

**The Curriculum Management System (CMS)** will allow you to enter requests for new courses, requests for changes to existing courses, and requests for deletion/removal of existing courses.

### Login and Permissions

One person is chosen by each college to act as their College Administrator within the system. Each College Administrator has the ability to add other users for their college. Users may be added under several levels of access/permissions:

- Observers – may view and comment on all requests in the system
- Initiators – may enter a new request and modify that request as often as necessary, until the request is approved by the college administrator for submission to the Curriculum Team
- Editors – have the same permissions as Initiators, with the additional ability to modify the requests that other Initiators have entered

### Using the CMS

Request information is (1) entered, (2) reviewed, and finally (3) saved into the system. Requests may be re-opened and modified after the first submission/save until the information is "Approved" by the appropriate College Administrator.

If you are assigned access to the CMS as a request **Initiator**, you should know ahead of time what you plan to enter for 4 important fields on the request entry form. They are the course prefix, course level, 3-digit course number, and course title (30 characters or less). Initiators should be prepared with this information if they are entering a request for a new course, or if they wish to change the name or number of an existing course.

Open and print this document: [Read the 3 page Statewide Course Numbering Guide](#)

Open and print this document: [Learn more about how to arrive at your suggested course number](#)

Initiators can go back and make as many changes as necessary to their own saved requests in the CMS. The only thing that will prevent an initiator from making changes is final approval by their College Administrator. Once the College Administrator approves a course, it is closed to further modification, and presented to the appropriate Curriculum Team for review and approval.

### Step-by-Step Guide

Bookmark the URL for the Curriculum Management System. The address is <https://midas.fgcu.edu/cms/>

Make sure you have been added as a user. Contact the administrator for your college, and ask him or her to add you to the system.

Your username and password are the same as your FGCU workstation/email username and password.

After logging in, you will go to your **Home Page** which is an alphabetic listing of all course requests for your college. You will see a menu of links on the left side of your screen and 7 columns of information for course requests displayed on the right.

### Home Page

#### Request List (displayed on the right of your screen)

College	Requested Course Number and Title *	Request Type	College Approval Date	University Approval Date	Submitted to SCNS	SCNS Date Processed
Abbreviation	Courses already approved by SCNS will be noted with an additional line: "Assigned as..."	Add, Change, or Delete	This is the date your college administrator approved the request at the college level.	This is the date the request was approved by the Undergraduate or Graduate Curriculum Team.	This is the date the request was submitted to SCNS for review and approval.	This is the date that SCNS processed the request and made a permanent course assignment.

\* Each course number serves as a link to the details of the request. Click on a request or the assigned course number to open a printable page of details.

## Menu (displayed on the left of your screen)

**Menu Selections**

- [Home](#)
- [View SCNS Assignments](#)
- [View Pending Requests](#)
- [View Archived Requests](#)
- [View Gen Ed Requests](#)

**Modify a Request Already in the System**

- [College of Arts & Sciences](#)
- [Search Requests](#)

**Initiate a New Request**

- [Add Course](#)
- [Change/Delete Course](#)

• [Log Out](#)

Your Home Page is the page you view immediately after logging in. To return to the page at any time, just click on "Home." It displays all course requests for your college and the status of each.

"View SCNS Assignments" displays the course requests for ALL colleges that have already been reviewed and processed by SCNS.

"View Pending Requests" displays the course requests for ALL colleges that have not yet been reviewed and processed by SCNS.

"View Archived Requests" displays the course requests for ALL colleges from the previous academic year.

"View Gen Ed Requests" displays the requests for ALL colleges that have been noted as courses that will be considered General Education Requirements.

### Modify a Request Already in the System

"College of ..." displays the course requests for your own college that have not yet been processed by SCNS. These are the requests that are still available for modification.

"Search Requests" allow you to choose the criteria for a set of course requests. For example, you might want to look up "Delete" requests for a particular college that have been approved by SCNS. You can also search by prefix or for a single request.

### Initiate a New Request

"Add Course" displays the form you will use when entering a request for a brand new course.

"Change/Delete Course" displays a list of all courses in SCNS inventory for FGCU. Next to each course in inventory are two links. The "Change" link displays the form you will use when making a change to an existing course. The "Delete" link displays the form you will use when requesting that a course be removed from inventory.

## Forms

### Add a New Course

**Very Important:** There are 4 fields on this form (Prefix, Course Level, 3 Digit Course Number, and Title less than 30 characters) that must be completed before saving a course for the first time. These fields are indicated with asterisks. \*\*\* By exceeding the limit for the number of characters or by leaving one of those 4 fields blank, you risk losing your entries in the other fields. These are the only 4 fields that must have an entry. All others can be left blank, and you may return again later to complete the entries for other fields.

**Helpful Hint:** Enter only the Prefix, Course Level, 3 Digit Course Number, and Title to start. This is enough to get your course request entered into the system, and after it is saved, you can open it again to input your other detail.

After starting a request by filling in the information for prefix, course level, course number, and title, go to the bottom of the page, and click the "Next - Review" button. The resulting page allows you to look at your entries before you actually save them into the system. You can either return to make a correction or continue by clicking the "Save" button at the bottom of the page.

Now your request for a new course has been saved into the CMS, and you may return at any time to finish making entries for all of the form fields. The only people who can open this form for editing are you (as the "Initiator"), your college administrator, and anyone in your college that the administrator has designated as "Editor." Frequently, a department Chair may serve as editor for courses "belonging" to the department.

### Change an Existing Course

This form is similar to the form for adding a new course, except that it is pre-populated with information from SCNS so that you can see how the current information looks, compared to the changes you will make.

Current SCNS data is underlined in blue and appears along the left side of the form. Form fields for the same information are along the right side of the form, and you can modify or replace any of the information on that side.

After making your entries, click on "Next - Review" at the bottom of the page. The resulting page allows you to look at your entries before you actually save them into the system. You can either return to make a correction or continue by clicking the "Save" button at the bottom of the page.

Now your request for a change has been saved into the CMS, and you may return at any time to finish making entries for all of the form fields. The only people who can open this form for editing are you (as the "Initiator"), your college administrator, and anyone in your college that the administrator has designated as "Editor." Frequently, a department Chair may serve as editor for courses "belonging" to the department.

### **Delete an Existing Course**

This form is a much smaller form, requiring less information.

After making your entries, click on "Next – Review" at the bottom of the page. The resulting page allows you to look at your entries before you actually save them into the system. You can either return to make a correction or continue by clicking the "Save" button at the bottom of the page.

Now your request to delete a course has been saved into the CMS, and you may return at any time to finish making entries for all of the form fields. The only people who can open this form for editing are you (as the "Initiator"), your college administrator, and anyone in your college that the administrator has designated as "Editor." Frequently, a department Chair may serve as editor for courses "belonging" to the department.

### **Approvals**

At the bottom of each form is a section for Approvals. Only your college administrator has the authority to add this information.

### **Printing**

After a request has been entered into the CMS and reopened, each form will have a link to a printer-friendly version at the top of the form that provides a compact print of request details.

### **Comments**

After a request has been entered into the CMS and reopened, each form will have a comment box to the right that allows everyone, regardless of permission level, to post comments. This provides an ongoing conversation thread that allows college members to discuss the request.

### **Exporting Lists to Excel**

At the top of each list of courses is a link that allows you export the list to Excel. When prompted, click "Save" and select the location where you want to save the file.