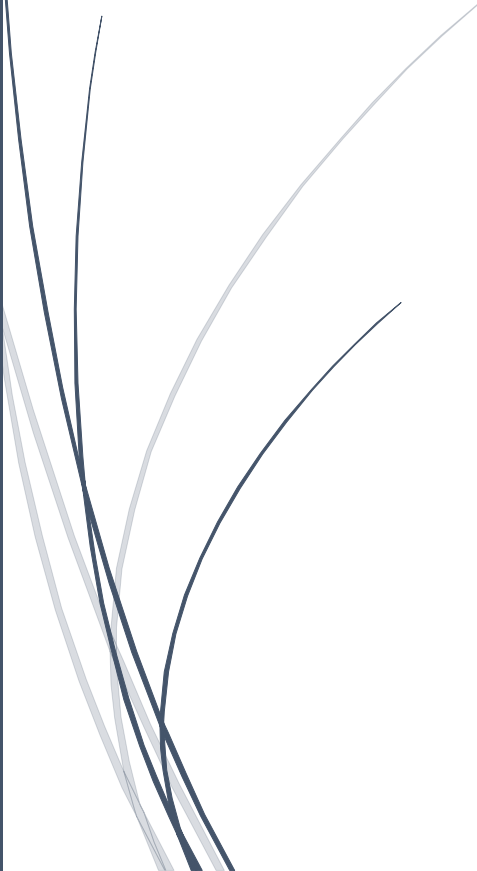




7/31/2017

Curriculog Guide

User Guide for Proposals



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ETSU

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3. How to Import a Course
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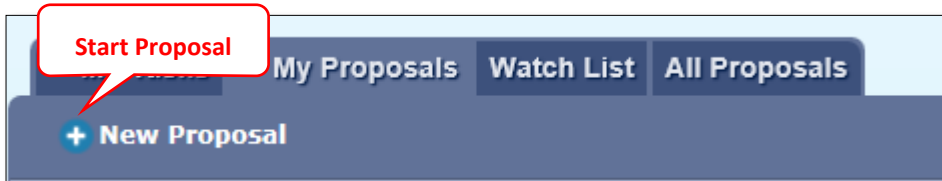
East Tennessee State University


Curriclog

New Course Proposal Instructions


How to Start a New Proposal for a New Course

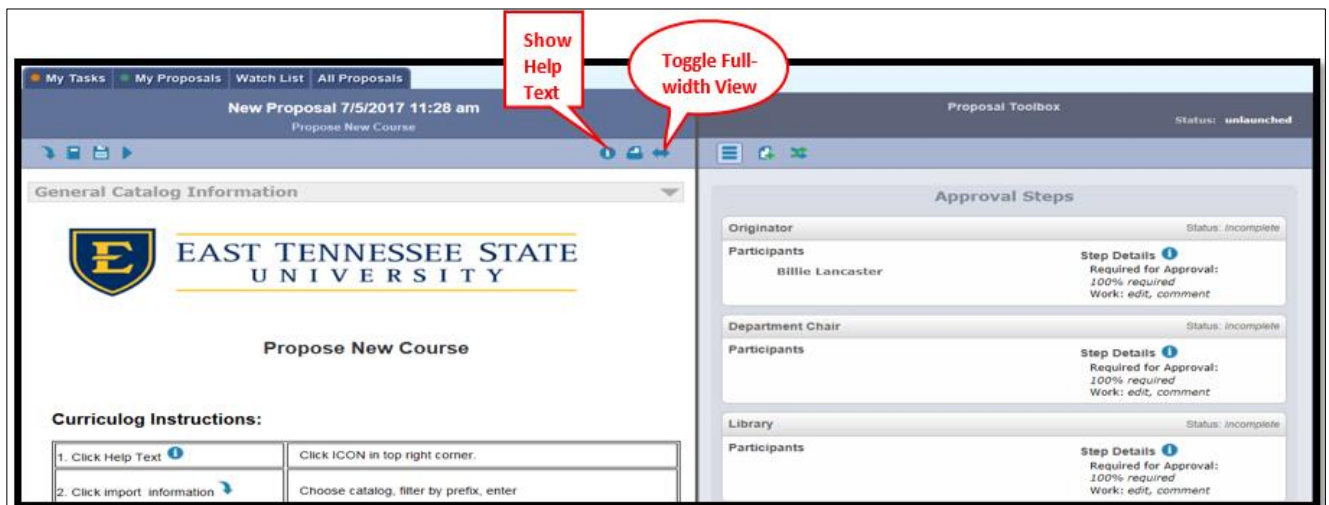
1. After logging in and navigating to the Proposals module, select the New Proposal link. (This is available from all four tabs.)



2. Select a Course Curriculum Form and click the check mark icon . Proposals can be filtered by type using the tabs at the top (**Courses, Programs, Others**).



3. Turn on the Help Text by clicking the icon  at the top of the screen (photo on right). This provides instructions for proposal content.



- Toggle full-width view removes the Proposal Toolbox view.



- Complete all fields that apply. Fields marked with a red asterisk * are required and the proposal will not move forward until the fields are complete. Some fields have drop-down boxes for you to choose the appropriate item.

| | | |
|-------------------------------------|---|---|
| Subject:* | Select an option | |
| Course Rubric:* | | Course Number:* |
| Course Level:* | ACCT ADVR Graduate AFAM AGRI ALHE | |
| Is this course dual listed?* | | If yes, enter the dual listed number |

- For the **Course Level** field, select the level that applies to the course (Undergraduate or Graduate). For dual-listed courses, select both options.

Course Level* Undergraduate Graduate

- Fields with **TABLE INSTRUCTIONS** require clicking on the link in the instruction, completing the table and then pasting the completed table in the field.

TABLE INSTRUCTIONS:
 Click [Course Expected Learning Outcomes](#) table link; complete the Word table, copy, and paste into the text box. Assure consistent display.

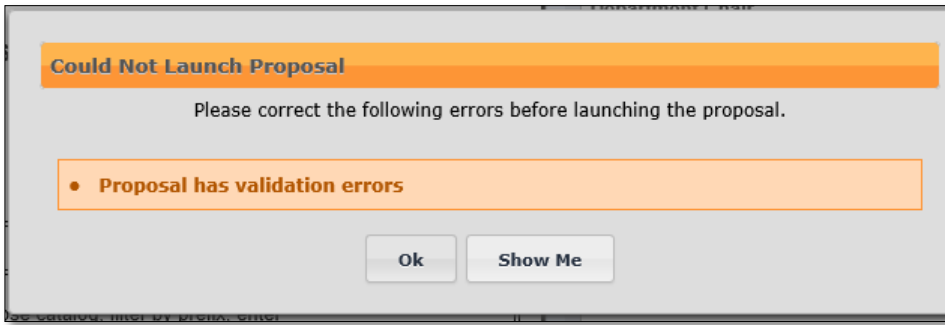
Expected Learning Outcomes:*

B *I* U | x₂ x² | I_x |

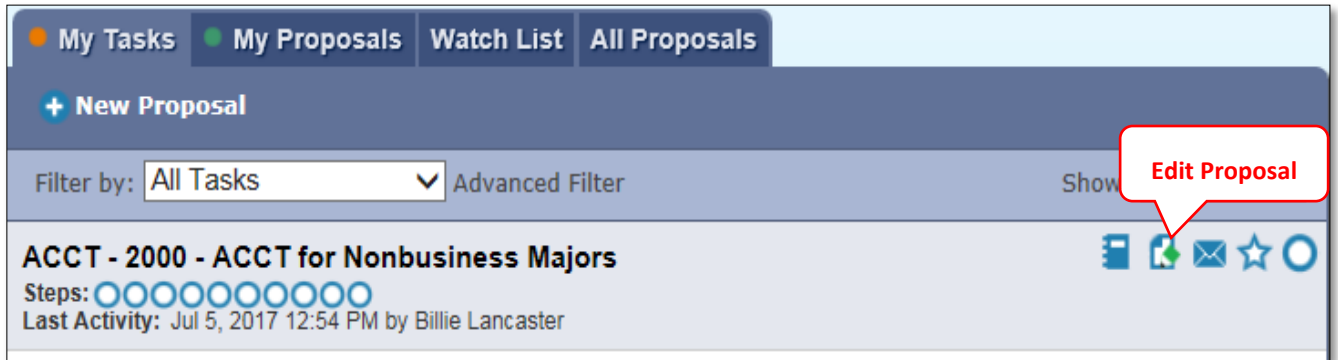
 [List Bulleted] [List Numbered] [List None] [List None] [List None] [List None] [List None] [List None]

 Format [Align Left] [Align Center] [Align Right] [Align Justify] [Link] [Unlink] [Flag] [Image] [Table] [List None]

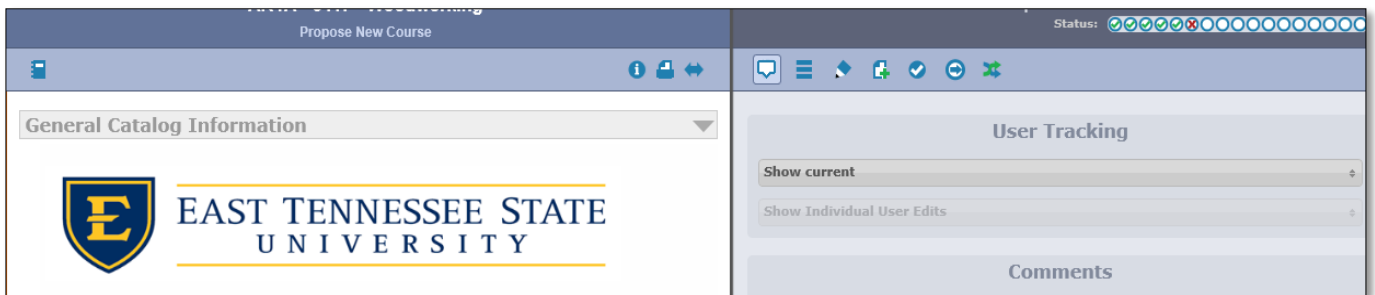
- When all fields are completed, you may launch the proposal by clicking the icon at the top of the page. Once launched, if you have left a required field blank, you will be prompted with a pop-up box with orange error text to correct the issue.







9. After launching the proposal, you can still make changes by clicking on the **My Tasks** tab and select Edit Proposal icon to begin making changes to the proposal.



10. Once in Edit Proposal mode, you will have additional icons to the right of the screen.

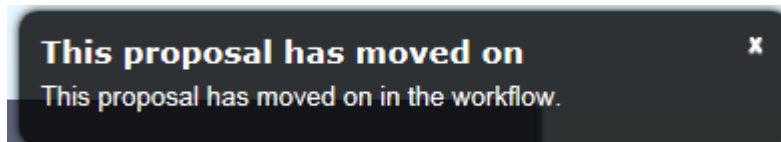


 - to view discussion;  - Approval steps;  - Attach files;  - Decision (approve or cancel proposal). Be sure to save changes as changes are made. You can see changes as you work by selecting "Show Current with markup."

11. When all changes are made, it is time to make a decision on the proposal.

- Select **Decisions** icon in the Proposal Toolbox. (If you chose to work in full-width view, please toggle back with the double arrow in the Form to see the Proposal Toolbox to make a decision.)
- Select Approve or Reject.
- Select Make My Decision.

- Upon making your decision, you will see the following message:



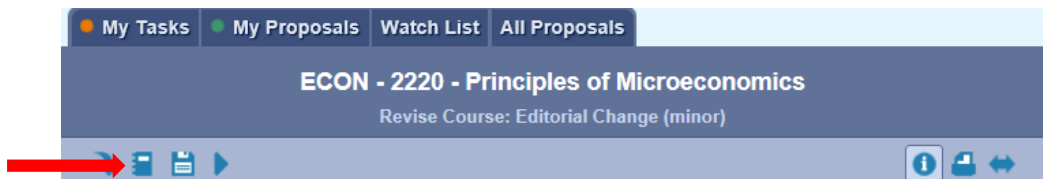
- The proposal is now in the **My Proposals** tab. You can monitor the progress by hovering over the Steps under the course title. Each blue circle represents an approval process.

12. This completes the process of submitting a curriculum proposal for a New Course.

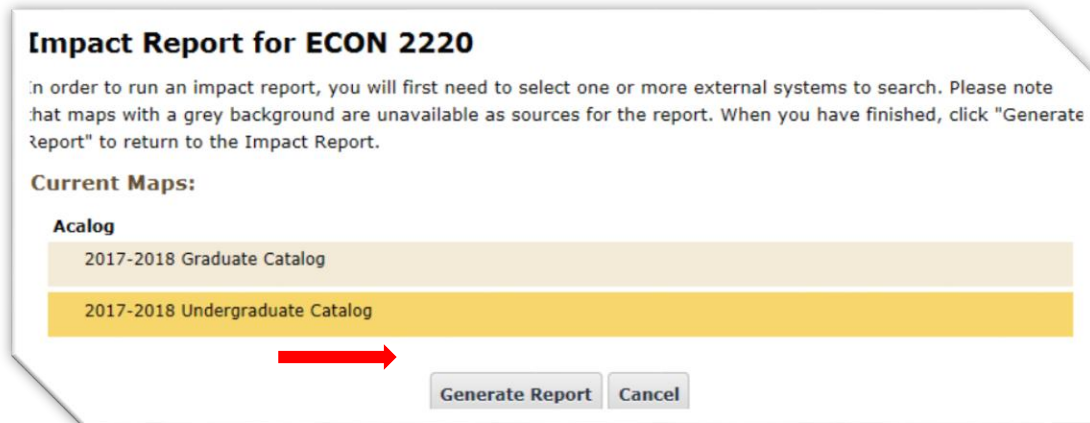
Impact and Import Feature Instructions

Running an Impact Report

1. Run an impact report to see if or how this course affects other courses or programs. This will let you know if you need to contact other departments before continuing with this proposal. Select the Impact icon at the top left of the page. This will launch an Impact window.



2. Select a catalog and then Generate Report.



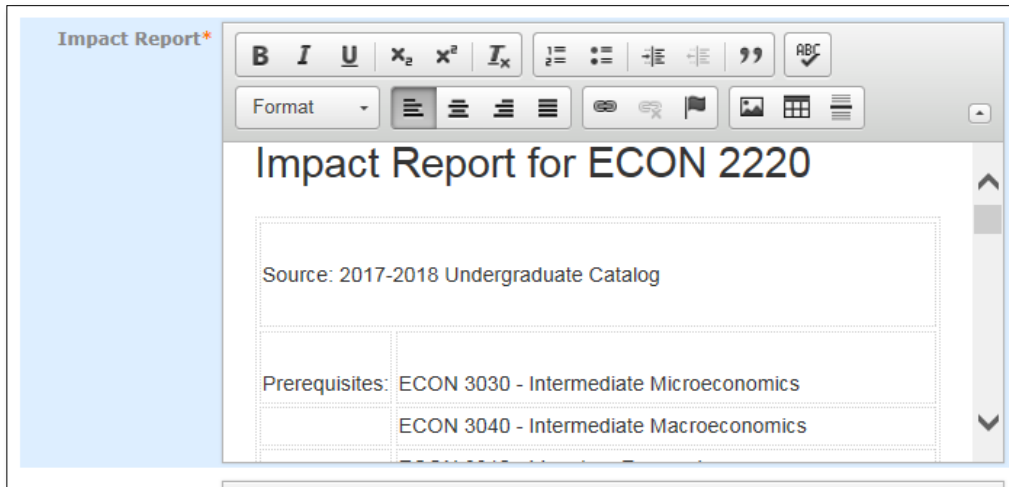
3. Once you have run the report, copy and paste the results into the field.

Impact Report for ECON 2220

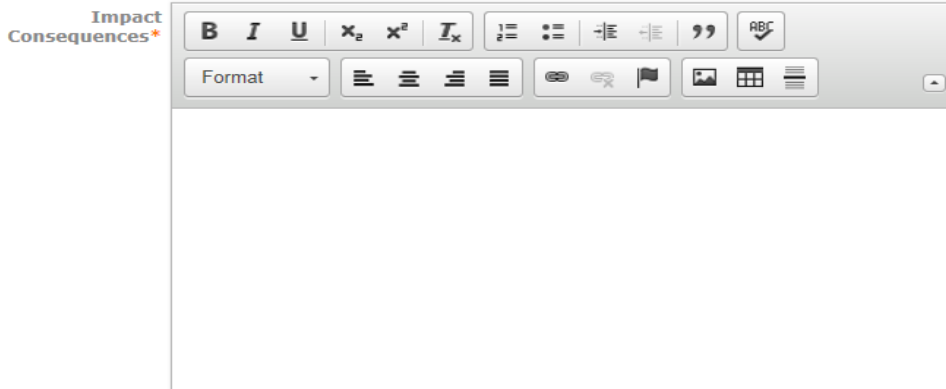
Source: 2017-2018 Undergraduate Catalog


Prerequisites: ECON 3030 - Intermediate Microeconomics
ECON 3040 - Intermediate Macroeconomics
ECON 3310 - Monetary Economics
ECON 3700 - History of Economic Concepts

Programs Accountancy Major, B.B.A.
Accountancy, B.B.A.-M.Acc.
Anthropology Major, B.A.
Applied Science Major, B.A.S. (Professional Development Concentration)
Art Major, B.A. (Art History Concentration)
Art Major, B.A. (Studio Art Concentration)



4. Complete the **Impact Consequences** field by identifying any problems that may arise with the edits of this course and how they will be resolved.



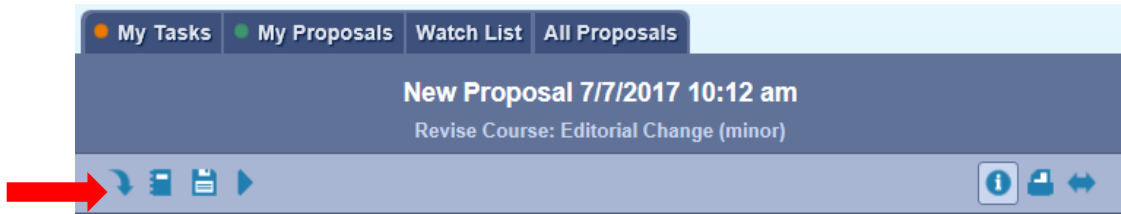
Please attach any required files by navigating to the Proposal Toolbox and clicking  in the top right corner.

Course and Program Import

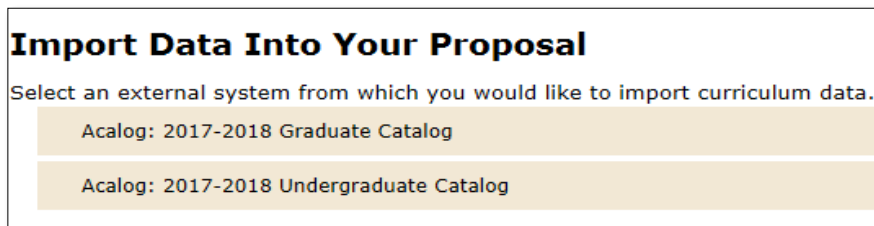
Course Import

To import course information from the current catalog into a proposal.

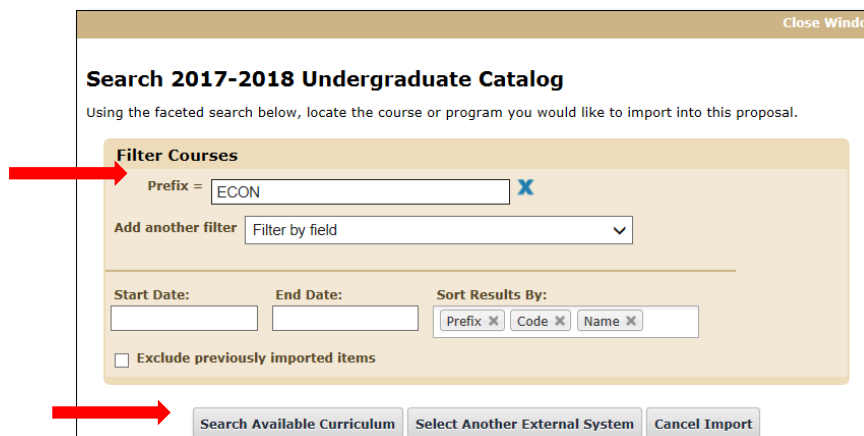
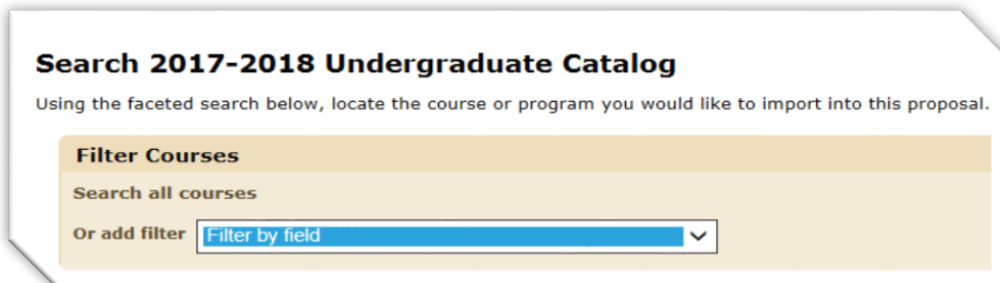
1. Click on the Import icon.



2. Select the Catalog.



3. The **Filter Courses** allow you to search the catalog using certain filters such as **Prefix** [rubric], **Code** [number], **Credit**, and **Title**. From the **add filter** menu choose **Prefix**, enter the rubric for the course being imported and click on **Search Available Curriculum**. You can also narrow the search through filter by additional items such as **Prefix** and Course number (**Code**).



- Once the course is selected, all the checked fields will be imported into the proposal. Verify that these are the items you want to import then select **Import This Item**.

Import Data Into Your Proposal

Confirm the fields that will be imported into your proposal (only fields that are mapped will be listed here). If you would like to prevent the imported data from overwriting an existing field in your proposal, click "Import Field" to uncheck that field.

Once you click Import, your data will be validated against the proposal. Any data that is incorrect will have a message telling you what is wrong with the data, and it will not be imported into the form to prevent errors.

| Field Name | Data Preview | Import Field |
|---|--|-------------------------------------|
| » General Catalog Information: Course Rubric: | ECON | <input checked="" type="checkbox"/> |
| » General Catalog Information: Course Number: | 2220 | <input checked="" type="checkbox"/> |
| » General Catalog Information: Course Title: | Principles of Microeconomics | <input checked="" type="checkbox"/> |
| » General Catalog Information: Course Credits: | (3 credits) | <input checked="" type="checkbox"/> |
| » General Catalog Information: Prerequisite(s): | [no data] | <input checked="" type="checkbox"/> |
| » General Catalog Information: Corequisite(s): | [no data] | <input checked="" type="checkbox"/> |
| » General Catalog Information: Current Catalog Description: | A study of economics which concentrates on micro-theoretical concepts such as pricing, consumer choice, business production, and profit decisions. | <input checked="" type="checkbox"/> |

Import This Item **Return to Search** **Select Another External System** **Cancel Import**

- Complete all the remaining fields that apply. Fields marked with a red asterisk * are required and the proposal will not move forward until the fields are complete. Some fields have drop-down boxes for you to choose the appropriate item.

Subject:*

Course Rubric:*

Course Level:*

- ACCT
- ADVR
- AFAM
- AGRI
- ALHE

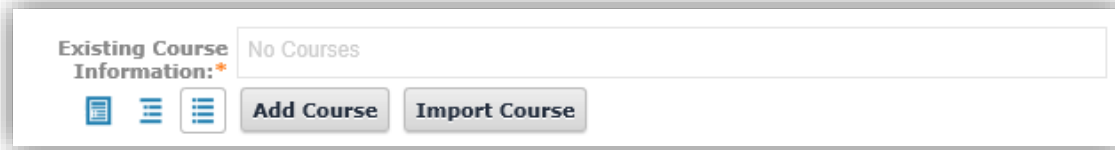
Course Number:*

Is this course dual listed?*

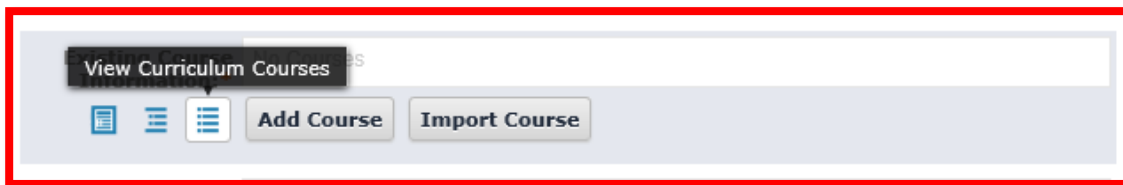
If yes, enter the dual listed number

Program Import

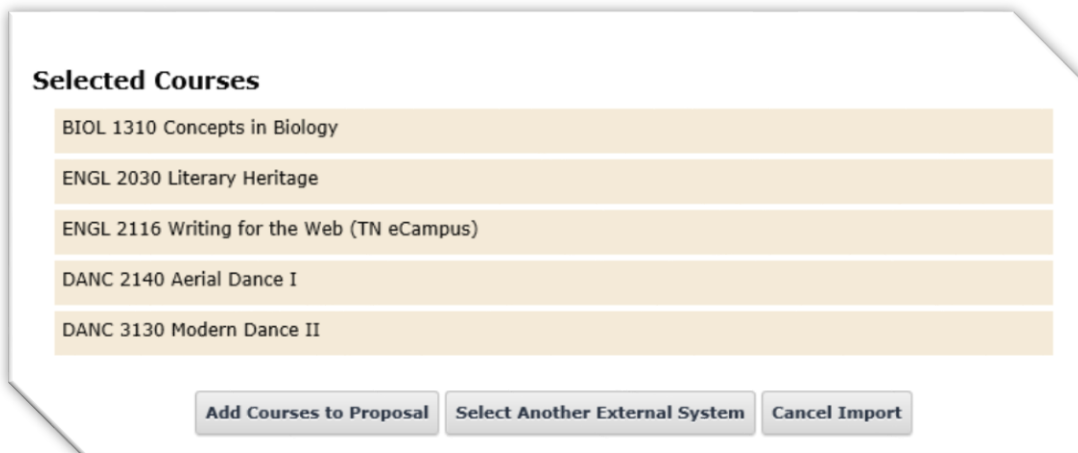
1. **Existing Course Information** schema is specific to Program proposals and allows you to build cores into your program and attach courses. The Existing Course Information schema section has two views available: - **View Curriculum Schema** and **View Curriculum Courses**.



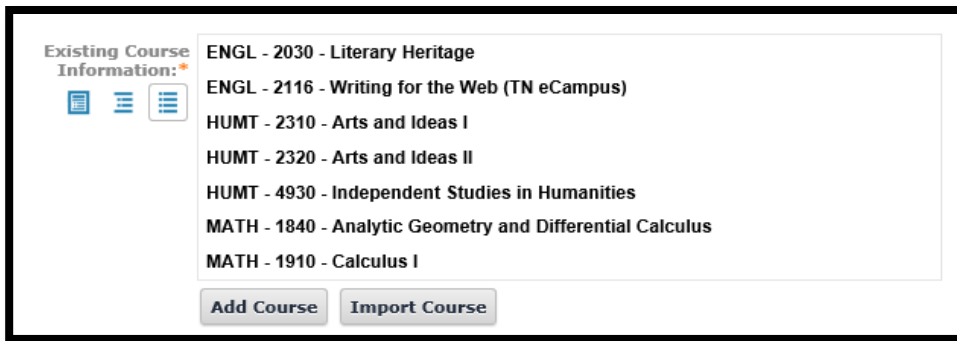
2. Courses must first be attached under **View Curriculum Courses** to be available under **View Curriculum Schema**.



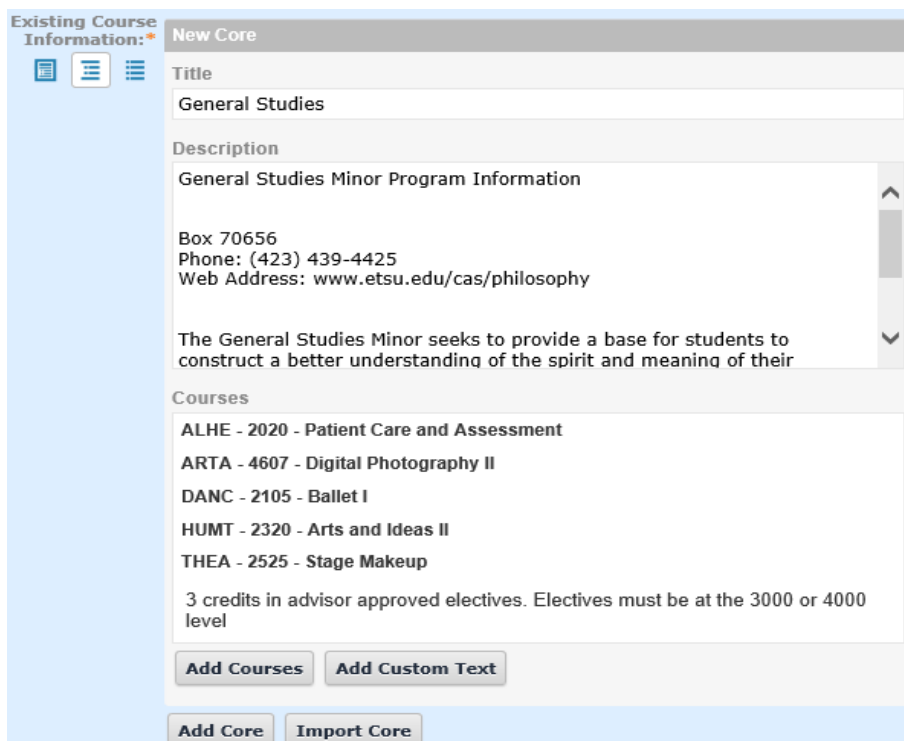
3. To import a course, select **Import Course**. A pop-up window will display the Integration manager. Select the catalog you would like to import from. (*Following the same process as a course import.*) You can select multiple courses to import into the proposal along with multiple rubric, change the Prefix in the select box and hit the search curriculum button when searching for course with different rubric.




4. Once the desired courses are identified click the **Add Courses to Proposal**. The courses will import into the text box in the proposal.



- If you elect to use **Add Course** (manually inputting the information), you will need to provide a Prefix, Code (number) and Name (title) for the course.
- CORE** in Curriculog means GROUP and is not to be confused with academic major core. Whenever you want to create a grouping of courses the **Add Core** button is used. Also, in order for the imported courses to display on the printed proposal, they need to be moved into a core (grouping).
- To create a core from the course imported; select **Add Core**, click on the New Core box to expand. Complete the information in each field. To add courses, select the **Add Courses** button and select the desired courses from the list previously imported. You can also add text by selecting **Add Custom Text**. The text can be any additional information you wish to add to the core, such as “9 credits in advisor approved elective”, “Special topic course cannot be used as elective towards this minor”, etc. Hit the **Save All Changes** button



The **Preview Curriculum** icon    allows you to view the final version of the **Add Core**.

Existing Course Information: 

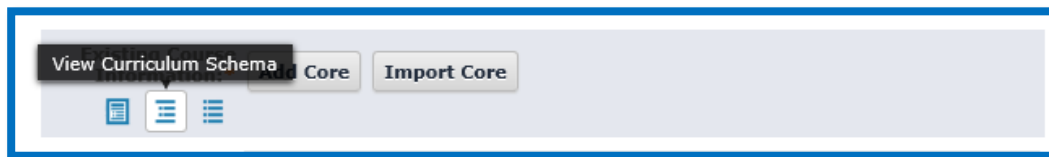
General Studies


General Studies Minor Program Information Box 70656 Phone: (423) 439-4425 Web Address: www.etsu.edu/cas/philosophy The General Studies Minor seeks to provide a base for students to construct a better understanding of the spirit and meaning of their civilization. It draws fully on other departments within the university and attempts to show the interdependence of the various disciplines. By the consideration of the vast storehouse of historical, philosophical, religious, and artistic expressions, students are better able to understand and cope with the many issues that beset humankind, and they are better able to find meaning for themselves as individuals.

ALHE 2020 Patient Care and Assessment
ARTA 4607 Digital Photography II
DANC 2105 Ballet I
HUMT 2320 Arts and Ideas II
THEA 2525 Stage Makeup

3 credits in advisor approved electives. Electives must be at the 3000 or 4000 level

Importing Curriculum (Program) Information



1. To import a Program, select Import Icon  at the top of the page; a pop-up window will display featuring the Integration manager. To begin, select the catalog you would like to import from. (Do not use the **Import Core** button. Feature is not supported for our catalog.)
2. Simply hit the **Search Available Curriculum** for the available program you wish to import. Programs are sorted by name:

A screenshot of a search interface titled 'Filter Programs'. It has a light beige background. At the top, it says 'Search all programs' and 'Or add filter' followed by a dropdown menu set to 'Filter by field'. Below this are three input fields: 'Start Date:', 'End Date:', and 'Sort Results By:'. The 'Sort Results By:' field has a dropdown menu showing 'Name X'. There is a checkbox labeled 'Exclude previously imported items'. At the bottom of the filter section are two buttons: 'Search Available Curriculum' and 'Select Another External System'. Below the filter section, it says 'Search Results (1 to 20 of 385)'. Two results are visible: 'Accelerated Bachelors to Masters Degree Program' and 'Accelerated Second Degree BSN (LPN with Bachelors Degree)'. The results are listed in a light beige box with a white border.

You can filter the results further by selecting criteria from the drop down menu. For example
Program Type (Major, Minor, etc.) = Major
Degree Type (Bachelor, Masters, etc.) = Bachelor
Name (specify the name of the program) = Music

The example below shows an Art minor. Art was entered in the name field and the **Search Available Curriculum** found two minors with the name art included.

Filter Programs

Program Type = X

- and -

Name = X

Add another filter ▼

Start Date: End Date: Sort Results By:

Exclude previously imported items

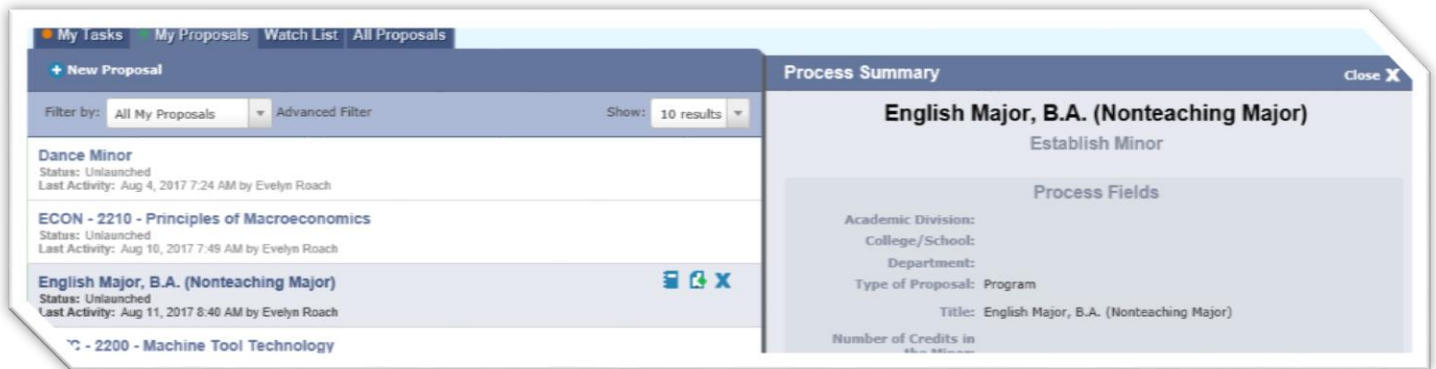
Search Results (1 to 2 of 2)

| |
|-------------------|
| Art History Minor |
| Art Minor |

- Next, select the desired item and hit the **Import Item** button. The select program will be imported into the “Existing Course Information” text box. Select the middle icon to view the program and the far left icon to preview. Edits can only be done to cores without the lock symbol. Save all changes and proceed with completing the proposal.

Approval Process

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. Clicking on any of the proposal will launch the proposal Process Summary to the right of the screen.



To make a decision select the Edit Proposal icon.



The proposal form will display allowing you to see the proposal form, User Tracking and Comments within the Proposal Toolbox. While in edit mode, you can make edits to any of the fields in the proposal form.

The Originator is the person who starts a proposal. The Originator is also the first step in the proposal's workflow. The Originator must complete the **two-step** process to advance the proposal.

Step 1: complete the form and launch.

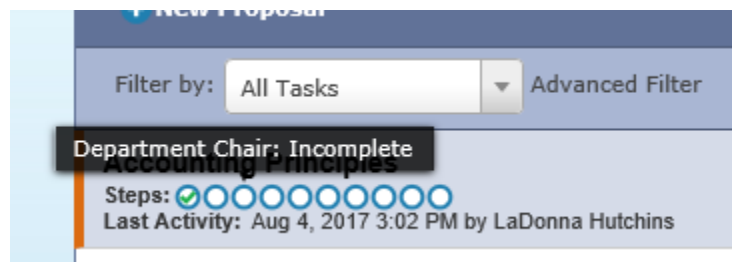
Step 2: make revisions (if needed) and approve.

Launched forms are visible to everyone in Curriculog but is still at the Originator stage until final approval is made by the originator.

Once a form is completed, it is sent through a hierarchy of approvals. Each stage in the process the proposal can be accepted or declined. If declined, the proposal is sent all the way back to the originator and must go back through the hierarchy of approvals again.



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.



You may edit information in the proposal if you have been granted edit rights by the Administrator. Simply click in the field of the proposal form on the left that you would like to edit, make your modifications and select “Save”. If you click in a field and the workflow does not display, you do not have rights to edit the proposal. You must contact an Administrator to request edit rights.

User tracking options allow you to view changes made by others within the proposal. There are three options available in the drop down menu. User tracking is available within fields determined by the Administrator within the approval process.

- Show current (default) displays the proposal in its current state.
- Show original displays the proposal in its state at launch.
- Show current with markup allows you to see the changes made, who made those changes as well as the date and time of the change.

Proposal Toolbox

Status:

User Tracking

Show current with markup

Show Individual User Edits

Comments

Add Comment

Evelyn Roach 8/8/2017 7:31 am [1 Reply](#) | [Reply](#)

need to further approval for this proposal

Evelyn Roach 8/8/2017 7:32 am

I have include the department's chairs comments in my edits

Curriculog 8/4/2017 3:02 pm [Reply](#)

LaDonna Hutchins has approved this proposal on Originator.

Curriculog 8/4/2017 3:01 pm [Reply](#)

System Administrator Evelyn Roach has routed this proposal.

Curriculog 8/4/2017 3:01 pm [Reply](#)

System Administrator Evelyn Roach has routed this proposal.

The status icon displays the proposal history within the proposal toolbox. The history indicates the status of each step, either approved, working, incomplete, or awaiting Administrative action. Additionally, information regarding each step is displayed. The decision the individual made is displayed under Participants. Activity is displayed on the right and includes the threshold required for approval, how much time the proposal spent on that step, if changes or comments were made, which options were available to the user.


Proposal History

Originator

Status: *Approved*

Participants

 LaDonna Hutchins 8/4/2017 12:13 PM

 Evelyn Roach (System Administrator)
8/4/2017 1:01 PM

Activity

Required for Approval:
100% required
Date Completed:
8/4/2017 1:01 PM
Changes: *No*
Comments: *Yes*

Custom Route

Status: *Approved*

Participants

 Sheryl Burnette 8/4/2017 1:07 PM

Activity

Required for Approval:
100% required
Date Completed:
8/4/2017 1:07 PM
Changes: *No*
Comments: *No*

Department Chair

Status: *Working*

Participants

Phillip Miller

Activity

Required for Approval:
100% required
Time Spent: *42 minutes*
Changes: *No*
Comments: *No*

College Curriculum Committee

Status: *Incomplete*

Undergraduate Curriculum Committee

Status: *Incomplete*

Academic Council

Status: *Incomplete*

President

Status: *Incomplete*

Inventory

Status: *Incomplete*

Catalog

Status: *Incomplete*






































Degree Works

Status: *Incomplete*

Once a proposal has gone through all approval stages it is now ready to be placed into the catalog and is archived in the system.

Proposal Icons

 - Start a new Proposal

| | |
|---|---|
|  |  - preview proposal form  - start proposal |
|  |  - import from catalog  - save  - launch proposal |
|  |  - show help text  - print  - expand form to full width |
|  |  - steps to approval  - attach file  - crosslistings |
|  |  - summary  - edit  - delete |
| |  - to view discussion;  - approval steps;  - attach files;  - decision |
|  |  - view proposal  - send message about proposal  - watch proposal |
|  |  - current decision |
|  |  - rejected -  - approved -  - incomplete |
|  |  - Preview Curriculum  - View Curriculum Schema  - View Curriculum Courses |

Other icons are included by Curriculog but these are not used by the ETSU curriculum process.

Important Terminology/Functions

Approving - Advances the proposal to the next workflow step.

Completed Proposal - When every step in the workflow of a proposal has been approved, then the proposal is considered completed and approved.

Custom Route - Is an additional *ad hoc* step outside the steps in the approval process. The current workflow step may choose to add individuals or a committee to the workflow by creating a custom route. Custom routes require Administrator approval.

Help Text - Help text should be turned on when completing a proposal form. When turned on, help text provides additional information/instructions pertaining to specific proposal form fields.

Impact Report - When making a revision to an existing course, you will need to run an impact report to see all courses and programs impacted by this course. This will aid in determining which departments, if any, need to be consulted. The report should be copied and pasted into the appropriate proposal form field.

Importing - Curriculog is linked to our online catalog. You can import the current course or program information into the proposal form and after launch make your revisions.

Instructions - Each proposal form begins with the 'Instructions' section. The information contained in this section is tailored to the specific proposal form and can be very helpful in completing your proposal.

Launching - Once the proposal form is complete, the proposal can be launched. Launching begins the workflow, starts track changes, and makes the proposal visible to others. Launching is only the first step of a **two-step** process to advance a proposal. Step 1: complete the form and launch. Step 2: make revisions (if a course or program revision proposal) and approve.

Add Core - CORE in Curriculog means GROUP and is not to be confused with academic major core. Whenever you want to create a grouping of courses the **Add Core** button is used.

Originator - The Originator is the person who starts a proposal. The Originator is also the first step in the proposal's workflow. The Originator must complete the **two-step** process to advance the proposal. Step 1: complete the form and launch. Step 2: make revisions (if a course or program revision proposal) and approve.

Workflow Steps - Each proposal has a unique workflow based on the provided answers to certain form fields (level of course, type of program, etc.). Also known as the Steps to Approval. When every step in the workflow has been approved, then the proposal is considered completed and approved.