

OUTLINE: CREATE NEW COURSE - PART 2

cur • ric • u • lum (ke-rik'ye-lem)

n.pl. cur • ric • u • la (-le) or cur • ric • u • lums

1. All the course of study offered by an educational institution.
2. A group of related courses, often in a special field of study; *the engineering curriculum*.

[Latin, *course*, from *currere*, *to run*.]

A. Working with the Outline Sections

The first two pages of creating a new course is mainly field data entry. However, once you select the <OUTLINE SECTIONS> function key most of the data entry will be text based.

The exercise below details how to work with the outline sections area of the program:

Exercise A-1:

Step

1. Select the function key: <OUTLINE SECTIONS> after completing page one and two of the new course screens.

2. You may now begin working with the other sections of course information. You can have multiple areas checked.

We chose 'Catalog Description' by tabbing to the menu branch and pressing <ENTER> on the keyboard.

Tip: Instead of tabbing to the outline section, you can type one to two letters of the branch name and press <ENTER>.

3. Press the <ACCEPT> function key to process your selection.

4. A submenu appears.

We chose 'Word Process Text' and pressed <ENTER>.

Go to the next section: 'Working with Text' to familiarize yourself with entering text in the curriculum program.

Illustration

A rectangular button with the text "Outline Sections" inside.

A rectangular window titled "Outline Sections" containing a list of options with checkboxes:

- [] Select all
- [] Deselect all
- [] Advisories on Recommended Prep
- [] Prerequisites/Corequisites
- [] Limits on Enrollment
- [X] Catalog Description
- [] Schedule Description
- [] Topics/Scope
- [] Outcomes/Objectives
- [] Assignments
- [] Methods of Evaluation
- [] Textbooks
- [] Resources Required
- [] Rationale(New)/Reason for Revision
- [] Reason Pending

A rectangular button with the text "Accept" inside.

A rectangular window titled "Catalog Description" containing three options:

- Lookup/Report
- Wordprocess Text
- Edit Text on HP

Tip: Check a section either by tabbing to it, or by typing in the first few letters of the section name, then press <ENTER>. For example, by typing 'SC' and pressing <ENTER>, you will select the Schedule Description section. If you press <ENTER> again, you will uncheck the same section. Pressing the <ENTER> key repeatedly acts like a toggle to check/uncheck the highlighted outline section.

You can have multiple sections checked. When you press the <ACCEPT> function key, all checked sections will be processed before returning to the Outline Sections menu.

You may uncheck all sections by tabbing to 'Deselect All', or by typing 'D', and pressing <ENTER>. This is useful if you have finished working on several sections and now want to select a different one.

B. Working with Text

To work with text in the outline sections, you either need to invoke your word processor or edit the text on the HP (Hewlett Packard 3000),

After selecting one or more outline sections, you will be presented with a submenu that looks like the one below. **You may see a different submenu depending on the choices you made to identify your work station. For more information on this topic, see the *Utilities* chapter, which addresses printer and word processor selection.**

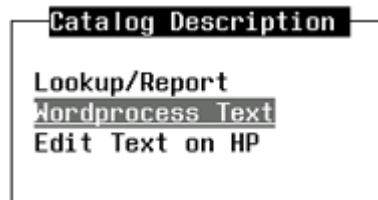


Figure 2.3 Outline Submenu: Wordprocess Text

General Guidelines

Whether wordprocessing text or editing text on the HP 3000, there are a few guidelines to keep in mind:

- Enter text on the screens in upper and lower case.
- Do not use tabs to format text.
- Type book titles in upper case.

Wordprocess Text

If you want to use your word processor, choose the 'Wordprocess Text' function on the submenu. The program will transfer a text file from the HP3000 to your harddrive. Open your word processor. At the top of your screen there should be some buttons that look like this:

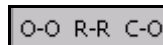


Figure 2.4 Curriculum Toolbar

If you do not see the buttons (macros) , go to the menu View > CURRIC Toolbar.

- 1 O-O means 'Open Outline'.
(to begin)
This sets the formatting (Courier New: 10 point font) and opens the downloaded file
- 2 R-R means 'Remove Return'.
(removes a carriage return from any selected block of text)
Select the text. Run the R-R macro to remove paragraph markers from selected text.

- 3 C-O means close outline.
(to finish and save the outline)
- 4 Return to the Curriculum Program window.
- 5 Press <ENTER> on your keyboard to upload the data you just entered in your word processor

Note: These steps will be repeated each time you wordprocess text in any one of the outline sections. The Curriculum Program will transfer the data from your harddrive to the HP3000.

The font must remain in Courier New 10 so that when your file goes back to the HP, it will look as it should.

Do not use tabs, bullets, italics, underlining, or any advanced formatting. These formatting instructions will not translate properly when uploaded to the HP3000.

You can check your work by doing a Lookup Report, which should display the text in the proper format.

Edit Text on HP

When you are adding, deleting, and changing on the HP, please be aware of these general guidelines for entering text on these screens:

- When coming to the end of a line, press <ENTER> to move to the next line. Otherwise, you begin typing over the beginning of the line.
- When editing an existing line of text, use the arrow keys to position the cursor.
With the cursor placed where you want to insert text, press the <INSERT> key on your keyboard. Type in text as desired and press <ENTER>.
Use the <DELETE> key to delete text when making corrections within a line.
- To delete a line of text, choose <CHANGE KEYS>, <DELETE> and <DELETE [YES]> to remove the line of text.
- Use the <TAB> on your keyboard to move from text line to text line.

When you enter in too many lines of text on the HP, you will receive this message:

“The number of lines of text exceeded the maximum allowed. The last line has been deleted.”

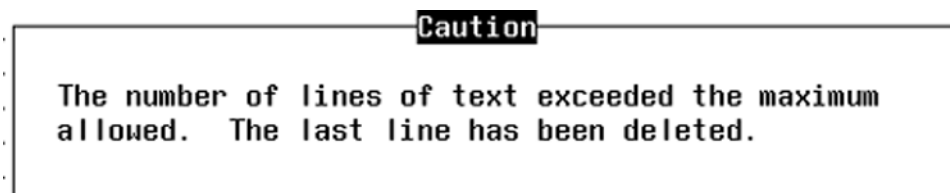


Figure 2.5 Caution Message

This message varies depending on the number of excess lines.

