Curriculum Manager
Managing Prerequisites

pennant

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**

Please Complete Log In

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

TIPS & TRICKS:

Click **?** Icon for field level help

Any field boxed in **red** is REQUIRED
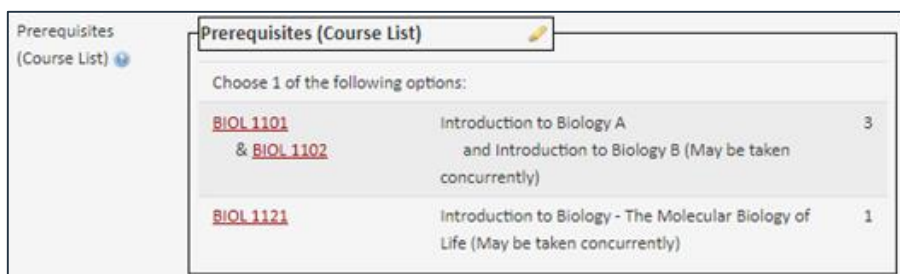
WHAT ARE PREREQUISITES?

A **Prerequisite** is *a* course or other milestone that must be completed in order to register for a specific course.

- Prerequisites can be courses, test scores, academic level, specific majors, etc.
- Multiple prerequisites can be assigned to a single course
- Prerequisites can be 'in progress' and still allow a student to register

MANAGING PREREQUISITES

When editing a course, the Prerequisite widget will show any prerequisites currently applied to the course:

- If there are no existing prerequisites, the table will be empty

To add more, edit existing, or delete prerequisites click the pencil icon (🖉)

To add a course to the options/list of required courses, select the course using one of the two ways listed below:

1. Use the 'Select Subject' search in the top left to find the subject code of the prerequisite course
   a. Find the course
   b. Use the double arrows to add to the listing
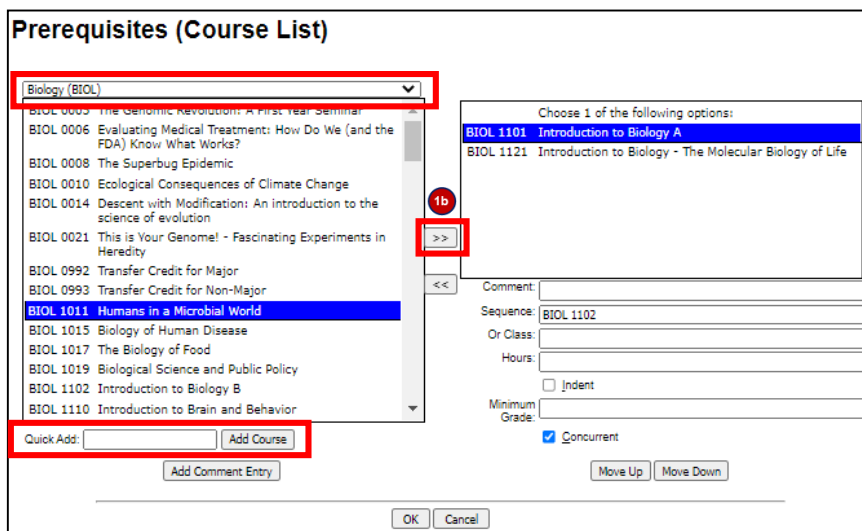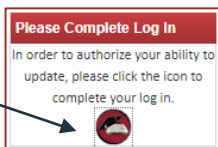

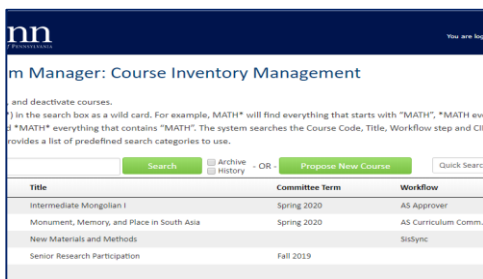2. Use the 'Quick Add' box to enter the subject code and course number and then 'Add Course'
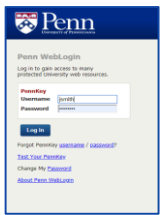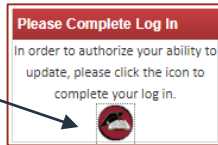
LOGIN TO COURSE MANAGEMENT:

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**

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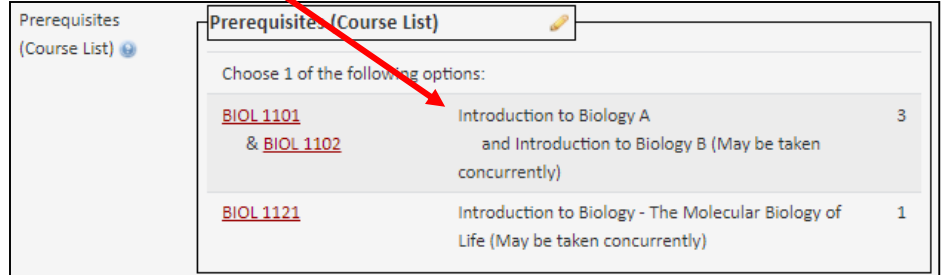In order to authorize your ability to update, please click the icon to complete your log in.

TIPS & TRICKS:

Click **?** Icon for field level help

Course Subject	Select.... ▼
Department	Select Department.... ▼
College	Select College... ▼
First Time Offering	☑Yes ☐No

Any field boxed in **red** is REQUIRED

MANAGING PREREQUISITES

To update the ***display text*** listed in the Prerequisite widget:

1. Select the appropriate course that has been moved to the right and then make the required updates per the guidance below:

a. **Comment**: Information added here will appear in parenthesis ( ) behind the course name

| BIOL 1011 | Humans in a Microbial World (course must be taken in the Fall) | 1 |

b. **Sequence:** Used to add a course that needs to be taken along with the highlighted course

- This inserts an "**&**" and "**(and)**" relationship to the course numbers and course title

| BIOL 1011 | Humans in a Microbial World | 2 |
| & BIOL 1110 | and Introduction to Brain and Behavior | |

c. **Or Class:** Used to ass a course that can be taken in substitution of the added course

- This inserts an "**or**" relationship to the course numbers

| BIOL 1011 | Humans in a Microbial World | 1 |
| or BIOL 1019 | Biological Science and Public Policy | |

d. **Minimum Grade:** Used to enter the minimum grade required if a student must complete a course and also earn a minimum grade in that course

| BIOL 1011 | Humans in a Microbial World (Minimum grade B-) | 1 |

e. **Concurrent:** Check this box to confirm that another course must be completed or have current registration alongside the indicated prerequisite