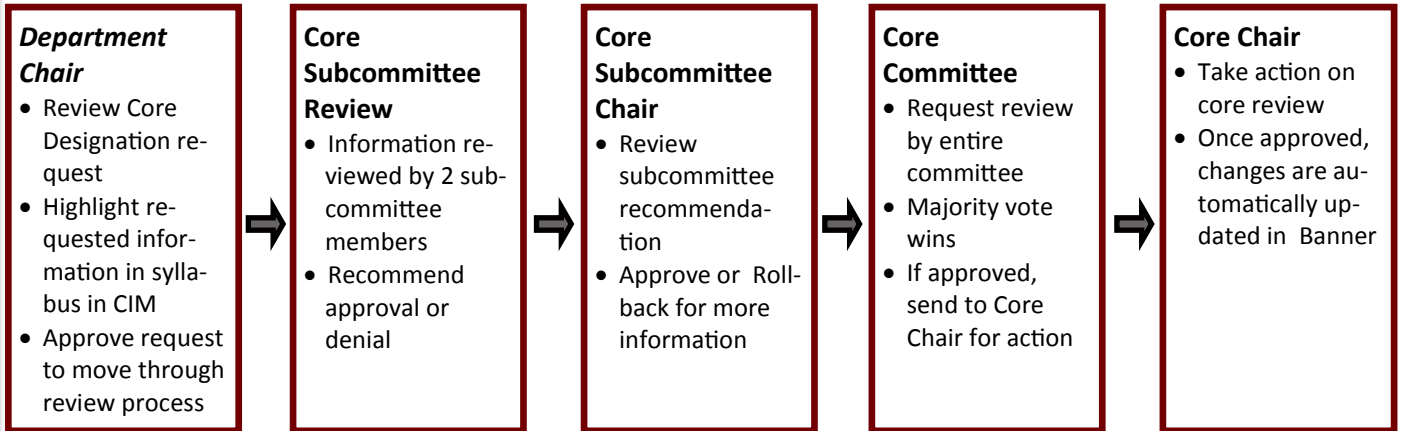


How to Edit Existing/Propose New Course with a Core Attribute.—Dept. Chair or Scheduler

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.



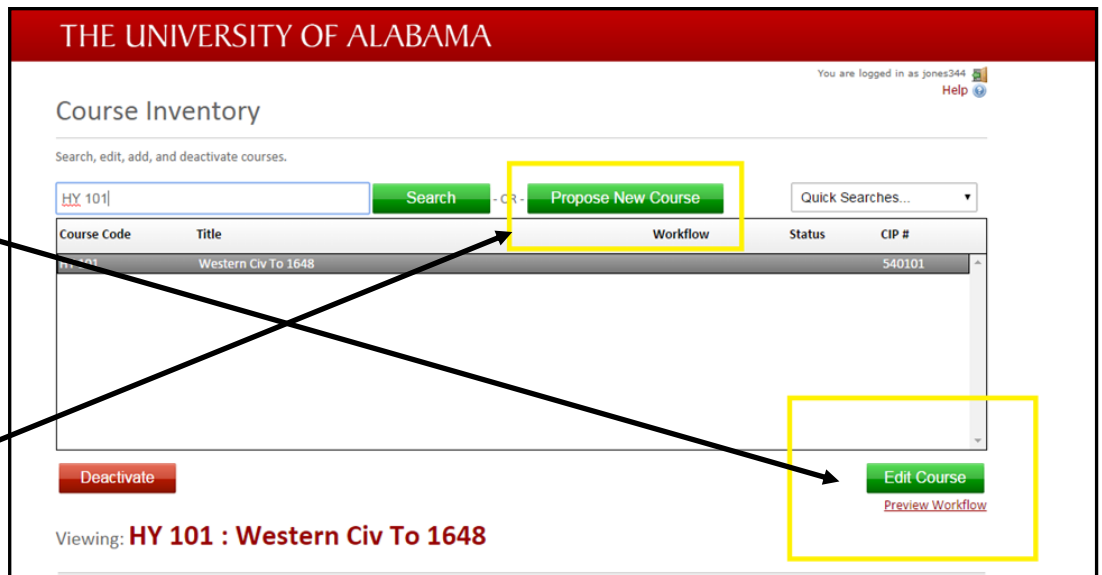
Step-by-step directions for Editing an Existing Course or Proposing a New Course with a Core Attribute

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"**



Continued on next page

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.

Question	Yes	No
Taught and graded by instructors who have at least a Masters degree.	<input checked="" type="radio"/>	<input type="radio"/>
Instructor is willing and able to teach writing skills as needed to assist students in meeting the writing requirements of the course.	<input checked="" type="radio"/>	<input type="radio"/>
Class size is less than or equal to 35 students.	<input checked="" type="radio"/>	<input type="radio"/>
Multiple sections of the course taught by various instructors will include description of the	<input checked="" type="radio"/>	<input type="radio"/>

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 Workflow"**
This will start the 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.

The screenshot shows a web form titled "Select in Syllabi" for a "Test Course" (TEST 101 | 3 Credit Hours). The form includes sections for Prerequisites, Course Description, Required Texts, and Student Learning Outcomes. Several lines of text are highlighted in yellow, including "Course Description and Credit Hours", "This content should be provided through the Course Inventory Process.", "Required Texts from UA Supply Store:", and "Textbooks listed with the Supply Store each semester will show here on section-level syllabi. You may write example texts below if desired." At the bottom right, there are four buttons: "Mark Selection" (highlighted with a yellow box), "Clear Selection", "Save", and "Cancel". An arrow points from the "Mark Selection" button to step 10 of the instructions.

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