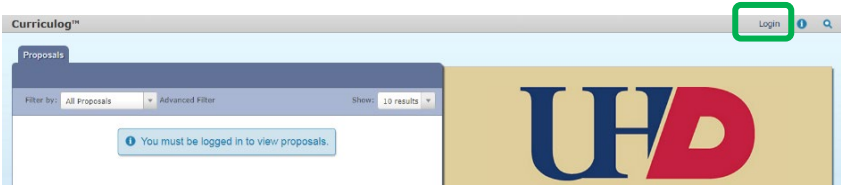




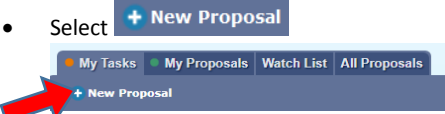
1. Login uhd.curriculog.com

- The link on the page will direct you to Curriculog where you will log in using your UHD username and password.



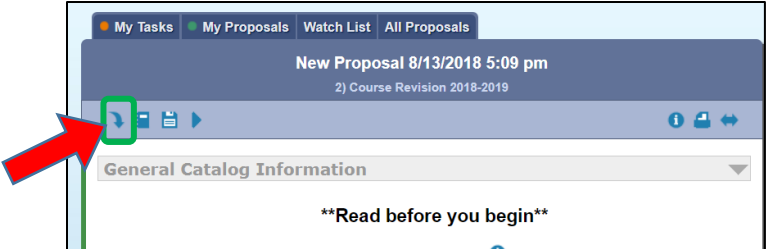
2. CREATE a New Proposal

- Select **+ New Proposal**
- Select **Course Revision** or if you are revising a General Education course select **General Education Course Revision**. Then select the check mark to start creating the proposal.
(Note: "New Proposal" means any proposal – not just a New Course proposal)

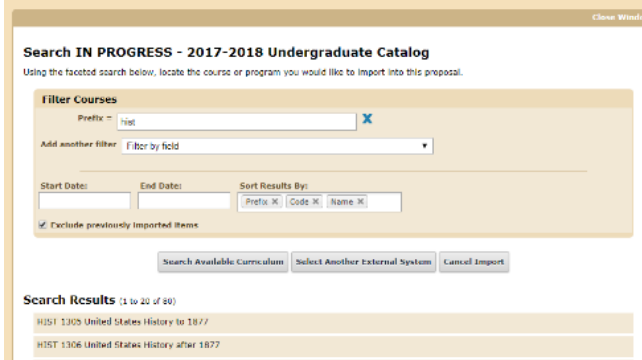


3. Import Course from Acalog (Course Catalog)

- You are revising existing course information and are able to import the existing course from the academic catalog.
- Select the down arrow in the upper left corner to import course information from Acalog.



- Select the appropriate catalog – Graduate or Undergraduate.
- Search for course by adding a filter such as Prefix and Code (course number)
- Click Search Available Curriculum**





- Once you have found the course you wish to revise click on it and select **“Import This Item”**

Field Name	Data Preview	Import Field
General Catalog Information: Prefix	HIST	<input checked="" type="checkbox"/>
General Catalog Information: Code	1305	<input checked="" type="checkbox"/>
General Catalog Information: Title	United States History to 1877	<input checked="" type="checkbox"/>
General Catalog Information: Description	This course examines past events and ideas relative to the United States before 1877. It involves the interaction among individuals, communities, states, the nation, and the world and considers how th...	<input checked="" type="checkbox"/>
General Catalog Information: Total Credit Hours	[no data]	<input type="checkbox"/>
General Catalog Information: Prerequisite(s):	Credit or enrollment in ENG 1301 or 010 core complete.	<input checked="" type="checkbox"/>
General Catalog Information: Corequisite(s):	[no data]	<input type="checkbox"/>
General Catalog Information: Acatog Hierarchy	University of Houston Downtown	<input checked="" type="checkbox"/>
General Catalog Information: Status	Active-Visible	<input checked="" type="checkbox"/>
General Catalog Information: Course Type	History	<input checked="" type="checkbox"/>

Buttons: **Import This Item** (highlighted), Return to Search, Select Another External System, Cancel Import

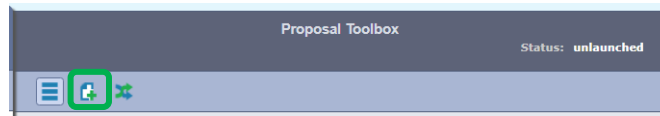
4. Fill out the form and save

- DO NOT EDIT** any of the data that was imported.
- Only fill out form fields that were not populated by the import.
- Save your work at any point by clicking the **“Save”** button at the bottom of the form – you can come back to it later if needed.



5. Attach required files.

- Attached required forms such as a course syllabus. Navigate to the **“Proposal Toolbox”** in the right pane and select the **“Files”** button. Choose your file and upload.



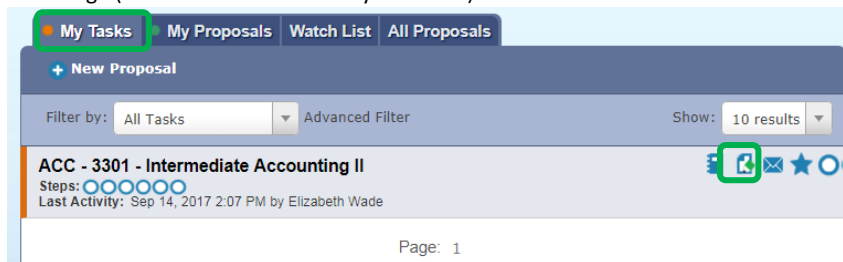
6. Launch Proposal

- Select the forward icon in the top left corner to validate and launch the proposal



7. Make Edits & Approve

- Once you launch the proposal, you will be the first approval step as Originator.
- Before** entering an approval decision:
 - Make your course revisions – you may now edit the course!
 - Edits entered at this stage (after the form is correctly launched) will be tracked for all users.



- When finished editing navigate to the “Proposal Toolbox,” click on the checkmark, and select what you would like to do and then click the “Make My Decision” button.

