

Office of the Registrar Regent Administrative Center, room 101 20 UCB Boulder, Colorado 80309-0020

Propose a New Course

1. Log in to CourseLeaf.

- a. Go to https://catdev.colorado.edu/courseadmin.
- b. To log in, enter your IdentiKey username and password, then click "Log In."

| 🕲 University of Colorado Boulder | | |
|--|---|-----|
| Federated Identity Service | | |
| Log in to Col IdentiKey Username | | |
| IdentiKey Password | | |
| Log In | Advanced Settings | |
| | vindows to exit completely. age! Bookmark the service homepage after logging | in. |

c. Click the CourseLeaf icon to finish logging in.



- 2. Complete the new course proposal form.
 - a. On the "Course Inventory Management" page, click the "Propose New Course" button.

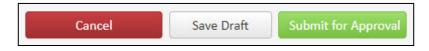
| University of Colorado Boulder | |
|---|-----------------|
| Course Inventory Management | Help 😡 |
| Search, edit, add, and inactivate courses. Use an asterisk (*) in the search box as a wild card. For example, MATH* will find every with "MATH", and *MATH* everything that contains "MATH". The system searches the Quick Searches provides a list of predefined search categories to use. Search History - OR | |
| Course Code Title | Workflow Status |

b. In the pop-up window, either click "Propose New from Existing Course" to use an existing course as a template or complete all required (outlined in red) and applicable fields.

Note: Please refer to our tips for completing the form on the next page.

| University of Colorado Boulder | | |
|-----------------------------------|--|---------------------------------------|
| Course Inventory | | |
| New Course Proposal | | Propose New from Existing Course |
| , icst Marinin | Primary Contact cu-admin@colorad(Email | Primary Contact 303-492-6970 Phone |

- c. When you're done editing, click the appropriate button to cancel, save or submit the form.
 - Cancel: Discard your changes and return to the previous window.
 - **Save Draft:** Save your changes as a draft so you can return to the form at a later time. *This does not submit your proposal for review.* You can save the form without completing all the required fields.
 - Submit for Approval: Submit your changes for review and approval.



3. To propose additional courses, return to course inventory management. To log out, close your browser window.

Tips for Completing the Course Proposal Form

- Save often. This form does time out, so click Save Draft (bottom of form) at least once an hour to avoid losing your work.
- "Course Type" table: Click the green plus symbol ("Click to add a new row") to add another component type.

| Primary Component | 0 |
|-------------------|-----|
| Yes 🔻 | ⊠1↓ |

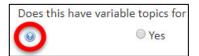
• "First Term New Course or Changes Will Take Effect" drop-down: This menu only lists available terms.

| First Term New Course or Changes Will Take Effect | | |
|---|--------|--|
| | Select | |

• **"Long Title (prints in catalog)" field:** If the title is more than 30 characters long, a required "Short Title" field will appear below it.

| Long Title (prints in | catalog) | |
|-----------------------|--|--|
| | Example Course Title | |
| | 80 characters remaining | |
| Short Title (prints o | on transcripts, study lists and schedule of classes) | |
| | 30 characters remaining | |

• "Help" icon: Hover over or click this for additional information about the form field.



• "Supporting Documents (Syllabus, etc.)" upload control: If desired, click "Attach File(s)" and follow the prompts to upload supporting documentation (e.g., a course syllabus).

| Supporting | Attach File(s) | Uploaded Files: |
|--------------------|----------------|-----------------------|
| Documents | | |
| (Syllabus, etc.) 😡 | | Files To Be Uploaded: |
| | | |
| | | |