

Using CourseLeaf Course Inventory Management [CIM] System
QUICK STEPS for PROPOSERS

TO START A NEW COURSE PROPOSAL FORM:

1. Go to <https://nextcatalog.uoregon.edu/courseadmin/>
2. Log on with your **UO ID** [e-mail address prior to @uoregon.edu] and your standard password.
3. Click the green **Propose New Course** button.
4. **Enlarge the form** to full screen and begin entering the details of your new course.
5. **To upload your syllabus**, and any other support documentation: press the green **Attach Documents** button at the bottom of the form. A Browse file box opens, allowing you to select the file(s) to be uploaded.
6. **To leave the form**, preserving changes you have entered without submitting, scroll to the bottom and press the gray **Save Changes for Later** button.
7. Once your proposal is complete, press the green **Submit** button. It is now in the workflow. Your departmental curriculum coordinator will either roll it back to you for revision or grant departmental approval to send it on for review by the college curriculum committee.

TO SAVE CHANGES ENTERED WITHOUT SUBMITTING:

1. Scroll to the bottom of the proposal form and press the gray **Save Changes for Later** button.

TO RETURN TO A NEW COURSE PROPOSAL FORM THAT YOU HAVE SAVED BUT NOT YET SUBMITTED:

1. Go to <https://nextcatalog.uoregon.edu/courseadmin/>
2. Log on using your **UO ID** [e-mail address prior to @uoregon.edu] and your standard password.
3. In the field to the left for the Search button, enter the subject code and number of the course proposal you wish to continue and press the green **Search** button.
4. Click on the green **Edit Course** button at the top right to continue.
5. **Enlarge the form** to full screen and continue entering the details of your new course.
6. **Save changes for Later** before leaving the form **or submit** to put the proposal into workflow.

TO PROPOSE A CHANGE TO AN EXISTING COURSE:

1. Go to <https://nextcatalog.uoregon.edu/courseadmin/>
2. Log on using your **UO ID** [e-mail address prior to @uoregon.edu] and your standard password.
3. In the field to the left for the Search button, enter the subject code and number of the course to be changed and press the green **Search** button. If the course already exists, it will be displayed below the course listing box. *NOTE: The field immediately below the course's title will list all other courses that will be impacted by the changes you are about to make. Consider these carefully before proceeding.*
4. Click on the green **Edit Course** button at the top right.
5. **Enlarge the form** to full screen and edit or add only the details of the course that you wish to change. They will be preserved in red/green tracking.

6. **To leave the form**, preserving the changes you have entered without submitting, scroll to the bottom and press the **Save Changes for Later** button. **To return** to your proposal to continue data entry, log into CIM, enter the course code into the field at the top left and press the green **Search** button.
7. **Once your proposal is complete**, press the green **Submit** button. It is now in the workflow. Your departmental curriculum coordinator will either roll it back to you for revision or grant departmental approval to send it on for review by the college curriculum committee.

TO RETURN TO A SUBMITTED COURSE PROPOSAL FORM THAT HAS BEEN ROLLED BACK TO YOU:

1. Go to <https://nextcatalog.uoregon.edu/courseadmin/>
2. Log on using your **UO ID** [e-mail address prior to @uoregon.edu] and your standard password.
3. In the field to the left for the Search button, enter the subject code and number of the course proposal you wish to revise and press the green **Search** button.
4. Click on the green **Edit Course** button at the top right to continue.
5. **Enlarge the form** to full screen and proceed with correcting or amending detail within the proposal.
6. **If an amended syllabus has been requested, please** draft revisions in a word doc using the Track Changes tool and save with revisions still visible and the date included in the filename. Upload the word doc of this second syllabus to the CIM form. Keep the original for comparison.
7. **Save Changes for Later** before leaving the form **or submit** to put the proposal back into workflow.