

HOW TO EDIT A COURSE

This guide outlines the steps to Edit a Course through Curriculum Manager: Course Inventory Management. For additional information on CM, please click [here](#).

Edit a Course - Login

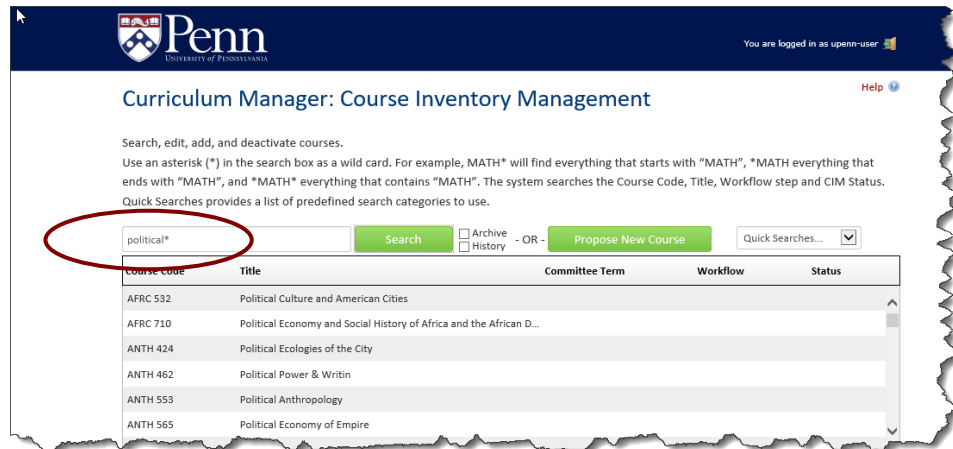
- Navigate to the *Curriculum Manager: Course Inventory Management* [page](#)
- Enter your **Username** and **Password**
- Click on **[Log in]**
- Click on the **Log In** icon



The screenshot shows the Penn WebLogin interface. It includes fields for PennKey Username and Password, a Log In button, and links for 'Forgot PennKey username / password?', 'Test Your PennKey', and 'Change My Password'. A red callout box with the text 'Please Complete Log In' and 'In order to authorize your ability to update, please click the icon to complete your log in.' points to a small circular icon with a red border and a white background, which is the 'Log In' icon mentioned in the instructions.

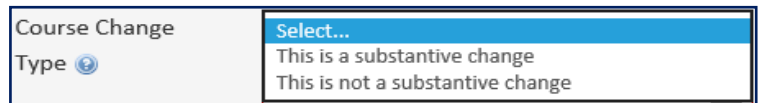
Search for a Course

- Use an asterisk (*) in the search box as a wild card
- The entire proposal is available for review by scrolling down on the current page before making any edits
- Click on **[Edit Course]**



The screenshot shows the 'Curriculum Manager: Course Inventory Management' search results page. The search box contains 'political*' and is circled in red. Below the search box is a table of search results with columns for Course Code, Title, Committee Term, Workflow, and Status. The results include courses like AFRC 532, ANTH 424, and ANTH 565.

- **Course Change Type** is a very significant field on the first page of the proposal because it drives workflow



The screenshot shows a dropdown menu for 'Course Change Type'. The selected option is 'This is a substantive change'. Other options include 'Select...', 'This is not a substantive change', and 'Archive History'.

- **Substantive Change:** significant change to a Course
- **Non-substantive Change:** minor change such as typo corrections, etc.
- Once edited, there are three options:
 - **Cancel:** Cancels any current changes on the proposal
 - **Save Changes:** Allows for saving any changes on the current proposal.
 - **Note:** *Save Changes does not start the workflow.*
 - **Start Workflow:** Will route to the next person in workflow.



The screenshot shows three buttons: 'Cancel' (red), 'Save Changes' (grey), and 'Start Workflow' (green).