Curriculum Manager Approve Course/Program Proposals



[CIM Courses] Review Request: MKTG Endorser

There are pending courses change proposals awaiting your review including MKTG 225: Principles of Retailing

https://next.catalog.upenn.edu/courseleat/aapprove/?role=HSSC%20Admin

To: "John Smith" <jsmith@upenn.edu> Subject: [CIM Courses] Review Request: MKTG Endorses

to review the changes and provide your feedback

For assistance, please contact col-cm-help@groups.sas.upenn.edu

[Message orginally for jsmith@upenn.edu]

Reply-To: editor@school.edu

John Smith:

Please visit:

Thank you.

LOGIN TO APPROVAL QUEUE

	UNIVERSITY CASALOG FINANCIAL WELLNESS & PENN UNIVERSITY OF PENNSYLJANIA			
Student Registration & Financial Services			SEARCH (P) FULLMENU	
	Curriculum Manager (CM)			
C 1P TO MAIN MENU	Pero Skadent Registratio	& Francial Services + Faculty & Staff Resources	- Curriculum Manager (CM)	
Faculty & Staff Resources	Curriculum Manager (CM) is an application used to modify, track, and approve new and existing courses and programs. CM uses electronic forms and workflows to manage the curricular approval process.			
Advisor InTouch				
Courses InTouch		c · 1 · 1		
Curriculum Manager (CM)	Access Curriculum Manager			
Grading Guidelines				
Infodesk	Course	Management	Program Management	
Pennant COULDER ()				
Stadent Aid Management System (SAM)	Approv	ral Queue	CourseLeaf Console	
Student Employment Management System (SEMS)				
Student Record System (SRS)	Curriculu	m Manager Support		
Taition Distribution Process	carrent	ar manager oupport		
University Classroom and Facility Scheduling	Functional Support	Details		
	Real Time Support via BlueJeans	Request to video conference with CM team to ask questions and troubleshoot issues from where you sit by contacting the CM team.		
	One-on-One Visits from CM	Schedule time for the CM team to come to you and your team to provide support.		

1. Access the <u>Curriculum Manager Resource</u> <u>Page</u> and click Approval Queue

🐺 Penn 2. Enter your PennKey Username jsnihi PennKey and Password then click Log In Please Complete Log In In order to authorize your ability to 3. Click the red update, please click the icon to Log In Icon complete your log in COURSELEAF denies Die Log Out Page links (1) Penn D MKTG 225 : Principles of Retailin

APPROVER OPTIONS



- *Edit:* Approver can make minor edits, such as correcting typos, minor text revisions, etc.
- *Rollback:* Approver can rollback to any of the previous workflow steps, including the submitter, when major changes are suggested
- *Approve:* Once review is complete, the Approver can approve the proposal and advance it to the next step within the workflow

- CM generates different types of alert emails based on the nature of the notification.
 - FYI informational
 - Prompts for Action
- The link located in the email directs the user to the Approval Queue
- Login to the Approval Queue directly or click the link in the approval email



- If accessing via the email link, the proposal will be selected and "Your Role" will be pre-filled (*Recommended*)
 - If accessing directly from the CM Resource page, select your role from the Your Role drop down above the blue bar, then select proposals in your queue for review

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- The Page Review section displays your proposal's full detail, including where it is in the workflow and what roles are left to review it
- Click on *Add Comments* if needed to add notes to the proposal. Comments added will be shown at the very bottom of the proposal under *Reviewer Comments*
 - Edits are color-coded so new information displays as green and removed information displays as red with strikethrough

Course Change Type	This is a substantive change		
Course Subject 012	WRIT - WRITING PROGRAM	Course Number	
Department	COLLEGE		
College	Arts & Sciences		
Effective Term	Fall 2020	Committee Term	Spring 2020 2019
Academic Level	Undergraduate		
ls this an honors course?			
Print in Catalog?	Yes No		
ls this a topics	Yes No		