

CIM Quick Guide

EDITING OR ADDING A COURSE

1. In a web browser*, navigate to Faculty/Staff Services under NJIT Highlander Pipeline, select Course inventory management under Academic & Faculty Services
2. Find your course with the search box or click Propose New Course.
3. Fill in the form completely. Items with a red border are required for submission to workflow.
4. At the bottom of the form, click Save to save without submitting or Start Workflow to save and submit to workflow.

*Recommended web browsers: Chrome, Firefox and Safari

Course Proposals and Edits will appear immediately in CIM Programs but will not be available to the next version of the catalog course inventory until final approval.

EDITING OR ADDING A PROGRAM

1. In a web browser, navigate to Faculty/Staff Services under NJIT Highlander Pipeline, select Program inventory management under Academic & Faculty Services
2. Find your program with the search box or click Propose New Program.
3. Fill in the form completely. Items with a red border are required for submission to workflow.
4. At the bottom of the form, click Save to save without submitting or Start Workflow to save and submit to workflow.

Program Edits will appear immediately in the next version of the catalog. New Programs will not appear in the next version of the catalog until placed there by a catalog editor.

SEARCH AND VIEW COURSE OR PROGRAM

1. Navigate to your CIM Courses or Programs landing page
2. Search on:
 - Course subject and number (i.e. IS 117) or Program Code (Note: you can search on only subject code to bring in all courses of that subject)
 - Workflow Step
 - Status
3. Optionally, choose to search the archive and/or history. Archived course codes were codes used previously and are now able to be used again. History shows the proposal as it was previously approved with the date of approval in the Workflow column.
4. Press Enter on your keyboard or click Search

Use an asterisk () in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". Quick Searches provides a list of predefined search categories to use.*


APPROVE OR ROLLBACK A PROPOSAL

1. In a web browser, navigate to Faculty/Staff Services under NJIT Highlander Pipeline, select Workflow/ Approval page under Academic & Faculty Services or click the Page Approval link from the automated email
2. Click the Your Role drop down menu at the top of the page and select the account for which you want to review and approve pages.
 - If you use the link from the automated email, your role will be pre-selected for you
 - Note: Click the Refresh List button to see if new pages have been added since your last visit or if the list doesn't contain an expected page
3. Scroll through the Pages Pending Approval list and select the page to edit
4. When a page is selected, the reports and workflow status window and the Page Review window will be populated with information
5. Update workflow as desired
 - Note: An automated email will not be sent if the first user in the Pending Workflow is changed. Also, the first user in the Pending Workflow list should not be updated to a FYI workflow step.
6. Click OK

Course proposal and program proposal are treated the same way under approving page.

Where do I go for help?

Contact ais@njit.edu, or visit AIS (Academic Information System) in Kupfrian Hall Room 100

Wherever you see the Help Icon  (at the top of the CIM screen), you can view Help Documentation including:

- Step by step guides to all CourseLeaf tools
- Help videos of key CourseLeaf features
- A Frequently Asked Questions (FAQ) section