

## PROPOSING A COURSE MODIFICATION

Kualii CM Login URL:  
<https://hilo.kualii.co/cm>

Upon visiting the above URL, you will be prompted to login with your UH username and password.

After logging in, navigate to the Courses main screen by clicking on  
"Apps" → "Curriculum"

Using the search bar at top middle, search for the course that you wish to modify. In this tutorial we will be modifying the course "SHEL 100". After searching, click on the course to modify.

The screenshot shows the 'CurriculumManagement' interface. At the top, there is a search bar with 'SHEL' entered. Below the search bar is a table with columns: Code, Title, Description, and Created On. The first row is highlighted with a red box and a red arrow pointing to it. The row contains: SHEL100, Kualii CM Test Course, SHEL 100 Kualii CM Test Course (1) This is a test course description for the Kualii CM pro..., and 2016/06/28. To the right of the table is a 'Search Results:' section with 'Prev' and 'Next' buttons. At the top right, there are 'Action List' and 'Test User' links.

The course will open with either a Green or Purple Bar at top indicating the most recent version of the course. Green is a current term, and purple is a future term effective date. Click on "Propose Changes"

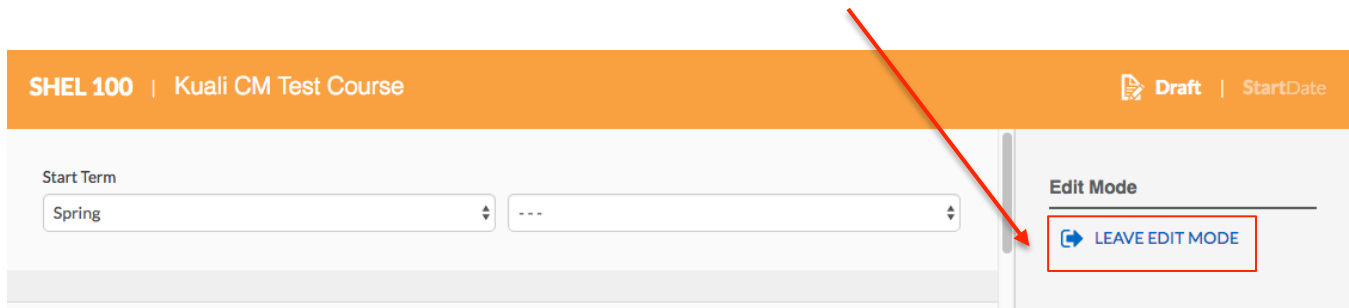
The screenshot shows the course detail page for 'SHEL 100 | Kualii CM Test Course'. The top bar is green, indicating the current term. The page shows the course details: Subject Code (SHEL), Number (100), and Course Title (Kualii CM Test Course). On the right side, there is a menu with options: View Original Proposal, Propose Changes (highlighted with a red box and a red arrow), Retire, Duplicate, and Print. The top right of the page shows 'Active' and 'Fall 2015 - Indefinite (v1)'.

After clicking on Propose Changes, the bar at the top will turn to Orange, indicating you are now in draft mode. Complete all questions on this form. Clarification on certain items can be found in the FAQ section on the last page of this document. .

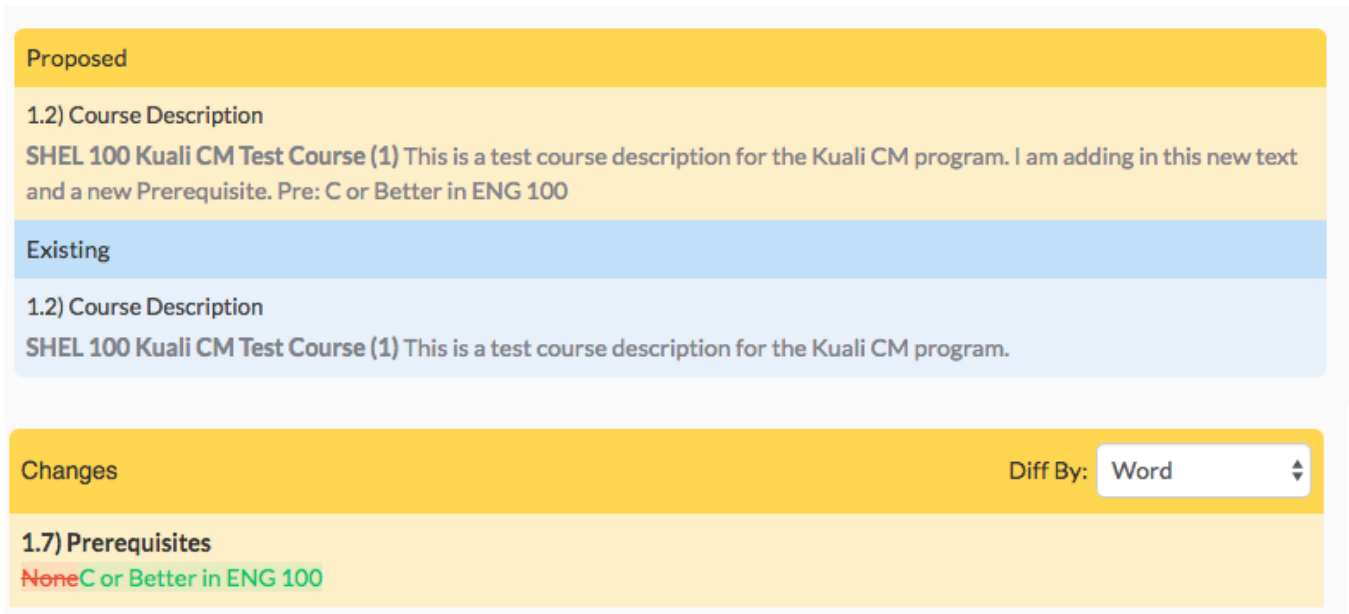
The screenshot shows the course detail page in draft mode. The top bar is orange, indicating draft mode. The page shows the course details: Subject Code (SHEL), Number (100), and Course Title (Kualii CM Test Course). On the right side, there is a menu with options: Draft (highlighted with a red box), Start Date, and LEAVE EDIT MODE. The top right of the page shows 'Draft' and 'Start Date'.

Complete all fields in the Proposal Details section (Questions 1-8), and complete any fields in the Course Information section where you would like to make changes to.  
If No changes are required to a question, no action is required.

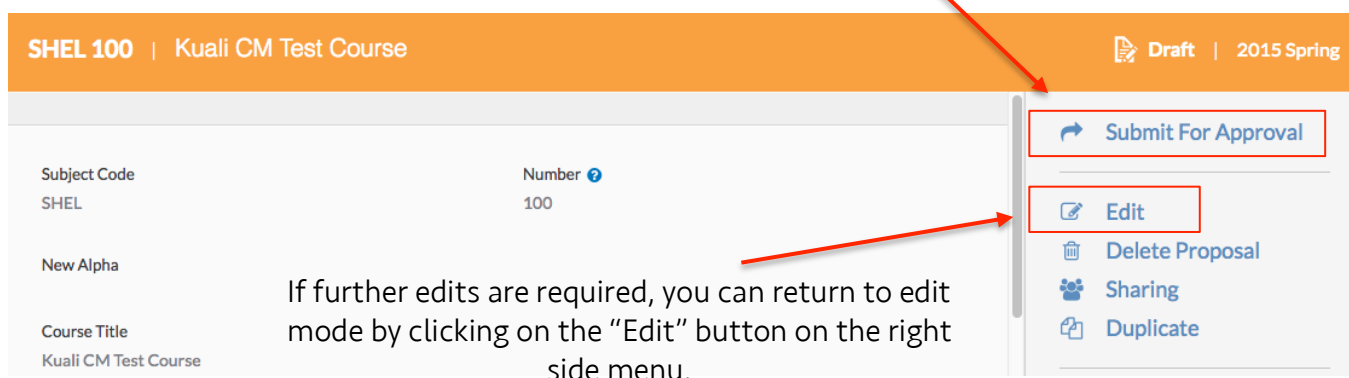
When you have completed all of your input, click on "Leave Edit Mode" on the right side.



For each field that changes were requested for, you will see summary boxes similar to the below as you scroll down through your proposal. In this test proposal changes were made to 1.2) Course Description and 1.7) Prerequisites. The two ways the summary of changes are presented is below:

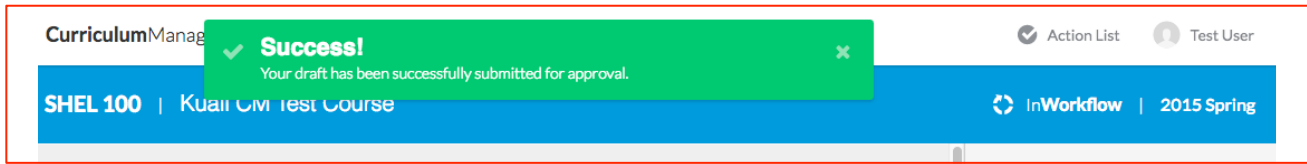


Once your proposal is ready for submission for approval. Click on "Submit for approval" on the right side menu.

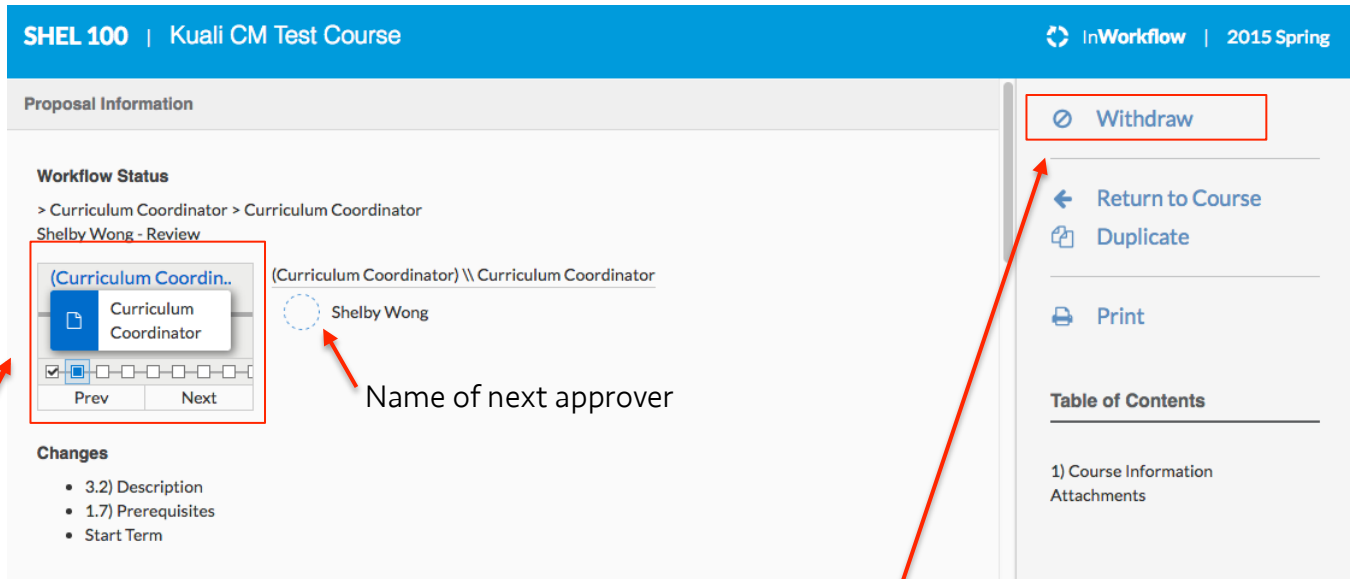


If further edits are required, you can return to edit mode by clicking on the "Edit" button on the right side menu.

Once you click on "Submit for Approval", You will see a green box indicating "Success!" your proposal has been submitted appear in the top middle of the screen. The orange bar will now change to blue, indicating your proposal is in workflow for approvals.



Your screen will change to display the below once the proposal has been submitted.



This is a dynamic window that allows you to see who the current approver for the proposer is currently and who else needs to approve it in future. Click on "Prev" and "Next" to see past and future approvers.

If you need to pull your proposal from the approval process at any time, you can do so by using the "Withdraw from Workflow" button, please note that the approvers will not be notified if this action is taken and the proposal will need to be resubmitted before any approvals can take place.

Your proposal has been submitted!

Questions: Shelby Wong [shelbyw@hawaii.edu](mailto:shelbyw@hawaii.edu) Ph: 932-7927

## Frequently Asked Questions Course Modifications

Q: What is the difference between the Proposal Information Section and the Course Information section?

A: Proposal Information: Specific to this one request.

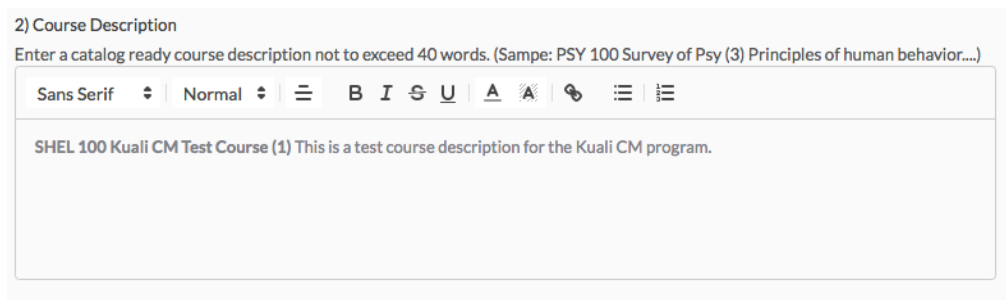
Course Information: Will stay attached to this course permanently.

Q: How do I note my changes in the 2) Course Description section?

A: The changes should be made directly into the box. KSCM will summarize the changes made when the proposal is complete, we ask that you note any changes with the following formatting:

Underline: New Information

~~Strikethrough~~: Information to be removed



2) Course Description  
Enter a catalog ready course description not to exceed 40 words. (Sample: PSY 100 Survey of Psy (3) Principles of human behavior...)

Sans Serif Normal B I S U A A [Link] [List] [List]

SHEL 100 Kualii CM Test Course (1) This is a test course description for the Kualii CM program.

Q: What attached "Proposal Supporting Documents" do I need?

A: Non- Crosslisted Course:

Optional: Documentation supporting your new course

**Crosslisted Course**:

Optional: Documentation supporting your new course

Mandatory: PDF stating approval from the Crosslisted Department Chair(s)

Q: What "Attachments" do I need?

A: There are no required attachments, but some faculty like to upload a PDF syllabus in addition to inputting the syllabus in the field.