1. Click on the following link to access the course report
   https://nextcatalog.oregonstate.edu/courseleaf/courseleaf.cgi?page=/courseadmin/index.html&step=reports

2. Toggle to the program or misc report using the drop-down field on the right hand side
   a. As the course, program and misc forms are separate in CIM, reports must be run separately in the tool

3. The report you will find most useful is ‘In Workflow’ on the left-hand side – this report will tell you every proposal that is currently at your review step in workflow

4. Select your role in ‘Workflow Filter’
   a. Only roles that have an active proposal in CIM workflow will appear in the list for ‘In Workflow’
   b. Ctrl+select to select multiple roles
   c. You can generate a list of approved proposals or check the activity of a specific user using different reports on the left-hand side

5. Using ‘Additional Fields,’ you can Ctrl+select variables such as College, Effective Term, Course Level, etc, to generate the report you want
   a. The ‘Additional Field’ list is long because it captures every field in the CIM form. Many of those are not going to be useful to you for the purposes of creating meeting agendas or lists for committees but they may be useful in the future if you want to generate reports on learning outcomes or performance evaluation
   b. All reports include fields for:
      i. Status (added for new, edited for changed, deleted for dropped)
      ii. Initiator (ID of the proposal originator)
      iii. Received (date proposal was added to your queue)
   c. The default fields that will appear in the report for courses are:
      i. Subject code (designator)
      ii. Course number
CIM Reporting Tool

iii. Title
d. The default fields for the program report are:
i. Key code
ii. Title (including level and type. Eg, Accountancy Undergraduate Major)

Additional Fields

6. Click on ‘Run Report’ and the results will display at the bottom of the screen
   a. You can export the report to Word or Excel
   b. The URL for each proposal is embedded in the report but there is a unique key associated with each course and program which you can also use in a URL to take you directly to a proposal. For example, https://nextcatalog.oregonstate.edu/courseadmin/?key=19792 will take you to ED 624. The key code can be found in the bottom right hand corner of each proposal. Unlike the CPS, there can only be one proposal in workflow for a specific course or program at the same time so the key code will not change over its lifetime. ED 624 will always be key 19792

Course Proposal Management - Reports

Just like Banner and many other of our OSU tools, CIM is a code based system so you will see that in many cases, codes are listed instead of names. Contact cim.help@oregonstate.edu for clarification on a code or need assistance with any other aspect of CIM or the reporting tool.

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