CIM Course Proposal User Guide

Finding a COURSE Proposal in Workflow

1) Use any web browser *except Internet Explorer* to log into the **Course Inventory Management (CIM)** system via this link:

https://nextcatalog.wichita.edu/courseadmin/

Or by logging into myWSU and clicking on the 'CIM Course Form' link:

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CourseLeaf (CAT and CIM)

CIM Course Form

CIM Program Form

CIM Misc Admin Form

CourseLeaf Approval Page (CAT & CIM proposals)

CAT/CIM User Guides
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Please Note: If you log in via myWSU and are idle for more than 30 minutes, you will be automatically logged out of your myWSU window but not your CIM window. If this occurs, leave your CIM window open and click back on your myWSU window to log into myWSU again. Then, click back on your CIM window to resume. **Suggestion**: bookmark the link provided above so you don't have to log into myWSU to access CIM.

2) In the Course Inventory Management system, search for the course by putting the course subject and number in the search field and then clicking the green 'Search' button:

Course Inventory Management

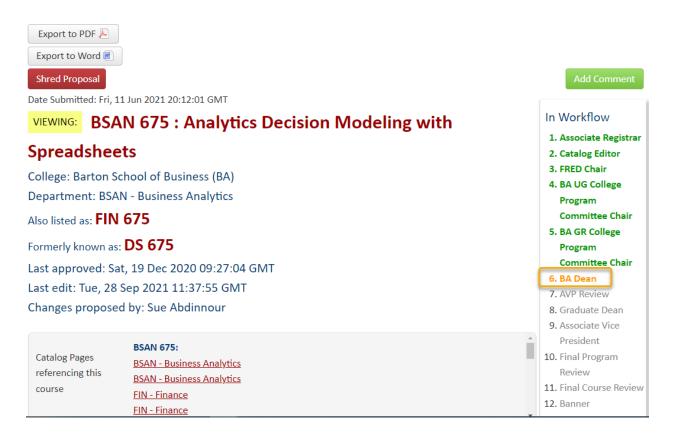
Functions available from this screen: search, preview, edit, create new and inactivate/reactivate courses
Search field options:
* will list all courses alphabetically by course code
math* will list all courses with a course code of "MATH" or title that begins with "Math"
math will list all courses with a course code of "MATH" or title that contains "Math"
The system searches the Course Code, Title, Workflow and CIM Status columns.
The Quick Searches drop-down menu provides a list of predefined searches of the CIM Status column.
BSAN 675 Search Archive - OR - Propose New Course Quick Searches •

3) The search results appear and the 'Workflow' column will show the step that this course proposal is currently at in workflow:



4) If you scroll down, you can see all of the approval steps in workflow that have been completed (green) and those that are upcoming (gray). The approval step that this proposal is currently at in workflow is shown again here in orange:

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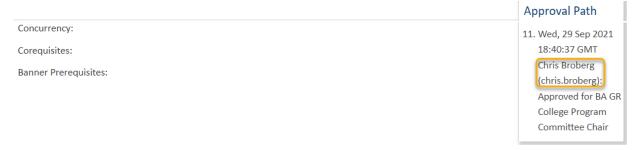


5) Below the 'In Workflow' information, you can see the date and time when each completed approval step occurred by looking at the 'Approval Path' information. In this example, you can see that the last approval step was by the BA GR College Program Committee Chair on September 29, 2021 at 18:40:37 GMT:



The proposal moved to the **BA Dean** step at the time of this approval.

You can also see that Chris Broberg was the person that approved as the **BA GR College Program** Committee Chair:



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