

How to Submit a New Course for Approval in AIA CES Discovery

1. Begin by logging into the [CES Discovery System](#) with your e-mail address and password.
2. Once you have successfully logged into the system, select the **Admin Menu** link found at the top right-hand side of the screen of the homepage.



3. Click **Add New Course** on the left

Discovery Home Log Off
 June 29, 2 p.m. EDT until July 2, at 9 a.m. EDT.

THE AMERICAN INSTITUTE OF ARCHITECTS

Courses Report Attendance Reports

| Course Management | Import |

Add New Course

When adding a New Course all items with red asterisks are required, when finished select **Save and Continue**

For step-by-step instructions click [here](#)

**This is a popup. Please select CTRL while clicking*

Course Directory: --NONE--
 Building Science & Performance
 Design and Design services
 Legal
 Materials & Methods
 Other

Delivery Provider Type: All

* Delivery Provider Name:

Topic Area: Acoustics

* Course Title:

* Course Number: 2012

* Course Description:

* Key Words (separate with commas):



4. Begin by entering in the course information.
5. Select a **Course Directory**. More than one Course Directory can be selected to market your courses to AIA members and non-AIA members (You may choose more than one course directory by holding down the Ctrl key while selecting as many as desired). In order for your course to appear in the **Online Course Directory**, one *must* be selected or your course will *not* be advertised. If you choose not to advertise your course, select the **--NONE--** category
6. The **Delivery Provider Type** and **Delivery Provider Name** will automatically default to your organization. If you are a provider for more than one organization, you will need to select the appropriate organization from the drop down list of **Delivery Provider Names**.
7. Select one **Topic Area** for your course. Topic areas are more specific educational areas that are searchable in the online directory. Assigning these topics helps AIA members determine what your

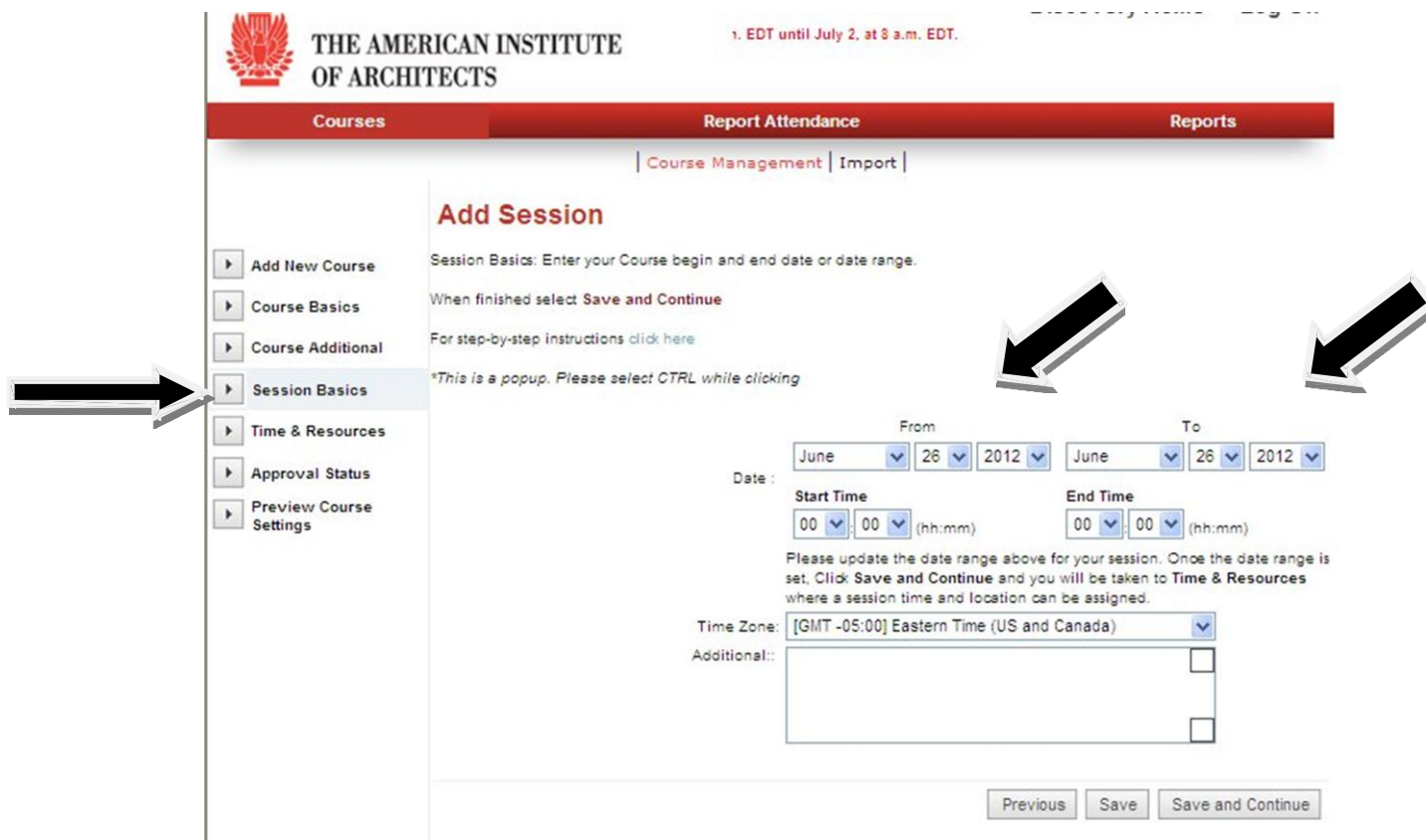
course is about. Please note that the drop down box automatically defaults to 'acoustics', so please do not forget to select the most appropriate topic area associated with your course.

8. Fill in the **Course Title**, **Course Number**, **Year**, and **Course Description**, as all of these fields are mandatory. The course title should encompass the overall theme of the course and summarize what the attendee will learn in a few words. The course number can be up to 12 alpha/numeric characters. An example of a good course number is AIACES101 or using a combination of your provider number and the date i.e. D001032511. Duplicate course numbers cannot be entered in CES Discovery, so if you choose one that is already taken a message box will appear letting you know. The course description should contain a brief overview of your course. If you choose one of the topics in the course directory field this description will allow users to perform searches on your courses.
9. **Key Words** should be added and separated by commas. These key words should be related to your course and will be searchable by the public in the online course directory mentioned above.
10. Choose from one of the four **Course Formats**. **Course format** is the delivery format of your course. For example, instructor-led distance education is for facilitated online courses. Instructor- led face-to-face is for facilitated classroom courses. No instructor-computer based is for self-paced online courses, on demand. No instructor- all other is for any other types of courses not fitting into the other three categories.
11. Once all of the fields have been filled in, select the **Save and Continue** button. In order for the course to be properly submitted, the following pages must be completed: **Course Basics**, **Course Additional**, and **Session Basics**.

The screenshot shows a web interface for course management. At the top, there are three tabs: 'Courses', 'Report Attendance', and 'Reports'. Below the tabs, there is a navigation bar with 'Course Management' and 'Import' links. The main content area is titled 'Course Title: CES Discovery Training'. On the left side, there is a vertical menu with several options: 'Add New Course', 'Course Basics', 'Course Additional', 'Session Basics', 'Time & Resources', and 'Approval Status'. The 'Course Additional' option is highlighted with a blue bar, and a black arrow points to it from the left. To the right of the menu, there is a list of instructions for each step. For 'Course Additional', it says 'For step-by-step instructions [click here](#)'. Below the menu, there is a text input field for '*Number of Course Learning Units:' with the value '2' entered.

12. The **Course Additional** page is for adding number of learning units, credit designation hours (LU/HSW), contact information for your organization, and the learning objectives
13. Fill in the **Number of Course Learning Units**. This field *must* be filled in for your course to indicate the learning units a member will achieve by taking your course. For your reference, the learning units are equal to the length of the course, (e.g. a one hour course would equal one learning unit).
14. Fill in the **Credit Designation** field which indicates learning unit or LU; health safety & welfare or LU|HSW. (*Note: As of January 1, 2013, SD (sustainable design) no longer qualifies as a credit designation*)
15. The **Contact Us** field is used to add the organization contact information to display to users in the course directory or additional contact information the participants might need.
16. Fill in the *all* **Learning Objectives** fields as these are mandatory. The objectives are a brief explanation on the expected learning outcomes of the lessons. If your course is HSW, please keep in mind that 75% of the course content must be in these areas.
17. The **Course Information** field is used to add an external link to your course listing. Please note: that you should only include one, valid URL in this field. Please test the URL in your web browser before including in this field. If the URL is invalid, your course information link will direct users to an error message. The URL must begin with http:// (Example: <http://www.aia.org/>)
18. Click on the **Save and Continue** button.

19. The next step in adding a new course is to add a session. The session is the date and time when the course will be offered. You can add a session to an existing course at any time. Each course *must* contain at least one session. Please note that if you do not add a session with a future date, your course will not be displayed in the online course directory. (Note: you only need a date to add a session to a course as other fields are optional).



20. Complete the “**From**” and “**To**” date information by toggling each pull-down menu. The other fields here are not mandatory, but you could add a start and end time, time zone, and additional information about this particular session (i.e. bring a laptop, parking is \$5.00, pick up name badge at door, etc). This information will also be displayed online in the course directory.

21. Click the **Save and Continue** button. A pop-up box will appear that will let you know your session has been added successfully and will advance to the **Time and Resources** screen (which is **optional**). You should complete this information if you would like your course to appear in the online calendar view for AIA Members.

22. Click on the **Assign** button for **Assign Session Times** to set the time and location of your session.

Courses | Report Attendance | Reports

| Course Management | Import |

Course Title: CES Discovery Training

The Time and Resources page is where you must set the session times and location of your session.

1. Select your session if is already not populated in the **Select Session Code** field.
2. Click **Assign** beside **Assign Session Times** to add the Location and Scheduled times for your session

*Note: The **Assign External Instructors** can be used to identify who the instructor is for Members to view. Simply enter the name(s) in the text box. For multiple instructors, separate each name with a comma.*

For step-by-step instructions [click here](#)

**This is a popup. Please select CTRL while clicking*

Select Session Code: A - 07/13/2011

Date and Time:
Assign Session Times: **Assign**

Administration:
Assign Internal Presenters: **Assign**

Assign External Instructors:

separate with commas

Previous Save Save and Continue Add New Session

23. Select the date of the course on the calendar screen.

July 13, 2011 - July 13, 2011

Month: July Year: 2011

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| ↓ | ↓ | ↓ | ↓ | ↓ | ↓ | ↓ |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | ↓ | ↓ | ↓ | ↓ | ↓ | ↓ |

Legend

- Session scheduled for this day
- No Session scheduled for this day
- Invalid Day

Close Clear

24. Select the **Country-State**, **City**, and enter in the **Address**. You can also use the advanced options if applicable to your session.

July 13, 2011

Country - State: UNITED STATES - District of Columbia 

City: WASHINGTON_DC

Address: 1735 New York Ave, NW

Start Time: 2 : 00 PM

End Time: 3 : 00 PM

Advanced Options

For this week only

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Submit Reset

25. Advance to the **Preview Course Settings** tab. It is imperative that you check all information for accuracy in this view. This is the LAST STEP before you submit your course for Pending Admin Approval

CES Discovery Training / - D100071311 / 2011

| | |
|------------------------------|--|
| Description: | This course is intended to instruct providers on how to submit their courses online using CES Discovery. |
| Learning Units: | 2 |
| Credit Designations: | LU |
| Course Format: | Instructor-led face-to-face |
| Contact Us: | Additional contact information for your course can go here: AIA CES Member Care: 1-800-242-3837 Option 3 |
| Learning Objective 1: | Fill in all Learning Objective fields in order to receive approval by the AIA CES team. The objectives are a brief explanation on the expected learning outcomes of the lessons. |
| Learning Objective 2: | If your course is HSW , please keep in mind that 75% of the course content must be in these areas. |
| Learning Objective 3: | For HSW three out of the four learning objectives must reflect HSW topic areas. |
| Learning Objective 4: | In order to receive approval from AIA, all four boxes must be filled in. |

26. Finally, you will need to change the status of your course to **Pending Admin Approval** and select **Save**. If you leave your course in the **Draft Submission** status, it will not go into the queue for the CES team to review. Only leave your course in **Draft Submission** if you plan on coming back at a later date and making edits to the course submission. You will notice that once your status changes, it appears in the box below. You will receive an E-mail confirmation of this change and any other status changes, including **Course Approval** within 5-7 business days.

Edit Existing Course: CES Discovery Training

If your Course is ready to be reviewed, please update your course status to " Pending Admin Approval and select **Save**. You will receive and email confirmation of this and any other status changes, including Course Approval.

For step-by-step instructions [click here](#)

**This is a popup. Please select CTRL while clicking*

Course Approval Status: Draft Submission
 New Course Approval Status: Draft Submission
 Additional Comments on Course Status: Please Select
 Draft Submission
 Pending Admin Approval

Previous Save

| Approval Status | Change Date | Modified By | Comment |
|------------------|-------------|----------------|---------|
| Draft Submission | 07/13/2011 | McGuire, Roger | |

For any questions, please contact CES Support at 800-242-3837 Option 3 or email cessupport@aia.org.