

CampusLogin® | Students

Programs and Courses Templates

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Program and Course Templates

1. **Templates vs Instances**

All programs and courses need to be inputted into CampusLogin only once. This will be saved as your template, and should be kept current to match your course curriculum.

Each time you created a start date, the program and course details are copied and saved for that particular start. This way programs can grow and evolve without effecting previous starts.

2. **Making Changes**

Whenever you make a change to your program and/or course templates, after you click save you will be asked if you wish to apply your changes to any other versions of your program and/or course. The system will show you all of your previous starts related to the program you changed, and ask you which start(s) you wish to change. This allows you to make your change once, and then apply that change to all of the relevant starts. If your change does not apply to a previous start, you can just update your template and then the next time you create a start, this updated version will be used. In addition to updating your template, you are able to load a specific start date and make a change to just that start. You will still be asked after you save it, if you wish to apply that change to any other starts and your template as well, for future starts.

3. **Re-Using Course Templates**

You are able to add a course to multiple programs. If your school has the same course within multiple programs, and you wish to combine the schedule into one class, all you have to do is use the same course template in your two (or more) programs. CampusLogin will recognize that the course is the same, and when you schedule the course, you will be able to share a schedule, if you wish, between multiple programs. This way the grade, attendance and class lists will show all of the students in the course, even if they are from different programs.

4. **Renaming Courses/Programs**

When you create a program or a course, CampusLogin saves both the original template name, as well as a unique template id. This name/id stays with the program/course forever. Each time you load the template, and create a new instance (start), you have the opportunity to re-name your program or course. This also allows programs and courses to evolve, where the name can become slightly different, but the program and/or course is still the same course. Instead of creating a new program/course, you can simply rename the existing one, and still benefit from reporting that will show you enrollments in the same course over time, even though the name has evolved.

Renaming a Program

When you create a new start, that start date will appear in the “Program” admin tool. You are able to load the program for that start, and re-name the program to your new name. After clicking save, do not apply the change to the other start dates where the name did not change.

Renaming a Course

You are able to rename the course after you schedule it. Up until you create the schedule, the course template will be referenced. Then once you schedule the course, a new instance is created, and you are able to rename the course to your new name. The course will still be associated to the original template, so you will have accurate long term reporting as the name evolves.