Guide to Curriculum Inventory Management System (CIM)

CIM replaces the multiple CPCR and program forms by having one dynamic form that adjusts to the type of change requested. Departments can propose new or request changes to existing courses/programs and submit them into workflow for approval all in one system using CIM.

If you need access to CIM please reach out to Nicol Gray in Curriculum Services at 530-898-4923 or nsgray@csuchico.edu.

Important Links

Course Management
https://nextcatalog.csuchico.edu/courseadmin/
If you are proposing a new course or change to an existing course including changes to requisites or requisite enforcement, inactivating, or reactivating an old course. DO NOT USE for Special Topics requests (see Miscellaneous Forms below).

Program Management
https://nextcatalog.csuchico.edu/programadmin/
If you are proposing a new program or change to an existing program including adding a new option, suspending, discontinuing, title change, or degree designation change.

Miscellaneous Forms
https://nextcatalog.csuchico.edu/miscadmin/
If you are proposing a Special Topics request, blended program, degree projection, reorganization request, department name change, or new course subject.

Approve Pages
https://nextcatalog.csuchico.edu/courseleaf/approve/
If you need to approve courses or programs waiting in your workflow queue. *You may also use the direct link from your email.*

Quick Steps:

Step-by-Step Guide:

1. Log Into CIM

Use one of the links above to open CIM. Click on the icon to log in using your Chico State username and password. *Note: There is no logout button; exit by closing the browser.*

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2. Edit an Existing Course/Program

1. **Search** for the course/program.
2. Click on the green **Edit** button.
3. **Fill out** the form. Textbox fields can be expanded by dragging the lower right corner.
4. at the bottom of the screen at any time to save your work. This also allows you to come back and complete your form at another time.
5. Once you are done making all updates, click on **Start Workflow**. *Do not submit unfinished proposals into workflow. You will not be able to make adjustments once it is in workflow.*

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3. Create a New Course/Program

1. Before creating a new proposal, **search** to see if the course/program already exists.
2. Click on the green **Propose New** button.
3. **Fill out** the form. Textbox fields can be expanded by dragging the lower right corner.
4. Click **Save Changes** at the bottom of the screen at any time to save your work. This also allows you to come back and complete your form at another time.
5. Once you are done making all updates, click on **Start Workflow**. *Do not submit unfinished proposals into workflow. You will not be able to make adjustments once it is in workflow.*

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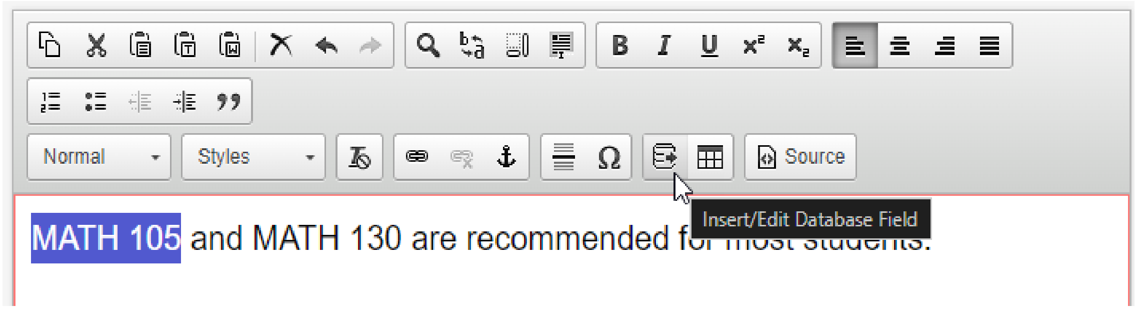
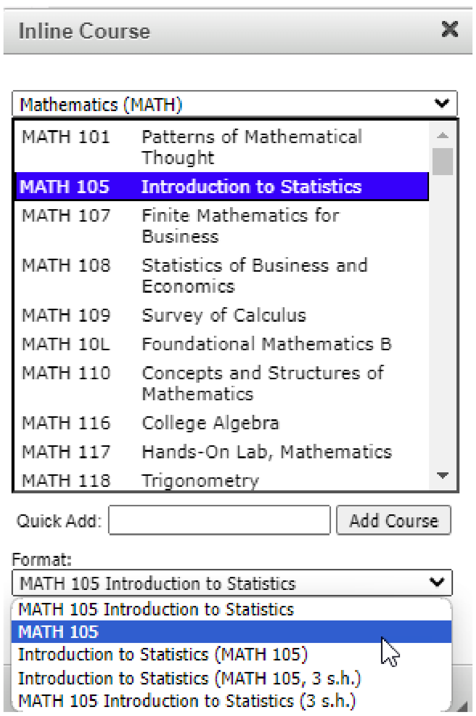
4. Insert an Inline Course with the Course Picker

1. **Type out the text** making sure the course subject is in all caps. Ex: MATH 105 and MATH 130 are recommended for most students.

2. **Select the course** in your text. In the editing toolbar **click on Insert/Edit Database Field**. This will automatically change the text into an inline course surrounded by a blue box.



3. **Double-click on the inline course blue box**. When the Inline Course window pops up, look toward the bottom of the box for the area that says **Format**. Use the dropdown arrow to **choose the second formatting style** that only lists the course subject and number without the full course title.



4. Click OK.
5. If you have more than one course, you will need to repeat the steps for each course.

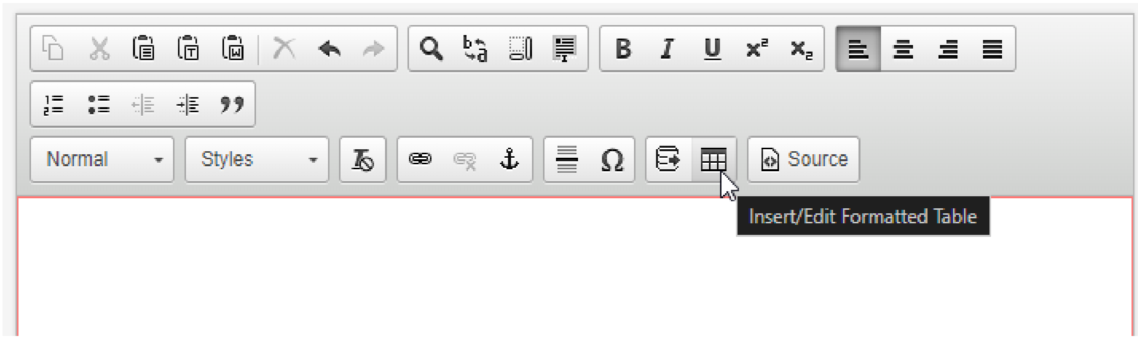
Edit an Inline Course

1. **Update or delete** the text then follow the directions above. Ex: MATH 105 and ~~MATH 130~~ ENGL 130W are recommended for most students.

If a course does not exist *or is typed incorrectly, the box will be red. It could be that the course has not gone through the full approval process and entered in PeopleSoft. Check with Curriculum Services if you are unsure of the status of a course.*

5. Add a Course List to a Program

1. In the **Program Requirements** editing field place the cursor where you want to add the course list. In the editing toolbar click on **Insert/Edit Formatted Table**.



2. When the Insert Formatted Table window pops up, Course List should already be selected from the dropdown menu. Click OK.
3. In the Course List window, select the courses you want to include. There are two ways to **add a course**:
    a. Use the dropdown menu to s**elect a subject** then click on a specific course. Once that course is highlighted in blue, click on the (>>) button. That adds the course to the box at right.
    b. Enter a course *(Ex: MATH 105)* in the **Quick Add** field. Click Add Course. *If a course appears as ***Course Not Found*** you can leave it in the box and it will be corrected once the course is approved. Check with Curriculum Services if you are unsure of the status of a course.*
4. To **remove a course**, click the (<<) button to take it out of the box.
5. To **reorder**, click on the course then click on Move Up or Move Down.
6. The **Units** field for each course is automatically pulled from PeopleSoft. **Do not override the units.** Do **click Sum Hours** in the upper right corner.
7. See more detailed sections below on how to insert comments, get units to add up correctly, and include footnotes if needed.
8. Once your course list is complete, **click OK to save and exit** to return to your proposal form.
9. Review your course list (expanding the editing field on your form is helpful). Double-click inside the blue box if you need to make any edits.

Add a Comment Entry

A comment entry is anything in your course list that is not a specific course. Comment entries are often used to create headers or to relay instructions such as “Select one of the following:”.

1. In your course list, select the course preceding the comment/header.
2. Click **Add Comment Entry**. (You can find it on the left side under Quick Add).

3. Enter your comment/header text. Click OK. You can use Move Up/Move Down to adjust the placement if needed.
4. To turn your comment into a **header** or **subheader**. Make sure the comment is selected (in blue) then click on Area Header or Area Subheader.

Get Units to Add Up Correctly

1. **Indent** allows you to list all courses that could fulfill a requirement without adding to the total units.
    a. The units should be entered on the line of the comment field.
    b. Click on the course you want in the course list. Select Indent to get the blue checkmark. The indented course will now appear without adding any credit hours to the total count.
2. **Cross listings** are approved equivalent courses that share the same course ID. Ex: AFAM/HIST 231
    a. Enter the first course, AFAM 231.
    b. In the **Cross Reference** field enter the cross-listed course, HIST 231.
3. **Sequence Courses** Ex: MATH 105 & MATH 130
    a. Enter the first course, MATH 105.
    b. In the **Sequence** field enter the second course, MATH 130.
4. **Or courses** Ex: CHEM 107 or CHEM 111
    a. Enter the first course, CHEM 107.
    b. In the **Or Class** field enter the second course, CHEM 111.

Insert a Footnote

Footnotes have two parts, a footnote indicator and a footnote table. **Footnote indicators go next to the text or course item, and footnote tables are where you put the text that explains the footnote.** Footnote indicators and entries in the footnote table are not automatically linked. This means that when a new indicator is added, an entry must also be added to the table. Likewise, if an entry in the table is deleted, the indicator must also be deleted.

1. **To insert an indicator**:
    a. In your course list, click on the course or comment that should have the indicator.
    b. **Enter the indicator in the footnote field**. Only use numbers in numerical order, listing indicators as (1, 2, 3, etc.) if you have multiple notes. Do not use asterisks or other symbols.
2. **To insert a footnote table**:
    a. In your form editing field, place your cursor under the course list.
    b. In the editing toolbar, (you may have to scroll back up) **click Insert/Edit Formatted Table**.
    c. In the popup window, **select Footnotes** from the dropdown menu. Click OK.

   d. Click on **New Footnote**. In the Symbol field, replace the auto-generated "New Footnote" with your indicator symbol, which should be a numerical value.
   e. In the Footnote Content field, **enter the text** that explains your footnote.
   f. If you need to enter another footnote, click New Footnote and follow the previous two steps until you have entered all footnotes.
   g. Click OK to save and exit out of the window.
3. Double-click on the course list if you need to make any edits to the indicator. Be sure to also edit the corresponding footnote entry by double-clicking in the footnote table.

If the total units are not adding up correctly or you need additional help with formatting your course list, please reach out to Curriculum Services.

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6. Approve Pages

Approve pages lets users who are part of the workflow edit, roll back, or approve a page.

1. **Open Approve Pages** at https://nextcatalog.csuchico.edu/courseleaf/approve/ or click on the direct link in your email. You may be prompted to sign in.
2. Click the **Your Role** dropdown menu at the top of the page and select the role for which you want to review and approve pages.
   - Note: If you use the link from the automated email, your role will be pre-selected for you.
   - Click the Refresh List button to see if there are any new pages since your last visit or if the list doesn't contain an expected page.
3. **Select** the page you want to review/edit.
4. **Review** the page. You can choose to view changes by:
   - **All Changes** shows all the changes that have been made in the current editing cycle.
   - **Individual editor** shows only the changes made by that editor.
   - **Hide Changes** removes the red-green markup and only shows the most current version of the page.
5. **Take action** on the page. You can choose to:
   - **Edit** by clicking on the Edit button (first blue button), which will produce the editing toolbar where you can click "Page body" to open the page body editor. Make your edits, save, and close the page body editor. **Review your changes then click Approve** (last green button) to send the page to the next step in the workflow.
   - **Rollback** to send the page back to any previous editor or the initiator by clicking on Rollback (second red button). You **must provide a reason** by entering a comment in the popup window. The comment area can be expanded if needed. Click rollback to close the popup and send the page back.

- **Approve** the page as is without any changes by clicking Approve (last green button) to send the page to the next step in the workflow.
- **Leave** the page by closing the browser or clicking on a different page in your queue without taking any action. You can come back to review the page at another time. Or let someone else in the same role review and take action.

6. Choose another page in your queue to review or close the browser to **log out**.