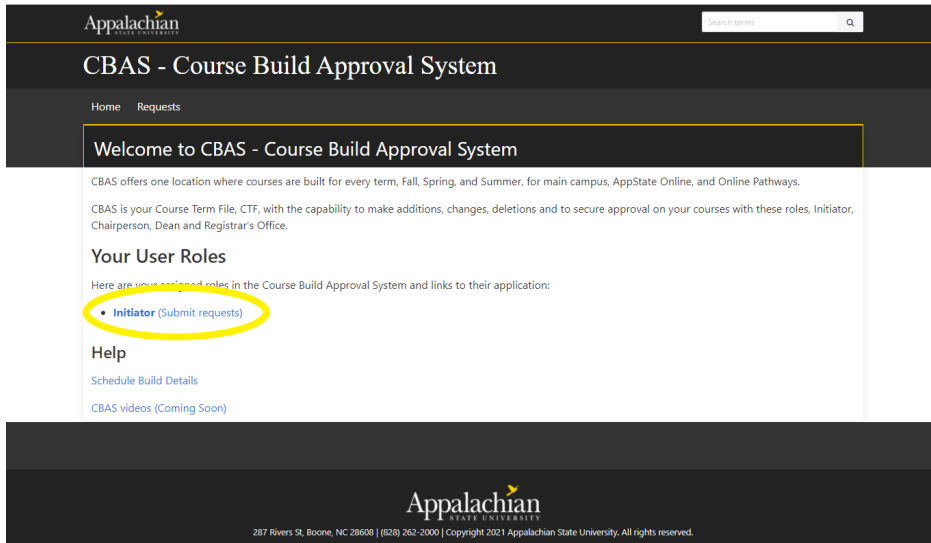


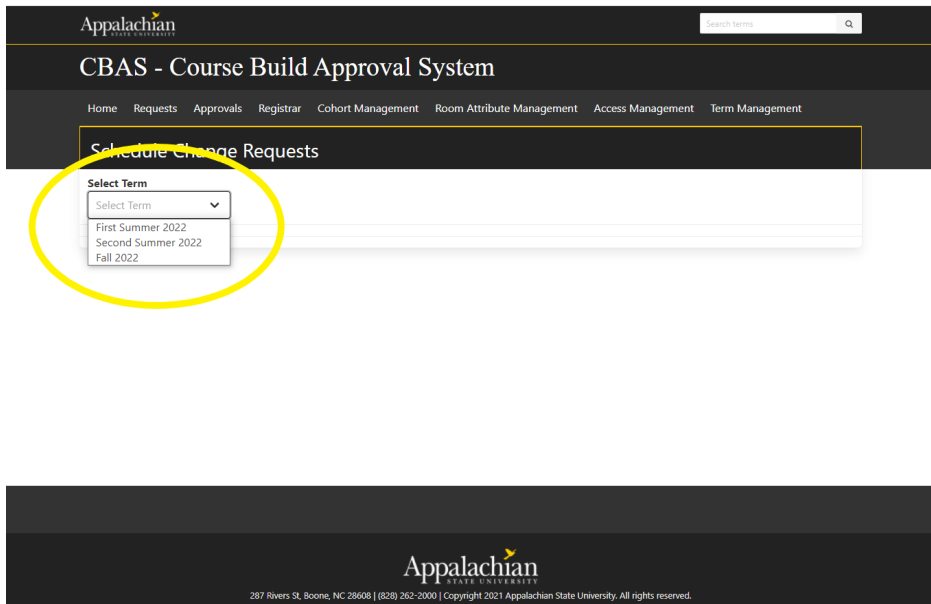
Changing/Editing a Course in CBAS:

Start from the Home or landing page by clicking on the Initiator link.



The screenshot shows the CBAS - Course Build Approval System home page. At the top, there is a search bar and the title "CBAS - Course Build Approval System". Below the title, there are navigation links for "Home" and "Requests". A welcome message reads "Welcome to CBAS - Course Build Approval System". A paragraph explains that CBAS offers one location for course builds across different terms and locations. Another paragraph states that CBAS is used for Course Term File (CTF) management. Under the heading "Your User Roles", a list of roles is shown, with "Initiator (Submit requests)" circled in yellow. Below this, there is a "Help" section with links for "Schedule Build Details" and "CBAS videos (Coming Soon)". The footer contains the Appalachian State University logo and contact information.

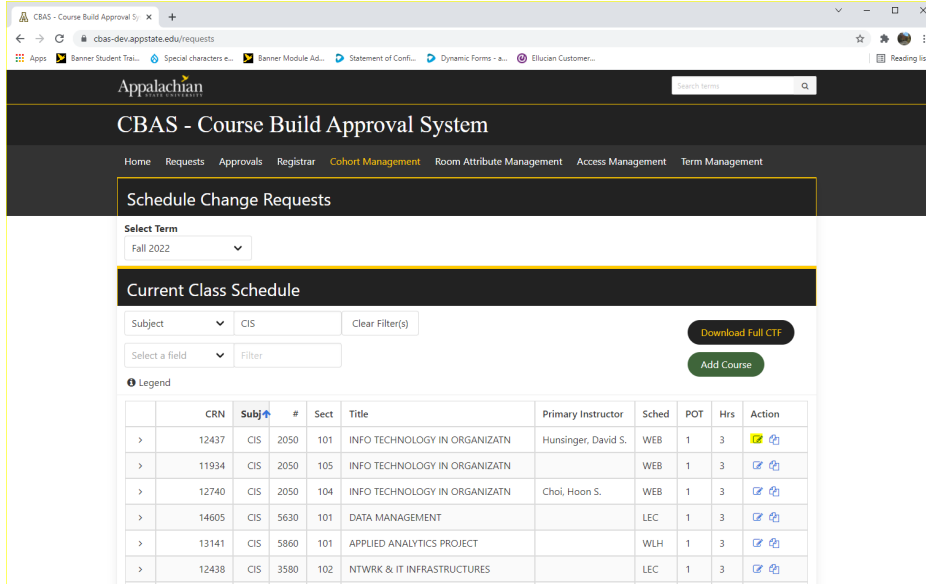
Select the term you want to change a course in by clicking the dropdown arrow next to the Select Term dropdown box.



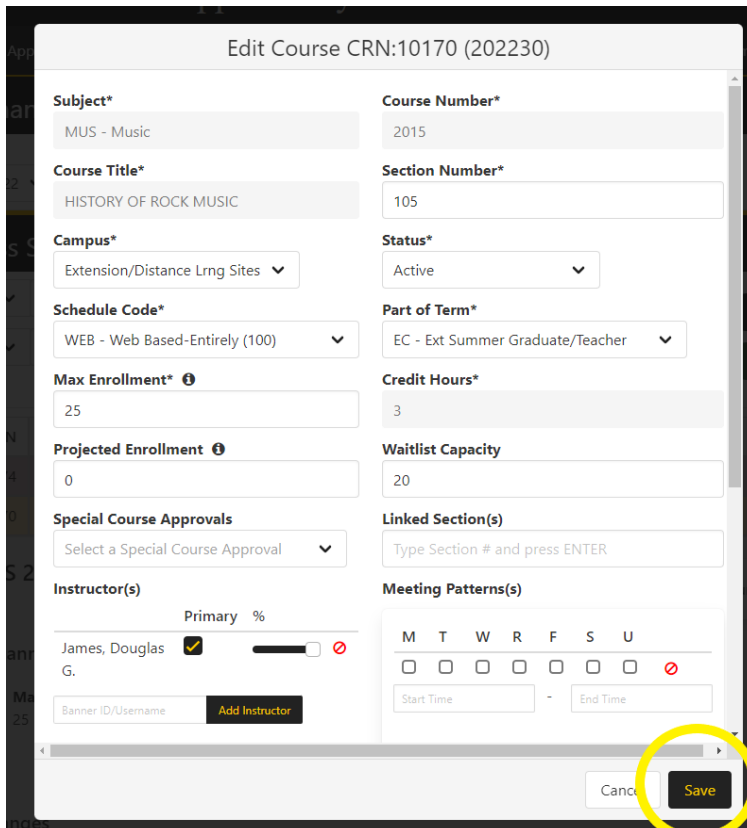
The screenshot shows the "Schedule Change Requests" page in the CBAS system. At the top, there is a search bar and the title "CBAS - Course Build Approval System". Below the title, there are navigation links for "Home", "Requests", "Approvals", "Registrar", "Cohort Management", "Room Attribute Management", "Access Management", and "Term Management". The main heading is "Schedule Change Requests". A dropdown menu titled "Select Term" is open, showing three options: "Select Term", "First Summer 2022", "Second Summer 2022", and "Fall 2022". The dropdown menu is circled in yellow. The footer contains the Appalachian State University logo and contact information.

The list of courses for your department will be displayed. Find the course to which you want to make changes. You can order the courses listed by any of the columns by just clicking on the column heading or by using the filters at the top of the course list.

Click on the square with a pencil under the Action column to edit the details of a course.



Once you make your edits, click the Save button at the bottom right of the Edit Course screen.



You will then notice the course has been highlighted yellow, indicating that it is in the process of being changed and needs to be submitted to the Chair/Dean for approval.

Appalachian
CBAS - Course Build Approval System

Home Requests Approvals Registrar Cohort Management Room Attribute Management Access Management Term Management

Schedule Change Requests

Select Term
 Second Summer 2022

Current Class Schedule

Subject: mus Clear Filter(s) Download Full CTF
 Select a field: Filter Add Course

Legend

CRN	Subj	#	Sect	Title	Primary Instructor	Sched	POT	Hrs	Action
10174	MUS	2014	101	JAZZ MUS IN AMER SOC	Wright, Todd T.	WEB	EB	3	
10170	MUS	2015	101	HISTORY OF ROCK MUSIC	James, Douglas G.	WEB	EB	3	
10314	MUS	2015	102	HISTORY OF ROCK MUSIC	James, Douglas G.	WEB	EB	3	
10171	MUS	2018	101	INTRO TO WORLD MUSIC	Mills, Susan W.	WEB	EB	3	
10173	MUS	2023	101	MUSIC AND GENDER	Shulstad, Elizabeth R.	WEB	EB	3	
10172	MUS	2011	101	EXPLORING MUSIC IN CULTURE	Shulstad, Elizabeth R.	WEB	EB	3	

When you click on the arrow to the left of the course, it shows the course details and what is currently saved in Banner for the Course and then the proposed changes are highlighted under what is currently in Banner.

Subject: mus Clear Filter(s) Download Full CTF
 Select a field: Filter Add Course

Legend

CRN	Subj	#	Sect	Title	Primary Instructor	Sched	POT	Hrs	Action
10174	MUS	2014	101	JAZZ MUS IN AMER SOC	Wright, Todd T.	WEB	EB	3	
10170	MUS	2015	101	HISTORY OF ROCK MUSIC	James, Douglas G.	WEB	EB	3	

10170 - MUS 2015 - HISTORY OF ROCK MUSIC
 Changes: Section Number, Part of Term

Currently in Banner

Sect	Campus	Max	Hrs	WL	Sched	POT	Meeting Pattern(s)	Instructor(s)
101	EX	25	3	20	WEB	EB	WEB WEB Override	James, Douglas G. Primary

Proposed Changes

Sect	Campus	Max	Hrs	WL	Sched	POT	Meeting Pattern(s)	Instructor(s)
105	EX	25	3	20	WEB	EC	WEB WEB	James, Douglas G. Primary

If all changes have been made to the course and you are ready to submit it for approval, click the paper airplane icon under the Action column to submit and confirm the submission for approval. If more edits are needed to the course, just click the square with the pencil to edit more selections for the course. If you need to step away from CBAS for any reason, this course will stay highlighted in yellow and it can be edited until it is submitted. Once submitted for approval, the course is locked and highlighted in blue until the changes have been approved or denied.

Appalachian
CBAS - Course Build Approval System

Home Requests Approvals Registrar Cohort Management Room Attribute Management Access Management Term Management

Schedule Change Requests

Select Term
 Second Summer 2022

Current Class Schedule

Subject: mus Clear Filter(s) Download Full CTF

Select a field: Filter Add Course

Legend

	CRN	Subj	#	Sect	Title	Primary Instructor	Sched	POT	Hrs	Action
>	10174	MUS	2014	101	JAZZ MUS IN AMER SOC	Wright, Todd T.	WEB	EB	3	
>	10170	MUS	2015	101	HISTORY OF ROCK MUSIC	James, Douglas G.	WEB	EB	3	
>	10314	MUS	2015	102	HISTORY OF ROCK MUSIC	James, Douglas G.	WEB	EB	3	
>	10171	MUS	2018	101	INTRO TO WORLD MUSIC	Mills, Susan W.	WEB	EB	3	
>	10173	MUS	2023	101	MUSIC AND GENDER	Shulstad, Elizabeth R.	WEB	EB	3	
>	10172	MUS	2011	101	EXPLORING MUSIC IN CULTURE	Shulstad, Elizabeth R.	WEB	EB	3	

If you have any questions or need further assistance, please email regteam@appstate.edu or dial extension 6818.