

## Washtenaw Community College Comprehensive Report

### TRL 104 Understanding the Student Portal Effective Term: Spring/Summer 2020

#### Course Cover

**Division:** Advanced Technologies and Public Service Careers

**Department:** United Association Department

**Discipline:** Trade Related Learning

**Course Number:** 104

**Org Number:** 28000

**Full Course Title:** Understanding the Student Portal

**Transcript Title:** Student Portal

**Is Consultation with other department(s) required:** No

**Publish in the Following:**

**Reason for Submission:** New Course

**Change Information:**

**Rationale:** New TRL course.

**Proposed Start Semester:** Spring/Summer 2020

**Course Description:** In this course, students will recognize the Portal functions of the Roofers and Waterproofers Research and Education Joint Trust Fund (RWREJTF) website. Participants will review classes, courses, curriculum, and exam management from the perspective of both a student and an administrator. Students will identify the tools needed to fully navigate, manage and train users to use the Student Portal website. Limited to approved union program participants.

#### Course Credit Hours

**Variable hours:** No

**Credits:** 1.5

**The following Lecture Hour fields are not divisible by 15: Student Min ,Instructor Min**

**Lecture Hours: Instructor: 22.5 Student: 22.5**

**The following Lab fields are not divisible by 15: Student Min, Instructor Min**

**Lab: Instructor: 1.5 Student: 1.5**

**Clinical: Instructor: 0 Student: 0**

**Total Contact Hours: Instructor: 24 Student: 24**

**Repeatable for Credit:** NO

**Grading Methods:** Letter Grades

Audit

**Are lectures, labs, or clinicals offered as separate sections?:** NO (same sections)

#### College-Level Reading and Writing

College-level Reading & Writing

#### College-Level Math

#### Requisites

#### General Education

**Degree Attributes**

Below College Level Pre-Reqs

## **Request Course Transfer**

### **Proposed For:**

## **Student Learning Outcomes**

1. Access, navigate, monitor, update, and operate the Student Portal of RWREJTF Website and the Joint Apprenticeship Training Committee (JATC) dashboard.

### **Assessment 1**

Assessment Tool: Skills demonstration

Assessment Date: Spring/Summer 2023

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Checklist

Standard of success to be used for this assessment: 80% of the students will score 80% or higher.

Who will score and analyze the data: RWREJTF Instructors

2. Prepare and present a lesson plan developed from one section of the website.

### **Assessment 1**

Assessment Tool: Teaching demonstration

Assessment Date: Spring/Summer 2023

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Checklist

Standard of success to be used for this assessment: 80% of the students will score 80% or higher.

Who will score and analyze the data: RWREJTF Instructors

## **Course Objectives**

1. Locate, access, and identify the functions of the Student Portal of the RWREJTF website.
2. Compare and contrast user levels and roles within the system.
3. Recognize and describe the relationships among courses, content, classes, and exams.
4. Create, edit, and remove system users.
5. Assign new content and release exams in an instructor role.
6. Perform all functions available within the system.
7. Create and present lesson plan on the functions of the system.
8. Discuss and assess fellow students on their presentation and navigation of the website.
9. Manage and download all assessments, grades, and analysis criteria of courses.
10. Identify functions of the JATC dashboard.

## **New Resources for Course**

### **Course Textbooks/Resources**

Textbooks

Manuals

Periodicals

Software

### **Equipment/Facilities**

**Reviewer**

**Action**

**Date**

**Faculty Preparer:**

*Tony Esposito* Faculty Preparer Feb 07, 2020

**Department Chair/Area Director:**

*Marilyn Donham* Recommend Approval Feb 07, 2020

**Dean:**

*Jimmie Baber* Recommend Approval Feb 11, 2020

**Curriculum Committee Chair:**

*Lisa Veasey* Recommend Approval Mar 14, 2020

**Assessment Committee Chair:**

*Shawn Deron* Recommend Approval Apr 23, 2020

**Vice President for Instruction:**

*Kimberly Hurns* Approve Apr 24, 2020