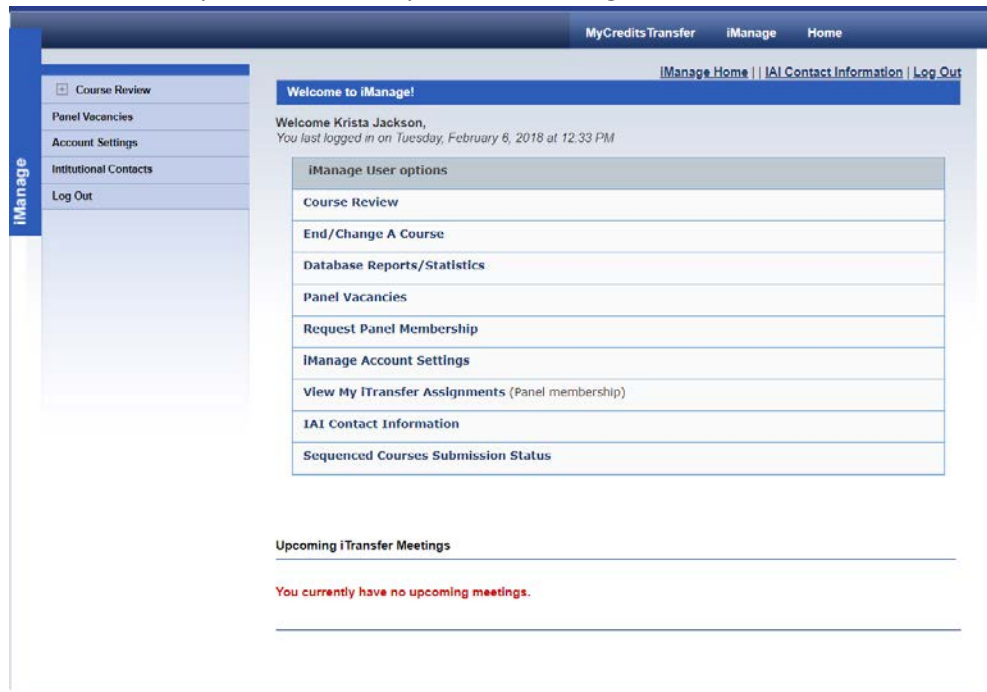


End/Change a Course – Maintaining the Institutional IAI database

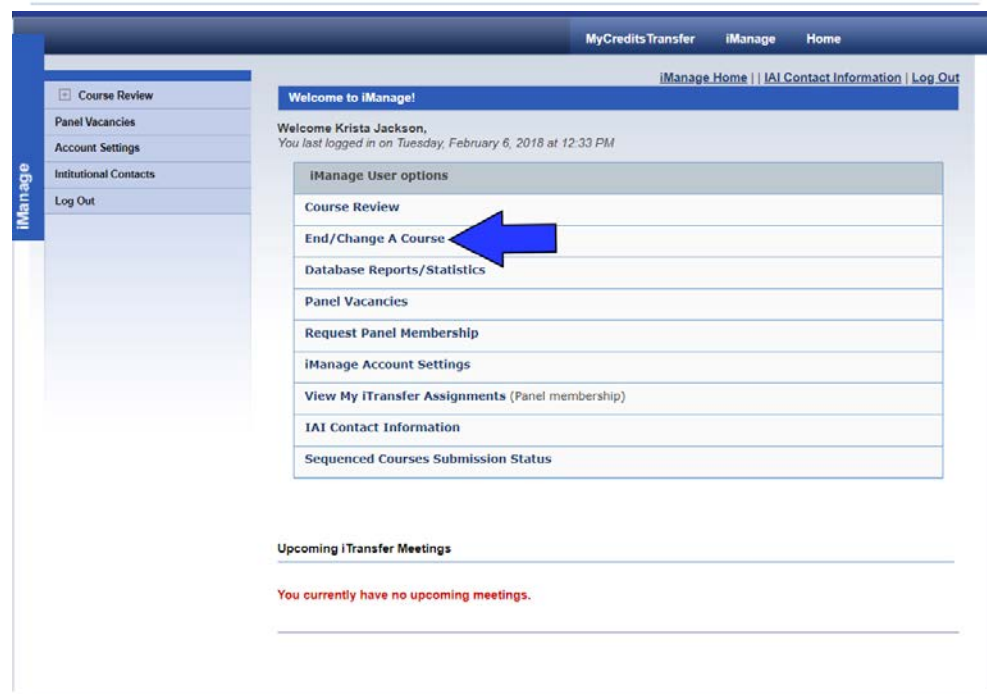
Maintaining your Institution's IAI database is a manual process for course submitters working with IAI. This process is available via the iManage system. Once you have logged into the system,

- 1> You will see the main landing page for the iManage system. As long as you have the Course Submitter authorities, you will see the option "End/Change a Course." Click that link to begin.



The screenshot shows the iManage system landing page. The top navigation bar includes "MyCredits Transfer", "iManage", and "Home". The left sidebar contains "iManage" and a menu with "Course Review", "Panel Vacancies", "Account Settings", "Institutional Contacts", and "Log Out". The main content area features a "Welcome to iManage!" banner, a welcome message for Krista Jackson, and a table of "iManage User options". The "End/Change A Course" option is highlighted in blue. Below the table, there is a section for "Upcoming iTransfer Meetings" which states "You currently have no upcoming meetings."

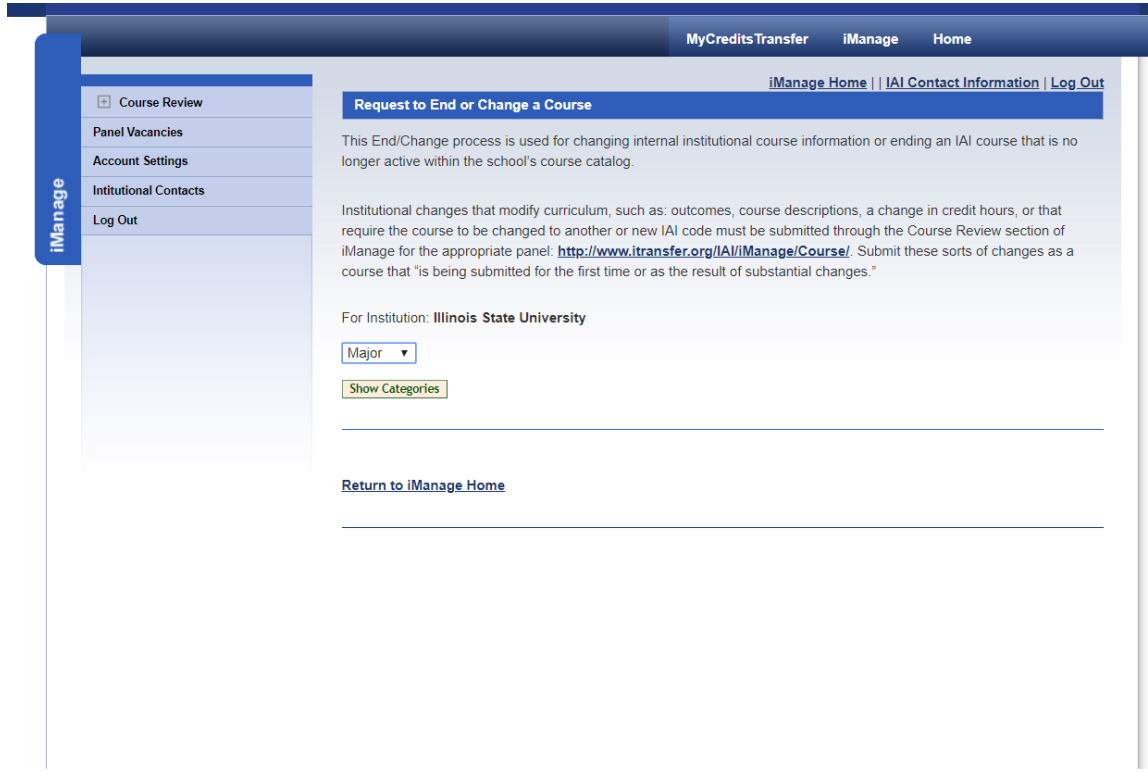
iManage User options
Course Review
End/Change A Course
Database Reports/Statistics
Panel Vacancies
Request Panel Membership
iManage Account Settings
View My iTransfer Assignments (Panel membership)
IAI Contact Information
Sequenced Courses Submission Status



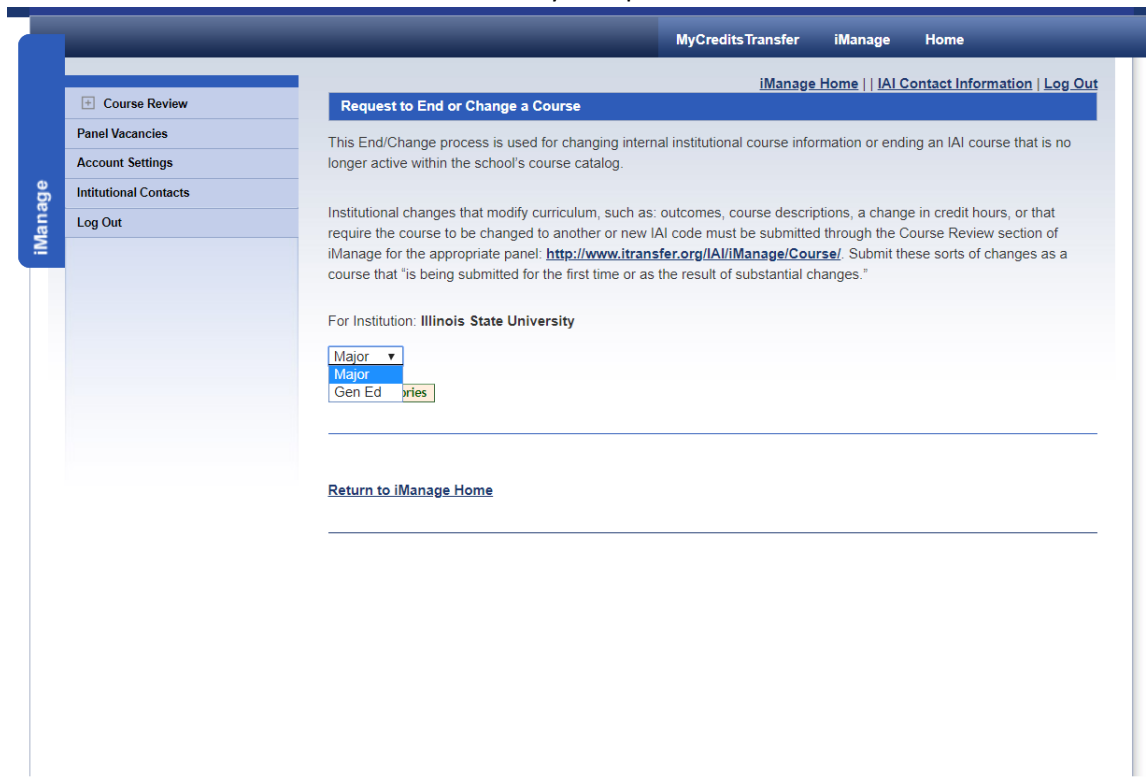
This screenshot is identical to the one above, but with a blue arrow pointing to the "End/Change A Course" link in the "iManage User options" table.

iManage User options
Course Review
End/Change A Course
Database Reports/Statistics
Panel Vacancies
Request Panel Membership
iManage Account Settings
View My iTransfer Assignments (Panel membership)
IAI Contact Information
Sequenced Courses Submission Status

2> The End/Change landing page explains the process.



3> To begin manipulating the database and ending or changing (ending an existing course in the database and adding a replacement course due to departmental and/or course titling changes), utilize the drop box to select the portion of the database being maintained. Be sure the institutional name indicated is the institution you represent.



- 4> Once you select the portion of the database from Gen Ed and the Majors, click “Show Categories.”

MyCredits Transfer iManage Home

iManage Home | IAI Contact Information | Log Out

Request to End or Change a Course

This End/Change process is used for changing internal institutional course information or ending an IAI course that is no longer active within the school's course catalog.

Institutional changes that modify curriculum, such as: outcomes, course descriptions, a change in credit hours, or that require the course to be changed to another or new IAI code must be submitted through the Course Review section of iManage for the appropriate panel: <http://www.itransfer.org/IAI/iManage/Course/>. Submit these sorts of changes as a course that "is being submitted for the first time or as the result of substantial changes."

For Institution: **Illinois State University**

Gen Ed ▾

Show Categories

Return to iManage Home

- 5> The screen will you to select the next piece of data you want to see. You can choose to view all the courses for the section in one screen or you can narrow your parameters. We recommend working smaller versus larger but it is important to work in the manner you prefer.

MyCredits Transfer iManage Home

iManage Home | IAI Contact Information | Log Out

Request to End or Change a Course

This End/Change process is used for changing internal institutional course information or ending an IAI course that is no longer active within the school's course catalog.

Institutional changes that modify curriculum, such as: outcomes, course descriptions, a change in credit hours, or that require the course to be changed to another or new IAI code must be submitted through the Course Review section of iManage for the appropriate panel: <http://www.itransfer.org/IAI/iManage/Course/>. Submit these sorts of changes as a course that "is being submitted for the first time or as the result of substantial changes."

For Institution: **Illinois State University**

Gen Ed ▾

Show Categories

Display All Courses ▾

- Display All Courses
- Communication
- Discussion Items
- Humanities and Fine Arts
- Life Science
- Mathematics
- Physical Science
- Social and Behavioral Sciences

Click "View Courses" to see the course list.

6> The page will display the courses you selected to see. You can now begin to manipulate the data.

IAI Code	School Code	Course Title	School	End Course	Change Course Info
L1906	BSC 170	Genetics and Society	Illinois State University	End Course	Change Course Info
L1904	BSC 145	Human Biology	Illinois State University	End Course	Change Course Info
L1900L	BSC 101	Fundamental Concepts in Biology	Illinois State University	End Course	Change Course Info
L1910L	BSC 196	Biological Diversity	Illinois State University	End Course	Change Course Info
L1910L	BSC 197	Molecular/Cellular Basis of Life	Illinois State University	End Course	Change Course Info

The choices here are to “end” and “change” a course. To “end” a course which means there is no course to replace it and the institution no longer wants the course to be IAI approved. The institution may choose to continue teaching such a course, but IAI transferability ends. To “change” a course means that course currently approved has had a minor change such as a departmental coding change and/or title change. This change requires the current course information in the database to “end” and a replacement course with the corrected information to be “added” in its place. Due to our dating structure, there will be no gap in IAI approval/coverage for a course.

Major or significant changes to curriculum, such as additions and removal of course content and topics, significant revisions to student learning outcomes and/or the course description, credit hour changes, or other curricular changes that require the institution’s curriculum committee to review and approve the course, should be submitted to the panel as a new/revised course in the submission system. See the walk-through for new course submissions for assistance with this process. Please talk with your IAI Administrators if you are unsure if you need submit a course or discuss options in the change process. Email us at jai@itransfer.org.

7> To “end” a course, click the “End Course” link.

Request to End or Change a Course

This End/Change process is used for changing internal institutional course information or ending an IAI course that is no longer active within the school's course catalog.

Institutional changes that modify curriculum, such as: outcomes, course descriptions, a change in credit hours, or that require the course to be changed to another or new IAI code must be submitted through the Course Review section of iManage for the appropriate panel: <http://www.itransfer.org/IAI/iManage/Course/>. Submit these sorts of changes as a course that is being submitted for the first time or as the result of substantial changes.

For Institution: **Illinois State University**

Gen Ed ▾

Show Categories

Life Science ▾

View Courses

IAI Code	School Code	Course Title	School		
L1906	BSC 170	Genetics and Society	Illinois State University	End Course	Change Course Info
L1904	BSC 145	Human Biology	Illinois State University	End Course	Change Course Info
L1900L	BSC 101	Fundamental Concepts in Biology	Illinois State University	End Course	Change Course Info
L1910L	BSC 196	Biological Diversity	Illinois State University	End Course	Change Course Info
L1910L	BSC 197	Molecular/Cellular Basis of Life	Illinois State University	End Course	Change Course Info

[Return to iManage Home](#)

8> The course information will display and you can begin manipulating the information.

The screenshot shows the iManage interface for course management. The top navigation bar includes 'MyCreditsTransfer', 'iManage', and 'Home'. The left sidebar contains 'iManage' and a menu with 'Course Review', 'Panel Vacancies', 'Account Settings', 'Institutional Contacts', and 'Log Out'. The main content area is titled 'Course Information' and includes links for 'iManage Home', 'IAI Contact Information', and 'Log Out'. Below the title, it says 'Current Information for this course:' followed by a table of course details.

IAI Code	L1906
School Code	BSC 170
School Name	Illinois State University
Institution Title	Genetics and Society
Credit Hours	300
Semester/Quarter	S
Date Added	5/1/1998 12:00:00 AM

Below the table, it prompts the user to 'Select the term and year you wish to end this course:' with dropdown menus for '01/01 (Spring)' and '2018'. A rich text editor is present with formatting icons (B, I, bold, italic, link, unlink, help) and a 'REC' status indicator. At the bottom, there is an 'End Course' button and a 'Return to iManage Home' link.

You have the choice of end dates: 01/01 – the start of the Spring semester or end of the fall semester, 05/01 – the end of the Spring semester or start of the summer semester, and 08/15 – the start of the fall semester or end of the summer semester.

This screenshot is similar to the previous one but shows the dropdown menu for the end date selection. The menu is open, displaying three options: '01/01 (Spring)', '05/01 (Summer)', and '08/15 (Fall)'. The '01/01 (Spring)' option is currently selected and highlighted in blue. The rest of the page layout, including the course information table and navigation elements, remains the same as in the previous screenshot.

You can then choose the year the course should end in. You can back or forward date your ending date. On this date, the course will no longer be IAI approved.

Course Information

Current Information for this course:

IAI Code	L1906
School Code	BSC 170
School Name	Illinois State University
Institution Title	Genetics and Society
Credit Hours	300
Semester/Quarter	S
Date Added	5/1/1998 12:00:00 AM

Select the term and year you wish to end this course:

01/01 (Spring) | 2018

B I [Rich Text Editor] ?

2004
2005
2006
2007
2008
2009
2010
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
2021
2022
2023

End Course

[Return to iManage Home](#)

You can add notes to your course end to help you remember why you requested the end. We can see those notes when we reactivate courses, etc.

Course Information

Current Information for this course:

IAI Code	L1906
School Code	BSC 170
School Name	Illinois State University
Institution Title	Genetics and Society
Credit Hours	300
Semester/Quarter	S
Date Added	5/1/1998 12:00:00 AM

Select the term and year you wish to end this course:

01/01 (Spring) | 2018

B I [Rich Text Editor] ?

Notes go here

End Course

[Return to iManage Home](#)

To process your end request, click “End Course.”

The screenshot shows the iManage interface. On the left is a vertical navigation menu with options: Course Review, Panel Vacancies, Account Settings, Institutional Contacts, and Log Out. The main content area is titled 'Course Information' and includes a sub-header '(iManage Home | IAI Contact Information | Log Out)'. Below this is a table with the following data:

Current Information for this course:	
IAI Code	L1906
School Code	BSC 170
School Name	Illinois State University
Institution Title	Genetics and Society
Credit Hours	300
Semester/Quarter	S
Date Added	5/1/1998 12:00:00 AM

Below the table, there is a prompt: 'Select the term and year you wish to end this course:' followed by dropdown menus for '01/01 (Spring)' and '2018'. A rich text editor is present with a toolbar (B, I, bold, italic, link, unlink, help) and the text 'Notes go here'. At the bottom left of the editor area, there is a small dropdown menu and a yellow 'End Course' button, which is pointed to by a blue arrow. Below the button is a link: 'Return to iManage Home'.

9> The next screen will send the course to your IAI administrators for processing. It is kept in a holding spot until it is processed. If you make a mistake or need to cancel the request, please let us know. Also rest assured that anything done, even after it is processed, can be undone by administrators.

This screenshot shows the same iManage interface as the previous one, but with a confirmation message box overlaid. The message box contains a green checkmark icon and the following text: 'Your request to end a course has been submitted. You will receive notification when the changes have been made on the iTransfer website. Please contact itransfer@itransfer.org with any questions.' A 'Close' button is located at the bottom right of the message box. The 'End Course' button and 'Return to iManage Home' link are still visible in the background.

10> Click “Close” to return to the main “End/Change A Course” page.

MyCredits Transfer iManage Home

[iManage Home](#) | [IAI Contact Information](#) | [Log Out](#)

Request to End or Change a Course

This End/Change process is used for changing internal institutional course information or ending an IAI course that is no longer active within the school's course catalog.

Institutional changes that modify curriculum, such as: outcomes, course descriptions, a change in credit hours, or that require the course to be changed to another or new IAI code must be submitted through the Course Review section of iManage for the appropriate panel: <http://www.itransfer.org/IAI/iManage/Course/>. Submit these sorts of changes as a course that "is being submitted for the first time or as the result of substantial changes."

For Institution: **Illinois State University**

Major ▾

Show Categories

[Return to iManage Home](#)

11> To change a course coding or title, click the “Change Course Info” link.

MyCredits Transfer iManage Home

[iManage Home](#) | [IAI Contact Information](#) | [Log Out](#)

Request to End or Change a Course

This End/Change process is used for changing internal institutional course information or ending an IAI course that is no longer active within the school's course catalog.

Institutional changes that modify curriculum, such as: outcomes, course descriptions, a change in credit hours, or that require the course to be changed to another or new IAI code must be submitted through the Course Review section of iManage for the appropriate panel: <http://www.itransfer.org/IAI/iManage/Course/>. Submit these sorts of changes as a course that "is being submitted for the first time or as the result of substantial changes."

For Institution: **Illinois State University**

Gen Ed ▾

Show Categories

Life Science ▾

View Courses

IAI Code	School Code	Course Title	School	End Course	Change Course Info
L1906	BSC 170	Genetics and Society	Illinois State University	End Course	Change Course Info
L1904	BSC 145	Human Biology	Illinois State University	End Course	Change Course Info
L1900L	BSC 101	Fundamental Concepts in Biology	Illinois State University	End Course	Change Course Info
L1910L	BSC 196	Biological Diversity	Illinois State University	End Course	Change Course Info
L1910L	BSC 197	Molecular/Cellular Basis of Life	Illinois State University	End Course	Change Course Info

[Return to iManage Home](#)

12> The system loads the course information for the course and will allow you to begin making your changes.

MyCreditsTransfer iManage Home

[iManage Home](#) | [IAI Contact Information](#) | [Log Out](#)

Change Course Details

Current information for this course:

IAI Code	L1904
School Code	BSC 145
School Name	Illinois State University
Institution Title	Human Biology
Credit Hours	3
Semester/Quarter	S
Date Added	8/15/2000 12:00:00 AM

Is the course changing its name?

Is the course changing its department code and/or course number?

Select the term and year you wish for this change to take place:

Additional Notes:

B I

ABC

[Review Changes](#)

[Return to iManage Home](#)

13> You can change the course name. Use the drop box to identify that you need a course title change.

MyCreditsTransfer iManage Home

iManage Home | IAI Contact Information | Log Out

Change Course Details

Current Information for this course:

IAI Code	L1904
School Code	BSC 145
School Name	Illinois State University
Institution Title	Human Biology
Credit Hours	3
Semester/Quarter	S
Date Added	8/15/2000 12:00:00 AM

Is the course changing its name?

Is the course changing its department code and/or course number?

Select the term and year you wish for this change to take place:

Additional Notes:

B I

[Return to iManage Home](#)

A new box will open to allow you to enter the new course title.

MyCreditsTransfer iManage Home

[iManage Home](#) | [IAI Contact Information](#) | [Log Out](#)

Change Course Details

Current Information for this course:

IAI Code	L1904
School Code	BSC 145
School Name	Illinois State University
Institution Title	Human Biology
Credit Hours	3
Semester/Quarter	S
Date Added	8/15/2000 12:00:00 AM

Is the course changing its name?

What is the new title for this course?

Is the course changing its department code and/or course number?

Select the term and year you wish for this change to take place:

Additional Notes:

B I

Enter the new title and move to the departmental coding section.

MyCreditsTransfer iManage Home

[iManage Home](#) | [IAI Contact Information](#) | [Log Out](#)

iManage

- [+ Course Review](#)
- [Panel Vacancies](#)
- [Account Settings](#)
- [Intitutional Contacts](#)
- [Log Out](#)

Change Course Details

Current Information for this course:

IAI Code	L1904
School Code	BSC 145
School Name	Illinois State University
Institution Title	Human Biology
Credit Hours	3
Semester/Quarter	S
Date Added	8/15/2000 12:00:00 AM

Is the course changing its name?

What is the new title for this course?

Is the course changing its department code and/or course number?

Select the term and year you wish for this change to take place:

Additional Notes:

B **I**

- Course Review
- Panel Vacancies
- Account Settings
- Intitutional Contacts
- Log Out

Change Course Details

Current Information for this course:

IAI Code	L1904
School Code	BSC 145
School Name	Illinois State University
Institution Title	Human Biology
Credit Hours	3
Semester/Quarter	S
Date Added	8/15/2000 12:00:00 AM

Is the course changing its name?

Yes ▾

What is the new title for this course?

Biology of Humans

Is the course changing its department code and/or course number)?

No ▾
No
Yes



Select the term and year you wish for this change to take place:

01/01 (Spring) ▾ 2018 ▾

Additional Notes:

B I [List Bullets] [List Numbered] [Link] [Unlink] [Help] ?

ABC ✓

Review Changes

Enter the departmental information.

MyCreditsTransfer iManage Home

[iManage Home](#) | [IAI Contact Information](#) | [Log Out](#)

Change Course Details

Current Information for this course:

IAI Code	L1904
School Code	BSC 145
School Name	Illinois State University
Institution Title	Human Biology
Credit Hours	3
Semester/Quarter	S
Date Added	8/15/2000 12:00:00 AM

Is the course changing its name?

What is the new title for this course?

Is the course changing its department code and/or course number?

What is the new School Code?

Select the term and year you wish for this change to take place:

Additional Notes:

B **I**

iManage

- Course Review
- Panel Vacancies
- Account Settings
- Intitutional Contacts
- Log Out

14> Now you are now going to select the date for which the old course information will end and the new course information will take effect. There is no gap in either date.

MyCreditsTransfer iManage Home

iManage Home | IAI Contact Information | Log Out

iManage

- Course Review
- Panel Vacancies
- Account Settings
- Intitutional Contacts
- Log Out

Change Course Details

Current Information for this course:

IAI Code	L1904
School Code	BSC 145
School Name	Illinois State University
Institution Title	Human Biology
Credit Hours	3
Semester/Quarter	S
Date Added	8/15/2000 12:00:00 AM

Is the course changing its name?

What is the new title for this course?

Is the course changing its department code and/or course number?

What is the new School Code?

Select the term and year you wish for this change to take place:

B I

ABC

- [Course Review](#)
- [Panel Vacancies](#)
- [Account Settings](#)
- [Intitutional Contacts](#)
- [Log Out](#)

Change Course Details

Current Information for this course:

IAI Code	L1904
School Code	BSC 145
School Name	Illinois State University
Institution Title	Human Biology
Credit Hours	3
Semester/Quarter	S
Date Added	8/15/2000 12:00:00 AM

Is the course changing its name?

Yes ▼

What is the new title for this course?

Biology of Humans

Is the course changing its department code and/or course number)?

Yes ▼

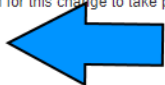
What is the new School Code?

BIO 145

Select the term and year you wish for this change to take place:

01/01 (Spring) ▼ 2019 ▼

- 2004
- 2005
- 2006
- 2007
- 2008
- 2009
- 2010
- 2011
- 2012
- 2013
- 2014
- 2015
- 2016
- 2017
- 2018
- 2019
- 2020
- 2021
- 2022
- 2023



Additional Notes:

B *I* [Text formatting icons] [?] [Text area]

REC ✓

You can select a date in the past if you need to.

15> You can add a note to help you remember what you did with the course. It remains in our internal records on the course. Once you are ready, click "Review Changes."

iMa Log Out

School Name	Illinois State University
Institution Title	Human Biology
Credit Hours	3
Semester/Quarter	S
Date Added	8/15/2000 12:00:00 AM

Is the course changing its name?

What is the new title for this course?

Is the course changing its department code and/or course number?

What is the new School Code?

Select the term and year you wish for this change to take place:

Additional Notes:

B *I*

Notes Here

[Return to iManage Home](#)

16> You will be shown a screen that summarizes the changes you are making. As long as the information is correct, click “Submit Course Changes” to send the course to an IAI Administrator to process. If you find you made an error later, send us a note right away to iai@ittransfer.org. We can decline the change or undo the change for you.

[iManage Home](#) | [IAI Contact Information](#) | [Log Out](#)

iManage

Course Review

Panel Vacancies

Account Settings

Intitutional Contacts

Log Out

Change Course Details

Current Information for this course:

IAI Code	L1904
School Code	BSC 145
School Name	Illinois State University
Institution Title	Human Biology
Credit Hours	3
Semester/Quarter	S
Date Added	8/15/2000 12:00:00 AM

The information for this course will be replaced with the following: (highlighted rows note changes)

IAI Code	L1904
School Code	BIO 145
Institution Title	Biology of Humans
Credit Hours	3
Semester/Quarter	
Effective Date	01/01/2019

Is the course changing its name?

Is the course changing its department code and/or course number?

Select the term and year you wish for this change to take place:

Additional Notes:

B I

Notes Here

You will get a confirmation screen showing the course was sent.

The screenshot shows the 'Change Course Details' page in the iManage system. A confirmation modal is displayed in the center, indicating that the course change request has been submitted. The modal text reads: 'Your course change request has been submitted. Please contact itransfer@itransfer.org with any questions.' A green checkmark icon is visible in the top left of the modal, and a 'Close' button is in the bottom right. The background page shows a table of current information for the course, including IAI Code (L1904), School Code (BSC 145), School Name (Illinois State University), Institution Title (Human Biology), Credit Hours (3), and Effective Date (01/01/2019). Below the table, there are two questions with dropdown menus: 'Is the course changing its name?' and 'Is the course changing its department code and/or course number?'. The left sidebar contains navigation options like 'Course Review', 'Panel Vacancies', 'Account Settings', 'Institutional Contacts', and 'Log Out'.

To return to the End/Change system, click "Close."

This screenshot is identical to the one above, showing the 'Change Course Details' page with the confirmation modal. A blue arrow is added, pointing directly to the 'Close' button on the modal, to indicate the next step for the user. The rest of the page content, including the course details table and the sidebar, remains the same.

- [+ Course Review](#)
- [Panel Vacancies](#)
- [Account Settings](#)
- [Intitutional Contacts](#)
- [Log Out](#)

Request to End or Change a Course

This End/Change process is used for changing internal institutional course information or ending an IAI course that is no longer active within the school's course catalog.

Institutional changes that modify curriculum, such as: outcomes, course descriptions, a change in credit hours, or that require the course to be changed to another or new IAI code must be submitted through the Course Review section of iManage for the appropriate panel: <http://www.itransfer.org/IAI/iManage/Course/>. Submit these sorts of changes as a course that "is being submitted for the first time or as the result of substantial changes."

For Institution: **Illinois State University**

Major

[Show Categories](#)

[Return to iManage Home](#)
