

CourseLeaf CIM

Quick Guide: Tips and Tricks

How to Log In


1. Go to <https://next-catalog.csub.edu>
2. Log in with CSUB credentials
 - a. Courses: add /courseadmin/ on URL
 - b. Programs: add /programadmin/ on URL
 - c. Miscellaneous: add /miscadmin/ on URL
3. For approvers, use email link OR add /courseleaf/approve on URL

The Basics of CourseLeaf CIM

- Search for the course or program *code* or use **keyword** to find the item
- Curriculum proposals and only apply to the “Effective Term” and later
- “Inactivate” to make the course/program not active; it can be reactivated, if needed
- When filling out the form, go from top-to-bottom, in case new fields open
- Workflow is started at submission of the proposal and moves linearly to each step.
- Approvers in workflow can either:



Help Documentation

1. CSUB Curriculum & Catalog;
<https://www.csub.edu/academicprograms>
2. CourseLeaf; click the help icon in the upper right-hand corner 

Or visit:

<https://luc.courseleaf.com/help>



CourseLeaf CIM

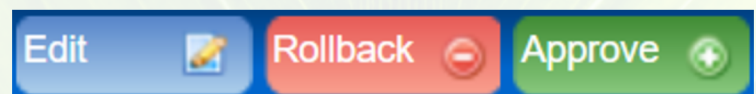
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Program Requirements

1. If editing the program, tables are outlined in blue. Double-click to enter and edit.
2. If creating a table from scratch:



- a. Click the Insert/Edit Formatted Table button.
- b. Select Type: Plan of Study Grid or Footnotes, if needed.
- c. Start in the upper right-hand Year: and Term: dropdowns to select the semester for which you'll enter courses
- d. Search a subject on the left and double-click courses to add
- e. Indent courses to remove from sum
- f. Add Comment Entry for all non-course content.

Learning Outcomes

1. Enter **only** one outcome per field. Use the green plus to add a new one.
2. To map course outcomes to program outcomes:



- a. This is not done from inside the form. Access the program from the search
- b. Scroll to the table with courses on the left, and outcomes across the top
- c. Click the black edit indicator to map course outcomes to program outcomes
- d. Save to edit later, or Start Workflow to submit for review

Questions?

CSUB Academic Programs -
Curriculum & Catalog

<https://www.csub.edu/academicprograms>

- Angelica Mendoza, org-curriculum@csub.edu
- Cindy Zuniga-Prado, org-catalog@csub.edu

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