



# **C-ID V.2.2 CSU Summitter 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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C-ID is a web application. You can reach it by navigating to <https://c-id.net/> in your web browser.



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

If you have never used C-ID before you will need to set up a new account.

### Setting up your C-ID Account

1. Click *Create account* in the upper right corner of the C-ID web site to display the C-ID Forum Profile form.

### Your C-ID Forum Profile

<b>E-Mail Address (will also be your login username)*</b>	<input type="text"/>
<b>First Name*</b>	<input type="text"/>
<b>Last Name*</b>	<input type="text"/>
<b>Phone Number*</b>	+1 <input type="text"/>
<b>Your Teaching Discipline</b>	Accounting <span style="float: right;">▾</span>
<b>Your School Name*</b>	Academic Senate for California Communit <span style="float: right;">▾</span>
<b>Your Job Title</b>	<input type="text"/>
<b>Qualifications</b>	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

Please give a short description of your area of expertise.

\* - required

Check here if you are an APPROVED Course Outline of Record Evaluator (CORE or course reviewer)

[Register](#)

You will receive an email containing a registration confirmation link. You must click that link in order to confirm that you have given us your correct email address. That email message will contain your password so be sure to save it.

Please add no-reply@c-id.net to your email "safe" list or check your spam folder if you don't receive the confirmation email within a few minutes of registering.

2. Enter values in the required fields and click **Register**. Once you receive the confirmation email and follow the instructions you will have your username and password to log in to the C-ID web application.

### Logging in to C-ID

Once you have a C-ID account you can log in to the application.

1. Navigate to <https://c-id.net> in your web browser to display the C-ID web application.
2. Click *LOG IN* in the upper right corner of the C-ID web site to display the *Login* screen.

The screenshot shows the C-ID web application's navigation bar at the top with a dark blue background. On the right side of the navigation bar, there is a 'LOG IN' button highlighted with a red box. Below the navigation bar, the 'Standard Login' form is displayed. It contains two input fields: 'Username' and 'Password', each with a clear button (X) on the right. Below these fields is a 'Remember Me' checkbox. At the bottom of the form, there is a blue 'Login' button with a right-pointing arrow and a 'Forgot Your Password?' link. A red arrow points from the 'LOG IN' button in the navigation bar to the 'Standard Login' form.

3. Enter values in the *Username* and *Password* fields.



**Note:** If you have trouble remembering your password, click the *Forgot Your Password?* link to display the *Reset Password* dialog box and follow the instructions.

The screenshot shows the 'Reset Password' dialog box. It has a light gray header with the text 'Reset Password'. Below the header, there is an 'E-Mail Address' label followed by an input field. At the bottom of the dialog box, there is a blue button with a right-pointing arrow and the text 'Send Password Reset Link'.

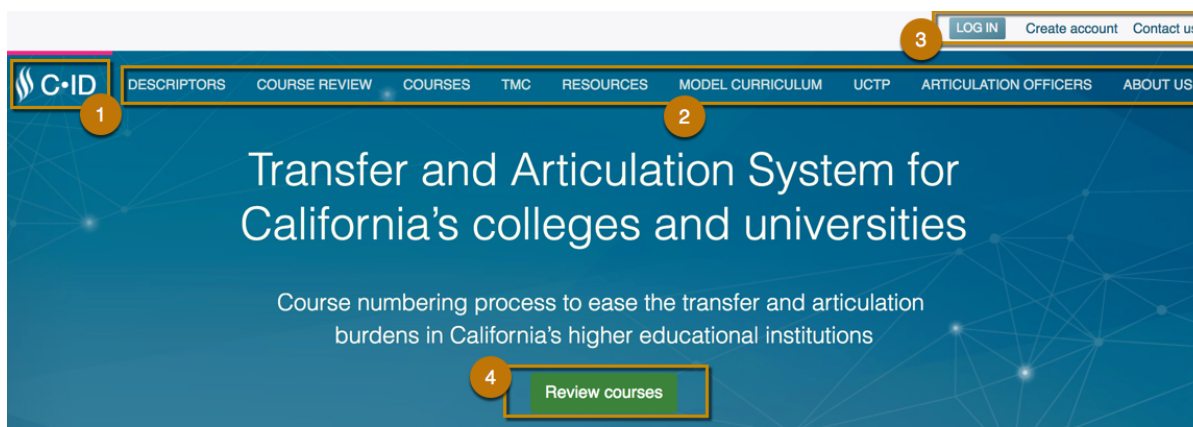
You can also select the *Remember Me* check box so C-ID will auto-populate the *Username* field the next time you go to login to C-ID.

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

## 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 US page. To access FAQs for faculty and articulation officers, please click [here](#).



**Note:** 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.

Click the...	To...
1. C-ID logo	return to the C-ID home page from any place in the C-ID web application
2. Public Home page links: <ul style="list-style-type: none"> <li>• <i>Descriptors</i></li> <li>• <i>Course Review</i></li> <li>• <i>Courses</i></li> <li>• <i>TMC</i> (Transfer Model Curriculum)</li> <li>• <i>Resources</i></li> <li>• <i>Model Curriculum</i></li> <li>• <i>UCTP</i></li> <li>• <i>Articulation Officers</i></li> <li>• <i>About Us</i></li> </ul>	view information about these C-ID topics as well as access links to further actions you can take, such as: <ul style="list-style-type: none"> <li>• <i>Descriptors</i>: review C-ID policy for descriptor development, descriptor review dates, draft descriptors, and final descriptors; comment on open descriptors</li> <li>• <i>Course Review</i>: access guides for: submitting a course outline (AO), reviewer instructions for CoR (Course Reviewers), and assigning reviewers (PR)</li> <li>• <i>Courses</i>: search for courses by discipline, community college, or CSU courses (by discipline or by college)</li> <li>• <i>TMC</i>: review course content for Associate Degree for Transfer (ADT) disciplines</li> <li>• <i>Resources</i>: read FAQs, SB1440 resources, memorandums, training resources, etc.</li> <li>• <i>Model Curriculum</i>: view model curriculum that has open and closed vetting or is finalized</li> <li>• <i>UCTP</i>: view the UC Transfer Pathways program model curriculum in states of: open, closed, or finalized</li> <li>• <i>Articulation Officers</i>: view updates and announcements from the C-ID system</li> <li>• <i>About Us</i>: view information about the Course Identification Numbering System</li> </ul>

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>Review courses</b> button	display the public Course Review screen with information about using C-ID for articulation officers, course reviewers, and primary reviewers

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.

The screenshot shows the C-ID interface after login. The top navigation bar includes 'Application Links' (1), 'LOG OUT', and 'Contact us'. Below the navigation bar is a 'Submitted Courses' section for California State University, Chico. It includes a 'Navigation Bar' (2) with 'Submit New Course' and 'View Submitted Courses' buttons, and a 'Screen Display' (3) with a 'Submit New Course' button. The main content area contains a text block explaining articulation, a search bar, and a table of submitted courses.

C-ID Number	CSU Course	CSU Approved	End Term	Actions
ACCT 110	ACCT 201	F2012	F2017	Edit / Delete
ACCT 110	ABUS 101	S2020		Edit / Delete

The public home page links continue to display after login and you are free to navigate between them and your logged-in screen views. To return to the logged-in screen view, just click the drop-down list next to your user name (between the *LOG OUT* and *Contact us* links in the upper right corner of the screen) and select a screen.

### 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.

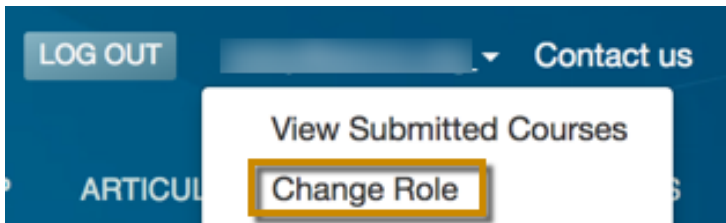


As a C-ID user, if you have multiple roles associated with your credentials, you will be prompted upon login to choose the role you want to work with upon login from the *Select Role* table:

## 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.



## 2. Navigation Bar

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



- Clicking any link in the Navigation bar displays the screen view for that link.
- Additional links may display in the Navigation bar based on the context of the selected screen.

For example, when you first log in to C-ID as a CSU Submitter, the Navigation bar displays like this:

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

And the *View Submitted Courses* link is automatically selected, displaying the *Submitted Courses* screen. If you click *Edit* for one of the courses on this screen then the *Course Submission* page displays. That page's corresponding *Update Course* link appears in the Navigation bar along with the links to the other screens.

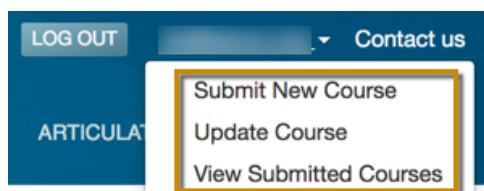
[Submit New Course](#)  
[Update Course](#)  
[View Submitted Courses](#)



**Note:** The currently-selected screen in focus displays in the Navigation bar with gray-colored text that toggles to blue-colored text when you select a different link in the Navigation bar.

Navigation bar options also simultaneously display in the Application links in the top right of the C-ID screen as a drop-down list below your user name.





### 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 currently-displayed screen. 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, with:
  - a submit button at the end of the form
  - automatic field validation for required fields upon form submission (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

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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

1

2

3

4

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.

The screenshot shows a search interface with a search box containing the text "law". Below the search box is a table with the following columns: ID, Courses, Status, Expires, CoR Effective Date, Creation Date, CoR(s), and Actions. The first row of data shows "AJ 120" in the ID column, "LAW 110" in the Courses column, "Submitted" in the Status column, and "08/11/2016" in the CoR Effective Date column. The Actions column for this row contains a "Download Outline" button and a link for "Edit / Delete / Appeal". A red arrow points from the search box to the "LAW 110" entry in the Courses column.

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

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.

The screenshot shows a pagination bar with the text "Showing 1 to 10 of 124 entries" on the left. On the right, there are navigation buttons: "Previous", "1", "2", "3", "4", "5", "...", "13", and "Next". The "1" button is highlighted in blue.

 **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

## Submitted Courses Screen (View Submitted Courses (CSUS))

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CSU Submitters use C-ID to submit, edit, and delete courses at their college that articulate with California Community College courses with a C-ID Number that corresponds to the college's course. The default display upon login is the *Submitted Courses* screen.

View Submitted Courses  
[Submit New Course](#)

## Submitted Courses California State University, Chico [Submit New Course](#)

The submitted university course(s) will articulate with any California Community College (CCC) course that is approved by the C-ID program and given the corresponding "C-ID Course" designation below. The articulation is one-way articulation, meaning the approved community college course will articulate for the indicated course credit at the four-year university. Articulation does NOT apply from the four-year institution to the community college or between the four-year institutions.

Show  entries

Search:

C-ID Number	CSU Course	CSU Approved	End Term	Actions
ACCT 110	ACCT 201	F2012	F2017	<a href="#">Edit / Delete</a>
ACCT 120	ACCT 202	F2012	F2017	<a href="#">Edit / Delete</a>
AG 104	ABUS 101	S2011	S2016	<a href="#">Edit / Delete</a>
AG 112	ABUS 211	S2011	S2016	<a href="#">Edit / Delete</a>

Showing 1 to 10 of 124 entries

Previous [1](#) [2](#) [3](#) [4](#) [5](#) ... [13](#) Next

See [Submitting a New Course](#), [Editing a Course Submission](#) on page 16 and [Deleting Course Articulations](#) on page 18 for more information.

## Course Submission Screen (CSUS)

CSU Submitters have access to the *Course Submission* screen, which allows them to submit courses for C-ID descriptor review, resulting in the course's comparability to community college courses that are approved for the same descriptor.

# Course Submission California State University, Chico

[↑ Return To Course List](#)

The submitted university course(s) will articulate with any California Community College (CCC) course that is approved by the C-ID program and given the corresponding "C-ID Course" designation below. The articulation is one-way articulation, meaning the approved community college course will articulate for the indicated course credit at the four-year university. Articulation does NOT apply from the four-year institution to the community college or between the four-year institutions.

**Add C-ID Descriptor**

Select a Discipline

**Add Descriptor**

**Descriptors**

No descriptors selected.

**Add CSU Course**

**Courses**

No courses selected

Use the following steps to submit a new course.

1. Click the **New Course** button or *Submit New Course* in the C-ID Navigation bar to display the *Course Submission* screen.
2. Select values from the various drop-down lists and enter values in the free-form text fields as necessary. The table below provides more details about the fields.

Field Group/Field	Details
<i>Add C-ID Descriptor</i>	<ol style="list-style-type: none"> <li>1. Select a value from the: <ul style="list-style-type: none"> <li>• <i>Select a Discipline</i> drop-down list, then from the</li> <li>• <i>Course Number</i> drop-down list below it</li> </ul> </li> <li>2. Click <i>Add Descriptor</i> to add the selected course and number to the <i>Descriptors</i> field</li> </ol> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p>Add C-ID Descriptor</p> <p>Administration of Justice</p> <p>120</p> <p><b>Add Descriptor</b></p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p>Descriptors</p> <p>#1 AJ 120: Concepts of Criminal Law <a href="#">Remove</a></p> </div> </div> <p> <b>Note:</b> You can remove any descriptors you added by clicking the <i>Remove</i> link to its right.</p> <ol style="list-style-type: none"> <li>3. Repeat steps a and b above to add as many descriptors as you need.</li> </ol>

Field Group/Field	Details
<i>Add CSU Course</i>	<p>1. Select a value from the:</p> <ul style="list-style-type: none"> <li>• <i>Select a Prefix</i> drop-down list, then from the</li> <li>• <i>Course Number</i> drop-down list</li> </ul> <p>2. Click <b>Add Course</b> to add the selected prefix and number to the <i>Courses</i> field</p> <p>Selecting a value automatically populates the <i>Descriptor</i> drop-down list with its associated value</p> <div data-bbox="646 512 1349 699"> </div>
<i>Descriptor</i>	<p>Select values from the <i>Approval Date</i> and <i>End Date</i> drop-down lists to indicate the span of time (from term/year to term/year) to which the course descriptor will apply.</p> <div data-bbox="646 869 1349 1142"> </div> <p>Type any comments in the <i>Comments</i> field.</p>

3. Click **Save Descriptor** to save your course descriptor selections.

The *Course Saved* screen displays once you save the descriptor.

## Course Saved California State University, Chico

[↑ Return To Course List](#)

Field	Value
Approval Date	F2017
End Date	S2019
Added Descriptor	AJ 120: Concepts of Criminal Law
Added Descriptor	AJ 150: Introduction to Forensics
Added Course	BLAW 190: Understanding the Law

[Return To Course List](#)

### Editing a Course Submission

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Use the following steps to update course articulations as a CSU Submitter.

1. Log in to C-ID as a CSU Submitter.
2. From the *Submitted Courses* screen → click *Edit* for any course articulation to display that course's *Course Submission* screen in edit mode.



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

## Course Submission California State University, Chico

[Return To Course List](#)

The submitted university course(s) will articulate with any California Community College (CCC) course that is approved by the C-ID program and given the corresponding "C-ID Course" designation below. The articulation is one-way articulation, meaning the approved community college course will articulate for the indicated course credit at the four-year university. Articulation does NOT apply from the four-year institution to the community college or between the four-year institutions.

### Add C-ID Descriptor

Select a Discipline

**Add Descriptor**

### Descriptors

#1 ACCT 110: Financial Accounting [Remove](#)

### Add CSU Course

Select a Prefix

**Add Course**

### Courses

#1 ACCT 201: Introduction to Financial Accounting [Remove](#)

### Descriptor

#### Approval Date

Fall  2012

#### End Date

Fall  2020


#### Comments

Cancel

**Save Descriptor**

- Update either the C-ID Descriptor(s) and/or the CSU Course(s) by:
  - selecting a drop-down list item and then clicking either the **Add Descriptor** or **Add Course** button to add additional items in either the *Add C-ID Descriptor* or *Add CSU Course* field groups.

<div data-bbox="298 159 706 388"> <p>Add C-ID Descriptor</p> <p>Administration of Justice</p> <p>110</p> <p>Add Descriptor</p> </div>	<div data-bbox="737 159 1146 327"> <p>Descriptors</p> <p>#1 ACCT 110: Financial Accounting Remove</p> <p>#2 AJ 110: Introduction to Criminal Justice Remove</p> </div>
<div data-bbox="298 415 706 640"> <p>Add CSU Course</p> <p>ABUS</p> <p>231</p> <p>Add Course</p> </div>	<div data-bbox="737 415 1146 579"> <p>Courses</p> <p>#1 ACCT 201: Introduction to Financial Accounting Remove</p> <p>#2 ABUS 231: Computer Applications in Agriculture Remove</p> </div>

 **Note:** When you add a descriptor or course it appears in the *Descriptors* or *Courses* field group and is automatically assigned a sequential number. Upon saving your changes the descriptors and/or courses automatically reorder to be in alphabetical order.

- clicking the *Remove* link for descriptors and/or courses in either the *Descriptors* or *Courses* field groups
4. Edit the *Descriptor* field group's *Approval Date*, *End Date*, and *Comments* fields as necessary.
  5. Click **Save Descriptor** to save your changes and display the *Course Saved* screen.

Course Saved California State University, Chico [Return To Course List](#)

Field	Value
Removed Descriptor	ACCT 120: Managerial Accounting
Added Course	AAST 59: ASIAN AMERICAN LITERATURE

[Return To Course List](#)

6. Return to the course list by clicking either of the two **Return To Course List** buttons.

## Deleting Course Articulations

Use the following steps to delete a course because it is either no longer offered or you need to replace it.

1. From the *View Submitted Courses* screen → click the *Delete* link for any course to display the
2. Click the **Delete** button for the course articulation. A confirmation dialog box displays.

Warning ×

This will delete the articulation. Use this action if you need to replace the articulation or it is no longer offered.

[Cancel](#)
[Delete](#)

3. Click **Delete** to complete deleting the course articulation. A success message displays confirming the course has been deleted.

# 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.