

**Online Course Proposal tool for Department Reviewer & Approver roles**  
(for Faculty)

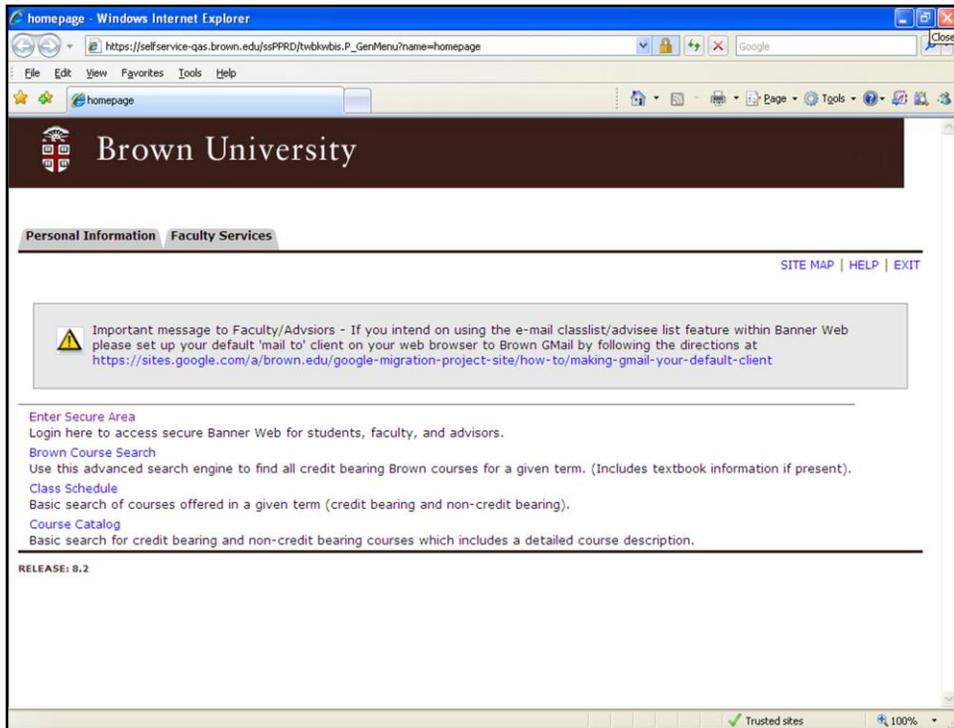
Thank you for visiting the Web Tutorial for Brown University Faculty Members.

<https://selfservice.brown.edu>

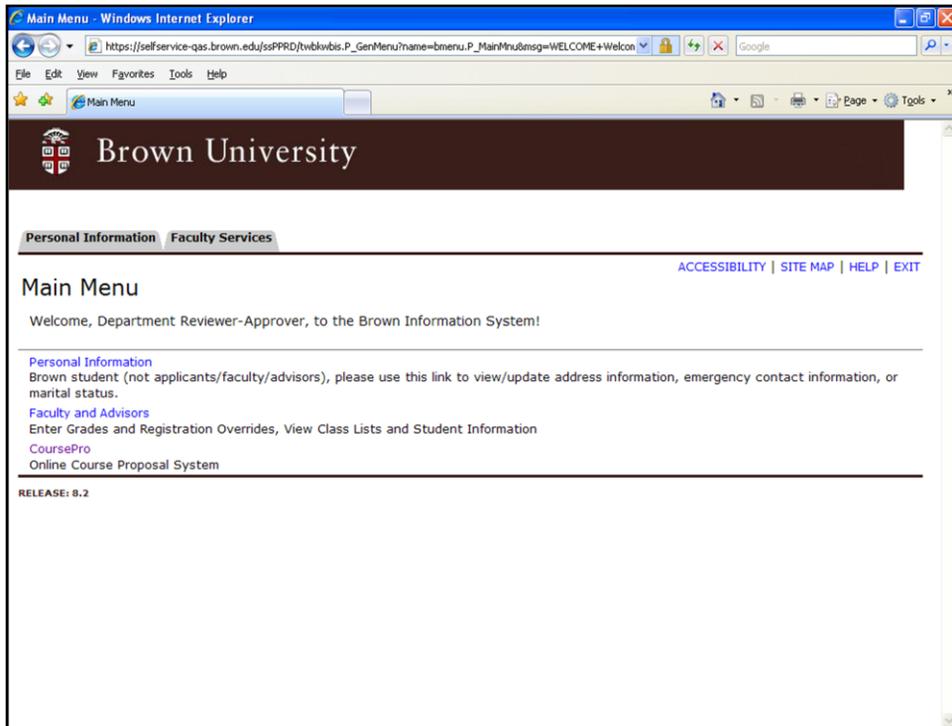
-or-

“Banner Web” link from the Faculty gateway on the Brown homepage

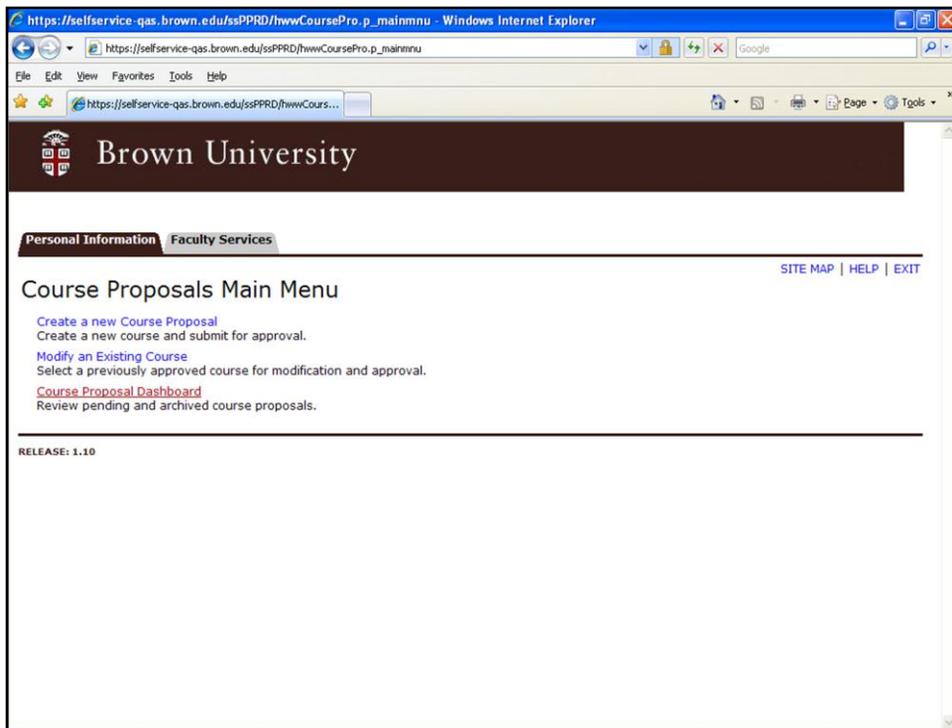
To access Self Service Banner, you will need to login to <https://selfservice.brown.edu> or use the Banner Web link from the Faculty gateway on the Brown homepage.



Log in to the Secure Area via the Brown Authentication process



Once logged in, you should see a similar menu that is specific to your role in Banner. From this menu, select the CoursePro link. At any time should you have questions on the tool or particular curriculum council guidelines as they relate to course proposals, use the HELP links on the top right hand corner of each screen.



Next, select the Menu Link for the appropriate action. As a Department Reviewer or Approver, your role will be to examine the proposals, provide comments, and return or submit them for your department. As a faculty member, you will also have access to the links where you can enter proposals for new courses or modify courses that have been previously approved and exist in Banner. For a detailed tutorial on those two options, please view the “CoursePro New and Modify for faculty & staff” tutorial. This screencast will focus on using the Dashboard, entering comments, and submitting proposals to the Registrar and CCC. We’ll look at the Course Proposal Dashboard first.

https://selfservice-qas.brown.edu/ssPPRD/hwwCoursePro.p\_exist\_cp - Windows Internet Explorer

https://selfservice-qas.brown.edu/ssPPRD/hwwCoursePro.p\_exist\_cp

Brown University

Personal Information Faculty Services

COURSEPRO MENU | SITE MAP | HELP | EXIT

Course Proposal Dashboard [New Proposal](#) [Modify Course](#)

--Filter by Term-- --Filter by Subject-- --Filter by Status-- All Proposals

Term	New	Course	Status	Details	Status Date	Comments
Spring 2011	N	EDUC-0400	Under Review	Approved by Department. Under Registrar Review	11/11/2010	No
Spring 2011	N	EDUC-2350	Archived	Approved by Registrar. Pushed into Banner.	11/11/2010	No
Summer 2011	N	EDUC-1970	Archived	Approved by Registrar. Pushed into Banner.	11/11/2010	No
Fall 2011	N	EDUC-1090	Under Review	Submitted and under Department Review.	11/15/2010	No
Fall 2011	N	EDUC-2140	Under Review	Submitted and under Department Review.	11/15/2010	No
Fall 2014	Y	EDUC-2345	Archived	Approved by CCC. Pushed into Banner	11/10/2010	Yes
Summer 2015	N	EDUC-2070A	Archived	Approved by CCC. Pushed into Banner.	11/12/2010	No
Summer 2016	N	EDUC-2345	Archived	Approved by CCC. Pushed into Banner.	11/12/2010	No
Spring 2017	N	EDUC-2070B	Archived	Approved by Registrar. Pushed into Banner.	11/12/2010	No
Spring 2017	N	EDUC-0800	Archived	Approved by CCC. Pushed into Banner.	11/11/2010	No

[ CoursePro Menu ]

RELEASE: 1.10

The dashboard provides you with a quick summary of your department proposals and their status— saved, under review, archived, etc. as well as a review of any comments made on a particular proposal. Proposals entered for new courses will have a ‘Y’ indicator in the “New” column. An ‘N’ signifies a modification to a course that already exists in Banner. As a department reviewer, you will be able to view the proposal and enter comments for the proposer and for the Department Approver to review.

https://selfservice-qas.brown.edu/ssPPRD/hwwCoursePro.p\_exist\_cp - Windows Internet Explorer

https://selfservice-qas.brown.edu/ssPPRD/hwwCoursePro.p\_exist\_cp

File Edit View Favorites Tools Help

https://selfservice-qas.brown.edu/ssPPRD/hwwCours...

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[COURSEPRO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

**Course Proposal Dashboard** [New Proposal](#) [Modify Course](#)

--Filter by Term-- --Filter by Subject-- Under Review Ready for Review

Term	New	Course	Status	Details	Status Date	Comments
Spring 2011	N	<a href="#">EDUC-0400</a>	Under Review	Approved by Department. Under Registrar Review	11/11/2010	No
Fall 2011	Y	<a href="#">EDUC-0101</a>	Under Review	Submitted and under Department Review.	11/16/2010	No
Fall 2011	N	<a href="#">EDUC-2140</a>	Under Review	Submitted and under Department Review.	11/15/2010	No
Fall 2011	N	<a href="#">EDUC-1090</a>	Under Review	Submitted and under Department Review.	11/15/2010	No

[ CoursePro Menu ]

RELEASE: 1.10

The dashboard list may get quite long – particularly if you have course proposals of your own that you have entered as a faculty member. You can use the filters to limit your view to a particular term or status, or to view only the proposals under review. To display the Course Summary details, click on the course code.

The screenshot shows a web browser window with the URL [https://selfservice-qas.brown.edu/ssPPRD/hwwCoursePro.p\\_show\\_courseprop?IN\\_PIDM=719119&PROP\\_ID=CP0018](https://selfservice-qas.brown.edu/ssPPRD/hwwCoursePro.p_show_courseprop?IN_PIDM=719119&PROP_ID=CP0018). The page header features the Brown University logo and name. Below the header, there are navigation tabs for "Personal Information" and "Faculty Services". In the top right corner, there are links for "COURSEPRO MENU", "SITE MAP", "HELP", and "EXIT". Below these links are "Print", "Comments", and "Status History" options. The main content area is titled "Course Proposal for EDUC 0101" and "Course Proposed by Faculty, Emma". It contains the following information:

Course Proposal Id: CP00180	Department Decision: Pending
Course Proposed On: 16 NOV 2010	CCC Decision: Pending
<b>Proposed Start Term</b> Fall 2011	
<b>Department</b> Education	
<b>Primary Instructor</b> Faculty, Emma	
<b>Primary Instructor Type</b> Regular Brown	
<b>Co Instructor(s)</b> Sue Smith	
<b>Level Restrictions</b> This course is for Undergraduate only	

The summary will display the details entered on the proposal. You may print it or use the scroll bar to view the information. To enter comments about the proposal, scroll to the bottom of the page or click the Comments link in the upper right corner of the screen.

Preferred Meeting Time  
Arranged

[Syllabus](#)

[Hide Status History](#)

Seq. No.	Name	Decision	Date	Decision Reason
1	Faculty, Emma	Submitted For Department Approval	15-NOV-10	
2	Faculty, Emma	Withdrawn by the proposer	15-NOV-10	
3	Faculty, Emma	Submitted For Department Approval	16-NOV-10	

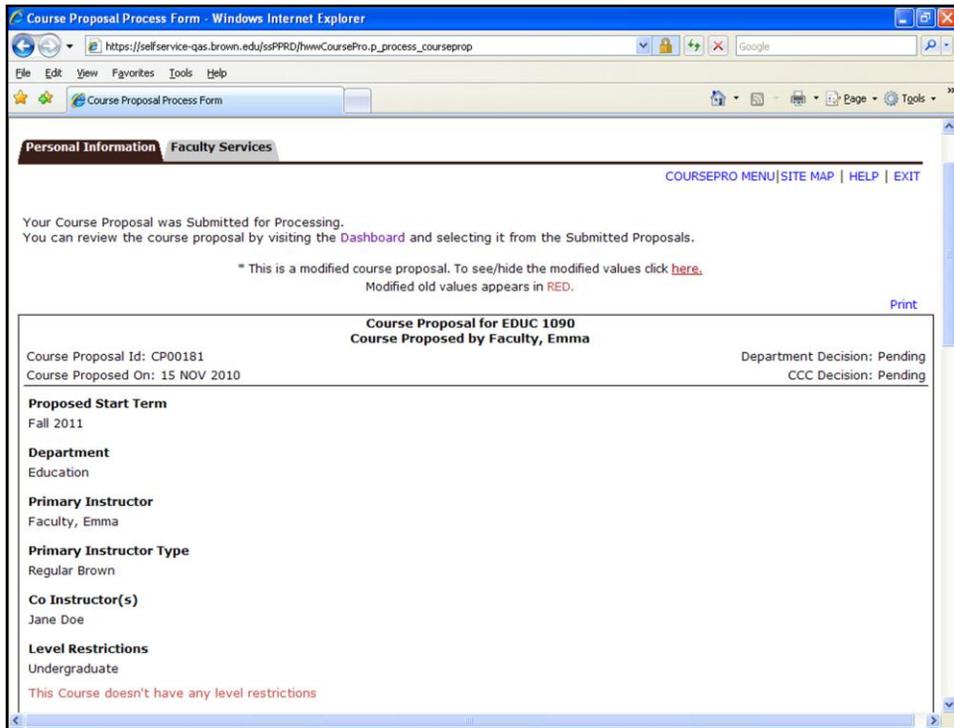
[Show Comments](#) (No Comments)

This is a great idea for a course.

[ [CoursePro Menu](#) | [CoursePro Dashboard](#) ]

RELEASE: 1.10

You can view the Status History by clicking the link to Show Status History. To enter a comment about the proposal, click in the Comments box, type your comment, and click on the Submit Comments button. The notation will be saved as part of the proposal, and an email notification will be sent to the proposer and the Department Approver notifying him or her that a comment has been made. Use the CoursePro links to return to the menu or dashboard.



If you are reviewing a proposal that is a modification to an existing Banner course, you can view the changed data by clicking on the [here](#) link at the top of the page. The modified old values will appear on your screen in red.

https://selfservice-qas.brown.edu/ssPPRD/hwwCoursePro.p\_exist\_cp - Windows Internet Explorer

https://selfservice-qas.brown.edu/ssPPRD/hwwCoursePro.p\_exist\_cp

File Edit View Favorites Tools Help

https://selfservice-qas.brown.edu/ssPPRD/hwwCours...

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COURSEPRO MENU | SITE MAP | HELP | EXIT

Course Proposal Dashboard [New Proposal](#) [Modify Course](#)

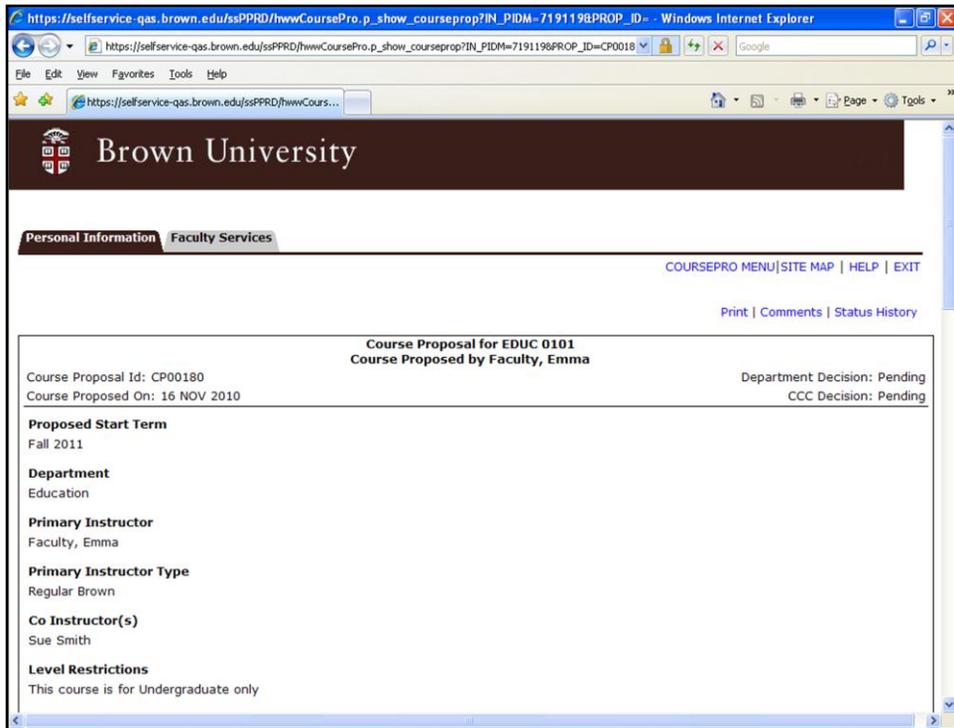
--Filter by Term-- --Filter by Subject-- Under Review All Proposals

Term	New	Course	Status	Details	Status Date	Comments
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[ CoursePro Menu ]

RELEASE: 1.10

As a department approver, you will have access to all the proposals entered by your department faculty & staff. You may access these courses through the same Course Proposal Dashboard. You can filter the proposals by status to display only those proposals that are ready for your review and approval. Click the course code to view the summary details.



From the summary details page, you can use your scroll bar to move to the bottom of the screen or click the Comments link.

https://selfservice-qas.brown.edu/ssPPRD/hwwCoursePro.p\_show\_courseprop?IN\_PIDM=719119&PROP\_ID=CP0018

File Edit View Favorites Tools Help

https://selfservice-qas.brown.edu/ssPPRD/hwwCoursePro.p\_show\_courseprop?IN\_PIDM=719119&PROP\_ID=CP0018

This course doesn't require course override

**Program Restrictions**  
This course doesn't have any program restrictions

**Pre Requisites**  
This course doesn't have any Pre Requisites

**Associated Meeting Type(s)**  
There are no associated meeting type(s) for this course

**Preferred Meeting Time**  
Arranged

**Syllabus**  
[Syllabus](#)

Approve Reject Send it Back

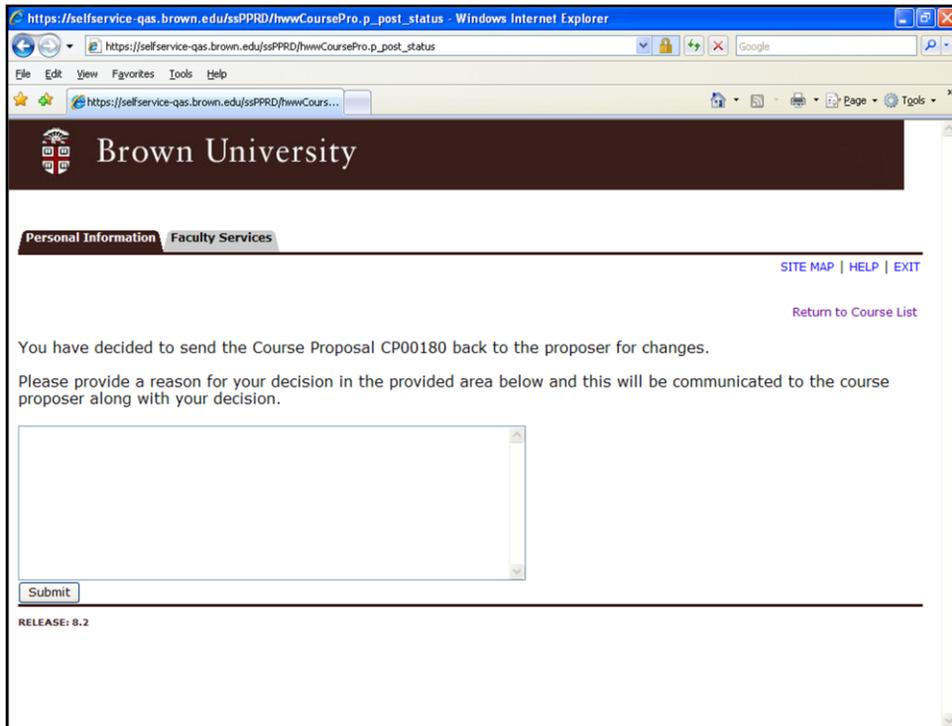
[Hide Status History](#)

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[Hide Comments](#) (Comments Exist)

Reviewer- Approver, Department 16-NOV-10	This is a great idea for a course.
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From here, you may click the Approve button to move the proposal to the next phase – CCC review for a new course or Registrar review for a modification of an existing course. You can also Send It Back to the proposer for refinement. If you would like to submit a comment, scroll down the page to the Comments box. Your third option is to use the Reject button which will archive the proposal and remove it from the processing module. An email notification will be sent to the proposer and those in your department classified as reviewers when a proposal is approved, sent back, or rejected.



When you approve, send back, or reject a proposal, you are given the opportunity to enter a reason for your decision. This is optional and will be recorded with the proposal if entered. This can serve as helpful information for those in the next stage of approvals, the College Curriculum Council.

https://selfservice-qas.brown.edu/ssPPRD/hwwCoursePro.p\_exist\_cp - Windows Internet Explorer

https://selfservice-qas.brown.edu/ssPPRD/hwwCoursePro.p\_exist\_cp

File Edit View Favorites Tools Help

https://selfservice-qas.brown.edu/ssPPRD/hwwCours...

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**Course Proposal Dashboard** [New Proposal](#) [Modify Course](#)

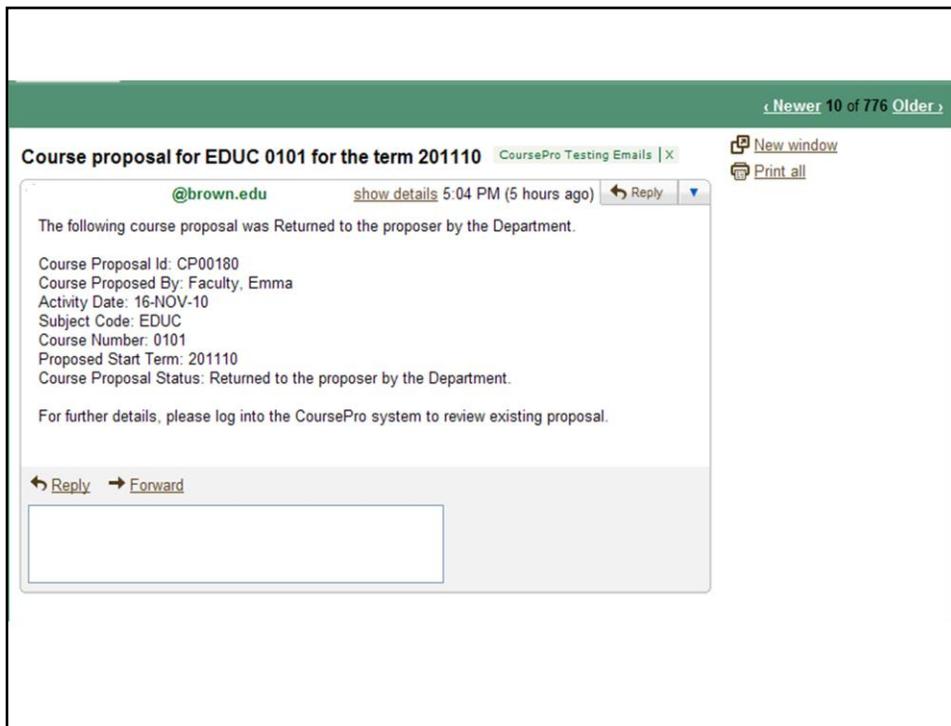
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Summer 2011	N	EDUC-1970	Archived	Approved by Registrar. Pushed into Banner.	11/11/2010	No
Fall 2011	N	EDUC-2140	Under Review	Approved by Department. Under Registrar Review	11/16/2010	No
Fall 2011	N	EDUC-1090	Archived	Rejected by Department(Archived)	11/16/2010	No
Fall 2014	Y	EDUC-2345	Archived	Approved by CCC. Pushed into Banner	11/10/2010	Yes
Summer 2015	N	EDUC-2070A	Archived	Approved by CCC. Pushed into Banner.	11/12/2010	No
Summer 2016	N	EDUC-2345	Archived	Approved by CCC. Pushed into Banner.	11/12/2010	No
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Spring 2017	N	EDUC-0800	Archived	Approved by CCC. Pushed into Banner.	11/11/2010	No

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Each action of the department approver will be reflected in the Course Proposal Dashboard. You will be able to view the status of any proposal at any time and know where it is in the processing stages.



Any change in status of a proposal will also result in an email notification to the proposer and department reviewers. Similar to the notification process embedded in the department review and approval stage, you will also be notified via e-mail anytime an action is made on behalf of the CCC or in the case of minor modifications to an existing course, the Registrar's Office, such as comments, approvals, etc. You can view additional details – such as comments about the proposal – by logging into the CoursePro application. Thank you for using this Banner Web tutorial.