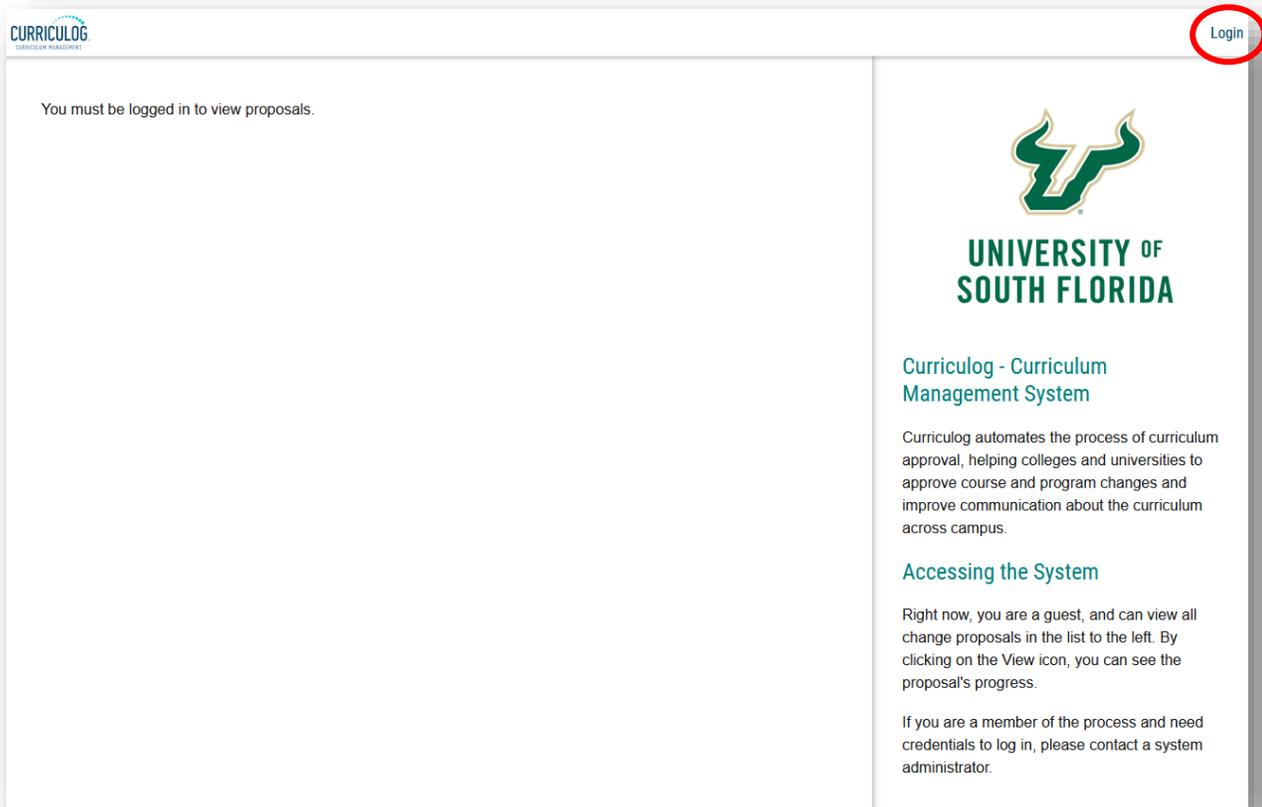# USF Curriculog – Impact Reports

Welcome to the University of South Florida's Curriculog Impact Report tutorial. This tutorial will focus on how a Curriculog user can run an Impact Report on a course to determine if a proposed course change "impacts" other programs.

To learn more about other types of course and program 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.

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 signer login.

How to Run an Impact Report in Curriculog

Impact Reports provide information for a specific course by identifying the program(s) in which that course is offered. The Impact Report will search the Undergraduate Catalog and provide a list of programs in which the specific course appears. Anyone with access to Curriculog can run an Impact Report for a course.

There are two ways to run an Impact Report in Curriculog. The first is within the Undergraduate Course Proposal for the course associated with the proposal. Impact Reports can be run for a Course Change Proposal or a Course or Attribute Discontinue Proposal. The ability to run an Impact Report is also in a New Course Proposal. However, this feature would not be used, as the proposed new course would not appear in any curricula programs.

The second way to run an Impact Report in Curriculog is from the "Reports" option at the top of the Curriculog display. This method is used prior to starting a Proposal in Curriculog.

We will review each of these methods in this tutorial. If you have questions about the Impact Report feature in Curriculog, please email the USF Undergraduate Studies Curriculum team at UGS-DOcurriculum@usf.edu

Running an Impact Report Within the Proposal

The first way to run an Impact Report is within an Undergraduate Course Proposal. From the "All Proposals" tab, click on the tile of the specific course for an Undergraduate Course Change Proposal or an Undergraduate Course or Attribute Discontinue Proposal. Impact Reports are most useful for existing courses for which changes or discontinuance is proposed.

Please note: There are several ways to find a proposal in Curriculog. You may have placed the Proposal on your "Watch List," and can find the specific Course Proposal there. If you are the "Originator" or proposer, the "My Proposals" tab will have the Course Proposal for which you started and may want to run an Impact Report. Or the proposal could be in your queue for the approval workflow process. If this is the case, you will find the Course Proposal under the "My Tasks" tab.
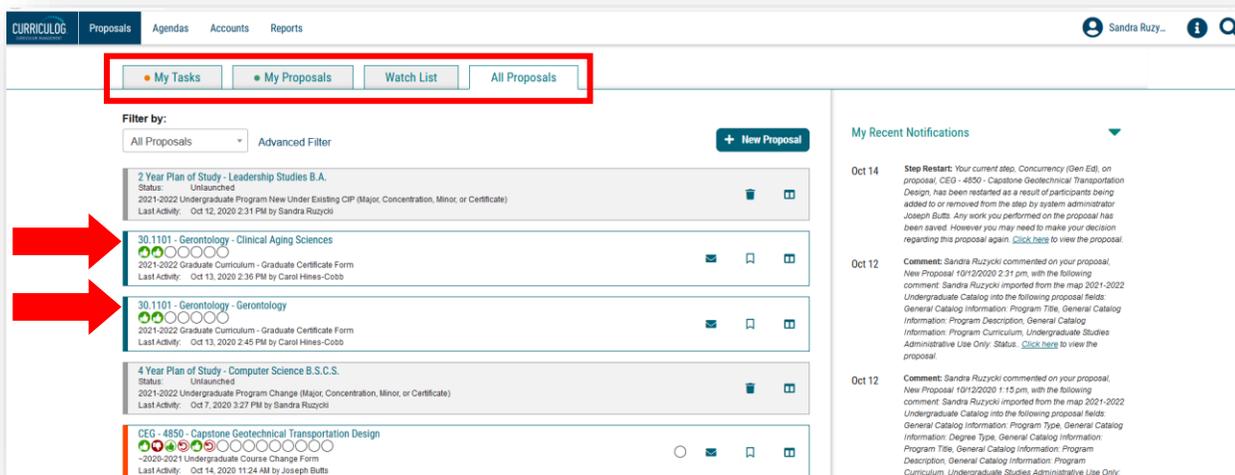
To open a proposal, click on the title. Once the proposal is opened, we will go to the left side of the dashboard and find "Run Impact Report" in the top, dark blue toolbar on the Proposal form. To run an Impact Report click the "Run Impact Report" option.
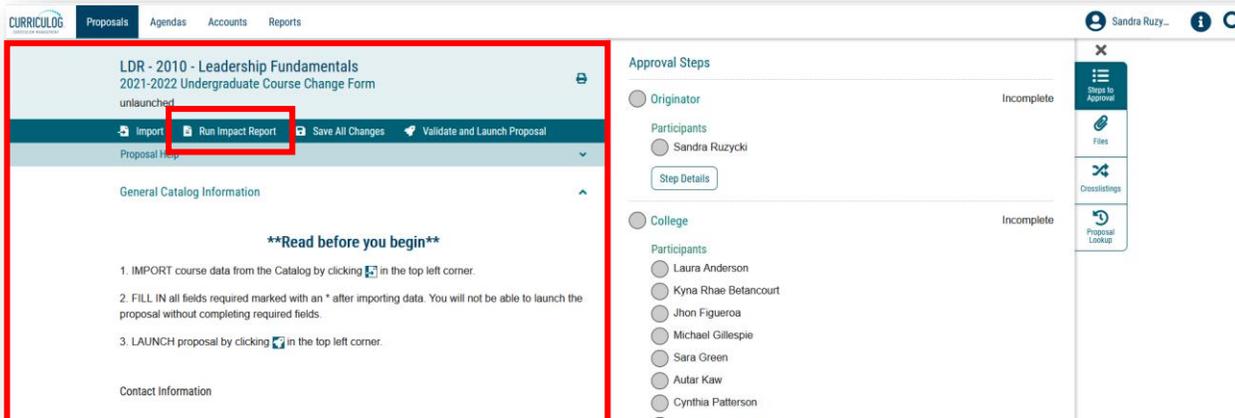
A secondary window will open and display the various systems in which course data is stored. From the "Acalog" listing at the top, click on the next Undergraduate catalog. In our example, it will be the 2021-2022 Undergraduate catalog.
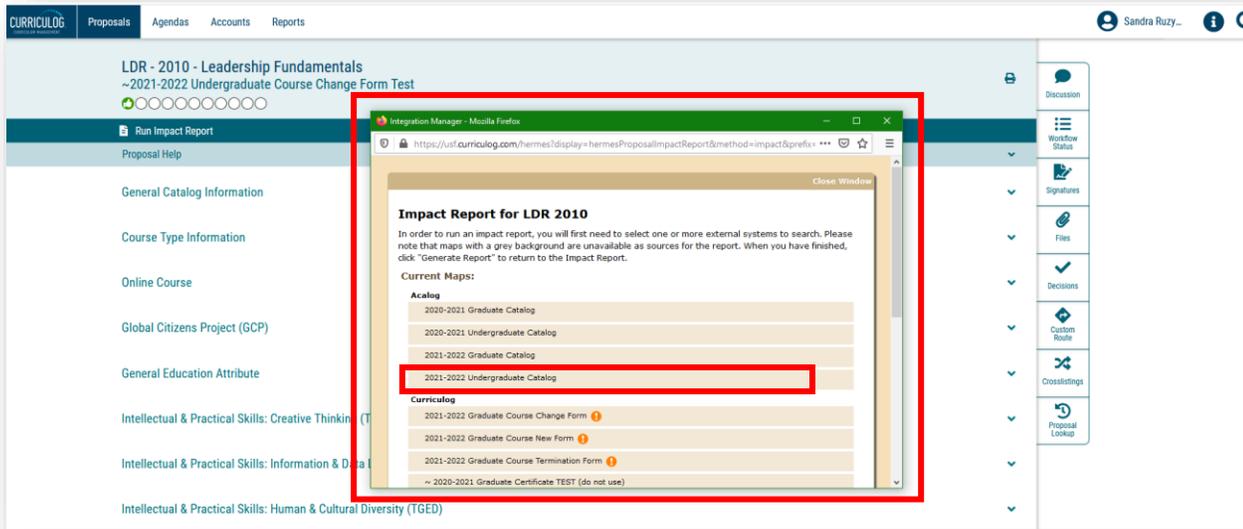
Once you click to highlight the catalog, scroll to the bottom of the secondary window to click the "Generate Report" button.
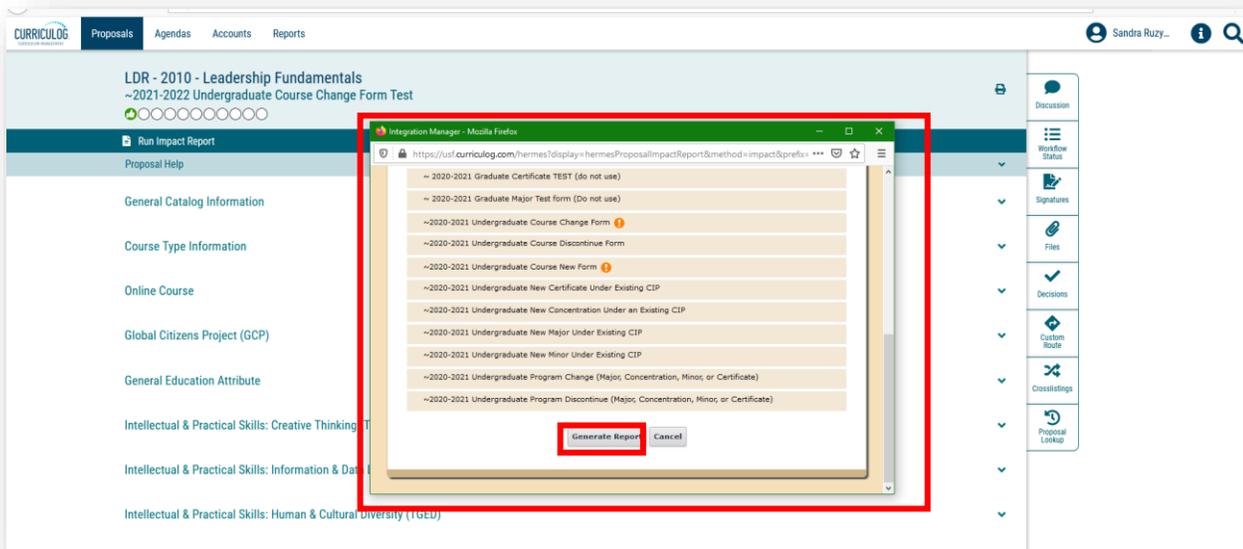
The screen will then display the "Impact Report" for the course in which the changes are proposed. In our example for LDR 2010, we see the associate requisites for the course, as well as the programs in which this course appears.

Proposed changes to LDR 2010 could potentially impact these other programs. If the proposed changes impact other programs, a Course Concurrency form will need to be attached to the Course Change Proposal.
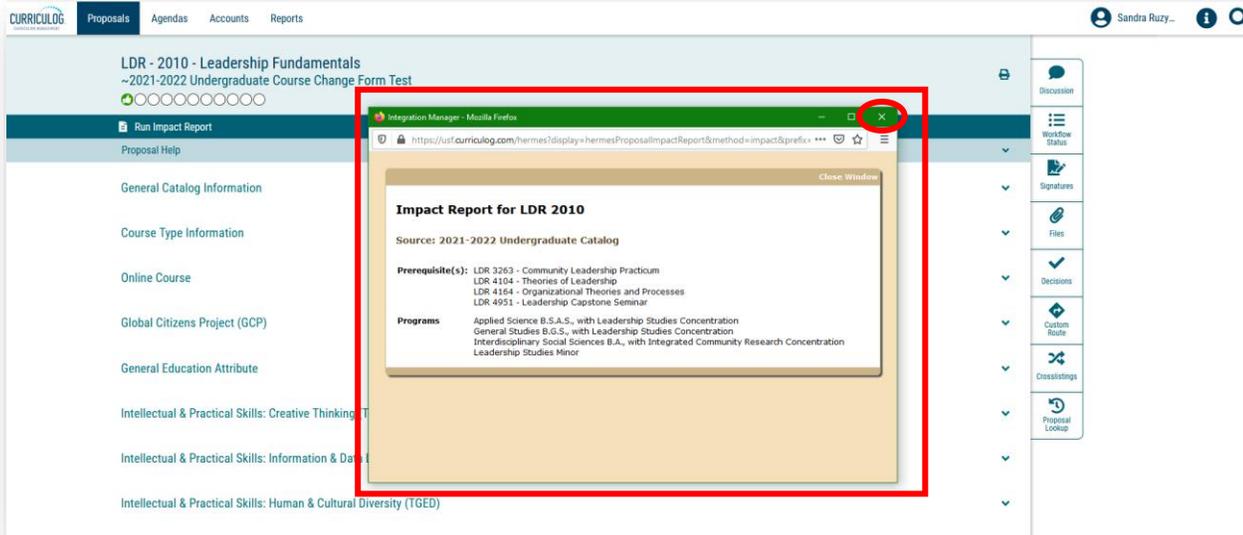
You can close this secondary screen by clicking "Close Window" in the top, right of this window.

You can find the Course Concurrency form at the USF Undergraduate Studies Curriculum website under the Resources link in the left menu.
https://www.usf.edu/undergrad/curriculum/curriculog/resources.aspx
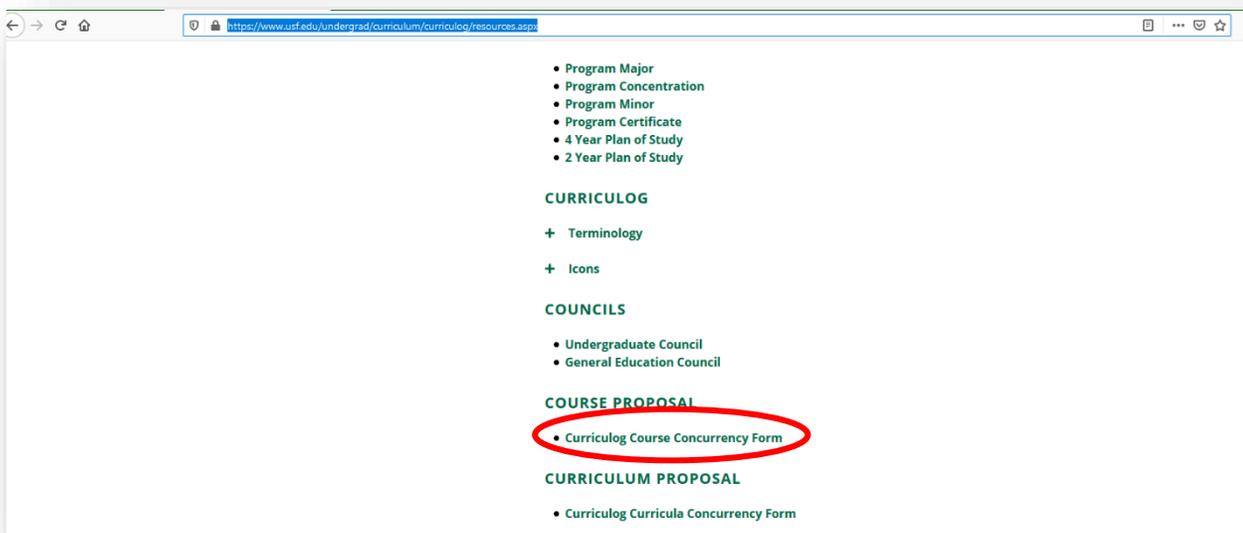
Running an Impact Report from the Main Curriculog Display

The second way to run an Impact Report is from the main Curriculog display. This method is most useful for courses for which a Proposal has not yet been generated. Faculty and College or Departmental Curriculum Committees will find this feature helpful when discussing the viability of making changes or discontinuing an existing course.

On the main Curriculog display, you will find the "Reports" feature at the top of the screen, just to the right of the Curriculog logo. Click on the "Reports" option to bring up the list of Reports which can be run in Curriculog.
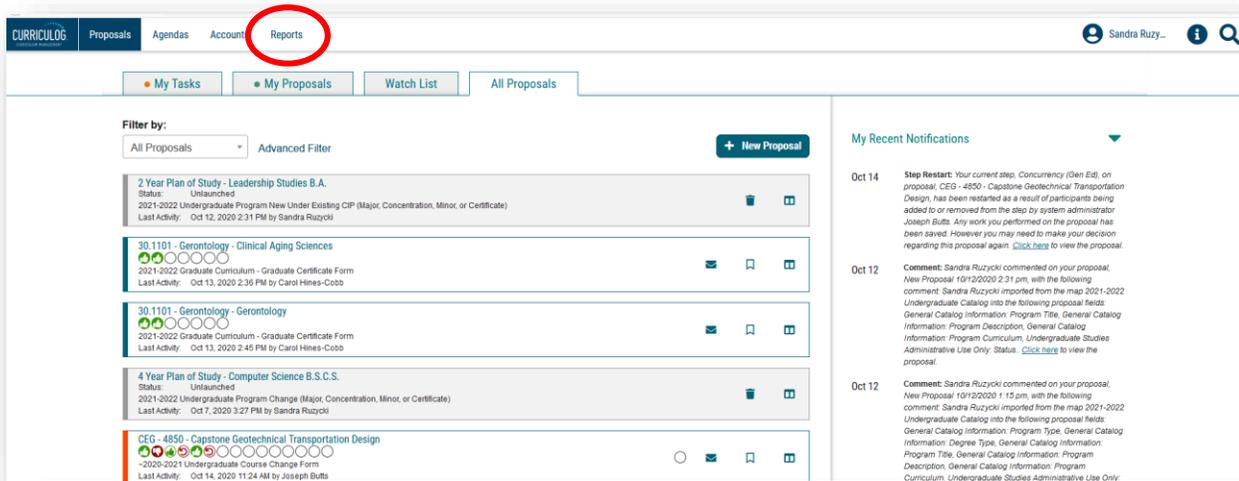
Under the "Detail Reports" heading, click on "Impact Report.
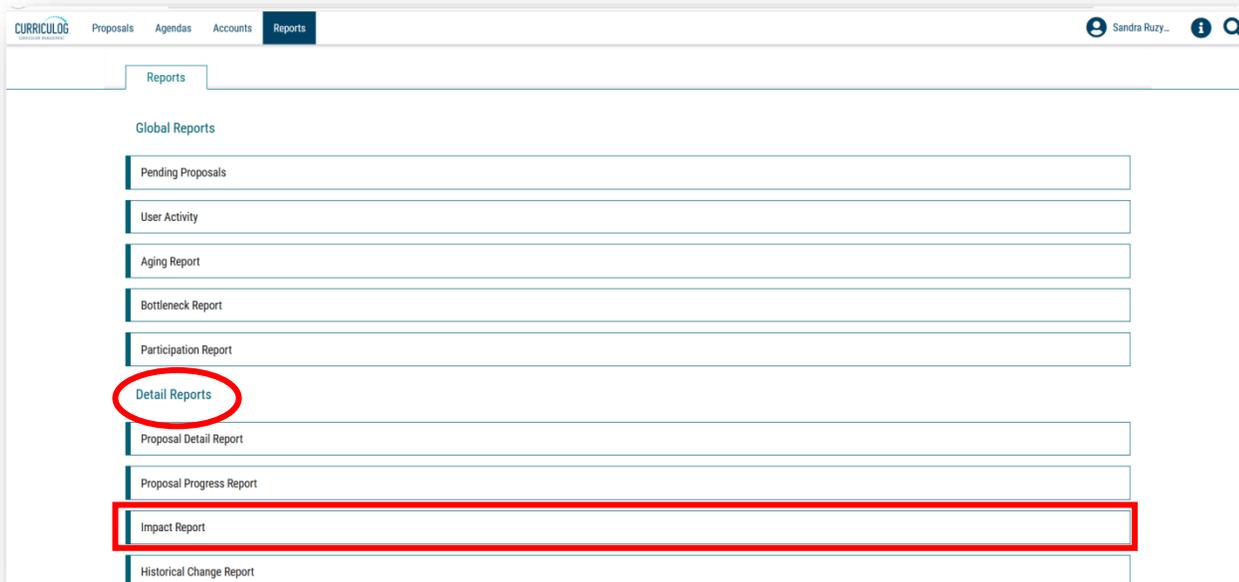
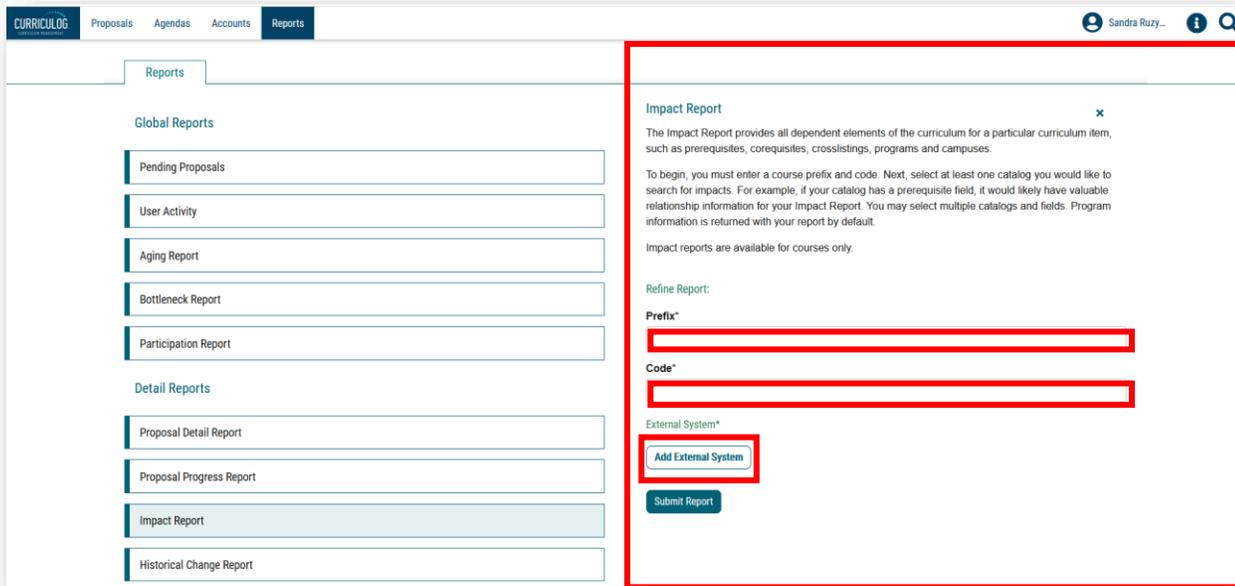Curriculog will bring up the Impact Report feature on the right side of the dashboard. For our example, we will enter the "Prefix" of LDR, and the "Code" or course number of 2010.

We will then click the "Add External System" button. This allows us to select the Undergraduate Catalog we want to search.


A secondary window will open and display the various search options within the Acalog and Curriculog systems. Acalog is the catalog, and Curriculog is the way to modify the catalog through course and curriculum proposals. We will review the listing under the "Acalog" heading.

We want to search the next Undergraduate catalog under the Acalog heading for the Impact Report, as proposed changes to an existing course will impact the next catalog cycle. In our example it is the 2021-2022 Undergraduate Catalog. We will click on our selection to highlight it.
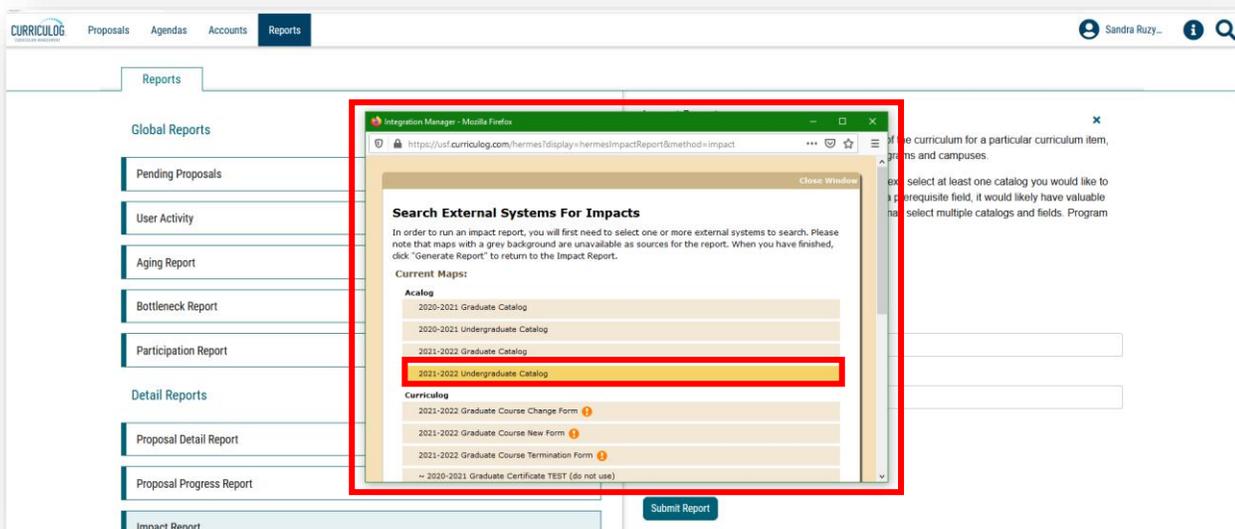
Scroll down to click the "Add External Systems to Impact Report" button.
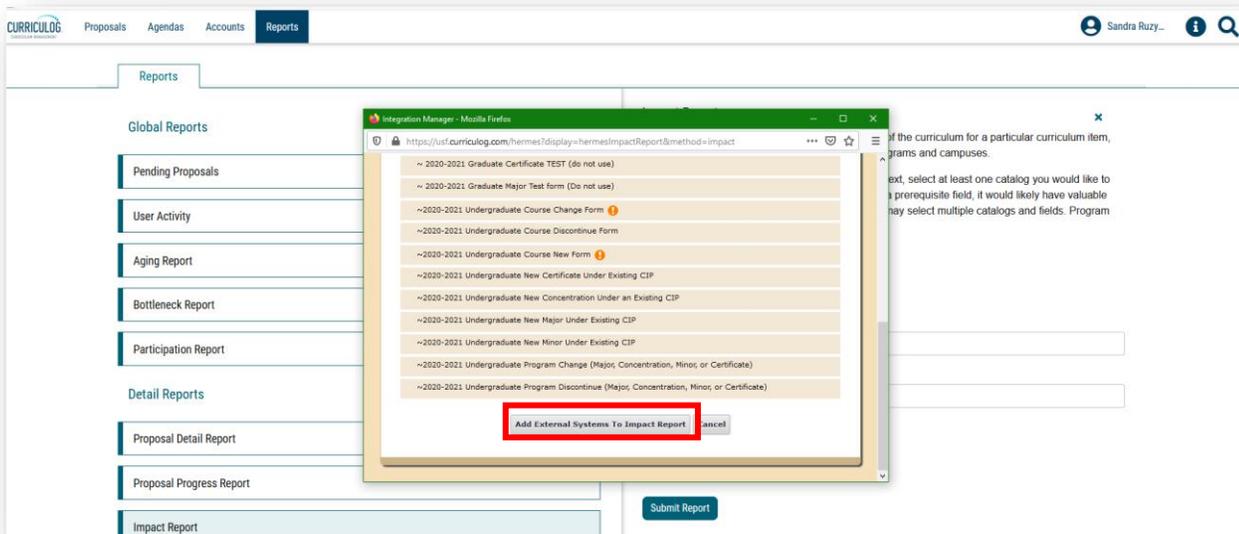

The secondary window closes. On the right side of the dashboard, we can see that the next Undergraduate Catalog is now added under the "External Systems" heading. If this is not the desired catalog, you can click "Modify External Systems" to make a change.

We will next click the dark blue "Submit Report" at the bottom of the screen to run the Impact Report.
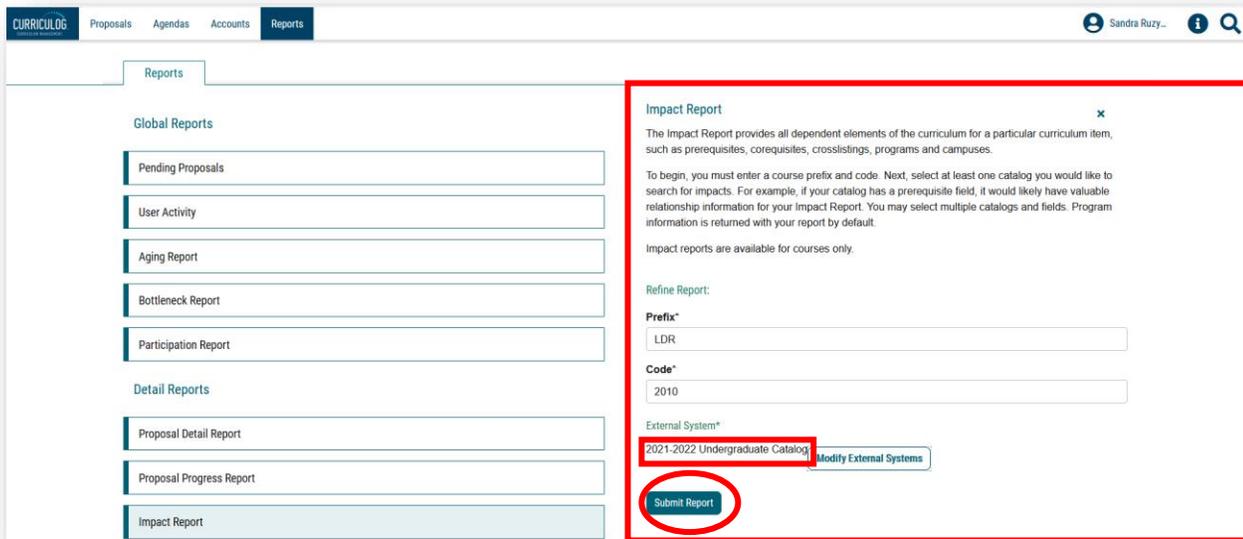
A confirmation screen appears which indicates the Impact Report will run for the specified Course Prefix and Code. The report will be sent to your email address on record in Curriculog. When you are ready to run the Impact Report, click the "Confirm Submission" button.
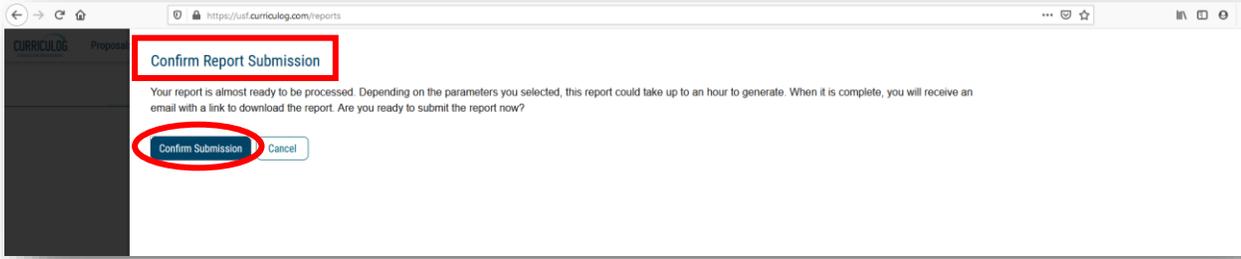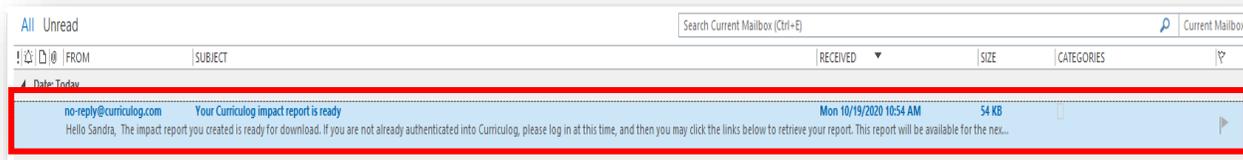

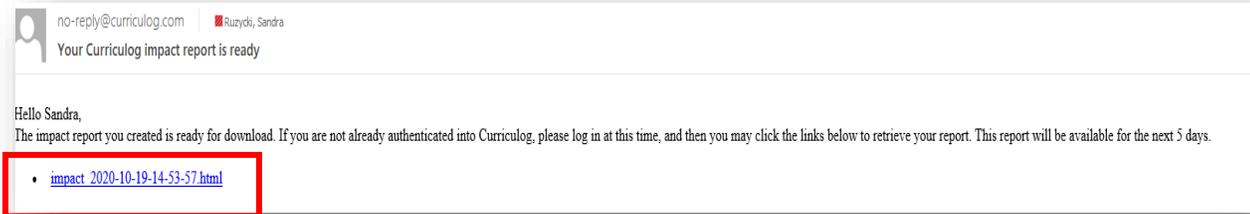The Curriculog display will return to the "Reports" screen.
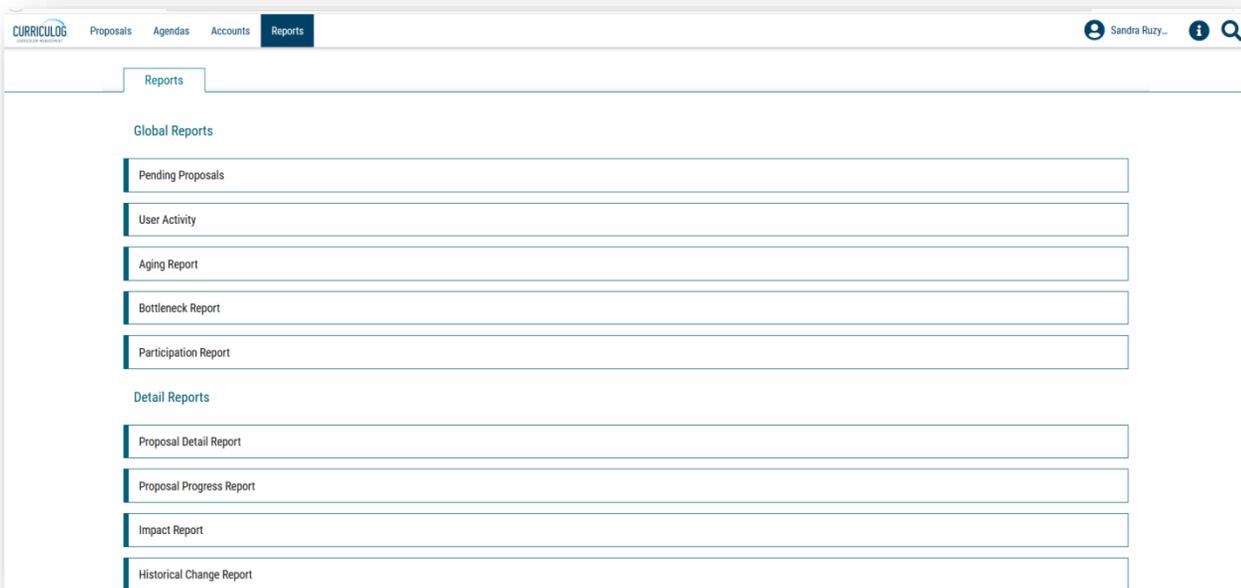
## Running an Impact Report from the Main Curriculog Display

In your email, you will receive a no-reply@curriculog.com email with the report results.
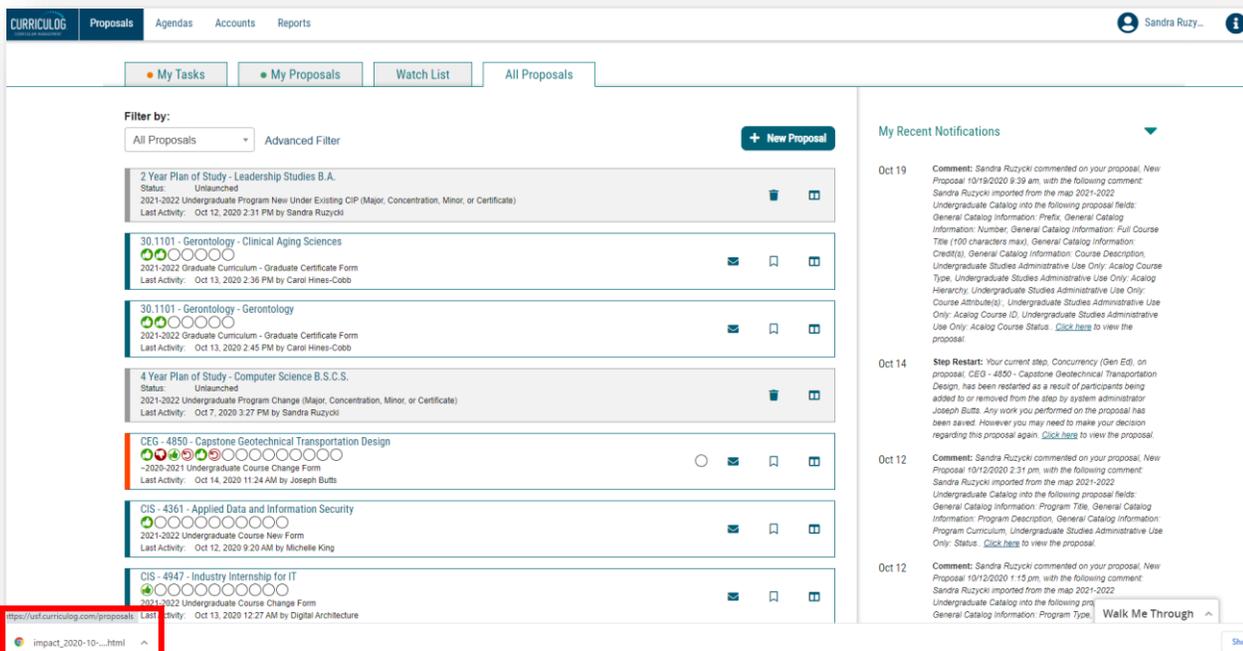

The body of the email will contain a link to the report. Please click on this link.

Once you click the link, a new Curriculog window will open and instruct you to login in to view the Impact Report. Click the login button to open Curriculog.
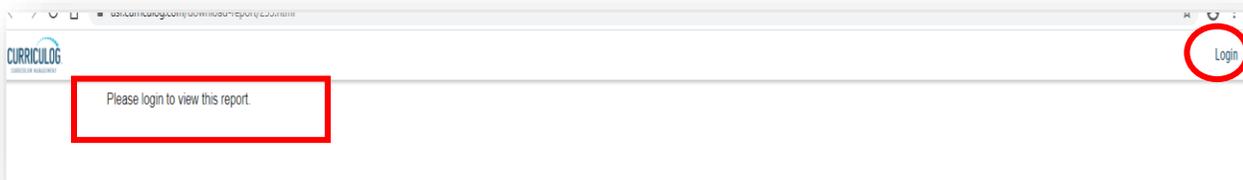

Then, go back to your email to click the link provided. The report will appear at the lower left of the Curriculog display.

Once you click on the report information, the report will open and display a listing of courses for which the specified course is a "Prerequisite." The Impact Report will also identify those programs in which the course is offered. This information can be used to determine if changes in the proposed course will impact those programs.

If the proposed change impacts other programs, a Course Concurrency form should be attached to the Course Change or Course Discontinue Proposal. You can find the Course Concurrency form at the USF Undergraduate Studies Curriculum website (https://www.usf.edu/undergrad/curriculum/curriculog/resources.aspx), under the Resources link in the left menu.
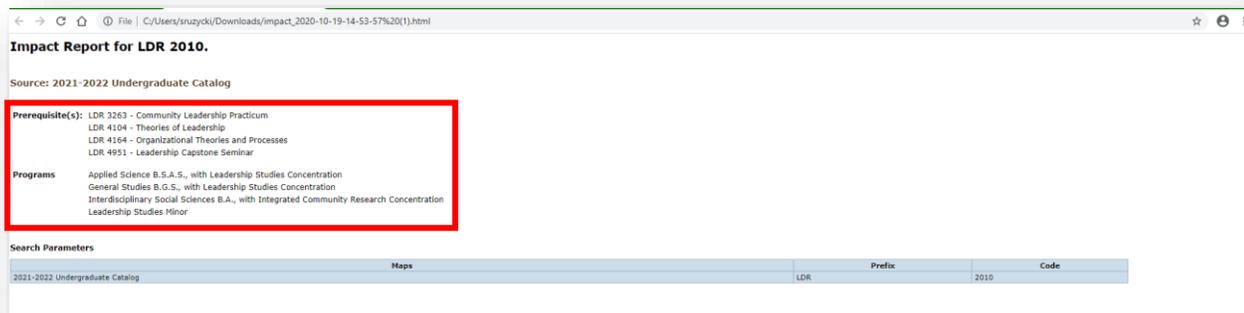
This concludes the USF Curriculog Impact Report tutorial.

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.