

Course Information System (CIS) Tips Sheet for Departments

Fall 2025

Introduction

UTM has launched the [Course Information System \(CIS\)](#). CIS replaces the previous Course Information Submission System (CISS) and Final Exam Script Application (FESA) and includes modules for a Syllabus Builder (**SB**), Exam Details (**ED**), Final Exam (**FE**), and Deferred Exam (**DE**) script submission.

You may reference the [online CIS resources](#) to learn about the system and get ready to use the system. For unit approvers who will be using CIS both as an instructor and a department administrator, you can also access "[How to switch roles in the Course Information System](#)" for more information on how to switch between the roles.

CIS users have one of three roles, Instructors, Department Administrators (DA), or Registrar's Office. DAs may include Chairs, Associate Chairs, Program Administrators, unit Directors, etc. DAs are assigned the ability to approve submissions made by Instructors.

Instructions and training for building course syllabi and exam details are available for reference in the [CIS for UTM SharePoint](#). If you have questions or need support, please refer to our [help documentation](#) or [submit a ticket](#). If you have any suggestions as you are using the new CIS system, you can [provide feedback here](#). Please feel free to contact Sanja Hinić-Frlog, Associate Dean, Teaching & Learning assocdeanteachlearn.utm@utoronto.ca.

Steps for Course Submission in CIS

Step	Tasks	Notes & changes from CISS
1	DAs add course instructors to ROSI.	Before instructors can work on their courses, they must be associated with a course in ROSI. If you are a DA responsible for approving syllabi, you will need to log into CIS in order to be able to receive submission notices.
2	DAs determine if groups are needed for syllabi and exam details to be shared across multiple sections or courses.	If yes, DAs set up these groups in Step 3.
3	<p>DAs configure courses. If your unit or instructors want a single course shell for multiple course sections, you can group these into a single course in CIS. You will be able to create groups in Settings for courses in SB (e.g. to group sections under 1 syllabus). (Can be done using an upload.)</p> <p>Groups can be created in SB and uploaded to ED. Please follow "How To Create Course Groups" in the CIS for more details.</p> <p>If your unit has specific best practices or guidelines related to any policy in the Academic Calendar or Academic Handbook, please share with your instructors. Individual instructors can then create additional "policy" statements as per departmental guidelines in SB.</p> <p>Set deadlines for SB and ED. The final deadline for course syllabus submissions and approval is August 29, 2025. Please set any internal unit due dates prior to August 29.</p>	<p>Grouping of courses is a new CIS feature that was not available in CISS. This replaces CISS process where 1 syllabus could be copied for multiple sections. However, the grouping must be done separately for both SB and ED.</p> <p>If you log into CIS and see a blank white page with the text "Error 403: Authorization Failed", please contact Gerry Karlovic to be added to the CIS system.</p> <p>Please be aware that CIS has regularly scheduled daily updates from UofT systems.</p>

Step	Tasks	Notes & changes from CISS
4	Instructors complete SB & ED modules, for F and Y and submit for approval. Since this is the first time all instructors are using CIS at UTM, information from previous syllabi from CISS will not be available and instructors will have to start with a blank template. After a course is entered once in the CIS system, instructors will be able to import previous syllabi.	The CIS module has a series of 9 steps that instructors can complete. For consistency across UTM, we highly recommend that all units ask their instructors to complete all 9 steps. In some cases, instructors may complete only Steps 3, 5, and 9 and import their own syllabus file. If instructors log into CIS and see a blank white page with the text Error 403: Authorization Failed, please ensure their name is listed as an instructor of the course in ROSI.
5	DAs approve SB and ED for F & Y.	Before syllabi are approved, instructors are able to download and preview their syllabi. Syllabi are exported and can be downloaded as Word files. Please note that it is crucial to share with the instructors that only the version of the syllabus that has been approved by the unit should be shared with students. You can use the built-in alerts in the CIS system to quickly identify issues in the syllabus and check the final syllabus document generated by the CIS.
6	DAs set department deadlines for FE and DE.	Internal deadlines can be set by departments once the F term final exam schedule has been posted, and FE & DE are open.
7	Instructors teaching F courses complete FE & DE and DAs approve submissions for F Term. Ideally, deferred exam scripts will not look identical to the regular final exam script.	Instructors are required to submit their regular and deferred F term exam scripts. Instructors must ensure the cover page available in CIS for FE and DE scripts matches their course information. DAs should check this information carefully. If the course information on the cover page is incorrect, the FE/DE submission will be “reset” and submission and review process would need to be repeated with the corrected cover page. Instructors teaching Y courses will be required to submit the exam script for Y courses in S term.
8	Instructors submit SB, ED for S.	Repeat of Step 1-6 in a new session. In CIS you will only be able to start your S submission after the system closes for F&Y submission.
9	Instructors teaching S and Y courses submit FE & DE S and Y courses.	Instructors submit regular and deferred S and Y term exam scripts. For details, see Step 7 but ensure to pay attention to Y course notification.
10	DAs and instructors start SB and ED process for F and Y term courses for the new academic session.	Repeat Steps 1-9 in a new academic session.