



launched unless they have been canceled by an administrator. The delete icon is always available for unlaunched proposals. If the proposal has been launched, you may be able to cancel it by selecting it as a decision if the administrator has provided it as an option - or by contacting your administrator.

 **Step Restart** – This symbol indicates that a step was restarted. A restart commonly occurs when the users involved in the step are replaced with another user.

Editing a Proposal

Proposals awaiting a decision from you will be listed in the My Tasks tab of the Proposals Module. This tab will display by default when logging into Curriculog.

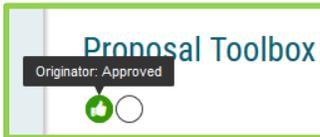
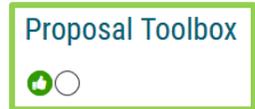


When you hover over a proposal, several icons will appear giving you options for interacting with the Proposal. Descriptions of each icon can be found above.

To make a decision or interact with the proposal, click the name of the proposal. The proposal form will display allowing you to see the full proposal on the left and Proposal Toolbox on the right. The default view for the Proposal Toolbox will be the Discussion tab , where you will see the User Tracking and any comments.

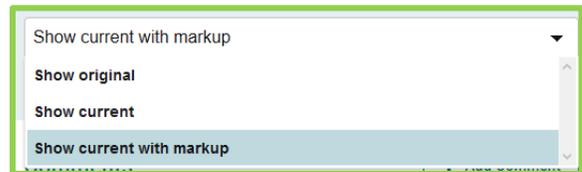
The screenshot shows the proposal editing interface for 'ART - 212 - Color Theory and Design'. The main area on the left contains the proposal details, including a 'Run Impact Report' button, a dropdown menu 'Help me complete my proposal', and 'General Catalog Information' with fields for 'Hierarchy Owner' (Instructional Design), 'Prefix*' (ART), 'Code*' (212), and 'Name*'. On the right, the 'Proposal Toolbox' is visible, showing 'User Tracking' (Help me see proposal changes, Show current, Show Individual User Edits) and 'Comments' (Add Comment, Reply buttons). A comment from 'Mara Sansolo' is visible, stating 'Mara Sansolo has approved this proposal on Originator.' and 'Mara Sansolo has launched this proposal'. A vertical sidebar on the far right contains navigation icons for Discussion, Status, Signatures, Files, Decisions, Custom Route, Crosslistings, and Proposal.

You may view the status of each step within the proposal by hovering over the Status icons in the upper right of the Proposal Toolbox. Each circle indicates a step in the proposal.



Hovering over a circle indicates the name of the step and the decision made on that step.

To review changes to the form of the proposal, you can review the User Tracking. The default view will be 'Show Current', which will be the current version of the proposal with all modifications. You can use the drop-down menu just under the "User Tracking" heading, and you'll find the options for "Show original" and "Show current with markup."



If you select "Show Original", you will see the proposal in the state it was at launch as the originator submitted it.

If you select "Show current with Markup", you will see the original proposal with the changes layered over it and highlighted in different colors to indicate each user who made the changes. If you hover over the changes, you'll see a time and date stamp as well as the user's name.

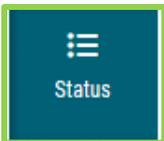
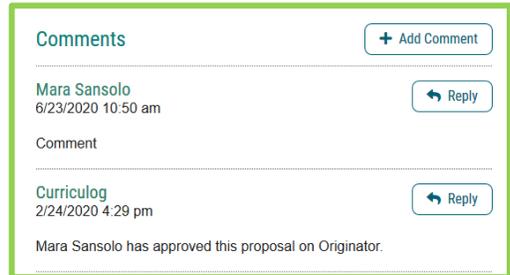
The second drop-down menu allows you to select which users edits you would like to see. The default will be to show all edits by all users – but if you select the menu, you can choose on a step by step basis, to remove a user at any time to see the proposal before and after their edits were added.





Comments will appear below the user tracking, although your ability to see them will vary based on the transparency set by the administrator. If the permissions on the current step allow for it, you may reply to any existing comments or add new ones using the available links.

Depending upon how a step has been set up, you may edit the proposal, provide comments, or function as an Agenda Administrator.



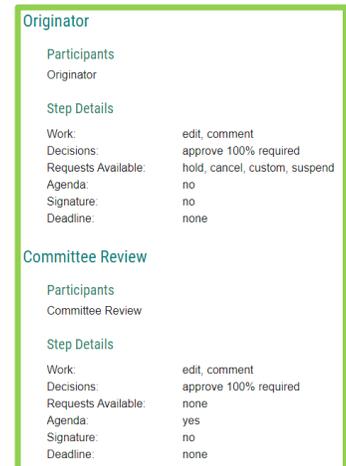
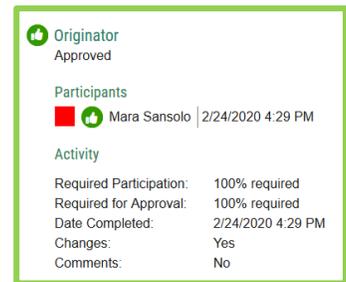
To review step options and see permission levels, select the Status icon  from the Proposal Toolbox, and click on the [Step Details](#) within any step.

In the Rules portion, you will be able to see the settings for each step.

- *Can Edit*: Yes indicates that a user on this step will be able to make modifications.
- *Can Comment*: Yes indicates that a user on this step will be able to leave comments.
- *Signature required*: Yes indicates that a user on this step will be required to provide a signature when they place their decision.
- *Agenda Available*: No indicates that this step will not allow for committee functionality, or for the proposal to be placed on an Agenda at this time.
- *Comments viewable by*: Every user indicates the level of transparency the administrator has set.

Note: Only an administrator can modify these settings.

Knowing what permissions you have on your step will make your work within Curriculog easier. For example, using the step in the screenshot to the right as an example – knowing that an ‘Agenda Available’ is set to no, you won’t be looking to create an Agenda for this step or wonder why there are no committee options available.



Printing Proposals

You may also choose to print your proposal at any time by selecting the Print Friendly icon  from the upper right corner of the form. When you choose to print the proposal, you will be presented with a print



friendly version of the form. If you would like to include more details, you can select “Print Options” and use the checkboxes to select the information you would like to include in your printed version.

Which proposal details would you like to include in the printed proposal?

<input type="checkbox"/> Summary Fields Only	<input type="checkbox"/> Crosslisting (Name of the crosslistings)
<input type="checkbox"/> Steps	<input type="checkbox"/> Signatures
<input type="checkbox"/> Files (Name of the file and author)	<input type="checkbox"/> Decision Summary for the Current Step
<input type="checkbox"/> Comments (only the comments you can view)	<input type="checkbox"/> Tracking (printing in color will help the readability)

Select Options Print Proposal Close Options

Proposal Fields

There are several types of fields within a form that will be filled in to house information about your proposal.

If you are entering information into a new proposal - be sure to save your information regularly by using the “Save All Changes”  that appears at the top or bottom  of the page. If you navigate away from the page without saving, the changes will be lost. If you try to leave the page without saving, you will be prompted to save the page.

This page is asking you to confirm that you want to leave - data you have entered may not be saved.

Leave Page Stay on Page

When you are ready to launch, fields will be validated to ensure required fields have content. Any required field, which will be indicated by a red asterisk, that is left blank will fail validation – and the proposal will be unable to launch. Fields missing information will be highlighted in yellow, to indicate which ones must be filled in prior to being able to move on to the next step.

Could Not Launch Proposal

Please correct the following errors before launching the proposal.

Proposal has validation errors

Ok Show Me

If you are making changes to an existing proposal – you will need to save **each** field as you work by click the save button that appears under each field.

When Offered

Spring

Summer

Fall

Save Cancel

The following types of fields may be found in any proposal.

Hierarchy

The first item will be the “Hierarchy Owner” field, which designates the owner of the information within Curriculog, and is used to assign the appropriate users to steps. Many institutions choose to rename this field to something more relevant to their needs – such as department, school, or college – but the default title within Curriculog is “Hierarchy Owner”. This is a required field within Curriculog that cannot be removed, must be selected prior to launch, and cannot be changed once the proposal has been launched.

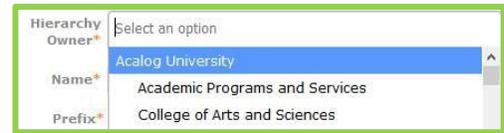
Hierarchy Owner* Select an option

By clicking in the field, you will be able to choose an item from the populated list – you can also begin typing in the field to quickly locate options; the dataset available is the entity list from your Hierarchy



module. Your administrator may choose to limit this list further by choosing to restrict it by an entity type, allowing you to select only departments, for example.

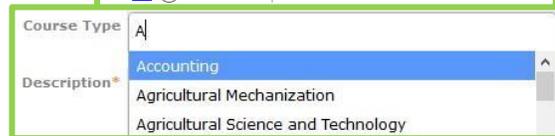
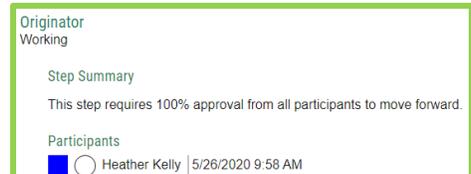
The primary purpose of the hierarchy is to indicate the user who will be brought onto the step – so if you have selected an entity and there is a step unable to locate a user within that entity – you will be unable to launch the proposal. Your options will be to either choose a different entity from the hierarchy, or to contact an administrator for assistance.



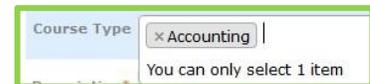
Smartfields

Any time a field presents the option, “Select an option,” you will be able to select an option from an available list, similar to the hierarchy. This type of field is known as a Smartfield, and the options available are designated by your administrator.

You will not be able to change the options, and if you do not see the appropriate option available – you will need to contact them for additional information. In addition to using your mouse to select from the list, you can also begin typing to quickly locate an item.



If the administrator allows it, you may choose more than one option. To remove a selected option, click the “x” next to the option’s name.



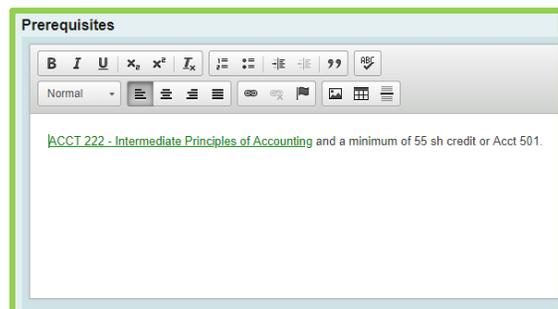
Text Fields

Code, displayed here, is an example of a text field. A text field will allow you to input a small amount of text. Information placed here will need to be entered as plain text – no formatting can be applied of any kind. (Nothing in bold or italics; no HTML or JSON) An administrator may apply a maximum character length on the field or apply validation rules such as ensuring it is formatted as an e-mail or phone number – so be sure to check any help text or directions provided within the form.



Text Area

Text areas give you a much larger field to work with and may include a WYSIWYG editor. If the administrator has provided the editor, you will be able to format the text using the tools available within the editor. If you are pasting information into the editor – it is recommended that you paste plain text. As the editor does not contain a native ‘paste as plain text’ option, you can use a tool like ‘Notepad’ (a native tool within most PCs) to paste your content into first, and then paste into the editor to ensure it is entered as plain text.





Note: that permalink information brought in from Acalog as part of an import will be available for review but may not be created nor modified within Curriculog.

Radio Buttons

Some fields will provide you with an either/or type of option, or a yes/no scenario, or a list of options in which you must choose a single answer. These selections are presented using a radio button – indicating you may make only a single selection. The administrator may choose to order the list vertically or horizontally on the page based on their own aesthetic preference, but they will function the same.

Type of Program*

- Program
- Shared Core

When Offered

- Spring
- Summer
- Fall

Checkboxes

A checkbox is used to allow for multiple selections to be provided. Like a radio button, checkboxes can also be presented either horizontally or vertically on the page depending on the preference of the administrator.

Learning Objectives (Courses Only)

The Learning Objectives field will be available when your administrator has the Assessments enabled, allowing you to provide objectives that may apply to your proposal. To enter a new objective, select “Add New Item.”

Learning Objectives

No Learning Objectives

Add New Item Done Editing Cancel

This will launch the list of available options that the administrator has predetermined for you (similar to a Smartfield) allowing you to select one or more of the options. Each option you select will be indicated with a blue highlight, and when you have made all your selections, click “Done” to add them to your proposal.

Please select from the following:

- Chemistry Learning Outcomes
 - Perform experiments and use chemical instrumentation.
 - Apply proper safety protocols while in laboratory environments.
 - Responsibly collect, analyze, and represent scientific data.
 - Proficiently explain, both orally and in writing, and apply core chemical principles to the results of experiments and to representative problems.
- English Learning Outcomes
 - Describe and analyze a wide and diverse range of literary works in English.
 - Students will demonstrate and/or able to apply specialized knowledge and skills from within a specific discipline or field.
 - Recognize and explain significant themes, topics, traditions, and genre conventions associated with literature in English over a range of historical periods.
 - Produce creative work demonstrating imagination and literary technique. (Applicable only to students in the Creative Writing concentration.)
 - Conduct research and incorporate that research into thesis-driven essays written in clear, accurate, and coherent prose.
- Political Science Learning Outcomes
 - Recognize and describe the importance of values in political attitudes and behavior, and be able to identify and explain their own values.
 - Identify and describe situations in which justice concerns arise, and take an informed position about the meaning or demands of justice.
 - Define and discuss core concepts within the field of political science, including but not limited to: power, democracy, representation, authoritarianism, freedom and equality.
 - Identify, analyze, evaluate, and draw upon a variety of theoretical perspectives to explain particular political phenomena.
 - Collect, organize, and apply various forms of information to assess statements or hypotheses about political questions.
 - Compare clear and well-organized explanations of political phenomena and support these explanations with evidence.

Done Create New Cancel

If you do not see an appropriate option, and your administrator has enabled the feature – you may also use the “Create New” button and enter a custom objective.

Once an objective has been added to the proposal, it can be removed by clicking the “Remove” button that appears below it.

Learning Objectives

Chemistry Learning Outcomes

Chemistry proficiency

Save Remove

Expected Outcomes (Programs Only)

The Expected Outcomes field will be available when your administrator has the Assessments enabled, allowing you to provide outcomes that may apply to your proposal. The workflow for adding the assessment information will follow the same path as the Learning Objectives above.

The second feature included with the assessments tool is the program map , available at the top of the proposal near the import icon. After you have added contents to your Prospective Curriculum and Expected Outcomes fields, you can use the program map to determine whether the courses linked in the curriculum will line up with the outcomes that have been provided.

The icon will launch the map in the default view, showing the Simple Matrix.

Biological Sciences B.A. 1. 2021-2022 Program Modification (MS)			
Simple Matrix ▼ Show/Hide Assessments			
Expected Outcomes:	English Learning Outcomes Conduct research and incorporate that research into thesis-driven essays written in clear, accurate, and coherent prose.	English Learning Outcomes Describe and analyze a wide and diverse range of literary works in English.	Chemistry Learning Outcomes Perform experiments and use chemical instrumentation.
BSC 101 Plant Biology Add Assessment for BSC 101			

The courses listed in the curriculum will appear down the left side, with an “Add Assessment” option under each one. Selecting this option will provide the predetermined list of assessment options, allowing you to select the ones that this course may fulfill. Once you have selected the option, it will appear below the course with a checkbox under each of the outcomes assigned within the proposal, where you may indicate where it has been accomplished within this program.

BSC 101 Plant Biology Add Assessment for BSC 101	
Chemistry Learning Outcomes Perform experiments and use chemical instrumentation. Delete Cancel	<input type="checkbox"/> Accomplished

Changing the “Simple Matrix” drop-down menu at the top of the page to the “Skill Matrix” option will change the values under the assigned outcomes from just “Accomplished”, to a range of options from “Introduced” to “Assessed.”

The use of the program map does require manual input; and even when importing information into the program – recall the course details only import course prefix, code, and name.

Program Type (Programs Only)

The Program Type field is used by Curriculog on program type proposals to determine if the proposal is going to be a program or a shared core – much like how Acalog uses two different tabs to differentiate between the two. In some cases, your administrator may choose to disable this field and not require a selection. In others, they may have renamed it – the most

BSC 101 Plant Biology Add Assessment for BSC 101	
Chemistry Learning Outcomes Perform experiments and use chemical instrumentation. Delete Cancel	<input type="checkbox"/> Introduced <input type="checkbox"/> Reinforced <input type="checkbox"/> Mastered <input type="checkbox"/> Assessed <input type="checkbox"/> Developed



common renaming is 'type of program' – and it must be selected prior to being able to import program information.

Type of Program*

Program

Shared Core

Shared Cores will follow the same rules within Curriculog that they do in Acalog: if you attach a Shared Core to a program, you won't be able to edit the Shared Core within the program. It would require a separate proposal to make changes to the Shared Core. Changes to a Shared Core will impact all programs that it is attached to.

Prospective Curriculum (Programs Only)

Curriculog structures programs using a series of cores, sub-cores and even shared cores – matching the format of Acalog so that the two systems can easily communicate with one another and allow for the easy import of data between them.

Each core created can have a title, description, and courses attached to them. You can have any number of cores, multiple levels of cores – and even shared cores which allows for data to be shared across multiple programs.

The Prospective Curriculum field is specific to Program type proposals and is where you will build cores into your program and attach courses.

The Curriculum section has two views available: View Curriculum Courses and View Curriculum Schema.

Prospective Curriculum*

View Curriculum Courses | View Curriculum Schema | [Preview Curriculum](#)

COUN - 301 - Orientation to the Counseling Profession	Three	
COUN - 315 - Philosophy of the Helping Relationship	Three	
COUN - 316 - Parent and Family Dynamics	Three	
COUN - 317 - Introduction to Assessment	Three	
COUN - 409 - Group Leadership	Three	
COUN - 410 - Introduction to Counseling Theory and Methods	Three	
COUN - 412 - Career Development	Three	
COUN - 414 - Home and Family Living	Three	
COUN - 497 - Special Topics	One to Four	

[Add Course](#) | [Import Course](#)

View Curriculum Courses will be the default view, as courses must first be attached under View Curriculum Courses to be available for use within Cores under View Curriculum Schema. You will have the options of importing courses or manually adding them.

Note: if the "Import Course" option is not available, you will need to contact an administrator to grant you permission to import.

Add Course

Add the course details below:

Prefix:

Code:

Name:

[Add Course](#) | [Cancel](#)

If you elect to manually add a course, you will need to provide a Prefix, Code and Name for that course. This option should be used sparingly, ideally for courses that may be going through a proposal at the same time and do not yet exist in your external system; especially if that system is Acalog as it may impact the program's ability to import.

The best practice for bringing in new courses to use within your proposal will be to import them. To import a course, select "Import Course". A pop-up window will display featuring Integration Manager, providing a



list of any catalogs your administrator has made available to you. Select the catalog you would like to import from.

Next, you will be presented with filter options that may be used to find the course you would like to import.

The search will default to searching through all courses, but you may use the “add filter” drop-down menu to select additional filtering options. Each option allows you to select a field from the courses template that you can then enter a value to search on.

Once you have added at least one filter, you cannot leave the field blank when you search, or you will receive zero results. It will also not accept partial searches – for example, ‘ACC’ will not return any results for ‘ACCT’; but you can use the * as a wildcard. Entering ‘ACC*’ for example, would return ‘ACCT’ courses.

The “Exclude previously imported items” checkbox is a toggle that would remove items that have been imported by any user from your list of search results. If unchecked, the items would appear in your results but would be italicized to indicate that they have been imported previously. It will not prevent you from importing the item a second time; it will just serve as an indicator.

Note: If the cache has been cleared by an administrator, the exclude previously imported items flag may be reset.

When reviewing the search results, you can click on them to add them to the proposal, and they will be added to the “Selected Courses” area at the bottom of the page. Selected courses will be indicated in a darker gold color.

When all the courses have been selected, click on “Add Courses to Proposal”.

Once courses are added, they will be listed in the “View Curriculum Courses” section of the proposal. If

Import Data Into Your Proposal
Select an external system from which you would like to import courses.
Catalog: Curriculog Training Catalog

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

Filter Courses
Prefix = ACC* X
Add another filter: Filter by field
Start Date: End Date: Sort Results By: Prefix X Code X Name X
 Exclude previously imported items

Search Available Curriculum Select Another External System Cancel Import

Search Results (1 to 17 of 17)
ACCT 221 Principles of Accounting I
ACCT 222 Principles of Accounting II
ACCT 315 Managerial Accounting
ACCT 322 Intermediate Accounting II (previously imported)
ACCT 326 Microcomputer Applications in Accounting

ACCT 322 Intermediate Accounting II (previously imported)
ACCT 326 Microcomputer Applications in Accounting

AEC 316 Agricultural Marketing
Previous Next

Selected Courses
ACCT 326 Microcomputer Applications in Accounting
ACCT 322 Intermediate Accounting II
ACCT 321 Intermediate Accounting I
ACCT 315 Managerial Accounting
AEC 316 Agricultural Marketing

Add Courses to Proposal Select Another External System Cancel Import

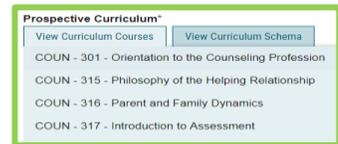


you would like to remove any, you can hover over them and a blue delete icon  will appear – clicking it will remove the course from the list.

Note: Only the prefix, code, and name of a course will appear within the programs in Curriculog.



Now that courses have been added, they can be used within cores. To create a core, select “View Curriculum Schema”. Next, you will need to decide if you are going to create a New Core or if you are going to import an existing Shared Core from Acalog.



When you choose “Import Core”, it will launch Integration Manager, asking you to select the catalog you’d like to use. Next, you will be presented with a filter, allowing you search for a specific Shared Core to import.



When you select a Shared Core, it will be added to the list of available cores on the “View Curriculum Schema” schema tab, with a padlock symbol.

The Shared Core can be expanded for review by clicking on it, displaying the description and any attached courses or custom text that may be associated. **Contents within a Shared Core cannot be modified within the program.** This includes modifications to the title, description, courses associated, or any sub-cores. To make any modification to a Shared Core, you will need to create a new proposal and choose ‘Shared Core’ in the Program Type field.



When you click “New Core”, a new core will be added within the “View Curriculum Schema” tab with the default title of “New Core.”

To modify the core, click on the “New Core” row. The box will expand displaying additional options, including a title and description field.

Replacing the title will update the text in the gray bar. The description field may or may not have a WYSIWYG editor available, depending upon the settings your administrator has selected.



Note: Remember that Permalinks imported from Acalog into Curriculog within Rich Text fields will be maintained, however you will not be able to create or modify them within Curriculog.

When you select “Add Courses” a dialogue box will display with courses that you may choose from. The courses in this list are populated based on the courses you have previously added on the “View Curriculum Courses” tab – if you do not see a course that you need to add, you will need to return to that tab to add it first before you can add it to your core. When you select a course, it will be highlighted blue. Once you’ve selected all the courses you would like to attach to the core, select “Add Course” and they will be listed under your core.

If the courses are not listed in the order you would like them, you may drag and drop the courses into the correct order. The courses will save automatically once you release them.

If you wish to remove any courses, hover over them and click on the blue delete icon  to remove them. Removing them from the core does not remove them from the “View Curriculum Courses” tab, and you may use the course within other cores in this program.

Custom Text may be used to place text between courses – similar to the way that Ad-hoc text is used within Acalog. Clicking “Add Custom Text” will display a dialogue box where you may enter text. If your administrator has enabled rich text, you will be able to format the Custom Text using the provided WYSIWYG editor. When you are done entering your text, select “Add Custom Text”.

Note: You must add at least one course before you can add Custom Text.

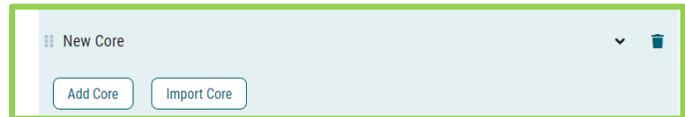


Once Custom Text has been added, it can be modified by selecting the pencil icon  to the right of it – or removed by selecting the blue delete  icon. You may also drag the Custom Text up or down throughout the list of courses to place it where you would like.



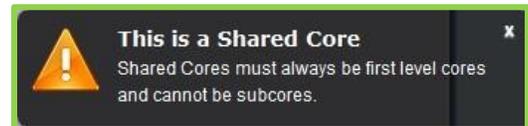
After you've finished making changes to a core, you may collapse it by selecting the gray bar displaying the core title.

To the left of the core title, you will see a blue icon  which allows you to drag and drop the core. To the right of the core title,  icon which will allow you to delete the core. If you choose to delete a core, you will see a dialogue box appear asking you to confirm if you would like to delete the core. Deleting the core will delete the title, description, and associated courses and Custom Text – although the courses will remain available within the “View Curriculum Courses” tab for use within other cores in the program. Each time you add a new core – either manually or by importing a Shared Core, it will appear at the bottom of the list.



Selecting icon  will enable drag-and-drop functionality to move the core. If you would like to create a sub-core– meaning you would like to have a core appear below and indented under another–you will need to drag the second core down below the desired parent core, then move it in to the right to fall below the desired core. When you release the core, the ordering will save automatically.

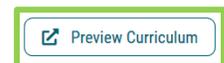
Cores cannot be re-parented beneath a Shared Core, and Shared Cores and cannot be re-parented beneath a core. The programs and Shared Cores within Curriculog will follow the same rules and structure that they do within Acalog to ensure that they can send data back and forth. The system will prompt you with a reminder if you attempt to parent a Shared Core in a way that is not permitted.



You may create as many levels of sub-cores as needed to develop your program.

The third icon available within the Prospective Curriculum field is the Preview Curriculum icon.

You may use the Preview Curriculum icon at any time to preview the Prospective Curriculum field.



Note: The Preview Curriculum tab displays ONLY the Prospective Curriculum field – it does not display any other elements of the program proposal or any of the course details beyond prefix, code, and name.

The preview will open a new window and display the contents of the Prospective Curriculum field with each core expanded. You will be able to see the title and description for each core, as well as the prefix, code, and name for each course that has been attached, and any associated Custom Text.

The preview will reflect the structure of your cores and indicate which are Shared Cores for reference.

The top right corner of the preview will contain three options – print , Show Curriculum Preview , and Show Curriculum Preview with Markup .

Print will launch your browser’s print option to print this screen. Show Curriculum Preview with Markup – provided your administrator has enabled the user tracking – will indicate in green anything that has been added and indicate in red anything that has been removed. It will not specify which user performed which action in this view – you would need to use the “User Tracking” tool to see that level of detail. To return to the preview, you would choose the Show Curriculum Preview icon again or close the window to return to the program to make further modifications.

Counseling Minor

A minor in counseling consists of the following seven courses:

COUN 301 Orientation to the Counseling Profession	Three
COUN 315 Philosophy of the Helping Relationship	Three
COUN 317 Introduction to Assessment	Three
COUN 409 Group Leadership	Three
COUN 410 Introduction to Counseling Theory and Methods	Three

Plus 2 courses from:

COUN 316 Parent and Family Dynamics	Three
COUN 412 Career Development	Three
COUN 414 Home and Family Living	Three
COUN 497 Special Topics	One to Four

Plus 2 courses from:

COUN 316 Parent and Family Dynamics	Three
COUN 412 Career Development	Three
COUN 414 Home and Family Living	Three
COUN 497 Special Topics	One to Four

New Core