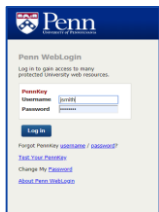# Curriculum Manager
Course Inventory Management

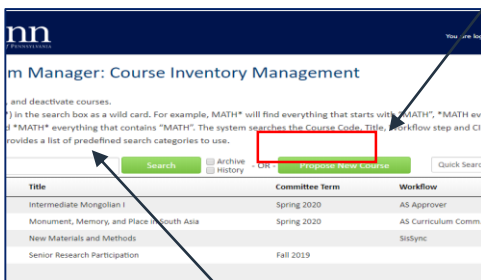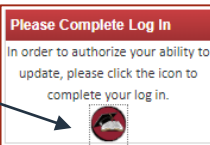## LOGIN TO COURSE MANAGEMENT:

1. Access the **Curriculum Manager Resource Page** and click Course Management

2. Enter your **Username** and **Password** then click **Log In**

3. Click the red **Log In Icon**

Please Complete Log In

In order to authorize your ability to update, please click the icon to complete your log in.

PROPOSE A NEW COURSE

- Click Propose New Course from the Course Inventory Management page

- Complete all required fields

- If new Course Number is unknown, enter TBD or 000

- In the Cross-List Details section:
  - Click **Add…** to add the cross-listed course
  - Click [icon] to add a multi-Level course

- When all information has been entered, click one of the three action buttons:
  - **Cancel**: Deletes the proposal
  - **Save Changes**: Saves proposal but does not start the routing
  - **Start Workflow**: Routes the proposal through the workflow for approval

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TIPS & TRICKS:

Click **?** Icon for field level help

Any field boxed in **red** is REQUIRED

The following fields will drive the workflow:
- Course Subject
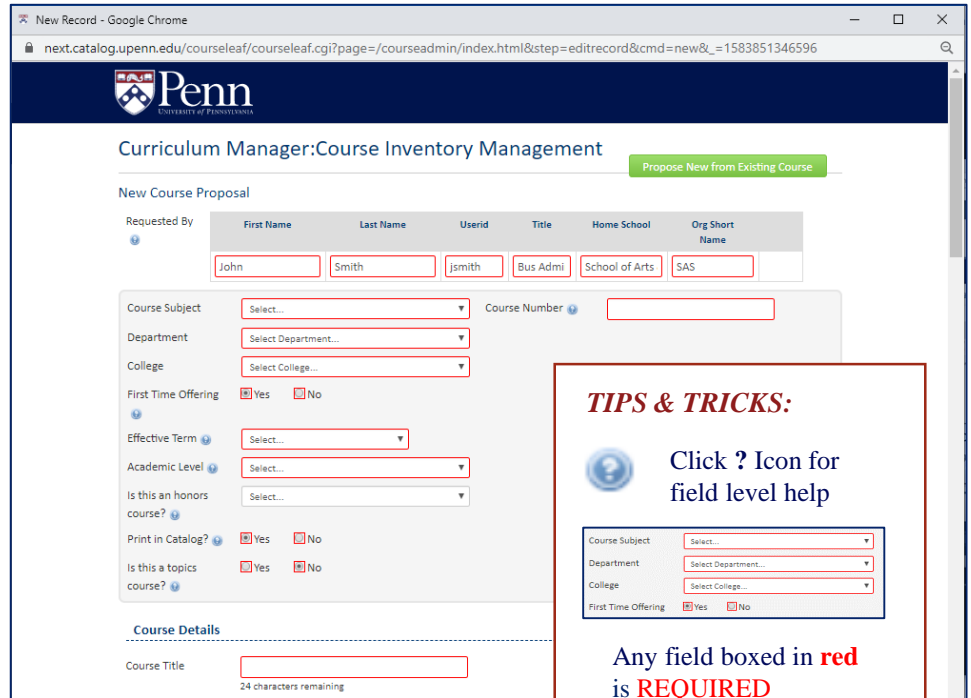- Department
- College

EDIT A COURSE

- Search for the course to be edited.
  - Use an asterisk (*) in the search box as a wildcard, *e.g. political**

- Double-click on the course in the course listing to open the course

- Click the *Edit Course* button **Edit Course**

- Select an option from the **Course Change Type** field

  Course Change Type: Select... / This is a substantive change / This is not a substantive change

  - **Substantive Change** – significant change
  - **Non-substantive Change** – minor change

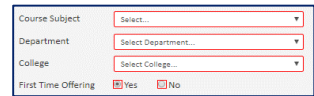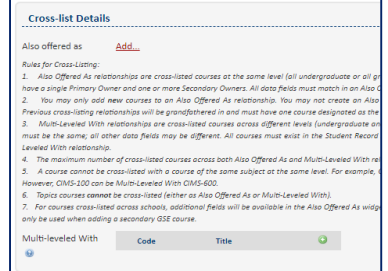- Scroll through and make additional edits to proposal, then choose:

  Cancel | **Save Changes** | **Start Workflow**

DEACTIVATE A COURSE

- Search for the course to be edited

- Double-click on the course in the course listing to open the course

- Click the *Deactivate* button **Deactivate**

- Complete required fields and click Start Workflow