

Administrative Functions - Courses

Sample High School
Upload A PDF Document webmaster

Logged in for 0 minutes

[Dashboard](#) [Add Notice](#) [Upload Photo](#) [Upload PDF](#) [Edit Your Home Page](#)

[Events](#) [Upload Newsletter, Document](#) [Staff](#) [Remediation](#) [Courses](#) [Albums](#) [Upload Course](#) [Logout](#)

Centennial Regional High School
Edit Courses

Logged in for 0 minutes

[Dashboard](#) [Add Notice](#) [Upload Photo](#) [Upload PDF](#) [Edit Your Home Page](#)

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#	Delete	Subject	Course	Department	Description	Document URL	View	External URL
1	<input type="checkbox"/>	000028	ANC_HISTOR		Ancient History	SUBJECT_00028.pdf	View	
2	<input type="checkbox"/>	000001	ARTCYCLE1	Arts	Art Cycle 1	SUBJECT_000001.pdf	View	http://www.mels.gouv.qc.ca/sections/prograr
3	<input type="checkbox"/>	000002	ARTCYCLE2	Arts	Art Cycle 2	SUBJECT_000002.pdf	View	http://www.mels.gouv.qc.ca/sections/prograr
4	<input type="checkbox"/>	000067	CHEM5		Chemistry Cycle 2 Year	SUBJECT_000067.pdf	View	http://www.mels.gouv.qc.ca/sections/prograr
5	<input type="checkbox"/>	000029	CONT_WORLD		Contemporary World	SUBJECT_00029.pdf	View	
6	<input type="checkbox"/>	000003	DANCE		Dance	SUBJECT_000003.pdf	View	http://www.mels.gouv.qc.ca/sections/prograr
7	<input type="checkbox"/>	000004	DRAMA_1	Arts	Drama 1	SUBJECT_000004.pdf	View	http://www.mels.gouv.qc.ca/sections/prograr
8	<input type="checkbox"/>	000005	DRAMA_2	Arts	Drama 2	SUBJECT_000005.pdf	View	http://www.mels.gouv.qc.ca/sections/prograr
9	<input type="checkbox"/>	000006	DRAMA_3	Arts	Drama 3	SUBJECT_000006.pdf	View	http://www.mels.gouv.qc.ca/sections/prograr
10	<input type="checkbox"/>	000007	DRAMA_4	Arts	Drama 4	SUBJECT_000007.pdf	View	http://www.mels.gouv.qc.ca/sections/prograr
11	<input type="checkbox"/>	000008	DRAMA_5	Arts	Drama 5	SUBJECT_000008.pdf	View	http://www.mels.gouv.qc.ca/sections/prograr
12	<input type="checkbox"/>	000009	ENG_C1_YR1		English Cycle 1, Years 1	SUBJECT_000009.pdf	View	http://www.mels.gouv.qc.ca/sections/prograr
13	<input type="checkbox"/>	000010	ENG_C2_YR1	English Senior	English Cycle 2, Year 1	SUBJECT_000010.pdf	View	http://www.mels.gouv.qc.ca/sections/prograr
14	<input type="checkbox"/>	000011	ENG_C2_YR2	English Senior	English Cycle 2, Year 2	SUBJECT_000011.pdf	View	http://www.mels.gouv.qc.ca/sections/prograr

You can edit up to 25 courses at once. You can also delete courses.

Courses, Upload Course

The fields here are self-explanatory. The Departments are taken from the same list that is used with the other functions. The important step here is to **Upload a Course first**.

[Upload Course](#)

The screenshot shows a web browser window with a light green background. At the top, the text reads "Centennial Regional High School Upload A Course Outline webmaster". Below this, it says "Logged in for 3 minutes". A navigation bar contains several links: "Dashboard", "Add Notice", "Upload Photo", "Upload PDF", "Edit Your Home Page", "Events", "Upload Newsletter, Document", "Staff", "Remediation", "Courses", "Albums", "Upload Course", and "Logout". The "Upload Course" link is highlighted with a red border. The main content area is a white box titled "Centennial Regional High School Course Uploader". Inside this box, there is a warning: "Documents can only have the following characters in their name: LETTERS, NUMBERS, DASH- and UNDERSCORE _". Below the warning are several input fields: "File (max size 6Meg):" with a "Browse..." button, "Subject:" and "Course:" text boxes, a "Department:" dropdown menu, and a "Description:" text area. At the bottom of the form is an "Upload" button. The text "SPDS" is visible in the bottom right corner of the form area.

The action of uploading a Course pdf file will add an entry to the Course table.

I suggest you use the Course code you use in GPI and the official MELS Subject number; but this is not required as can be seen in the example on the first page.

Although the Subject is a number it is stored as text and therefore leading zeros are displayed.

If you make a mistake or change a course description- just upload the new version using the same **SUBJECT** number (including leading zeros).

As you can see in the Courses example on the first page, the Document URL has the Subject number as part of the file name. You should NOT change this.

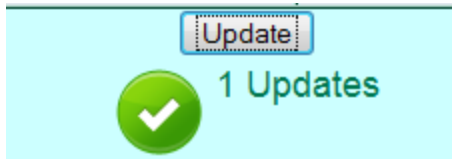
You can **view** the document at any time.

The External URL is a link to the appropriate MELS document- you can change this at any time.

While you can edit any of the fields, I suggest you **only edit the Course, Department, Description and External URL.**

I suggest you proceed as follows:

1. Upload the courses
2. Edit the courses (if required) and add the External URL.
3. Click on the Update button



The result(s) will be displayed below the update button.

When you have updated you should refresh the page by clicking on one of the page numbers, or using the browser refresh button.

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