

WHAT IS CURRICULOG?

Curriculog is replacing the current curriculum management system (eCATS). Curriculog will provide an online curriculum management solution. The system is designed for faculty, staff, and administrators who are involved in adding, and modifying curriculum proposals. Currently only courses are available but in the near future program proposals will be added. The Curriculog website has been created using existing curriculum forms and follows the University of Kentucky's standard approval processes. The goals of Curriculog are to:

1. Maintain accurate data of all course and program offerings;
2. Allow faculty, departments, colleges and staff to access, edit and propose changes to the curriculum in a web-based approval system.

All UK employees with an active link blue ID will be granted access to originate a proposal in Curriculog. Employees will log in using their LINK BLUE ID credentials.

Curriculog receives information from the University of Kentucky's SAP system to ensure courses are accurately submitted with up-to-date information. In the future, the program submission feature will be available.



The recommended browsers are Google Chrome and Firefox

Need help? If you have questions concerning issues accessing the system, or if you have questions about your role in the system, please contact one of the SYSTEM ADMINISTRATORS listed below:

Janie Ellis	Senate Council Office	Janie.ellis@uky.edu	257-5871
Joanie Ett-Mims	Undergraduate Council	joanie.ett-mims@uky.edu	257-9039
Roshan Nikou	Graduate Council	roshan.nikou@uky.edu	257-1457

How to Access Curriculog

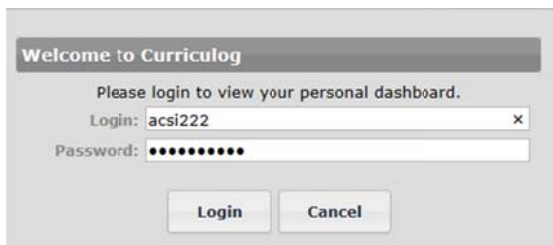
(USERS: Originators, Approvers, Committee Members [Undergraduate Council Members, Graduate Council Members, HCCC Council Members])

To access Curriculog, please go to one of the following websites:

- [MY UK > ENTERPRISE SERVICES](#)
- THE UNIVERSITY SENATE HOME PAGE
- Others to be identified

Login

Click 'Login' located at the top-right of the page. Your login is your **LINK BLUE** credentials.



The screenshot shows a login dialog box titled "Welcome to Curriculog". It contains the instruction "Please login to view your personal dashboard." Below this are two input fields: "Login:" with the text "acsi222" and a clear button (X), and "Password:" with a masked password of ten dots. At the bottom are two buttons: "Login" and "Cancel".

View and Adjust Settings

Once you log in to Curriculog you will be able to change your user settings.

Click on your name as it appears on the top-right of the screen. Select '**My Settings**'. Then click on your name displayed on the left side of the page. Your account summary will appear.



The screenshot shows a user profile dropdown menu. At the top is the user's name "Camille (Anna) Harm..." next to a small orange person icon and a downward arrow. Below the name are two menu items: "My Settings" and "Logout".

If you have not been assigned a ROLE, you will be limited to originate or view proposals in the system. Examples of ROLE(s) include department chair, dean, university council member, etc.

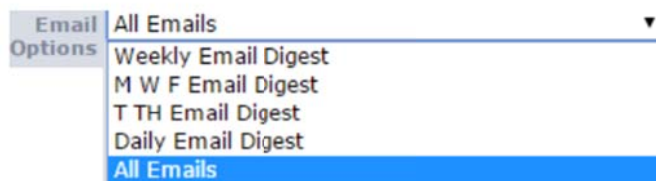
Note: It is very important for the System Administrator to know as soon as possible if an individual's ROLE has changed so the flow of reviewing and approving courses is not

interrupted. We ask colleges to provide any changes to ROLE(s) in a timely manner. This will help to ensure courses move through the approval process without issues.

Email Options

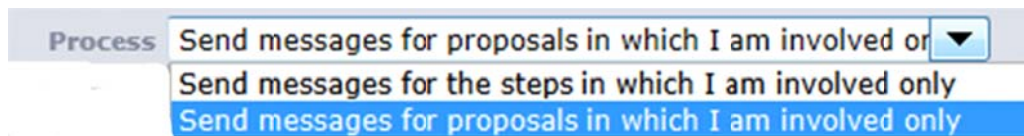
The Email Options setting determines when emails from Curriculog will be sent. This setting determines if the email notifications are sent in a digest, or as items occur. To change your email options under '**My Settings**', click on the drop-down Email Options menu located under the User Rights field. Users will receive emails regarding the status of their proposal or if a proposal has moved into their '**My Tasks**' tab. Do not change the email address associated with your Curriculog account.

Note: You may receive a large volume of emails depending on the amount of proposals submitted by you, your department or your college.



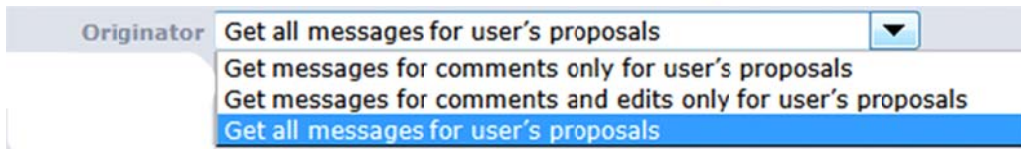
Process

The Process setting determines whether you receive notifications for steps in which you are involved only (this method will generate fewer notifications), or if you receive notifications for proposals in which you are involved only.



Originator

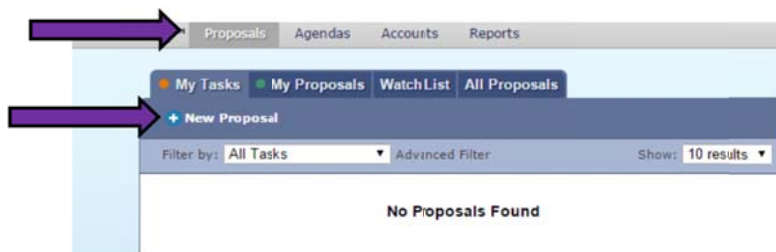
The Originator setting controls which notifications the proposal originator will receive from Curriculog.



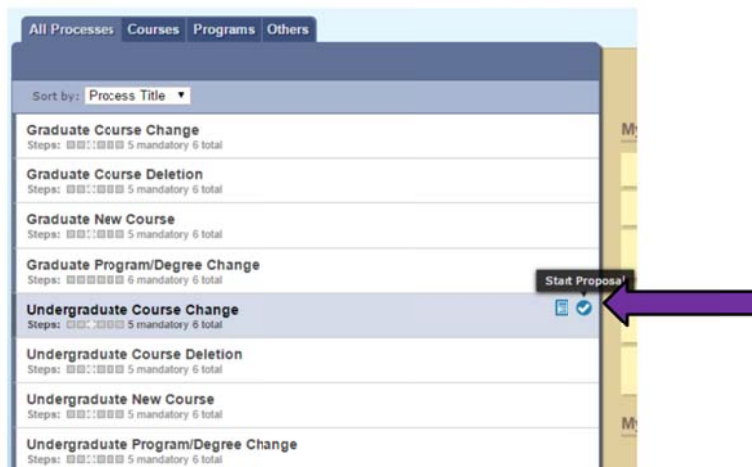
How to Create a Proposal (USERS: Originators)

Note: Follow the guidelines of your college regarding who can submit a proposal into the system.


Click on the 'Proposals' tab on the top left of the screen. To begin a new proposal, click 'New Proposal'.



Select the appropriate proposal form and click the checkbox icon on the right.



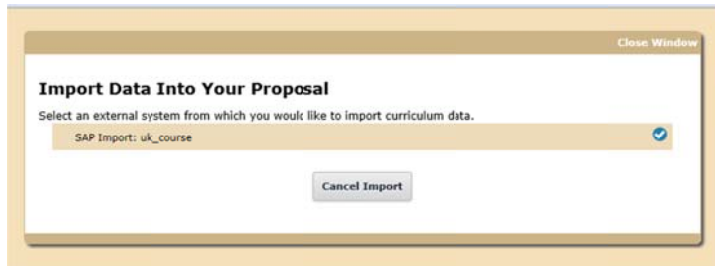
To create a proposal, follow the instructions listed on the proposal form.

HELP text is available and is located at the top right of the New Proposal Form.  You may click the Help Text icon to display informational text which will appear above various fields in the form. You may toggle this button on and off at any time.

Import

For **Course Change and Course Drop** proposals, you will need to import existing information from SAP before beginning the proposal. **You must complete all required fields prior to launching. DO NOT UPDATE IMPORTED INFORMATION UNTIL AFTER YOU HAVE LAUNCHED THE PROPOSAL.** This will ensure all changes to existing information will be tracked and viewable to all users.

- a. **Course Import:** After selecting the SAP import, add a filter to your search by selecting 'Filter by Field'. To search by prefix, click the prefix filter. You may also add the 'OBJID' filter and enter the course number. Click 'Search Available Curriculum'.



Once the import is completed and launched, edits to the form may be made.

Impact Report

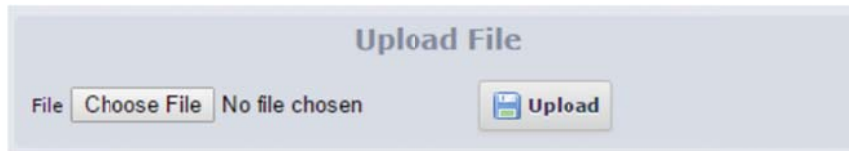
For all Course Change and Course Drop proposals, be sure to run the Impact Report to determine how your changes would potentially affect other courses. The Impact Report will check SAP to determine this information. Depending on the results of the report and the nature

of your proposal, you may have to submit additional course proposals. This may require you to contact other colleges or departments to advise them of potential changes.

Upload Attachments

You may be required to submit attachments. These attachments may be additional documents required for your proposal to be considered complete (i.e. syllabus, Core information, approvals from other departments/colleges, etc.).

If your proposal will directly affect a separate department (as determined in part by the Impact Report), then you must notify the department and attach their approval.



Click "Upload" once you have selected the file.

Note: You can only upload attachments when a course is in your 'My Tasks' tab.

Cross Listing

Cross listing allows users to establish official course relationships between two or more courses.


Requirements for Courses to be Cross Listed

- a) Must be in same number series (not necessarily the same number); i.e., two 500 level courses or two 300 level courses
- b) Must have same credit hours
- c) Must have same title
- d) Must have same meeting pattern
- e) If one is Distance Learning, the other must be Distance Learning
- f) If one is UK Core, the other must be UK Core
- g) Courses must be approved for cross listing through Curriculog

To Enable Cross Listing

Select the Cross Listing icon  in the Proposal Toolbox and select 'Add Cross Listing'.





Note: You MUST choose to cross list the course prior to launching. You will not be able to add a cross listing after launching the proposal. Cross listed courses will move through the approval process as two separate courses. Cross listed courses are identified by the cross listing icon. 

Adding a Cross Listed Course

After you 'Add Cross Listing' to your course you will need to edit the cross listed proposal. The original proposal will always be your 'Parent' proposal, while the cross listing is considered the 'Child'.




Note: You need to click on the 'Child' proposal to make changes to your cross listing (i.e. college, department, prefix, prerequisite). The fields in grey may not be edited from the 'Child' proposal.

To LAUNCH the proposal, you will need to return to the 'Parent' proposal. Click on the Cross Listing icon  and choose the 'Parent' proposal. Once all changes have been made click the LAUNCH icon. 

The Parent and Child proposals move through the system independently and will not become effective until both are approved.


Launch Proposal

Once you have completed the proposal and uploaded the necessary attachments, **LAUNCH** the proposal by using the  icon. This creates the proposal and allows it to be edited by the originator and tracked by other Curriculog users. **Imported information for Course Change proposals should be edited only after the proposal has been launched.**

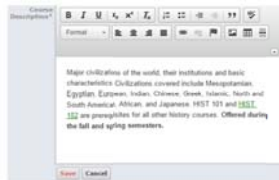
Note: When a NEW COURSE proposal form is launched it skips the 'originator' step, as there will be no imported information that needs to be edited.

Edit Imported Data

Note: You may only edit data if the proposal is in your 'My Tasks' tab.


Once you have launched your Course Change proposal, you may edit the information in the form fields using the Edit icon.  To make edits, click on the appropriate field to add or remove text. When in edit mode, save any changes made to the form.


In this example, we have added the highlighted text.



To see the edits in the saved proposal choose the '**Show current with markups**' option under User Tracking.

Reviewing Proposals (USERS: Originators and Approvers)

To review proposals, login to Curriculog. Click on the '**Proposals**' tab. 


1. **My Tasks:** Lists proposals that require your review in order to continue in the Approval Process. You will be notified by email if a proposal requires your review. The link contained in the email will take you directly to the proposal.
2. **My Proposals:** Shows the proposals which you have created. The tab will allow you to view the status of your proposal.
3. **Watch list:** Displays any proposals that you have added to your Watch List. Clicking  next to a proposal will add it to the watch list.

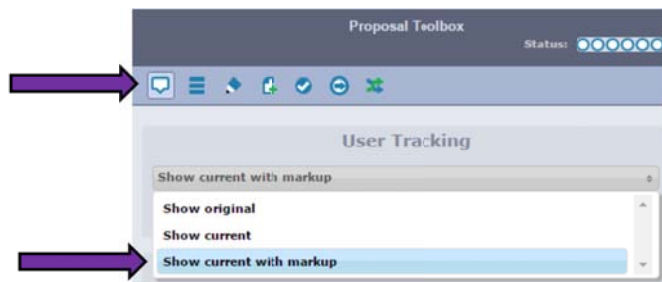
Click on the View Proposal icon  to view a course proposal.



User Tracking

(USERS: Originators, Approvers, Committee Members)

When you have selected a course to view, click on the Tracking and Comments icon  under the Proposal Toolbox section. To view all edits on the proposal, click 'Show current with markup'.




In this example you can see all of the edits that have been made.



Comments

(USERS: Originators, Approvers, Committee Members)


You may add comments to the proposal for subsequent reviewers. This option is also available under the 'Tracking and Comments' icon. 

Note: You can only make comments when the proposal is in your 'My Tasks' tab.

Review Attachments

Click on the Files icon  in the Proposal Toolbox to review any attachments that have been uploaded.

Approve, Reject, or Cancel (USERS: Approvers)

Click on the Decisions  icon in the Proposal Toolbox. Select '**Approve**', '**Reject**', or '**Cancel**' and click '**Make My Decision**', only if the proposal is in your step.

- **Approve:** Sends the proposal to the next reviewer in the Approval Process
- **Reject:** Sends the proposal directly to the Originator. The Originator may edit the proposal and relaunch through each of the approval steps. This option requires a comment be included.
- **Cancel:** Sends a request to a System Administrator to delete the proposal from Curriculog altogether. This option requires a comment be included.

Note: Only the System Administrator or the Originator can cancel a proposal request.

Once a decision has been made to '**Approve**' a message will appear indicating the proposal has moved on to the next step.

Urgency Threshold and Stuck Threshold (USERS: All)

- **Urgency Threshold:** The threshold of time in which a proposal may remain in a user's task list without a decision. Once a proposal has passed this threshold, the proposal will display in the '**My Tasks**' tab with an orange exclamation point to mark the item as 'Urgent'.
- **Stuck Threshold:** The threshold of time in which a proposal may remain in a user's task list without a decision or having been worked on. Once a proposal has passed this threshold, it will display as "stuck" on the Administrator Dashboard as a proposal requiring attention.

Custom Routes (USERS: Only those with a Role in the System)

Creating a Custom Route is an additional option that may be available in the Proposal Toolbox. A custom route is an "ad hoc" step outside the original approval process. The custom route feature will allow you to send the proposal to someone who is not currently included in the approval steps for the proposal. **Custom Routes require System Administrator approval.**

NOTE: Custom Routes can only be sent to users with a role in the system.

When requesting a custom route, you must decide whether the proposal will return to its current step or advance to the next step. A comment must be included with a custom route. A custom route will allow you to notify users when the step is completed.

Note: A custom route cannot be created from an existing custom route step.

To create a custom route for a course currently in your **'My Tasks'** tab click the Edit icon. 

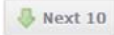
Under the Proposal Toolbox click the Custom Route icon. 

The user who initiated the custom route may cancel it by navigating to the Custom Route icon



and selecting **'Cancel Custom Route'**.

Finding and Viewing an Agenda (USERS: All Users)

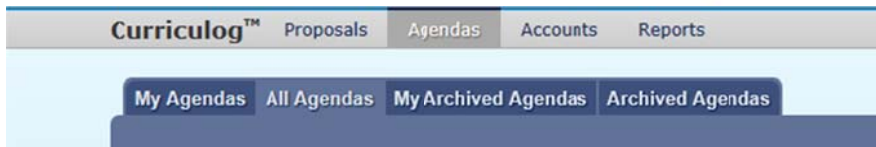
In the Agendas Module, users can view a list of agendas in the left pane. All users will have access to view the **'All Agendas'** tab. Ten (10) agendas will appear in the list and further agendas can be accessed using the Next 10 button. 



*AGENDA ADMINISTRATOR OPTIONS ARE ON HOLD FOR FUTURE IMPLEMENTATION

Agenda

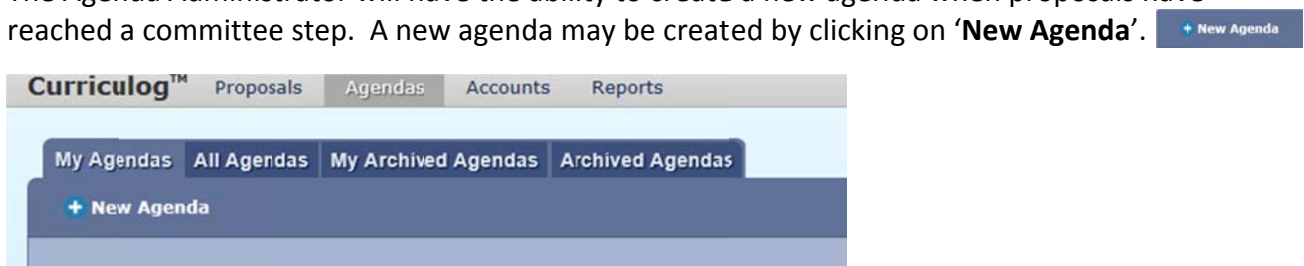
The Agenda tab allows committee members to view and discuss proposals on a meeting agenda. **Only Agenda Administrators** will be able to create agendas and approve proposals on behalf of a committee.










Note: A Committee must be created in Curriculog for the agenda feature to be enabled.



Create A New Agenda

The Agenda Administrator will have the ability to create a new agenda when proposals have reached a committee step. A new agenda may be created by clicking on **'New Agenda'**.



1. Name the Agenda.
2. Click on **'Add Committee'** to select the committee to which the agenda will be available. The Notes field allows users to enter notes for the agenda.
3. Click on **'Add/Remove Proposals'** to add the proposals to the agenda for review. A dialog box will open displaying the eligible proposals.
 - a. Select the proposals to add to the agenda, then click **'Done Selecting Proposals'**. Proposals will appear in the Proposals section of the agenda. You may view the Agenda Summary  and then the Proposal  by utilizing the appropriate icon displayed when hovering over the proposal within the agenda.
4. Publish/Unpublish Agendas
 - a. Publishing the agenda will make the agenda available to all users. To publish the agenda, navigate to the  icon in the upper left. You may print an agenda utilizing the Print icon in the upper right.  You can edit a published agenda by clicking on the Edit icon  that appears to the right of the agenda. Agendas may only be edited by the Agenda Administrator who created the agenda.
 - b. Unpublishing the agenda removes the agenda from the **'All Agendas'** tab. To unpublish the agenda click on the Edit icon , then navigate to the Unpublish Agenda icon  in the upper left. This feature allows the Agenda Administrator to make edits to the agenda without the agenda being visible to other users.

Editing an Existing Agenda



1. To make changes to an unpublished agenda, find the agenda you wish the change and click the Edit icon.  The Agenda Administrator will be able to associate the appropriate committee with the agenda, enter notes, and edit the proposals included in the agenda. If the agenda is complete and ready to publish, click the Publish Agenda icon. 
2. Agenda Administrators can make decisions on behalf of the committee directly from the proposal or from the agenda.
 - a. The proposals up for vote will display under the Proposals section of the agenda. The Agenda Administrator may select a decision from the drop down menu. Decisions other than '**Approve**' or '**Reject**' will redirect the Agenda Administrator to the proposal for action.



- b. Agenda Administrators are the only users allowed to make decisions from the Agenda Module.

*Note: Agenda Administrators are identified by an * to the right of their name in the Agenda Module.*

3. After a committee has made their decision on an agenda, the Agenda Administrator will be able to archive the agenda.

Note: If all courses on an agenda do not have a decision the Agenda Administrator will need to "Complete" the agenda prior to archiving the agenda.
4. To complete the agenda, click the Complete Agenda icon.  Any proposals attached to the agenda that do not have a decision will be released from the agenda and available for placement on other agendas.
5. When all proposals on an agenda have a decision, the agenda may be archived by the Agenda Administrator. A pop-up window will display with the option to archive the agenda. The agenda may be archived by selecting the option in the message or simply navigating to the Archive Agenda icon  in the upper left of the agenda. Archived agendas may be viewed in the '**Archived Agendas**' tab.

Note: Committee members will receive an email notification when a proposal reaches their committee's step.

Curriculog Icon's

Note: Curriculog uses the same symbol to represent many icons.



Start Proposal – Allows you to begin a proposal.



Help Text – Allows you to display informational text which will appear above various fields in the form.



Import – Allows you to import data from SAP.



Decision – Allows you to make a decision in order to advance the proposal to the next step in the process.



Launch - Allows you to launch a proposal.



Impact Report – Displays how your changes will affect other courses.



View Proposal – Allows you to view a proposal.



Publish Agenda- Allows you to publish the agenda for users to see.



Unpublish Agenda – Allows the Agenda Administrator to make edits to the agenda without the agenda being visible to other users.



Archive Agenda – Allows the Agenda Administrator to archive completed agendas.



Complete Agenda – Allows you to complete an agenda when a decision has not been made on all associated proposals. Any proposals attached to the agenda that does not have a decision will be released from the agenda and available for placement on other agendas.



Tracking and Comments – Displays any edits or comments made to a proposal.



Status – Displays the status of each step in progress.



Files – Allows you to attach documents to your proposal.



Custom Route – Allows you to create a “ad hoc”: step outside the original approval process. *Requires System Administrator approval*



Cross Listing – Allows users to establish official course relationships between two or more courses.



Urgent - Indicates a task is urgent. An item will be considered urgent once the urgency threshold has been met, which is set by an Administrator.



View Summary - Will create a flyout on the right pane displaying information relevant to the proposal. The fields that appear in the Process Fields section will be determined by your Administrator.



Edit Proposal - Directs you to the Proposal Toolbox, where you may make modifications and enter your decision on this proposal depending upon your permissions.



Send message about Proposal – Allows you to send a message to another user within Curriculog. Emails are not maintained within Curriculog.



Print – Allows you to print a proposal or agenda.



Watch Proposal - Allows you to keep track of a proposal in progress by listing under the Watch List tab.



Done Watching Proposal - Allows you to stop tracking the Proposal.



My current decision - This icon will change based on what decision you have made on the Proposal. You can click the help icon or see above for a key to what the different decision icons mean.