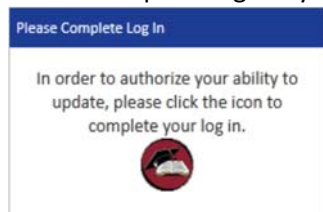


COURSELEAF — CIM Quick Reference Guide

Course Admin Users

Getting Logged In

1. Navigate to <http://nextcatalog.umkc.edu/courseadmin> using the Firefox browser
2. Use your UMKC SSO log in name and password to log in
3. Please complete log in by clicking the icon as displayed in the image below:



How to Search for a Course

1. Follow the steps to navigate to CIM and log in as found on the Getting Logged In section above.
2. In the search field located on the top left of the CIM window, type in the academic focus (department, subject, or field of study abbreviation), course title, or course code. To search for a partial word match, type in the academic focus, course title, or course code followed by an asterisk. For example, if a user types in "BIO 101C" without an asterisk, "BIO 101C" will only appear as a result. However, if a user types in "BIO 101C*" multiple courses containing the text will appear. A search for *physic* will find "Biophysics" as well as "Physical Science"
3. Select "Search" or press the Enter key.
4. Select the desired course in order for more information specific to that course to appear below the results section.
5. A quick search may be performed by using the drop down menu located on the top right corner of the CIM window. Select a category that you wish to filter your search results by and they will appear below the search field in the results.

How to Edit a Course

1. Select the course that you wish to edit from the search results window.
2. Select 'Edit Course' from the CIM window. This will prompt a Course Inventory editing window to open. The form or fields will be pre-populated with text.
3. Complete each field on the form (including an upload of the course syllabus) and then select one of the following:
 - **'Save Changes'** to save any changes that have been made and come back to the form at a later time to complete. This does not submit the proposed changes to workflow and will allow you to save without filling out all of the required fields. *Note: You may save often to avoid losing any of your work.*
 - **'Save & Submit'** to save and submit all changes to workflow for review and approval. All required fields must be filled out before the proposal can be submitted for approval. The proposal will go to the next person in the approval process of workflow. The next user in workflow will be sent an automated email to notify them that they can now review, edit, approve, or reject the proposal.
 - **'Cancel'** to not save any changes and return to the previous window.

How to Deactivate a Course

1. Select the course that you wish to deactivate from the search results window.
2. Select 'Deactivate' from the CIM window.
3. Complete justification field on the form provided.
4. Select 'Confirm' to submit the request or select 'Cancel' to not save any changes and return to the previous window.

How to Propose a New Course

1. Select the green 'Propose New Course' button located just to the right of the 'Search' button. This will prompt a Propose New Course or New Course Proposal form to load.
2. Complete each field on the form (including an upload of the course syllabus based on the UMKC Syllabus Components document found on the Provost's website under faculty success: <http://www.umkc.edu/provost/>) and then select one of the following.
 - **'Save Changes'** to save any changes that have been made and come back to the form at a later time to complete. This does not submit the proposed changes to workflow and will allow you to save without filling out all of the required fields. *Note: You may save often to avoid losing any of your work.*
 - **'Save & Submit'** to save and submit all changes to workflow for review and approval. All required fields must be filled out before the proposal can be submitted for approval. The proposal will go to the next person in the approval process of workflow. The next user in workflow will be sent an automated email to notify them that they can now review, edit, approve, or reject the proposal.
 - **'Cancel'** to not save any changes and return to the previous window.