



Curriculog Basics

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

BGSU[®]

Agenda

- What is Curriculog?
- What's Changed?
- What has not Changed?
- Basic Terminology
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- How to Login
- User Dashboard
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 - Creating a Proposal
 - Impact Report
 - Editing a Launched Proposal
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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 greensheets will not be accepted moving forward.
- The Graduate curriculum forms will no longer be submitted via OnBase.
- Questions on all forms have been refined and clarified.
- The new process will be traceable and visible.

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. You can import select sections of 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.
- **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. When every step in the workflow has been approved, then the proposal is considered completed.

Curriculog User Roles

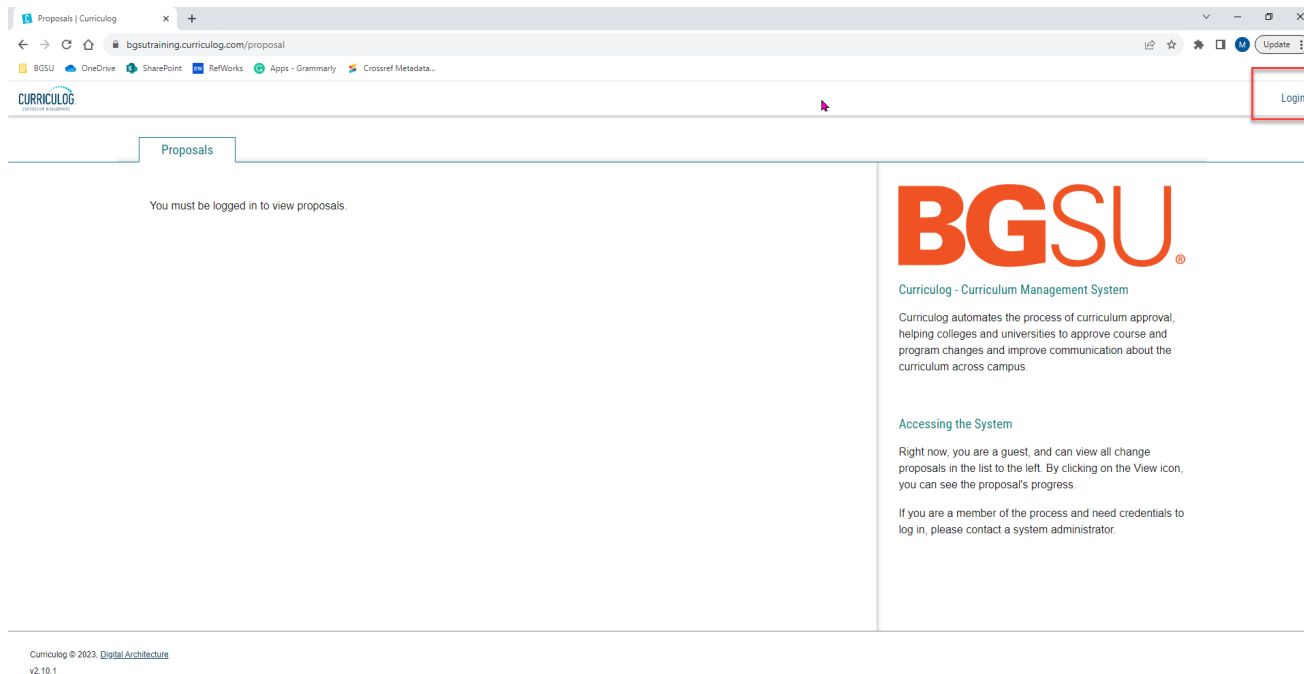
Primary roles in the curriculum process, include:

1. Originator/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

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**

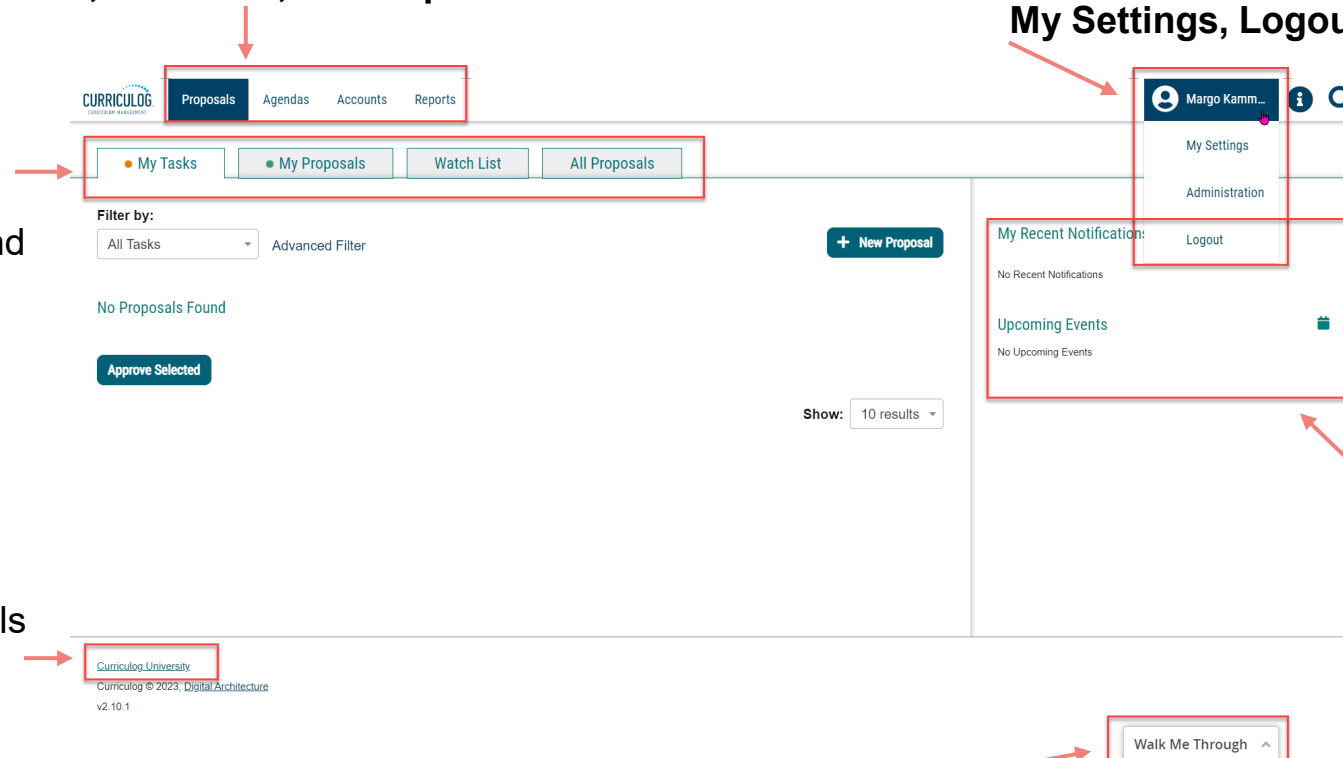
In the Proposals Module you will have access to **My Tasks, My Proposals, Watch List, and All Proposals.**

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

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

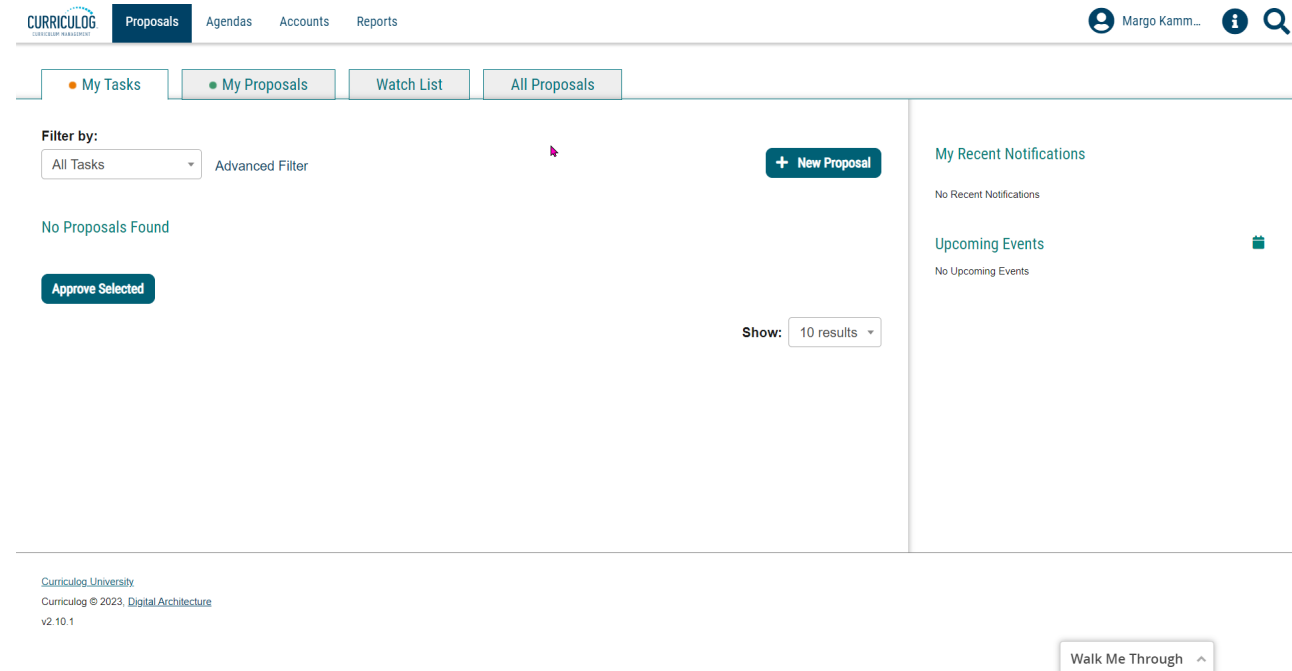
Gain access to training materials and video tutorials created by Modern Campus in **Curriculog University.**

Walk Me Through section will guide you through steps.



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



The screenshot displays the Curriculog user dashboard. At the top, the navigation bar includes the Curriculog logo, a 'Proposals' menu, and links for 'Agendas', 'Accounts', and 'Reports'. The user's name 'Margo Kamm...' is visible in the top right corner. Below the navigation bar, there are four tabs: 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. The 'My Proposals' tab is currently selected. Underneath the tabs, there is a 'Filter by:' section with a dropdown menu set to 'All Tasks' and an 'Advanced Filter' link. A '+ New Proposal' button is located to the right of the filter section. Below the filter section, it states 'No Proposals Found' and includes an 'Approve Selected' button. A 'Show: 10 results' dropdown is positioned to the right of the 'Approve Selected' button. On the right side of the dashboard, there are two sections: 'My Recent Notifications' with the text 'No Recent Notifications' and 'Upcoming Events' with the text 'No Upcoming Events'. At the bottom left, there is a footer with the text 'Curriculog University', 'Curriculog © 2023, Digital Architecture', and 'v2.10.1'. At the bottom right, there is a 'Walk Me Through' button with a small upward arrow.

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.

The screenshot shows the Curriculog interface for the Proposals module. At the top, there is a navigation bar with the Curriculog logo and several menu items: 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below the navigation bar, there are four tabs: 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. The 'My Tasks' tab is currently selected, indicated by a blue dot. A red box highlights these four tabs. Below the tabs, there is a 'Filter by:' section with a dropdown menu set to 'All Tasks' and an 'Advanced Filter' link. To the right of the filter section, there is a dark blue button with a white plus sign and the text '+ New Proposal'. A red arrow points from the text on the right to this button.

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

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.

The screenshot shows the CURRICULOG CURRICULUM MANAGEMENT interface. At the top, there are navigation tabs for 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user's name 'Margo Kamm...' is visible in the top right corner. Below the navigation, there are four tabs: 'All Processes', 'Courses', 'Programs', and 'Others'. A 'Sort by:' dropdown menu is set to 'Process Title'. The main content area displays a list of two proposal processes:

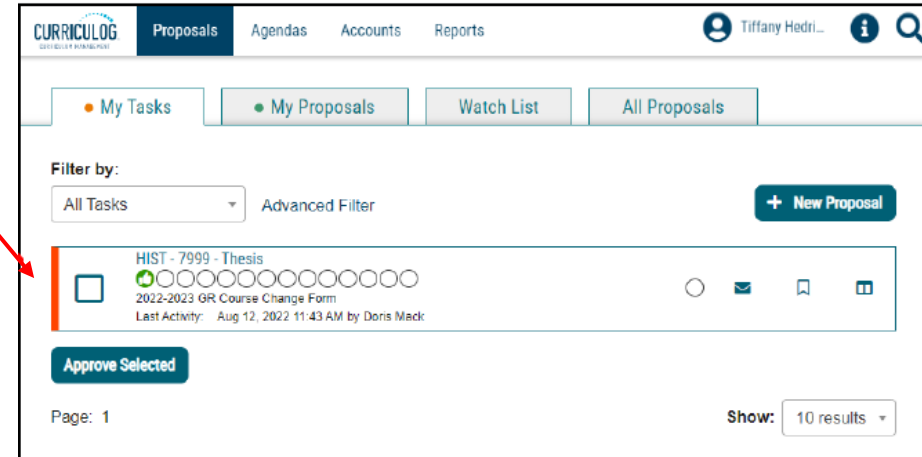
Process Title	Preview Form Icon	New Proposal Icon
2023-2024 GR Certificate New Request (SAMPLE) 1 mandatory 1 total		
2023-2024 GR Course Change Request (SAMPLE) 1 mandatory 1 total		

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*.

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

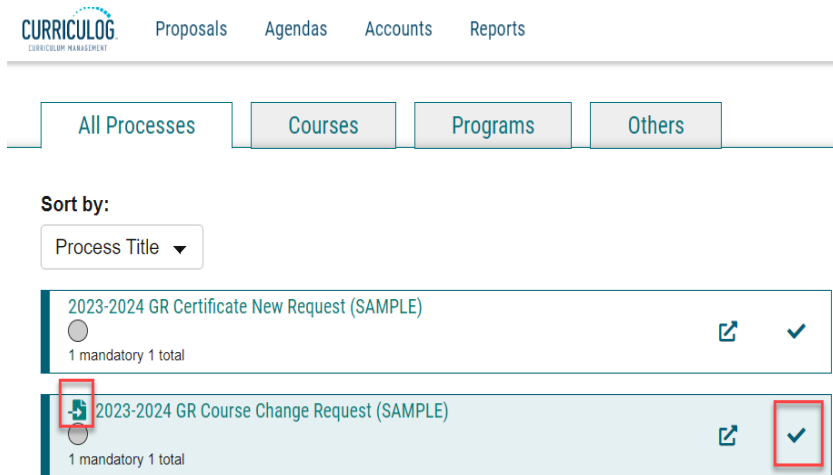
Listed below are the symbols and colors utilized in Curriculog:

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

Creating a Course 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.




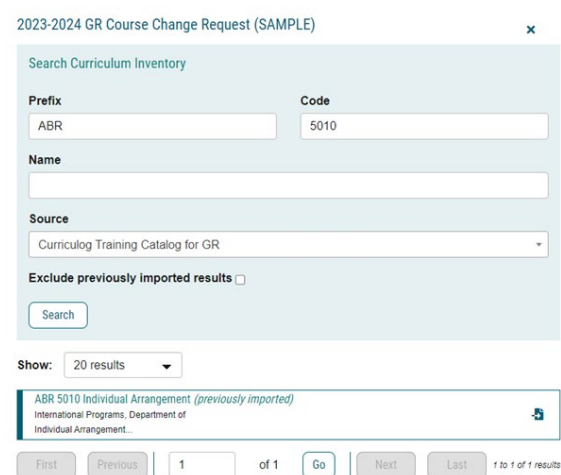
CURRICULOG CURRICULUM MANAGEMENT

Proposals Agendas Accounts Reports

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



2023-2024 GR Course Change Request (SAMPLE)

Search Curriculum Inventory

Prefix: ABR Code: 5010

Name:

Source: Curriculog Training Catalog for GR

Exclude previously imported results


Search

Show: 20 results



ABR 5010 Individual Arrangement (previously imported)
International Programs, Department of Individual Arrangement...

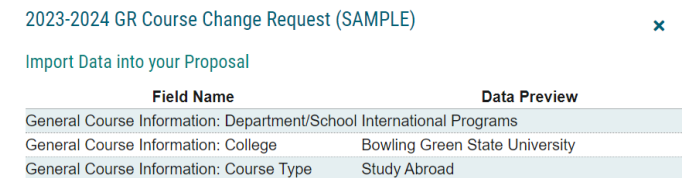
First Previous 1 of 1 Go Next Last 1 to 1 of 1 results

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



Show: 20 results

- ABR 5010 Individual Arrangement
International Programs, Department of Individual Arrangement... 
- ABR 5130 University of Salzburg - Austria
International Programs, Department of University of Salzburg - Austria... 



2023-2024 GR Course Change Request (SAMPLE)

Import Data into your Proposal

Field Name	Data Preview
General Course Information: Department/School	International Programs
General Course Information: College	Bowling Green State University
General Course Information: Course Type	Study Abroad

To complete the import, click **Build Proposal**.



Build Proposal Return to Search

Completing a Course / Program Proposal

CURRICULOG COURSE MANAGEMENT

Proposals Agendas Accounts Reports

Margo Kamm...

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

Import Run Impact Report Save All Changes **Validate and Launch Proposal**

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 proposal**.

Approval Steps

Incomplete

Originator

Participants

Margo Kammeyer

Step Details

Steps to Approval

Files

Crosslistings

Proposal Lookup

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**.

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. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The 'Reports' sidebar on the left lists various report types, with 'Impact Report' highlighted. The main content area shows the 'Impact Report' details, including a description, instructions for use, and a 'Refine Report' section with input fields for 'Prefix*' and 'Code*'. A 'Submit Report' button is visible at the bottom left, and a 'Modify External Systems' button is at the bottom right.

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.

Step	Status	Participants
Faculty Initiator	Approved	Curriculog 8/15/2023 10:30 AM
Chair/Director	Working	Peter Vanderhart
College Dean	Incomplete	Janet Hartley
Consultations/feedback	Incomplete	Eileen Bosch Sara Bushong Erin Heilmeier John Lommel Michelle Rable Jessica Turos Betsy Winters
OSAP	Incomplete	

Walk Me Through ^

Editing a Launched Proposal

- 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.

The screenshot displays the CURRICULOG CURRICULUM MANAGEMENT interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below this, a secondary navigation bar features four tabs: 'My Tasks' (highlighted with a red box), 'My Proposals', 'Watch List', and 'All Proposals'. Under the 'My Tasks' tab, there is a 'Filter by:' section with a dropdown menu set to 'All Tasks' and an 'Advanced Filter' link. A '+ New Proposal' button is located to the right. Below the filter section, a proposal card is visible, with the title 'ABR - 5010 - Individual Arrangement' highlighted by a red box. The card also shows a radio button, a description '2023-2024 GR Course Change Request (SAMPLE)', and 'Last Activity: Aug 9, 2023 1:18 PM by Margo Kammeyer'. To the right of the card are icons for a circle, an envelope, a bookmark, and a grid. At the bottom left, there is an 'Approve Selected' button. At the bottom right, there is a 'Show: 10 results' dropdown menu. The page number 'Page: 1' is displayed at the bottom left.

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 interface. At the top, the navigation bar includes 'CURRICULOG CURRICULUM MANAGEMENT', 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user profile 'Margo Kamm...' is visible in the top right. The main content area is split into two columns. The left column 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'. Below this, a section titled '**Read before you begin**' contains instructions for working on the proposal, such as filling in required fields, editing text, uploading documentation, and launching the proposal. The right column is the 'Proposal Toolbox', which is currently set to the 'Discussion' tab. It shows 'User Tracking' with options to 'Show current' or 'Show Individual User Edits', and a 'Comments' section with an 'Add Comment' button. Two comments are visible: one from Curriculog at 1:18 pm stating 'Margo Kammeyer has launched this proposal.', and another from Curriculog at 11:25 am stating 'Margo Kammeyer imported from the map Curriculog Training Catalog for GR into the following proposal fields:'. Below the comments, the proposal fields are listed: '1. General Course Information: Department/School, College, Course Type'. A vertical toolbar on the far right of the Proposal Toolbox contains icons for Discussion, Workflow Status, Signatures, Files, Decisions, Custom Route, Crosslistings, and Proposal Lookup. The Discussion icon is highlighted with a red box.

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.

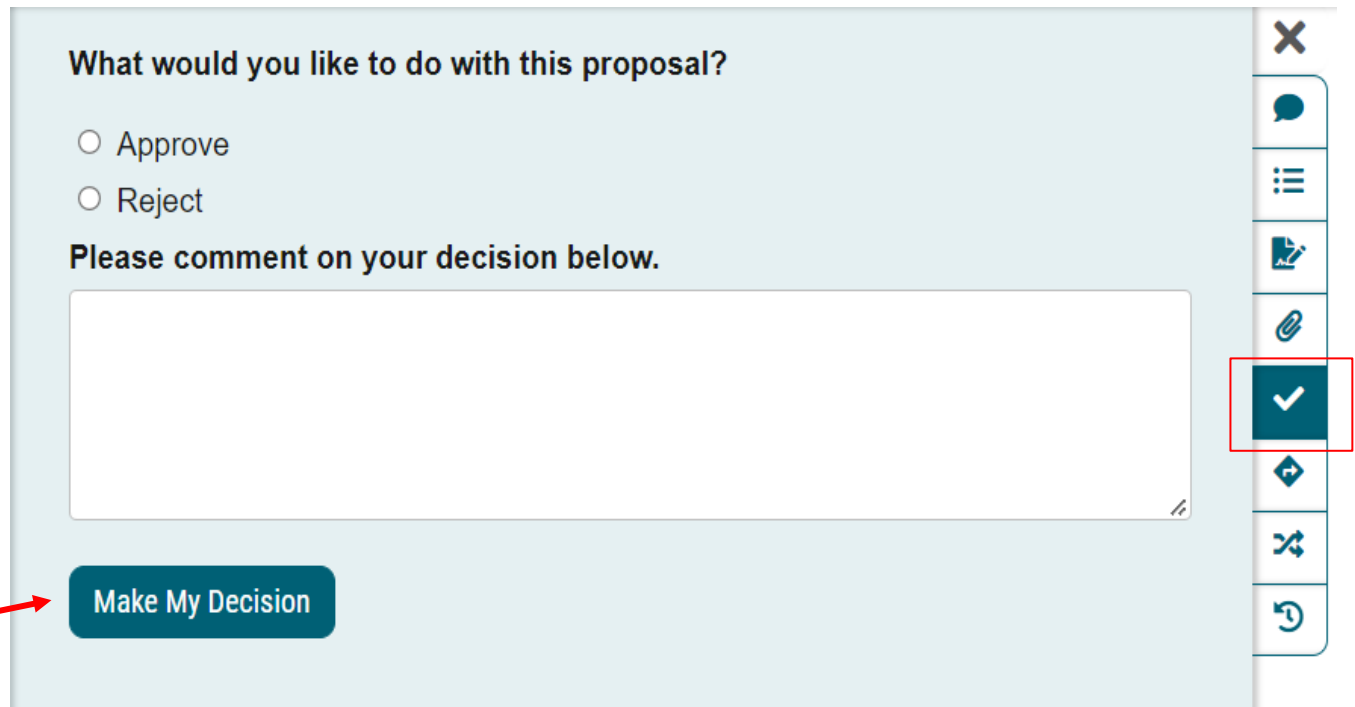
- You will see the changes highlighted in *different colors* to indicate each user who made the changes.

The screenshot displays the CURRICULOG interface for editing a proposal. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user 'Margo Kamm...' is logged in. The proposal title is 'ABR - 5010 - Individual Arrangement 2023-2024 GR Course Change Request (SAMPLE)'. The 'User Tracking' section is highlighted with a red box, showing a dropdown menu set to 'Show current with markup' and 'Showing All Edits by All Users'. Below this, the 'Comments' section is also highlighted, showing a comment from 'Margo Kammeyer' dated 8/9/2023 1:32 pm: 'The proposal looks good.' with a 'Reply' button. The form fields include 'Prefix*' (Activity Log, Margo Kammeyer, ABR), 'Code*' (5010, 4 digit course number), and 'Name*' (Individual Arrangement). A red arrow points from the 'Show current with markup' dropdown to the 'Activity Log' field, which is highlighted in yellow. Another red arrow points from the 'Comments' section to the 'Add Comment' button.



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 originator of the workflow.
- Once completed, click **Make My Decision**.  An approved proposal will move forward to the next step of the *workflow*.



What would you like to do with this proposal?

Approve

Reject

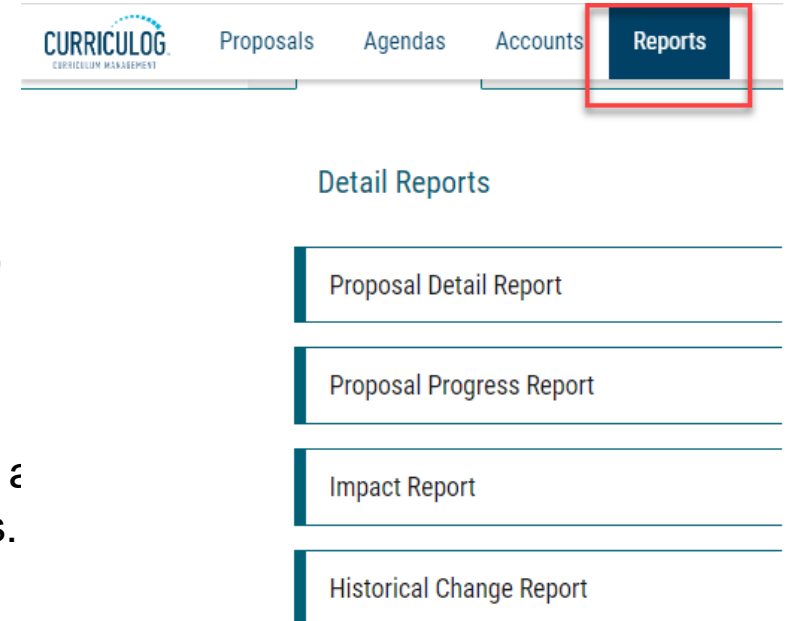
Please comment on your decision below.

The screenshot shows a light blue modal window with a close button (X) in the top right corner. Below the close button is a vertical toolbar with icons for chat, menu, print, link, a checkmark (highlighted with a red box), a diamond, a crossed-out square, and a refresh icon. The main content area contains the question 'What would you like to do with this proposal?' followed by two radio button options: 'Approve' and 'Reject'. Below these is a text input field with the prompt 'Please comment on your decision below.' and a 'Make My Decision' button at the bottom.

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.







Reports Module

- After choosing the report you want, select the options to include for your report and click on **Submit** and then **Confirm Submit**.
- The report will be delivered via email and can be accessed by clicking on the link (must be logged into Curriculog).
- Detailed reports can be viewed in html format.

Your Curriculog proposal-progress report is ready

 no-reply@curriculog.com
To  Margo A Kammeyer

 Reply  Reply All  Forward 

Thu 8/17/2023 10:02 AM

Hello Margo,
The proposal-progress report you created is ready for download. If you are not already authenticated into Curriculog, please log in at this time, and then you may click the links below to retrieve your report. This report will be available for the next 5 days.

- [proposal-progress_2023-08-17-14-02-16.html](#)

Resources

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

