USF Curriculog – Originator Approval Workflow Process

Welcome to the University of South Florida's Curriculog Originator Approval Workflow Process tutorial. This tutorial will focus on how a Proposer - or "Originator" in Curriculog-speak - moves a proposal forward in the Curriculog Approval Workflow Process.

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

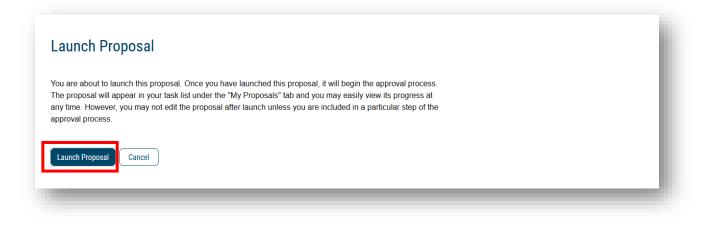
For more assistance, please contact the Undergraduate Studies Curriculum team at <u>UGS-DOCurriculum@usf.edu</u>.

To optimize the Curriculog experience, it is best to use Firefox or Chrome as your browser. You can access the Curriculog system at <u>https://usf.curriculog.com</u> and click the login button. USF has a single signer login.

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'ou 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.

Originator - Moving a Proposal into the Approval Workflow Process

As the "Originator" or proposer, there are two ways to start the Approval Workflow Process in Curriculog. The first is after you "Validate and Launch" the proposal. 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. If you are ready to move the proposal to the next step, you will click the "Launch Proposal" button.



The other way to start the Approval Workflow Process in Curriculog is when you did not "Validate and Launch the proposal. You may have completed the proposal, but chose not to "Validate and Launch" it.

When you log into Curriculog, you will go to the "My Proposals" tab. A listing of the proposals for which you are the "Originator" or proposer is provided. When you find the proposal, you wish to move to the approval workflow process, under the title, it will say "Unlaunched." Click on the title to open the proposal.

LOG Proposals Agendas Accounts Reports		😫 Sandra Ruzy 🚺 🕻
My Tasks My Proposals Watch List All Proposals		
Filter by:		
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2 Ye F Ran of Study - Leaders up Studies B.A. State - Unaworked 2007 2003 F Leaders - Unaworked - 2007 (Major, Concentration, Minor, or CettRicate) Last Addwig - Oct 12, 2009 231 FM by Sandra Ruzycki	• •	Oct 13 Comment. Sandra Ruzycki commented on your proposal, New Proposal (1073/2020) 93 3 am, with the following comment. Sandra Ruzycki imicotef do fime the ma 2021-1022 Undergraduate Catalog into the following proposal fields diversit Catalog (thematic). Program Typo Central Catalog
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LDR-2010 - Leadership Fundamentals	○ 록 д 🗖	Description, Undergraduate Studies Administrative Use Only: Acalog Course Type, Undergraduate Studies Administrative Use Only: Acalog Hierarchy, Undergraduate Studies Administrative Use Only: Course Atributer(s): Undergraduate

When the proposal opens, you will click the "Rocket ship" icon or "Validate and Launch" in the dark blue toolbar. You will follow the prompts to "Launch" the proposal.

If you have questions, please contact the Undergraduate Studies Curriculum team at <u>UGS-DOCurriculum@usf.edu</u>.

2 Year Plan of Study - Leadership Studies B.A.	. :=	
2021-2022 Undergraduate Program New Under Existing CIP (Major, Concentration, Minor, or Certificate) unlaunched	E Steps to Approval	
-S Import 🖬 Save All Changes 🛷 Validate and Launch Proposal	Ø	
Proposal Help	Files	-
General Catalog Information	Crosslistings	
Read before you begin	Proposal Lookup]
1. For "Type of Program" below, select:		
Program for a new Major, Minor, Concentration, or Certificate Save All Changes a new 4 Year Plan of Study or 2 Year Plan of Study.		
Type of Program*		

Originator Approval

Once you "Launch the Proposal," open the right side of your dashboard to display the "Workflow Status." You will click on the icon on the right of the dashboard that says "Workflow Status." In our example for a Course Change Proposal for LDR 2010, we see the first step is "Originator." In Curriculog, the proposer is called the "Originator." You will also see that the status is "Working." This means the Proposal is now ready for the "Originator" to approve and move the process to the next step which is the College.

LDR - 2010 - Leadership Fundamentals ~2021-2022 Undergraduate Course Change Form Test	Workflow Status Originator	Working Discussion	
🖹 Run Impact Report	Participants	HE Workflow	
Proposal Help	Sandra Ruzycki	Status	
General Catalog Information	Step Details	Signatures	
Read before you begin	College Participants	Incomplete Files	
 FILL IN all fields required marked with an *. You will not be able to launch the proposal without completing required fields. 		Decisions	
2. LAUNCH proposal by clicking 🛃 in the top left corner.	Robert Patterson Sandra Ruzycki	Custom Route	
Contact Information	Step Details	Crosslistings	

To view the place where you, the "Originator," can approve the proposal, click the "Decisions" icon or the "Checkmark" in the listing on the right side of your dashboard.

The right side of the dashboard will change to show the various decisions you can make as the "Originator." In most cases, you will either "Approve" or "Reject" the proposal as the "Originator." There may be times you want to place the proposal on "Hold" or "Suspend" the proposal. The "Cancel" and "Custom Route" options should not be selected.

If your decision is to "Approve" the proposal, be sure to add comments in the text field explaining this decision. In the comment area, you can also type in any responses which the next steps of the approval workflow process can view. For example, you could state "This course change is part of the department's accreditation efforts" or you could type "These changes reflect a department-wide effort to establish consistency." While you may have made these comments in the "Justification" area of the Proposal, if they are critical to the approval workflow process, you can repeat them in this area.

LDR - 2010 - Leadership Fl ~2021-2022 Undergraduate C	undamentals ourse Change Form Test	Your Decision What would you like to do with		Discussion
Run Impact Report Proposal Help		Approve Reject	 Hold Suspend Cancel 	Workflow Status
General Catalog Information		Please comment on your dec	 Custom Route cision below. 	Bignatures
	Read before you begin** d with an *. You will not be able to launch the proposal with jin the top left corner.	Out Make My Decision Current Step Activity		California California California
First Name*	Last Name' Ruzycki	Originator Step Summary This step requires 100	Wo	Processi Lookup
Phone* 8139747981 Chartfield String	Email* sruzycki@usf.edu	Participants Sandra Ruzycki Totals Users Approved. 0 Users Rejected: 0		

For our example, we will click in the "Approve" area, and click "Make My Decision." The screen will turn to gray as the proposal is loaded into the Curriculog system with your decision.

LDR - 2010 - Leadership Fut ~2021-2022 Undergraduate Cot		Your Decision What would you like to do with this proposal? Approve Hold	Discussion
🖹 Run Impact Report		Approve O Hold O Reject O Suspend	Workflow Status
Proposal Help General Catalog Information	~	Cancel Custom Route Please comment on your decision below.	Signatures
	ead before you begin**		Ø Files
 FILL IN all fields required marked completing required fields. LAUNCH proposal by clicking 2 	with an *. You will not be able to launch the proposal without in the top left corner.	Make My Decision	Decisions
Contact Information		Current Step Activity	>\$
First Name* Sandra	Last Name* Ruzycki	Originator Work Step Summary This step requires 100% approval from all participants to move forward.	Crosslistings
Phone* 8139747981	Email* sruzycki@usf.edu	Participants Sandra Ruzycki Totals	
Chartfield String		Iotals Users Approved: 0 Users Rejected: 0	

The Workflow Status area now changes to show the green "Thumbs Up" icon next to the "Originator" step. The status also changed to "Approved. A black box will also appear telling you the proposal has moved to the next step of the approval workflow process. Click the X in the black message box to close it.

LDR - 2010 - Leadership Fundamentals	9	Workflow Status		This proposal has moved on x This proposal has moved on in the workflow.	
~2021-2022 Undergraduate Course Change Form Test	U	Originator	Approved	on	
🖹 Run Impact Report		Participants	Workfo	*	
Proposal Help	×	Sandra Ruzycki 10/12/2020 4:26 PM	Status		
General Catalog Information	^	Step Details	Signatur		
		College	Working		
Read before you begin		Participants	Files		

The College is the next step in the approval workflow process. The College will have the same list of decision options that you had as the "Originator." The College will review the proposal and complete the "College Review Only" section. They can also add comments in their approval workflow area. The College can then "Approve" the proposal.

The College can also "Reject" the proposal and send it back to you. Comments from the College on the proposal will help you make the needed changes. You will receive an email notification from Curriculog that the proposal has been sent back to you. You will log into Curriculog; the proposal will appear under the "My Tasks" tab.

Click on the title of the proposal to open it, and go to the right side of the dashboard to see the comments in the "Discussion" area. You can then make the needed changes and save them on the proposal. Next, you will "Validate and Launch" the proposal to send it back into the approval workflow process. Finally, you will need to approve those changes in the approval workflow steps to move it forward to the College.

LDR - 2010 - Leadership F ~2021-2022 Undergraduate C		8	User Tracking This propose User Tracking Help Show current	has moved on I has moved on in the workflow. Discussion
Run Impact Report Proposal Help		¥	Show Individual User Edits	Workflow Status
General Catalog Information		^	Comments + Add Comment	Signatures
	*Read before you begin** ad with an *. You will not be able to launch the proposal with G in the top left corner.	hout	Curriculog 10122020 4 28 pm Sandra Ruzycki has approved this proposal on Originator. Curriculog 10122020 125 g pm Sandra Ruzycki has launched this proposal.	Pecisions
Contact Information			Curriculog 10/12/2020 12:55 pm	Crosslistings
First Name*	Last Name*		Sandra Ruzycki imported from the map 2021-2022 Undergraduate Catalog into the	3
Sandra	Ruzycki		following proposal fields: General Catalog Information: Prefix, General Catalog Information: Number, General Catalog Information: Full Course Title (100 characters max), General	Proposal Lookup
Phone*	Email*		Catalog Information. Credit(s), General Catalog Information: Course Description, Undergraduate Studies Administrative Use Only: Acalog Course Type, Undergraduate Studies Administrative Use Only: Acalog Hierarchy, Undergraduate Studies Administrative	
8139747981	sruzycki@usf.edu		Use Only: Course Attribute(s):, Undergraduate Studies Administrative Use Only: Acalog	

This concludes the USF Curriculog Originator Approval Workflow Process 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.

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UNDERGRADUATE Part of student success	STUDIES
FOR STUDENTS FO	OR ADVISORS FOR FACULTY ACADEMIC PROGRAMS ABOUT US
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CALENDAR & DEADLINES	PROPOSAL SYSTEM OVERVIEW
FORMS	Welcome to USF's Course and Curriculum Proposal System
FREQUENTLY ASKED QUESTIONS	Curriculog is a web-based proposal management system. Curriculog is USPs curriculum and course approval process. It automates the processes of curriculum change proposals and new, discontinue, and change course proposals.
TRAINING	To optimize the Curriculog experience, it is best to use Firefox or Chrome as your browser. You
RESOURCES	can access the Curriculog system at https://usf.curriculog.com/ and then click login in the upper right corner.