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.

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.

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.”
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.
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.

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

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

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

Courses Called for Ongoing Review - 5 Course(s)

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

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

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

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.
You can add a note if you choose.
Once the information is as you desire, click the “End Course” button.

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

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@itransfer.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.
Once you are ready, click the “Next Step” button to proceed to the next screen in the process.

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Illinois State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panel</td>
<td>[Select] Agriculture Panel</td>
</tr>
<tr>
<td>IU Course Number</td>
<td>[Select] AGS 100</td>
</tr>
<tr>
<td>Institution's Course Number</td>
<td>[Select] Introduction to Agricultural Education</td>
</tr>
<tr>
<td>Institution's Course Title</td>
<td>[Select]</td>
</tr>
<tr>
<td>Number of Credit Hours</td>
<td>2</td>
</tr>
<tr>
<td>Prerequisite</td>
<td>AGS 101 - Introduction to Agriculture</td>
</tr>
</tbody>
</table>

**Contact Information**

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

**IU Submitter**

- Krista Jackson
- 309-439-9420 (Ext: 133)
- 2/13/2018 11:15:56 AM
- krajack2@illinois.edu
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.

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.
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.
11> When you are finished attaching documents and ready to submit the course into the system, click “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.
You can view your documents,

File: LogIn\Manage20180213112055256.pdf

Files Submitted With This Course

Additional Questions Answered With This Course

There are no questions associated with this course submission.

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.

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),
and finally submit the course. Click the “Submit Course” button to send the course to the IAI administrators.

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