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

- [http://itransfer.org/](http://itransfer.org/)
- Click on “iManage” at the bottom of the page
- Log in
- Click “Course Review”
- Select the appropriate panel from the dropdown menu
- Click “Submit a New Course 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.
• Fill in the requested information
• Use the “Next Step” or “Save and Submit Later” as needed
• 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”
• Attach documents as pdfs.
• Click “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.
• 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.
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

iTransfer.org
COURSE SUBMITTER INFORMATION

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

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