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)

Courses

Quick Search

Search by:
- All
- Subject Code
- Subject Code and Course Number

Create a Course

Advanced Search

Example: Search by Course Title

Search Results

Search by:
- All
- Subject Code
- Subject Code and Course Number

Create New

Advanced Search

<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>
<tbody>
<tr>
<td>ENGLISH</td>
<td>2</td>
<td>Yes</td>
<td>Active Approved</td>
<td>Irish Literary Revival</td>
<td>This course will introduce students to one of the most important literary and cultural movements of the 20th century—the Irish Literary Revival. We will study the poetry, prose, and drama of the Revival in their broader contexts, including works by W. B. Yeats, J. M. Synge, Augusta Gregory, and Douglas Hyde. We will also engage the Revival’s critics, such as James Joyce and G. B. Shaw. In addition, students will learn how to work with the special collections related to the Revival in the Irish archives of the Burns Library, Faculty: Modern Novels</td>
</tr>
</tbody>
</table>
Example: Search by Keyword

**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>ARTH400</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 histories 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

**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>ENGL901</td>
<td>2</td>
<td>Yes</td>
<td>Active</td>
<td>Ph.D. Seminar, Issues and Methods in American Studies</td>
<td>Introduction to the interdisciplinary study of American culture and the field of cultural history. Focus will be on reading key works that interpret works of popular fiction, film, music, painting, public memory, and material culture in relation to their historical moments. Cumulates in a research paper on an artifact of student's choosing. Faculty: Christina Kent</td>
</tr>
</tbody>
</table>
## Search by Subject Code

### Courses

**Quick Search**

- **Math (MATH)**

**Search by:**
- Subject Code

**Create a Course**

### Search Results

Required fields are marked with an asterisk (*).

**Search by:**
- All

<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>PHIL 1006</td>
<td>1</td>
<td>Yes</td>
<td>Active</td>
<td>Problems of Philosophy</td>
<td>This course introduces students to the problems and procedures of the Western philosophical tradition. Examine the work of key thinkers such as Plato, Aristotle, St. Augustine, Descartes, Locke and Rousseau. Faculty: The Department</td>
</tr>
</tbody>
</table>
Search by Subject Code and Course Number

Courses

Quick Search

Search By:
- All
- Subject Code and Course Number

Create a Course

Search Results

Required fields are marked with an asterisk (*).

Create New

Advanced Search
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.
### 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**: 3333
- **Sponsoring Department**: Music
- **Description**: TBD.
- **Course Listed Course(s)**: MUSA2342
- **Instructor(s)**: Anne Smith
- **Comments**: This comment will appear in Catalog View.
- **Student Level(s)**: Undergraduate
- **Instructor Level(s)**: Elective
- **Core Requirement(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 PAIGA103
  - With permission of the Instructor
- **Co-Requisites**: No Co-Requisites

#### Active Dates
- **Start Term**: Fall 2018

#### Version
- **Version Number**: 1
- **State**: Draft
- **Is Current**: Yes
- **Start Term**: Fall 2018
- **End Term**: 06/26/2017
- **Version Start Date**: 06/26/2017
- **Version End Date**: N/A
- **Comment**: N/A

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**Submit**  **Cancel**
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)
Retire a Course

Before retiring a course, check the MN01 Master Name Display in UIS to find the last term the course was active. Currently, you can’t retire a course during the semester that it is being offered. In CM enter the subject code and course number in Quick Search. Select the Active Approved version of the course from the Search Results page. Choose “Retire Course” from the list of Actions.
Enter the last term the course was offered and submit the course to workflow.
You will see the course state changed to “Retired” once the course change has been approved.
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-hands side to browse the university's course offerings.