

COSSID

Editing and Reviewing Checklist

EDITING

Below is a checklist of what needs to be done when editing an outline in COSSID. If you need help with how to fill out a specific step, please refer to the information buttons and descriptions within the COSSID tool or refer to the COSSID Handbook.

Step 1

- Ensure all course information presented is correct.
 - o If it is not, please contact your Associate Dean by using the “Report Errors” button

Step 2

- Ensure the course description matches the course description found on the program website.
 - o If it does not, please contact your Associate Dean

Step 3

- Ensure you have provided an answer to all three questions, making sure to connect them to the Humber Learning Outcomes framework document

Step 4

- Provide a course rationale to explain to learners why the content of the course is relevant to them.

Step 5

- Select the Course Learning Methods that will be used in the course.
- Select the Required and Preferred classroom types for this course.

Step 6: Non-degree and non-post secondary only

- Add or edit essential employability skills that will be assessed in this course .
 - o Ensure all components are filled out on the “Add/edit Essential Employability Skill” page.
- Delete any skills that appear on this page but are not assessed in this course.
 - o This step is a quick check; it may not be needed for all course outlines.

Step 7: Not required for elective courses

- Select all Program Learning Outcomes (PLOs) that will be covered in your course as defined by the program map. If you are not sure which Program Learning Outcomes to select, contact your Associate Dean.
- If required for your course, add Accreditation Standards in this step.

Step 8

- Add Course Learning Outcomes.
 - o Ensure all PLOs that will be addressed by a specific Course Learning Outcome are selected on the “Add/edit learning outcome” page.
 - o Ensure all components are filled out on the “Add/edit learning outcome” page.
- Add Summative Assessments to each Course Learning Outcome.
- Add Formative Assessments to each Course Learning Outcome (optional).
- Add Lesson Objectives to each Course Learning Outcome (optional).

Step 9

- Identify weighting of all assessments added in Step 7.
- Select the way you would like the assessments to appear on the outline.

Steps 10 & 11

- Add all required and supplemental resources for this course, using APA formatting.
 - o If there are none, select “No required resources required, skip to next step”.
- Ensure that the resources are put in alphabetical order once they are all added.

Step 12

- Add all required and optional additional tools and equipment.
 - o If there are none, select “No tools and equipment required, skip to next step”.

Step 13

- Add all thematic modules that will be covered in this course,
 - o Ensure all components are filled out on the “Add/edit modules of study” page.

Step 14

- Select Prior Learning Assessment Recognition (PLAR) methods that could be used to assess students’ proficiency in course learning outcomes
If you are unsure about what to include for this Step, contact your Program Coordinator for assistance.

Once all the steps are complete, you can submit your outline for peer review.

REVIEWING

When reviewing an outline, please do the following:

- Look at the student view outline – this is the one that will be displayed on the Transfer Options website.
- Look for spelling or grammar mistakes.
- Ensure the course information is correct.
- Ensure the course description matches the course description that appears on the program website.
- Ensure the PLOs selected are the ones that match the program map.
- If there are edits required, please provide detailed suggestions to the editor.
- If there are no errors, please submit the outline for approval.