

CourseLeaf Curriculum (CIM) Quick Guide

1. Log into *myWSU*.
 2. **Faculty/Staff** tab, look for **QuickLinks** channel, **CourseLeaf (CAT and CIM)**.
-

COURSE

Edit Existing

1. Use *Search* to find the course you wish to edit.
2. Select the course from the search results box.
3. Review the ecosystem and course data now showing.
4. Click *Edit Course* to open the form for editing or previewing. Make edits as necessary.

Create New

1. Click *Propose New Course*.
2. Complete all fields.

Click *Save Changes* to save and return later or click *Start Workflow* to save and send the proposal through workflow.

PROGRAM

Edit Existing


1. Use *Search* to find the program you wish to edit.
2. Select the program from the search results box.
3. Review the ecosystem and course data now showing.
4. Click green *Edit Program* button to open the form for editing or previewing.

Create New

1. Click *Propose New Program*.
2. Complete all fields.

Click *Save Changes* to save and return later or click *Start Workflow* to save and send the proposal through workflow.

Help

For additional instructions, click blue question mark. 

Helpful Hints

GENERAL

- **Web Browsers:** Use any browser **except** Internet Explorer.
- **Uploading/attaching files:** Requires Adobe Flash Player version 9+.
- Some fields are pre-populated when creating a new or editing an existing course or program. Some fields are intentionally not pre-populated. **Review each question and answer.**
- Enter “n/a” in any required field not applicable to your proposal.

COURSE Form

- **Cross-listed courses:** All edited on a single proposal of the lead course.
- **Lecture Hours** and **Lab Hours** fields must be filled in. In most instances, **Lab Hours** will be zero.
- **Course Description** field, do not add text for: General Education, Cross-list, Diversity, Grade Mode (except for Badges), Pre-requisites, Co-requisites, Pre-requisites w/concurrency. The system will add.

PROGRAM Form

- For new degree proposals, when **Degree Type** drop-down menu does not have the desired type, choose “Other”. Use **Additional Comments/Needs** field to specify.

Questions?

Sally Fiscus	sally.fiscus@wichita.edu	316.978.7279
Michelle Haetten	michelle.haetten@wichita.edu	316.978.6096
Gina Crabtree	gina.crabtree@wichita.edu	316.978.3672

