

From: registrar@cunet.carleton.ca

Sent: Monday, June 3, 2024

To: Associate Deans, Departmental Chairs, Directors, Departmental Administrators

Subject: Opening of the CourseLeaf Curriculum Information Management System (2025-26)

Please distribute this message within your unit.

Good morning,

We are pleased to announce that the CourseLeaf Curriculum Information Management System is now open to the community for the **2025-26** curriculum cycle. Here are some important details concerning the launch of the system.

- All Graduate and Undergraduate course, program, and regulation curricular changes for the **2025-26** calendars are supported by the CourseLeaf software. Should you find that a section that you wish to edit is not available for editing, contact courseleaf@carleton.ca and the applicable section can be set up for you.
- Please refer to the memorandum sent on May 8, 2024 as an additional reference source as you proceed with your curricular changes. This memorandum is available at <http://carleton.ca/curriculum/communication-archives>.

CourseLeaf

How to access the CourseLeaf system: All authorized users will access the system from the following launch page: <http://carleton.ca/curriculum>. From here you are able to directly access the following CourseLeaf modules:

- CourseLeaf Approvals – when you receive a notification that there are items at your workflow step, this is where they are reviewed and approved
- Course Inventory Management – add, edit, or delete courses
- Program Management – add, edit, or delete programs, regulations, electives lists, and anything else that isn't a course!
- Course Reporting Tool – generate reports on course data
- Program Reporting Tool – generate reports on program data
- Next Undergraduate & Graduate Calendars – the environment where the future calendar edition is created

You will need to provide your **MyCarletonOne** username and password in order to authenticate into CourseLeaf. (If you need assistance with your MyCarletonOne credentials please visit <https://carleton.ca/its/help-centre/accounts-and-passwords-2>. Once logged in, you can go from one CourseLeaf module to another without having to log in again.

Please use the **Account Request Form** (<http://carleton.ca/curriculum/account-request-centre>) to request any additions/modifications/deletions to the CourseLeaf authorizations for your unit. Requests must come from the academic unit Chair or Director to be processed.

CourseLeaf Training and Assistance: If you are new in your role or to CourseLeaf and would like an introduction to the system, one-on-one sessions can be arranged. It is recommended that anyone in your academic unit who is responsible for using CourseLeaf, both administrators and approvers, participate in these sessions at the same time as they can provide valuable opportunities to share questions and discuss concerns. Contact courseleaf@carleton.ca to arrange a training session.

Other Resources

The Curriculum Management Website <http://carleton.ca/curriculum> is where you can find additional documentation, memorandums, curricular policies, and key dates and deadlines for minor and major modifications. It is also where you can request changes to user accounts/access, and much more in support of Carleton's curriculum management processes.

Any CourseLeaf related questions or concerns can be sent to courseleaf@carleton.ca.

Regards,

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