

Troubleshooting Common Errors when Submitting Course Outlines for Approval

Access: Course Owner and Course Contributor

Error 1: Failure to map evaluated Essential Employability Skills

Error: Section Validation Failed! At least one Essential Employability Skill must be mapped to this course.

Essential Employability Skills

Section Validation Failed! At least one Essential Employability Skill must be mapped to this course.

There are no Essential Employability Skills (EES) associated to this course.

To fix the error:

1. Select the pencil icon at the top right corner of the section.

Essential Employability Skills

This course contributes to your program by helping you achieve the following Essential Employability Skills:

EES 1 COMMUNICATION: Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience. (T, P, E, C)

EES 2 COMMUNICATION: Respond to written, spoken or visual messages in a manner that ensures effective communication. (T, P, E, C)

Assessment Levels —T: Teach P: Practice E: Evaluate C: Culminate

2. Select the appropriate box(es) in terms of how each EES is addressed in the course -
- T: Teach, P: Practice, E: Evaluate, C: Culminate (Note: not every EES needs to be addressed in every course but you must address at least one at one level (T,P,E,C)
3. Select Save to keep your selections and exit the section.
4. Note: if you choose “E” or “C” you will be required to map that EES skill to at least one of your evaluations (Earning Credit Section where you describe tests, assignments, etc.)

Essential Employability Skills

This course contributes to your program by helping you achieve the following Essential Employability Skills:

ID	Description	T	P	E	C
EES 1	COMMUNICATION: Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EES 2	COMMUNICATION: Respond to written, spoken or visual messages in a manner that ensures effective communication.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EES 3	NUMERACY: Execute mathematical operations accurately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EES 4	CRITICAL THINKING & PROBLEM SOLVING: Apply a systematic approach to solve problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EES 5	CRITICAL THINKING & PROBLEM SOLVING: Use a variety of thinking skills to anticipate and solve problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EES 6	INFORMATION MANAGEMENT: Analyze, evaluate and apply relevant information from a variety of sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EES 7	INFORMATION MANAGEMENT: Locate, select, organize and document information using appropriate technology and information systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EES 8	INTERPERSONAL: Show respect for diverse opinions, values, belief systems and contributions of others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EES 9	INTERPERSONAL: Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EES 10	PERSONAL: Manage the use of time and other resources to complete projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EES 11	PERSONAL: Take responsibility for one's own actions, decisions and consequences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assessment Levels — T: Teach P: Practice E: Evaluate C: Culminate

Cancel Save





Error 2: Failure to map Course Learning Outcomes (CLO)/Course Requirements to Evaluations

Error: Section Validation Failed! Not all of the Course Learning Outcomes defined are used in the Earning Credit section.

Pre-defined Evaluation / Earning Credit





Section Validation Failed! Not all of the Course Learning Outcomes defined are used in the Earning Credit section.

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Earning Credit	Validates Outcomes
The following will provide evidence of your learning achievement:	This activity validates the following course learning outcome and/or EES learning outcomes:
Assignment(s) (25%) Activity Logs and Business Analysis   	Course Learning Outcomes None selected Essential Employability Skills None selected 

To fix the error:

1. Select the pencil icon on the top right corner of the section to add or edit.
2. In the Validates Outcomes column on the right hand side, select the pencil icon to add Course Learning Requirements, e.g. [CLR1], and Essential Employability Skills, e.g., [ESS1] corresponding to the earning credit.

Activity Logs and Business Analysis (25%)   	Course Learning Requirements None selected Essential Employability Skills None selected 
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3. Select the checkboxes for the Course Learning Requirements, e.g. [CLR1], and Essential Employability Skills, e.g., [ESS1] that will be validated by the activity in the earning credit.

Activity Logs and Business Analysis (25%)

<p>Course Learning Requirements</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> [CLR 1] - Evaluate theories of communication within specific contexts<input checked="" type="checkbox"/> [CLR 2] - Apply effective tools of interpersonal communication within a group context<input checked="" type="checkbox"/> [CLR 3] - Use critical thinking in relation to issues that impact interpersonal communication.<input checked="" type="checkbox"/> [CLR 4] - Apply reflective thinking strategies in relation to concepts and terms that support group and team development. <p>Essential Employability Skills</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> [EES 1] - COMMUNICATION: Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience.<input checked="" type="checkbox"/> [EES 2] - COMMUNICATION: Respond to written, spoken or visual messages in a manner that ensures effective communication.

4. When you are finished, select the Close button.
5. Select Save at the bottom right of the browser window to apply the change.