

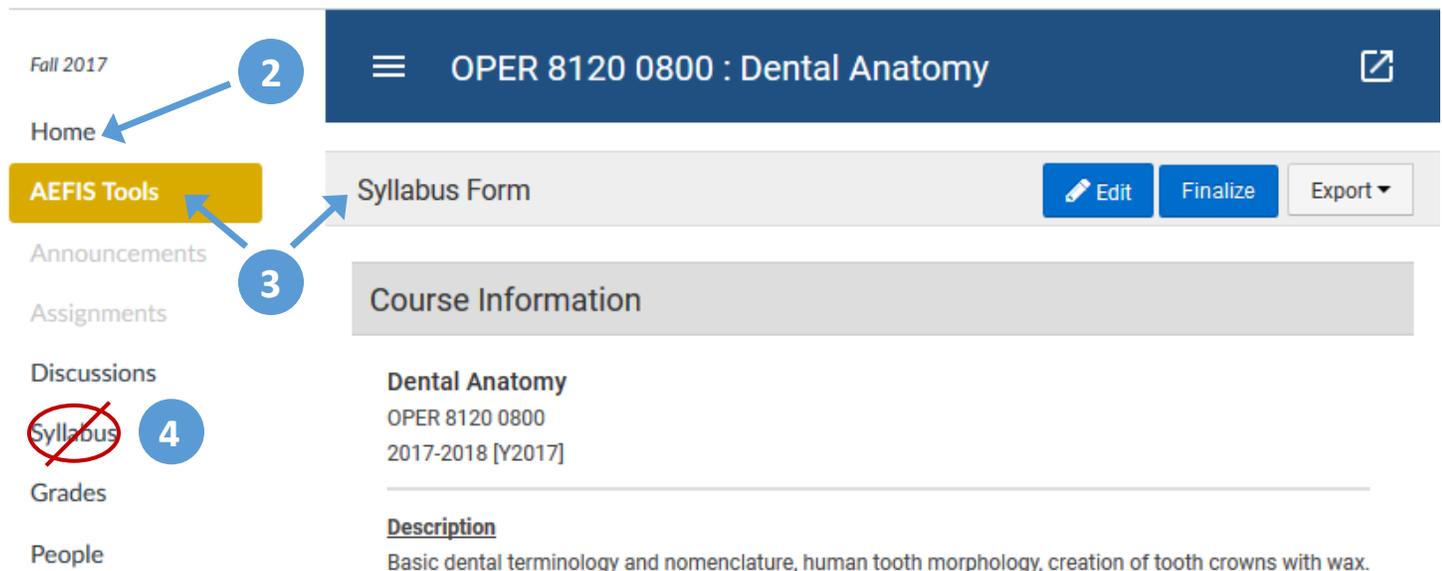
## Accessing Your Course Syllabus

1. **Login to ICON**, icon.uiowa.edu, with your hawkid and password
2. Navigate to your **course homepage** in ICON
  - a. You will usually be working on the next academic year (17-18).
  - b. The AEFIS Tools link should be the second item in the left side navigation for the course.
3. **Click the AEFIS Tools** link
  - a. The AEFIS Syllabus overview will be displayed within ICON
4. Do **NOT** click the ~~Syllabus~~ link.

### Need help?

Contact the Dentistry Helpdesk at 319-335-7592 or [dentistry-helpdesk@uiowa.edu](mailto:dentistry-helpdesk@uiowa.edu).

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Syllabus Form

Edit Finalize Export

Course Information

**Dental Anatomy**

OPER 8120 0800

2017-2018 [Y2017]

Description

Basic dental terminology and nomenclature, human tooth morphology, creation of tooth crowns with wax.

The Syllabus link will go to the syllabus section in ICON which is just a page with an area for text and a summary of course assignments. This is not robust enough to meet our syllabus and course mapping needs, so we are implementing the use of AEFIS. It is highly recommended that you **disable the Syllabus link** so it will not show to students. To disable the Syllabus link in ICON, perform the following:

- a) On the ICON course home page, click **Settings** in the left side navigation
- b) Click the **Navigation tab** in the middle of page
- c) Click and **drag Syllabus** from the top section in to the lower section
- d) Scroll to the bottom of the page and **click Save**
- e) The Syllabus link should now appear light gray in the left side navigation

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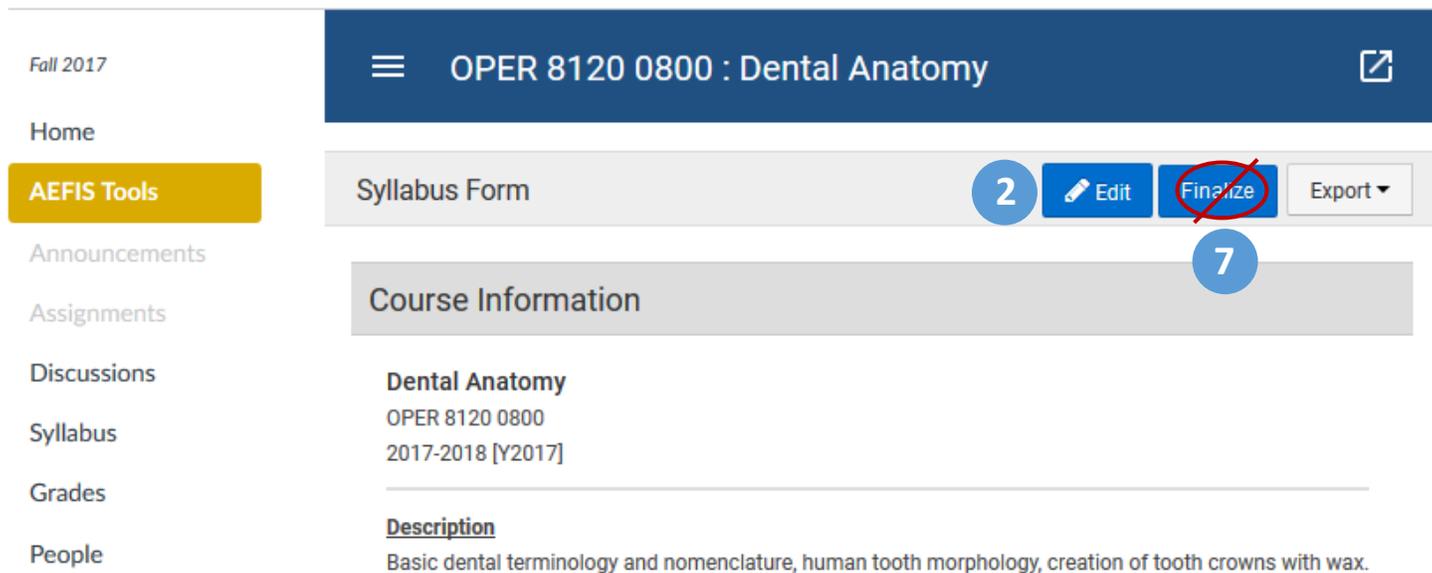
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## Updating Your Course Syllabus

1. After clicking AEFIS Tools, the AEFIS Syllabus overview is displayed within ICON (see image below)
2. Click **Edit** button
  - a. If the Edit button is missing, contact [dentistry-curriculum-map@uiowa.edu](mailto:dentistry-curriculum-map@uiowa.edu)
  - b. The editor works much like MS Word and allows copying/pasting. You may need to adjust the formatting a bit. Entries from previous years remain and can be tweaked for the next academic year.
3. The editable fields have text boxes and include:
  - a. Course Director Contact Information
  - b. Purpose of this Course
    - **NOTE** - CLOs are not editable in this view; see page 4 of this guide
  - c. Grading Scale
  - d. Evaluation Components and Values
  - e. Evaluation Components Additional Information
  - f. Learning Resources
  - g. Additional Course Information
  - h. Course Policies & Procedures
    - i. Non-editable policies & procedures are from COD or University of Iowa and must remain as shown.
4. The non-editable fields will show a lock in the lower, left corner 
  - a. If you require changes to Iowa Collegiate Competencies, please contact The Office for Education ([dentistry-curriculum-map@uiowa.edu](mailto:dentistry-curriculum-map@uiowa.edu))
5. Required fields will display  while non-required will show 
6. Changes are saved automatically as they are made.
  - a. To manually save your changes, **scroll to the bottom** and click **Save**.
7. **DO NOT click Finalize**; click Save
  - a. Save = Save; Not available to students; Can continue edits.
  - b. Finalize = Done; Published to students; Cannot be changed.



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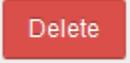
Course Information

**Dental Anatomy**  
OPER 8120 0800  
2017-2018 [Y2017]

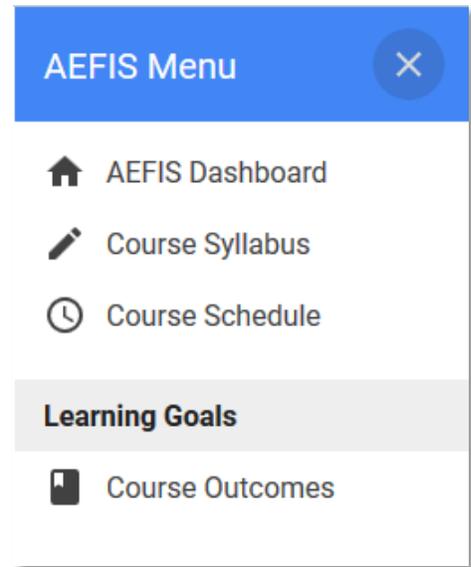
Description  
Basic dental terminology and nomenclature, human tooth morphology, creation of tooth crowns with wax.

## Updating Your Course Schedule

1. Click the **AEFIS Tools** link
2. Click the **hamburger menu**  in the blue course header to display the **AEFIS Menu**
3. Click **Course Schedule** in the AEFIS Menu
4. The Course Schedule will open inside of ICON
  - a. **SPECIAL NOTE:** Do not click the red, Delete button!
 



    - i. This deletes the entire course schedule & can't be restored.
5. Click in to any cell to edit the information
6. Click the + in the green box on the right to add a session (row) below the current row. A session is an individual class period.
  - a. When adding or removing rows, session numbers need to be manually updated
7. To change the order or move a session
  - a. Add the row in a new location
  - b. Copy info in to each cell
  - c. Remove old row
8. To remove a session (row), click the x in the red box on the right
  - a. If you don't see the green or red boxes, widen your browser window

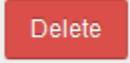


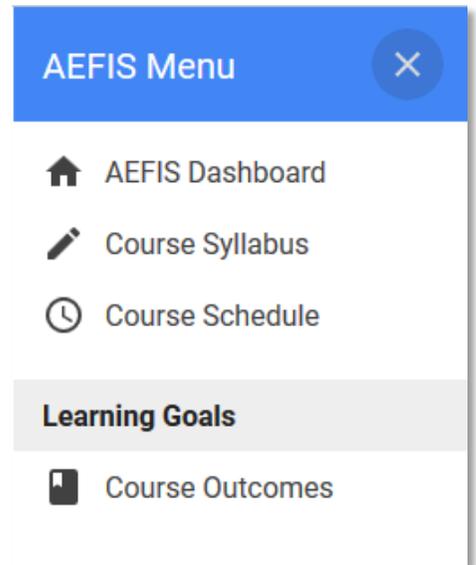
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Course Schedule 4a 

Session #	Hours	Date	Start Time	End Time	Topic/Exam	Faculty	Method	Reading and/or Related Assignments	
1	1	11/14/2016			Introduction to Operative Dentistry/Function of Simulation Clinic/Instrumentation and Sharpening/Color Coded Instruments	No Faculty	Lecture	CONCEPTS: Pgs. 1-3 / Simulation Clinic Manual SUMMITT: CHP 7 CONCEPTS: Pgs. 49-84	 
2	0	11/18/2016			Nomenclature and Principles of Cavity Preparation	No Faculty	Lecture	CONCEPTS: Pgs. 21-47 SUMMITT: CHP 7	 
3	0	11/21/2016			Ergonomics - Patient/operator positioning/	No Faculty	Lecture	CONCEPTS: Pgs. 85-106	 
4	0	11/28/2016			Introduction to Histology and Biology of Dental Tissues	No Faculty	No Method	CONCEPTS: Pgs. 5-11 CRAIG'S: Pgs. 9-17 SUMMITT: CHP 1	 

# Managing Your Course Learning Outcomes (CLOs)

1. Click the **AEFIS Tools** link
2. Click the **hamburger menu**  in the blue course header to display the **AEFIS Menu**
3. Click **Course Outcomes** in the AEFIS Menu under Learning Goals
4. The Course Section Learning Outcomes will open inside of ICON
5. Click the **+Add** button to open the +Add Course Learning Outcome box 
6. Type in the CLO description and click the **Save** Button
7. If you need to edit an existing item, click **Edit** to the right of that item and the Edit box will come up.
8. Make the text changes and click **Save**.
9. Code is a unique number assigned by the system. We do not use it, and students will not see it. 
10. If you need to remove an existing item, click **Delete** to the right of that item. 
11. A pop-up box will ask if you're sure. Click the delete button.



## OPER 8120: Dental Anatomy

**+ Add New**

Category

Enter a description

Type

Artifact

 You may associate a previously uploaded Document Artifact as an example of this Course Learning Outcome by selecting the artifact from the drop-down list above.

## Before Finalizing Your Syllabus!

Be sure all of the following are complete:

1. All syllabus updates are entered and appear as desired.
2. Review Competencies for accuracy:
  - a. If Competency changes were requested, do not finalize until you have received confirmation that your requested changes have been made.
3. Course schedule is accurate and complete.
4. CLOs have been reviewed and updated.

**SPECIAL NOTE:** Once finalized, your syllabus cannot be edited or unfinalized. At the time of finalizing, the syllabus is then visible to the students and becomes a contract between the College of Dentistry and the students.

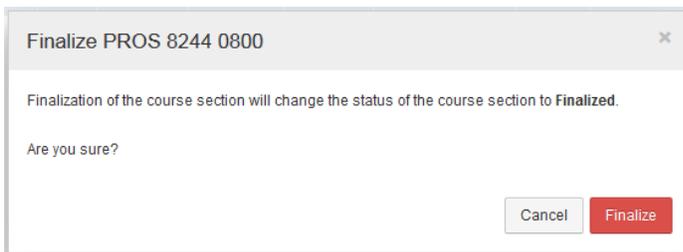
Finalize = DONE!

## Finalizing Your Syllabus

1. Click the **AEFIS Tools** link in ICON
2. Click blue **Finalize** in the upper right corner



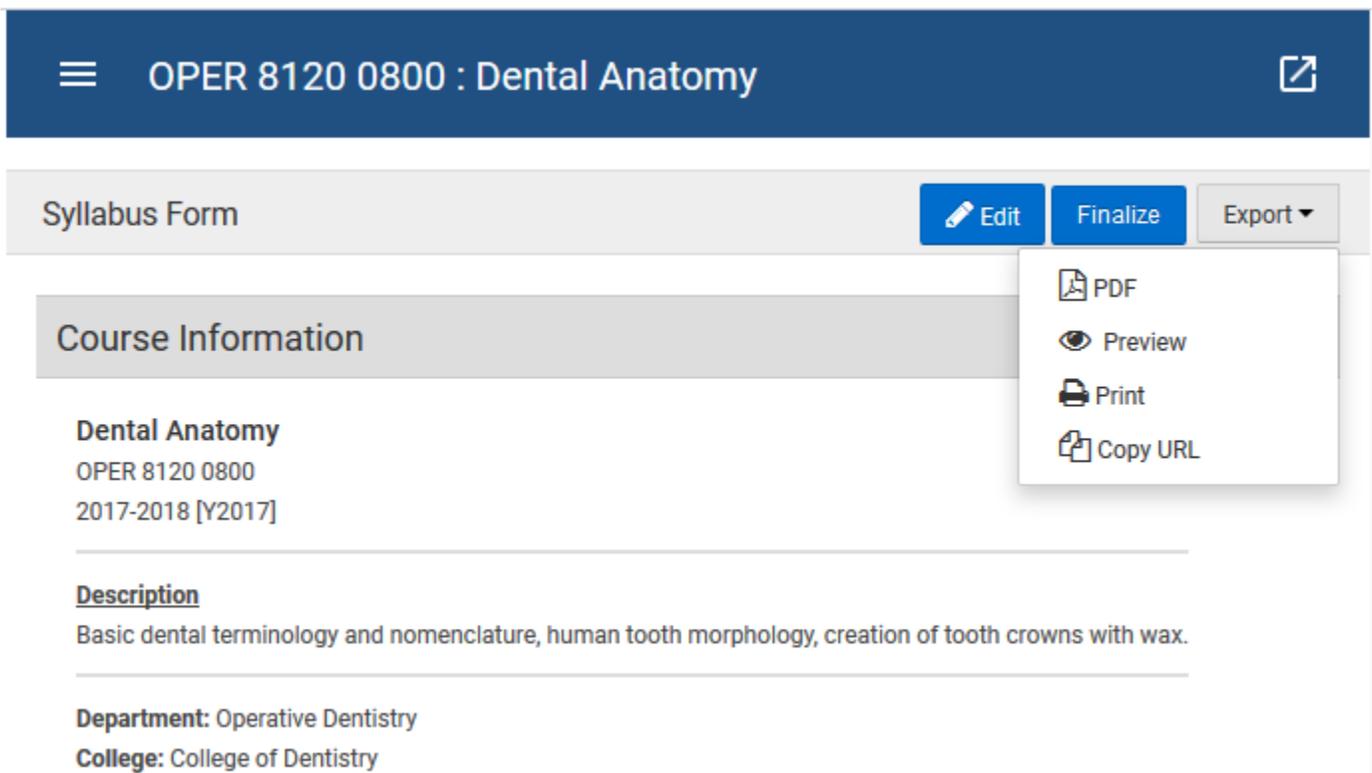
3. When asked, Are you sure? Click red **Finalize**.



4. Once finalized, the Finalize button will no longer show when you click the AEFIS Tools link.

## To Create a PDF or Printing Your Syllabus

1. Your course does not have to be finalized to print or export to PDF
2. Click **AEFIS Tools** link in ICON
3. Click the **Export** button to the right of Syllabus Form
4. To export, select **PDF**
  - a. When it is ready, it will then ask you to save or open the file.
  - b. Click the **Open with** radial button and **OK**.
  - c. Syllabus should then open in Adobe Acrobat.
  - d. In Adobe Acrobat, you can save the file by clicking, File → Save As → Navigate to folder in which you want to save your syllabus → Changing the name in the File name: field and click Save
5. To print, select **Print**
  - a. Your syllabus will open in a new tab in a printer friendly format for printing within your browser
    - i. In Firefox, click File → Print or click the menu icon  and click Print
    - ii. In Chrome, click the more icon  and click Print
    - iii. In IE, click File → Print or click the settings icon  and click Print



 OPER 8120 0800 : Dental Anatomy 

Syllabus Form  Edit  Finalize  Export ▼

**Course Information**

**Dental Anatomy**  
OPER 8120 0800  
2017-2018 [Y2017]

**Description**  
Basic dental terminology and nomenclature, human tooth morphology, creation of tooth crowns with wax.

**Department:** Operative Dentistry  
**College:** College of Dentistry

PDF  
Preview  
Print  
Copy URL

## Student Instructions

1. Syllabus is available under the **AEFIS Tools link**
2. Click **AEFIS Tools**
3. The AEFIS Syllabus overview is displayed within ICON
4. Click the **Export** button to the right of Syllabus Form **to print** the syllabus or **create a PDF**

 OPER 8120 0800 : Dental Anatomy 

Syllabus Form

Export ▼

Course Information

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## Help & Support

For assistance with AEFIS and ICON, please contact the

Dentistry Technology & Media Services Help Desk  
319-335-7592

[dentistry-helpdesk@uiowa.edu](mailto:dentistry-helpdesk@uiowa.edu)

Submit online help request (will be prompted for your hawkid and password):

<https://campusapps.dentistry.uiowa.edu/helpdesk/secure/requesthelp.aspx>

For urgent ICON issues, outside of M-F 8am – 5:30pm, please contact the

ITS Help Desk\*

319-384-4357 (4-HELP)

[its-helpdesk@uiowa.edu](mailto:its-helpdesk@uiowa.edu)

Online chat: <http://helpdesk.its.uiowa.edu/connect/>

ITS Help Desk hours and location information can be found at <https://its.uiowa.edu/contact>

\*The ITS Help Desk will not be able to assist with your AEFIS syllabus. ITS does not have access to AEFIS.