CMS Basics

Tracking Proposals: 3 ways

1. Proposal List

- Shows who proposal is assigned to, status, expected COCI review date, last modified date, flags (and date flag was added).
- Sort proposals by clicking on headings or by using “Sort by” menu.
- Toggle between List and Detail view to see last actions taken.

2. Tracking Bar

- Visual representation of a proposal’s progress.

3. Activity Log

- Best way to track cross-listed courses (shows multiple department chairs).

Who’s authorized to use CMS in your department?

- Click the little “people” button in the top right corner.
To find an approved course

- Type course code and number into search box; select course.
- Always start here when modifying a course.

Could not find courses?

- Click the red X next to Active Status to display withdrawn and pruned courses.

To see a list of all courses in a department

- Type department code in box, click Search.
- Toggle between List or Detail view to see course description.
- Use filters to narrow down your search.

To cancel a proposal in Draft status

- Check the box next to the course proposal in the Proposal List.
- Choose Delete from the “Action” menu (note: people with approver roles (e.g., Department chair) will not have Delete option).
- If proposal is in Senate Review status, write a comment to ask Senate staff to cancel proposal.