

## Instructions for Department Reviewers of Courses in CMS

Once the department's course contact (usually an SAO or scheduler) has submitted a proposal in the online Course Management System (CMS), an email notification will be sent to the person(s) designated as Department Reviewer (usually the department chair).

**MATH 54**

Submitted by Ivan Bahdanau May 24, 2013.

- Click [here](#) to see the course record (you may have to log in).
- Respond or contact Senate Staff by adding a comment in CMS.
- Do not reply to this message.

The message contains a link to the course record. Click on the link, and you will be taken to CMS in your preferred browser. (If the link doesn't work for some reason, you can just go to <https://course.berkeley.edu> and log in.) If you are already logged in to CMS, the course proposal will open up. If you are not already logged in, you will be taken to the CAS login page, after which you will be taken to a list of proposals awaiting your review (you may also see proposals at other stages). Click on the course you wish to review.

The screenshot shows the 'Proposals' page in the UC Berkeley Course Management System. The page header includes 'Course Management UC Berkeley' and 'You're now on DEV Help'. There are navigation links for 'View Proposals' and 'Propose Course'. A search bar is present with the text 'Search Approved Courses'. The main content area is titled 'Proposals' and features a table of proposals. The table has columns for 'Course Number', 'Alerts', 'Assigned To', 'Proposal Status', 'COCI Review Date', and 'Last Modified'. The proposals listed are:

Course Number	Alerts	Assigned To	Proposal Status	COCI Review Date	Last Modified
BIO ENG C181		Department Chair	Draft		Apr 29, 2013 02:35 PM
BIO ENG C281		Department Chair	Draft		Apr 29, 2013 02:55 PM
BIO ENG 280			Approved	05/03/2013	May 01, 2013 11:44 AM
BIO ENG 280		COCI Full Committee	Senate Review	TBD	Jun 03, 2013 02:49 PM
BIO ENG 296		Faculty Committee	Draft		Apr 15, 2013 11:13 AM

The Proposal Summary screen that opens will display all of the course information, including the title, description, unit value, instructional format, and work hours. Any attached documents, such as syllabi, can be opened and reviewed. At the very bottom of the page is the Activity Log, where you can see who submitted the proposal.

To approve the proposal, scroll down near the bottom of the page and type your name in the box. When you click the Approve button, the proposal will move to the next step in the workflow, either directly to COCI or to the next reviewer (for some departments).

### Take Action

By typing your name into this box, you are electronically providing a signature for this proposal to be submitted to COCI.

Signature: \*Required

Approve

In the case of a cross-listed course, the department reviewer from the administrating department approves the proposal first, and then the reviewer(s) from other participating department(s) will sign off. Any other approvals will be recorded in the Activity Log.

If you do not wish to approve the course proposal, let the department course contact know. He or she can make changes to the proposal.

After approving the proposal, if you have additional proposals to review, click View Proposals in the upper left corner of the screen and choose another course.

**Course Management**

**UC Berkeley**

 [View Proposals](#)

 [Propose Course](#)

[Search Approved Courses](#)