

Adding an Attribute: GE, LASR, PRES, WRIT

This is to request an attribute for an existing course with no other course alterations. This is used to request consideration for the course to carry one or more of the following attributes:

- General Education
- Liberal Arts
- Presentation Skills
- Writing Intensive

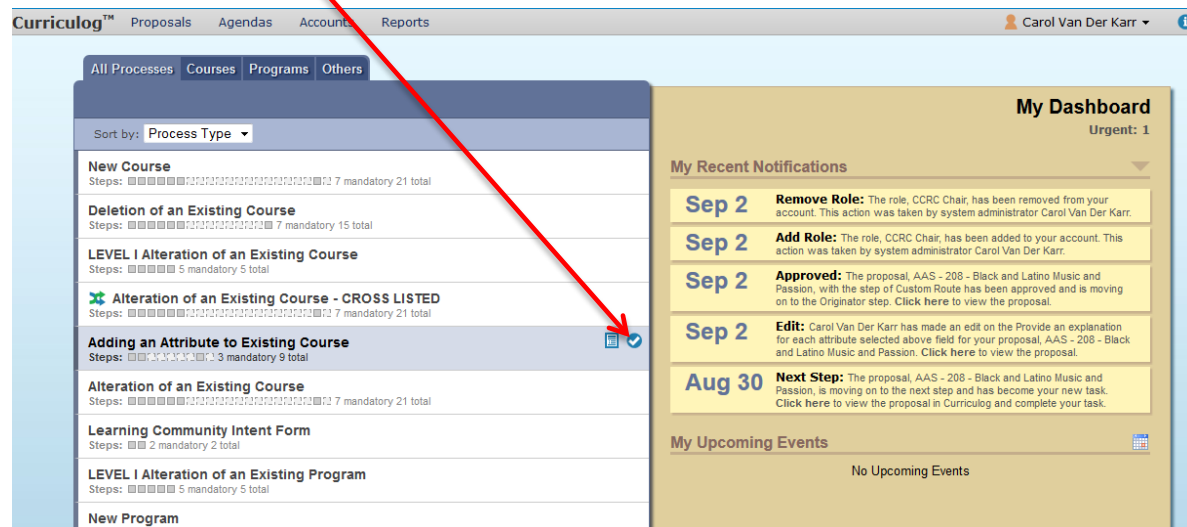
The proposal forms within Curriculog are based on the previous paper versions of the forms.

To add an attribute, there are four major steps:

- Import:** Bring in the current information from the catalog
- Launch:** Before you make any edits, LAUNCH the proposal
- Respond:** Answer all questions in the section related to the attribute
- Approve:** As the originator, you have to approve the proposal

General Directions

1. Within the Curriculog toolbar, select *Proposals*.
2. In the top left pane select *+ New Proposal*. The left pane will now display a list of proposals available to you. Hover over your desired proposal and click on the blue check mark icon to *Start Proposal*.

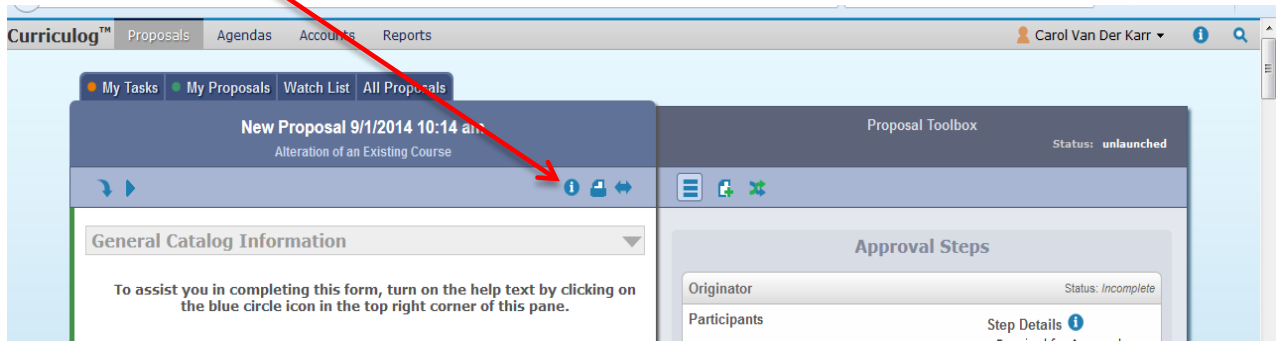


Once you have selected your form:

- The left pane will display the form for completion.
- The right pane will display the respective approval steps.

3. Help Text

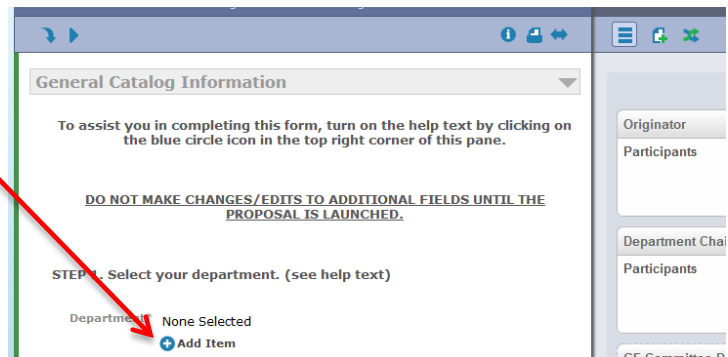
As a new user to the system, please be sure to turn on the help text (blue circle icon). Help text will appear in most fields to guide you along the way.



All proposals are automatically “saved” as a draft, so you can exit the Curriculog system and return at a later time.

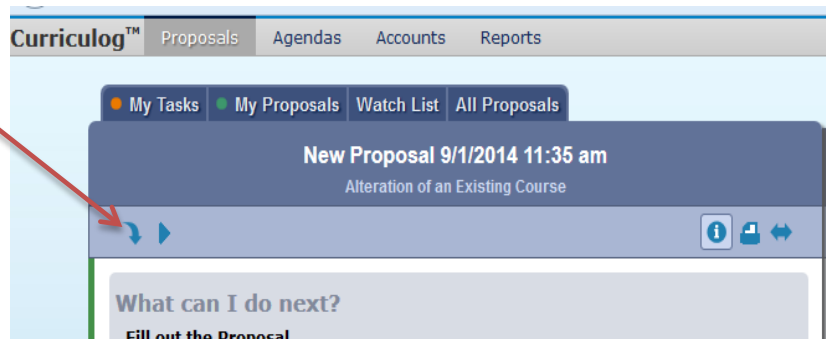
4. Department Field

The first field in the proposal forms is *Department*. To select your department, click on *+ Add Item*. Scroll down to select your department (organized by School).



5. Import Existing Course Information using the *Import* tool

- In the upper left corner of the left pane, click on the blue downward arrow.

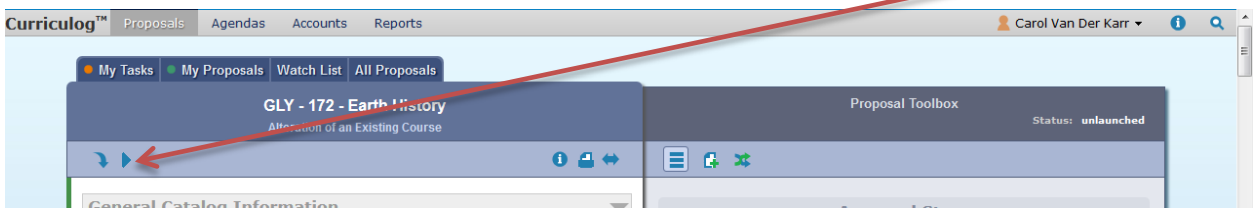


- A new window will open: *Import Data Into Your Proposal*. Click on the appropriate catalog.
- After selecting your desired catalog another window will open *Search 2014-15 Undergraduate Catalog*.
- Filter your course by prefix:
 - In the *Or add filter* field, click on the down arrow, and select *Prefix*. A *Prefix =* field will appear
 - Type in your prefix (e.g., GLY); then click on *Search Available Curriculum*,

- A list of courses will appear. Scroll down or click on *Next* to find your course.
- Click on the desired course (a new window will open); scroll to the bottom to select *Import This Item*.
- The course information (as it appears in the college catalog) will automatically populate some fields within your proposal.

6. Launching the proposal

When this step is complete you will be required to *Launch* your proposal BEFORE making any edits or completing required fields to allow for tracking of changes. Launch by clicking the blue right arrow icon.



Once the proposal is launched, you can continue working on your proposal, or if completing at a later time, your proposal will be located in the *My Proposals* tab.

Please note: As the originator, if you decide to cancel a proposal after it has been launched you are able to delete the proposal from the system.

- Hover over the proposal and select *Edit Proposal*.
- At the top of the right pane select the *Decisions* icon and select *Reject*. You must provide a comment regarding your decision.
- Click *Make My Decision*.
- Click the *Decisions* icon once again, then select *Cancel* (this will delete the proposal). Provide a comment on your decision, then click *Make My Decision*.

7. Completing your Proposal

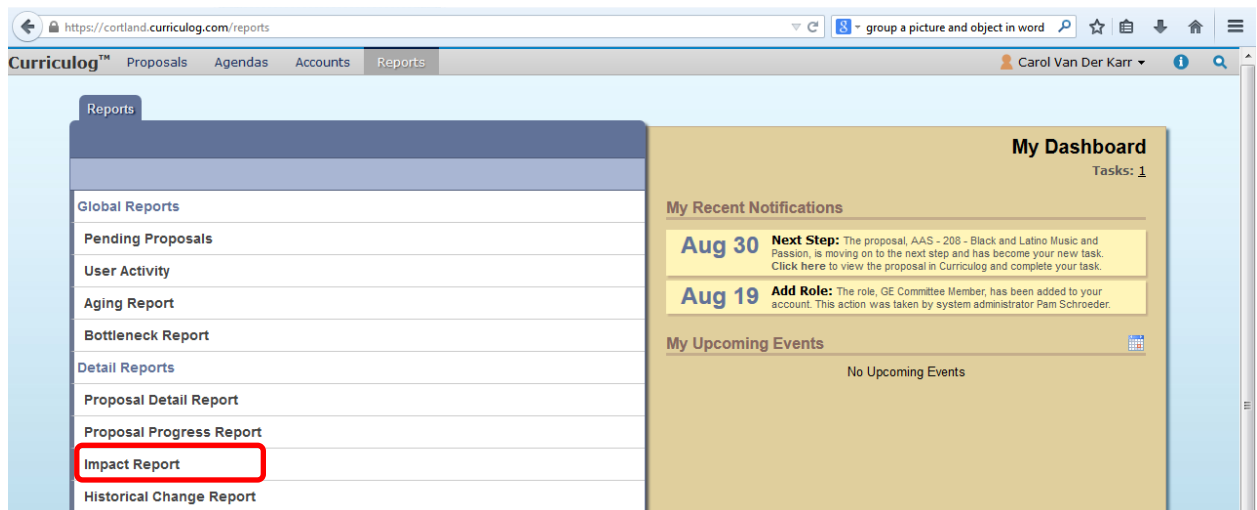
Now that the proposal is launched you are able to complete the attribute section(s). When entering information to each field, you will be required to click the *Save* button.

8. Impact Reports

Impact reports show how course alterations may impact other courses and/or programs.

To generate an impact report:

- Enable pop-ups from this site in your browser's settings.
- Click on *Reports* in the Curriculog toolbar, then select *Impact Report*



- In the expanded area, complete the *Prefix* and *Code* (number) fields
- Click on *+ Add External System* (a new window will open)
- Select the appropriate catalog then click on *Add External Systems to Impact Report* (Note: we recommend that you generate a separate impact report for each catalog needed)
- Click on *Generate Report*. This may take a several minutes to load and will appear in a new window.

Including the Impact Report in your Proposal

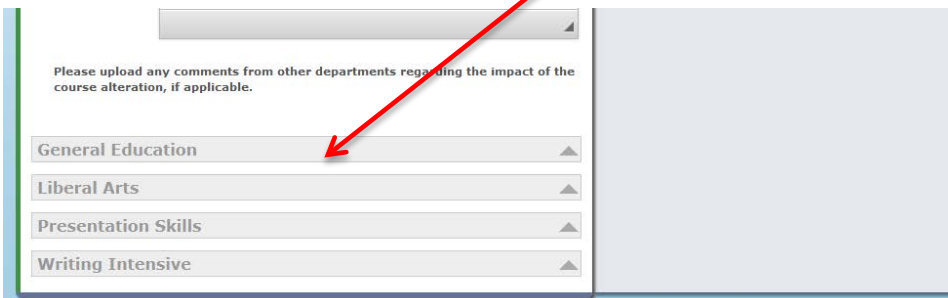
There are two ways to include the report information:

- Copy and paste the results in the *Impact Report* field in your proposal. After you copy the text, you will need to navigate back to your proposal. Click on *Proposals* in the Curriculog toolbar, click on *My Proposals* and select your proposal by hovering over it and click on the *Edit Proposal* icon. Scroll down to the *Impact Report* field and paste the results.
or
- In the top of the impact report results window, click on *Export the Report as a CSV* file; this will open a window for you to save or download the file on your computer as an Excel sheet. Once saved, you can attach the file to your proposal (see *Attaching Files* above).
- Based on the results of your impact report, consult with the chairs/directors of departments/areas affected by your proposed alteration and request written feedback. This feedback must be attached to your proposal. Multiple emails can be copied into a single document for attachment.

9. Attribute Information

You need to complete the attribute sections for which you are requesting approval. Scroll down to the relevant heading (e.g., General Education) and complete the questions provided by the committee.

Clicking the heading name/bar will close and collapse sections you do not need to answer. Click on heading name/bar again to open the section.

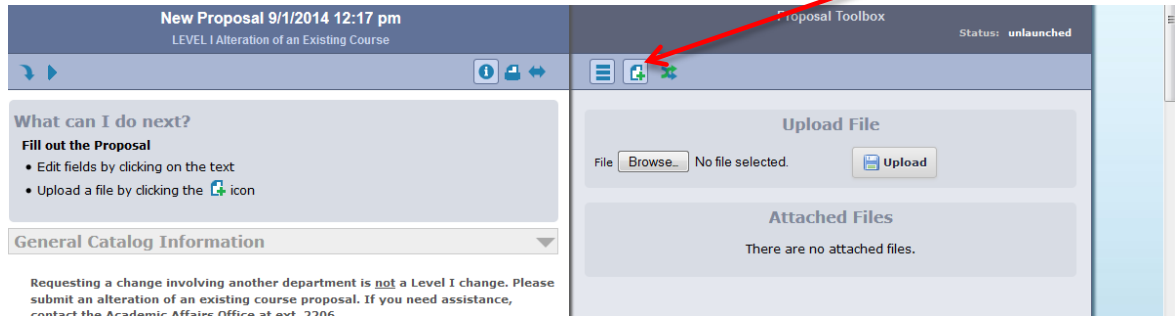


10. Attaching Files

You may be asked to attach files in support of the proposal. Also, if there is a lot of text to be entered into a field, you can type “see attached” in the field, and then attach the information as a Word or pdf file.

To attach a file:

- scroll up to the top of the right pane; hover over and select the *Files* icon



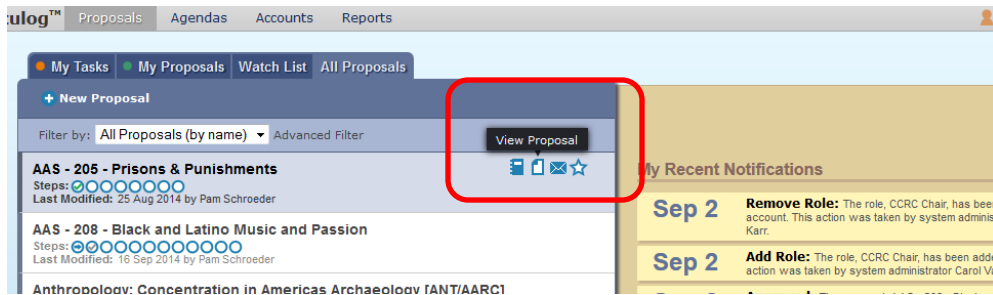
- click *Browse* to navigate within your computer system to locate your file
- double click on your desired file
- the file name will appear in the right pane
- click *Upload*

You may upload several files, as needed or required.

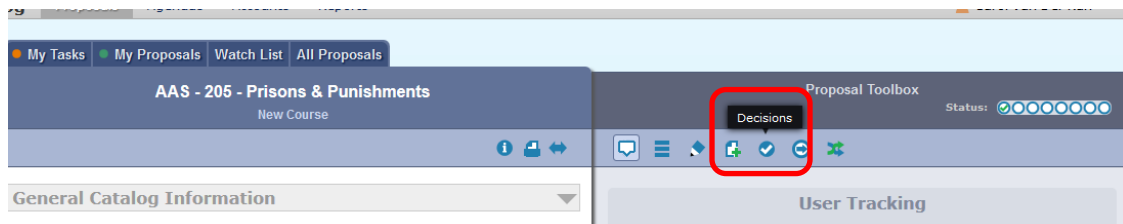
11. Approve

Once all edits are made and saved, you will approve the proposal to send it to the next step.

- If you are not already in your proposal, find your proposal in the list under *My Proposals*
- Click the *Edit Proposal* icon to open the proposal



- Click the *Decisions* icon in the right pane (blue circle with checkmark) and follow directions in the right pane.



You will now be able to track your program through the approval process as well as make comments, edits, or attach additional information via files.