

Editing a Course in CIM – Quick Guide

Procedure

The steps involved in editing a course include:

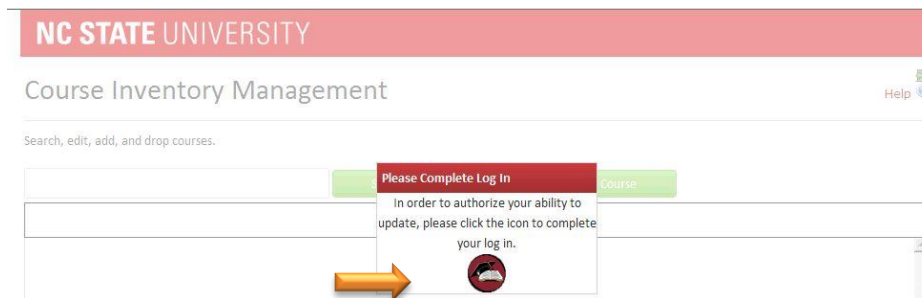
1. Launch internet (Firefox, Chrome, Safari preferred)
2. Access CIM (<https://next-catalog.ncsu.edu/courseadmin/>)
3. Log into CIM (Enter NCSU unity ID and password)
4. Search for specific course (Search options ex: BIO 181 or BIO 1** or *Introductory*)
4. Select the course to be edited from the results window.
5. Select the green “**Edit Course**” button
5. Complete the relevant edits on the course form.
6. Complete the required fields highlighted in red. (Use current syllabus to complete required fields) (Entering current course data will complete the course archive and future edits will require minimal input)
6. Attach the syllabus - required for completion of initial course data (required fields) and subsequently for certain edits to a course.
7. Submit the form into workflow. (Course then becomes ‘ active’ in the workflow)
8. Form moves through workflow steps for approval and approver are notified via email.
9. Once workflow is complete:
 - Initial submitter of the course receives notification that workflow is complete.
 - Registration and Records enters course data into SIS/Peoplesoft
 - Course is available for scheduling.

Step 1: Accessing CIM

Using the appropriate internet browser (Firefox, Chrome, Safari), click link to:

<https://next-catalog.ncsu.edu/courseadmin/>

You will see an access screen like the following:



The CourseLeaf page is shown in the background, but you cannot access the page until you log in. Click the circular icon in the ‘Please Log In’ box to log in as indicated in the above image.


Step 2: Logging Into CIM

A log-in dialog box will open (shown in the next figure). Use your NCSU Unity ID and password (the same ID and password you use to log onto an NCSU portal) to access CourseLeaf.



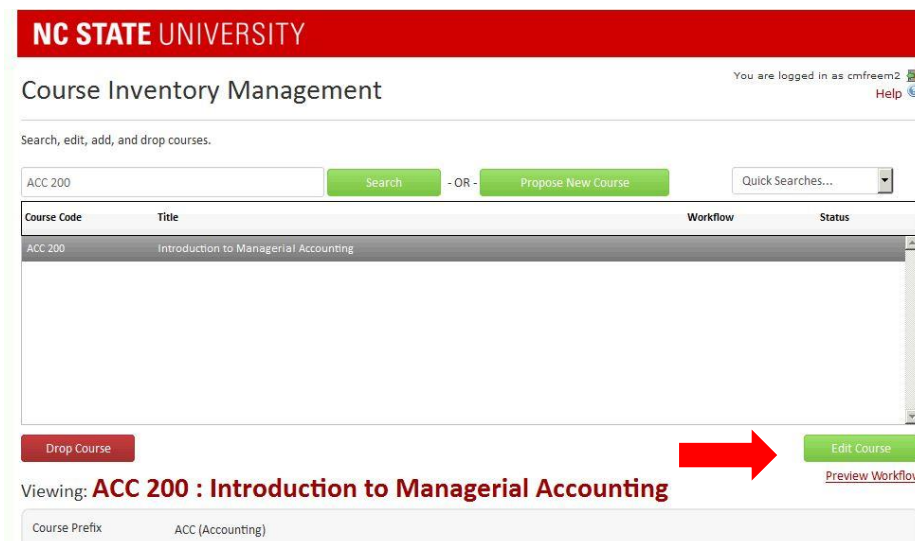
Note: We have attempted to grant CourseLeaf access to all faculty at NCSU. If you cannot access CourseLeaf, contact courseleaf-help@ncsu.edu.

Step 3: Course Search

After logging into CIM you will see the CIM Home page, shown below. Click on the **Help**  icon on the top right for detailed instructions.

Search Options:

- Type the course prefix and course number (separated by a space - ex: ACC 200)
- Enter part of the course prefix, number, or title using an asterisk at the end (ex: ACC 20*)
- Enter an asterisk before and after the search detail as wildcard search (ex: *environ*)




- Select the course from the search results window.
- Click the **Edit Course** button.

Step 4: CIM Form

For an existing course in CIM, the following fields will be pre-populated by SIS/Peoplesoft data as applicable. If the information is not accurate, notify your college liaison and send an email to courseleaf-help@ncsu.edu.

The remaining form fields not linked in SIS and outlined in red must be completed in order to submit the course edits for approval. Please also attach the current syllabus for the initial course input into CIM. Once the course information/ fields are completed, then subsequent edits to the course will require minimal input.

Notes:

- An error message will occur if the field is not completed before submitting to workflow. Work completed can be saved but will not be able to submit until identified field is complete.
-  **Click on the [help bubble](#) next to each field on the form for detail.**
- Once you save the changes to the form, the form will show the edits using green and red/strikethrough indicators.

Existing Courses: Fields auto-populated by SIS Catalog Data:

Course ID
College
Course Prefix
Course Number
Academic Org Code (Dept)
Title
Abbreviated Title
Course is Repeatable for Credit
Grading Method
Catalog Description
Credit Hours
Course Prerequisites, Corequisites, and Restrictive Statements
Term Offering
Year Offering
GEP Categories
Contact Hours
Dual-Level Course Number
Crosslisted, Cross-listed With

Step 5: CIM Form Fields

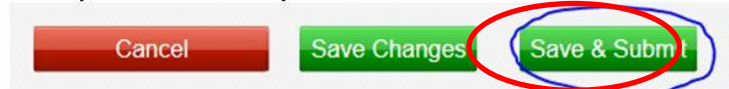
The CIM Course Form includes the following fields:

- Course Prefix
- Course Number
- Crosslisted Course
- Dual Level Course (this field option only appears if 400 or 500 level course number)
- Title
- Abbreviated Title
- College (autofilled)
- Academic Org Code (autofilled)
- CIP Disciplines Specialty Number (autofilled)
- Term Offering
- Year Offering
- Effective Date
- Previously Taught as Special Topics
- Course Delivery
- Grading Method
- Credit Hours
- Course Length
- Contact Hours
- Course Attributes (**UG Only**)
- Course is Repeatable for Credit
- Instructor Name
- Instructor Title
- Graduate Faculty Status (**GR only**)
- Course Prerequisites, Corequisites, and Restrictive Statement
- Is the course required or an elective for a Curriculum?
- Catalog Description
- Justification for New Course
- Is there a fee for this course?
- Is this course being proposed for the General Education Program? (**UG Only**)
 - GEP Category Selection and GEP Form (**UG only**)
- College/Program Consults (if applicable)
- Instructional Resources Statement
- Course Objectives/Goals
- Student Learning Outcomes
- Student Evaluation Methods
- Topical Outline/Course Schedule
- Syllabus (Attachment)
- Additional Documentation (Attachment)
- Additional Comments

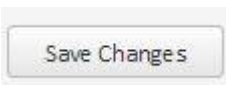
Step 6: Saving and Submitting Buttons

After entering all course information and attaching the syllabus, scroll to the bottom of the form and select either "Cancel", "Save & Submit" or "Save Changes".

When you have finished your work, click Save & Submit:



CANCEL: This feature allows for an initiator to cancel the work they have completed on a pending action. If the submitter has already clicked the 'save changes' option, this will only cancel the information submitted in the most recent session.



SAVE CHANGES: You are encouraged to use this feature, while filling out information for the action. This allows the initiator to save their work, without submitting the action for approval. Additionally, this feature allows for collaboration among multiple submitters.



SAVE & SUBMIT: This action saves the work of initiator and submits the pending action to workflow. Once the action has been submitted, the course action cannot be amended by the initiator unless rolled back by the subsequent approver(s) in workflow. The first person in the workflow will receive a notification

Step 7: Course Workflow

To see what the workflow process will be for the proposed course, click on the course after submitting. In the top right hand corner the workflow will be displayed.

Note: if an additional person or organization should be added to the workflow for the particular action, please notify courseleaf-help@ncsu.edu. Additionally, if an individual is no longer affiliated with the role listed in the workflow, please email courseleaf-help@ncsu.edu.



Step 8: Logging Off

Log out by closing the browser.