CIM: COURSE MANAGEMENT OVERVIEW
A Quick Guide

Logging in

Use your UWL net ID and password. See CIM: Logging In & Out.

Search Screen Overview

1. **Search for a course (including new proposals)**: type in the name or course number of the course desired. Use the 3 digit course prefix and course number with a space in between. To search by a partial name, type in the word with an asterisk (*). This will find the results with the partial word both at the beginning of the name, within another word, and/or later in the title, depending on where you put the asterisk. **Results can be sorted by clicking twice on each section in the title bar.**
   a. **Types of * searches**
      i. * AFTER the word: a search for **physics*** will result in all titles where "physics" BEGINS the word or title, such as "Physics and Astronomy Internship."
      ii. * BEFORE the word: a search for ***physics** will result in all titles where "physics" ENDS the word or title, such as "Astrophysics" or "Introductory Physics."

iii. * BEFORE and AFTER the word: a search for ***physics*** will find all titles that contain "physics" such as "Astrophysics" as well as "Physics and Astronomy Internship."

   b. **Status of course:** the PeopleSoft active (A) or inactive status (I) of the course is listed under the PS status column. Inactive courses will come up in the search alongside the active. **Please make sure to choose the correct one when submitting any changes.**

2. **Add a new course**: Click on "Propose New Course" and a new window will pop up to start a new course. See our CIM: New Courses Guide on how to fill out the form.

3. **Quick Search:** click on one of the options in the drop down menu. This will result in a filtered list based on the quick search criteria.
   a. **Edit Courses:** Existing courses that have been edited but which have not received final approval through the workflow. Courses are marked as edited whether or not they have been submitted to workflow.
   b. **New Courses:** Brand new courses that have not yet received final approval through workflow. New courses are marked new whether or not they have been submitted to workflow (including saved proposals).
   c. **Deleted Courses in Workflow:** Existing courses that have been submitted to workflow for approval to be deleted. Not yet approved for deletion. Once they are approved to be deleted, they are inactivated and marked as Inactive (I) instead.
   d. **General Education Courses:** All General Education Program courses. Please note that this search brings up inactive Gen Ed courses as well.
   e. **Undergraduate Courses:** all undergrad courses (100-499) including active and inactive
   f. **Graduate Courses:** all graduate courses (500+) including active and inactive
   g. **PS Active Courses:** all courses marked active in PeopleSoft
   h. **PS Inactive Courses:** all courses marked inactive in PeopleSoft
   i. **Umbrella Courses:** all umbrella courses (not the subtopics). To reuse and edit an already existing subtopic, search for the umbrella course using an asterisk at the end (e.g. ACC 400*) which will pull up all the subtopics too. Subtopics are numbered with a period after the course number (e.g. ACC 400.1, ACC 200.2) See CIM: Umbrella Courses for more details.
   j. **Slash Courses:** all courses that are marked slash, meaning they have both an undergraduate and graduate level. **Each level will need to be updated/created separately.**

4. **Delete an existing course**: Search for the course, select it, and click on **Delete Course**. A new window will pop up. Fill out the form and submit. This deletes an already approved course and makes it inactive once the deletion receives approval in workflow. The proposed deletion will proceed through the workflow like a normal proposal. See CIM: Delete/Deactivate a Course.

5. **Edit an existing course or a saved proposal**: Search for the course, select it, and click on **Edit Course**. A new window will pop up in which to make edits. You can make changes to existing courses and to saved proposals as long as they have not yet been submitted to workflow. Once they are in workflow, only the next approvers in the process can edit. See CIM: Revising an Existing Course for details on how to edit.

6. **A Course Preview** appears below the search results when a course (existing or edit or workflow mode) is selected from the search field. This allows CIM users to review the course details without editing. **See next section for more details.**

Example preview of an existing course:

1. **Course Code and Title:** The course subject abbreviation, number, and full course title. Remember: results can be sorted by clicking twice on the bar with the column titles.
2. **Workflow:** Which step the course is in the approval process. If nothing is in this column, the course has not been submitted to workflow.
3. **CIM Status:** Status of whether the course has been edited, is being deleted, or is a brand new proposal before approval. If nothing is in this column, the course has not been edited and is not new.
4. **PS Status:** the PeopleSoft active (A) or inactive status (I) of the course is listed under the PS status column. Inactive courses will come up in the search alongside the active. **Please make sure to choose the correct one when submitting any changes.**

5. **In Workflow**: This window only appears if the course has been submitted to workflow. The step the course is currently at will show up in orange.
6. **Approval Path** window: This will only appear if the course has been submitted to workflow. This shows at what time the course was approved/rejected at each step of workflow along with the role that approved or rejected it.
7. **Course Ecosystem:** A list of other courses/programs that reference the course in the catalog (including prerequisites). CIM users can see where a course is used throughout the catalog. Clicking on one of the links will take you to that page of the catalog.
8. **Course Preview:** This information appears below when the desired course (existing, edited or new, or in workflow) is selected from the search field. CIM users can preview course without editing. Once an existing course has been edited, added information/requirements will be in green, and proposed deletions will be in red.

Starting Over

Contact the curriculum administrators in the Records and Registration office (curriculum@uwlax.edu) to delete/shred a new course proposal or edits to an existing course if you change your mind after saving your changes. Once the changes or new course proposal has been shredded, it cannot be retrieved.

History

Once a proposal is fully approved (gone through all workflow steps), a History of the change becomes available in the preview. Click any of the dated links to view the individual changes. The history includes revisions and any attached documentation, and will only appear after a course has been updated/approved using CIM.

Logging out

Close all windows and instances of your browser in order to log out. There is no "logout" button.

For tips on how to edit, click on the "Help" button (Help ⓘ) at the top right corner of the Course or Program Management screens. Or refer to the other help documents on http://www.uwlax.edu/records/faculty-staff-resources/curriculum-resources/. Or contact the curriculum administrators in the Records and Registration office for curriculum@uwlax.edu.