

Curriculum Tags

What are curriculum tags?

- **Catalog Level Tags (Foundation, Pillar, Capstone)**
 - Added at the catalog level by the Registrar's Office, and will automatically appear on scheduled sections in the Class Attributes fields.
- **Section Level Tags (Proficiencies and Experiences)**
 - After approval from the UC office, tags are added at the section level, using the Class Attributes fields, by department schedulers.
 - Proficiencies and Experiences (PREX) tags include:

| Component | Component Description | Curriculum Component Tag | Tag Description |
|-----------|-------------------------------|--------------------------|------------------------|
| PREX | Proficiencies and Experiences | CE | Community Engagement |
| PREX | Proficiencies and Experiences | GE | Global Engagement |
| PREX | Proficiencies and Experiences | HD | Human Diversity |
| PREX | Proficiencies and Experiences | IL | Information Literacy |
| PREX | Proficiencies and Experiences | OC | Oral Communication |
| PREX | Proficiencies and Experiences | QR | Quantitative Reasoning |
| PREX | Proficiencies and Experiences | SL | Second Language |
| PREX | Proficiencies and Experiences | WRIT | Writing |

How do I add PREX tags to sections?

1. **Confirm tag approval by checking General Education Website -**
<http://www.smu.edu/academics/officeofgeneraleducation/universitycurriculum/ForFacultyandStaff/CourseProposals>
 - Shows approval status. Only add tags to sections that have been approved, not proposed.
2. **Confirm with Faculty teaching the course**
 - Just because a section is approved to be offered with a PREX tag doesn't mean that the professor teaching that section will elect to teach it with the criteria necessary to receive the approved tag. This could vary on a term by term basis.
3. **Run a query to verify what tags may have "rolled" from a previous term.**

4. Add/Delete necessary PREX tags in the Class Attribute fields on the Basic Data page of the Schedule of Classes.

Running a Class Attribute query to verify tag set up

- Navigate to: Reporting Tools > Query > Query Viewer

Query Viewer

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

*Search By begins with
 [Advanced Search](#)

- Enter Query Name U_SR_SC_ATTRIBUTE_CLASS and click on Search

Query Viewer

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

*Search By begins with
 [Advanced Search](#)

Search Results

*Folder View

| Query | | | | Personalize Find View All   | | | First  1 of 1  Last | |
|-------------------------|-----------------------------|--------|--------|---|-----------------------|---------------------|---|--------------------------|
| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Add to Favorites |
| U_SR_SC_ATTRIBUTE_CLASS | attributes at section level | Public | | HTML | Excel | XML | Schedule | Favorite |

- Click on the Excel link under Run to Excel

U_SR_SC_ATTRIBUTE_CLASS - attributes at section level

Term:
Subject Area:

- Enter the term and Subject Area Prefix information and Click on View Results

- Excel spreadsheet will open with all sections for the selected subject area that have tags set up. Please note that many sections can have multiple tags.














Adding PREX tags in the Schedule of Classes

- **Navigate to Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.** Enter your term and subject information and open a section in which you need to add/delete a tag.














| Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | GL Interface |
|--|---|-------------------------|--|------------|------------|----------|--------------|
| Course ID: | 022633 | Course Offering Nbr: | 1 | | | | |
| Academic Institution: | Southern Methodist University | Undergrad | | | | | |
| Term: | Fall 2013 | Anthropology | Auto Create Component | | | | |
| Subject Area: | ANTH | FIRST YEAR SEMINAR | | | | | |
| Catalog Nbr: | 1321 | | | | | | |
| Class Sections Find View All First 1 of 1 Last | | | | | | | |
| *Session: | R | Regular | Class Nbr: | 3330 | | | |
| *Class Section: | 001H | | *Start/End Date: | 08/26/2013 | 12/09/2013 | | |
| *Component: | SEM | Seminar | Event ID: | 000087153 | | | |
| *Class Type: | Enrollment | | | | | | |
| *Associated Class: | 1 | Units: 3.00 | Associated Class Attributes | | | | |
| *Campus: | MAIN | MainCampus | Add Fee | | | | |
| *Location: | MAIN | Main SMU Campus | <input checked="" type="checkbox"/> Schedule Print | | | | |
| Course Administrator: | | | <input checked="" type="checkbox"/> Student Specific Permissions | | | | |
| *Academic Organization: | ANTH | Anthropology | <input type="checkbox"/> Dynamic Date Calc Required | | | | |
| Academic Group: | DC | Dedman College | <input type="checkbox"/> Generate Class Mtg Attendance | | | | |
| *Holiday Schedule: | SAGN | Student Admin - General | <input checked="" type="checkbox"/> Sync Attendance with Class Mtg | | | | |
| *Instruction Mode: | P | In Person | <input type="checkbox"/> GL Interface Required | | | | |
| Primary Instr Section: | 001H | | | | | | |
| Class Topic | | | | | | | |
| Course Topic ID: | 15 | THE ANTHROPOLOGY OF YOU | <input checked="" type="checkbox"/> Print Topic in Schedule | | | | |
| Equivalent Course Group | | | | | | | |
| Course Equivalent Course Group: | <input type="checkbox"/> Override Equivalent Course | | | | | | |
| Class Equivalent Course Group: | | | | | | | |
| Class Attributes Personalize Find View 2 First 1-2 of 2 Last | | | | | | | |
| *Course Attribute | | *Course Attribute Value | | | | | |
| EVAL | On-line Course Evaluation | EVAL | On-line Course Evaluation | | | | |
| PLRS | Pillars | IIC1 | Individuals, Inst, Cultures I | | | | |

[Save](#)
[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)














- Tags (Class Attributes) may already be in place on sections. Catalog level tags should automatically appear on sections. In addition, the EVAL – On-line Course Evaluation attribute may appear on your class section.

| Class Attributes | | | | | |
|--|---------------------------|---|-------------------------------|---|---|
| | | Personalize Find View 2  | | First 1-3 of 3 Last | |
| *Course Attribute | | *Course Attribute Value | | | |
| EVAL  | On-line Course Evaluation | EVAL  | On-line Course Evaluation |  |  |
| PLRS  | Pillars | IIC1  | Individuals, Inst, Cultures I |  |  |
|  | |  | |  |  |

- To add an additional tag, add a row by clicking on the plus sign icon on the previous row. A new blank row will appear.

| Class Attributes | | | | | |
|--|-------------------------------|---|-------------------------------|---|---|
| | | Personalize Find View 2  | | First 1-3 of 3 Last | |
| *Course Attribute | | *Course Attribute Value | | | |
| EVAL  | On-line Course Evaluation | EVAL  | On-line Course Evaluation |  |  |
| PLRS  | Pillars | IIC1  | Individuals, Inst, Cultures I |  |  |
| PREX  | Proficiencies and Experiences | WRIT  | |  |  |

- Then type the approved tag information into the appropriate boxes. If you are unsure of the correct tag codes, the magnifying glass icon next to each box can be used to look up available tag information.

| Class Attributes | | | | | |
|--|-------------------------------|---|-------------------------------|---|---|
| | | Personalize Find View 2  | | First 1-3 of 3 Last | |
| *Course Attribute | | *Course Attribute Value | | | |
| EVAL  | On-line Course Evaluation | EVAL  | On-line Course Evaluation |  |  |
| PLRS  | Pillars | IIC1  | Individuals, Inst, Cultures I |  |  |
| PREX  | Proficiencies and Experiences | WRIT  | |  |  |

- To delete a PREX tag from a section, click the minus sign icon. You cannot delete any catalog level tags from sections.
- Be sure to save your work before navigating away from the page.
- Don't forget to check on all scheduled sections as tags will need to be added on a section by section basis.