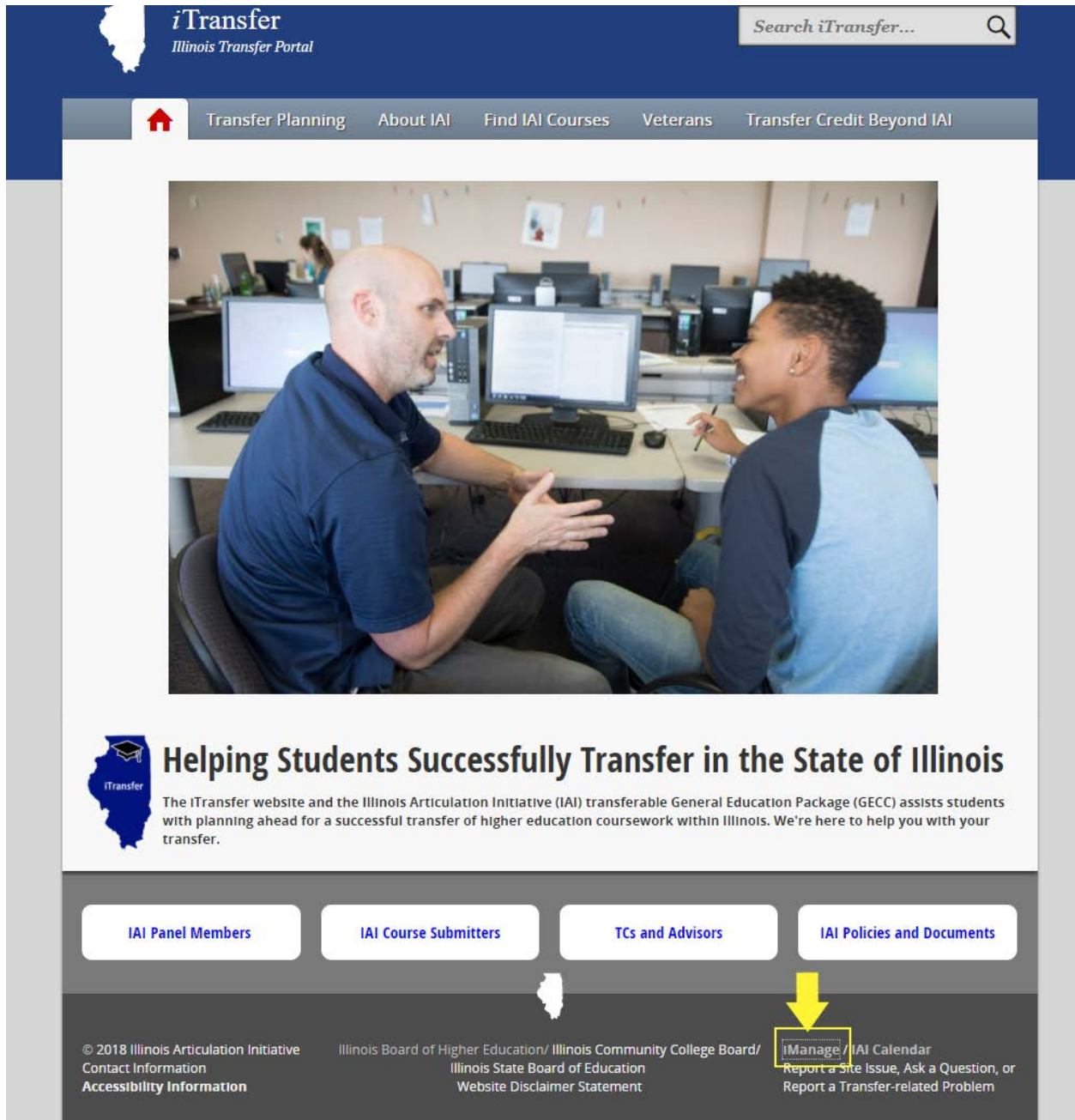


## Looking Up Past Courses in the Course Review Process

To look up courses that the panels reviewed in the past, you must have a log in utilizing your institutional email address for the iManage administrative system. You can work with your institutional submitter to view historical course information in the review process. This walk-through will explain how to utilize the course review system in iManage to view these files. The screen prints displayed here use Course Submitter authorities.


Log into iManage.



**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**

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

© 2018 Illinois Articulation Initiative  
Contact Information  
Accessibility Information

Illinois Board of Higher Education/ Illinois Community College Board/  
Illinois State Board of Education  
Website Disclaimer Statement

**iManage / IAI Calendar**  
Report a Site Issue, Ask a Question, or  
Report a Transfer-related Problem

**iTransfer** A-Z Index Contact Us Feedback  
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**iTransfer**


- Illinois Articulation Initiative
- MyCreditsTransfer
- Transfer Resources
- Articulation Advocate
- Are you at Right Place?
- Feedback
- Contact Us

**Log In**

To Access the iManage System.  
Use your email address and password associated with iManage.  
No more dropdowns required.

eMail Address:

Password:



[Forgot your password ?](#)

Not registered with the IAI Panel Web Review system?  
[Register for a new account ?](#)

Click the "Course Review" at the top of the list of links.

**iTransfer** A-Z Index Contact Us Feedback  
Enter Your Search Here

Students Faculty Transfer Coordinators Resources IAI MyCreditsTransfer iManage Home


**iManage**

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

**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
- Request Panel Membership
- iManage Account Settings
- View My iTransfer Assignments (Panel membership)
- IAI Contact Information

**Upcoming iTransfer Meetings**

You currently have no upcoming meetings.

The "Course Review" section will display.

Students Faculty Transfer Coordinators Resources IAI MyCreditsTransfer iManage Home

iManage Home | IAI Contact Information | Log Out

**iTransfer Course Review**

Below are the list of panels you have access to. Please email us at [iai@ittransfer.org](mailto:iai@ittransfer.org) with any questions.

Quickly Jump to : [GenEd] Communication Panel

[GenEd] Communication Panel

<b>Institutional Course Options</b>
<b>Submit a New Course to This Panel</b>
<b>1 Course(s) Require Additional Action from your institution</b>
<b>Reports</b>
<b>Track The Status Of Your Institution's Submitted Courses</b>
<b>View the Voting Results for the Panel</b>
<b>Panel Member Options</b>
<b>View Courses Submitted To This Panel</b>

[Back to Top](#)

Each panel has their own voting section. You will need to navigate to the panel you wish to view courses submitted to it. You can use the side bar or mouse wheel or even the quick nav drop box.

Students Faculty Transfer Coordinators Resources IAI MyCreditsTransfer iManage Home

iManage Home | IAI Contact Information | Log Out

**iTransfer Course Review**

Below are the list of panels you have access to. Please email us at [iai@ittransfer.org](mailto:iai@ittransfer.org) with any questions.

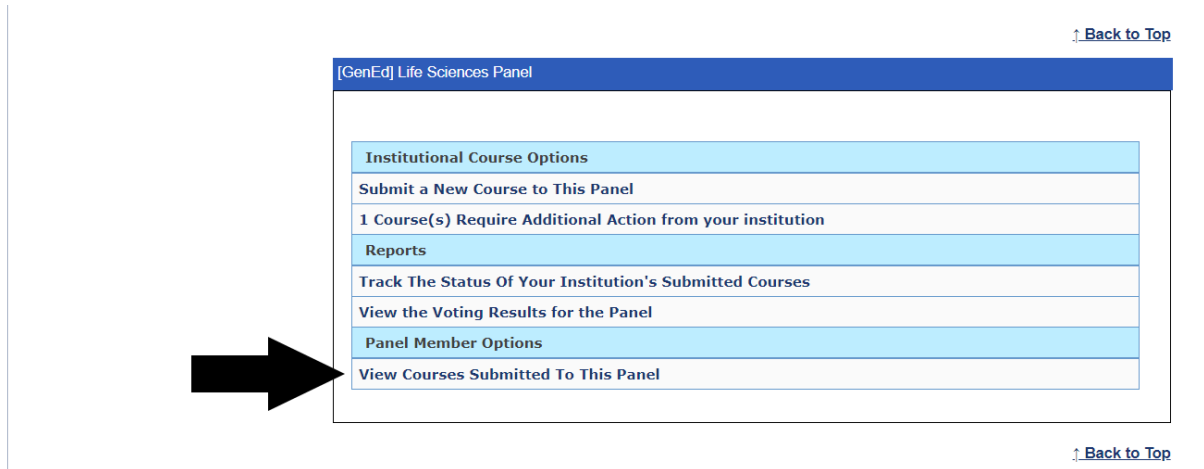
Quickly Jump to : [GenEd] Communication Panel

- [GenEd] Communication Panel
- [GenEd] Humanities/Fine Arts Panel
- [GenEd] Life Sciences Panel
- [GenEd] Mathematics Panel
- [GenEd] Physical Sciences Panel
- [GenEd] Social and Behavioral Sciences Panel
- [Major] Agriculture Panel
- [Major] Art Panel
- [Major] Biology Panel
- [Major] Business Panel
- [Major] Chemistry Panel
- [Major] Criminal Justice Panel
- [Major] Computer Science Panel
- [Major] Early Childhood Education Panel
- [Major] Engineering Panel
- [Major] Media and Communication Arts Panel
- [Major] Mathematics Panel
- [Major] Physics Panel
- [Major] Political Science Panel
- [Major] Psychology Panel

[Back to Top](#)

[GenEd] Humanities/Fine Arts Panel

Once you are looking that the options for a panel, click the link that says "View Courses Submitted to this panel."

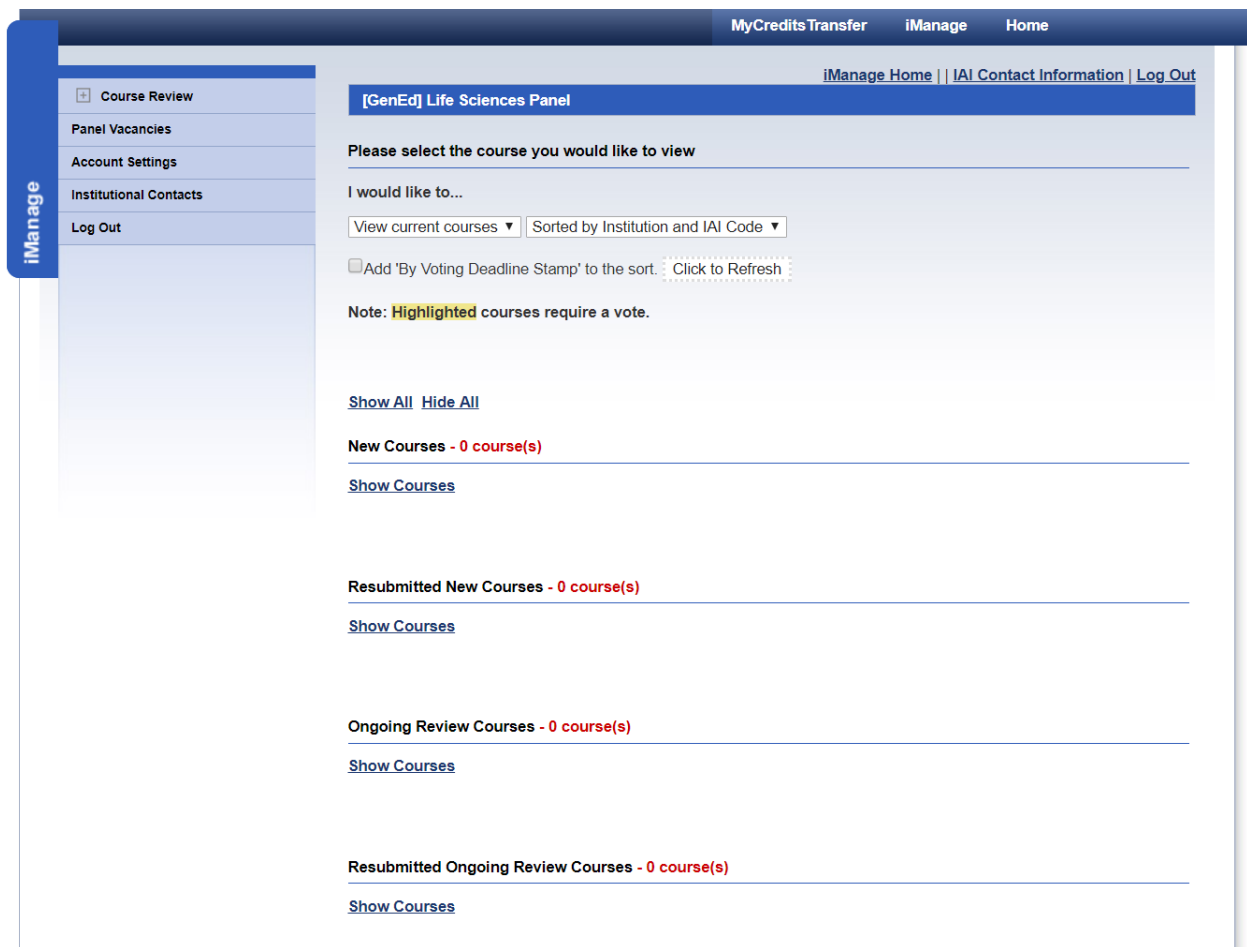


The screenshot shows a blue header bar with the text "[GenEd] Life Sciences Panel" and a "Back to Top" link. Below the header is a table of options:

<b>Institutional Course Options</b>
Submit a New Course to This Panel
1 Course(s) Require Additional Action from your institution
<b>Reports</b>
Track The Status Of Your Institution's Submitted Courses
View the Voting Results for the Panel
<b>Panel Member Options</b>
View Courses Submitted To This Panel

A large black arrow points to the "View Courses Submitted To This Panel" link. A second "Back to Top" link is located at the bottom right of the menu.

The voting section of the panel will open.



The screenshot shows the iManage interface for the [GenEd] Life Sciences Panel. The left sidebar contains navigation links: Course Review, Panel Vacancies, Account Settings, Institutional Contacts, and Log Out. The main content area has a blue header with the panel name and navigation links: iManage Home, IAI Contact Information, and Log Out. Below the header, there is a section titled "Please select the course you would like to view". Underneath, it says "I would like to..." followed by two dropdown menus: "View current courses" and "Sorted by Institution and IAI Code". There is also a checkbox for "Add 'By Voting Deadline Stamp' to the sort." and a "Click to Refresh" button. A note states: "Note: Highlighted courses require a vote." Below this, there are three sections, each with a "Show All" and "Hide All" link:

- New Courses - 0 course(s)** with a "Show Courses" link.
- Resubmitted New Courses - 0 course(s)** with a "Show Courses" link.
- Ongoing Review Courses - 0 course(s)** with a "Show Courses" link.

At the bottom, there is another section: **Resubmitted Ongoing Review Courses - 0 course(s)** with a "Show Courses" link.

If you are entering this section during the months of mid-May to mid-September or in mid-December to mid-February, it is unlikely you will see any active courses. If voting is active, those courses the panel is currently working with are displayed. You will need to navigate to "past" course. The next steps explain how to do that.

Use the quick nav at the top to select the "View past courses."

The screenshot shows the iManage interface for the [GenEd] Life Sciences Panel. The top navigation bar includes 'MyCredits Transfer', 'iManage', and 'Home'. The left sidebar contains 'iManage' and a list of navigation options: 'Course Review', 'Panel Vacancies', 'Account Settings', 'Institutional Contacts', and 'Log Out'. The main content area is titled '[GenEd] Life Sciences Panel' and includes links for 'iManage Home', 'IAI Contact Information', and 'Log Out'. Below the title, it says 'Please select the course you would like to view'. Under 'I would like to...', there is a dropdown menu with options: 'View current courses', 'View past courses', and 'View future courses'. The 'View current courses' option is currently selected. To the right of this dropdown is another dropdown labeled 'Sorted by Institution and IAI Code'. Below these dropdowns is a checkbox for 'Add 'By Voting Deadline Stamp' to the sort.' and a 'Click to Refresh' button. A note states: 'Note: Highlighted courses require a vote.' Below this are four sections, each with a 'Show All' and 'Hide All' link: 'New Courses - 0 course(s)', 'Resubmitted New Courses - 0 course(s)', 'Ongoing Review Courses - 0 course(s)', and 'Resubmitted Ongoing Review Courses - 0 course(s)'. Each section has a 'Show Courses' link below it.

The screen will load all the courses that institutions submitted to the panel since our current automated system was in place, since about 2008. You can now sort how you want to see the courses in the list using the quick nav drop box next to the "View past courses" drop box.

This screenshot is similar to the first one, but the 'View past courses' option is selected in the dropdown menu. A red arrow points to the 'View past courses' dropdown. The 'Sorted by Institution and IAI Code' dropdown is also visible. The course counts have changed significantly: 'New Courses - 208 course(s)', 'Resubmitted New Courses - 67 course(s)', 'Ongoing Review Courses - 263 course(s)', and 'Resubmitted Ongoing Review Courses - 153 course(s)'. A 'Return to Web Review Home' link is now visible at the bottom of the page.

iManage | Manage Home | IAI Contact Information | Log Out

[GenEd] Life Sciences Panel

Please select the course you would like to view

I would like to...

View past courses ▾ Sorted by Institution and IAI Code ▾

- Sorted by IAI Code
- Sorted by Institution
- Sorted by Institution and IAI Code

Add 'By Voting Deadline' to the sort. [Click to Refresh](#)

Note: **Highlighted** courses require a vote.

[Show All](#) [Hide All](#)

**New Courses - 208 course(s)**

[Show Courses](#)

**Resubmitted New Courses - 67 course(s)**

[Show Courses](#)

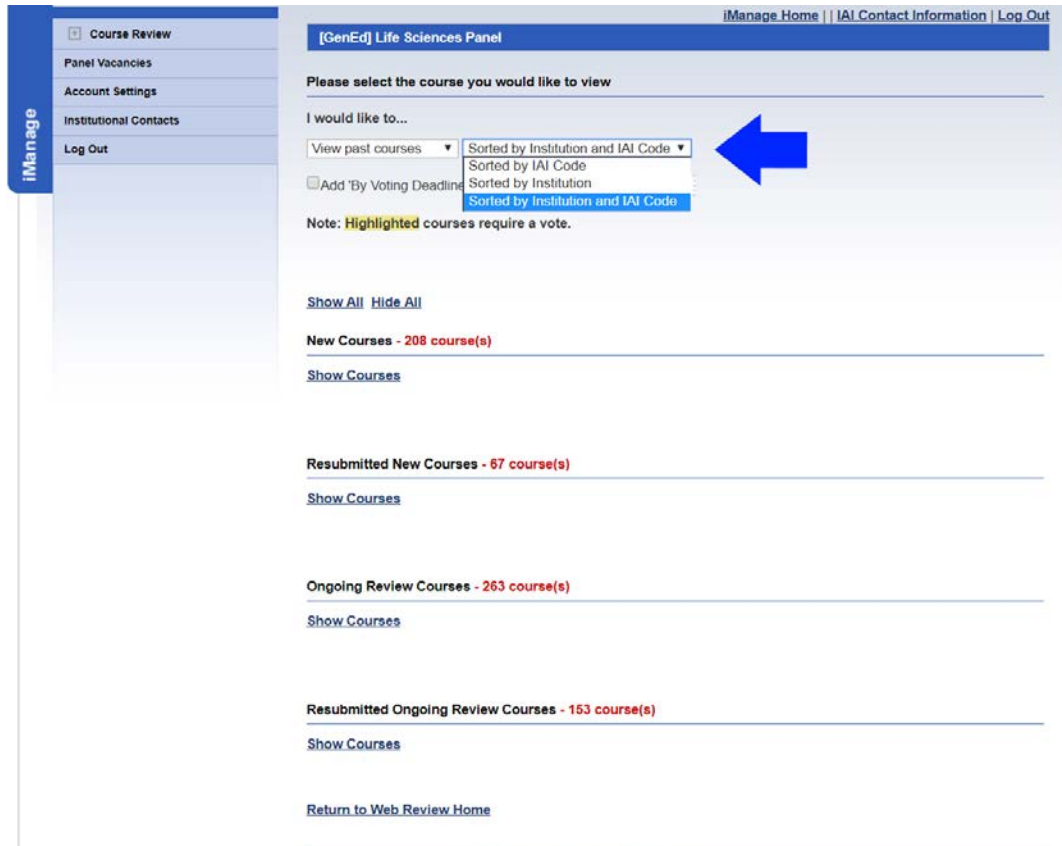
**Ongoing Review Courses - 263 course(s)**

[Show Courses](#)

**Resubmitted Ongoing Review Courses - 153 course(s)**

[Show Courses](#)

[Return to Web Review Home](#)



You can then click "Show Courses" to see all the courses fully displayed on the page.

iManage | Manage Home | IAI Contact Information | Log Out

[GenEd] Life Sciences Panel

Please select the course you would like to view

I would like to...

View past courses ▾ Sorted by Institution and IAI Code ▾

Add 'By Voting Deadline Stamp' to the sort. [Click to Refresh](#)

Note: **Highlighted** courses require a vote.

[Show All](#) [Hide All](#)

**New Courses - 208 course(s)**

[Show Courses](#)

**Resubmitted New Courses - 67 course(s)**

[Show Courses](#)

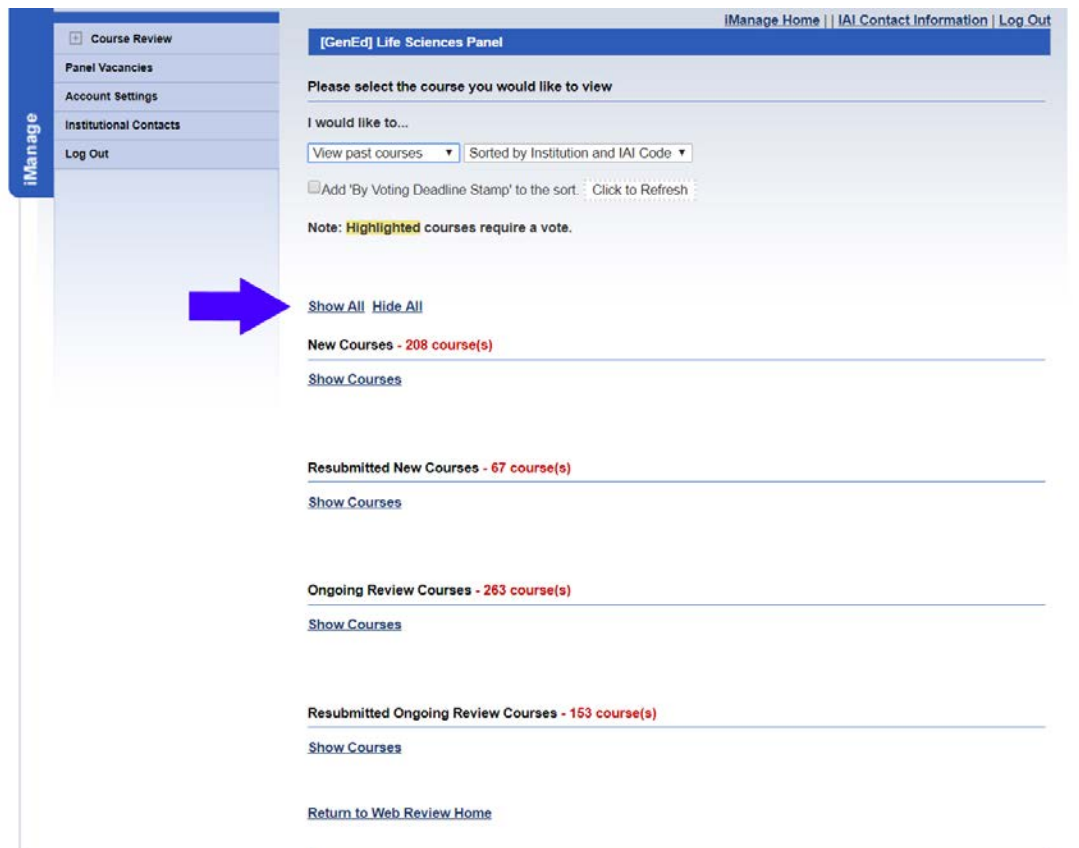
**Ongoing Review Courses - 263 course(s)**

[Show Courses](#)

**Resubmitted Ongoing Review Courses - 153 course(s)**

[Show Courses](#)

[Return to Web Review Home](#)



You will notice a "+" button next to each course.

The screenshot shows the iManage Institutional Contacts interface. At the top, there's a search bar and sorting options. Below that, a note states: "Note: Highlighted courses require a vote." There are links for "Show All" and "Hide All". A red text indicates "New Courses - 208 course(s)". A "Show Courses" link is present. The main content is a table with columns: Institution Name, School Title/Code, IAI Code, and Options. A green arrow points to the "+" button in the first row of the table.

	Institution Name	School Title/Code	IAI Code	Options
+	American InterContinental University	SCIE 206 - Biology	L1900	Options
+	American InterContinental University	SCIE206 - Biology	L1900	Options
+	American InterContinental University	SCIE207 - Biology Lab	L1900L	Options
+	American InterContinental University	SCIE 210 - Environmental Science	LP900	Options
+	Benedictine University	BIOL197 - Principles of Biology	L1900	Options
+	Benedictine University	BIOL198 - Principles of Biology	L1900	Options
+	Benedictine University	BIOL199 - Principles of Biology Laboratory	L1900L	Options
+	Benedictine University	BIOL 180 - Ecology of a Changing Planet	L1905	Options
+	Benedictine University	BIOL 120 - Genetics for Everyday Life	L1906	Options
+	Benedictine University	BIOL 140 - Origins of Humanity	L1907	Options
+	Black Hawk College	BIOL 100 - Introduction to Biology	L1900L	Options
+	Black Hawk College	BIOL190 - General Zoology	L1902L	Options
+	Black Hawk College	BIOL 135 - Evolution of Microbes and Humans	L1903	Options
+	Black Hawk College	BIOL 251 - Genetics Laboratory	L1906L	Options
+	Black Hawk College	NSCI 101 - Environmental Science I	LP900	Options

Click this to view the course information and find a course that the panel easily approved. Look for a course with few dissenting voting like "Not Enough Info" or "Return."

+	American InterContinental University	SCIE 210 - Environmental Science	LP900	Options
+	Benedictine University	BIOL197 - Principles of Biology	L1900	Options
+	Benedictine University	BIOL198 - Principles of Biology	L1900	Options
+	Benedictine University	BIOL199 - Principles of Biology Laboratory	L1900L	Options
+	Benedictine University	BIOL 180 - Ecology of a Changing Planet	L1905	Options
+	Benedictine University	BIOL 120 - Genetics for Everyday Life	L1906	Options
+	Benedictine University	BIOL 140 - Origins of Humanity	L1907	Options
-	Black Hawk College	BIOL 100 - Introduction to Biology	L1900L	Options
<b>Course Details</b>				
<b>Show Dates:</b> 3/1/2017 8:00:00 AM - 5/15/2017 11:59:00 PM				
<b>Voting Deadline:</b> 4/28/2017 10:00:00 AM				
<b>Total Messages:</b> 0 message(s)				
<b>Votes:</b> Accept: 12, Return: 0, Not Enough Info: 1, Needs Discussion: 0, Undecided: 0, Conditionally Approved: 0				
<b>Your Vote:</b> You Have Not Voted For This Course				
<b>Final Decision:</b> Accepted				
+	Black Hawk College	BIOL190 - General Zoology	L1902L	Options
+	Black Hawk College	BIOL 135 - Evolution of Microbes and Humans	L1903	Options
+	Black Hawk College	BIOL 251 - Genetics Laboratory	L1906L	Options
+	Black Hawk College	NSCI 101 - Environmental Science I	LP900	Options
+	Black Hawk College	NSCI 102 - Environmental Science II	LP901L	Options
+	Bradley University	BIO 101 - Life Sciences 1	L1906	Options
+	Carl Sandburg College	BIO 210 - Local Flora	L1901L	Options
+	Carl Sandburg College	BIO 200 - General Microbiology	L1903L	Options
+	Carl Sandburg College	BIO 211 - Anatomy & Physiology 1	L1904L	Options
+	Carl Sandburg College	BIO 212 - Anatomy & Physiology 2	L1904L	Options
+	Carl Sandburg College	BIO 111 - Anatomy & Physiology Fundamentals	L1904L	Options

When you find one, hover over the "Options" box on the right side of the page. You will see a link that says "Details/Vote." Click that link to open the course page in a new window.

	American InterContinental University	SCIE 210 - Environmental Science	LP900	<a href="#">Options</a>
	Benedictine University	BIOL197 - Principles of Biology	L1900	<a href="#">Options</a>
	Benedictine University	BIOL198 - Principles of Biology	L1900	<a href="#">Options</a>
	Benedictine University	BIOL199 - Principles of Biology Laboratory	L1900L	<a href="#">Options</a>
	Benedictine University	BIOL 180 - Ecology of a Changing Planet	L1905	<a href="#">Options</a>
	Benedictine University	BIOL 120 - Genetics for Everyday Life	L1906	<a href="#">Options</a>
	Benedictine University	BIOL 140 - Origins of Humanity	L1907	<a href="#">Options</a>
	Black Hawk College	BIOL 100 - Introduction to Biology	L1900L	<a href="#">Options</a>

**Course Details**

**Show Dates:** 3/1/2017 8:00:00 AM - 5/15/2017 11:59:00 PM

**Voting Deadline:** 4/28/2017 10:00:00 AM

**Total Messages:** 0 message(s)

**Votes:** Accept: 12, Return: 0, Not Enough Info: 1, Needs Discussion: 0, Undecided: 0, Conditionally Approved: 0

**Your Vote:** You Have Not Voted For This Course

**Final Decision:** Accepted

	Black Hawk College	BIOL190 - General Zoology	L1902L	<a href="#">Options</a>
	Black Hawk College	BIOL 135 - Evolution of Microbes and Humans	L1903	<a href="#">Options</a>
	Black Hawk College	BIOL 251 - Genetics Laboratory	L1906L	<a href="#">Options</a>
	Black Hawk College	NSCI 101 - Environmental Science I	LP900	<a href="#">Options</a>
	Black Hawk College	NSCI 102 - Environmental Science II	LP901L	<a href="#">Options</a>
	Bradley University	BIO 101 - Life Sciences 1	L1906	<a href="#">Options</a>
	Carl Sandburg College	BIO 210 - Local Flora	L1901L	<a href="#">Options</a>
	Carl Sandburg College	BIO 200 - General Microbiology	L1903L	<a href="#">Options</a>
	Carl Sandburg College	BIO 211 - Anatomy & Physiology 1	L1904L	<a href="#">Options</a>

Here is your course page:

MyCreditsTransfer   iManage   Home

iManage

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

Course Review
Course Decision

Panel Vacancies
Course QuickNav: [ [Discussion](#) | [Votes](#) | [Decision](#) ]

Account Settings

Institutional Contacts

Log Out

**Voting Final Decision**

**The course was decided as Accepted on 5/1/2017 7:43:15 AM**

Additional Information:

**Course Summary**

Course Summary

**Black Hawk College**  
**BIOL 100: Introduction to Biology**  
 4 semester credit  
 Added: 2/27/2017 7:18:05 AM

Prerequisites

None.

Documents Submitted

File Type	View	Notes
Representative Syllabus	<a href="#">View File</a>	

Course Status

**Votes:**  
 accept: 12,  
 Return: 0,  
 Not Enough Info: 1,  
 Needs More Discussion: 0,  
 Undecided: 0,  
 Conditional Approval: 0,  
 Missing Vote: 12  
**Vote deadline:** Friday, April 28, 2017 (approx -453 days left)

Course Notes

-

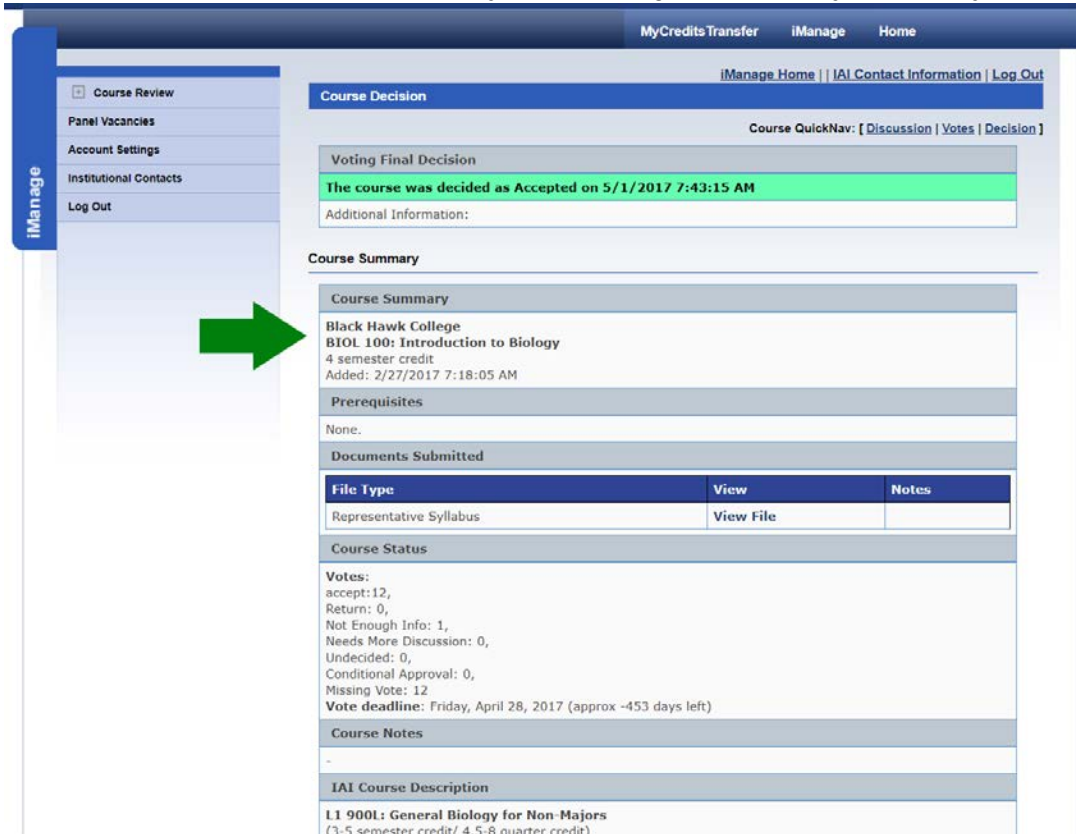
IAI Course Description

**L1 900L: General Biology for Non-Majors**  
 (3-5 semester credit/ 4.5-8 quarter credit)



Things on this page you want to notice include:

The institutional course details to be sure you are looking at the course you believe you selected.



The screenshot shows the iManage interface with a sidebar on the left containing links like 'Course Review', 'Panel Vacancies', 'Account Settings', 'Institutional Contacts', and 'Log Out'. The main content area is titled 'Course Decision' and includes a 'Voting Final Decision' section with a green bar stating 'The course was decided as Accepted on 5/1/2017 7:43:15 AM'. Below this is a 'Course Summary' section with details for 'Black Hawk College BIOL 100: Introduction to Biology', including credit information, prerequisites (None), and a table of documents submitted. A green arrow points to the 'Course Summary' section.

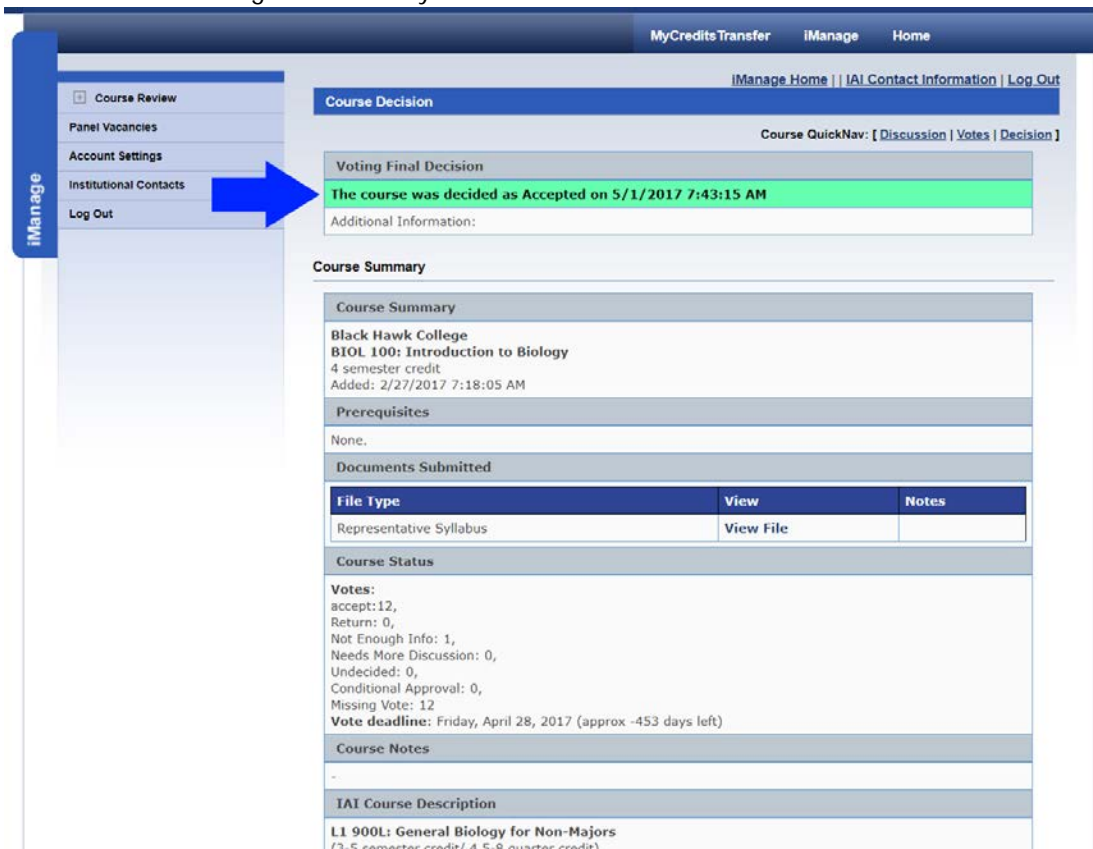
File Type	View	Notes
Representative Syllabus	<a href="#">View File</a>	

**Course Status**  
**Votes:**  
accept: 12,  
Return: 0,  
Not Enough Info: 1,  
Needs More Discussion: 0,  
Undecided: 0,  
Conditional Approval: 0,  
Missing Vote: 12  
**Vote deadline:** Friday, April 28, 2017 (approx -453 days left)

**Course Notes**  
-

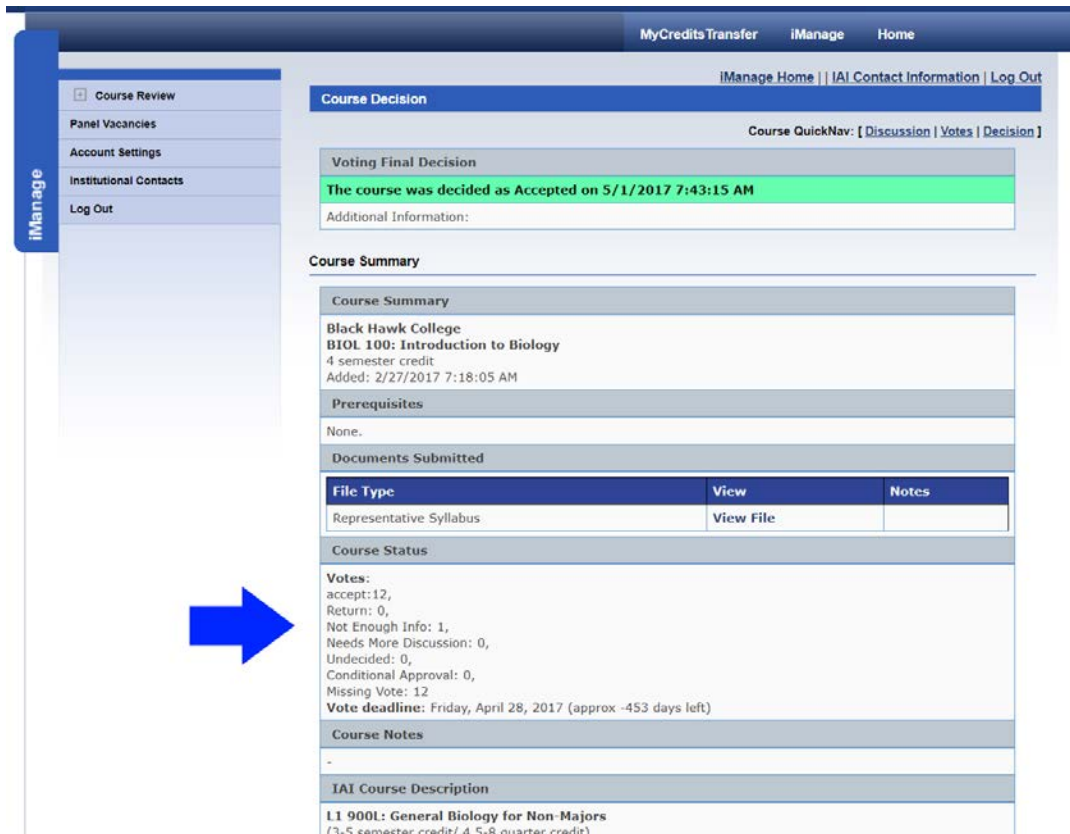
**IAI Course Description**  
**L1 900L: General Biology for Non-Majors**  
(3-5 semester credit/ 4.5-8 quarter credit)

Check the decision to ensure it is a course that the panel accepted the course and pay attention to the decision date. It is a good idea to try to select a recent course:



This screenshot is identical to the one above, showing the same iManage interface and course details. A blue arrow points to the 'Voting Final Decision' section, highlighting the green bar that states 'The course was decided as Accepted on 5/1/2017 7:43:15 AM'.

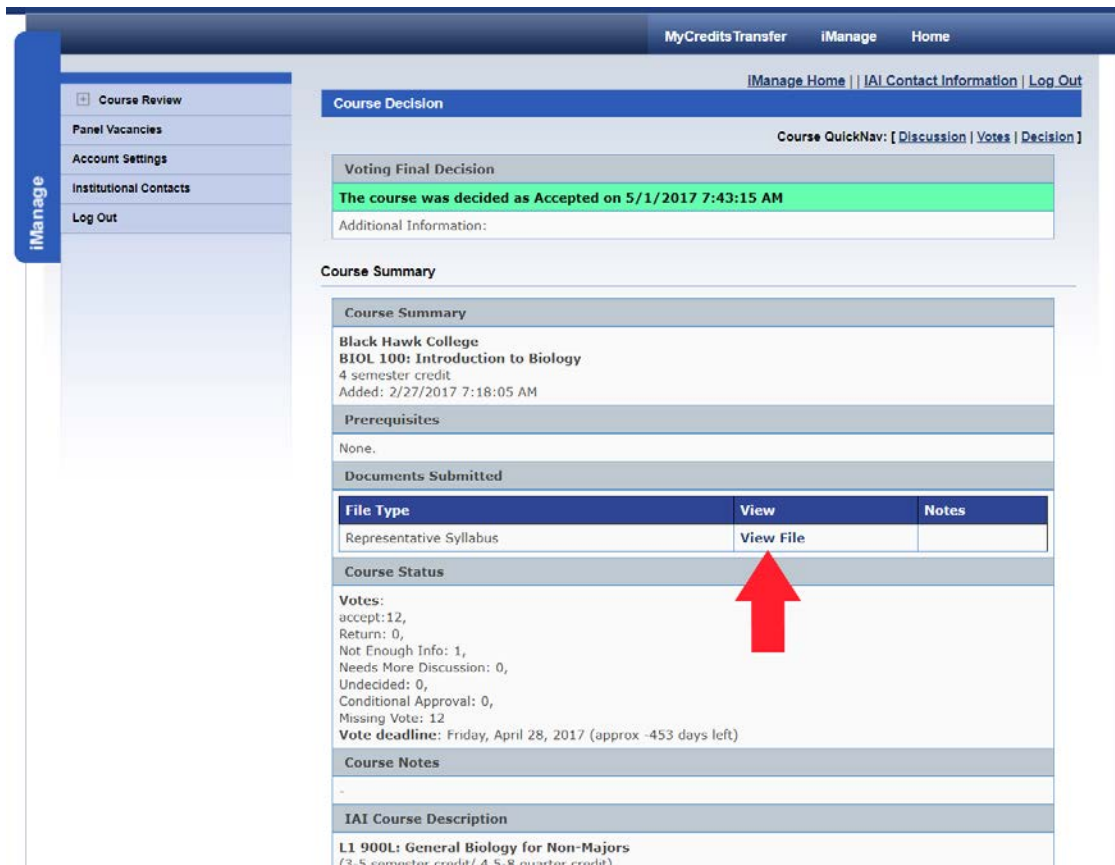
The voting on the course to ensure there were not any/many dissenting votes:



The screenshot shows the iManage interface for a course decision. 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 is titled "Course Decision" and includes a "Course QuickNav" with links for "Discussion", "Votes", and "Decision". A green banner states "The course was decided as Accepted on 5/1/2017 7:43:15 AM". Below this is a "Course Summary" section with details for "Black Hawk College BIOL 100: Introduction to Biology". A table under "Documents Submitted" has a "View File" link. A "Course Status" section shows voting statistics and a "Vote deadline" of Friday, April 28, 2017. A blue arrow points to the "View File" link.

File Type	View	Notes
Representative Syllabus	<a href="#">View File</a>	

When you are ready, click the "View File" link on page.



This screenshot is identical to the one above, but with a red arrow pointing to the "View File" link in the "Documents Submitted" table.

File Type	View	Notes
Representative Syllabus	<a href="#">View File</a>	

The file will do one of two things, download for you to click to open or it may open directly in the pdf viewer. If it downloads, click the file to open it.



Undecided: 0,  
Conditional Approval: 0,  
Missing Vote: 12  
**Vote deadline:** Friday, April 2

**Course Notes**

-

**IAI Course Description**

BIOL100Syllabus\_L....pdf

Once the file is open, you can save it and view it.

1 / 6

**Black Hawk College**  
**Biology 100– Introduction to Biology**  
IAI: L1900L

**Syllabus Prepared:** Spring 2017

**Credit Hours:** 4 semester Credit Hours; 3 lecture, 1 lab  
**Contact Hours:** 3 Lecture Hours; 2 Lab Hours; 5 Total Contact Hours per Week; Lab Contact Hours are 32 hours/semester

**Prerequisite:** None

**Delivery Modes:** This syllabus is for a face-to-face section.  
(Online sections are offered with the lecture online and lab face-to-face)

**Catalog Description:**  
BIOL 100 is intended for non-science majors. This course provides an introduction to important biological principles: (1) Cellular biology including chemistry of life, cell structure, cell division, cell metabolism, classical and molecular genetics (2) organismal biology including diversity, evolution, and ecology.

**Textbook:** Johnson. *The Living World*, Eighth Edition, McGraw Hill, 2015  
**Lab Manual:** Mader. *Essentials of Biology Laboratory Manual*, Fourth Edition, McGraw Hill, 2016

**Expected Learning Outcomes:**

Upon successful completion of this course, the student shall be able to:

1. demonstrate an understanding of scientific methodology.
2. illustrate the chemical foundations of life.
3. relate the unifying role of cells to all living things.
4. describe the principles of both Mendelian and molecular genetics and their significance to evolutionary processes.
5. evaluate the evidence for evolution as an explanation for the diversity of life and classify organisms on the basis of evolutionary advances.
6. evaluate the importance of ecosystems and the influence of human activities on ecosystems.

**Method(s) of Assessing Student Outcomes:**

4 Exams will be given during class periods on preassigned dates. Exams will be out of 100 points and will have questions in a variety of formats including multiple choice, matching, free response, **essay**, diagram labeling, and more.

Writing assignment: **One 2-3 page formal research paper on how biological evolution is currently affecting human society** and two formal 3-4 page laboratory reports will be assigned during the course. Assignment details will be provided in class with due dates communicated accordingly.

Quizzes: 15 quizzes will be given on a weekly basis and will include multiple choice, labeling, and matching type questions.

In the upper right corner, you can save, print, or reload the file.



That is how you get to and save files in the course submission/review process. Submitters should feel to download, save, and email these files to interested staff and faculty. This is a great way to help direct faculty in tweaking their own syllabi for submission and review.