

Ozarks Technical Community College Curriculog Instructions – Course Revision

Step	Action on Screen	Directions
1		Directions on how 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	This is the Curriculog homepage – lets log in	This is the Curriculog homepage, lets log into the system. Navigate to the top right and select Log In. 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	To begin, click on New Proposal to the right of the screen. This will open the workflow to begin a new proposal.
6	Click on Course Revision Proposals	Navigate to and select the Course Revision Proposal.
7	Click Start Proposal	Select the check mark to the right to start the proposal.
8	Go to Import course Icon in upper left	Navigate to Import located in the top left to import the Course data from the catalog.
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 = enter the prefix of the course to revise, ex. CRM	In the Prefix = field, enter the course prefix (NOTE: 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) Click search available curriculum
12	Search Results	The course results will appear at the bottom. Click the course to modify.
13	Import Data Into your Proposal	Next, 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	This brings us back to the proposal and the course data is now imported into the form.
15	Complete the Course Revision form	The next step is to fill in all required fields identified by the

		asterisk and make the revisions to the course.
16	Launch	<p>The required fields and revisions are completed now the proposal can be launched.</p> <p>Select Validate and Launch Proposal at the bottom of the form. If a field is left blank, you will receive a validation error message. Please select 'ok' to continue to the form or 'show' to take you to the field(s) that is missing data. The missing data fields will be identified in red.</p> <p>If a change is needed after the proposal is launched, you may make those changes now before approving.</p>
17	Scroll to top to Show Current	Now that the 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.
18	Approve	<p>Now it is time to approve the proposal to send it on to the next workflow. Go to the right-hand side and select Decisions (5th icon). Then select approve. If you want to make a comment regarding your decision, you can enter it in 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.</p>
19	Go to my proposals	The proposal can be monitored under My Proposals .
20	Concludes Proposal	This concludes the course revision proposal. If you have any questions, please contact me at gravesr@otc.edu . Thank you