Course Submission – Walk Through – Screen Prints in order

1> Find iManage on the home page
If password is forgotten, follow these steps
3. Click Course Review at the top of the page to work with courses in the submission process.
4. To submit a new course, click the link “Submit a New Course to This Panel” for the appropriate panel. Each panel has their own submission form within iManage. As such, the submission must be done separately within each panel section. To navigate to the panel you are seeking, use the drop at the top.
5> Once the submission is begun, the following page loads
Fill in the information for the course, including course department coding and titles, semester or quarter hours, and any prerequisites. Please include course titles and any IAI codes that match the prerequisite. This helps panel evaluate the prerequisite information.

Once the information is completely entered, click the “Next Step” button.
On the next screen, check your document(s) to ensure all the pieces requested are included in your documentation you will be attaching to the submission. You can find information published by each panel in the “Course Submitters” section of the site. We will add a walk through at the end of this document for navigating to the “Panel Related Documents” section. As the submitter, by checking the boxes here, you are indicating that the information requested in the checklist is present. Please read the entire list as important information and directions to you as the submitter may be included in the items.

**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, 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 all details on course submissions (new and ongoing review), please be sure to fully review the panel's course approval criteria at [http://www.transfer.org/AAP/PanelRelatedDocuments.aspx](http://www.transfer.org/AAP/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 mismatched 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.

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 dot dot files.

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 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 syllabus 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.transfer.org/AAPanel/RelatedDocuments.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 mismatched 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 809 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: PDFs 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.
Once the checklist is completed, you can attach your documents. We recommend converting all documents, including any online resources or documentation, into the pdf format before completing the submission and attaching them to the submission. You can use the fields and drop boxes to identify your files to panel. Be sure that your file titles do not have any special characters in them.
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:** PDFs 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**

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<thead>
<tr>
<th>Count</th>
<th>Selected File</th>
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<th>File Notes</th>
</tr>
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<tr>
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<td>Representative Syllabus</td>
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<td>File 5</td>
<td>Browse... No file selected</td>
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</tbody>
</table>

Please ensure your files have been attached.

Below you will find any additional questions required.

Course Submission Step 2 of 3

Next Step

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.
Click “Submit” to proceed through the process.

(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.

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</thead>
<tbody>
<tr>
<td>File 1</td>
<td>Browse...Sptr16AUptades2.pdf</td>
<td>Representative Syllabus</td>
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<td>File 2</td>
<td>Browse...No file selected.</td>
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<td>File 4</td>
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<tr>
<td>File 5</td>
<td>Browse...No file selected.</td>
<td>Representative Syllabus</td>
<td></td>
</tr>
</tbody>
</table>

Please ensure your files have been attached.

Below you will find any additional questions required by the [GenEd] Communication Panel.

Course Submission Step 2 of 3

Next Step...
If you missed any of your checklist items, you will get an error screen. All items must be checked and all fields must be filled in to proceed through the process.

If you do get an error and need to fix anything, be sure to reattach your documents as they will clear off your submission if there is an error! Reattach the files, and click “Submit” again.
You will get a review screen that indicates all the information you provided in the submission forms and your files that you can click to review and view to ensure things look as they should. You can edit items if you need to.
Ensure that the course information is correct.

<table>
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<tr>
<td>Panel Submitted To</td>
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<tr>
<td>IAI Course Number</td>
<td>C1900 Writing Course Sequence</td>
</tr>
<tr>
<td>Institution Course Number</td>
<td>ENG 161</td>
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<tr>
<td>Institution Course Name</td>
<td>Composition I</td>
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<tr>
<td>Credit Hours</td>
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</tr>
<tr>
<td>Prerequisite</td>
<td>NA - placement</td>
</tr>
</tbody>
</table>

Files Submitted With This Course

File 1  22018020817551827.pdf

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 your files.

File 1  Sep16EAUpdates22018J251427.pdf

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
When you are satisfied with your submission, click “Submit Course.”
You will be given a confirmation that the course is sent. It may look slightly different than this but it will provide a note that the course has been sent to the IAI Administrators for further review and loading into the system. You will receive an email confirmation that this occurred as well. If you are ever concerned that there was a mishap along the way, please contact the IAI staff at iai@itransfer.org to verify we have the course and things are okay. We are here to help!
Click the “Continue” button to return to the main Course Review page to working on another course, etc.

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 sequence 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
To get to the “Panel Related Documents” section of the site

1> From any page on the main site, click “Course Submitters” at the lower part of the page.
The “Course Submitters” page has the items that course submitters use most often in exploring IAI and in the submission process.

Institutional Course Submitters and Articulation and Evaluations Experts

This page is especially designed to meet the needs of the institutional IAI course submitter and articulation or evaluations experts at Illinois Institutions. The institutional course submitter’s role is to provide the institution with a contact person who works with IAI and the faculty at the institution to submit courses. They also review the institutional course database for accuracy and maintain the records for working with courses on the administrative side of IAI and the panels. The role of the articulation and evaluations expert is to ensure credits earned by students are transferring as identified by the institutions and the Illinois Articulation Initiative, or IAI.

As a course submitter or articulations and evaluations expert, the resources in this section will help you with collecting what you need for course submissions and maintaining the institutional IAI database of courses, as well as reviewing institutional information on IAI and courses. You are the front line of keeping IAI running and accurate for you institutions and Illinois students.

- **Custom Course Searches** - GECC and Major Course searches at institutions
- **Course Comparison Grids**
- **Database Updates** - Requires logging into iManage to view the End/Change Reports
- **Panel Related Documents**
- **Submission Requirements**

You can:
- Review IAI approved courses for your institution
- Submit a Course
- Submit reviews and comments
Pull down through the page and find the link for “Panel Related Documents.” Click the link to go to the page.
The Panel Related Documents page provides links to individual pages for each panel.
Find the panel for which you want to view published documents. Click the appropriate link for the panel.
You will land on the panel’s page and can view documents and download or save them as necessary. Please feel free to share this information with your faculty and staff. These documents are reviewed and updated regularly.