

Course Management FAQ

Who do I contact for help?

CaTS Help Desk

What is the course inventory request service?

This is for filling out a course modification to the Banner course catalog. It can be a completely new request, a modification, or can be used to inactivate an existing course from the catalog.

What is the course inventory search service?

This is for finding forms that have been created. You can find your form in the system and continue filling it out. Or, you can find other colleague's comments or other colleague's forms & comment on them. Forms can be looked up to find where they are in the approval process.

What is the program of study request service?

This is for filling out a program modification to the Banner course catalog. It can be a completely new request, a modification, or can be used to inactivate an existing program from the catalog.

What is the program of study search service?

This is for finding forms that have been created. You can find your form in the system and continue filling it out. Or, you can find other colleague's comments or other colleague's forms & comment on them. Forms can be looked up to find where they are in the approval process.

What is the report service?

This is a Cognos service. It is for producing reports that will be submitted to a committee (e.g., UCAP, Writing Intensive, etc). It is also available to the colleges for getting a "bird's eye view" of what's going on with their "bundle" of courses. Contact your college Cognos representative to produce these reports.

Who can submit a request?

Any faculty or staff can submit a request.

Who can edit the request?

Before the form is submitted to workflow, the originator, department chair and proxies can edit the request form. Any of them can also submit the form. One caveat: the department chair and proxy editing will not be available until early-November.

During the workflow, the committee chairs can edit the form (e.g., UCAP, College Curriculum, Writing Intensive, or General Education committee).

*Note: at this time, Deans and Department chairs can only review the form.

*Note: at any time during the process, anyone can search for the form and add notes & attachments.

What is the save-n-share concept?

Before the form is submitted to workflow, the originator can put the form into the "save" state. Then, simply click on the "send to a colleague" link to share it with others. Your default email client will come up with a link to the form in the body of the email.

How do I create a new request?

You can click on the **Request** link on the launch site. Or, on an existing form, simply click on the **New Form** button.

How do I attach the syllabus?

1. At the bottom on the request form, click on the **Attach** button.
2. Browse your computer for the location of the syllabus.
3. Give it a name & comment.
4. Then, simply click the **Attach file** button.
5. Click the **Return** button to return to your request form.

*Note: if you need the current syllabus template provided by UCAP, click on the "download template" link in the request form.

How do I attach the revised program of study?

1. At the bottom on the request form, click on the **Attach** button.
2. Browse your computer for the location of the program file.
3. Give it a name & comment.
4. Then, simply click the **Attach file** button.
5. Click the **Return** button to return to your request form.

*Note: if you need the current program template provided by UCAP, click on the "get template" link in the request form.

How do I know where my request is in the approval process?

Go to the search function and look for your form. In the approval section, you will see the current state of the workflow.

Here's the flow:

You find a course, copy it down into the revised area, change any of the information then, and add it to the revised area of the form. From here, you can click the edit button to change the revised information. After you change the info, remember to click the update button.

Empty forms

You will find these in the search facility. These are forms that are not filled out enough for the system to "tag" them with a title. So, the system reports them as "empty" but you can simply click on the link and completely fill out the form. You could also cancel the form and remove it completely from the system.