

# Starting a New Course Proposal

1. Go to <https://clss.ccri.edu/courseadmin/>
2. Log on with your CCRI username and password.
3. Click the green Propose New Course button, which will prompt a new window to open.



## Course Inventory Management

Search, edit, add, and inactivate courses.

Use an asterisk (\*) in the search box as a wild card. For example, MATH\* will find everything that starts with “ everything that ends with “MATH”, and \*MATH\* everything that contains “MATH”. The system searches the C Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

A screenshot of the Course Inventory Management interface. It shows a search box on the left, a green 'Search' button in the middle, and a green 'Propose New Course' button on the right. Between the 'Search' and 'Propose New Course' buttons are two checkboxes: 'Archive' and 'History', with '- OR -' between them.

4. Complete all required fields (outlined in red) and unrequired fields (not outlined in red) before submitting your proposal. CIM forms are dynamic, so fields open and close based on selections you make early in the form. Refer to the blue help bubbles for guidance in completing certain fields.

For instructions on completing each field, please refer to the Completing a New Course Proposal Instructions.

5. To upload your syllabus, click the green Attach File button at the bottom of the form. A Browse file box will open and you can select the file(s) to upload. Upload your syllabus as a PDF document.

A screenshot of the 'Attach Course Syllabus' section. It shows the text 'Attach Course Syllabus' with a blue help bubble icon next to it. To the right is a green 'Attach File' button.

6. To save the information you have entered, without submitting the proposal, scroll to the bottom of the form and press the Save Changes button. You can do this as often as you like.

A screenshot of the bottom of the form showing three buttons: a red 'Cancel' button, a green 'Save Changes' button (highlighted with a blue border), and a green 'Start Workflow' button.

7. Once your proposal is complete, press the green Start Workflow button to enter it into workflow, which starts the review process.

A screenshot of the bottom of the form showing three buttons: a red 'Cancel' button, a grey 'Save Changes' button, and a green 'Start Workflow' button (highlighted with a blue border).

Questions? Contact [crc@ccri.edu](mailto:crc@ccri.edu)