

New Course or Program

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

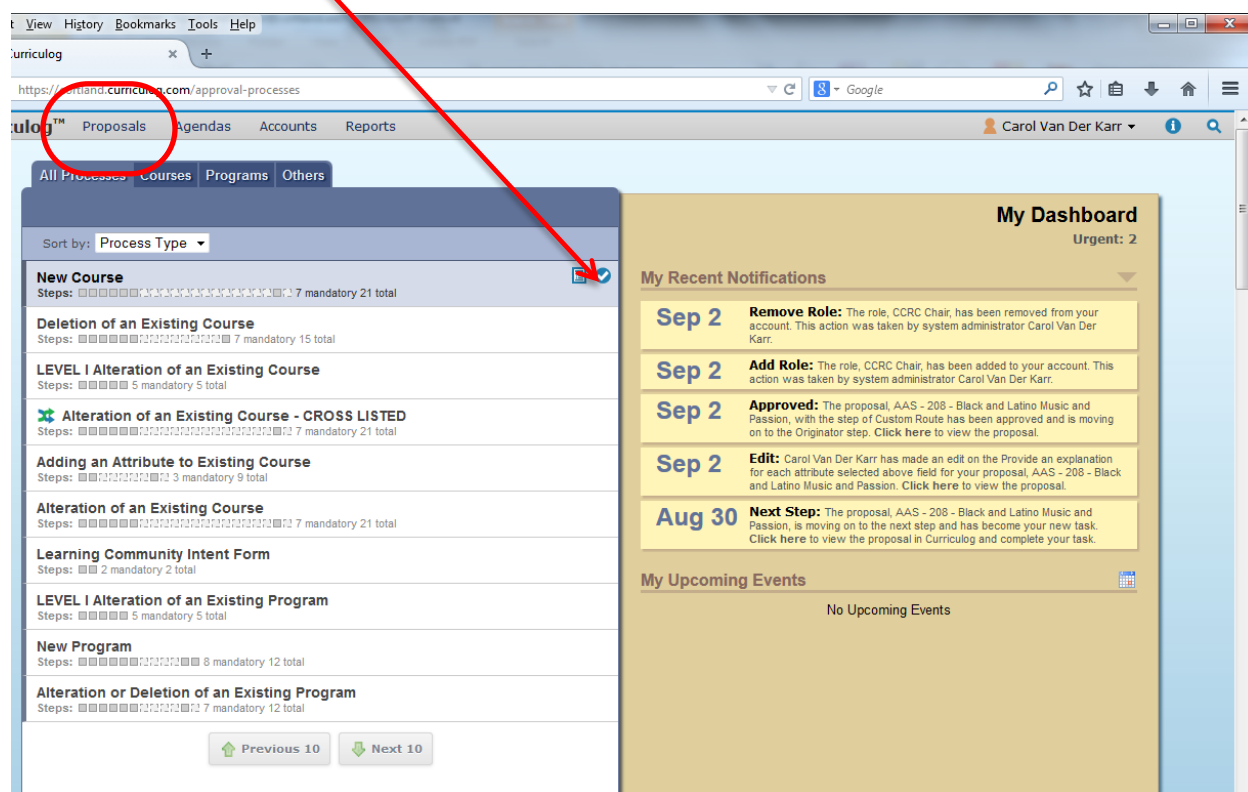
The following general directions are for:

- New Course
- New Program

There is extensive Help Text within each form as well.

General Directions

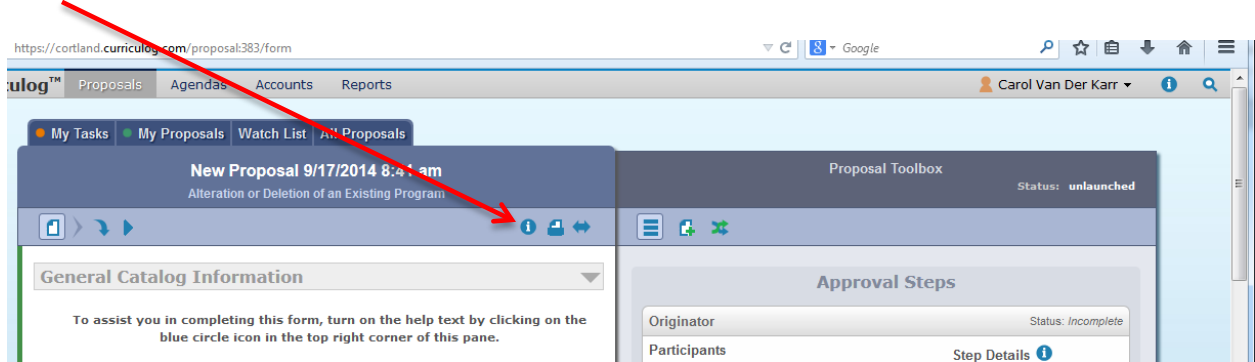
1. Within the Curriculog toolbar, select *Proposals*.
2. In the top left pane select *+ New Proposal*. The left pane will now display a list of proposals available to you. Hover over your desired proposal and click on the blue check mark icon to *Start Proposal*.



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.

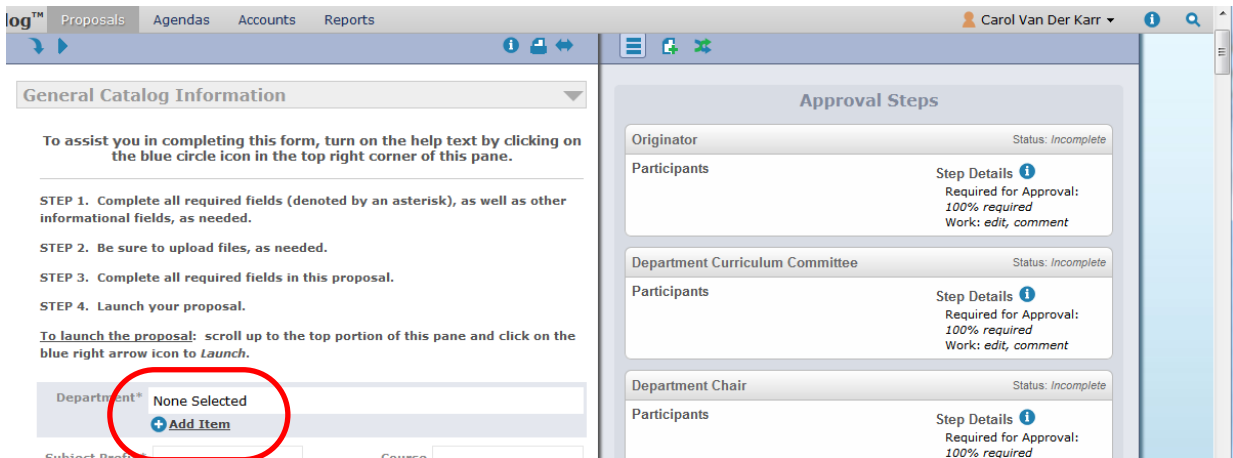
3. Turn on the help text (blue circle icon). Help text will appear in most fields to guide you along the way.



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. Enter your Proposal: **New Course Information**

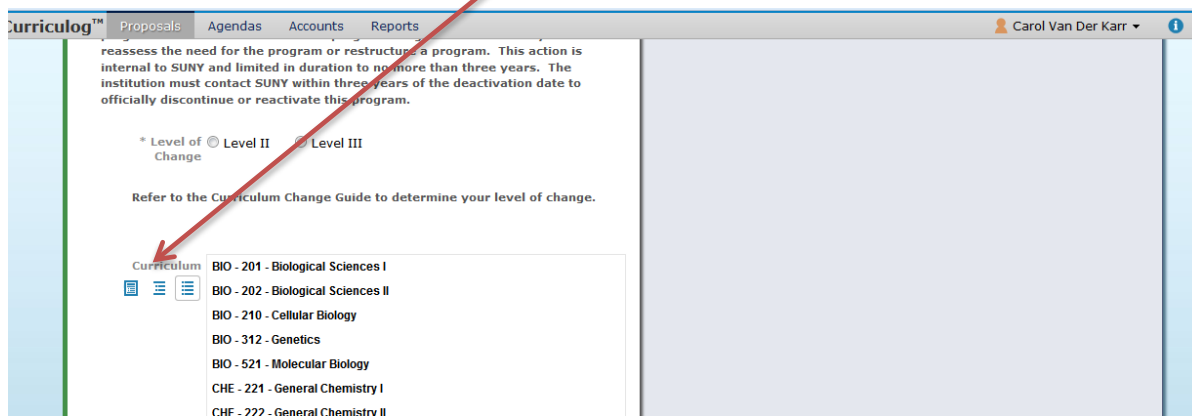
If proposing a new course, fill out all required fields. Be sure to fill out any related questions if you are also requesting an attribute (e.g., General Education, WI, etc.). You may then go to Step 7.

6. Enter your Proposal: **New Program Information**

When entering information into 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 to guide 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 attached
- **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 you create it (this will be blank until you start building your core(s)). This view allows for no editing.

View Curriculum Schema: displays all **current** cores within the program (this will be blank until you start building your core(s)). 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 them 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 (this will be blank until you start building your courses). You will begin here to add new or existing courses to your program. This includes new courses in the curriculum approval process.

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., GLY); 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

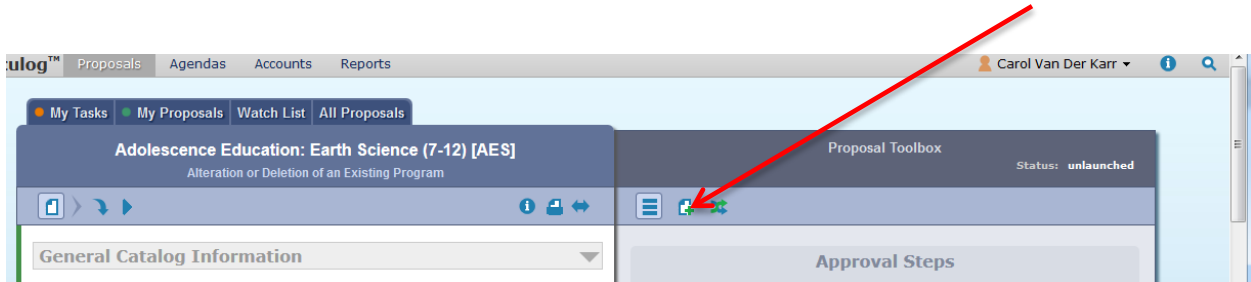
Example: POL 348 Gun Control: Crime, Law, Policy
POL 372 American Political Thought
or
POL 405 Discrimination Law

7. Attaching Files

Several fields within proposal forms may 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:

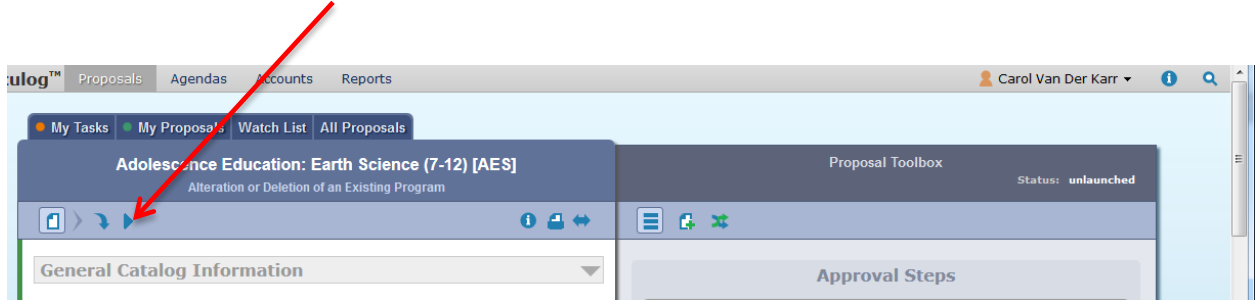
- scroll up to the top of the right pane; hover over and select the *Files* icon



- 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.

8. Launching the proposal



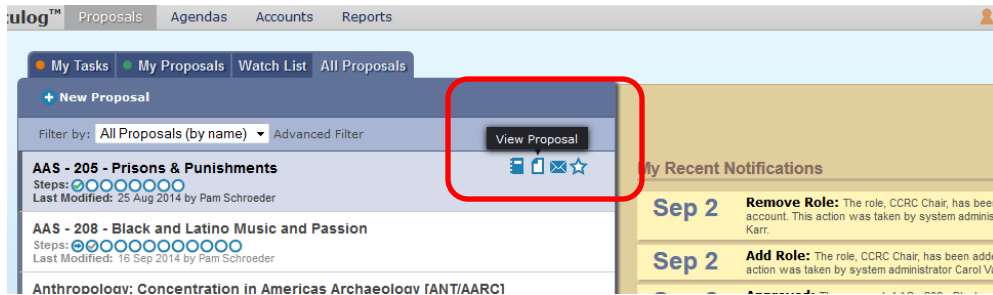
Please note: As the originator, if you decide to cancel a proposal after it has been launched you are able to delete the proposal from the system.

- 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*.

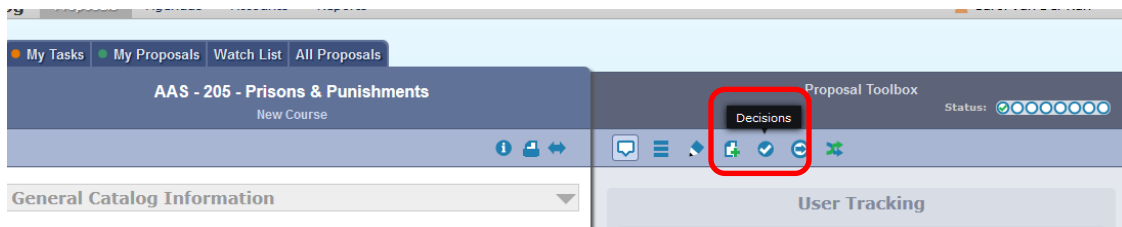
9. Approve

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*
- 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.