How to use the online Course Proposal tool for new and existing courses
(for Faculty and Staff)

Thank you for visiting the Online Course Proposal Web Tutorial for new and existing courses for Brown University Faculty and Staff.
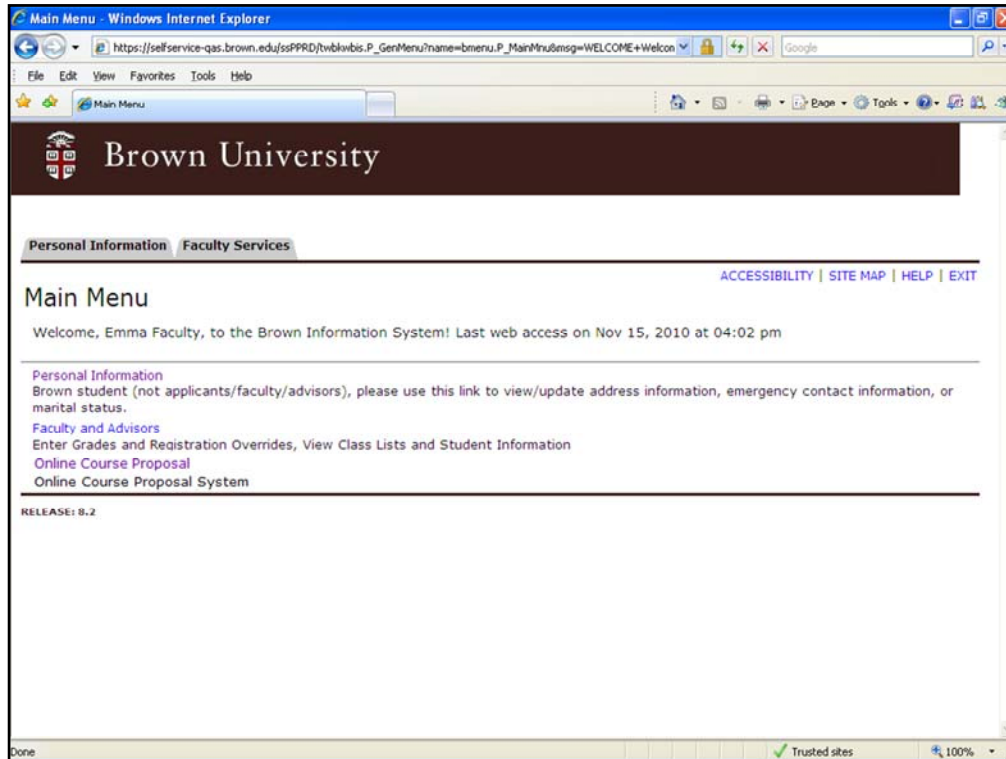
https://selfservice.brown.edu

-or-

"Banner Web" link from the Faculty or Staff 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 or Staff gateway on the Brown homepage.
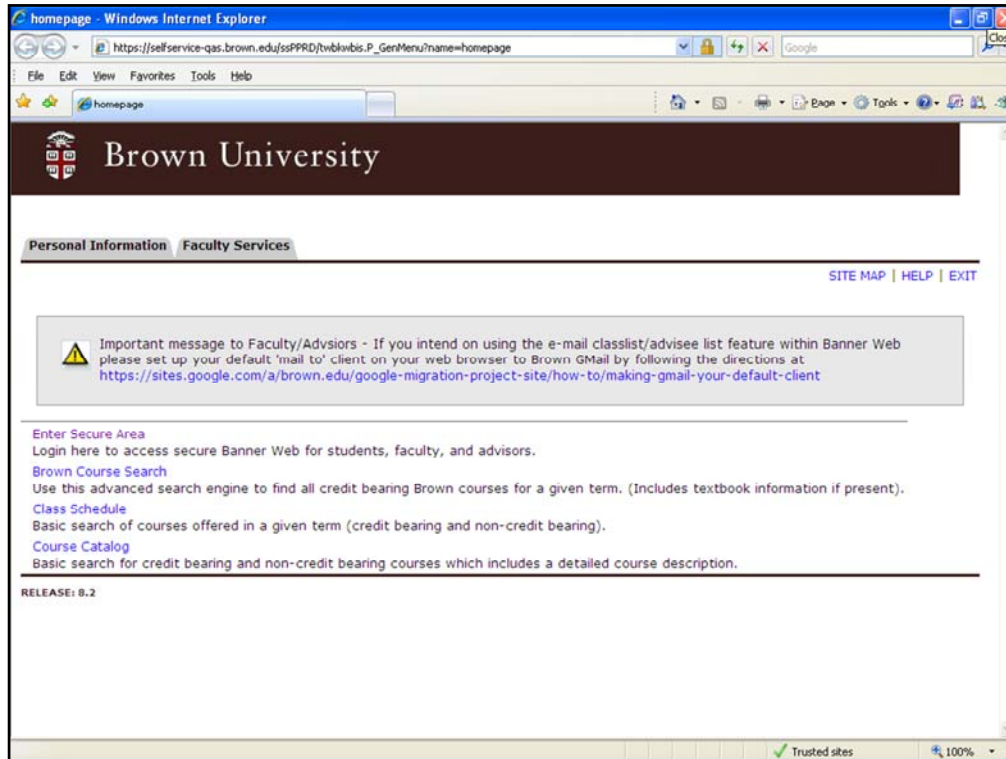
Log in to the Secure Area via the Brown Authentication process

Once logged in, you should see a similar menu that is specific to your faculty or staff information. From this menu, select the Online Course Proposal link.
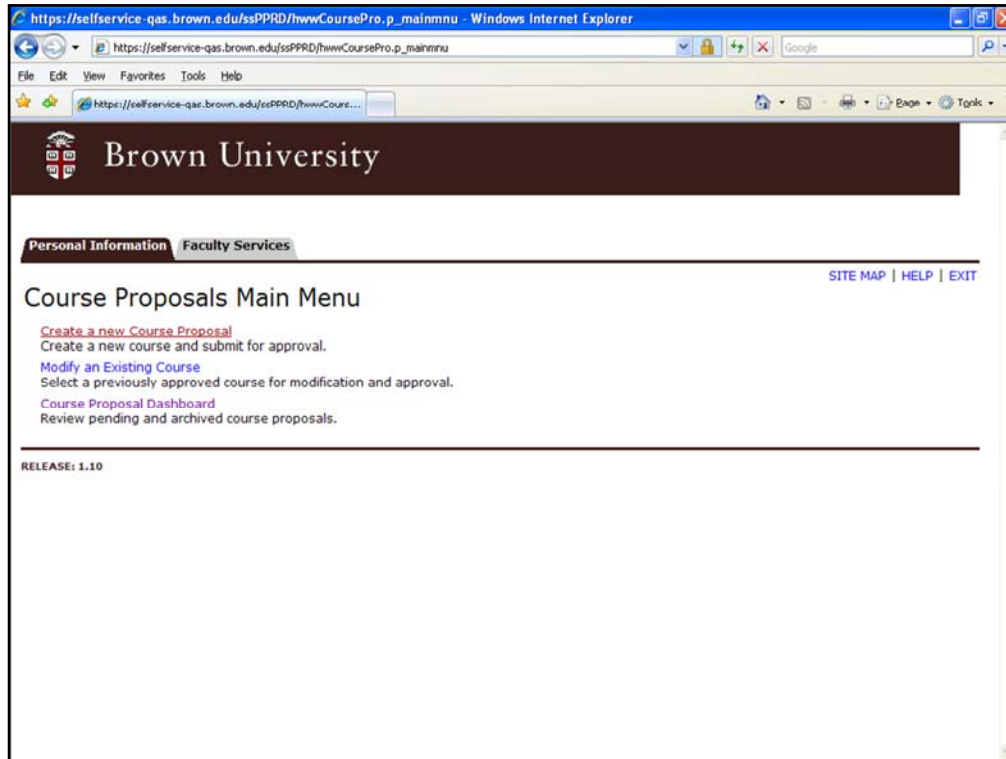
Next, select the Menu Link for the appropriate action. At any time should you have questions on the tool or particular curriculum council guidelines as they relate to course proposals, use the HELP links on the top right hand corner of each screen. We'll start with "Create a new Course Proposal".

Use the drop down lists to select the start term and subject code. Enter your new course number and use the 'Check Availability' button to be sure the course number can be used. If the message "Course Number not available" appears that means it is either a course that has been previously approved and needs to be modified (instructions follow later on in this screencast), or the number has been reserved by another department user. The various radio buttons are used to indicate level restrictions, independent study offerings, credit value, and grade mode. Use the drop down list to select the department for your course. Once the Main tab has been entered, you may save your proposal to finish it later or continue to complete the online form.

Once you have made your selections (as in the sample on your screen), click the Next button to navigate to the next tab.

Course title and description are entered here. You may edit the transcript title to 30 characters as you see fit. If you wish to embed special formats such as italics or bolding, please use the Help link in the upper right hand corner for examples of standard html commands.

Once complete, click Next to advance to the Instructors tab.

Note that your name and general appointment category will default from the system. If you are entering the proposal as a proxy, your name will default as an Adjunct/Visiting instructor. If you know the intended instructor, you can add the instructor's name and anticipated appointment category here - even if he/she is not yet active in Banner. You may also indicate co-instructors if necessary. Click Next to advance.

The Restrictions tab is used to indicate additional details about your course. For example, restrictions to certain classes or concentrations, enrollment limits, instructor override required for all students for registration, or pre-requisites required. Click Next to advance to the Scheduling tab.

Indicate any additional meeting types and a preference for a meeting time. Please note that this is a 'preference' only and not a guarantee of a scheduled meeting time. It serves two purposes: one is to indicate the number of meetings or hours required during a semester; the other is to provide an indication to the Registrar's Office once approved what time slot is preferred. Click Next to complete processing.

You must attach a syllabus prior to submitting your course for approval. The attachment may be in any format. If a graduate TA is the primary instructor on the course there will also be 2 additional attachments required: a letter of recommendation from the department chair, and an up to date CV. Information about syllabus development may be found by clicking on the Sheridan Center link in the gray info text area. At this point, you may save your proposal and return to it later, or submit for department review and approval.

Once you save or submit, a Course Summary page will appear for your review. You can print this page using the Print link at the top right. If you want to save a version of the summary, you can always choose Print to file in your printer settings. As a reminder, you will always have access to the Summary page through the Course Proposal dashboard (which we will cover later in this screencast). Use the Proposal Menu link to return to the menu or click Exit to close your session.
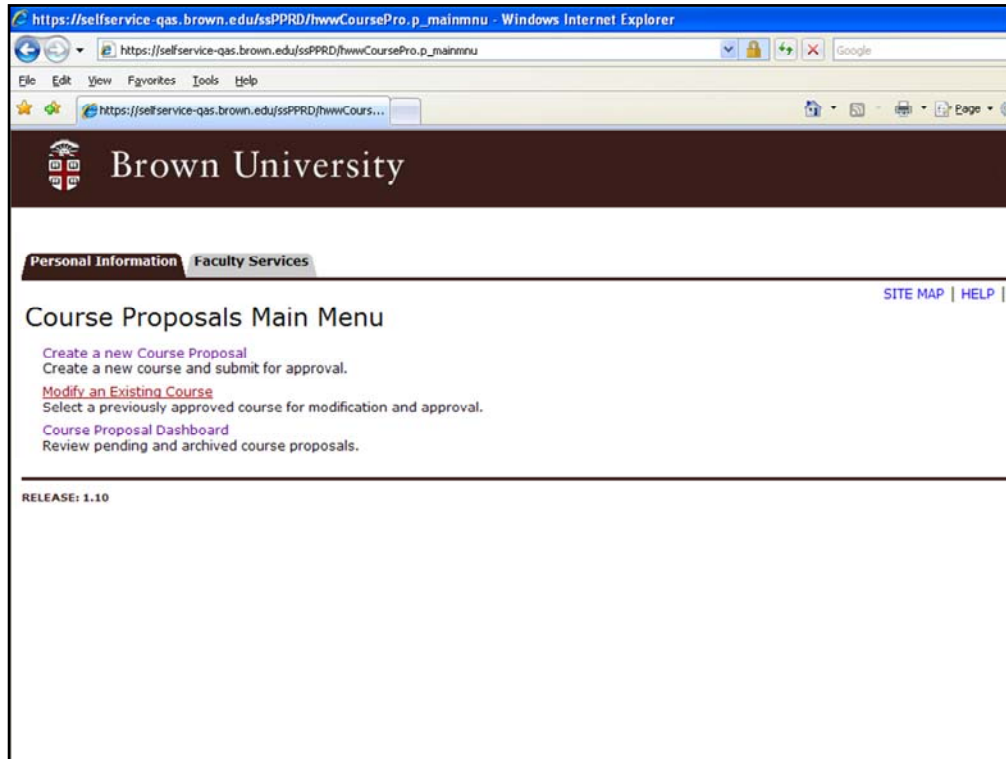
Use the Modify Existing Course link to access a course that's previously been approved and exists in Banner.

Select a subject code and a course using the drop down lists. Once populated, click Submit. If you do not see a particular course number please contact the Faculty and Academic Department Support Division in the Office of the Registrar.

Existing data will populate the fields on the form. You may change these fields as needed, just as you entered them in a new proposal.

When you save or submit a modification of an existing course, the Course Summary will display any changes you have made when you click the <u>here </u>link at the top of the page. Old values will appear on your screen in red. Use the links at the top of the page to return to the Proposal Menu, access the Help text, or Exit the Banner session.
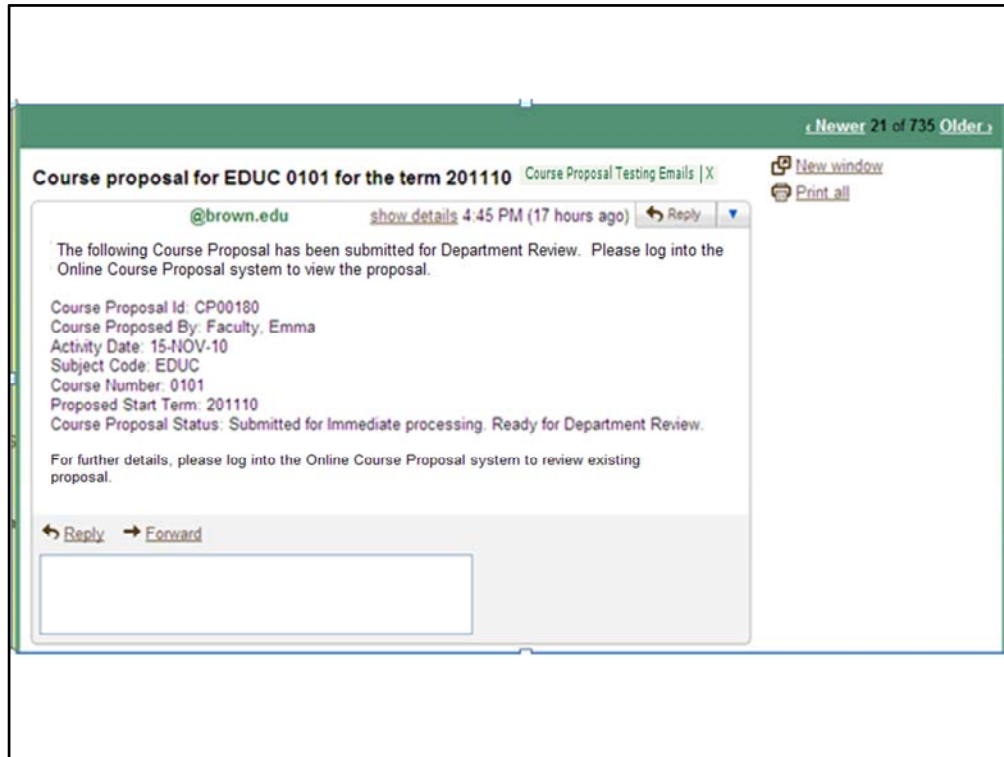
When you submit a proposal for approval, an email notification will be sent to your department review staff to advise them of the entry. These email notifications will be triggered for any status change such as proposals withdrawn, or approval by department or CCC. You may log in to the Online Course Proposal system at any time to view the status of your proposal or the comments made.
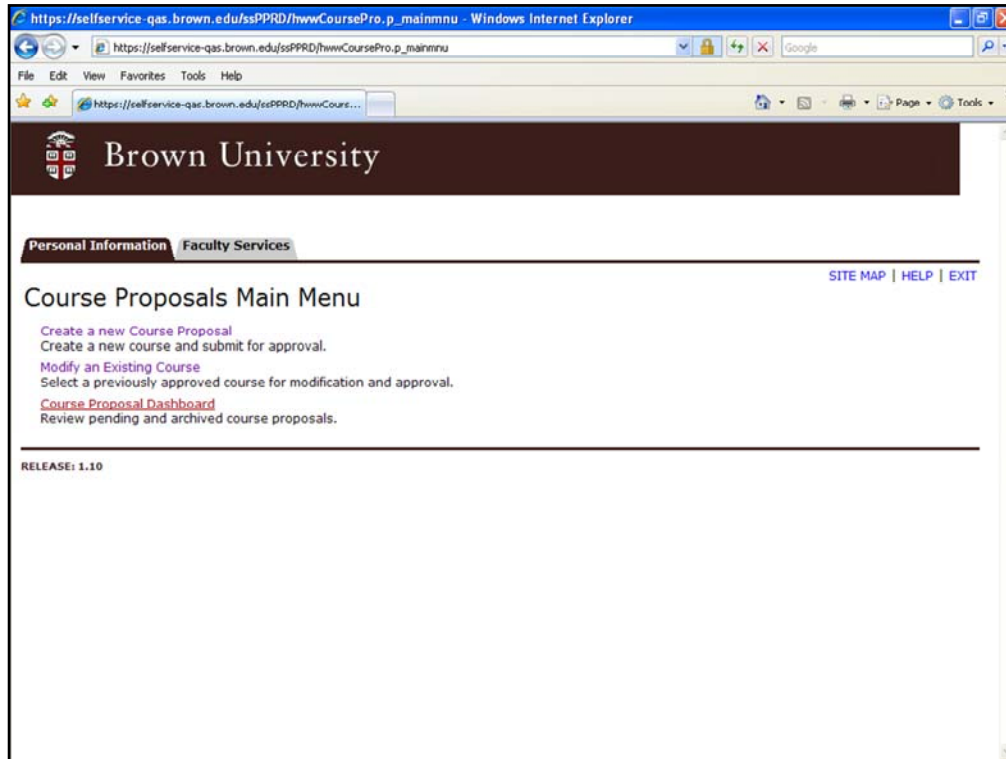
The Course Proposal Dashboard link will allow you to review your saved or submitted proposals.
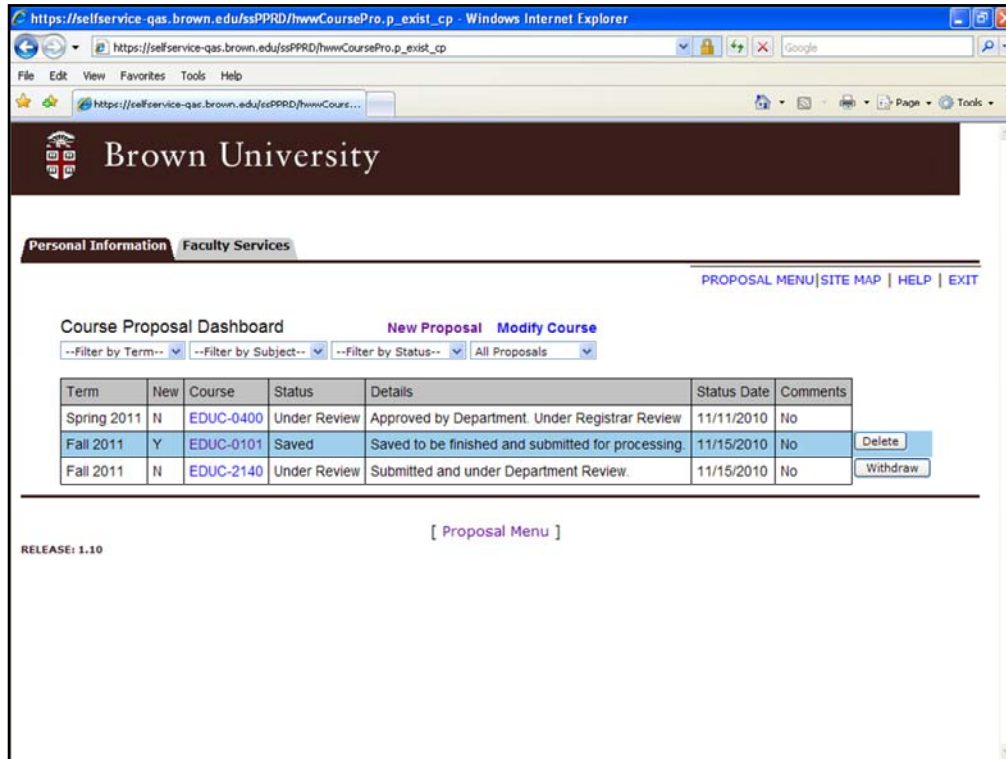
The dashboard provides you a quick summary of your proposals and their status – saved, under review, archived, etc. as well as a review of any comments made on a particular proposal.   If you have saved (but not yet submitted) a proposal, you may access it from the dashboard to make changes, complete it, or permanently delete it.   If you have submitted a proposal, you may withdraw it to revise data and re-submit, or subsequently delete it if you wish.   Note: you can only withdraw or delete a proposal that you have created up until the department review stage. Click the course code link to access the proposal to view the summary, complete data entry, or to view any comments made. Thank you for using this Banner Web tutorial.