

## Ozarks Technical Community College Curriculog Instructions – Program Revision

| Step | Action on Screen                                                                                     | Narration                                                                                                                                                                                                                                                               |
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| 1    |                                                                                                      | Directions on how to start, launch, edit and approve a program revision 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 – let’s 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 <b>+New Proposal</b>                                                                        | To begin, click on <b>New Proposal</b> to the right of the screen. This opens the workflow to begin a new proposal.                                                                                                                                                     |
| 6    | Click on <b>Program Revision</b> Proposal                                                            | Navigate to and select the <b>Program Revision</b> proposal.                                                                                                                                                                                                            |
| 7    | Click <b>Start Proposal</b>                                                                          | Select the check mark to the right to start the proposal.<br><br>Once the form opens, under <b>program details</b> , select <b>Program</b><br><br>If you forget, the system will alert you to select a program type before you can import.                              |
| 8    | Go to <b>Import</b> course Icon in upper left                                                        | Now we will navigate to <b>Import</b> located in the top left to import the program to be revised.                                                                                                                                                                      |
| 9    | Select <b>Data Source</b> - 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.<br><br>(NOTE: 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.)<br><br>Click <b>search available curriculum</b> . |
| 11   | Search Results                                                                                       | The program results will appear at the bottom. Click the program to be revised. <b>(for this tutorial I will</b>                                                                                                                                                        |

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|    |                                           | <p><b>choose Agriculture: Animal Science). Please select your program to revise.</b></p> <p>NOTE: please be sure the program selected does not include <i>inactive hidden</i> at the end of the program title, or is a suggested course sequence.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 12 | Import Data Into your Proposal            | Next, the <b>Import Data Into Your Proposal</b> box will open. The information is automatically selected for you, all that is needed to be done here is to click <b>Import this Item.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 13 | Brings you back to proposal               | The course data is now imported into the form.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 14 | Complete the <b>Program Revision</b> form | The next step is to fill in all required fields identified by an asterisk and the revisions to be made.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 15 | View Curriculum Courses                   | <p><b>For this tutorial</b>, we will import a current course, add a new course, and delete a course. (Please make revisions needed for your program)</p> <p><b>Example revisions:</b><br/>Under course sequence, we will want to navigate to <b>View Curriculum Courses</b><br/>To add a current course, select <b>import course</b><br/>select the catalog<br/>choose <b>prefix</b> from the drop-down menu<br/>enter AGR<br/><b>Search available curriculum</b>,<br/>double click the course, AGR 114<br/>click <b>add course</b> to program</p> <p>Next, lets add a new course.</p> <p>Select <b>Add Course at the bottom of the course list</b>, since this is a new course that is not in the catalog.</p> <p>Enter the <b>prefix</b> (AGR for this tutorial, please use the prefix for your program)</p> <p>Enter the <b>code</b> (250 for this tutorial, please use the code (number) for your program course)</p> <p>Enter the <b>course name</b> (Ag Economics for this tutorial, please use the course name for your program).</p> <p>NOTE: please check with the Curriculum Office for available course numbers so a course number is not reused.</p> <p>(AGR 250 Ag Economics) and click <b>add course.</b></p> |

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|    |                        | <p>You now see the two courses added to the curriculum courses list.</p> <p>Next, we will navigate to <b>View Curriculum Schema</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 16 | View Curriculum Schema | <p>Select <b>View Curriculum Schema</b> and you see the cores within program.</p> <p>Select the core to make the course changes (for this tutorial I will select Animal Science Courses).</p> <p>Select <b>Add Course</b> and choose <b>your course(s) (AGR 114 and AGR 250</b> are used for this tutorial). In this example, both courses are added to the same core, if you have courses that belong in different cores, please select, and add them respectively.</p> <p>The courses show in the Animal Science Courses Category.</p> <p>You can drop and drag to relocate the course(s) within the list.</p> <p>To delete a course, within a core it needs to be removed from the <b>View Curriculum Schema &gt; Animal Science Courses</b> core first. Simply hover over the course and select the X to the right.</p> <p>Then, go to <b>View Curriculum Courses</b> and hover over the course and select the X to the right.</p> <p>If you try to delete a course under <b>View Curriculum Courses</b>, that is active in a core, you will receive an error 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 AGR 113 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 <b>View Curriculum Schema</b>.</p> <p>That completes our changes of adding a new course, importing a current course and deleting a course.</p> <p>With these changes, it did not modify the credit hours for the program. However, if it did, you would need to modify hours in the View Curriculum Schema Core and the Program Description.</p> |

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|    |                                      | Continue to complete all required fields.                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 17 | Launch                               | <p>The required fields are completed now 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' 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> |
| 18 | Scroll to top to <b>Show Current</b> | <p>Now that the changes are made, scroll to the top. Under <b>User Tracking</b>, click <b>show current &gt; show current with mark up</b>.</p> <p>As you scroll through the proposal you can see the changes marked in red.</p>                                                                                                                                                                                                                                                                        |
| 19 | 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 (5<sup>th</sup> 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 <b>Make My Decision</b>.</p> <p>The proposal has moved on in the workflow.</p>                                   |
| 20 | Go to My Proposals                   | The proposal can be monitored under <b>My Proposals</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 21 | Concludes Proposal                   | This concludes the program revision proposal. If you have any questions, please contact me at <a href="mailto:gravesr@otc.edu">gravesr@otc.edu</a> . Thank you                                                                                                                                                                                                                                                                                                                                         |