

# Course Equivalency Management System (CEMS)

## How to Create a New Course

**Step 1:** Go to <https://cems.regents.ohio.gov>. Enter your username and password assigned to you by your Institutional or OBR Coordinator.

### Course Equivalency Management System (CEMS) Login

Username

Password

Login

[Forgot your](#)

[New User? Request an Acc](#)

**Step 2:** Click on "Courses" in the main tab near the top of the page.

HOME

COURSES

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| [Homepage](#) | [Faculty Matches](#) |

**Step 3:** Click on "Create a New Course" button on the right of the page.

Create A New Course

**Step 4:** Courses are created in 4 steps. Be sure to use the “Back” button on the lower left of the page if there is a need to revisit an already completed step.

The first step is to enter the course information. Be sure accurately enter information in all the fields when available to ensure that vital data are captured and errors are avoided.

Enter the Course Title/Name, Campuses, Course ID(s), Credit Hours, Lecture/Lab/Other Hours Per Week for the Course.

Add other Course IDs only when those courses are considered co-listed courses.

When finished, click on the “Next” button on the lower right of the page.

**Step 3:** The next step involves adding “Textbooks and Readings.” There are two ways to do this:

1. Use either 10 or 13 digit ISBN numbers to look up textbook information. Press the “Lookup” button to search for the text book.
2. Manually type in all the textbook information.

Use the “Add Textbook” button to add the desire textbook. Manually enter all the textbook information if the search yields no results. Additional reading can also be manually put in for the course.

When finished, click on the “Next” button on the lower right of the page.

## Enter a New Course

### Course Details

Institution: \* UNIVERSITY OF CINCINNATI

Course Title: \*

Campus(es): \*

UNIVERSITY OF CINCINNATI-MAIN CAMPUS

UNIVERSITY OF CINCINNATI-CL

UNIVERSITY OF CINCINNATI-BLUE ASH COLLEGE

### Course ID(s)

Course ID	Subject Abbreviation	Course Number	Start Term	Start Year	End Term
<input type="text"/>					

Note: Any blank Course ID rows will be removed when advancing to the next step

Add a New Course ID

### Contact Hours

Lecture Hours Per Week:

Lab Hours Per Week:

Other Hours Per Week:

### Credit Hours

Low Credit Hours: \*

High Credit Hours: \*

## Add Textbooks and Readings

### Textbook Details

ISBN:

Lookup

Add Textbook

Title:

Publisher:

Authors:

Edition:

Copyright Year:

Notes:

### Attached Textbooks

No textbooks have been added to this course

### Additional Readings

Outside Readings/Ancillary Materials/Instructional Resources:

**Step 4:** The next step is to add more course data. Fill in as many data fields as possible. Pre-Requisite and Co-Requisite Requirements might not be available for some courses. In that case the textbox can be left blank.

Fill out Catalog Descriptions, Instructional Goals or Objectives, Description of Assessment and/or Evaluation of Student Learning at all times.

Additional Information can be any information that the submitter feels that the faculty review panel should know about the course that is not listed in the syllabus.

When finished, click on the "Next" button on the lower right of the page.

## Additional Course Data

### Pre-Requisite/Co-Requisite Requirements & Catalogue Description

#### Pre-Requisite and Co-Requisite Requirements:

#### Catalog Description:

### Objectives & Assessment

#### Instructional Goals or Objectives:

#### Description of Assessment and/or Evaluation of Student Learning:

### Additional Information

**Step 5:** The final step is to Attach Course Documents. The drop down offers a list of most frequently used document types or just an "Other" if the user cannot use a pre-populated category. The preferred file types include PDF, Word, or Excel. Once the file/document was selected using the "Browse" button, click on the "Upload" button to post the file/document to the Course.

Multiple files can be attached.

When finished, click on the "Save" button on the lower right of the page. This completes the creation of a course in CEMS.

## Attach Course Documents

### Upload a Document

Document Type:

Select a File:

(PDF, Word or Excel Preferred)

Browse...

Upload

### Attached Documents

No documents have been added to this course

Back

Save

Cancel