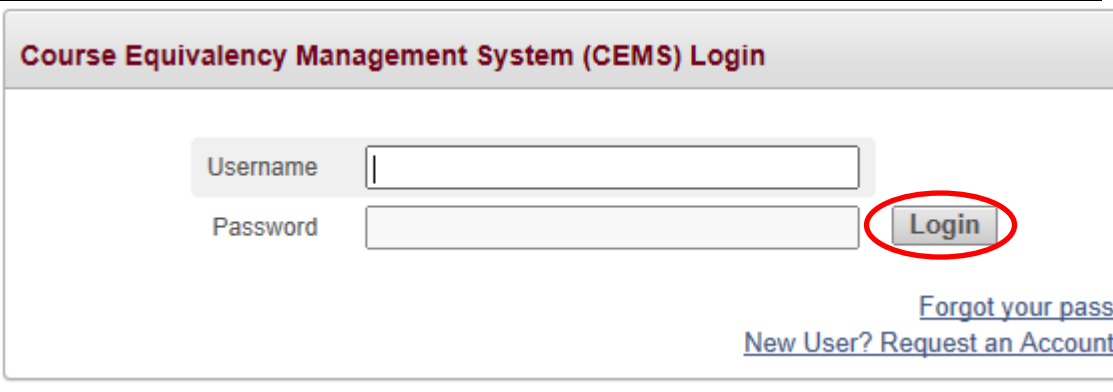

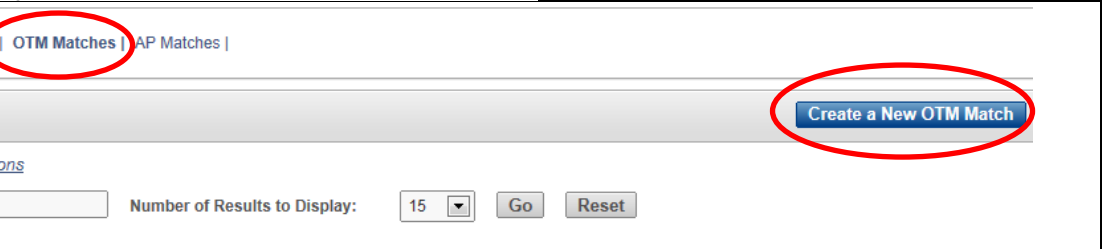
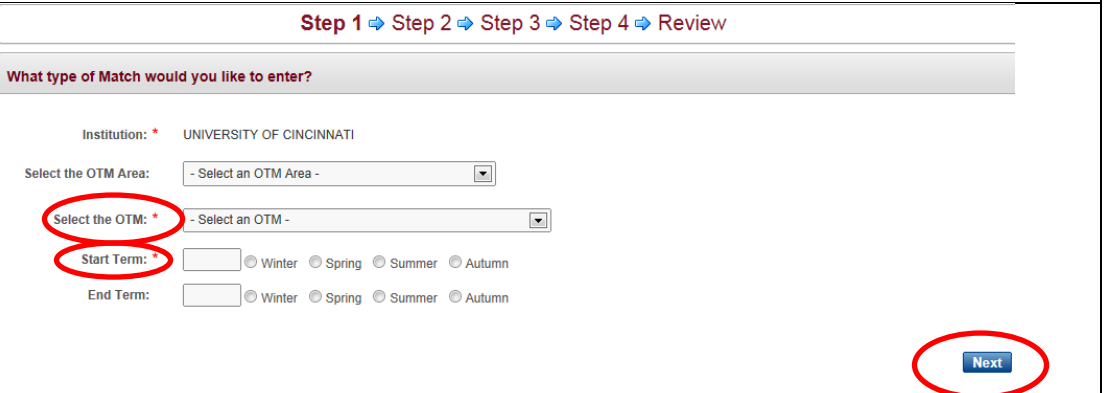


Course Equivalency Management System

How to Create an OTM Match

<p>Step 1: Go to https://cems.regents.ohio.gov. Enter your username and password assigned to you by your Institutional or OBR Coordinator.</p>	 <p>The screenshot shows the login interface for the Course Equivalency Management System (CEMS). It features a header with the system name, followed by input fields for 'Username' and 'Password'. A 'Login' button is circled in red. Below the input fields are links for 'Forgot your pass' and 'New User? Request an Account'.</p>
<p>Step 2: Click on the "Matches" button from the main navigation bar located at the top of the page.</p>	 <p>The screenshot shows the main navigation bar with three buttons: 'HOME', 'COURSES', and 'MATCHES'. The 'MATCHES' button is circled in red. Below the navigation bar is a breadcrumb trail: ' Homepage Faculty Matches '.</p>
<p>Step 3: First, click on the "OTM Matches" under the sub-navigation bar, then click on "Create a New OTM Match" button on the right of the page.</p>	 <p>The screenshot shows the 'OTM Matches' page. The 'OTM Matches' link in the sub-navigation bar is circled in red. On the right side of the page, there is a button labeled 'Create a New OTM Match', which is also circled in red. Below the button is a search filter section with a 'Number of Results to Display' dropdown set to '15' and 'Go' and 'Reset' buttons.</p>
<p>Step 4: This is a 5 step process.</p> <p>First, select OTM Area, OTM, and Start Term. Ensure that all areas marked with a red* are filled out. When finished, click on the "Next" button on the lower right of the page.</p>	 <p>The screenshot shows the 'What type of Match would you like to enter?' form. The 'Institution' is set to 'UNIVERSITY OF CINCINNATI'. There are dropdown menus for 'Select the OTM Area:' and 'Select the OTM: *'. The 'Start Term: *' and 'End Term:' fields have radio buttons for 'Winter', 'Spring', 'Summer', and 'Autumn'. The 'Next' button at the bottom right is circled in red.</p>

Step 5: Enter the course(s) that will be used for the match. There may be multiple courses that need to be linked to the match for OTM with Learning Outcomes.

Courses can be identified from the list or found using the Course Look-Up box. Identified courses are to be shuttled to the right.

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

What courses will you be using?

Course Look-Up:

Courses: *

15 ENGL 2034 - Department of English
15AFAM101 - INTRO TO AFAM STUD
15ANTH101 - Cultural Anthropology
15ANTH102 - 15ANTH102
15ANTH103 - CULTURAL ANTHROPOL
15ANTH104 - 15ANTH104
15ANTH105 - 15ANTH105
15ANTH106 - Biological Anthropology
15ANTH201 - 15ANTH201
15BIOL101 - Biology I



Back

Next

Step 6: Enter any additional information such as credit hour weight distribution for interdisciplinary courses. Select “Add Interdisciplinary Weight Requirement” if applicable.

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

Additional Match Information?

Expedited Review

Check to submit for expedited review

Note: Click to review the [list of TAGs and OTMs](#) that are eligible for expedited review and their requirements

Additional Requirements

Add Interdisciplinary Weight Requirement

There are not currently any additional requirements associated with this match. Click the link above to add a requirement.

Back

Step 7: Click on “View Learning Outcomes & Guidelines” to see the requirements.

Enter a description of how students meet OTM learning outcomes/guidelines. Use the “Add” button to enter each learning outcome/guideline description. At least one learning outcome from 1a-1e must be entered.

All guidelines are required, which are marked with a large red *.

Enter Learning Outcomes

Instructions

Describe how each Learning Outcome and/or Guideline is fulfilled for Ohio Transfer Module: **TMNS - Transfer Module Natural Sciences**

Notes:

- Enter instructional content from program or course syllabi that addresses each Learning Outcome or Guideline. You may copy and paste from other documents.
- For OTM's that use Guidelines, in addition to Learning Outcomes, you must explain how at least one of the Guidelines is met in order to submit the match for review.

View Course Details

View Learning Outcomes & Guidelines

Back

Next

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

Step 8: The final step is to review the Match. Each area should be reviewed for accuracy and can be edited from this page without having to use the "back" button. Simply use the "Edit" button on the right of each item.

If additional comments are desired, they can be entered at the bottom of the page.

There are two options after review is complete, either to "Save as Draft" or "Save and Submit to Institution Coordinator". Choose the appropriate option and click on the "Submit" button at the bottom of the page to save or complete the Match.

The screenshot shows the 'Review Match' interface. It is divided into several sections, each with an 'Edit' button on the right side, which are circled in red:

- Match Details:** Institution: UNIVERSITY OF CINCINNATI, OTM Area: Transfer Module Natural Sciences, OTM: TMNS - Transfer Module Natural Sciences, Start Term: W12013, End Term: Not Entered, Review Type: Standard.
- Courses:** No courses specified.
- Additional Requirements:** No additional requirements specified.
- Learning Outcomes:** View Learning Outcomes (with a right-pointing arrow).

Below these sections is a 'Comments:' text area. At the bottom, there are two radio button options: 'Save as Draft' (selected) and 'Save and Submit to Institution Coordinator'. A blue 'Submit' button is located below these options and is also circled in red.