CIM Tip Sheets

Overview- Search Course/s

There are several different ways to search for a course. Keep in mind that an asterisk is a wildcard and can be used at any place within your search terms to stand in for missing information. Searching on just an asterisk will return all courses in CIM.

1. Course Code or Program Code
   - BIL 115 will return BIL 115
2. Keyword
   - Physics will return any course with Physics in the title
3. Keyword plus asterisk
   - *physic* will return Biophysics, Physical Education, and anything else with physic in the title
4. Step in workflow (seen in the workflow column of the landing page)
   - Cour AS BIL Chair will return all courses currently at the Cour AS BIL Chair step in workflow
5. Status (seen in the status column of the landing page)
   - edited will return all courses being edited
6. Quick Search
   - Drop down menu of search options located in the upper right corner of the landing page

How to Search

1. Navigate to your CIM Courses or Programs landing page
2. Search on:

   - Course or Program Code

   - Keyword

   - Workflow Step

   - Status

3. Optionally, choose to search the archive and/or history. Archived course codes were codes used previously and are now able to be used again. History shows the proposal as it was previously approved with the date of approval in the Workflow column.
4. Press Enter on your keyboard or click Search

How to View the Proposal

The proposal can be viewed by clicking the proposal in the search box. To print the proposal, use the browsers print function, usually accessed by typing CTRL+P on Windows or Command-P on Apple.

CIM Tip Sheets

Overview- Approve Pages

Approve Pages allows administrators or end users who are part of the workflow to edit, rollback, or approve a page.

The Page Approval Window Has Three Main Sections

1. **Pages Pending Approval (upper left):** Use this list to select the page desired to review. The page selected will appear in the Page Review window. Click the **Your Role** drop down to select the role you wish to view. When a role is selected, the Pages Pending Approval list will be populated with pages that require review, editing, or approval from the selected role. Click Refresh List to see if new pages have been added since last visited or if the list doesn't contain an expected page.
2. **Page Info/Status (upper right):** Review basic page information and the workflow status of the selected page here. Click the various tabs to view different reports. Click Workflow Status to review and update workflow progress (*See instruction below*).
3. **Page Review (bottom):** Review the selected page here, then approve it, edit it, or send it back to a previous editor in the workflow. Review changes made by various editors in the workflow by clicking the **View Changes By** drop down and selecting the editor to review.

The Page Approval window, showing a page that has been revised.

CIM Tip Sheets

How to Access Approve Pages

- Navigate to the Catalog Console or click the Page Approval link from the automated email
- Click Approve Pages, located under the Administration heading
- Click the **Your Role** drop down menu at the top of the page and select the account for which you want to review and approve pages.
- If you use the link from the automated email, your role will be pre-selected for you

- *Note: Click the Refresh List button to see if new pages have been added since your last visit or if the list doesn't contain an expected page*
    - Scroll through the Pages Pending Approval list and select the page to edit.
        - When a page is selected, the reports and workflow status window and the Page Review window will be populated with information.
        - To filter your pages, click the Filter button then enter text to filter on. You may filter on any text in the URL or title that shows in the Pages Pending Approval window. To reset the filter to show all, click Filter, then click OK with the filter field blank.
    - Review content in the Page Review window:
        - **View changes made:** Click the View Changes by drop down menu and select an editor whose changes you wish to review.
            - The selected editor's changes are shown in red and green: red for deleted text, green for new text.
            - Remember that any number of page editors can be in a workflow. Each editor reviews or edits content sent from the editor directly before them in the queue. The changes seen here are changes the selected author made compared to the document they received.
        - **Hide Changes:** View the document without color coding or markup.
    - Choose an action on the page. One of four actions may be taken after reviewing the page. To edit, rollback, or approve the page, click the appropriate button in the upper right of the Page Review window. The page may also be left alone and returned to later.
        - **Edit the page:** Click Edit to make changes to the page. This will produce a tool bar at the top of the Page Review window. Visit the Page Body or Set Up/Title instructions for how to make the desired edits. After editing the page, approve the page to send it to the next step in the workflow.
        - **Rollback the page:** Click Roll Back to send the page back to a previous editor. A prompt will appear to make comments about why the page is being rolled back. Make comments in the space provided and click Rollback in the new window.
        - **Approve:** Click Approve to send the page on to the next step in the workflow.
        - **Leave the page for another time:** The page may be left for another time. Select another page to review, or click Logout.

CIM Tip Sheets

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.

Catalog Pages referencing this course	Biology Biology (BIOL) Earth and Space Science
Programs referencing this course	BAE-BIOL: Biology/Secondary, Bachelor BAE-BIOL-SECD: Biology Education - Sec BS-BIOL: Biology, Bachelor of Science BS-BIOL-PMPD: Biology - Pre-Med/Pre-D BS-ENVS: Environmental Science - Envir BS-ENVS-ENBI: Environmental - Environ BS-ENVS-ENCM: Environmental Science BS-ENVS-ENGY: Environmental Science - MN-EDBS: Biology Secondary Minor MN-ENCM: Environmental Chemistry M
Other Courses referencing this course	In The Catalog Description: BIOL 441 : ECOLOGY LAB BIOL 442 : CONSERVATION BIOLOGY As A Banner Prerequisite: BIOL 441 : ECOLOGY LAB BIOL 444 : FIELD ECOLOGY

What the Ecosystem Shows

- **Catalog Pages referencing this course.** These pages will generally be course description pages, department pages that have course lists, or any time a course in mentioned in the catalog outside of CIM. *Note: courses that appear in a CIM Program in the catalog will not show in this section.*
- **Programs referencing this course.** These are CIM programs that reference this course in some way, usually in the program description and requirements field of the CIM program.
- **Other Courses referencing this course.** These are courses that name the course being viewed in some way. This display is custom for each institution, but it may include prerequisites, Corequisites, catalog description, or other information.
- **Catalog Pages referencing this program**. These pages where the CIM Program resides in the catalog.
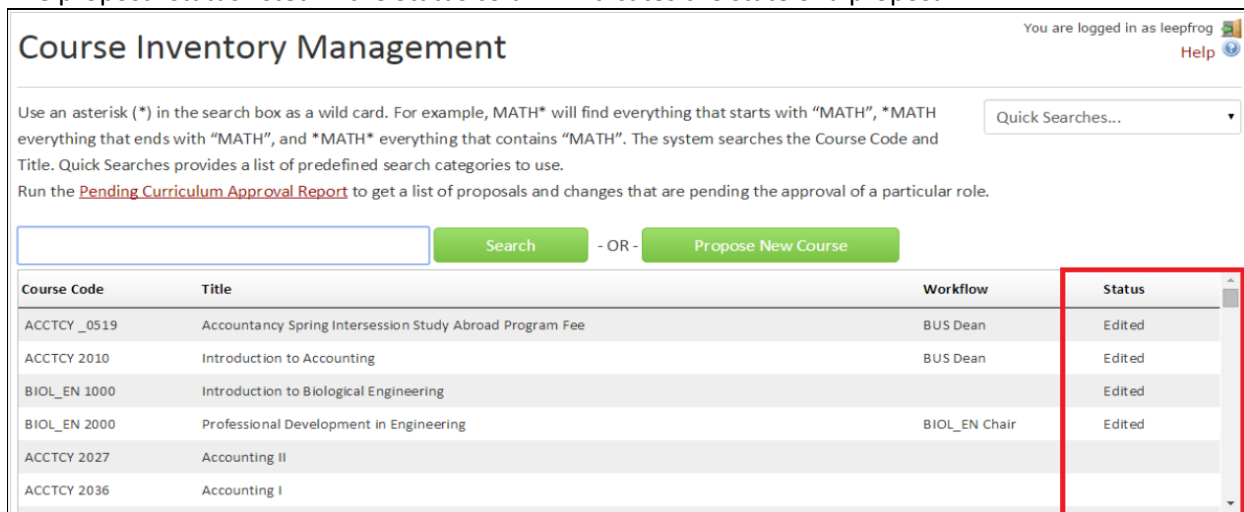
How the Ecosystem is Used

Many institutions wish to update Related Departments as an FYI step in workflow. If you use a RelatedDepts step in workflow, the Related Departments are the departments found in this ecosystem.

CIM Tip Sheets

Proposal Status

The proposal status listed in the Status column indicates the state of a proposal.

The following statuses may appear (*Note: The following status names may be different in your implementation, such as Modified rather than Edited*):

- **Added** — this status indicates that a New Course Proposal has been initiated for this course. Search for added courses to find course proposals that were saved but not submitted.
- **Edited** — this status indicates that a course that previously existed in the Student Information System has been edited.
- **Deactivated** — this status indicates that a course has been proposed to be made inactive or is currently inactive in the Student Information System.
- **Blank** — this indicates that the course exists in the Student Information System, but it is not in any CIM proposal process at this time. It is at rest.