

Overview of CSM Process

This document is intended to aid faculty who are having difficulty accessing their courses through NEIUport and/or Blackboard. The process of being assigned to teach a class is documented here, as well as the contact persons and steps for tracking down any problems.

Step	Responsibilities	Contact Person	Next Steps
1.	Academic Department(s): <ul style="list-style-type: none"> Enter course information on the CSM Input Form Print the CSM Report for each course section Submit all CSM Reports to their Dean's Office 	Department chair or administrative assistant for your department	If the CSM Report(s) were processed correctly, check with the Dean's office to make sure they have been passed on to Academic Affairs.
2.	Dean's Office(s): <ul style="list-style-type: none"> Review the reports for accuracy and completeness Submit the reports to Academic Affairs 	Dean or administrative assistant for your college	If the CSM Reports have been approved and sent to Academic Affairs, check with Academic Affairs to see if they have been approved and sent to Registration.
3.	Academic Affairs: <ul style="list-style-type: none"> Review and approve the reports Submit the reports to the Registration Office <p>Please Note: If CSM reports are not approved, they are returned to the Dean's Office(s) for correction(s).</p>	Ana Villate (x5421)	If Academic Affairs has approved and submitted the CSM Report(s), contact the Registration Office to find out if the report(s) were entered into Banner.*
4.	Registration Office: <ul style="list-style-type: none"> Enter the final reports into the Banner system Once the Registration Office has entered the CSM Report(s) into the Banner system, that information will be sent automatically to the Blackboard system within one business day. 	Cyrille Brennan (x4053)	

*Please note: If the instructor is new to NEIU, the problem may involve the processing of that instructor's hiring contract. This process involves more steps and departments and so can take longer.