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 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 or 865-8935.
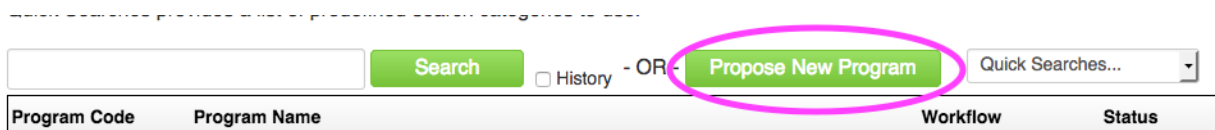

CIM Program Change Instructions

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 program change, the department chair or Graduate Program Chair will use their UNK username and password to access the CIM system Program Admin form: https://nextcatalog.unk.edu/programadmin/ .
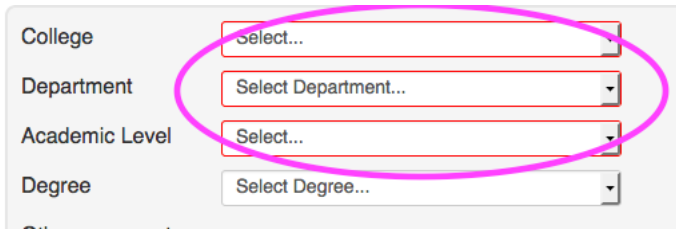
Proposing a New Program
Clicking on the green "Propose New Program" button will being the process:
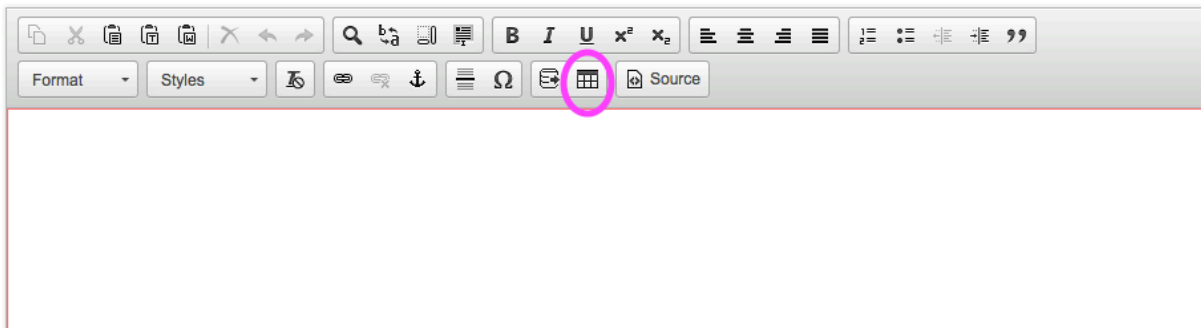
All required fields are in red boxes:
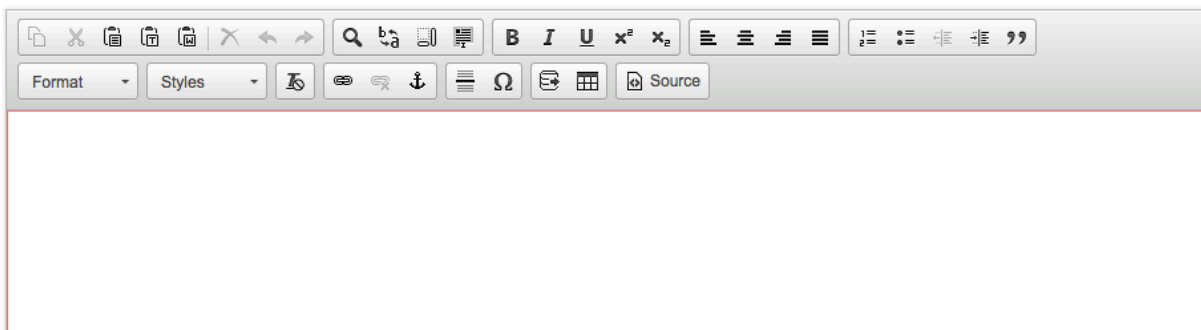
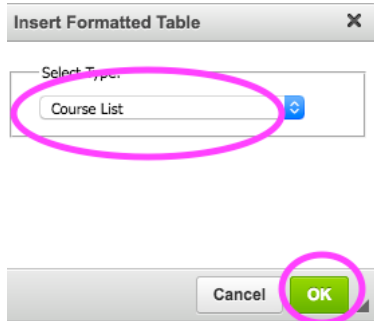Type in the program requirements in the "Program Requirements" field:

Use the tools to create and place text in the "Program Requirements" field. Use the "Insert/Edit Formatted Table" to add a course listing to the requirements:
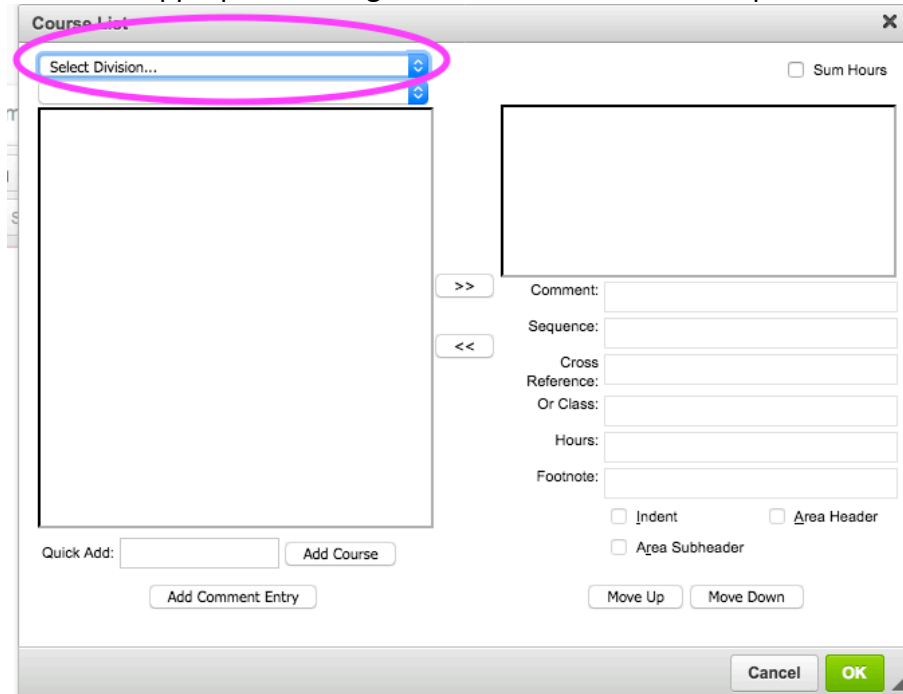

Be sure the "Select Type" drop-down box is on "Course List" and click the green "OK" button:

Select the appropriate college in the "Select Division" drop-down menu:

Select the courses in the college that are to be added to the program:

Use the middle arrow buttons to add or remove a course to the program table:

Using the "Add Comment Entry" allows text to be added in between the listed courses within the program. For example, the credit hour information and requirement headers are entered using the "Add Comment Entry":

The credit hours for each course are displayed by default. Using the "Indent" function will remove the credit hours from being displayed:

Removing the credit hours is necessary when listing elective courses for a program.

The "Sum Hours" displays the number of hours within a specific course list box:

Once all courses and text are entered, click the green "OK" button:

It is possible to add more than one course listing table within one program. Move the cursor to the desired place in the "Program Requirements" field in the program form and add another "course list" by using the "Insert/Edit Formatted Table" tool:
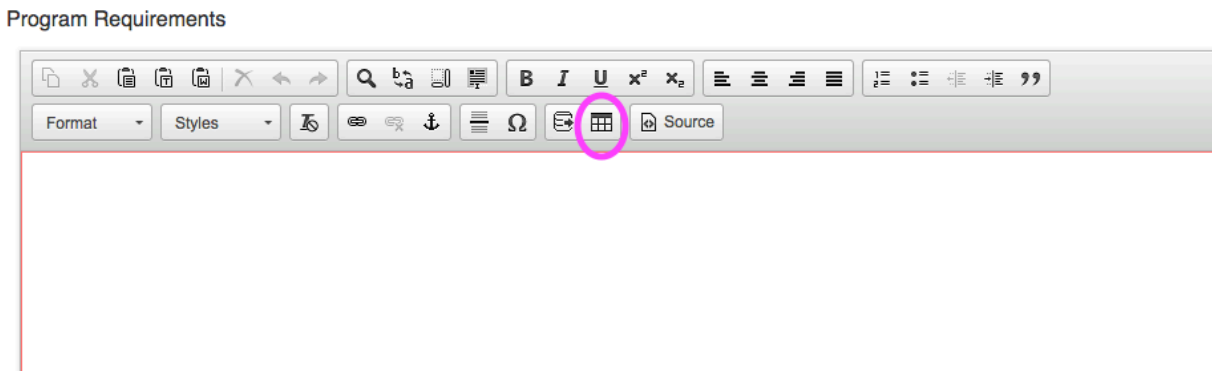
Using more than one table makes total credit hour information clearer and easier to follow.

## Moving a Program Proposal to Workflow

Once all changes are made, click the green "Save and Start Workflow" button at the bottom of the form:
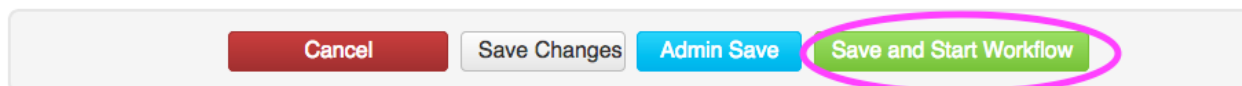
The department chair is the first step in workflow and will require the chair to log into the CIM "Approve Pages" using the link: https://nextcatalog.unk.edu/courseleaf/approve/ . The CIM system will also email a notification that provides a link to the specific course or program proposal needing approval. 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.
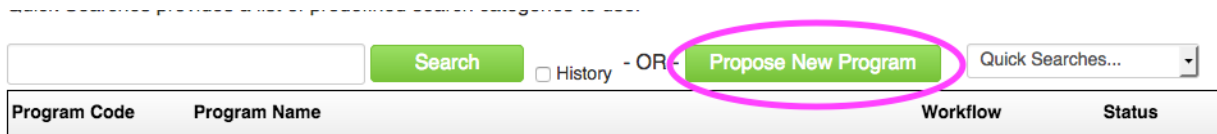
If changes are made but not complete, the "Save Changes" button allows the user to come back to the proposal at a later time without losing any work done:
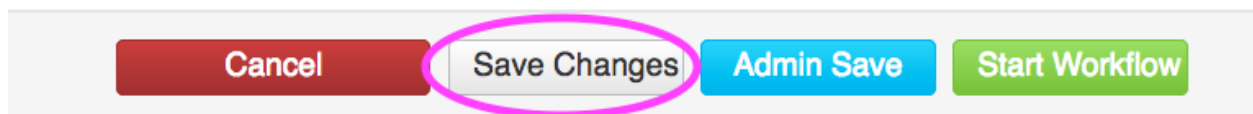
Please note: Only users with administrative access will have the blue "Admin Save" button on their forms.

Proposing a New Program by Using an Existing Program

It is possible to use an existing program to cut down on time and effort of proposing a new program. Begin by clicking the green "Propose New Program" button:
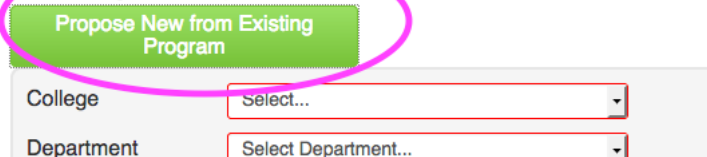

Click the "Propose New from Existing Program Button:

Select the program that closely resembles the new program being proposed:

Once the existing program is selected, click the "Copy Program" button:

The new program form will then automatically fill the red box required fields with the existing program information, including the course listing. Double-clicking within the blue course list box will enable editing to the program.

Please note: Proposing a new program from an existing program copies the existing program and requires a change in the program title and any information that does not apply to the new program proposal.

Editing an Existing Program

Search, edit, add, and deactivate programs.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status.
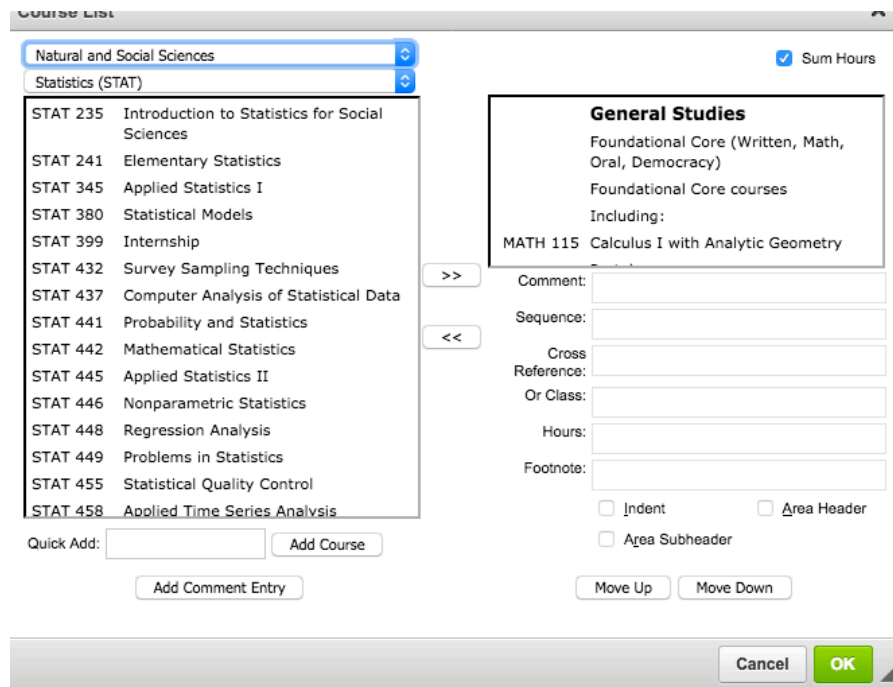
Quick Searches provides a list of predefined search categories to use.

Once the program is found, click the green "Edit Program" button:

Editing a program automatically fills in the information from the existing program. All required fields are in red.

To edit the course list inside the blue box, double-click inside the box. Double-clicking inside the blue box will bring up an editing window allowing the user to add and remove courses and text:

Once all changes are complete, click the green "Ok" button:

Once all changes are made, click the green "Save and Start Workflow" button at the bottom of the form: