

## CCIMS: Training Exercises

### A) GETTING STARTED

1. Open Internet Explorer and go to the training Web page:  
**http://studentserver.mis.gla.ac.uk/students/ccims/test/ccimstest.html**
2. Click the '**Log In**' button and enter the user name and password given to you by your instructor.
3. The CCIMS main menu should appear and you are then ready to begin the exercises.

### B) EXERCISES

#### 1. Propose a New Course

- 1.1. From the CCIMS menu, click the '**Propose a New Course**' button. The '**Define New Course**' window will appear.
- 1.2. On the '**Define New Course**' window, enter the following:
  - Course Type:** "MODULE".
  - Course Qualifier:** "QUALIFYING NON-HONS"
  - Faculty:** Chose your own faculty.
  - Course Level:** "Level 1"
  - UG/PG:** "UNDERGRADUATE"
- 1.3. Click the '**OK**' button. The '**New Course Proposal**' window appears.
- 1.4. Enter the course name in the top panel.
- 1.5. Click on the **Consultations** item in the menu and enter consultations for Students, External Academic and Central Room Bookings.
- 1.6. Fill in the **Purpose** of the proposal.

- 
- 1.7. Open up the '**Course Details**' section of the menu.
  - 1.8. Fill in all the details on the **General** screen of the **General** screen.
  - 1.9. Enter the Departments on the **Departments** tab of the **General** screen.
  - 1.10. Choose '**File|Save**' from the menu. A message will tell you the course code which has been allocated. *Make a note of the course code.*
  - 1.11. Enter course details on the rest of the screens under Course Details.
  - 1.12. Chose '**Proposal|Preview Proposal Form**' from the menu. Drag the preview window to make it larger.
  - 1.13. Choose '**Proposal|Submit To Faculty**' from the menu. A message will pop up telling you which mandatory fields you have not entered. Fill them in and try to resubmit the proposal. Continue to resubmit until you are successful.
  - 1.14. Choose '**File|Exit**' from the menu.

#### 2. Propose to Change a Course

- 2.1. From the CCIMS menu, click the '**Propose to Change a Course**' button. The '**Specify Proposed Changes**' window will appear.
- 2.2. On the '**Specify Proposed Changes**' window:
  - 2.2.1. Click the binoculars icon to find a course. The '**Find: Course**' window will appear. The '**Find Now**' button is not active which means you have to enter some search criteria.  
Enter some value in the '**Name**' field. Remember to use % as a wildcard, e.g. '%FRENCH%' will give all courses with 'FRENCH' anywhere in the name.  
Click the '**Find Now**' button and a list of the matching courses will appear.  
Highlight a course and click the '**Select**' button.

- 2.2.2. Click the '**Timetable**' checkbox to indicate that you want to change the course timetable field.
  - 2.2.3. Click on the '**Correction of errors in data**' checkbox to indicate that you are just proposing to correct a typing error.
  - 2.3. Click the '**OK**' button. The '**Change Proposal**' window appears.
  - 2.4. On the '**Change Proposal**' window, only the changed item can be edited (i.e. Timetable). Fill this in.
  - 2.5. On the Changes screen, add a row to the list of changes. On the '**Specify Proposed Changes**' window, select 'Aims' and OK. Now the Aims are editable so change them.
  - 2.6. Choose '**Proposal|Submit To Faculty**' from the menu. A message will pop up telling you which mandatory fields you have not entered. Fill them in and resubmit the proposal.
  - 2.7. Choose '**File|Save**' from the menu and then '**File|Exit**'.
3. **Propose to Withdraw/Suspend a Course**
    - 3.1. From the CCIMS menu, click the '**Propose to Withdraw a Course**' button. The '**Find: Course**' window will appear.
    - 3.2. On the '**Find: Course**' window:
    - 3.3. The '**Find Now**' button is not active which means you have to enter some search criteria.  
Enter some value in the '**Name**' field. Remember to use % as a wildcard, e.g. 'MATH%' will give all courses which begin with 'MATH'.  
Click the '**Find Now**' button and a list of the matching courses will appear.  
Highlight a course and click the '**Select**' button. The '**Withdraw/Suspend Proposal**' window appears.
    - 3.4. On the '**Withdraw/Suspend Proposal**' window, only the Proposal details and the withdraw/suspend details can be entered (i.e. ProposalProgress, Consultations, Documents, Withdrawal) but you don't have to fill them all in today.
    - 3.5. Choose '**File|Save**' from the menu.
    - 3.6. Choose '**File|Exit**' from the menu.
  4. **Edit an Existing Proposal**
    - 4.1. From the CCIMS menu, click the '**Edit an Existing Proposal**' button. The '**Find: Proposal**' window will appear.
    - 4.2. On the '**Find: Proposal**' window:
    - 4.3. In the '**Code**' field, enter the code which you made a note of in exercise 1. You do not have to use a wildcard (%) because you know the code exactly but remember to include the asterisk (\*) at the end of the code. Click the '**Find Now**' button and only the course you proposed earlier will appear in the list.  
Highlight your proposed course and click the '**Select**' button. The '**Edit Proposal**' window appears.
    - 4.4. On the '**Edit Proposal**' window, note that you cannot edit the proposal because you previously submitted it for faculty approval.
    - 4.5. Chose '**File|Exit**' from the menu.

## 5. Change A Course Without Approval

- 5.1. From the CCIMS menu, click the '**Change A Course Without Approval**' button. The '**Changeable Fields**' dialog box will appear. Click '**Yes**' and the '**Find: Course**' window will appear.
- 5.2. On the '**Find: Course**' window:
- 5.3. The '**Find Now**' button is not active which means you have to enter some search criteria.  
Enter some value in the '**Name**' field. Remember to use % as a wildcard, e.g. '%HUMAN%BIOLOGY%' will give all courses with the word 'HUMAN' followed somewhere by the word 'BIOLOGY' but with words or spaces in between.  
Click the '**Find Now**' button and a list of the matching courses will appear.  
Highlight a course and click the '**Select**' button. The '**Change Live Course**' window appears.
- 5.4. On the '**Change Live Course**' window, on the '**General**' screen, change the '**Coordinator's Staff No.**'.
- 5.5. Make a note of the code and name of the course you are changing.
- 5.6. Choose '**File|Save**' from the menu.
- 5.7. Choose '**File|Exit**' from the menu.

## 6. View A Live Course

- 6.1. From the CCIMS menu, click the '**View A Live Course**' button. The '**Find: Course**' window will appear.
- 6.2. On the '**Find: Course**' window:
- 6.3. Search for the course you changed in exercise 5.  
Highlight the course and click the '**Select**' button. The '**View Live Course**' window appears.
- 6.4. On the '**View Live Course**' window, you cannot change anything but notice that the change you made to the '**Coordinator's Staff No.**' in exercise 5 has been saved.
- 6.5. Choose '**Print|Preview Live Course**' from the menu.
- 6.6. Choose '**File|Exit**' from the menu.

## 7. Preview the UG Course Catalogue

- 7.1. From the CCIMS menu, click the '**Preview UG Course Catalogue**' button. The '**Course Catalogue**' window will appear.
- 7.2. Select the session '**2003**' and search for and select your department code.
- 7.3. Press the '**Preview**' button and a message will appear asking you to wait for the preview to be produced.
- 7.4. Once the preview window appears, have a look at the courses that are listed and then close the preview window.