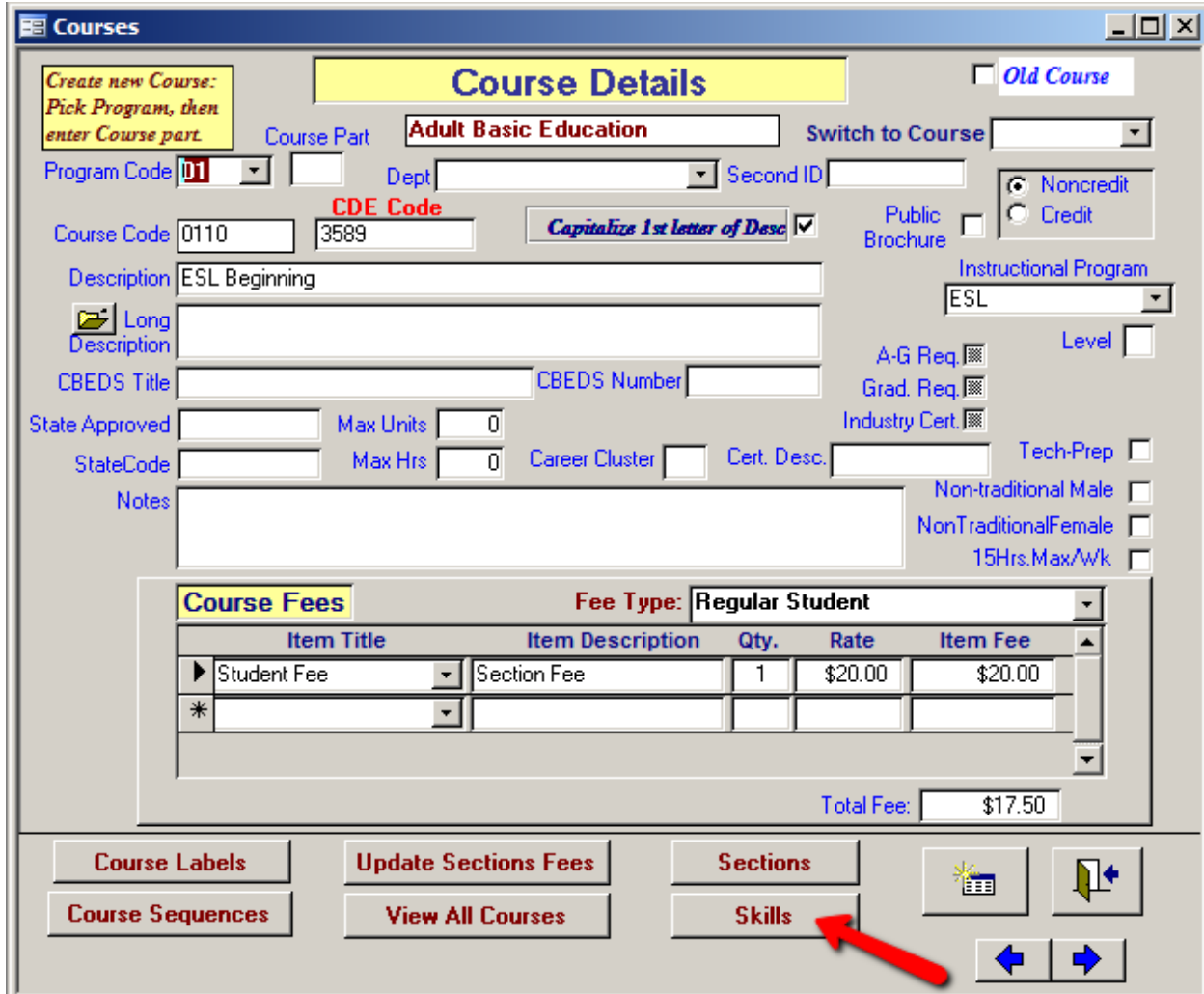


Creating Skills at Course Level

- From the Main Switchboard, click on Setup and Courses.
- Select the course for which you want to create skills.
- Click on the Skills button at the bottom of the screen.



Course Details Old Course

Create new Course:
Pick Program, then enter Course part.

Course Part: **Adult Basic Education** Switch to Course: []

Program Code: [D1] Dept: [] Second ID: []

Course Code: [0110] CDE Code: [3589] Capitalize 1st letter of Desc:

Description: [ESL Beginning] Public Brochure: Noncredit: Credit:

Long Description: [] Instructional Program: [ESL] Level: []

CBEDS Title: [] CBEDS Number: [] A-G Req.: Grad. Req.: Industry Cert.: Tech-Prep:

State Approved: [] Max Units: [0] StateCode: [] Max Hrs: [0] Career Cluster: [] Cert. Desc.: [] Non-traditional Male: NonTraditionalFemale: 15Hrs.Max/Wk:

Notes: []

Course Fees Fee Type: **Regular Student**

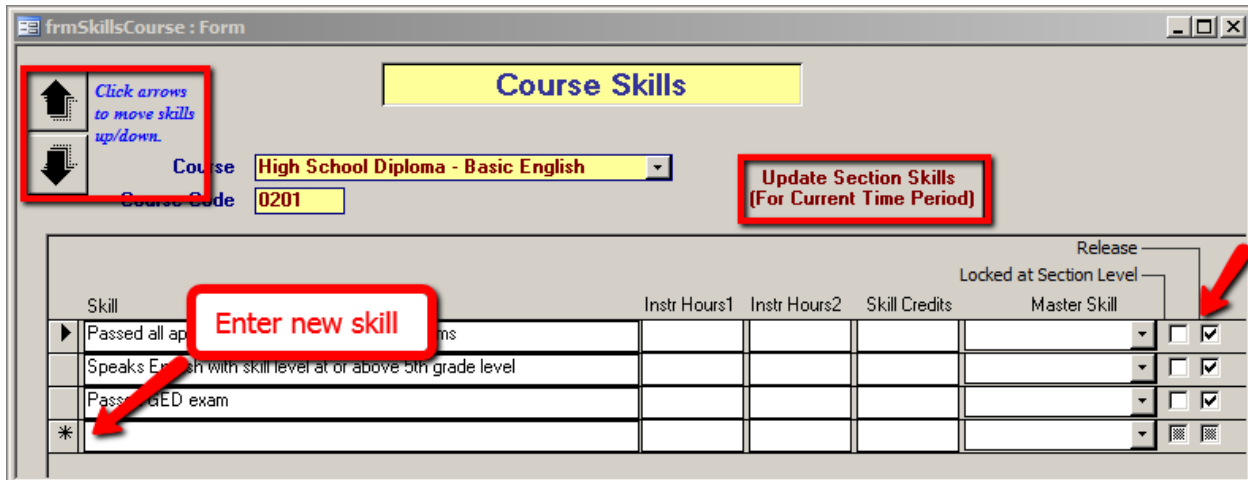
Item Title	Item Description	Qty.	Rate	Item Fee
▶ Student Fee	Section Fee	1	\$20.00	\$20.00
* []	[]	[]	[]	[]

Total Fee: \$17.50

Buttons: Course Labels, Update Sections Fees, Sections, Skills (highlighted with red arrow), Course Sequences, View All Courses, [Sun icon], [Print icon], [Left arrow], [Right arrow]

- Enter the skills for this course. You can arrange the skills in any way you want to (e.g., a straight list, master skill with sub-skills, etc.) If a skill is linked to a master skill, first list the master skill in the "Skill" column, type the skill to be linked, and use the pull-down button next to it to bring in the master skill.

Creating Skills at Course Level



frmSkillsCourse : Form

Course Skills

Course: High School Diploma - Basic English
Course Code: 0201

Update Section Skills (For Current Time Period)

Click arrows to move skills up/down.

Skill	Instr Hours1	Instr Hours2	Skill Credits	Master Skill	Release	Locked at Section Level
▶ Passed all applications					<input type="checkbox"/>	<input checked="" type="checkbox"/>
Speaks English with skill level at or above 5th grade level					<input type="checkbox"/>	<input checked="" type="checkbox"/>
Passed ED exam					<input type="checkbox"/>	<input checked="" type="checkbox"/>
* [Empty Row]					<input type="checkbox"/>	<input type="checkbox"/>

- To rearrange the sequence, highlight an item and moving it up or down with the large arrows on the left.

If the "Locked at Section Level" box is checked, the skill cannot be edited at the section level. Only skills with the "Released" box checked will appear at the section.

Adding Skills to a Section

All skills will automatically default to the section when you create a new section.

Adding skills to a section where skills already exist, you can enter them at the course level and click on "Update Section Skills." This will update them for the current Time Period.

Instruction Hours #1 and Instruction Hours #2 allows you to enter the number of hours required for two different types of attendance.

Example: CNA classes require 120 hours of time in the classroom and 90 hours of time in the clinic (or on the job). You can track the required hours for each type of attendance in the course. These fields may be left blank if not needed.