

# *QuickStart Guide*



## **QuickSyllabus Wizard**

**WIDS**

Worldwide Instructional Design System

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**WIDS®**

Worldwide Instructional Design System  
A Division of Wisconsin Technical College System Foundation

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ISBN: 1-57049-227-1



# QuickSyllabus Wizard

## Overview

The Quick Syllabus Wizard is designed to help you create a syllabus for your course quickly and efficiently. This wizard will walk you through the creation process in a step-by-step manner. You do not have to complete everything in the wizard to develop a syllabus. Use only those items that make sense for you. As you complete items, the box to the left of each item in the wizard will fill in, noting that data has been entered on that screen.

When you use the Quick Syllabus Wizard, it will populate other areas of the software. Then later you can develop performance standards, learning plans and assessment tasks to compliment your outcomes.

## Installing WIDS

Place the WIDS CD in your CD-ROM drive. The installation program launches automatically if Autorun is enabled on your computer. If it doesn't automatically launch:

1. Click the Windows **Start** button on the task bar.
2. Select **Run** from the Start menu.
3. In the Run box, type **<letter name of your CD-ROM drive>:\setup.exe**.
4. Click **OK**.
5. Follow the onscreen instructions to complete the installation.

## Opening a Course

When you start the WIDS program, the Main Menu greets you. To create or open a learning design follow these steps.

1. Select **Learning Design**. WIDS opens the **Open Project** dialog box.

2. Select the file and course name you want to open and click **Open Project**.
3. If you want to open a new course, click **New Project**.

## Navigating WIDS

To begin working with Quick Syllabus, simply click the Wizard from the flowchart.

The most common features you will use in WIDS are represented as buttons on the toolbar for quicker, easier access.

## Cutting, Copying, and Pasting Grid Rows

1. Select the grid row(s) you want to cut or copy.
2. Select **Cut** or **Copy Grid Row(s)** from the **Edit** menu, or by right-clicking.
3. Place the insertion point where you want the copied or cut row to follow.
4. Select **Paste Grid Row(s)** from the **Edit** menu.

## To Rearrange Items in a List

1. Point to the number or text of the row you want to move.
2. Drag (click and hold down the mouse button while moving the mouse pointer) the item to its new position.
3. Drop (release the mouse button) the item in its new position.

## To Save Your Course

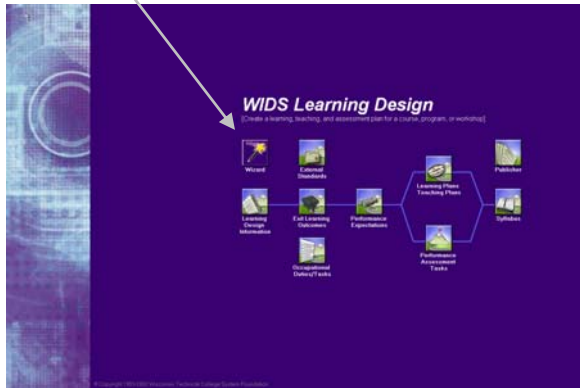
1. Open the **File** menu and choose **Save Project**.
2. Type in a file name. WIDS adds the extension for you.
3. Change the drive to **A:** if you want to save to a disk.
4. Click **OK**.

## To Print Your Syllabus

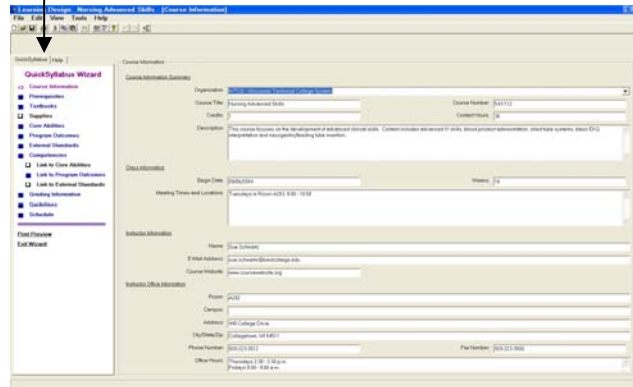
1. As you develop your syllabus, simply click **Print Preview** from the wizard menu to see your work.
2. To print your work, click on **Print Preview**. Then choose to **Print, Save as a Word Document, or Save as an HTML Document**.
3. To save the document, enter a file name and choose a file location. Click **Save**.
4. You can now open the report in Word or an HTML editor for additional formatting.

# PICTURE IT

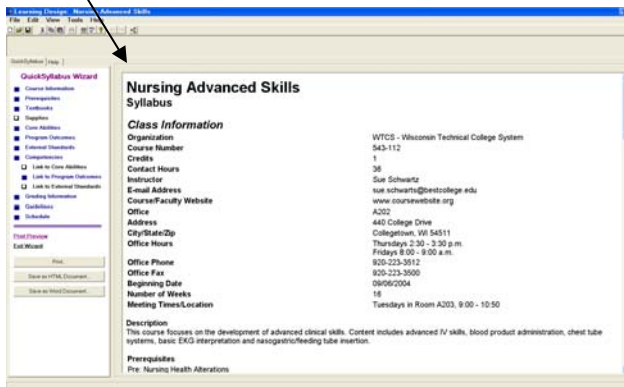
Start Here



Use this menu to navigate



Print Preview



# Notes



# Course Information

## STEP BY STEP Instructions

Click on the **Wizard** button from the learning design flowchart. Note the menu on the left side of your screen.

### Course Information

Use this space to record important course information for your syllabus.

1. Choose **Course Information** from the wizard menu.
2. Type in as much information on this screen as desired.

### Prerequisites

Use this space to identify pre/co-requisites for the learning design.

1. Choose **Prerequisites** from the wizard menu.
2. Click the **Insert Prereq** button on the design bar.
3. Type the pre/co-requisite as desired.

### Definition

- Part of the official documentation of your course
- Includes administrative information, contact information, textbooks, etc.

### Textbooks

Use this space to record textbooks needed for the course.

1. Choose **Textbooks** from the wizard menu.
2. Click the **Insert Textbook** button on the design bar. Complete as much information as desired. Click **OK** to insert the textbook.

### Supplies

Use this space to record supplies learners need for the course.

1. Choose **Supplies** from the wizard menu.
2. Click the **Insert Supply** button on the design bar. Complete as much information as desired. Click **OK** to insert the supply.

### Checklist

- Course information includes the project title
- Course information includes the organization
- Course information includes your name and contact information
- Course information includes the course description
- Course information includes pre/co-requisites
- Course information includes textbooks
- Course information includes supplies

# PICTURE IT

## Course Information

The screenshot shows the 'Course Information' tab of the QuickSyllabus Wizard. The interface includes a sidebar with navigation options like 'Course Information', 'Prerequisites', 'Textbooks', 'Regulations', 'Course Address', 'Program Outcomes', 'External Standards', 'Competencies', 'Link to Course Address', 'Link to Program Outcomes', 'Link to External Standards', 'Linking Information', 'Outcomes', and 'Schedule'. The main area contains several form fields: Organization (WTCS - Wisconsin Technical College System), Course Title (Nursing Advanced Skills), Course Number (NUR 112), Credits (3), Description (This course focuses on the management of advanced clinical skills...), Discipline (Nursing), Meeting Times and Location (Nursing in Room A201 9:00 - 10:00), and Instructor Information (Name: Don Schmitt, Email Address: dschmitt@wtcs.edu, Course Website: www.wtcs.edu/nur112). The Instructor Office Information section includes fields for Room (A201), Campus (Campus), Address (200 College Drive), City/State/Zip (Madison, WI 53701), Phone Number (608 221 4011), and Fax Number (608 221 3000).

## Prerequisites

The screenshot shows the 'Prerequisites' tab of the QuickSyllabus Wizard. It features a table with columns for 'Prerequisites' and 'Prerequisites'. The table lists several prerequisite courses: 'NUR 101 Health Assessment', 'NUR 102 Health Promotion', 'NUR 103 Health Care Access for Life span', 'NUR 104 Health Care in Clinical Management', and 'NUR 105 Anatomy and Physiology in Nursing and Psychology I'. The interface also includes the same sidebar and navigation options as the Course Information tab.

## Textbook Details

The screenshot shows the 'Textbooks' tab of the QuickSyllabus Wizard. A 'Textbook Details' dialog box is open, displaying fields for Title (Clinical Nursing Skills Manual), Author (Pat Taylor), Publisher, ISBN, Edition (1st Ed), Copyright, and Date. There are also radio buttons for 'Required for course' (selected) and 'No', and a 'Pages' field. The dialog box has 'OK', 'Cancel', and 'Print' buttons. The background shows the 'Textbooks' tab interface with a table for adding textbooks.

# Notes



# Exit Learning Outcomes

## STEP BY STEP Instructions

### Core Abilities

1. Choose **Core Abilities** from the wizard menu.
2. To add an item from the library, click the **Core Ability Library** button on the design bar. The library will open. By default you will see a complete list of outcomes from various sources in the dialogue box.
3. Click the down arrow at the end of the **Library Source** box. A drop down list with choices of sources will appear. Choose a source by clicking on it.
4. Select the outcome you want to insert from the list. To select more than one outcome, use the **Ctrl** key. Click the **Insert** button.

### Program Outcomes

1. Choose **Program Outcomes** from the wizard menu.
2. To add an item from the library, click the **Program Outcome Library** button on the design bar. The library will open. By default you will see a complete list of outcomes from various sources in the dialogue box.
3. Click the down arrow at the end of the **Library Source** box. A drop down list with choices of sources will appear. Choose a source by clicking on it.
4. Select the outcome you want to insert from the list. To select more than one outcome, use the **Ctrl** key. Click the **Insert** button.

### Definition

- QuickSyllabus provides two types of exit learning outcomes: core abilities and program outcomes.
- Core abilities are transferable attitudes skills and abilities. They are often referred to as “life skills.”
- Program outcomes are macro outcomes to be mastered by learners completing a program or major.

### To Choose Exit Learning Outcomes From Another Source

Sometimes exit learning outcomes may be stored in a WIDS Program File or WIDS Course File. You can access these outcomes using the Library.

1. Click the **Core Ability** or **Program Outcome Library** button on the design bar. The library will open.
2. Click the **File** menu in the library dialogue box. Chose **Select from Another Source**. Be sure to select the correct file type (program design or learning design) in the **file type** window. Select the outcomes source file. Click **Open**.
3. Locate the folder and file with the outcomes. Click **Open**.
4. Select the outcome(s) you want to insert from the list. To select more than one, use the **Ctrl** key. Click the **Insert** button.

### Checklist

- Program outcomes and core ability outcomes begin with an action verb
- Core abilities describe broad essential skills and knowledge that are not specific to a given occupation or discipline area
- Program outcomes describe broad occupational or field-specific skills, attitudes and abilities
- Outcomes are limited in number, focusing on a manageable number that learners will take seriously.

### Examples

#### Core Abilities

- Communicate clearly
- Act responsibly

#### General Education Outcomes

- Perform basic math operations
- Value a multicultural society

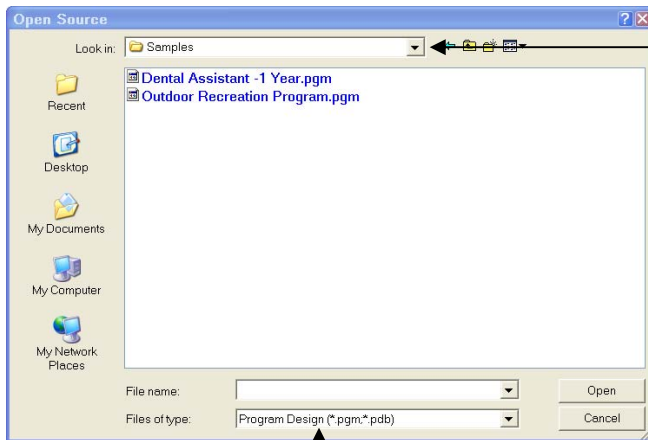
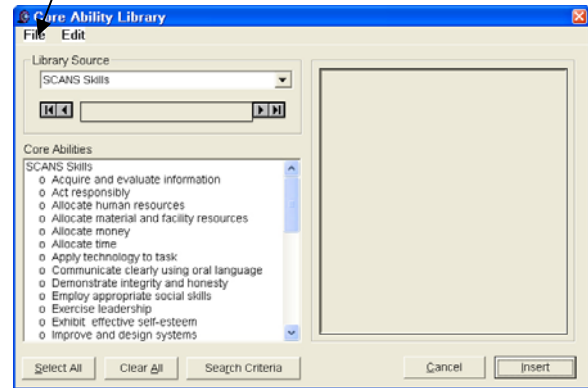
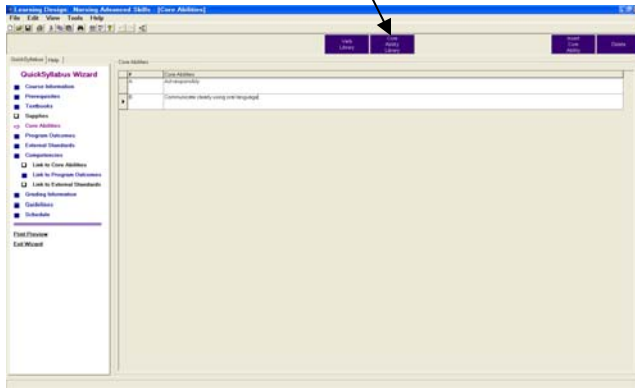
#### Program Outcomes (for Dental Assistant)

- Provide patient oral health instruction
- Perform dental laboratory procedures

# PICTURE IT

To access outcomes in other WIDS files, Click **File**; then **Select From Another Source**

Library



Locate the file and folder using the Open Source box

Indicate WIDS file type

# Notes



# External Standards

## STEP BY STEP Instructions

1. Choose **External Standards** from the wizard menu.
2. To add an item from the library, click the **Standard Library** button on the design bar.

NOTE: When the Standard Library opens initially, there are no standards in the list. You must choose the standards you want to select.

3. Click the **File** menu in the dialog box. Choose **Select from Another Source**.
4. WIDS includes a Standard Library of K-12, occupational, and industry specific standards. Locate the folder and file you want to open. Click **Open**.
5. Select the standard you want to insert from the list. To select more than one outcome, use the **Ctrl** key. Click the **Insert** button.

### To Add a Standard Not in Library

1. Click the **Insert Standard** button on the design bar.
2. A new, blank grid appears.
3. To add another standard, press **Enter** or click on the **Insert Standard** button on the design bar.

### Definition

- Credentialing requirements established by an external organization
- Examples include state standards, national skills standards, professional

### To Choose External Standards From Another Source

Sometimes external standards may be stored in a WIDS Program File or WIDS Course File. You can access these outcomes using the Library.

1. Click the **Standard Library** button on the design bar. The library will open.
2. Click the **File** menu in the library dialogue box. Choose **Select from Another Source**. Be sure to select the correct file type (program design or learning design) in the **file type** window. Select the outcomes source file. Click **Open**.
3. Locate the folder and file with the outcomes. Click **Open**.
4. Select the standard(s) you want to insert from the list. To select more than one, use the **Ctrl** key. Click the **Insert** button.

### Checklist

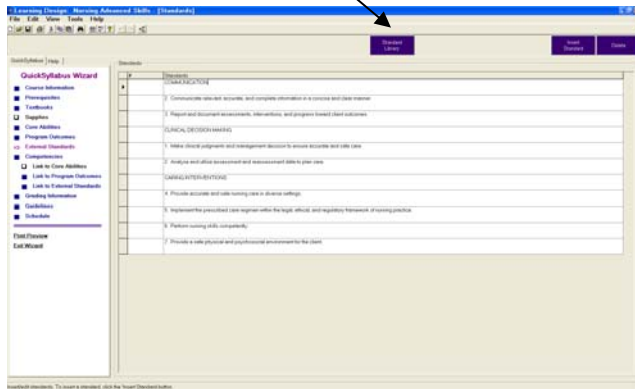
- Standards are established by an external source

### Examples

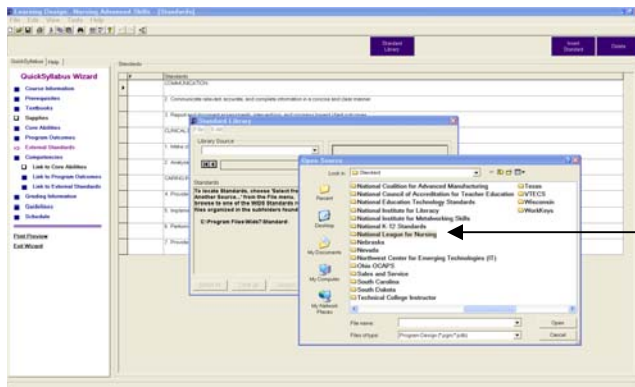
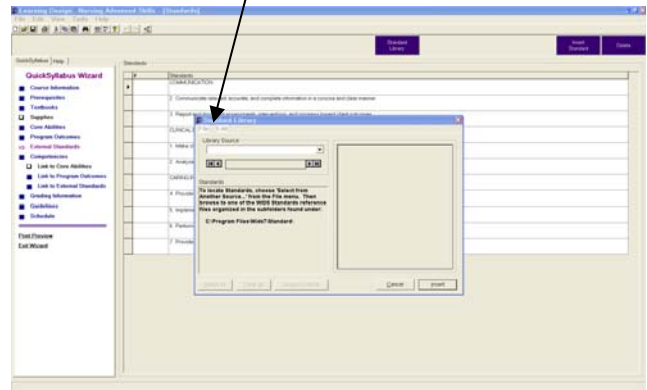
- Comply with established safety practices
- Evaluate the validity of health information, products, and services
- Trace simultaneous events in various parts of the world during a specific era

# PICTURE IT

Library



To access outcomes in other WIDS files, Click **File**; then **Select From Another Source**



Locate the file and click **Open**

# Notes



# Competencies

## STEP BY STEP Instructions

1. Choose **Competencies** from the wizard menu.
2. Click the **Insert Comp.** button on the design bar. The **Verb Library** will open.
3. Select a verb from the Verb Library and click **Insert/Replace**.
4. **Note:** Competencies may be written in any of the following domains: affective (values), psychomotor (hands-on), or cognitive (thinking). In the cognitive domain, competencies are generally written at the application, analysis, synthesis, or evaluation levels. Use the selection criteria in the Verb Library to help you choose an appropriate verb for your competency.
5. Type in the rest of your competency.
6. To add another competency, press **Enter** or click on the **Insert Comp.** button again.

### Link Competencies to Core Abilities

1. Choose **Link to Core Abilities** from the wizard menu.
2. Click in the empty grid space in the **Linked Core Abilities** column next to the competency you want to link. The **Designated Core Abilities** dialogue box will open.
3. Select all of the core abilities you want to link to selected competency. Use the **Ctrl** key to link more than one. Click **Insert**.

### Definitions

- Major skills, knowledge, or attitudes
- Describe what you want your learners to be able to do with what they know at the end of a learning experience

### Link Competencies to Program Outcomes

1. Choose **Link to Program Outcomes** from the wizard menu.
2. Click in the empty grid space in the **Linked Program Outcomes** column next to the competency you want to link. The **Designated Program Outcomes** dialogue box will open.
3. Select all of the program outcomes you want to link to selected competency. Use the **Ctrl** key to link more than one. Click **Insert**.

### Link Competencies to External Standards

1. Choose **Link to External Standards** from the wizard menu.
2. Click in the empty grid space in the **Linked External Standards** column next to the competency you want to link. The **Designated External Standards** dialogue box will open.
3. Select all of the external standards you want to link to selected competency. Use the **Ctrl** key to link more than one. Click **Insert**.

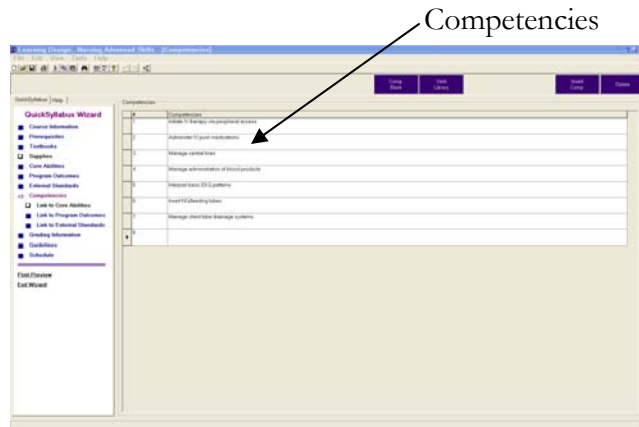
### Checklist

- Competencies begin with a single action verb
- Competencies are measurable and observable
- Competencies are clear and concise
- Competencies describe what learners will be able to *do* with what they know at the end of a learning experience (application level or above on Bloom's Taxonomy)
- Competencies number approximately 3–6 per credit

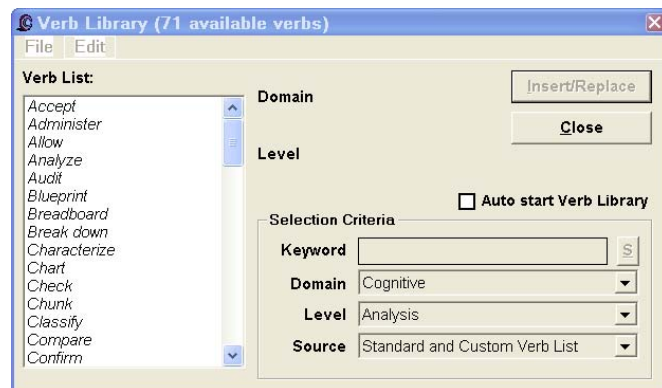
### Examples

- Create a career development plan
- Solve quadratic equations
- Develop a stress management plan
- Illustrate the impact of WWII on Americans
- Trace the path of blood through the body
- Evaluate curriculum
- Apply safety rules and regulations

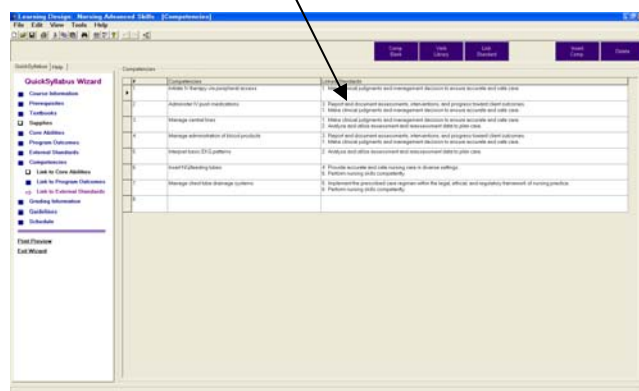
# PICTURE IT



Verb Library



Linked External Standards



# Notes



# Syllabus Details

## STEP BY STEP Instructions

### Grading Information

1. Click on **Grading Information** from the wizard menu.
2. Click inside the **Grading Rationale** textbox. Key in a description of your grading plan.
3. Click the **Insert Grade Scale** button on the design bar. Type the grade and a description of what will be required of learners to earn the grade. See the examples in the Grading Information Examples box.

### Guidelines

This feature allows you to communicate policies or other information to learners up front. For example, you may want to provide information on some or all of the following:

- Attendance
  - Deadlines
  - Academic honesty
  - Class participation
  - Guidelines for written work
  - Equity/inclusiveness
  - Lab procedures
1. Choose **Guidelines** from the wizard menu.
  2. The Guideline Library contains typical statements you may want to include in your syllabus. To insert a statement from the Guideline Library, click on the **Guideline Library** button on the design bar. Choose the guideline(s) you want to insert and click **Insert**. If desired, customize the guidelines in the textbox.
  4. To create a new guideline, click the **Insert Guideline** button on the design bar.

### Definitions

- A written contract between teachers and learners
- Provides the big picture of a course
- Documents general course information

5. Type a title for the guideline in the **Guideline/Information List**. Type the statement itself in the **Guideline/Information Statement** box.

### Schedule

This feature of WIDS allows you to create a calendar of events for your course.

1. Click the **Schedule** button from the wizard menu.
2. Click the **Schedule Activity** button on the design bar. The Add Date/Week/Session dialog box appears.
3. Designate whether you are scheduling by date, week, or session. Type in the number of weeks or sessions your course meets. When your information is complete, click the **Add Date(s)** button.
4. Select the grid row of the date you want to schedule.
5. Click in the Competencies box or click the **Select Comp** button on the design bar. The list of competencies appears.
6. Select the competency(ies) that are to be addressed on the date or session. Click **Insert**.
7. Add notes (such as reading assignments or project due dates) by clicking in the Notes field.

### Checklist

- Syllabus includes relevant instructor information
- Syllabus includes relevant class information
- Syllabus includes course description
- Syllabus includes prerequisites (if any)
- Syllabus includes textbooks and supplies
- Syllabus includes grading rationale and grading scale
- Syllabus includes guidelines and information
- Syllabus includes a schedule

### Grading Information Examples

#### SAMPLE 1

#### Grading Rationale

Your final grade for this course will be based on 4 unit tests (50 points each), 4 performance assessments (100 points each), and your reading journal (200 points). You must meet the minimum requirements on each of the performance assessments to pass the course. No extra credit will be offered. Points will be totaled and grades awarded based on the following scale.

#### Grading Scale

A: 736—800  
 B: 688—735  
 C: 624—687  
 D: 560—623  
 F: Below 560

