

# Introduction to CourseLeaf

## Agenda:

1:00-1:10pm – Introductions

1:10-1:50pm – Presentation

1:50-2:00pm – Questions

Craig Canfield

Assistant University Registrar

Yale University Registrar's Office

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203-432-6215

After this course, you will know:

- the three applications that make up CourseLeaf.
- what each of the three applications are used for.
- who uses CourseLeaf.
- how to navigate CourseLeaf and access information.
- how faculty propose new courses and how new courses are reviewed and existing courses are edited.
- how CAT is used to create publications.
- how classes are offered for each semester.
- how to navigate the Approve Page.
- how CourseLeaf interacts with other systems at Yale.

### What is CourseLeaf?

- It is a suite of online applications used to manage curriculum and courses.
- There are three applications: CAT, CIM, and WEN.

### CAT

- Includes major/program overviews, course listings for academic year, and regulations
- Used to produce multiple publications for Yale College and the Graduate School of Arts and Sciences

### CIM

- Propose new courses
- Edit existing courses (title, description, syllabus, format, etc.)
- Lists all active courses available in a subject
- Sortable by workflow and status

### WEN

- Offer/cancel course sections for specific terms
- Edit times, instructors, and room information (term-specific information)
- See history of course offerings through Framer tool

## Who uses CourseLeaf?

- DUSes and DGSes
- FAS Faculty
- Department registrars and DUS/DGS Assistants
- Department Chairs
- Yale College Dean's Office
- Graduate School Dean's Office
- University Printer's Office
- University Registrar's Office

CAT is used for producing a variety of publications for Yale College and the Graduate School of Arts and Sciences, including the Graduate Bulletin, the Yale College Programs of Study, the Freshman Handbook, the DUS Handbook, and the Instructors' Handbook.

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Search this site 

# Graduate School of Arts and Sciences

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The Administration of the Graduate School

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The Graduate School of Arts and Sciences

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Degree-Granting Departments and Programs

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Non-Degree-Granting Programs, Councils, and Research Institutes

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Policies and Regulations

## Graduate School of Arts and Sciences

### A Message from the Dean

Welcome to the Graduate School of Arts and Sciences at Yale University, the first of its kind in North America. The Graduate School stands at the very heart of Yale's mission as a university, and this publication, *Programs and Policies*, reveals the extraordinary breadth of opportunities for graduate study at Yale. As you peruse it, you likely will discover the intriguing ways in which graduate study differs from the undergraduate experience and the fulfillment brought by this intellectual progression. You have undertaken to explore a field in depth, master an area of inquiry, and learn to disseminate knowledge through classroom teaching. Graduate education culminates in a creative and original contribution in one's field of study representing the ability to participate in the advancement of human knowledge.

Yale's departments and programs constitute the center for most graduate student intellectual and social life at Yale. They comprise vital communities of scholars who share a common interest in advancing a particular discipline, and graduate students and faculty alike gain immeasurably from their intellectual and disciplinary collaborations. Yale's excellent laboratory facilities, unique museum collections, and tremendous library holdings all enrich the experience of a Yale University graduate education.

Each publication has a unique workflow process which may include some of the following steps:

- Updating or verifying your content
- Editing
- Dean approval
- Contract/archival copy publication

Departments are responsible for updating the faculty listings and entering changes to requirements, major, degree program, regulations, etc.

For Yale College only: Significant changes to a major or major requirements require advance approval by the Committee on Majors.

Yale University Search YCPS

# Yale College Programs of Study

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2015–2016 Bulletin 

**Yale College Programs of Study**

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- Academic Regulations
- Majors in Yale College
- Subjects of Instruction**
- Astronomy**
- General Information

## Astronomy

[Overview](#)   [Courses](#)

Director of undergraduate studies: Debra Fischer, 259 JWG, 432-1613, [astro.dus@yale.edu](mailto:astro.dus@yale.edu) [F]; to be announced [Sp]; [www.astro.yale.edu](http://www.astro.yale.edu) [Edit "Page Body"](#) 

### FACULTY OF THE DEPARTMENT OF ASTRONOMY

**Professors** Charles Bailyn, †Charles Baltay, Sarbani Basu, Paolo Coppi, Pierre Demarque (*Emeritus*), Debra Fischer, Marla Geha, Jeffrey Kenney, Richard Larson (*Emeritus*), Priyamvada Natarajan, †C. Megan Urry, William van Altena (*Emeritus*), Pieter van Dokkum (*Chair*), Robert Zinn

**Associate Professors** Hector Arce, †Daisuke Nagai, Frank van den Bosch

**Assistant Professor** †Nikhil Padmanabhan

**Lecturers** Louise Edwards, Michael Faison

†A joint appointment with primary affiliation in another department.

Astronomy is a quantitative physical science that applies physics, mathematics, and statistical analysis to observing, describing, and modeling the universe. The undergraduate courses and degree programs offered by the Department of Astronomy train students in research techniques and quantitative reasoning and develop creative problem solvers. Students who complete the major

There are three main steps in the creation of the Bulletin and Catalog that use the three modules of CourseLeaf:

- Edit or verify your degree program, requirements, major description, policy section, etc. through CAT
- Propose any new courses or edit any existing courses for the next academic year through CIM
- Offer the courses to be taught for the next academic year in WEN
- These steps do not necessarily have to be done in order. All three modules can be worked in simultaneously if all are open.

CIM (Course Inventory Management) is used for **proposing new courses** and **editing existing courses**. Edits could include title or description changes, adding or removing multiple titles, or changing the format of a course. CIM should not be used for updating a term-specific information.

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You are logged in as ej95 [Help](#)

## Course Inventory Management

Search, edit, and propose courses.

- OR -

Course Code	Title	Workflow	Status
			Added
AFAM 194	Contemporary African American Literary, Visual, and Performing Arts	Banner	Edited
AFAM S261	Introducing the Black Diaspora	YC CSC	Added
AFAM TBD9	Music and Poetics in the African Diaspora	Banner	Edited
AFST 343	Postcolonialism in Africa and the Middle East	Banner	Edited
AMST 219	Introduction to Documentary Studies		Added
AMST 411	Introduction to Documentary Studies	Registrar	Added

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Course Inventory Management

You are logged in as ej95 [Help](#)

Search, edit, and propose courses.

Search - OR - Propose New Course Quick Searches...

Course Code	Title	Workflow	Status
			Added
AFAM 194	Contemporary African American Literary, Visual, and Performing Arts	Banner	Edited
AFAM S261	Introducing the Black Diaspora	YC CSC	Added
AFAM TBD9	Music and Poetics in the African Diaspora	Banner	Edited
AFST 343	Postcolonialism in Africa and the Middle East	Banner	Edited
AMST 219	Introduction to Documentary Studies		Added
AMST 411	Introduction to Documentary Studies	Registrar	Added

In CIM you can:

- Search for and edit an existing course
  - Search by subject code only (e.g. AFAM)
  - Search by subject code and course number (e.g. ZULU 120)
  - Search by title
  - Use \* for wildcard
- Propose a new course
- Sort results by Course Code, Title, Workflow, or Status (click the word to sort)
- Note: a new CIM form will be introduced after spring break



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## Course Inventory Management

### New Course Proposal

Proposed By:  Effective Term:

Instructor NetID:

First time teaching in Yale College:

Attach syllabus:

Uploaded Files:

Files To Be Uploaded:

Course Title:  100 characters remaining

Short Title:  30 characters remaining

Subject code and number:

Multiple Titled Course(s):

Graduate/ Professional School Numbers:

Course Description:

- When you click Propose New Course, a course proposal form will appear in a new window.
- All fields surrounded by a red box are required, but please complete as much of the form as possible.
- Click the blue question mark icons for helpful information about each field.
- Note: for Graduate Courses, please wait to use the new form that is coming after spring break.

- Non-English Readings?
- Non-English Instruction?
- Distributional Designations proposal
- Humanities and Arts
- Social Sciences
- Science
- Writing
- Quantitative Reasoning
- Foreign Language L1
- Foreign Language L2
- Foreign Language L3
- Foreign Language L4
- Foreign Language L5

How does this course correspond with the nature and design of your departmental curriculum?

500 words remaining

How does this course differ from courses on similar topics in your dept or other depts?

500 words remaining

Is this course intended primarily for majors?  Yes  No

Please explain

Additional comments

- When you get to the end of the form, you may click Save Changes and continue working on the proposal another time. Once the proposal is complete, click Save & Submit to start workflow.

Viewing: **AMST 231 : Introduction to Digital Humanities**

Last approved: 01/22/15 1:52 pm

Last edit: 11/17/14 12:43 pm by Shalane Hansen

Catalog Pages  
referencing this course

[American Studies](#)

Proposed By: lwexler  
Effective Term: Spring 2015

Instructor NetID: lwexler  
Laura Wexler  
(leave of absence spring); Prof Am Studies, Women's Gender, & Sexuality Studies, FASWSP Women's, Gender and Sexuality Studies Prog, FAS  
laura.wexler@yale.edu, 203-432-1524

First time teaching in Yale College: No

Attach syllabus: [Wexler and Tilton Introduction To Digital Humanities.docx](#)

Course Title: Introduction to Digital Humanities  
Short Title: Intro to Digital Humanities  
Subject code and number: AMST 231

[Edit Course](#)

[Preview Workflow](#)

History

1. Jan 22, 2015 by Emily Ann Shandley (eas222)

- Existing courses are eligible for editing by clicking on **Edit Course** after finding the course in CIM.
- A **history** of the course can be seen on the right. Click on any date listed to see details.
- All changes are subject to editing from the University Registrar's Office or University Printer's Office.
- Editing a course is similar to proposing a new course. The same fields that are in a course proposal form are available to be edited. Once you save and submit, the course will enter appropriate workflow.
- If a course is already in workflow, you may not be able to make changes. Contact [courseleaf@yale.edu](mailto:courseleaf@yale.edu) if you need to make changes to a course that is in workflow and you cannot make the edits through CIM.

Shred Proposal

## New Course Proposal

Date Submitted: 04/16/15 4:52 pm

Viewing: **CHEM 335L : Materials and Biophysical Chemistry**

### Laboratory

Last edit: 06/09/15 4:46 pm by Laurie H Ongley

Changes proposed by: kwzilm

Proposed By: kwzilm  
Effective Term: Spring 2016

Instructor NetID: Ziad Ganim and Hailiang Wang

First time teaching in Yale College: Yes

Attach syllabus: [Chem\\_335\\_syllabus\\_2016.pdf](#)

Attach CV: [CV-HL-2015Feb.pdf](#)  
[Ganim-CV.pdf](#)

Course Title: Materials and Biophysical Chemistry Laboratory

Short Title: Materials & Biophysical ChemLab

Subject code and number: CHEM 335L

Multiple Titled Course(s)

Graduate/ Professional School Numbers

Course Description: A laboratory course covering physical methods and chemical synthesis in materials and biophysical chemistry. Techniques include solution phase synthesis, solid state synthesis, UV-Vis, fluorescence, optical microscopy, SEM, STM, single molecule fluorescence, and optical trapping methods.

Prerequisites: After two terms of general chemistry with laboratory, or concurrently with CHEM 333.

Expanded Description: This is a new course that will introduce chemistry students to modern methods in nanoscience and single

Edit Course

Add Comment

#### In Workflow

1. CHEM DUS
2. RegistrarReview
3. Registrar
4. YC CSC
5. Post CSC
6. Banner
7. FacultyMeeting
8. DDAApprove
- DDRReviewSC
9. MT Approve


#### Approval Path

1. 04/16/15 4:55 pm  
Kurt Zilm (kwzilm): Approved for CHEM DUS
2. 04/16/15 5:18 pm  
Shalane Hansen (shalane): Approved for RegistrarReview
3. 04/17/15 9:27 am  
Christopher Pullen (cp522): Approved for Registrar
4. 06/09/15 2:59 pm  
Emily Ann Shandley (eas222): Approved for YC CSC
5. 06/09/15 4:47 pm  
Laurie H Ongley (lho5): Approved for Post CSC
6. 06/11/15 4:42 am  
\*system\*: Approved for Banner

- All course proposals and edits require an approval process through workflow. Once submitted to workflow, a course can only be edited by the members of a given workflow group.
- When workflow is started, each step appears on the right of the CIM record. Green=approved; Yellow=current stage; Gray=pending.
- If you click on any step in the workflow, you will be able to e-mail the person responsible for approving that step.
- You will also see the Approval Path, which will let you know who approved each step and when.
- Once a course reaches the Banner stage, it will then be available for offering through WEN. **Courses are not automatically offered; it is the responsibility of a department to offer the course.**
- Note: workflow will vary based on whether the course is a graduate course, undergraduate course, or both.

WEN is used for offering particular courses for individual terms. WEN is used for term-specific information such as the instructor names(s) and the meeting pattern. WEN is also used by departments for entering pre-assigned room locations.

## CourseLeaf/WEN – Instances

 Craig Canfield  [Log Out](#)

### Historical

2014 Academic Year  
[Fall 2013](#)  
[Spring 2014](#)

2012 Academic Year  
[Fall 2011](#)  
[Spring 2012](#)

2010 Academic Year  
[Fall 2009](#)  
[Spring 2010](#)

2008 Academic Year  
[Fall 2007](#)  
[Spring 2008](#)

2013 Academic Year  
[Fall 2012](#)  
[Spring 2013](#)

2011 Academic Year  
[Fall 2010](#)  
[Spring 2011](#)

2009 Academic Year  
[Fall 2008](#)  
[Spring 2009](#)

### Current

2015 Academic Year  
[Fall 2014](#)  
[Spring 2015](#)

### Future

2016 Academic Year  
[Fall 2015](#)  
[Spring 2016](#)

- Terms are arranged in three columns: Historical, Current, and Future
- Depending on the time of the year, only certain terms will be available for editing.

## CourseLeaf/WEN – Instances

 Craig Canfield  [Log Out](#)

### Historical

2014 Academic Year

Fall 2013

Spring 2014

2012 Academic Year

Fall 2011

Spring 2012

2010 Academic Year

Fall 2009

Spring 2010

2008 Academic Year

Fall 2007

Spring 2008

### Current

2015 Academic Year

Fall 2014

Spring 2015

### Future

2016 Academic Year

Fall 2015

Spring 2016

CourseLeaf/WEN – Spring 2017 – Plan Phase

Craig Canfield ? Log Out

358 Scheduling Units  
3,048 Courses 3,589 Sections

Visualize Filter Export Search

ID	Name	Courses	Sections
adsc	Administrative Sciences	0	0
adsc-grad	Administrative Sciences (Grad)	0	0
usaf	Aerospace Studies	4	4
usaf-grad	Aerospace Studies (Grad)	0	0
afas	African & African-Amer Studies	0	0
afas-grad	African & African-Amer Studies (Grad)	0	0
afam	African American Studies	25	26
afam-grad	African American Studies (Grad)	12	12
afst	African Studies	24	25
afst-grad	African Studies (Grad)	20	20
amst	American Studies	37	47
amst-grad	American Studies (Grad)	27	27
anth	Anthropology	26	26
anth-grad	Anthropology (Grad)	30	30
amth	Applied Mathematics	10	11
amth-grad	Applied Mathematics (Grad)	3	3
aphy	Applied Physics	9	9
aphy-grad	Applied Physics (Grad)	6	6
arcg	Archaeological Studies	20	21
arcg-grad	Archaeological Studies (Grad)	14	14
arch	Architecture	16	16
arch-grad	Architecture (Grad)	2	2
art	Art	36	42
art-grad	Art (Grad)	24	24

- Find your department or program in the list.
- Double click the department/program to open.
- There is a course and section count for each department/program.

If it is the first time opening a new term, the page will be blank. Whether or not any courses have been offered for a particular term, you will always be able to find all courses available for offering by clicking the box at the top right corner next to “Show courses with no sections.”

CourseLeaf/WEN – Fall 2015 – English

Erica Sayers ? Log Out

0 Courses, 0 Offerings  
Plan Phase Design Mode

View By Validate Visualize Filter Framer Export

Show courses with no sections

None found

Clicking the box will show you all courses that are available for offering.

CourseLeaf/WEN – Spring 2017 – English (Grad)

Craig Canfield ? Log Out

15 Courses, 15 Sections  
Plan Phase Design Mode

View By Validate Bridge Tools Visualize Filter Framer Export

Show courses with no sections

ENGL 500 – Intro to Old English Lang&Lit

ENGL 501 – Beowulf & Northern Heroic Trad

ENGL 502 – Advanced Old English

ENGL 505 – ReadingsOldNorsePoetry&Prose

ENGL 510 – Medieval Latin




Double clicking on a course title will display  and  icons.

CourseLeaf/WEN – Spring 2017 – English (Grad)

 Craig Canfield  

15 Courses, 15 Sections    
Plan Phase Design Mode

        
 Show courses with no sections

 ENGL 500 – Intro to Old English Lang&Lit




When you click the  icon, a new window appears for adding section offering information.

### Create Section – ENGL 500: Intro to Old English Lang&Lit



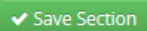
**Section Information**

Title	Intro to Old English Lang&Lit (Default Val)	Session	FAS (YC & GS)
Section #	01	Credit Hrs	1
Status	Active	HTBA Hours	0
Section Type	Lecture	Cross-list With	N/A

**Instructor**  **Room**  **Schedule**  HTBA

**Enrollment** 0 current **Comments**

Maximum	Rm Cap Request	<input type="text"/>
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- As courses are offered they will appear on your department or program page in WEN.
- These offerings can be updated after being added.
- It is only possible to offer and edit courses that are primary in your department or program.



Pages Pending Approval

PAGE	Your Role:	Page Info	Workflow Status	Attached Files	Revision History
/gsas/degree-granting-departments-programs/applied-physics: Applied Physics	Grad APHY Admin Grad AMST Admin Grad AMTH Admin Grad ANTH Admin Grad APHY Admin Grad ARCG Admin <b>Grad ARCH AssocDean</b> Grad Archaia GradCoord Grad ASTR Admin Grad AtmosphericScience Admin Grad BBS Admin Grad C&MP Admin Grad CB&B Admin Grad CBIO Admin Grad CHEM Admin Grad CLSS Admin Grad Council-African Admin Grad Council-EastAsian Admin Grad Council-European Admin Grad Council-LatinAmerican Admin Grad Council-MiddleEast Admin	Applied Physics Update: Feb 3, 2017 12:34pm Date: standard Authors: Grad APHY DGS, Grad APHY Admin Role: Grad APHY Admin, Grad Editor, Grad Deans Dept Review, Editor, Grad Final Comment:			

PAGE REVIEW Hide Changes | View Changes By: All Changes

Yale University Search

## Graduate School of Arts and Sciences

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The Administration of the

### Applied Physics

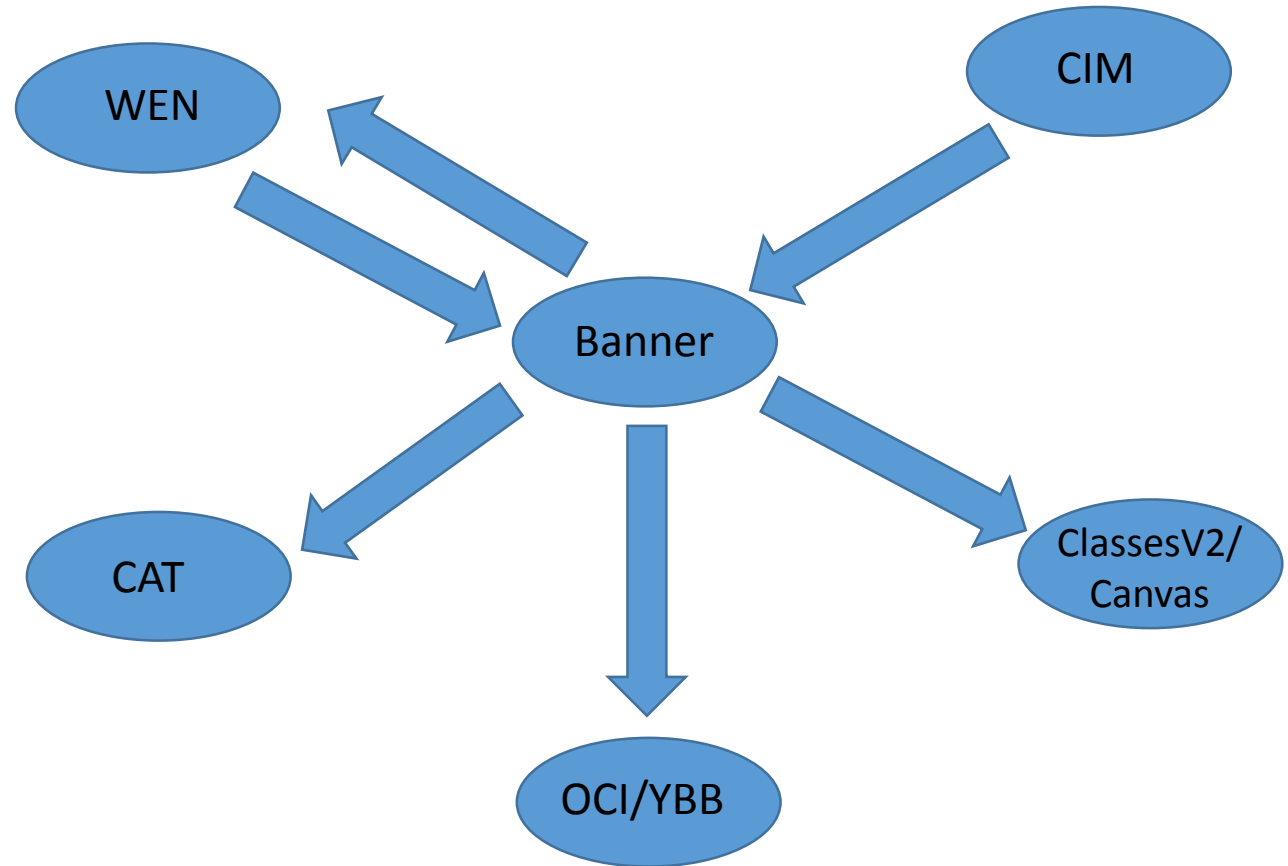
Faculty Program Courses

Becton Center, 203.432.2210

- At various times, you will receive system generated emails directing you to the Approve Page. This is an administrative webpage used for approving course proposals and edits as well as pages you are responsible for in the various publications produced by CAT, including the Grad Bulletin.
- Always make sure to select your role from the dropdown at the top right.
- From this page you can edit, rollback, or approve courses and pages pending your approval.

How do the various course and curriculum management systems work together?

- Banner is the ultimate system of record.
- Once a course is approved in CIM, the data is transferred to Banner.
- Banner lets WEN know what courses are eligible for offering.
- Departments offer eligible course sections in WEN, and that information goes back to Banner, which then feeds to the course tab in CAT.
- Course section information in Banner feeds to OCI and YBB. There is a delay between when information is entered into Banner and when it is displayed in OCI and YBB.
- Banner information also feeds to ClassesV2 and Canvas. While the University Registrar's Office does not manage these systems, it supplies the information that generates course sites.



# Thank you for attending!

Here are some resources for additional information, training, and help:

- CourseLeaf Resources webpage: <http://registrar.yale.edu/staff/system-support/courseleaf-resources>
  - Includes FAQs, links to each application, instruction guides, and other resources
  - Note: grad-specific resources will be added in the coming weeks
- More workshops will be announced and offered for each specific application.
  - CAT Workshops are scheduled for next week.
  - Register at <http://registrar.yale.edu/cat-workshop-registration>
    - Tuesday, Feb 14, 10:00-11:00am, HLH17 111
    - Thursday, Feb 16, 2:00-3:00pm, HLH17 111
- Email: [courseleaf@yale.edu](mailto:courseleaf@yale.edu)

## Questions?