

Ozarks Technical Community College

Curriculog Instructions - New Course

Step	Action on Screen	Directions
1		Directions to start, launch, edit and approve a new course 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 are able to 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 will open the workflow to begin a new proposal.
6	Click on New Course Proposals	Select Next 10 and navigate to the New Course Proposal .
7	Click Start Proposal	As you hover over the proposal, click the blue circle to the right and start proposal.
8	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 .
9	Complete New Course Form	All new course data and material will need to be entered. Complete all fields in the form.
10	Launch	Once the form is completed, the proposal can be launched. Scroll to the top of the form and select the blue filled arrow pointing right, Validate and Launch Proposal . If all fields are completed you will be prompted to launch the proposal. If a field is left blank, an error message will display. You can select, Show Me , and it will take you to the field that is missing data. The missing fields will be highlighted in orange.

		If a change is needed after the proposal is launched, you may make those changes now before approving.
11	Scroll to top to Show Current	If changes are made, scroll to the top. Under User Tracking, click Show Current > Show Current with Mark Up . As you scroll through the proposal you can see the changes are marked in red.
12	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 will be visible throughout the approval process for other 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>
13	Go to my proposals	The proposal can be monitored under My Proposals .
14	Concludes Training	This concludes the new course proposal. If you have any questions please contact me at gravesr@otc.edu .