


CourseLeaf CIM Tip Sheet

Filling out Your Degree or Certificate Narrative

Prefer video? Scroll to the bottom of this tip sheet for a link!

This tip sheet is for faculty users who are filling out the Narrative section of their new degree/certificate, after their Proposal has been approved by CCC. For full information about the process to create a new degree/certificate, visit [the CCC's Degree or Certificate Process & Resources webpage](#).

Throughout the form, you will see question marks inside blue circles next to most of the field names:  —these are help bubbles. They contain useful guidance specific to the field; some even include links to expanded guidance. When you see one, give it a click!

Accessing your degree or certificate in the CourseLeaf console

1. After your New Degree or Certificate Proposal has been approved by CCC, you'll receive a notification email from CourseLeaf, for example:

[CourseLeaf CIM Programs] Degree or Certificate ready for your review: Robotics,Certificate of Achievement

 Foothill CourseLeaf <foothill@notify.courseleaf.com>
To: Vicki Smith-Lawson

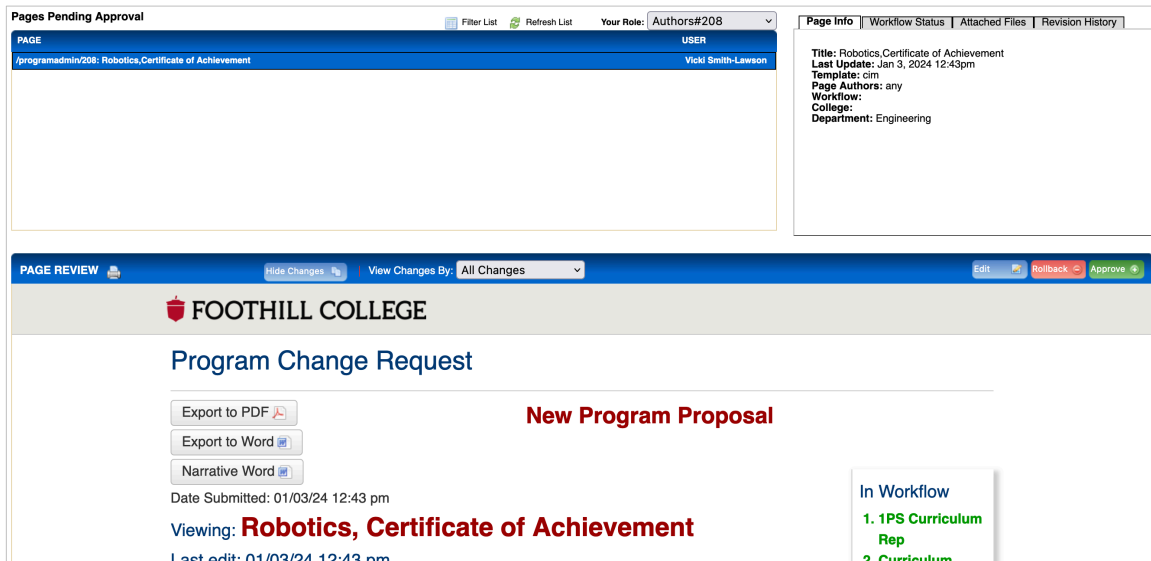
Hi Vicki,

The Robotics,Certificate of Achievement has been submitted to you in workflow.

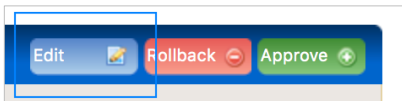
***If you are one of the faculty authors listed on the Robotics,Certificate of Achievement, this is your notification that your degree/certificate proposal was approved by CCC and you now have access to fill out the full narrative/information! This access is a little different than it was when you filled out your proposal, so please watch the short video or read the tip sheet called "Completing Your Degree or Certificate Narrative" for helpful instructions: <https://foothill.edu/curriculum/courseleaf.html>

You may access and edit the degree/certificate by visiting:
<https://courseleaf.foothill.edu/courseleaf/approve/?role=Authors%23208>

- The link in the email will take you directly to the degree or certificate in the CourseLeaf console. Click the degree/certificate, and the full details will appear in the “Page Review” section.



- Click the “Edit” button on the right-hand side of the “Page Review” section header. The degree/certificate will open in a new window.



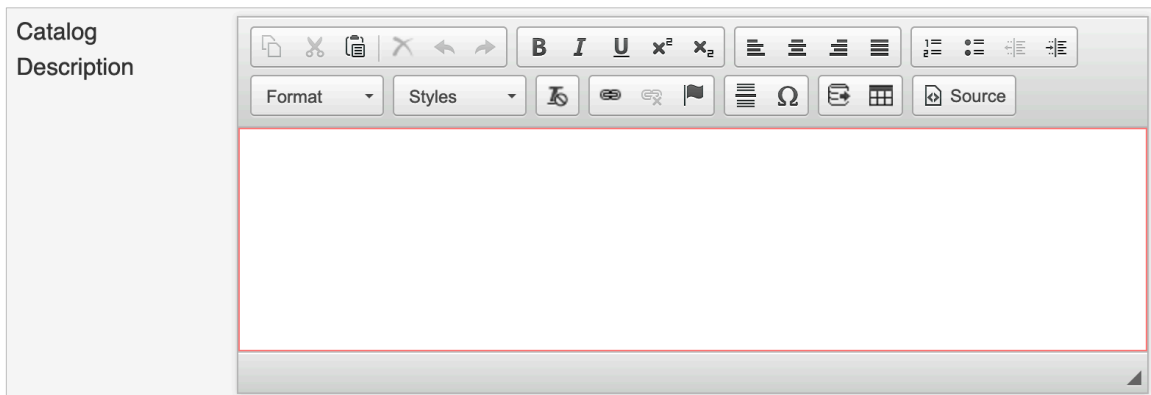
- Scroll past the “Basic Information” and “New Degree or Certificate Proposal” sections to start working on the Narrative.

Note: If you misplace the notification email, you can use the following link to access the console:
<http://courseleaf.foothill.edu/courseleaf/approve>

If you use this link (instead of the link in your CourseLeaf notification email), you’ll need to make a selection in the “Your Role” drop-down menu in order to access the degree or certificate. This process is covered in the video version of this tip sheet, available on [the CCC’s CourseLeaf Resources webpage](#).

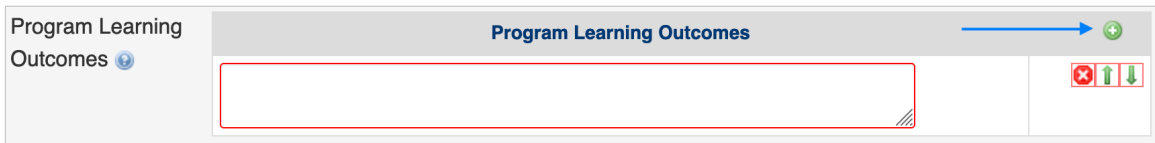
Helpful tips

- The fields included in the Narrative section are based on what’s selected for the Type of Award and Workforce/CTE Program fields in the “Basic Information” section at the top of the form. Required fields are indicated by a red box around the field, for example:

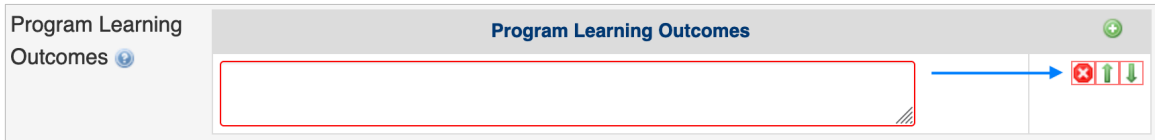


- The following fields are set up as tables: Program Learning Outcomes, Proposed Sequence, Historical Enrollment Data. For these fields, use a separate text box for each entry:

- To add a text box, click the green plus sign at the top-right corner of the table.

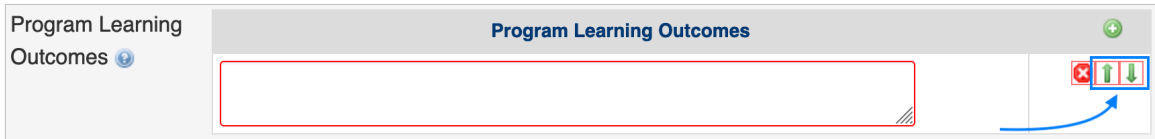


- To delete a text box, click the red X to the right of the box.

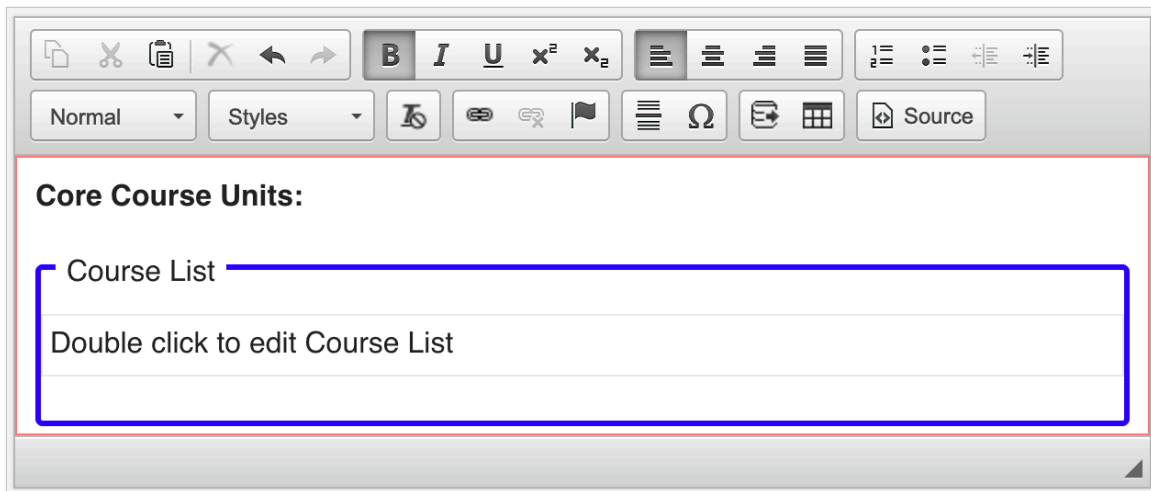


Note: Deleting a text box will also delete the information that was listed within it.

- Some tables allow you to rearrange the text boxes; to do so, use the green arrows to the right of each box.



- Course Lists are used in the Core Courses and Support Courses fields, to select the courses for your degree/certificate. For detailed information about how to fill out a Course List, refer to the [CourseLeaf CIM Tip Sheet—Filling out a Course List](#), available on [the CCC's CourseLeaf Resources webpage](#).

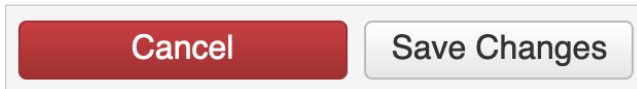


Note: AA-T Degrees and AS-T Degrees do not include the Core Courses and Support Courses fields, as this information is included in the TMC document. If you're creating an AA-T or AS-T, work with the Articulation Officer to fill out the TMC.

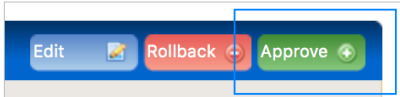
- Depending on what's selected for the Type of Award and Workforce/CTE Program fields, the form includes up to three types of attachments. These attachments are required for the submission of the degree/certificate to the state Chancellor's Office, but it's okay to submit your Narrative for local approval even if you don't yet have all of the attachments available.
- Most degrees/certificates include a "Curriculum Sheet" section at the bottom of the form. These are extra fields (all optional) you can use to provide additional information in the catalog. Any information you enter in these fields will not be included on the Narrative submitted to the state Chancellor's Office.

Saving and submitting your Narrative

1. Use the action buttons at the bottom of the form.



- Save Changes: Your work will be saved, but the degree/certificate won't yet be submitted (see below). You'll be able to come back later to make further edits.
*Important Note: If any of the required fields on the form are blank when you click the "Save Changes" button, you will get an error message prompting you to complete those fields, and the system will not allow you to save. Fear not! You can type anything you want into those fields (even just the word "save"), for the time being—**just don't forget to come back later and complete them!***
 - Cancel: Use this only if you don't want to save your recent work. This button will close the window, and you will lose all of your work.
2. Once you've completed all of the required fields and are ready to submit your degree/certificate Narrative for review and approval, take action by clicking the green "Approve" button on the right-hand side of the "Page Review" section header.



Prefer video training? We offer a video version of this tip sheet! For it and other tip sheets and videos related to CourseLeaf, please check out our full slate of training resources, available on [the CCC's CourseLeaf Resources webpage](#). And don't forget about those help bubbles!