# NDSU CourseLeaf Navigation Information for University Curriculum Committee

**January 11, 2017**

<table>
<thead>
<tr>
<th>CourseLeaf Software</th>
<th>Purpose</th>
<th>Timeline for review and approval</th>
</tr>
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<tbody>
<tr>
<td><strong>Catalog (CAT) – NDSU Bulletin</strong></td>
<td>- Update text within the Bulletin</td>
<td>January/February</td>
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<td></td>
<td>o Example: College or Department overview tab</td>
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<tr>
<td><strong>Curriculum Inventory Management (CIM)</strong></td>
<td>- Propose new courses</td>
<td>Ongoing approval process</td>
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<td>- Propose changes to existing courses</td>
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<td></td>
<td>- Inactivate or reactivate courses</td>
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<td></td>
<td>- Requires governance approval</td>
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<tr>
<td><strong>Curriculum Inventory Management (CIM)</strong></td>
<td>- New program proposals (Stage I and Stage II)</td>
<td>Ongoing approval process with NDUS</td>
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<td>- New prefix requests</td>
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<td>- Requires governance approval</td>
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<tr>
<td></td>
<td>- Program edits</td>
<td>Ongoing approval process – must</td>
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<td>- Inactivate current program(s)</td>
<td>be completed by the May Faculty</td>
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<td></td>
<td>- Edits to Major/Minor tab within Bulletin (Undergraduate and</td>
<td>Senate meeting for updates in the</td>
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<td>Professional programs only)</td>
<td>next academic year Bulletin;)</td>
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<td>- Requires governance approval</td>
<td>recommend to start process by</td>
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<td></td>
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<td>late January to ensure approval</td>
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<td>at all levels</td>
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</tbody>
</table>

- Help Pages (link located on upper right corner, once logged in to CourseLeaf)

You are logged in as rhonda.k.kitch

- Documentation, videos and steps of “how to” for various actions
- Variety of 3-5 minute help videos
- Contact Kim Miller or Rhonda Kitch for additional assistance

- CIM
  - Course Inventory Management - [https://nextbulletin.ndsu.edu/courseadmin/](https://nextbulletin.ndsu.edu/courseadmin/)
  - CIM Course Search
    - There are several different ways to search for a course. Keep in mind that an asterisk is a wildcard and can be sued at any place within your search terms to stand in for missing information. Searching on just an asterisk will return all courses in CIM.
    - Course Code
      - BIOL 115 will return BIOL 115
    - Keyword
      - Physics will return any course with Physics in the title
    - Keyword plus asterisk
- *physic* will return Physical Chemistry, Physical Education, and anything else with physic in the title
- Step in workflow (seen in the workflow column of the landing page)
  - Academic Affairs Committee Chair will return all courses currently at the Academic Affairs Committee Chair step in workflow
- Status (seen in the status column of the landing page)
  - Edited will return all courses being edited
- Quick Search
  - Drop down menu of search options located in the upper right corner of the landing page
- Program Management - [https://nextbulletin.ndsu.edu/programadmin/](https://nextbulletin.ndsu.edu/programadmin/)
  - CIM Program Search
    - Search on:
      - Program Code
      - Keyword
      - Workflow Step
      - Status
- Review/Approval - [https://nextbulletin.ndsu.edu/courseleaf/approve/](https://nextbulletin.ndsu.edu/courseleaf/approve/)
  - See Courseleaf Help for an overview, how to access approve pages, how to take action on a page (edit, rollback, approve)
  - CourseLeaf Curriculum (CIM) > Approve Pages
- Ecosystem
  - The CIM Ecosystem shows courses, programs and catalog pages that are related to the course being viewed, and catalog pages that house the program being reviewed. The ecosystem is usually the first box in the Proposal Preview section of CIM. The entries in the ecosystem are links that will open that page or proposal in CIM.
  - The ecosystem shows:
    - Catalog pages referencing this course
    - Programs referencing this course
    - Other courses referencing this course
    - Catalog pages referencing this course
    - At NDSU, we use the related departments/programs to FYI those respective department chairs of changes to a course.
- Showing differences
  - Red/Green markup shows differences between the last approved content and the current edited content. Red = deleted text, green = new text, blue bar = a change in a table that cannot be displayed with red/green markup.
- History
  - CIM history is a permanent record of the approved course or program from the last time it went through workflow. History displays the approval path, workflow steps, rollback comments, and red/green markup.
  - History goes back to the day CIM was implemented, and proposals that were started and shredded or rolled out of workflow and back to the proposer will not be part of the course or program history.
  - Only proposals that have been completely approved will show up in the history.
  - History is view only; it cannot be edited.