Table of Contents

Proposals Module

Creating a New Proposal

Creating a Change Proposal

Completing Prospective Curriculum Step (ONLY for Program Modify Form)

Editing and Approving Proposals

Agendas Module

Creating a New Agenda

Accounts Module

Reports Module
Logging into Curriculog

1. Go to https://fit.curriculog.com/
2. Click “Login” (top right)
   a. Sign in using your TRACKS information through CAS single sign on

For Assistance:

catalog@fit.edu
The Proposals module is broken down into four tabs:

- My Tasks: all proposals in which you are an active participant and awaiting action from you
- My Proposals: all proposals you have created
- Watch List: all proposals you have selected to watch
- All Proposals: all proposals in Curriculog
Creating a New Proposal

**Step 1:** Click on “+ New Proposal”

![Image of proposal creation interface]

**Step 2:** Select the form for the appropriate process and college.

<table>
<thead>
<tr>
<th>Process Title</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020 3203 Course Inactivation OBE 2E</td>
<td></td>
</tr>
<tr>
<td>2020 3203 Course Inactivation College of Aeronautics</td>
<td></td>
</tr>
<tr>
<td>2020 3203 Course Inactivation College of Psychology and Liberal Arts</td>
<td></td>
</tr>
<tr>
<td>2020 3203 Course Inactivation Nathan M. Blau College of Business</td>
<td></td>
</tr>
<tr>
<td>2020 3203 New Course OBE 2E</td>
<td></td>
</tr>
</tbody>
</table>

Types of Forms

- New Course*
- Course Change*
- Course Inactivation*
- New Program*
- Program Change*
- Program Inactivation*
- Request to add an Honors Section
- Scholarly Inquiry (QEP)
- Establishing a Cooperative Academic Arrangement
- Establishing a Dual or Joint Academic Award
- Opening or Re-Opening a New Off-Campus Instructional Site
- Closing an Off-Campus Instructional Site
- Request for Continuing Education Units (CEU) for Non-Credit Activity

*there is a specific form for each college
Step 3 (Optional): Click “Preview Form” to preview form (to the right of the form name)

Step 4: Click “Start Proposal” (to the right of the form name)

- If you want to work on the proposal at another time, select “Save All Changes” before leaving the proposal (bottom)

Step 5 (Optional): Click “Close Toolbox” (top right) to enlarge the form

Step 6: Complete the Required Fields (*)
**Step 7:** Perform an Impact Report at the upper left of screen (e.g. see what courses use this course as a prerequisite). The report will be sent to your email, copy the results and place into proposal.

![Run Impact Report]

**Step 8:** Click **Files** to attach documentation relevant to your proposal (top right). Click **Choose File**, select the file from your computer, and click **Upload**. Repeat for all relevant documents.

![Upload File]

**Step 8:** Click **Validate and Launch Proposal** to launch proposal (bottom of form or top left)

![Validate and Launch Proposal]

- The system will verify if any required fields have been left empty.
  - A message will appear indicating that you have missing information...if you click “Show Me” it will take you to the first of the required fields.

If needed, you can Delete a Proposal – Permanently removing it from Curriculog

- Proposals cannot be deleted after they have been launched unless they have been canceled by an administrator.
Step 9: If you launch the proposal – move the proposal to the next step approval by clicking by navigating to the Proposal Toolbox on the right-hand side of the screen.

Step 10 (optional): Send a message about the Proposal to another Curriculog user

- The email will be pre-populated with a link to the proposal you were reviewing, and will allow you to include one or more users, as well as a copy to yourself. Curriculog does not store a copy of any email.

Step 11 (optional): Click “Watch Proposal” for ANY proposal in Curriculog to easily track it in your “Watch List” tab.
Creating a Change Proposal

**Step 1:** Click on “+ New Proposal”

**Step 2:** Select the form for the appropriate process and college.

<table>
<thead>
<tr>
<th>2022-2023 Course Change COES</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 mandatory 25 total</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2022-2023 Course Change College of Aeronautics</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 mandatory 9 total</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2022-2023 Course Change College of Psychology and Liberal Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 mandatory 17 total</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2022-2023 Course Change Nathan M. Bisk College of Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 mandatory 8 total</td>
</tr>
</tbody>
</table>

**Types of Change Forms**

- Course Change*
- Program Change*

*there is a specific form for each college

**Step 3 (Optional):** Click “Preview Form” to preview form (to the right of the form name)

**Step 4:** Click “Start Proposal” (to the right of the form name)
Step 5: Complete the Import process.

**IMPORT PROCESS FOR COURSES:**
- Enter the prefix and code of the course you are modifying. Make sure “Exclude Previously Imported Results” is unchecked. Click “Search Available Curriculum”.

![Import Process Screenshot](image-url)
• Curriculog will match the form fields with the course information for the online catalog. Some fields may not match successfully and will show “No Matches Were Found”. This is okay, you will complete these fields in the next steps.

• IMPORT PROCESS FOR PROGRAMS:
Enter the name of the program you are modifying. Make sure “Exclude Previously Imported Results” is unchecked. Click “Search”.

**Search Results (1 to 10 of 10)**

- Applied Psychology, A.A.
- Applied Psychology, B.A.
- Clinical Psychology, Psy.D.
- Forensic Psychology Minor
- Forensic Psychology, B.A.
- Industrial/Organizational Psychology, M.S.
- Industrial/Organizational Psychology, Ph.D.
- Psychology Minor
- Psychology, B.A.
- Psychology, B.S.

Curriculog will match the form fields with the course information for the online catalog. Some fields may not match successfully and will show “No Matches Were Found”. This is okay, you will complete these fields in the next steps.
Step 6 (Optional): Click “Close Toolbox” (top right) to enlarge the form

Step 7: Complete the Required Fields (*)

Step 8: Perform an Impact Report at the upper left of screen (e.g. see what courses use this course as a prerequisite). The report will be sent to your email, copy the results and place into proposal.

Step 9: Click “Files” to attach documentation relevant to your proposal (top right). Click “Choose File”, select the file from your computer, and click “Upload”. Repeat for all relevant documents.
Step 10: Click “Validate and Launch Proposal” to launch proposal (bottom of form or top left)

- The system will verify if any required fields have been left empty.
  - A message will appear indicating that you have missing information...if you click “Show Me” it will take you to the first of the required fields.

If needed, you can Delete a Proposal – Permanently removing it from Curriculog

- Proposals cannot be deleted after they have been launched unless they have been canceled by an administrator.

Step 11: If you launch the proposal – move the proposal to the next step approval by clicking by navigating to the Proposal Toolbox on the right-hand side of the screen.

Step 12 (optional): Send a message about the Proposal to another Curriculog user

- The email will be pre-populated with a link to the proposal you were reviewing, and will allow you to include one or more users, as well as a copy to yourself. Curriculog does not store a copy of any email.

Step 13 (optional): Click “Watch Proposal” for ANY proposal in Curriculog to easily track it in your “Watch List“ tab.
Completing Prospective Curriculum Step (ONLY for Program Change form)

TWO STEPS:

First: You can import courses that are already in the catalog OR add courses for new classes.

Second: Add courses into the Curriculum Schema OR delete courses from the Curriculum Schema.

FIRST STEP

TO IMPORT AN EXISTING COURSE FROM CATALOG:

Step 1: For courses already in the catalog, click “Import Course” to import courses (under “Prospective Curriculum”, at the bottom of the “View Curriculum Schema” tab)

Step 2: Click to Select Catalog (far right)

Step 3: Click “Filter by field” and Select Filter from drop down menu (Best Practice is to filter by Prefix and Code)

Step 4: Type in Prefix (e.g. MTH) and Code if wanted (e.g. 1001)

Step 5: Click “Search Available Curriculum” (bottom)

Step 6: View the “Search Results” and Click on the Desired Course

Step 7: Review Data (Import all fields even if changes are to be made)
Step 8: Click “Import This Item” (bottom)

TO ADD NEW COURSES

Step 1: For new courses, click “Add Course” to add courses into the Schema (under “Prospective Curriculum”, at the bottom of “View Curriculum Schema” tab)

![Add Course and Import Course buttons]

Step 2: A box will open asking you for the Prefix, Course Number and Course title.

Step 3: Click “Add Course” (remember to add a new course to the catalog you will also need to complete a new course form)

![Add Course form]

SECOND PART

TO ADD NEW COURSE into the Schema:

Step 1: Click “View Curriculum Schema” to Add Courses into the Curriculum Schema

![View Curriculum Schema]

Step 2: Click on the area/header of the program where you would like to add courses.

Step 3: When you click on “Add Courses” it will bring up the list of courses available from the First Part.
Step 4: Select the courses available

Step 5: Click “Add Course”

Step 6: If desired, change the order of courses by clicking and dragging the icon to the left of the course name.

TO DELETE COURSES from the Schema:

Step 1: Click the trash icon to the right of the course name.
Editing and Approving Proposals

The thin colored bar that appears to the left of the proposal will change based on the relationship with the user.
- **Blue** → No action currently required
- **Green** → You are the originator of this proposal but no action is currently required
- **Orange** → You are an active participant on the current step and an action is required from you

**Step 1:** Click “My Tasks” (top left)

**Step 2:** Click on the proposal in your “My Tasks” lists that you would like to work on.

**Step 3:** Review the proposal form on the left-hand side of the screen. Make edits if desired.
Step 4 (optional): View other users’ edits to the proposal by clicking “View user Tracking and Comments” at the top right of the page. Then, under the first pull-down menu on the right-hand side of the page, click “Show current with markup”.

Step 5 (optional): View Commence and Discussions by clicking “View User Tracking and Comments” at the top right.

Step 6 (optional): View Workflow Steps on the right side of the screen to review the proposal’s approval flow.

Step 7 (optional): Upload or View Attached Files on the right side (e.g. syllabus)

Step 8: Make a decision by clicking the Decisions tab:

- Approved – Approve the current step.
- Rejected – Reject the current step (it will return to the previous step)
- Held – Request administrator to place the proposal on hold so you may continue to work on the proposal without a deadline
- Suspended – Request administrator to place the proposal on suspend (nobody will be able to work on it)
- Cancelled – Request administrator to allow you to cancel the proposal and potentially delete it
- Multiple Decisions – When a step has several committees voting on it, and you are a member of more than one of those committees, therefore providing multiple decisions.
AGENDAS MODULE

- If you are designated as a committee’s Agenda Administrator, your name will appear with an asterisk beside it on the step and you will now be responsible for placing a vote on behalf of the committee. You also have the option to create an agenda if one is needed.
- Non-voting member may place opinions on the step, but on the votes of the Agenda Administrator will be counted.

TABS

- My Agendas: Agendas that you have created
- All Agendas: Agendas by all users
- My Archived Agendas: Agendas that you created that are completed and marked as archived.
- Archived Agendas: Agendas by all users that are completed and marked as archived.

Creating a New Agenda

**Step 1:** Click “New Agenda”

**Step 2:** Fill in the form

**Step 3:** Click “Add Committee”

  - The new agenda window will provide a list of all eligible committees. A Committee will be considered eligible if you are the Agenda Administrator for that committee.

**Step 4:** Click “Done Selecting Committees”

**Step 5 (optional):** Add notes about when and where the committee should take place any information that may be covered

**Step 6:** Click “Add Proposals”

  - A dialogue box will open displaying any eligible proposals
  - Select the proposals to add to the Agenda

**Step 7:** Click “Done Selecting Proposals”

**Step 8:** Publish the Agenda (top left)

  - Publishing the Agenda will make the Agenda available to all users within Curriculog and will include a link on the current step of each proposal currently associated with the Agenda.
ACCOUNTS MODULE

Tabs

- Users: a list of all users within Curriculog and the roles they have been assigned. Click the envelope icon to the right of a user’s name to send them a message.
- My Settings: View the roles and permissions you have been assigned and change your notification settings, if desired.
REPORTS MODULE

Global Reports

- Pending Proposals Report – provides a list of all proposals within the system sorted by status.
- User Activity Report – provides a detailed view of a single user’s participation within Curriculog by proposals, including comments, edits, decisions and time spent.
- Aging Report – provides a list of all active proposals sorted by the greatest time in the system.
- Bottleneck Report – provides a list of the largest lag time for changes by user, role and entity.

Detail Reports:

- Proposal Detail Report – provides the complete details of a single proposal, with the ability to include a summary of users edits, comments, decisions, time, import source, files and cross listings.
- Proposal Summary 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, cross listings, programs and campuses. This will for any reference of the course – whether it is a permalink, dynamically linked into a program, or plain text with the description.
- Historical Change Report – provides the change log of all proposal versions of a curriculum item over time.