



CONCORDIA

Manual

Reviewing and Approving a Curriculum Change Dossier

CCMS login site: curriculum.concordia.ca

**Note: Users working remotely must be connected to VPN
Google Chrome is the preferred browser**

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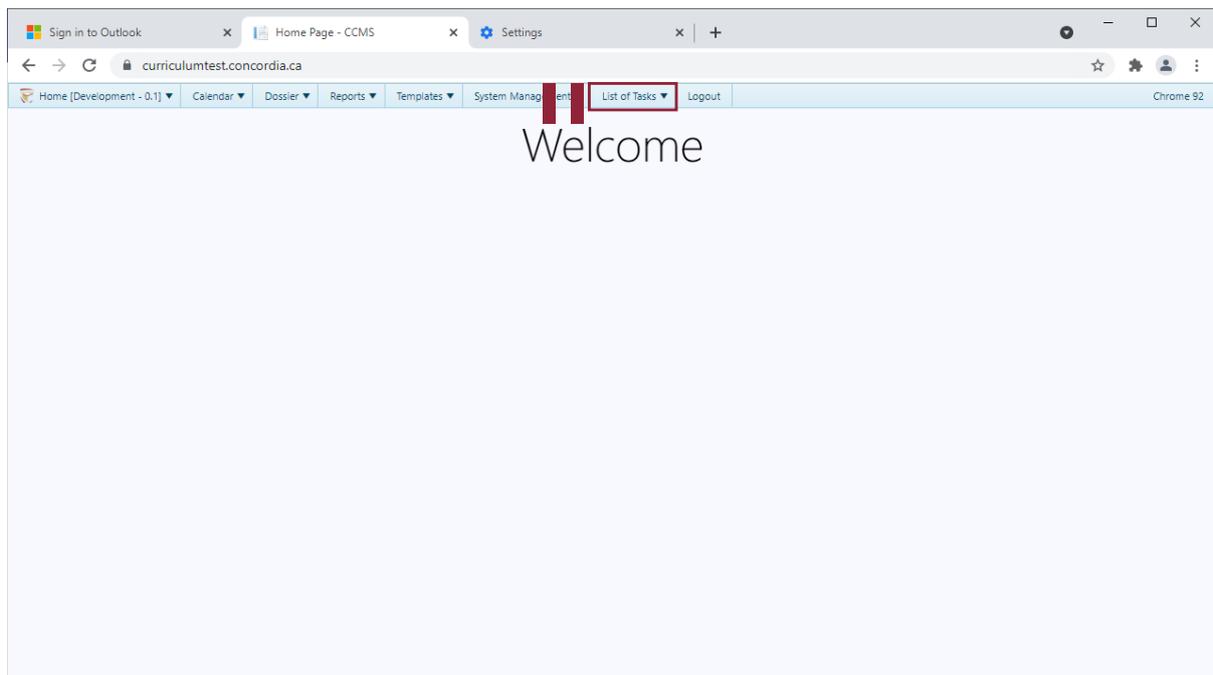
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1 Use the List of Tasks to see dossiers submitted for review (Approver Role)

This module will walk you through the steps to use the list of tasks to see dossiers submitted for review in the CCMS.

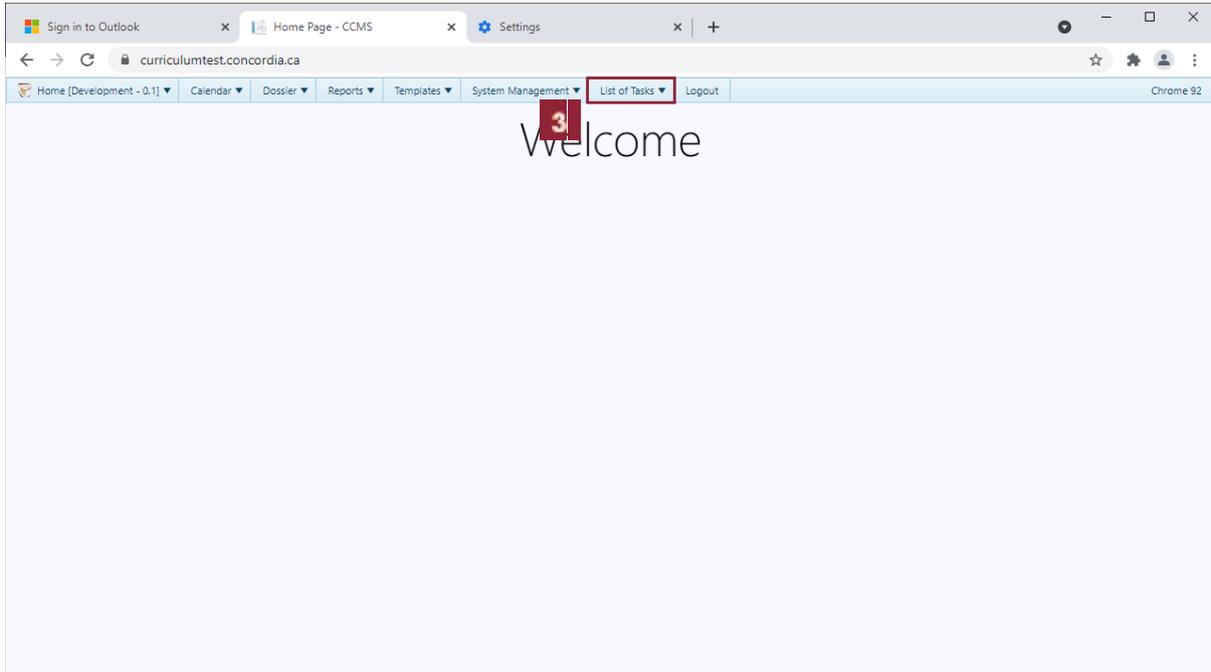
You will receive an email notification when a dossier has been submitted for your review and approval. To access dossier, click on the List of Tasks menu item. All dossiers submitted for your approval will appear. Select a dossier from the list to review and approve

1.1 Viewing dossiers submitted for your review

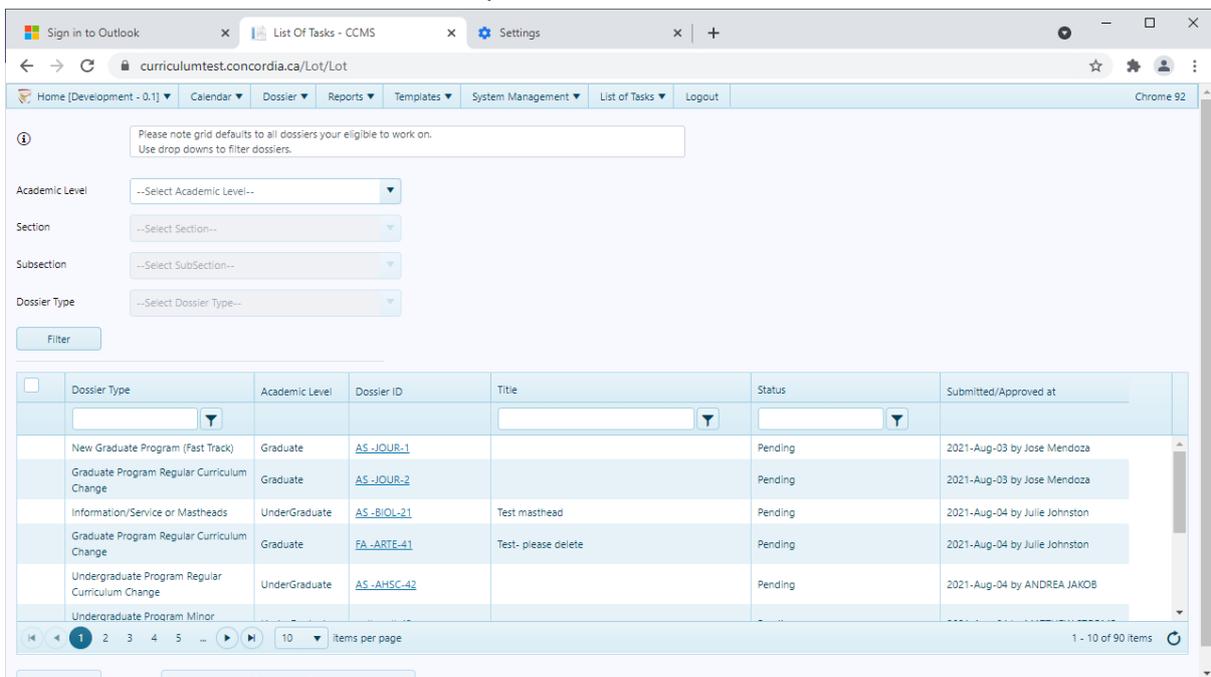


1 Click **List of Tasks** with the mouse.

i To view all dossiers submitted for review, hover over the **List of Tasks** tab located on the blue ribbon at the top of the landing page.



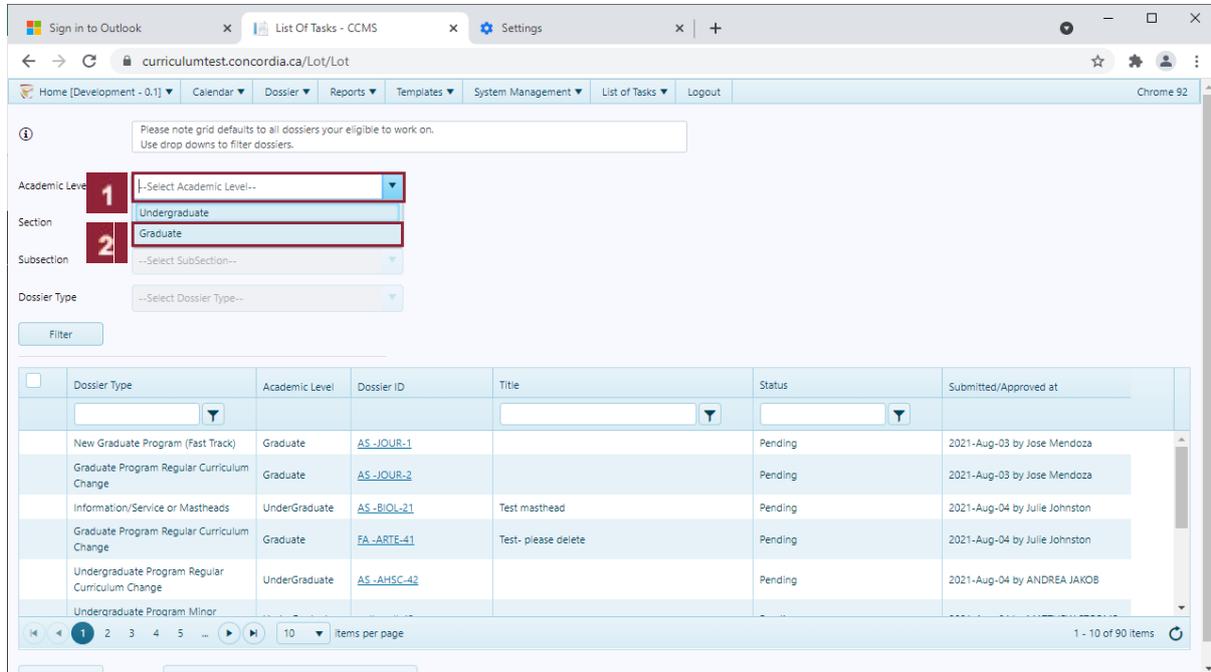
3 Click the **List of Tasks** in the drop-down menu.



2 Use the filter to find a Dossier and select a Dossier for review

If you have a large number of dossiers submitted for your review, you may want to use the filter. This module will walk you through the steps to use the filter to find and select a specific dossier for review in the CCMS.

2.1 Finding a dossier using the drop-down filters



The screenshot shows the 'List of Tasks' page in the CCMS. At the top, there are navigation tabs: Home (Development - 0.1), Calendar, Dossier, Reports, Templates, System Management, List of Tasks, and Logout. A message box says: 'Please note grid defaults to all dossiers your eligible to work on. Use drop downs to filter dossiers.'

Below the message are four filter dropdown menus:

- Academic Level:** A red box with the number '1' highlights the dropdown arrow. The menu is open, showing 'Undergraduate' selected.
- Section:** A red box with the number '2' highlights the dropdown arrow. The menu is open, showing 'Graduate' selected.
- Subsection:** --Select Subsection--
- Dossier Type:** --Select Dossier Type--

A 'Filter' button is located below the dropdowns.

Below the filters is a table with the following columns: Dossier Type, Academic Level, Dossier ID, Title, Status, and Submitted/Approved at. The table contains several rows of dossier information.

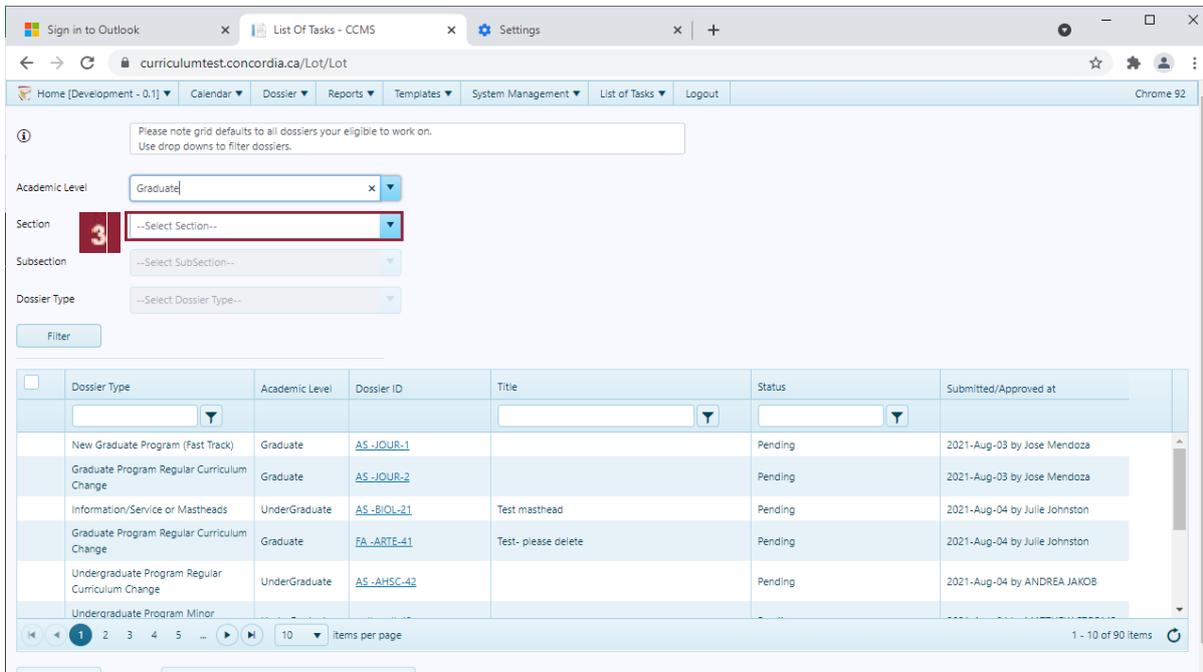
| Dossier Type | Academic Level | Dossier ID | Title | Status | Submitted/Approved at |
|---|----------------|----------------------------|---------------------|---------|-------------------------------|
| New Graduate Program (Fast Track) | Graduate | AS-JOUR-1 | | Pending | 2021-Aug-03 by Jose Mendoza |
| Graduate Program Regular Curriculum Change | Graduate | AS-JOUR-2 | | Pending | 2021-Aug-03 by Jose Mendoza |
| Information/Service or Mastheads | UnderGraduate | AS-BIQL-21 | Test masthead | Pending | 2021-Aug-04 by Julie Johnston |
| Graduate Program Regular Curriculum Change | Graduate | FA-ARTE-41 | Test- please delete | Pending | 2021-Aug-04 by Julie Johnston |
| Undergraduate Program Regular Curriculum Change | UnderGraduate | AS-AHSC-42 | | Pending | 2021-Aug-04 by ANDREA JAKOB |
| Undergraduate Program Minor | | | | | |

At the bottom of the table, there is a pagination control showing '10 items per page' and '1 - 10 of 90 items'.

1 Click the **Academic Level** dropdown button.

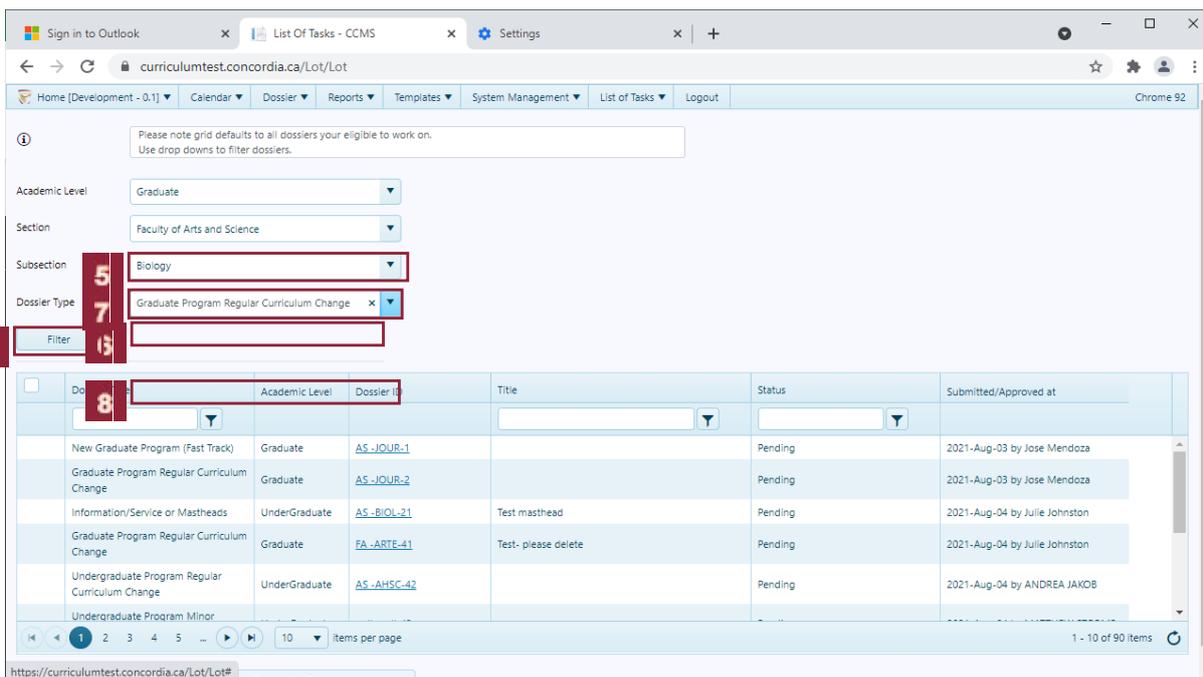
i To find a dossier on the List of Tasks, you can use the drop-down filters on the upper half of the page.

2



3 Click the **Section** dropdown button.

4 Click **Faculty of Arts and Science**.



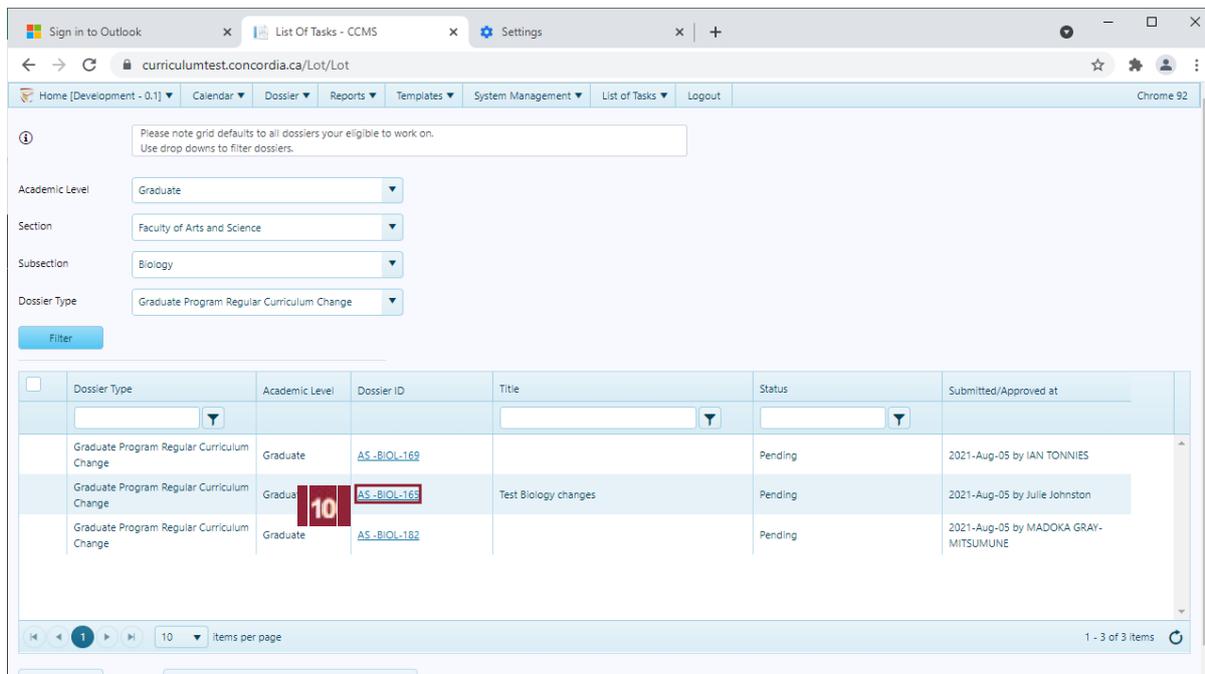
5

6 Click **Biology**.

7

8

9

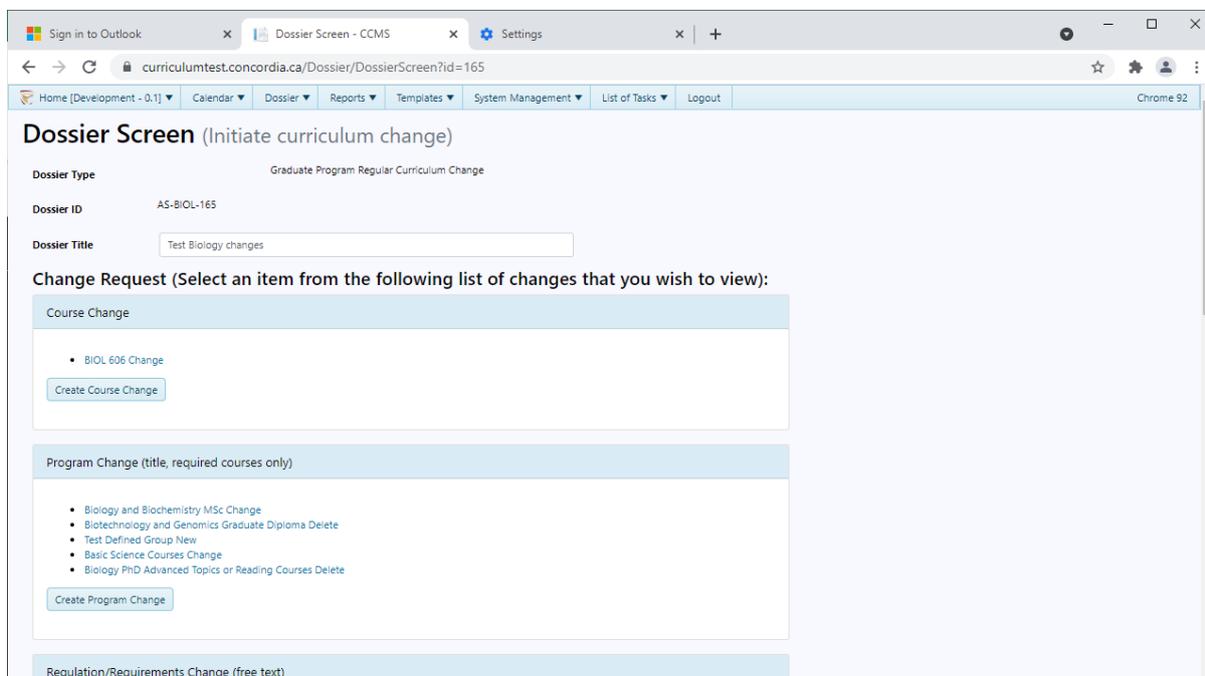


10 Click **AS -BIOL-165 Dossier ID**.

i Observe that the grid on the lower part of the page now only displays the Dossiers based on the criteria you applied in the filters.

You can click on the Dossier ID to access the Dossier.

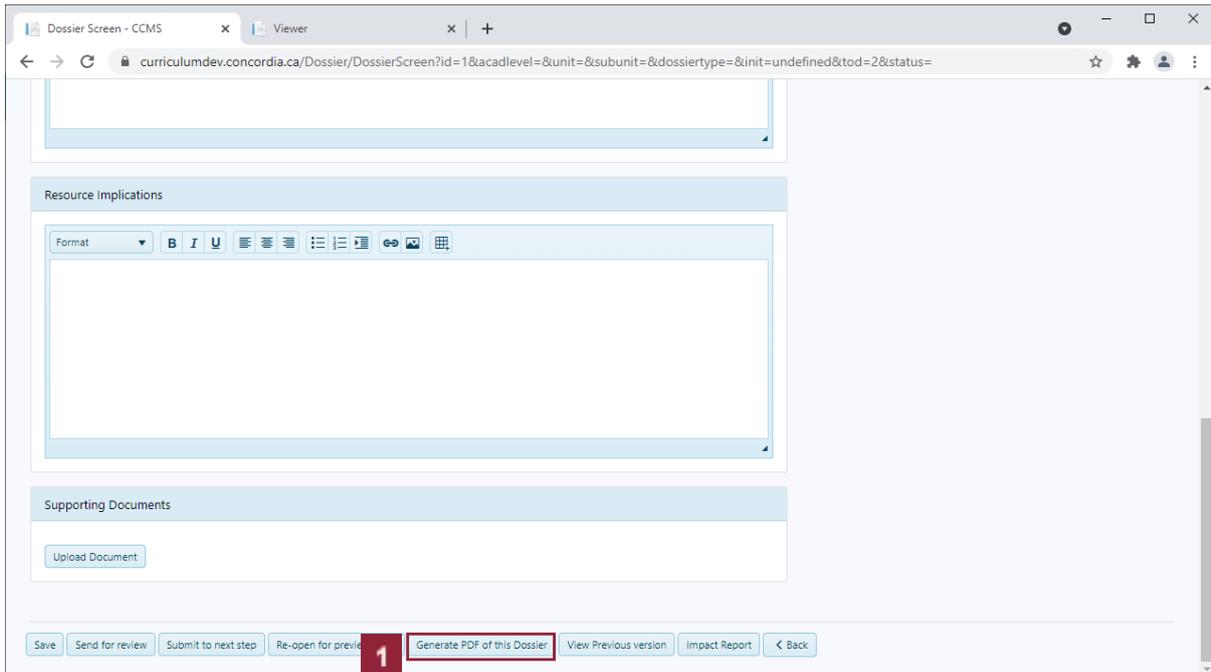
Click on AS-BIOL-165.



3 Generate a PDF of the dossier for review

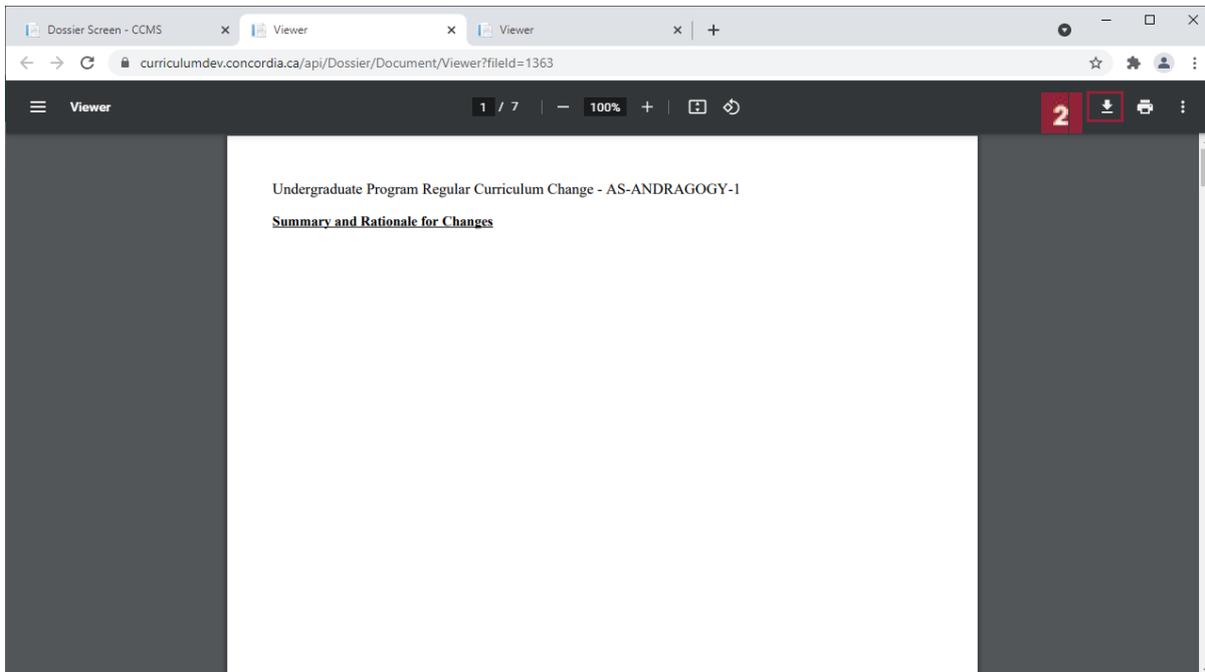
You may want to review the PDF version of the dossier before submitting it to the next step. This module will walk you through the steps to generate a PDF of a dossier for review in the CCMS. Note that you will need to enable your pop-ups to allow for a new window to open with the PDF. Make sure to always click 'save' before generating your PDF or the document may not capture any recent changes. You may download the PDF and share it with others before submitting it to the next step. You may also share a PDF version of the dossier with other users before submitting it to the next step by clicking the 'Send for review' button.

3.1 Generate a PDF of the Dossier



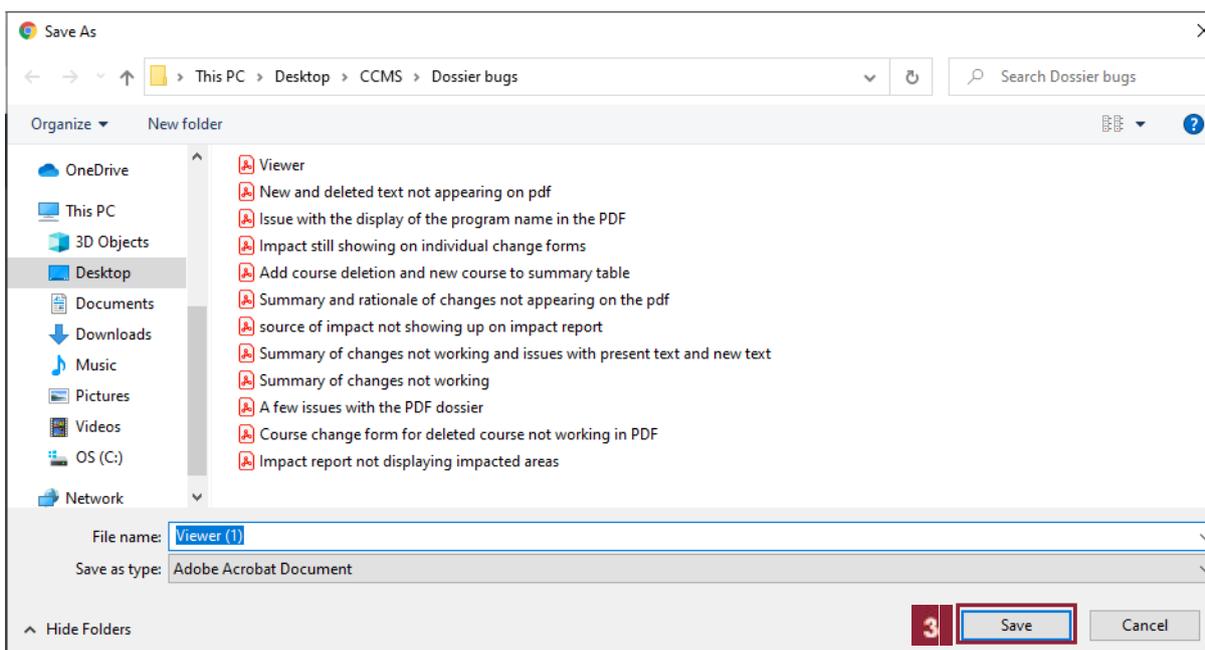
1 Click the **Generate PDF of this Dossier** button.

i To generate a PDF of a dossier, you must already be on the screen specific to that dossier.



2 Click **Download icon** on your browser to download the pdf file.

i This action will open the PDF of the dossier on your default browser.



3

i Save the PDF in the desired destination on your drive.

4 Fill in Summary of Committee Discussion fields and submit the dossier to the next step when the dossier is ready to be approved.

Please note that in order to facilitate the transition to a paperless system, uploading signed department and faculty cover memos is no longer required. The summary of rationale and summary of committee discussion fields below serve to replace these cover memos and can be easily updated as needed if further detail is required.

Instructions for each field:

Summary of Rationale: This field should already be completed by the Curriculum Change Initiator who prepared the dossier for your review. This field should provide a summary (one or two pages in length maximum) providing an overview of the proposed curriculum changes. The Approver may edit this field if further detail is required. For more complex curriculum change proposals that require supporting documents such as curriculum maps, market analyses, or detailed proposals in case of major curriculum overhauls, these may be uploaded as supporting documents.

Resource Implications: If there are costs associated with the proposed changes, you may summarize these here.

Summary of Discussion: This field allows for a summary of any key items discussed at the department or faculty curriculum committee when the dossier was reviewed and approved. The summary should be concise, highlighting key points of the discussion, such as any changes that the committee recommended before approving the dossier.

4.1 Filling in the Summary of Discussion fields

The screenshot shows a web browser window with the URL curriculumtest.concordia.ca/Dossier/DossierScreen?id=165. The page contains several sections:

- Supporting Documents:** A section with an "Upload Document" button.
- Summary of Discussion:** A section containing two columns of form fields:
 - Approved by:**
 - Name of Committee Chair:
 - Title of Committee Chair:
 - Name of Committee:
 - Date of meeting:
 - For Submission to:**
 - Name of Committee Chair:
 - Title of Committee Chair:
 - Name of Committee:
 - Date of meeting:
- Summary of Discussion:** A rich text editor with a toolbar containing options for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and insert table.

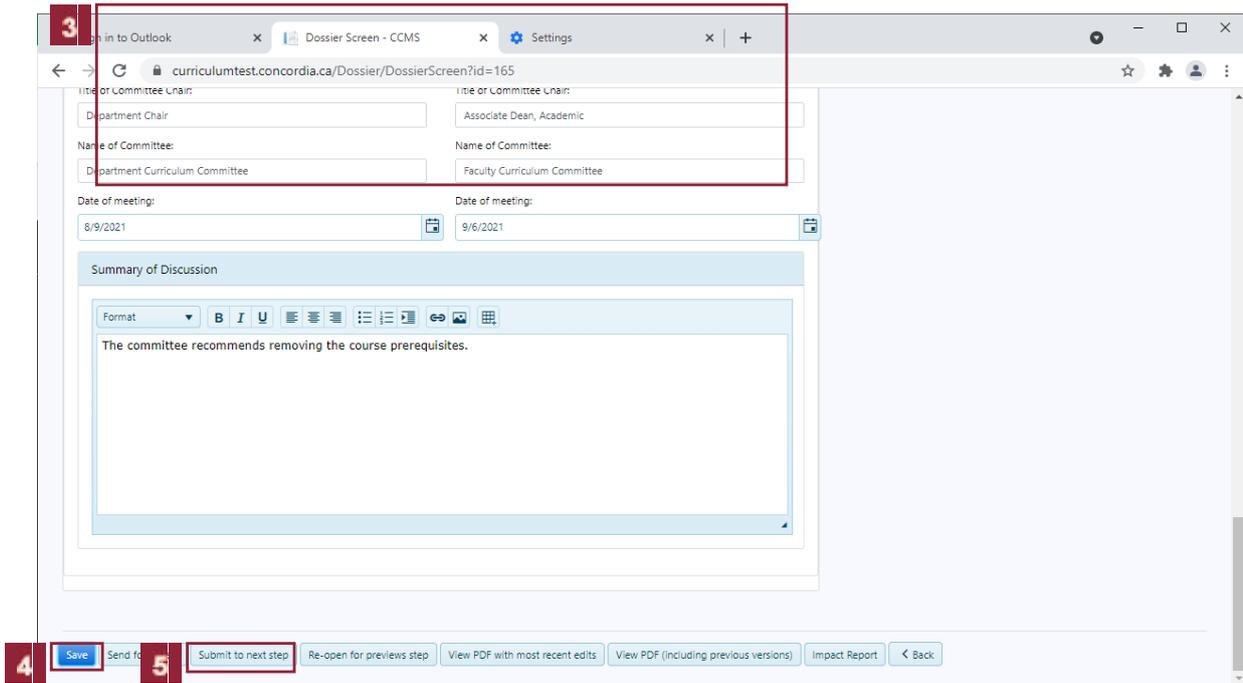
1

Click Next.

Observe that these fields require information about the committees at the current and next level.

2 Click **Next** continue.

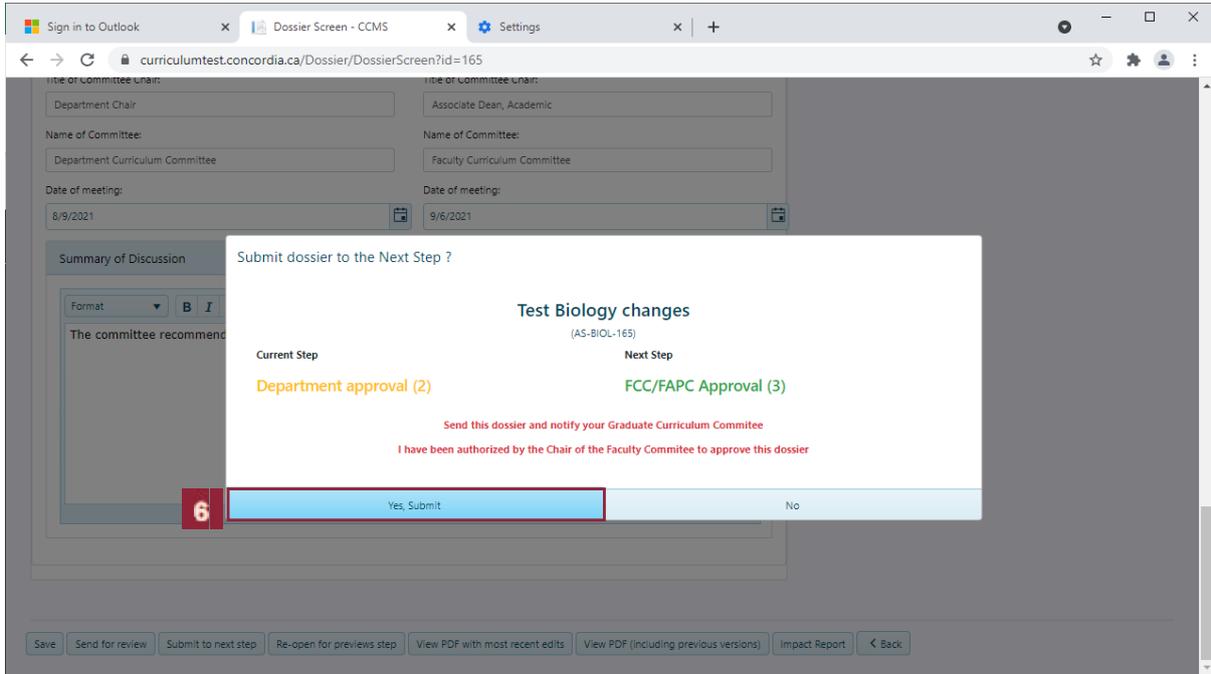
3 Click the **Summary of Discussion** input field.



4 Click the **Save** button.



5



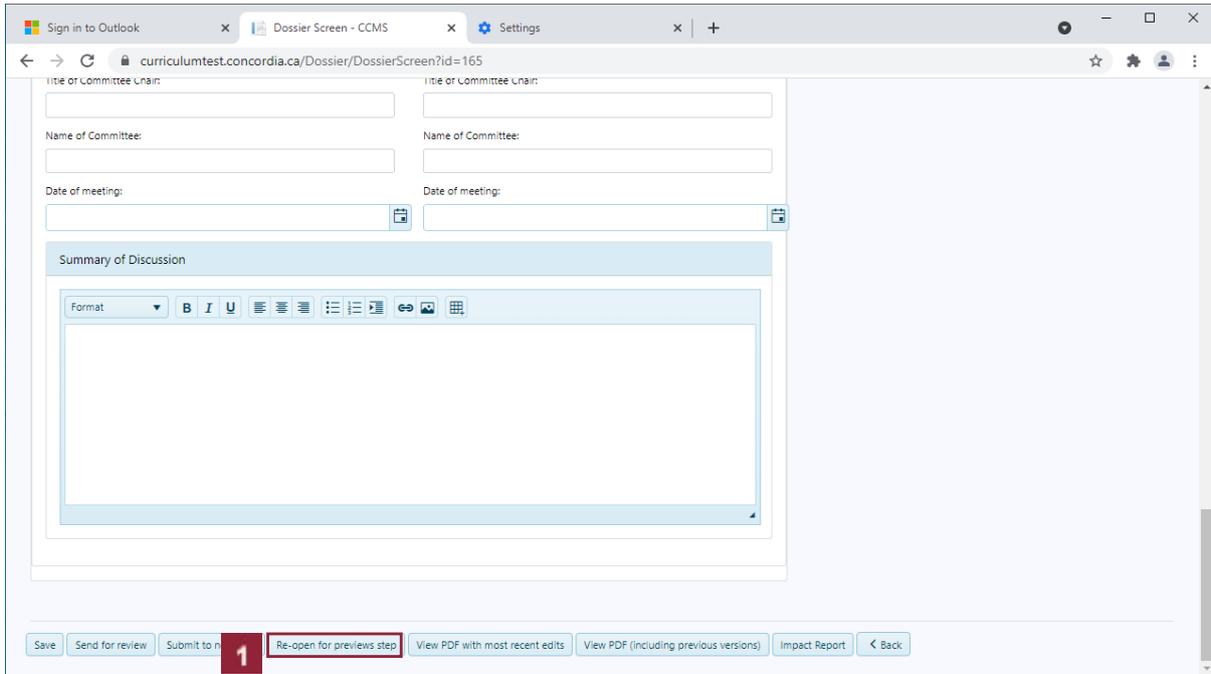
6 Click the **Yes, Submit** button.



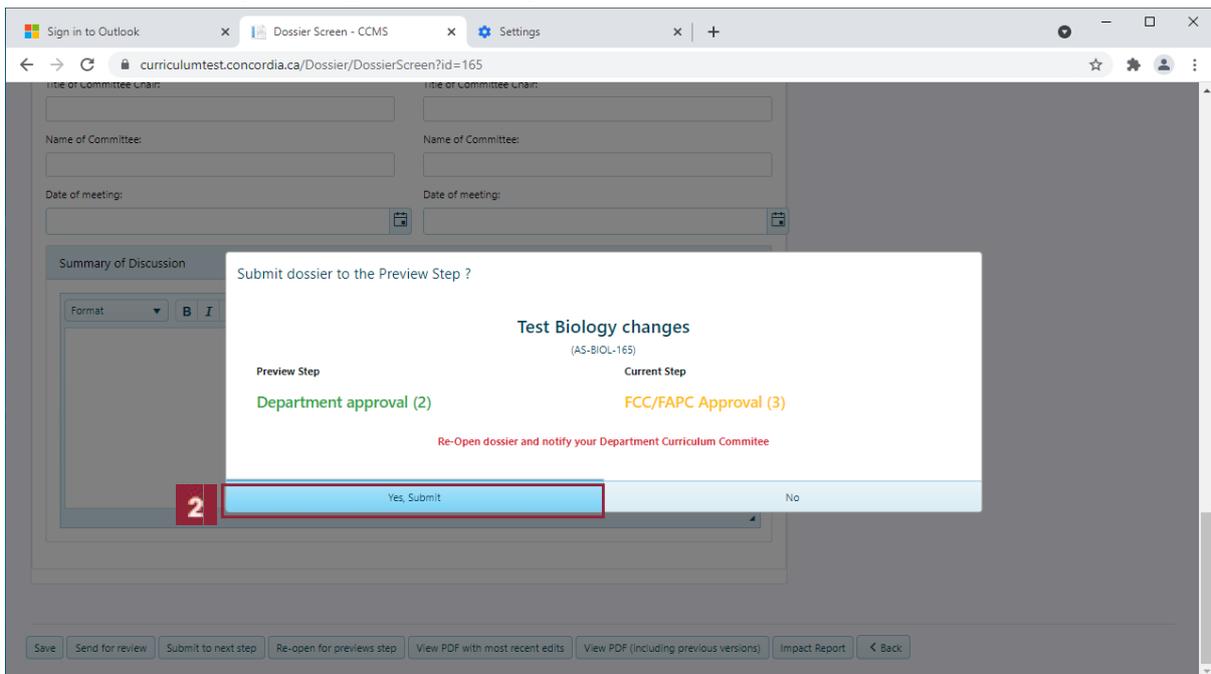
5 Send the dossier back to the previous step if the dossier needs further edits (Approver role)

In some cases, the curriculum committee may decide that the dossier requires further edits before it may be submitted to the next step. To allow the Curriculum Change Initiator to make further edits, you must re-open the dossier to the previous step. Please note that department level users must send the dossier back to the Curriculum Change Initiator Step, even if they have been granted both the Approver and Curriculum Change Initiator roles in the CCMS.

5.1 Dossier Screen



1 Click the **Re-open for previews step** button.



2 Click **Yes, Submit** in the dialog box.