

**This document is for PSOs who are assigning courses in COSSID on behalf of an Associate Dean. Before starting this process, please notify the COSSID team so they can request permission for the PSO to be an assigner.**

### **COSSID: STEPS TO ASSIGNING COURSES ON BEHALF OF AN ASSOCIATE DEAN**

1. Log into Humber HQ.
2. In Course Inventory, select “Search for a Course”
3. Select the course that you will be assigning to a faculty member. *See the list of course assignments sent from the AD.*
4. Under “Outline”, select “Duplicate from 2020-2021” in the drop-down category. This step is required only for courses that have never been entered from scratch into COSSID before. *See screenshot called Duplicate Course Outline at the end of this document.*
5. Again, under “Outline”, select “Manage Outline”
6. Select “Start Process.”
7. Select the AD’s name from the list of Associate Deans in the drop-down menu.
8. Select “Edit” and enter **the email of the faculty member** who is assigned to the course and enter the **“Edit By Date”**. *See the list of course assignments, assigned faculty, and deadline dates from the Associate Dean.*
9. Enter the email of the second faculty member who is assigned to peer review the course and enter the **“Review by Date”**. *See the list of course assignments, “review by” dates, assigned faculty, and assigned editors from the Associate Dean.*
10. Select “Start the Process”. Check with the Associate Dean to see if the faculty members have been given a heads up about this plan so they know to get started with the editing process.

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### Duplicate Course Outline

**Course Code: MKTG 4007**

Academic Period	Name	Course Status	Outline Status	PDF		Last updated
2021-2022	Advertising and Public Relations	published	not published/not started	-	Course ▾ Outline ▾	Thu Nov 05, 2020 10:17 AM
2020-2021	Advertising and Public Relations	published	not published/not started	<a href="#">Download</a>	Course ▾ Duplicate from 2018-2019	Apr 07, 2020 16:06 PM
2019-2020	Advertising and Public Relations	published	not published/not started	<a href="#">Download</a>	Course ▾ Duplicate from 2019-2020 Duplicate from 2020-2021	May 19, 2020 17:26 PM
2018-2019	Advertising and Public Relations	published	not published/not started	<a href="#">Download</a>	Course ▾ Outline ▾	Tue May 19, 2020 17:26 PM