Yale

CourseLeaf/Introduction & Overview

What is CourseLeaf?

- It is a suite of online applications that help manage the undergraduate 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 the YCPS

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 courses for specific terms
- Edit times, instructors, and room information (term-specific information)
- See history of offerings through Framer tool

Workshop topics:

- CourseLeaf navigation
- Program description edits (without starting workflow)
- New course proposals – submission and tracking
- Course description edits
- Offering courses in WEN

Three main YCPS phases & their CourseLeaf modules:

- Edit & verify program or major description - **CAT**
- Propose new courses or edit existing courses for the next academic year - **CIM**
- Offer courses taught in the next academic year - **WEN**
  - These steps do not have to be done in order. All three modules are open and can be worked in simultaneously.

The support you provide is vital to the DUS and your departments. You play a big part in making this yearly publication a success.

Faculty will rely on you to:

- Keep the department aware of deadlines and ensure they are met.
- Track new courses pre-proposal to ensure they are submitted in time.
- Know the difference between CAT/CIM/WEN.
- Be a local resource for course multi-titling and offering.
- Be ready with lists of existing courses.
- Know who to contact for help.

What has changed?

- Course lifecycle – This provides better tracking of courses through history and easier reuse of numbers.
- Changing the primary department is easier.
- Notifications are sent when a new course is proposed and when it is approved/ready for offering in WEN.
- Courses are available for editing soon after approval.
- A CourseLeaf resources webpage contains pertinent links, a calendar of deadlines, training materials and step-by-step instructions for many key tasks.
- All three CourseLeaf modules are open at once.

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CourseLeaf/Resources

- CourseLeaf Resources Web page: http://www.yale.edu/sfas/registrar/CLresources.html
- Departmental Registrar or DUS Assistant
- Future workshops
- Email: courseleaf@yale.edu

Important dates to keep in mind:

Date	YCPS Milestones	Module(s) Used
February 2, Mon.	CourseLeaf opened for 2015–2016 program and course information	CAT, CIM, & WEN
February 23, Mon.	Updates due for departmental program descriptions in the YCPS	CAT
February-May	Identify and offer courses for the next academic year; Identify names of instructors, term, and meeting times; Edit existing courses as needed	CAT & WEN
March 27, Fri.	Updates due for the "Undergraduate Curriculum" and "Academic Regulations" sections of the YCPS	CAT
April 30, Thurs.	Last day to submit new-course proposals to the CSC for inclusion in the initial publication of the YCPS	CIM
May 5, Tues.	Last day to activate courses and submit course changes for inclusion in the initial publication of the YCPS; WEN closes	WEN
July	Catalog is published online	

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CourseLeaf/CAT

CAT is used for producing the Yale College Programs of Study and includes each department's course offerings for the academic year, major and program descriptions, and student regulations.

- Departments are responsible for updating the faculty listings.
- Significant changes to a major or major requirements require approval by the COM or CSC.
- **Deadline: Feb. 13** – email Laurie Ongley if changes are being considered.
- **Deadline: Feb. 23** – submit program description content by clicking "Start Workflow."

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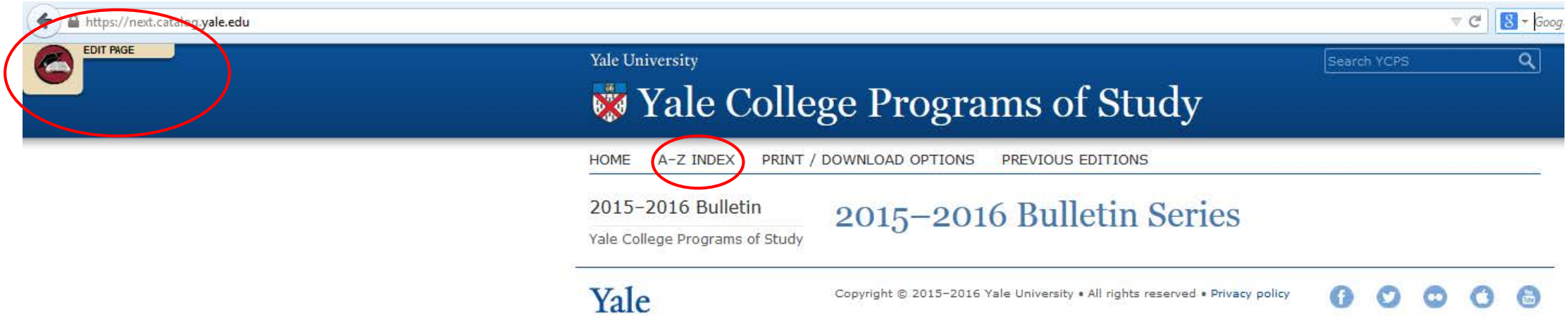
CourseLeaf/CAT/Edit Program Overview

- Go to: https://next.catalog.yale.edu/
- Click EDIT PAGE at top left and CAS log in
- Use A-Z INDEX to find program or major



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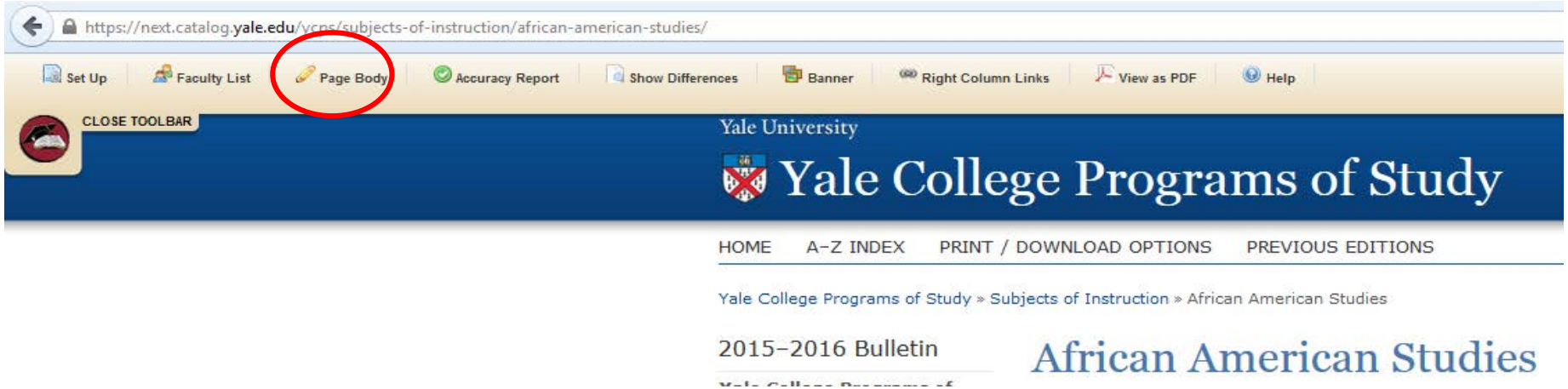
CourseLeaf/CAT/Edit Program Overview



- EDIT PAGE at the top left opens the edit tool bar
- Click Page Body to edit the program of major overview

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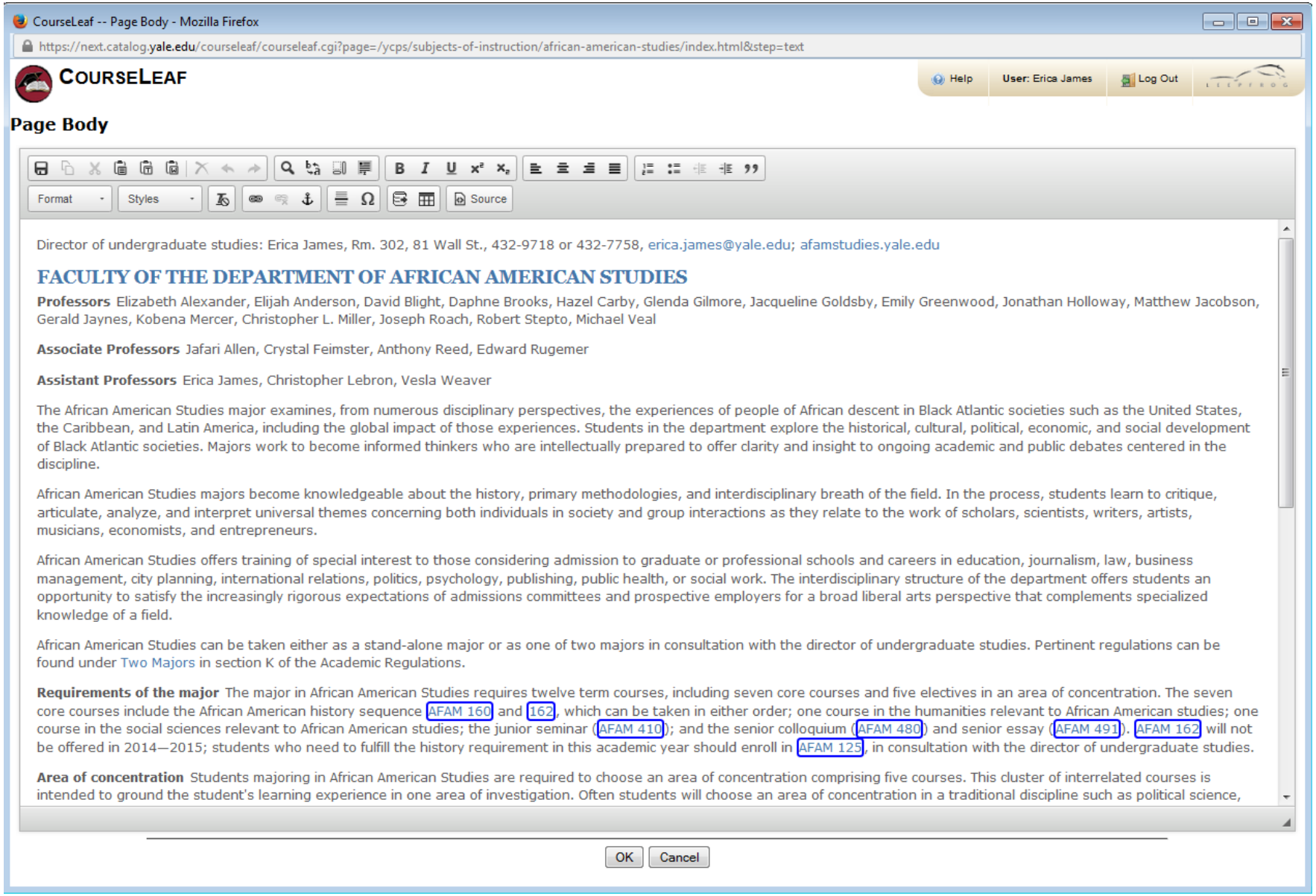
CourseLeaf/CAT/Edit Program Overview



- Clicking the Page Body icon opens the editing window.
- Make any necessary edits to the content.
- YCPS editors will review for style and format.

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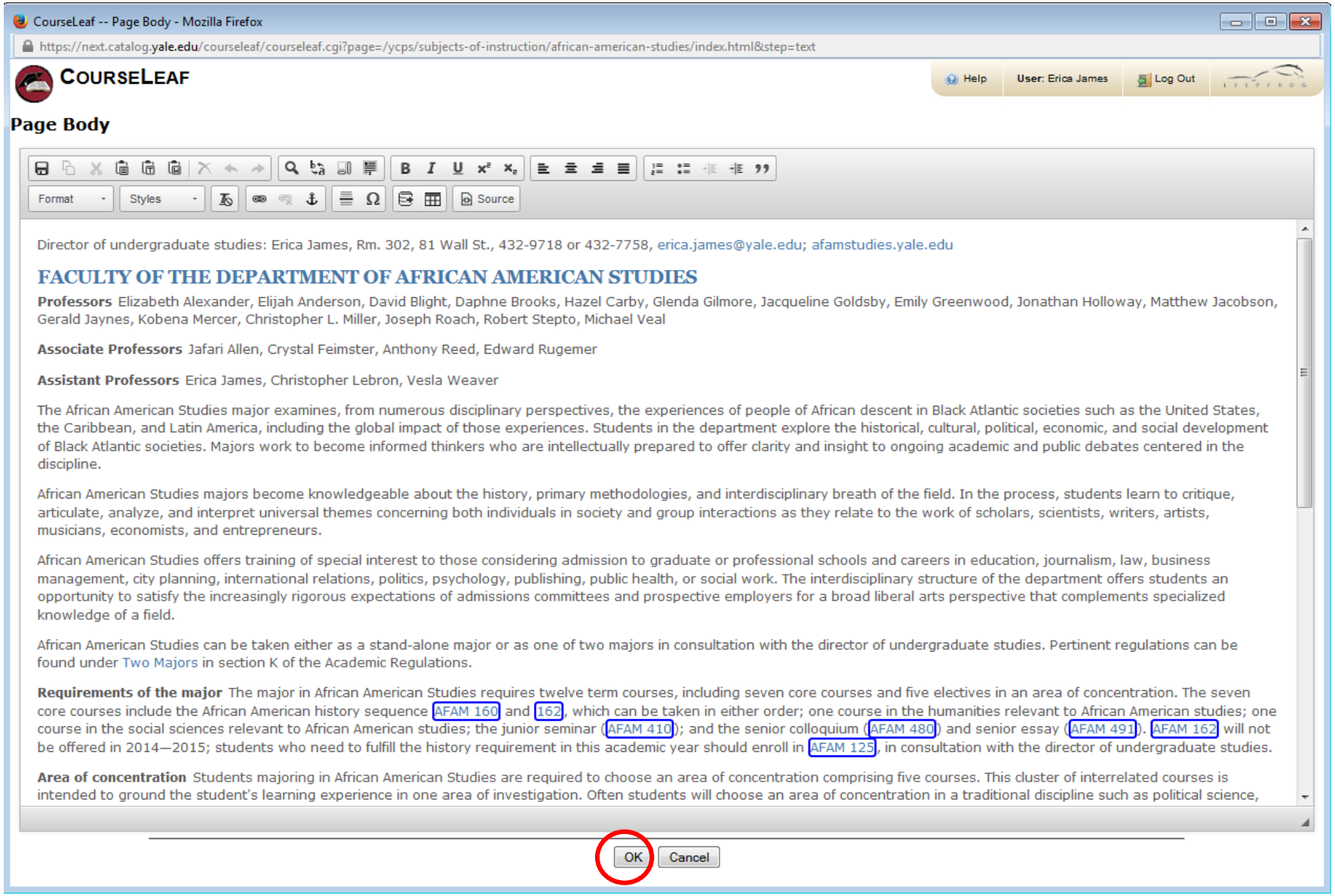
CourseLeaf/CAT/Edit Program Overview



- Click OK to save and close window.
- Changes automatically save when window closes.

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CourseLeaf/CAT/Edit Program Overview

Start Workflow Button:

- Turns green when edit window closes.
- **Only the DUS should start workflow.**
- Click when changes are complete and the content is ready to be submitted.
- **Deadline:** Start Workflow by **February 23**

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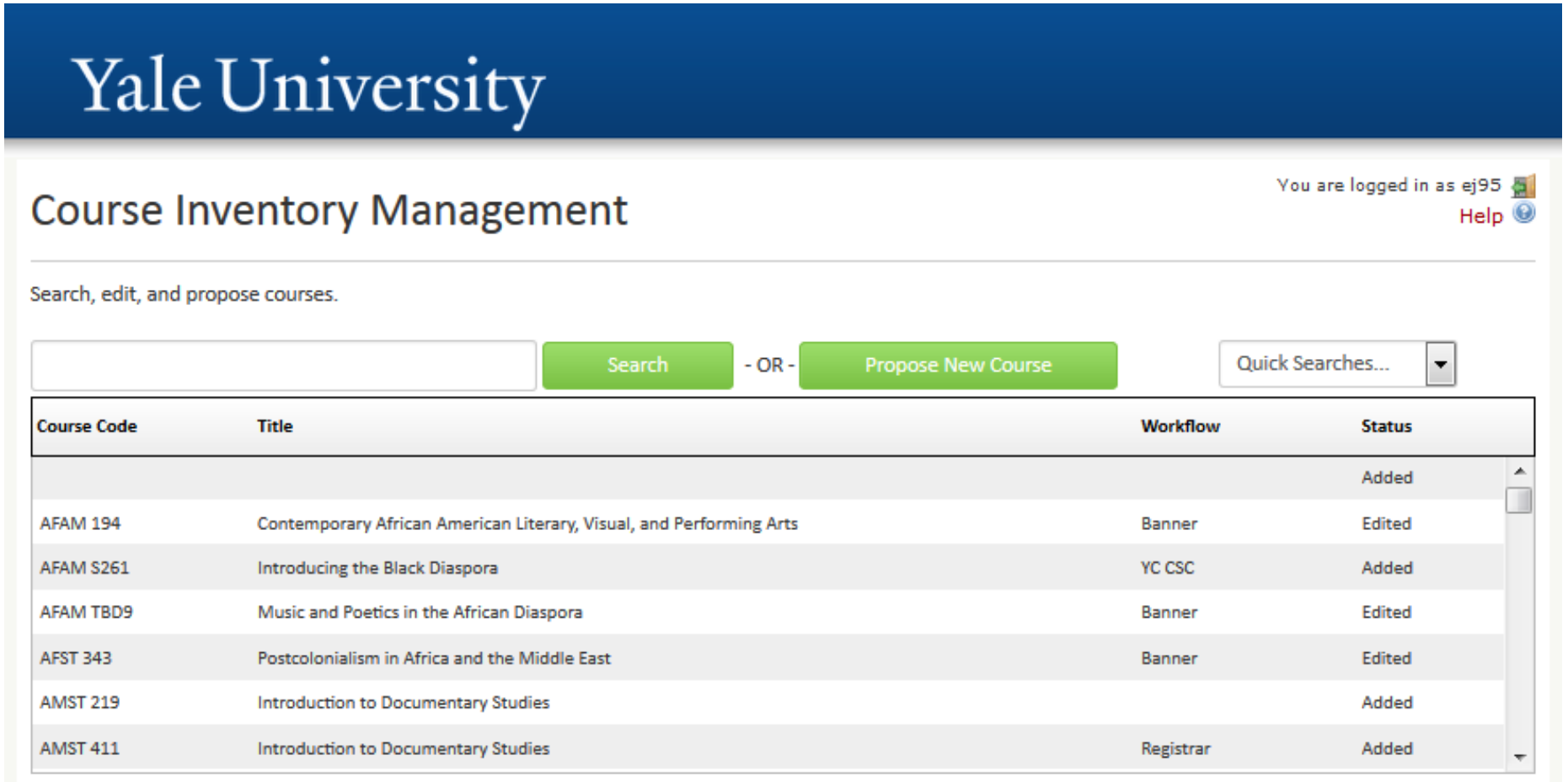
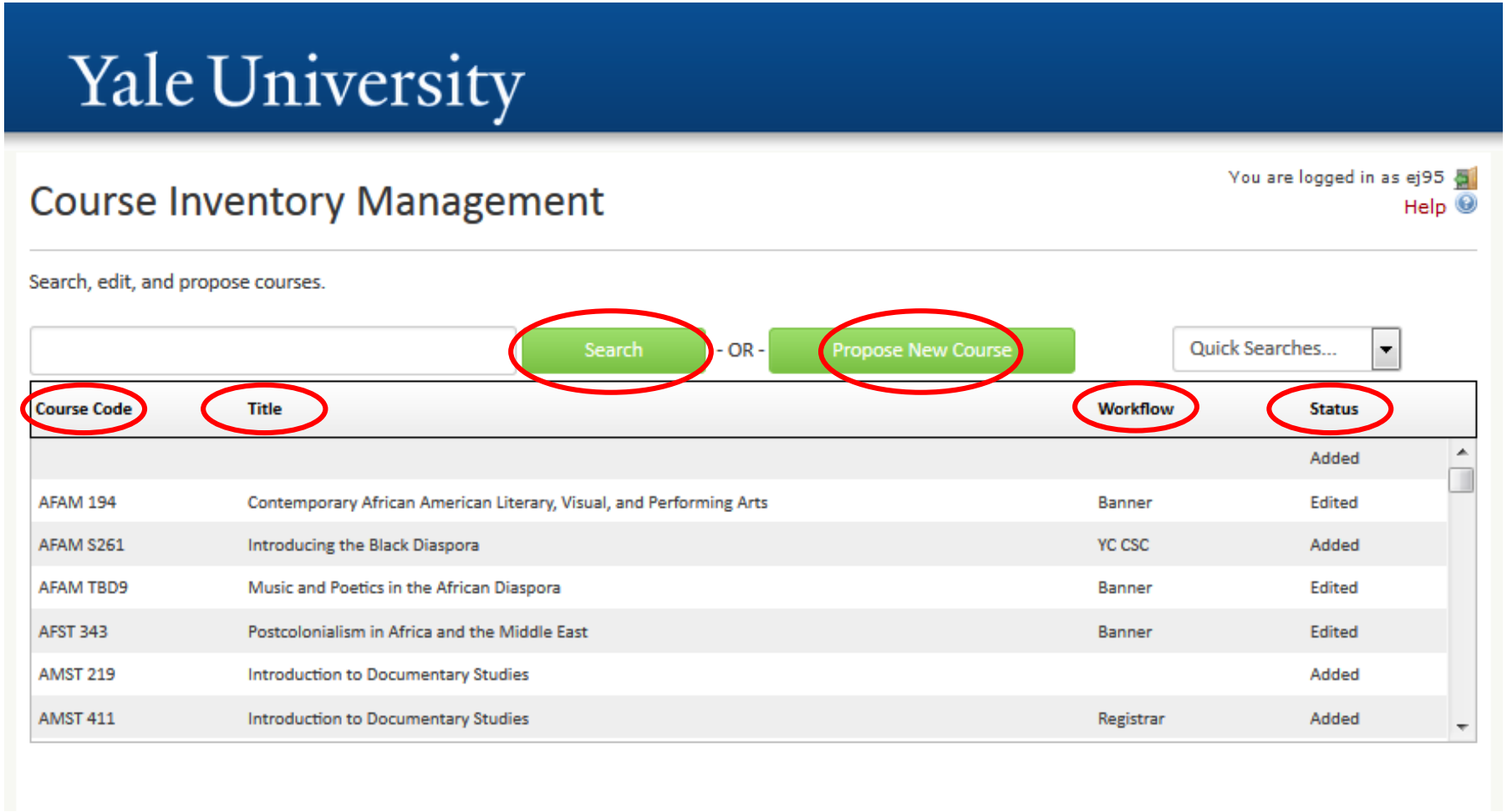
CourseLeaf/CIM

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 term-specific information.

- Go to: https://next.catalog.yale.edu/courseadmin/





In CIM you can:

- Propose a new course
- 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
- Sort results by Course Code, Title, Workflow, or Status (click word to sort)

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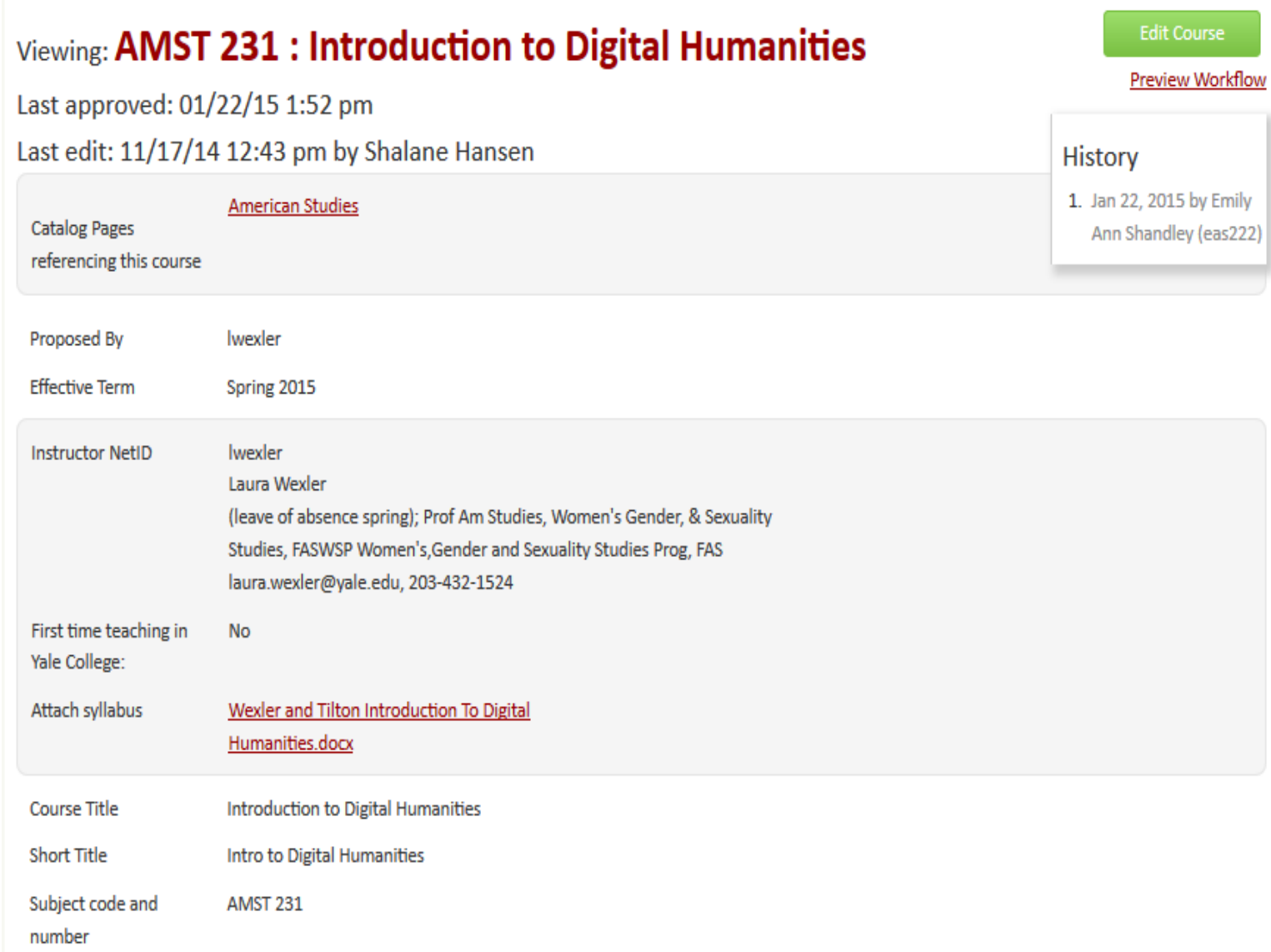
CourseLeaf/CIM/Editing Courses



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

Edit Course

Preview Workflow

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

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

History

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

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

- Courses that have completed workflow will be 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.
- Some edits to courses require approval from the CSC. Either the title, description, or instructor may be changed without approval from the CSC. If two or more are changed within a year, however, CSC approval is required. Format changes and the addition of graduate or professional numbers also require CSC approval.
- All changes are subject to editing.
- Editing a course works exactly like proposing a course. The same fields that are in a course proposal are available to be edited. Once you save and submit, the course will enter appropriate workflow.
- If a course is in workflow, you may not be able to make changes. Contact courseleaf@yale.edu if you need to make changes to a course that is in workflow and you cannot make the edits through CIM.

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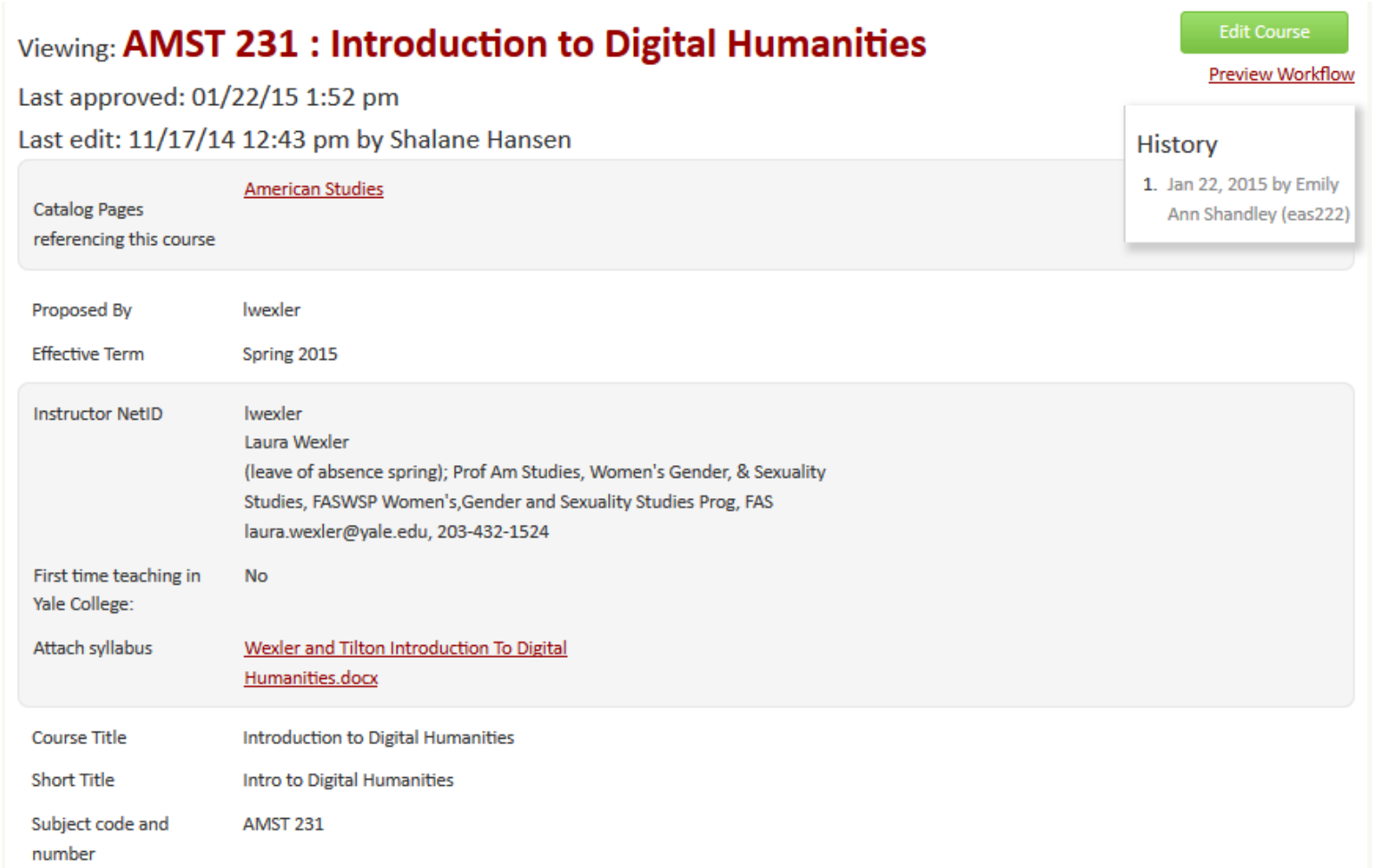
CourseLeaf/CIM/Multiple Titles



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

Edit Course

Preview Workflow

History

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Catalog Pages referencing this course	American Studies
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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

- To add a multiple title (MT) to or change the primary department on an existing course, you will also click Edit Course.
- A new window will open that is identical to the course proposal form.
- Add or change MTS as needed and click Save and Submit when done to start workflow.
- The DUS of the primary department as well as the DUS and Chair of the secondary department will all need to approve the MT through CourseLeaf. Each person will receive an email notification prompting approval. If the person proposing the MT addition is one of the above roles, they will not need to approve.
- It is recommended that you contact the primary or secondary department in advance before adding the MT. This both provides advance notice about the request and allows you to obtain the correct number to add in CourseLeaf.
- If MTs are being added after the course has already been offered for a given semester (i.e., the course is already appearing on OCI), please notify courseleaf@yale.edu. An extra step is necessary to get the MT added to a course at that stage.
- It is recommended that MTs be requested and approved prior to a course being offered.

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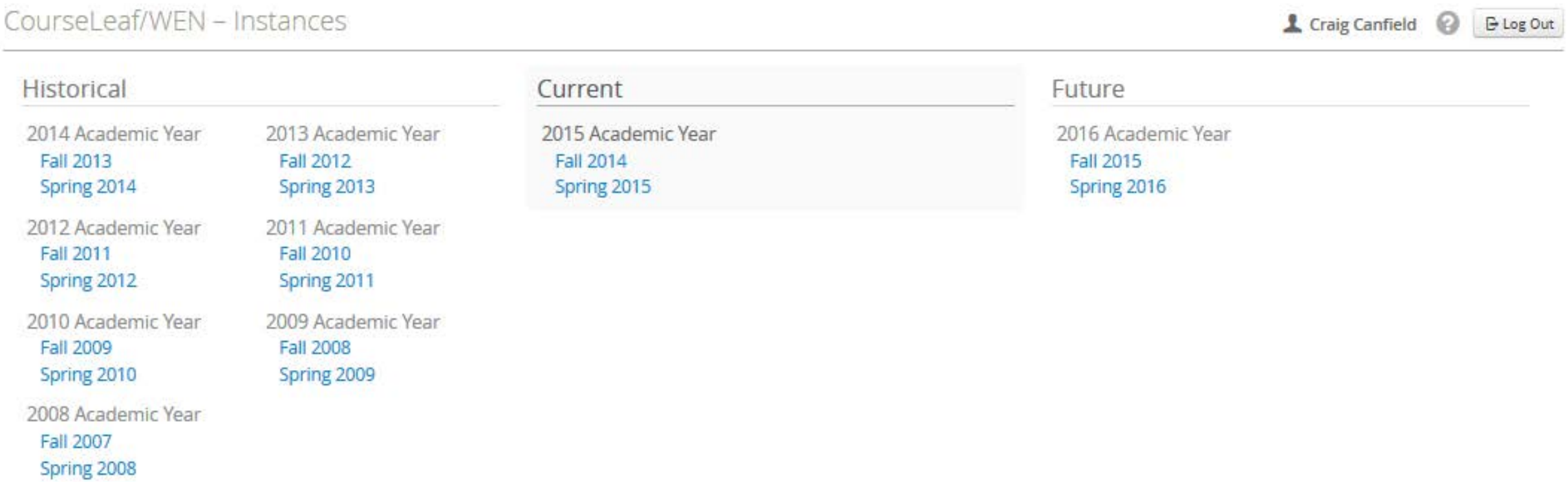
WEN is used for offering particular courses for individual terms. WEN is used for term-specific information such as the instructor names(s) and the meeting pattern. WEN is also used by departments for entering pre-assigned room locations.



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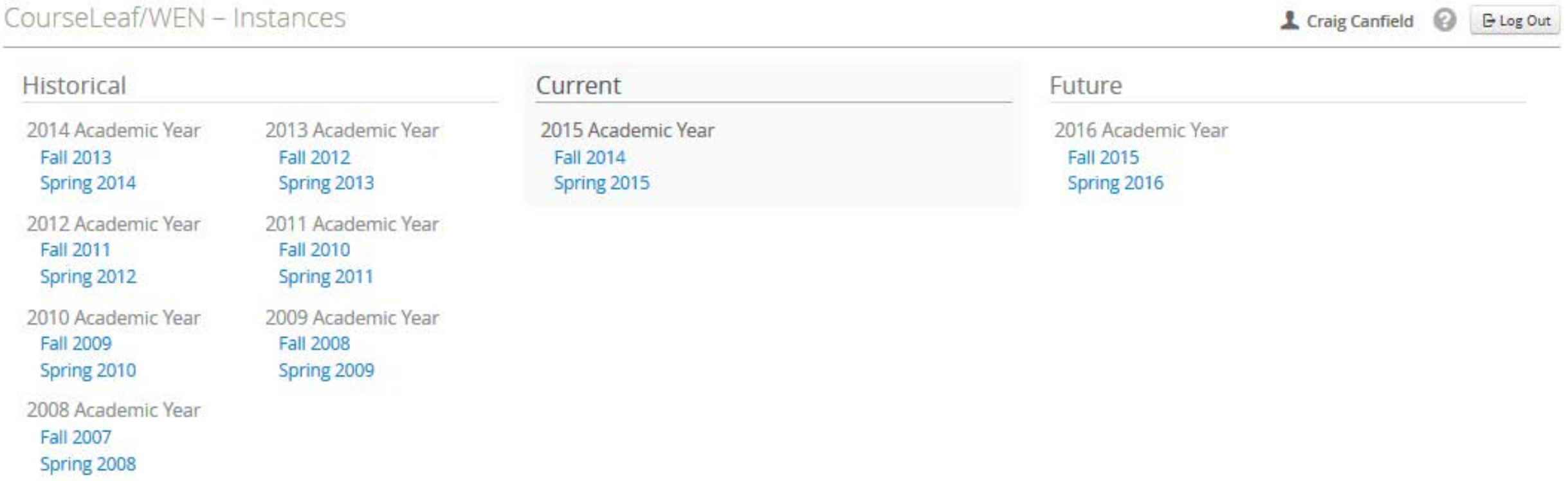
CourseLeaf/WEN/Offering & Editing

- Go to https://next.catalog.yale.edu/wen/
- Choose appropriate term. 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.



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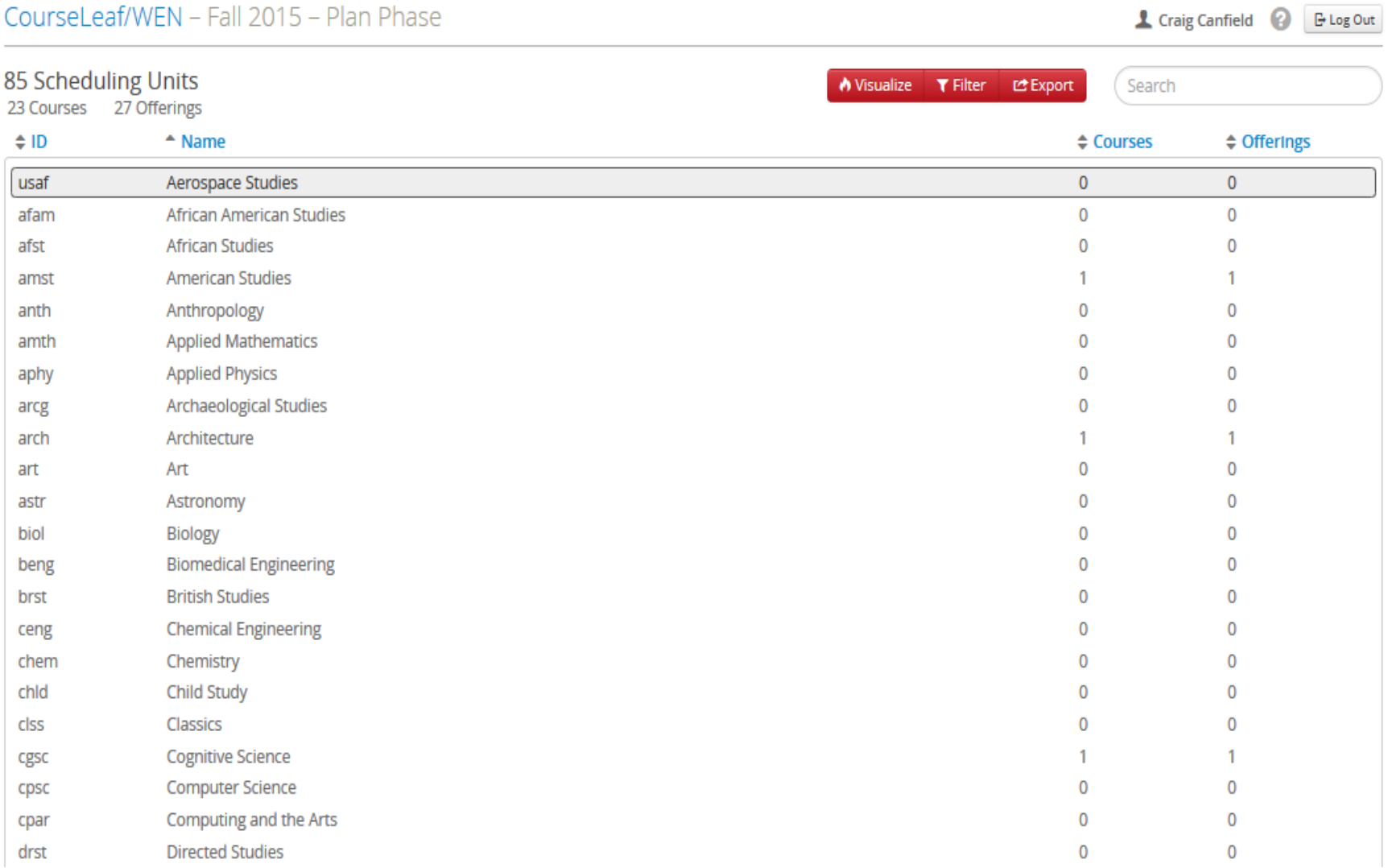
CourseLeaf/WEN/Offering & Editing

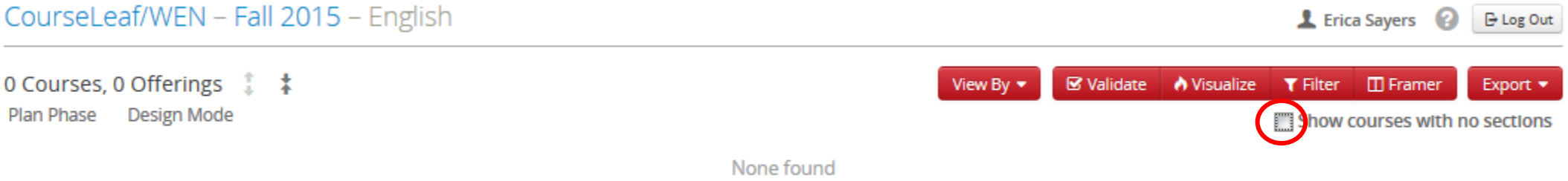


ID	Name	Courses	Offerings
usaf	Aerospace Studies	0	0
afam	African American Studies	0	0
afst	African Studies	0	0
amst	American Studies	1	1
anth	Anthropology	0	0
amth	Applied Mathematics	0	0
aphy	Applied Physics	0	0
arcg	Archaeological Studies	0	0
arch	Architecture	1	1
art	Art	0	0
astr	Astronomy	0	0
biol	Biology	0	0
beng	Biomedical Engineering	0	0
brst	British Studies	0	0
ceng	Chemical Engineering	0	0
chem	Chemistry	0	0
chld	Child Study	0	0
clss	Classics	0	0
cgsc	Cognitive Science	1	1
cpsc	Computer Science	0	0
cpar	Computing and the Arts	0	0
drst	Directed Studies	0	0

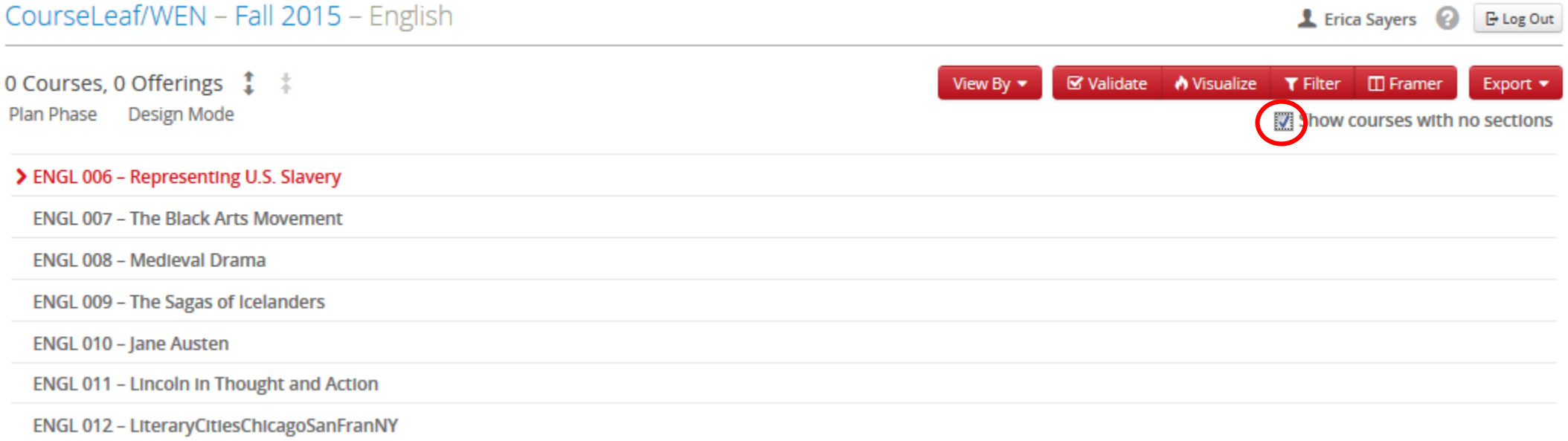
- Double-click your department to open.

CourseLeaf/WEN/Offering & Editing

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”.



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



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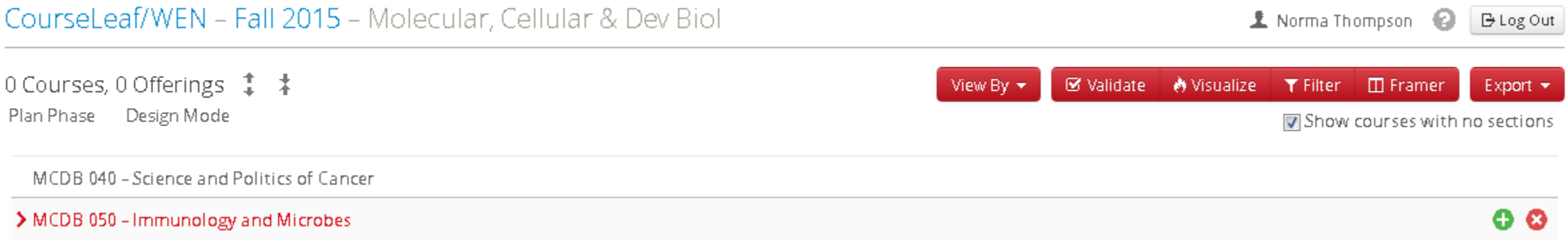
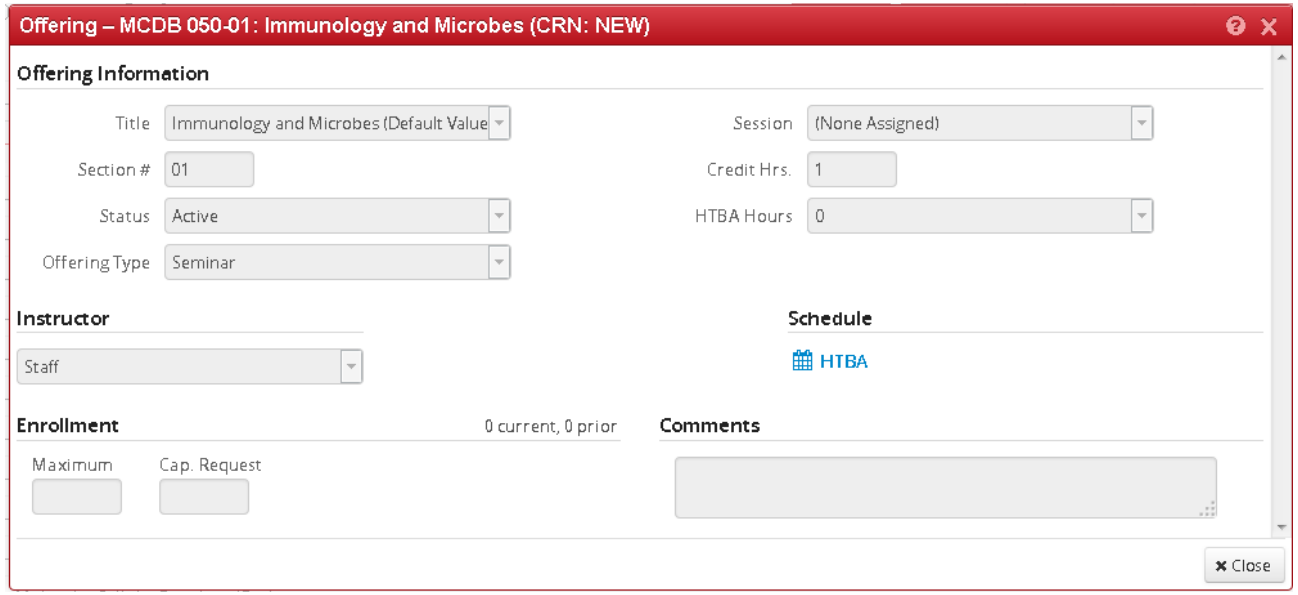
CourseLeaf/WEN/Offering & Editing

- Double-click the course you would like to offer.
- To offer the course, click the + icon on the right.



When you click the icon, a new window will appear.



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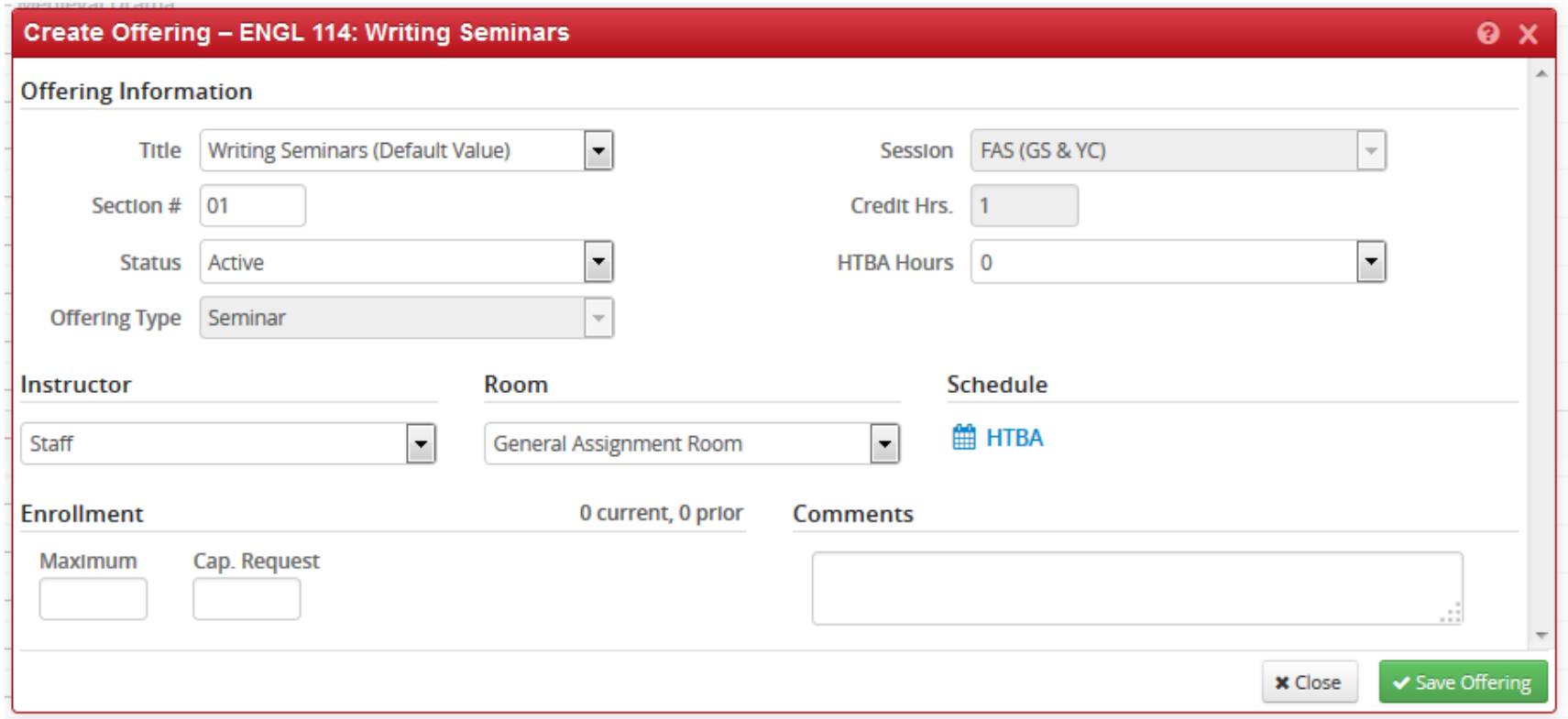
CourseLeaf/WEN/Offering & Editing



Create Offering window

- Fill in as much information as possible, and click Save Offering.

- You will be able to edit this information later.

Instructor Information

- If the name does not appear in menu – select Other and search by NetID.

- New instructors – an instructor record needs to be created. Email courseleaf@yale.edu.

- Multiple instructors – select Multiple in the dropdown and add all instructors.

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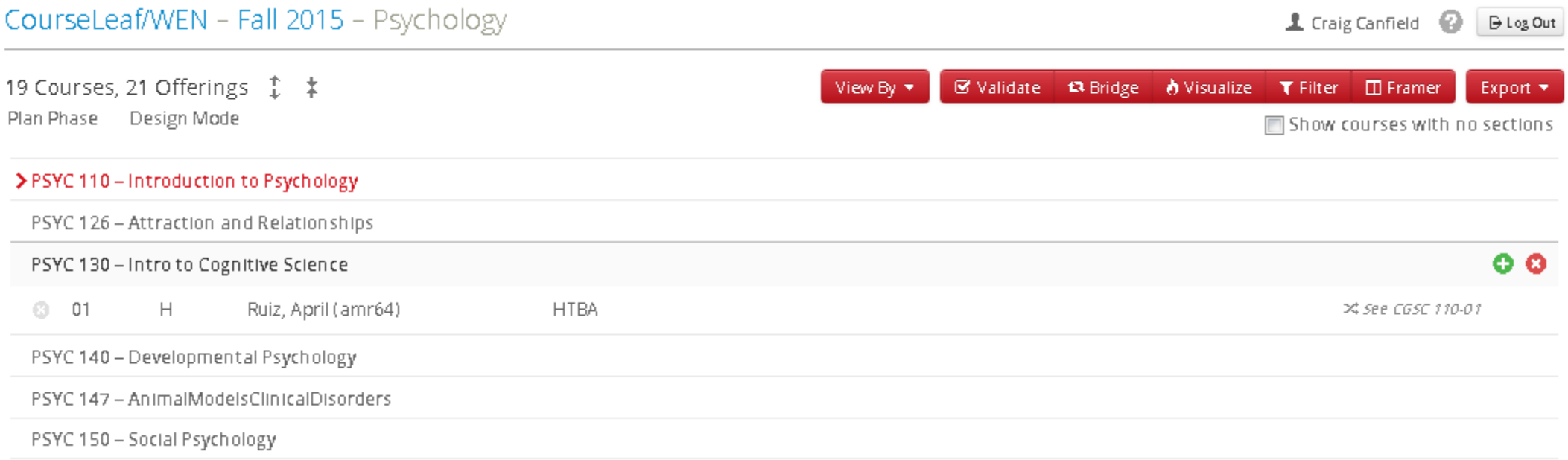
CourseLeaf/WEN/Offering & Editing



- As courses are offered they will appear on your department or program page in WEN.
- If you need to change or edit a course that is already offered, go to your department's offering page.
- Locate the course you wish to edit. Double click the course to expand the details. Then double click on the expanded details section. Do not click the + icon. The + and x icons are to only be used for adding additional sections of the course or removing courses from your offering list. (Note that the ability to remove course offerings will go away when the YCPS is published. After that time you will only be able to cancel classes or mark them as not offered.)
- Double clicking the expanded details section will open the Edit Offering window, which is identical to the Create Offering window. Make any necessary changes and click Save Offering.
- You are only able to offer and edit courses that are primary in your department or program.

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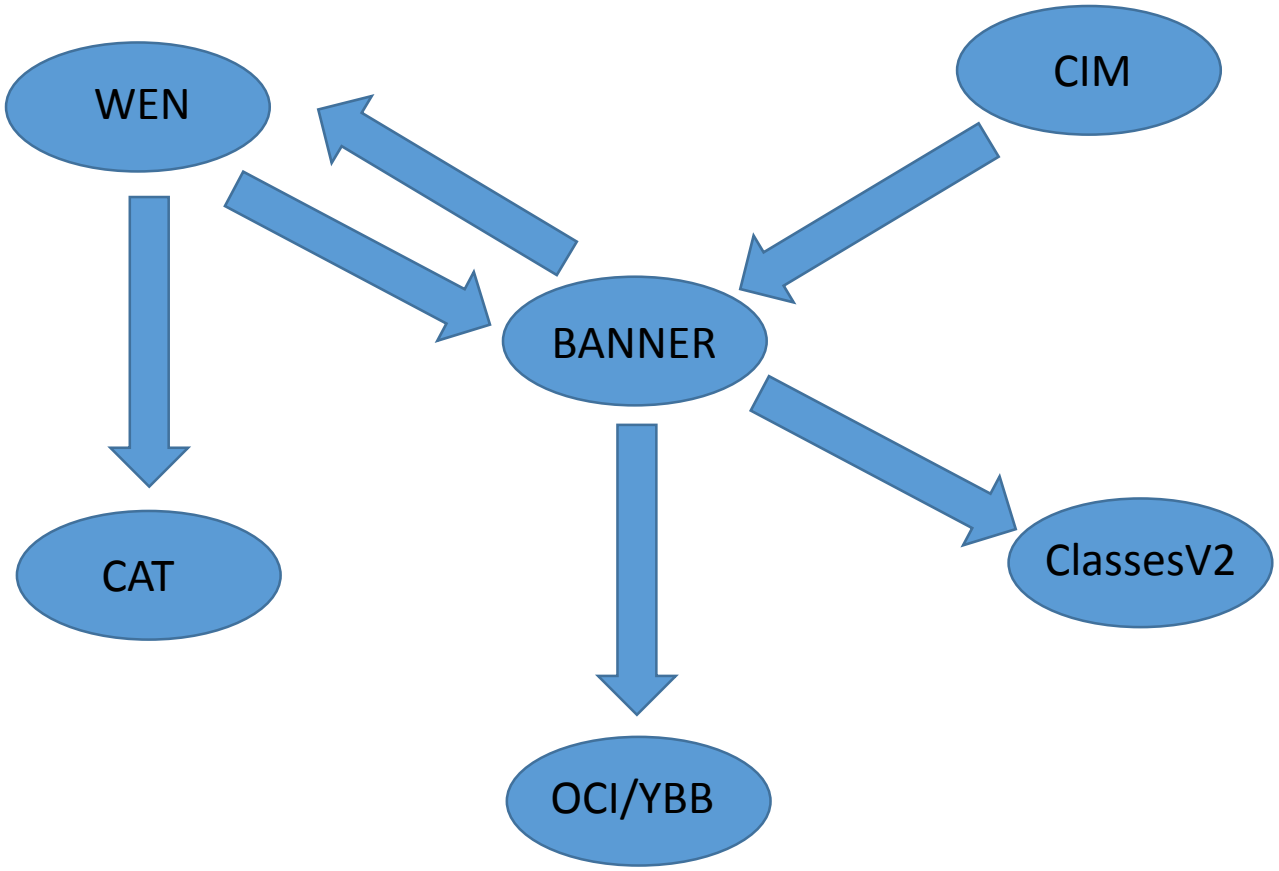
CourseLeaf/Connected Systems

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

- Banner is the ultimate system of record.
- Once a course is approved through 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. It also 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. While the University Registrar's Office does not manage ClassesV2, it supplies the information to the system. Course sites are created automatically each night once a course has been offered and has an instructor.