WMU Essential Studies Electronic Submission User Guide

Submitting Courses: A Step by Step Guide

1. Deciding which level and category your course fits.
   This interactive model guide can help:
   https://wmich.edu/facultysenate/wmuessentialstudies/wmuessentialstudies-interactivetutorials
   A. Identify the required student learning outcomes for that course category.
   B. Click on each outcome to show the rubrics indicating the criteria used to assess the outcome.
   C. Consider the possibility of assessing a Diversity and Inclusion or Planetary Sustainability outcome, as every student is required to take one course which covers each outcome in either Level 2: Exploration and Discovery or Level 3: Connections.
   D. Ensure that the syllabus is up to date by including course outcomes, the required WMU Essential Studies student learning outcomes being assessed and where they will be assessed.

2. Submitting your course.
   A. Log into GoWMU at: http://gowmu.wmich.edu
   B. If you do not already have access to Banner Workflow, you will need to request a Banner Workflow Initiator Role. To do this:
      ✓ under MY WORK
      ✓ expand ALL LINKS
      ✓ expand FACULTY MENU
      ✓ expand ELECTONIC CURRICULUM PROCESS
      ✓ select REQUEST BANNER WORKFLOW INITIATOR ROLE
   C. Once granted access, click on INITIATE ELECTRONIC CURRICULUM REQUEST on the same page.
   D. Start filling in the curriculum request form. Having the “Electronic Submission User Guide” open as you do this will simplify and speed up the process as well as avoid frustration:
      https://wmich.edu/facultysenate/wmuessentialstudies/wmuessentialstudies-interactivetutorials
   E. Once the curriculum request form is completed and submitted, you receive a message directing you to navigate to the Banner Workflow system to upload the syllabus and assessment plan. To do this, click on the link in the confirmation email that is sent to you.

3. Assessing student learning outcomes.
   Required and selected student learning outcomes allocated to your course category are identified in the word document, “Assessing WMU Essential Studies Student Learning Outcomes”
   https://wmich.edu/facultysenate/wmuessentialstudies/wmuessentialstudies-interactivetutorials
   A. Fill in the relevant parts pertaining to your student learning outcomes only, delete the unrelated text (outcomes for other course categories), and save this document to upload with the syllabus.
   B. Upload the syllabus and assessment piece into Banner Workflow and submit. You should be done!

4. Attending a workshop.
   If you are unsure into which category your course fits, need help with the assessment piece or during the electronic submission process, please register for one of our workshop sessions “Navigating WMU Essential Studies; Design, Assess, Submit,” at: https://wmich.edu/facultydevelopment

Further questions? Contact wmu-essentialstudies@wmich.edu