

Colorado Mountain Club Olympian Web Instructions

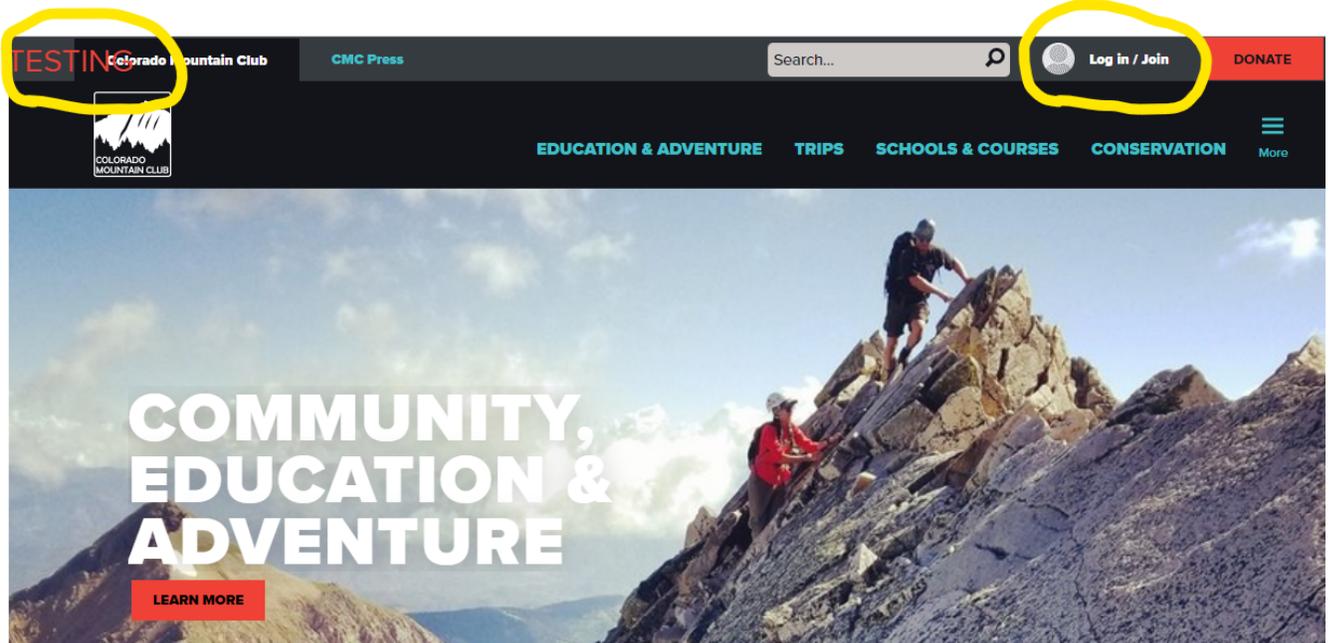
Lesson 2: Prepare a course template

Pre Lesson:

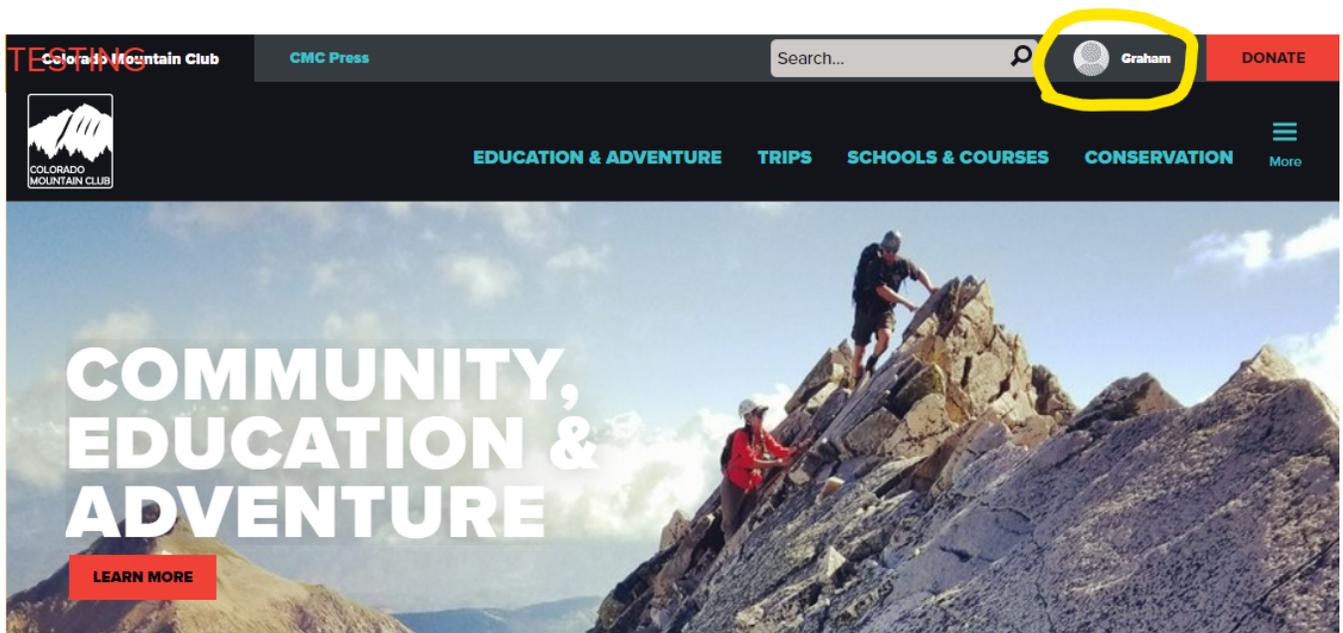
1. **Logging In:** Refer to “Olympian Web Instructions: Logging In” After completing this lesson, send your username to graham@cmc.org or your Group’s Olympian so that they can grant you the access privileges needed as an Instructor. This is required before you can complete this lesson.

Lesson 2: Course Template Creation

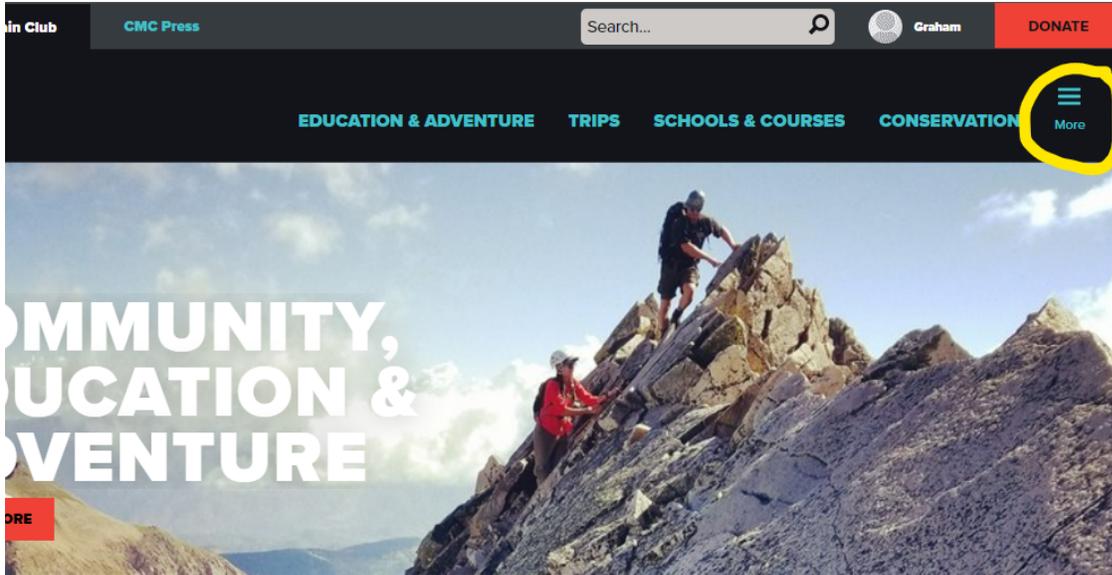
2. **Lesson Description:** (Prepare a course template) Creating a new course template is the equivalent of creating a new course type or school through your school. Over time this will be an increasingly rare occurrence and likely done by a School Director in charge of the school or by a CMC web. This step will only be necessary when there is a new course offered through your group. E.g. Mountain Biking. The Mountain Biking course template can be built out (typically once) and then the specific versions will be built using that template (E.g.
3. **Vocabulary:**
 - a. **Course Templates:** *A folder that holds every iteration of a course, its activities, and course materials. It also serves as a template that carries over information consistent from year to year. Creating a robust course template is useful so that appropriate information carries over to the next course. Consider this a Master Copy that can be used to produce the individual course for that year.*
 - b. **Course:** This can be easily built from the Course Template with edits for the specific information that will change for that course. (E.g. *Instructor names, Meeting dates for that year, etc.*)
 - c. **Course materials:** This can include any resource that is used during the course. This can include documents (Word or PDF), scanned copies of documents (PDF), images and links to other websites.
 - d. **Activities Templates:** These are the same as course templates in that you will prepare activities from the template and that the template will have information that is consistent about an activity from year to year. An activity will be any lectures or field days that you set up as a part of your course
 - e. **Activities:** These will be generated from your Activity templates and can be anything from your 101 lecture to your recurring course field days.
1. **To login:** navigate to cmc.org. Then, navigate to the top right bar and **select/click** on “Login/Join”.



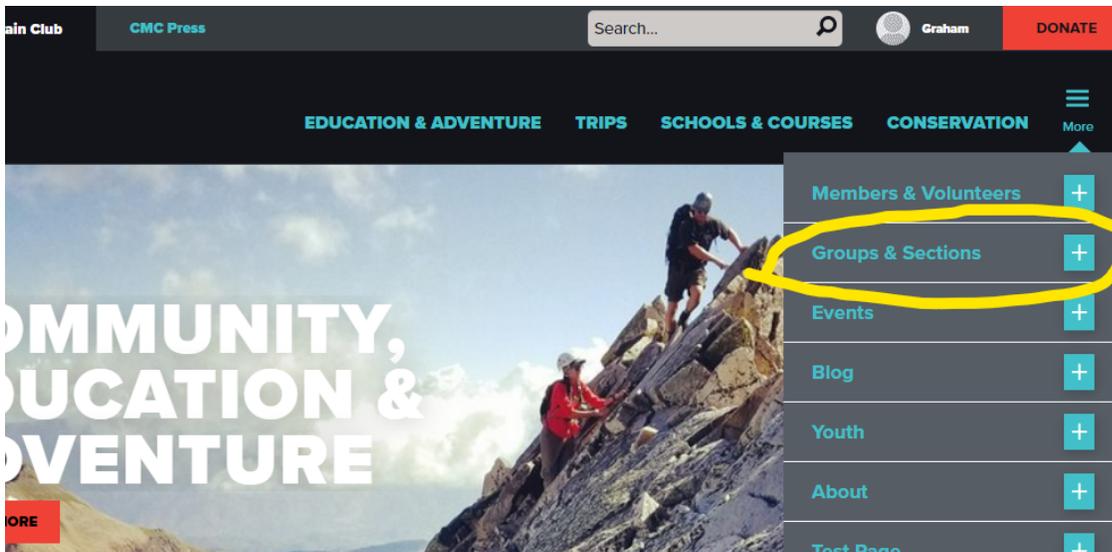
2. After successfully logging in you will see the words “Log in / Join” change to the username you entered for your profile (e.g. “Graham”)



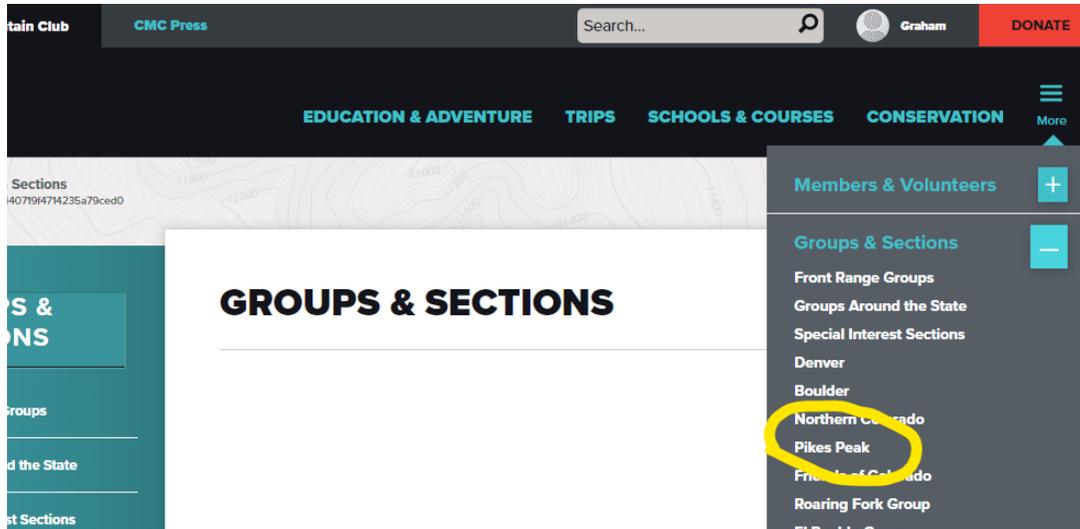
3. Navigate to the three blue bars on the far right above the word “More” and **select/click** on them



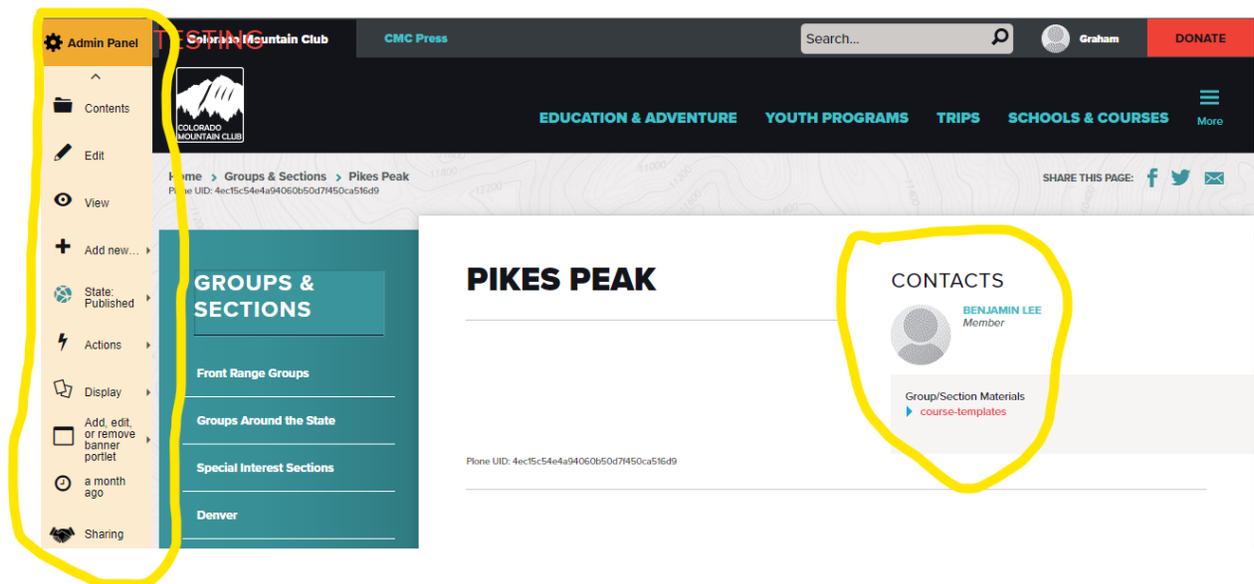
4. You will see a drop-down menu:



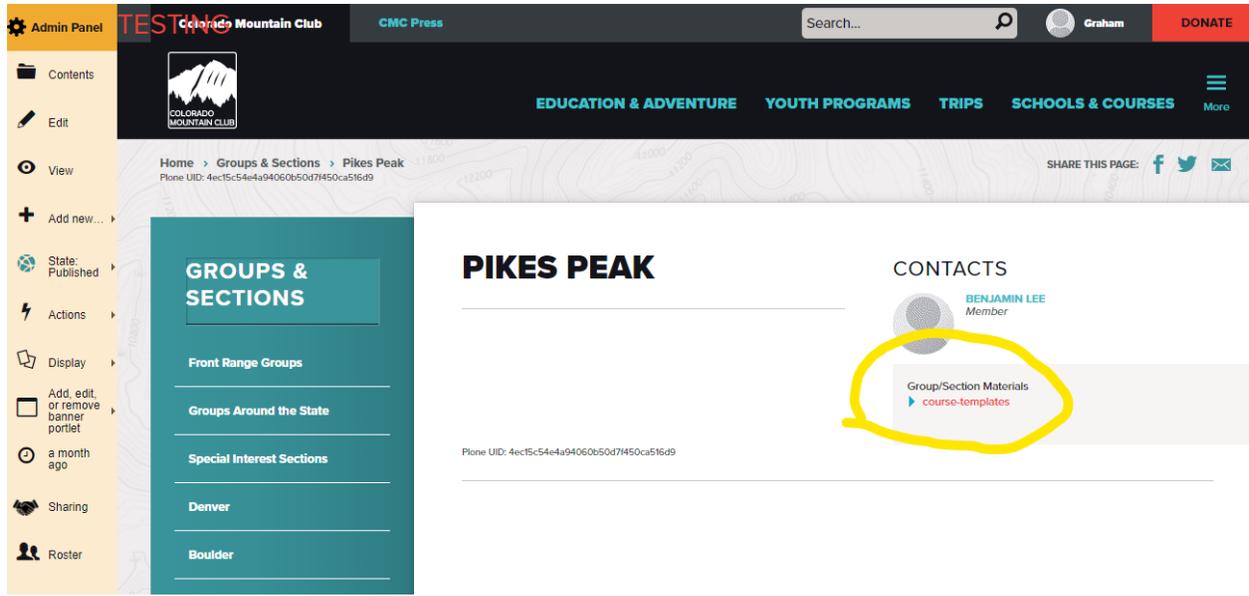
5. **Select/click** on the second option from the top “Groups & Sections”. You will see 15 options starting with Front Range Groups at the top. Select or click on the group you associate with (E.g. Pikes Peak Group) Note: Do not navigate to “Schools & Courses” on the top menu bar.



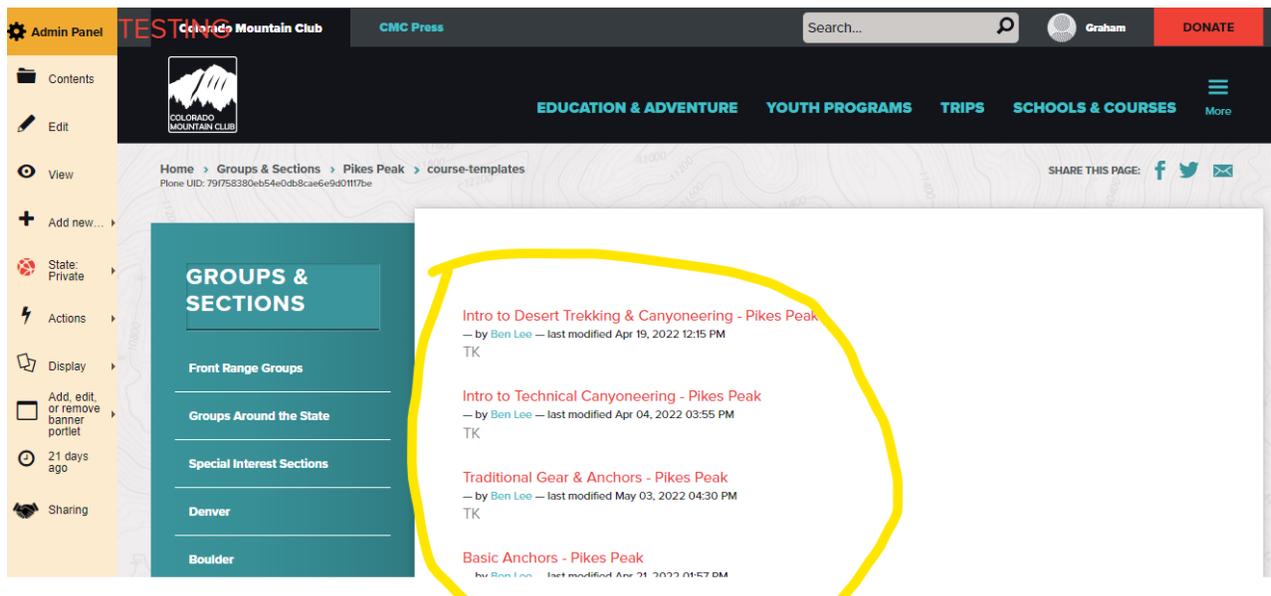
- You will see this page which includes the Admin Panel on the left. This admin panel will only be visible for the groups you work with. If you aren't associated with a group you won't have access to make edits there. Note: *It is possible to be approved for multiple groups (E.g. Denver, & PPG)*



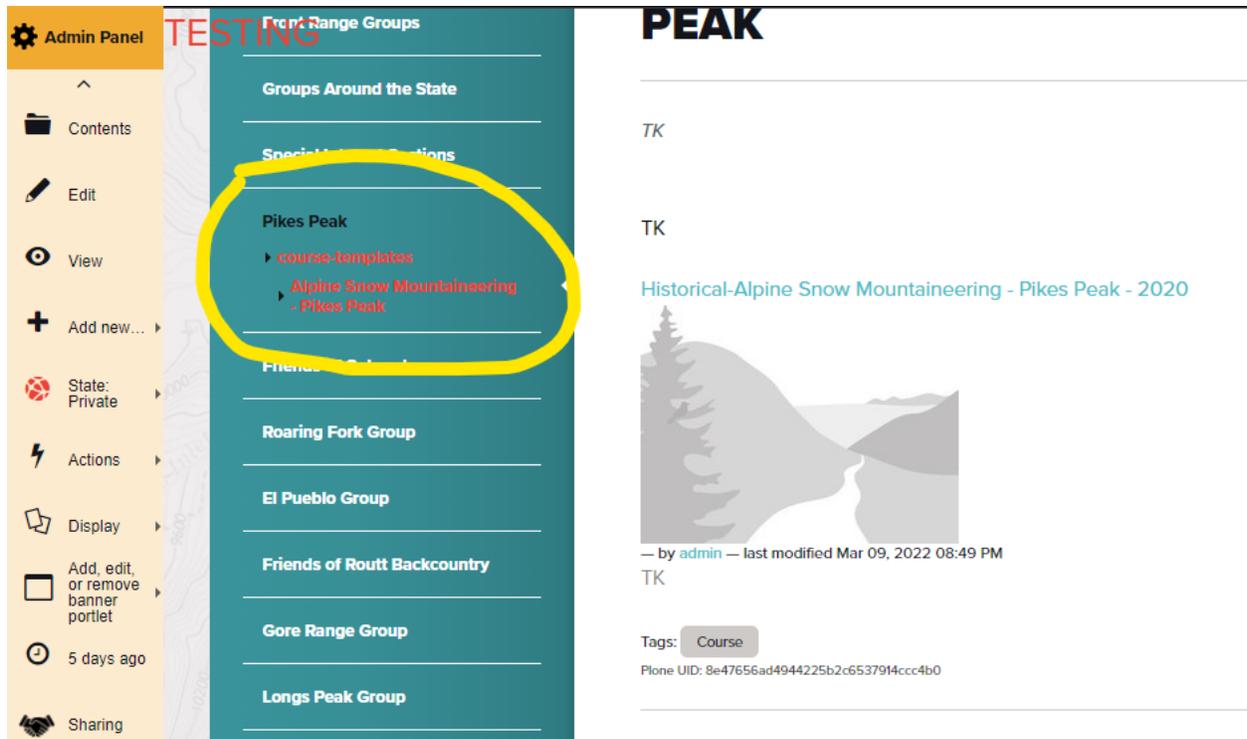
- You then need to **select/click** on "Course Templates" (red) that is found under the heading "Contacts" and the sub-heading "Groups/Sections Materials".



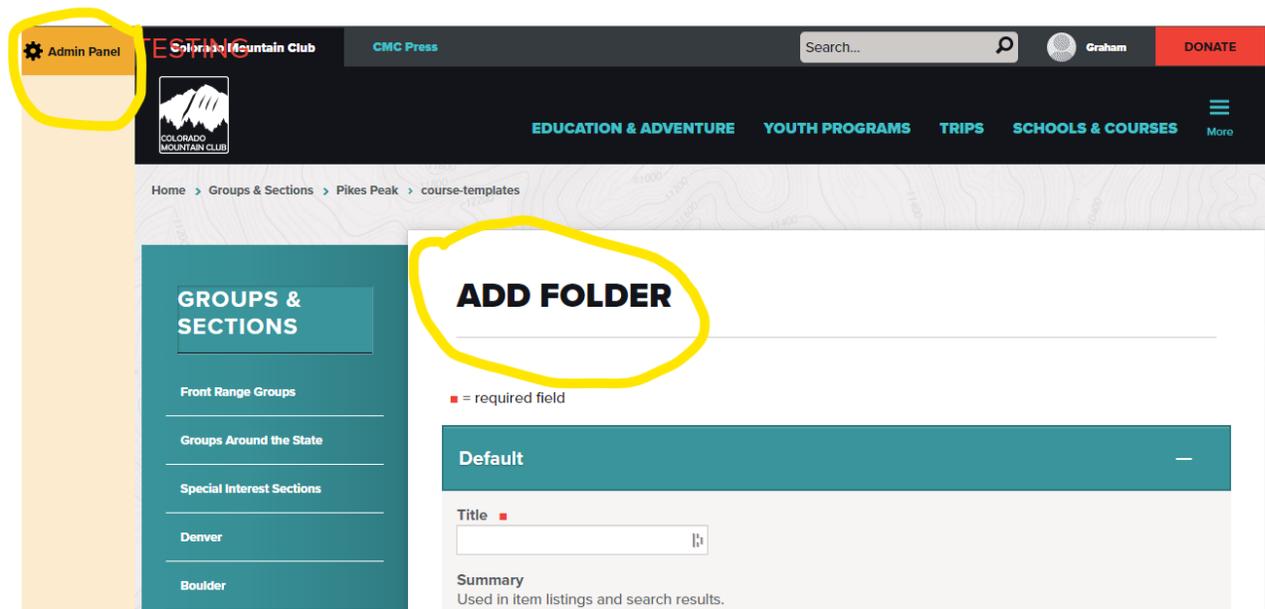
8. You will see a list of Course Templates that have been prepared (E.g. *Intro to Desert Trekking & Canyoneering*)



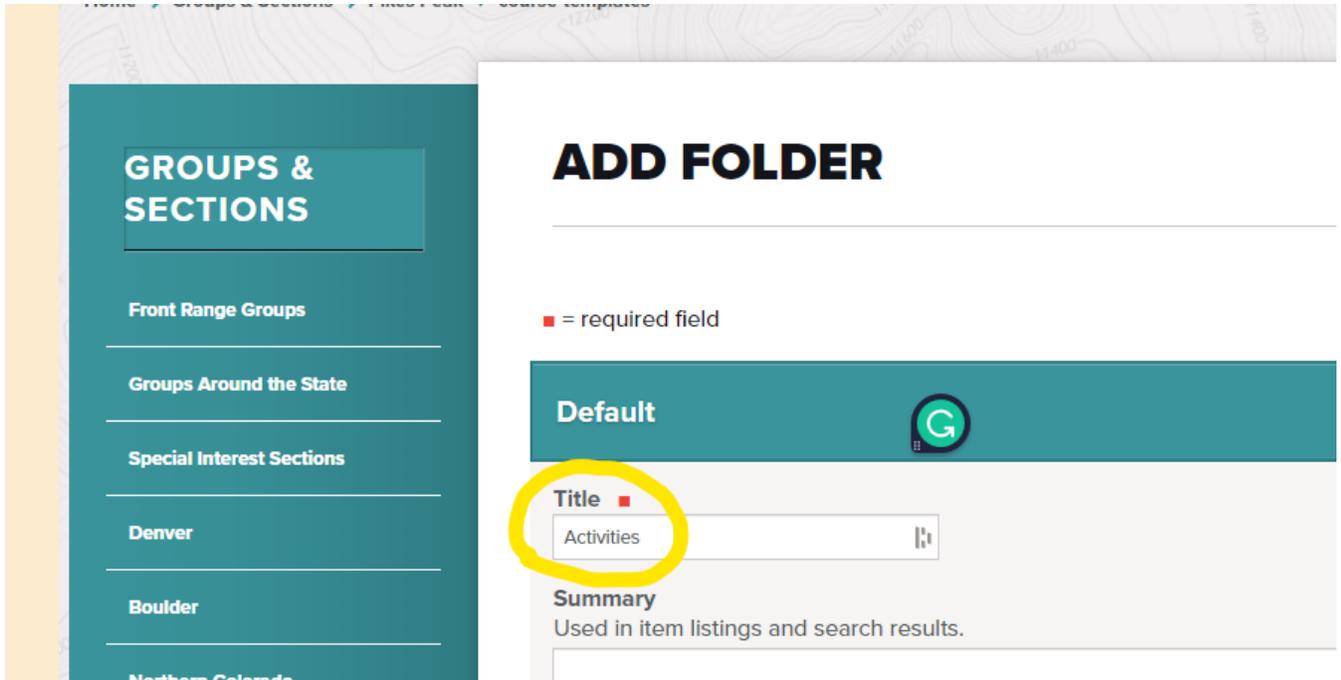
9. You will then **select/click** a course template from the list below. Try to find a course that does not have any folders in it (you will be creating these folders). Once you've selected a course template to work on (e.g. *Alpine Snow Mountaineering*), select "Add New" in the Admin Panel on the left side of your screen. This will expand to include 26 options starting with "Activity". **Select/click** on "Folder".



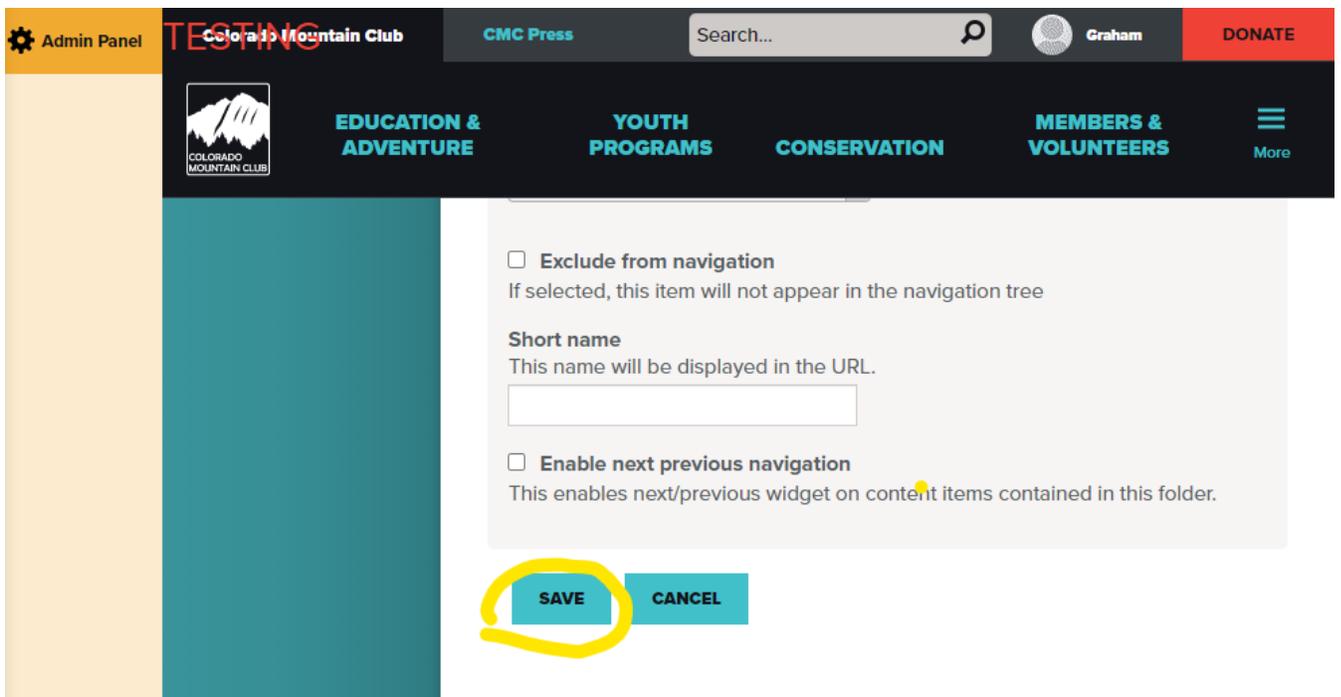
10. You will see a “Add Folder” form which allows you to prepare the course template. *Note: You will complete this step 3 times (Activities, Activity Templates, & Course Materials).*



11. Under “Title” type the word “**Activities**” Note: It's important to spell it exactly right (including an upper case A) so that it will be sorted correctly in your course template.

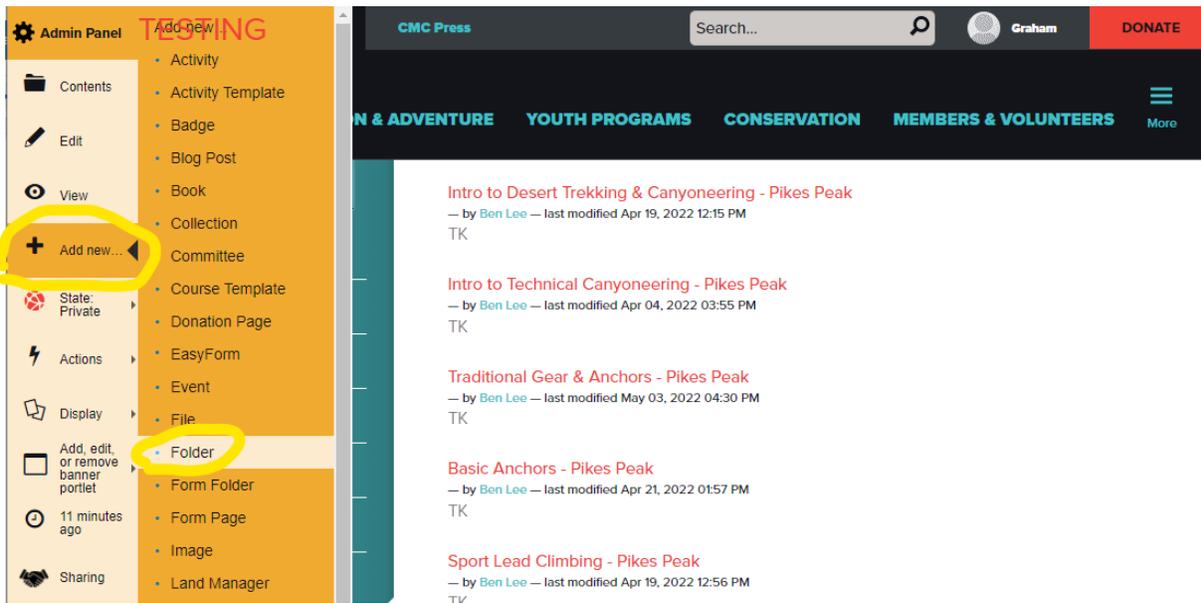


12. Next, move down to the very bottom blue buttons (“Save” or “Cancel”) and **select/click** “Save”

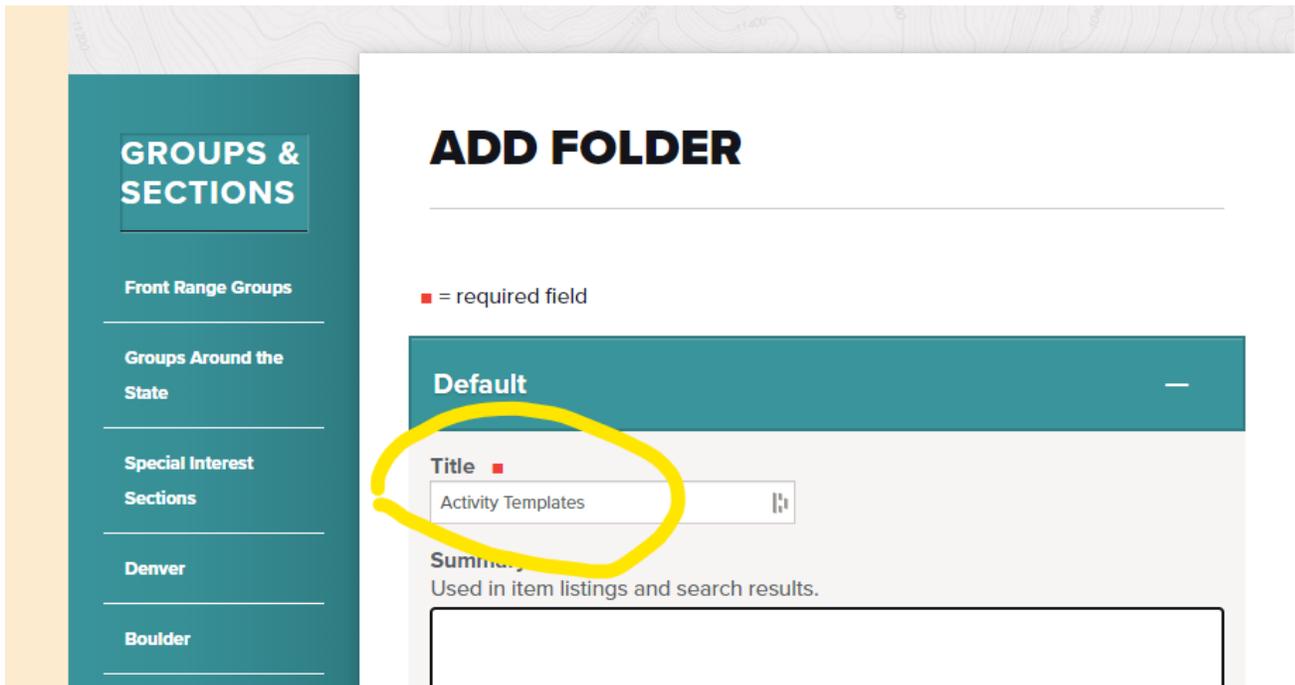


13. In the blue column on the left, under “Pikes Peak”, select/click on the Course Title (e.g. Alpine Snow Mountaineering”. (You will see the folder you just created “Activities”).

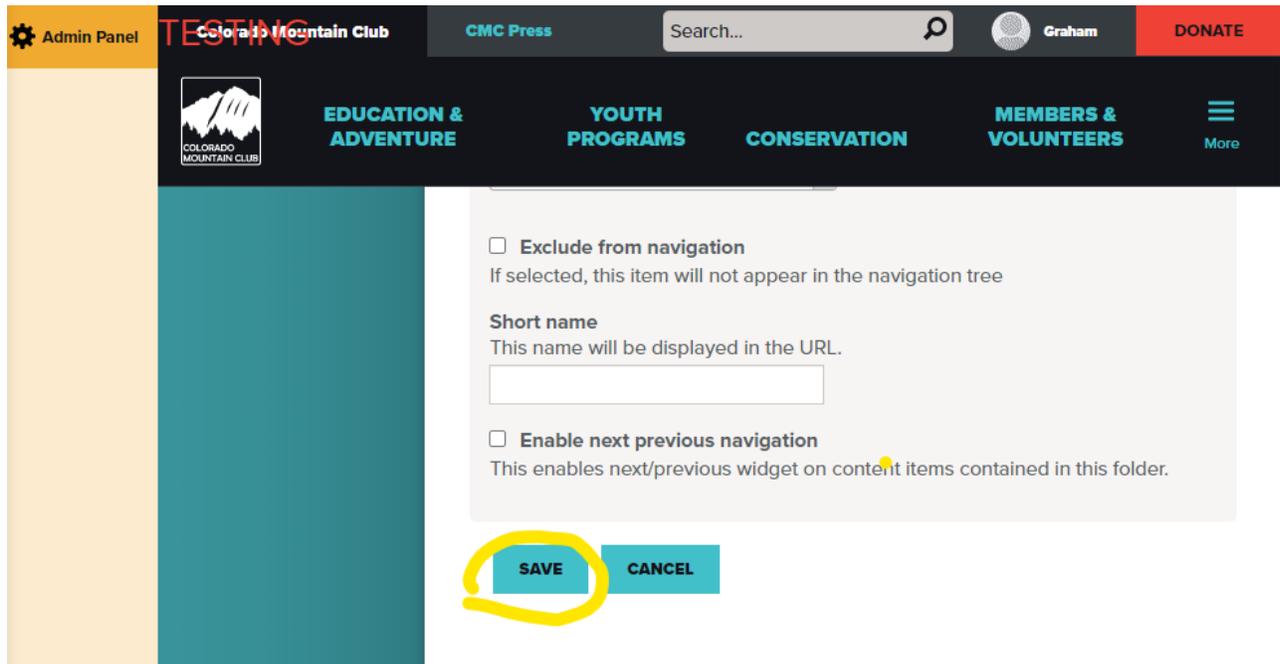
Repeat the previous step of **click/selecting** “Add New” in the orange Admin Panel. Then **click/select** “Folder”.



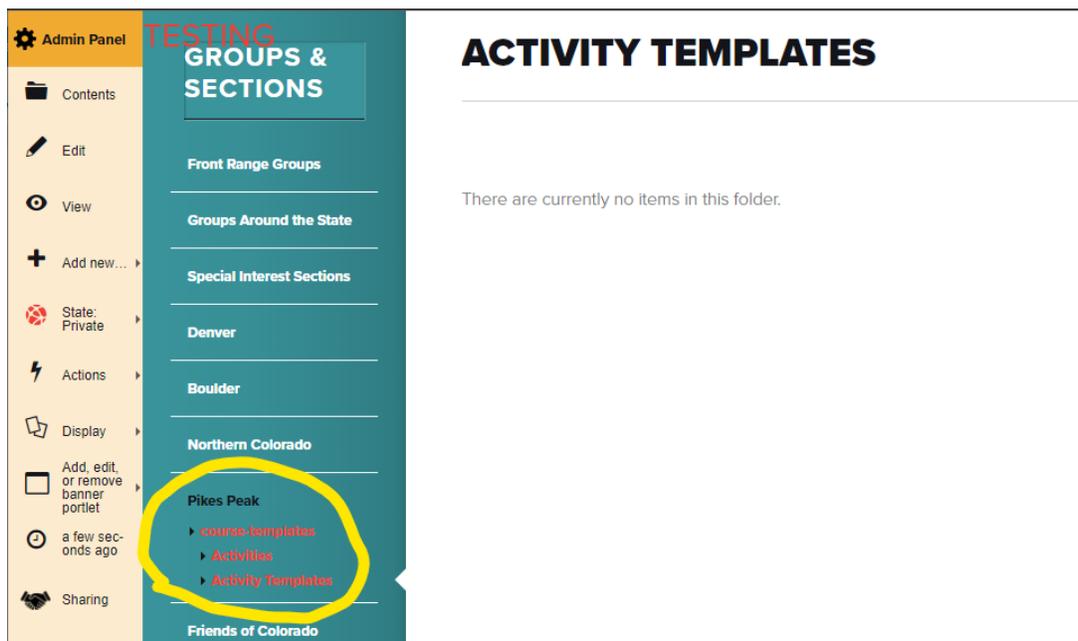
14. You will see a “Add Folder” form which allows you to create the course template. (the same form used for step number 9 will appear) Under “Title” type the word “**Activity Template**” Note: It’s important to spell it exactly right (including an upper case A & T) so that it will be sorted correctly in your course template.



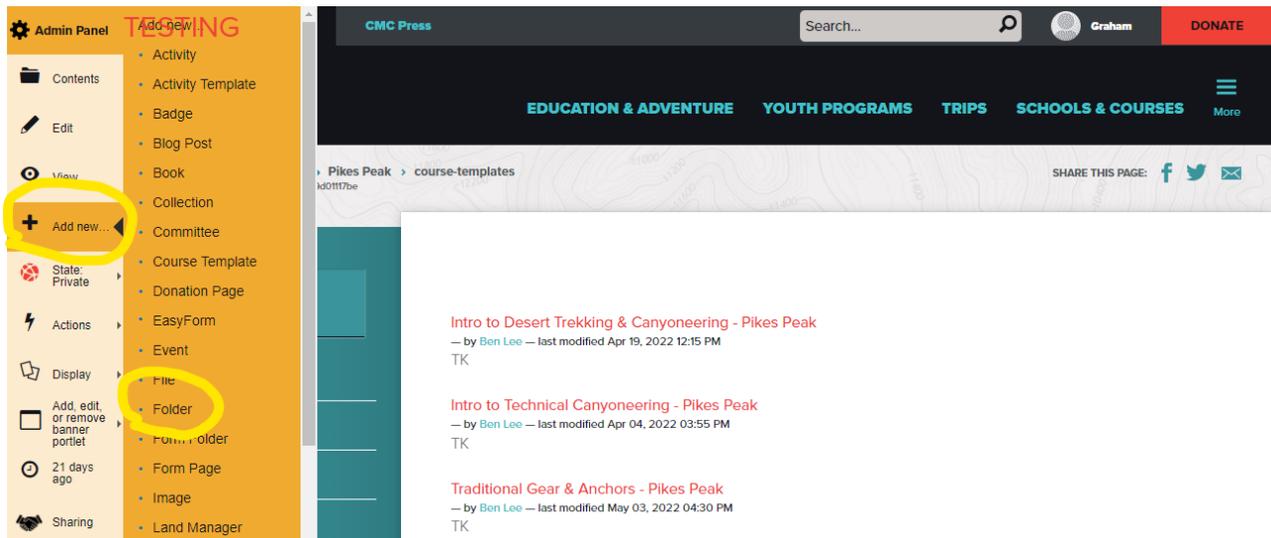
15. Next, move down to the very bottom blue buttons (“Save” or “Cancel”) and **select/click** “Save”



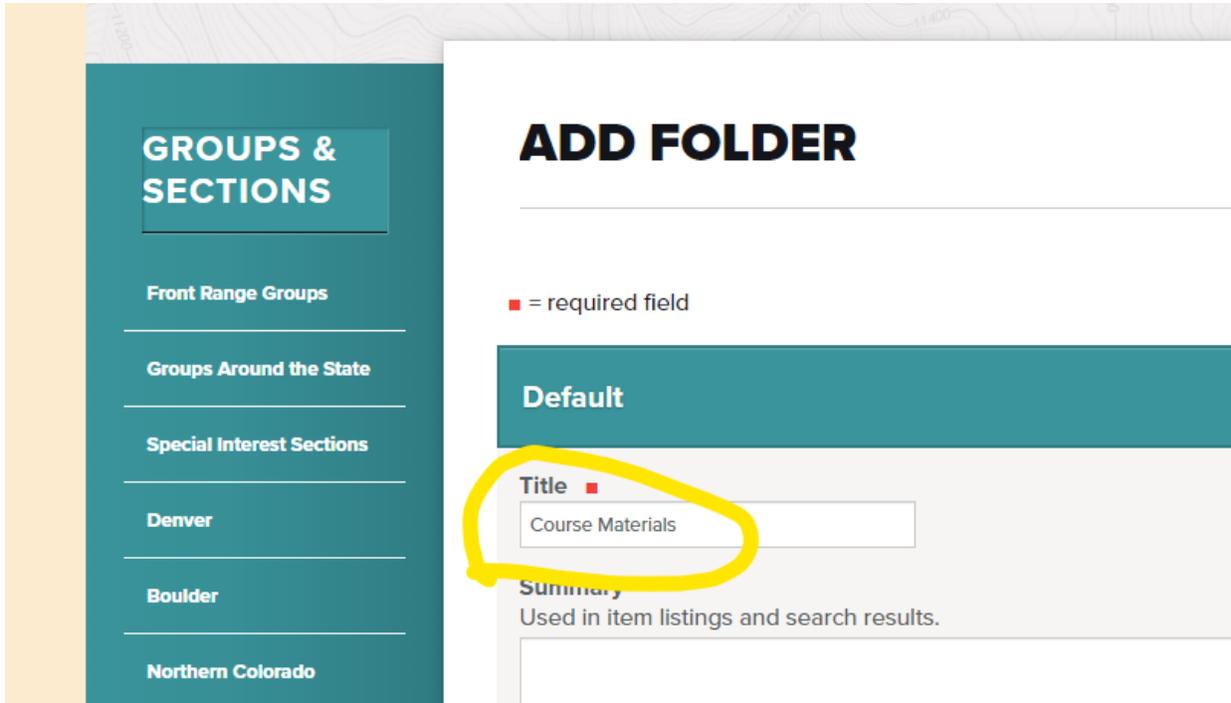
16. Next, you will see “Pikes Peak”, the Course Template Folder, the Course Title then the two folders “Activities” and “Activity Templates” listed in Red.



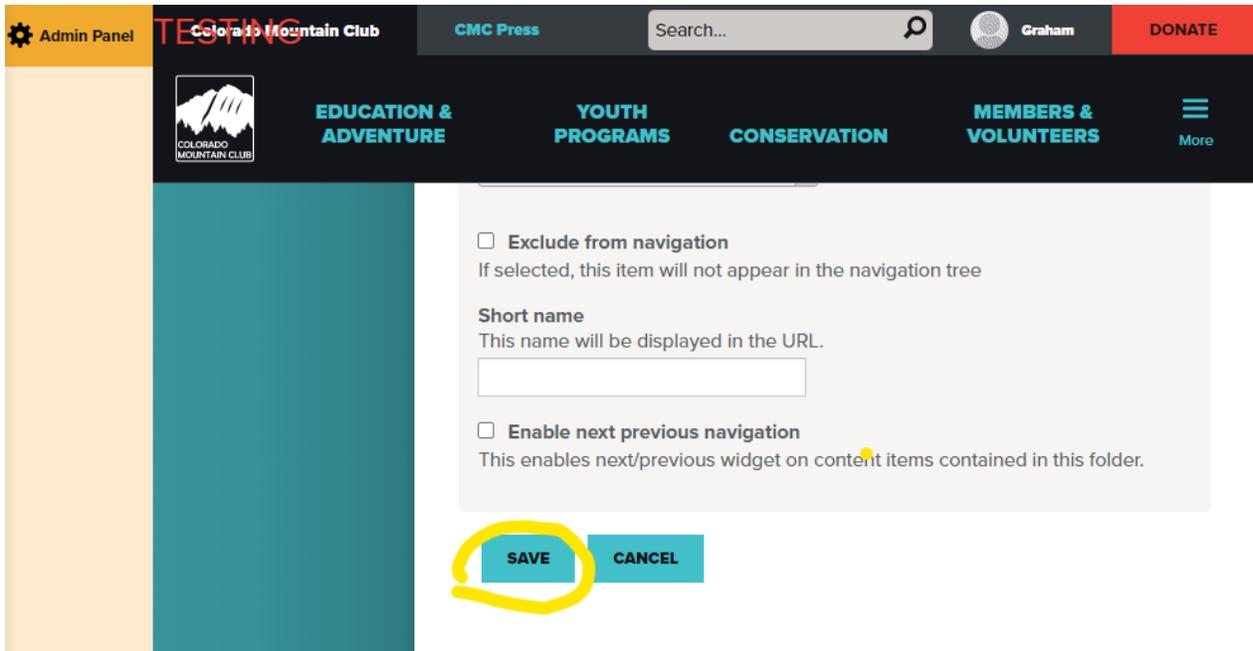
17. You will **select/click** Add New from the Admin Panel (3rd and final time) and then **select/click** “Folder”.



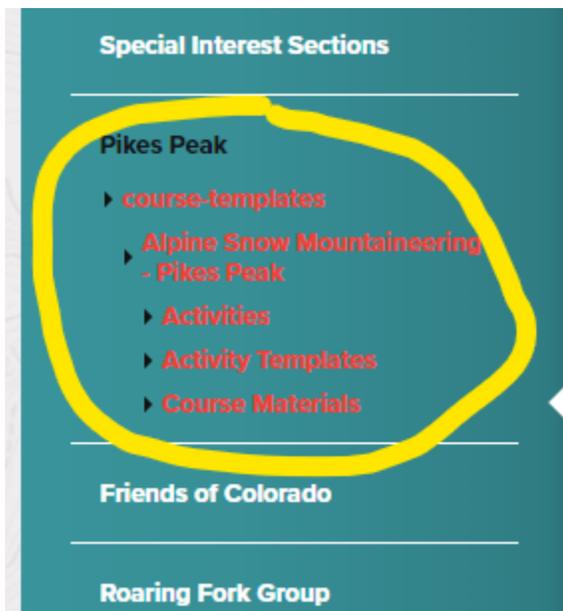
18. In the Add Folder form type “Course Materials”. *Note: It's important to spell it exactly right (including an upper case C & M) so that it will be sorted correctly in your course template.*



19. Next, move down to the very bottom **blue** buttons (“Save” or “Cancel”) and **select/click** “Save”



20. Next, you will see “Pikes Peak”, “Alpine Snow Mountaineering - Pikes Peak”, with “Activities”, “Activity Templates” and “Course Materials” listed in Red.



21. Select / Click on “Alpine Snow Mountaineering - Pikes Peak. You will see “Historical-Alpine Snow Mountaineering - Pikes Peak - 2020” listed in the white panel.

PIKES PEAK

- ▶ course-templates
 - ▶ Alpine Snow Mountaineering - Pikes Peak
 - ▶ Activities
 - ▶ Activity Templates
 - ▶ Course Materials

Friends of Colorado

Roaring Fork Group

El Pueblo Group

Friends of Routt Backcountry

Gore Range Group

Longs Peak Group

Western Slope Group

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Historical-Alpine Snow Mountaineering - Pikes Peak - 2020



— by [admin](#) — last modified Mar 09, 2022 08:49 PM

TK

Activities
— by [Graham Test](#) — last modified May 24, 2022 04:30 PM

Activity Templates
— by [Graham Test](#) — last modified May 24, 2022 04:31 PM

Course Materials
— by [Graham Test](#) — last modified May 24, 2022 04:32 PM

Tags: Course

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22. Congratulations! You have now prepared a Course Template and successfully completed the second lesson in the series.

Post Lesson Assignment: When you have finished please send a screenshot to Graham (graham@cmc.org) showing the Course Template you have created with the folders “Activities, Activity Templates, and Course Materials” in it.

The next lesson will explain how to offer a specific course using the Course Template you have built.