



# **C-ID V2.0 Primary and Secondary Reviewers User Guide**

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## C-ID Introduction

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C-ID, or "Course Identification Numbering System," is a web application and system that facilitates faster evaluation of a student's body of work for transfer and articulation. Faculty discipline review groups (FDRGs), comprised of CCC, UC, and CSU higher-education facilities, review every course identification number. Part of this process requires that FDRGs develop course descriptors, which define the minimum required course content a course must meet in order for it to meet transfer and articulation standards.

### The College Course C-ID Process

A college (CSU Submitter) submits a course outline offered at their school to faculty evaluators (Primary Reviewers, Secondary Primary Reviewers, Course Reviewers, and Articulation Officers) who judge it against the course descriptors assigned to a C-ID. If the evaluators determine the college's course outline and the corresponding C-ID course descriptor match, then the college is approved to append the C-ID number to their course's ID number. This in turn allows the transcript reviewer/automated system to evaluate which courses meet the transfer requirements.

### C-ID 2.0

The C-ID 2.0 web application provides role-based workflows for Transfer and Articulation staff and faculty who want an efficient process for appending course identification number to their school's courses. C-ID 2.0 integrates with other statewide and college systems on a highly scalable, secure platform.

## Documentation Conventions

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This *C-ID User Guide* uses the following documentation conventions.

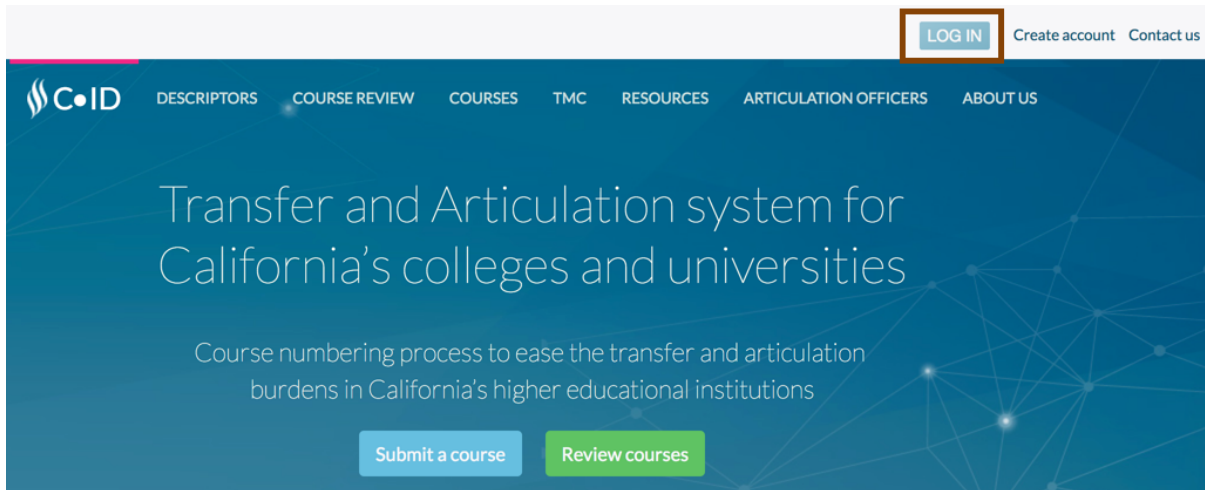
Convention	Formatting/Display
Tabs, drop-down list names, links, screen names	Display in <i>italics</i> followed by the description of the display type (i.e. drop-down list, etc.) Examples: <i>Select a Discipline</i> drop-down list <i>Edit</i> link <i>Submitted Courses</i> screen
Buttons	Display the button name in <b>bold</b> Example: <b>Add Descriptor</b>
Navigation paths	This documentation uses the → symbol to indicate the next in a series of items to click in order to arrive at a destination in C-ID. Example: "Navigate to the <i>Update Course</i> screen: <i>View Submitted Courses</i> screen → <i>Edit</i> link."

## Logging In to C-ID

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Use the following steps to log in to C-ID.

1. Navigate to: <https://c-id.net>.




Welcome to C-ID.net, the website for the Course Identification Numbering System (C-ID).

2. Click the **Login** button to display the Login screen.

3. Login using on of the following methods:

Login Method	Action
Single Sign-On Login	Select your institution from the <i>Institution</i> drop-down list to automatically log in to C-ID.

Login Method	Action
Standard Login	<p>Enter values in the <i>Username</i> and <i>Password</i> fields.</p> <p> <b>Note:</b> If you have trouble remembering your password, click the <i>Forgot Your Password?</i> link to display the <i>Reset Password</i> dialog box and follow the instructions.</p> <div data-bbox="734 380 1430 533" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center; margin: 0;">Reset Password</p> <p style="text-align: center; margin: 5px 0;">E-Mail Address <input style="width: 150px;" type="text"/></p> <p style="text-align: center; margin: 5px 0;"><a href="#" style="background-color: #0070c0; color: white; padding: 5px 15px; text-decoration: none;">Send Password Reset Link</a></p> </div> <p>You can also select the <i>Remember Me</i> check box so C-ID will auto-populate the <i>Username</i> field the next time you go to login to C-ID.</p>

4. Click **Login** to log in to C-ID.

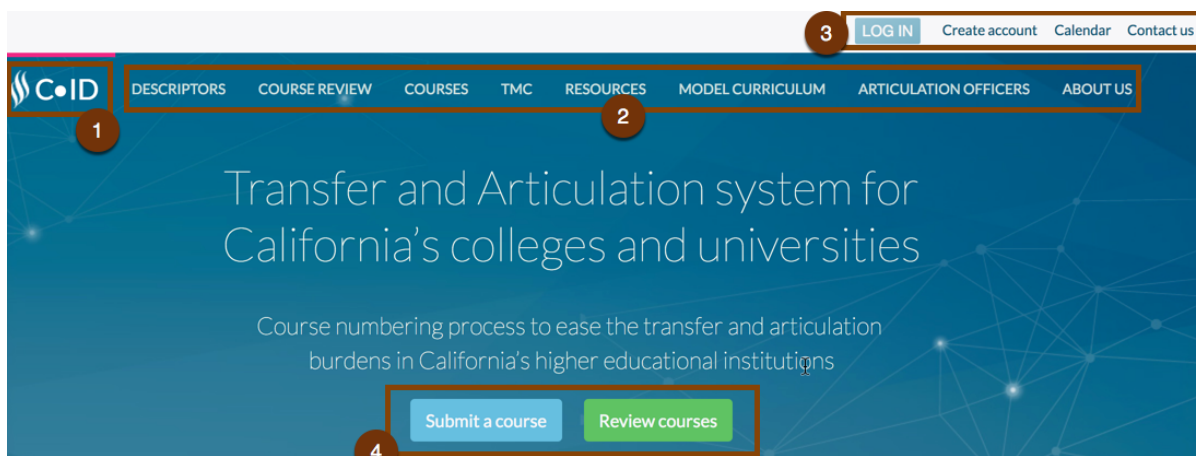


**Note:** If your C-ID role is assigned more than one role, you may be prompted upon login to choose which role you want to operate under.

## C-ID Navigation

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C-ID has consistent navigation controls throughout the application, starting with the C-ID home page. The C-ID home page includes information describing what C-ID is as well as any recent announcements. There are four interactive areas that C-ID users can use, as indicated by the image and table below.



Welcome to C-ID.net, the website for the Course Identification Numbering System (C-ID).

C-ID is a supranumbering system being developed to ease the transfer and articulation burdens in California's higher educational institutions. To learn more about C-ID, please visit our ABOUT page. To access FAQs for faculty and articulation officers, please click here.

Currently, C-ID has 315 approved descriptors and 31 draft descriptors from over 31 different disciplines. To view C-ID's finalized Descriptors, or to review Draft Descriptors, please visit the DESCRIPTORS page. Once there, you can select finalized descriptors from a drop-down menu. The Draft Descriptors Review and Comment Area can be accessed by clicking on the Review Drafts link on the Descriptors page.

To access the CSU courses that have been identified by campuses as comparable to C-ID descriptors, use the COURSES tab or [http://www.c-id.net/course\\_compare.html](http://www.c-id.net/course_compare.html). You can search for courses by discipline or CSU campus.


#### New! Spring 2016 DIG Dates

Plan ahead! C-ID is hosting discipline input group (DIG) meetings on the dates below:

April 2 - South - Ontario Airport Hotel and Conference Center, Ontario, CA - [register here](#).

April 8 - North - Westin SFO, Millbrae, CA - [register here](#).

For the list of disciplines convening for April, [click here](#).

Click the...	To...
1. C-ID logo	return to the C-ID home page from any place in the C-ID web application
2. Home page links ( <i>Descriptors, Course Review, Courses, TMC, Resources, Model Curriculum, Articulation Officers, About Us</i> )	<p>view information about these C-ID elements as well as access links to further actions you can take, such as:</p> <ul style="list-style-type: none"> <li>• <i>Descriptors</i>: make comments, view drafts, view final descriptors</li> <li>• <i>Courses</i>: search for courses by discipline or community college or CSU courses</li> <li>• <i>Model Curriculum</i>: view model curriculum that has open and closed vetting or is finalized</li> </ul> <p> <b>Note:</b> As you click each of the home page links, the pink home page navigation bar displays above the selected link to provide a quick visual indicator of your location.</p>

Click the...	To...
3. C-ID Application Links (i.e. <i>LOG IN</i> , <i>Create account</i> , <i>Contact us</i> )	log in to C-ID, create a C-ID account (necessary in order to log in), or contact the C-ID web admin
4. <b>Submit a course</b> or <b>Review courses</b> buttons	

See [C-ID Navigation After Login](#) on page 7 for more navigation tools.

## C-ID Navigation After Login

Once you've logged into C-ID, additional navigation tools are available in addition to the home page navigation items.

ID	Courses	Status	Expires	CCR Effective Date	Creation Date	CoR(s)	Actions
ACCT 110	ACCTG 1	Approved		08/01/2014	10/07/14	<a href="#">View Outline</a>	Edit / Delete
ACCT 120	ACCTG 2	Not Approved		08/01/2014	10/07/14	<a href="#">View Outline</a>	Edit / Delete / Appeal

### 1. Application Links

The C-ID application links change appearance after you log in to C-ID. The *LOG IN* link toggles to display as *LOG OUT*, and the *Create account* link toggles to display your user name.



### 2. Navigation Bar

C-ID displays a Navigation Bar on the left side of all screen views that display clickable links.

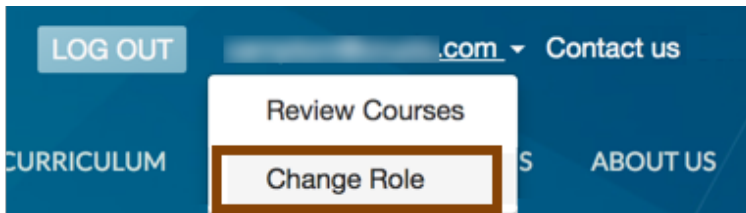
[View Submitted Courses](#)  
[Submit New Course](#)

- Clicking any link in the Navigation Bar displays the screen view for that link.
- As a C-ID user, if you have multiple roles associated with your credentials, you will be prompted upon login to choose the role you want to work with upon login from the *Select Role* table:

## Select Role

Roles	Action
Course Reviewer	<a href="#">Start As Course Reviewer</a>
FDRG	<a href="#">Start As FDRG</a>

Once you select the role (under the *Action* column) the Navigation Bar for that role displays. You can easily change roles by clicking your username in the application links and select *Change Role* to display the *Select Role* table again.



- Additional links may display in the Navigation Bar based on the context of the selected screen (i.e. from the *View Submitted Courses* screen -> *Edit* displays the *Articulation Details* screen, which also appears in the Navigation Bar).

[View Submitted Courses](#)

[Submit New Course](#)

[Articulation Details](#)

- The C-ID Site Admin Navigation Bar has the most links available of all roles.

[Review Courses](#)

[View Submitted Courses \(CLR\)](#)

[View Submitted Courses \(AO\)](#)

[Submit New Course \(AO\)](#)

[View Submitted Courses \(CSUS\)](#)

[Submit New Course \(CSUS\)](#)

[View Submitted Courses \(SPR\)](#)

[View Submitted Courses \(PR\)](#)

[Disciplines](#)

[Sub Discipline](#)

[Descriptors](#)

[Content Editor](#)

[Articulation Appeals](#)

[Districts](#)

[Users](#)

[Emails](#)

[Impersonation Log](#)

[Reports](#)

### 3. Screen Display and Actions

The screen display in focus is determined by links or buttons you click, either in the Navigation Bar or in the current screen displayed. Most screens consist of:

- interactive information presented in table format, such as the *View Submitted Courses* screen
- forms to be completed, such as the *Submit New Course* screen, a submit button at the end of the form, and required field validation once you submit the form (with messaging indicating any missing, required field values):



## Return To Course Screen Button

Many screen views in C-ID display a **Return to XX Screen** button (where XX is replaced by the name of the previous screen) for optional and efficient navigation.



See [Sorting and Searching](#) on page 9 for more information.

## Sorting and Searching

Throughout C-ID you can control the results that display, including the number of entries, the result sort order, and search functionality.

Submitted Courses Tech Center Community College [Submit New Course](#)

**Status** All

Reset [Filter](#)

Show 10 entries

Search:

ID	Courses	Status	Expires	COR Effective Date	Creation Date	CoR(s)	Actions
ACCT 110	ACCT C110	Submitted		08/11/2020	05/25/17		Edit / Delete / Appeal
BIOT 150	ACCT C110	Submitted		08/11/2017	05/25/17		Edit / Delete / Appeal

Showing 1 to 2 of 2 entries

[Previous](#) 1 [Next](#)

### 1: Filter Field Group

To control the number of search results or entries displayed, select a value from the *Status* drop-down and/or the *Show...entries* drop-down list and click **Filter**. to choose from a preset number of entries.

**Status** All

Reset [Filter](#)

Show 10 entries

Click **Reset** to clear any previous filter criteria.

### 2: Search Functionality

*Search* fields support free-form text entry and search results display in real-time as you type.

Show 10 entries

Search: bio

ID	Courses	Status	Expires	CoR Effective Date	Creation Date	CoR(s)	Actions
BIOT 150	ACCT C110	Submitted		08/11/2017	05/25/17		Edit / Delete / Appeal

Showing 1 to 1 of 1 entries (filtered from 2 total entries)

Previous 1 Next

Text entered in the *Search* field retrieves results that directly match that text.

- In the image above, the text "bio" retrieved results based on matches in the *ID* column.
- In the image below, the text "law" retrieved search results based on matches in the *Courses* column.

Show 10 entries

Search: law

ID	Courses	Status	Expires	CoR Effective Date	Creation Date	CoR(s)	Actions
AJ 120	LAW 110	Submitted		08/11/2016	05/26/17	Download Outline	Edit / Delete / Appeal


Showing 1 to 1 of 1 entries (filtered from 2 total entries)

Previous 1 Next

The total results returned display below the search results table with the "Showing x to y of z entries". If results total more than can be displayed on the screen, then you can click the **Previous** and **Next** navigation buttons below the results table on the far right.

Showing 1 to 10 of 124 entries

Previous 1 2 3 4 5 ... 13 Next

 **Note:** You can also click the numbered "pages" (i.e. 1, 2, 3, 4, etc.) buttons to navigate through the results.

### 3: Sorting Results

Column headers throughout C-ID include a sorting icon that toggles between ascending and descending sorts when you click it.

**Ascending order sort by C-ID Number**

C-ID Number	CSU Course	CSU Approved	End Term	Actions
ACCT 110	ACCT 201	F2012	F2017	Edit / Delete
ACCT 120	ACCT 202	F2012	F2017	Edit / Delete
AG 104	ABUS 101	S2011	S2016	Edit / Delete

**Descending order sort by C-ID Number**

C-ID Number	CSU Course	CSU Approved	End Term	Actions
THTR 175	THEA 223	F2012	S2016	Edit / Delete
THTR 174	THEA 222	F2012	S2016	Edit / Delete
THTR 173		S2011	S2016	Edit / Delete

## C-ID for Primary and Secondary Primary Reviewers

Primary Reviewers and Secondary Primary Reviewers use C-ID to assign articulation submissions to Course Reviewers and to monitor the articulation review process. The default display is the *Course Outlines For Review* screen.

## Course Outlines For Review


Status:

Descriptor:

Show  entries Search:

Course #	Course Name	Institution	Reviewers	Submit/Due	Due Date	Status
<b>ART 250</b> C-ID: ARTH 110	History Of Art In The 1300s Early Renaissance Art <a href="#">View Outline</a>	Tech Center Community College	<a href="#">Manage</a>	04/22/79	03/26/17	In Progress
<b>CS 410</b> C-ID: CIS 200 <span style="background-color: green; color: white; padding: 2px;">Approved MCD COR</span>	Desktop Computing: Linux Introduction To Linux <a href="#">View Outline</a>	Tech Center Community College	<a href="#">Manage</a>	01/22/01	08/17/94	Submitted
<b>Econ 302</b> C-ID: Econ 60	Principles of Macroeconomics Macroeconomics <a href="#">View Outline</a>	Tech Center Community College	<a href="#">Manage</a>	05/25/17	06/24/17	Re-Submitted
<b>MATH 120H</b> C-ID: MATH 60 <span style="background-color: green; color: white; padding: 2px;">Approved Non Honors</span>	Honors Intro To Math Introductory Math Concepts <a href="#">View Outline</a>	Tech Center Community College	<a href="#">Manage</a>	04/29/06	01/10/81	Submitted

Showing 1 to 4 of 4 entries

 **Note:** When an Articulation Office submits an articulation request, the articulation submission record is automatically sent to the Primary Reviewer's *Course Outlines For Review* list. If a Secondary Primary Reviewer has the same discipline/descriptor as the Primary Reviewer (i.e. the same *Discipline Groups* have been assigned to their role), then the articulation submission record is sent to the Secondary Primary Reviewer's *Course Outlines for Review* list first.

From the *Course Outlines For Review* screen, you can:

- Click the *Course Name* link for any course to display the [Course Evaluation](#) screen.
- Click the **View Outline** button to view the course outline in a separate browser tab.



**Note:** This button may display as **Download Outline** if the course outline is an attachment that can be downloaded.

- Click **Manage** in the *Reviewers* column to display the [Course Reviewers](#) screen and assign a Course Reviewer to the articulation submission.

## Course Reviewers Screen

Use the following steps to manage reviewers' for a course.

1. From the *View Submitted Courses* screen → *Manage* link in the *Reviewers* column to display the *Course Reviewers* screen.

**View Submitted Courses screen**

Course #	Course Name	Institution	Reviewers	Submit/Due	Due Date	Status
CS 410 C-ID: CIS 200 Approved MCD COR	Desktop Computing: Linux Introduction To Linux View Outline	Tech Center Community College	Manage	11/07/08	09/12/15	Submitted

View Submitted Courses  
Manage Reviewers

### Course Reviewers

↑ Course List    ↗ Course Evaluation

Currently assigned reviewers for this course

Name	Institution	Assignment Date	Status	Action
No Reviewers				

Reviewers who have selected CIS 200

[Redacted]@l.com	Tech Center Community College			Assign
[Redacted]@yahoo.com	Tech Center Community College			Assign

Reviewers who have not selected any descriptors

[Redacted].net	Tech Center Community College			Assign
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2. Remove or assign reviewers to the course by clicking **Remove** or **Assign** for that reviewer.



The button toggles to display as one or the other when you click it and a success message displays at the top of the *Course Reviewers* screen once the reviewer is assigned or removed.

3. Navigate to other reviewer screens using the buttons at the top right of the *Course Reviewers* screen:
  - click the **Course List** button to display the *View Submitted Courses* screen
  - click the **Course Evaluation** button to display the *Course Evaluation* screen

## Course Outline Evaluation Screen (for Primary Reviewers and Secondary Primary Reviewers)

Use the following steps to check reviewer's comment details and evaluation for a course on the *Course Outline Evaluation* screen.

1. From the *View Submitted Courses* screen → *Course Name* link for any course to display the *Course Outline Evaluation* screen.

View Submitted Courses screen

Course #	Course Name	Institution	Reviewers	Submit/Due
ART 250 C-ID: ARTH 110	History Of Art In The 1300s Early Renaissance Art <a href="#" style="color: white; text-decoration: none;">View Outline</a>	Tech Center Community College	Manage	04/27/08

[View Submitted Courses](#)  
[Course Outline Evaluation](#)

## Course Evaluation

[↑ Course List](#)   [👤 Course Reviewers](#)

C-ID Information

Discipline	Sub-discipline	Descriptor	C-ID Number	C-ID Suffix	C-ID Units
Art History	N/A	Early Renaissance Art	110	N/A	5

Ab et vitae eaque provident neque repellat.

Course Information

Institution	Course Designation	Course Name	Course Outline	Course Units	Course Lab
Tech Center Community College	ART 250	History Of Art In The 1300s	<a href="#" style="color: white; text-decoration: none;">View Outline</a>	4.0 Semester	No

2. Scroll down the Course Evaluation screen to review the course reviewers' comments for each section.
3. Provide an overall recommendation in the last field group at the end of the screen by selecting *Approved*, *Conditionally Approved*, *Not-Approved*, or *Not-Approved - COR* from the drop-down list and then provide reasoning in the free-form text field.

Course Recommendation

Reviewer	Recommendation	Comment
Reviewer #1	Approved	Non est rem voluptatibus ad in voluptas eaque.
Reviewer #2	Approved	Architecto cumque molestiae neque voluptatem libero.

What is your overall recommendation?

- ✓ Please Specify
- Approved
- Conditionally Approved
- Not-Approved
- Not-Approved - COR

Check this box to finalize this course based on your recommendation. You will no longer be able to make changes.

Save Review

Cancel Changes

4. Click **Save Review** to save your changes.

Or, if this is your final review, and you do not want to make any more changes:

- Select the check box to finalize the recommendation. The **Save Review** button toggles to display as **Submit Review**.

Check this box to finalize this course based on your recommendation. You will no longer be able to make changes.

Submit Review

Cancel Changes

- Click **Submit Review**. Any field validation errors that occur are indicated by text at the top of the *Course Evaluation* screen.

## Course Evaluation

The prerequisites ok field is required.  
 The content ok field is required.  
 The objectives ok field is required.  
 The course units ok field is required.  
 The textbook ok field is required.

Correct field values as indicated and then click **Submit Review** to submit the review. A success message displays and focus returns to the *Course Outlines for Review* screen.

## C-ID Glossary

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### Appeal

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The C-ID application includes a process for an Articulation Officer to appeal a non-approved course submitted for C-ID inclusion so that the Primary Reviewer the determination.

### Articulation

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An articulation, in the education field, is the comparison of course content between one post-secondary institution and another to equate learning metrics and therefore transferability of the course from one institution (community college) to the other (CSU or UC). In the C-ID application, an articulation ( or articulation cluster) refers to a cluster of courses that all equate to the C-ID (common identifier) for their course content.

### Articulation Officer

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In C-ID, an Articulation Officer is a user-role associated with a specific community college or community college district. They are responsible for completing the course submission for review by C-ID reviewers. Articulation Officers from CSUs use C-ID to match a local four-year course to a C-ID descriptor.

## Chancellor's Office

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The C-ID Chancellor's Office user

## C-ID

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Course Identification Numbering System. The C-ID numbering system provides a common, intersegmental mechanism to identify similar courses. These courses are mostly lower division, major-preparatory, and have been approved by UC and CSU campuses as meeting articulation standards. C-ID numbers are assigned to a specific transfer course and accompany existing local course numbers.

Source: <http://www.ccccurriculum.net/c-id/>

## Community College Viewer

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The C-ID Community College Viewer is California Community College faculty or staff member. They use C-ID to lookup their campus courses that have been submitted to C-ID.

## COR(S)

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Course Outline of Record(s). The COR defines the content, objectives, methods of instruction and evaluation, sample textbooks and instructional materials for the course, and more. It establishes the number of units for the course plus the number of hours of instruction and will list any prerequisite(s) or corequisite(s) required for the course.

Source: <http://www.ccccurriculum.net/course-outline-of-record/>

## Course Reviewer

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The C-ID Course Reviewer is a self-identified discipline faculty member approved by the faculty senate president. The Course Reviewer evaluates all components of a course submission and is the first gate-keeper to a course submission approval for a C-ID Number. Typically, multiple reviewers are associated with the same vertical and discipline (i.e. multiple CSU reviewers associated with Mathematics). The Course Reviewer has a breadth of knowledge within the discipline to evaluate California Community College course submissions against the approved course descriptors and/or TMCs (Transfer Model Curriculum).

## CSU Submitter

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The C-ID CSU Submitter matches their college's courses to California Community College courses so that students who have taken those courses have the capability to transfer classes to my the CSU Submitter's institution.

## Descriptor

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The C-ID descriptor is the course description for a course approved for the C-ID system.

## FDRG

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Faculty Discipline Review Group. In C-ID, users can be assigned to one or more FDRGs.



## Primary Reviewer

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The C-ID Primary Reviewer is a member of the faculty discipline review group (FDRG) who has been selected by the group to process course submissions. They oversee and assign tasks to reviewers (both Course Reviewers and/or Secondary Primary Reviewers) and provide final determination for submissions. The Primary Reviewer participates in the FDRG as a Subject Matter Expert (SME) in the discipline of focus. In the C-ID application, they have access to the list of course submissions for their given discipline.

## Secondary Primary Reviewer

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The C-ID Secondary Primary Reviewer is assigned to review courses by a Course Reviewer when either the Course Reviewer's workload is too great or they will be unavailable for more than four weeks. A Secondary Primary Reviewer has the same C-ID application access as a Course Reviewer (i.e. the *Review Courses* screen).

## Site Administrator

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The C-ID Site Administrator role is a super user of the C-ID system and is responsible for managing users and permissions levels. The Site Administrator has access to all C-ID reports and logs and they serve as the first escalation point for defects or issues reported by end users.

## Webmaster

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The C-ID Webmaster uses the application to edit content that displays on the C-ID website.