

Colorado Mountain Club Olympian Web Instructions

Lesson 4: Creating an activity template

Pre Lesson: Prior to starting Lesson 4 you should have taken Lessons 1-3.

Lesson 4: Creating an activity template

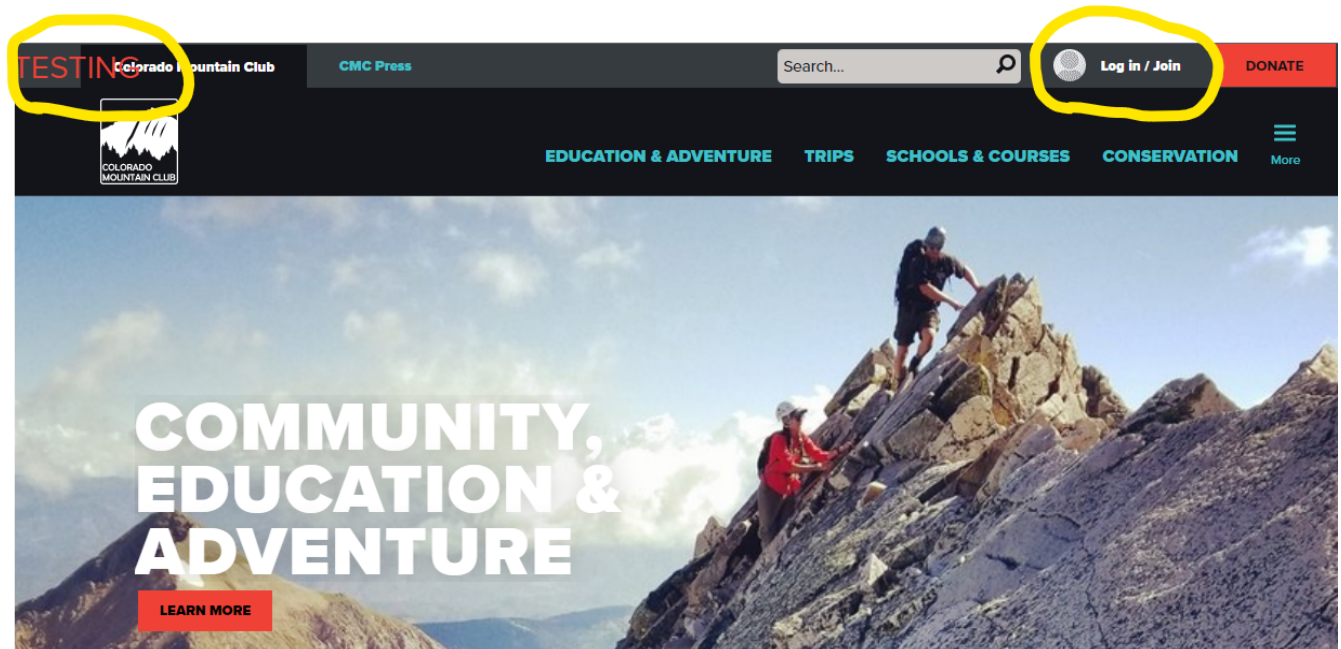
Lesson Description: This lesson will take you through the steps of creating an activity template that can be used for your course. Similar to the “Course Template” this will be an action that is done once which sets up School Directors for an efficient process following that.

1. Vocabulary:

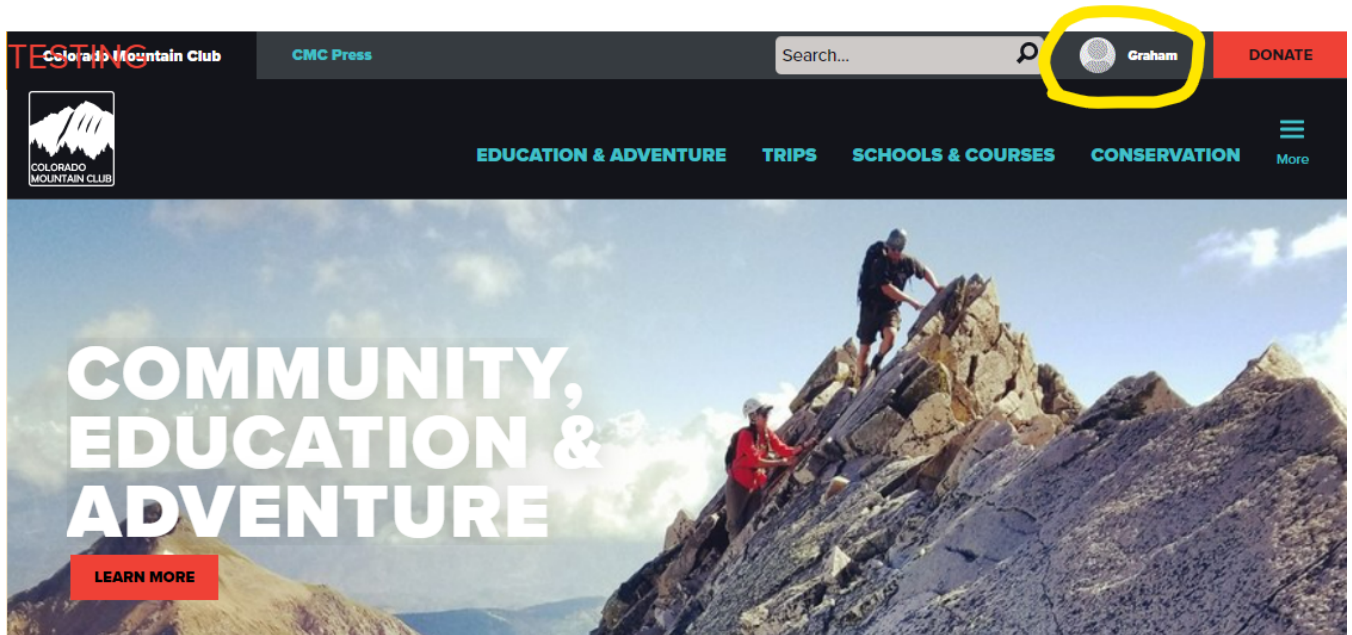
- a. **Activities Templates:** These are the same as course templates in that you will prepare activities from the template and that the template will have information that is consistent about an activity from year to year. An activity will be any lectures or field days that you set up as a part of your course.
- b. **Activities:** These will be generated from your Activity templates and can be anything from your 101 lecture to your recurring course field days.

You are welcome to skip to step number

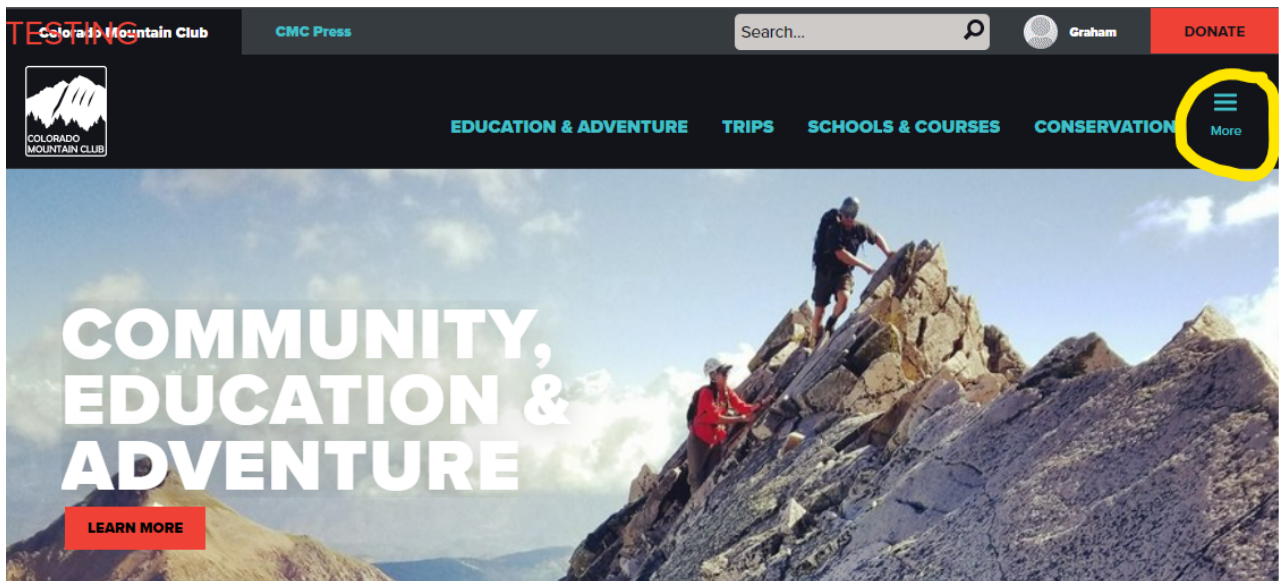
1. **To login:** navigate to cmc.jazkarta.com. Then, navigate to the top right bar and **select/click** on “Login/Join”. You will also see the word “TESTING” in the top left which indicates you are in the right place.



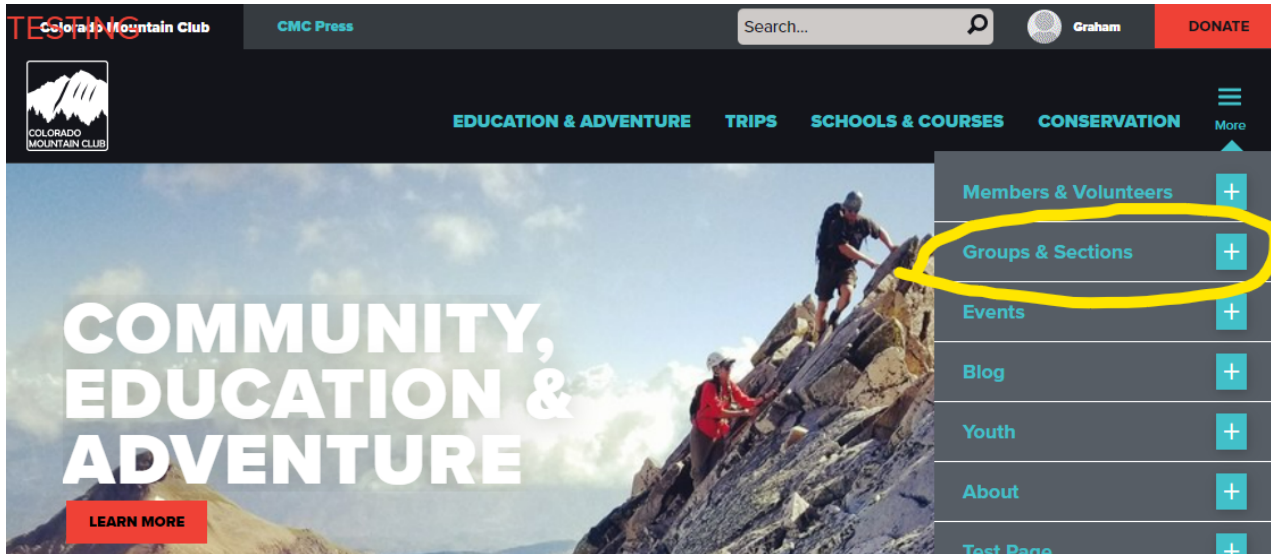
2. After successfully logging in you will see the words “Log in / Join” change to the username you entered for your profile (e.g. “Graham”)



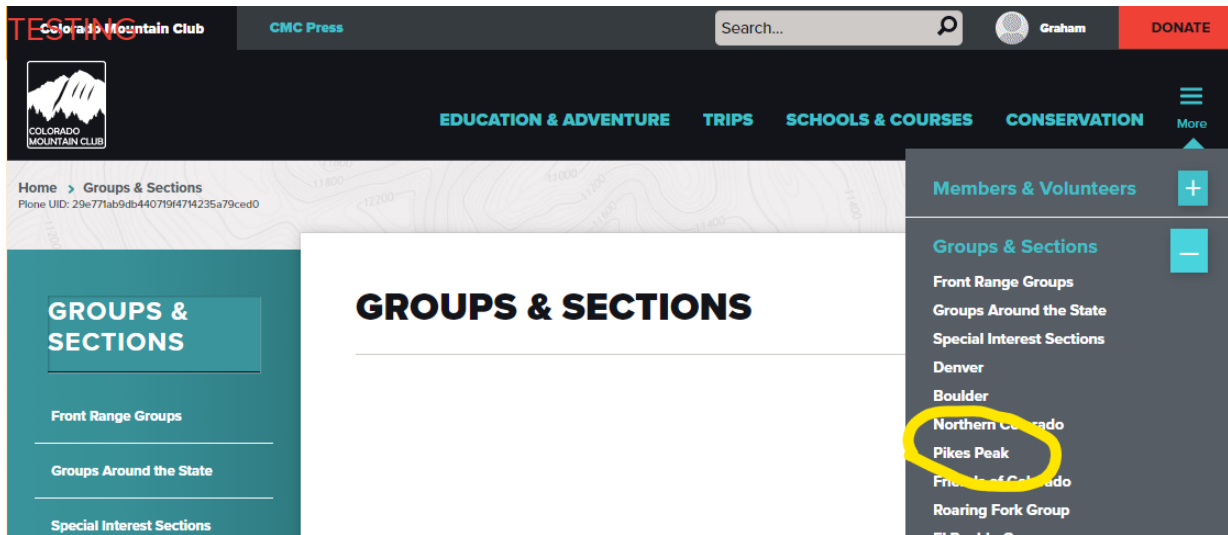
3. Navigate to the three blue bars on the far right above the word “More” and **select/click** on them



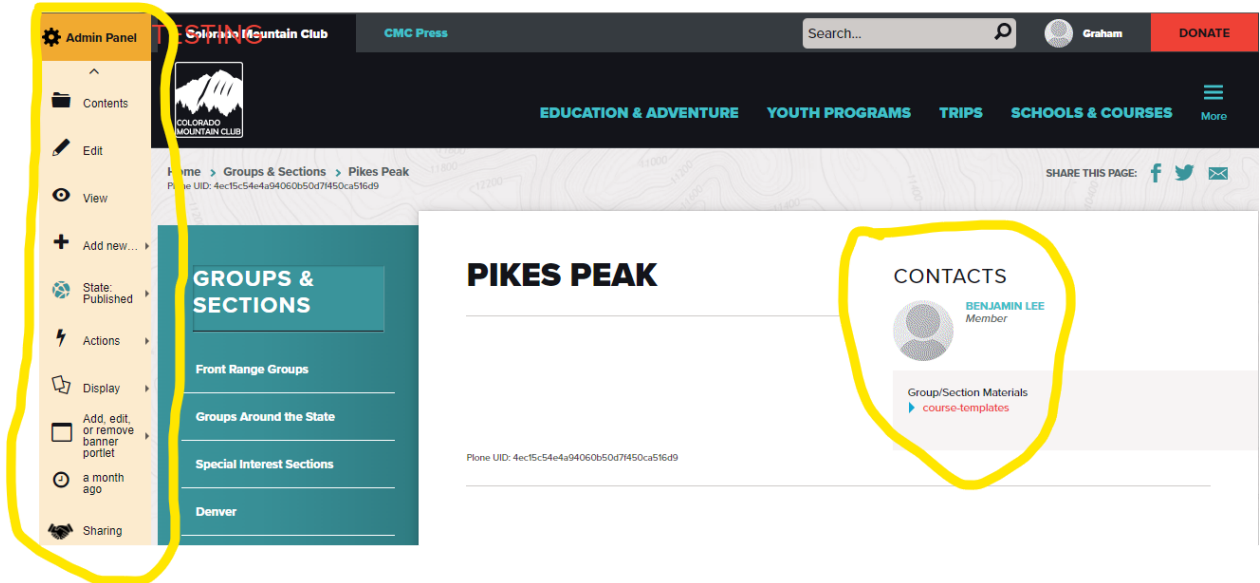
4. You will see a drop-down menu:



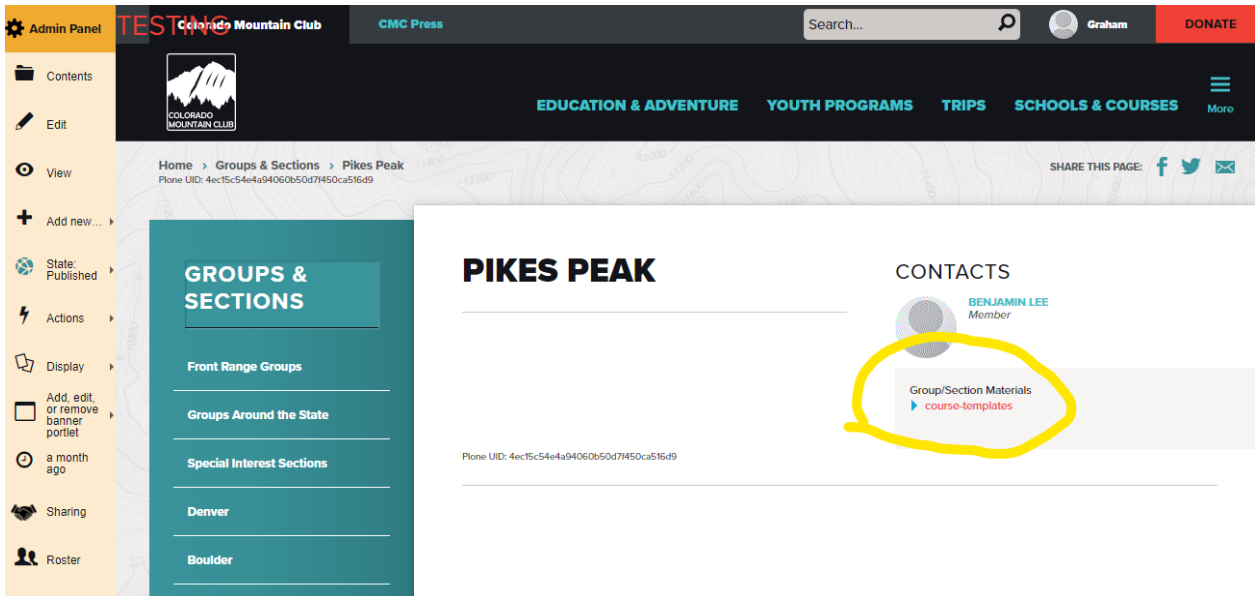
5. **Select/click** on the second option from the top “Groups & Sections”. You will see 15 options starting with Front Range Groups at the top. Select or click on the group you most commonly associate with.



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”.

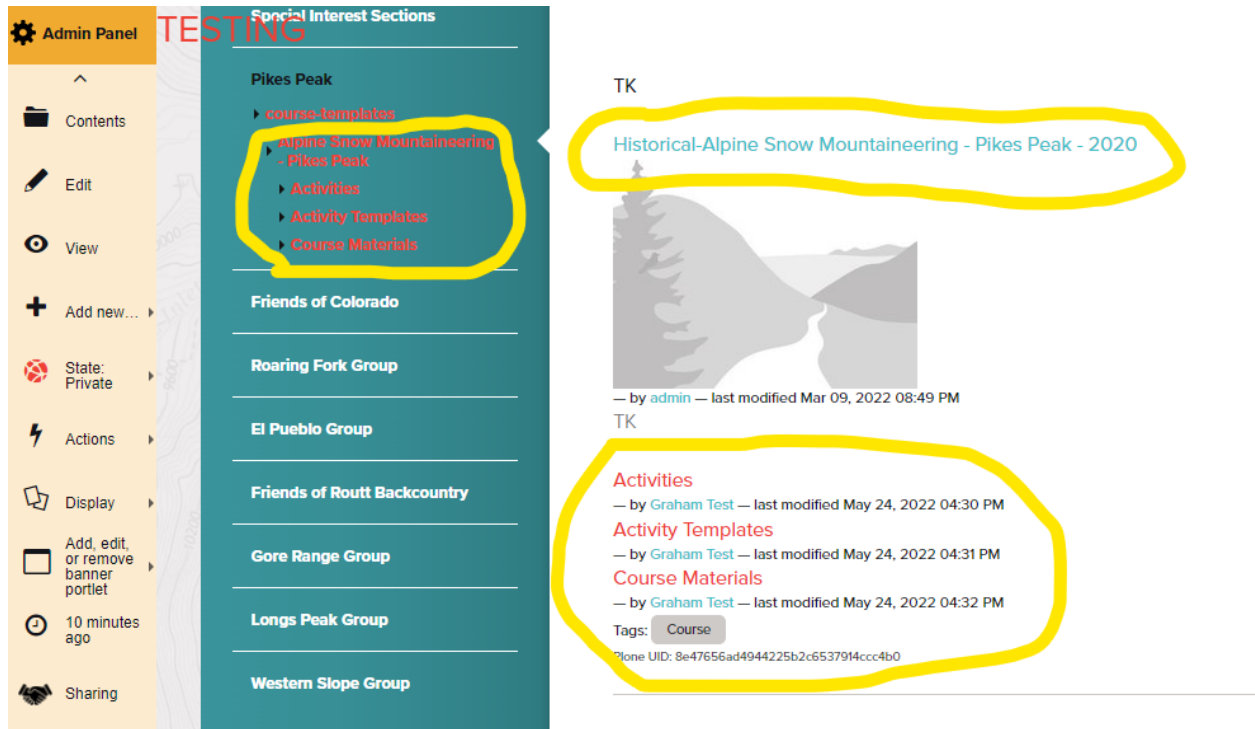


8. You will see a list of Course Templates that have been prepared (E.g. *Intro to Desert Trekking & Canyoneering*)

The screenshot shows the Colorado Mountain Club website interface. On the left is an 'Admin Panel' sidebar with options like Contents, Edit, View, Add new..., State: Private, Actions, Display, Add, edit, or remove banner portrait, 21 days ago, and Sharing. The top navigation bar includes 'Colorado Mountain Club', 'CMC Press', a search bar, a user profile for 'Graham', and a 'DONATE' button. The main navigation menu has 'EDUCATION & ADVENTURE', 'YOUTH PROGRAMS', 'TRIPS', and 'SCHOOLS & COURSES'. The breadcrumb trail reads 'Home > Groups & Sections > Pikes Peak > course-templates'. A teal sidebar on the left lists 'GROUPS & SECTIONS' with sub-categories: Front Range Groups, Groups Around the State, Special Interest Sections, Denver, and Boulder. The main content area displays a list of course templates, each with a title in red, author in blue, and last modified date. A yellow circle highlights the following items:

- Intro to Desert Trekking & Canyoneering - Pikes Peak
— by Ben Lee — last modified Apr 19, 2022 12:15 PM
TK
- Intro to Technical Canyoneering - Pikes Peak
— by Ben Lee — last modified Apr 04, 2022 03:55 PM
TK
- Traditional Gear & Anchors - Pikes Peak
— by Ben Lee — last modified May 03, 2022 04:30 PM
TK
- Basic Anchors - Pikes Peak
by Ben Lee — last modified Apr 31, 2022 01:57 PM

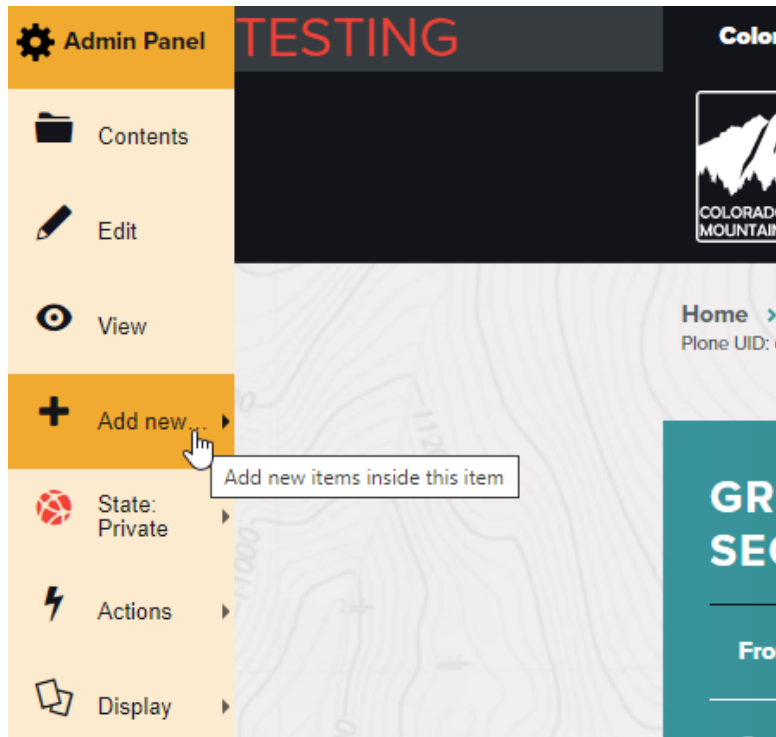
9. You will then **select/click** a course template from the list below. (Feel free to use the Course Template you built out in Lesson 3!) If the template has been built out, you will see three things when select/clicking on that course:
 - a. In the blue panel you'll see the name of the course, and 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**.



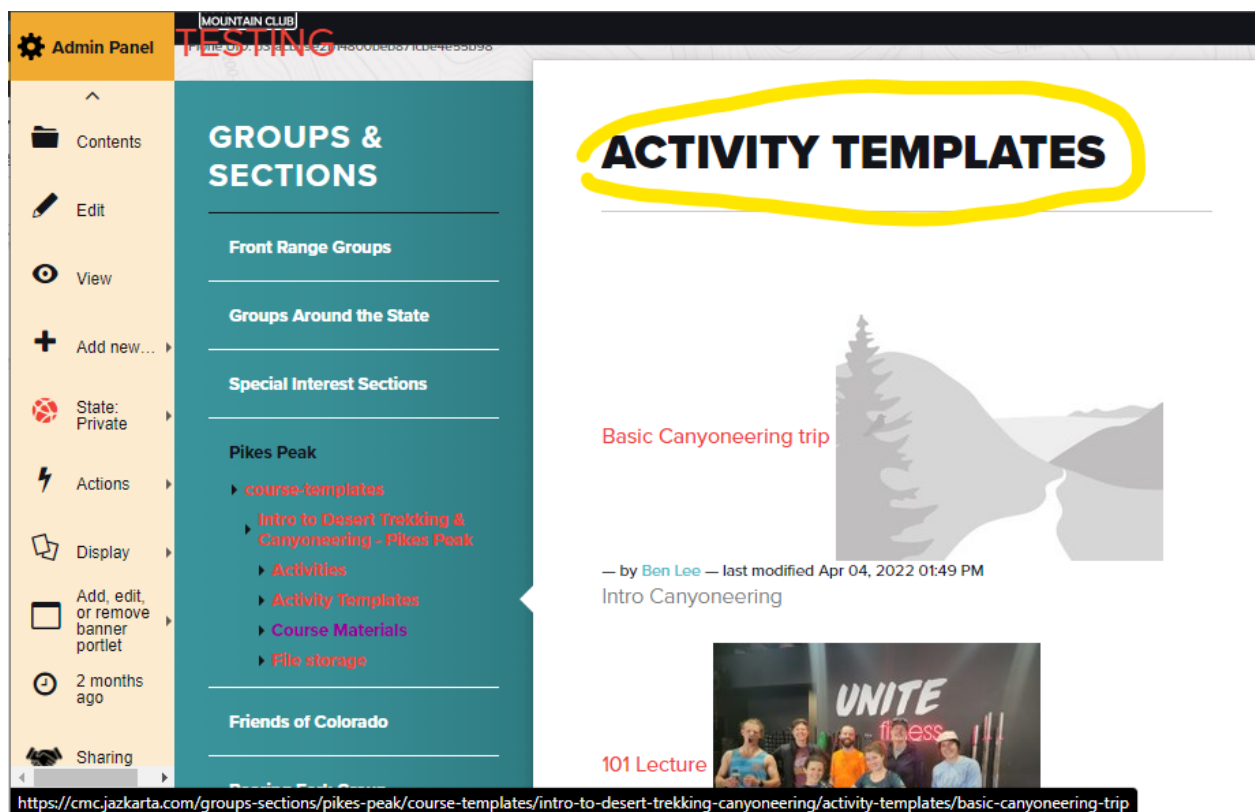
10. Select/click on the Activity Templates folder.



11. On the left side Admin Panel, **click/select** the “Add New...” button. Click/Select Activity Template



12. You'll know you are in the right place if you see the heading "ACTIVITY TEMPLATES" at the top of the white panel (right side).



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

The screenshot shows the 'ADD ACTIVITY TEMPLATE' form in the TMC Admin Panel. The sidebar on the left contains the following navigation items:

- Admin Panel
- FRONT RANGE MOUNTAIN CLUB
- EDUCATION & ADVENTURE
- YOUTH PROGRAMS
- CONSERVATION
- MEMBERSHIP

The main content area is titled 'ADD ACTIVITY TEMPLATE' and includes the following elements:

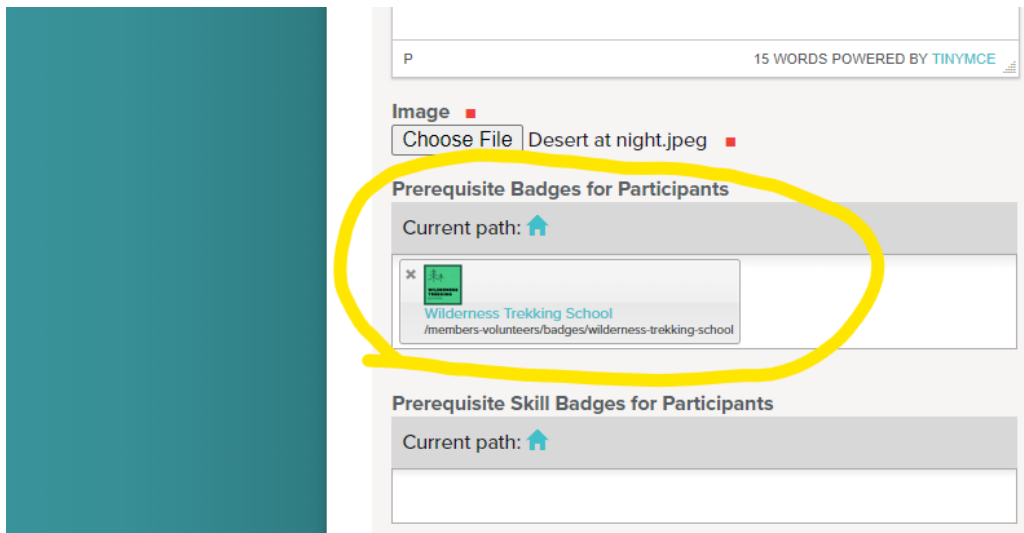
- A description: 'Represents an activity template.'
- A legend: '■ = required field'
- A section header: 'Default'
- A 'Title' field (required) with instructions: 'The name of the lecture, field trip, seminar or clinic. Do not include locations.'
- A 'Summary' field (required) with instructions: 'A one sentence summary of what will happen at the activity. No dates and times.'

13, Definition & instructions of each field in the form:

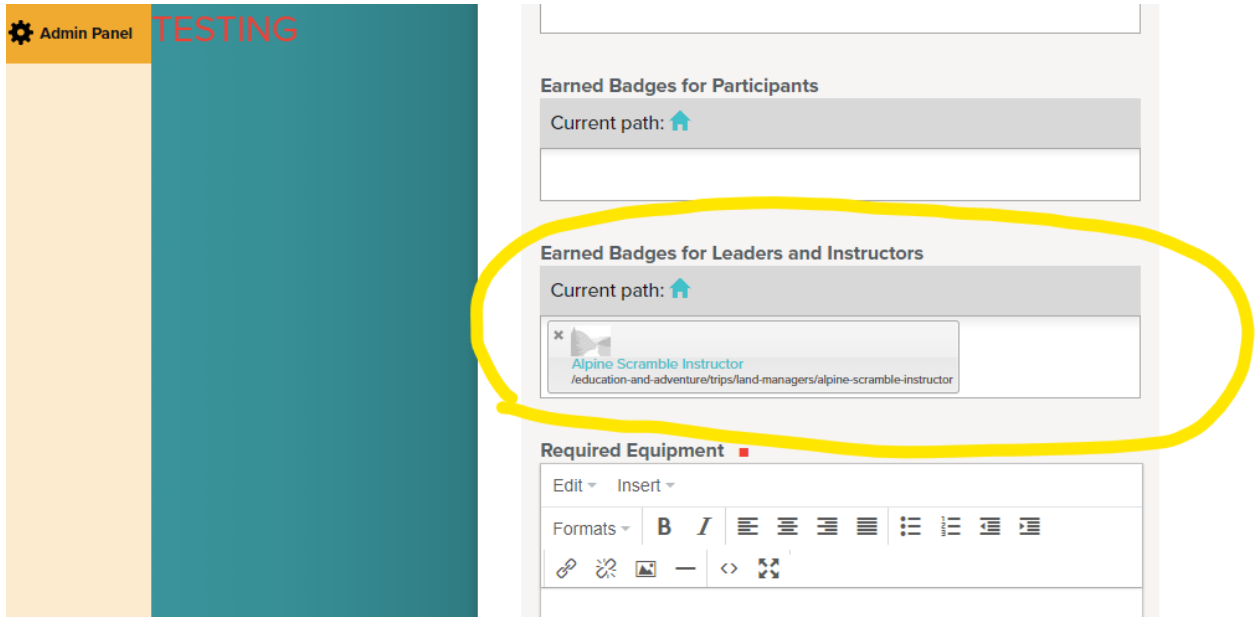
- **Title:** The name of the lecture, field trip, seminar or clinic. **Do not include locations.** This will help create the titles of all future Snowshoe Activities for this course.
- **Summary:** A one sentence summary of what will happen at the activity. No dates and times. This summary should be applicable to any and all future snowshoe activities such as: "This will be a snowshoe field day for the intro to snowshoe course for PPG."
- **Activity Category:** If this is a Lecture choose lecture from the drop down. If it's a field day. Choose Field Trip. This language will be changed in the future to Field Day
- **Activity Type:** Choose what activity type this field day will be. This one will be snowshoeing
- **Climbing Category:** If applicable, indicate which type of climbing your field day will be
- **Snowshoeing Category:** If applicable, indicate the proposed difficulty of your snowshoeing field day
- **Description:** This is a description of your field day. Remember, this description has to fit in for every activity that you use this template for. In this case, since I'm creating a

snowshoe field day course, I'll put: "This is a snowshoe field day. Make sure you have all the required equipment. If you foresee any difficulties, please contact the lead instructor for this course."

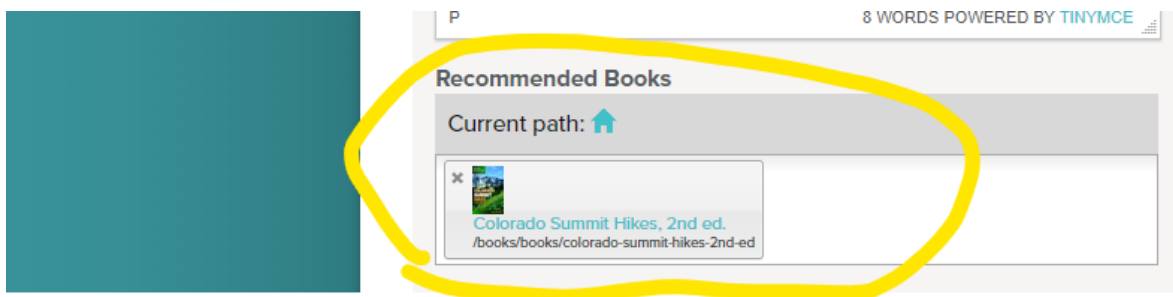
- **Image:** Choose an image for your field days
- **Prerequisite Badges for Participants:** You can set other course badges as a prerequisite for this field day. You can do so by typing in the name of the badge in the current path search bar.



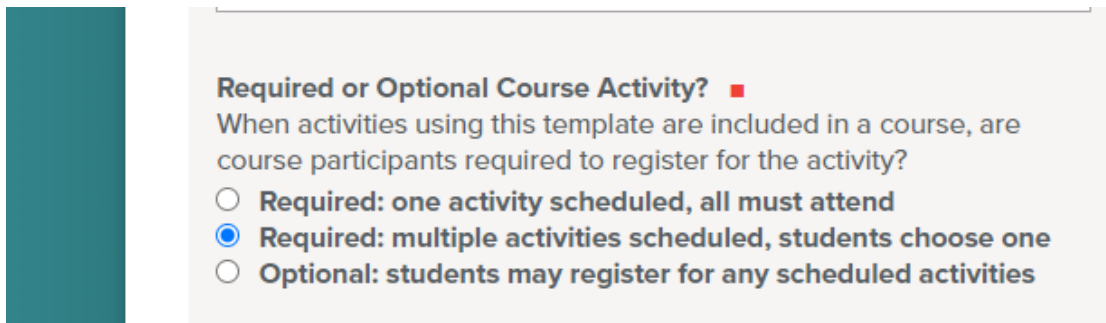
- **Prerequisite Skill Badges for Participants:** You can set other skills badges as a prerequisite for this field day. You can do so by typing in the name of the badge in the current path search bar. We're not implementing skills badges until after we launch the website so this field doesn't do anything now. But it will in the future.
- **Prerequisite Badges for Chaperones:** Ignore this for non-youth activities
- **Prerequisite Badges for Instructors or Assistant Leaders:** You can select from the available badges if there are pre-requisites for Instructors or Assistant Leaders.



- **Prerequisite Skill Badges for Instructors or Assistant Leaders:** Ignore this for non-youth activities
- **Earned Badges for Participants:** You can set participants of activities made using this template to earn a badge that you can find by typing the name of the badge into this field.
- **Earned Badges for Leaders and Instructors:** You can set Leaders and Instructors of activities made using this template to earn a badge that you can find by typing the name of the badge into this field.
- **Required Equipment:** This field is for Required Equipment that will be relevant for every activity made using this activity template.
- **Recommended Books:** Feel free to add any book from our CMC press library that you think is relevant to this activity



- **Default Link to Feedback Survey:** URL for whichever survey is relevant. If you need assistance creating a survey you can request this from Graham (graham@cmc.org).
 - **Default Link to Instructor Feedback Survey:** URL for whichever survey is relevant. If you need assistance creating a survey you can request this from Graham (graham@cmc.org).
14. **Required or Optional Course Activity?** : This is a really important field for your activity template. You need to ask yourself what kind of activity this template will create and when activities using this template are included in a course, are course participants required to register for the activity? Below are definitions for each option you can choose:
- a. **Required: one activity scheduled, all must attend**
 - i. You're only hosting this field day or lecture once and everyone must attend to graduate the course
 - b. **Required: multiple activities scheduled, students choose one**
 - i. You are going to schedule multiple instances of this activity and that it will be up to the instructor to verify that a student has successfully participated in at least one of them to graduate
 - c. **Optional: students may register for any scheduled activities**
 - i. It is completely optional whether or not course participants take this activity or not



Required or Optional Course Activity? ■

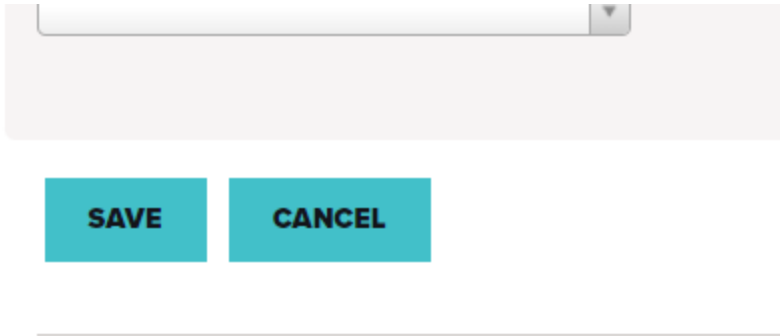
When activities using this template are included in a course, are course participants required to register for the activity?

Required: one activity scheduled, all must attend

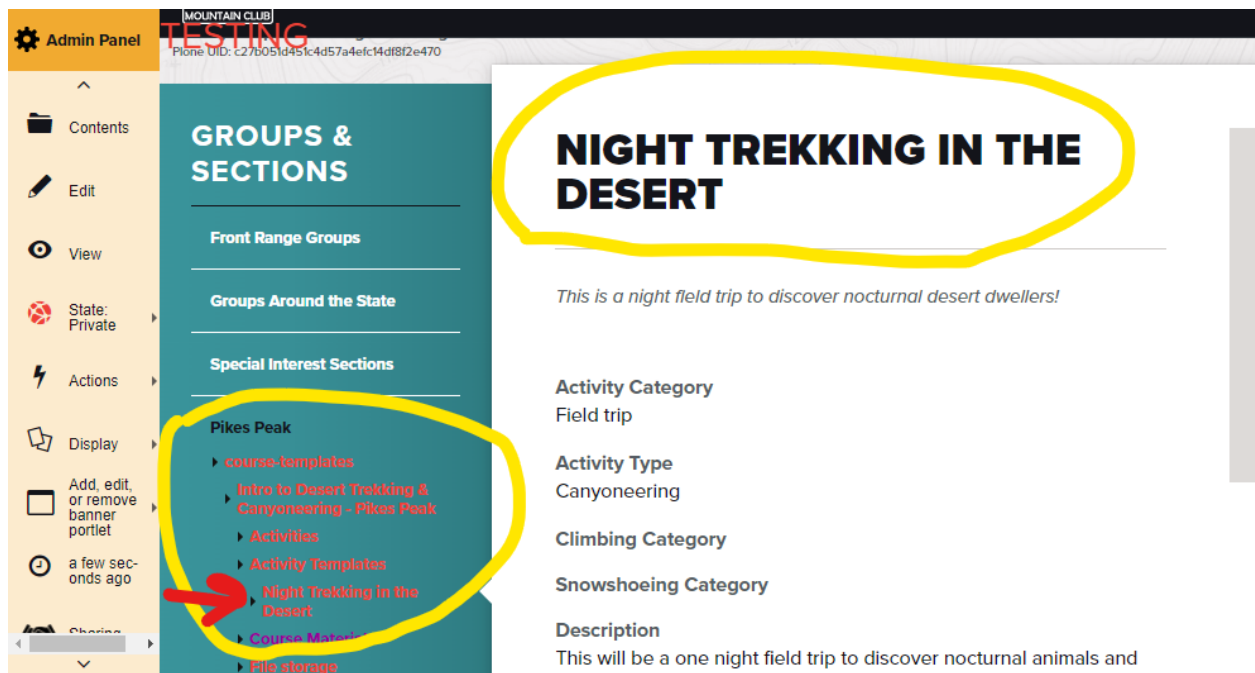
Required: multiple activities scheduled, students choose one

Optional: students may register for any scheduled activities

15. Select Save at the bottom of this page



16. After saving your Activity Template you will see it listed in both the blue panel on the left (see example entry with the **RED arrow** e.g. “Night Trekking in the Desert”) as well as in the white panel when you click/select it.



Post Lesson Assignment: After completing your Activity Template, send a screenshot to Graham (graham@cmc.org) similar to the image above.