

## Curriculum Manager (CM) Frequently Asked Questions

- **What is CM?**  
Curriculum Manager (CM) is a course inventory management and curricular approval application from Leepfrog (one of its CourseLeaf products) that Penn's administrative staff and faculty can use to propose/edit courses and programs.
- **How does it work?**  
Users input all course/program proposals and edits into online forms. Built-in workflows automatically route proposals for review/approval based on the School's process. Reviewers can comment, revise, redirect, and approve or defer/deny the proposals. Progress can be tracked through the application, as well as through system-generated notifications.
- **How will my School use CM?**  
CM is configurable and designed to support customized forms and workflows to support each School's business requirements and existing curricular approval process. All schools will be using CM, but each school will be using it differently. Your school's registrar will share these details separately.
- **Will all Schools be required to start using CM?**  
Yes, all Schools will be required to use CM at a minimum to manage updates to course inventory-level data.
- **Who will use the tool?**  
Users will vary depending on the School's chosen configuration.
- **Why is Penn transitioning to this tool?**  
CM is being introduced as part of the Next Generation Student Systems (NGSS) program, which is updating Penn's student information systems. It delivers a streamlined process for curricular changes, supports greater visibility into status of requests and approvals, and integrates with the University Catalog.
- **When will CM be launched?**  
A pilot of CM was launched in the College of Arts and Sciences in May 2018. CM will be released to all remaining schools in Fall 2019.
- **Why it is being introduced at this time?**  
NGSS is deploying new systems using a phased approach over several years, with each release building and dependent on the previous one. This timing coincides with the curricular cycle, allows Schools to take advantage of capabilities in this academic year, and establishes an important piece for future planned implementations.
- **What are CM's benefits?**

It can enable more efficient processes for curricular changes, create a documented history of requests and approvals, and reduce paper processes. Improvements are also expected in terms of data quality and integration with other systems, such as the Catalog and the student information system.

- **How should activity for courses be handled between now and when CM is released?**

Schools should continue using existing business processes until CM is released. More details, such as exact dates for go-live, will be provided in future communications.

- **Will training be offered?**

Yes. Training will be available to the users who will be interacting with CM.

- **When will training occur?**

Training will be provided in advance of CM's release. Details regarding schedule, registration, etc. will be shared as they become available.

- **Where can I go to find more information about NGSS?**

The NGSS project [website](http://ngss.srfs.upenn.edu/) (<http://ngss.srfs.upenn.edu/>) provides additional information about NGSS. You may also reach out to your school's registrar with specific questions.