

Course Insights

Frequently Asked Questions

1. What is Course Insights?

Course Insights is a platform for Purdue University faculty to use to share information with students and advisors about the courses they teach. The system allows faculty to share course syllabi. Faculty can also use the system to publish course information web sites. These course information resources are provided as a service to students and advisors to give them additional insights into courses.

2. When was this system implemented?

The syllabi archives feature was released to the academic departments in late June, 2016. The course web site publishing features were implemented in December 2016.

3. What is the purpose of this system?

Developed in response to a request from the Purdue Student Government, Course Insights provides access to in-depth course information so that students can be better informed when making course selections.

4. Who is going to use this system?

Students are the primary beneficiaries of the system. Along with academic advisors, they will use the system to develop a better understanding of course topics, modes of instruction, learning objectives, assessment methods and additional details. This will help them make better decisions as they develop their registration plans.

Faculty and support staff can use the system to archive syllabi and to publish course information web sites.

5. Are faculty or departments required to use this system?

Faculty are not required to use this system. If you are looking for syllabi for a course and you do not find any information here, please check with the department that offers that course.

6. When should I add my current syllabus to the archives?

In general we suggest you archive your current syllabus as soon as it is in its final form (hopefully no later than four or five weeks into the current term). Registration for the spring term opens up in late October and fall registration opens up in late March. If you archive your current syllabi within the first few weeks of the semester, students and advisors can draw on this information as they plan registrations for future terms.

7. I change my syllabus every semester. I do not want students looking at a current syllabus and inferring that this is the syllabus for a future semester. What is the benefit of adding my syllabus to the archives?

In a typical fall or spring semester there are nearly 2,000 unique courses offered on the West Lafayette campus. Nearly every undergraduate student has a variety of ways that they can satisfy their degree requirements. Students and advisors are asking for more information about course offerings than the information in the course catalog. While your syllabus for a current or previous semester may change, it likely conveys useful information to help students make a more informed choice when registering for an upcoming term. You may consider including the term and CRN(s) in your syllabus as a way of making it clear that the syllabus is a time-based document and should not be inferred as being a reliable indicator of how the course will be structured in a future term. This disclaimer is included in information on the system's web site.

8. My department already puts syllabi on our web site. Why should we put them in Course Insights?

With over 70 academic departments offering courses in 139 subject areas, it is difficult for students to find syllabi that are distributed across the university's web sites. Adding your syllabi to the Course Insights Archives makes these documents readily available to the Purdue Community.

9. I've put a lot of work into designing my course and developing my syllabi. I do not want to make it available to the entire world. Can access be limited to members of the Purdue Community?

Yes. By default, access to syllabi and course web sites require users to login with their Purdue career account and password. At their discretion, faculty may remove this restriction

10. I already put my syllabus in Learn. Can Course Insights integrate with this system and pull my document in from there?

Not at this time. Course Insights is intended to be a repository for electronic syllabi. Learn allows you to upload a variety of documents and it does not provide any mechanism for systematically tagging these documents. So unfortunately, for now, syllabi have to be added to Course Insights directly.

11. Someone in my department already collects my syllabi every semester. Can they add my syllabi to the Course Insights Archives?

Yes. Each academic department may name one or more individuals to serve as subject area coordinator for their department. A subject area coordinator can manage syllabi archive records for all courses within the department.

12. Who are the subject area coordinators for my department?

A complete list of subject area coordinators can be found at:

https://mypurdue.purdue.edu/static_resources/portal/pdf/CourseInsightsCoordinators.pdf

Many departments have yet to identify a subject area coordinator. To request a subject area coordinator for your department, please e-mail: reginfo@purdue.edu.

13. Who can add content to the system?

Faculty and members of the instructional staff who have instructional assignments recorded in Banner are able to archive syllabi and publish course web sites for the courses to which they are assigned.

Additionally, if your department has one or more subject area coordinators, these individuals can also manage syllabus archive records.

Teaching assistants, both undergraduate and graduate, are not able to directly archive syllabi or publish web sites. Exceptions may be requested by sending an e-mail to:

student-systems-course-insights-support@lists.purdue.edu

14. I am a teaching assistant. How do I get my syllabus added to the archives?

Teaching assistants should work with the course supervisor or subject area coordinator to have their syllabi added to the archives.

15. Who should I contact with additional questions?

Questions about the system can be sent to

student-systems-course-insights-support@lists.purdue.edu