

From: courseleaf@cunet.carleton.ca

Sent: Tuesday, August 2, 2022

To: Associate Deans, Chairs, Directors, Departmental Administrators

Subject: Opening of the CourseLeaf Curriculum Information Management System (2023-24)

Good morning,

We are pleased to announce that the CourseLeaf Curriculum Information Management System is now open to the community for the **2023-2024** 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 **2023-2024** calendars are supported by the CourseLeaf software. Should you find that a section that you wish to edit is not available for editing in CIM, contact courseleaf@carleton.ca and the applicable section can be set up for you.

Regulations Workflows

Note that the chart below should be followed to ensure that regulation changes are submitted into the appropriate workflow in CIM:

Regulation Owners	Level	Faculty	Academic Unit
Public Affairs	UG	FPA	Regulations: DEPT
Arts & Social Sciences	UG	FASS	Regulations: DEPT
Science	UG	SCI	Regulations: DEPT
Engineering	UG	ENG	Regulations: DEPT
Architectural Studies	UG	ENG	Regulations: ARCH
Industrial Design	UG	ENG	Regulations: IND
Information Technology	UG	ENG	Regulations: BIT
Computer Science	UG	SCI	Regulations: COMP
Cognitive Science	UG	FASS	Regulations: DEPT
Global and International Studies	UG	FPA	Regulations: DEPT
Registrar's Office	UG	N/A	Regulations: RO
Graduate Studies	GR	N/A	Regulations: RO
Co-operative Education	UG/GR	N/A	Regulations: COOP
Admissions	UG	N/A	Regulations: ADM

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
- Course Inventory Management
- Program Management
- Reporting Tool – Course Changes
- Reporting Tool – Program Changes
- Next Undergraduate & Graduate Calendars

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 any of those in your academic unit who are 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.

Please refer to the memorandum sent on April 25th 2022 as an additional reference source as you proceed with your curricular changes. This memorandum is available at <http://carleton.ca/curriculum/communication-archives/>.

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

Regards,

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