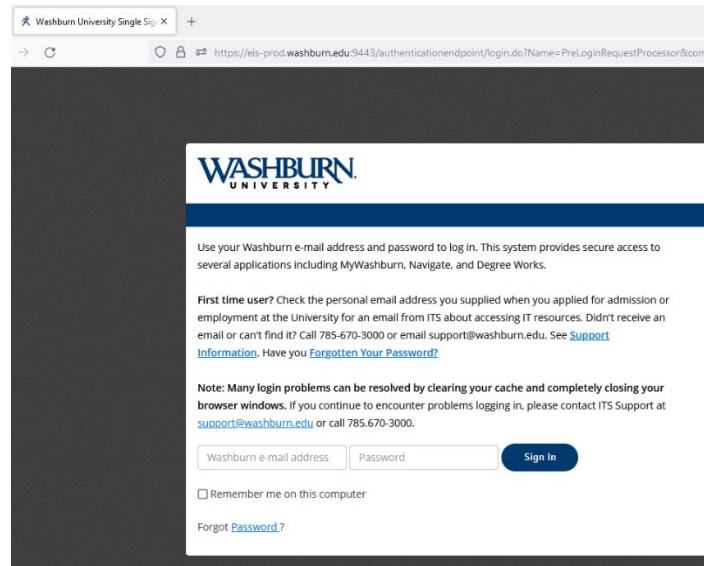


COURSELEAF - COURSE PROPOSAL

1. To propose a new course, access the CourseLeaf by logging into:

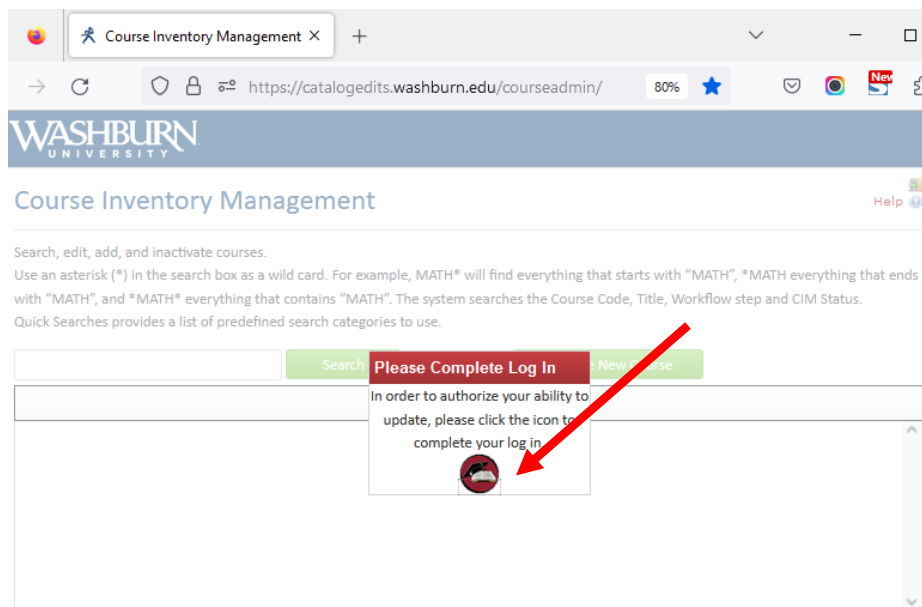
<https://catalogedits.washburn.edu/courseadmin/>

2. You may need to login! the Washburn screen, enter your Washburn email address and network Password. Click Sign In.



On

3. Click on the red icon in the middle of the screen to complete your login.



- Click the green **Propose New Course** button. A new window will pop open.

Course Code	Title	Workflow	Status
AN 200	Special Topics in Anthropology		edited
AN 300	Special Topics in Anthropology		edited
AN 332	Forensic Anthropology in Popular Culture		added
AN 334	Archaeological Myths, Frauds, and Controversies		added
AN 400	Special Topics in Anthropology		edited
BI 311	Field Ecology	CA Dean	added

- In the Course Inventory window, review the following fields. The fields outlined in red are required:

New Course Proposal Propose New from Existing Course

KSBN Date

Prefix Course Number

Department

College

Academic Level

Course Title

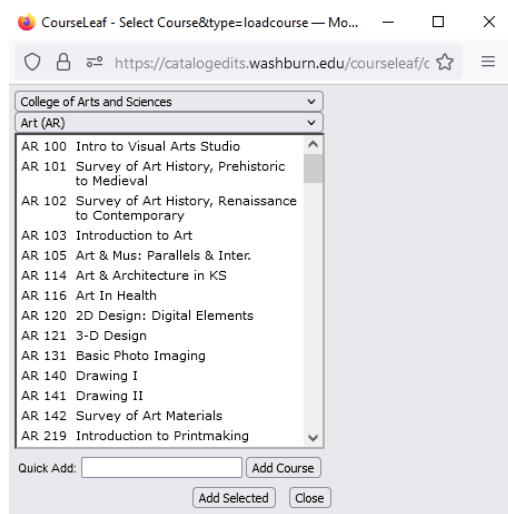
Short Title
30 characters remaining

Effective Term

Credits

NOTE: If you click on the green **Propose New from Existing Course** button in the top right corner, you can select an existing course and copy it over into the new program. Use this when you have a new course that may have similar structure / data to the new course. This will eliminate the need to fill out a blank form and save time.

Select the College in the drop-down menu and then select Subject. Once you have selected the course (hover mouse over program and click to highlight), click the **Add Selected** button.

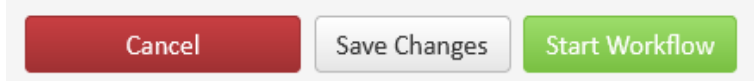


If you select the wrong course, click the green **Propose New from Existing Course** and select the Course. Click Ok to overwrite the old data. If you do not wish to move forward, you can scroll to the bottom of the Course Inventory page and click the red **Cancel** button.

6. If you have started with a blank form, the following fields outlined in red are required to have data in the field before saving or sending to workflow. If you have copied over data from an existing program, the required fields are still outlined in red. Edit data as needed. Be sure to confirm if data is correct or needs updated too!
 - a. **Prefix:** Select the instructional area
 - b. **Course Number:** Select 'Click here to find unused course numbers.' The list will identify used active courses in white and use inactive courses in grey. Unused course number will not be listed.
 - i. Identify an unused course number and close the course list.
 - ii. Enter the course number. NOTE: If you need to activate an inactive course number, contact vpaa@washburn.edu
 - c. **Department/College:** Will auto-fill
 - d. **Division:** Select if appropriate
 - e. **Academic Level:** Select the appropriate level
 - f. **Course Title:** Complete course title
 - g. **Short Title:** Limit 30 characters including spaces. Use upper- and lower-case letters. Do not use periods in the title.
 - h. **Effective Term:** Select the appropriate term
 - i. **Credits:** Enter the appropriate number of credits (note: be specific about a range of credits or options- Example: 0-3 credit vs. 0 or 3 credits)
 - j. **Instruction Type:** Select the appropriate instruction type from the list

- k. **Rationale:** Add the rationale for offering this course.
- l. **Grade Mode:** Select the appropriate mode.
- m. Fill-in the additional fields, when applicable.

7. After completing the form, select one of the following buttons:



NOTE: Once a proposal is move into Workflow, you are able to see the steps in the Workflow on the right side of the Course Proposal along with the Approval Path. This workflow cannot be bypassed.

Revising Existing Courses

1. Enter course in box to find an existing course (Example: EN 300 must include space between course code and course number)
 - a. Use an asterisk (*) in the search box as a wild card

WASHBURN UNIVERSITY

Course Inventory Management

You are logged in as holly.broxterman Help

Search, edit, add, and inactivate courses.
 Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.
 Quick Searches provides a list of predefined search categories to use.

Search Archive History - OR - Quick Searches... ▾

Course Code	Title	Workflow	Status
AN 200	Special Topics in Anthropology		edited
AN 300	Special Topics in Anthropology		edited
AN 332	Forensic Anthropology in Popular Culture		added
AN 334	Archaeological Myths, Frauds, and Controversies		added
AN 400	Special Topics in Anthropology		edited
BI 311	Field Ecology	CA Dean	added

2. Click the green **Search** button.
3. Find course in list and click to select.

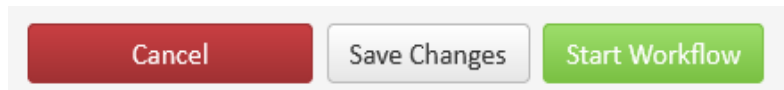
4. Once selected, scroll down the page to see a preview of the course. Click the green **Edit Course** button to edit.
- 5.

6. The form will open in a new window. Edit course as needed.

NOTE: All required fields are indicated with a red box

- n. **Prefix:** Select the instructional area
- o. **Course Number:** Select 'Click here to find unused course numbers.' The list will identify used active courses in white and use inactive courses in grey. Unused course number will not be listed.
 - i. Identify an unused course number and close the course list.
 - ii. Enter the course number. NOTE: If you need to activate an inactive course number, contact vpaa@washburn.edu
- p. **Department/College:** Will auto-fill
- q. **Division:** Select if appropriate
- r. **Academic Level:** Select the appropriate level
- s. **Course Title:** Complete course title

- t. **Short Title:** Limit 30 characters including spaces. Use upper- and lower-case letters. Do not use periods in the title.
 - u. **Effective Term:** Select the appropriate term
 - v. **Credits:** Enter the appropriate number of credits (note: be specific about a range of credits or options- Example: 0-3 credit vs. 0 or 3 credits)
 - w. **Instruction Type:** Select the appropriate instruction type from the list
 - x. **Rationale For Change:** Add the rationale for changing this course.
 - y. **Grade Mode:** Select the appropriate mode.
 - z. Fill-in the additional fields, when applicable.
7. After completing the form, select one of the following buttons:



NOTE: Once a proposal is move into Workflow, you are able to see the steps in the Workflow on the right side of the Course Proposal along with the Approval Path. This workflow cannot be bypassed and can take up to 10 days for a course to get to Banner.