# Creating and Managing Curricula

Students take part in a lot of campus life, and much of it is easy to lose track of once it is over. Curricula give that involvement a shape. You define co-curricular pathways, which are structured programs a student works through toward an award, and Connect25 tracks each student's progress as they go.

A pathway is built from requirements that Connect25 can check on its own, such as earning a badge, attending events, completing approved service hours, or holding an organization role. You can also include requirements that need a person to decide, such as an experience a student reports or an advisor's approval. Trails mark milestones along the way, and finishing the whole pathway earns the student an award. Cohorts control which students see which programs.

The articles in this section help you:

- Create, edit, copy, and publish curricula, and build the requirement trees behind them.
- Set up cohorts and focus areas that organize your pathways.
- Review the experiences students submit.
- Check any student's progress on a pathway and, when needed, approve or override a requirement.
- Design and publish the Co-Curricular Transcript that presents this progress to students.

Each curriculum belongs to a cohort, defines the requirements students must meet, and ends with an award. The Curricula page is where you create curricula, copy them to other cohorts, publish them so students can see them, and disable them when they are no longer needed.

This article covers the Curricula list and the Create Curriculum wizard. To edit an existing curriculum, see Editing a Curriculum. To learn how requirement trees work, see Building Requirement Trees.



**Security Note**

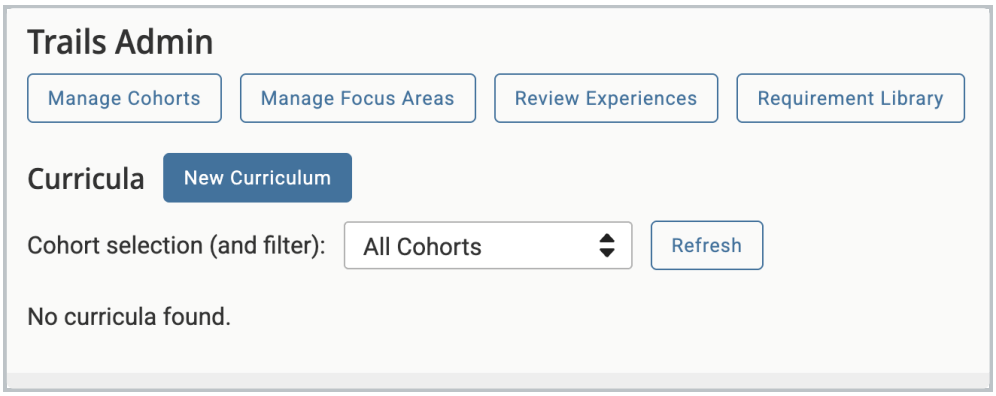
Access to the Curricula features require the following permissions in the Connect25 security settings:

- (Viewing rights) Manage Curricula = Read
- (Editing rights) Manage Curricula = Full Control

## The Curricula Page

To open the page, select **Curricula** from the Connect25 left menu. The page heading is **Trails Admin**. Curricula are listed under the **Curricula** heading.

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At the top of the page, four buttons open related areas:

- **Manage Cohorts** - *For in depth directions on this topic, please see Managing Cohorts.*
- **Manage Focus Areas** - *For in depth directions on this topic, please see Managing Focus Areas.*
- **Review Experiences** - *For in depth directions on this topic, please see Reviewing Experiences.*
- **Requirement Library** - Open the library of reusable requirement trees. *For in depth directions on this topic, please see Building Requirement Trees.*

## Filtering by Cohort

Use the **Cohort selection (and filter)** dropdown to show only the curricula in one cohort. The default is **All Cohorts**. The cohort you select here is also the cohort the Requirement Library opens with.

Click **Refresh** to reload the list.

## The Curricula List

Each row shows:

- **Name** - The curriculum's display name, or its name if no display name was entered.
- **Cohort** - The cohort the curriculum belongs to.
- **Status** - Draft or Published. See the section below.
- **Ending Award** - The ending award key.
- **Actions** - The buttons available for that curriculum.

If no curricula match the cohort you selected, the page shows "No curricula found."

## Reordering Curricula

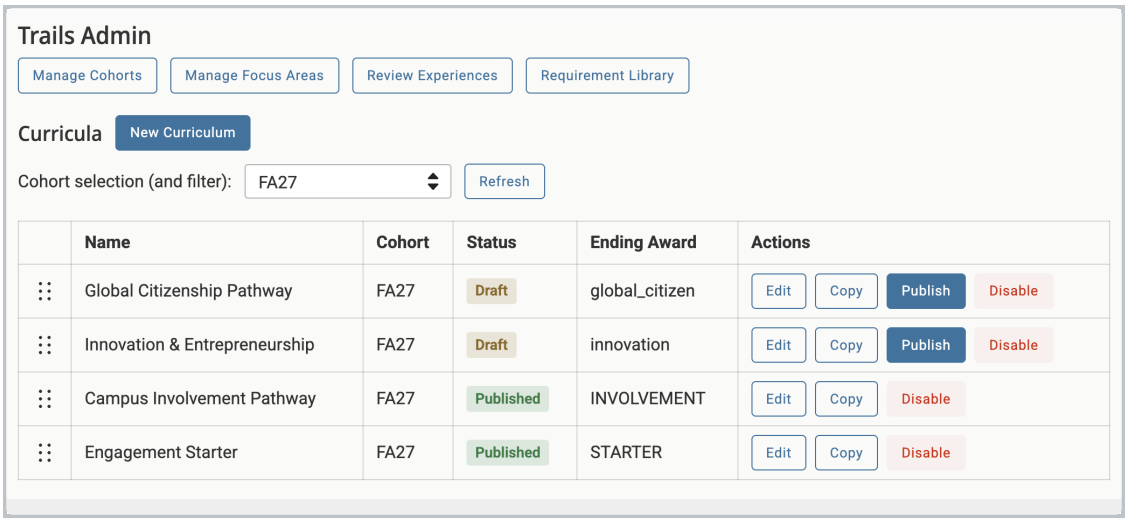
Drag the handle at the left of a row to move a curriculum up or down in the list. The new order is saved automatically a moment after you drop the row. If the order cannot be saved, an error message appears and the list returns to its previous order.


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New curricula are added to the end of the list. Curricula that have never been ordered are sorted by name.

## Curriculum Status




- **Draft** - The curriculum has been created but has not been published. Draft curricula can be fully edited, published, copied, or disabled.
- **Published** - The curriculum is live. Students may see it and make progress on it. Some fields become locked, and changes to the requirements are applied with a warning. See Editing a Curriculum in Connect25.
- **Disabled** - The curriculum has been turned off. The Disable confirmation says it will no longer be visible.

## Actions

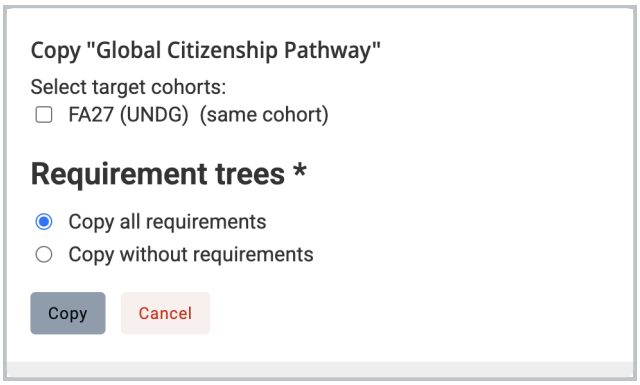
### Edit

Click **Edit** to open the curriculum editor. See Editing a Curriculum for more information on this topic.

### Copy

Click **Copy** to make a copy of a curriculum in one or more cohorts. A dialog titled **Copy "[curriculum name]"** opens.


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1. Under **Select target cohorts**, check each cohort you want a copy in. Each cohort is listed with its code and type. The source curriculum's cohort is marked **(same cohort)**.
2. If you checked the same cohort as the original, two more fields appear. Copying into the same cohort requires a new name and ending award key, so enter a **New name** and a **New Ending Award key**. Both are required.
3. Under **Requirement trees**, choose how requirements are copied:
   - **Reuse matching requirements (by code)** - Link to matching requirements that already exist in the target cohort instead of making new ones. This option appears only when at least one selected cohort is different from the original's cohort.
   - **Copy all requirements** - Copy the full requirement tree into each target cohort. This is the default.
   - **Copy without requirements** - Copy the curriculum details only, with no requirements.
4. Click **Copy** OR Click **Cancel**, or click outside the dialog, to close it without copying.

If any of the copies could not be made, a message reads "Copied with [n] skip(s)" followed by the reason for each one. The copies that succeeded are kept.

### Publish

Click **Publish** on a Draft curriculum. This button appears only for curricula in Draft status. You are asked **Publish "[curriculum name]"?** Confirm to publish. Note that a curriculum cannot be published if its requirement tree has no requirements in it.

### Disable

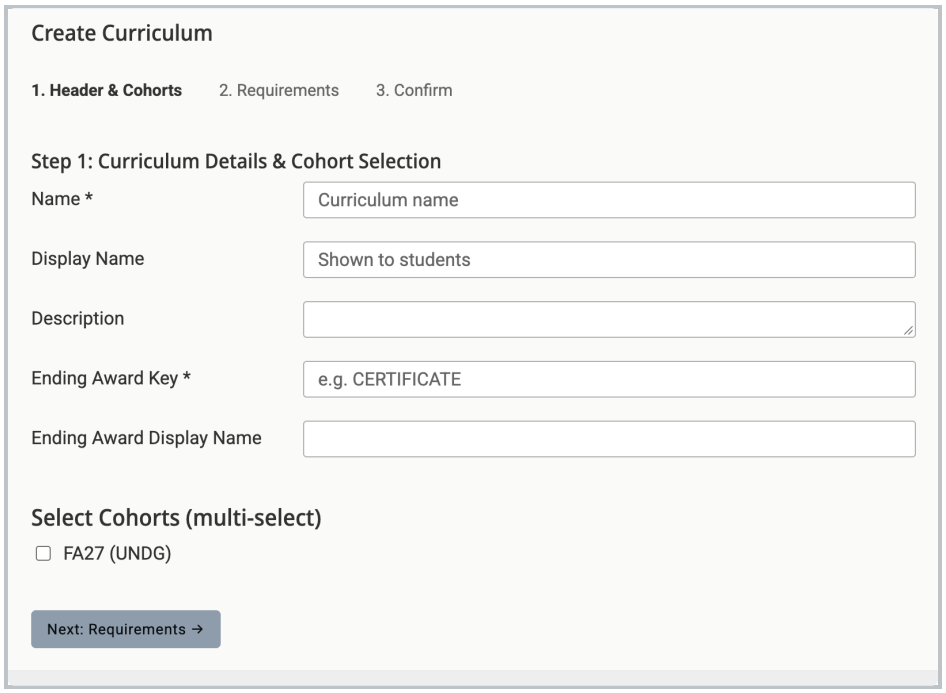
> ⚠ Warning: This is a Permanent Action and Cannot be Undone

Click **Disable** to turn a curriculum off. You are asked **Disable "[curriculum name]"? It will no longer be visible. This is a permanent action.** Confirm to disable it.

## Creating a Curriculum

Click **New Curriculum** at the top of the list. The **Create Curriculum** wizard has three steps, shown across the top: **1. Header & Cohorts**, **2. Requirements**, and **3. Confirm**. Click **← Cancel** at any time to leave the wizard without saving anything.


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## Step 1: Curriculum Details and Cohort Selection

Fill in the following fields:

- **Name** (required) - The curriculum's name.
- **Display Name** - This is the name the end-user will see.
- **Description** - A description of the curriculum.
- **Ending Award Key** (required) - A short code for the award students earn when they complete the curriculum, such as CERTIFICATE.
- **Ending Award Display Name** - The award name that end-users will see.

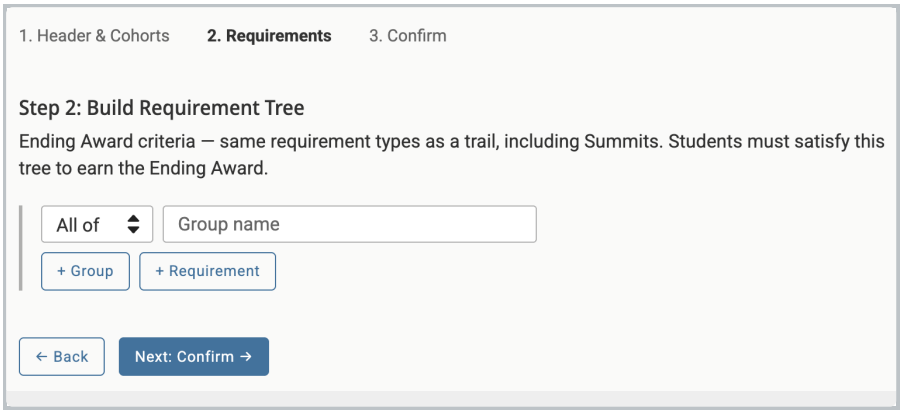
Under **Select Cohorts (multi-select)**, check every cohort the curriculum should be created in. Each cohort is listed with its code and type.

Click **Next: Requirements →**. The button stays unavailable until you have entered a name and an ending award key and selected at least one cohort.

## Step 2: Build Requirement Tree

Build the requirements students must meet to earn the ending award. The tree here works like the requirement trees used elsewhere in Connect25. Start by adding groups and requirements. For details on every group and requirement type, see Building Requirement Trees and Using the Requirement Library .


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Use **← Back** to return to step 1, or **Next: Confirm →** to continue.

If your tree uses an **Include Tree** requirement, each cohort you selected needs a general tree chosen for it. **Next: Confirm** stays unavailable until every selected cohort has a general tree available and every Include Tree requirement has one chosen for each cohort.

The Summit requirement type is not useful at this step, because trails are added to a curriculum after it is created. Add Summit requirements in the curriculum editor.

## Step 3: Review and Create

Review your entries:

- **Name**
- **Display Name**
- **Ending Award** - The key you entered.
- **Cohorts** - The selected cohort codes.
- **Requirements** - A short description of the top-level group.
- **Include trees** - If you used Include Tree requirements, the tree chosen for each cohort.

Click **Create Curriculum** to save. The button reads **Creating…** while it saves. Click **← Back** if you need to make changes.

Connect25 creates one curriculum for each cohort you selected. All of them are created as drafts. When you return to the list, the new curricula appear at the end. A curriculum is not created in a cohort that already has one, and a message reads "Created with [n] skip(s)" followed by the reason, such as "Curriculum already exists for this cohort."

After you've created the curriculum, you can click **Edit** to add the catalog description, availability rules, tracks, and trails. See Editing a Curriculum.

Click **Publish** when the curriculum is ready for students.


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