

## 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 <a href="https://otc.curriculog.com">https://otc.curriculog.com</a>	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 <b>Log In</b> . Enter your OTC username and password and select sign in.
4	<b>My Dashboard</b>	Here you are able to see your Dashboard and Notifications. This serves as the gateway to all proposals and notifications.
5	Point to <b>+New Proposal</b>	To begin, click on <b>New Proposal</b> to the right of the screen. This will open the workflow to begin a new proposal.
6	Click on <b>New Course Proposals</b>	Navigate to and select the <b>New Course</b> Proposal.
7	Click <b>Start Proposal</b>	Select the check mark to the right to start the proposal.
8	Complete <b>New Course</b> Form	All new course data and material will need to be entered. Complete <b>all</b> fields in the form.
9	Launch	<p>Once the form is completed, the proposal can be launched.</p> <p>Select <b>Validate and Launch Proposal</b> 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 me' to take you to the field 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>
10	Scroll to top to <b>Show Current</b>	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.
11	Approve	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 (5 <sup>th</sup> icon). Then select approve. If you want to make a comment regarding your decision, you can enter it in

		<p>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>
12	Go to <b>my proposals</b>	The proposal can be monitored under <b>My Proposals</b> .
13	Concludes Proposal	This concludes the new course proposal. If you have any questions, please contact me at <a href="mailto:gravesr@otc.edu">gravesr@otc.edu</a> . Thank you.