

Curriculum Manager

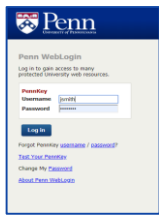
Managing Attributes



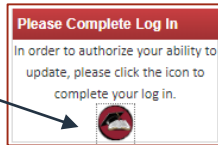
LOGIN TO COURSE MANAGEMENT



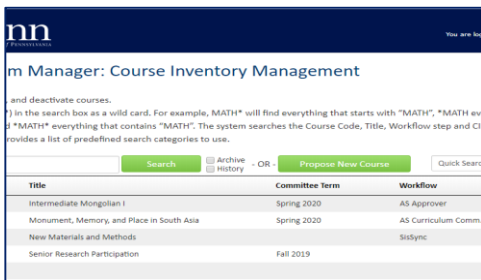
1. Access the [Curriculum Manager Resource Page](#) and click Course Management



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

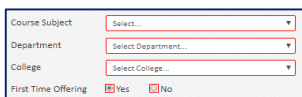


3. Click the red **Log In Icon**



TIPS & TRICKS:

Click ? Icon for field level help



Any field boxed in **red** is **REQUIRED**

WHAT ARE ATTRIBUTES?

An **Attribute** is a curricular ‘tag’ that is applied to indicate the course is applicable to a designated degree requirement.

- Any attribute can be assigned to any course in Curriculum Manager (CM)
- Multiple attributes can be assigned to a single course
- All courses in an Also Offered As relationship will inherit all attributes assigned to the Primary course
- All attributes start with either the Major or School code and are four characters in length

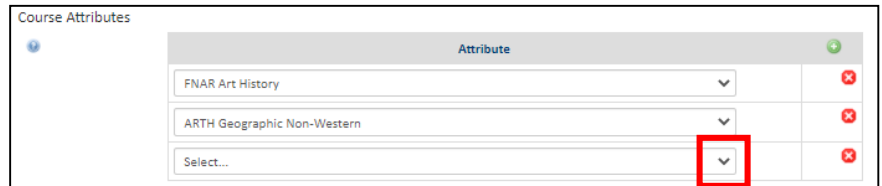
APPLYING ATTRIBUTES

When editing a course, the Attribute widget will show any attributes currently applied to the course:

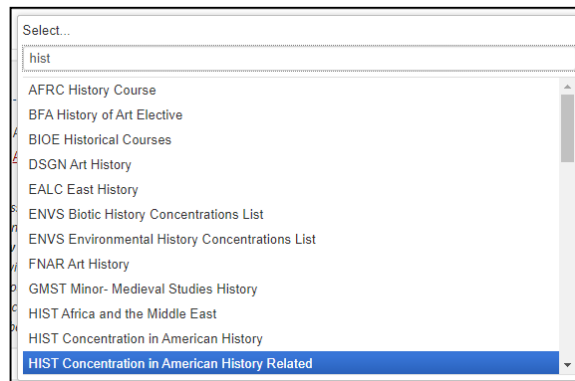


To add an attribute, click the green plus sign (+)

- Click the dropdown arrow for the new row that was added to the bottom to scroll and search through all of the available attributes.



- The interactive search box filters the available selections based on what is typed. It also applies to both the Major/School code and the descriptor.
 - In this example, you can see that a search for “hist” yielded results that include ‘History’ in the descriptor, as well as ‘HIST’ major attributes



- Highlight and click the attribute you wish to assign

Curriculum Manager

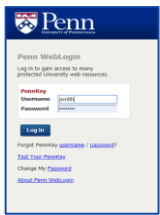
Managing Attributes



LOGIN TO COURSE MANAGEMENT:

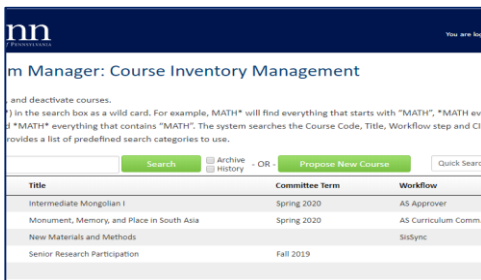
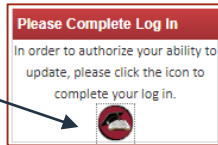


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TIPS & TRICKS:



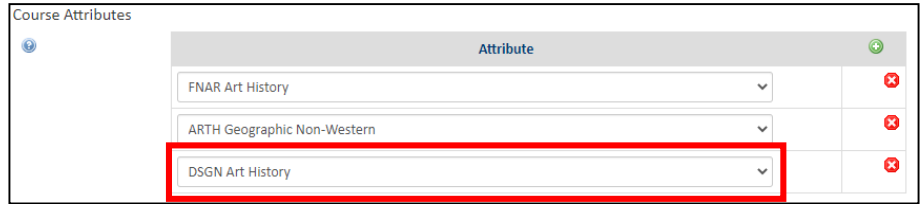
Click ? Icon for field level help

Course Subject	Select...
Department	Select Department...
College	Select College...
First Time Offering	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Any field boxed in **red** is **REQUIRED**

APPLYING ATTRIBUTES

Once the new attribute has been selected from the Search Box, it will appear along with the pre-existing attributes.:



Once the proposal is submitted to workflow, the new attribute will appear in green text to indicate an addition has been made:



Once approved, the new attribute will appear in CLSS and will allow Degree Works and PATH to provide the course as an option if a student searches for courses to fulfill the DSGN Art History requirement

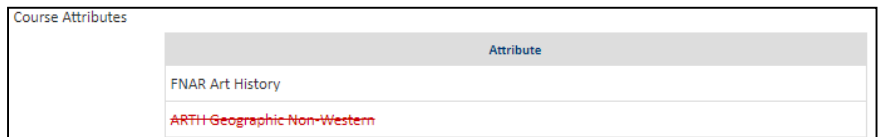
DELETING ATTRIBUTES

When editing a course, the Attribute widget will show any attributes currently applied to the course:



To delete an attribute, click the red X sign (X) next to the attribute to be deleted

Once the proposal is submitted to workflow, the deleted attribute will appear in red text strikethrough to indicate a deletion has been made:



Once the proposal is approved, the deleted attribute will be removed from future course offerings and the course will no longer fulfill the degree requirement