

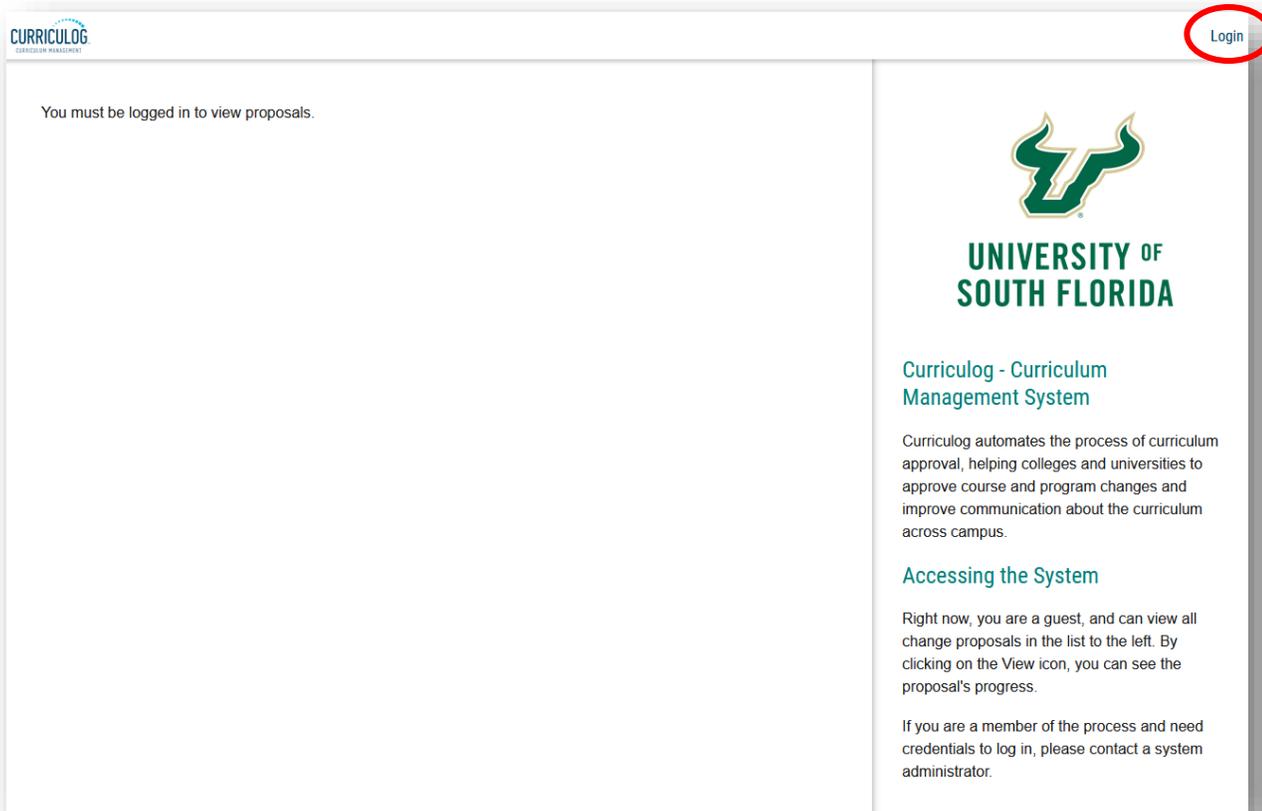
USF Curriculog – Program Discontinue Proposal tutorial

Welcome to the University of South Florida's Curriculog Program Discontinue Proposal tutorial. The Program Discontinue Proposal is used to discontinue a current USF major, major with concentration, minor or certificate. This tutorial will focus on how to complete a Program 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 SYSTEM

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

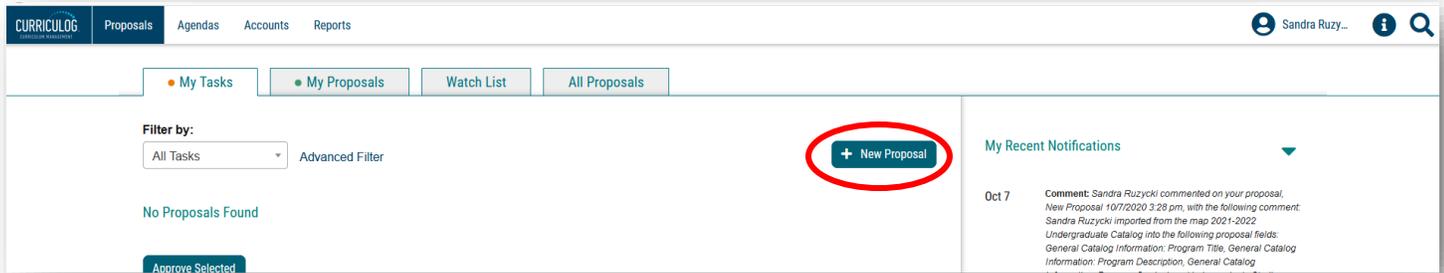
Right now, you are a guest, and can view all change proposals in the list to the left. By clicking on the View icon, you can see the proposal's progress.

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

Login

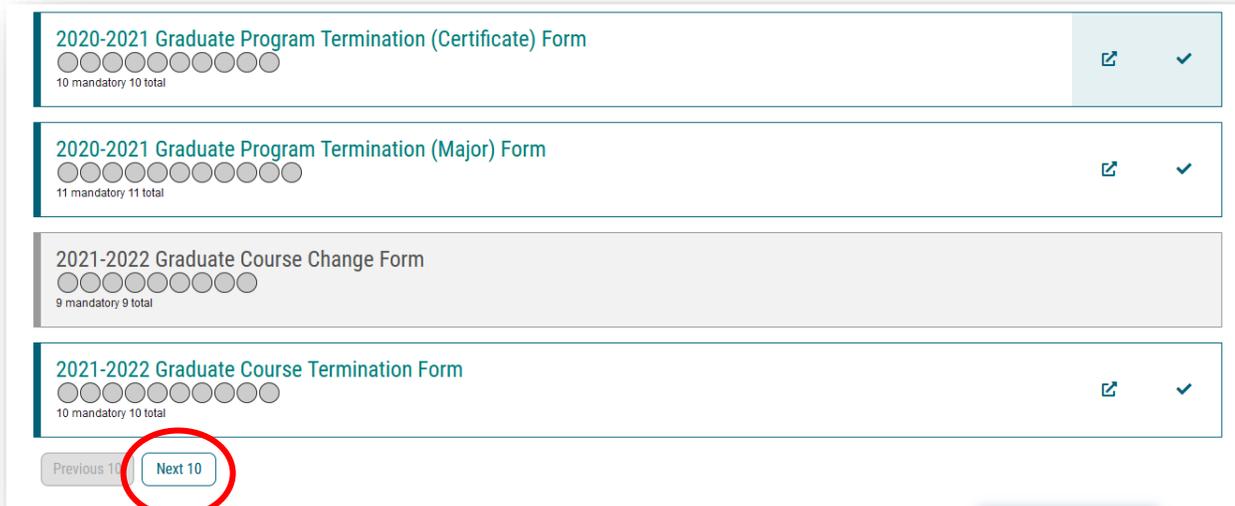
ACCESSING PROGRAM DISCONTINUE PROPOSAL

The Curriculog dashboard will be displayed after logging into the site. To access the Program Discontinue Proposal form from your Curriculog dashboard, click the New Proposal button under the Proposal tabs.



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.



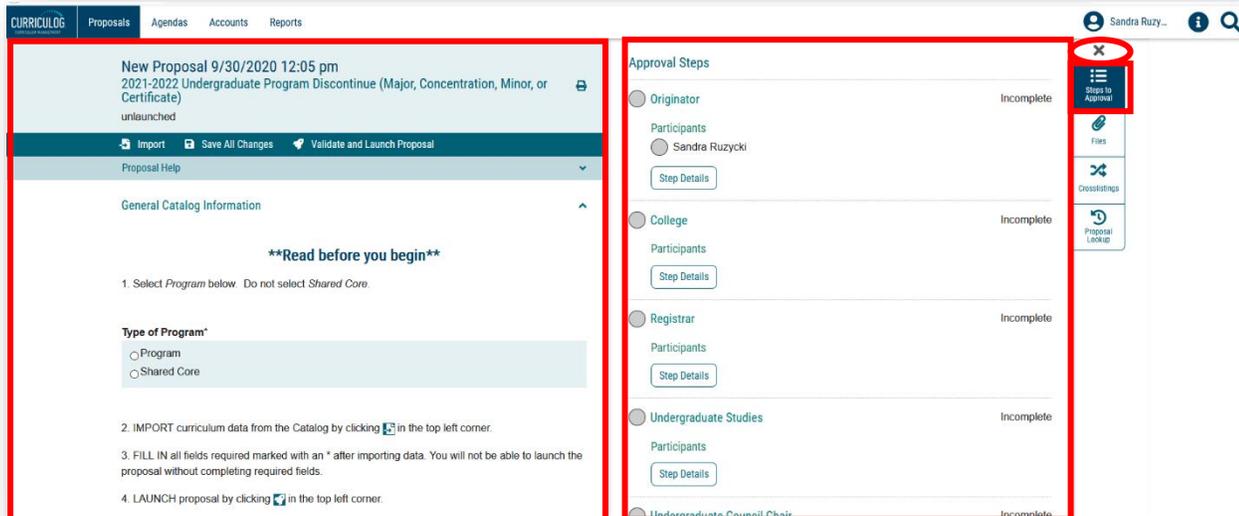
For more information on how to navigate, please view the Curriculog Navigation tutorial at <https://usf.edu/ugs-curriculum-training> on the Undergraduate Studies Curriculum website. It will be helpful to go through the Navigational tutorial on Curriculog prior to this tutorial.

Once you find the Undergraduate Program 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 Program 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 program 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 Program Discontinue Proposal form on the full screen.



PROGRAM DISCONTINUE PROPOSAL

The Program Discontinue Proposal is used to discontinue a current USF major, major with concentration, minor or certificate. At the top of the form is a list of instructions titled “Read before you begin.”

The first item instructs you to select “Program” in the “Type of Program” area. The Undergraduate Catalog stores program information in multiple ways in what is called “Program” or Shared Core.” To discontinue a program, you will select “Program.”

The second item explains you will “Import” the curriculum or program data from the current Undergraduate Catalog by clicking the “Import” feature in the top dark blue toolbar. We will cover how to “Import” in this tutorial.

The third item in the “Read before you being” 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.

Finally, the fourth 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.

CURRICULOG Proposals Agendas Accounts Reports Sandra Ruzy...

New Proposal 9/30/2020 12:05 pm
2021-2022 Undergraduate Program Discontinue (Major, Concentration, Minor, or Certificate)
unlaunched

Import Save All Changes Validate and Launch Proposal

General Catalog Information

****Read before you begin****

1. Select *Program* below. Do not select *Shared Core*.

Type of Program*

Program
 Shared Core

2. IMPORT curriculum data from the Catalog by clicking [Import icon] in the top left corner.

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

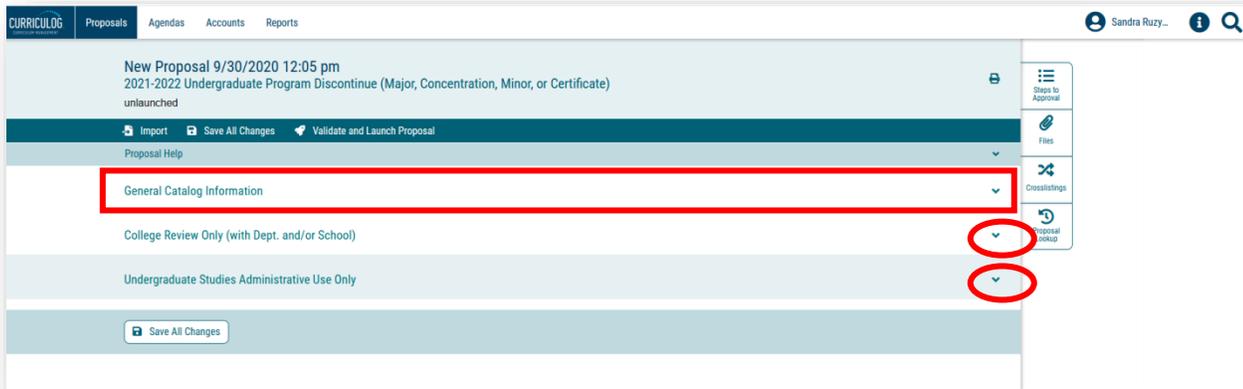
4. LAUNCH proposal by clicking [Validate and Launch icon] in the top left corner.

Department and Contact Information

Save All Changes
First Name Last Name

The Program 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.”

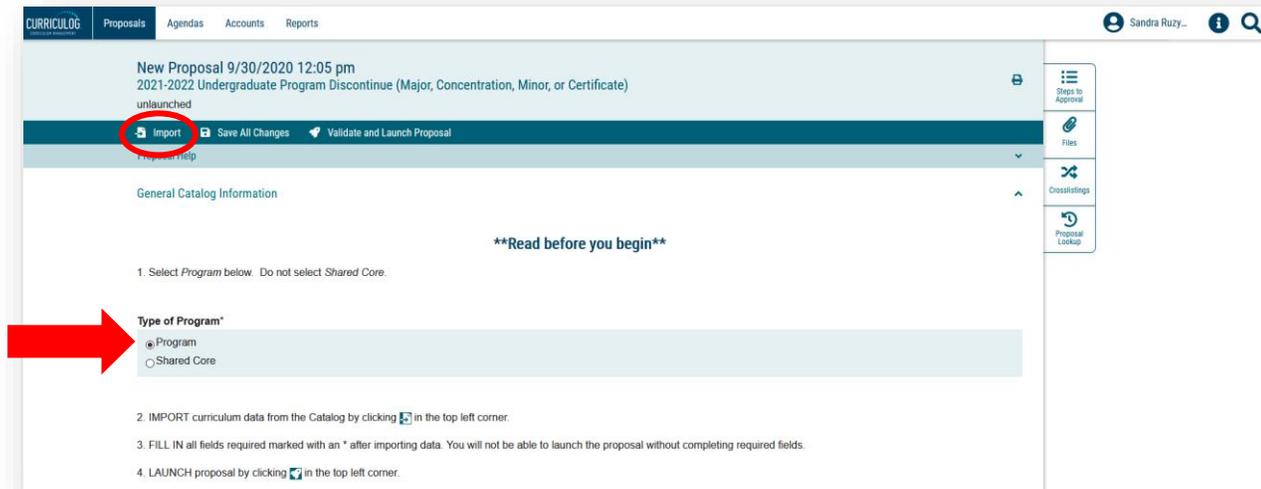
You can review the information in these sections by clicking the arrow again to open the section.



IMPORTING PROGRAM DATA

Once you have reviewed the instructions, it is time to begin the Program Discontinue Proposal. The first step is to select “Program” under the “Type of Program” field.

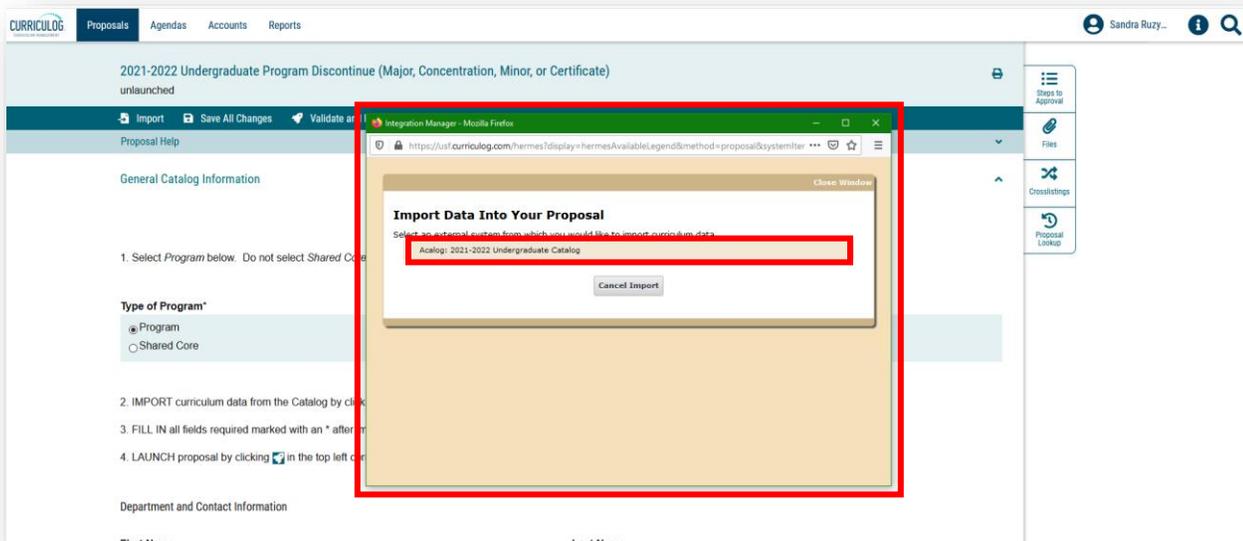
Then, we will import the current program information from the Catalog system. Go to the dark blue toolbar at the top of the form and find the “Import” function. This function will pull in all the existing information for the program that is needed for the Program Discontinue Proposal.



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.

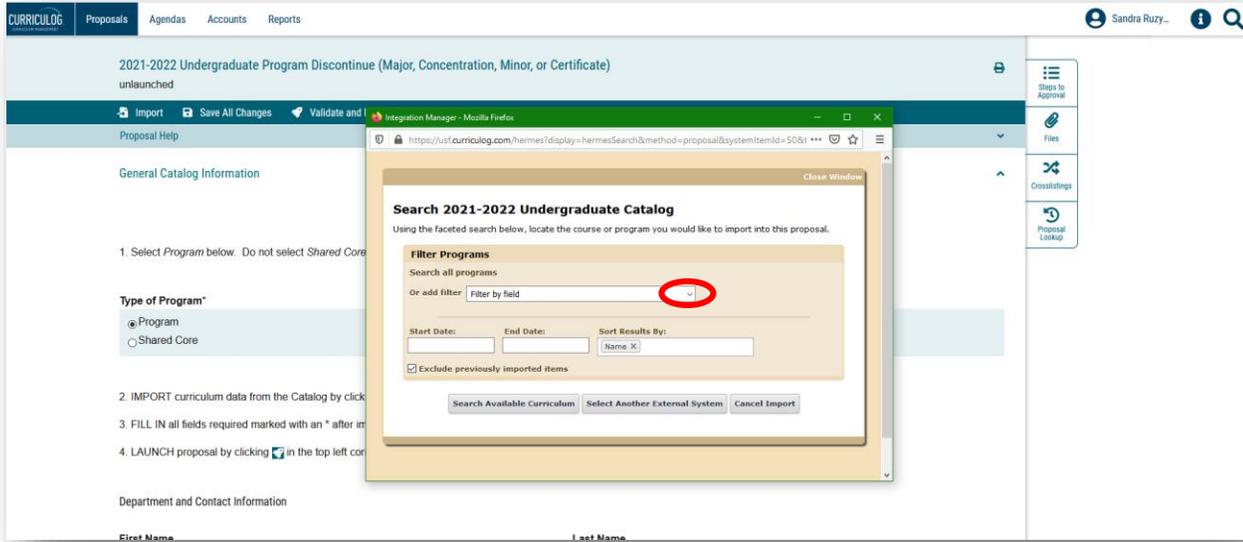
Once the Integration Manager saves the form you have opened, it will display the import screen. You will need to select the place from which you want to import the existing program data. Course and program data is stored in Acalog which is the companion software system to Curriculog. Acalog is the catalog,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



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

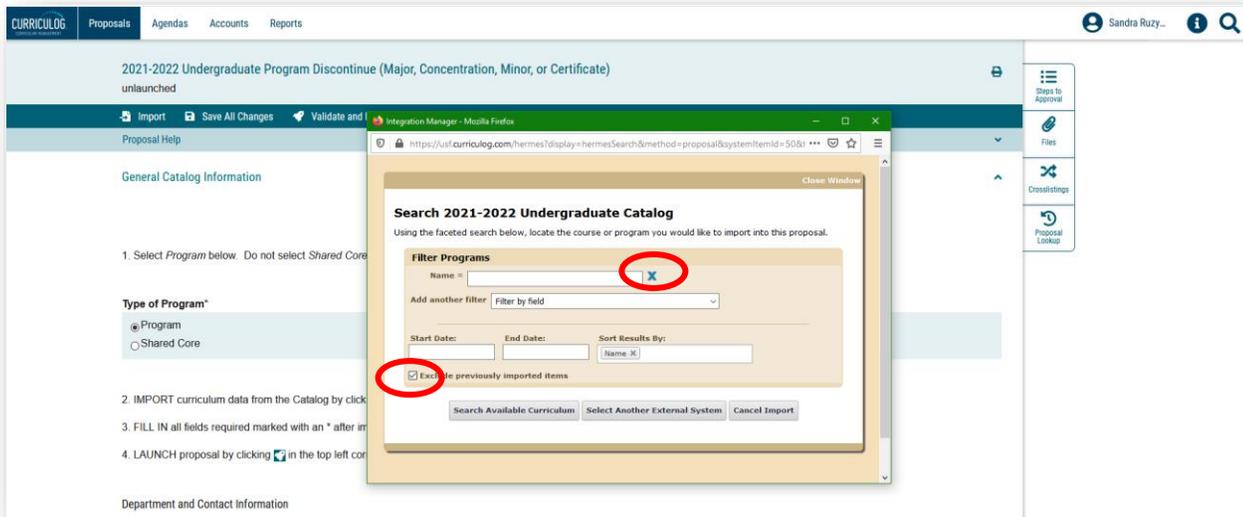
Notice there are a number of filter or search options. If you are not sure of the name of the program, go to the Undergraduate Catalog and select “Programs (A-Z)” left menu option. An alphabetical listing of the all USF programs are shown.



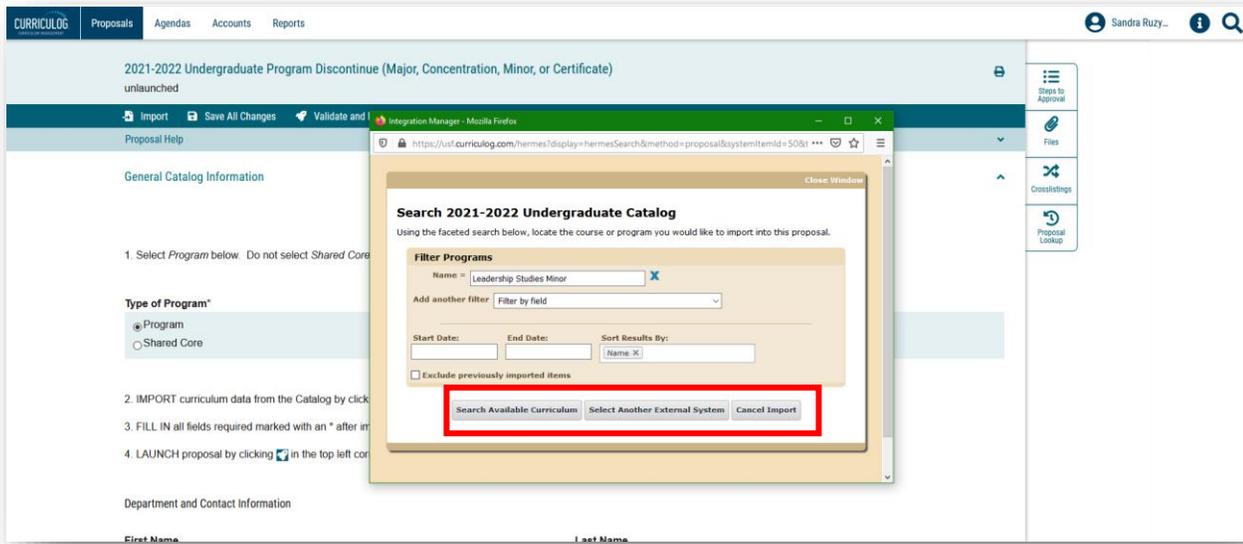
If you want to remove a filter, click the blue X next to the filter field.

You can now fill in the “Name” of the existing program you wish to change.

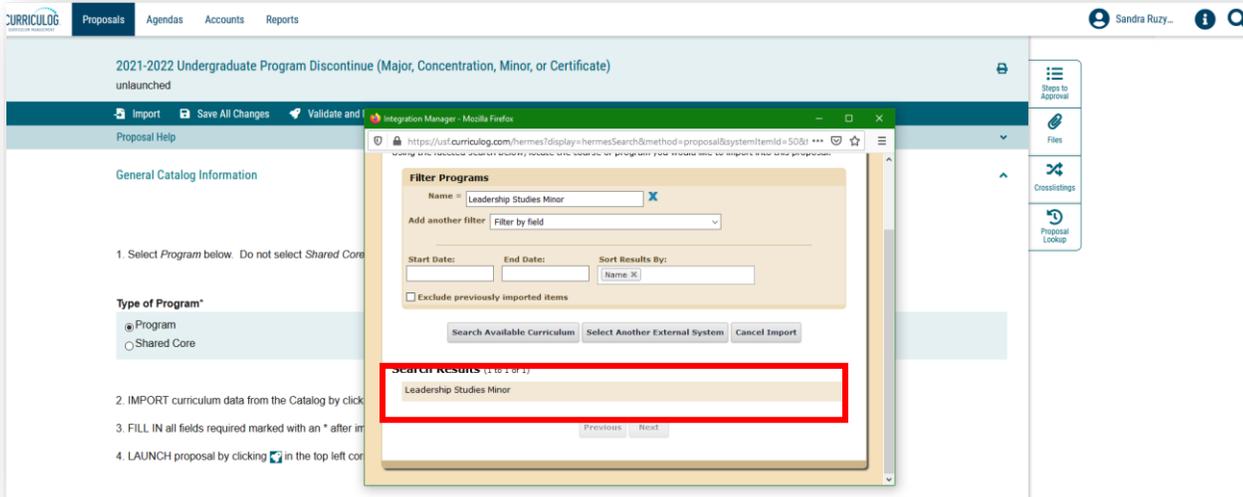
Move to the last item in the shaded part of this screen and uncheck the box next to “Exclude previously imported items.”



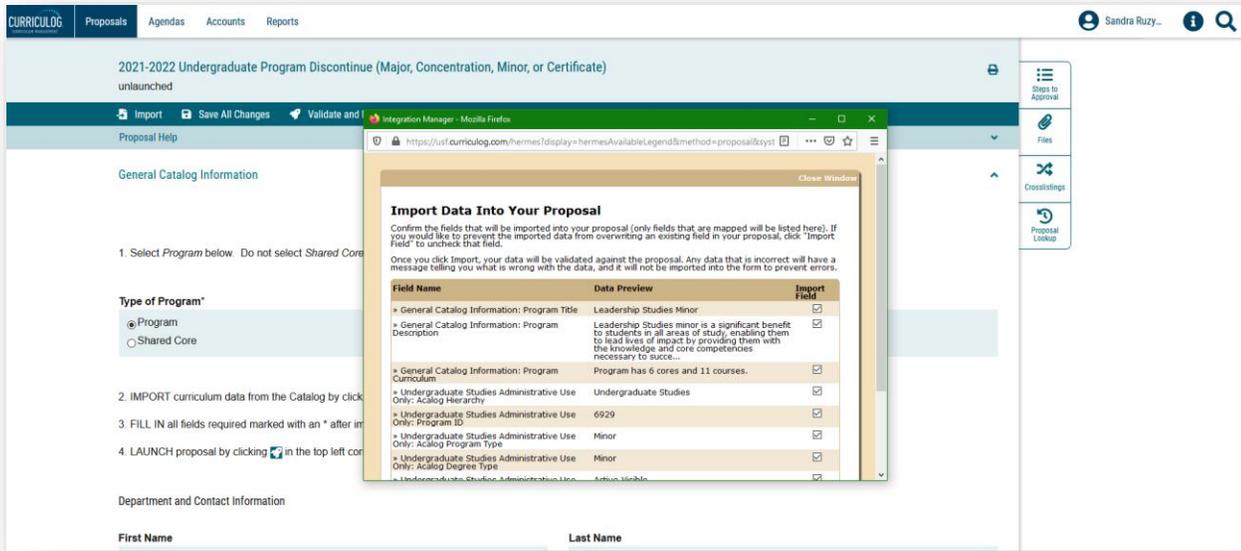
Now, move to the gray options at the bottom of this screen. Select the first button or “Search Available Curriculum” function and click.



It will take a moment to pull the program data into the Import box. Once the “Loading” notice disappears, scroll down to see the program displayed under “Search Results.” Click the program to bring up a summary of the program fields used in the Undergraduate Catalog.

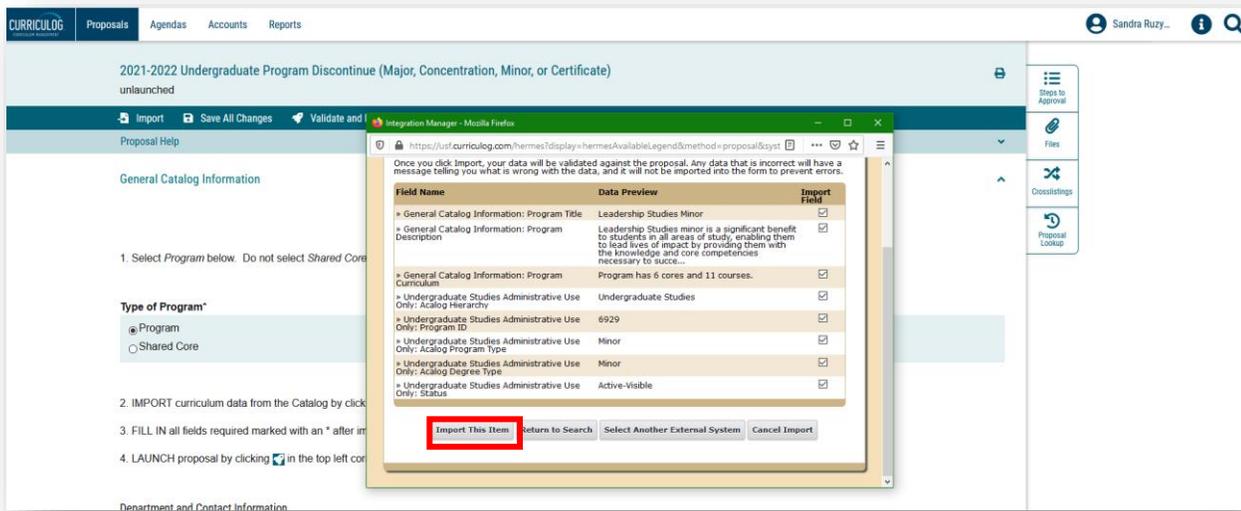


A summary of all data associated with the course will display.



Scroll down to display the options at the bottom of the summary screen. Select the “Import This Item” option and click. This will bring the data associated with the program into the Program Discontinue Proposal form.

This takes less than a minute. The Program Discontinue Proposal form may initially go blank or gray before the proposal form is reloaded with all the program information needed for the Program Discontinue Proposal will be displayed.



You will see that program has been added to the Program Discontinue Proposal form as indicated in the title at the top of the form. You can scroll through the form to see that the fields have been populated with the existing program information.

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 form, as you cannot import a course that does not exist in the Course Inventory system.

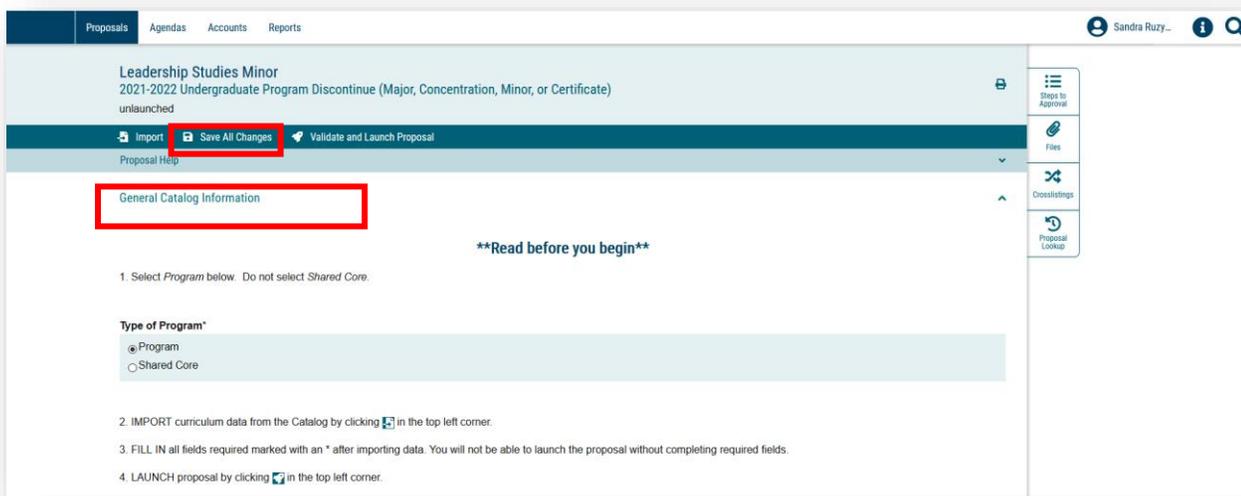
The screenshot shows the CURRICULOG Proposals form. At the top, the title "Leadership Studies Minor" is highlighted with a red box, with the subtitle "2021-2022 Undergraduate Program Discontinue (Major, Concentration, Minor, or Certificate)" below it. The navigation bar includes "Proposals", "Agendas", "Accounts", and "Reports". The user's name "Sandra Ruz..." is visible in the top right. The form has a dark blue header with buttons for "Import", "Save All Changes", and "Validate and Launch Proposal". Below the header, there is a "Proposal Help" dropdown and a "General Catalog Information" section. The main content area features a bold instruction: "**Read before you begin**". Below this, there are four numbered steps: 1. Select Program below. Do not select Shared Core. 2. IMPORT curriculum data from the Catalog by clicking [Import icon] in the top left corner. 3. FILL IN all fields required marked with an * after importing data. You will not be able to launch the proposal without completing required fields. 4. LAUNCH proposal by clicking [Launch icon] in the top left corner. At the bottom, there is a "Department and Contact Information" section with input fields for "First Name" and "Last Name". A right-hand sidebar contains icons for "Steps to Approval", "Files", "Crosslistings", and "Proposal Lookup".

PROGRAM DISCONTINUE PROPOSAL – GENERAL CATALOG INFORMATION

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

Within the “General Catalog Information” section, there are a number of areas to complete. Some of the areas will populate from the program import you conducted, and other areas will require input. Remember, all areas with an asterisk require information, as the form will not submit without completion of these areas.

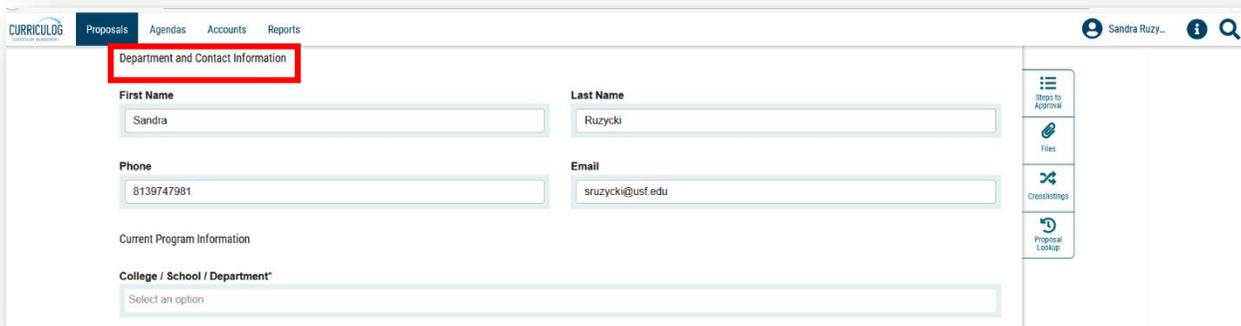
Save your changes frequently by either clicking the “Save All Changes” in the top dark blue toolbar or clicking the “Save All Changes” in the lower left of the display screen. The feature floats with the display so that you do not have to scroll to the top.



The screenshot shows the CurriculumLog interface for a program discontinuation proposal. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user is logged in as 'Sandra Ruzyc...'. The main content area is titled 'Leadership Studies Minor' and '2021-2022 Undergraduate Program Discontinue (Major, Concentration, Minor, or Certificate)'. A toolbar at the top contains 'Import', 'Save All Changes' (highlighted with a red box), and 'Validate and Launch Proposal'. Below the toolbar, the 'General Catalog Information' section is highlighted with a red box. It contains instructions: '1. Select Program below. Do not select Shared Core.' and 'Type of Program*' with radio buttons for 'Program' (selected) and 'Shared Core'. Further instructions include: '2. IMPORT curriculum data from the Catalog by clicking [Import icon] in the top left corner.', '3. FILL IN all fields required marked with an * after importing data. You will not be able to launch the proposal without completing required fields.', and '4. LAUNCH proposal by clicking [Launch icon] in the top left corner.'

Now it is time to fill in the “Department and Contact Information” for this program. The first set of items include the contact information for you, the proposer or “originator,” of the Program Discontinue Proposal. In CurriculumLog-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 “Department and Contact Information,” you will provide your, “First” and “Last,” campus phone number and email.



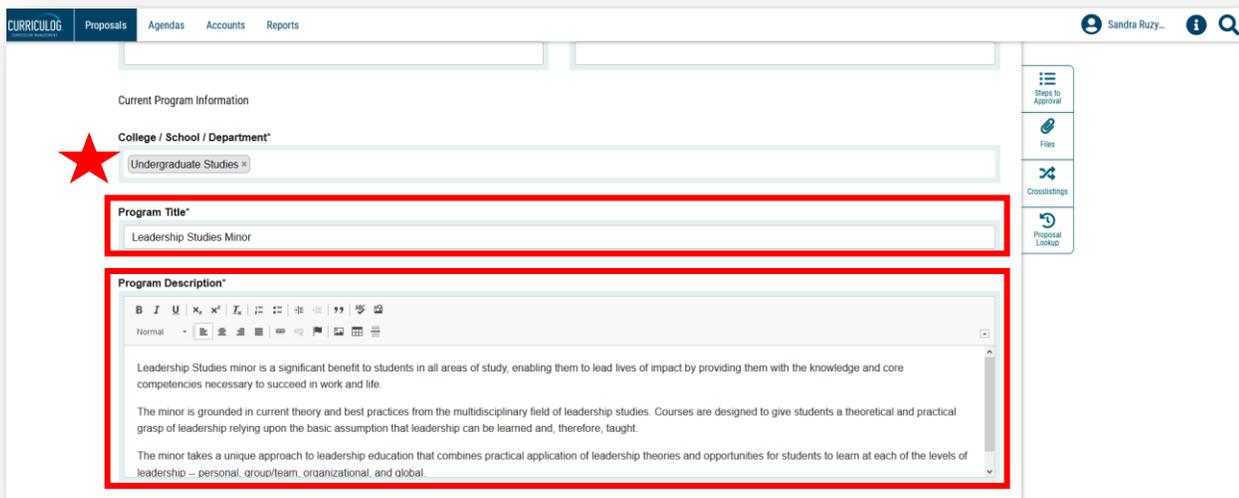
The screenshot shows the 'Department and Contact Information' section of the CurriculumLog interface. The 'Department and Contact Information' title is highlighted with a red box. The form contains the following fields: 'First Name' (Sandra), 'Last Name' (Ruzycski), 'Phone' (8139747981), and 'Email' (sruzycki@usf.edu). Below these fields is a section for 'Current Program Information' with a dropdown menu for 'College / School / Department*' set to 'Select an option'.

Next is the “Current Program Information” area. The first field in this area is the College/School/Department, and is a required field as indicated by the asterisk.

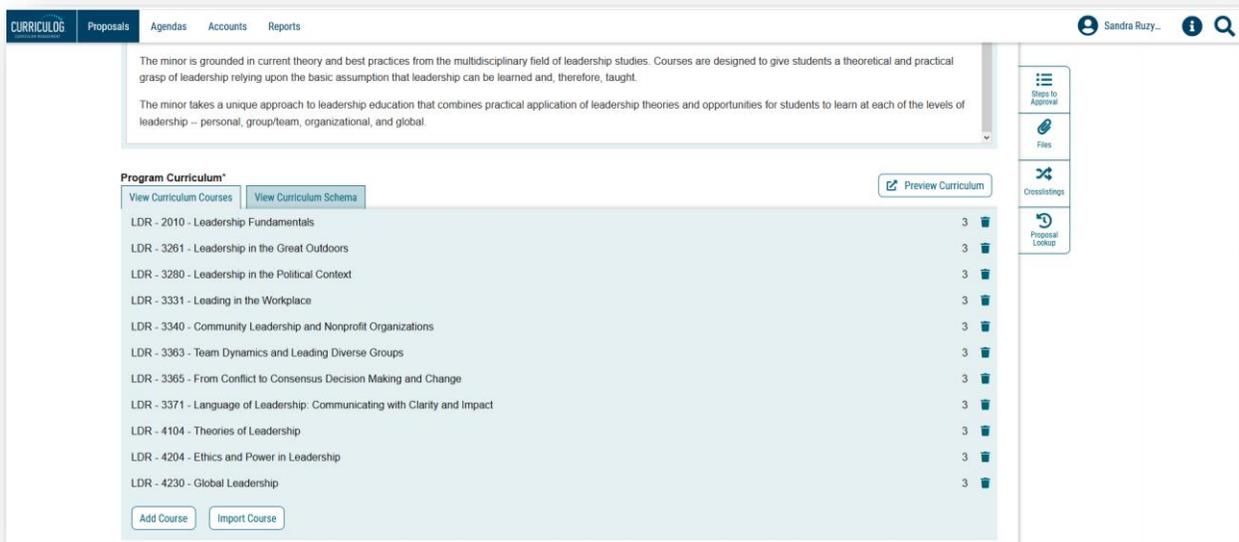
First, click the drop-down options in the “College/School/Department” field. Scroll through the list to find the college and department in which the course is housed. Clicking on the selected option will place it in the “College/School/Department” field.

The next fields in the “General Catalog Information” pre-populated with the program information when we imported the Leadership Studies Minor into the form.

The “Program Title” and “Program Description” areas were filled in based on the information in the current Undergraduate Catalog. Since we want to discontinue the program, we will leave those fields “as is.”



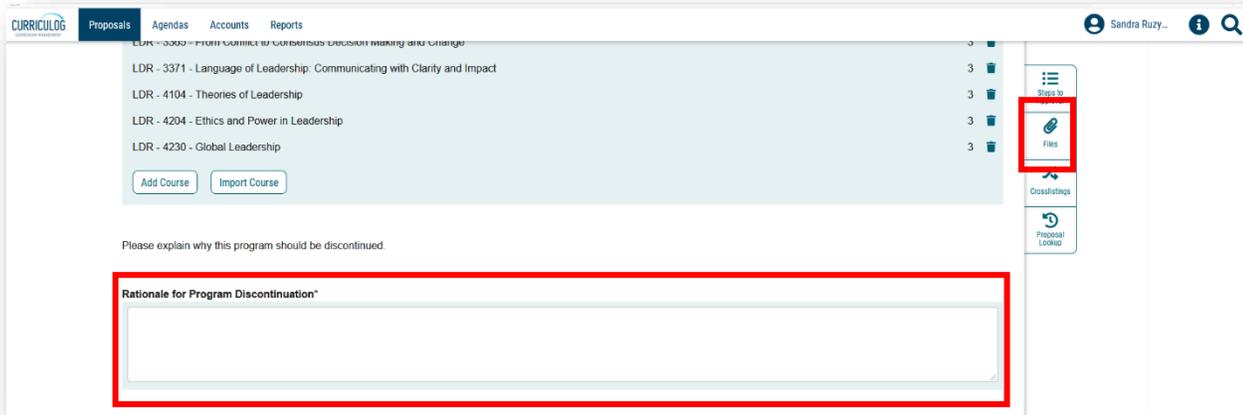
The next area, “Program Curriculum,” pre-populated when we imported the program information. This area displays the program schema including the courses and other program areas. Since we are discontinuing the program, we will not edit the information displayed.



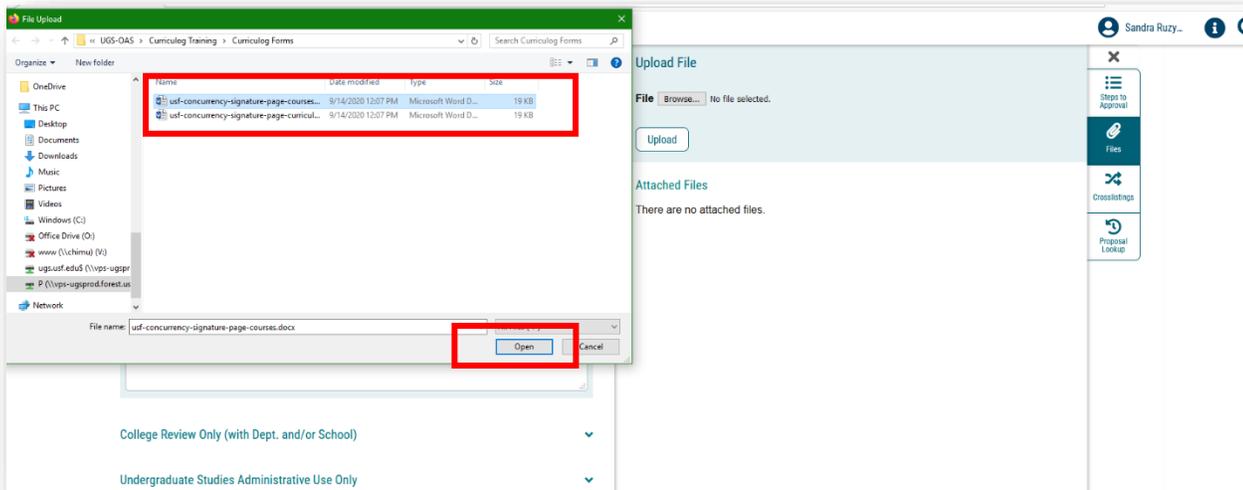
The final area is the “Rationale for Program Discontinuation.” The text above this area tells us to explain why the program should be discontinued.

We will type in an explanation in this text field. 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 files, 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.

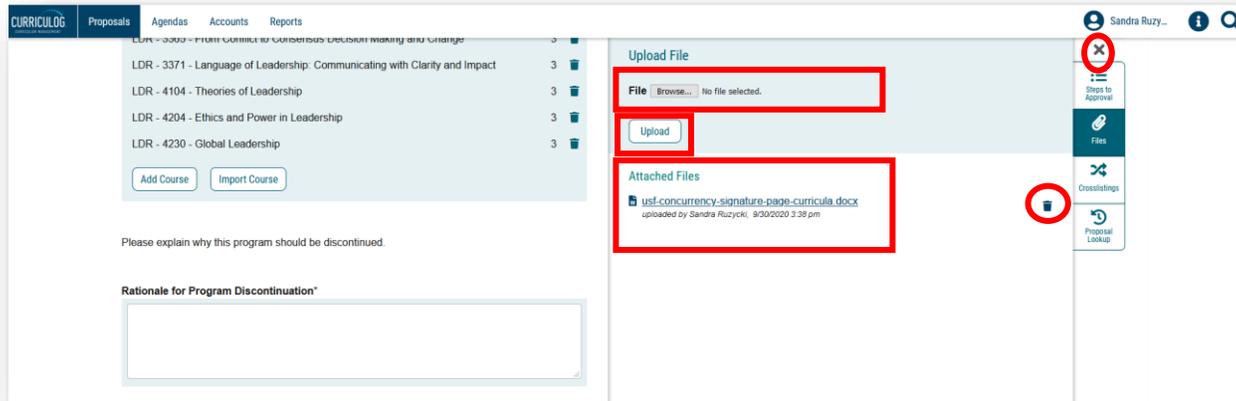


The name of the file will appear next to the “Browse” button. Click “Upload” and the file will appear in the “Attached Files” listing.

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.



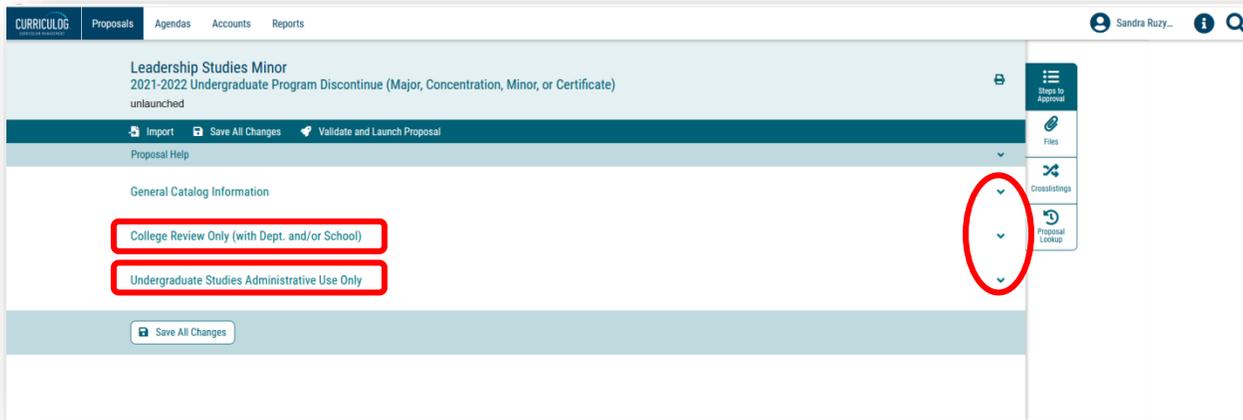
NEXT STEPS

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

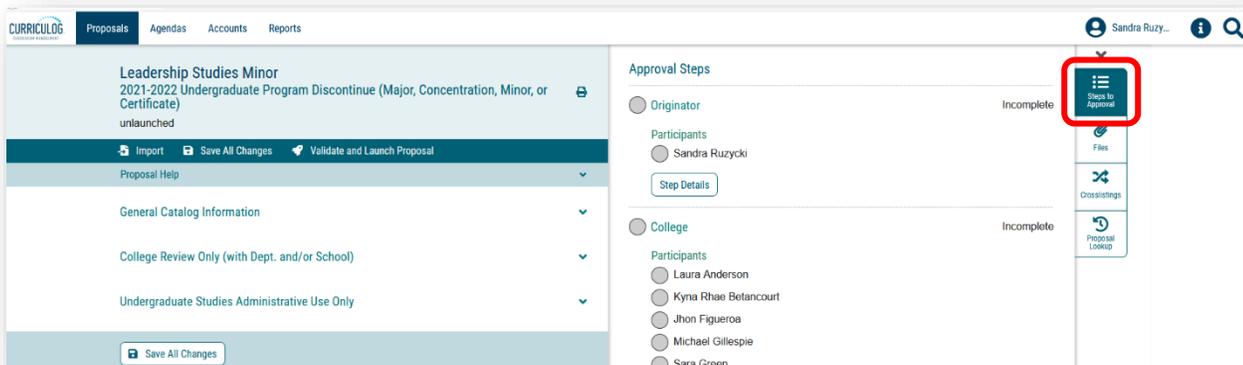
The College Review section heading is a required step in the approval workflow process for your college. Once you submit or launch your proposal, it will go to the College level for review and approval. If there is anything missing from your proposal, the College will send the proposal form back to you 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 the criteria are for that approval workflow area. This may be helpful when completing the form.



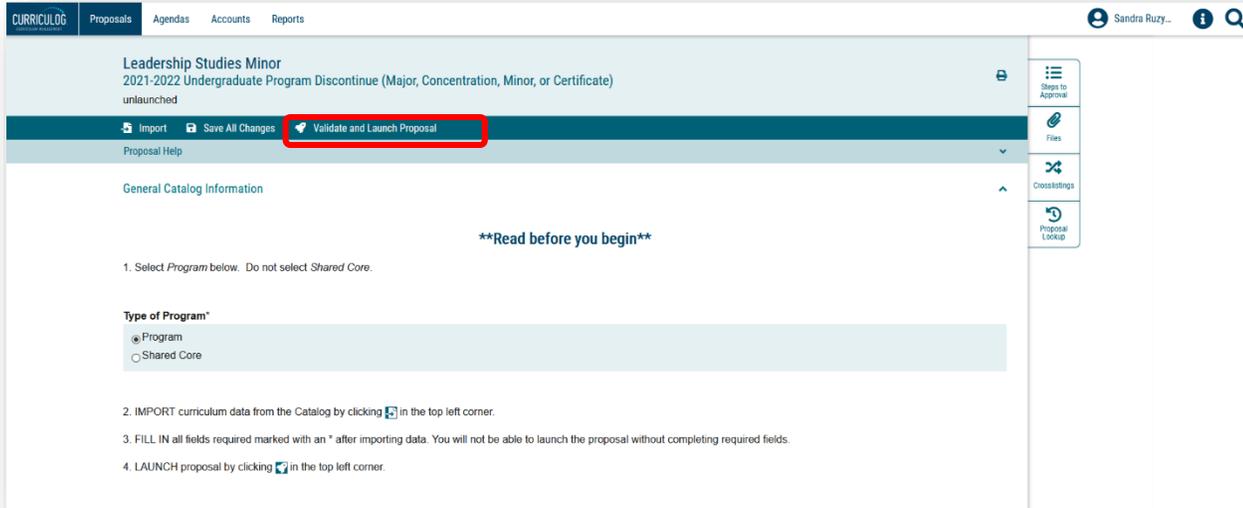
You can also view the steps in the approval workflow process by clicking the “Steps to Approval” icon box on the right side of your dashboard. The steps in the approval workflow process will display based on the information you have entered on the form. At any time, you can log back into Curriculog and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



VALIDATE AND LAUNCH

Once you have completed the form, and saved all changes, the last step is to “Validate and Launch” the proposal. 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 form.

The screen will change to gray and you will see the validating box appear.



The screenshot shows the CURRICULOG web application interface. At the top, there are navigation tabs for 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user's name 'Sandra Ruzy...' is visible in the top right corner. The main content area displays 'Leadership Studies Minor' and '2021-2022 Undergraduate Program Discontinue (Major, Concentration, Minor, or Certificate)'. Below this, there is a toolbar with buttons for 'Import', 'Save All Changes', and 'Validate and Launch Proposal'. The 'Validate and Launch Proposal' button is highlighted with a red rectangular box. Below the toolbar, there is a section titled 'General Catalog Information' with a heading '**Read before you begin**'. The instructions include: '1. Select Program below. Do not select Shared Core.' followed by a radio button selection for 'Program' (selected) and 'Shared Core'. Further instructions include: '2. IMPORT curriculum data from the Catalog by clicking [icon] in the top left corner.', '3. FILL IN all fields required marked with an * after importing data. You will not be able to launch the proposal without completing required fields.', and '4. LAUNCH proposal by clicking [icon] in the top left corner.'

You may see a “Could Not Launch Proposal” screen due to validation errors. This means there were areas of the form that are required and were not completed.

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 text is a red rectangular box containing the message 'Proposal has validation errors'. At the bottom of the dialog box, there are two buttons: 'Ok' and 'Show Me'. The 'Show Me' button is highlighted with a red rectangular box.

The screen will go back to the form and show you in red the missing required information.

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 must save all changes on the form.

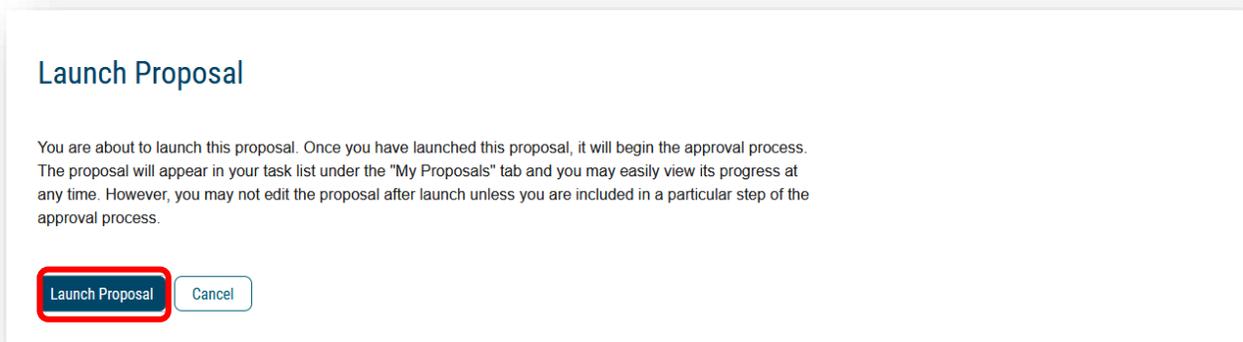
Now, you click the “Rocketship” icon to validate and launch the proposal one more time.



A “Launch Proposal” screen will appear indicating there were no errors in the form. 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

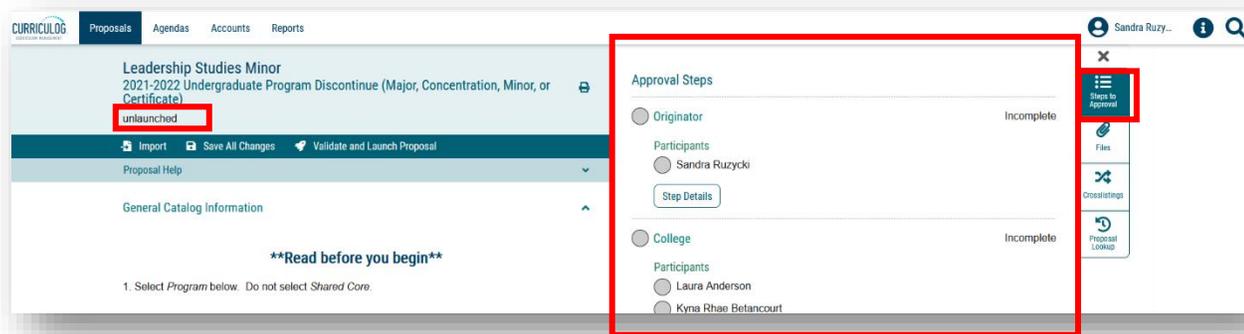
The final step is for you to approve the Program Discontinue Proposal. Open the right side of your dashboard to see the approval workflow steps.

Since we chose not to launch the proposal, it states “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 process for the Program 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.



This concludes the USF Curriculog Program 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.

