

Ozarks Technical Community College

Curriculog Instructions - Program Revision

Step	Action on Screen	Directions
1		Directions to start, launch, edit and approve a program 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, lets log into the system. 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, we will navigate to New Proposal under My Tasks . This will open the workflow to begin a new proposal.
6	Click on Program Revision Proposal	Select Next 10 and navigate to the Program Revision Proposal .
7	Click Start Proposal	As you hover over the proposal, click the blue circle with the check mark to start proposal. Once the form opens, under Program Details , select Program . If you forget, the system will alert you to select a program type before you can import.
8	Go to Import course Icon in upper left	Now we will navigate to the Import icon, the blue arrow down arrow, to import the program 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	A search program dialog box will open. (If this program had been previously imported, it will not show up in the list. Please deselect the “Exclude previously imported items” for the program to show.) Click search available curriculum .

11	Search Results	The program results will appear at the bottom. Click the program to modify.
12	Import Data Into your Proposal	Next, the Import Data Into Your Proposal box will open. The information is automatically selected for you, all that is needed to be done here is to click Import this Item .
13	Brings you back to proposal	The course data is now imported into the form.
14	Next, click on Help Text	In the upper right corner of the form, click on the Help Text , (the blue circle with a white i) This provides clarification and assistance with the content for some fields in the form.
15	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.
16	Fill form out	Now, the required fields need to be filled in.
17	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. 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.</p>
18	<p>View Curriculum Courses</p> <p>Import a current course, add a new course, and delete a course</p>	<p>For this tutorial, we will import a current course, add a new course and delete a course.</p> <p>Under course sequence, we will want to navigate to View Curriculum Courses (third icon) select import course select the catalog choose prefix from the drop down menu enter the prefix (ECO) Search available curriculum, double click the course, (ECO 270) click add course to program</p>

		<p>Next, select Add Course, this is a new course that is not in the catalog, so we will enter the prefix, code and name (BUS 335 Organizational Management) and click add course.</p> <p>You now see the two courses added to the curriculum courses list.</p> <p>Now, we will need to add the courses to the course schema. Under course sequence, click on view curriculum schema (the middle icon)</p>
19	View Curriculum Schema	<p>Under View Curriculum Schema, select the core to make the course changes. Here we will select the core, Accounting Program Requirements.</p> <p>Select Add Courses, and the two courses we added are listed.</p> <p>Select the course (BUS 335) and select add course. This course now shows in the program requirements course list. You can drop and drag to relocate them within the list.</p> <p>To delete a course, and within the same core, we will delete CIS 101 from the Program.</p> <p>To do this, it needs to be removed from the View Curriculum Schema > program requirements core first. Simply hover over the course and select the blue X to the right.</p> <p>Then, go to View Curriculum Courses (third icon under course sequence), And hover over the course and select the blue X to the right.</p> <p>If you try to delete a course under View Curriculum Courses, that is listed in a core, you will receive an message stating the course is associated with a core and will need to be removed from there first.</p> <p>Let's say I want to remove BUS 110 from the view curriculum courses screen, as you see it tells me it cannot be removed because it must be removed from the core first, found under View Curriculum Schema.</p> <p>Now we will navigate back to the View Curriculum Schema, and add our general education course. Select the General Education Requirement core.</p> <p>Here we will select Add Courses, and select ECO 270. It is</p>

		<p>now added to the general education requirements. You can drag and drop the course in the respective position.</p> <p>That completes our changes of adding a new course, importing a current course and deleting a course.</p> <p>With the changes for this demonstration, it has modified the credit hours for the program. The program hours will need to be adjusted from 64 to 67.</p>
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. Once all changes are made, it is now time to approve.</p>
21	Approve	<p>To Approve the proposal and send it on to the next workflow, navigate to the upper right hand side of the form, 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 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 program revision proposal. If you have any questions please contact me at gravesr@otc.edu .