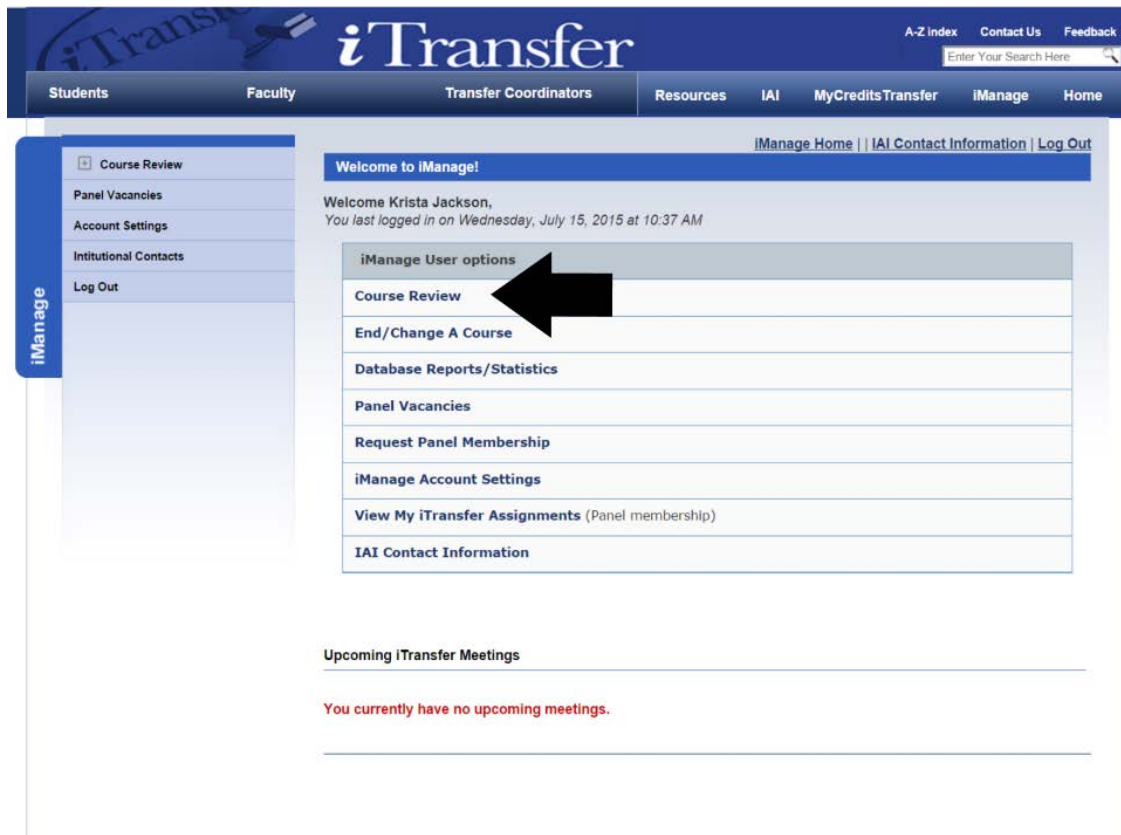
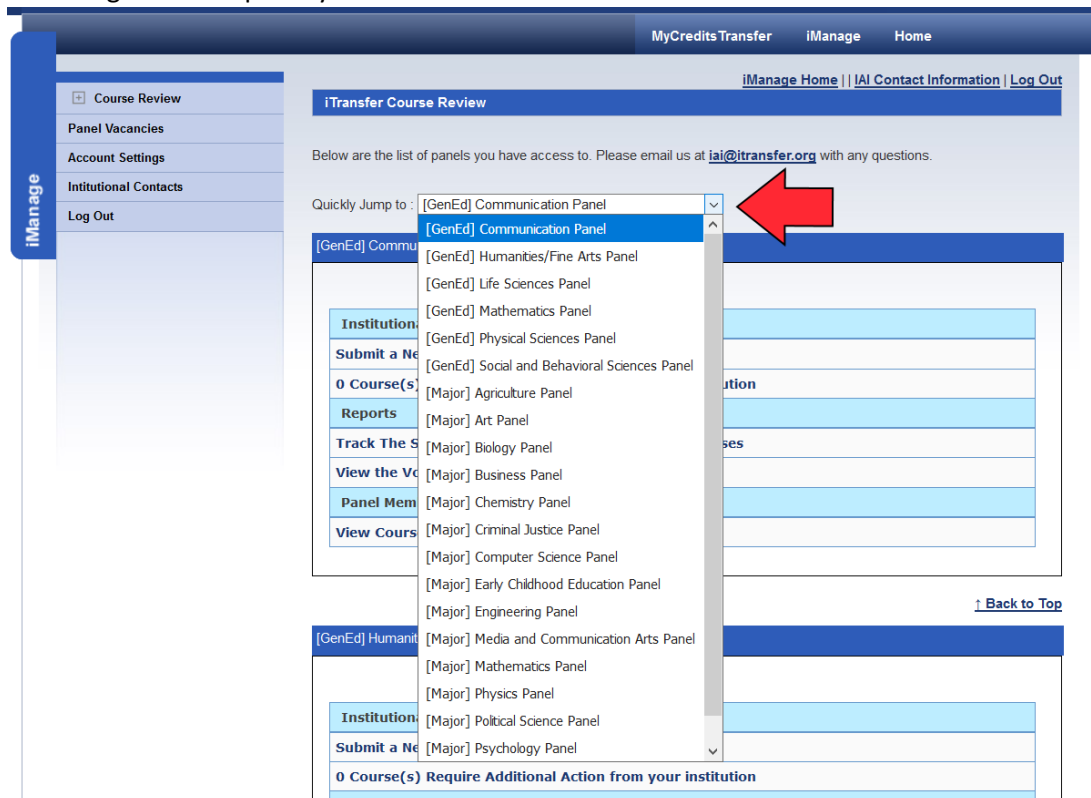


This walk-through will help you with the steps and processes in working with courses called for ongoing review for the panels. We'll show you some short cuts to help you work on all your courses for all the panels at once.

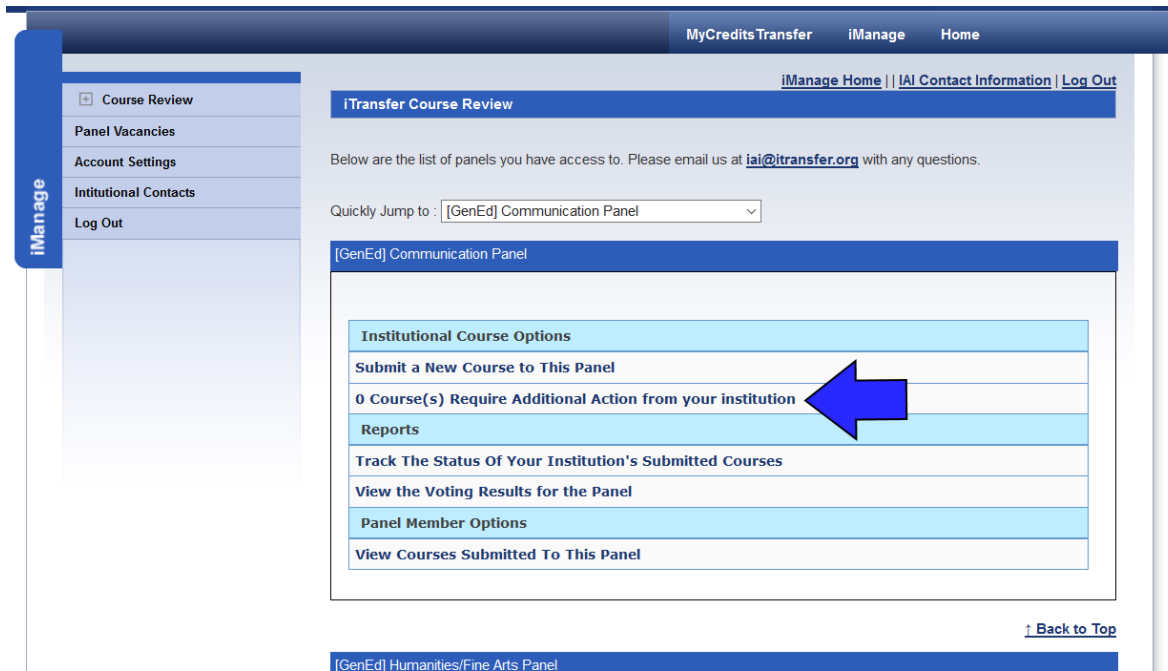
1> After logging into iManage, go to the "Course Review" section.



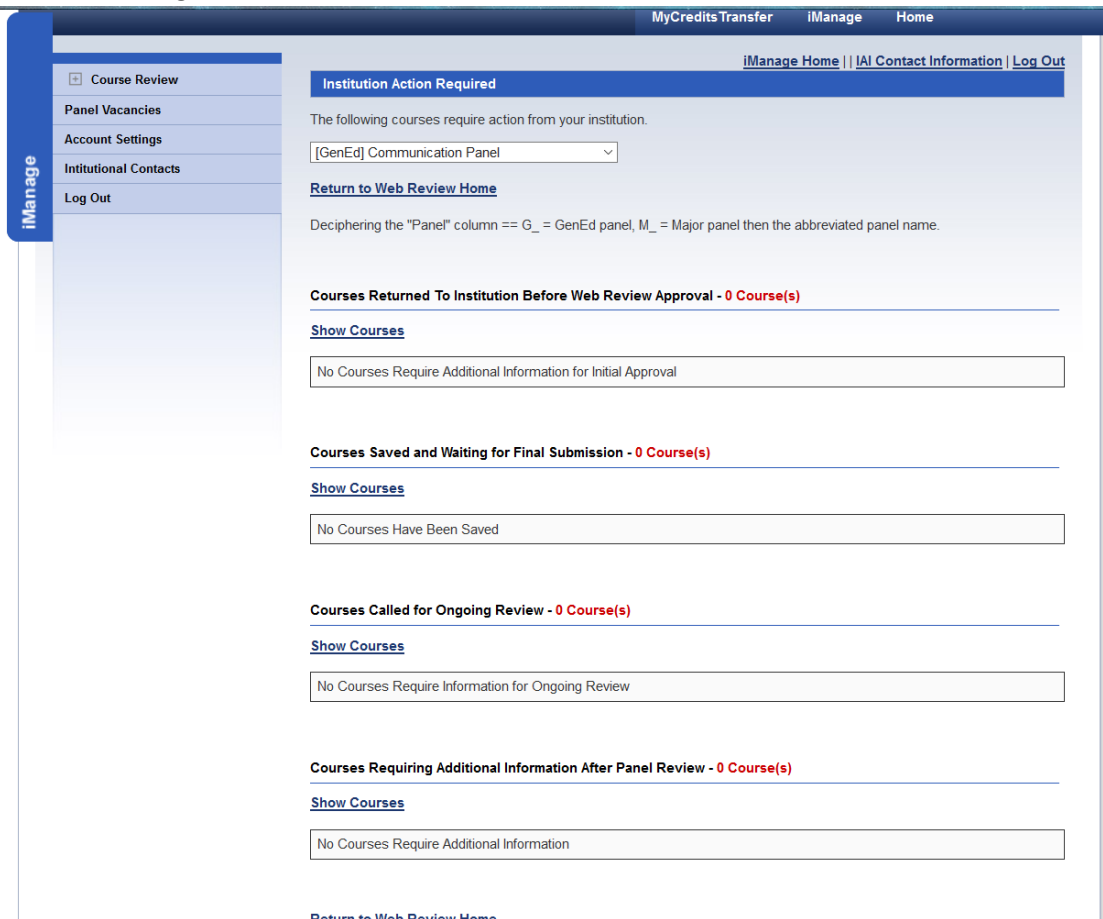
2> Once in the Course Review system, you will want to go to the panel you are seeking to work with. Use the drop box navigate to the panel you want information on.



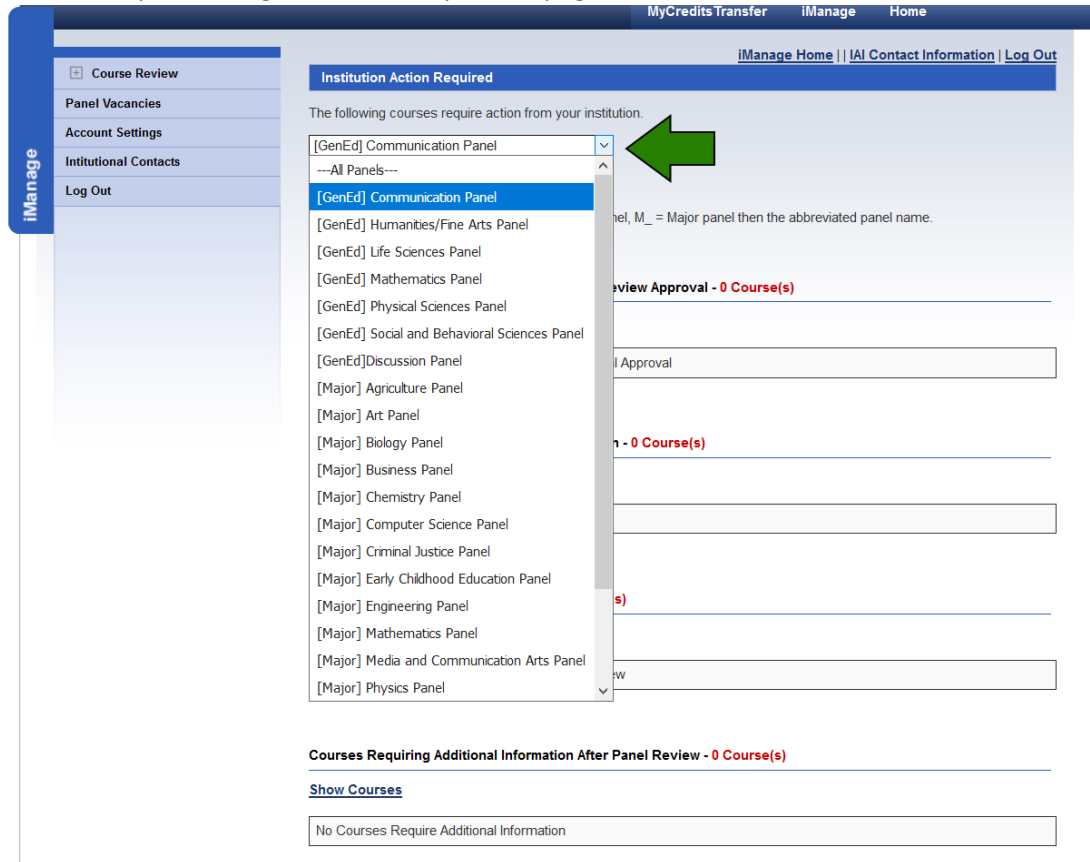
You can also move around the page using the mouse wheel. If you are unsure where you want to go, look for a panel that has a number in the “# Course(s) Require Additional Action from your institution.” You can use this for any panel even if it has a “0” showing for our shortcut we will talk about later. Click that link.



3> Once you click the link, depending on if you are looking at a panel that had courses that needed action or if you chose one that had a “0” showing, you see a screen that looks similar to the below. We look at both and show you how to navigate each.



You do not need to navigate back to the main Course Review page to look at each panel individually. You can use the drop box navigation at the top of the page.



The screenshot shows the iManage system interface. At the top, there are navigation links: MyCredits Transfer, iManage, and Home. Below this is a header bar with "iManage Home | IAI Contact Information | Log Out". On the left is a vertical sidebar with the "iManage" logo and a menu containing: Course Review (selected), Panel Vacancies, Account Settings, Institutional Contacts, and Log Out. The main content area is titled "Institution Action Required" and contains the text: "The following courses require action from your institution." Below this is a dropdown menu for selecting a panel. The dropdown is currently open, showing a list of panels: "[GenEd] Communication Panel" (highlighted), "--All Panels--", "[GenEd] Humanities/Fine Arts Panel", "[GenEd] Life Sciences Panel", "[GenEd] Mathematics Panel", "[GenEd] Physical Sciences Panel", "[GenEd] Social and Behavioral Sciences Panel", "[GenEd] Discussion Panel", "[Major] Agriculture Panel", "[Major] Art Panel", "[Major] Biology Panel", "[Major] Business Panel", "[Major] Chemistry Panel", "[Major] Computer Science Panel", "[Major] Criminal Justice Panel", "[Major] Early Childhood Education Panel", "[Major] Engineering Panel", "[Major] Mathematics Panel", "[Major] Media and Communication Arts Panel", and "[Major] Physics Panel". A green arrow points to the "--All Panels--" option. To the right of the dropdown, there are several sections of text, including "Review Approval - 0 Course(s)", "Approval", "n - 0 Course(s)", and "Courses Requiring Additional Information After Panel Review - 0 Course(s)". At the bottom, there is a "Show Courses" link and a text box containing "No Courses Require Additional Information".

Notice that there is an “---All Panels---” option at the very top of the list. You can use this option to see ALL your courses called and needing more information after a decision is posted by a panel. We’ll review further this in a moment.

To see any courses in each section if they are not already showing on your screen, click the “Show Courses” link. This will expand the section to provide the details of the requested courses. The “Courses Returned to Institution Before Web Review Approval” option at the top are those courses that had an issue as an IAI administrator double checked the course (a first time submission – New Course or Ongoing Review course) before loading it to the panel. We send email notes when there is a problem. The problems we find are usually display abnormalities with syllabi or no files are attached at all. The “Courses Saved and Waiting Final Submission” section are those courses that you have saved somewhere in the process of submitting the course to the panel. They may not have been submitted so you will want to check with an administrator to see if the course needs submission. If you have a course sitting there and you know you no longer need it, you can hover over the “Options” button on the right to act on it, submit it or delete it. The “Courses Called for Ongoing Review” are those courses that were called to be reviewed for the panel. As a reminder, these courses are eligible to be called after they have been approved more than 5 years ago. Ongoing review is a randomized process so a course may not be called every 5 years. Finally, the “Courses Requiring Additional Information After Panel Review” are those courses that a panel has looked at and did not approve for some reason. This is where courses, including Conditional Approvals live. We will explore the process for working with these courses in another walk-through called “Working with Courses Not Approved by the Panels.”

The following courses require action from your institution.

[GenEd] Physical Sciences Panel

[Return to Web Review Home](#)

Deciphering the "Panel" column == G\_ = GenEd panel, M\_ = Major panel then the abbreviated panel name.

**Courses Returned To Institution Before Web Review Approval - 0 Course(s)**

[Show Courses](#)

No Courses Require Additional Information for Initial Approval

**Courses Saved and Waiting for Final Submission - 1 Course(s)**

[Show Courses](#)

Panel	Last Edited By	Course Title	Course Identifier	Date Saved	
G_PS	Jess Ray	Principles of Geology	GEO 102	11/20/2017	<a href="#">Options</a>

**Courses Called for Ongoing Review - 1 Course(s)**

[Show Courses](#)

Panel	Institution	Course Title	Date Requested	Semester Called	
G_PS	Illinois State University	GEO 102: Principles of Geology	11/13/2017	Spring 2018	<a href="#">Options</a>

**Courses Requiring Additional Information After Panel Review - 1 Course(s)**

[Show Courses](#)

Panel	Decision	Institution	Title	Review Started	Date Voted	
G_PS	Needs More Info	Illinois State University	PHY 105: Fundamentals of Physics	3/1/2015	4/24/2015	<a href="#">Options</a>

**SHORT CUT TO SEE ALL YOUR PENDING ONGOING REVIEW COURSES AND OTHER PENDING WORK IN ONE SCREEN:** Click the “—ALL PANELS—” option at the navigation drop box.

MyCreditsTransfer    iManage    Home

iManage Home | IAI Contact Information | Log Out

**Institution Action Required**

The following courses require action from your institution.

---All Panels---

**---All Panels---**

[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

[GenEd] Discussion Panel

[Major] Agriculture Panel

[Major] Art Panel

[Major] Biology Panel

[Major] Business Panel

[Major] Chemistry Panel

[Major] Computer Science Panel

[Major] Criminal Justice Panel

[Major] Early Childhood Education Panel

[Major] Engineering Panel

[Major] Mathematics Panel

[Major] Media and Communication Arts Panel

[Major] Physics Panel

Panel, M\_ = Major panel then the abbreviated panel name.

**Review Approval - 0 Course(s)**

---

Approval

---

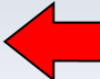
**Review - 1 Course(s)**

Title	Course Identifier	Date Saved	Options
ology	GEO 102	11/20/2017	<a href="#">Options</a>

---

**Review - 1 Course(s)**

Panel	Institution	Course Title	Date Requested	Semester Called
-------	-------------	--------------	----------------	-----------------



You will see everything needs action on the page. Remember you may need to click the “Show Courses” link to view it for each section

iManage

Account Settings

Institutional Contacts

Log Out

--All Panels--

[Return to Web Review Home](#)

Deciphering the "Panel" column == G\_ = GenEd panel, M\_ = Major panel then the abbreviated panel name.

**Courses Returned To Institution Before Web Review Approval - 0 Course(s)**

[Show Courses](#)

No Courses Require Additional Information for Initial Approval

**Courses Saved and Waiting for Final Submission - 1 Course(s)**

[Show Courses](#)

Panel	Last Edited By	Course Title	Course Identifier	Date Saved	
G_PS	Jess Ray	Principles of Geology	GEO 102	11/20/2017	<a href="#">Options</a>

**Courses Called for Ongoing Review - 5 Course(s)**

[Show Courses](#)

Panel	Institution	Course Title	Date Requested	Semester Called	
M_CS	Illinois State University	MAT 160: Elementary Discrete Math	7/9/2015	Fall 2015	<a href="#">Options</a>
M_CHM	Illinois State University	CHE 140: General Chemistry I	5/19/2017	Fall 2017	<a href="#">Options</a>
G_PS	Illinois State University	GEO 102: Principles of Geology	11/13/2017	Spring 2018	<a href="#">Options</a>
M_CHM	Illinois State University	CHE 141: General Chemistry II	5/19/2017	Fall 2017	<a href="#">Options</a>
G_MTH	Illinois State University	MAT 120: Finite Math	7/8/2015	Fall 2015	<a href="#">Options</a>

**Courses Requiring Additional Information After Panel Review - 5 Course(s)**

[Show Courses](#)

Panel	Decision	Institution	Title	Review Started	Date Voted	
G_PS	Needs More Info	Illinois State University	PHY 105: Fundamentals of Physics	3/1/2015	4/24/2015	<a href="#">Options</a>
M_CHM	Needs More Info	Illinois State University	CHE 230: Organic Chemistry I	3/1/2016	4/8/2016	<a href="#">Options</a>
M_CHM	Needs More Info	Illinois State University	CHE 231: Organic Chemistry Laboratory I	3/1/2016	4/8/2016	<a href="#">Options</a>
M_CHM	Needs More Info	Illinois State University	CHE 232: Organic Chemistry II	3/1/2016	4/8/2016	<a href="#">Options</a>
M_CHM	Needs More Info	Illinois State University	CHE 233: Organic Chemistry Lab II	3/1/2016	4/8/2016	<a href="#">Options</a>

[Return to Web Review Home](#)

You can now start manipulating the courses for all the panels on this one screen rather than navigating and working panel by panel.

- 4> Let's explore how to work directly with pending/called the ongoing review courses. These are courses that have not yet been submitted to the panel.

iManage

Account Settings

Institutional Contacts

Log Out

---All Panels---

[Return to Web Review Home](#)

Deciphering the "Panel" column == G\_ = GenEd panel, M\_ = Major panel then the abbreviated panel name.

---

**Courses Returned To Institution Before Web Review Approval - 0 Course(s)**

[Show Courses](#)

No Courses Require Additional Information for Initial Approval

---

**Courses Saved and Waiting for Final Submission - 1 Course(s)**

[Show Courses](#)

Panel	Last Edited By	Course Title	Course Identifier	Date Saved	
G_PS	Jess Ray	Principles of Geology	GEO 102	11/20/2017	<a href="#">Options</a>

➔

**Courses Called for Ongoing Review - 5 Course(s)**

[Show Courses](#)

Panel	Institution	Course Title	Date Requested	Semester Called	
M_CS	Illinois State University	MAT 160: Elementary Discrete Math	7/9/2015	Fall 2015	<a href="#">Options</a>
M_CHM	Illinois State University	CHE 140: General Chemistry I	5/19/2017	Fall 2017	<a href="#">Options</a>
G_PS	Illinois State University	GEO 102: Principles of Geology	11/13/2017	Spring 2018	<a href="#">Options</a>
M_CHM	Illinois State University	CHE 141: General Chemistry II	5/19/2017	Fall 2017	<a href="#">Options</a>
G_MTH	Illinois State University	MAT 120: Finite Math	7/8/2015	Fall 2015	<a href="#">Options</a>

**Courses Requiring Additional Information After Panel Review - 5 Course(s)**

[Show Courses](#)

Panel	Decision	Institution	Title	Review Started	Date Voted	
G_PS	Needs More Info	Illinois State University	PHY 105: Fundamentals of Physics	3/1/2015	4/24/2015	<a href="#">Options</a>
M_CHM	Needs More Info	Illinois State University	CHE 230: Organic Chemistry I	3/1/2016	4/8/2016	<a href="#">Options</a>
M_CHM	Needs More Info	Illinois State University	CHE 231: Organic Chemistry Laboratory I	3/1/2016	4/8/2016	<a href="#">Options</a>
M_CHM	Needs More Info	Illinois State University	CHE 232: Organic Chemistry II	3/1/2016	4/8/2016	<a href="#">Options</a>
M_CHM	Needs More Info	Illinois State University	CHE 233: Organic Chemistry Lab II	3/1/2016	4/8/2016	<a href="#">Options</a>

[Return to Web Review Home](#)

To begin working with these courses, you will be using the “Options” button on the right side of the screen. Hover over the button and a box with links will pop up. You have the opportunity to “Review” the course and to “End” the course. Reviewing the course will work much as a new course submission and the course to the panel for review. Ending a course will pull from the institutional IAI database as the course is no longer offered the institution or the institution wishes for the course to be IAI articulated.

Courses Called for Ongoing Review - 5 Course(s)

Show Courses

Panel	Institution	Course Title	Date Requested	Semester Called	
M_CS	Illinois State University	MAT 160: Elementary Discrete Math	7/9/2015	Fall 2015	Options
M_CHM	Illinois State University	CHE 140: General Chemistry I	5/19/2017	Fall 2017	Review
G_PS	Illinois State University	GEO 102: Principles of Geology	11/13/2017	Spring 2018	End Course
M_CHM	Illinois State University	CHE 141: General Chemistry II	5/19/2017	Fall 2017	Options
G_MTH	Illinois State University	MAT 120: Finite Math	7/8/2015	Fall 2015	Options



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

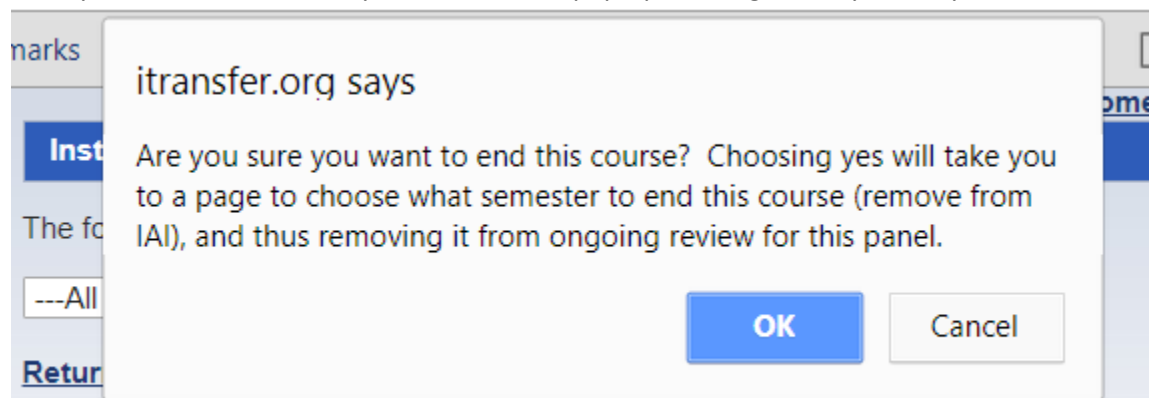
Courses Called for Ongoing Review - 5 Course(s)

Show Courses

Panel	Institution	Course Title	Date Requested	Semester Called	
M_CS	Illinois State University	MAT 160: Elementary Discrete Math	7/9/2015	Fall 2015	Options
M_CHM	Illinois State University	CHE 140: General Chemistry I	5/19/2017	Fall 2017	Review
G_PS	Illinois State University	GEO 102: Principles of Geology	11/13/2017	Spring 2018	End Course
M_CHM	Illinois State University	CHE 141: General Chemistry II	5/19/2017	Fall 2017	Options
G_MTH	Illinois State University	MAT 120: Finite Math	7/8/2015	Fall 2015	Options



After you click “End Course,” you will receive a pop-up warning that says, “Are you sure...”



Deciphering the "Panel" column == G = GenEd panel, M = Major panel then the abt



- 6> Click “OK” to continue or “Cancel” if you don’t want to proceed with the ending the course processes. When you click “OK” will see a page load that displays the current IAI database information on the course. You will see a summary of the course information that is currently assigned to the course. It will look very similar to the “End/Change” process explored in another walk-through.

The screenshot shows the iTransfer iManage interface. 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".

**Course Information**

Current Information for this course:

IAI Code	CS915
School Code	MAT 160
School Name	Illinois State University
Institution Title	Elementary Discrete Math
Credit Hours	400
Semester/Quarter	S
Date Added	5/1/1999 12:00:00 AM

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

01/01 (Spring) | 2018

Rich text editor toolbar: B, I, bold, italic, link, unlink, help.

End Course button.

Let’s review the information shown. The first section is not editable and gives all the details we have on the course. The next section allows you to pick your end date. It can be a date in the future or in the past.

The screenshot shows the iTransfer iManage interface. 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".

**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

01/01 (Spring)  
05/01 (Summer)  
08/15 (Fall)

Rich text editor toolbar: bold, italic, link, unlink, help.

End Course button.

[Return to iManage Home](#)

MyCreditsTransfer iManage Home

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

**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

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

**B I** ?

REC  
End Course

[Return to iManage Home](#)

You can add a note if you choose.

MyCreditsTransfer iManage Home

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

**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** ?

Notes go here

REC  
End Course

[Return to iManage Home](#)

Once the information is as you desire, click the “End Course” button.

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 'Current Information for this course:'. Below this is a table with the following data:

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 two dropdown menus showing '01/01 (Spring)' and '2018'. Underneath is a rich text editor with a toolbar (B, I, bold, italic, link, unlink, help) and the text 'Notes go here!'. At the bottom left of the editor is a small dropdown menu with a downward arrow, and below it is a yellow button labeled 'End Course'. A blue arrow points to this button. Below the button is a link: 'Return to iManage Home'.

You will receive a pop-up confirmation/note about ending the course.

The screenshot shows the same iManage interface as above, but with a confirmation pop-up message overlaid. The pop-up has a green checkmark icon and contains 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 [ittransfer@ittransfer.org](mailto:ittransfer@ittransfer.org) with any questions.

At the bottom right of the pop-up is a 'Close' button. The background interface is dimmed, showing the 'End Course' button and the 'Return to iManage Home' link.

The course will come into the IAI administrative systems and we will process the end. Please let us know if you find you want that end cancelled or changed later. This processing works the same as it does in the “End/Change” process.

7> Let’s explore the “Review” option. Hover over the “Options” button with the mouse and click “Review.”

**Courses Called for Ongoing Review - 5 Course(s)**

[Show Courses](#)

Panel	Institution	Course Title	Date Requested	Semester Called	
M_CS	Illinois State University	MAT 160: Elementary Discrete Math	7/9/2015	Fall 2015	<a href="#">Options</a>
M_CHM	Illinois State University	CHE 140: General Chemistry I	5/19/2017	Fall 2017	<a href="#">Review</a>
G_PS	Illinois State University	GEO 102: Principles of Geology	11/13/2017	Spring 2018	<a href="#">End Course</a>
M_CHM	Illinois State University	CHE 141: General Chemistry II	5/19/2017	Fall 2017	<a href="#">Options</a>
G_MTH	Illinois State University	MAT 120: Finite Math	7/8/2015	Fall 2015	<a href="#">Options</a>

8> The Ongoing Review Submission form will load on the next page. Most of the information is not able to be changed or manipulated. If you see information that is not correct according to your institutional records, reach out to the IAI administrators at [iai@ittransfer.org](mailto:iai@ittransfer.org) right away. We will need discuss options in correcting the information. We may need to correct it before it is submitted and recall the course if the change in information is more than 5 years old. If it is a recent change, we may determine to let it go through the process as the information currently reads and correct the details once the course is approved by the panel. It is important to clearly indicate prerequisites in the prerequisite box as the IAI systems do not retain this information. Please include the course coding, the course title, and if appropriate any IAI coding that is related to the prerequisite.

MyCredits Transfer   iManage   Home

[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.**

**Rejection Reason:**

**Course Information**

Institution Name:	Illinois State University
Panel:	[Major] Agriculture Panel
IAI Course Number:	AG911: Introduction to Agriculture Education
Institution's Course Number:	AGR 190
Institution's Course Title:	Introduction to Agricultural Education
Number of Credit Hours: <small>Indicate semester or quarter credit.</small>	2 Sem
Prerequisite: <small>Institutional prefix, number and title (IAI # if applicable) Panel requires the prereq course title for decision</small>	AG 101 - Introduction to Agriculture

**Contact Information**

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

IAI Submitter:

Person compiling submission if not IAI Submitter:

Contact Number:  Ext.

Date:

Contact Email:

[Next Step](#)

---

Course Submission Step 1 of 3

Once the you are ready, click the "Next Step" button to proceed to the next screen in the process.

MyCredits Transfer iManage Home

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.**

Rejection Reason:

**Course Information**

Institution Name:	Illinois State University
Panel:	[Major] Agriculture Panel
IAI Course Number:	AG911: Introduction to Agriculture Education
Institution's Course Number:	AGR 190
Institution's Course Title:	Introduction to Agricultural Education
Number of Credit Hours: <i>Indicate semester or quarter credit.</i>	2 Sem
Prerequisite: <i>Institutional prefix, number and title (IAI # if applicable) Panel requires the prereq course title for decision</i>	AG 101 - Introduction to Agriculture

**Contact Information**

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

IAI Submitter: Krista Jackson

Compiling submission if not IAI Submitter:

Cell Number: 3094388640 Ext.

Date/Time: 2/13/2018 11:15:36 AM

Email: kmjack2@ilstu.edu

**Next Step**

Course Submission Step 1 of 3

9> The next screen provides check boxes that remind you and indicate what the submission must have for the panel to evaluate the course. As the submitter, by checking the boxes you are indicating that you have checked your submission documentation/representative syllabus and the information requested is supplied. We recommend having the document(s) you are attaching open and reviewing them to ensure the information is there while checking the boxes. This is the same check list that displays in the course submission process explored in another walk-through.

MyCreditsTransfer iManage Home

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

**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:  
No checklist items from 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="Choose File"/> No file chosen	Representative Syllabus ▼	<input type="text"/>
File 2:	<input type="button" value="Choose File"/> No file chosen	Representative Syllabus ▼	<input type="text"/>
File 3:	<input type="button" value="Choose File"/> No file chosen	Representative Syllabus ▼	<input type="text"/>
File 4:	<input type="button" value="Choose File"/> No file chosen	Representative Syllabus ▼	<input type="text"/>
File 5:	<input type="button" value="Choose File"/> No file chosen	Representative Syllabus ▼	<input type="text"/>

Please ensure your files have been attached

Below you will find any additional questions required by the [Major] Agriculture Panel.

Course Submission Step 2 of 3

Most panels have additional check list items to call your attention to specific things they feel are important and that if not included will cause your course to returned to you for more information.

Pay special attention to the check box and ensure they are all checked as you will receive an error and not be able to proceed if you miss any.

MyCreditsTransfer iManage Home

iManage Home | |IAI Contact Information | Log Out

**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:  
No checklist items from 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.**

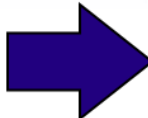
**Currently Submitted Files**

Count	Selected File	Type of File	File Notes
File 1:	<input type="button" value="Choose File"/> No file chosen	(Representative Syllabus ▼)	<input type="text"/>
File 2:	<input type="button" value="Choose File"/> No file chosen	(Representative Syllabus ▼)	<input type="text"/>
File 3:	<input type="button" value="Choose File"/> No file chosen	(Representative Syllabus ▼)	<input type="text"/>
File 4:	<input type="button" value="Choose File"/> No file chosen	(Representative Syllabus ▼)	<input type="text"/>
File 5:	<input type="button" value="Choose File"/> No file chosen	(Representative Syllabus ▼)	<input type="text"/>

Please ensure your files have been attached

Below you will find any additional questions required by the [Major] Agriculture Panel.

Course Submission Step 2 of 3



marks

transfer

transfer Portal

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:

itransfer.org says  
All the boxes in FINAL CHECKLIST must be checked

iManage Home | |IAI Contact Inform

10> Next, you are able to attach your documentation/representative syllabus. Every panel requires a single, representative syllabus which contains all the information the panel needs to evaluate the course. Additional files may be attached if necessary. If the course you are submitting has an online syllabus, please move that information into a word document and pdf it for panel viewing. Often times these online syllabi are not visible to outside people or do not work correctly on electronic devices used by panel members. It is very helpful to ensure the data in your documents display as you want them to by pdf'ing the documents prior to submission. If there are tables or other graphic information in the documentation, it possible that our systems will strip them out to save space if you use our pdf'ing processes.

You can attach up to 5 documents in the submission process but it is helpful to the panel if fewer than 5 documents are submitted. If you need to attach more documents, or make changes to documents you have supplied on a submitted course, contact the IAI administrators to make those adjustments or add files to the course.

The system allows to identify the type of academic file you are attaching. You can also add a note to the file that the panel members can see to help know the specifics of your files.

**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.

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**Currently Submitted Files**

Count	Selected File	Type of File	File Notes
File 1	Choose File   Log in to iManage.pdf	Representative Syllabus	
File 2	Choose File   No file chosen	Catalog Description	
File 3	Choose File   No file chosen	Lab Form/Info	
File 4	Choose File   No file chosen	Circuncet Form	
File 5	Choose File   No file chosen	Other/Unknown	

Please ensure your files have been attached

Below you will find any additional questions required by the [Major] Agriculture Panel.

Course Submission Step 2 of 3

[Next Step](#)

Please verify (Check ) that your course material fulfills the following additional Panel Specific criteria:  
No checklist items from 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.

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**Currently Submitted Files**

Count	Selected File	Type of File	File Notes
File 1	Choose File   Log in to iManage.pdf	Representative Syllabus	Instructor
File 2	Choose File   No file chosen	Representative Syllabus	
File 3	Choose File   No file chosen	Representative Syllabus	
File 4	Choose File   No file chosen	Representative Syllabus	
File 5	Choose File   No file chosen	Representative Syllabus	

Please ensure your files have been attached

Below you will find any additional questions required by the [Major] Agriculture Panel.

Course Submission Step 2 of 3

[Next Step](#)



11> When you are finished attaching documents and ready to submit the course into the system, click "Next Step."

**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.**

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File 1:	Choose File   Log in to iManage.pdf	Representative Syllabus ▼	Instructor
File 2:	Choose File   No file chosen	Representative Syllabus ▼	
File 3:	Choose File   No file chosen	Representative Syllabus ▼	
File 4:	Choose File   No file chosen	Representative Syllabus ▼	
File 5:	Choose File   No file chosen	Representative Syllabus ▼	

**Please ensure your files have been attached**

Below you will find any additional questions required by the [Major] Agriculture Panel

Course Submission Step 2 of 3

[Next Step](#)

12> On the next screen, you see a summary of the information you have supplied for the course before the final submission step. Verify the information provided.

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**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:	[Major] Agriculture Panel
IAI Course Number:	AG911 Introduction to Agriculture Education
Institution Course Number:	AGR 190
Institution Course Name:	Introduction to Agricultural Education
Credit Hours:	2 Semester
Prerequisite:	AG 101 - Introduction to Agriculture

**Files Submitted With This Course**

File 1: [LogintoiManage20180213112905290.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.**

[Submit Course](#)

Course Submission Step 3 of 3

You can view your documents,

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

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**Files Submitted With This Course**

File 1: [LogintoIManage20180213112905290.pdf](#)


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

**Additional Questions Answered With This Course**

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**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.**

Course Submission Step 3 of 3



go to one of the previous steps (make sure your documents remain attached and if they are no longer showing on the verification screen, reattach them BEFORE submission),

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

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**Files Submitted With This Course**

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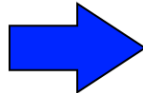
[Edit Course Details](#)  
[Edit Course Files](#)

**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.

Course Submission Step 3 of 3



and finally submit the course. Click the "Submit Course" button to send the course to the IAI administrators.

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**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.

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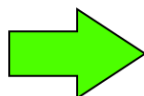
[Edit Course Details](#)  
[Edit Course Files](#)

**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.

Course Submission Step 3 of 3



13> Once you have submitted the course, you will get a confirmation that the submission was successful.


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Course Review  
Panel Vacancies  
Account Settings  
Intitutional Contacts  
Log Out

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

[Continue](#)



You will also receive an email saying the course was submitted. If you are concerned for any reason that the course did not process through the system as expected, please feel free to reach out to the IAI administrators at [iai@itransfer.org](mailto:iai@itransfer.org) to check the course and ensure it has been received. Once you click "Continue" on the confirmation screen you will be taken to the main "Course Review" screen to start working on your next process in the review system.

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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@itransfer.org](mailto:iai@itransfer.org) with any questions.

Quickly Jump to :

**[GenEd] Communication Panel**

<b>Institutional Course Options</b>
<b>Submit a New Course to This Panel</b>
<b>0 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](#)

**[GenEd] Humanities/Fine Arts Panel**

<b>Institutional Course Options</b>
<b>Submit a New Course to This Panel</b>
<b>5 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>