What is CIM?

CIM (the Course Inventory Management module of CourseLeaf) is a system through which departments may propose new courses, update courses, and propose course deactivations. Once a proposal is submitted, it goes through a pre-set workflow for approval. Once the course makes it completely through the workflow, it will be set up in Banner and will appear in the next catalog (provided it's submitted before the deadline).

To access CIM: nextcatalog.odu.edu/courseadmin

Training: Training will be provided shortly. Once ready, information will be available at https://www.odu.edu/acadaffairs/courseleaf each year.

Deadlines: Once set, the deadline for course submissions in CIM will be posted at https://www.odu.edu/acadaffairs/courseleaf each year. Please note: following the posted deadline is imperative to ensure the university catalogs are published in a timely manner. CIM will close for submissions after the deadline.

To propose a new course in CIM:

Select "Propose New Course" and complete the data elements listed. Anything with a red box around it is required, but please provide as much information as you can. If you see the "Administrative Coding" section on a proposal, you can leave it alone—this section is for catalog administrators only.

New courses can be proposed for any future term, but they won't appear in the catalog until it's published next.

If needed, you can click the help bubble 🛈 next to a given field for more information regarding that field.

To change or deactivate a course:

Enter the course to be changed in the search bar, select Search, select "Edit Course" or "Deactivate" and complete the data elements to be changed or an end term for course deactivation.

Updates to an existing course should only be made for the following Fall term. Do not make changes to a course in the middle of the academic year.

For deactivations, please enter ***the last term the course will be offered***. For example, if a course will be offered for the final time during the summer 2025 semester, put "Summer 2025" in the "Last term this course will be offered" field.

Reviewing Course Proposals

If you are in the workflow as an approver, you will receive an automated email from Catalog Editor with a link to click on to review/edit and approve changes for courses as in the example below.

[CIM Courses] Review Request: AA Committee Chair

Catalog Editor <odu@notify.courseleaf.com>
To ● Alexander, Sommer L L.

😊 | ↩ Reply | ↩ Reply All | → Forward | 📑 | ⋯
Thu 10/17/2024 8:23 AM

Retention Policy Deleted Items 60 Days (60 days)   Expires 10/17/2025
ⓘ We removed extra line breaks from this message.

EXTERNAL to ODU: This email is not from an ODU account. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Sommer:

There are pending course change proposals awaiting your review, including DASC 300T: Foundations of Data Science.
Please visit:
https://nextcatalog.odu.edu/courseleaf/approve/?role=AA%20Committee%20Chair
to review the changes and provide your feedback.

For questions or information regarding this email, please email courseleaf@odu.edu.
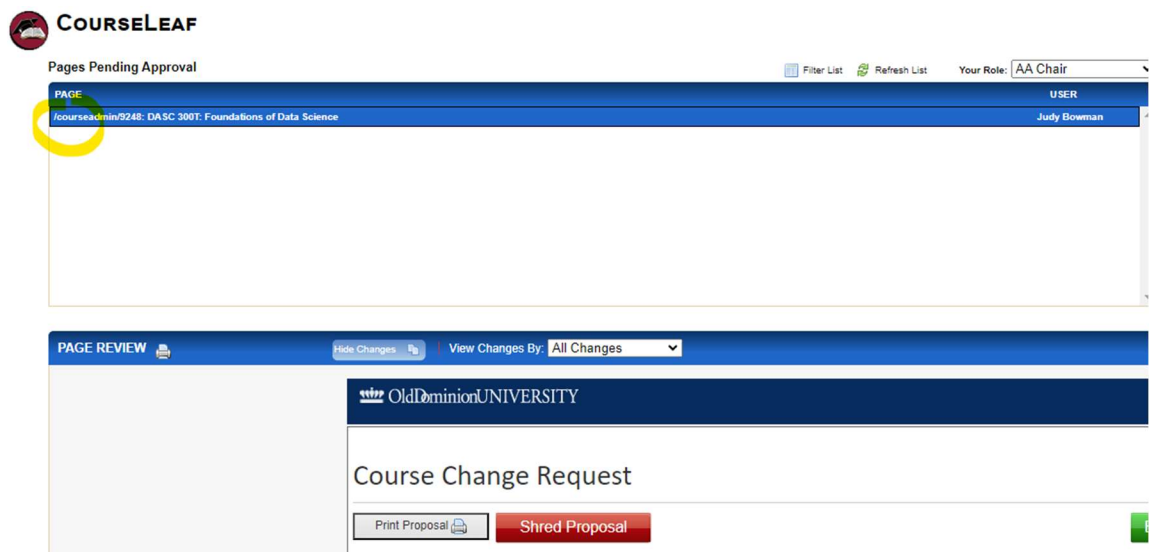
Thank you.

-- CourseLeaf

If you do not see anything when you follow the link provided in the email, please select your name or role from the "Your Role" dropdown menu:
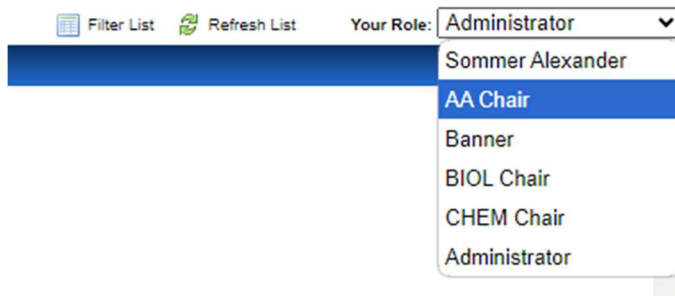
Once you select your role, you should see a list of pages for your review. Click on the page you'd like to review and scroll down to see the changes:

CIM Quick Guide

Once you review the page, you have a few options. You can either edit the proposal and then approve, rollback the proposal to a previous editor with instructions on what to correct, or approve the proposal as-is. Approving the proposal will send it to the next step in the workflow. These options are found on the upper right-hand side of each page you're reviewing:

Help

Help can be found by clicking the Help button in the right-hand top corner or at Help.courseleaf.com.

You can also email courseleaf@odu.edu for assistance if needed.