

# Course Alteration and Deletion

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

The following general directions are for:

- Deletion of an Existing Course
- LEVEL 1 Alteration of an Existing Course
- Alteration of an Existing Course-CROSS LISTED
- Alteration of an Existing Course

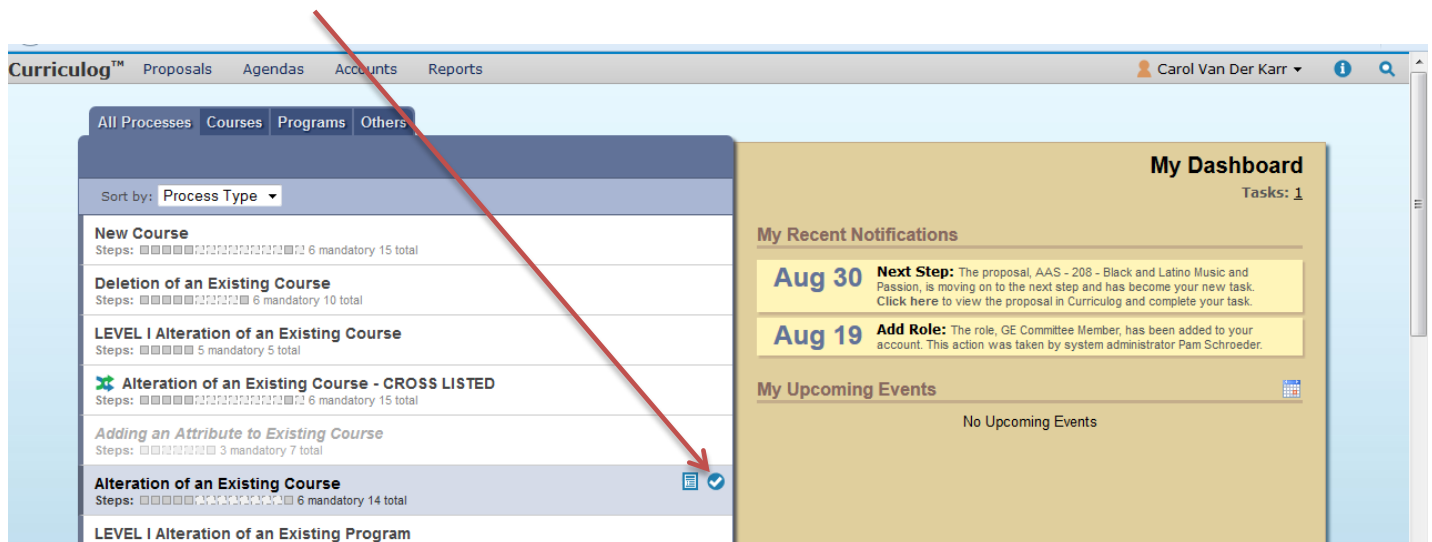
There is extensive Help Text within each form as well.

## For any existing course proposals, there are four major steps:

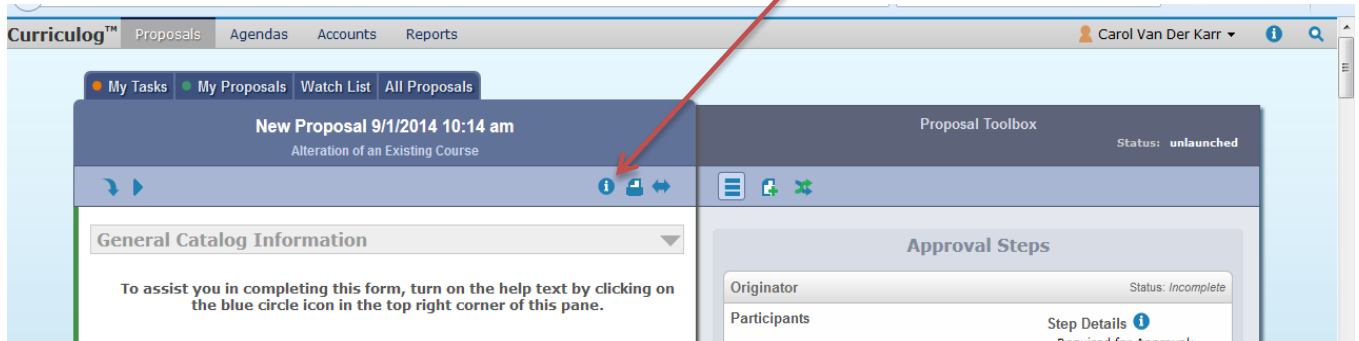
- Import:** Bring in the current information from the catalog  
**Launch:** Before you make any edits, LAUNCH the proposal  
**Edit:** Make all changes  
**Approve:** As the originator, you have to approve the proposal

## 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*.



3. 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.

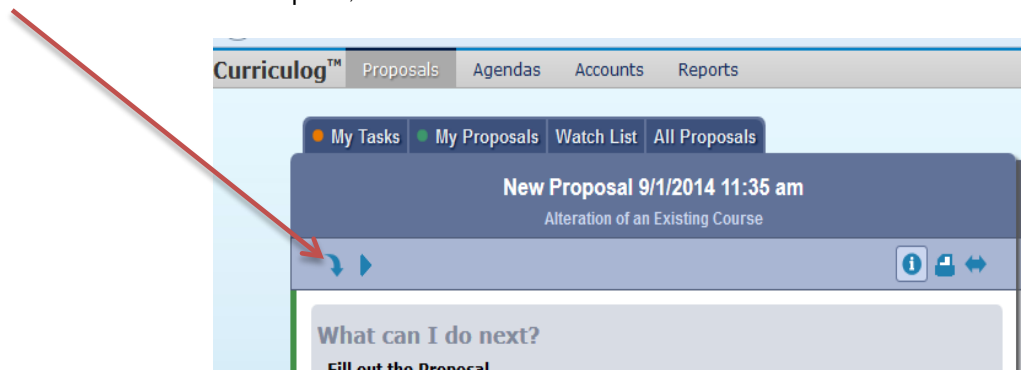
#### 4. Department Field

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). 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 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), and 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. 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.

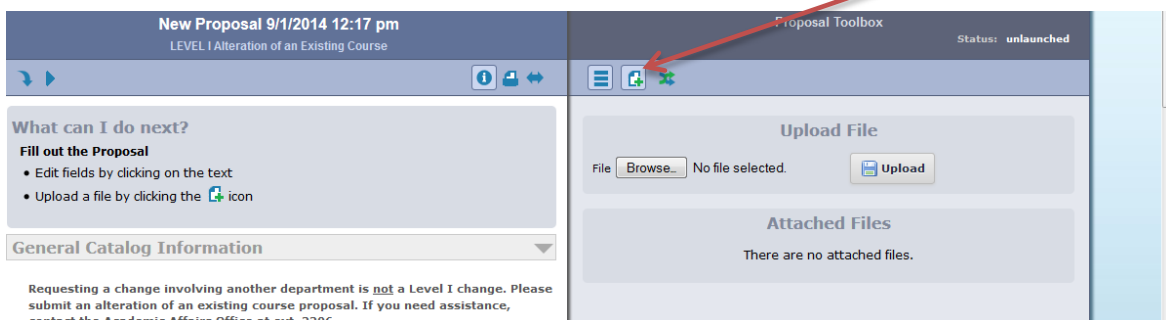
- If you logged off, find your proposal in the *My Proposals* tab. Hover over your desired proposal and click on the *Edit Proposal* icon to the right of your proposal name.
- Remember to turn on the help text to guide at top of the left pane to help you along the way.
- **When making edits to any field, you must click the *Save* button.**

## 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*

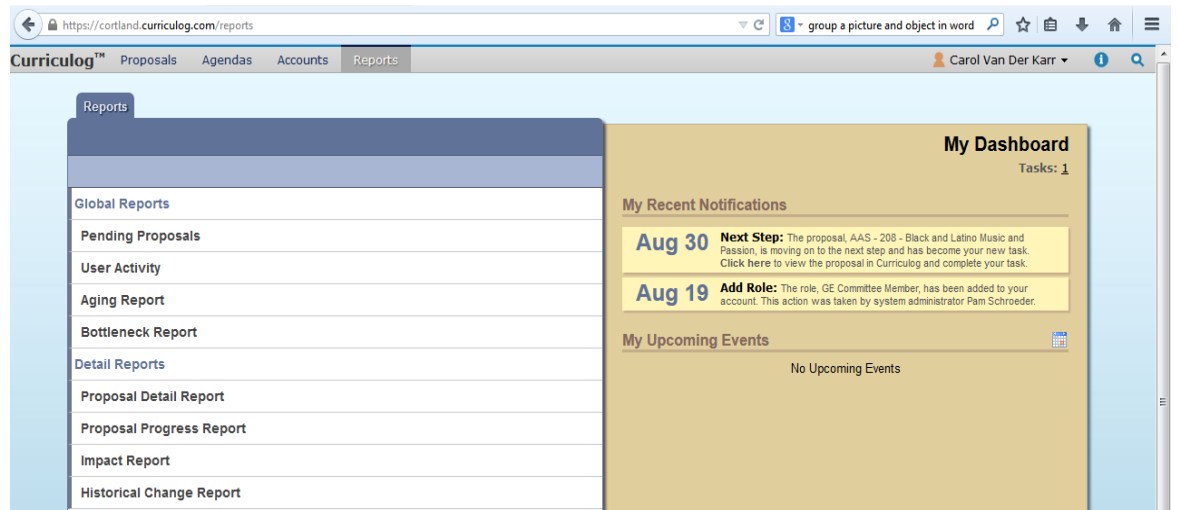
You may upload several files, as needed or required.

## 9. 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.

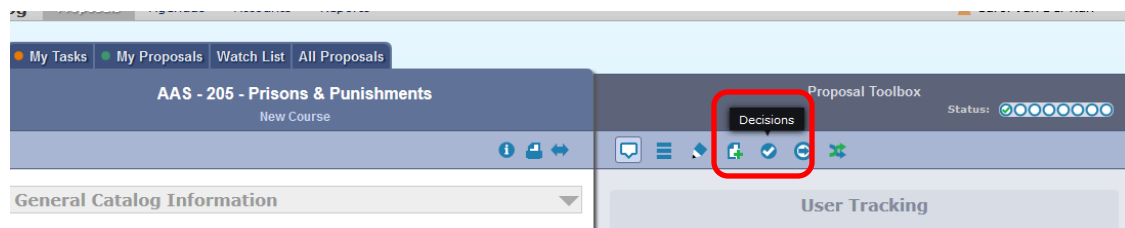
## 10. Attributes

If you are adding or changing an attribute to your course (GE, LASR, PRES, WRIT) submit this request within the same course proposal form (new or existing). In the *Attributes* section of the proposal, you can check your desired attribute, and then complete the respective section(s) that follow.

## 11. Approve

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

- 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.