CU Admin Conference 2021

CourseLeaf – Intro, Overview, Tips

December 8th 2021

Natalie Phelan

Calendar Editor – Registrar's Office

courseleaf@carleton.ca

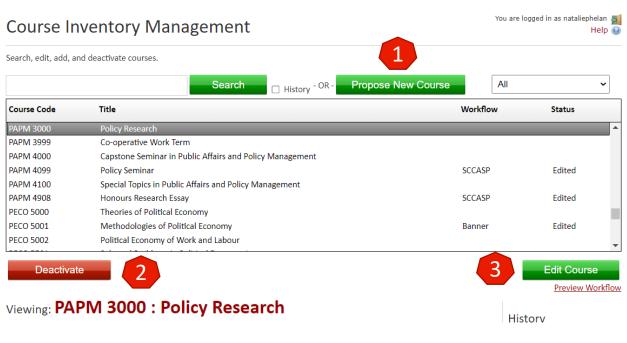


Suggested bookmarks

- > CourseLeaf access page https://carleton.ca/curriculum/courseleaf-access/
- Course Inventory Management https://nextcalendar.carleton.ca/courseadmin/
- Program Management <u>https://nextcalendar.carleton.ca/programadmin/</u>
- > Next Calendar https://nextcalendar.carleton.ca/
- CourseLeaf console https://nextcalendar.carleton.ca/courseleaf/
- Live Calendar <u>https://calendar.carleton.ca/</u>
- > RO intranet site https://i.carleton.ca/registrar/curriculum-and-calendar/

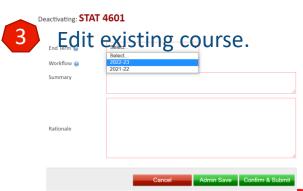


Courses



- 1 Create a new course. To find an available code, run the GREPORT sch_crse_numbers not to use.
 - Delete a course.

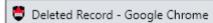
 Effective the next academic year.





Sync error

- Banner and CourseLeaf sometimes fall out of sync so the record can't be edited.
- Email courseleaf@carleton.ca with the details that you want changed, including summary and rationale.



nextcalendar.carleton.ca/courseleaf/courseleaf.cgi?page=/cours



Out of Sync

The record in CourseLeaf does not match the record in Banner.

The mismatched field is:

Academic Unit

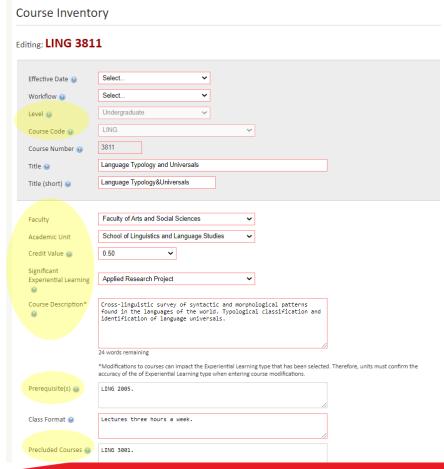
<u>View Differences</u> (Green = CourseLeaf, Red = Banner)

Please contact your CourseLeaf adminstrator to resolve this conflict.



Making changes

- ➤ Red outline mandatory field.
- ➤ Grey outline optional field.
- Greyed out cannot edit.





Programs

- Degree requirements
- Minors, concentrations
- Approved electives lists
- > Language requirement
- Degree-specific regulations
- University regulations
- Admissions requirements

Program Management

Search, edit, add, and deactivate Programs.

	Search History - OR - Propose New Program	Quick S	searches	~
Program Code	Title	Workflow	Status	
BCGH-1DC	Cognitive Science with Concentration in the Biological Foundations of Cognition Bachelor of Co			
BCGH-1DD	Cognitive Science with Concentration in Cognition and Psychology Bachelor of Cognitive Science			
BCGH-1DE	Cognitive Science with Concentration in Cognition and Computation Bachelor of Cognitive Scien			
BCMSG-29B	Bachelor of Communication and Media Studies (B.Co.M.S.)	SCCASP	Edited	
BCMSH-29B	Bachelor of Communication and Media Studies Honours (BCoMS Honours)	SCCASP	Edited	
BCMSH-29B+	Bachelor of Communication and Media Studies Combined Honours (BCoMS Combined Honours)	SCCASP	Edited	
BCOMM-3A	Concentration in Accounting			
BCOMM-3B	Concentration in International Business			
BCOMM-3C	Concentration in Information Systems	PRE SCCASP	Edited	
DCOMM 21	Concentration in Finance	DDE CCCACD	Editod	

Shred Proposal

Date Submitted: 05/31/21 11:19 am

Viewing: BCMSH-29B+: Bachelor of Communication and Media Studies Combined Honours (BCoMS Combined Honours)

In Workflow

1. COMM ChairDir UG

Add Comment

- 2. PA FCC
- 3. PA FBoard
- 4. PRE SCCASP



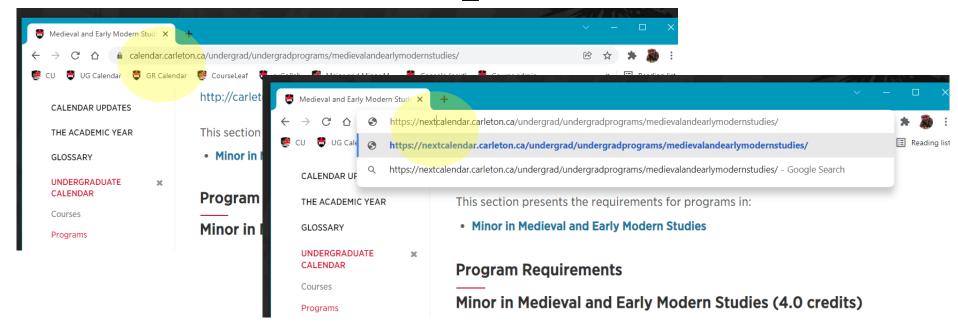
Programs

- Build a new program or component.
- Search either by Program Code (must exactly match!) or put asterisks around a word (*communication*).
- Delete proposed changes and revert back to the last approved version.

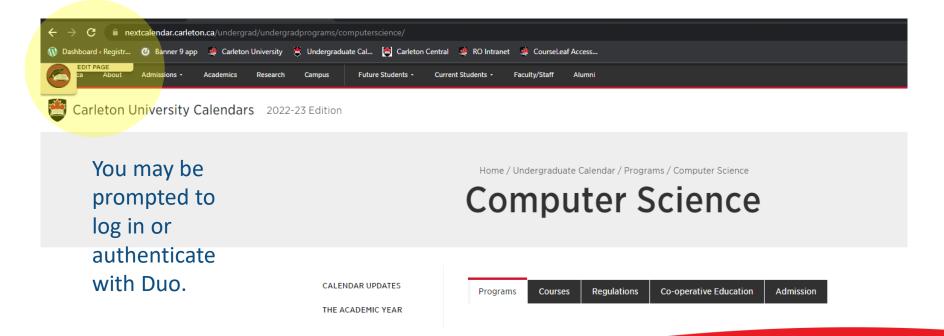


4. PRE SCCASP

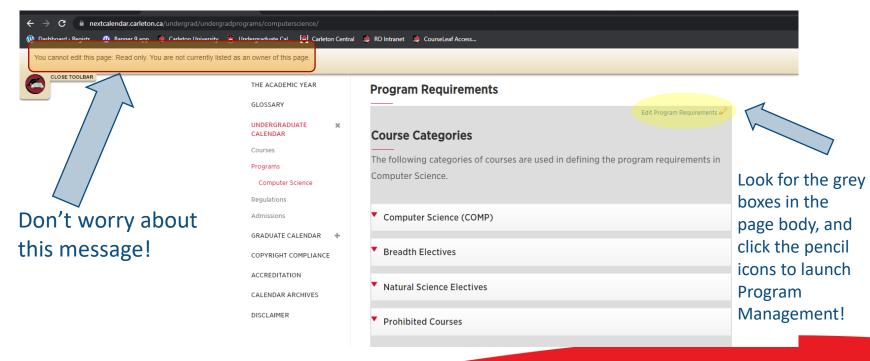
















Grey boxes with pencil icon appear around programs.

You are logged in as Alex Marchi.

Regulations

In addition to the program requirements described here, students must satisfy:

- 1. the University regulations (see the Academic Regulations of the University section of this Calendar).
- 2. the common regulations applying to all B.A. students. The B.A. Breadth requirement is waived for students in Criminology and Criminal Justice.

Students should consult with the Institute when selecting courses and planning their program.

Maximum Number of CCJ Credits

The total number of Criminology and Criminal Justice credits in the B.A. and B.A. (Honours) program may not exceed 12.5 (B.A.) and 15.0 (B.A. Honours). This is the sum of credits used in the Major and Concentration PLUS free electives chosen from the list of Approved CCJ electives. Consult the Institute if clarification is required.

Edit Program Requirements

Edit Program Requirements 🖉

Field Placement Practicum

The Field Placement Practicum (CRCJ 3901 [1.0] Practicum in Criminology I) is offered at the 3000-level to students in CCJ programs. Students complete a 1.0 (or 2.0) credit Field Placement Practicum course during the fall/winter session. To be eligible for the Practicum students must have completed at least 9.0 credits by May 1, including all of the 1000- and 2000-level requirements in the Major CGPA. Enrollment is restricted. A



- Regulations text is written directly onto the page.
- Contact Calendar Editor to make changes.

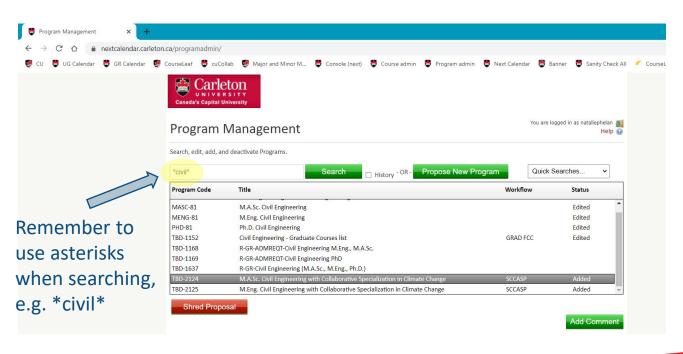




Page Owner(s)



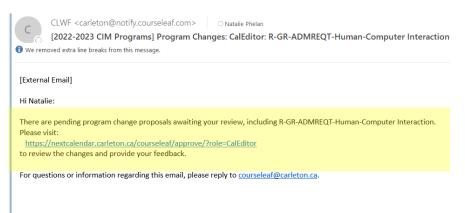
Where is my proposal?



- Search in Program or Course Management.
- The Workflow column tells you where it is currently.
- Need to make more changes or request a rollback? Email your local Calendar Editor!



Email notifications



This email contains links to content or websites. Always be cautious when opening external links or attachments

Please visit https://carleton.ca/its/help-centre/report-phishing/ for information on reporting phishing messages.

When in doubt, the ITS Service Desk can provide assistance. https://carleton.ca/its/chat

Thank you.

-- Coursel eaf

When something reaches a workflow step that you're associated with (also called a role), an email notification is generated for all role members.

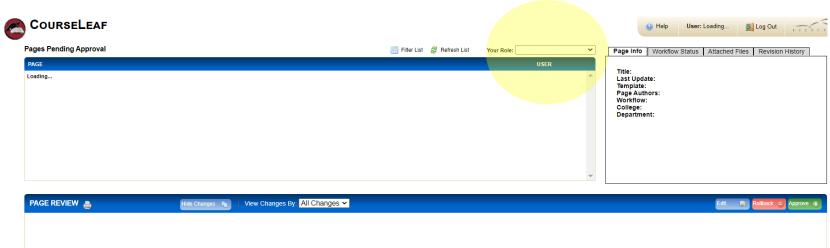


- Indicates that someone needs to review and approve the proposal, providing feedback if necessary.
- > FYI only:

No approval is necessary; this is for your review only.

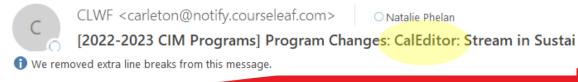


Email notifications

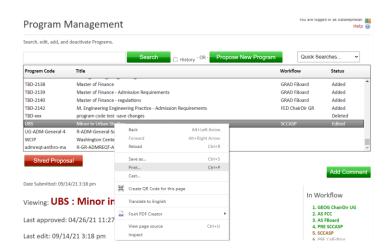


- This page loads very slowly!
- Nothing appears?
 Don't worry!

> Remember to choose the correct role.



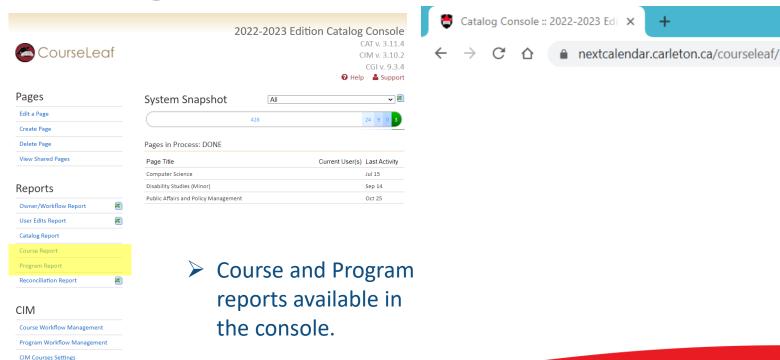




Right click – Print to generate a PDF

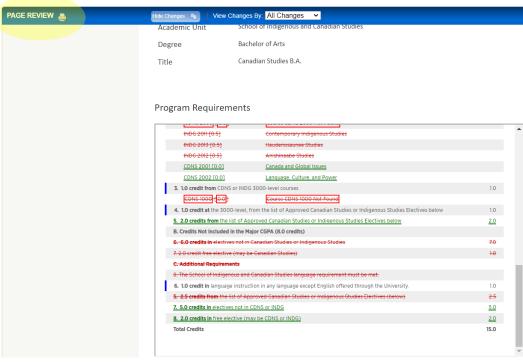






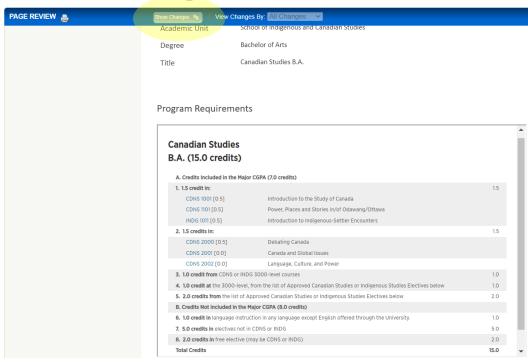
CIM Programs Settings





Generate a PDF through the Approve Pages screen.





- Click here to see a clean version of the proposal.
- ➤ The PDF will print without red-green markup as well!



What happens next?





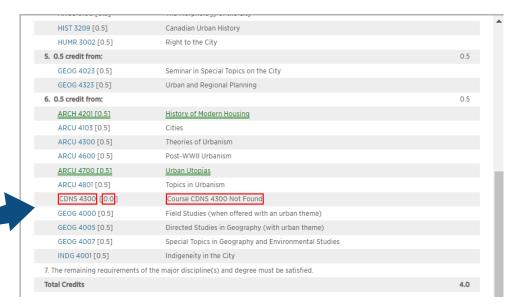
- PRE CalEditor is where any curriculum changes that affect the audit are made.
- Transition plan may include exceptions, grandfathering, communication plan, etc.



Red boxes

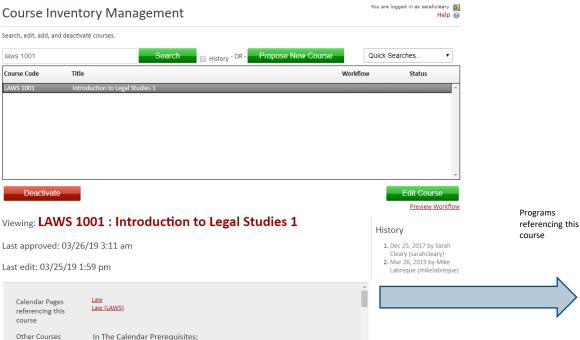
- Unit has submitted a request to delete the course.
- When to remove these from your lists?
- Must be removed before the calendar can be published!

Program Requirements





Course Ecosystem



referencing this

course

LAWS 2105: Social Justice and Human Rights

LAWS 2201: Persons and Property

Calendar Pages <u>Law</u>
referencing this <u>Law (LAWS)</u>

course

Other Courses In The Calendar Prerequisites:

referencing this LAWS 2105 : Social Justice and Human Rights

course LAWS 2201 : Persons and Property

LAWS 2202 : Obligations

LAWS 2301 : Criminal Justice System

LAWS 2302 : Criminal Law

LAWS 2501 : Law, State and Constitution

LAWS 2502 : Law, State and Citizen
LAWS 2601 : Public International Law

LAWS 2908 : Approaches in Legal Studies I

LAWS 3006: Mediation

BGInS Specialization in Global Law and Social Justice

BGInS Stream in Global Law and Social Justice

Electives-Canadian Studies UG

Minor in Criminology & Criminal Justice

CCJ with Concentration in Law B.A. Honours

CCJ with Concentration in Psychology B.A. Honours
CCJ with Concentration in Sociology B.A. Honours

CCJ with Concentration in Law B.A. General

CCJ with Concentration in Psychology B.A. General

CCJ with Concentration in Sociology B.A. General

Law B.A. Honours

Law B.A. Combined Honours

Law with Concentration in Law, Policy and Government B.A.

<u>Honours</u>

<u>Law with Concentration in Business Law B.A. Honours</u>

Law with Concentration in Transnational Law and Human Rights

B.A. Honours

<u>Law with Concentration in Transnational Law and Human Rights</u>

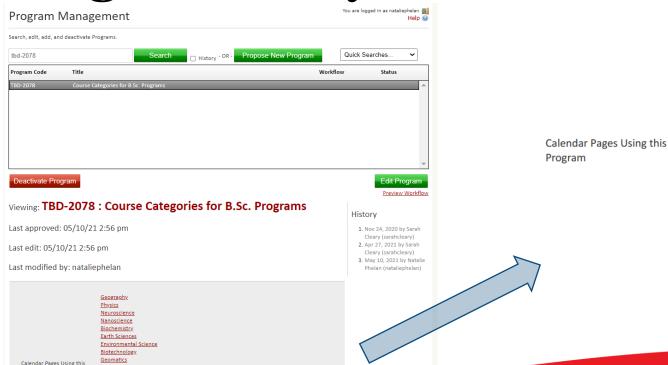
B.A. Combined Honours

Law B.A. General





Program Ecosystem



Chemistry

Psychology

Program

Geography **Physics**

Neuroscience

Nanoscience Biochemistry

Earth Sciences

Environmental Science

Biotechnology

Geomatics

Chemistry

Program

Psychology Biology

Mathematics and Statistics

Food Science

Interdisciplinary Science and Practice

Linguistics (Bachelor of Science)

Linguistics Open Studies

Bachelor of Science Degree

