USF Curriculog - Course Proposal Overview Tutorial

Welcome to the University of South Florida's Curriculog Course Proposal Overview. This tutorial provides brief information about how to navigate the Curriculog Course Proposal system.

To learn more about specific course and curriculum change proposals, visit the USF Undergraduate Studies Curriculum website at <u>https://usf.edu/ugs-curriculum-training</u>. There you will find tutorials on Course Proposals, Program Change Proposals, and the Approval Workflow Process.

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 <u>https://usf.curriculog.com/</u> to log in. You may want to bookmark this address.

Once you access the site, you will need to login. Click the login button at the top right of the screen. USF uses a single source login meaning you use your NetID and password.

CURRICULOG	Login
Proposals	
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

The Curriculog dashboard will be displayed after logging into the site. For more information on how to navigate, please view the Curriculog Navigation tutorial on the Undergraduate Studies Curriculum website (<u>https://usf.edu/ugs-curriculum-training</u>).

On your dashboard, you will click the "New Proposal" button. It is the blue button under the second set of large tabs.

Proposals Agendas Accounts Reports		Sandra Ruzy 🚹 🤇
My Tasks Watch List	All Proposals	
• New Proposal		My Recent Notifications
Advanced Filter		Jun 28 Urgent: Your proposal, EML - 3039C - Programming Concepts for Mechanical Engineers, is now urgent. It has been on your taskits for 29 days without activity. At your earliest converience, <u>click here</u> to review this proposal and complete your task.
proposals Found		May 29 Comment: Sandra Ruzycki commented on your proposal. EML - 3035C - Programming Concepts for Mechanical Engineers, with the following comment: College requested the proposal be returned. <u>Click here</u> to view the proposal.
	Show: 10 results *	May 29 Decision: Sandra Ruzycki has decided to reject your proposal, EML - 3035C - Programming Concepts for Mechanical Engineers, with the following comment.
		College requested the proposal be returned. <u>Click here</u> to view the proposal.
		May 29 Rejected: The proposal, EML - 3035C - Programming Concepts for Mechanical Engineers, has been rejected while on the Concurrency (Non Gen Ed) step and is moving back to the previous step. <u>Click here</u> to view the proposal.
		May 29 Next Step: The proposal, EML - 3035C - Programming Concepts for Mechanical Engineers, is moving on to the next step and has become your new task. <u>Click here</u> to view the

Graduate and Undergraduate proposal forms will be displayed. Graduate forms are displayed first, followed by Undergraduate proposal forms. Ten forms are displayed at a time. 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.

2020-2021 Graduate Program Termination (Certificate) Form	P	s 🗸	
2020-2021 Graduate Program Termination (Major) Form	P	s 🗸	
2021-2022 Graduate Course Change Form			
2021-2022 Graduate Course Termination Form	2	s 🗸	
Previous 10 Next 10		_	

There are a number of Undergraduate Proposal Forms. This includes Course, Curriculum, or Program Change Proposals. You can scroll through the list to find the proposal form that fits your needs. If you are not sure which form fits your need, please email the UGS Curriculum team at UGS-DOCurriculum@usf.edu and we will be happy to assist you.

URRICULOG Proposals Agendas Accounts Reports	Sandra Ruzy	1 Q
2021-2022 Undergraduate New Certificate Under Existing CIP	Ľ	~
2021-2022 Undergraduate New Concentration Under an Existing CIP	Ľ	~
2021-2022 Undergraduate New Degree Program With New CIP	Ľ	~
2021-2022 Undergraduate New Major Under Existing CIP	Ľ	~
2021-2022 Undergraduate New Minor Under Existing CIP	Ľ	~
2021-2022 Undergraduate Program Change (Major, Concentration, Minor, or Certificate)	Ľ	~
2021-2022 Undergraduate Program Discontinue (Major, Concentration, Minor, or Certificate)	Ľ	~
Previous 10 Next 10		

When you find the type of proposal you wish to use, there are two icons to the right of the name of the form. We will use the Undergraduate Course Change Form as an example. The first icon allows you to preview the form.

All Processes Courses Programs Other	S
t by:	
Process Title 🔻	
2021-2022 Undergraduate Course Change Form	
2021-2022 Undergraduate Course Discontinue Form	
8 mandatory 12 total	ピ ✓
	E 🗸
2021-2022 Undergraduate Course New Form	

Clicking the "Preview" form icon brings up a new screen which allows you to preview the form. You cannot enter information on this form; however, you can review the form prior to starting a proposal. To close the preview, click the X in the top toolbar on the preview screen.

	ulog Preview - Mozilla Firefox - C X		
	2021-2022 Undergraduate Course Change Form		
	course	Ľ	~
G	eneral Catalog Information		
	Read before you begin	R	
	TURN ON help text before starting this proposal by clicking "Help me complete my proposal" in the light blue bar above this heading.		Ť
	2. FILL IN all fields required marked with an *. You will not be able to launch the proposal without completing required fields.		
	3. LAUNCH proposal by clicking 🌄 in the top left corner.	Ľ	~
	Contact Information		
	First Name* Last Name* Phone* Email* *	Ľ	~
7 mandato	Phone* Email*		
2021-0	2022 Undergraduate New Concentration Under an Existing CIP		

The second icon to the right of each form is the "Check mark" icon, which will start the proposal in Curriculog. Click the "Check mark" icon to open the proposal form. This may take some time depending on how many users are in the system or the length of the form.

All Processes	Courses	Programs	Others		
t by: rocess Title ▼					
7 mandatory 19 total	duate Course Char	nge Form		Ľ	$\overline{}$
2021-2022 Undergra	duate Course Disc	ontinue Form		Ľ	~

The form will open on the left side of the dashboard. The right side of the dashboard shows the approval workflow process for the form.

URRICULOG Proposals Agendas Accounts Reports	😫 Sandra Ruzy	
New Proposal 8/19/2020 11:39 am	Proposal Toolbox Unlaunched Approval Steps	X Steps to Approval
🖞 Import 📑 Run Impact Report 🕞 Save All Changes		Files
Validate and Launch Proposal Help me complete my proposal	Originator Incomplete	Crosslistings
General Catalog Information	Participants Sandra Ruzycki Step Details	Proposal Lookup
Read before you begin	College Incomplete	
 TURN ON help text before starting this proposal by clicking "Help me complete my proposal" in the light blue bar above this heading. 	Participants Step Details	
2. FILL IN all fields required marked with an *. You will not be able to launch the proposal without completing required fields.	Concurrency (Gen Ed) Not Applicable	
3. LAUNCH proposal by clicking 🚰 in the top left corner.	Concurrency (Non Gen Ed) Not Applicable	
Contact Information	Office Review for Global Citizens Project Not Applicable	
First Name* Last Name*	Office Review for Undergraduate Research Not Applicable	
	Office Review for Community Engaged Learning Not Applicable	
Phone* Email*	Office Review for Study Abroad Not Applicable	
Save All Changes	Office Peview for Internship Peed Help?	h .

The steps in the workflow process are dependent on whether the proposal goes to Undergraduate Council or the General Education Council. If adding a High Impact Practice (HIP), the steps will vary depending on which HIP is being added to a course. HIP attributes are reviewed by the corresponding office prior to going to the appropriate faculty council.

URRICULOG Proposals Agendas A	ccounts Reports		Sandra Ruzy
Contact Information		Office Review for Global Citizens Project	Not Applicable
First Name*	Last Name*	Office Review for Undergraduate Research	Not Applicable
		Office Review for Community Engaged Learn	ing Not Applicable
Phone*	Email*	Office Review for Study Abroad	Not Applicable
		Office Review for Internship	Not Applicable
Chartfield String		Undergraduate Studies	Incomplete
		Participants	
College		Step Details	
		General Education Council Chair	Not Applicable
Department		General Education Council	Not Applicable
		UGS Dean	Not Applicable
Course Information		O Undergraduate Council Chair	Not Applicable
If you need assistance finding a course n	umber in SCNS, click <u>here</u> .	O Undergraduate Council	Not Applicable
College / School / Department*		Undergraduate Studies	Incomplete
Calastan antian		Darticipante	

To close the workflow steps or the "Proposal Toolbox" and maximize the proposal, click the X above the "Steps to Approval" icon box. To view the steps in the approval process again, you can click the "Steps to Approval" box to the right of the proposal.

lew Proposal 8/19/2020 11:39 am 021-2022 Undergraduate Course Change Form	₽	Proposal Toolbox		E Steps to Approval
🖞 Import 📑 Run Impact Report 🖬 Save All Changes ፃ Validate and Launch Proposal		Approval Steps	Incomplete	Files
lelp me complete my proposal	~	Participants		Crosslistings
General Catalog Information	^	Sandra Ruzycki Step Details		Proposal Lookup
Read before you begin		College	Incomplete	

Within the proposal, there are several icons at the top. The functions of these icons will be covered in the specific proposal form tutorials at the UGS Curriculum website (<u>https://usf.edu/ugs-curriculum-training</u>).

You will want to save the proposal as you work it on. The "Save All Changes" icon in the top toolbar will save the form. This way you can save your changes and leave the form without losing the information. Saving changes does not send the form to the next step in the process.

JRRICULOG. Proposals Agendas Accounts Reports		Sandra Ruzy	8 Q
New Proposal 8/19/2020 11:39 am		Ð	
2021-2022 Undergraduate Course Change Forn	n	5	Steps to Approval
🖞 Import 📑 Run Impact Report 🕞 Save All Changes 🛷 Valida	te and Launch Proposal		Files
Help me complete my proposal		~	*
General Catalog Information		^	Crosslistings Proposal Lookup
Read	before you begin		
1. TURN ON help text before starting this proposal by clicking "Help me	e complete my proposal" in the light blue bar above this headir	ng.	
2. FILL IN all fields required marked with an *. You will not be able to la	unch the proposal without completing required fields.		
3. LAUNCH proposal by clicking 🏹 in the top left corner.			
Contact Information			
First Name*	Last Name*		

There will also be a floating "Save All Changes" icon that appears at the bottom of the form screen. This is a quick way to save the form while editing so that you do not need to go to the top of the screen to click the "Save All Changes" icon.

G Proposals Agendas Accounts Reports		Sandra Ruzy 🚯 📿
ł	**Read before you begin**	
1. TURN ON help text before starting this proposal by clicking $f 0$ in the top rig	ht corner of the heading.	
2. FILL IN all fields required marked with an *. You will not be able to launch the	e proposal without completing required fields.	
3. LAUNCH proposal by clicking In the top left corner.		
Contact Information		
First Name*	Last Name*	
Phone*	Email*	
Chartfield String		
College		
Department		
Save All Changes		? Need Help?

You can print the proposal form by clicking the "Print" icon in the upper right of the form.

New Proposal 8/19/2020 11:39 am		Steps to
021-2022 Undergraduate Course Change Form		
🔋 Import 📑 Run Impact Report 🖬 Save All Changes 🛷 Validate and Launch Proposal		Files
Help me complete my proposal	~	*
General Catalog Information	^	Crosslistings Proposal Lookup
Read before you begin		
I. TURN ON help text before starting this proposal by clicking "Help me complete my proposal" in the light blue bar above this heading.		
2. FILL IN all fields required marked with an *. You will not be able to launch the proposal without completing required fields.		
3. LAUNCH proposal by clicking 🏹 in the top left corner.		
Contact Information		

A new window will open with the printable proposal form. Click the "Print Options" in the upper right of this screen.

VURRICULOG Agendas Accounts Reports	Sandra Ruzy	() Q
New Proposal 8/19/2020 11:39 am	₽	Steps to Approval
 Curriculog - Mozilla Firefox		Ø Files
Print Options	~	Crosslistings
New Proposal 8/19/2020 11:39 am 2021-2022 Undergraduate Course Change Form	^	Proposal Lookup
General Catalog Information ar above this heading. **Read before you begin**		
 TURN ON help text before starting this proposal by clicking "Help me complete my proposal" in the light blue bar above this heading. FILL IN all fields required marked with an ". You will not be able to launch the proposal without completing required fields. 		
3. LAUNCH proposal by clicking 🛃 in the top left corner.		
Phone* Email*		

This will display the various print options for the proposal form. Once you have selected an option, click the "Print Proposal" button.

Curriculog - I	Mozilla Firefox — 🗆	×	8	Steps to Approval
🕽 🔒 https:	://usf.curriculog.com/proposal:272/print 🛛 🐨 🗑 🟌			Files
	Which proposal details would you like to include in the printed proposal? Summary Fields Only Crosslisting (Name of the crosslistings) Steps Signatures Select Options Print Proposal		× ^	Crosslistings Proposal Lookup
	New Proposal 8/19/2020 11:39 am 2021-2022 Undergraduate Course Change Form	ar above this heading.		
	eneral Catalog Information **Read before you begin** 1. TURN ON help text before starting this proposal by clicking "Help me complete my proposal" in the light blue bar above this heading. 2. FILL IN all fields required marked with an ". You will not be able to launch the proposal			

The "Print" screen will open and you can select the option you desire, just as you would with a print document in Microsoft Word.

en Print General	×	··· 🖂 🕁 📃	Files
Select Printer	in the printed proposal		~ X
음타 Fax 문 20 HP LaserJet 1020 문 <	R Microsoft Print to PDF R Microsoft XPS Document R OneNote for Windows 1(> Print to file Preferences Find Printer		Crossilstin Proposa Lookup
Page Range	Ther of copies: 1 The change Form	ar above this heading. uired fields.	
1. TURN ON help text before s	tarting this proposal by clicking "Help me complete m	ny proposal"	

You can also save the file as a .pdf to a share drive, or to Box, or to another location.

	madurata Oriunaa Ohanara E						Steps to Approval
	com/proposal:272/print						Ø Files
Which	proposal datails would you like to include	in the printed proposal?	^			~	24
							Crosslistings
⊠ st	eps Signatures						
Curiculog - Mazilla Firefos Curiculog - Mazilla Firefos Which proposal details would you like to include in the printed proposal? Summary Fields Only Crossisting (Name of the crossistings) Select Options Print Proposal Close Options Printing Name Date modified Type Size Size Size Size Close Option Size Close Option Size Close Option Size Close Option Size Close Option Size Close Option Size Close Option Size Close Option Size Close Option Size Close Option Size Size Close Size Close Option Size Size Close Size Close Size Close Option Size Size Close Close Close Close Close Close Close Clo	3						
	riculeg - Mazilla Firefox	Proposal Lookup					
_							
P	Printing	×					
	Save PDF File As					\times	
	to a the third of the boly and	and forest wef asks) (7s) a LIGE OAS		Canada	1165 045		
	culog - Mozilla Firefox https://usf.curriculog.com/proposal:272/print Which proposal details would you like to include Summary Fields Only Crosslisting (Nar Steps Select Options Print Proposal CI Printing Printing Printing Printing Swee POF File As Comparise New folder Printing Comparise New folder New folder File Pownloads Music Prictures Videos Videos File Videos File Videos File Videos File Videos File Private Drive (P) File Private Drive (P) File Private Drive (P) File Videos F	JIDU.IDIESLUSI.edu) (2:) > 003-0A3		V O Search		10	
	Organize 👻 New folder				8== -	•	
	🕂 Downloads 🔷	Name	Date modified	Туре	Size	^	
General Cat	Music	Articulation Agreements	2/6/2020 11:25 AM	File folder			
	Pictures						
	Videos						
	Windows (C:)	Change of Institution	10/25/2018 9:55 AM	File folder			
1. TURN ON H	Gffice Drive (0:)	Chimu	8/3/2020 1:39 PM	File folder			
without comp							
						~	
ione"							

Once you have saved the proposal form, you can close the "Print Proposal" screen by clicking the X in the toolbar within the Print screen. This will return you to the proposal form on your dashboard.

Curriculog - Mozilla Firefox	- • ×	Steps to Approval
https://usf.curriculog.com/proposal:272/print	⊠ ☆ =	Files
Which proposal details would you like to include in the print Summary Fields Only Crosslisting (Name of the crosslisting of th	osslistings)	Crosslistings Proposal Lookup
New Proposal 8/19/2020 11:39 a 2021-2022 Undergraduate Course Change Fo General Catalog Information	lar above this heading	
**Read before you begin 1. TURN ON help text before starting this proposal by clicking "Help m in the light blue bar above this heading. 2. FILL IN all fields required marked with an *. You will not be able to without completing required fields.	e complete my proposal"	

If you need help in the proposal form, click the "Proposal Help" area in the top toolbar.

You can also contact the Undergraduate Studies Curriculum Team at UGS-DOCurriculum@usf.edu.

Proposals Agendas Accounts Reports	Sandra Ruz	<u>y</u>
New Proposal 9/22/2020 8:35 am 2021-2022 Undergraduate Course Change Form unlaunched	E III Stops to Approval	
📲 Import 📑 Run Impact Report 🕞 Save All Changes 🛷 Validate and Launch Proposal	P Files	
Proposal Help	×	
General Catalog Information	Cossilistings	
Read before you begin	Proposal Lookup	
1. FILL IN all fields required marked with an *. You will not be able to launch the proposal without completing required fields.		
2. LAUNCH proposal by clicking 🌄 in the top left corner.		
Contact Information		
First Name*		
Phone* Email*		
Chartfield String		

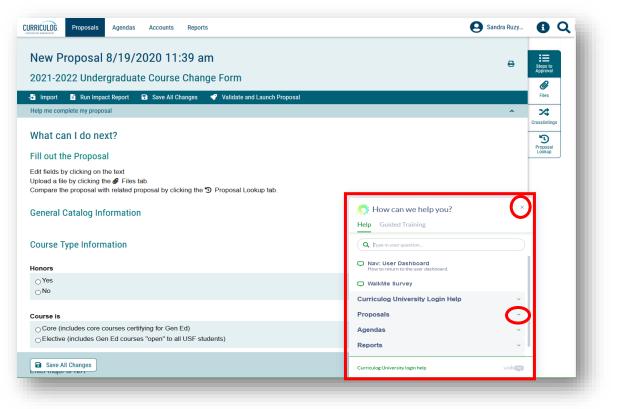
A list for "What can I do next?" and "Fill out the proposal" will appear. Click the arrow next to "Proposal Help" to minimize this information and return to your proposal.

Proposals Agendas Accounts Reports	Sandra Ruzy
New Proposal 9/22/2020 8:35 am 2021-2022 Undergraduate Course Change Form unlaunched	
🞝 import 🗈 Run Impact Report 🖬 Save All Changes 🗳 Validate and Launch Proposal	Files
Proposal Help	
What can I do next?	Crosslistings
Fill out the Proposal	5
Edit fields by clicking on the text	Proposal Lookup
Upload a file by clicking the ${\mathscr G}$ Files tab. Compare the proposal with related proposal by clicking the ${\mathfrak I}$ Proposal Lookup tab.	
General Catalog Information	^
Read before you begin	
1. FILL IN all fields required marked with an *. You will not be able to launch the proposal without completing required fields.	
2. LAUNCH proposal by clicking 🌄 in the top left corner.	
Contact Information	
Firet Name*	

There is also a "Need Help" icon in the lower right of the screen which will always be displayed as you work in the proposal. Click this option to bring up the Curriculog system help menu.

RRICULOĞ Proposals Agendas Accounts Reports	Sandra Ruzy	•	Q
New Proposal 8/19/2020 11:39 am	Ð	i	
2021-2022 Undergraduate Course Change Form		Steps to Approval	4
🗈 Import 📑 Run Impact Report 🕞 Save All Changes 🛹 Validate and Launch Proposal		Files	
Help me complete my proposal	~	*	1
General Catalog Information	^	Crosslisting: Proposal Lookup	
Read before you begin			-
1. TURN ON help text before starting this proposal by clicking "Help me complete my proposal" in the light blue bar above this heading.			
2. FILL IN all fields required marked with an *. You will not be able to launch the proposal without completing required fields.			
3. LAUNCH proposal by clicking 🌄 in the top left corner.			
Contact Information			
First Name" Last Name"			
Save All Changes			
Phone" Email"			
Chartfield String			
	? Need Help?	۰.	

Click any of the drop-down arrows to display specific information. Click the X in the upper right of this screen to minimize this information.



The New Course and Course Change Proposal forms have a number of sections; some of which you will complete, and some of which are completed by the approval workflow process owners.

To make it easier to navigate the forms, each section should be collapsed. At this time, Curriculog does not open the forms with the sections collapsed; you will need to do this manually.

Go to the small arrow to the right of the section heading. Click the arrow circled in red and the section will collapse. You can open the section by clicking the arrow again.

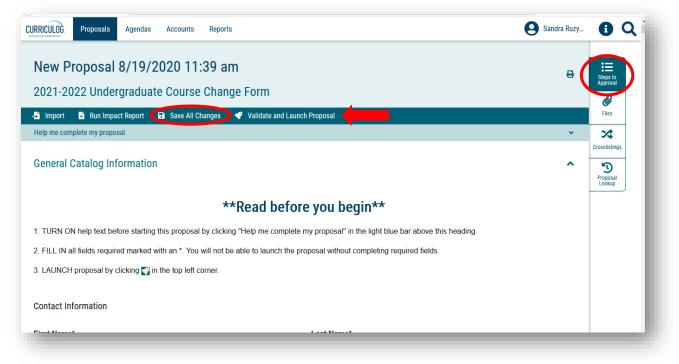
Proposals Agendas Accounts Reports		😫 Sandra Ruzy 🚺
New Proposal 8/27/2020 11:47 am 2021-2022 Undergraduate Course New Form unlaunched		
-🗿 Import 📑 Run Impact Report 🖬 Save All Changes 🛷 Validate and L	aunch Proposal	Files
Help me complete my proposal		~ X
General Catalog Information		Constitutings
*	*Read before you begin**	
1. TURN ON help text before starting this proposal by clicking "Help me comp	lete my proposal" in the light blue bar above this heading.	
2. FILL IN all fields required marked with an *. You will not be able to launch the	he proposal without completing required fields.	
3. LAUNCH proposal by clicking 🏹 in the top left corner.		
Contact Information		
First Name"	Last Name*	
Phone*	Email*	
Chartfield String		
B Save All Changes		

You may find it easier to collapse all before you begin the proposal. You can then open only the sections which are relevant to your course proposal.

unlaunched		Ø
-🗗 Import 🍵 Run Impact Report 🖬 Save All Changes 🛷 Validate and Launch Proposal		Files
Help me complete my proposal	×	
General Catalog Information	× 1	Proposal Lookup
Course Type Information	~	
Online Course	~	
Global Citizens Project (GCP)	~	
General Education Attribute	*	
Intellectual & Practical Skills: Creative Thinking (TGEC)	•	
Intellectual & Practical Skills: Information & Data Literacy (TGEI)	~	
Intellectual & Practical Skills: Human & Cultural Diversity (TGED)	*	
Required Student Learning Outcomes		

Once you have completed the form, click the "Save All Changes" one last time. You will then "Validate and Launch" the proposal.

This will send the form to the next step in the approval workflow process. You can see the form in the next step by clicking the "Steps to Approval".



This will open the right side of the dashboard and display the steps and status.

URRICULOG Proposals Agendas Accounts Reports	Sandra Ruzy	8 C
New Proposal 8/19/2020 11:39 am	Proposal Toolbox Unlaunched Approval Steps	X Steps to Approval
-S Import 🖹 Run Impact Report 🖬 Save All Changes		Files
Validate and Launch Proposal Help me complete my proposal Validate and Launch Proposal		osslistings
General Catalog Information	Participants Sandra Ruzycki Step Details	Proposal Lookup
Read before you begin	College Incomplete	
 TURN ON help text before starting this proposal by clicking "Help me complete my proposal" in the light blue bar above this heading. 	Participants Step Details	
 FILL IN all fields required marked with an *. You will not be able to launch the proposal without completing required fields. 	Concurrency (Gen Ed) Not Applicable	
3. LAUNCH proposal by clicking 🌄 in the top left corner.	Concurrency (Non Gen Ed) Not Applicable	
Contact Information	Office Review for Global Citizens Project Not Applicable	
First Name* Last Name*	Office Review for Undergraduate Research Not Applicable	
	Office Review for Community Engaged Learning Not Applicable	
Phone* Email*	Office Review for Study Abroad Not Applicable	
Save All Changes	Office Deview for Interachin Office Deview for Interachin	

This concludes the University of South Florida Curriculog Course Proposal Overview tutorial. Additional Curriculog tutorials are located at <u>https://usf.edu/ugs-curriculum-training</u>, as well as important dates and deadlines, FAQs, and other resources.

You can email the UGS Curriculum Team at <u>UGS-DOCurriculum@usf.edu</u> for any additional assistance.