



ILLINOIS ARTICULATION INITIATIVE (IAI)

Submitter Training

TOPICS

- How to submit a course
- What happens after submission?
- iTransfer website
- Contact information

Course Submission Process

...

GATHER ALL THE INFORMATION

- Submitter Checklist and Email Template:
<http://itransfer.org/submitters/submissionrequirements.php>
- Descriptors and IAI codes:
<http://itransfer.org/courses/descriptors.php>
- Course Approval Criteria:
<http://itransfer.org/submitters/panelrelateddocuments/index.php>
- Check descriptor and course approval criteria-these are working documents
- Check all the information the faculty give you
- If you are submitting multiple documents (such as an instructor and master syllabus), verify that the documents align
- Deadlines: March 1 and October 1 at 5:00 pm unless the first falls on the weekend. If this occurs, then the deadline shifts to the following Monday at 5:00 pm.

HOW TO SUBMIT A COURSE TO A PANEL ON THE WEBSITE

iTransfer
Illinois Transfer Portal

Search iTransfer...

Transfer Planning About IAI Find IAI Courses Veterans Transfer Credit Beyond IAI

Helping Students Successfully Transfer in the State of Illinois

iTransfer
The iTransfer website and the Illinois Articulation Initiative (IAI) transferable General Education Package (GECC) assists students with planning ahead for a successful transfer of higher education coursework within Illinois. We're here to help you with your transfer.

IAI Panel Members IAI Course Submitters TCS and Advisors IAI Policies and Documents

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Contact Information
Accessibility Information

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Illinois State Board of Education
Website Disclaimer Statement

iManage
Report a Transfer-related Problem

- <http://itransfer.org/>
- Click on “iManage” at the bottom of the page
- Log in

Welcome to iManage!

Welcome Krista Jackson,
You last logged in on Wednesday, July 15, 2015 at 10:37 AM

iManage User options

[Course Review](#)

[End/Change A Course](#)

[Database Reports/Statistics](#)

[Panel Vacancies](#)



iManage

iTransfer Course Review

Below are the list of panels you have access to. Please email us at iai@ittransfer.org with any questions.

Quickly Jump to :

[GenEd] Communication Panel

Institutional Course Options

[Submit a New Course to This Panel](#)

[0 Course\(s\) Require Additional Action from your institution](#)

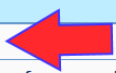
Reports

[Track The Status Of Your Institution's Submitted Courses](#)

[View the Voting Results for the Panel](#)

[Panel Member Options](#)

[View Courses Submitted To This Panel](#)



Each panel has its own submission form within iManage. You must submit each course individually to the appropriate panel. Courses with internal curricular changes should be submitted as a new course.

- Click “Course Review”
- Select the appropriate panel from the dropdown menu
- Click “Submit a New Course to this panel”

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

Submit a Course to Web Review (Step 1 of 3)

Note: The following course will be submitted to IAI administrator for submission to course review process. **Deadlines for course submission are October 1st for Fall review and March 1st for Spring review.**

Course Information

Institution Name:	Illinois State University ▼
Panel	[GenEd] Communication Panel ▼
IAI Course Number:	No Course Selected ▼
Institution's Course Number:	<input type="text"/>
Institution's Course Title:	<input type="text"/>
Number of Credit Hours: <i>Indicate semester or quarter credit.</i>	<input type="text"/> Sem ▼
Prerequisite: <i>Institutional prefix, number and title (IAI # if applicable)</i> Panel requires the prereq course title for decision	<input type="text"/>

Contact Information

Please enter your contact information here so that iTransfer coordinator could contact you in case of questions.

IAI Submitter	<input type="text" value="Krista Jackson"/>
Person compiling submission if not IAI Submitter	<input type="text"/>
Contact Number	<input type="text" value="3094388640"/> Ext. <input type="text"/>
Date	<input type="text" value="8/31/2017 2:35:50 PM"/>
Contact Email	<input type="text" value="kmjack2@ilstu.edu"/>

[Next Step](#) [Save and Submit Later](#)

- Fill in the requested information
- Use the “Next Step” or “Save and Submit Later” as needed

Submit a Course to Web Review (Step 2 of 3)

Final Checklist

Please verify (Check) that the course submission materials provide evidence of the following:

- Review any Panel-specific criteria and documents ([see Panel-Specific Criteria](#)).
- Course prefix/number and title, number of credit hours and contact hours, and studio or laboratory hours, if applicable, must be included on syllabi and course outlines.
- Catalog description including any prerequisites.
- Course goals and expected student learning outcomes.
- Weekly or Daily topical outline.
- Method(s) of evaluating student performance (including the number, length and type of assignments).
- Text(s) used and required reading lists, if applicable.
- Date the syllabus and any supportive materials were prepared.
- All delivery modes are identified (traditional and non-traditional).

All above boxes must be checked before proceeding

Panel Specific Checklist:

Please verify (Check) that your course material fulfills the following additional Panel Specific criteria:

- Catalog Description is included in documentation
- For full details on course submissions (new and ongoing review), please be sure to fully review the panel's course approval criteria at: <http://www.itransfer.org/IAI/PanelRelatedDocuments.aspx>.
- Note from the panel: If the institution submits more than one representative syllabus/multiple syllabi, please ensure the information they each contain are aligned. Courses with misaligned multiple syllabi will be returned for clarification by the panel.
- For online speech courses, please indicate the course is an online course in the course number or title, even if the actual course number and title are the same as the face-to-face course. This ensures the panel is properly evaluating the course.
- ****Submit online C2 900 courses separately (as a new course). If the institution's face-to-face course is being evaluated in the ongoing review process, please separate the online section and submit it as a new course to the panel.

All above boxes must be checked before proceeding

Required Files

Please add the syllabus and other related files which will help the reviewing panel to make a decision for the course. The preferred format is **Adobe Acrobat Reader PDF** files. We also accept doc, docx.

NOTE: PDF's are the preferred format when submitting a document. If a .doc / .docx document is to be submitted, ensure that there are no tables included within it. Any table data within a .doc / .docx document will be lost if not first converted to a .pdf *BEFORE* submitting.

- Check your documents to ensure that all the requested items are included in the documentation you will be attaching.
- As the submitter, by checking the boxes here, you are indicating that the information requested in the checklist is present.
- You can find more information for each panel in the “Course Submitters” section of the iTransfer.org site under “Panel Related Documents”

Note from the panel: If the institution submits more than one representative syllabus/multiple syllabi, please ensure the information they each contain are aligned. Courses with misaligned multiple syllabi will be returned for clarification by the panel.

For online speech courses, please indicate the course is an online course in the course number or title, even if the actual course number and title are the same as the face-to-face course. This ensures the panel is properly evaluating the course.

****Submit online C2 900 courses separately (as a new course). If the institution's face-to-face course is being evaluated in the ongoing review process, please separate the online section and submit it as a new course to the panel.

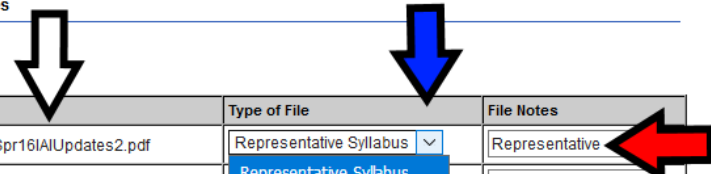
All above boxes must be checked before proceeding

Required Files

Please add the syllabus and other related files which will help the reviewing panel to make a decision for the course. The preferred format is Adobe Acrobat Reader PDF files. We also accept doc, docx.

NOTE: PDF's are the preferred format when submitting a document. If a .doc / .docx document is to be submitted, ensure that there are no tables included within it. Any table data within a .doc / .docx document will be lost if not first converted to a .pdf BEFORE submitting.

Currently Submitted Files



Count	Selected File	Type of File	File Notes
File 1:	<input type="button" value="Browse..."/> Spr16IAIUpdates2.pdf	Representative Syllabus	Representative
File 2:	<input type="button" value="Browse..."/> No file selected.	Representative Syllabus	
File 3:	<input type="button" value="Browse..."/> No file selected.	Catalog Description	
File 4:	<input type="button" value="Browse..."/> No file selected.	Lab Form/Info	
File 5:	<input type="button" value="Browse..."/> No file selected.	Other/Unknown	
		Representative Syllabus	

Please ensure your files have been attached

Below you will find any additional questions require

Course Submission Step 2 of 3

Use the boxes and options to identify your files as you attach them.
Important NOTE: No special characters in your file titles. Please utilize pdf's whenever possible. Contact IAI if you need to attach more than 5 files.

- Attach documents as pdfs.
- Click “Next Step”

Submit a Course to Web Review (Step 3 of 3)

Please confirm all information below for accuracy. If this information looks correct, please press the "Submit Course" box at the bottom of the page to submit this course to be reviewed by IAI and the panel.

Institution:	Illinois State University
Panel Submitted To:	[GenEd] Communication Panel
IAI Course Number:	C1900 Writing Course Sequence
Institution Course Number:	ENG 101
Institution Course Name:	Composition I
Credit Hours:	3 Semester
Prerequisite:	NA - placement

Files Submitted With This Course

File 1: [Spr16IAIUpdates220180206123512627.pdf](#)

[Edit Course Details](#)
[Edit Course Files](#)

Additional Questions Answered With This Course

There are no questions associated with this course submission.

NOTE: PDF's are the preferred format when submitting a document. If a .doc / .docx document is to be submitted, ensure that there are no tables included within it. Any table data within a .doc / .docx document will be lost if not first converted to a .pdf *BEFORE* submitting.

- Review the screen to ensure accuracy
- Click "Submit Course"
- You will be given confirmation that the course was sent on the screen and via email.
- Click "Continue" to return to the main menu.

NOTICE: This course is a part of a [GenEd] Communication Panel sequence. It will not be loaded for voting until all the courses within the sequence have been submitted.

The GECC Comm panel writing se The writing courses for the GECC Communication panel must be submitted together in review of new or ongoing review courses.

The School's course ENG 101 - IAI Code - C1900

IAI Courses required for the sequence
 C1900
 C1901R

Sequence Effective Date 2/7/2017

The course has been successfully submitted to the [GenEd] Communication Panel. You will receive an email confirming your submission, and a second email after IAI administrators approve the course for panel review.

[Continue](#)

WHAT HAPPENS AFTER COURSE SUBMISSION?

- Faculty panels review courses
- Four decisions panels can make:
 - Approve
 - Conditionally Approve
 - Not Enough Information (Incomplete)
 - Return
- Decisions and comments are sent back to the institution

iTransfer Website

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iTransfer.org

COURSE SUBMITTER INFORMATION



Transfer Planning

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Find IAI Courses

Veterans

Transfer Credit Beyond IAI



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iManage / IAI Calendar
[Report a Site Issue, Ask a Question, or
Report a Transfer-related Problem](#)

- Resources for submitters including:
 - Panel Related Documents
 - Training (includes walk-throughs of submissions and more)
 - Panel Membership

CONTACT INFORMATION

- Email: iai@itransfer.org
- Phone: 309-438-8640