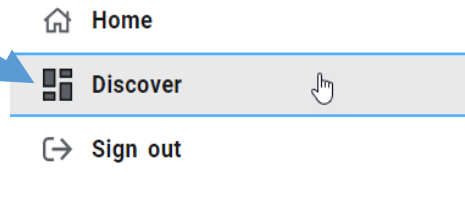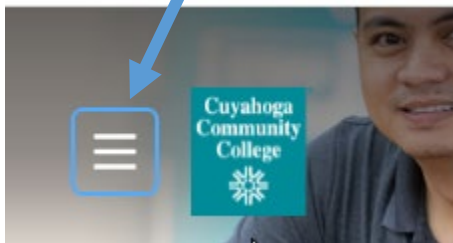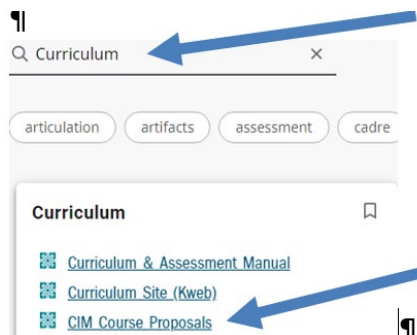# How to Retrieve a Course Outline/Syllabus Report from the Course Inventory Management System (CIM)

Step 1: Log into the CIM System

- Open the Firefox browser. This is the vendor-recommended browser.
- Log in to My Tri-C Space.
- From the Main Menu, click Discover

- Type *Curriculum* in the search bar
- Click on the **CIM Course Proposals** link

This will take you to the CIM landing page, seen below. Click the box that appears asking you to complete Log in.

Step 2: Search for the course to review

- From the Course CIM landing page, enter the Subject code and course number of the desired course (i.e. ENG-1010)* in the search box and click the green **Search button**.

Course Inventory Management   Help ❓

Search, edit, add, and deactivate courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

| ENG-1010 | Search | ☐ Archive ☐ History | - OR - | Propose New Course | Quick Searches... |

Course Code	Title	Workflow	Status
ENG-1010	College Composition I		

*You must include the hyphen between the subject code and course number or the system will not find your course.

- You can also do a search with just the subject area (i.e. HIST) to pull up a listing of all courses for that subject.

Step 3: View and Save the Course Outline Report

- Click on the course you wish to review and check the **Status**. If the course has a status of "**Edited**", this indicates the course is in the process of being updated. To view the currently approved outline, scroll down and click the link in the **History box** on the right-hand side of the screen. This will open a new window where you can select the **Course Outline Report Word button** to view the approved course outline. If the **Status column is blank**, simply click the **Course Outline Report Word button** on the left-hand side of the screen to view the approved course outline. This will open an Official Course Outline Report that includes the required syllabus language for Academic Credit, Accessibility Statement, Attendance Tracking, Essential Learning Outcomes Statement, the Concealed Carry Statement, and the COVID-19 statement.

- Do a **Save As** to your departmental drive/location where you wish to develop your syllabus.

- Click **the Save As Drop Down box** to change the Save as Type from Web page to Word Document.

- Add additional information, such as assignment descriptions, weekly schedule, etc. to the syllabus as appropriate.