

USF Curriculog – Course or Attribute Discontinue Proposal Tutorial

Welcome to the University of South Florida's Curriculog Course or Attribute Discontinue Proposal tutorial. This tutorial will provide information on how to complete a Course or Attribute Discontinue Proposal within the USF Curriculog system.

To learn more about other types of course and program proposals, visit the USF Undergraduate Studies Curriculum website at <https://www.usf.edu/undergrad/curriculum/curriculog/index.aspx>. There you will find tutorials on New and Change Course Proposals, Program Change Proposals, as well as resources for the Curriculog system.

If you have questions, please contact the USF Undergraduate Studies Curriculum team at UGS-DOCurriculum@usf.edu and we will be happy to assist you.

To optimize the Curriculog experience, it is best to use Firefox or Chrome as your browser. Please open your browser and go to the USF Curriculog website at <https://usf.curriculog.com/> to log in. You may want to bookmark this address.

Once you access the site, you will need to login. Click the "Login" icon at the top, right corner of the screen. USF has a single source login.

CURRICULOG
CURRICULUM MANAGEMENT

You must be logged in to view proposals.

UNIVERSITY OF SOUTH FLORIDA

Curriculog - Curriculum Management System

Curriculog automates the process of curriculum approval, helping colleges and universities to approve course and program changes and improve communication about the curriculum across campus.

Accessing the System

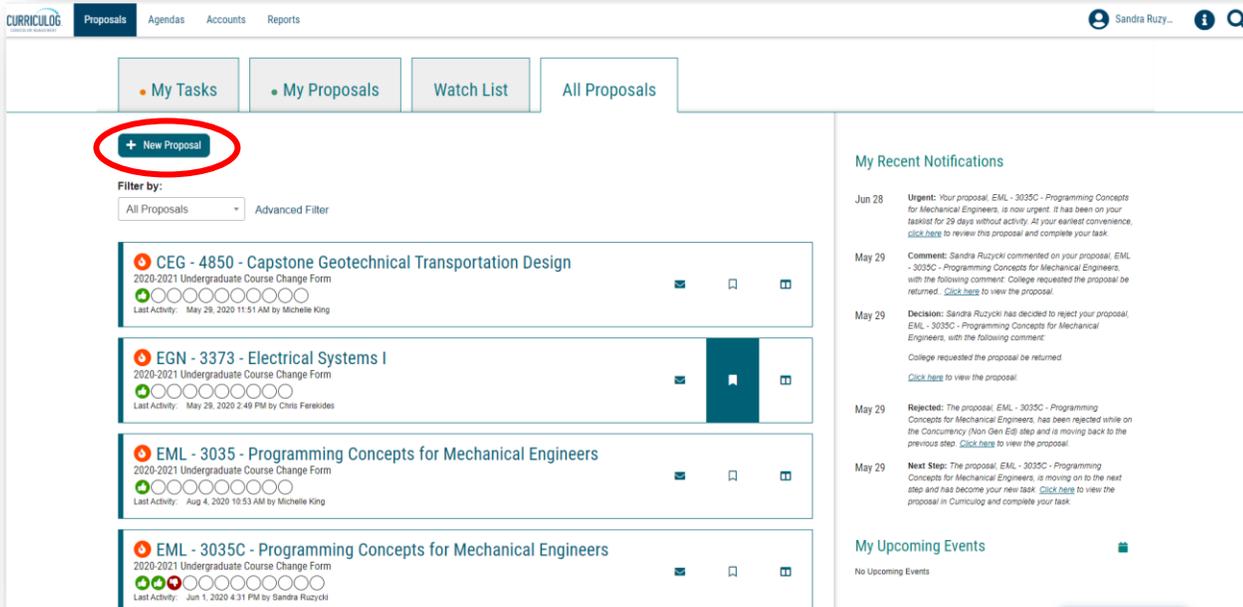
Right now, you are a guest, and can view all change proposals in the list to the left. By clicking on the View icon, you can see the proposal's progress.

If you are a member of the process and need credentials to log in, please contact a system administrator.

Login

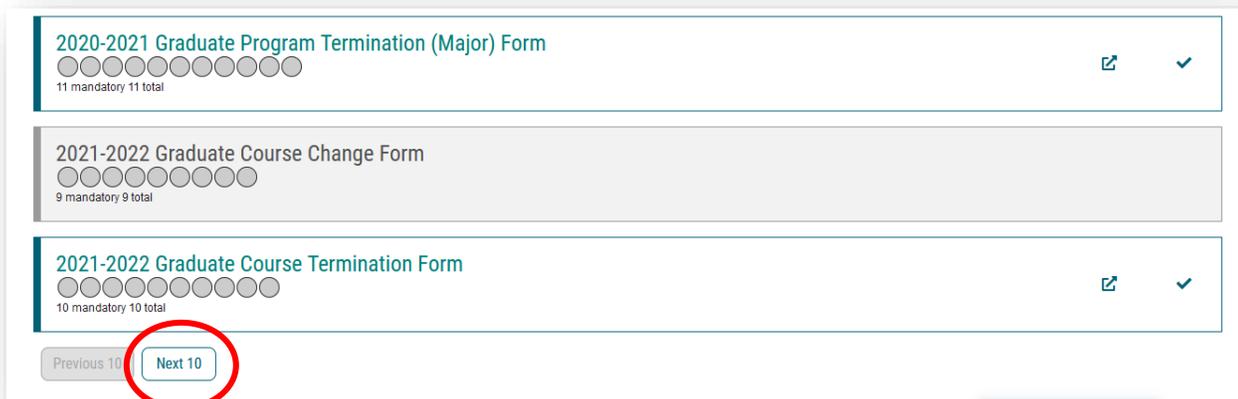
ACCESSING COURSE OR ATTRIBUTE DISCONTINUE PROPOSAL

The Curriculog dashboard will be displayed after logging into the site. To access the Course or Attribute Discontinue Proposal from your Curriculog dashboard, click the New Proposal button under the Proposal.



There are 10 forms displayed on each screen, with the Graduate forms being displayed first, followed by the Undergraduate forms. Scroll down to the bottom of the first display and click the “Next 10” button to display the next set of forms on the next screen.

Note: You can go back to the first set of ten proposals by clicking the “Previous 10” button at the bottom of the screen. Or you can look for more forms by clicking the “Next 10” button.



For more information on how to navigate, please view the Curriculog Navigation tutorial at <https://usf.edu/ugs-curriculum-training> on the Undergraduate Studies Curriculum website. It will be helpful to go through the Navigation tutorial on Curriculog prior to this tutorial.

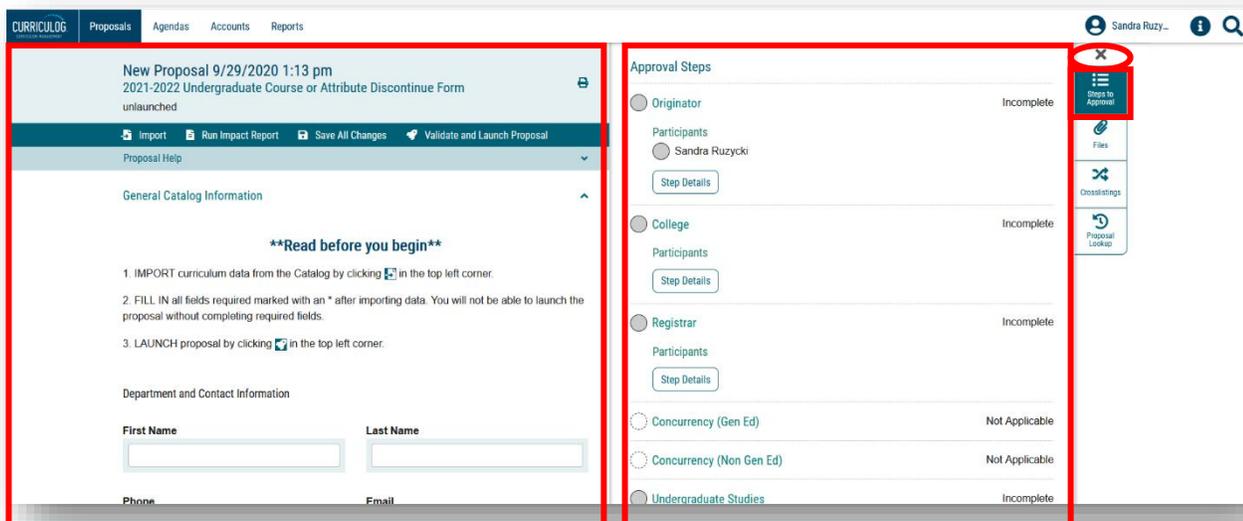
Once you find the Undergraduate Course or Attribute Discontinue Form, move to the right of the title and click the “Checkmark” icon. This icon will start the proposal in Curriculog and open the proposal form.



Clicking the “Start Proposal” or “Checkmark” icon opens the proposal form. This may take some time to open the form depending on how many users are in the system or the length of the form.

The Course or Attribute Discontinue Proposal will open on the left side of your dashboard. The right side of the dashboard will show the Proposal Toolbox with a list of potential approval workflow steps for this proposal.

To display the course proposal on the full screen, click the X above the “Steps to Approval” box on the right side of your dashboard to minimize the Proposal Toolbox and display the Course or Attribute Discontinue Proposal form on the full screen.



COURSE OR ATTRIBUTE DISCONTINUE PROPOSAL

At the top of the screen is a list of instructions titled “Read before you begin.” The first item instructs you to “Import” the course data from the current Undergraduate Catalog by clicking the icon in the top dark blue toolbar. We will cover how to import in this tutorial.

The second item in the list tells you to fill in all areas marked with an asterisk prior to submitting, or in Curriculog terms – “Validate and Launch” – the proposal. You can find the asterisk next to the header for the fields.

The third item in the list explains that the form is launched by clicking the “Rocketship” icon or “Validate and Launch Proposal” in the top dark blue area of the form. “Launch” is Curriculog-speak for submit the proposal.

The screenshot shows the Curriculog interface for a new proposal. At the top, there is a navigation bar with 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The main header indicates 'New Proposal 9/29/2020 1:13 pm' and '2021-2022 Undergraduate Course or Attribute Discontinue Form'. Below this, a dark blue toolbar contains buttons for 'Import', 'Run Impact Report', 'Save All Changes', and 'Validate and Launch Proposal'. The 'Import' and 'Validate and Launch Proposal' buttons are circled in red. A red box highlights the instructions under the heading '**Read before you begin**':

1. IMPORT curriculum data from the Catalog by clicking in the top left corner.
2. FILL IN all fields required marked with an * after importing data. You will not be able to launch the proposal without completing required fields.
3. LAUNCH proposal by clicking in the top left corner.

Below the instructions, there is a section for 'Department and Contact Information' with input fields for 'First Name', 'Last Name', 'Phone', and 'Email'. A 'Save All Changes' button is located at the bottom left of the form.

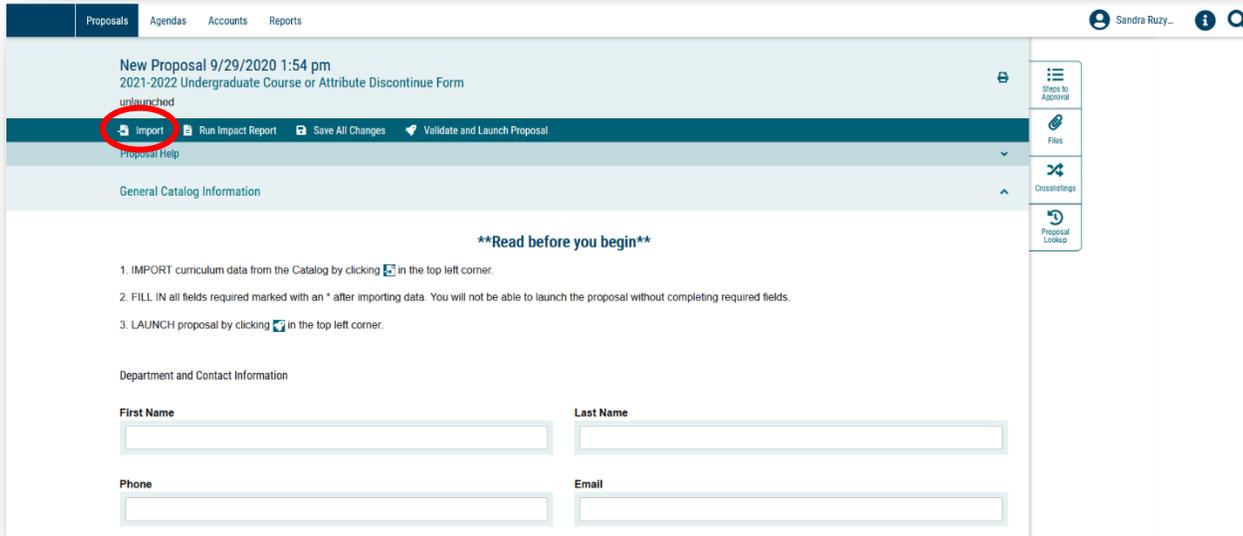
The Course or Attribute Discontinue Proposal has several sections. You will complete the “General Catalog Information” section. You can close the other two sections by clicking the arrow to the right of the title for “College Review Only” and “Undergraduate Studies Administration Use Only.”

You can review the information in these sections by clicking the arrow again to open the section.

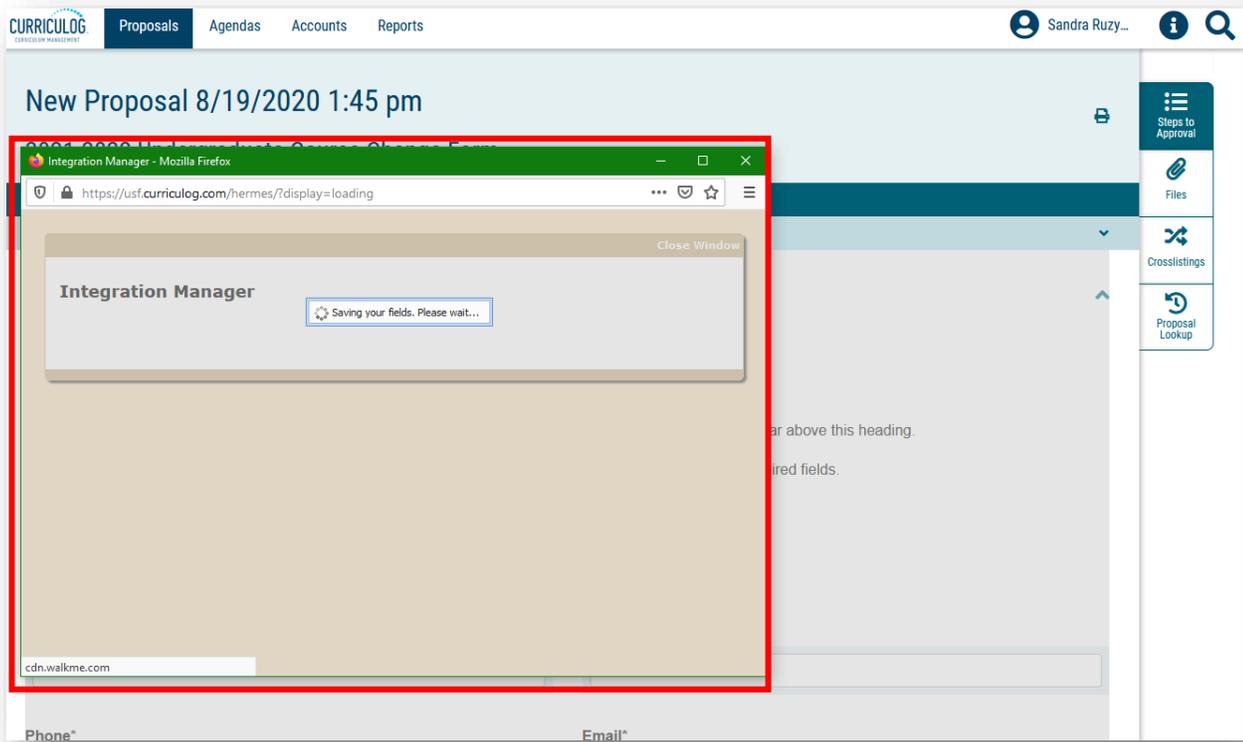
The screenshot shows the same Curriculog interface, but now the 'General Catalog Information' section is expanded and highlighted with a red box. Below it, the 'College Review Only (with Dept. and/or School)' and 'Undergraduate Studies Administrative Use Only' sections are visible. Red circles are drawn around the expand/collapse arrows for these two sections.

IMPORTING COURSE DATA

Once you have reviewed the instructions, it is time to begin the Course or Attribute Discontinue Proposal. The first step is to import the current course information from the Course Inventory system. Go to the dark blue toolbar at the top of the form and find the “Import” function. This function will pull in all the existing information for the course.



A new window will open. The Integration Manager will save the form you had opened, even though you had not entered any information. This process takes less than a minute.

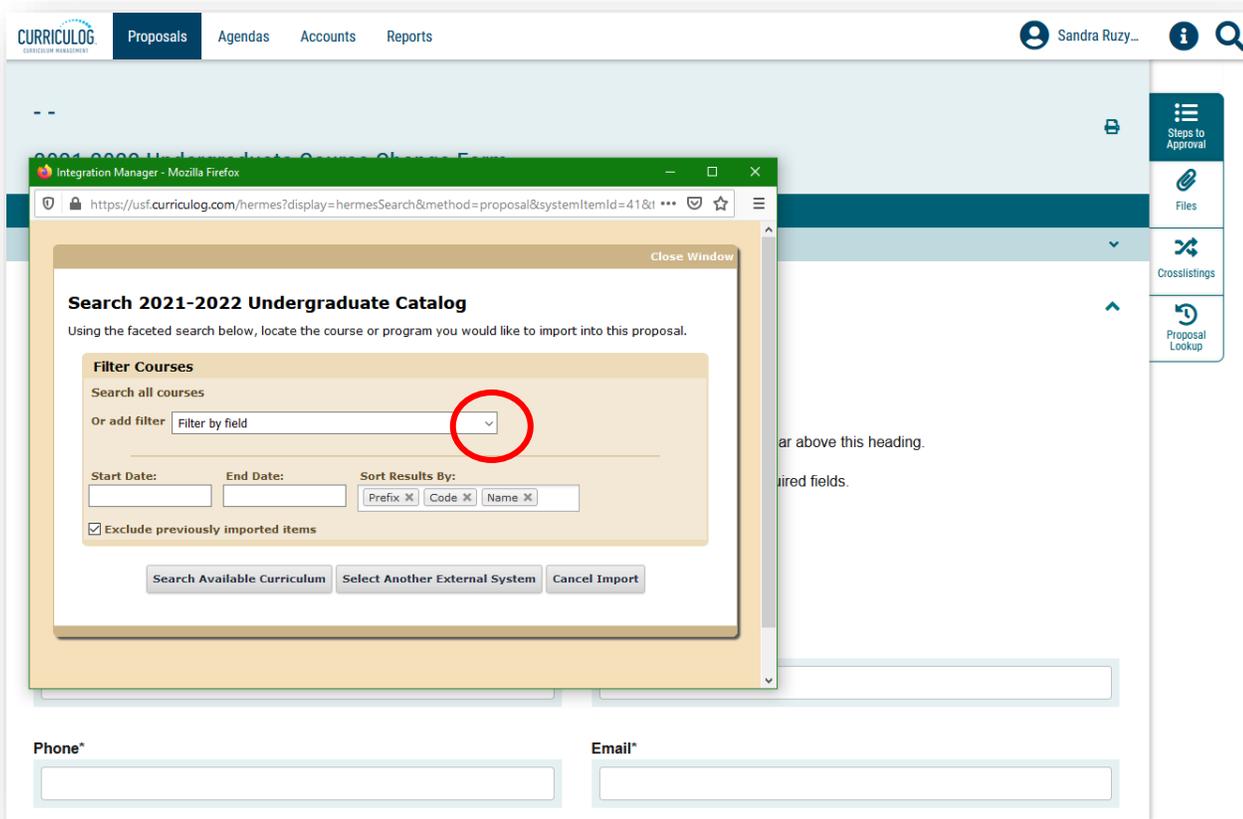


Once the Integration Manager saves the form you have opened, it will display the import screen. You will need to select the place from which you want to import the existing course data. Course and program data is stored in Acalog which is the companion software system to Curriculog. Acalog is the catalog, while Curriculog is the way to update the catalog for courses and programs.

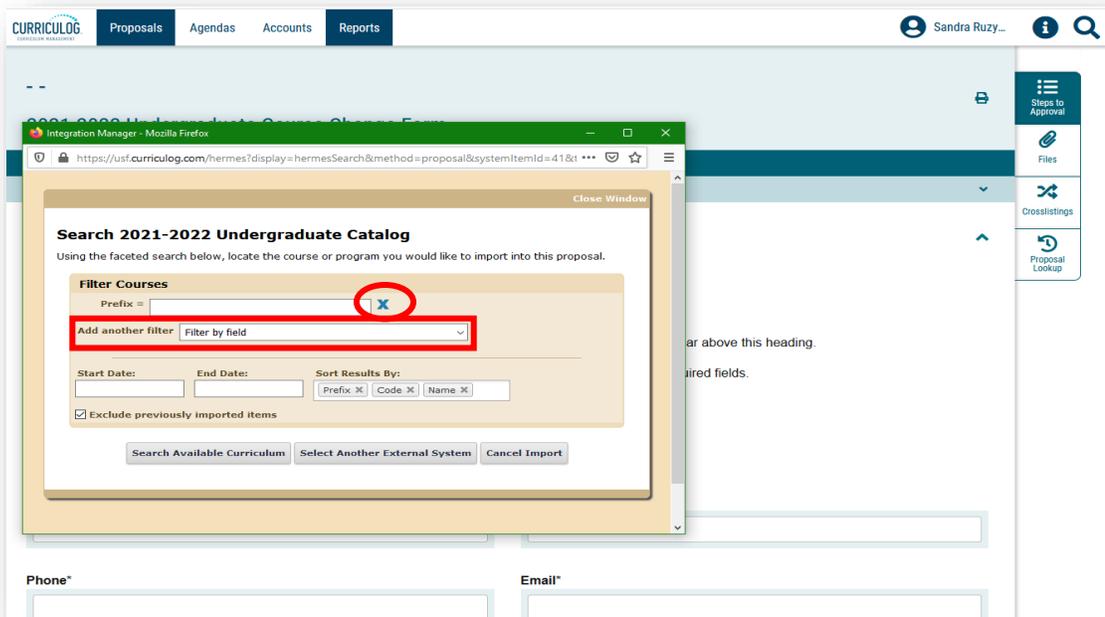
Click the Acalog title to open the import information. A checkmark will appear when you get ready to click.

The screenshot shows the Curriculog web interface. At the top, there is a navigation bar with the Curriculog logo and menu items: Proposals, Agendas, Accounts, and Reports. The user's name, Sandra Ruzy..., is displayed in the top right corner. A sidebar on the right contains a 'Steps to Approval' menu with options for Files, Crosslistings, and Proposal Lookup. The main content area is partially obscured by a modal dialog box titled 'Import Data Into Your Proposal'. The dialog box has a 'Close Window' button in the top right corner. Below the title, it instructs the user to 'Select an external system from which you would like to import curriculum data.' A list of systems is shown, with 'Acalog: 2021-2022 Undergraduate Catalog' selected and highlighted by a red box. A 'Cancel Import' button is located at the bottom of the dialog box. Below the dialog box, there are input fields for 'Phone*' and 'Email*'. The background of the main page shows a form with a heading and some text, but it is mostly obscured by the dialog box.

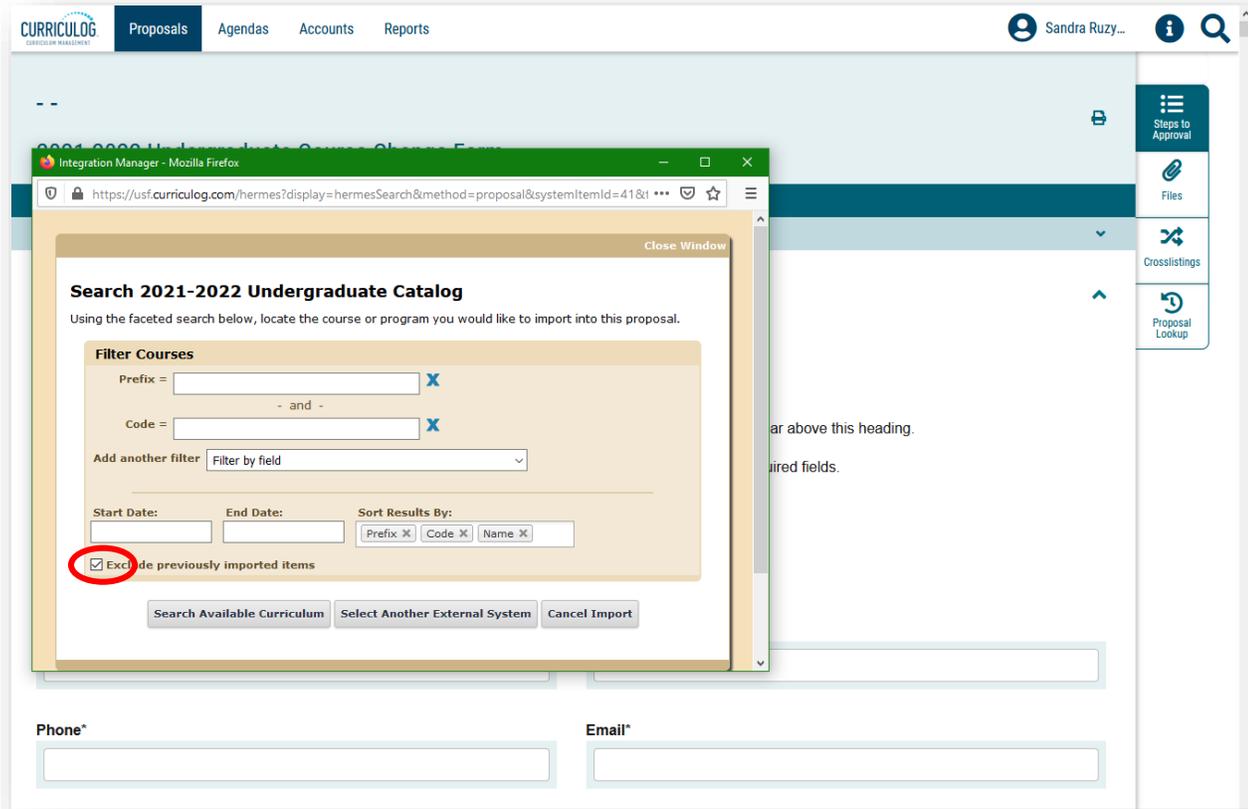
You will want to search for the existing course, in order to import the information into the form. Click the drop down next to “Or add filter,” and select “Prefix”.



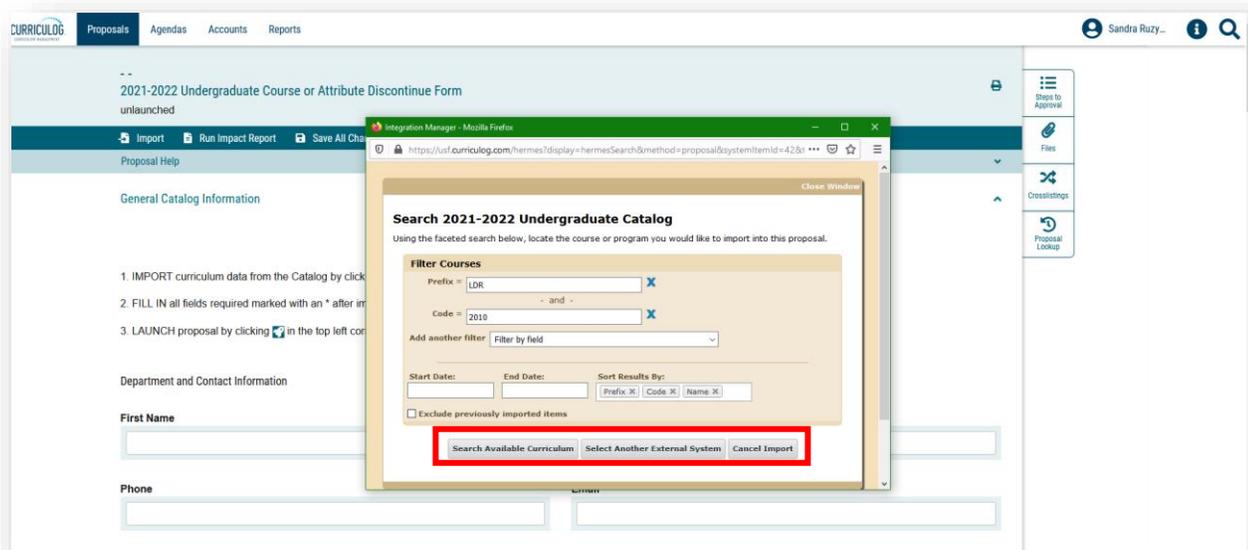
This will add a field for the prefix. Next, go to “Add Another Filter,” and use the drop down to find the word “Code.” This is the course number. You will notice “Prefix,” is grayed out, as you already selected that filter option. Click the word “Code” to add this additional filter to your search options. If you want to remove a filter, click the blue X next to the filter field.



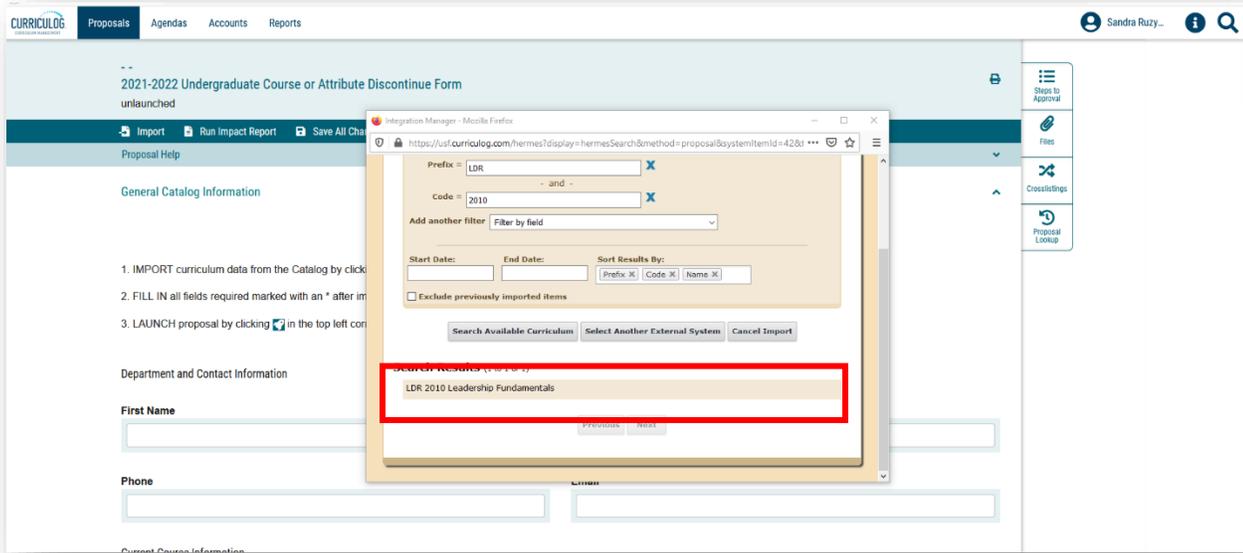
You can now fill in the “Prefix” and “Code” (course number) of the existing course you wish to change. Move to the last item in the shaded part of this screen and uncheck the box next to “Exclude previously imported items.”



Now, move to the gray options at the bottom of this screen. Select the “Search Available Curriculum” function and click.

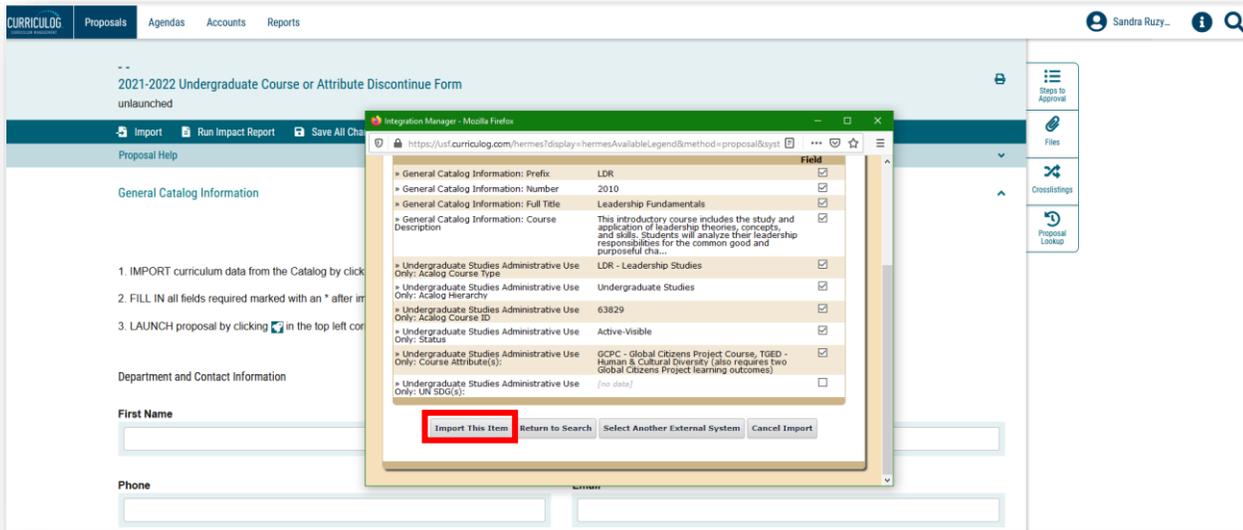


It will take a moment to pull the course into the Import box. Once the “Loading” notice disappears, scroll down to see the course displayed in the “search Results.” Click the course to bring up a summary of the course information.



A summary of all data associated with the course will display. Scroll down to display the options at the bottom of the summary screen. Select the “Import This Item” option and click. This will bring all the data associated with the course into the Course or Attribute Discontinue Proposal form.

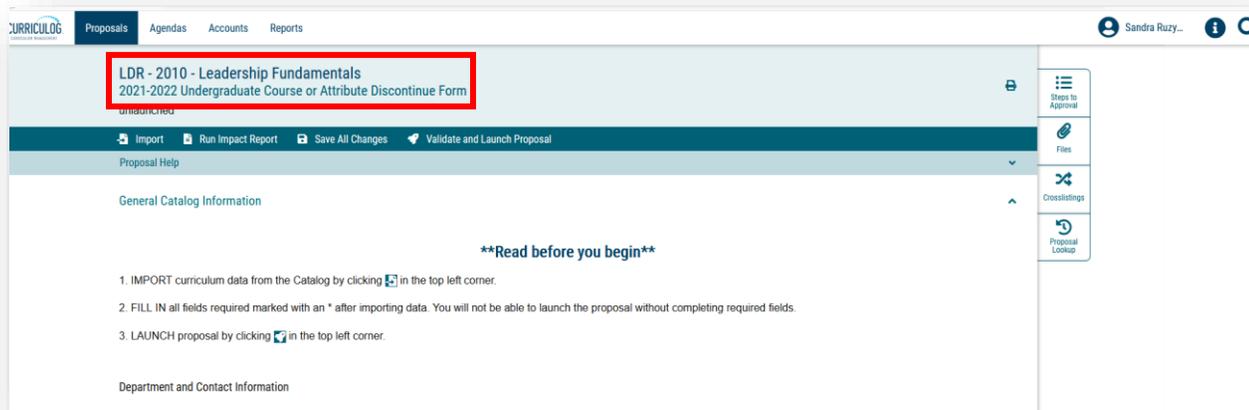
This takes less than a minute. The Course or Attribute Discontinue Proposal form may initially go blank or gray before the proposal form is re-loaded with all the course information displayed.



You will see that your course has been added to the Course or Attribute Discontinue Proposal form. You can scroll through the form to see that the fields have been pre-populated with the existing course information.

The proposal form will show both the existing course information, and any changes that are made as it moves through the approval workflow process.

This Import process will be used for both the Course Change Proposal and the Course or Attribute Discontinue Proposal. As a note, the process cannot be used on the New Course Proposal, as you cannot import a course that does not exist in the Course Inventory system.

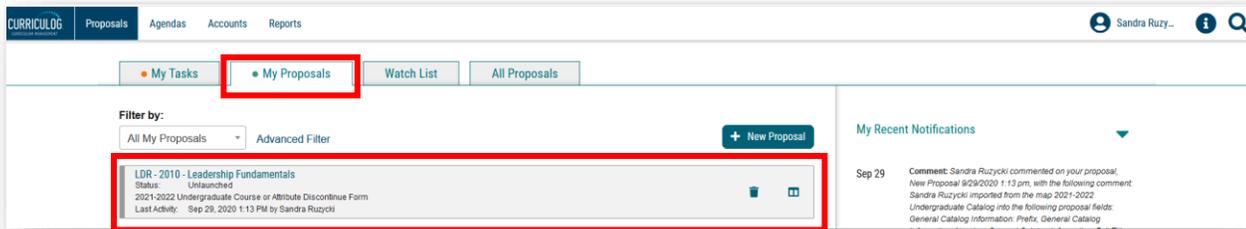


EXITING THE PROPOSAL AND ACCESSING IT AGAIN – COURSE OR ATTRIBUTE DISCONTINUE PROPOSAL

As a quick reminder, you will want to save changes frequently as you work on any proposal in Curriculog. After saving changes in the Course or Attribute Discontinue Proposal, you can exit Curriculog by going to your name in the upper right of the dashboard. Click on your name to open the drop down menu. Then click “Log out.” Since you saved the form it will be available for you to continue your work on it.

When you log back into Curriculog, click the My Proposals” tab.

Click the proposal to open it up and scroll to the place you were previously.



COURSE OR ATTRIBUTE DISCONTINUE PROPOSAL – GENERAL CATALOG INFORMATION

The first section of the Course or Attribute Discontinue Proposal is the “General Catalog Information” section. This is the only section you will need to complete for the Course or Attribute Discontinue Proposal

Within the “General Catalog Information” section, there are a number of areas to complete. Some of the areas are pre-populated from the course import we conducted for LDR 2010, and other areas will require input. Remember, all areas with an asterisk require information, as the Proposal will not submit without completion of these areas.

Save your changes frequently by either clicking the “Save All Changes” in the top dark blue toolbar or clicking the “Save All Changes” in the lower left of the display screen. The feature floats with the display so that you do not have to scroll to the top.

The screenshot displays the CURRICULOG interface for a proposal. At the top, there are navigation tabs for 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user is logged in as 'Sandra Ruzy...'. The main header shows 'LDR - 2010 - Leadership Fundamentals' and '2021-2022 Undergraduate Course or Attribute Discontinue Form' with a status of 'unlaunched'. A dark blue toolbar contains buttons for 'Import', 'Run Impact Report', 'Save All Changes', and 'Validate and Launch Proposal'. The 'Save All Changes' button is highlighted with a red box. Below the toolbar, the 'General Catalog Information' section is highlighted with a red box. It includes instructions: '**Read before you begin**' and a list of steps: 1. IMPORT curriculum data from the Catalog by clicking [icon] in the top left corner. 2. FILL IN all fields required marked with an * after importing data. You will not be able to launch the proposal without completing required fields. 3. LAUNCH proposal by clicking [icon] in the top left corner. The form fields are organized into sections: 'Department and Contact Information' with fields for 'First Name', 'Last Name', 'Phone', and 'Email'; and 'Current Course Information' with a 'Discontinue Type*' field. A 'Save All Changes' button is also highlighted with a red box in the bottom left corner. A 'Walk Me Through' button is visible in the bottom right corner.

Please complete the “Contact Information” for this course. The first set of items include “Contact Information” for you, the proposer or “originator,” of the Course or Attribute Discontinue Proposal. In Curriculog-speak, the proposer is called the “originator” of the proposal. You will see that the first step in the approval workflow process is for the “Originator” to approve the proposal.

Under “Contact Information,” you will provide your name, “First” and “Last,” campus phone number and “Email.”

1. IMPORT curriculum data from the Catalog by clicking in the top left corner.

2. FILL IN all fields required marked with an * after importing data. You will not be able to launch the proposal without completing required fields.

3. LAUNCH proposal by clicking in the top left corner.

Department and Contact Information

First Name: Sandra

Last Name: Ruzyccki

Phone: 8139747981

Email: sruzycki@usf.edu

Next, is the “Current Course Information” area, and is a required a field as indicated by the asterisk. The first field asks you if you are discontinuing the course or discontinuing the attribute. You will select the option for your course – either “Course Discontinue” or “Attribute Discontinue.”

Phone: 8139747981

Email: sruzycki@usf.edu

Current Course Information

Discontinue Type*

Course Discontinue

Attribute Discontinue

Is this a General Education course?*

Yes No

College / School / Department*

Select an option

Prefix* LDR

Number* 2010

The next field asks “Is this a General Education course?” It is also a required field. If your course has general education attributes, you will select “Yes.” If you are not sure if there are General Education attributes associated with the course, please go to the USF Course Inventory at <https://usfweb.usf.edu/academic-programs/course-inventory>. Here you can search for the course and review the details. If your course does not have General Education attributes, select “No.”

The next section on the Course or Attribute Discontinue Proposal is the “College/School/Department” field. First, click the drop-down options in the “College/School/Department” field. Scroll through the list to find the college and department in which the course is housed. Clicking on the selected option will place it in the “College/School/Department” field.

The next fields of “Prefix,” “Number,” “Title,” and “Course Description” in the “General Catalog Information” will pre-populate with the course information when you imported your course into the Proposal.

The screenshot shows the CURRICULOG Proposals form. The top navigation bar includes CURRICULOG, Proposals, Agendas, Accounts, and Reports. The user is logged in as Sandra Ruzy... The form contains the following fields:

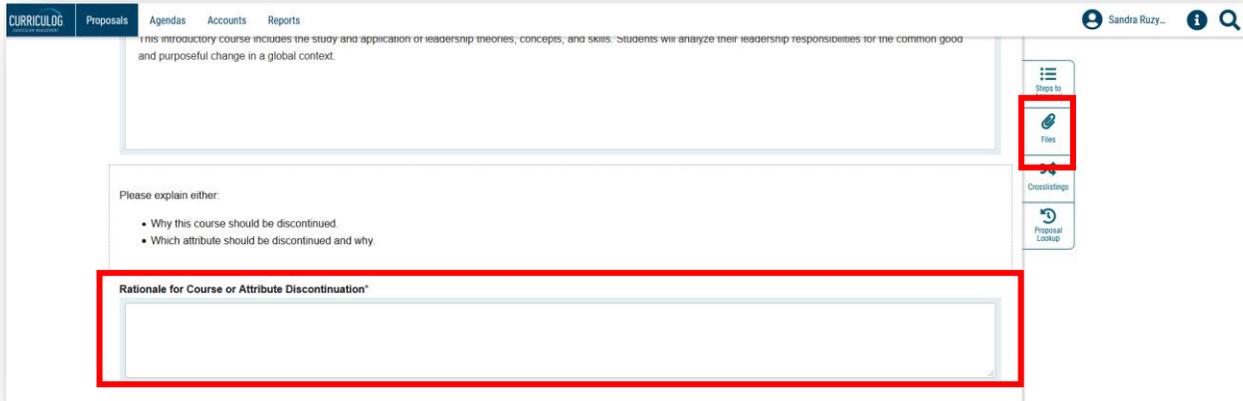
- Discontinue Type***: Radio buttons for Course Discontinue (selected) and Attribute Discontinue.
- Is this a General Education course?***: Radio buttons for Yes (selected) and No. Two red stars are placed to the left of this field.
- College / School / Department***: A dropdown menu showing "Undergraduate Studies". Two red stars are placed to the left of this field.
- Prefix***: A text input field containing "LDR".
- Number***: A text input field containing "2010".
- Full Title***: A text input field containing "Leadership Fundamentals".
- Course Description***: A rich text editor containing the text: "This introductory course includes the study and application of leadership theories, concepts, and skills. Students will analyze their leadership responsibilities for the common good and purposeful change in a global context."

On the right side of the form, there is a sidebar with icons for "Steps to Approval", "Files", "Crosslistings", and "Proposal Locks".

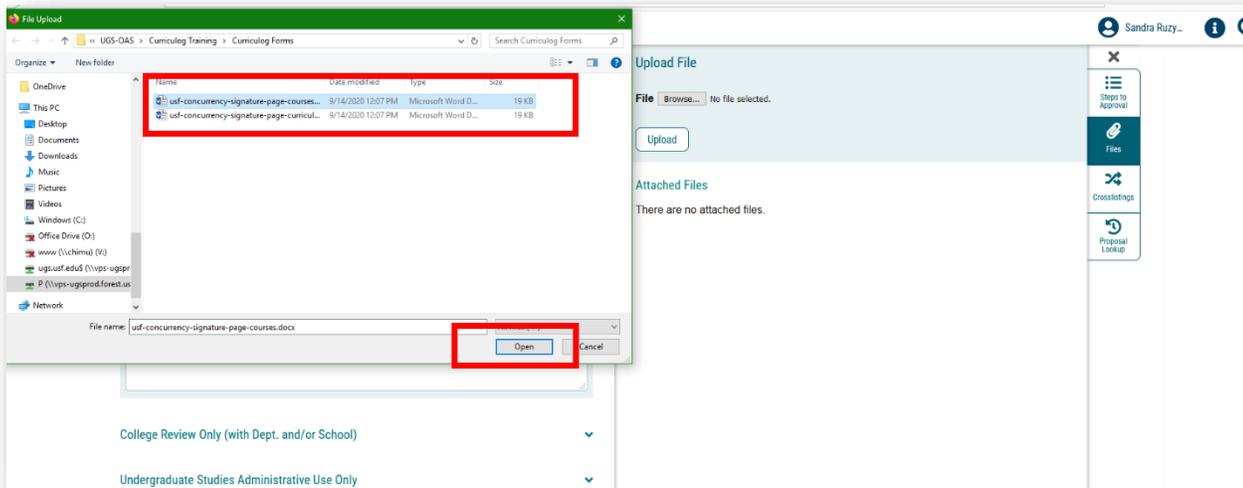
The final area is the “Rationale for Course or Attribute Discontinuation.” The text above this area tells you to explain why the course should be discontinued or which attribute is to be discontinued and why.

If your department and/or college requires documentation, you can add those documents to the proposal. The preferred file format is a Word document or a .pdf.

To add a file, go to the right side of your dashboard, and click the “Paperclip” or “Files” icon. This will open the “Upload File” dialogue box.



To add files to the proposal, click the gray “Browse” button to view files located on your computer. Find the file, click on the name of the file, and then click “Open” in your “File Upload” screen.

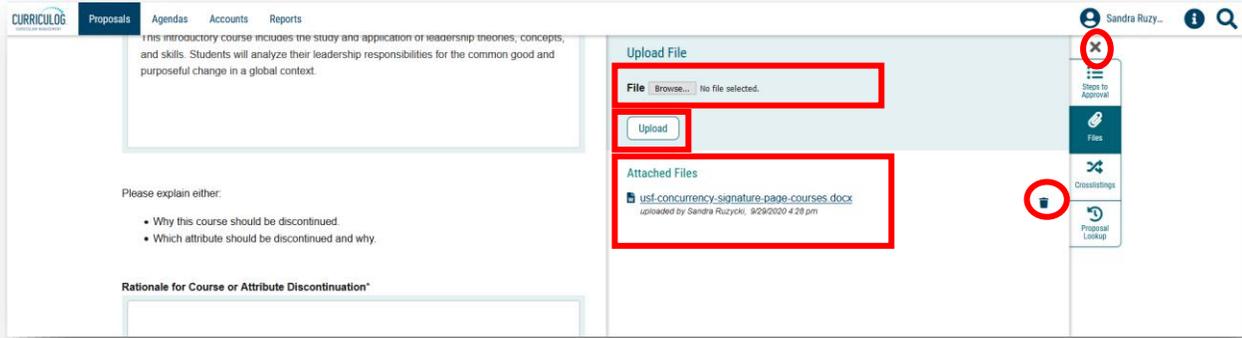


The name of the file will appear next to the “Browse” button. Click “Upload” and the file will appear in the “Attached Files” listing.

You can remove a file by clicking the “Garbage Can” icon to the right of the file name under “Attached Files.”

Then close the right side of the dashboard by clicking the X above the “Steps to Approval” icon box.

Be sure to save all changes by clicking the “Save All Changes” button on the proposal form.



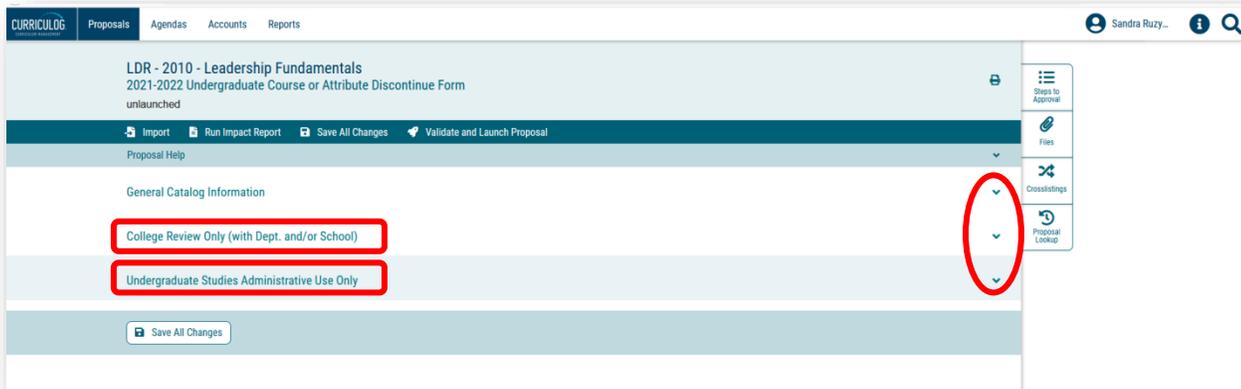
NEXT STEPS

The remaining sections of the Proposal can be closed or collapsed by clicking the arrow next to the section heading. These sections are part of the approval workflow process.

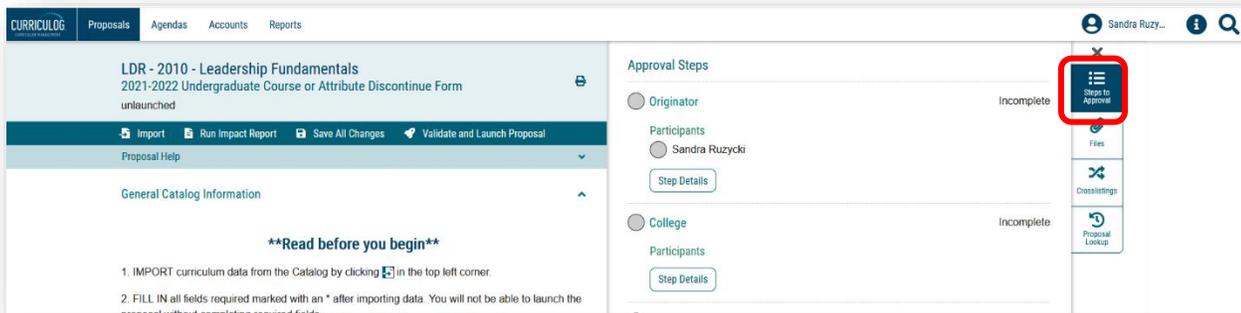
The College Review section heading is a required step in the approval workflow process for your college. Once you submit or launch your proposal, it will go to the College level for review and approval. If there is anything missing from your proposal, the College will send the proposal back to you with instructions on what needs to be completed, corrected, or added.

The “Undergraduate Studies Administrative Use Only” section displays all the checks conducted by the Undergraduate Studies Curriculum Team.

At any time, you can open the section heading to see what criteria are for that approval workflow area. This may be helpful when completing the Proposal.

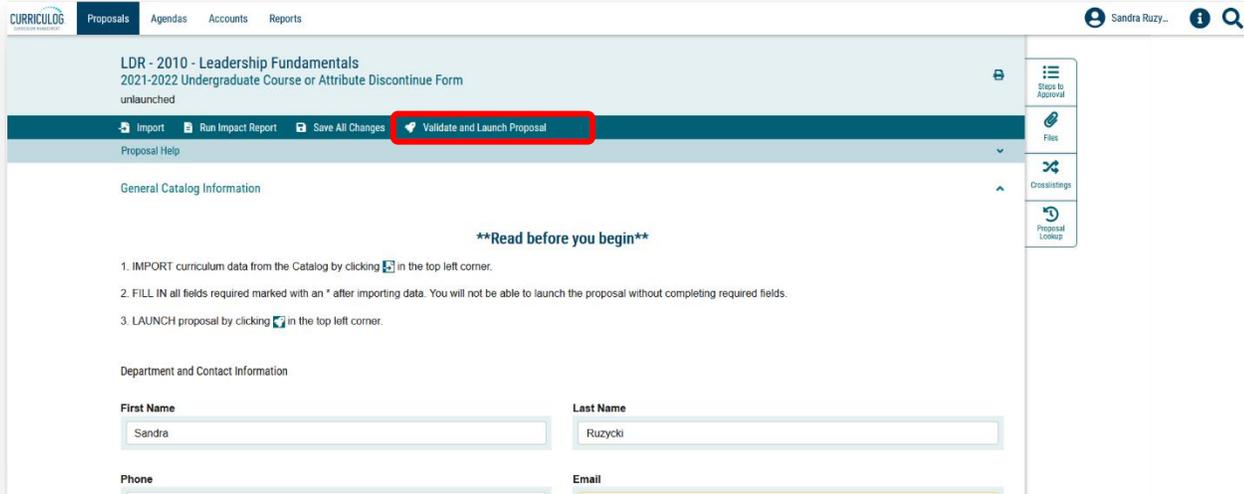


You can also view the steps in the approval workflow process by clicking the “Steps to Approval” icon box on the right side of your dashboard. The steps in the approval workflow process will display based on the information you have entered on the Proposal. At any time, you can log back into Curriculog and view the steps and comments for your proposal.



VALIDATE AND LAUNCH

Once you have completed the Proposal, and saved all changes, the last step is to “Validate and Launch.” This is the submission step. You will find this in the top dark blue toolbar with the “Rocketship” icon. Click the “Rocketship” icon to launch the Proposal. The screen will change to gray and you will see the validating box appear.



The screenshot shows the CURRICULOG interface for a proposal titled "LDR - 2010 - Leadership Fundamentals". The top navigation bar includes "Proposals", "Agendas", "Accounts", and "Reports". The user is logged in as "Sandra Ruzyc...". The main toolbar contains buttons for "Import", "Run Impact Report", "Save All Changes", and "Validate and Launch Proposal", which is highlighted with a red box. Below the toolbar, there is a "Proposal Help" dropdown menu and a "General Catalog Information" section. A central message reads: "**Read before you begin**". Below this, there are three numbered instructions: 1. IMPORT curriculum data from the Catalog by clicking [icon] in the top left corner. 2. FILL IN all fields required marked with an * after importing data. You will not be able to launch the proposal without completing required fields. 3. LAUNCH proposal by clicking [icon] in the top left corner. At the bottom, there is a "Department and Contact Information" section with input fields for "First Name" (Sandra), "Last Name" (Ruzycski), "Phone", and "Email".

You may get a “Could Not Launch Proposal” notice. This is related to those items which are marked with an asterisk, and are required. To view the areas where these errors occurred, click the “Show Me” button.



The screenshot shows a dialog box titled "Could Not Launch Proposal". The text inside reads: "Please correct the following errors before launching the proposal." Below this, there is a red error message box that says "Proposal has validation errors". At the bottom of the dialog, there are two buttons: "Ok" and "Show Me", with "Show Me" highlighted by a red box.

The screen will go back to the Proposal and show you in red the information to be completed. The example in the screenshot shows we forgot to save after we entered the “Rationale for Course or Attribute Discontinuation” field.

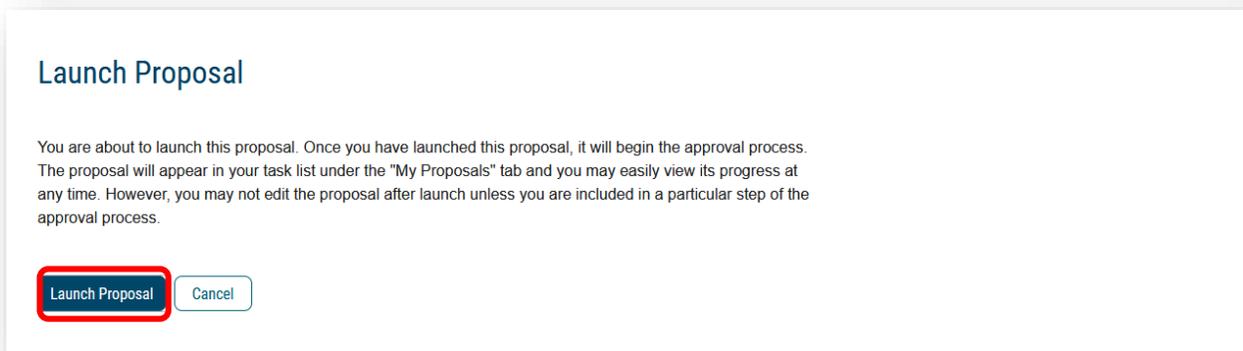
You will want to scroll through the form and look for any other required areas indicated with the red bar. After completing the red areas, you will save all changes on the Proposal. Now, click the “Rocketship” icon to validate and launch the proposal one more time.



A “Launch Proposal” screen will appear indicating there were no errors. The text explains once the proposal is launched, it will start the approval workflow process.

The proposal will continue to appear under the “My Proposals” tab on your main Curriculog display screen and the proposal will go to the first step in the approval workflow process.

If you are ready to move the proposal to the next step, you will click the “Launch Proposal” button. If you wish to review the form, click the cancel button. The form will appear in your “My Proposals” tab on the main Curriculog display screen.

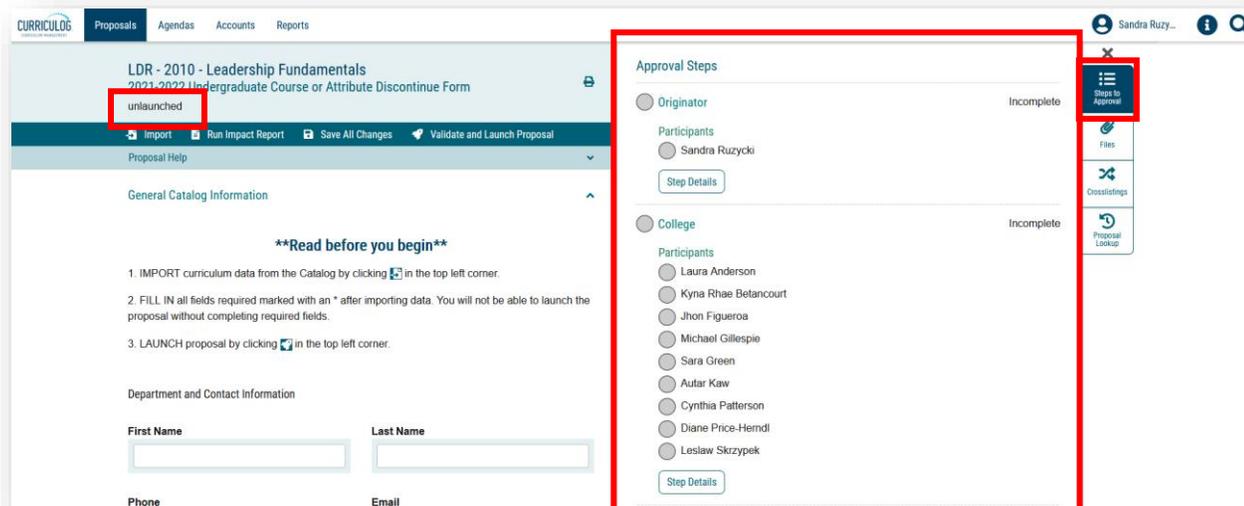


ORIGINATOR APPROVAL

The final step is for you to approve the Course or Attribute Discontinue Proposal. Open the right side of your dashboard to see the approval workflow steps. Until you launch your proposal it will say “Unlaunched” under the “Proposal Toolbox.” Once the proposal is launched, this text will state “Launched.”

Under the “Approval Steps” heading, you will see the various steps in the Course or Attribute Discontinue Proposal. As the course proposer, you will be identified as the “Originator” in the Curriculog approval workflow process.

To learn about the approval workflow process, go the Undergraduate Studies Curriculum website to view tutorials on each step.



The screenshot displays the Curriculog interface for a proposal titled "LDR - 2010 - Leadership Fundamentals". The status is "unlaunched". The "Approval Steps" section is highlighted with a red box and shows two steps: "Originator" and "College", both marked as "Incomplete". The "Originator" step lists participants: Sandra Ruzycycki. The "College" step lists participants: Laura Anderson, Kyna Rhae Belancourt, Jhon Figueroa, Michael Gillespie, Sara Green, Aular Kaw, Cynthia Patterson, Diane Price-Hemdl, and Leslaw Skrzypek. A "Steps to Approve" button is visible in the top right corner.

This concludes the USF Curriculog Course or Attribute Discontinue Proposal tutorial. Additional Curriculog tutorials are located at <https://usf.edu/ugs-curriculum-training>, as well as important dates and deadlines, FAQs, and other resources. You can email the UGS Curriculum Team at UGS-DOCurriculum@usf.edu for any additional assistance.



The screenshot shows the "Curriculog Proposal System" overview page on the Undergraduate Studies website. The page includes a navigation menu with links for "FOR STUDENTS", "FOR ADVISORS", "FOR FACULTY", "ACADEMIC PROGRAMS", and "ABOUT US". The main content area features a "PROPOSAL SYSTEM OVERVIEW" section with a "WELCOME TO USF'S COURSE AND CURRICULUM PROPOSAL SYSTEM" message. The message states: "Curriculog is a web-based proposal management system. Curriculog is USF's curriculum and course approval process. It automates the processes of curriculum change proposals and new, discontinue, and change course proposals." It also provides instructions on how to access the system: "To optimize the Curriculog experience, it is best to use Firefox or Chrome as your browser. You can access the Curriculog system at <https://usf.curriculog.com/> and then click login in the upper right corner."