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

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

- Select an option from the Course Change Type field
  - Substantive Change – significant change
  - Non-substantive Change – minor change
- Scroll through and make additional edits to proposal, then choose:

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
- Complete required fields and click Start Workflow

TIPS & TRICKS:

- Click ? Icon for field level help

The following fields will drive the workflow:

- Course Subject
- Department
- College

Any field boxed in red is REQUIRED

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 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