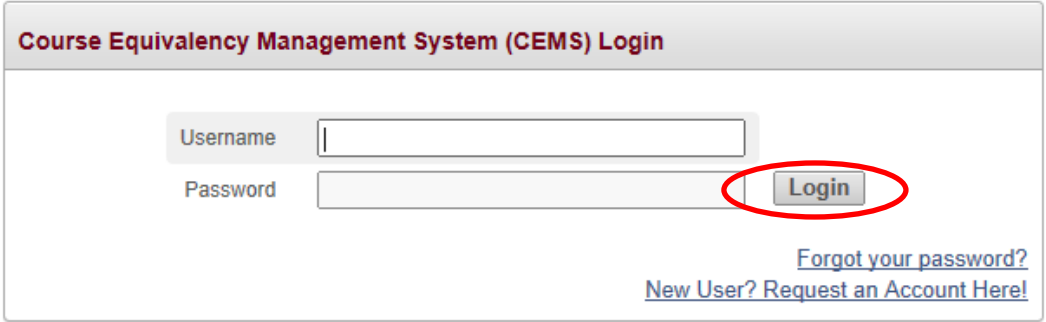
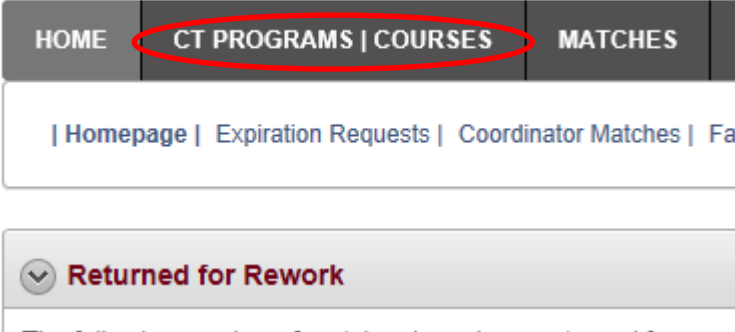
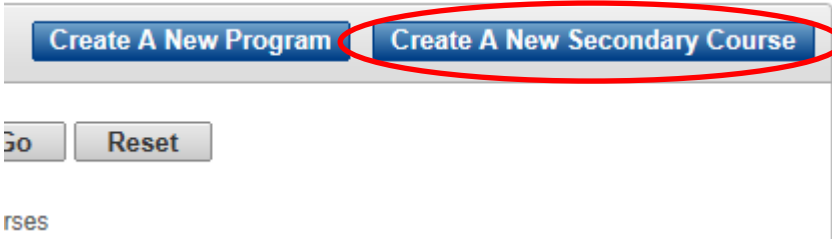


Course Equivalency Management System (CEMS)

How to Create a New Secondary Course in CEMS

<p>Go to https://cems.regents.ohio.gov. Enter your username and password assigned to you by your Institutional or OBR Coordinator.</p>	
<p>Click on "CT Programs Courses" in the main tab near the top of the page.</p>	
<p>Click on the "Create a New Secondary Course" button on the right of the page.</p>	

Courses are created in four steps.

The first step is to enter the course information. Be sure to accurately enter information in all the fields (when available) to ensure that vital data are captured and errors are avoided. Red asterisks (*) indicate required fields.

Enter the Course Title/Name, Campus, EMIS Code (from dropdown box), Lecture/Lab hours per week and the Total Contact Hours for the Course. In addition, the Effective Year (4-digit) and Effective Term must be entered.

When finished, click on the "Next" button on the lower right of the page.

The second step involves adding "Textbooks and Readings." There are two ways to do this:

1. Use either 10 or 13 digit ISBN numbers to look up textbook information. Press the "Lookup" button to search for the textbook.
2. Manually type in all the textbook information.

Manually enter all the textbook information if the ISBN search yields no results. Use the "Add Textbook" button to add the textbook based on the information displayed.

Additional Readings can also be manually entered for the course.

Step 1 ➔ Step 2 ➔ Step 3 ➔ Step 4

Enter a New Program/Course

Program/Course Details

Institution: * BEDFORD CITY SD

Program/Course Title: *

EMIS Code: *

Location(s): * BEDFORD CITY SD BEDFORD HIGH

Effective Term: * Winter Spring Summer Autumn

Expiration Term: Winter Spring Summer Autumn

Lecture Hours Per Week: Lab Hours Per Week: Total Contact Hours:

[Next](#)

[Cancel](#)

Step 1 ➔ Step 2 ➔ Step 3 ➔ Step 4

Add Textbooks and Readings

Textbook Details

ISBN: [Lookup](#) [Add Textbook](#)

Title:

Publisher:

Authors:

Edition:

Copyright Year:

Notes:

Attached Textbooks

No textbooks have been attached to this Program/Course

Additional Readings

Outside Readings/Ancillary Materials/Instructional Resources:

[Back](#) [Next](#) [Cancel](#)

This page is optional and can be filled out if needed.

Remember, if you need to go back while using the CEMS, utilize the "Back" button in the lower left of the page so the current page data can be saved.

When finished, click on the "Next" button on the lower right of the page.

The third step is to add more course data. This is an optional step, though you may fill in as many data fields as desired. Pre-Requisite and Co-Requisite Requirements might not be available for some courses. In that case, the textbox can be left blank.

Be sure to use the “Back” button on the lower left of the page if there is a need to revisit an already completed step.

Fill out Catalog Descriptions, Instructional Goals or Objectives, Description of Assessment and/or Evaluation of Student Learning at all times.

Additional Information can include any information that the submitter feels the faculty review panel should know about the course that is not listed in the syllabus.

When finished, click on the “Next” button on the lower right of the page.

Additional Program/Course Data

Pre-Requisite/Co-Requisite Requirements & Catalogue Description

Pre-Requisite and Co-Requisite Requirements:

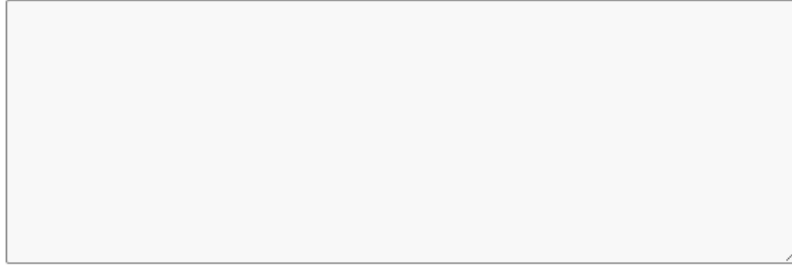
Catalog Description:

Objectives & Assessment

Instructional Goals or Objectives:

Description of Assessment and/or Evaluation of Student Learning:

Additional Information



Back

Cancel

The final step is to Attach Course Documents. The drop down offers a list of most frequently used document types, as well as an "Other" option if the user cannot use a pre-populated category. The preferred file types include PDF, Word, or Excel. Once the file/document is selected using the "Browse" button, click on the "Upload" button to post the file/document to the Course.

Expiration dates can be entered if the document being uploaded has been deemed to have one.

Multiple document files can be attached.

When finished, click on the "Save" button on the lower right of the page. This completes the creation of a course in CEMS.

Once you have saved, your new course has successfully been added.

Saved courses can be searched for by title under the "Courses" tab.

Step 1 → Step 2 → Step 3 → Step 4

Attach Program/Course Documents

Upload a Document

Document Type: Accreditation or Approval Letters

Expiration Date: 28-May-15

Select a File: C:\Users\ksosa\Desktop\2014-2015 (PDF, Word or Excel Preferred)

Browse...

Upload

Attached Documents

No documents have been added to this Program/Course

Back

Save

Cancel

HOME

CT PROGRAMS | COURSES

MATCHES

REPORTS

| Programs/Courses |



Program/Course created successfully

