Curriculum Manager Course Inventory Management



LOGIN TO COURSE MANAGEMENT:

	Curric	ulum Man	ager (CM)	
C UP TO MAIN MENU	Pero Studiet Englishman & Enservice Services + Ensels & Stat? Enservices + Controduce Managere (SM)			
			lication used to modify, track, and approve rams. CM uses electronic forms and	
Faculty & Staff Resources	workflows to manage the curricular approval process.			
Advisor InTouch				
Courses InTouch	Access Curriculum Manager			
Carriculum Manager (CM)				
Grading Guidelines				
Infodesk	Course Management Program Management			
Pennant DIFLOR				
Student Aid Management System (SAM)	Approval Queue CourseLeaf Console			
Stadent Employment Management System (SEMS)				
Student Record System (SRS)				
Taition Distribution Process	Curriculu	m Manager Supp	ort	
University Classroom and Facility Scheduling	Functional Support	Details		
	Beal Time Request to video conference with CM team to ask questions and Support via troubleshoot issues from where you sit by contacting the CM team			
	One-on-One Visits from CM Team	Schedule time for the CM team to come to you and your team to provide support.		

Page and click Course Management

	2. Enter your Username ar Password th click Log In	nd Ien
3. Click the red Log In Icon	Please Complete L In order to authorize y update, please click complete your I	our ability to the icon to
m Manager: Course Inve	ntory Management	You pre log
and deactivate courses.) in the search box as a wild card. For example d *MATH* everything that contains *MATH*. The rovides a list of predefined search categories to course to the search categories of the search cat	, MATH* will find everything that start he system searches the Course Code, T	itle, Workflow step and CIN
Title	Committee Term	Workflow
Intermediate Mongolian I	Spring 2020	AS Approver
Monument, Memory, and Place in South Asia	Spring 2020	AS Curriculum Comm
New Materials and Methods Senior Research Participation	Fall 2019	SisSync

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 •
- Course Change Select an option from the • Type 😡 Course Change Type field
 - Substantive Change significant char •
 - Non-substantive Change minor cha •
- Scroll through and make additional edits to pa •

Save Changes

X New Record - Google Chrome		X
next.catalog.upenn.edu/courselea	af/courseleaf.cgi?page=/courseadmin/index.html&ste	p=editrecord&cmd=new&_=1583851346596 Q
ENIVERSITY OF PENNSYLV	N IA	
Curriculum N	lanager:Course Inventory Manage	Propose New from Existing Course
New Course Propos	al	Tropose new nonrexisting course
Requested By	First Name Last Name Userid Title	Home School Org Short Name
John	n Smith Bus Ad	mi School of Arts SAS
Course Subject	Select Course Numb	er 😡
Department	Select Department	
College	Select College V	
First Time Offering	🖲 Yes 🔲 No	TIPS & TRICKS:
Effective Term 😡	Select 🔻	
Academic Level 😡	Select V	Click ? Icon for
Is this an honors course? 😝	Select 🔻	field level help
Print in Catalog? 😡	🖲 Yes 📃 No	Course Subject Select T
Is this a topics course?	Ves 🖲 No	College Select College V
		First Time Offering Yes No
Course Details		Any field boxed in red
Course Title	24 characters remaining	is REQUIRED
If new Course Number is unknown, enter TBD or 000		DepartmentCollege
	st Details section:	Cross-list Details
 Click <u>Add</u> 	1 to add the	Also offered as <u>Add</u> Rules for Cross-Listing: 1. Also Offered As relationships are cross-listed courses at the some level (all undergraduate or all pr
cross-liste	ed course	have a single Primary Owner and one or more Secondary Owners. All data fields must match in an Also C 2. You may only add new courses to an Also Offered As relationship. You may not create an Also
Click	to add a	Previous cross-listing relationships will be grandfathered in and must have one course designated at the 3. Multi-leveled With relationships are cross-listing drawing different invest (inderspraduate an must be the same; all other data fields may be different. All courses must exist in the Student Record Leveled With relationship.
multi-Lev	el course	 The maximum number of cross-listed courses across both Also Offered As and Multi-Leveled With res A course cannot be cross-listed with a course of the same subject at the same level. For example, a
		However, CINS-100 can be Multi-Leveled With CINS-600. 6. Topics courses cannot be cross-listed (either as Also Offered As or Multi-Leveled With). 7. For courses cross-listed across schools, additional fields will be available in the Also Offered As widge
	ation has been entered,	only be used when adding a secondary GSE course. Multi-leveled With Code Tritle O
click one of the three		9
• Cancel: D	eletes the proposal	
	nges: Saves proposal but tart the routing	Cancel Save Changes Start Workflow
	rkflow: Routes the proposal	
through th	e workflow for approval	DEACTIVATE A COURSE
	IBB 109	• Search for the course to be edite
staatius shaaga		• Double-click on the course in th
stantive change substantive change	e Last Name Userid Title F Smith jsmith Bus Admii Scl	
	Select 🔻	
	Select 🔻	Click the <i>Deactivate</i> button
2	BIBB - BIOLOGICAL BASIS OF BEHAVIOR V BIOLOGICAL BASIS OF BEHAVIOR V	Deactivate
osal, then choose:	Arts & Sciences 🔻	Complete required fields and
		click Start Workflow

This

Start Workflo