CLIQ Course Submission 3.0

The Course Submission application was designed to facilitate the submission of course offerings for each semester. This program will be available through CLIQ during the typical course submission time period – 1 week prior to the first day of classes through the third Monday of classes for the term.

Accessing the Course Submission application:
1. Open your web browser – Chrome is the preferred one for this application.
2. Log onto the Dickinson Gateway.
3. Click on the CLIQ icon.
4. Under Academic (for ADCs) or Department (for Chairs) in the header, click the Course Submission 3.0 link.

Entering your course information:
5. Choose a Term from Available Terms.

Available Terms		Subject List
Fall 2017	✔	Arabic
Spring 2018		History

6. Choose a Subject from Subject List. A list of course numbers/titles for that subject will show up on the right side.

Subject List
Africana Studies

Below is a listing of the currently available courses. Sections that have been entered can be accessed by clicking on the section number, e.g. **01**. To add a **new section**, click on the ⊕ to go to the course edit screen. Then click the Create Section button.

AFST - Africana Studies ▾

AFST	100	Introduction to Africana Studies	01 02 03	⊕
AFST	200	Approaches to Africana Studies	01 02	⊕
AFST	220	Topics in Africana Studies	01 02 03	⊕
AFST	235	Introduction to Caribbean Studies		⊕
AFST	304	Afro-Brazilian Literature	01	⊕
AFST	310	Special Topics in Caribbean History and Culture	01 02	⊕
AFST	320	Topics in Africana Studies	01 02 03	⊕
AFST	400	Writing in Africana Studies	01	⊕
AFST	410	Test Only	01	⊕

To add a **new course** enter the Course Number and Course Title below and click the ⊕ Create Course button.

Create a New Course for Africana Studies

Course Number	
Course Title	
☐ Topic Course	

⊕ Create Course

NOTE: If you need to submit a course that is in the process of being approved by APSC, enter the course number & title under "Create a New Course." Don't forget to check the box if it is a Topics Course, then click on Create Course, and continue with Step 6 below.

7. To add a **new section:**
   a. Click the add (blue plus circle) icon ⊕ to the right of the Course Number/Name.

- To edit a section, click on the orange section number **01** that was already created. (Skip to Step 17)
- A section number in red **01** means that section has been marked to be removed.

b. On the next screen, click the Create Section button **Create Section** at the top right.

c. Click on Yes to create a new section

   Are you sure you want to create a new section? **Yes** **No**

d. This allows the information on the screen to be entered/edited for each block.

   NOTE: _Click on the edit (pencil/paper) icon_ 🖉 _at the top right corner in order to open/edit that data block. When finished editing, click on the edit icon again to close the block._

8. If the course is a **topics course**, indicated with **Topic Course** (if not, skip to Step 8):
   a. Click on the edit icon on the Course Description bar.
   b. You have two options. Pick a prior topic from a drop down box or add a new topic.
      - If choosing a prior topic, the previous description will default after selecting the title. You may edit this information.
      - If you are adding a new topic, scroll to the bottom of the Prior Topics list and choose Topic Not Listed Above, then enter the course description in the block below it.
   c. **Remember to click the Save button** at the bottom of the block when done.

Topics in Africana Studies
African Americans and Social Media

Done - Back to Course List

Fall 2018 | AFST 220 - 01

Course Description 🖉

This class examines African Americans relationships with and representation in computer-mediated communication technologies known as "social media," including Facebook, Twitter, YouTube, and more.This course will explore race and its intersecting identities (gender, class, and sexuality) through the lens of social media. The course will examine both traditional and new media forms, and African Americans¹ relationship to emerging technology and contemporary trends in Black popular culture. We will discuss the grassroots organizing and urban uprisings speared on by hashtag activism and online movements. We will also engage in a thorough discussion of how identity is constructed via avatars and comment sections on various social media sites and platforms.

Topic Course

Prior Topics	African Americans and Social Media ▼

Course Title	Topics in Africana Studies

This class examines African Americans relationships with and representation in computer-mediated communication technologies known as "social media," including Facebook, Twitter, YouTube, and more.This course will explore race and its intersecting identities (gender, class, and sexuality) through the lens of social media. The course will examine both traditional and new media forms, and African Americans¹ relationship to emerging technology and contemporary trends in Black popular culture. We will discuss the grassroots organizing and urban uprisings speared on by hashtag activism and online movements. We will also engage in a thorough discussion of how identity is constructed via avatars and comment sections on various social media sites and platforms.

Save

9. To add **schedule information**:
   a. Click on the edit icon on the Schedule & Capacity bar.
   b. Choose Primary in the Preference drop-down for the main offering info, including any required labs. If you would like to enter alternate possible times, choose Alternate, but only AFTER entering a Primary choice.
   c. Select the professor from the Instructor drop-down. At the bottom of the list, you can choose "Adjunct Needed" or "Not Listed" (and enter the name), if need be.
   d. Choose when the class is offered from the Day & Time drop-down. If the time slot is not listed, select "Custom Time" from the bottom of the list and enter the info.
   e. Choose a location from the Building drop-down and then the Room drop-down will appear for you to choose a room in that building. Note: the room capacity is listed in parentheses beside the room number.
   f. Any comments you have about the offering or capacity info can be entered in the Comments box in this block.
   g. **Press the Save button** and the info entered will appear at the top of this block.

Schedule & Capacity 🖉

There is no schedule information.

Preference	1 - Primary ▼	A ▼
Instructor	van Leeuwaarde Moons ▼	
Day & Time	Custom Time	▼
Custom Time	MW 01:30 PM - 02:45 PM	

Select the days and enter the start and end times of the course.

Days	M	T	W	R	F	S	U
Start	01:30 PM						
End	02:45 PM						

Building	Althouse Hall ▼
Room (cap.)	08 (35) ▼

Save **Clear**

Capacity	25
First Year Seats 🖉	0

h. To enter a second meeting time (ex. Lab), just repeat using the drop down choices and Save.

i. To remove a time slot, click on the remove (red X) icon. ⊗

j. The First-Year Seats field will only show during the Fall Course Submissions.

10. To include **room attributes**:
    a. Click on the edit icon on the Room Requests bar.
    b. Click on the add icon beside any/all of room attributes you wish to request.
    c. To remove a room attribute, click on the remove icon.

11. If the course is **cross-listed** (if not, skip to Step 11):
    a. Click on the edit icon on the Cross-listings bar.
    b. Use the Subject and Course drop-downs to select the cross-listed course.
        • If the other department has already created their section, choose it from the Section drop-down and **click the Save and Copy button**. You will receive a warning that the data from the cross-listed course will overwrite any data already entered on your section. Press Yes to copy it, or Cancel not to copy it. A small black banner 🔖 will appear beside the course from which it was copied.
        • If the other department has not created their section, leave the Section drop-down blank and **click the Save button**.
    c. To remove a cross-listing, click on the remove icon.

12. To update **Course Attributes**.
    a. Course attributes from the College Bulletin appear by default in this block.
    b. Click on the edit icon on the Course Attributes bar.
    c. Click on the add icon beside any/all of the attributes you wish to add.
    d. To remove an attribute, click on the remove icon.

13. For **Prerequisites** and **Permission of Instructor** updates:
    a. Prerequisites from the College Bulletin appear by default in this block.
    b. To add comments for Prerequisites click on the edit icon. Examples:
        • Listing the prerequisites for sections where the prerequisite is dependent on the topic.
        • Removing a particular prerequisite for this semester.
        • Then **click the Save button** below the Comment box.
    c. If the section should be coded as permission required,
        • Click the edit icon beside Permission of Instructor.
        • Check the Instructor Permission box.
        • **Click Save**. A red flag will appear beside Permission of Instructor.
        • To remove a permission flag, uncheck the box and Save.
    NOTE: If any of the sections indicate that the prerequisite is dependent on topic, please be sure to include what the prerequisite should be or "no prereq" (if there shouldn't be one).

14. To enter/update **Priorities**:
    **NOTE: Priorities are assigned with the highest one being 50, second highest 49, third highest 48, etc. Please be sure to use those values when entering priorities. You may use the same value more than once for equal priorities.**
    a. The priorities assigned from the corresponding previous fall/spring term will automatically appear.
    b. Click the edit icon on the Priorities bar.
    c. To add new priorities, enter a Description and Value (starting with 50 as the highest, then 49, 48, etc.), then click Save.
    d. To remove an attribute, click on the remove icon beside that priority.
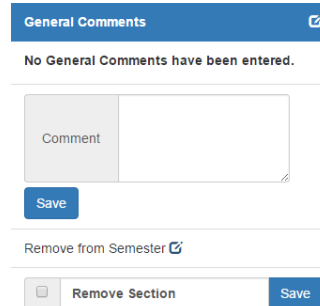
15. If you have any **general comments/questions** about the information listed or this course, click the edit button on the General Comments bar and enter the information, then **press Save**.

16. If you no longer want to submit a section that was created, click the edit button beside **Remove from Semester**.
   a. Check the box beside Remove Section.
   b. **Click Save**. A red flag will appear beside Remove from Semester.
      NOTE: Also, the section number will appear in red on the main course listing screen.
   c. To undo the removal of a section, uncheck the box and Save.

17. **When you are finished** adding/updating the section information, click the done button [Done - Back to Course List] at the top right to return to the main list of courses.

18. To **make changes** to a submitted course:
   a. On the main course list, click on the section number of the class you want to edit.
   b. Under each blue box, the information previously entered will automatically populate.
   c. Click on the edit icon in the blue box of the item you want to adjust. Change the information as needed and click the Save button for that box.
   d. When you are finished with this section, click the done button at the top right to return to the list of courses.

19. To **print/save reports**:
   a. Beside your department name on the main list of courses, click on the small triangle and a drop-down box will appear.

   AFST - Africana Studies

   - The Full Report shows all of the information you submitted for each section in this department.
   - The Abbreviated Report shows only the following information: course #, section #, short title, long title, meeting day(s)/time(s), building(s)/room(s), and professor(s).
   - The Priorities Report shows the priorities of all submitted course sections.
   - The Prerequisite Report shows the prerequisites of all submitted course sections along with any comments.
   b. Once you select the report, it will appear on the screen.
   c. Click the Print Preview button [Print Preview] and the report will appear in a new tab.
   d. **Right click on the screen and select Print** to print out the report or save it as a pdf.

For questions/suggestions about the Course Submission application, please contact Deb Bolen – bolend@dickinson.edu.