

USF Curriculog – Council Review in the Approval Workflow Process

Welcome to the University of South Florida's Curriculog Council Review in the Approval Workflow Process tutorial. This tutorial will focus on how the Undergraduate or General Education Council reviews a Proposal in the Curriculog Approval Workflow Process.

To learn more about other types of course and curriculum proposals, visit the USF Undergraduate Studies Curriculum website at <https://www.usf.edu/ugs-curriculum-training>. Tutorials on Course and Curriculum proposals, as well as resources for the Curriculog system can be found here.

For more assistance, please contact the Undergraduate Studies Curriculum team at UGS-DOCurriculum@usf.edu.

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Undergraduate Curriculog Proposal System

Undergraduate Studies / Curriculum Team / Undergraduate Curriculog Proposal System / Proposal System Overview

PROPOSAL SYSTEM OVERVIEW

PROPOSAL SYSTEM OVERVIEW

Welcome to USF's Undergraduate Course and Curriculum Proposal System

Curriculog is a web-based proposal management system. Curriculog is USF's Undergraduate curriculum and course approval process. It automates the processes of curriculum change proposals and new, discontinue, and change course proposals.

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.

CALENDAR & DEADLINES

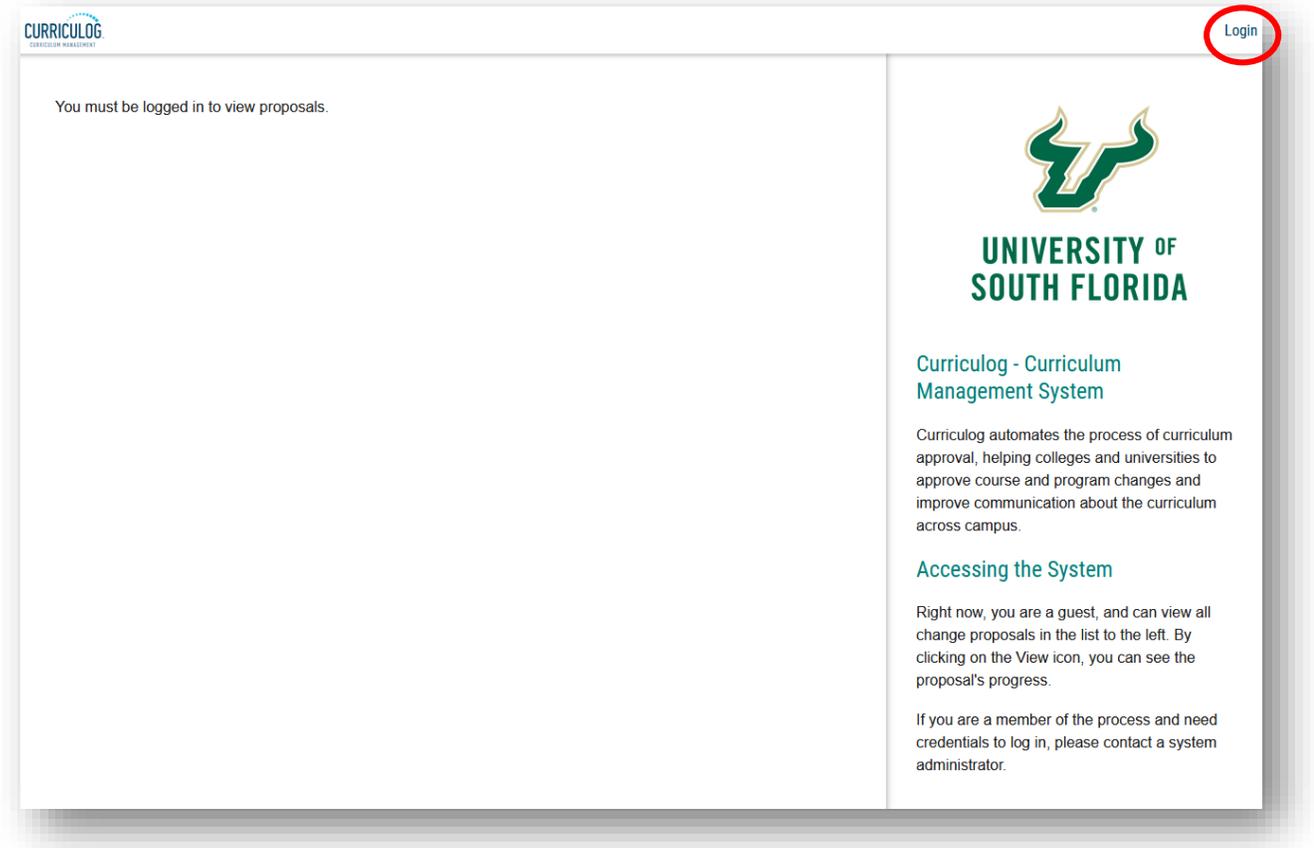
FORMS

FREQUENTLY ASKED QUESTIONS

TRAINING

RESOURCES

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 click the login button. USF has a single sign on.



CURRICULOG
CURRICULUM MANAGEMENT

Login

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.

Council – Accessing the Proposal in Curriculog

The Council review step comes after the proposal has been approved by the Originator or proposer, the College, the Registrar, Undergraduate Studies, and the Council Chair. Undergraduate Studies will review the Proposal for Concurrency and Administrative purposes.

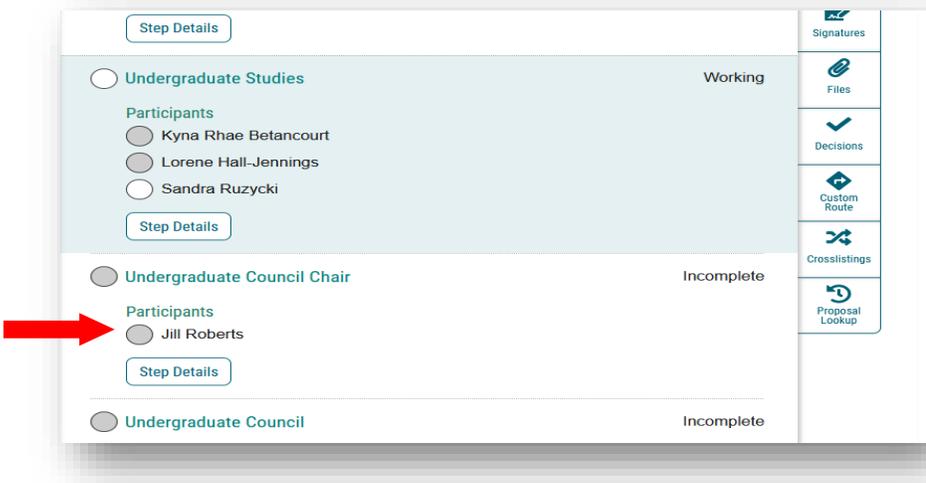
After the proposal has been approved at the steps prior to the “Council” including the Council Chair, those individuals who have been identified in Curriculog as Council-level approvers will receive an email notification from Curriculog indicating a Course or Curriculum Proposal is now at the Council step.

These notifications will also appear on the right side of the dashboard when you log into Curriculog. A summary of the notification, along with a link to the Proposal are provided.

As a Council-level approver, you can log into Curriculog at any time to view proposals. The circles under the title of a Proposal indicate where a proposal is in the approval workflow process. You can mouse over these circles to see the status of the Proposal.

The screenshot displays the Curriculog dashboard 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. Below the navigation, there are filter tabs: 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. The main content area is divided into two sections. On the left, a list of proposals is shown with progress indicators (circles) and action buttons. Two red arrows point to the first two proposals: 'CEG - 4850 - Capstone Geotechnical Transportation Design' and 'LDR - 2010 - Leadership Fundamentals'. On the right, a 'My Recent Notifications' panel is visible, containing several notification entries dated 'Oct 13'. A red box highlights one notification: 'Approved: The proposal, LDR - 2010 - Leadership Fundamentals, with the step of Originator has been approved and is moving on to the College step. Click here to view the proposal.' Another red circle highlights a link in a notification: 'Click here to view the proposal.'

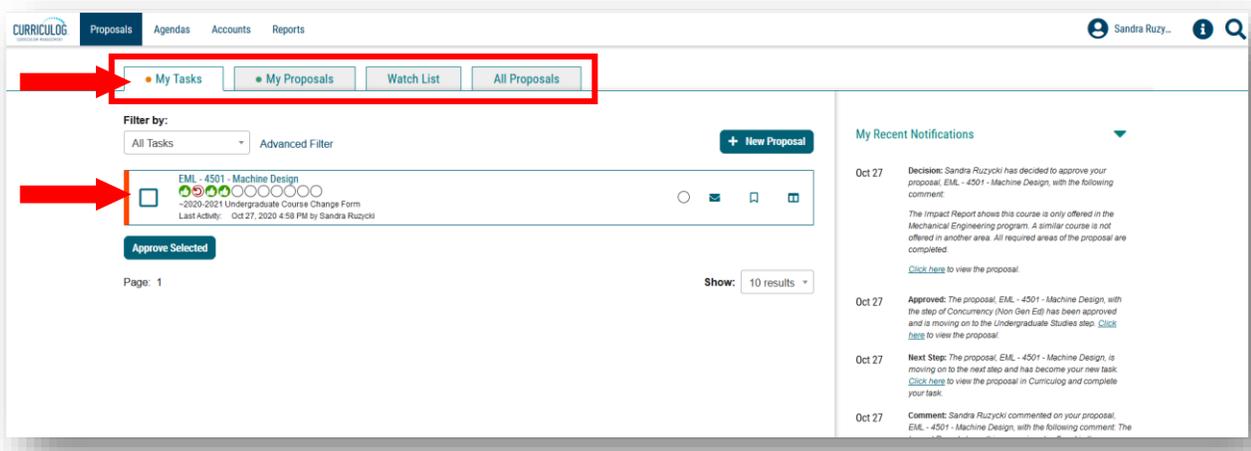
After it has been approved at the prior steps, the proposal will first go to the Council Chair who will request it be placed on the Council meeting agenda. The courses will be assigned for review during the Council meeting.



At the Council meeting, Council Reviewers will be assigned to specific proposals. The Council support person will send an email after the Council meeting with the proposal assignments. When you receive your assignment, you can log into Curriculog, and go to the “My Tasks” tab. The “My Tasks” tab is directly under the top toolbar and has an orange dot next to it. Proposals within the “My Tasks” tab will have the same orange bar along the left edge. Here, you can view the proposals that have reached the Council step in the approval workflow process.

To open a proposal, click on the title of the proposal. We will use “EML 4501 Machine Design” as our example for this tutorial. It is a Course Change Proposal from the College of Engineering.

The steps outlined in this tutorial will be the same for the Undergraduate Council and the General Education Council. These steps are also the same for a Curriculum Proposal.

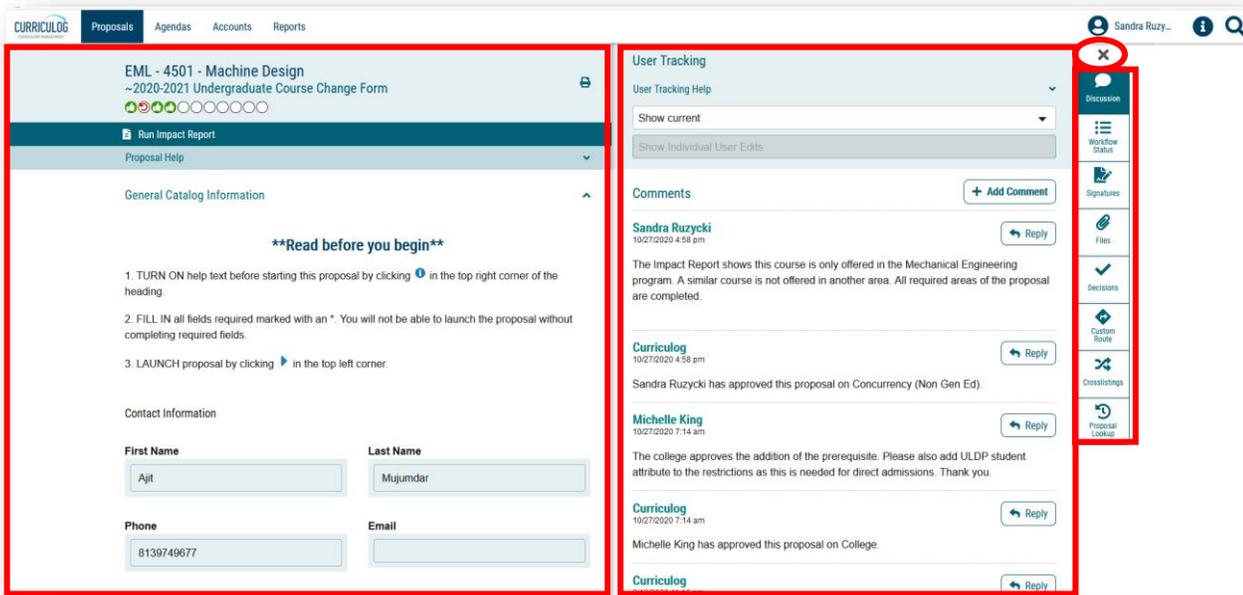


Once you click on the title of the proposal, it will open on the left side of the dashboard. The right side of the dashboard will display any comments or “Discussion” about the proposal.

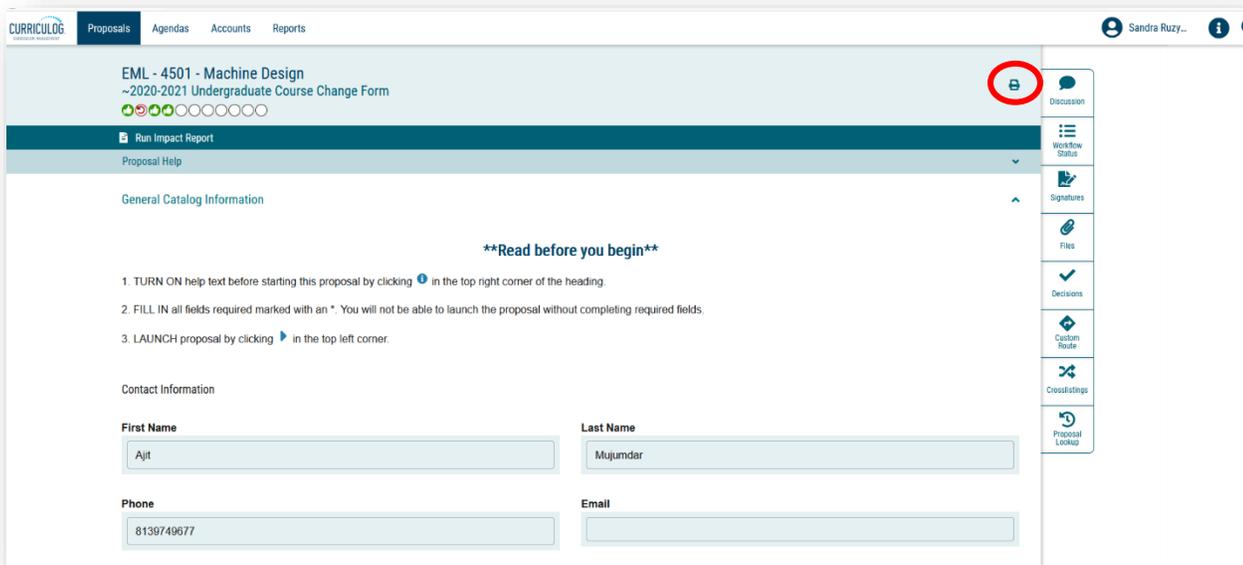
In the “Discussion” area, the comments displayed are placed by each step in the approval workflow process during the review and approval. Curriculog system comments are also found here.

To view the section-specific comments for the College, Office review for High Impact Practices, and Undergraduate Studies, scroll down on the proposal to those areas near the bottom of the proposal form.

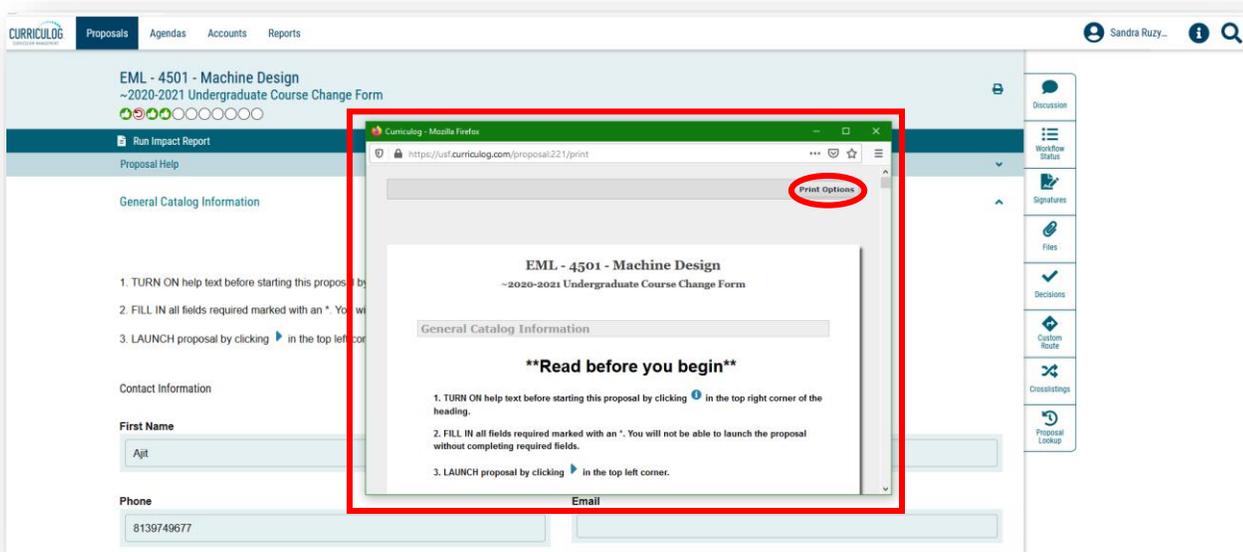
To view the proposal on the full screen, click the X above the icons on the right side of the dashboard. You can open the right side at any time by clicking any of the icons.



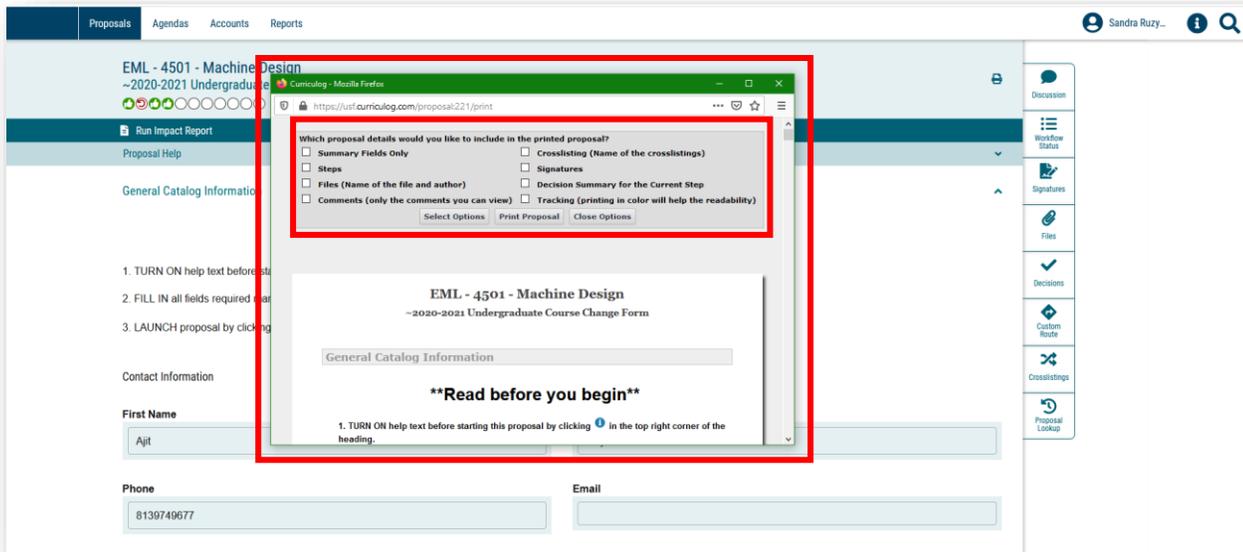
The proposal will now display on the full screen. To save the proposal as a .pdf file or print the proposal, click the printer icon in the top right of the proposal.



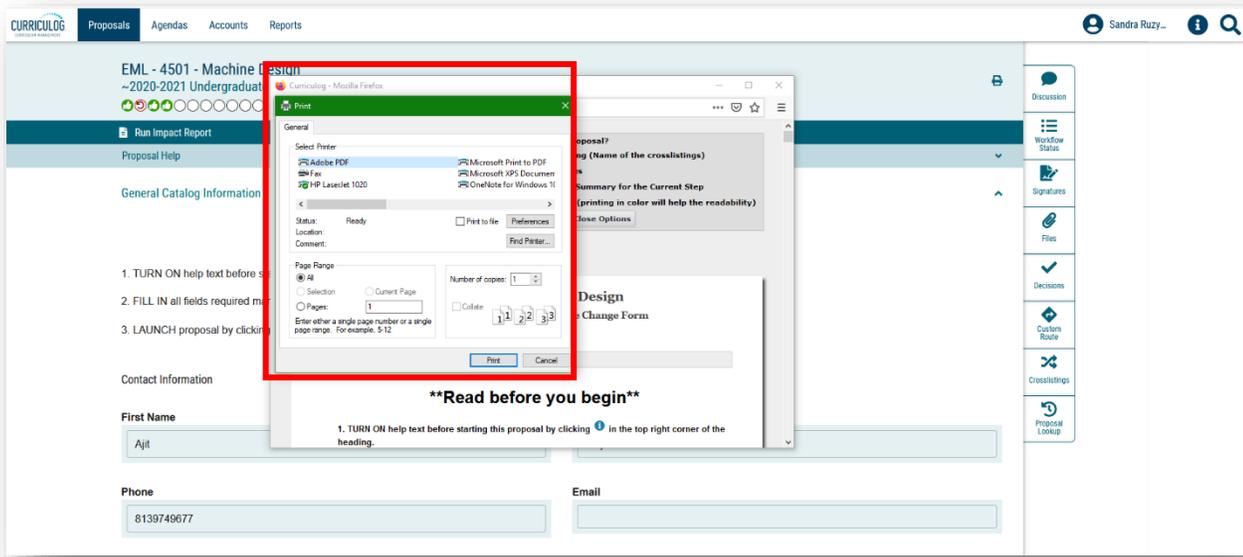
Once you click the “Printer” icon in the top right of the Proposal, a secondary window will open. Click the “Print Options” in the top right of this print window.



The secondary window will change to display a list of “Print Options.” You can click any of the options and/or select the “Print Proposal” button under these options.

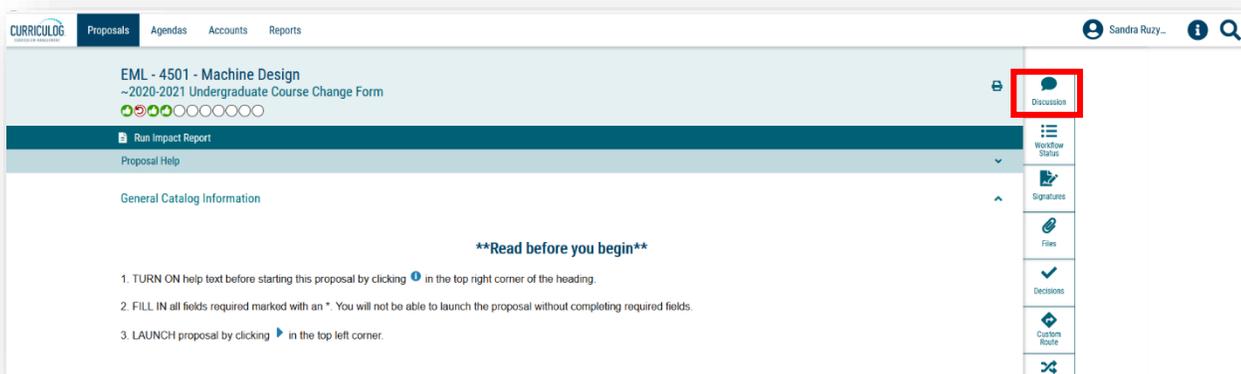


Another window will open with the selections to print the Proposal to a printer, save or print as a .pdf file, or other options. You will make your selection in this window, and then close these windows to return to the proposal.

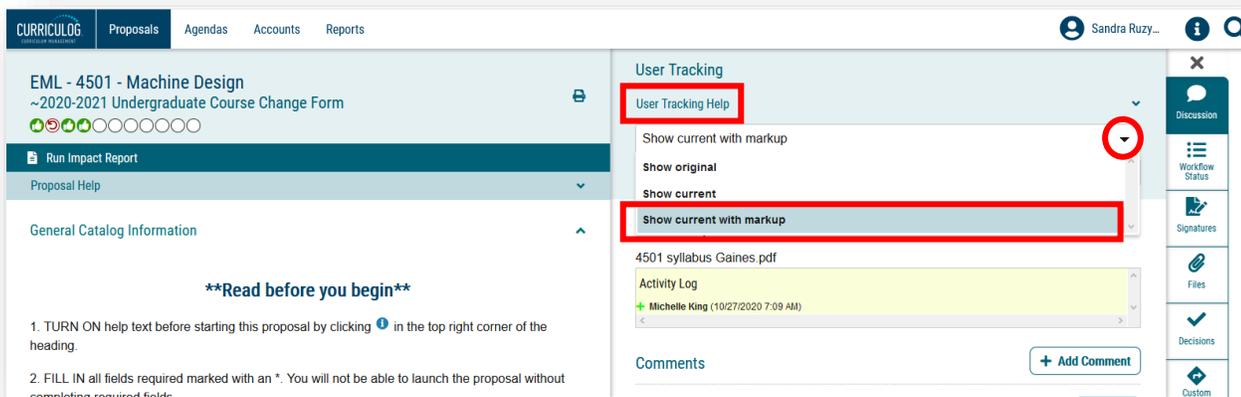


Council – Reviewing the Proposal in Curriculog

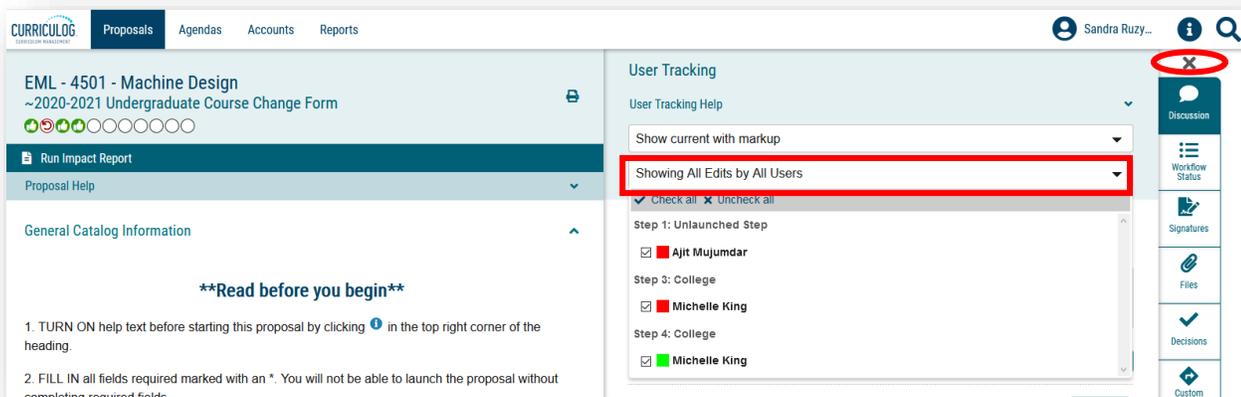
You can view the changes in the proposal by clicking the “Discussions” icon on the right side of the dashboard.



Under the “User Tracking Help” heading at the top of the right side of the dashboard, click the drop-down options and select “Show current with markup.”

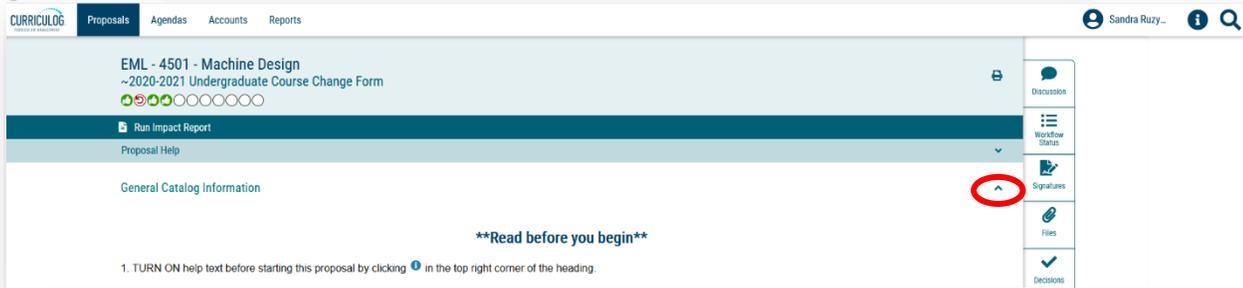


Click in the next drop-down to select “Show All Edits by All Users.” This will display the color coding for each step in the approval workflow process. You will notice the proposal on the left side of the dashboard displays the color coding for each person who edited the proposal in the approval workflow process. In this way, you can see the original catalog copy and the changes that were made. You can close the right side of the dashboard by clicking the X at the top of the icons.



Navigating within the Proposal

The Course and Curriculum Proposals have various sections which can be opened and closed for review. Any section can be opened by clicking the arrow to the right of the section heading. In this way, the Council-level reviewer can view the specific information for that section.



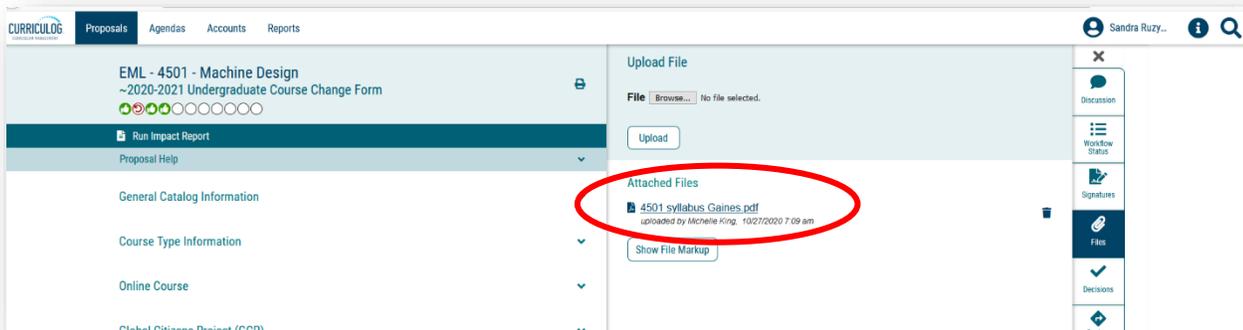
Collapsing the sections makes it easier to navigate the Proposal. Each section can be opened or closed by clicking the arrow to the right of the section heading. Near the bottom of the Proposal are sections for College, High Impact Practice Office and Undergraduate Studies Review depending on whether it is a Course Proposal or Curriculum Proposal. These sections can be helpful in the Council Review of the Proposal, but do not require Council input or response.



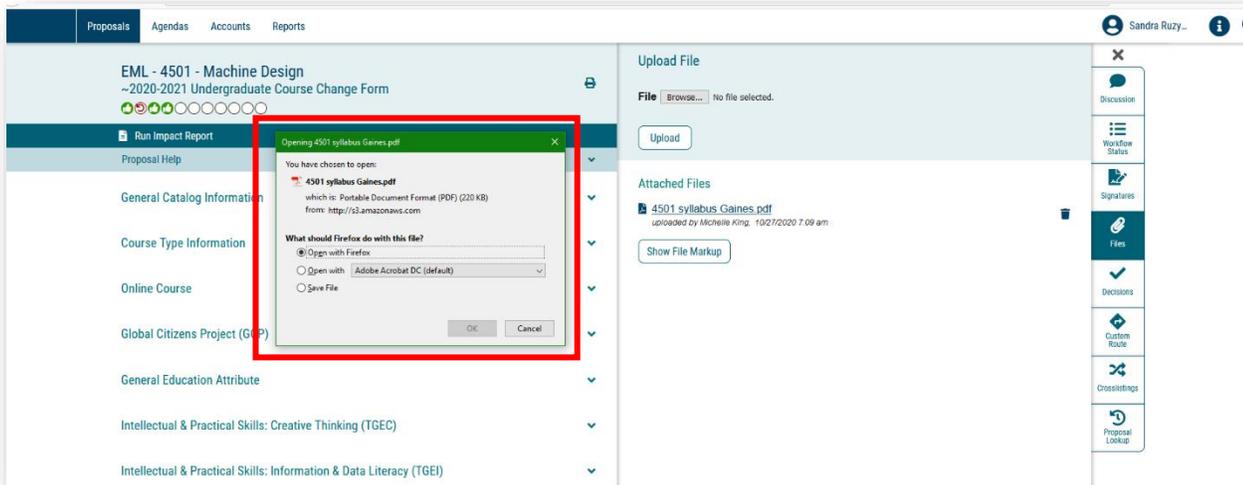
Files are attached to the Proposal in the “Paperclip” icon or “Files” area on the right side of the dashboard. Click the “Paperclip” icon to open this area.



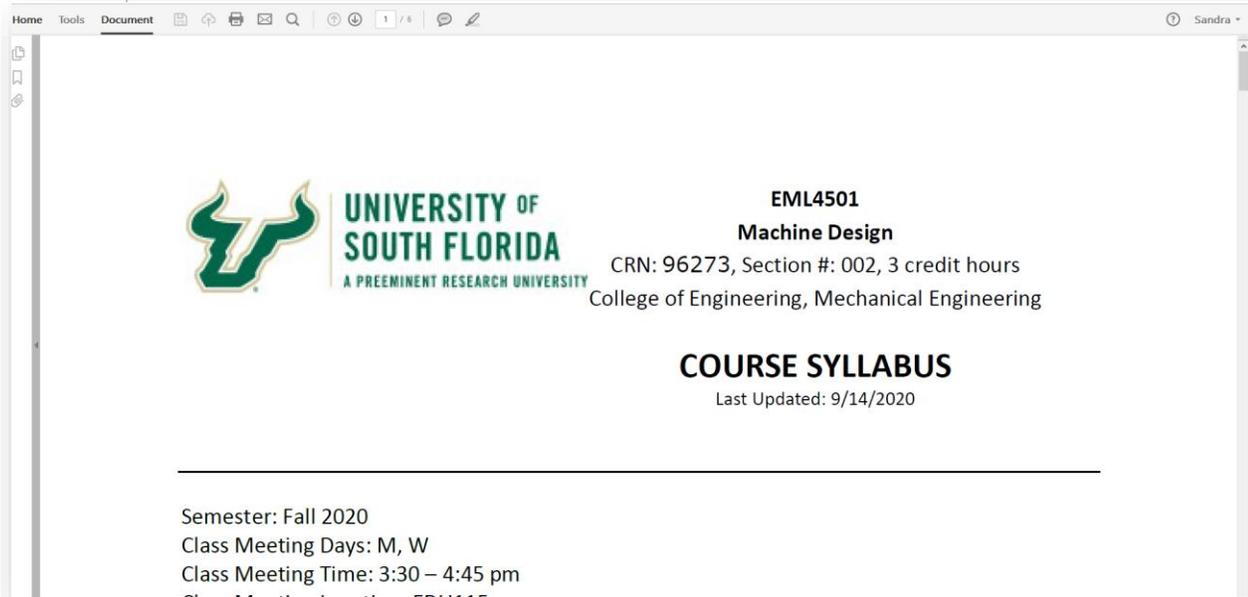
For the EML 4501 Proposal, we can see that the course syllabus was added to the proposal.



Clicking on the file name will open a dialogue box which asks you how you want to open the file. In this example, we will select the Adobe Acrobat option, as the file is a .pdf and click “OK.”

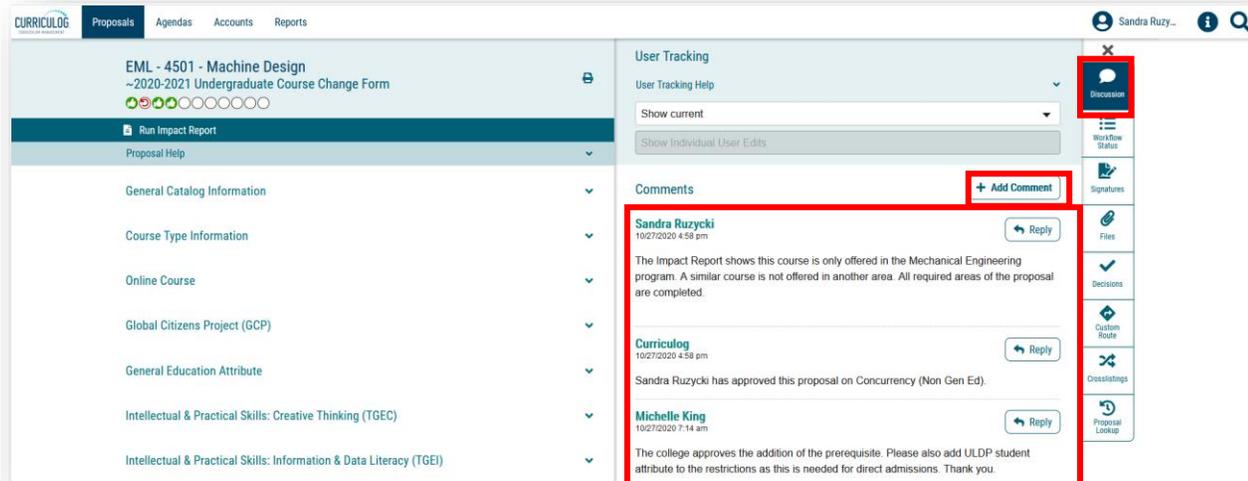


A new window will open to display the .pdf file. We can toggle between the .pdf file and the proposal by minimizing each screen. Once we are done reviewing the .pdf file, we can close it out to return to the proposal.



Council Reviewers can include comments on the proposal by clicking the “Discussion” icon at the top right side of the dashboard. The “+ Add Comment” button will allow the Council Reviewer to place any comments or review details on the proposal.

All comments made in Curriculog are visible to the subsequent steps, as well as to other Curriculog users. If comments need to be made directly among the Council reviewers, the department or college, and/or the proposer, those should be done outside of Curriculog. However, comments which aid decisions for the next steps in the approval workflow process should be included on the Proposal.



Council Decisions on the Proposal

When the Council Reviewers have completed their review, they will notify the Council Chair. The Proposal will then be placed on the Council agenda for discussion and decision. The same decisions that have been used in the past will apply. The Council can decide to “Approve,” “Deny,” “Approve with Revisions,” “Revise and Resubmit,” or “Table” the Proposal.

Proposals that are “Approved” or “Approved with Revisions” will move forward in the approval workflow process. Proposals that are “Revise and Resubmit” will be routed back to the “Originator” or proposer with comment. Once the Originator makes the needed revisions, the proposal will return back to the Council. Proposals that are “Tabled” will appear again on the next Council meeting agenda.

Council members will not use the voting feature that is in Curriculog. This is in the “Decisions” or “Checkmark” icon area. The Council Chair, or the Council support person, will move the proposal based on the Council decision in the approval workflow process.

The screenshot displays the CURRICULOG web application interface. On the left, a navigation menu lists various proposal categories under the 'Proposals' tab. The main content area shows two proposal steps: 'Undergraduate Council Chair' and 'Undergraduate Council', both marked as 'Incomplete'. The 'Undergraduate Council' step lists participants: Lorene Hall-Jennings, Sandra Ruzycy, Ronald Bernard, Jennifer Cainas, William Hendrix, Sang-Ho Lee, Leslie Lockett, Bonita Pollack, Jill Roberts, and Chase Strelec. A right-hand sidebar contains icons for Discussion, Workflow Status, Signatures, Files, Decisions, Custom Route, Crosslistings, and Proposal Lookup. The user 'Sandra Ruzycy' is logged in.

Monitoring the Proposal

You can monitor the proposal's progress through the approval workflow process in several ways. You can place the Proposal on your "Watch List" by clicking the second icon to the right of the Proposal title. The Proposal will appear on your "Watch List." You can click on the title of the Proposal to open it and view the "Workflow Status" on the right side of your dashboard.

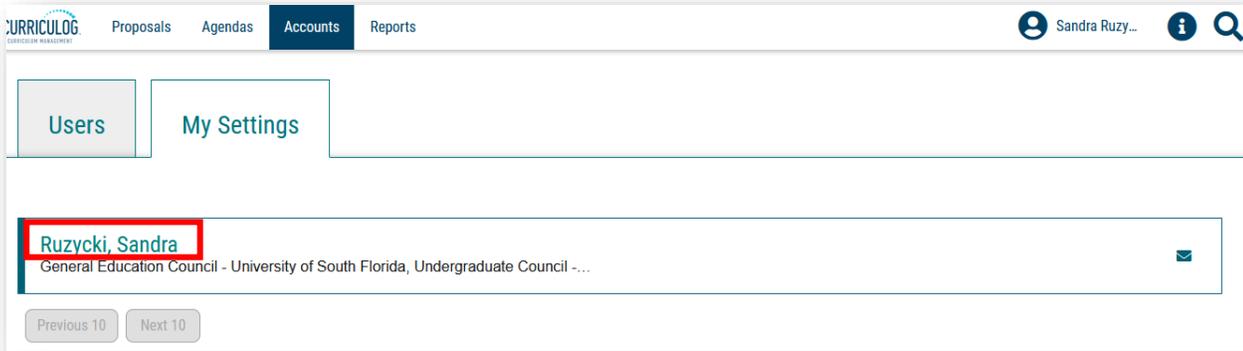
You can also view the status of a Proposal by moving your cursor over the circles under the title. The circles can display a variety of icons based on the decision at that step of the approval workflow process.

The screenshot shows the Curriculog dashboard with the 'Proposals' tab selected. The 'Watch List' tab is highlighted with a red box. A red arrow points to the proposal title 'LDR - 2010 - Leadership Fundamentals'. Another red arrow points to the second icon (a square with a document) in the row of icons to the right of the title. The 'My Recent Notifications' section on the right shows several notifications dated Oct 15, including decisions and approvals related to the proposal.

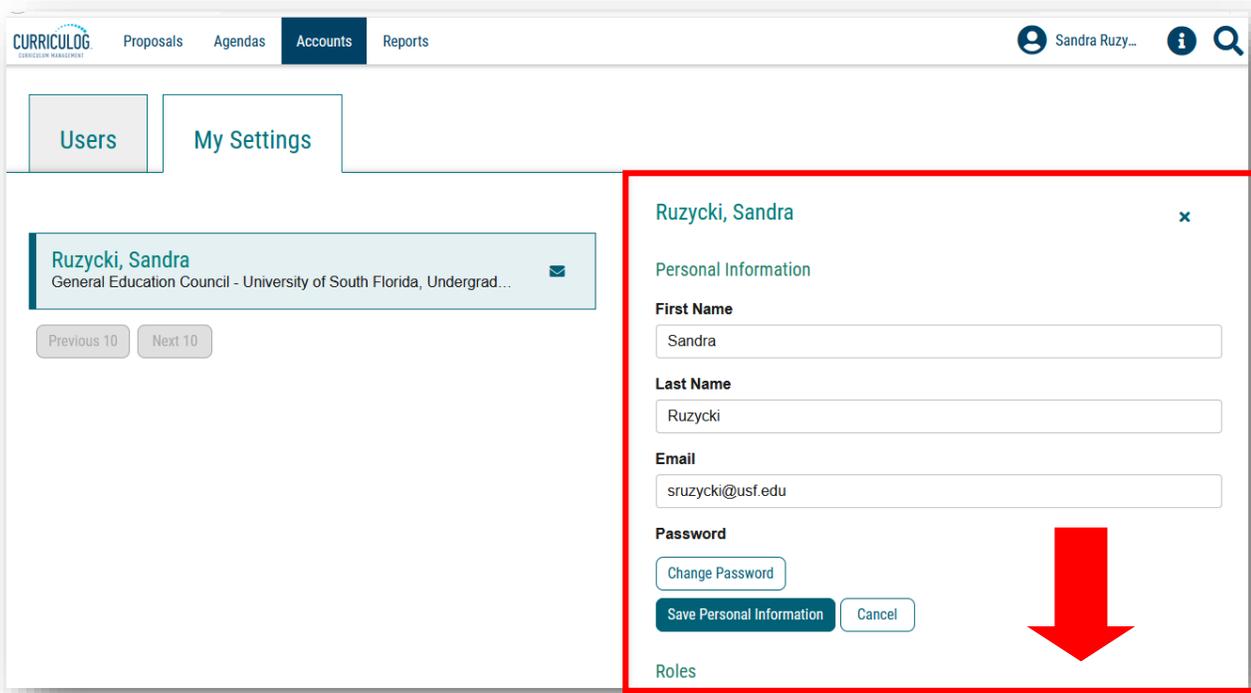
You can also receive emails from Curriculog about the status of a Proposal. To adjust how often you receive email notifications from Curriculog, click on your user name in the top right of the dashboard.

The screenshot shows the Curriculog dashboard with the 'Proposals' tab selected. The 'Watch List' tab is highlighted. A red arrow points to the user name 'Sandra Ruzy...' in the top right corner of the dashboard, next to the user profile icon and search icon.

Select "My Settings" and click your name to bring up the "My Settings" screen.



Scroll down to "Email Options."



At “Email Options,” use the drop-down arrow to select how often you want to receive email notifications from Curriculog.

The click the drop-down under the “Process” heading. You can select “Send messages for the steps in which I am involved only” to have Curriculog notify you when Proposals are in the Council step of the approval workflow process.

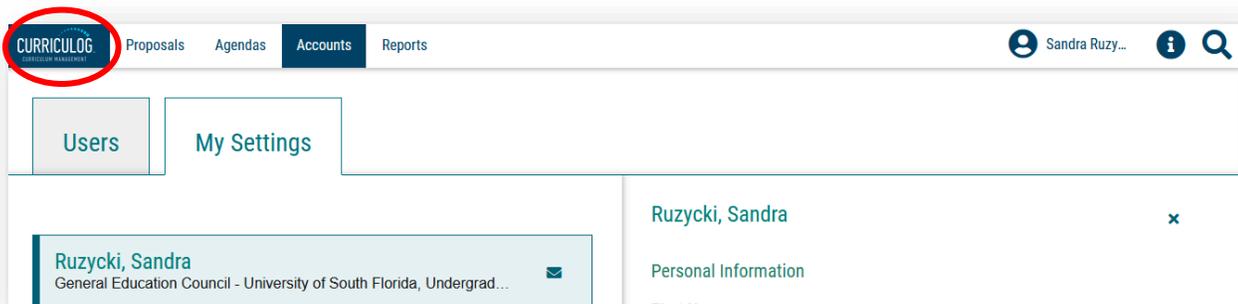
Or you can select “Send messages for Proposals in which I am involved only” and Curriculog will notify you for each step in the approval workflow process. Curriculog will notify you as the Proposal moves through the approval workflow process.

Click the “Save Preferences” to update these settings in Curriculog.

The screenshot shows a settings panel with the following sections:

- Originator:** A button labeled "Get messages for comments and edits only for user's proposals".
- Email Options:** A dropdown menu currently set to "Weekly Email Digest". A red circle highlights the downward arrow on the right side of the dropdown.
- Process:** A button labeled "Send messages for the steps in which I am involved only".
- Signature Steps:** A button labeled "Use Electronic PINS for signature steps".
- Signature Pin:** A text area containing the message "You have not been assigned a signature pin."
- Buttons:** At the bottom, there are two buttons: "Save Preferences" (highlighted with a red circle) and "Cancel".

To go back to your dashboard, click the Curriculog logo in the top, upper left toolbar.



This concludes the USF Curriculog Council Approval Workflow Process 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.

