

Editing an Existing Course

1. Go to <https://cls.ccri.edu/courseadmin/>
2. Log on with your CCRI username and password.
3. In the field to the left of the Search button, enter the Course Code (e.g., MATH 1200 with a space in between) of the course proposal you wish to edit and press the green Search button.

MATH 1200 Archive History - OR -


Quick Searches... ▾

Course Code	Title	Workflow	Status
MATH 1200	College Algebra		

4. Click on the green Edit Course button to open the form.

[Preview Workflow](#)


Viewing: **MATH 1200 : College Algebra**

5. Complete all required fields (outlined in red) and unrequired fields (not outlined in red) before submitting your proposal. CIM forms are dynamic, so fields open and close based on selections you make early in the form. **To save your time and effort, it is essential that you select the correct "Revision Type."** Refer to the blue help bubbles  for guidance in completing certain fields.

For instructions on completing each field, please refer to the Completing a New Course Proposal Instructions.

6. To upload your syllabus, click the green Attach File button at the bottom of the form. A Browse file box will open and you can select the file(s) to upload. Upload your syllabus as a PDF document.

Attach Course

Syllabus 

7. To save the information you have entered, without submitting the proposal, scroll to the bottom of the form and press the Save Changes button. You can do this as often as you like.

8. Once your proposal is complete, press the green Start Workflow button to enter it into workflow, which will start the review process.

Note: When your course proposal is in the Workflow, revisions made will be in green font (i.e., anything added to the proposal) or red strikethrough font (i.e., anything removed or replaced on the proposal).

Questions? Contact crc@ccri.edu