

Adding CEL Attribute to Course

Community-Engaged Learning is a pedagogical approach that integrates meaningful and mutually beneficial community partnerships with instruction and critical, continuous reflection to achieve both academic and civic outcomes for students, teach civic and social responsibility, and strengthen communities through reciprocal partnerships (adapted from Michigan State University, Western University). This designation can be added to one or more sections of a course by adding the CEL (Community-Engaged Learning) attribute in the Course Curriculum setup. Please note: this course attribute designation is separate from the CEP (Community Engagement Pathway) course designation. The CEP designation is assigned to courses that have been approved for the general education Community Engagement Pathway through CAPC. All Community Engagement Pathway classes should also be assigned the CEL attribute but many CEL sections will not have the Community Engagement Pathway designation.

Navigator navigation: Curriculum Management>Schedule of Classes>Maintain Schedule of Classes

Tile navigation: Curriculum Management>Maintain Schedule of Classes

1. From the Faculty/Staff Homepage, click on Curriculum Management.



2. Click on Maintain Schedule of Classes from the menu on the left (default screen) and enter the course information in the appropriate boxes.

Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution	▼	WCUPA	🔍
Term	▼	2226	🔍
Subject Area	▼		🔍
Catalog Nbr	begins with ▼		
Academic Career	▼		▼
Campus	begins with ▼		🔍
Description	begins with ▼		
Course ID	begins with ▼		🔍
Course Offering Nbr	▼		🔍
Academic Organization	begins with ▼		

Case Sensitive

Search Clear Basic Search Save Search Criteria

3. Once the course definition is open find the section that will have the attribute added. On the basic tab of the course definition **for the desired section**, click on the “+” under the Class Attributes section to add an attribute.

Basic Data Meetings Enrollment Control Reserve Cap Notes Exam LMS Data Textbook GL Interface

Course ID 023600 Course Offering Nbr 1

Academic Institution West Chester University

Term 2022/2023 Winter Undergrad

Subject Area Session Health

Catalog Nbr Dimens of Wellness

Auto Create Component

Class Sections Find | View All First 1 of 2 Last

*Session: 01 Full Term Class Nbr: []

*Class Section: 90 *Start/End 12/19/2022 01/22/2023

*Component: LEC Lecture Date: []

*Class Type: Enrollment Event ID: []

*Associated Class: 90 Units: 3.00 Associated Class Attributes

Campus Distance Education Dist Educ

Location: ONLINE Online Distance Education Schedule Print

Course Administrator: [] Student Specific Permissions

*Academic Organization: [] Health Dynamic Date Calc Required

Academic Group: WCUPA West Chester University Generate Class Mtg Attendance

*Holiday Schedule: 2223 2022-2023 Holiday Calendar Sync Attendance with Class Mtg

*Instruction Mode: OL Online 100% GL Interface Required

*Delivery Sync Percentage 0%

>=50% of Real-time Instruction? Yes No [What's this?](#)

Primary Instr Section: 90

Class Topic

Course Topic ID: [] Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group: [] Override Equivalent Course

Class Equivalent Course Group: []

Class Attributes Personalize | Find | View All | [] [] First 1 of 1 Last

*Course Attribute [] *Course Attribute Value []

[] [] [] [] [] []

Previous Instruction Mode Find | View All First 1 of 2 Last

Attribute	Class Delivery Method
0000	0%

- In the attributes section of the basic tab, click on the search icon to choose the CEL attribute from the attribute list.

Class Attributes Personalize | Find | View All | [] [] First 1 of 1 Last

*Course Attribute [] *Course Attribute Value []

[] [] [] [] [] []

- Choose the CEL attribute from the list.

Look Up Course Attribute [X]

Help

Course ID 023600

Course Attribute begins with [v]

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-22 of 22 Last

Course Attribute	Description
B	Clinical
CEL	Community-engaged Learning
CEP	Community Engagement Pathway
D	Independent Study
E	Continued Education
FT	Full-Time Financial Aid
GAP	Global Awareness Pathway
HHP	Health Humanities Pathway

- Once the CEL attribute is showing in the Course Attribute field, tab to the Course Attribute Value, click on the Search icon.

Class Attributes Personalize Find View All [Print] [Grid] First 1 of 1 Last

*Course Attribute	*Course Attribute Value
CEL Community-engaged Learning	

- Choose the CEL value.

Look Up Course Attribute Value [X]

Help

Course Attribute CEL

Description begins with [v]

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Course Attribute Value	Description
CEL	Community-engaged Learning

- Click Save to save your changes to the course/section definition. Repeat these instructions for **any other sections** that will have this designation and make sure to save your changes.

Save Return to Search Notify

Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface