



Curriculog Basics

*For Curriculum Creators, Editors,
Approvers, and Reviewers*

BGSU[®]

Agenda

- What is Curriculog?
- What's Changed?
- What has not Changed?
- Basic Terminology
- How to Login
- User Dashboard
 - Curriculog University
 - Personal Settings
 - Legend
- Proposals Module
 - Creating a Proposal
 - Editing a Launched Proposal
 - Making a Decision
- Reports Module
 - Impact Report

What is Curriculog?

- Curriculog is a web-based curriculum management system BGSU will use to automate processes for all curriculum proposals, from course changes to brand new degree programs.
- The application is integrated with our academic catalogs and other key university systems to allow for a more streamlined, transparent, and traceable process.

What's Changed?

- Paper-based forms, including old bluesheets and green sheets will not be accepted moving forward.
- The Graduate curriculum forms will no longer be submitted via OnBase.

What Has Not Changed?

- The curriculum development process has not changed as governed by the Academic Charter (Article 8, Section E iii – graduate, and Article 9 Section F iii – undergraduate).

Basic Curriculog Terminology

- **Importing** - Curriculog is linked to our online catalog, Acalog. You can import the current course or program information into the proposal form and make your revisions.
- **Launching** - Once the proposal form is complete, the proposal can be launched. Launching begins the workflow, starts track changes, and makes the proposal visible to the University. Launching is only the first step of two.
- **Originator** - The Originator is the person who creates a proposal. After launching the proposal, the Originator is also the first approval step in the proposal's workflow.
- **Workflow Steps** - Each proposal has a unique workflow based on the provided answers to certain form fields. Conditional Approval Steps may also be triggered by select answers. When every step in the workflow has been approved, then the proposal is considered completed.

Curriculog User Roles

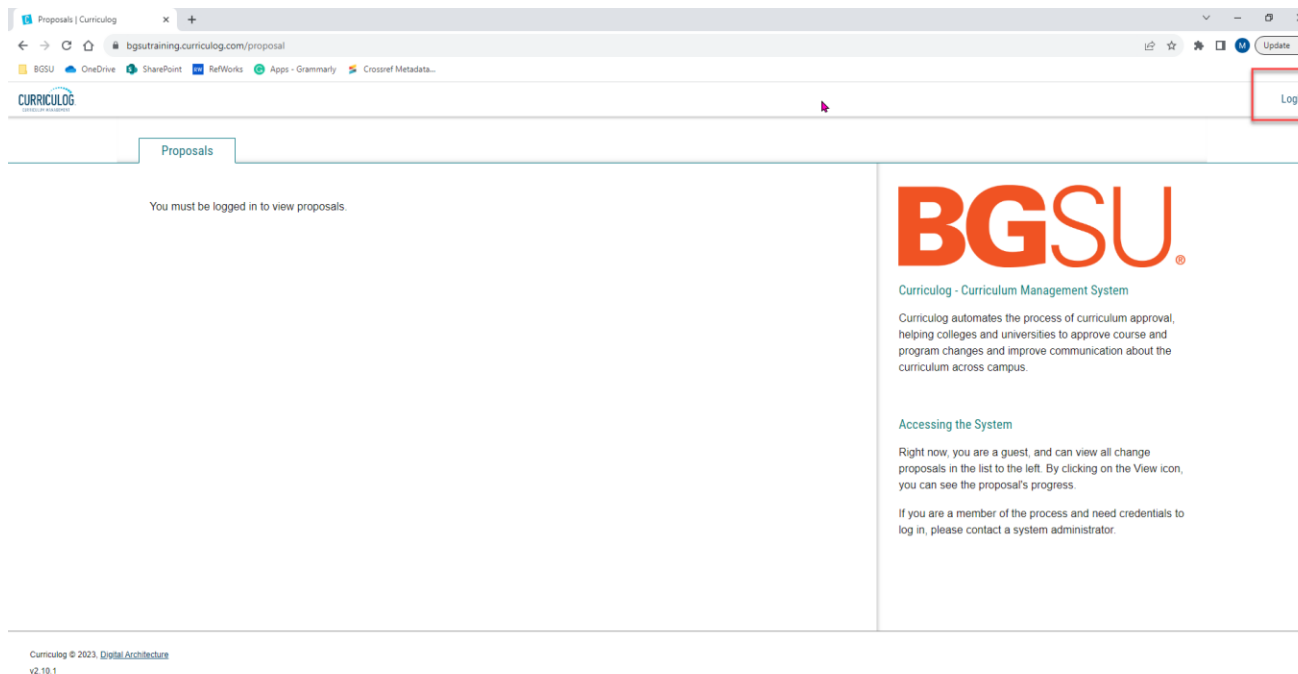
Primary roles in the curriculum process, include:

1. Initiator/Proposer
2. Unit-Level Curriculum Committees
3. Department Chairs and School Directors
4. College-Level Committees and Deans (or Deans' Designees)
5. Undergraduate Council and Graduate Council
6. Vice Provost and Dean, Graduate and Professional Programs (Graduate Proposals)

There are other committees and offices involved in the curriculum process, such as University Libraries, Financial Aid, Institutional Effectiveness, Academic Assessment, Registration and Records, and Faculty Senate.

Login to Curriculog

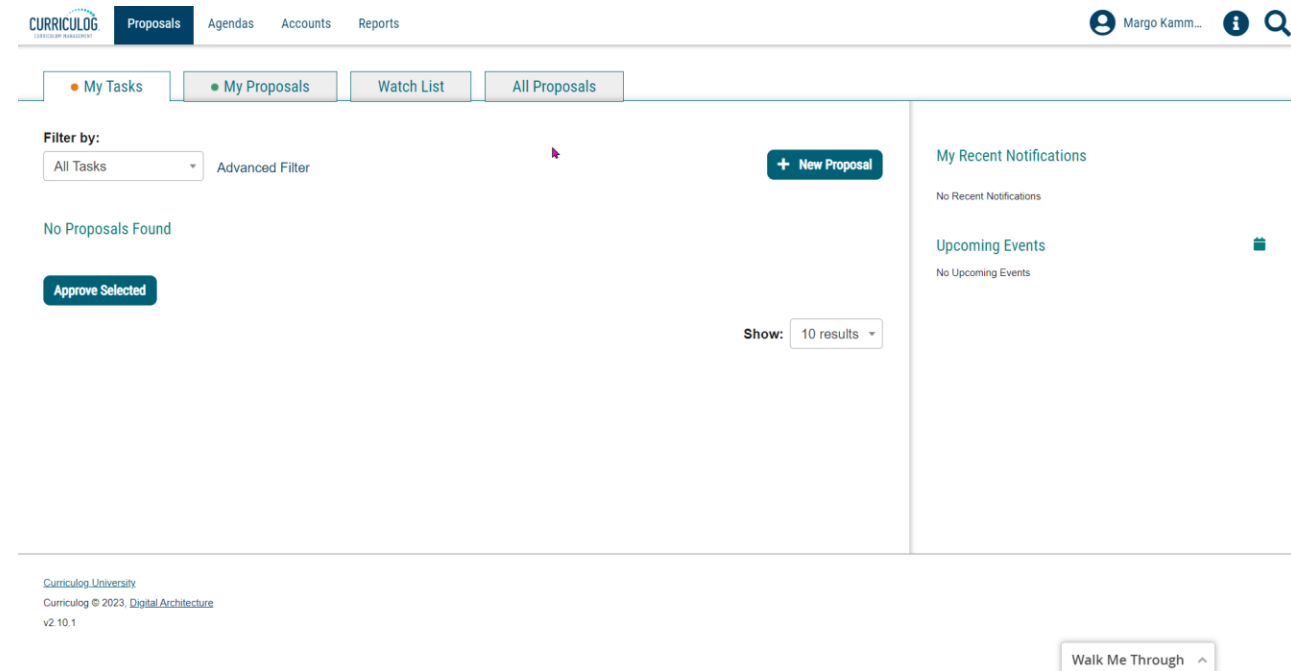
<https://bgsu.curriculog.com>



- To act upon proposals, leave comments, or provide decisions (Approve/Reject) users must login to Curriculog.
- To login, enter the URL into your browser and navigate to the upper right corner of the screen and select “Login”.
- Single-Sign On (SSO) is enabled so you will be prompted use your BGSU email and password credentials to login.

User Dashboard

- Once you have logged into Curriculog, the first screen you will see is **My Dashboard**.
- This dashboard will serve as your gateway to Curriculog and allow you to:
 - View your current tasks
 - Manage your proposals
 - See recent notifications
 - See upcoming events
 - Access Curriculog University
 - Access step-by-step directions via Walk Me Through



User Dashboard

Across the top of the page, you will find a toolbar to access the Modules for **Proposals, Agendas, Accounts, and Reports**

In the upper right corner, there are options for **My Settings, Logout, Help, and Search**

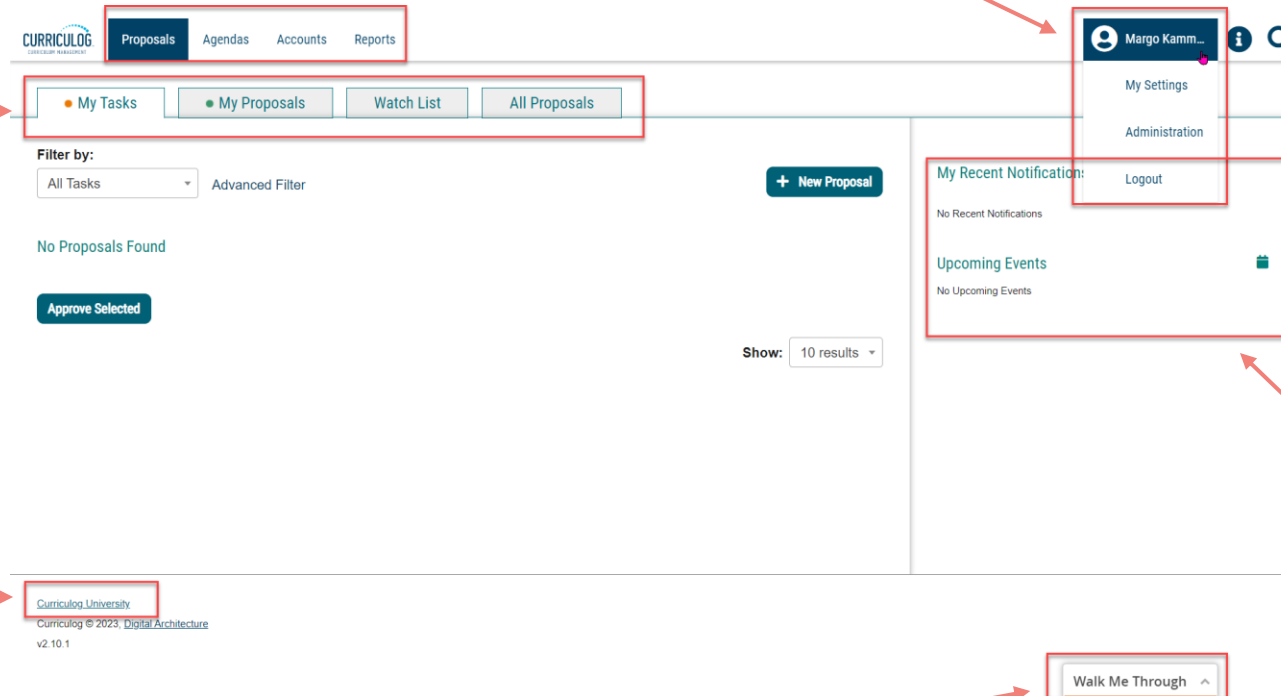
In the Proposals Module you will have access to **My Tasks, My Proposals, Watch List, and All Proposals**.

My Recent Notifications section will show the five most recent notifications.

My Upcoming Events section will list the next five upcoming events.

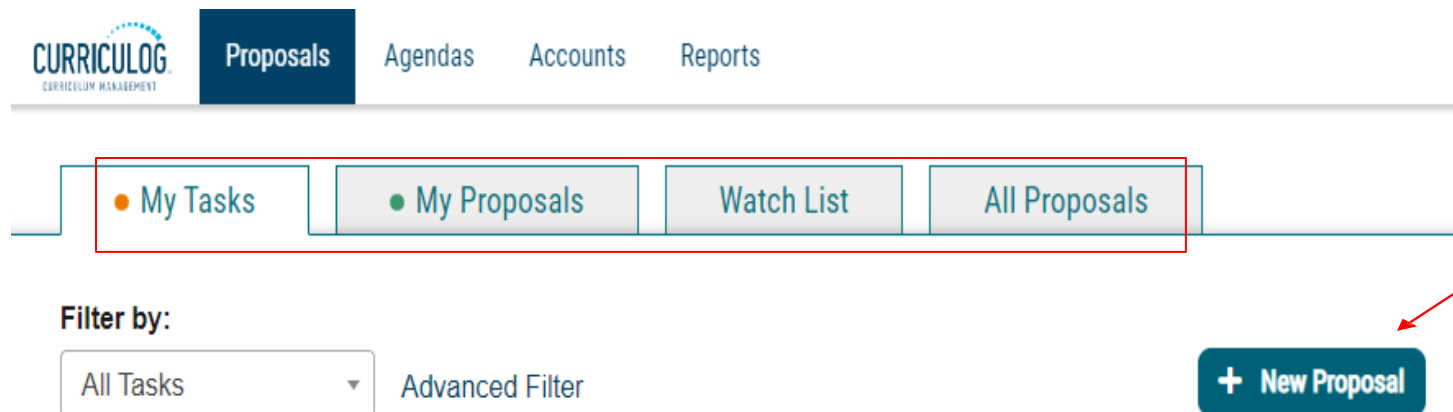
Gain access to training materials and video tutorials created by Modern Campus in **Curriculog University**.

Walk Me Through section will guide you through steps.



Proposals Module

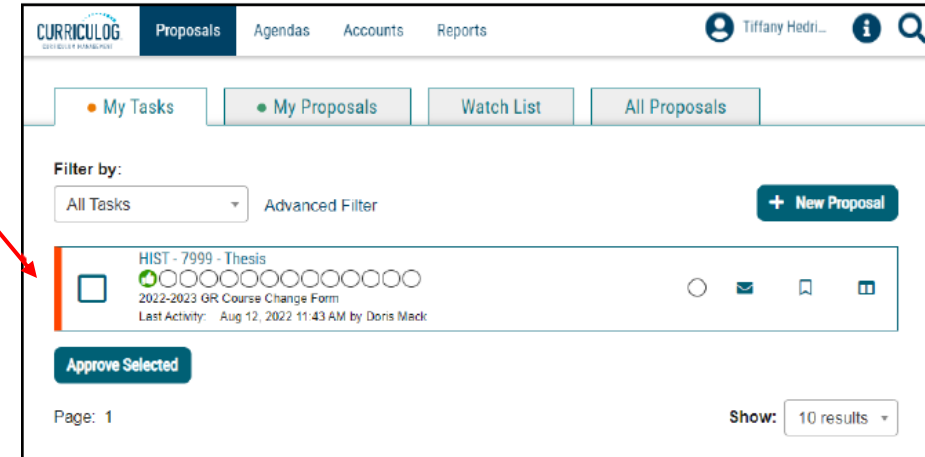
- **My Tasks** - lists all proposals which you are an active participant and are awaiting action from you.
- **My Proposals** - lists all proposals you have created, whether they have been launched or not.
- **Watch List** - lists all proposals you have selected to watch. You may or may not have editing permissions or decision-making abilities on an item you are watching, as you can watch any proposal in progress. You may choose to stop watching a proposal at any time.
- **All Proposals** - lists all proposals in Curriculog and provides an Advanced Filter.



Below these tabs is the New Proposal link. Selecting **+New Proposal** will open the workflow to create a new proposal.

Proposals Module

- There are various icons and colors associated with proposals, The thin colored bar that appears to the left of the proposal name will change based upon the relationship with the user.
 - **Blue** – No action currently required as you are not an active participant on this proposal on the current step.
 - **Green** – You are the originator of this proposal, but you are not an active participant on the current step and no action is currently required.
 - **Orange** – You are an active participant on the current step and an action is required from you.
- See the full legend for additional symbols and colors used in Curriculog. →



Curriculog Help

Listed below are the symbols and colors utilized in Curriculog:

○ = has not made a decision	■ = task
✓ = approved	■ = mine
✗ = rejected	⚙ = stuck
⏸ = held	🔥 = urgent, out of date import source
⏸ = suspended	
⛔ = cancelled	
👥 = multiple decisions	

Creating a Course / Program Proposal

- From your **Dashboard** click on the link for **+ New Proposal** and then choose from the list of available approval processes. There are four tabs that can be used to help narrow your selection:
 - **All Processes** - Displays all Approval Processes within the System
 - **Courses** - Displays only those of the Course type
 - **Programs** - Displays only those of the Program type
 - **Others** - Displays only those of the 'blank' type. These processes will not allow you to import or export information.





CURRICULOG CURRICULUM MANAGEMENT

Proposals Agendas Accounts Reports

Margo Kamm...

All Processes Courses Programs Others


Sort by:
Process Title ▼

2023-2024 GR Certificate New Request (SAMPLE) 1 mandatory 1 total		
2023-2024 GR Course Change Request (SAMPLE) 1 mandatory 1 total		


You can **preview** a selected Proposal Form by clicking on the *preview form icon* to help prepare for a future entry.

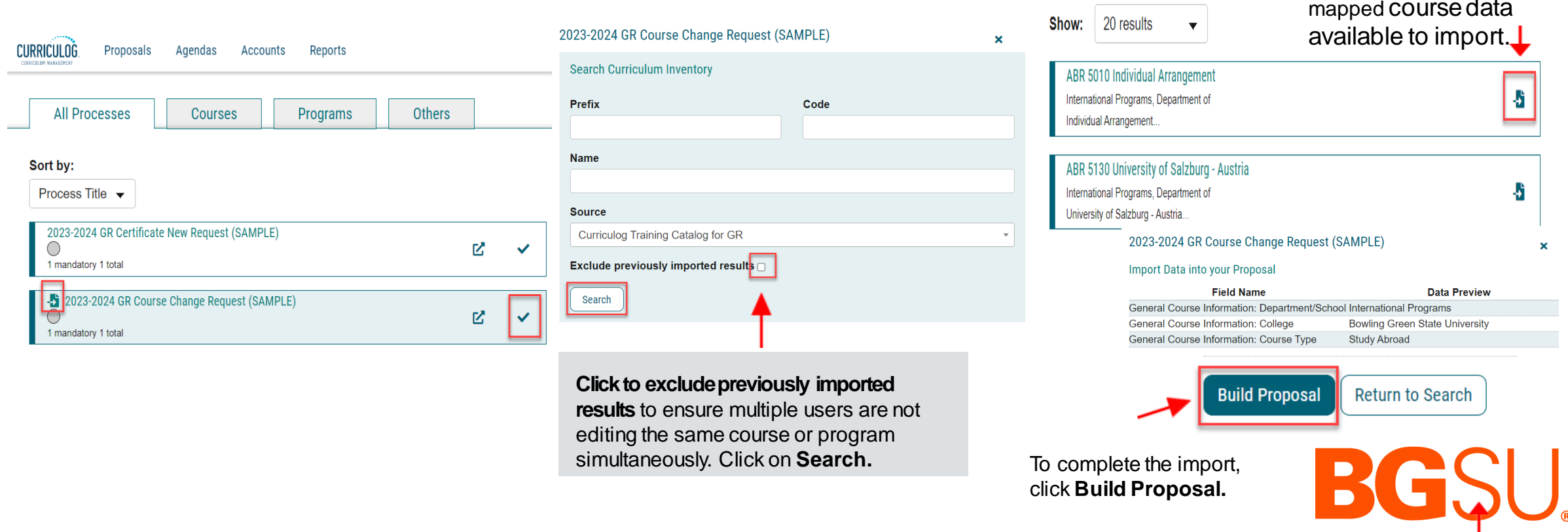
To begin a proposal, click the *new proposal icon*.

Creating a Course Proposal – Import Required

When selecting an Approval Process, if the **Import Required function** has been enabled () for an existing course, you will be prompted to search for the course you wish to modify before starting the proposal.

Note: Proposals for New Courses do not require an import of curriculum data.

Click on the **icon** to preview the mapped course data available to import. 



The screenshot displays the CURRICULOG interface. On the left, a sidebar shows navigation tabs: 'All Processes', 'Courses', 'Programs', and 'Others'. Under 'All Processes', two items are listed: '2023-2024 GR Certificate New Request (SAMPLE)' and '2023-2024 GR Course Change Request (SAMPLE)'. The second item is selected, and its 'Import Required' checkbox is checked. A red box highlights the 'Import Required' checkbox, and a red arrow points to it with the text: 'Click to exclude previously imported results to ensure multiple users are not editing the same course or program simultaneously. Click on **Search**.'

The main area shows a '2023-2024 GR Course Change Request (SAMPLE)' form. It includes fields for 'Prefix', 'Code', 'Name', and 'Source'. The 'Source' is set to 'Curriculog Training Catalog for GR'. There is an 'Exclude previously imported results' checkbox, which is also highlighted with a red box and a red arrow. A 'Search' button is at the bottom of the form.

On the right, a 'Show: 20 results' dropdown is visible. Below it, two course entries are shown: 'ABR 5010 Individual Arrangement' and 'ABR 5130 University of Salzburg - Austria'. Each entry has an 'Import' icon (a blue square with a white 'i') in the top right corner. A red box highlights the 'Import' icon for 'ABR 5010 Individual Arrangement', and a red arrow points to it with the text: 'Click on the **icon** to preview the mapped course data available to import.'

Below the course entries, there is a '2023-2024 GR Course Change Request (SAMPLE)' form. It includes a 'Field Name' column and a 'Data Preview' column. The 'Field Name' column lists 'General Course Information: Department/School International Programs', 'General Course Information: College', and 'General Course Information: Course Type'. The 'Data Preview' column lists 'International Programs', 'Bowling Green State University', and 'Study Abroad'. A red box highlights the 'Build Proposal' button, and a red arrow points to it with the text: 'To complete the import, click **Build Proposal**.'

The bottom right corner features the BGSU logo.

Completing a Course / Program Proposal

The screenshot displays the CURRICULOG CURRICULUM MANAGEMENT interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user 'Margo Kamm...' is logged in. The main content area shows a proposal titled 'ABR - 5010 - Individual Arrangement 2023-2024 GR Course Change Request (SAMPLE)' with a status of 'unlaunched'. A toolbar at the top of the proposal form includes 'Import', 'Run Impact Report', 'Save All Changes', and 'Validate and Launch Proposal' (highlighted with a red box). Below the toolbar is a 'Proposal Help' dropdown and a 'General Course Information' section. The main body of the form contains a section titled '**Read before you begin**' with instructions on how to fill in, edit, upload, and launch a proposal. On the right side, there is an 'Approval Steps' section showing 'Originator' (Margo Kammeyer) and 'Participants' (Margo Kammeyer). A 'Step Details' button is visible. A sidebar on the far right contains a 'Steps to Approval' menu with options: 'Steps to Approval', 'Files', 'Crosslistings', and 'Proposal Lookup'. Red arrows point from the text labels on the right to these sidebar options.

View all **Approval Steps**

Attach files to the proposal

Proposal Lookup - search through all active and completed proposals.

- “Read before you begin” and complete all required fields (*) before the proposal can be launched.
- Save your work often by using **Save All Changes** at the top or bottom of the form. You will also be prompted to save if you close the proposal.
- *Launch* the proposal to send it into the workflow. To launch it, you will need to scroll back to the top of the page and click the **Validate and Launch icon**.

Launched Proposals

- Once launched, the system will verify if any required fields have been left empty. If so, a message will appear indicating that you have missing information.
- **Show Me** will take you to the required fields that need completed.

Could Not Launch Proposal

Please correct the following errors before launching the proposal.

Proposal has validation errors

Ok Show Me

Course Subject*

Select an option

Course Subject is required.

Please choose the appropriate prefix from the drop down list.
Contact the Curriculum Administrator if the correct prefix is not listed.

Launched Proposals

- Once the validation errors have been corrected, you will be asked to confirm the launch of the proposal and begin the approval process.

Launch Proposal

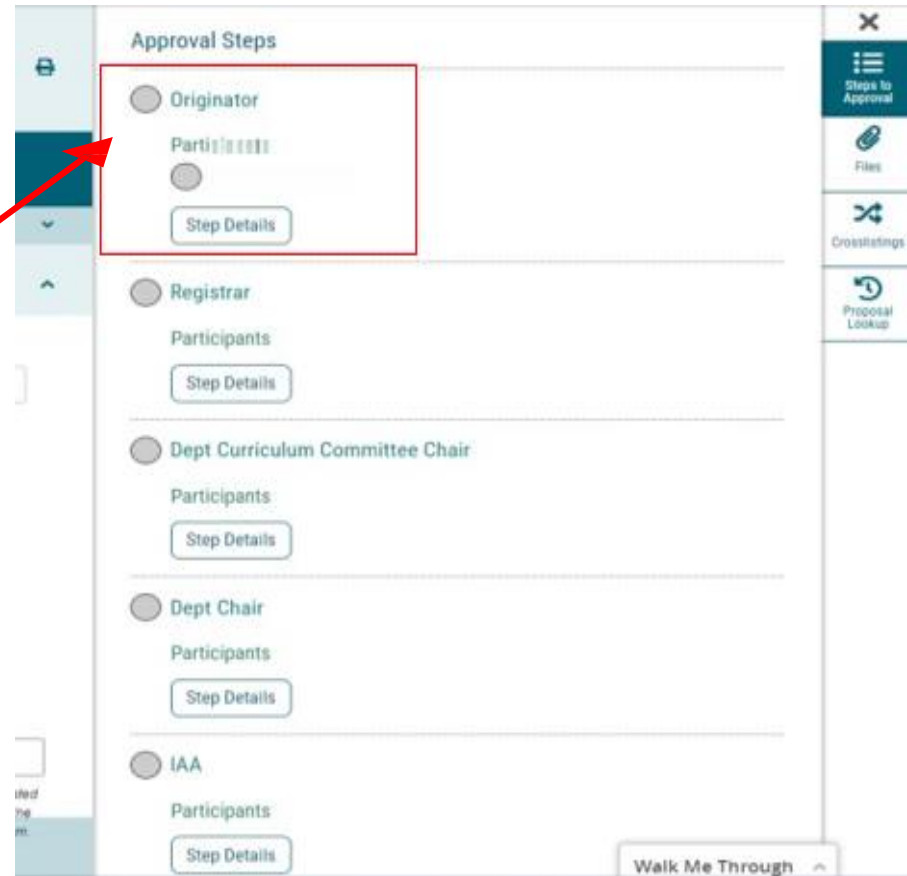
You are about to launch this proposal. Once you have launched this proposal, it will begin the approval process. The proposal will appear in your task list under the "My Proposals" tab and you may easily view its progress at any time. However, you may not edit the proposal after launch unless you are included in a particular step of the approval process.

Launch Proposal

Cancel

Launched Proposals

- After a successful proposal Launch, the Proposal is now **Active**.
- The first step in all proposal workflows is the **Originator**.
- The proposal will return to the Originator for an additional opportunity to review and revise.



Editing a Launched Proposal

- Proposals can only be edited by the Approvers in each workflow step once it has been Launched.
- Proposals awaiting a decision from you will be listed in the My Tasks tab of the Proposals Module.
- To make a decision or interact with the proposal, **click the name** of the proposal.

CURRICULOG CURRICULUM MANAGEMENT

Proposals Agendas Accounts Reports

My Tasks My Proposals Watch List All Proposals

Filter by:

All Tasks Advanced Filter + New Proposal

ABR - 5010 - Individual Arrangement

2023-2024 GR Course Change Request (SAMPLE)

Last Activity: Aug 9, 2023 1:18 PM by Margo Kammeyer

Approve Selected

Page: 1

Show: 10 results

Editing a Launched Proposal

- The proposal form will display allowing you to see the full proposal on the left and **Proposal Toolbox** menu on the right.
- The default view for the Proposal Toolbox will be the **Discussion** tab, where you will see the User Tracking and any comments.

The screenshot displays the CURRICULOG CURRICULUM MANAGEMENT interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user 'Margo Kamm...' is logged in. The main content area is split into two panels. The left panel shows the proposal details for 'ABR - 5010 - Individual Arrangement 2023-2024 GR Course Change Request (SAMPLE)'. It includes a 'Run Impact Report' button, 'Proposal Help', and 'General Course Information'. A section titled '**Read before you begin**' provides instructions on how to fill in, edit, upload, and launch a proposal. The right panel, titled 'Proposal Toolbox', contains a 'User Tracking' section with a dropdown menu and buttons for 'Show current' and 'Show Individual User Edits'. Below this is a 'Comments' section with an 'Add Comment' button and two existing comments from 'Curriculog'. A vertical sidebar on the far right, outlined in red, contains the 'Proposal Toolbox' menu with tabs for 'Discussion', 'Workflow Status', 'Signatures', 'Files', 'Decisions', 'Custom Route', 'Crosslistings', and 'Proposal Lookup'.

CURRICULOG CURRICULUM MANAGEMENT

Proposals Agendas Accounts Reports

Margo Kamm...

ABR - 5010 - Individual Arrangement
2023-2024 GR Course Change Request (SAMPLE)

Run Impact Report

Proposal Help

General Course Information

****Read before you begin****

Work on the Proposal

- **FILL IN** all fields required marked with an *.
- **Edit fields** by clicking on the text in the field.
- **Upload** supporting documentation by clicking the paperclip icon in the right-side menu to access the Files Tab.
- Complete the **Acknowledgement** section.
- **LAUNCH** proposal by clicking Validate and Launch at the top or bottom of the proposal. If all required fields are completed, the proposal will launch into the workflow.
- Once the proposal has been launched, follow the steps to **approve the**

User Tracking

User Tracking Help

Show current

Show Individual User Edits

Comments

+ Add Comment

Curriculog
8/9/2023 1:18 pm

Margo Kammeyer has launched this proposal.

Curriculog
8/9/2023 11:25 am

Margo Kammeyer imported from the map Curriculog Training Catalog for GR into the following proposal fields:

1. General Course Information:
Department/School
College
Course Type

Discussion

Workflow Status

Signatures

Files

Decisions

Custom Route

Crosslistings

Proposal Lookup


Editing a Launched Proposal

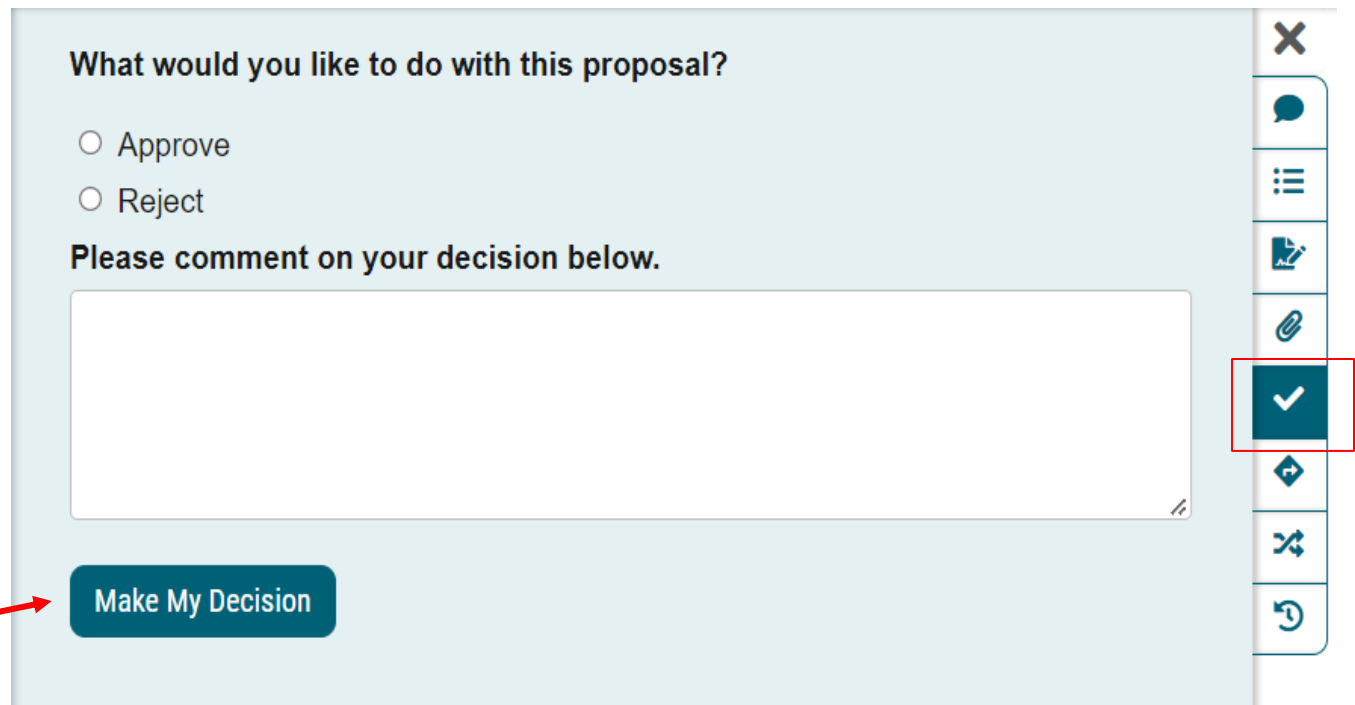
- To review changes to the form of the proposal, you can review the User Tracking.
- The default view will be **Show Current**, which will be the current version of the proposal with all modifications. You can use the drop-down menu just under the **User Tracking** heading, and you'll find the options for **Show original** and **Show current with markup**.
- Comments will appear below the user tracking. You may reply to any existing comments or add new ones using the available links.

- You will see the changes highlighted in *different colors* to indicate each user who made the changes.

The screenshot displays the CURRICULOG interface for editing a proposal. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The proposal title is 'ABR - 5010 - Individual Arrangement 2023-2024 GR Course Change Request (SAMPLE)'. A red box highlights the 'User Tracking' section, which includes a dropdown menu set to 'Show current with markup' and a note 'Showing All Edits by All Users'. Another red box highlights the 'Comments' section, showing a comment from 'Margo Kammeyer' dated 8/9/2023 1:32 pm: 'The proposal looks good.' A third red box highlights the 'Activity Log' section, showing a log entry for 'Margo Kammeyer' with a blue 'ABR' icon. The form fields include 'Prefix*' (ABR), 'Code*' (5010), and 'Name*' (Individual Arrangement). The right sidebar contains various icons for 'Discussion', 'Workflow Status', 'Signatures', 'Files', 'Decisions', 'Custom Route', 'Crosslistings', and 'Proposal Lookup'.

Approve / Reject a Proposal

- Once you have completed your review of the proposal, made any edits, and are ready to provide a decision you will need to select the **Decisions** Tab. 
- Comments are only *required* when proposals are being **Rejected**.
- A rejected proposal will *always* go back to the previous step in the workflow.
- Once completed, click **Make My Decision**. An approved proposal will move forward to the next step of the *workflow*.

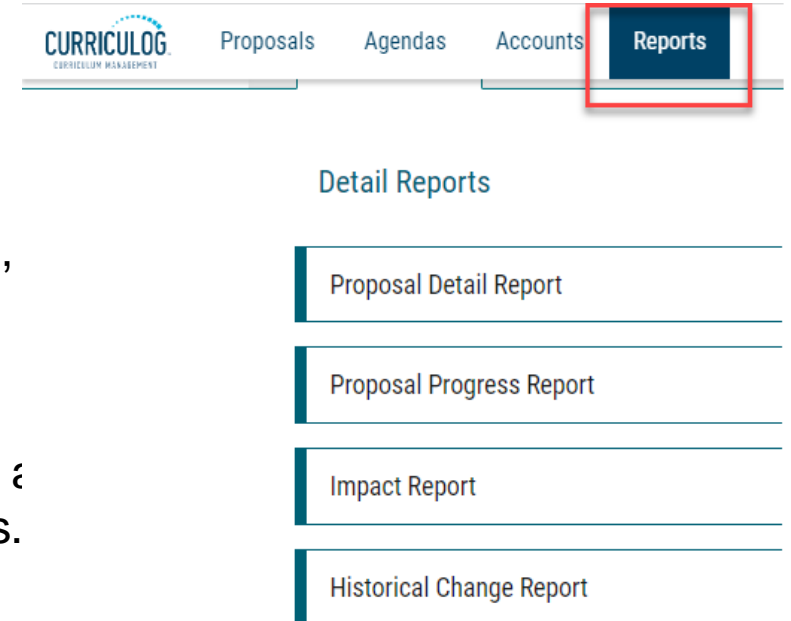


The screenshot shows a light blue modal window titled "What would you like to do with this proposal?". It contains two radio button options: "Approve" and "Reject". Below these is a text input field with the placeholder text "Please comment on your decision below.". At the bottom is a dark blue button labeled "Make My Decision". On the right side of the modal is a vertical toolbar with several icons. The icon representing a checkmark (the "Decisions" tab) is highlighted with a red rectangular box. A red arrow points from the "Make My Decision" button in the text to the right.

Reports Module

The Reports Module (separate from the Proposal Module) allows the you to generate multiple reports on proposal activity within Curriculog. Once a report has been selected, the results will be delivered via e- mail and available for 5 days.

- **Proposal Detail Report** - provides the complete details of a single proposal, with the ability to include a summary of user activities (edits, comments, decisions, time), comments, import source, and files.
- **Proposal Progress Report** - provides the history of a proposal (its steps) in a flow diagram with user activity including comments, edits, time and decisions.
- **Impact Report** - provides all dependent elements of the curriculum for an item, such as prerequisites, corequisites, crosslistings, programs and campuses. This will look for any reference of the course – whether it is a permalink, dynamically linked into a program, or plain text within the description.
- **Historical Change Report** - provides the change log of all proposal versions of a curriculum item over time.



Impact Report

- Accessed from the Reports Module.
- You can run an Impact Report at any step in the workflow process from within the proposal.
- Select the **Maps** for the systems you would like to search (best practice is to select all related Acalog and Curriculog Maps).
- The report will open in a separate window listing any impacted programs or courses.

The screenshot displays the Curriculog Reports Module interface. On the left, a sidebar lists various report categories: Pending Proposals, User Activity, Aging Report, Bottleneck Report, Participation Report, and Detail Reports. Under Detail Reports, the 'Impact Report' is highlighted with a red box. The main content area on the right is titled 'Impact Report' and includes a close button (X). It contains explanatory text about the report's purpose and instructions on how to use it. Below the text, there are input fields for 'Prefix*' and 'Code*', both highlighted with red boxes. A 'Refine Report' section is also present. At the bottom, there is a 'Submit Report' button highlighted with a red box, and a 'Modify External Systems' button highlighted with a red box. The top navigation bar shows 'Proposals', 'Agendas', 'Accounts', and 'Reports' (which is active). The user's name 'Margo Kamm...' is visible in the top right corner.

Curriculog Proposals Agendas Accounts **Reports**

Pending Proposals

User Activity

Aging Report

Bottleneck Report

Participation Report

Detail Reports

Proposal Detail Report

Proposal Progress Report

Impact Report

Historical Change Report

Impact Report X

The Impact Report provides all dependent elements of the curriculum for a particular curriculum item, such as prerequisites, corequisites, crosslistings, programs and campuses.

To begin, you must enter a course prefix and code. Next, select at least one catalog you would like to search for impacts. For example, if your catalog has a prerequisite field, it would likely have valuable relationship information for your Impact Report. You may select multiple catalogs and fields. Program information is returned with your report by default.

Impact reports are available for courses only.

Refine Report:

Prefix*

Code*

External System*

Curriculog Training Catalog for GR

Submit Report

Modify External Systems

Resources

- Training materials for Curriculog are available at the Provost's Office's Curriculum Development Resources website
- Training sessions will be scheduled throughout the academic year.

