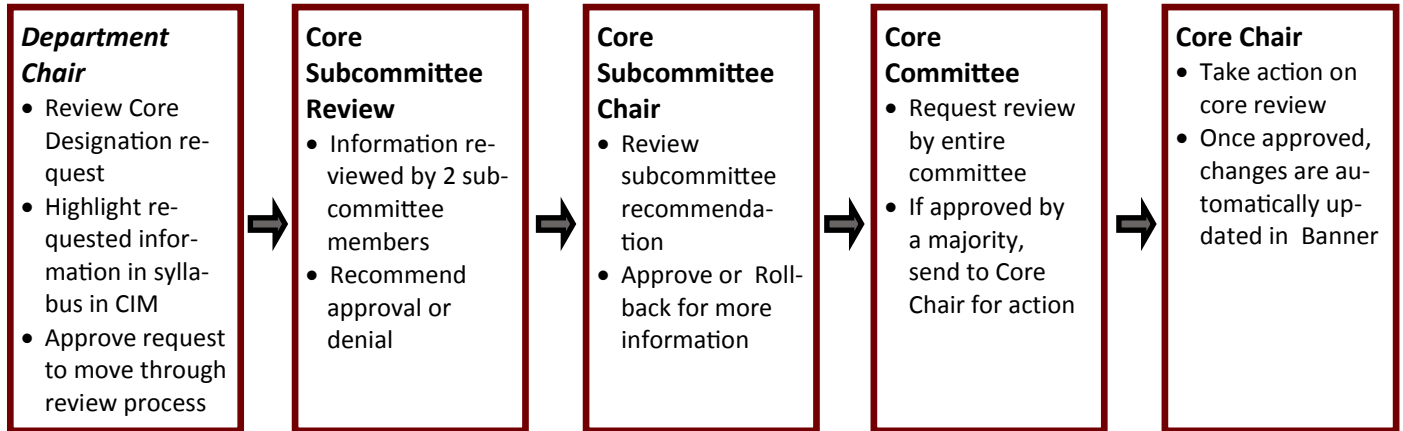# How to Edit Existing/Propose New Course with a Core Attribute.—Dept. Chair or Scheduler

The Department Chair or Scheduler begins the review process using the Course Inventory Management system (CIM) to highlight sections of the syllabus that demonstrate that the course meets the criteria for core designation OR to request a new core designation in CIM. All approved changes will take effect the next academic year.

If you have a question about the Online Syllabus Management System, contact OIRA at 348-7200.

Department Chair	Core Subcommittee Review	Core Subcommittee Chair	Core Committee	Core Chair
• Review Core Designation request • Highlight requested information in syllabus in CIM • Approve request to move through review process	• Information reviewed by 2 subcommittee members • Recommend approval or denial	• Review subcommittee recommendation • Approve or Rollback for more information	• Request review by entire committee • If approved by a majority, send to Core Chair for action	• Take action on core review • Once approved, changes are automatically updated in Banner

Step-by-step directions for Editing an Existing Course or Proposing a New Course with a Core Attribute

1. Log into Course Inventory: http://courseinventory.ua.edu/cim/

2. If this is an existing course, search for the course and click **"Edit Course"**

3. If this is a new course proposal, click **"Propose New Course"**

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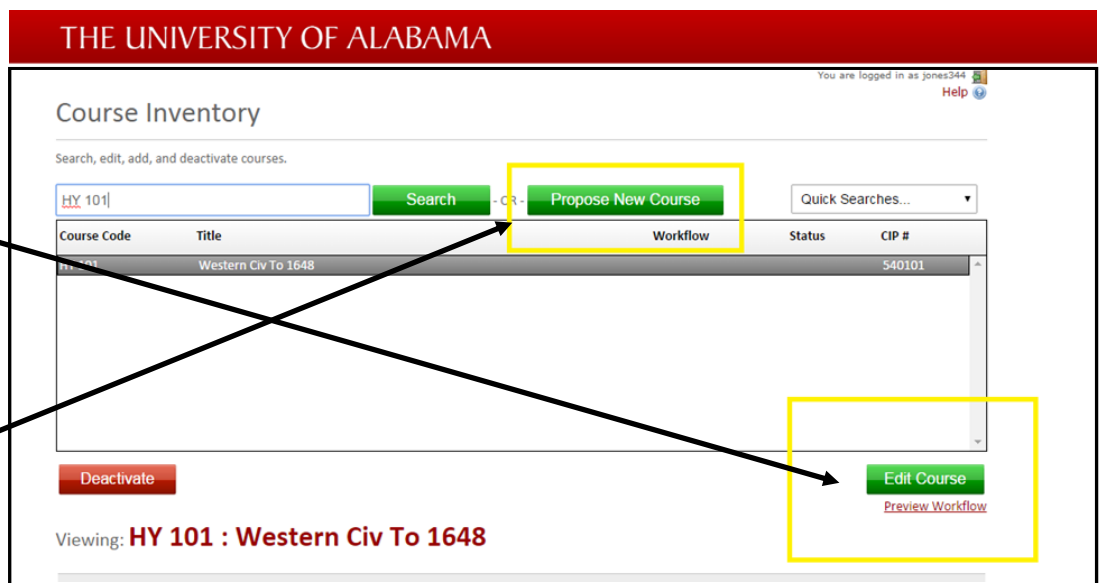
4. Once the course is displayed, fill out the required fields and select the desired core attribute.

5. Click **"Save Changes"** at the bottom of the page

   Do Not click "Save and Submit" yet.

6. Click **"Edit Course"** to open the course back up for edits. Scroll to the bottom of the course form.

7. Click "**Create Syllabus"** to build your course syllabus.

8. When you have finished building your syllabus, click the **Manage** tab, then "**Publish"** as shown. Click on the "**click here**" link near the top of the syllabus to return to the course proposal

9. After you have published your syllabus, you can edit your core review form. Click "**Edit [Attribute] Core Review"** and complete the form by answering ALL the yes/no questions. Note: If additional syllabus updates have been made, you made need to click the "Refresh Syllabus" link on this page as well.

THE UNIVERSITY OF ALABAMA

Course Inventory

Editing: **HY 101**

Academic Level	Undergraduate
College Code	Arts & Sciences
Department Code	HY
Subject Code	HY
Course Number	101

Course Attribute

- ☐ CBA International Course Req
- ☐ Freshman Composition
- ☐ Mathematics
- ☐ Writing
- ☐ Computer Science
- ☑ History
- ☐ Natural Science
- ☐ Fine Arts
- ☐ Humanities
- ☐ Social and Behavioral Sciences
- ☐ Foreign Language
- ☐ Literature
- ☐ VPN

Syllabus — 🖉 Create Syllabus

Core Review — 🖉 Create Writing Core Review

Comments/Notes

Attach A File

Attach Files?

Uploaded Files:

Files To Be Uploaded:

🅰 Document

CONTENTS   MANAGE

Test Course

TEST 101 | 3 Credit Hours

When you have finished updating and published or republished this syllabus: click here to return to the CourseLeaf CIM form.

Not Published: **PUBLISH**

Import: **IMPORT CONTENT**

Core Review

Core Proposal

Editing: **TEST 101-W-2018-19: Test Course**

✅ Edit Syllabus
🔄 Refresh Syllabus

Course Code	TEST 101
Course Title	Test Course
Core Attribute	Writing (W)

Writing (W)

Courses being considered for the Writing (W) designation should be 300- or 400-level courses, build on student competency in academic writing skills, and aim to extend those skills, as appropriate, through the instruction of normal writing standards for their major discipline of study.

Taught and graded by instructors who have at least a Masters degree.	⦿ Yes ○ No
Instructor is willing and able to teach writing skills as needed to assist students in meeting the writing requirements of the course.	⦿ Yes ○ No
Class size is less than or equal to 35 students.	⦿ Yes ○ No
Multiple sections of the course taught by various instructors will include description of the	⦿ Yes ○ No

Continued on next page

10. To use the highlight tool for each "Select in Syllabi" link, highlight the selected text and click **"Mark Selection"**

11. Click **"Save"**

12. Once you are finished answering all questions, click **"Start Core Review Workflow"**

13. Go back to the course inventory form and click **"Save and Submit"**

14. At this point, two workflows have been created—A Core Review Workflow and a Course Inventory Workflow.

Select in Syllabi

Test Course

TEST 101 | 3 Credit Hours

When you have finished updating and published or republished this syllabus, click here to return to the CourseLeaf CIM form.

Prerequisites

UA Course Catalog Prerequisites:
Prerequisite(s): Test 100.

Course Description

Course Description and Credit Hours
This content should be provided through the Course Inventory Process.

Required Texts

Required Texts from UA Supply Store:
Textbooks listed with the Supply Store each semester will show here on section-level syllabi. You may write example texts below if desired.

Student Learning Outcomes

Mark Selection   Clear Selection
Save   Cancel

If you make a mistake in selecting the appropriate parts of the syllabus, contact schedule@ua.edu and ask that they shred the proposal.