Curriculum Manager (CM)

HOW TO PROPOSE A NEW COURSE

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

Propose a New 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**

Propose a New Course

- Click on **[Propose New Course]**

Penn WebLogin

Log in to gain access to many
protected University web resources.

PennKey
Username
Password

Log in

Forgot PennKey username / password?

Test Your PennKey

Change My Password

Please Complete Log In

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

You are logged in as patallen

Curriculum Manager: Course Inventory Management

Search, edit, add, and deactivate courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status. Quick Searches provides a list of predefined search categories to use.

Help

| | | Search | Archive History | - OR - | Propose New Course | Quick Searches... |

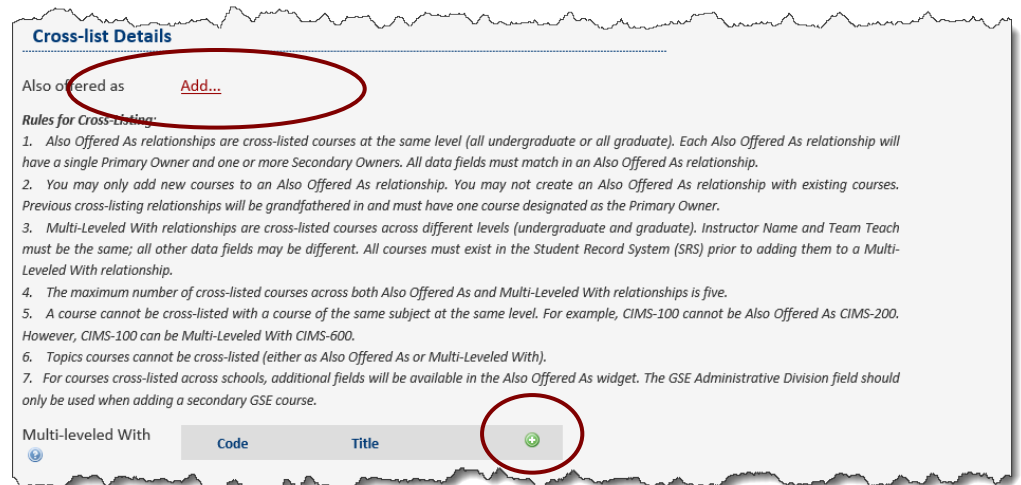| Course Code	Title	Committee Term	Workflow	Status
AFRC 122	POPULAR CULTURE AND YOUTH IN AFRICA	Fall 2019	ANTH TBD Endorser	added
AFRC 311	History of Health and Healing in Africa	Fall 2019	HIST Endorser	edited
ANTH	It was the Law at the Time: Museums, Colonialism, and the Qu...	Fall 2019		added
ANTH 143	Explorations in Human Biology	Fall 2019	AS Curriculum Commi...	edited
ANTH 331	Historical Ecology	Fall 2019	AS Curriculum Commi...	edited
ARTH 723	Topics in the Art of the Ancient Near East	Fall 2019	ARTH Admin	edited

Curriculum Manager (CM)

- The New Course Proposal form is open
- This form is to be used when creating an entirely new course
- Fields such as Course Subject, Department, and College are fields that drive workflow
  - *Note:* *Field level help is available by clicking the '?' icon*
  - *Note:* *Course number: If you do not yet know the new course number, enter TBD or 000. Do not enter any other letters or symbols.*

Penn — University of Pennsylvania

Curriculum Manager: Course Inventory Management

[Propose New from Existing Course]

New Course Proposal

Requested By ?	First Name	Last Name	Userid	Title
			upenn-us	

All fields outlined in **red** must be completed.

			Course Number
Course Subject	Select...		
Department	Select Department...		
College	Select College...		
First Time Offering ?	● Yes ☐ No		
Effective Term ?	Select...		
Academic Level ?	Select...		
Is this an honors course? ?	Select...		
Print Flag ?	● Yes ☐ No		
Is this a topics course? ?	☐ Yes ● No		

Course Details

Course Details

- Enter data that is relevant to the proposal
- **[Attach Syllabus]** and **[Attach CV]** can be used to upload supporting documentation

Course Title
(24 characters remaining)

Long Course Title ?
(79 characters remaining)

Course Description
(4000 characters remaining)

All fields outlined in **red** must be completed.

Rationale for Proposal ?

Syllabus ? [Attach Syllabus]   Uploaded Files:
                                      Files To Be Uploaded:

Instructor Name ?   Instructor Type ? Select...

Instructor CV ? [Attach CV]   Uploaded Files:
                                     Files To Be Uploaded:

Cross-list Details

- Select the **[Add]** button to add which course should be cross-listed
- Select the **green plus icon** to add a Multi-level course

Cross-list Details

Also offered as   Add...
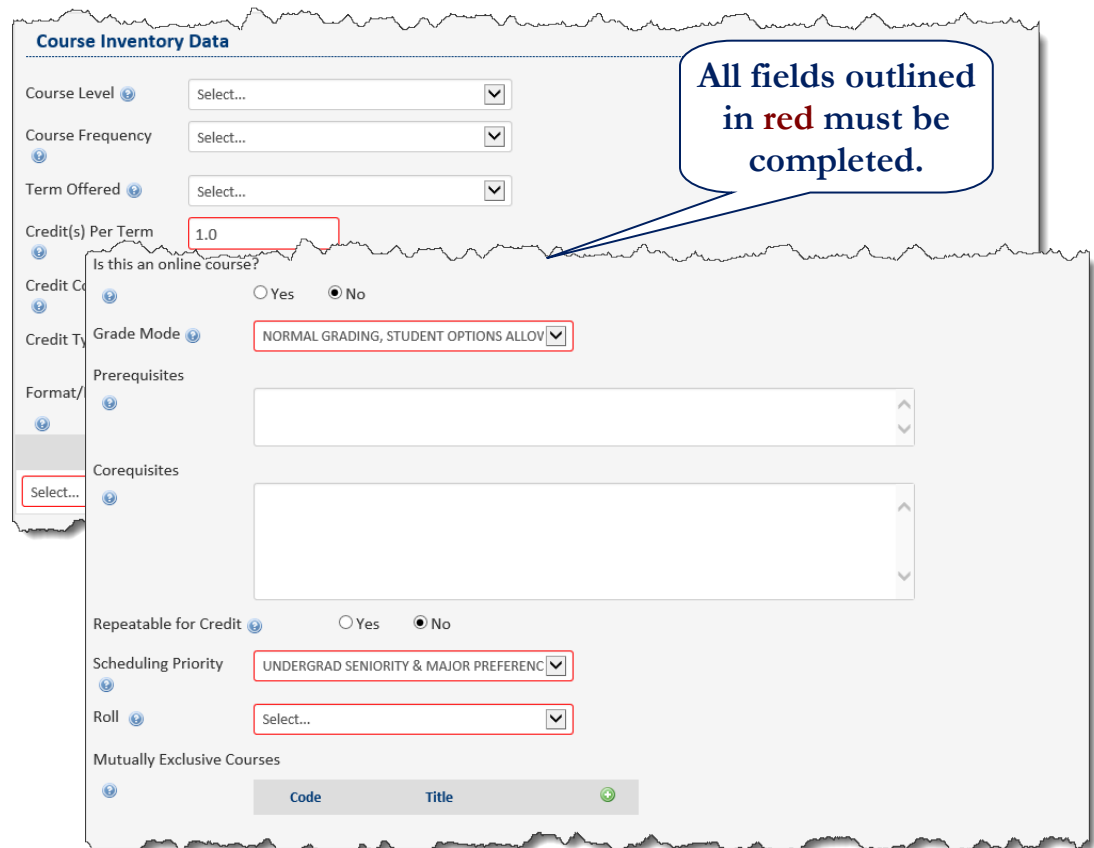
Rules for Cross-Listing:
1. *Also Offered As relationships are cross-listed courses at the same level (all undergraduate or all graduate). Each Also Offered As relationship will have a single Primary Owner and one or more Secondary Owners. All data fields must match in an Also Offered As relationship.*
2. *You may only add new courses to an Also Offered As relationship. You may not create an Also Offered As relationship with existing courses. Previous cross-listing relationships will be grandfathered in and must have one course designated as the Primary Owner.*
3. *Multi-Leveled With relationships are cross-listed courses across different levels (undergraduate and graduate). Instructor Name and Team Teach must be the same; all other data fields may be different. All courses must exist in the Student Record System (SRS) prior to adding them to a Multi-Leveled With relationship.*
4. *The maximum number of cross-listed courses across both Also Offered As and Multi-Leveled With relationships is five.*
5. *A course cannot be cross-listed with a course of the same subject at the same level. For example, CIMS-100 cannot be Also Offered As CIMS-200. However, CIMS-100 can be Multi-Leveled With CIMS-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 widget. The GSE Administrative Division field should only be used when adding a secondary GSE course.*

Multi-leveled With   Code   Title   ⊕

Course Inventory Data

- Enter data that is relevant to the proposal

Course Inventory Data

Course Level   Select...

Course Frequency   Select...

Term Offered   Select...

Credit(s) Per Term   1.0

Credit C...

Credit Ty...

Format/...

Select...

All fields outlined in red must be completed.

Is this an online course?   ○ Yes   ● No

Grade Mode   NORMAL GRADING, STUDENT OPTIONS ALLOV

Prerequisites

Corequisites

Repeatable for Credit   ○ Yes   ● No

Scheduling Priority   UNDERGRAD SENIORITY & MAJOR PREFERENC

Roll   Select...

Mutually Exclusive Courses   Code   Title   ⊕

- Upon completion of entering new course information, there are three options:

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

  - **Cancel:** Cancels any current changes on the proposal
  - **Save Changes:** Saves changes on the current proposal
    - *Note: Clicking Save Changes does not start the workflow*
  - **Start Workflow**: Routes the proposal through the workflow process