**CourseLeaf CIM Tip Sheet**

**Updating a Legacy COR (imported from C3MS)**

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| Throughout the form, you will see question marks inside blue circles next to most of the field names: Screenshot from CourseLeaf CIM system to provide visual example of help bubble—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! |

* **Distance Learning Addendum:** The new version of the DL Addendum form is now in CourseLeaf, and we are no longer using the Office 365 form. You’ll find the new form further down on the COR than the previous version, just under the TOP Code field.
  + Most courses have the new version of the form on file, and Mary Vanatta has finished manually copying over the selections into CourseLeaf. If the DL Addendum fields are showing up blank on your course in CourseLeaf, you’ll need to fill out the DL Addendum as part of your COR update
* **Stand Alone, Content Review, Foothill GE, Cross-Listing forms:** If your course has prior approval using an old "paper" form, you do not need to complete these fields in CourseLeaf. [Email Mary](mailto:mailto:vanattamary@fhda.edu) to request the historical document(s) be attached to the COR.
  + If needed, enter "prior approval granted - see historical document attached" in any required fields within these sections
* **List Formatting (A, B, C, 1, 2, 3, etc.):** List formatting in some fields (e.g., Course Objectives, Course Content) has been copied over from C3MS, but it won't properly indent the lines like it did in C3MS. Please take the time to properly apply the Numbered List formatting option, anywhere it's appropriate—here's where you'll find it:

**Screenshot from CourseLeaf CIM system to supplement instruction**

* + Yes, the Numbered List in CourseLeaf begins with a number, which is different than it was in C3MS. This is okay!
* **Methods of Evaluation & Method(s) of Instruction:** Depending on how these fields were formatted on your COR in C3MS, the information might already be split into separate fields. If it is not, please take the time to do so.
  + And if the fields begin with A, B, C, etc., please remove those letters
* **Representative Texts(s):** We are changing the way we list textbooks on our CORs, which will require some help from you! You'll find that the information from your COR in C3MS has been imported into the Other Required Materials field. While you're updating your textbooks, as needed, please remove the books from that field and enter them into Representative Text(s), using the Author(s), Title, and Publication Date boxes.
  + There is a separate field for your "older than 5 years" notation
  + Materials that are not textbooks, as well as expanded information about the listed textbooks, may be entered in the Other Required Materials field (as appropriate)

If you find yourself needing some additional guidance while updating your COR, please check out the comprehensive CourseLeaf CIM User Guide, available on [the CCC's CourseLeaf Resources webpage](https://foothill.edu/curriculum/courseleaf.html). And don't forget about those help bubbles!