Curriculum Manager



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Program Management

LOGIN TO PROGRAM MANAGEMENT: **PROPOSE A NEW PROGRAM** New Record - Google Chrome Student Registration & Financial Services SEARCH enext.catalog.upenn.edu/courseleaf/courseleaf.cgi?page=/programadmin/index.html&step=editrecord&cmd=new&_=1583853526510 Penn Curriculum Manager (CM) Curriculum Manager:Program Management at terrion + fronty & Staff Research + Cartager Manager (CM) ger (CM) is an application used to modil courses and programs. CM uses electrr age the curricular approval process. Faculty & Staff Resources New Program Proposal Access Curriculum Manager Requested By First Name Last Name Userid Title John Smith jsmith Bus Admii School of Arts SAS 8 ۳ School 😡 Select. Curriculum Manager Support ۳ Level 😡 Select. Functional Support Program/Specialization Name 0 TIPS & TRICKS: Degree 😡 Select... 1. Access the Curriculum Manager Resource Administrative Department, Graduate Group, Program, or Cente Click ? Icon for 0 Select... Page and click Program Management Effective Term 😡 Select field level help 🐺 Penn Concentrations School 😡 Please note changes proposed to concentrations only affect that concentration. The changes pro this page will only offset this particular page. If you need to make changes to multiple within a major or related programs, you must submit separate proposals for each c Level 😡 Select... 2. Enter your Program/S Name PennKey Username jsmith Username and Degree 🤬 Program Information Log in Password then Any field boxed in red click Log In Rationale for Proposal is **REQUIRED** Click Propose New Program from the Please Complete Log In Program Management page The following fields will In order to authorize your ability to 3. Click the red update, please click the icon to drive the workflow: Complete all required fields Log In Icon complete your log in. School Level * 🐔 In the Requirements Outline area in the (or Division) Catalog Information section: Administrative Dept. • [™] Penn • If the requirements are already attached, • Graduate Group Curriculum Manager: Program Management enter "See attached" rch, edit, edid, and descrivese programs. Requirements Outline 😡 Otherwise, click 🎹 to select and add WHIPP everything that contains "WHIPP. The syst (design like of predefined search categories to use ि X @ @ @ X ← ≫ Q to II ♥ B I U x' x, E ± ± ≡ Format - Styles - Ko = = U ≡ Q G ■ @ Source Scath Heatry 10: Propose How Program Quid Sam courses to the Program . K Click OK to open the Course List to: . • Search by Subject to find course and use **s** to move to right Select Subject... • **<u>OR</u>** enter course in the Quick Add **EDIT A PROGRAM** area and click Add Course Search for the course to be edited. Add Course Quick Add: Use an asterisk (*) in the search box as a wildcard, e.g. political* When all information has been entered, choose • Double-click on the program in the Save Changes Save and Start Workflow Cancel program listing to open the program **INACTIVATE A PROGRAM** • Cancel: Click the *Edit Program* button Edit Program • Deletes the proposal Search for the program to be edited • Scroll through and make additional edits Save Changes: Double-click on the program in the . to proposal, then choose: Saves proposal but does not start program listing to open the program the routing • Click the *Inactivate Program* button Cancel Save Changes Start Workflow Save and Start Workflow: Complete required fields and click Routes the proposal through the Start Workflow workflow for approval