

Ozarks Technical Community College

Curriculog Instructions - Course Revision

Step	Action on Screen	Directions
1		Directions to start, launch, edit and approve a course revision proposal.
2	To access the site, please go to https://otc.curriculog.com	To begin, access the Curriculog site at otc.curriculog.com
3	Curriculog homepage	This is the Curriculog homepage. To login, navigate to the top right and select Login . Enter your OTC username and password and hit enter or click login.
4	My Dashboard	Here you see your Dashboard and Notifications . This serves as the gateway to all proposals and notifications.
5	Point to +New Proposal	Next, navigate to New Proposal located under My Tasks . This opens the workflow to begin a new proposal.
6	Click on Course Revision Proposals	Select Next 10 and navigate to the Course Revision Proposal .
7	Click Start Proposal	As you hover over the proposal, click the blue circle to the right and start proposal.
8	Go to Import course Icon in upper left	Next in the upper left hand corner, click on Import , the blue down arrow, to import the course data.
9	Select Data Source - Click on the Catalog	Select the external system from which you would like to import curriculum data from – it will be the catalog listed.
10	A search dialog box appears	Here you will see a search dialog box. From the search dialog box drop down menu, select prefix .
11	Prefix =	In the Prefix = field, enter the course prefix and click Search Available Curriculum . (If this course had been previously imported, it will not show up in the list. Please deselect the “Exclude previously imported items” if the first attempt was removed).
12	Search Results	The course results will appear at the bottom. Click the course to modify.

13	Import Data Into your Proposal	The Import Data Into Your Proposal box will open. The information in this dialog box is automatically selected for you, all that is required here is to click Import this Item .
14	Brings you back to proposal	The course data is now imported into the form.
15	Next, click on Help Text	For clarification and assistance with the content for some fields, click on the blue circle with the i to open the Help Text .
16	Fill in all required fields	The next step is to fill in all required fields identified by the orange asterisk . DO NOT change any course content as you complete the required fields. If changes are made prior to launching, changes will not be tracked and unidentifiable.
17	Fill form out	Now, the required fields need to be filled in.
18	Launch	<p>The required fields are completed now the proposal can be launched.</p> <p>Scroll to the top of the form and select the blue filled arrow pointing right, Validate and Launch Proposal.</p> <p>If all fields are completed you will be prompted to launch the proposal. If a field is left blank, an error message will display and take you to the field that is missing. The missing fields will be highlighted in orange.</p> <p>Once the proposal is launched, it is now ready for changes to be made.</p>
19	Make your course content changes (i.e. title, credit hour, desc, etc.)	Make the course content changes and select save under each field changed.
20	Scroll to top to Show Current	<p>Now that the changes are made, scroll to the top. Under User Tracking, click Show Current > Show Current with Mark Up.</p> <p>As you scroll through the proposal you can see the changes are marked in red.</p>
21	Approve	<p>Now it is time to Approve the proposal to send it on to the next workflow. Go to the upper right hand side, under Proposal Toolbox and click Decisions (the blue circle with the white Check mark).</p> <p>Select Approve. If you want to make a comment regarding your decision, you can enter it in the comment box and it</p>

		<p>will be visible throughout the approval process for others to see and comment on if desired.</p> <p>Now select Make My Decision.</p> <p>The proposal has moved on in the workflow and is complete.</p>
22	Go to my proposals	The proposal can be monitored under My Proposals .
23	Proposal Completed	This concludes the course revision proposal. If you have any questions please contact me at gravesr@otc.edu .