

# 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

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### Add New Course

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

Approval Search 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**.

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**Course Title: CES Discovery Training**

- ▶ Add New Course Course Additional: Input your Learning Units, Designation and Learning Objectives.
- ▶ Course Basics All items with red asterisks are required, when finished select **Save and Continue**
- ▶ **Course Additional** For step-by-step instructions [click here](#)
- ▶ Session Basics \*This is a popup. Please select CTRL while clicking
- ▶ Time & Resources If you leave this page without clicking **Save** the values will not be stored in the database.
- ▶ Approval Status

\*Number of Course Learning Units:

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).

The screenshot shows the 'Add Session' form in the American Institute of Architects' system. The form is titled 'Add Session' and includes the following fields and instructions:

- Session Basics:** Enter your Course begin and end date or date range.
- When finished select Save and Continue**
- For step-by-step instructions click here**
- \*This is a popup. Please select CTRL while clicking**

The form includes the following fields:

- Date:** From (Month, Day, Year) and To (Month, Day, Year). The current values are June 26, 2012.
- Start Time:** (hh:mm) 00:00
- End Time:** (hh:mm) 00:00
- Time Zone:** [GMT -05:00] Eastern Time (US and Canada)
- Additional:** A text area for additional information.

At the bottom of the form are three buttons: Previous, Save, and Save and Continue.

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.

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## Course Title: CES Discovery Training

- ▶ Add New Course
- ▶ Course Basics
- ▶ Course Additional
- ▶ Session Basics
- ▶ Time & Resources
- ▶ Approval Status
- ▶ Preview Course Settings

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:

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

**Administration:**  
Assign Internal Presenters:

Assign External Instructors:   
separate with commas

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

### July 13, 2011 - July 13, 2011

Month	July - 2011						Year
July	Sun	Mon	Tue	Wed	Thu	Fri	2011
	↓	↓	↓	↓	↓	↓	
	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	

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:

City:

Address:

Start Time:  :

End Time:  :

Advanced Options

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"/>

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

<b>Description:</b>	This course is intended to instruct providers on how to submit their courses online using CES Discovery.
<b>Learning Units:</b>	2
<b>Credit Designations:</b>	LU
<b>Course Format:</b>	Instructor-led face-to-face
<b>Contact Us:</b>	Additional contact information for your course can go here: AIA CES Member Care: 1-800-242-3837 Option 3
<b>Learning Objective 1:</b>	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.
<b>Learning Objective 2:</b>	If your course is HSW , please keep in mind that 75% of the course content must be in these areas.
<b>Learning Objective 3:</b>	For HSW three out of the four learning objectives must reflect HSW topic areas.
<b>Learning Objective 4:</b>	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 AIA CES Member Care at 800-242-3837 Option 3 or email [aiamembercareces@aia.org](mailto:aiamembercareces@aia.org).