COURSELEAF - COURSE PROPOSAL

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

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

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



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

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\rightarrow G	◯ 🛆 🔤 https://cata	logedits.washburn.edu/courseadmin/	80%		
	SURN.				
Course In	ventory Managem	nent			Help 😡
Search, edit, add, Use an asterisk (* with "MATH", and Quick Searches pr	and inactivate courses.) in the search box as a wild card. *MATH* everything that contains ovides a list of predefined search	For example, MATH* will find everything that s "MATH". The system searches the Course Cr categories to use. earch Please Complete Log In N	t starts with "MAT ode, Title, Workfle ew Clarse	TH", *MATH even	rything that ends I Status.
		In order to authorize your ability to update, please click the icon to complete your log in			^
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4. Click the green **Propose New Course** button. A new window will pop open.

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Search, edit, add Use an asterisk (' with "MATH", an Quick Searches p	l, and inactivate courses. *) in the search box as a wild card. For example, MATH* will find everything that d *MATH* everything that contains "MATH". The system searches the Course Co provides a list of predefined search categories to use. Search Archive - OR - Propose Ne	starts with "MATH", *MAT de, Title, Workflow step in w Course Quick S	d CIM Status.	ıds
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	
DI 040	D devices l Delana	CA Dava	- 44 - 4	\checkmark

🐞 New Record — Mozilla Firefox

5. In the Course Inventory window, review the following fields. <u>The fields</u> <u>outlined in red</u> <u>are required</u>:

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	IRN.						Â
Course Inve	entory					ġ,	
New Course Prop	osal			Propose New fro	m Existing Co	urse	
Summarize Proposal and Include Rationale				li,			
Prefix	Select	~	Course Number				
Department	Select Department	~					
College	Select College	~					
Academic Level	Select	~					
Course Title				ן			
Short Title							
	30 characters remaining						
Effective Term	Select v						
Credits							
Instruction Types							
	Activity (X)	Art Studio (G)	🛄 Art Studio	o (G1)			
	Art Studio (G2)	Art Studio (G3)	Capstone	/Thesis (N)			
	Clinical (F)	Clinical (F1)	Competit	ion (Q)			
	Competition (Q1)	Ensemble (E)	🛄 Ensemble	e - Large (EL)			

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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.

ۏ CourseLeaf - Select Course&type=loadcour	se−Mo − □ ×
O 🛆 📼 https://catalogedits.washbu	urn.edu/courseleaf/c ☆ ≡
College of Arts and Sciences	v
Art (AR)	v
AR 100 Intro to Visual Arts Studio	^
AR 101 Survey of Art History, Prehistoric to Medieval	
AR 102 Survey of Art History, Renaissance to Contemporary	
AR 103 Introduction to Art	
AR 105 Art & Mus: Parallels & Inter.	
AR 114 Art & Architecture in KS	
AR 116 Art In Health	
AR 120 2D Design: Digital Elements	
AR 121 3-D Design	
AR 131 Basic Photo Imaging	
AR 140 Drawing I	
AR 141 Drawing II	
AR 142 Survey of Art Materials	
AR 219 Introduction to Printmaking	~
Quick Add: Add Cou	rse
Add Selected	Close

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. **Summarize Proposal and Include Rationale**: Provide a summary and the rationale for offering this course.
 - b. **Prefix**: Select the instructional area
 - c. **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
 - d. Department/College: Will auto-fill
 - e. Division: Select if appropriate
 - f. Academic Level: Select the appropriate level
 - g. Course Title: Complete course title
 - h. **Short Title**: Limit 30 characters including spaces. Use upper- and lower-case letters. Do not use periods in the title.
 - i. Effective Term: Select the appropriate term
 - j. **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)
 - k. Instruction Type: Select the appropriate instruction type from the list

- I. Course Catalog Description: Enter course description.
- m. Grade Mode: Select the appropriate mode.
- n. Fill-in the additional fields, when applicable.
- 7. After completing the form, select one of the following buttons:

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NOTE: Once a proposal is moved into Workflow, you can 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

Course Ir		You are logged in a holly,broxterma He ^l				
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 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 OR - Propose New Course Quick Searches V						
		CO UUUN 3	earches v			
Course Code	Title	Workflow	Status			
Course Code AN 200	Title Special Topics in Anthropology	Workflow	Status edited			
Course Code AN 200 AN 300	Title Special Topics in Anthropology Special Topics in Anthropology	Workflow	Status edited edited			
Course Code AN 200 AN 300 AN 332	Title Special Topics in Anthropology Special Topics in Anthropology Forensic Anthropology in Popular Culture	Workflow	Status edited edited added			
Course Code AN 200 AN 300 AN 332 AN 334	Title Special Topics in Anthropology Special Topics in Anthropology Forensic Anthropology in Popular Culture Archaeological Myths, Frauds, and Controversies	Workflow	Status edited edited added added			
Course Code AN 200 AN 300 AN 332 AN 334 AN 400	Title Special Topics in Anthropology Special Topics in Anthropology Forensic Anthropology in Popular Culture Archaeological Myths, Frauds, and Controversies Special Topics in Anthropology	Workflow	Status edited edited added added edited			
Course Code AN 200 AN 300 AN 332 AN 334 AN 400 BI 311	Title Special Topics in Anthropology Special Topics in Anthropology Forensic Anthropology in Popular Culture Archaeological Myths, Frauds, and Controversies Special Topics in Anthropology Field Ecology	Workflow CA Dean	Status edited edited added edited added edited added			

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

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

Export to Word 🗐 Shred Proposal	-	Edit Course Preview Workflow
Viewing: AN 20	0 : Special Topics in Anthropology	
Last euit. 09/10/22	2 10.20 am	
Catalog Pages referencing this course	<u>Anthropology</u> <u>Anthropology (AN)</u>	

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

📦 Edit Record — Moz	illa Firefox			-		×
O A == https:	//catalogedits.washburn.	edu/courseleaf/courseleaf	.cgi?page=/courseadmin/	211/index.htm 80%	☆	≡
	ŖN.					^
Course Inver	ntory					
Editing: AN 200): Special Topics	in Anthropolog	<u>sy</u>			
Change Type	Select	~				
Summarize Proposal and Include Rationale				lii		
Prefix	AN - Anthropology	✓ Course	Number 200	Course Numbers in Use	2	
Department	Sociology/Anthropology	~				
College	College of Arts and Sciences	~				
Division	Social Sciences	~				
Academic Level	Undergraduate	v				
Course Title	Special Topics in Anthropo	logy				
Short Title	Special Topics in Anthropology					
	0 characters remaining					
Approved General Education Course	○ Yes ○ No					
Effective Term	Select v					
Credits	1-3					
Instruction Types						
	Activity (X)	Art Studio (G)	Art Studio (G1)			
	Art Studio (G2)	Art Studio (G3)	Capstone/Thesis (N)			
	Clinical (F)	Clinical (F1)	Competition (Q)			
	Competition (Q1)	Ensemble (E)	Ensemble - Large (EL)			
	Ensemble - Small (ES)	Independent Study (I)	Independent Study (I2)			
	Independent Study (13)	(O)	(01)			
	Job Training (JT)	(J)	Journal (J1)			
	🗖 Lab (L)	Lecture (C)	Lecture (C1)			

NOTE: All required fields are indicated with a red box)

- a. **Change Type:** Is this a significant or not significant change? Select.
- b. **Summarize Proposal and Include Rationale**: Provide a summary and the rationale for offering this course.
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- e. Department/College: Will auto-fill
- f. **Division**: Select if appropriate
- g. Academic Level: Select the appropriate level
- h. Course Title: Complete course title
- i. **Short Title**: Limit 30 characters including spaces. Use upper- and lower-case letters. Do not use periods in the title.
- j. Effective Term: Select the appropriate term
- k. **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)
- I. Instruction Type: Select the appropriate instruction type from the list
- m. Course Catalog Description: Enter course description.
- n. Grade Mode: Select the appropriate mode.
- o. Fill-in the additional fields, when applicable.
- 8. After completing the form, select one of the following buttons:



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For any additional questions, contact Holly Broxterman at <u>holly.broxterman@washburn.edu</u> <i>or x. 3870.