**LOGIN TO COURSE MANAGEMENT:**

1. Access the Curriculum Manager Resource Page and click Course Management
2. Enter your Pennkey and Password then click Log In
3. Click the red Log In Icon

**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 0000
- If creating an Also Offered As relationship, click Add… to add the cross-listed course

**TIPS & TRICKS:**

- Click ? Icon for field level help
- Any field boxed in red is REQUIRED

The following fields will drive the workflow:
- Course Subject
- Department
- College
- Academic Level

- 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 workflow. Use if completing proposal in more than one sitting.
  - Start Workflow: Routes the proposal through the workflow for approval

**EDIT A COURSE**

- Search for the course to be edited.
- Use an asterisk (*) in the search box as a wildcard, e.g. political*, PSCI*, etc.
- 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 – e.g. Adding activity
  - Non-substantive Change – e.g. Editing course description
- Scroll through and make additional edits to proposal, then choose:
  - Cancel
  - Save Changes
  - Start Workflow

**DEACTIVATE A COURSE**

- Search for the course to be edited
- Click on the course to open the course
- Click the Deactivate button
- Complete required fields and click Start Workflow