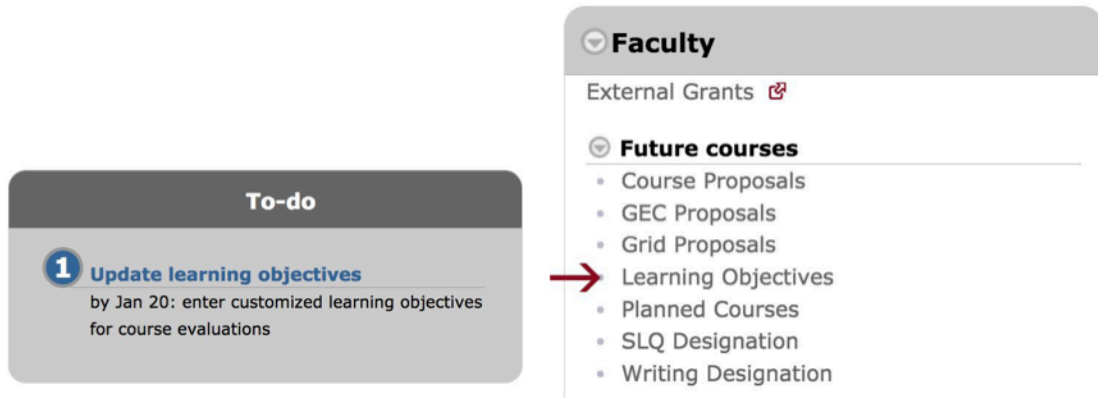


1. **Access:**

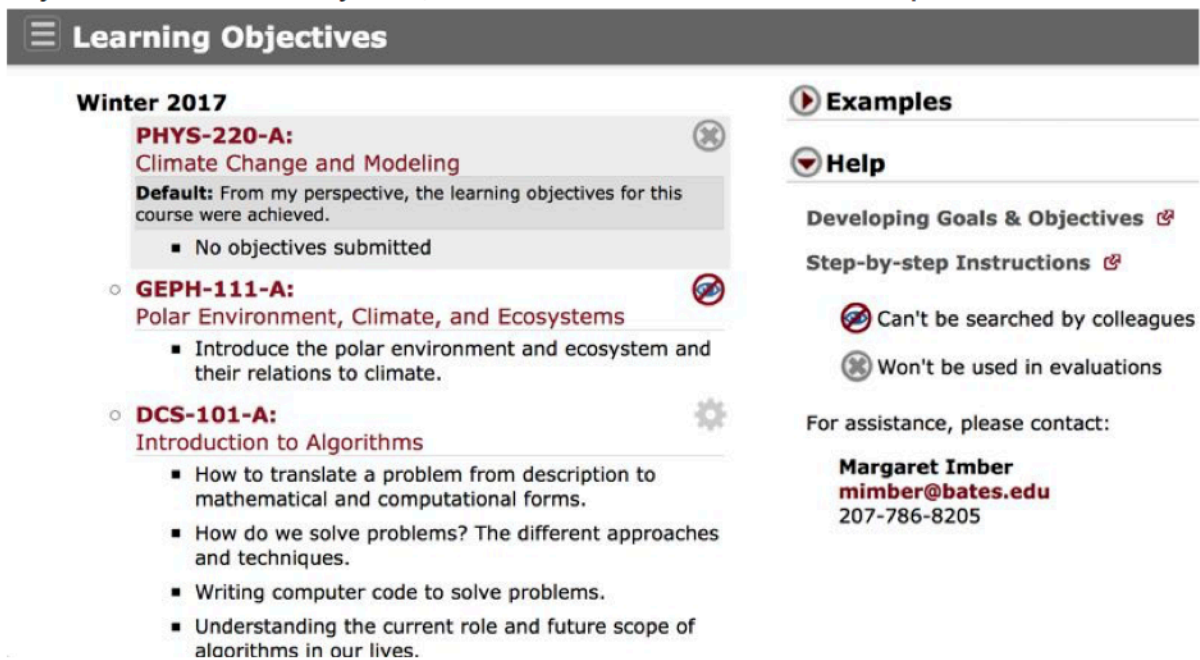
either from the To-do menu, or the Future courses menu



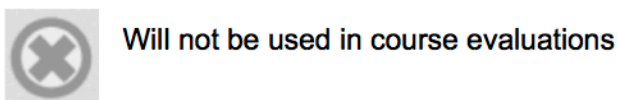
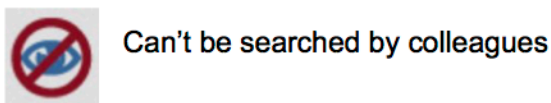
2. **List of available courses:**

Select a course to add objectives or change the options

Objectives are listed if they exist, and icons indicate selected course options



Once you've selected your options, you will see these icons on the Learning Objectives course listing page, to remind you of the options you've selected for each course:



3. Add objectives:

Enter up to five learning objectives: click in the field and start typing
An additional field will appear as you add objectives, up to five total

From the student's point of view:

You may enter up to 500 characters for each objective, but please keep in mind that if "Will be used" is active, each objective will be presented in the student's course evaluation, so brevity and clarity will improve the student's user experience:

12a is an example of a 500 character objective from the student's perspective

4. Set course options

Will be used/Will not be used: in student's course evaluations

Can be searched/Can't be searched: for the future search feature

(the words you see in the button are the action that will be taken)

The screenshot shows the 'Learning Objectives' interface for course GEPH-111-A. It features two numbered text input fields for entering objectives. Below these is a section titled 'Learning objectives' with two toggle buttons: 'Will be used' (with a checkmark icon) and 'Can't be searched' (with a red 'X' icon). A red arrow points to the 'Will be used' button. Below the toggles are 'Submit' and 'Reset' buttons, and a 'back' button with a left arrow. To the right is a sidebar with links for 'Course Proposal', 'Examples', and 'Help'. Below 'Help' are links for 'Developing Goals & Objectives' and 'Step-by-step Instructions', and a list of options: 'Can't be searched by colleagues' and 'Won't be used in evaluations'. At the bottom of the sidebar, it says 'For assistance, please contact: Margaret Imber'.

The system defaults to “Will be used” and “Can be searched” but any combination of these options is possible. Each button is a toggle, and the words you see on the screen are the action that will be taken:

		DO use in course evaluations, DO share in search
		DO use in course evaluations, DON'T share in search
		DON'T use in course evaluations, DO share in search
		DON'T use in course evaluations, DON'T share in search

5. Submit

Learning objectives can be changed as often as desired until the Add period ends