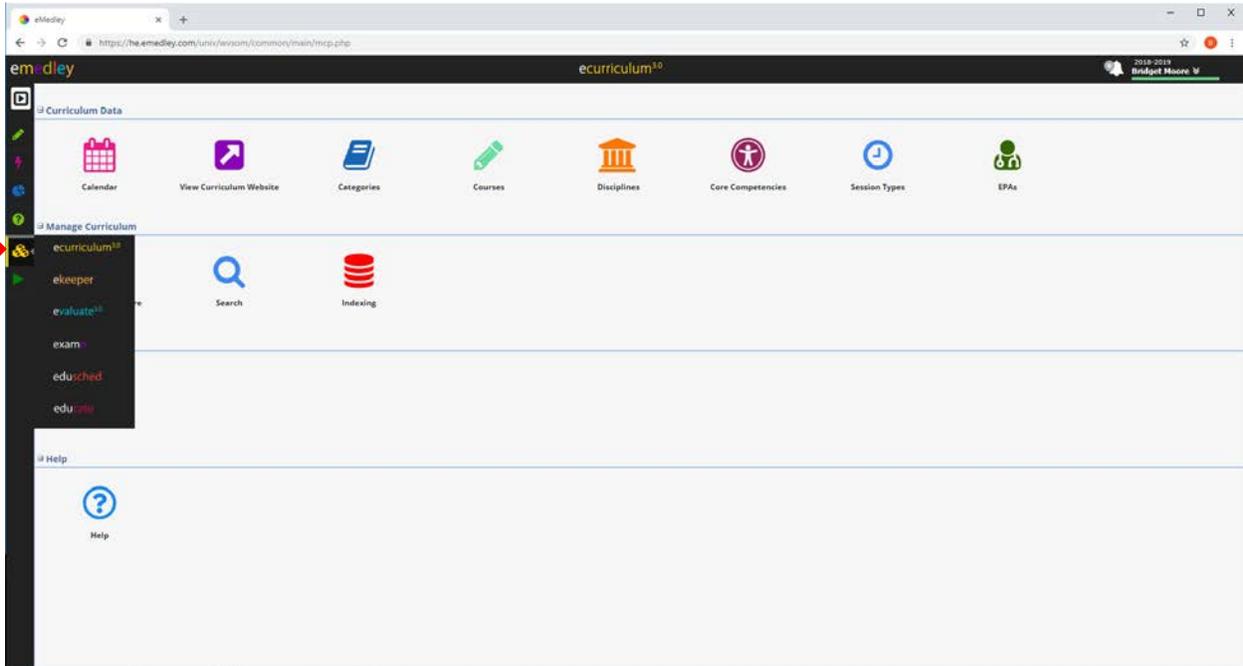


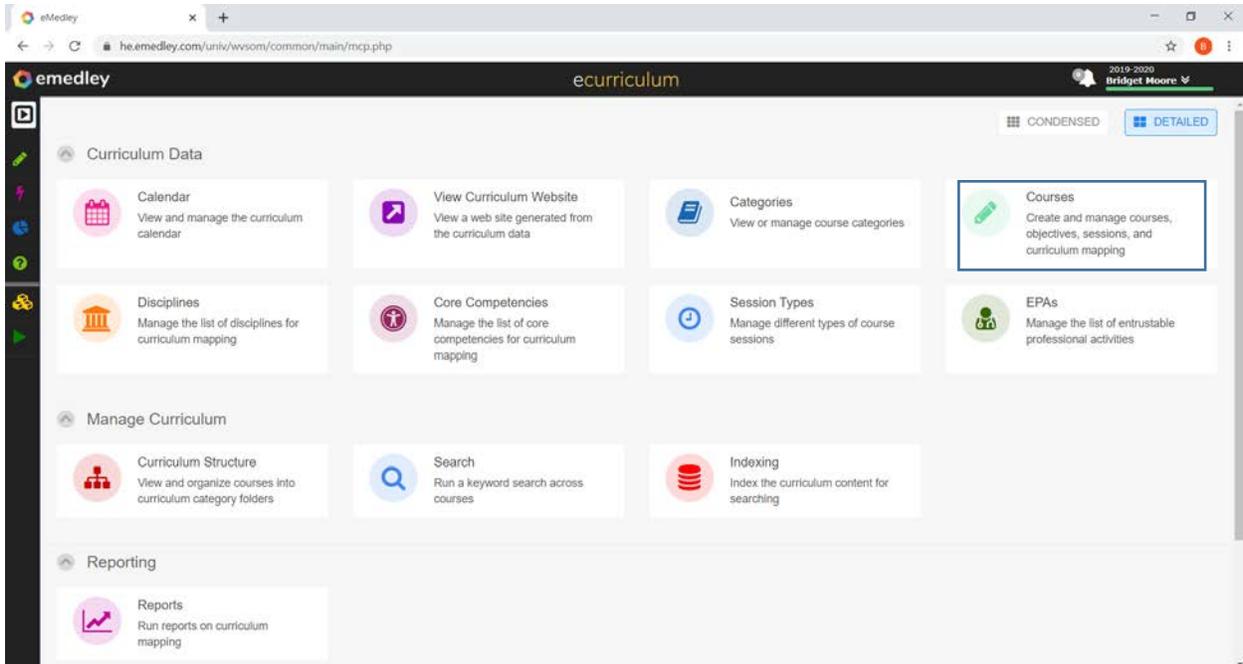
## Adding Disciplines and Core Competencies in eMedley

You should have no more than 2 disciplines and at least one competency per outcome. When you are ready to enter them, or need to edit or delete them follow the directions below.

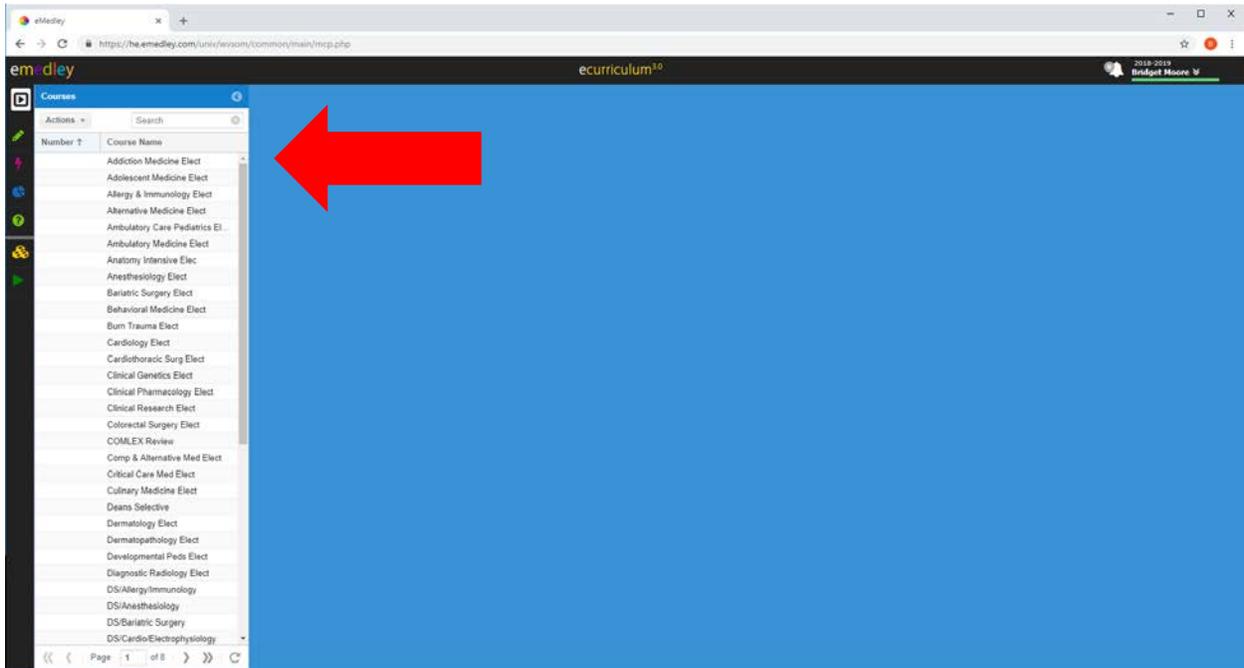
1. Click on the *Applications icon* on the left (three stacked boxes) and select *eCurriculum*.



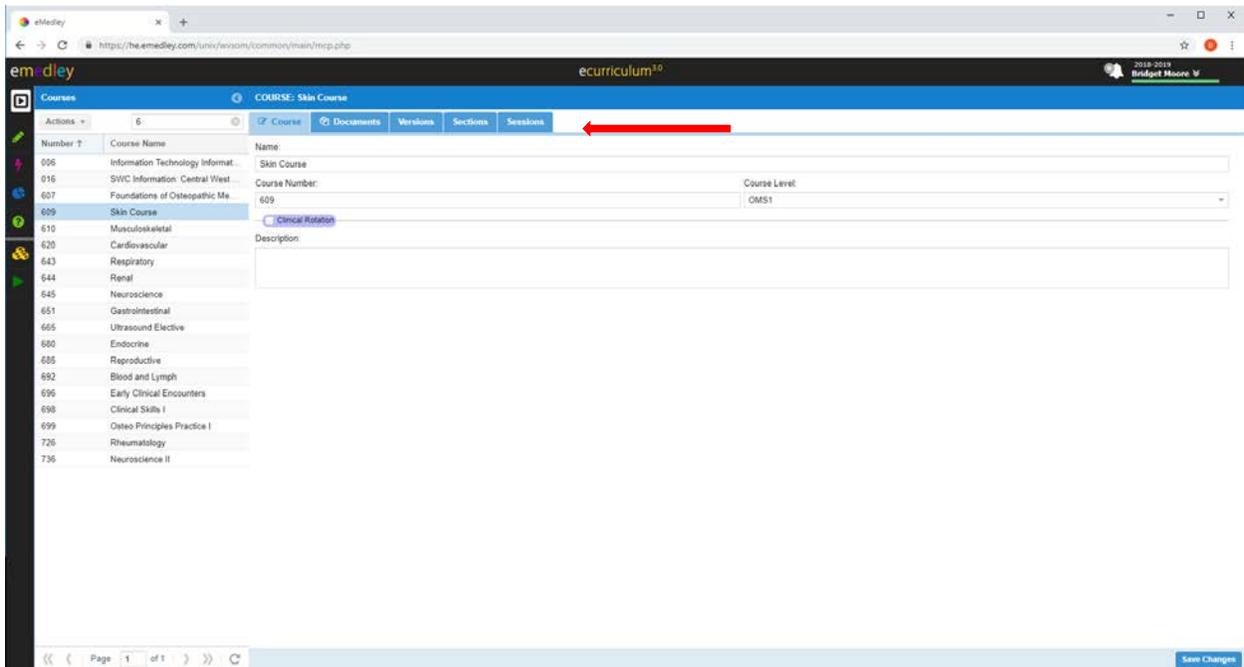
2. Click on *Courses*.



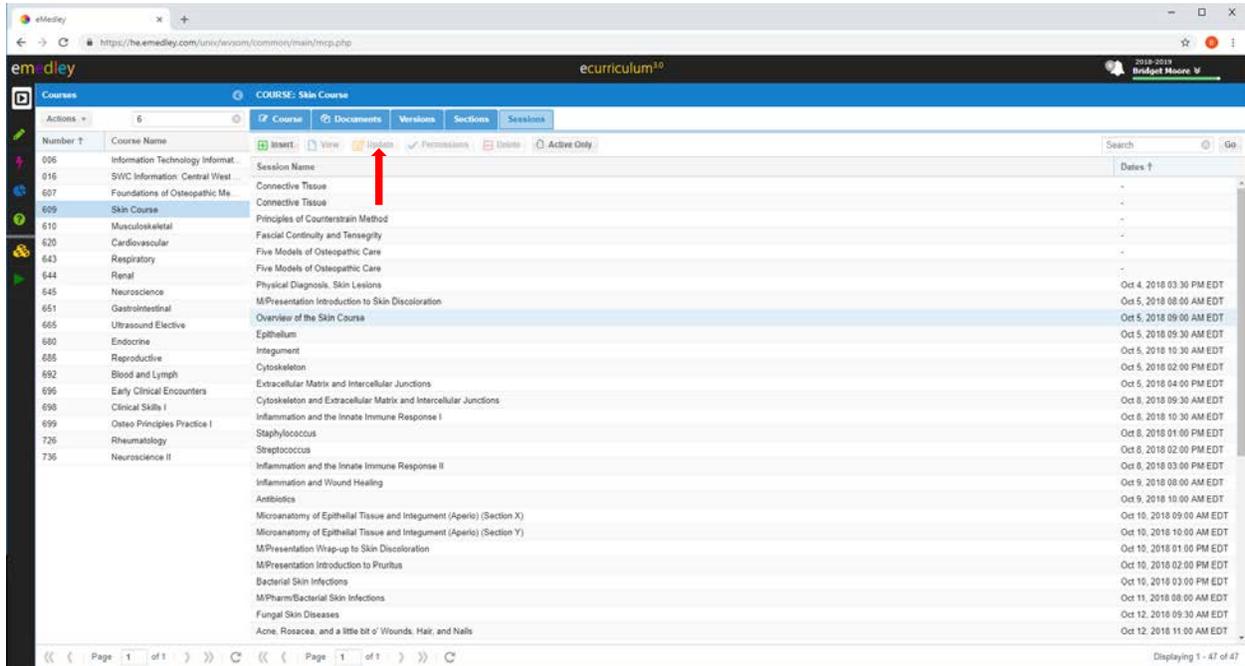
3. Select the appropriate course from the list by scrolling or searching by course number or name by typing in the *Search box*.



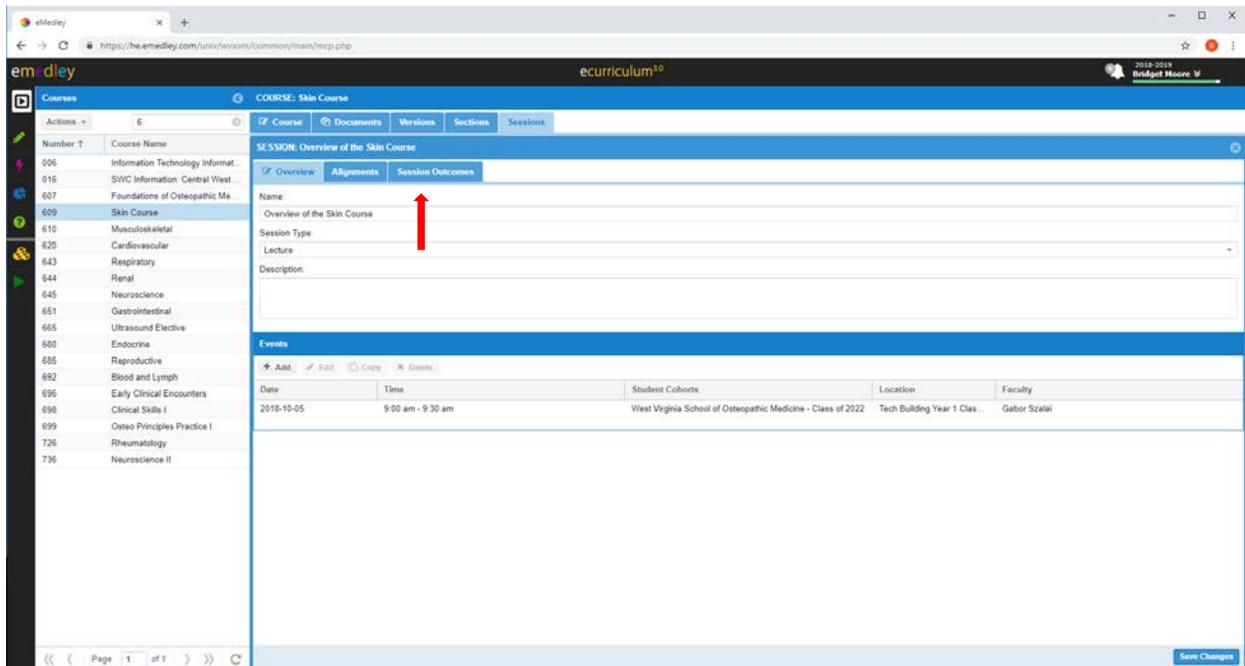
4. You will see a screen similar to the one below.



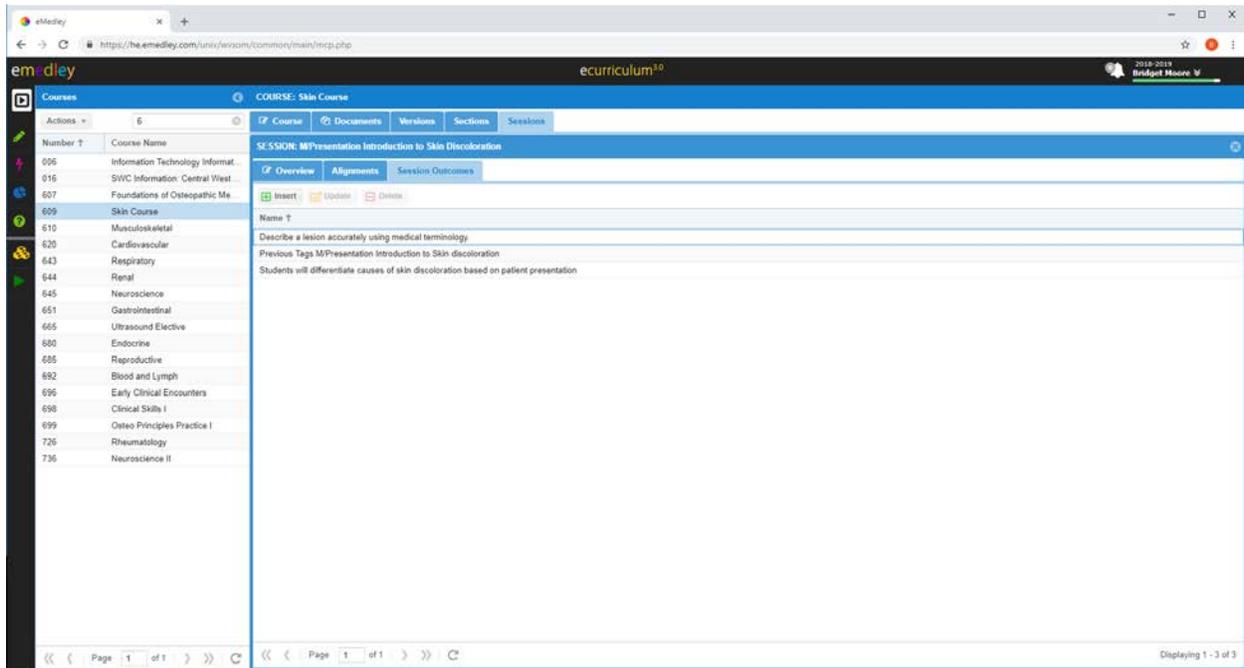
- Click on the *Sessions* button at the top of the screen. This will open up a list of all sessions for that specific course. From the list highlight the session where you want to add, change or delete outcomes. Note: you will only be able to see and edit your individual sessions.



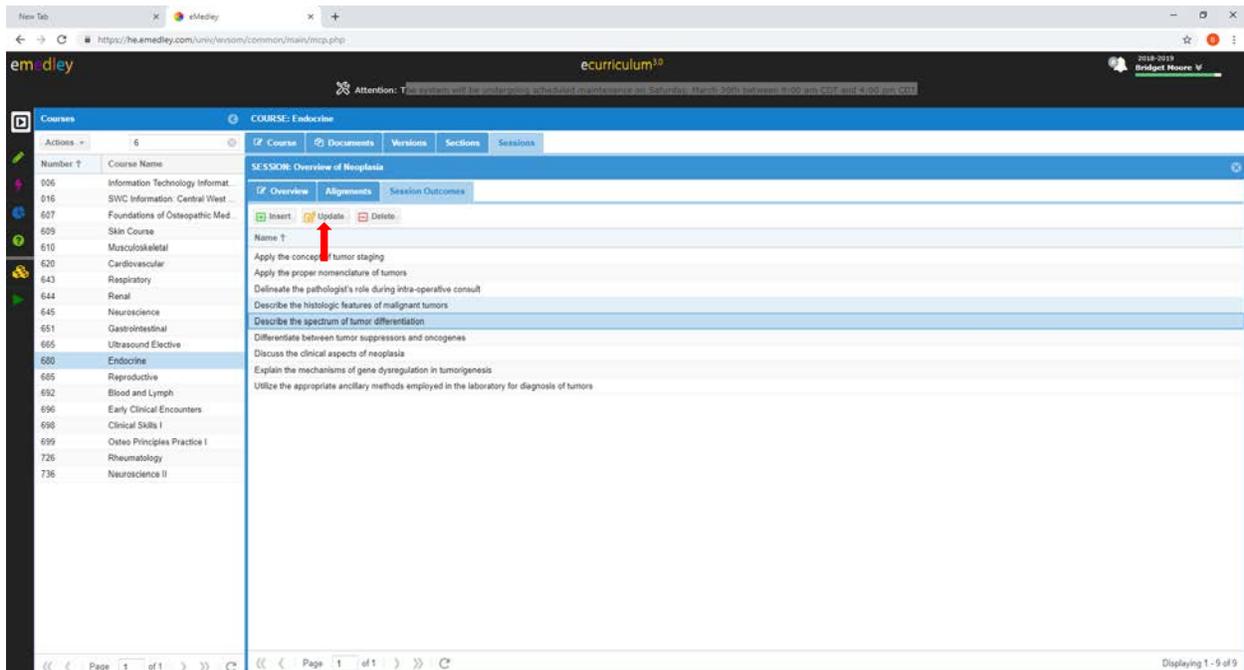
- Click *Update* at the top of the screen. This will open a second window with a new set of buttons.



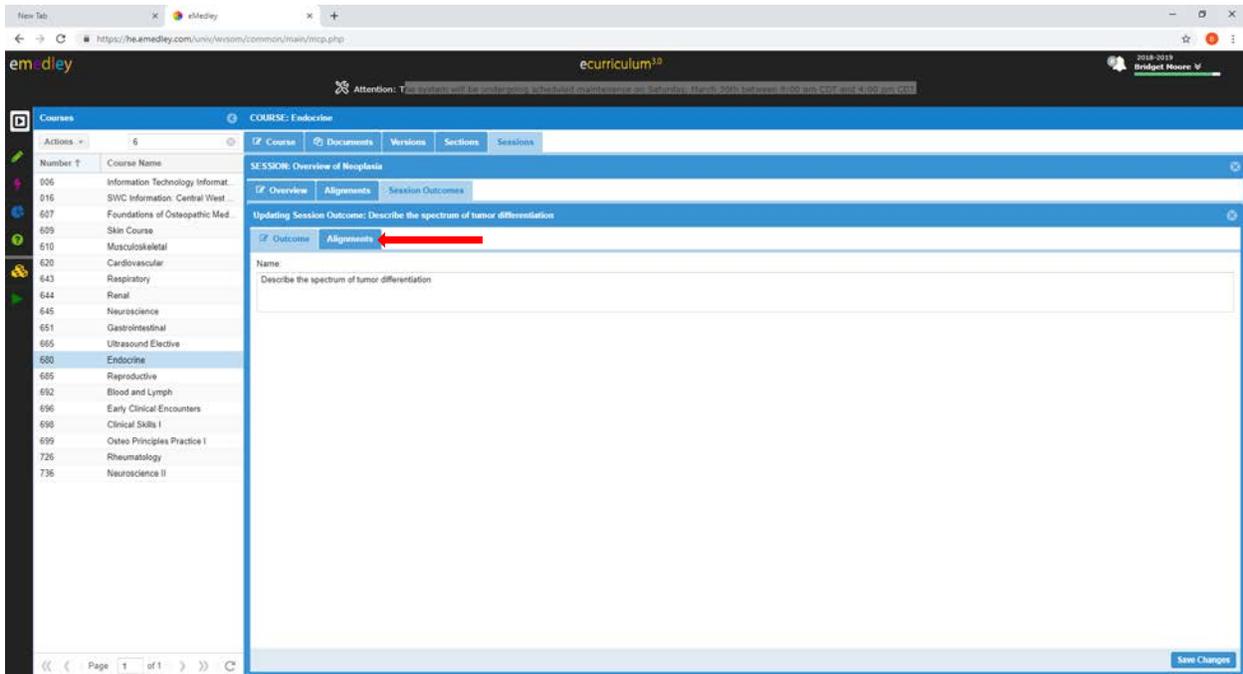
- From this window click on *Session Outcomes*. This window will show you all the session outcomes. Or if none are listed none will appear and these will need to be entered before you can add the discipline and competency.



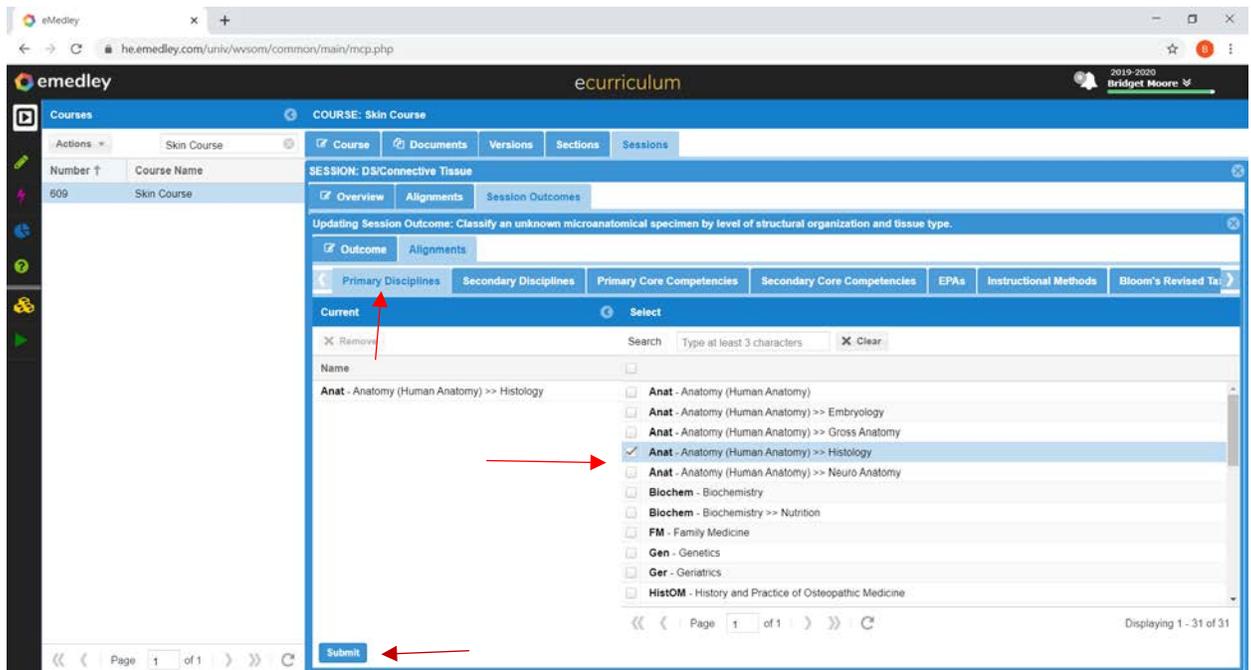
- From this screen, highlight the outcome where want to add the discipline and competency and click on *Update*.



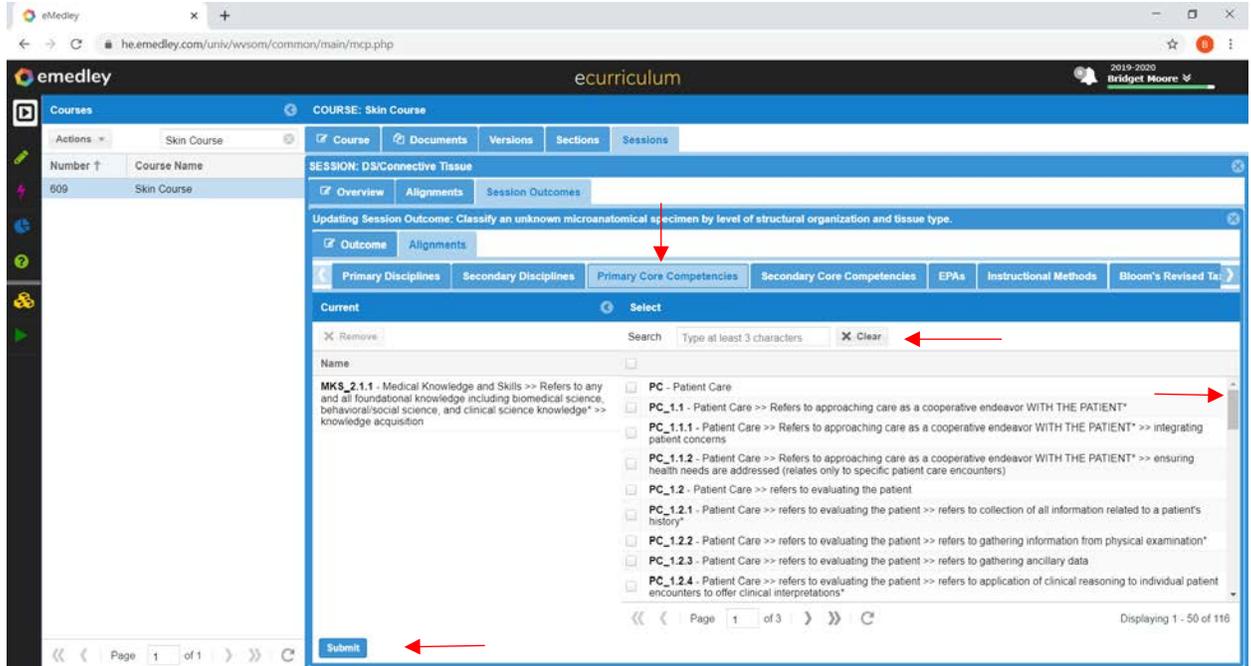
- From the new screen click on *Alignments*.



10. From this screen you will be able to select the disciplines by clicking on the *Primary Disciplines* button. Select the discipline you want from the list by clicking in the check box. Then click *Submit* at the bottom left of the screen.



11. Add the core competencies by clicking on the *Primary Core Competencies* tab and selecting the core competencies by clicking on the check box beside the competency you want to select. You can either search for the competency or scroll down to find the correct one. After selecting it, click *Submit* at the bottom of the screen.



12. If at any time while editing the session outcomes you need to go back, you can simply click the X in the upper right corner of the screen and you will be taken to the previous screen.

