

Log in to the Course Management Information system with your Brown credentials. The url which you can bookmark is: <https://nextbulletin.brown.edu/courseadmin>

Click the Courseleaf icon to completely log in.



## BROWN UNIVERSITY

Help

### Course Inventory Management

Search, edit, add, and inactivate courses.

Use an asterisk (\*) in the search box as a wild card. For example, MATH\* will find everything that starts with "MATH", \*MATH everything that ends with "MATH", and \*MATH\* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

Please Complete Log In

In order to authorize your ability to update, please click the icon to complete your log in.

**COPY COURSES from existing: TO BE USED PRIMARILY FOR DOUBLE LISTED COURSES at UG and GR level. This is NOT to be used to re-number a course. Please see the Modify Courses tutorial for re-numbering.**

Click the Propose New Course button to launch

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Search  Archive  History - OR - Propose New Course Quick Searches...

Course Code	Title	Workflow	Status
No Results Found.			

Select the Propose New from Existing Course button. Your form should be blank so click OK to begin.

The screenshot shows the 'Course Inventory' interface. At the top right, there is a green button labeled 'Propose New from Existing Course'. Below this, the 'New Course Proposal' form is visible, with a 'Course Proposal' sub-header. A modal dialog box is open in the center, titled 'brown-test.courseleaf.com'. The dialog contains the text: 'Loading data from another course will overwrite any values currently in the form. Do you wish to continue?'. There are 'OK' and 'Cancel' buttons at the bottom of the dialog. The background form shows fields for 'Effective Term', 'Subject Code', and 'Department', all with 'Select...' or 'Select Department...' dropdown menus. A list of course categories is partially visible: '0001-0999 Undergrad', '1000-1999 Undergrad', and '2000-2999 Graduate'. A small speaker icon is in the bottom right corner.

Use the pick list to select your department then double click the course you want to copy.


The first screenshot on the left shows a browser window titled 'CourseLeaf - Select Course&...' with the URL 'https://brown-test.coursel'. A dropdown menu is open for 'Select Department...', showing a list of departments: 'Biology-Neurosci. (Non Credit) (CEBN)', 'Biology (BIOL)', 'Biomedical Ethics (BMET)', 'Brown Exchange Course (EXCH)', 'Business Administration (EMBA)', 'Business, Entrep. and Organ. (BEO)', 'Catalan (CATL)', 'Chemistry (CHEM)', and 'Chinese (CHIN)'. A blue arrow points to the 'Biology (BIOL)' option. The second screenshot on the right shows the same browser window with a list of courses under the 'Biology (BIOL)' department. The list includes: 'BIOL 1400 Behavioral Ecology: Evolutionary and Ecological Determinants of Animal Behavior', 'BIOL 1410 Evolutionary Genetics', 'BIOL 1420 Experimental Design in Ecology', 'BIOL 1425 Phylogenetic Biology', 'BIOL 1430 Foundations of Population Genetics', 'BIOL 1435 Computational Methods for Studying Demographic History with Molecular Data', 'BIOL 1440 Marine Biology', 'BIOL 1445 Medicine in Austere Settings', 'BIOL 1450 Community Ecology', and 'BIOL 1455 Planetary Health: Global Environmental Change and...'. A blue arrow points to the 'BIOL 1400' course. At the bottom of the second screenshot, there are 'Quick Add:' and 'Add Course' buttons, and 'Add Selected' and 'Close' buttons.


The form will load all the course data for the selected course. You can edit as needed. As an example, the existing course BIOL 1410 is an UG level and we want to create a GR level to offer as a double listing for graduate students. Be sure to change the number to a 2000 series (i.e. BIOL 2410) and the level to include graduate students only.

## New Course Proposal

Propose New from Existing Course


## Course Proposal


Effective Term  Fall 2024

Subject Code  BIOL - Biology Course Number


*0001-0999 Undergraduate Only  
1000-1999 Undergraduate and Graduate  
2000-2999 Graduate Only*


*If this is a topics course a letter needs to be appended to the end of the course number. In addition, if the course you are proposing is a departmental independent study that is below the 2000 level, please indicate it as such in either the title or in the course catalog description. For further assistance, contact either your department administrator or the Operations Division in the Registrar's office.*

Department  BIOL - Biology (Bio)

Division  Life Sciences

Limit course to certain levels?  
 Yes  No

Level  Graduate



Complete required fields as needed and add/adjust any restrictions. If this is a double list, be careful to match exactly the titles and description for both. Start workflow as with any new course proposal.

Enrollment Limit   
1 characters remaining

Rationale for enrollment limit

Do you plan to require overrides for all students?  
 Yes  No


**Scheduling**

Will this course be delivered online? This includes courses with at least one fully remote section.  
 Yes  No

Does this course have a travel component?  
 Yes  No

What is the typical meeting pattern for this course?

**Approval Path**

Path Selection  Fast Track

