Curriculum Management: Getting Started

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Quick Search

The link to the new CM system will be, as it has been, in Academics and Courses in the Agora Portal, and you will use your Agora username and password to login. Use the Quick Search to find courses by subject code and course number, by subject code only, or by title. Check to make sure that the course number or title is not already in use. Recent Course Activity and the MyAction lists may help you determine if you already created a draft.
Search by All (course title, keyword, or instructor name)

Example: Search by Course Title

Search Results

Required fields are marked with an asterisk (*).

<table>
<thead>
<tr>
<th>Code</th>
<th>Sequence Number</th>
<th>In Current</th>
<th>State</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
</table>
### Example: Search by Keyword

**Curriculum Management**

**Search Results**

Required fields are marked with an asterisk (*).

<table>
<thead>
<tr>
<th>Code</th>
<th>Sequence Number</th>
<th>Is Current</th>
<th>State</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTH3000</td>
<td>1</td>
<td>Yes</td>
<td>Active</td>
<td>Photography &amp; Modernism</td>
<td>After decades of constant change in photography's use and technology, at the turn of the 20th century photographers began exploring the defining conditions of their quintessentially modern medium. Photography came into its own in the years that followed, as it became a primary medium of mass-communication and solidified its place among the fine arts. This course will trace the intertwined iterations of modernism in photography, focusing on European and American art movements. We will look at photographers including Alexander Rodchenko, László Moholy-Nagy, Alfred Stieglitz, Imogen Cunningham, Edward Weston, and Ansel Adams, and read both theoretical texts and artists' own writing about photography.</td>
</tr>
</tbody>
</table>

### Example: Search by Course Instructor

**Curriculum Management**

**Search Results**

Required fields are marked with an asterisk (*).

<table>
<thead>
<tr>
<th>Code</th>
<th>Sequence Number</th>
<th>Is Current</th>
<th>State</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL9917</td>
<td>2</td>
<td>Yes</td>
<td>Active</td>
<td>Ph.D. Seminar</td>
<td>Introduction to the interdisciplinary study of American culture and the field of cultural history. Focuses will be on reading and analyzing works of popular fiction, film, music, painting, public memory, and material culture in relation to their historical contexts. Culminates in a research paper on an artifact of student's choosing. Faculty: Christina Kent</td>
</tr>
</tbody>
</table>
## Search Results

Required fields are marked with an asterisk (*)

<table>
<thead>
<tr>
<th>Code</th>
<th>Sequence Number</th>
<th>Is Approved</th>
<th>State</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RH121005</td>
<td>1</td>
<td>Yes</td>
<td>Active Approved</td>
<td>Basic Problems of Philosophy</td>
<td>This course introduces students to the problems and procedures of the Western philosophical tradition. Examines selected works of such key thinkers as Plato, Aristotle, St. Augustine, Descartes, Locke and Rousseau. Faculty: The Department</td>
</tr>
</tbody>
</table>
Search by Subject Code and Course Number

Course Title | Course Code | State | Action
---|---|---|---

No results found.

Search Results

Course Title | Course Code | State | Action
---|---|---|---

MATH 1101

MATH 1101 is a second course in the calculus of one variable intended for biology, computer science, economics, management, and premedical students. It is open to others who are qualified and desire a more rigorous mathematics course at the core level. Topics include an overview of integration, basic techniques for integration, a variety of applications of integration, and an introduction to (systems of) differential equations.
Summary of Course Status Terms

- **Active Approved**: Current courses that have been successfully submitted and approved.
- **Draft**: Courses that have not been submitted for approval.
- **Superseded/Archived**: Older versions of courses that have had a newer version successfully submitted and approved.
- **Posted**: Courses modified using Modify Course Same Version that have been submitted for approval.
- **Retired**: An older course that is no longer an active part of the curriculum.

Course Create

Once you have determined that this is a new course and not an update, go back to the menu page and type in the title and click the Create a Course link. If you have been searching by title, then use the Create a Course link on the Search Results page. Fields marked with red asterisks are required.
Continued Course, Student and Instruction Levels, Grading Scale, Final Exam Type, Repeatable for Credit are new or revised. They will be required for future applications and should be checked carefully and match any equivalent field in UIS.
The Comments field in the course requisite field refers only to prerequisites and corequisites. There is a separate field in course information and schedule to address course comments.
The Active Date is a type ahead and refers to the date the course is created rather than the date it will actually be offered.
Check all the tabs on the Review screen to make sure the data is correct and then submit the course to workflow.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Music of the Stars</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Code</td>
<td>MUSA</td>
</tr>
<tr>
<td>Course Number</td>
<td>3333</td>
</tr>
<tr>
<td>Description</td>
<td>TBD</td>
</tr>
<tr>
<td>Sponsoring Department</td>
<td>Music</td>
</tr>
<tr>
<td>Credit Options</td>
<td>3 credits</td>
</tr>
<tr>
<td>Term</td>
<td>Fall</td>
</tr>
<tr>
<td>Grading Scale</td>
<td>Letter</td>
</tr>
</tbody>
</table>
### Detailed View

**Course Information**

- **Course Title**: Music of the Stars
- **Internal Report Title**: Music of the Stars
- **Course Schedule Title**: Music of the Stars
- **Subject Code**: MUSA
- **Course Number**: 3353
- **Sponsoring Department**: Music
- **Description**: TBD.
- **Cross Listed Course(s)**: MUSA3342
- **Instructor(s)**: Anne Smith
- **Comments**: This comment will appear in Catalog View.
- **Student Level(s)**: Undergraduate
- **Instruction Level(s)**: Elective
- **Core Requirements(s)**: Yes

**Course Logistics**

- **Term**: Fall
- **Frequency**: Annually
- **Duration Type**: Semester
- **Duration Count**: 1
- **Grading Scale**: Letter
- **Final Exam Status**: Standard or Common Final Exam (Exam Room Needed)
- **Repeatable for Credit**: Cannot repeat course
- **Credit Options**: 3 credits
- **Course Fee**: No

**Course Requisites**

- **Pre-Requisites**: Course MUSA103
  - With permission of the Instructor
- **Co-Requisites**: No Co-Requisites

**Active Dates**

- **Start Term**: Fall 2018

**Version**

<table>
<thead>
<tr>
<th>Version Number</th>
<th>State</th>
<th>Is Current</th>
<th>Start Term</th>
<th>End Term</th>
<th>Version Start Date</th>
<th>Version End Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Draft</td>
<td>Yes</td>
<td>Fall 2018</td>
<td></td>
<td>05/25/2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
When you click submit, it will have a message saying “Course XXXX#### has been submitted successfully.” It will also appear in your Recent Course Activity box as “Submitted.”
Modify Courses

If you find that the subject code and course number or title already exist, select the Active Approved version and use the pull down on the left-hand side of the screen to make your selection. You will start to create a draft. If you save the draft and don’t submit it to workflow, you can access the draft and refer to version history to see any changes between the approved version and the draft.

Modify Course Same Version

- Any field in a course that has yet to be offered
- Simple typo correction
- Changing course description from “TBD” to actual description
- Adding continued course(s)
- Instructor(s) change
- Comments field
- Print in catalog (y/n)
- Frequency offered
- Final exam type
- Course format
- Requisites: Pre- or Co- (if course has not been offered already)
**Modify New Version**

Use Modify with new version if Modify New Version of Course in any of the following instances:

- Any required field (asterisked)
- Significant changes to a course description
- Change to Student or Instruction level
- CORE requirements
- Term offered
- Duration type & count
- Grading scale
- Repeatable for credit
- Credit count (variable/ fixed)
- Course fee (y/n)
- Requisites: Pre- or Co- (if course has been offered already)
Advanced Search

Click on Advanced Search to see a list of all your courses.
View Course will take you to the Course Information screen where you will be able to process course changes.

Use the filters on the left-hand side to browse the university's course offerings.