

Colorado Mountain Club Olympian Web Instructions

Lesson 3: Creating a course

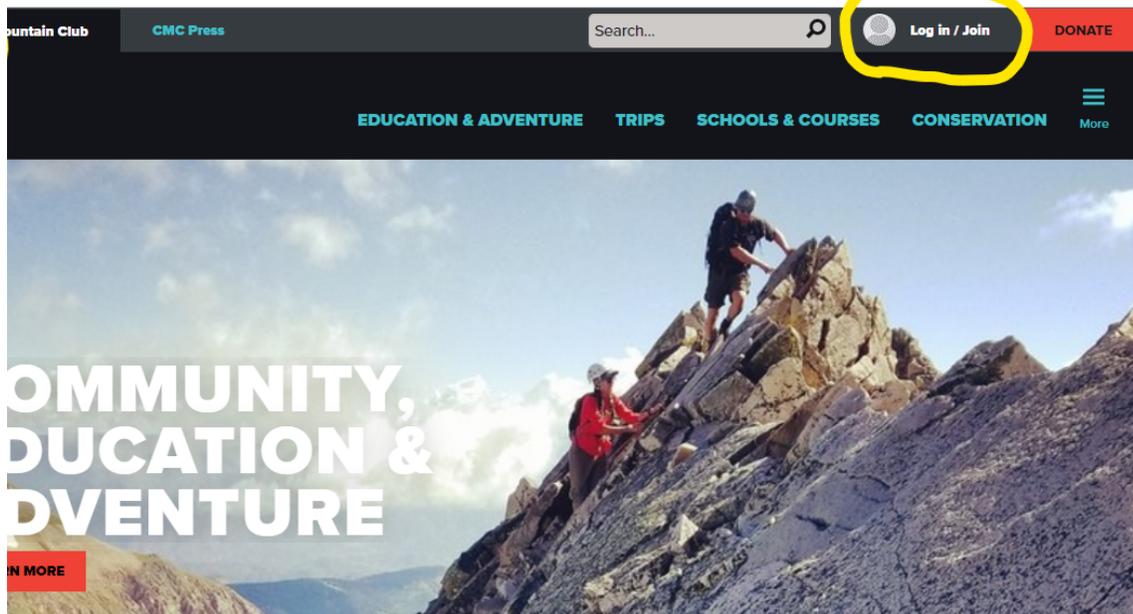
Pre Lesson: Prior to starting Lesson 3 you should have taken Lesson 1: Creating an Account & Lesson 2: Creating a Course Template.

Lesson 3: Creating a Course

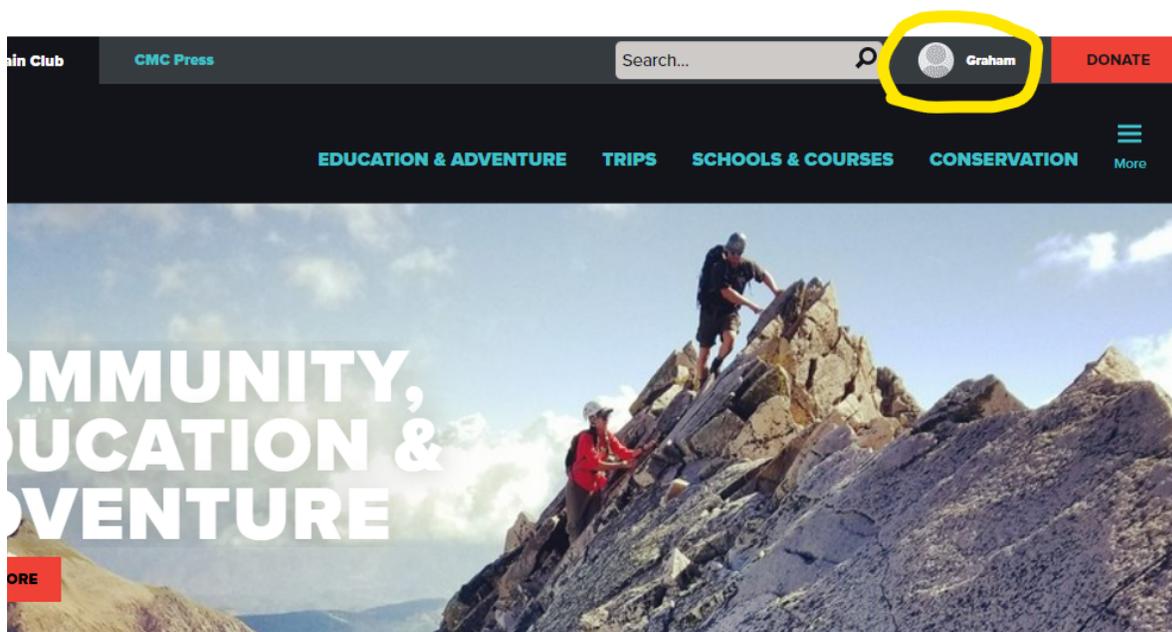
Lesson Description: This lesson will take you through the steps of creating a course using a course template. This will be a regular occurrence each year as courses will need to be updated with the exact dates, meeting information, etc. for the particular year that the course is offered.

1. Vocabulary:

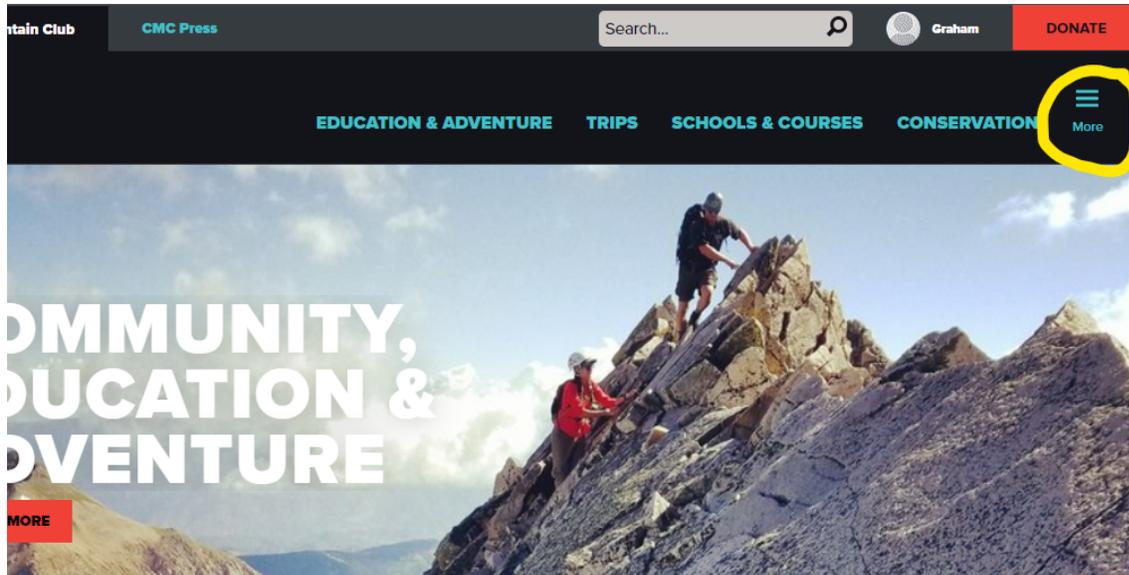
- a. **Course Templates:** *A folder that holds every iteration of a course, its activities, and course materials. It also serves as a template that carries over information consistent from year to year. Creating a robust course template is useful so that appropriate information carries over to the next 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".



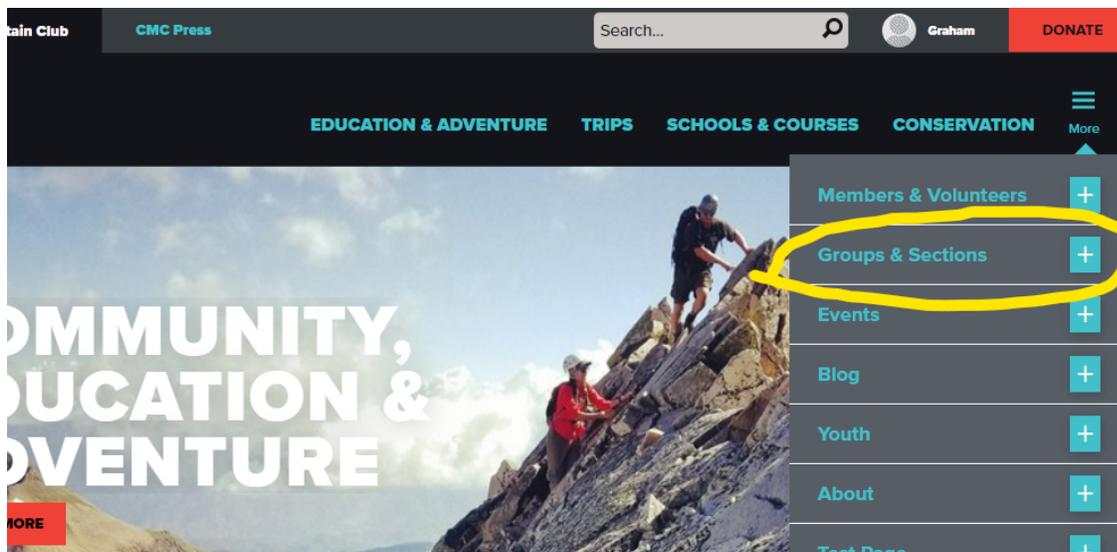
2. After successfully logging in you will see the words “Log in / Join” change to the username you entered for your profile (e.g. “Graham”)



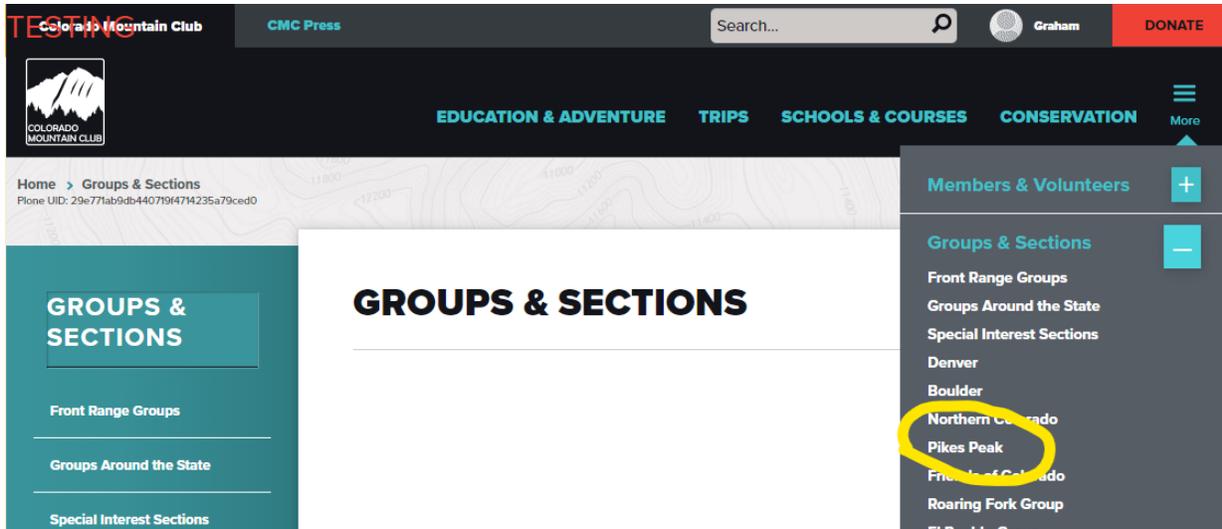
3. Navigate to the three blue bars on the far right above the word “More” and **select/click** on them



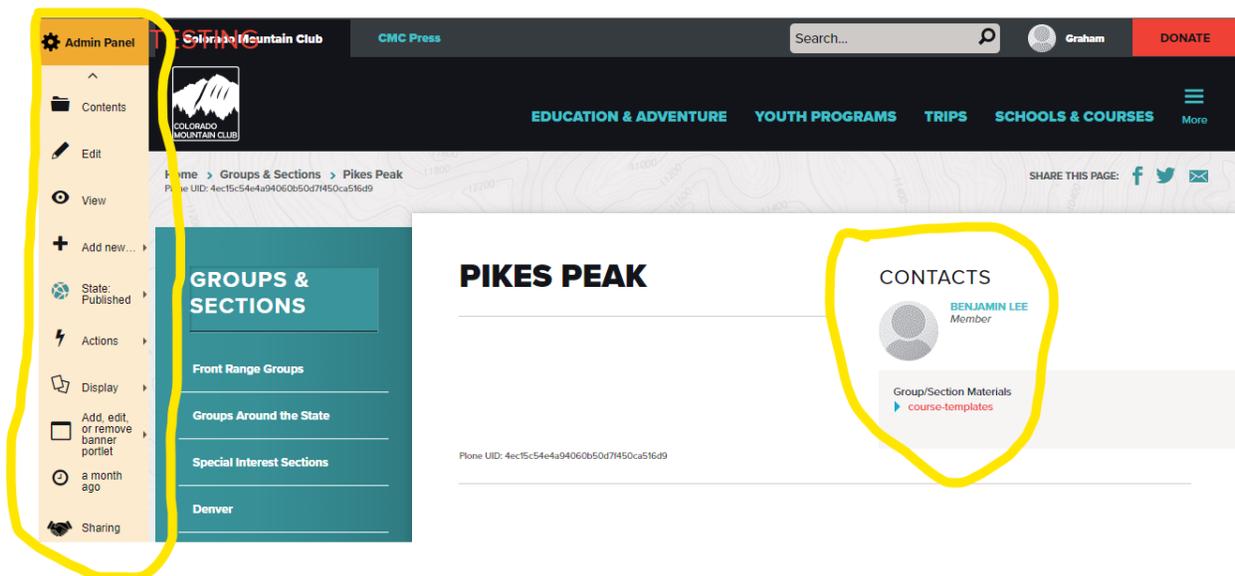
4. You will see a drop-down menu:



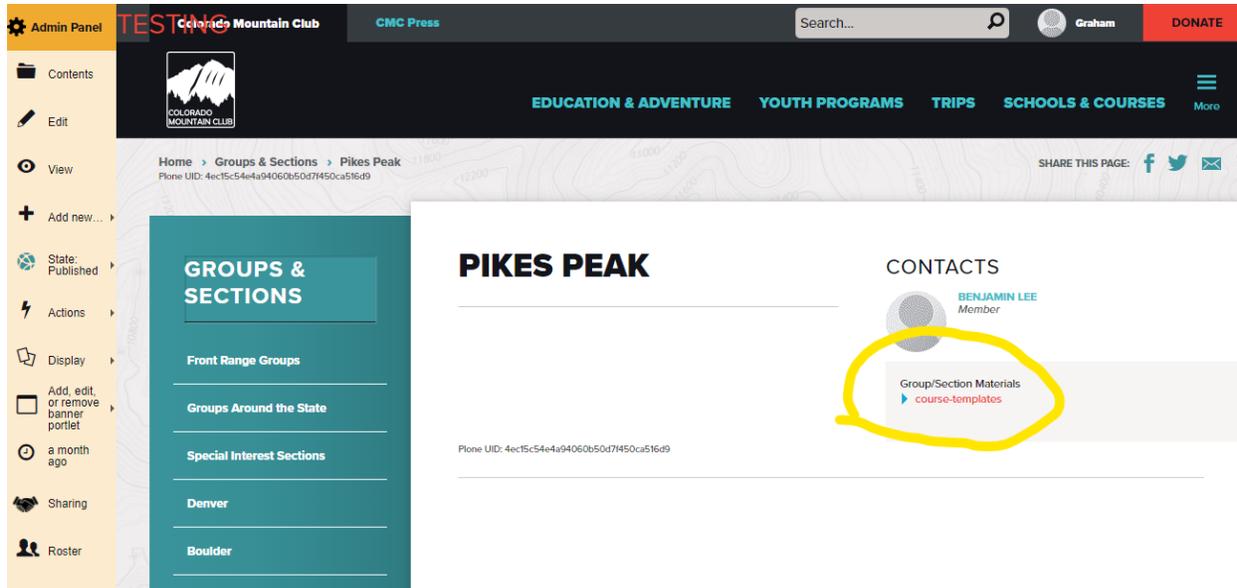
5. **Select/click** on the second option from the top “Groups & Sections”. You will see 15 options starting with Front Range Groups at the top. Select or click on the group you most commonly associate with.



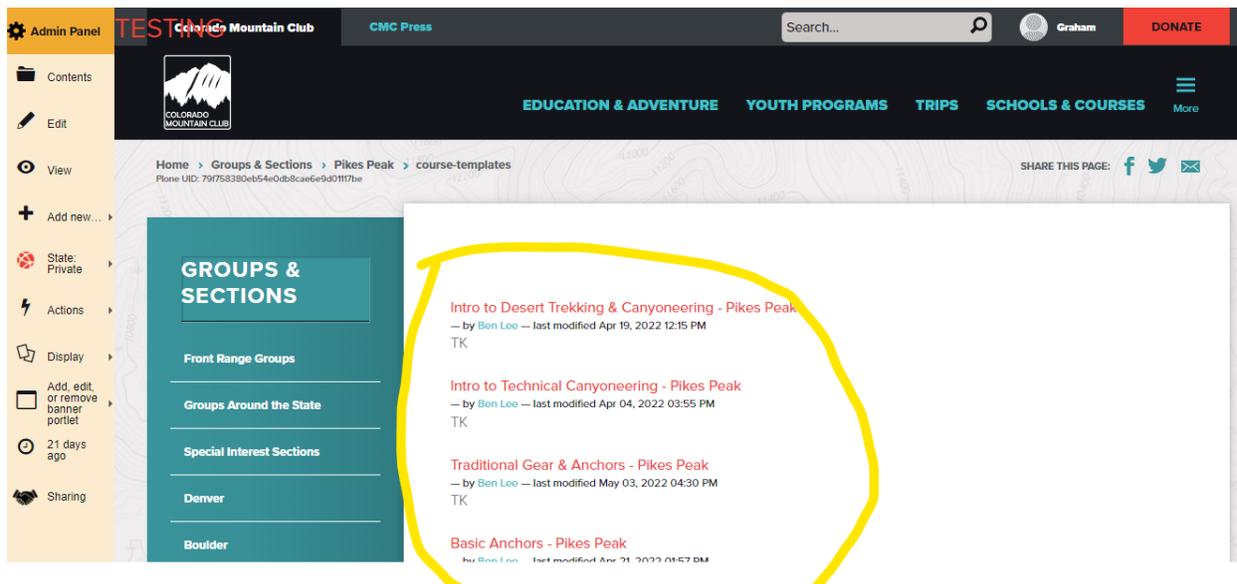
6. You will see this page which includes the Admin Panel on the left. This admin panel will only be visible for the groups you work with. If you aren't associated with a group you won't have access to make edits there. Note: *It is possible to be approved for multiple groups (E.g. Denver, & PPG)*



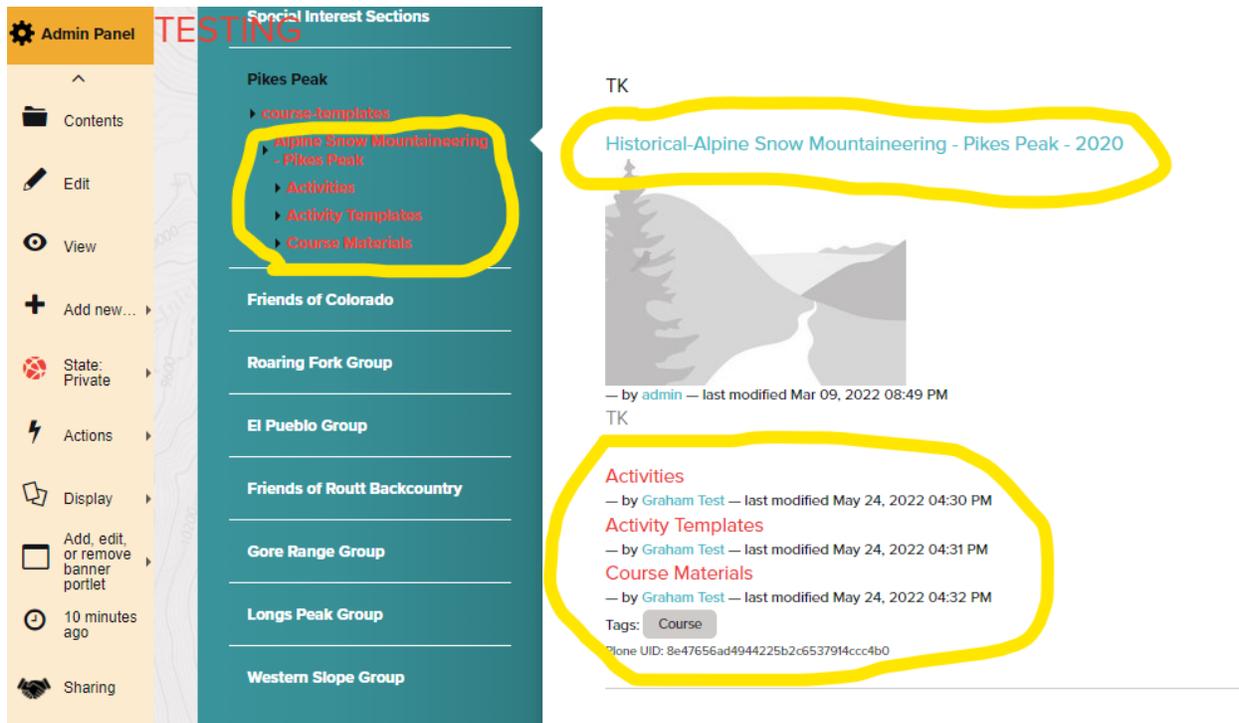
7. You then need to **select/click** on “Course Templates” (**red**) that is found under the heading “Contacts” and the sub-heading “Groups/Sections Materials”.



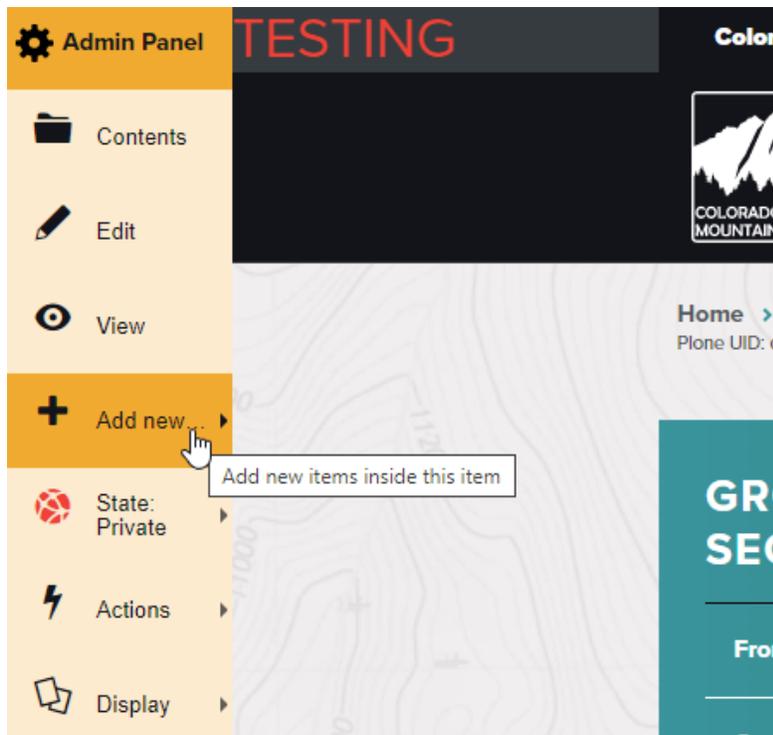
8. You will see a list of Course Templates that have been prepared (E.g. *Intro to Desert Trekking & Canyoneering*)



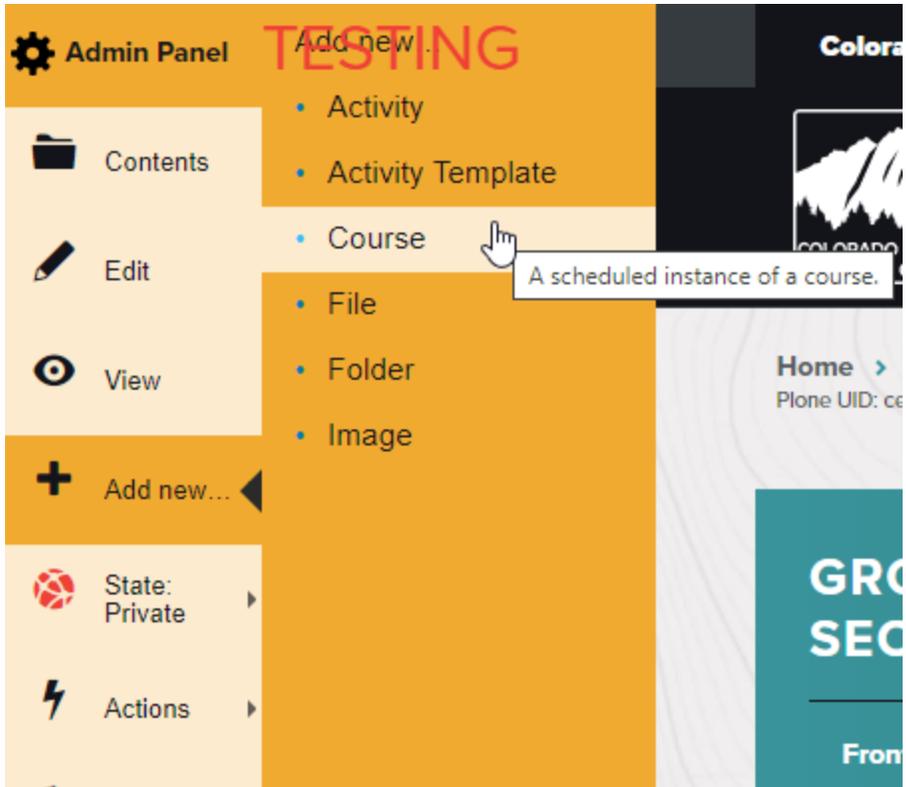
9. You will then **select/click** a course template from the list below. In the screenshot below Alpine Snow Mountaineering has been selected. If the template has been built out, you will see three things when select/clicking on that course:
 - a. In the blue panel you'll see the name of the course, and sub folders (Activities, Activity Templates & Course Materials).
 - b. In the right white panel you see "Historical - title of the course" listed at the top right. (This is the template to build from) in **BLUE**
 - c. You will also see the folders "Activities, Activity Templates, and Course Materials" listed in red on the bottom right in **RED**.



10. On the left side Admin Panel, **click/select** the “Add New...” button.



11. Click/Select Course



12. This will produce a form for you to fill out

Home > Groups & Sections > Pikes Peak > course-templates > Intro to Snowshoeing - Pikes Peak

ADD COURSE

A scheduled instance of a course.

■ = required field

Summary ■
A 1-2 sentence description of the course's learning objectives.

TK

Description ■

Edit Insert

Formats **B** *I* [List icons] [Link icon] [Image icon] [Code icon]

13, Definition of each section:

- Summary: This should be a brief 1-2 sentences about the courses learning objectives
- Description: This is where you'll add most of the details about the course that are specific to this year. I.E. You can talk about the number of lectures or field days that will occur.
- Start Date: The start date of your **first** course Lecture or Field Day
- End Date: The start date of your **last** Lecture or Field Day
- Registration Start Date: The day when you want to open registration for your course
- Registration End Date: The day when you want to close registration for your course
- Image: The Image that you want on your course's page
- Required Equipment: This information will carry over from your course template. You can change the Required Equipment if it's different from year to year. Otherwise, you should change this information in the Course template to be correct.
- Required/Recommended Books: CMC Press will be filling out these fields but if you have a book from CMC Press that you recommend for your course, feel free to add it here by typing its title in the "Current Path" search bar.
- Leader Rating: Select the leader rating for how difficult this course will be
- Student Capacity: Enter the number of students who may register for this course. If this course has rolling enrollment with ongoing seminars, this should be the total capacity for the entire year (the sum of individual seminars).
- Application Required: Check this box if users must complete an application form or ask the leader for permission before registering.
- Application Form: Enter the URL where your application lives online. If your course simply requires the leader's permission, but not a completed application, leave this blank. Visit the Course Materials folder to find or add a file or web form and get its URL if needed.
- Youth Program Form: Ignore this Field if this is a course for adults.
- Participant Minimum Age/ Participant Maximum Age: Ignore this Field if this is a course for adults

- Age Cutoff Date: Ignore this Field if this is a course for adults
- Leader: This is the Primary Leader for the course. People can only be a leader for the course if they are part of the leader groups on the Groups Roster page (Image Below)

ROSTER: PIKES PEAK

+ ADD PERSON TO ROSTER		VIEW GROUP/SECTION PAGE										
<input type="checkbox"/>	NAME	PROFILE PRIVATE	GROUPS	POSITION	LAST ACTIVITY LEAD	NOTES	SHOW AS CONTACT	GROUP/SECTION MEMBER EXPIRATION DATE	INSTRUCTOR EXPIRATION DATE	LEADER EXPIRATION DATE	MEMBERSHIP STATUS	MEMBERSHIP EXPIRES
<input type="checkbox"/>	Ben Lee	Edit	Admins, Instructors, Leaders	Member	2022-04-07						Current	
<input type="checkbox"/>	Benjamin Lee	Edit	Admins, Instructors, Leaders	Member		✓					Current	
<input type="checkbox"/>	Brenda LeachTEST	Edit	Admins, Instructors, Leaders	Member							Current	2022-09-30
<input type="checkbox"/>	Chip Furlong	Edit	Admins, Instructors, Leaders		2022-04-09						Current	2023-03-31

- Led by Staff: Only check this if a staff member will be leading this course
- Member Fee: How much the course will cost to register for.
- Guest Fee: Set the Guest Fee to be greater than the Member Fee per Colorado Mountain Club Board Policy.
- Notify Leader of Registration Changes: Check this box for the primary leader to receive an email notification when there are updates to the course roster. The website will email the email address that the Leader has associated with their CMC Membership.
- Link to Feedback Survey: The feedback survey to be filled out by students after the course has ended. If you are editing this course and find this field is blank, we are either collecting feedback using another tool like SurveyMonkey or not collecting feedback. Please contact us at office@cmc.org for more info.
- Link to Instructor Feedback Survey: The feedback survey to be filled out by instructors after the course has ended. If you are editing this course and find this field is blank, we are either collecting feedback using another tool like SurveyMonkey or not collecting feedback. Please contact us at office@cmc.org for more info.

Image of what your Course page will look like:

The screenshot shows a course page for 'Intro to Snowshoeing'. At the top, there is a breadcrumb trail: Home > Groups & Sections > Pikes Peak > course-templates > Intro to Snowshoeing - Pikes Peak >. Below this, the course title 'Intro to Snowshoeing' is displayed in a large, bold font. A teal sidebar on the left contains a 'SEARCH COURSES' button. A yellow banner with an exclamation mark icon contains a COVID-19 notice: 'COVID-19: Learn about our most up-to-date guidance for participants and leaders on our COVID-19 Response page. All participants and leaders must agree to the COVID-19 Code of Conduct before participating in this Mountaineers course.' Below the banner, course details are listed: 'Wed, Jul 13, 2022 - Fri, Aug 19, 2022', 'Committee: Pikes Peak', 'Members: \$100.00 Guests: \$200.00', 'Apply for a scholarship', 'Availability: 50 (50 capacity)', and 'Cancellation & Refund Policy'. A paragraph of text describes snowshoeing as a great way to enjoy local trails all winter long, noting that it is almost as easy as walking and doesn't require a huge investment in gear. A 'REGISTRATION STATUS' sidebar on the right shows the user 'BEN LEE' with the role of 'Leader' and a status of 'Registered'. It includes a 'Manage registration' button and instructions on how to register or cancel. At the bottom of the sidebar is a 'REGISTER PARTICIPANT' button.

Home > Groups & Sections > Pikes Peak > course-templates > Intro to Snowshoeing - Pikes Peak >

Intro to Snowshoeing - Pikes Peak - 2022
Phone UID: 43a1296e88294bec9e8fed912ebcd8ba

SHARE THIS PAGE: [f](#) [t](#) [✉](#)

SEARCH COURSES

SNOWSHOEING COURSE

Intro to Snowshoeing

SNOWSHOEING IS A GREAT WAY TO ENJOY YOUR LOCAL TRAILS ALL WINTER LONG!

COVID-19: Learn about our most up-to-date guidance for participants and leaders on our [COVID-19 Response](#) page. All participants and leaders must agree to the [COVID-19 Code of Conduct](#) before participating in this Mountaineers course.

- ▶ Wed, Jul 13, 2022 - Fri, Aug 19, 2022
- ▶ Committee: [Pikes Peak](#)
- ▶ Members: \$100.00 Guests: \$200.00
- ▶ [Apply for a scholarship](#)
- ▶ Availability: 50 (50 capacity)
- ▶ [Cancellation & Refund Policy](#)

SNOWSHOEING IS A GREAT WAY TO ENJOY YOUR LOCAL TRAILS ALL WINTER LONG! IT TRULY IS ALMOST AS EASY AS WALKING. AND IT DOESN'T REQUIRE A HUGE INVESTMENT IN THE GEAR AND EQUIPMENT NEEDED TO GET STARTED. SNOWSHOES ARE DESIGNED FOR SPECIFIC BODY WEIGHT, STRIDE WIDTH, AND TERRAIN, SO IF YOU ARE UNSURE YOU WANT TO MAKE THE INVESTMENT, FIRST BORROW OR RENT A PAIR AT REI OR YOUR LOCAL MOUNTAIN STORE, GET SNOW BASKETS (USUALLY THE SAME BRAND) TO FIT YOUR HIKING POLES, BE SURE YOUR HIKING BOOTS ARE WATERPROOF, ADD SOME HIGH GAITERS, AND YOU WILL BE GOOD TO GO.

REGISTRATION STATUS

BEN LEE
Role: **Leader**

Status: **Registered**

[Manage registration](#)

To register or cancel lectures and field trips, or to cancel entirely from the course, click the "Manage registration" button above.

REGISTER PARTICIPANT

Post Lesson Assignment: When you have finished please send a screenshot to Graham (graham@cmc.org) showing the Course you have created.