CURRICULOG User Guide

Login Instructions:

- <u>First time login</u>:
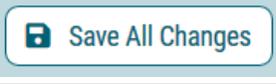
    USERNAME: Your complete FVCC email address

    PSWD: fvcc1967

- <u>Changing your PSWD</u>: Navigate to the "My Settings" tab and select your user row to view the Account Summary for your account. You have the ability to change your name, email information and your password in the Personal Information section of the Account Summary. Selecting "Change Password" will display a dialog box prompting you to enter your current password, new password, confirm new password, and select "Update Password."

General User Information

- User Dashboard: https://curriculog.zendesk.com/hc/en-us/articles/360046332471-My-Dashboard
- Proposals: https://curriculog.zendesk.com/hc/en-us/articles/360046333391-Proposals
- Editing a Proposal: https://curriculog.zendesk.com/hc/en-us/articles/360045905592-Proposals-Editing-a-Proposal-
- New Proposal: https://curriculog.zendesk.com/hc/en-us/articles/360046333471-Proposals-New-Proposals
- Proposal Toolbox: https://curriculog.zendesk.com/hc/en-us/articles/360045905672-Proposals-Proposal-Toolbox

Launching Course Proposals in Curriculog	
Step: 1	Go to fvcc.curriculog.com.
Step: 2	Click "Login" (top right).
Step: 3	Click **+ New Proposal** (top center).
Step: 4	Hover over the appropriate approval process.
Step: 5	Click ✔ "Start Proposal" on the far right to bring up the proposal form.
Step: 6	If you are **revising or deleting an existing course**, click **⬈ Import** at the top left to import course information from Acalog. **If this is a new course, skip to Step 13.**
Step: 7	Hover over the catalog listed, then click ✔ to select the correct catalog.
Step: 8	Select filter from drop-down menu (It is recommended to sort by prefix.)
Step: 9	Type in the prefix you need
Step: 10	Click **Search Available Curriculum**
Step: 11	Scroll down to see the search results and click on the appropriate course
Step: 12	Scroll down and click **Import This Item**
Step: 13	Complete all applicable fields that are not already filled in. Required fields are marked with an asterisk (*).
Step: 14	Click **🖫 Save All Changes**
Step: 15	Scroll to the top and click **🚀 Validate and Launch Proposal**.

If required fields are left blank, you will get a red validation error message. Click **Show Me** to see what required fields need to be completed. Then, click **🚀 Validate and Launch Proposal** again.

As the proposal routes through the approval steps, it will return to you so you can see any comments or changes that have been made along the way. You will need to approve the proposal to keep it moving in the system. If you do not approve it, it will sit still for four days, then auto-approve and move on to the next step.

Responding to Proposals in "My Tasks"	
Step: 1	Go to fvcc.curriculog.com
Step: 2	Click "Login" (top right)
Step: 3	Click on the "My Tasks" tab (top left) • My Tasks
Step: 4	Click on the course listed on the left side of the screen to open and review the proposal.
Step: 5	If you would like to make a comment or ask a question, click on + Add Comment at the top right.
Step: 6	When you are ready to enter your decision, find the vertical icon menu at the top right. Click on the check mark to open the Your Decision screen. Click "Approve" or "Reject" and enter a comment if you would like. Then click Make My Decision . Once you have made your decision, the proposal will move on and you will no longer have access to it.
NOTE:	If you are serving as more than one role on a proposal (Originator and Division Chair and Curriculum Committee Member, for example), depending on where the proposal is in the workflow, you may need to turn right around and approve the same proposal as a different role. If that's the case, the proposal(s) you just approved will immediately show up again under your "My Tasks" tab. Since you have already seen the proposal, you can simply click on the square to the right of the proposal ☐ then click Approve Selected . BIOB - 106 - Biotechnology BACE Preparation 2021-2022 Catalog New Course Proposal Last Activity: Sep 28, 2020 12:03 AM by Digital Architecture Approve Selected