

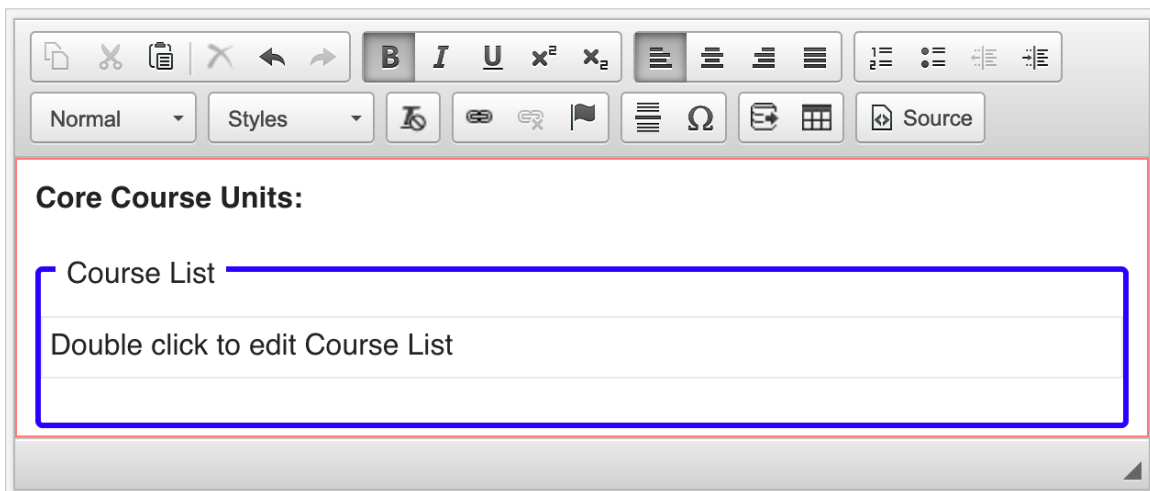
CourseLeaf CIM Tip Sheet

Filling out a Course List (Core and Support Courses)

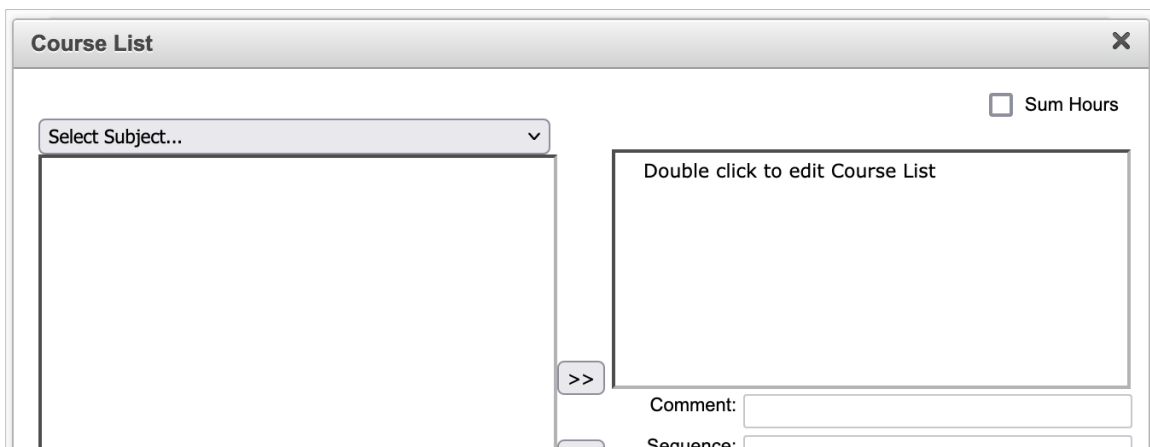
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This tip sheet is for faculty users who are filling out the Narrative section of their new degree/certificate, after their Proposal has been approved by CCC. For full information about the process to create a new degree/certificate, visit [the CCC's Degree or Certificate Process & Resources webpage](#).

Course Lists are used in the Core Courses and Support Courses fields, to select the courses for your new degree or certificate. When editing your new degree/certificate and filling out the Narrative information, open a Course List by double-clicking it. The Course List will appear as a pop-up window within the form.



The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, subscript, superscript), alignment (left, center, right, justified), and other functions like link, unlink, and source. Below the toolbar, there are two dropdown menus labeled 'Normal' and 'Styles'. The main content area is titled 'Core Course Units:'. Inside this area, there is a text field labeled 'Course List' which is highlighted with a blue border. Below this field, there is a text prompt: 'Double click to edit Course List'.



The screenshot shows a 'Course List' pop-up window. At the top right is a close button (X). Below the title bar, there is a checkbox labeled 'Sum Hours'. On the left side, there is a dropdown menu labeled 'Select Subject...'. The main area of the window contains a large text field with the text 'Double click to edit Course List'. At the bottom of the window, there are two input fields: 'Comment:' and 'Sequence:'. A '>>' button is located between the 'Select Subject...' dropdown and the 'Comment:' field.

Course List Functionality

The screenshot shows a 'Course List' dialog box with the following elements and callouts:

- 1**: Points to the 'Mathematics (MATH)' dropdown menu.
- 2**: Points to the right-pointing arrow button (>>) between the two course lists.
- 3**: Points to the left-pointing arrow button (<<) between the two course lists.
- 4**: Points to the 'Add Comment Entry' button.
- 5**: Points to the 'Comment:' text input field.
- 6**: Points to the 'Sequence:' text input field.
- 7**: Points to the 'Or Class:' text input field.
- 8**: Points to the 'Hours:' text input field.
- 9**: Points to the 'Move Up' and 'Move Down' buttons.

Other visible elements include a 'Sum Hours' checkbox, a 'Quick Add:' field with an 'Add Course' button, and 'Cancel' and 'OK' buttons at the bottom right.

Basic Functionality

To add a course to a Course List:

- Use the drop-down menu (1) to select the subject code for the course
- Click the course in the results box (under the drop-down menu) to select
- Click the right-arrows button (2)—the course will appear in the Course List box on the right, at the bottom of the list
 - To add a course to a specific place within the existing Course List, first locate that place in the Course List box (on the right) and select the course that's *above* where you'd like the new course to appear. With that course selected, follow steps a-c, above, to add the new course—the course should appear in the Course List box exactly where you want it

To remove a course from a Course List:

- Click the course in the Course List box (on the right) to select
- Click the left-arrows button (3)—the course will disappear from the Course List box

To move a course or row of text/comment up or down within a Course List:

- Click the course or comment in the Course List box (on the right) to select

- b. Click the "Move Up" or "Move Down" button (9) to move the course or comment to the desired place within the Course List

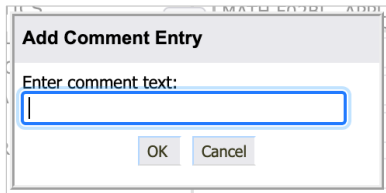
Note: We generally list courses in alphabetical order by subject code, and then in numerical order within each subject.

Advanced Functionality

In most cases, you will not need to use any of the following when filling out a Course List

To add a row of text/comment to a Course List (e.g., "Select 10 units from the following:"):

- a. Click the "Add Comment Entry" button (4)—a pop-up field will appear



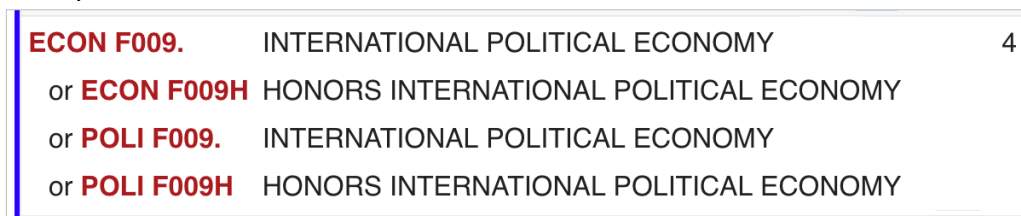
- b. Enter your desired text and click the "OK" button—the comment will appear in the Course List box on the right and will be added to the Course List as plain text, for example:



Note: To edit an existing comment, click it to select, and edit the text in the "Comment" box (5).

To list multiple courses on a single row—"or" relationship:

- a. Add the first course to the Course List (see steps, above)—*or, if the course is already listed, click it to select*
- b. In the "Or Class" box (7), enter the course code (subject + number) of the second course
 - o You may add multiple courses by separating the course codes with a comma and a space (e.g., "ECON F009H, POLI F009., POLI F009H")—*please note that Banner formatting must be used for course numbers (see below for tips)*
- c. The courses will appear in the same row of the Course List, with "or" between each, for example:



Important Note: *When using this feature, if the courses do not carry the same unit value, you must manually update the "Hours" box (8) and enter the range of units across the courses listed. For example, if one course is 4 units and one is 5 units, enter "4-5" in the box.*

To list multiple courses on a single row—"and" relationship:

- a. Add the first course to the Course List (see steps, above)—*or, if the course is already listed, click it to select*
- b. In the "Sequence" box (6), enter the course code (subject + number) of the second course
 - o You may add multiple courses by separating the course codes with an ampersand (e.g., "PHYS F002B & PHYS F002C")—*please note that Banner formatting must be used for course numbers (see below for tips)*




- c. The courses will appear in the same row of the Course List, with "&" between each, for example:

PHYS F002A	GENERAL PHYSICS	15
& PHYS F002B	and GENERAL PHYSICS	
& PHYS F002C	and GENERAL PHYSICS	

Important Note: When using this feature, you must manually update the "Hours" box (8) and enter the total combined units for the courses. In the example, above, you would enter "15" in the box, as each is a 5-unit course.

Additional Tips

Course Lists pull course information directly from the CORs in CourseLeaf, and symbols are used to indicate the following:

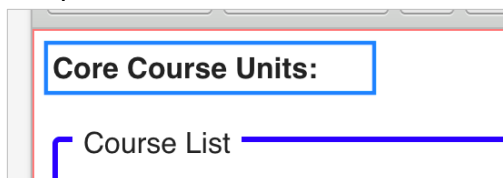
- New Course  = this course is currently in the proposal stage of being created and is not yet active. This may impact the activation timeline for the new degree/certificate
- Edited Course  = this course either has edits in progress for a future term or is a new course in the later stages of being created and is not yet active. This may impact the activation timeline for the new degree/certificate
- Deleted Course  = this course is either currently inactive or is in the process of being deactivated. It needs to be either reactivated or removed from the Narrative

Special formatting is used for course numbers in CIM, to match the Banner system. Any time you're typing in a course number manually, keep the following in mind:

- Course number must begin with "F"
- For course numbers that do not end in a letter, a period (".") must be appended
- Course number must contain five characters (including the "F" and, if applicable, a period)
- For example:
 - ENGL 1A → ENGL F001A
 - MATH 105 → MATH F105.
 - SOC 1 → SOC F001.
- If you make a typo in the course number, you'll see an error message within the Course List, for example:

ENGL 1A	Course ENGL 1A Not Found
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Don't forget to enter the Core Course Units and (if applicable) Support Course Units, just above your completed Course Lists, within the Core Courses and Support Courses fields, for example:



The image shows a screenshot of a web form. At the top, there is a text input field labeled "Core Course Units:" with a blue border. Below it, there is another text input field labeled "Course List" with a blue border. A blue line is drawn under the "Course List" field.

Prefer video training? We offer a video version of this tip sheet! For it and other tip sheets and videos related to CourseLeaf, please check out our full slate of training resources, available on [the CCC's CourseLeaf Resources webpage](#). If you have any questions about editing a Course List that are not addressed by this tip sheet or the video version, or need any additional guidance on this process, please email courseleaf@fhda.edu.