

# Curriculum Manager

## Course Inventory Management



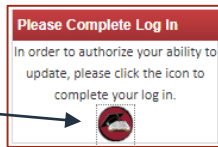
### LOGIN TO COURSE MANAGEMENT:



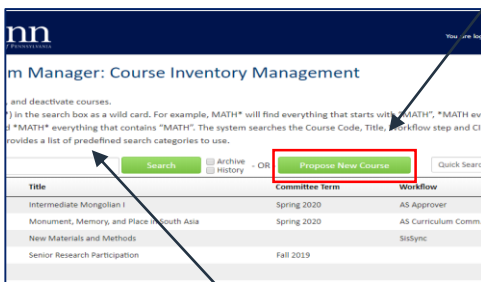
1. Access the [Curriculum Manager Resource Page](#) and click Course Management



2. Enter your **Pennkey** and **Password** then click **Log In**



3. Click the red **Log In Icon**

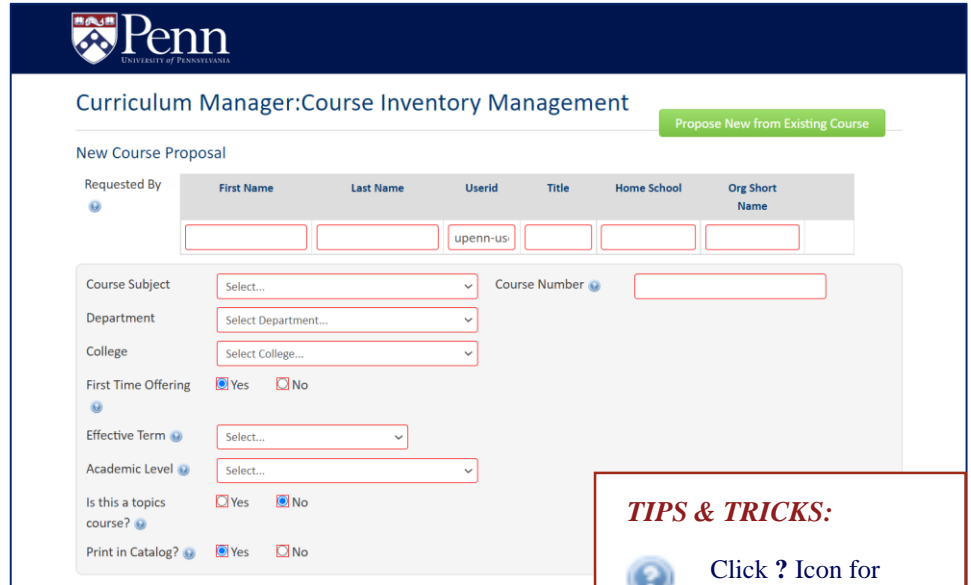


### EDIT A COURSE

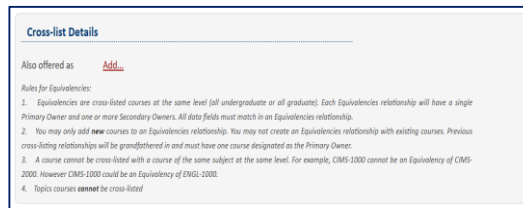
- Search for the course to be edited.
  - Use an asterisk (\*) in the search box as a wildcard, e.g. *political\**, *PSCI\**, etc.
- Click on the course in the course listing to open the course
- Click the **Edit Course** button
- Select an option from the **Course Change Type** field
  - **Substantive Change** – e.g. Adding activity
  - **Non-substantive Change** – e.g. Editing course description
- Scroll through and make additional edits to proposal, then choose:



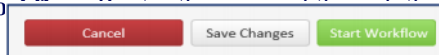
### PROPOSE A NEW COURSE



- 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

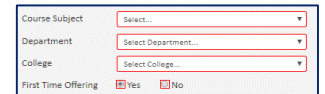


- When all information has been entered, click one of the three action buttons:
  - **Cancel:** Deletes the proposal
  - **Save Changes:** Saves proposal but does not start workflow. Use if completing proposal in more than one sitting.
  - **Start Workflow:** Starts the workflow for approval



### 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

### 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

