

Program Alteration and Deletion

The following general directions are for:

- LEVEL I Alteration of an Existing Program
- Alteration or Deletion of an Existing Program

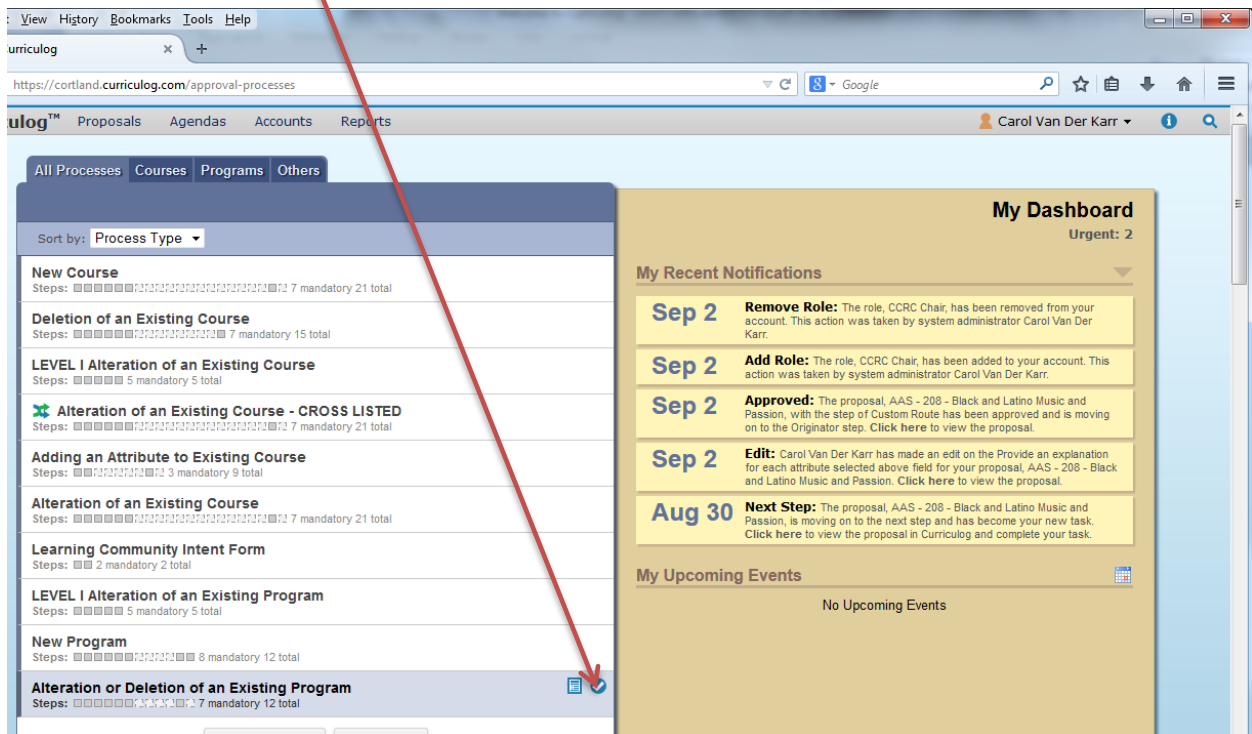
There is extensive Help Text within each form as well.

For any alterations, there are four major steps:

- Import:** Bring in the current information from the catalog
- Launch:** Before you make any edits, LAUNCH the proposal
- Edit:** Make all changes
- Approve:** As the originator, you have to approve the proposal

General Directions

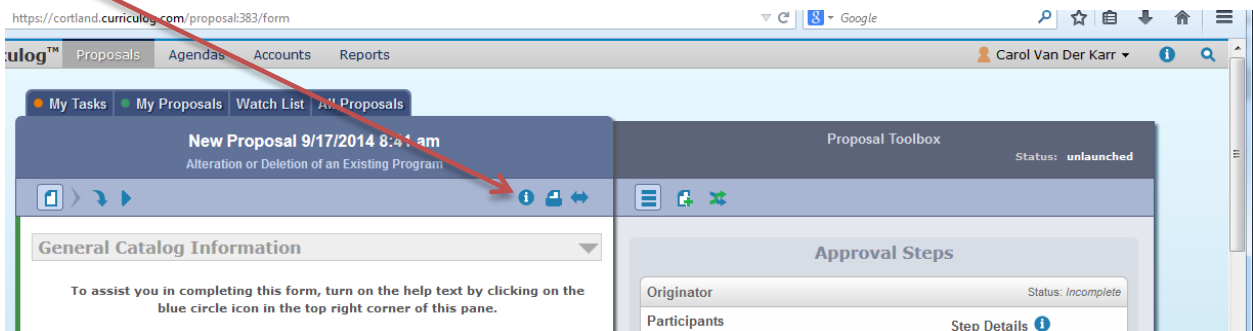
1. Within the Curriculog toolbar, select *Proposals*.
2. In the top left pane select *+ New Proposal*. The left pane will now display a list of proposals available to you. Hover over your desired proposal and click on the blue check mark icon to *Start Proposal*.



Once you have selected your form:

- The left pane will display the form for completion.
- The right pane will display the respective approval steps for your department/school.

3. 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.

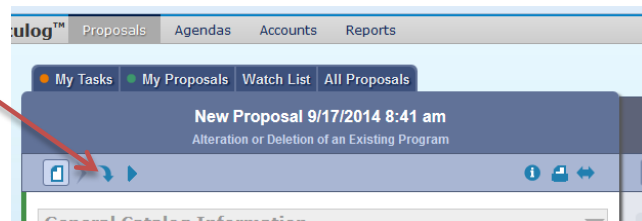
4. Department Field

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). Once you select your department, you will notice in the right pane participants involved in the approval process will automatically populate based on your selection.

As you select other options in your proposal (e.g., Undergraduate, GE), those respective participants will also populate in the approval steps (in the right pane).

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

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



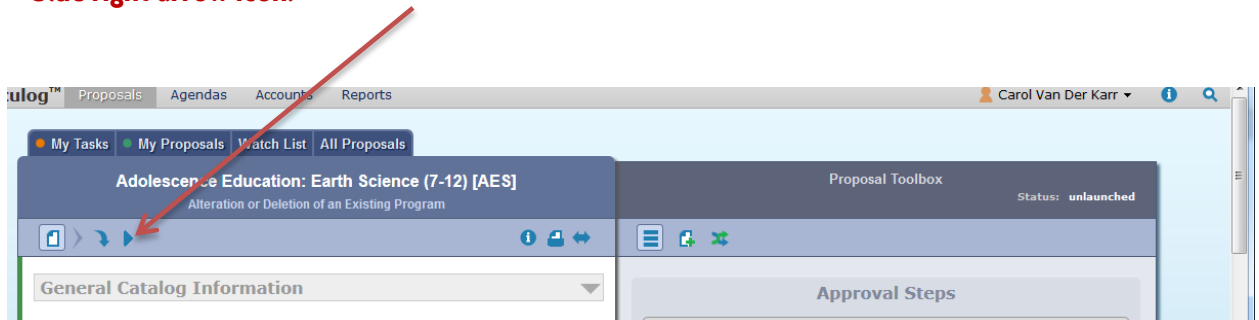
- A new window will open: *Import Data Into Your Proposal*. Click on the appropriate catalog.
- After selecting your desired catalog another window will open *Search 2014-15 Undergraduate Catalog*.

- Click Search Available Curriculum

- A list of programs will appear. Scroll down or click on *Next* to find your program.
- Click the program box (a new window will open), and scroll to the bottom to select *Import This Item*.
- The program 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.

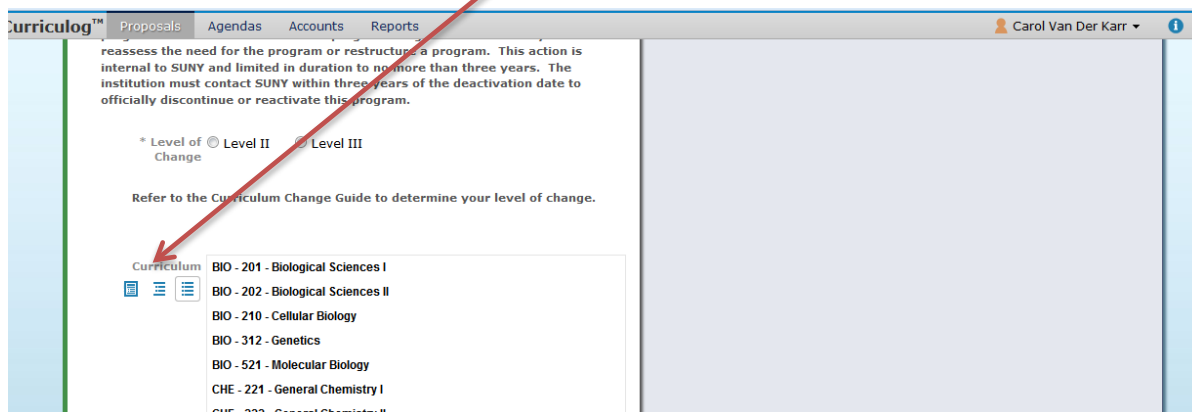
- Hover over the proposal and select *Edit Proposal*.
- At the top of the right pane select the *Decisions* icon and select *Reject*. You must provide a comment regarding your decision.
- Click *Make My Decision*.
- Click the *Decisions* icon once again, then select *Cancel* (this will delete the proposal).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

7. Editing your Proposal

Now that the proposal is launched you are able to make edits/changes to the imported pre-populated fields, as well as complete all required fields (denoted by an asterisk) in the proposal. When making edits to each field, you will be required to click the *Save* button.

- If you logged off, find your proposal in the *My Proposals* tab. Hover over your desired proposal and click on the edit icon to the right of your proposal name.
- Remember to turn on the help text at top of the left pane to help you along the way.
- For fields where you may enter text, feel free to type “see attached” if you prefer to include your answer as an attachment
- **When making edits to any field, you must click the *Save* button.**

When you reach the *Curriculum* field, three icons are available giving you viewing options:



Preview Curriculum: pop-up window displaying the **current** program curriculum (as it appears in the college catalog). Within this option, clicking on the *red pencil* icon allows you to see mark-up changes. This view allows for no editing.

View Curriculum Schema: displays all **current** cores within the program. Click on the core name once to display the core description (if any) and courses associated with the core. This view allows you to edit core title, core description, delete courses, and move courses currently in the program between cores (using the *Add Courses* button). When introducing new or existing courses to the program, first add the courses using the *View Curriculum Courses* module and then assign them to a core in the *View Curriculum Schema* module.

View Curriculum Courses: displays all courses currently available in the program. Here you can delete courses, or add new or existing courses not currently offered in the program. This

includes new courses in the curriculum approval process. Courses deleted from cores should also be deleted within this view as well.

Curriculum Field Editing Options

Desired Edit	View	Tips
Title of a Core	View Curriculum Schema	Click once on Core Name and make change in Title field
Core Description	View Curriculum Schema	Click once on Core Name and make change in Description field
Delete Core	View Curriculum Schema	Hover over Core name and click on blue X to the right.
Add a Core	View Curriculum Schema	Click Add Core at bottom of list and see directions below.
Add a Course to the Program. Must be done before you add a course to a Core.	View Curriculum Courses	<ul style="list-style-type: none"> To add a course from a New Course Proposal: Click Add Course. Type in prefix, code and name. Click Add Course. To add an existing course, click Import Course and follow Import Course instructions below.
Add a course (already within program in another Core) to a different Core	View Curriculum Schema	Click on the Core Name. Select Add Courses. Choose course(s) to add and click Add Course.
Delete a course from a Core	View Curriculum Schema	Click once on Core Name. Hover over the course Prefix/Title and click blue X to the right. If you accidentally delete a course, it can be added again.
Add Custom Text to a Courses section within a Core (appears in Catalog Course Description)	View Curriculum Schema	Click once on Core Name. Click Add Custom Text. See additional directions and example below.

Import Course

- Click on Import Course
- 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., CHE); then click on *Search Available Curriculum*

Search 2014-15 Undergraduate Catalog

Using the faceted search below, locate the course or program you would like to import into this proposal.

Filter Courses

Prefix = X

Add another filter

Start Date: End Date: Sort Results By:

Exclude previously imported items

Search Results (1 to 20 of 40)

GLY 118 Laboratory in Earth Science
GLY 129 Special Topics in Geology

- A list of courses will appear. Scroll down or click on *Next* to find your course.
- Click on the desired course or multiple courses.
- Scroll to the bottom to review Selected Courses. Courses may be removed by hovering over the course and clicking the blue X to the right.
- Click *Add Courses to Proposal*.
- Once courses are added, they can now be assigned to the appropriate Core using the *View Curriculum Schema* module.

To add a core:

- In *View Curriculum Schema*, click *Add Core*.
- You will see a gray bar at the end of the list titled *New Core*.
- Click once on *New Core* and type in the title, and description (optional).
- You can then add courses to this core, as referred above.

Add Custom Text:

Whether editing or adding courses within a core, you have the option to *Add Custom Text*. Custom text is text that provides clarification for options between courses, etc. Examples of custom text:

- “or” when able to choose between two or more courses,
- “Select one course from the following:” before a list of courses

To add Custom Text

- click on *Add Custom Text* (a window will open);
- type in your custom text (in this example the custom text is “or”);
- then click on *Add Text*;
- the custom text will appear at the bottom of your course list;
- you can click and drag the on the custom text, and drop it where you want it to appear. In the example below, the “or” custom text was placed between POL 372 and POL 405

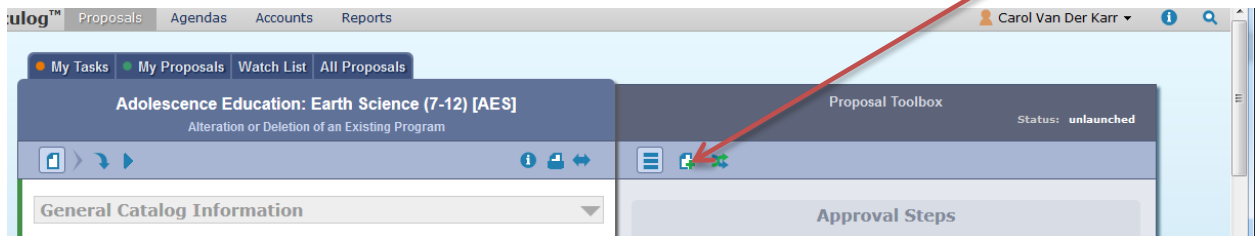
Example: POL 348 Gun Control: Crime, Law, Policy
POL 372 American Political Thought
or
POL 405 Discrimination Law

8. Attaching Files

Several fields within proposal forms require you to attach information. 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



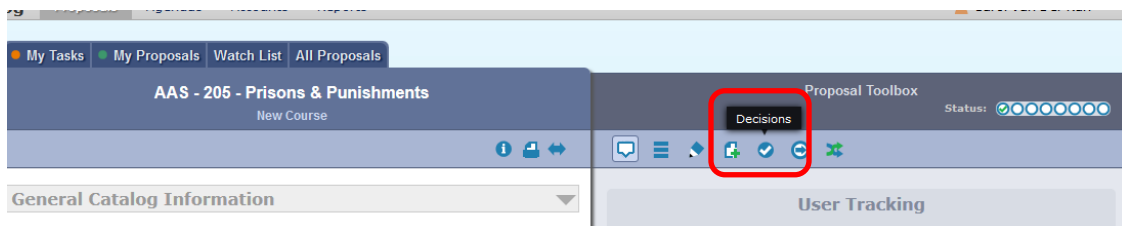
- click *Browse* to navigate within your computer system to locate your file
- double click on your desired file
- the file name will appear in the right pane
- click *Upload*

You may upload several files, as needed or required.

9. 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* and click *Edit Proposal* 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.