Searching/Viewing a Course in CourseLeaf

The Course Inventory Management section in CourseLeaf is used to view, add, update, or inactivate existing courses in the inventory of available courses on campus.

1. Log into Course Inventory Management (CIM)

https://nextcatalog.uthscsa.edu/courseadmin/

Login to CourseLeaf

Username

Password

› Forgot your password?

› Need help?

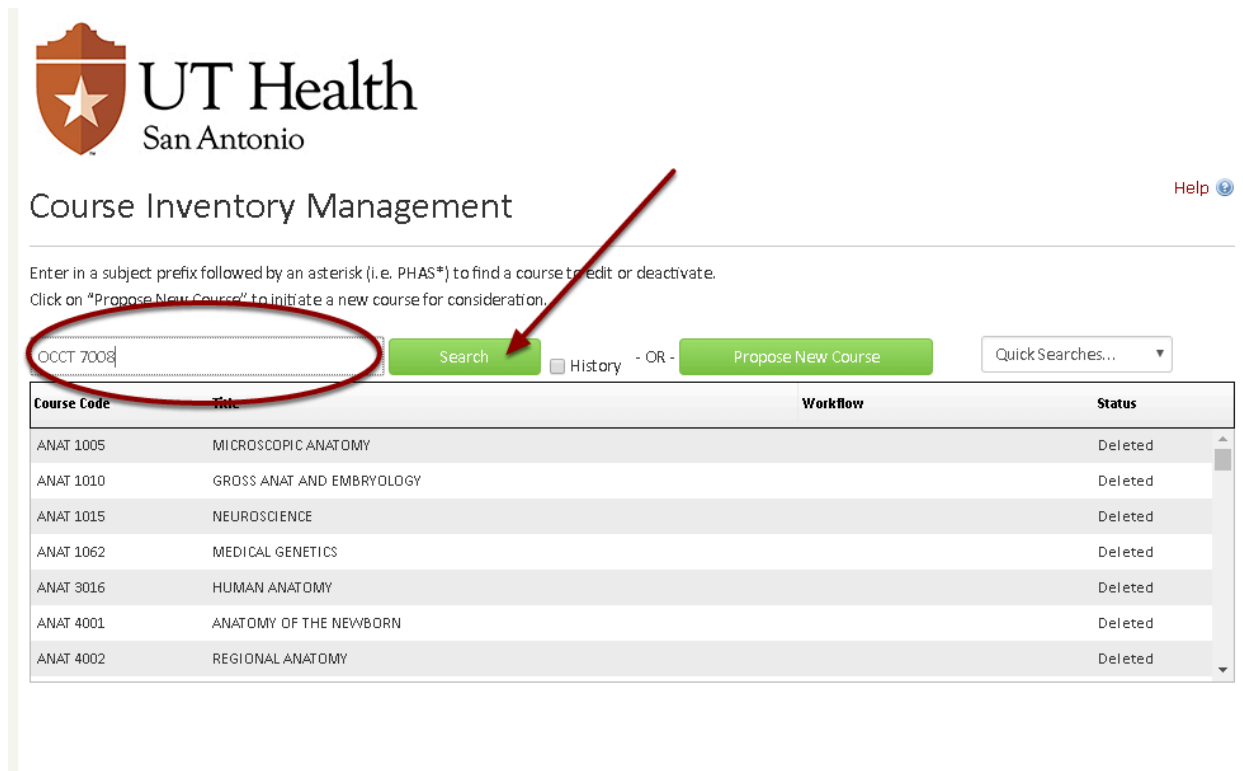☐ Clear prior granting of permission for release of your information to this service.

Login

COURSELEAF

Leepfrog Technologies CourseLeaf

This is a UT Health San Antonio system. Unauthorized access is prohibited. Usage is subject to security testing and monitoring. Misuse is subject to criminal prosecution. Users have no expectation of privacy except as otherwise provided by applicable privacy laws.

2. Type the Subject and Catalog Number into the search field, then click Search

ℹ If you do not know the Catalog Number, just type the subject followed by an * (e.g. OCCT*) to view all courses with that subject.

3. The index of courses after a search provides helpful information about the courses

💡 The headings can be clicked in order to sort the list of courses by that column. For Example: if you want to see all courses currently in workflow, click the 'Workflow' heading twice (once puts all items at the bottom, the second click pulls all items to the top) to pull all workflow items to the top of the list.

Course Inventory Management

Enter in a subject prefix followed by an asterisk (i.e. PHAS*) to find a cours...
Click on "Propose New Course" to initiate a new course for consideration.

Edited: An edit has been started on this course.
Deleted: A course that is no longer in the inventory.
No Status Listed: Course is active.

| NURS* | Search | History | - OR - | Propose New Course | Quick Searches... ▼ |

Course Code	Title	Workflow	Status
NURS 3205	Psychiatric and Mental Health: Theoretical Foundations		
NURS 3206	Psychiatric and Ment...		
NURS 3207	Care Of Childbearing	PeopleSoft	Edited
NURS 3208	Care Of Childbearing		
NURS 3209	INTRO TO PROFESSIO...		Deleted
NURS 3211	NURSING & DRUG TH...		Deleted
NURS 3220	PROF NSG: MENTAL HEALTH TRANSIT		Deleted

The Workflow column indicates where this course is in the workflow.

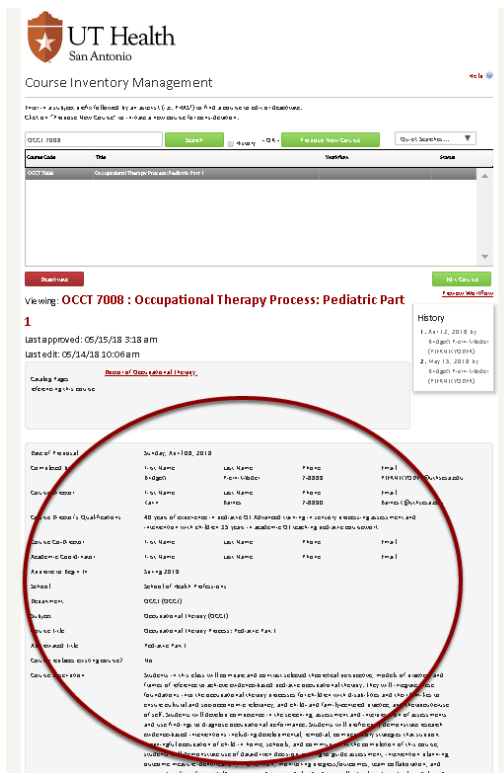# 4. Select a course from the list

Help 🔵

Course Inventory Management

Enter in a subject prefix followed by an asterisk (i.e. PHAS*) to find a course to edit or deactivate.
Click on "Propose New Course" to initiate a new course for consideration.

| OCCT* | Search | History | - OR - | Propose New Course | Quick Searches... ▼ |

Course Code	Title	Workflow	Status
OCCT 7007	Level 1 Fieldwork: Mental Health		
OCCT 7008	Occupational Therapy Process: Pediatric Part 1		
OCCT 7009	Clinical Conditions: Pediatrics		
OCCT 7010	Application of Neural Systems to Occupation		
OCCT 7011	Research Design and Proposal		
OCCT 7012	Level I Fieldwork: Pediatrics		
OCCT 7013	Assessment Measures		

5. Scroll down to view the Course Preview Screen, which provides the latest information about this course

6. (If needed) Click on any of the links within the History section of the preview screen to view a copy of the form that was originally submitted.