

# AARDVARC<sup>©</sup> SETUP INSTRUCTIONS

## 1: Page Selection

Select the pages that should be included from the following list (see Appendix A):

- Course Basics
- Instructors
- Program Outcomes
- Course Objectives
- Readings & Materials
- Teaching & Assessment Methods
- Grading Breakdown & Scale
- Exam Return Policy
- Course Schedule
- Lecturers to Receive Learning Experience Evaluation
- Limited Engagement Faculty Forms
- Generate Syllabus PDF
- Worksites

Any of these pages can be set to not appear and/or appear under a different name.

## 2: Checkbox Field Selection

Identify the list of selectable options for your School or Department. The following areas below involve a list of selectable options you can customize. A department can remove, add, or modify these selectable options based on their specific needs. Other pages that involve a list of selectable options can also be added into this phase, as well.

- Program Outcomes
- Teaching & Assessment Methods
- Exam Return Policy

## 3: Custom Module Design

If the department needs to create a module or capture data that is not possible within the list of modules above, custom modules can also be built. An extra service charge may be involved depending on the complexity of the module.

## 4: Template Creation

A specially customized .docx file will be created in coordination with the School's department administrator in order to provide a general template that will be used for generating syllabi. This template will determine the look and feel of all generated .pdf

syllabi, the information that will be included in the document, and the location within the document.

## **5: Instructor Data**

All instructors for the school or department should be entered into the AARDVARC<sup>®</sup> system. If the department prefers, this can be done via the standard administrator portal within AARDVARC<sup>®</sup>. Alternatively, as a one-time convenience, a list of all of the instructors and relevant AARDVARC<sup>®</sup> data for each instructor can be uploaded into a specifically formatted Microsoft Excel spreadsheet, to assist in inputting the large amount of data into the system.

## **6: E-mail Template Entry**

A set of generic e-mail templates has been provided as a default within AARDVARC<sup>®</sup>:

- Course Creation
- Proposed Course Creation
- Course Syllabus Reminder
- Limited Engagement Submission
- Limited Engagement Reminder
- Parking Request
- Parking Confirmation

The department administrator should modify these templates, as needed.

## **7: Addition of Coordinator Interfacing Documents**

If the department administrator wants any instructional documents or informational documents to appear in the AARDVARC<sup>®</sup> interface for course coordinators, please be sure to have these ready to be uploaded into the AARDVARC<sup>®</sup> portal.

## **8: Entry of Course Data for First Semester**

Once the steps above have been completed, the department administrator can use the AARDVARC<sup>®</sup> interface to create his/her courses for the first semester. The system will send out the course links to the course coordinators, who will then have the ability to use AARDVARC<sup>®</sup> for the first time to create their syllabi.

## **Appendix A: Description of Pages and Modules within AARDVARC<sup>®</sup>**

**Course Basics:** Simple textual information about the course, including: course location, course description, office hours, course notes, description of assignments, and “About the Course Coordinator(s)” sections.

**Instructors:** The list of all course instructors, including the course coordinator(s) and any guest lecturers.

**Program Outcomes:** A list of outcomes for the school or program. May be based on accreditation standards and/or university or school-wide initiatives.

**Course Objectives:** Identification by the course coordinator of the specific, measurable skills a student will obtain and be able to demonstrate by the end of the course.

**Readings & Materials:** A list of the required and recommended readings and course materials.

**Teaching & Assessment Methods:** The teaching methods that will be used throughout one’s course of instruction and the assessment methods that will be used to evaluate student performance, selected from a pre-determined list.

**Grading Breakdown & Scale:** The specific scale that will be used to determine grade cutoffs in the course, as well as a list of graded items (e.g. “Midterm 1”) and what percentage of the course grade each item represents.

**Exam Return Policy:** How exams will be returned to students for viewing, with a list of selectable options as well as the option to enter free text if an option is not listed.

**Course Schedule:** The start date, end date, and time of day of the course, along with what days of the week it meets, a list of all items/events in the course schedule (e.g. instructor(s), type of event, time of event) and detailed information needed for the event (e.g. homework and deliverables).

**Lecturers to Receive Learning Experience Evaluation:** Ability to identify the instructors in the course who should receive an evaluation (e.g. course evaluation or peer observation).

**Limited Engagement Faculty Forms:** A system to automate the payment of guest lectures and to assist in requesting parking for them.

**Generate Syllabus PDF:** Ability to take the information entered into AARDVARC<sup>®</sup> and produce a PDF file for distribution.

**Worksites:** A list of locations relevant to a course, for courses that involve instruction outside of the classroom (e.g. internship or clinical rotation). This module is not enabled by default in AARDVARC® demo courses, but can be enabled upon request.