / Edit / Reinstate

- **Create** is used to create a **New Course** that does not exist within the district.

- **Create** is also used to **Add an Existing District Course** to your campus.

- **Edit** is used for general **Course Updates** for any course in active status. *(NOTE: Each active course is required by Curriculum Standards to be updated every six years).*

- **Edit** is also used to submit **Course Changes**, (currently this process still requires the attachment of our Course Change Request form in Word format). A red flag will appear when attempting to edit district course attributes reminding you to fill out and attach a Course Change form.

- **Archive** replaces the paper form previously required. Archive is used when a department decides they are no longer going to offer a particular course due to course being out-dated or phased-out. *(NOTE: Archived courses can later be reinstated. As long as a course remains active Curriculum Standards requires the department to update course outlines every six years).*

- **Reinstate** replaces the paper form previously required. Reinstate is used when to reinstate previously archived courses. Reinstate returns the course to active status. When reinstating a course you are required to update the course outline simultaneously through the reinstate link. *(NOTE: As long as a course remains active Curriculum Standards requires the department to update course outlines every six years).*
Create / Edit / Reinstate Menu

Step 1: Select Type Of Change

A ) Edit A Course
   - Update an existing ECD course outline
   - Establish an ECD course outline for an active course at your college
   - Propose course changes to data elements (title, units, hours, etc.)

B ) Create A New Course
   - Create a new course to the district
   - Add an existing district course at your college

C ) Archive A Course

D ) Reinstate A Course
Let’s take a moment and to go through the **Edit** process. Let’s **Update** an existing course outline...

**EDIT A COURSE**

*Step 2: Find A Course To Edit*

- Campus: [WEST]
- Subject Name: [None Selected] (Optional)
- Course Number: [Optional]
- Status: [Active]

Go Back  View Results

Find an existing course outline in your division to update.
Create A New Course Menu

Step 2: Select Type of New Course

A ) New Course To The District - The Course is not in use at any campus

B ) New Course At My Campus - The Course is in use at another campus (More commonly referred to as Addition of Existing District Course)

New Course To The District Section I:

Section I: BASIC COURSE INFORMATION

Create A NEW COURSE

Outline Status: Pending

Select A Button Below To Save Your Work And Exit.
# ECD Checklist of Important Items

## Section I: Basic Course Information

8. Initial College Approval Date: Go to Protocol Lookup to find initial approval date.
10. Class Hours: Change from Protocol hours requires a Course Change form
11. Prerequisites, Corequisites, and Advisories: Prereqs and Coreqs require the Content Review forms
   (Attach all forms in Section VIII Addendums)

## Section II: Course Content and Objectives

1. SLOs: All updated and new outlines should have SLOs
2. Required Textbook: If submitting for UC approval textbook date must be within 5 years
11. Methods of Instruction: Important for coding class properly, how is this class taught?

## Section III: Relationship to College Programs

1. This Course will be an APPROVED REQUIREMENT for an approved Associate Degree or Certificate Program: Is this course an approved requirement for a current state approved degree or certificate? If so, which degree or certificate?

## Section IV: Articulation Information

1. Transfer Status:
   a. Transferable to the University of California: Select Requested to indicate request for Articulation.
   c. Transferable to the California State University: Select Yes to indicate request for Articulation.
ECD Checklist of Important Items

Section V: Supplemental Course Information

2. DEPT/DIVISION CODE:

   Allied Health – 32
   Behavioral & Social Sciences – 45
   Business - 20
   Computer Science – 10
   Counseling – 75
   DHPE – 62
   HUFA – 58
   Lang Arts – 35
   Library & LR – 77
   Math – 51
   Science – 50

7. DEGREE CREDIT: Degree Applicable or Non-Degree Applicable
8. GRADING METHOD: Letter Grade, Pass/No Pass, etc. How should this course be graded?
9. REPETITIONS: 0-3 Number of times a student can repeat this course
16. TOP CODE: Check with curriculum if Top Code is missing or inaccurate

Section VIII: ADDENDA

Upload Supporting Documents and Required Forms:

- Course Change Form: Required when changing title, units, or hours.
- Distance Ed Form: Required when converting course to online format.
- Prereq/Coreq “Content Review” Forms: Required if course has prereq/coreq.
NOTES:

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