

# CourseLeaf Quick Guide Information.

The following links will be used to access the main parts of the CIM system:

For course changes, including course descriptions: <https://nextcatalog.unk.edu/courseadmin>.

For program changes: <https://nextcatalog.unk.edu/programadmin/> .

To approve course and/or program proposals: <https://nextcatalog.unk.edu/courseleaf/approve/>

For information on proposing a change for a department name please contact Joel Cardenas at [cardenasjc@unk.edu](mailto:cardenasjc@unk.edu) or 865-8935.

As described below, it is best to use Google Chrome while working in the CIM system. Users will log into the system using their UNK username and password.

Below is a basic guide to make course and program changes. For more detailed instructions or one-on-one help, please contact Joel Cardenas at [cardenasjc@unk.edu](mailto:cardenasjc@unk.edu) or 865-8935.

## CIM Course Change Instructions

Curriculum Inventory Management (CIM) is the web-based course and program approval process at UNK. Using CIM, department chairs can create a new class or program, change an existing course or program (title, credit hours, number, grading method, prerequisites, etc.), or discontinue a course or program. The CIM system will automatically route course and program proposals through the approval process, alert individuals to pending requests, and track the progress of courses and programs throughout the process.

Google Chrome is the recommended browser for proposals made in the CIM system. In order to propose a course change, the department chair or Graduate Program Chair will use their UNK username and password to access the CIM system Course Admin form:

<https://nextcatalog.unk.edu/courseadmin>.

### Finding Available Course Numbers

Use the “search box” to determine available course numbers. Using an asterisk (\*) will expand the search. For example, typing ART\* will bring up everything that starts with “ART”. Using \*ART shows everything that ends with “ART”. Using \*ART\* will show everything that contains the word ART. Entering “ART” without the asterisk will bring up all ART courses. Once the desired course prefix is entered, scrolling down the course list will show all active, dormant, and discontinued courses.

art  - OR -  Quick Searches... ▾

Course Code	Title	Workflow	Status	Dormant
ART 100	Art Structure			
ART 102	Drawing I			
ART 105	Graphic Media			
ART 108	Art Design		Discontinued	
ART 118	Color and Design			
ART 120	Art Appreciation			

## Proposing a New Course

Click the green “Propose New Course” button:

- OR -  Quick Searches... ▾

Course Code	Title	Workflow	Status	Dormant
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All required information will have a red box around the area:

### New Course Proposal

Subject  Course Number  5 characters remaining

Type

A syllabus is required when proposing a new course:

*Required items: grading rubric, institutional compliance statements, ADA/Pregnancy & Sexual Misconduct, and weekly outline.*

Syllabus

Uploaded Files:

Files To Be Uploaded:

Most formats, including PDF and Word Documents are acceptable attachments. If you do not see the file attached be sure that you are using Google Chrome. If you still do not see the attached file, ensure Adobe Flash is updated. Please contact the Help Desk for information regarding updating Adobe Flash. If Google Chrome is being used and the Adobe Flash plug-in is updated and the attachment is still not seen, please contact the Coordinator of Academic Publications at 8935 or [cardenasjc@unk.edu](mailto:cardenasjc@unk.edu).

The “Author” section at the bottom of the form is the person initiating the proposal and is automatically filled:

Author	First Name	Last Name	E-mail
	<input type="text" value="Joel"/>	<input type="text" value="Cardenas"/>	<input type="text" value="cardenasjc@unk.edu"/>

The “Faculty member responsible for the this course” at the bottom of the form is manually entered and is considered the main contact person for any questions or concerns, in addition to the chair:

Faculty member responsible for this course	First Name	Last Name	E-mail
	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Starting the Course Proposal into Workflow

Once all the information is entered, clicking the “Start Workflow” at the bottom of the form will move the course proposal to the first step in workflow:

The department chair is the first step in workflow and will require the chair to log into the CIM “Approve Pages” using the link: <https://nextcatalog.unk.edu/courseleaf/approve/> . The CIM system will also email a notification that provides a link to the specific course or program proposal needing approval. Clicking the link in the email will prompt the chair to enter their EASI credentials and will take them to the “Approval” page.

***Please note: The chair must “approve” the proposal even if they are the person that initiated the proposal.***

If changes are made but not complete, the “Save Changes” button allows the user to come back to the proposal at a later time without losing any work done:

***Please note: Only users with administrative access will have the blue “Admin Save” button on their forms.***

## Editing an Existing Course

Use the “Search Box” to find the desired course. Clicking the “Edit Course” button will initiate a change on an existing course:

Discontinue

Export to PDF 

Export to Word 

[Edit Course](#)

[Preview Workflow](#)

Viewing: **ART 102 : Drawing I**

All required fields are outlined in red:

Is this course dormant?  
 Yes  No

Subject  Course Number   
2 characters remaining

Type

Using the “Edit Course” button automatically fills in most information with the course’s existing information.

Once all changes are made, clicking the “Start Workflow” button at the bottom of the page will move the course proposal to the first step in workflow.

Cancel Save Changes Admin Save [Start Workflow](#)

## Making a Course Dormant

It is also possible to make a course “Dormant” in the “Edit Course” menu:

Editing: **ART 102: Drawing I**

Is this course dormant?  
 Yes  No

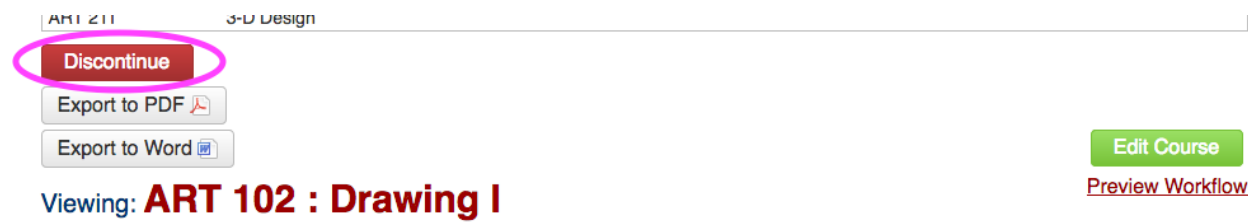
Subject  Course Number   
2 characters remaining

Making the course “Dormant” allows the department chair to remove courses that have not been offered in a long time or other special circumstances from the catalog course listing. Making the course “dormant” allows the possibility of the course to be brought back to active status by initiating another course change proposal.

## Discontinuing a Course

Discontinuing a course removes a course from the catalog course listing and there is no way to bring the course back to active status. Discontinuing a course also removes the availability of the course number from being used again.

Use the “Search Box” to find the desired course to be discontinued and click the red “Discontinue” button:



Please contact the Coordinator of Academic Publications at 8953 or [cardenasjc@unk.edu](mailto:cardenasjc@unk.edu) for any questions.

## Changing a Course Description Only

Changing the course description does not require the same workflow that other proposals require. To change the course description only, “click” the green “Edit Course” button on the upper-right side:



Next, check the “Yes” button at the top of the screen indicating that it is a course description change only:

Editing: ART 102: Drawing I

Is this edit ONLY to change the Course Description?  Yes  No

Is this course dormant?  Yes  No

Once the “Yes” button is selected, all boxes will turn grey, indicating that the fields cannot be edited and a red required box for the “Catalog Description” will appear:

Catalog  
Description:

Fundamental training in the elements of composition and drawing. Work in a variety of drawing media. Two hours consecutively.

Prerequisites of  
the course:

Once the course description is edited, “click” the “Start Workflow” button:

Cancel

Save Changes

Admin Save

Start Workflow