

Curriculog User Manual

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What is Curriculog?

Curriculog is curriculum management software that UMBC uses to create, approve, and track curriculum change proposals. Curriculog integrates with Acalog, the software UMBC uses to publish and maintain its catalogs.

Users create proposals that specify changes to programs, courses, and other curriculum and describe the reason that those changes are improvements over the current curriculum. As the proposal advances through the automated workflow, approvers have the opportunity to comment on the proposal and advance it to subsequent approvers or return it to the author for revisions.

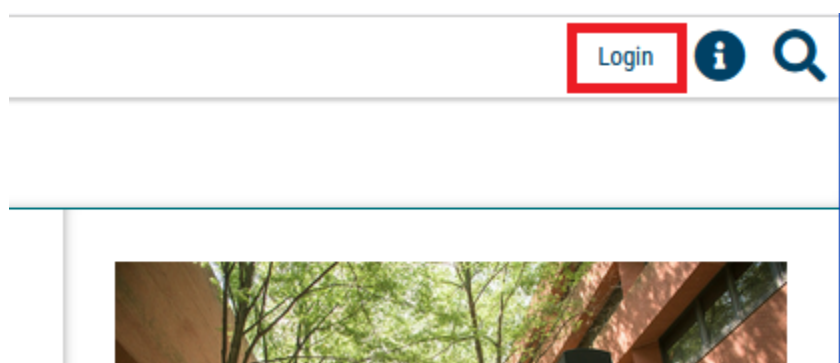
Curriculog allows users to build or change programs and courses using data that already exists in the draft Catalog. Registrar's office staff are able to import the approved changes back into the draft Catalog. Curriculog thus replaces edit access to programs and courses in the draft Undergraduate Catalog for catalog contacts.

While the creation of the proposal and the steps to approval are automated, it is still necessary to write specific, thoughtful rationales for the proposed changes.

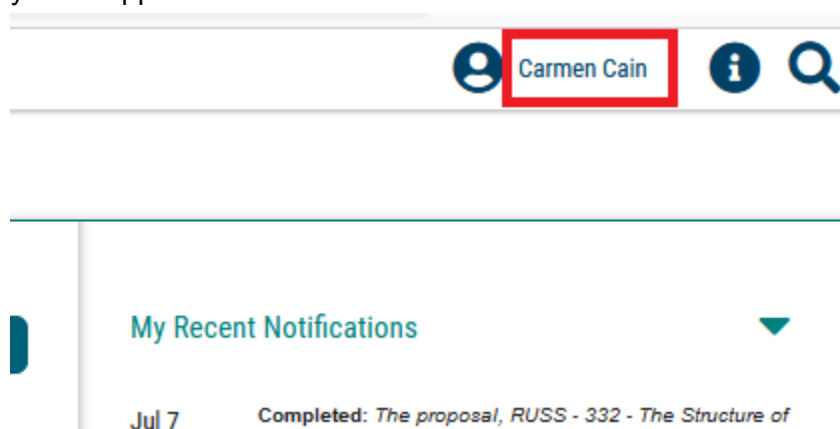
Curriculog is available at <https://umbc.curriculog.com>

Logging In

Curriculog uses UMBC's single sign-on system. The login button is at the top right corner of the screen.



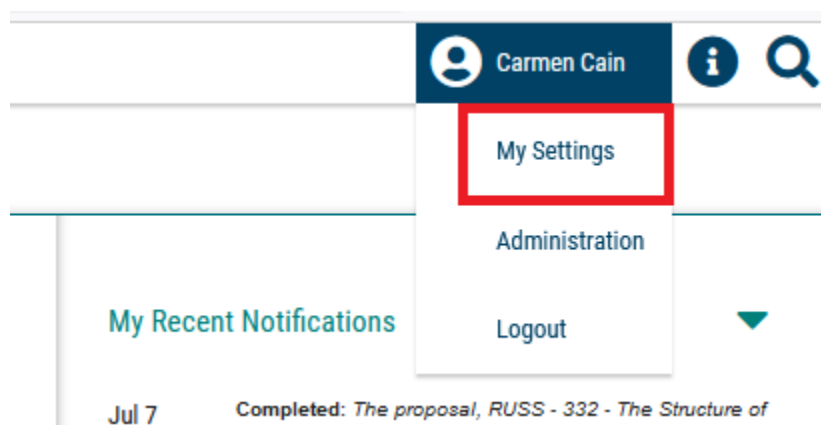
When users are logged in, their names appear at the top right of the screen and any notifications they have appear below.



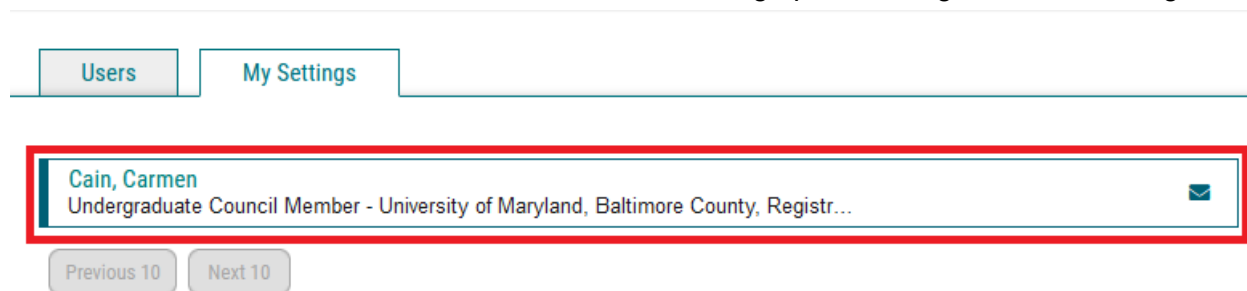
Registrar's office staff creates Curriculog accounts using the email alias that is available in the UMBC director. Users sometimes log in under a different alias and find they do not have the access they anticipated. Users can verify whether they are logged in under the correct account under the Accounts tab; if there is more than one entry for the user, the registrar's office can verify that the preferred email alias has the correct access.

Changing User Settings

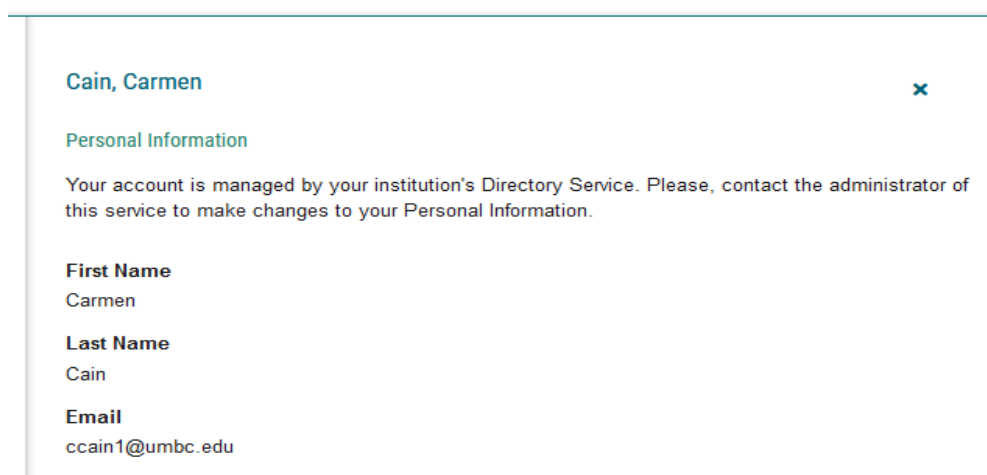
Settings govern what roles users have in curriculum approvals and how often they receive email notifications of a proposal's progress. Users navigate to the settings by hovering over their names.



Click on the ribbon with the user's name on the left to bring up the settings menu on the right.



The top of the page shows a summary of the user's account.



The middle of the screen shows the roles the user has in Curriculog.

Roles

- Undergraduate Council Member
Undergraduate Council
- Registrar - New Program Notification
- Registrar - Catalog Staff
Registrar - Catalog
- Registrar - Implementation

Committees

- Undergraduate Council
- Registrar - Catalog

At the bottom of the screen users can select which notifications they wish to receive and how often they wish to receive email digests. “User’s proposals” refers to all proposals in which the user is invoked.

Originator

Get all messages for user’s proposals

Get messages for comments only for user’s proposals

Get messages for comments and edits only for user’s proposals

Get all messages for user’s proposals

Process

Send messages for proposals in which I am involved only

Users can select a daily, twice weekly, three-times weekly, or weekly digest of notifications. The “All Emails” option is not recommended; it will generate an email when any user takes any action on any proposal that invokes the user.

Email Options

Daily Email Digest

Weekly Email Digest

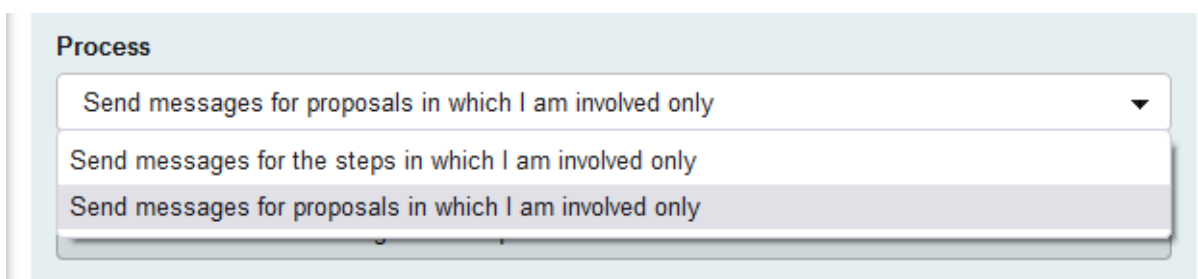
M W F Email Digest

T TH Email Digest

Daily Email Digest

All Emails

Users can select whether the digest includes notifications of all steps in a proposal workflow or only steps in which they are involved.



Process

- Send messages for proposals in which I am involved only
- Send messages for the steps in which I am involved only
- Send messages for proposals in which I am involved only

It is not possible to opt out of all email notifications. Users can create a rule in their UMBC email accounts to filter emails from Curriculog into a designated folder rather than their inboxes.

Where to Find Help

Users can search this manual to see if it addresses specific questions they may have.

Delivered help text is available on tabs that can be expanded in Curriculog. UMBC-specific help text appears on the proposal template in italics under the relevant field.

Please submit a help ticket to the Catalog Maintenance RT queue with any inquiries regarding Curriculog or Curriculog accounts.

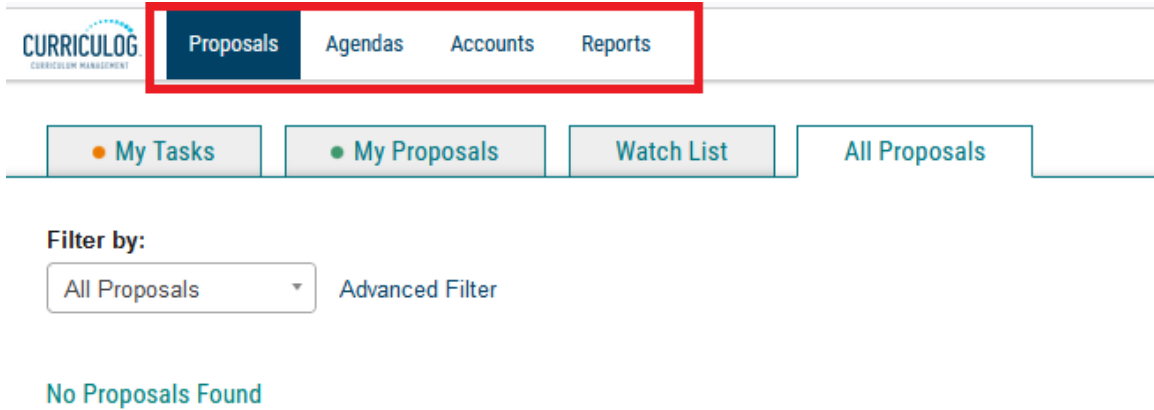
There is a link on the bottom left of Curriculog to send a message to system administrators. Please specify whether the message is for the registrar's office or for the graduate school.

Registrar's office staff revise this manual annually. Please contact the registrar's office with any feedback.

Navigating in Curriculog

Tabs at the top left of the screen allow users to navigate between proposals, agendas, accounts, and reports.

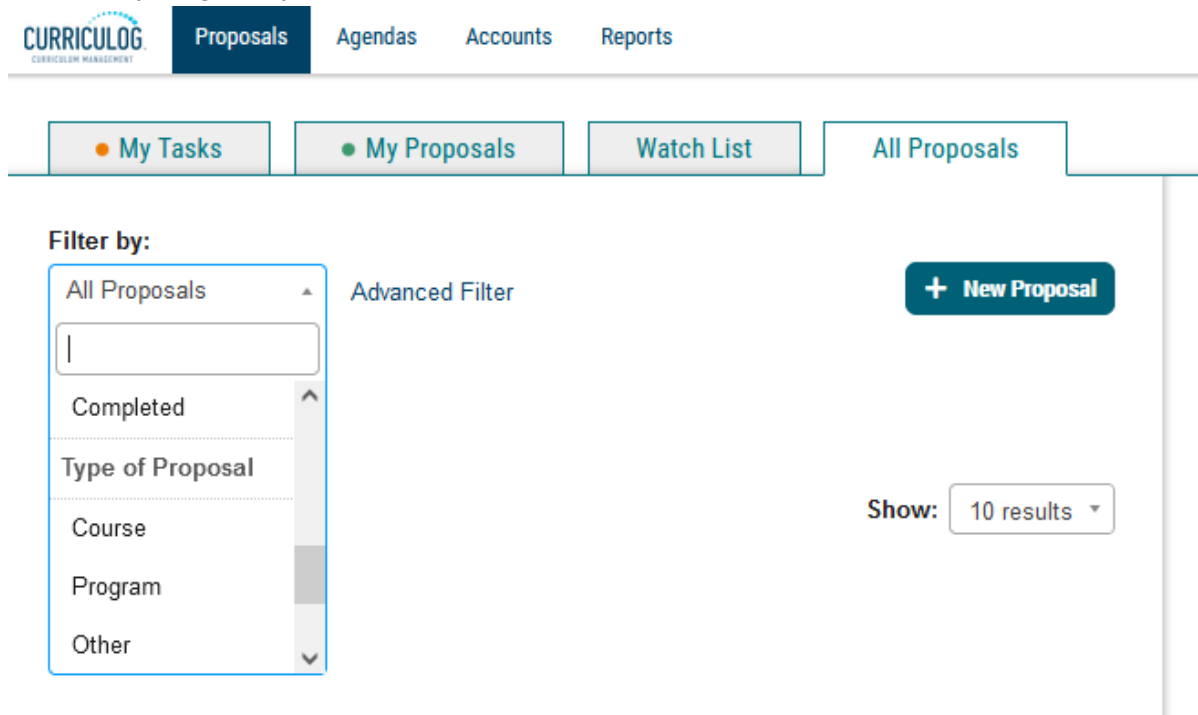
Proposals are suggested curriculum changes that are advancing through workflows. Agendas are collections of proposals at the same step that are collected for ease of review and approval. The accounts tab shows users and their positions in Curriculog and has messaging functionality that uses UMBC's email. The report tab links to delivered reports regarding proposals and users.



Working in Curriculog

Reviewing a Proposal

All users may view any launched proposal. On the “All Proposals” tab, users may filter to identify proposals by stage or type of the proposal.



The advanced filter allows users to identify proposals by keyword of title, school or college and by department, date, by the kind of proposal, and by a user’s role in the proposal.

● My Tasks

● My Proposals

Watch List

All Proposals

Filter by:

All Proposals

Advanced Filter

+ New Proposal

Keyword

Found Under

All Entities

☐ Include all child entities under my selection

Date Search Scope

From

To

Select a date type

Clear Dates

Process Type

All Processes

Current Step Name

No Current Steps Available

Users can select the My Tasks tab to see only those proposals that are available for them to approve. Proposals that are a user's task have an orange ribbon on the left side of the screen when the user is logged in. Click on the title of the proposal to open it.

● My Tasks

● My Proposals

Watch List

All Proposals

Filter by:

All Tasks

Advanced Filter

+ New Proposal



ANTH - 212 - The Ethnographer's World



2022-2023 UGRD Course Inactivation Request

Last Activity: Jul 15, 2021 1:30 PM by Camee Maddox-Wingfield



Approve Selected

Page: 1

Show: 10 results

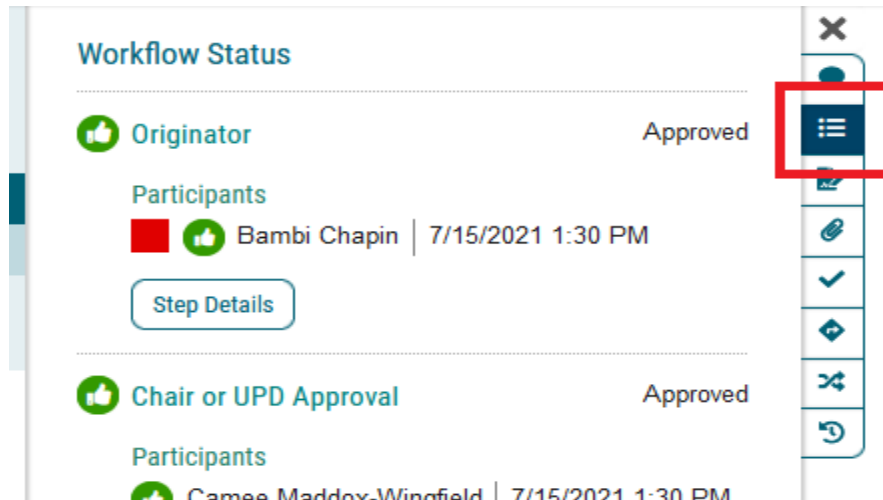
The left hand side of the screen is the current proposal. The right hand side of the screen has tabs to view revisions to the proposal and comments, view the workflow, view attachments, and make a decision.

The screenshot shows the Curriculumlog interface. At the top, there are navigation tabs: Proposals, Agendas, Accounts, and Reports. The 'Proposals' tab is active. On the left, a sidebar shows the proposal title 'ANTH - 212 - The Ethnographer's World' and a 'Run Impact Report' button. The main content area displays the proposal details, including a description and a 'Help' section. On the right, a 'User Tracking' sidebar is visible, showing a 'User Tracking Help' dropdown, a 'Show current' button, and a 'Show Individual User Edits' button. Below this, a 'Comments' section shows three comments from 'Curriculumlog' dated 7/15/2021 1:30 pm, each with a 'Reply' button. The comments mention approvals from Camee Maddox-Wingfield and Bambi Chapin.

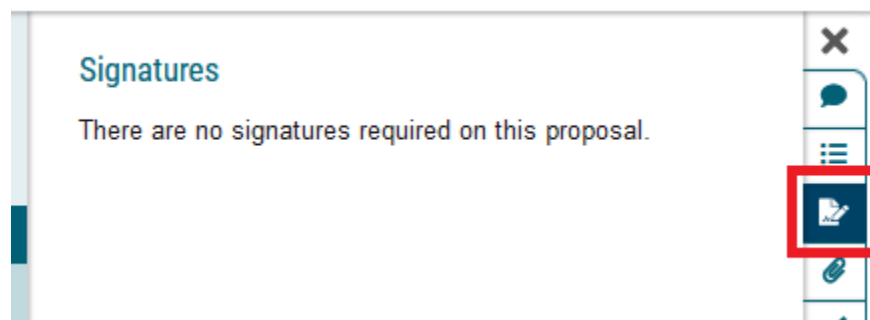
The Discussion tab in the Proposal Toolbox is where users can choose whether to view the proposal with revisions or read and make comments. Comments are generally only visible to the other users on the step. Users can explain changes they've made to the proposal or hold brief discussions with other users on the step.

This is a close-up of the 'User Tracking' sidebar. It includes a 'User Tracking Help' dropdown, a 'Show current' button, and a 'Show Individual User Edits' button. Below these, there is a 'Comments' section with an '+ Add Comment' button and a 'Reply' button. A red box highlights the 'Discussion' icon, which is a speech bubble with a checkmark, located in the sidebar's navigation menu.

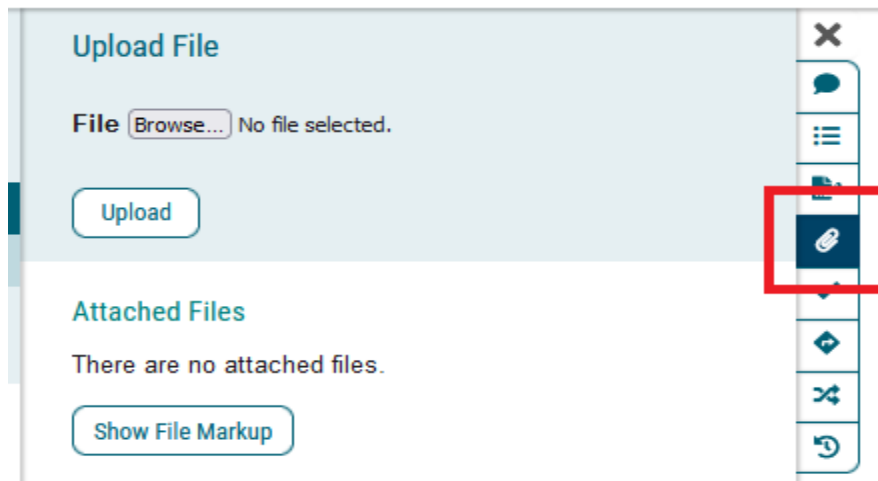
The Workflow Status tab shows the progress of the proposal through its workflow. Users can expand the previous steps to see summaries of actions and decisions by individual approvers.



The third tab is the signatures tab. The signatures function is not in use at UMBC.



The Files tab is where any attachments are available. Users who have edit access to the proposal can add attachments.



The Decisions tab is where users approve or reject proposals. There is also comment functionality in conjunction with making a decision.

Your Decision

Opinion 1: Undergraduate Council

You may provide your opinion on whether this proposal should advance. However, only Agenda Administrator votes will be calculated into the final decision. What would you like to do with this proposal?

☐ Approve

☐ Reject

Please comment on your opinion below.

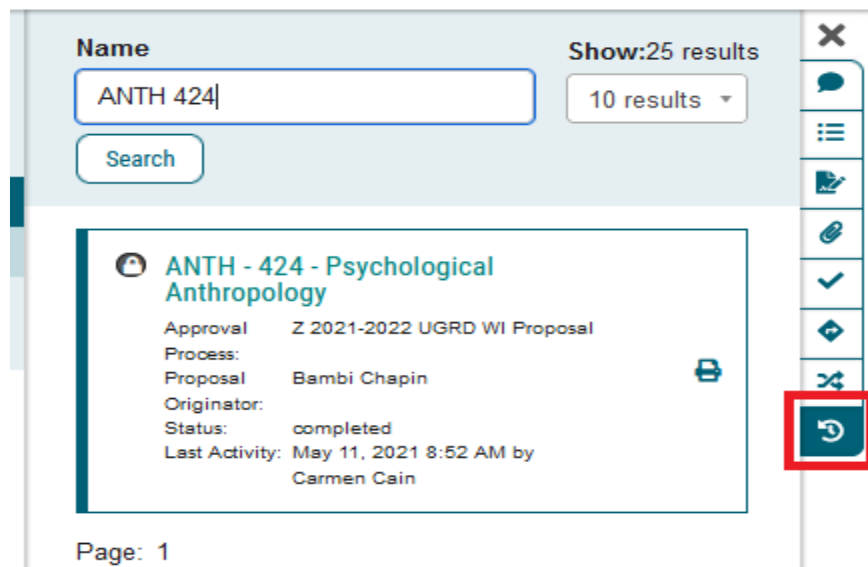
Provide My Opinion

The next two tabs are for custom routing proposals and crosslisted proposals. Custom routes can be created at certain steps in the proposal if input from users who are not invoked in the existing workflow is required. The crosslisting function in Curriculog is not in use at UMBC.

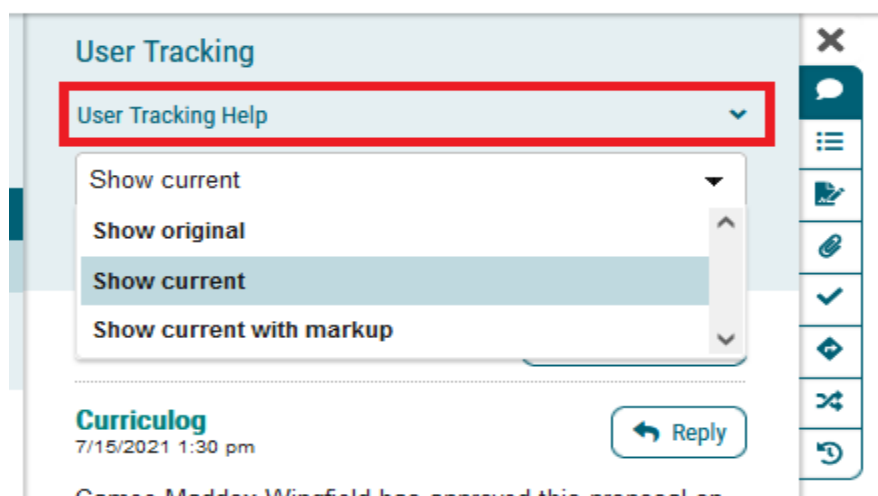
Custom Routes

This proposal does not allow custom routes to be created at this point in the workflow. You cannot route the proposal at this time.

The Compare Proposals tab allows users to search for and view the text of in progress and complete proposals.



The default view of the proposal is the revised catalog text and the current responses to the rationale questions. To see the original version of the proposal or to identify revisions by user, use the user tracking option under the discussion tab. Delivered help text is available by expanding the arrow called “User Tracking Help.”



“Show current with markup” can be expanded to show the color coding for user edits by step.

Fields that use data sets will have a log of changes. Mark ups to text fields are concatenated.

Grading:*

Recommended Preparation:

ANTH ~~244~~ 350, SOCY 101.

Recommended preparation is not enforced by the student information system.

Editing Proposals

Currently, department approvers and the registrar's office have access to edit proposals at certain steps. Department approvers may revise the proposal rationale and catalog text if necessary before the proposal is reviewed by other approvers. Registrar's office staff have edit access to record the effective semester of the proposal in the student information system and to revise the curriculum for catalog standard if necessary.

Each field has individual save buttons. Save each change before leaving the page or approving the proposal.

Catalog Description*

This course addresses topics such as American Indian culture, gender and class in world development, American folklife, or public policy anthropology. Students develop writing and research skills while examining particular issue in anthropology.

Save

Cancel

Please use full sentences to describe the content and aims of the course. If the existing course description does not use complete sentences, consider revising the course description in conjunction with the other proposed changes.

Using Messaging in Curriculog

The messaging function in Curriculog integrates with UMBC's email. The advantage of using Curriculog messaging is that a link to the relevant proposal will be automatically generated.

The icon to send a message looks like an envelope.

● My Tasks

● My Proposals

Watch List

All Proposals

Filter by:

All Tasks

Advanced Filter

+ New Proposal

ANTH - 212 - The Ethnographer's World

2022-2023 UGRD Course Inactivation Request

Last Activity: Jul 15, 2021 1:30 PM by Camee Maddox-Wingfield

Approve Selected

Page: 1

Show: 10 results

Clicking the envelope icon brings up all Curriculog users by last name. Use the alphabet menu to bring up the user you want to send the message to. Please do not use the “All Users” function.

UsersMy Settings

Sort by:

Name

A B C D E F G H

I J K L M N O P

Q R S T U V W X

Y Z

All Users

Reset

Abele, Eric

No roles have been assigned to this user.

Aina, Yemisi

No roles have been assigned to this user.

Armstrong, Thomas

No roles have been assigned to this user.

Send Message

Send Personal Message

Personal messages use your institution's email system and are not maintained by Curriculumlog. Please maintain copies of personal emails in your email client for later reference.

To: Click the email icon next to the user you want to add to this message.

From: no-reply@curriculumlog.com

Subject:

Click the envelope icon next to the individual user. The message populates with a templated message and a link to the proposal. The completed message will be archived in UMBC's email.

Sort by:

Name

A B C D E F G H I J K L M N

O P Q R S T U V W X Y Z

All Users

Reset

Wallace, Brandy

No roles have been assigned to this user.

Wentz, Drema

Undergraduate Council Member - University of Maryland, Baltimore County, Registr...

Commenting on a Proposal

Comments can be used to provide additional explanation of a change or to discuss a proposal with other people on the same step.

The screenshot shows a 'User Tracking' sidebar on the left with a 'User Tracking Help' dropdown, a 'Show current' dropdown menu, and a 'Show Individual User Edits' button. The main content area displays a comment from 'Curriculog' dated '7/15/2021 1:30 pm' stating 'Camee Maddox-Wingfield has approved this proposal on Chair or UPD Approval.' Below the comment is a 'Reply' button. To the right of the comment is a red-bordered button labeled '+ Add Comment'. On the far right is a vertical toolbar with icons for Discussion, Workflow Status, Signatures, Files, and Decisions.

Making a Decision

Users can make a decision on a proposal when they are logged in and an approver at the current step using the tab that looks like a check mark.

The screenshot shows a 'Your Decision' sidebar on the left. It contains the heading 'Opinion 1: Undergraduate Council', a paragraph asking for an opinion on whether a proposal should advance, and two radio button options: 'Approve' and 'Reject'. Below these is a text box for comments and a 'Provide My Opinion' button. On the right is a vertical toolbar with icons for Discussion, Workflow Status, Signatures, Files, and Decisions. The 'Decisions' icon, which is a checkmark, is highlighted with a red box.

The Curriculog options for decisions are “approve” or “reject.” Proposals that are rejected at a step return to the originator and can be launched again after the necessary changes are made.

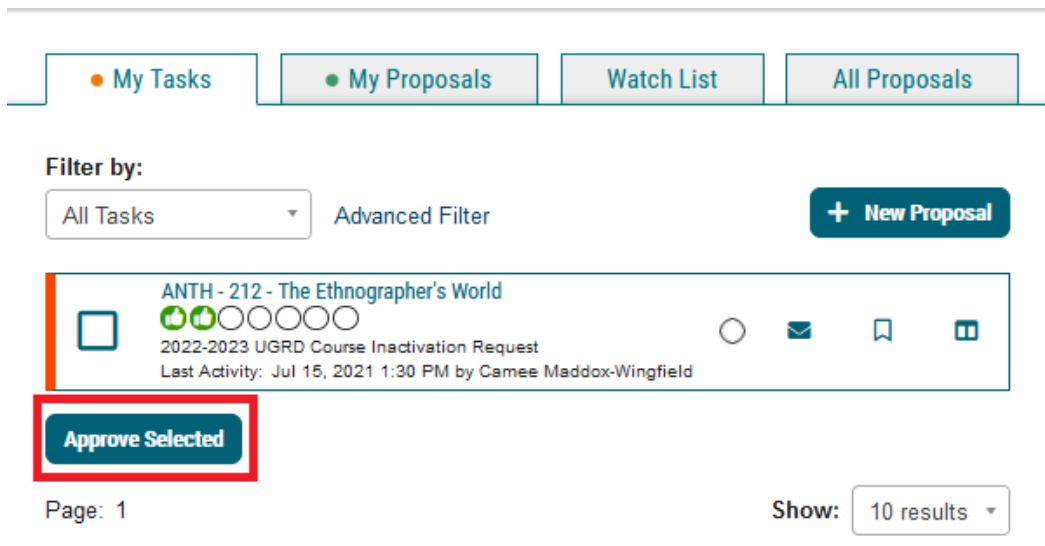
When rejecting a proposal, users enter meaningful comments that can assist the revision of the proposal. It is also possible to enter a comment when approving a proposal.

The screenshot shows a modal titled "Your Decision" with a close button (X) in the top right corner. Below the title is the heading "Opinion 1: Undergraduate Council". The main text reads: "You may provide your opinion on whether this proposal should advance. However, only Agenda Administrator votes will be calculated into the final decision. What would you like to do with this proposal?". There are two radio buttons: "Approve" (unselected) and "Reject" (selected). Below the radio buttons is a text input field with the placeholder text "Please comment on your opinion below." and a red error message "This field is required" at the bottom. A "Provide My Opinion" button is at the bottom left. On the right side of the modal is a vertical sidebar with icons and labels: "Discussion", "Workflow Status", "Signatures", "Files", "Decisions" (highlighted with a checkmark), and "Custom Route".

It is possible to approve one or more proposals from the My Tasks tab without opening the proposal. Users may check the box to the left of the title.

The screenshot shows the "My Tasks" tab selected in a navigation bar. Below the tabs are filters: "Filter by:" with a dropdown menu set to "All Tasks" and an "Advanced Filter" link. A "+ New Proposal" button is on the right. Below the filters is a list of proposals. The first proposal is "ANTH - 212 - The Ethnographer's World" with a red square checkbox selected. Below the title is a progress bar with 7 circles, the first two of which are green. Below the progress bar is the text "2022-2023 UGRD Course Inactivation Request" and "Last Activity: Jul 15, 2021 1:30 PM by Camee Maddox-Wingfield". Below the proposal list is an "Approve Selected" button. At the bottom left is "Page: 1" and at the bottom right is "Show: 10 results" with a dropdown arrow.

Users then click the button labeled “Approve Selected.” However, it is not advisable to approve proposals without reviewing them.



Users who are the sole approver on the step advance a proposal or return it to the originator based on the decision.

Users who are agenda administrators make decisions on behalf of a committee and advance the proposal or return it to the originator.

Users who are part of a committee can change their decisions until the agenda administrator advances the proposal. The proposal will stay under the My Tasks tab until the agenda administrator advances the proposal from the step. Users can change decisions on a proposal until the agenda administrator enters a decision.

Starting a Proposal

While Curriculog reduces the administrative work of creating and approving curriculum proposals, the work of describing the proposed change and writing rationales remains the same.

Creating a Proposal

The button to begin a new proposal appears on every tab under Proposals.

CURRICULOG CURRICULUM MANAGEMENT

Proposals Agendas Accounts Reports

My Tasks My Proposals Watch List All Proposals

Filter by:
All Proposals Advanced Filter

+ New Proposal

No Proposals Found

Show: 10 results

Workflows exist for several different kinds of curriculum proposals. Users can use the tabs to select which kind of curriculum they wish to change.

CURRICULOG CURRICULUM MANAGEMENT

Proposals Agendas Accounts Reports

All Processes Courses Programs Others

Sort by:
Process Title

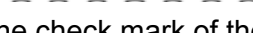
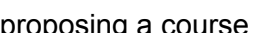
2022-2023 GRAD Change in Existing Course
7 mandatory 9 total

2022-2023 GRAD Course Elimination Request

Most approval processes are linked to the current draft Catalog. Workflows with an icon that looks like a piece of paper with an arrow to the left of the title are set up so that users import the current information from the draft catalog into the proposal.

 2022-2023 UGRD GEP Course Change  6 mandatory 6 total
2022-2023 UGRD New Course Request  7 mandatory 7 total

Users who would like to see the proposal template without beginning a proposal can preview the proposal with the square icon with a diagonal arrow.

4 mandatory 4 total	
 2022-2023 UGRD Course Change Request  7 mandatory 7 total	 
 2022-2023 UGRD Course Inactivation Request  4 mandatory 4 total	
 2022-2023 UGRD Course Change Request  7 mandatory 7 total	 
 2022-2023 UGRD Course Inactivation Request  4 mandatory 4 total	

Click the check mark of the proposal to start a proposal.

When proposing a course or program change, users can search the catalog by subject code, course number, or title. “Prefix” is the DigArc term for subject code and “code” is the DigArc term for course number. Click search to bring up the results.

2022-2023 UGRD Course Change Request
×

Prefix

Code

Name

Source

Exclude previously imported results ☐

When starting a program proposal, there will be an option to select a program or a shared core. Users typically intend to make changes to a program; shared cores are elements used in more than one program that are editorial or reflect university requirements and are not subject to the curriculum change process.

2022-2023 UGRD Program Change
×

Program Type
☒ Program ☐ Shared Core

Name

Source

Exclude previously imported results ☐

Click the icon of the appropriate course or program. While it is possible to import a different course or program after the proposal is started, in a course proposal the new data will not completely overwrite the original data and the proposal will be flawed. Please verify that the correct course or program has been selected and start a new proposal if necessary.

Show: 20 results ▼

ANTH 297 Selected Topics in Anthropology

Sociology, Anthropology, and Public Health, Department of

[No Description Data]



ANTH 317 Contemporary Problems in Anthropological Perspective: Special Topics

Sociology, Anthropology, and Public Health, Department of

The course explores issues of global significance from a cross-cultural perspective by focusing on the tensions between increasing diversity of perspective in an increasingly interdependent world. From the view points of an emergent anthropology in action, we will examine the com...



When building a proposal, Curriculog shows a summary of the data that exists in the draft Catalog for the course or program. The course template has discrete fields that are concatenated in the published catalog.

2022-2023 UGRD Course Change Request ×

Import Data into your Proposal

Field Name	Data Preview
Catalog Information: Prefix	ANTH
Catalog Information: Course Number	297
Catalog Information: Formal Title	Selected Topics in Anthropology
Catalog Information: Number of Credits	3
Catalog Information: Catalog Description	[no data]
Catalog Information: Special Topics Course	Topics will be published in the Schedule of Classes.
Catalog Information: Repeatable	This course is repeatable for credit with different topic.
Catalog Information: Maximum Total Credits	[no data]
Catalog Information: Recommended Preparation:	[no data]
Catalog Information: Note:	[no data]
Catalog Information: When Offered	[no data]
Catalog Information: Grading:	Graded/Pass Fail/Audit
Catalog Information: Comments:	

Program listings have titles, a program type, and editorial text and are composed of courses arranged in groups DigArc calls “cores.”

2022-2023 UGRD Program Change



Import Data into your Proposal

Field Name	Data Preview
Catalog Information: Title	Religious Studies Minor
Catalog Information: Program Type	Minor
Catalog Information: Description	Offered by Religious Studies, the Religious Studies Minor gives students a broad knowledge of humanity's rich religious heritage and increases their appreciation of the human religious experience. The variety of responses that belief systems historically have given to such questions as the existence of good and evil, the problem of undeserved suffering, the role of religion in secular society and the afterlife, and the historical dimensions of religion all are considered. The interdisciplinary nature of the minor, which combines different approaches to the study of religion, should make it appealing to students of widely differing backgrounds and majors.
Catalog Information: Prospective Curriculum	Program has 6 cores and 34 courses.
Registrar's Office Use: Item ID	5706
Registrar's Office Use: Hierarchy Owner	Religious Studies

[Build Proposal](#)[Return to Search](#)

The button to build the proposal is at the bottom of the screen.

Registrar's Office Use: Acalog Organization Sociology, Anthropology, and Public Health
Registrar's Office Use: Acalog Course Type Anthropology

[Build Proposal](#)[Return to Search](#)

The proposal template is at the left side of the screen and the steps to approval are at the right side of the screen. The proposal template has three sections for originators to complete: contact information and the questions that build the Curriculog workflow, the catalog information, and the rationale section.

BIOL - 305 - Comparative Animal Physiology
2022-2023 UGRD Course Change Request
unlaunched

Import Run Impact Report Save All Changes
Validate and Launch Proposal

Proposal Help
Proposal Information

This proposal is for course changes to the 2022-2023 Undergraduate Catalog.

Approval Steps

Originator Incomplete

Participants
Carmen Cain
Step Details

Chair or UPD Approval Incomplete

Participants
Step Details

Steps to Approval
Files
Crosslistings
Proposal Lookup

Expand the arrow in the section called “Proposal Help” to view the delivered help text at the top of the screen.

Import Run Impact Report Save All Changes
Validate and Launch Proposal

Proposal Help

What can I do next?

Fill out the Proposal

Edit fields by clicking on the text
Upload a file by clicking the Files tab.
Compare the proposal with related proposal by clicking the Proposal Lookup tab.

Help text on individual fields appears in italics below the field.

Transcript Title

There is a limit of 30 characters for course titles in the Schedule of Classes and on student transcripts. When proposing a course title change, please suggest an appropriate, intelligible abbreviation of the formal course title.

The Proposal Toolbox on the right side of the screen is where users can see summaries of the proposal workflow, attach documents, and look up previous proposals.

Approval Steps

☐ **Originator** Incomplete

Participants

☐ Carmen Cain

[Step Details](#)

☐ **Chair or UPD Approval** Incomplete

Participants

[Step Details](#)

Steps to Approval

Files

Crosslistings

Proposal Lookup

The top section of the proposal is where users enter contact information for people who are available to discuss the proposal with approvers. Throughout the proposal, fields with an asterisk are required to advance the proposal.

Proposal Contacts

Please enter contact information for one or two people who are available to discuss the proposal with approvers.

Chair or Director*

Email*

Phone

Use the dropdown menu of departments to select the department or departments that will approve the proposal in the Curriculog workflow. This section builds the workflow; the contact information in the previous section is for human readers.

A screenshot of a web form showing a dropdown menu for selecting a department. The label "Department*" is at the top. The dropdown is open, showing a list of departments: "Africana Studies", "American Studies", "Ancient Studies", "Asian Studies", and "Biological Sciences". The text "Select an option" is visible at the top of the dropdown list. The dropdown has a light blue background and a white border.

Check the right side of the screen to verify that the correct department was selected and that the current personnel is invoked in the workflow. If the department is wrong, change the department selected on the drop down and save again. If the person is not the current incumbent, please contact the registrar's office so that the right person can be placed in the role.

A screenshot of a workflow step titled "Chair or UPD Approval". The step is marked as "Incomplete" on the right. Below the title, there is a section for "Participants" which lists "Philip Farabaugh". A button labeled "Step Details" is located below the participant list. The interface has a light blue header and a white background.

The Catalog Information section is where the current information from the draft catalog is displayed upon creation of a course or program change proposal and where users enter the proposed curriculum for a new course or program proposal.

Catalog Information

Upon the creation of the proposal, the course information below reflects the current data in the draft Catalog. Make changes to the relevant catalog fields. Registrar's office staff will review changes for feasibility and catalog style. Some fields use datasets or other mechanisms to limit input, typically to reflect PeopleSoft functionality or to facilitate proofing the Catalog.

Prefix*

BIOL x

Course Number*

305

When changing a course number, check with the registrar's office to verify that the number is available.

Formal Title*

Comparative Animal Physiology

The long title of the course is published in the Catalog and the Schedule of Classes. Use title case and do not use ampersands. When proposing a title change, consider whether it can be meaningfully abbreviated for the student transcript.

The Rationale section is where users describe why the proposed change is necessary or how it will improve the curriculum.

Rationale

Please describe the need for the course change and how the revised course will fit in to the existing curriculum.

Rationale*

Rich text editor toolbar with the following icons: Bold (B), Italic (I), Underline (U), subscript (x₂), superscript (x²), strikethrough (T_x), bulleted list, numbered list, decrease indent, increase indent, quote, link, unlink, insert link, insert image, insert table, and a dropdown arrow. Below the toolbar is a large text area for the rationale.

The syllabus question at the of the rationale section of some course proposals is a reminder to attach a syllabus. It does not enforce the attachment.

You may attach a course syllabus using the attachment tab on the righthand side of the screen.

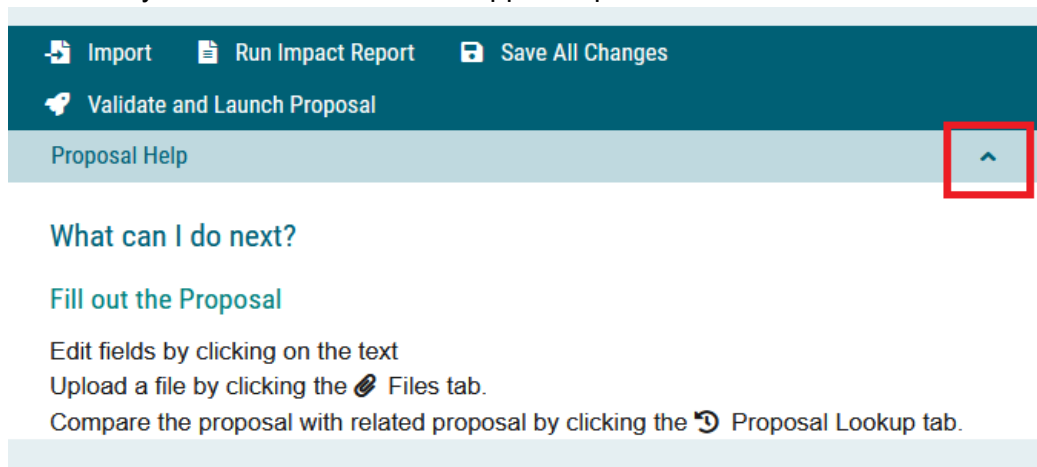
Attachments

☐ Syllabus Attached

If a syllabus would support your course change, please attach a syllabus.

Help Text

Help text delivered by the vendor appears at the top of the proposal template. Expand the arrow to see a key to the icons used in the approval process.



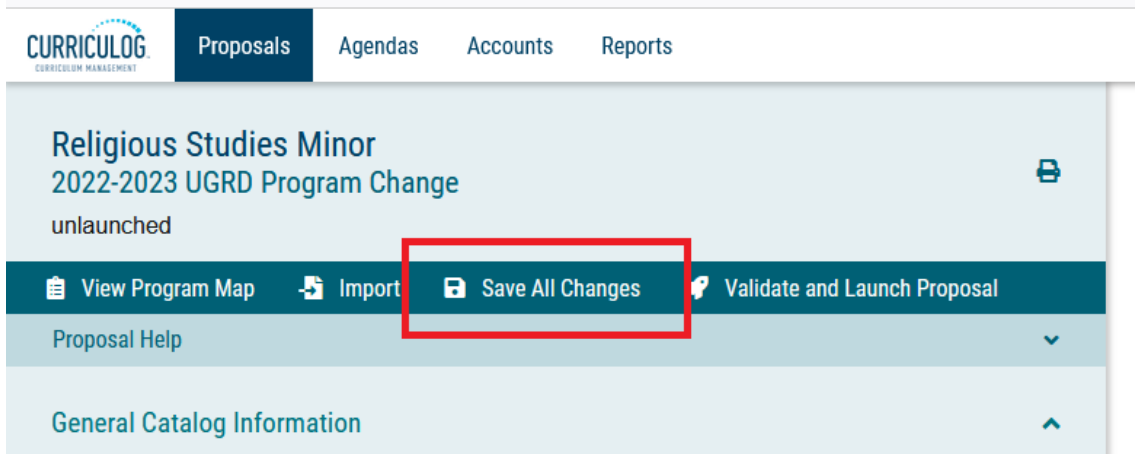
Help text specific to UMBC appears in italics under the field. Registrar's office staff writes and maintains the help text, so please contact the registrar's office if there are any oversights or ambiguities.

Transcript Title

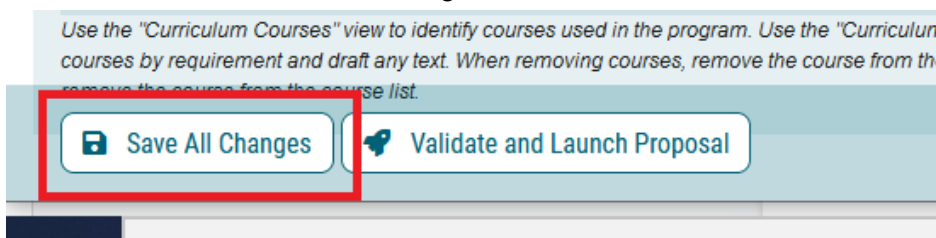
There is a limit of 30 characters for course titles in the Schedule of Classes and on student transcripts. When proposing a course title change, please suggest an appropriate, intelligible abbreviation of the formal course title.

Saving the Proposal

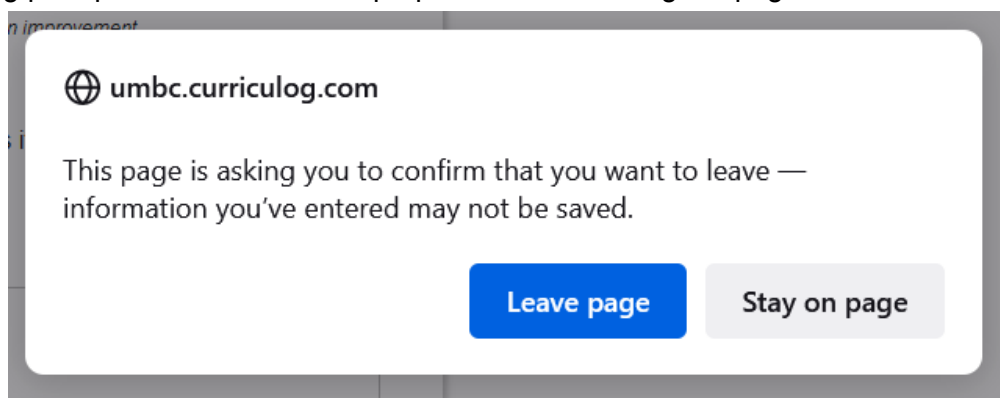
There is a save button in the proposal header.



There is also a save button floating at the bottom of the screen.



Curriculog prompts users to save the proposal before leaving the page.

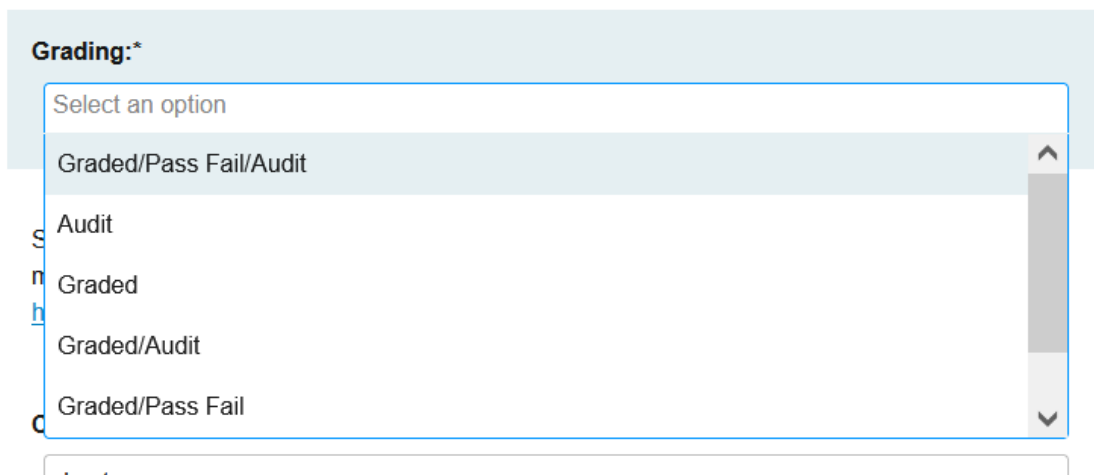


Modifying Course Proposals

Course listings in the Catalog are made of several fields that are concatenated in the display. Because Curriculog is linked with the Catalog, the individual fields are available to review or modify in a course proposal.

Some fields on the course proposal have a finite number of options presented in a drop down menu or with a checkbox or radio button. Typically these options reflect PeopleSoft functionality or are to facilitate maintaining and proofing the Catalog. If an aspect of the intended course set

up does not exist in the standard options, please contact the registrar's office to make sure that the course can be implemented as intended.



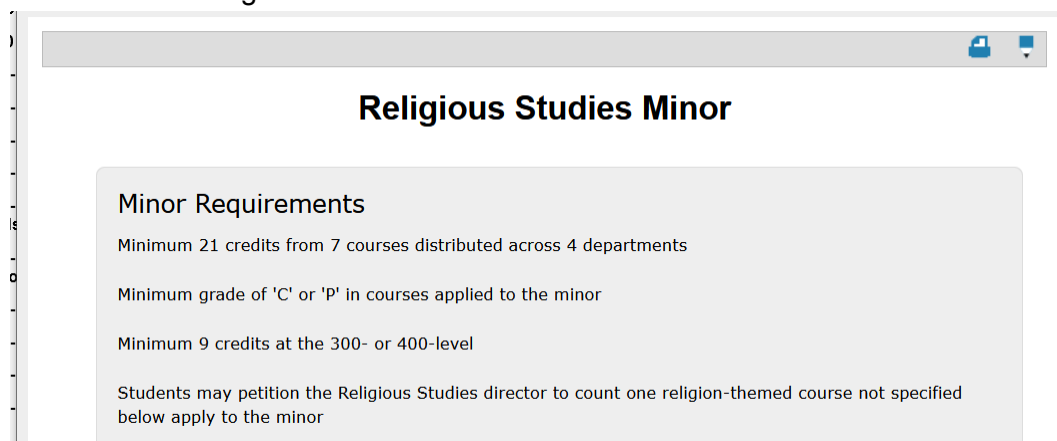
The image shows a dropdown menu for grading options. The label 'Grading:*' is at the top. The dropdown list is open, showing the following options: 'Graded/Pass Fail/Audit' (highlighted), 'Audit', 'Graded', 'Graded/Audit', and 'Graded/Pass Fail'. The text 'Select an option' is visible at the top of the dropdown list.

Modifying Program Proposals

Program listings have titles, editorial descriptions, and courses arranged into requirements that DigArc calls “cores.” Registrar’s office staff review program proposals for enforceability and revise the text to catalog standard.

The three views of the program listing are “preview curriculum,” “curriculum schema,” and “curriculum courses.”

“Preview curriculum” brings up a preview of the program listing without the editorial description and with limited formatting in a new window.



The image shows a preview window for a 'Religious Studies Minor'. The title 'Religious Studies Minor' is centered at the top. Below it, the section 'Minor Requirements' is displayed. The requirements listed are: 'Minimum 21 credits from 7 courses distributed across 4 departments', 'Minimum grade of 'C' or 'P' in courses applied to the minor', 'Minimum 9 credits at the 300- or 400-level', and 'Students may petition the Religious Studies director to count one religion-themed course not specified below apply to the minor'.

The Curriculum Courses function in Curriculog controls courses’ use in the curriculum schema. When adding a course to a program, it is necessary to add the course to the course list first. When removing a course from the list, it is necessary to remove the course from the curriculum schema first.

Prospective Curriculum*

View Curriculum Courses

View Curriculum Schema

Preview Curriculum

ANCS - 365 - Magic and Witchcraft in the Ancient Mediterranean	3	
ANTH - 320 - Witchcraft and Magic	3	
HIST - 315 - Native American History, 1800-Present	3	
HIST - 341 - The American Colonies	3	
HIST - 362 - The Medieval Mediterranean	3	

To add a course, use the “Import Course” button to bring up the Integration Manager and bring in courses from the draft Catalog. The “Add Course” button allows users to create entries by specifying a subject code, number, and title but does not validate against the catalog. The import back to the catalog will simply populate text rather than the course listing.

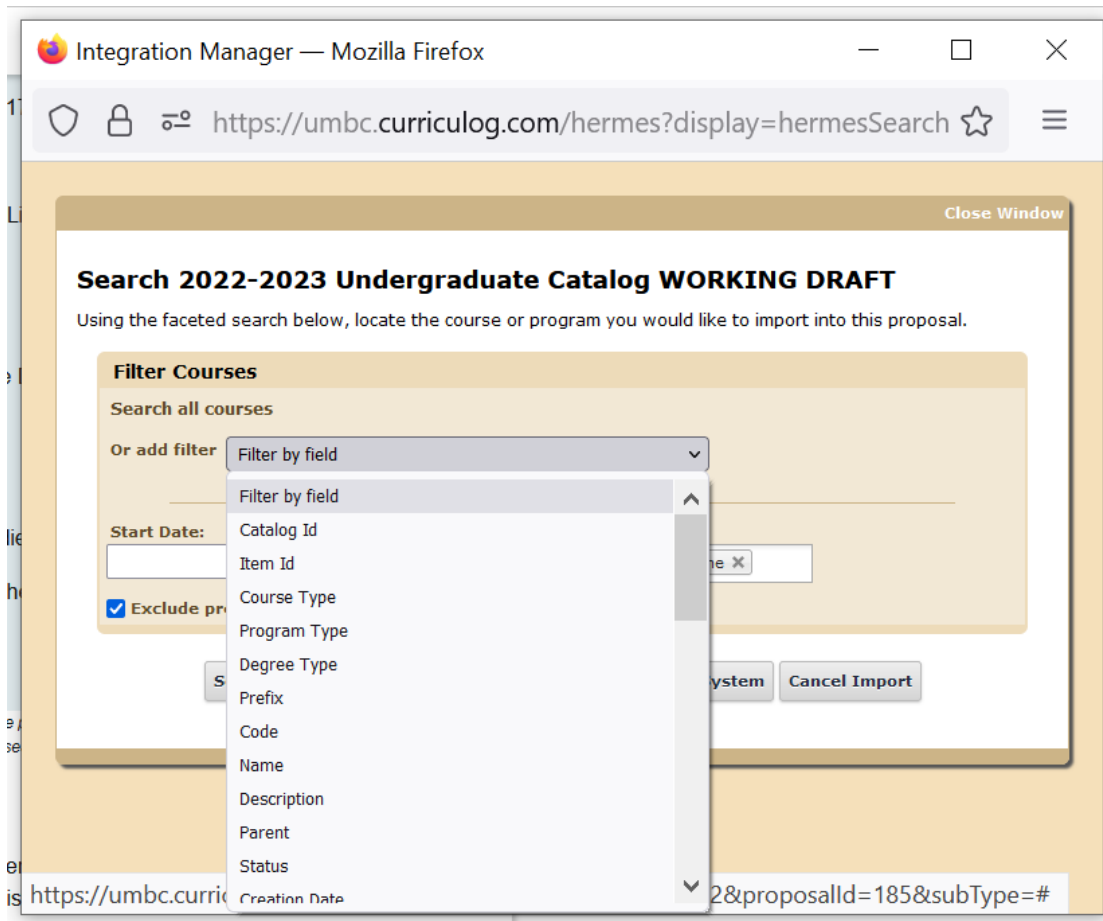
RLST - 386 - Eastern Christianity	3	
RLST - 400 - Special Projects in Religious Studies	1-3	
RLST - 463 - Jews, Christians and Muslims in the Middle Ages	3	

Add Course

Import Course

Use the "Curriculum Courses" view to identify courses used in the program. Use the "Curriculum Schema" view to arrange the courses by requirement and draft entry text. When removing courses, remove the course from the Curriculum Schema and then

Users can filter courses by subject code, number, or title.



Click on the trash can icon to the right of the course title to remove the course from the Curriculum Courses list.



“Curriculum schema” shows the outline of the program. Users can expand the headers and make changes to the text or to the courses.

Prospective Curriculum*

[View Curriculum Courses](#)
[View Curriculum Schema](#)
[Preview Curriculum](#)

- Minor Requirements
- Course Requirements
 - History and Religion (6 credits)
 - Ancient and Judaic Studies of Religion (3 credits)
 - Anthropological and Africana Studies of Religion (3 credits)
 - Additional Electives (6 credits)

[Add Core](#)
[Import Core](#)

Use the "Curriculum Courses" view to identify courses used in the program. Use the "Curriculum Schema" view to arrange the courses by requirement and draft any text. When removing courses, remove the course from the Curriculum Schema and then remove the course from the course list.

When adding a course to a requirement, expand the requirement and use the “Add Course” button under the requirement.

HIST - 466 - The Reformation

3

HIST - 470 - Tudor and Stuart England: 1485-1714

3

[Add Courses](#)
[Add Custom Text](#)

Ancient and Judaic Studies of Religion (3 credits)

Anthropological and Africana Studies of Religion (3 credits)

The pop up window will show the courses that have been added to the course list. Select the courses that should be added under the header.

Choose courses to add

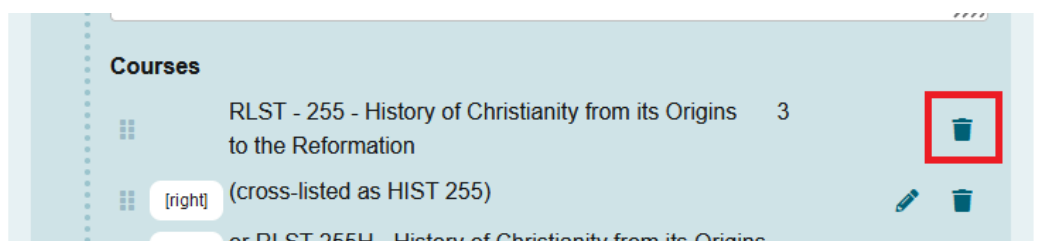
ANCS - 365 - Magic and Witchcraft in the Ancient Mediterranean
3

ANTH - 320 - Witchcraft and Magic
3

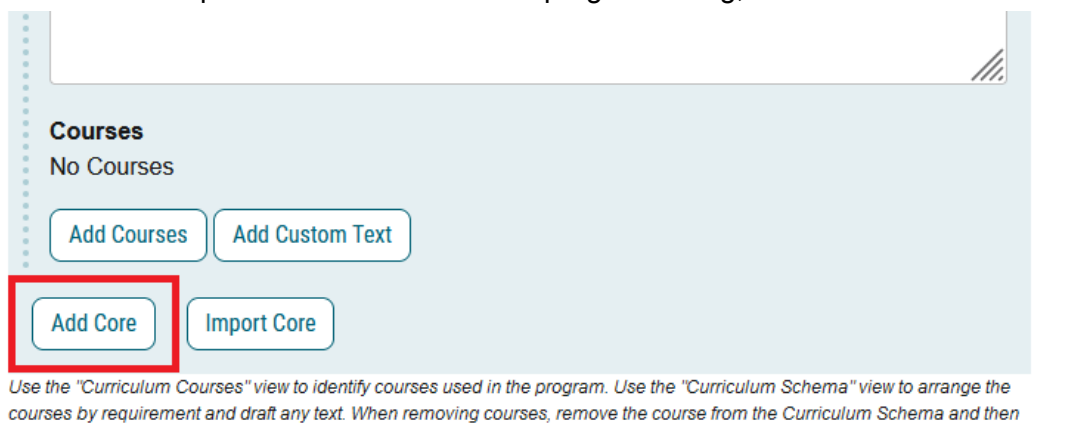
RLST - 201 - Israel and the Ancient Near East
3

RLST - 202 - Judaism in the Time of Jesus and Hillel
3

To remove a course from the curriculum schema, click the trash can icon to the right of the course title.



To add a new requirement or header to the program listing, use the “Add Core” button.



Enter the title and text for the core and add the courses. Drag and drop the core to the appropriate place in the program listing. The title will populate when the proposal is saved.

Anthropological and Africana Studies of Religion (3 credits) [dropdown] [trash]

New Core [dropdown] [trash]

Title

Research Requirement

Description

Complete a research project.

Courses

No Courses

Add Courses Add Custom Text

Registrar's Office Use

The final section of the proposal template deals with how the course or program is set up in the electronic catalog and PeopleSoft.

Item ID, Acalog Organization, and Acalog Course Type populate from the draft catalog and are used when importing changes back into the draft catalog. Please do not change those fields, as inaccurate data could cause the import to fail.

The Semester Effective field will be completed by the registrar's office for curriculum records. The registrar's office will abide by course scheduling and other policies in the implementation of course and program changes.

Launching a Proposal

Launching a proposal makes it public. There is a launch button that looks like a rocket at the top left of the screen.

There is also a launch button floating at the bottom of the screen

Save All Changes Validate and Launch Proposal

Department Chair of LIPD*

The validation prevents proposals with empty required fields from being launched.

Could Not Launch Proposal

Please correct the following errors before launching the proposal.

Proposal has validation errors

Ok

Show Me

Clicking “Show Me” makes Curriculog scroll to the required fields.

Chair or Director*

Chair or Director is required

Email*

Email is required

Phone

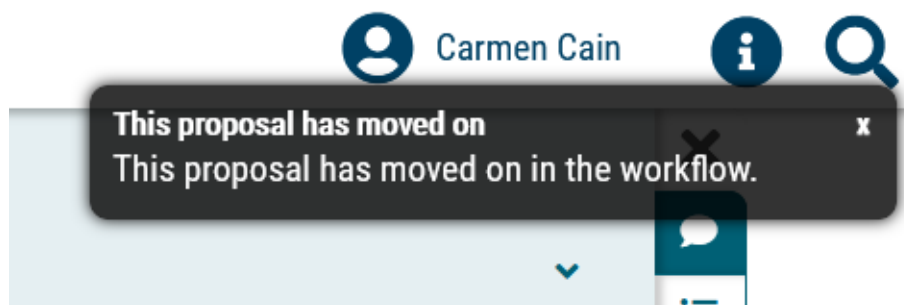
If all of the required fields are complete, the following dialog box appears. UMBC approval processes have a second step where originators can continue to revise proposals and collaborate with others before the proposal advances to the department approver. The message below is delivered by the vendor.

Launch Proposal

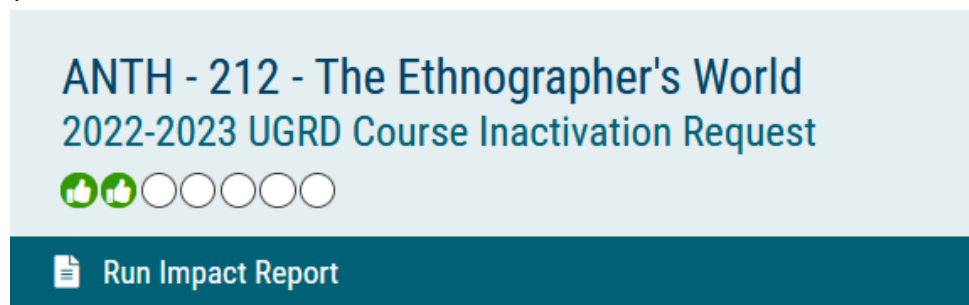
You are about to launch this proposal. Once you have launched this proposal, it will begin the approval process. The proposal will appear in your task list under the "My Proposals" tab and you may easily view its progress at any time. However, you may not edit the proposal after launch unless you are included in a particular step of the approval process.



When the proposal is launched, an image appears at the top right corner of the page.



As the proposal advances, the bubble icons under the title fill in.



Launched proposals appear under the My Tasks tab and the My Proposal tab of the user who created and launched them. The orange ribbon on the left side of the screen indicates that the proposal requires input from the user.

My Tasks

My Proposals

Watch List

All Proposals

Filter by:

All My Proposals

Advanced Filter

+ New Proposal

ANTH - 397 - Selected Topics in Anthropology TEST

2022-2023 UGRD Course Change Request

Last Activity: Jul 20, 2021 10:18 AM by Carmen Cain

My Tasks

My Proposals

Watch List

All Proposals

Filter by:

All Tasks

Advanced Filter

+ New Proposal

ANTH - 212 - The Ethnographer's World

2022-2023 UGRD Course Inactivation Request

Last Activity: Jul 15, 2021 1:30 PM by Camee Maddox-Wingfield

ANTH - 397 - Selected Topics in Anthropology TEST

2022-2023 UGRD Course Change Request

Last Activity: Jul 20, 2021 10:18 AM by Carmen Cain

Approve Selected

Page: 1

Show: 10 results

After launch it is also still possible to revise the rationale questions or other fields. These changes will also be reflected in the track changes.

After launching a proposal, each field on a proposal has individual save buttons. Save each change before leaving the page or approving the proposal.

Approving as Originator

Originators approve proposals to advance them to the next step. Proposals appear under the My Tasks tab until the proposal moves on.

Users make decisions under the Decisions tab, which looks like a check mark. The decision tab validates that current changes have been saved.

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2021-2022 Catalog Cycle

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Your Decision

What would you like to do with this proposal?

☒ Approve
☐ Reject

Please comment on your decision below.

The proposal has unsaved changes. Please save or cancel these changes before continuing.

Make My Decision

Rejected Proposals

Rejected proposals return to the originator and can be revised and relaunched or deleted.

If a subsequent approver rejects a proposal, review the comments and consult with the department before launching the proposal again to be sure that all concerns are adequately addressed.

Begin making any necessary revisions to the catalog text and rationale questions before re-launching the proposal.

After launch, it is still possible to revise the proposal based on additional feedback.

Approve the proposal to send it to the department approver.

Implementing Approved Changes

The last steps of the proposal record how the registrar's office implements approved changes in the student information system and ultimately in the Catalog. Users can check the progress of the change in Curriculog and follow up with the registrar's office as necessary.