Curriculum Manager Managing Attributes



LOGIN TO COURSE MANAGEMENT

		UNIXERSITY CASE:05	FINANCIAL WELLNESS & PENN UNIVERSITY OF PENNSYLVANIA
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Grading Guidelines			
Infodesk	Course	Management	Program Management
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Student Employment Management System (SEMS)			
Student Record System (SRS)			
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University Classroom and Facility Scheduling	Functional Support	Details	
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	One-on-One Visits from CM	Schedule time for the CM tear provide support.	n to come to you and your team to

1. Access the <u>Curriculum Manager Resource</u> Page and click Course Management

	2. Enter your PennKey an Password th click Log In	d en
3. Click the re Log In Icon	d Please Complete Lo In order to authorize you update, please click th complete your lo	ur ability to ne icon to
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	Archive - OR - Propose New Country - History - OR - Committee Term Spring 2020	
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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:

Attribute		0
FNAR Art History	~	8
ARTH Geographic Non-Western	~	8
	FNAR Art History	FNAR Art History

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.

Course Attributes				
Θ	Attribute			•
	FNAR Art History	~		8
	ARTH Geographic Non-Western	~	_	8
	Select	~		8

- 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

	Select
	hist
	AFRC History Course
	BFA History of Art Elective
ľ	BIOE Historical Courses
Ł	DSGN Art History
	EALC East History
s.	ENVS Biotic History Concentrations List
ļ	ENVS Environmental History Concentrations List
ri	FNAR Art History
þ	GMST Minor- Medieval Studies History
	HIST Africa and the Middle East
	HIST Concentration in American History
	HIST Concentration in American History Related

Highlight and click the attribute you wish to assign

Curriculum Manager Managing Attributes



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Student Registration & Financial Services			SEARCH
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3. Click the red Log In Icon	d In order to authorize your update, please click the complete your log	ability to icon to
	uple, MATH* will find everything that starts wi . The system searches the Course Code, Title, se to use.	Workflow step and CIN
Search	Archive - OR - Propose New Course	
Title	Committee Term	Workflow
Intermediate Mongolian I Monument, Memory, and Place in South As	Spring 2020 sia Spring 2020	AS Approver AS Curriculum Comm
New Materials and Methods		SisSync
Senior Research Participation	Fall 2019	
TIPS & T	TRICKS:	

Course Subject	Select	T
Department	Select Department	٣
College	Select College	٣
First Time Offering	Yes No	

APPLYING ATTRIBUTES

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

Course Attributes		
0	Attribute	٢
	FNAR Art History	8
	ARTH Geographic Non-Western	8
	DSGN Art History	8

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

Course Attributes	
	Attribute
	FNAR Art History
	ARTH Geographic Non-Western
	DSGN Art History

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:

Course Attributes		
•	Attribute	0
	FNAR Art History	8
	ARTH Geographic Non-Western	0

To delete an attribute, click the red X sign (🔕 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:

Attribute
FNAR Art History
ARTH Geographic Non-Western

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