

Core Curriculum Reporting System

Step by Step Guide

To access the online Core Curriculum Reporting System use the following link:
<https://sakai.rutgers.edu/core/>

Log in with Net ID & Password.

To begin, please click on **Available Courses** located on the top left of the website menu.

To find the course to file a Core report for, please either type the course number in the Filter List box, for example 01:123:456, or scroll to find the course number in the list of courses below.

Click on the link for the course you would like to report.

Please insert data in the area below Course Information.

Uploading Documents

When uploading a document please ensure all information is in **ONE** document, either a PDF or Word. Click on Choose File, select the file to upload. Scroll to the bottom of the page, click Save Draft. To return to the saved draft form, click on **Submissions** on the top menu bar. Type in the course number and click search. Click on the Title of the course. Please make sure to select the correct report by checking the semester and year. Follow these steps when uploading a form.

Continue to complete the form. Please note all areas that are **RED** must be completed in order to submit the form.

If one needs to return to the form at a later time, the form can be saved as a draft. Please click on **Save Draft** at the bottom of the page. To return to the saved draft, click on **Submissions**. Type in the course number and click search. Click on the Title of your course. Please make sure to select the correct report by checking the semester and year.

Once the form is completed, please click **Final: Submit to CRC**.

Your report is now submitted and can be found under **Submissions**.

If you have any questions or need assistance, please contact

core-requirements@sas.rutgers.edu

The due dates for required and voluntary Core assessment reports are as follows:

Summer October 1st

Fall February 1st

Winter March 1st

(NOTE: all Core courses taught during Winter Session must report)

Spring June 1st

Note: all online courses must report.