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Instructional Support Team

The GRCC Instructional Support Team is here to support your efforts to maintain existing and develop new curriculum! The guide below introduces our Team and offers suggestions as to who can help you with various tasks and questions, however, the list is not meant to be exclusive and all of us are here to help you! It's our goal that your experience developing and revising curriculum is as smooth as possible.

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- Development & Revision of Courses

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- Non-Curricular Course Changes
- Curriculog Accounts
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- Help to launch Curriculog proposals
- Locating the official GRCC Course Document in the GRCC Curriculum Database

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- Locating the official GRCC Course Document in the GRCC Curriculum Database

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- General Education Review Team & Questions
- Program Discontinuation Team & Questions
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- Development & Revision of Transfer and Articulated Programs
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- Help to launch Curriculog proposals
Questions about where proposals are in the process
Locating the official GRCC Course Document in the GRCC Curriculum Database
Curriculum Approval & General Education Review Team Agendas

Locating an Existing Approved Course Document

To locate the current “Approved” Course Document, please go to the GRCC 2017-2018 Catalog Website: [https://catalog.grcc.edu/](https://catalog.grcc.edu/) In the upper right hand corner, select GRCC Curriculum Database (2018-2019 Academic Year). From there you may select courses from the list on the left.

Using Curriculog to Develop & Revise Curriculum

At GRCC, Curriculog is used to facilitate the development and revision of curriculum. Each process is described below. Once you login in Curriculog and select “+New Proposal” you will see the processes listed below.

Discontinuing Programs & Courses

**Course Discontinuation:** Use this process to remove a course from the GRCC Catalog and inactivate it in PeopleSoft for a future academic year. Courses can be re-activated using the regular Course Review & Revision process if there is a desire to reactive the course in the future.

**Program Discontinuation:** Use this process to remove a program from the GRCC Catalog for a future academic year. Please note that discontinuing academic programs requires School and institutional approvals (which are embedded in the Curriculog process).

Revising Courses

**Course Review & Revision (XXXX-XXXX Catalog):** Use this process to revise a course for the next academic year. Revisions for courses may only occur for the “Fall” of the next year. Basic course revisions include curricular changes, such as updates to the course description, Course Learning Outcomes, outline, pre-requisites, etc. This process can also be used for “major” course changes such as changing the name, prefix, or general education status of a course.

**Non-curricular Course Change:** Use this process to make an immediate non-curricular change to a course. Course changes that can be made through this process include: Essential Abilities/Technical Standards, schedule components changes (for PeopleSoft), room request information, Most Common Section Size, Maximum Course Enrollment, Dual Enrollment status, and Number of times a student can receive credit for a course.

Revising Programs

**Program Revision- Career/Professional (XXXX-XXXX Catalog):** Use this process to revise a Career or Professional program for the next academic year. Revisions for academic programs may only occur for the “Fall” of the next year. Basic program revisions include all curricular
changes, such as updates to the program description and course additions or changes. Major program revisions include changes to the title, CIP code, or a significant number of courses in the program.

**Program Revision- Transfer (XXXX-XXXX):** Use this process to revise a Transfer (Pre-Major or Pre-Professional) or Articulated program for the next academic year. Revisions for academic programs may only occur for the “Fall” of the next year. Basic program revisions include all curricular changes, such as updates to the program description and course additions or changes.

**Developing New Courses**

**New Course (XXXX-XXXX Catalog):** Use this process to create a new course for the next academic year. New courses may be created to be added for Fall or Winter semesters.

**New Subject Code (Prefix) Request:** Use this process to request a new Subject Code (Prefix). A new Subject Code must be approved using this process prior to it being used for a new or existing course.

**Seminar Course:** Use this process to create a proposal for a Seminar section to be approved and added to the course schedule. New seminar courses can be created for any semester.

**Developing New Academic Programs**

**New Program Development- Accelerated (XXXX-XXXX):** Use this process to develop a new Career or Professional program more quickly or beyond the typical deadlines due to external needs or circumstances. New academic programs may be developed to be added to Fall or Winter catalogs.

**New Program Development- Career & Professional Programs (XXXX-XXXX):** Use this process to develop a new Career or Professional program for the next academic year. New academic programs may be developed to be added to Fall or Winter catalogs.

**New Program Development-Transfer Programs (XXXX-XXXX):** Use this process to develop a new Pre-Major, Pre-Professional, or articulated program for the next academic year. New academic programs may be developed to be added to Fall or Winter catalogs.
Getting Started

Browser Information

You will need to use Firefox as your web browser for Curriculog to run properly. If you receive a browser “error” when you login to Curriculog, make sure that you have the most up to date version of Firefox currently available at GRCC. You can download an update for Firefox in your Application Explorer folder on your GRCC desktop or contact IT Help for assistance.

Log In

Curriculog can be accessed by visiting https://grcc.curriculog.com/. To login, navigate to the upper right corner of the screen and select “Login.” Your login and password are the same as your Novell username and password.

Creating a New Proposal

Selecting New Proposal allows you to create a new proposal.

Using this function, you will select the appropriate process for the work you wish to accomplish. There are four tabs available for listing the approval processes you may choose from to create a new proposal:
- **All Processes** - Lists all approval processes available for use.
- **Courses** - Approval processes created using the course defaults.
- **Programs** - Approval processes created using the program defaults.
- **Others** - Approval processes created without any defaults.

Each tab will display ten rows with “Previous 10” and “Next 10” buttons available for navigating when there are multiple pages. A **Sort by:** drop-down menu is available for sorting the processes by Process Type or Process Title. Each process row will display the name of the approval process, the number of steps involved in the process and a blue checkmark.

Clicking on a process will display the Process Summary fly-out over the right pane. This will display the steps specific to the process you have chosen, with a list of participants and step details for each step in the process.

To start a proposal, hover over the approval process you would like to use and select the blue checkmark to start the proposal.

This will launch the Approval Steps on the right side, and the form for the process you have selected on the left side. Both the form and the approval steps will be specific to the process you have selected.
Importing Data from the Existing Course Document

To begin a Course Review & Revision proposal, you must first import the existing course information from the GRCC Curriculum Database.

To import information to the Course Review & Revision form, select the downward facing arrow icon in the upper left section of the form:

The following box will appear; please hover over and click on ‘Acalog: GRCC Curriculum Database (2018-2019 Academic Year).’
The filter displayed below will appear allowing you **to locate course information:**

To locate programs, it is easier to refrain from using the filter function and simply click on ‘Search Available Curriculum.’

After clicking ‘Search Available Curriculum,’ the ‘Search Results’ should appear below. Scroll down to select the course or program you are working on.

A window will then open that says ‘Import Data Into Your Proposal’.
Scroll to the bottom on the page and click Import This Item.

Locating an Existing or Approved Proposal

**Advanced Filter function** - to find a proposal, click the All Proposals tab and then click on “Advanced Filter.” If you are searching for an active proposal that you are currently working on check “Active” under the Proposal Status. If you are looking for a proposal that has already been approved, make sure there are no fields checked in the Proposal Status area.

This box below will drop down. From here you can search for a proposal by department under “Found Under”. Once you find the department, click Filter Proposals.
The filter will only bring up 10 results at a time, unless you change the Show results drop down menu to 25 or 50 results. If you forget to change the results to show more than 10, you can scroll through the pages at the bottom of the list.

Proposals Overview

Proposals are used to create or revise programs or courses. This includes program changes previously known as catalog changes. Each proposal form has a specific approval process tied to it. On the banner across the top of the screen, select ‘Proposals.’ From the Proposal Module in the top navigation, you will now have access to the My Tasks, My Proposals, Watch List, and All Proposals tabs.

- **My Tasks** - lists all proposals assigned to you and awaiting action.
- **My Proposals** - lists all proposals you have created, whether they have been launched or not.
- **Watch List** - lists all proposals you have selected to watch. You may or may not have editing permissions or decision making abilities on an item you are watching, as you are able to watch any proposal in progress. You may choose to stop watching a proposal at any time.
- **All Proposals** - lists all of the active proposals in Curriculog.

### Existing Proposals

Under the ‘Proposals’ you have the option to view proposals on the “My Tasks,” “My Proposals,” “Watch List,” and “All Proposals” tabs. Scrolling over a proposal will highlight it. To the right, you will see a list of icons that identify the actions you are able to take on the proposal; descriptions and functions of each action are listed below.

- **View Summary** - Will create a fly-out on the right pane displaying information relevant to the proposal.
- **View Proposal** - Directs you to the Proposal Toolbox, where you may make modifications and enter your decision on this proposal.
- **Send message about Proposal**

To send a message regarding a specific proposal, click on the envelope icon to the right of the course you wish to send a message about. Hover over the user you wish to send a message to; an
envelope icon will appear to the right in that row. Selecting the envelope icon will create a fly-out on the right pane where you may type and send your message. Emails will be sent from your Group Wise email account.

🌟 Watch Proposal - Allows you to keep track of a proposal in progress. Clicking the star icon will place the course under the Watch List tab.

🌟 Done Watching Proposal – Clicking the star again will remove the course from your Watch List.

○ My current decision - This icon will change based on what decision you have made on the Proposal.

❌ Delete a Proposal - Deleting a proposal will permanently remove it from Curriculog.

*Proposals cannot be deleted after they have been launched.*

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.

To make a decision, select the View Proposal icon ( ). The proposal form will display allowing you to view the form, User Tracking and Comments within the Proposal Toolbox.

Proposal Tool Box

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.

Discussion (Tracking & Comments) Icon

The discussion icon will take you to user tracking and the comments section. Clicking on ‘add comment’ will allow you to initiate or respond to discussion items regarding a proposal. Users can respond to an existing comment by clicking on ‘reply.’
User tracking options allow you to view changes made by others within the proposal. There are three options available in the drop down menu.

Show current will be selected by default. Show current 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. Additionally, each user is assigned a color within Curriculog to easily distinguish who made the edits displayed.

You may select to view changes made by a specific user or a number of users from the ‘Showing All Edits by All Users’ drop down menu.
**Status (History) Icon**

The status icon displays the proposal history within the proposal toolbox. The history indicates the status of each step: approved, working, incomplete, or awaiting Administrative action. Additionally, information regarding each step is displayed. The color of the individual (for user tracking purposes) and the decision the individual made are 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 and if a signature was entered.

![Proposal History](image)

**Files Icon**

Selecting the files icon allows you to view files attached to the proposal as well as upload files to a proposal. There is no limit to the number of files that may be uploaded to a proposal.

![Upload File](image)

**Decisions Icon**

Selecting the decisions icon allows you to make a decision on the current step for the proposal and enter a comment for your decision. By default, the Approve and Reject options will display. However, you may have additional options based on the approval process. Entering a comment is optional when selecting Approve. However, all other options require a comment to be entered. Simply select the button to the left of your desired decision and select “Make My Decision”. Once you have made a decision, your work on this proposal is complete. If approved, the proposal may advance providing you are the only individual on the step or all other individuals on the step have also made a decision. If rejected, the proposal may be returned to the Originator or the previous step, depending on the
settings determined by the Administrator. A message appears indicating your decision has been made and if the proposal is advancing or being returned.

General Overview of Features

My Dashboard

My Dashboard is the home page for all users of the system. When you log into the system, the first page you will see is My Dashboard. At the very top of the page you will find a toolbar, from which you may access Proposals, Agendas, Accounts, and Reports Modules.

In the upper right corner, there are options for your own user account listed below the dropdown menu, giving you options for My Settings.
Clicking ‘help’ will display a window featuring symbols and colors utilized in Curriculog:

**My Recent Notifications**

The most recent five notifications sent to you will display and you may utilize the arrow in the upper right corner to scroll through previous notifications.

<table>
<thead>
<tr>
<th>Date</th>
<th>Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 5</td>
<td><strong>Step Restart</strong>: Your current step, New Course Department Review, on proposal. Test 123 - Wellis NEW COURSE, has been restarted as a result of participants being added to or removed from the step by system administrator Katie Daniels. Any work you performed on the proposal has been saved. However you may need to make your decision regarding this proposal again. Click here to view the proposal.</td>
</tr>
<tr>
<td>May 5</td>
<td><strong>Remove Role</strong>: The role, Liaison for Course Development, has been removed from your account. This action was taken by system administrator Katie Daniels.</td>
</tr>
<tr>
<td>May 5</td>
<td><strong>Remove User from Proposal</strong>: You are no longer associated with the proposal SUS - 213 - TEST TWO, on the New Course Curriculum Review step. This occurred as a result of a system administrator, Katie Daniels removing you from this proposal. All work you previously performed on the proposal has been saved.</td>
</tr>
<tr>
<td>May 5</td>
<td><strong>Remove User from Proposal</strong>: You are no longer associated with the proposal SUS - 213 - SUS Test, on the New Course Curriculum Review step. This occurred as a result of a system administrator, Katie Daniels removing you from this proposal. All work you previously performed on the proposal has been saved.</td>
</tr>
<tr>
<td>May 5</td>
<td><strong>Step Restart</strong>: Your current step, New Course Curriculum Review, on proposal. Test 123 - Wellis NEW COURSE, has been restarted as a result of participants being added to or removed from the step by system administrator Katie Daniels. Any work you performed on the proposal has been saved. However you may need to make your decision regarding this proposal again. Click here to view the proposal.</td>
</tr>
</tbody>
</table>

**Urgent** - Indicates a task is urgent. An item will be considered urgent once the urgency threshold has been met.

**Tasks** - If tasks are waiting to be completed, or if any of those tasks are marked as urgent, clickable links will appear just under the My Dashboard header. Selecting either the number following Tasks or Urgent will display the My Tasks tab in the left pane.
My Upcoming Events

GRCC curriculum deadlines may be viewed here.

Selecting an event will expand the window and display additional details. Selecting “Show Less” will return it to the previous view.

Accounts

From your personal dashboard, there will be two tabs available under the Accounts Module of Curriculog; ‘Users,’ and ‘My Settings.’

Users

This tab will display a list of all users within Curriculog. You may sort results by Name, Role Type, or Entity using the drop-down menu in the upper left. You may also use the alphabet links to filter the list of Users displayed. Ten results will display in the pane; selecting “Next 10” or “Previous 10” will allow you to scroll through pages of results.
When hovering over a user, an envelope icon will appear to the right in that row. The envelope indicates you may send a message to that user. Emails will be sent from your Group Wise email account.

Selecting a user row will display that user’s Account Summary in a fly-out on the right pane. This view displays the user’s name, email address, roles that have been assigned to the user and any committees those roles are associated with.

My Settings

Navigating to the “My Settings” tab and clicking on your user row, you will be able to view the Account Summary for your account.

Below the Personal Information section of the Account Summary, you will see Roles and Committees listed.
Under this section, you will see ‘User Rights.’ In this section, you may select your e-mail notification preferences. If you make any changes to this area you will need to select “Save Preferences.”

Glossary

**Agenda Administrators:** Users who are responsible for creating agendas and approving proposals on behalf of a committee.

**Agendas:** Functionality to create a meeting agenda for discussing proposals that require an agenda as a part of the approval process.

**Approval Process:** Approval steps plus the approval process form.

**Approval Process Form:** A collection of fields used to gather proposal data.

**Approval Process Toolbox:** Functionality to add/manage steps, proposal title format, crosslistings and
import mapping during the creation/editing of an approval process template.

**Assessment:** Functionality to add/manage learning objectives/expected outcomes that may be attached to course and program proposals.

**Copy Process Icon:** Clickable tool for Administrators to duplicate an approval process template to use as a base for a new template.

**Cores:** A combination of descriptive text and/or list of courses that may be created within programs.

**Custom Text (ad-hoc text):** A custom text displayed between, or next to, courses in shared cores and in program cores. This may also be called Interstitial Course Information.

**Dashboard:**

- **My Dashboard:** The primary user interface that provides access to end user functions. It is distinguished from the Administrator Dashboard (the Administrative interface) by a thin blue line above the content area. My Dashboard defaults to the Proposals Module which provides access to the following:

**My Tasks:** A list of items waiting for action from the user.

- **My Proposals:** A list of proposals originated by the user (unlaunched and launched).
- **Watch List:** A list of proposals the user has elected to monitor.
- **All Proposals:** A list of all proposals available for viewing to the user (transparency and permissions apply).
- **My Recent Notifications:** List of notifications which consist of status updates.
- **My Upcoming Events:** Curriculum related calendar events, such as proposal deadlines, holidays and committee meetings.

**My Settings:** Currucolog user settings that an individual may control. (Some of these can be overridden at the Administrator level).

**New Proposal:** Allows users to create a new proposal from a list of administratively managed templates (approval processes).

**Process Summary:**

- When viewed from proposals: The Process Summary displays form fields (configurable), comments and Approval Process history.

**Program Map:** Available within a program proposal, this functionality allows you to compare the expected outcomes assigned to a program with the learning objectives assigned to the courses within the program to assess if the expected outcomes are being met effectively.
**Proposal:** Proposals are used to create or revise programs or courses. This includes program changes previously known as catalog changes.

**Proposal Form:** Configurable, template form with various fields to collect proposal data.

**Reports:** Functionality for gathering, analyzing and compiling a variety of curriculum data.

**Shared Core:** A core created and maintained within one area of the database that may be added to any program in the system.

**Steps:** Configurable points of approval within a proposal’s lifecycle. May involve committees, commenting, voting, signatures, specific deadlines and custom routing.

**Urgency:** Configurable option to set a threshold at which point a new status is automatically assigned to items waiting for a user’s decision. They are then moved into a separate tab on their dashboard.

**User Tracking:** Allows users to see changes that have been made to a proposal.