

Course Listings

Course listings are now stored as a separate type of Content instead of in a user's Profile. The Course Listing is made up of 2 basic parts:

- Course Profile – Details on each course offered by the department, whether or not offered currently
- Course Instance – A specific instance of a course offering, which is a combination of Course Profile, Instructor, and Semester

The Department Administration will add Course Profiles to your unit's website. Course Instances can be added by faculty, staff, and graduate students [ability to add is dependent on your unit's preference for roles and permissions].

Adding a Course Instance

To enter a Course Instance, go to Create Content and choose Course Instance.

The Create Course Instance form appears. Select and enter information as appropriate. Below are some guidelines.

Course Name	Select the course name. Course names are entered by the Department Administration as Course Profiles.
Semester	Select the semester for this course instance.
Instructor	Select the primary instructor for this course instance. Only departmental profiles on the website are selectable.
Co-Instructor	Select a co-instructor for this course instance. Only departmental profiles entered in this website are available.
Syllabus	If a syllabus file is available for the course, attach it. The file can be uploaded, linked from the web, or added from files already uploaded to the website library.
Comments/Details	Enter any pertinent additional information related to this course instance.

Viewing Courses

Course listings can be viewed in summary view (all courses, or courses offered in a particular semester) or in detailed individual view. Links can be included from pages, from Landing Topics, or other locations as appropriate.

Summary Course Listing	<dept abbrev>.umd.edu/courselist	Shows all course profiles along with future instances
Summary Course Listing for a Particular Semester	<dept abbrev>.umd.edu/courselist/<Semester Name>	Shows course profiles being taught during the given semester
Course Profile Details	<dept abbrev>.umd.edu/courseinfo/<course profile id>	Shows the given course profile details

Note that course listings and details have links that can bring up a different view option.