

Course Inventory Management (CIM) Starter Guide

The Course Inventory Management (CIM) system is University of Louisville's new online course proposal and editing platform that replaces the previous paper Course Inventory Form. The direct login for the CIM site is located here: <https://nextcatalog.louisville.edu/courseadmin/> and the link is also posted on the OAPA website at [https://louisville.edu/oapa/institutional-research-and-planning/resources/course-inventory-management%20\(CIM\)](https://louisville.edu/oapa/institutional-research-and-planning/resources/course-inventory-management%20(CIM)). If you are already a catalog editor in CourseLeaf, your university single sign on (ulink username/password) will give you access; anyone who does not have credentials can request them directly from Krista Young (see contact info at the bottom of this page). After you login, you may see an additional login pop-up box in the middle of the screen; simply click on the second box and it will disappear.

For those who were unable to attend training or need a refresher, a few quick start tips are below:

- **To edit an existing course**, first find the course by doing a search in the search bar (you can search by prefix only (BIOL, POLS, etc.) or you can search for the exact course code with the number (MUS 100, etc.). You can also do a keyword search; further search instructions for how to use the wildcard character are located above the search box. After you find the course you want to edit, click on it, then click the green Edit Course button.
- **To propose a new course**, click the green Propose New Course button to the right of the search bar on the main page. You will be required to upload a syllabus as an attachment for any new course proposals, so it helps if you have the syllabus file available before you begin to complete the form.
- **On the form, all fields outlined in a red box are required**, so you must fill those in to be able to submit the course proposal. You will get an error message when you try to start the workflow if you inadvertently left one of the required fields blank.
- **It's best practice to fill out the form in order from top to bottom since it is dynamic** (meaning that some follow up questions may appear based on your selection for a particular field – for example, if you select that the course is at the Undergraduate academic level, there are some questions about Honors and Cardinal Core courses that won't appear for courses at the Graduate level).
- **There are help bubbles available to assist you with filling out most fields on the form.** You will see a little question mark in a blue circle next to the form field; if you hover over or click on that icon, some additional information and tips will pop up.
- **When you are done filling out the form for a particular course, press the green Start Workflow button at the bottom of the screen.** You can also use the Save Changes button if you want to start editing and return to finish later. If you click cancel, any edits you made will go away (but the system will double check with you first just in case you press it by accident).
- **After you submit the form, you will see the Approval Workflow Steps listed in a box toward the upper right of the form for the course.** You can return to CIM at anytime and search for the courses you have proposed or edited; when you click on them, you will be able to see where the course proposal is within the approval process. After the course has been fully approved, it will return from "edited" status on the main course list back to at rest (no status listed).
- **If you are in an approval/workflow role**, you will receive a system-generated email with a link that will take you to any proposals that are ready for your review and approval. Please note that multiple people have been designated for some approval roles; in those cases, all assigned approvers will receive an email when the proposal is in the queue for review by a multi-party reviewer role.

If you have any questions about the new CIM system, contact Krista Young at krista.young@louisville.edu.