




Curriculog™ End User Manual

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Logging In to Curriculog


1. Go to csustan.curriculog.com
Read Welcome Page for information on training materials/sessions
2. Click "Login" (top right)
Sign in with your University credentials



Login

Proposals

You must be logged in to view proposals.



CALIFORNIA STATE UNIVERSITY
Stanislaus

Welcome to Curriculog!

Stan State's electronic curriculum management system.

Curriculog is now the sole mechanism to submit proposals for new curriculum or to make changes to existing curriculum for Stan State.

You are currently viewing Curriculog as a guest. Please login by clicking "Login" at the top right corner of your screen.

Contact us at curriculog@csustan.edu or visit our

FOR HELP:


Academic Programs:
curriculog@csustan.edu OR
(209) 667-3082

My Upcoming Events (bottom right)

- deadlines within your proposal
- events that the administrator has placed on the calendar

(To view the full calendar, select the calendar icon in the upper right corner)

My Upcoming Events



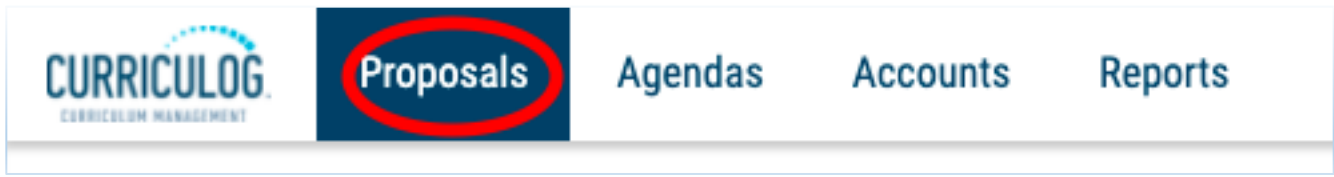
1 Aug

Course Fee Proposal Deadline for Fees Effective Spring

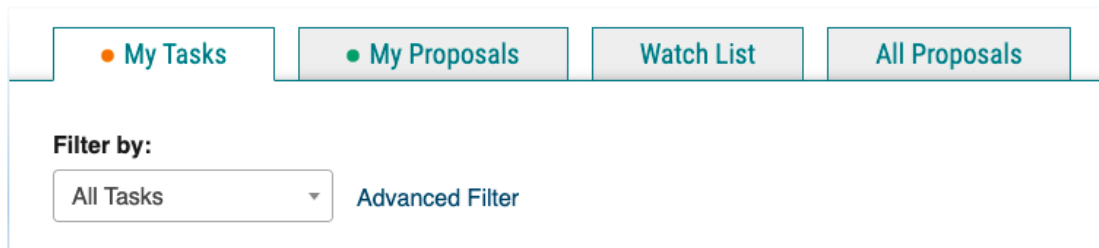
[Show More](#) ▼

FOUR MODULES: Proposals, Agendas, Accounts, and Reports

#1: Proposals Module



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 “+ New Proposal”.

● My Tasks ● My Proposals Watch List All Proposals

Filter by:
All Tasks ▼ Advanced Filter

+ New Proposal


Step 2: Select the form for the appropriate process.

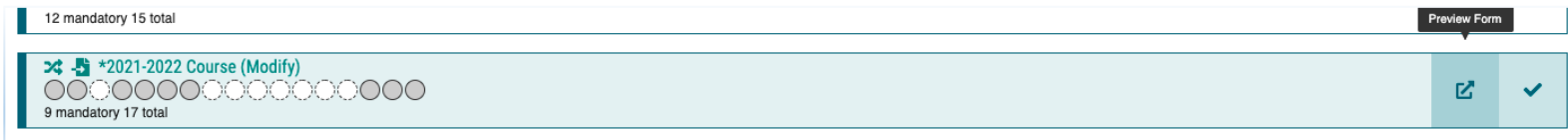
*2021-2022 Concentration/Certificate/Minor/Option/Track (New) ○○○○○○○○○○○○○○○○○○○○ 12 mandatory 15 total	✍	✓
*2021-2022 Course (Modify) ○○○○○○○○○○○○○○○○○○○○ 9 mandatory 17 total	✍	✓
*2021-2022 Course (New) ○○○○○○○○○○○○○○○○○○○○ 10 mandatory 17 total	✍	✓
*2021-2022 Elevating Options or Concentrations to a Full Degree Program ○○○○○○○○○○○○○○○○○○○○ 12 mandatory 14 total	✍	✓
*2021-2022 Program/Sub-Program (Modify) ○○○○○○○○○○○○○○○○○○○○ 9 mandatory 14 total	✍	✓
*APR Workflow ○○○○○○○○○○○○○○○○○○○○ 10 mandatory 12 total	✍	✓
*Articulation Request ○○○○○○○○○○○○○○○○○○○○ 2 mandatory 2 total	✍	✓
*Converting Self-Support to State Support Programs ○○○○○○○○○○○○○○○○○○○○ 9 mandatory 11 total	✍	✓
*Course (Reactivate/Inactivate/Delete) ○○○○○○○○○○○○○○○○○○○○ 9 mandatory 9 total	✍	✓
*Course Fee (New and Modify) ○○○○○○○○○○○○○○○○○○○○ 9 mandatory 9 total	✍	✓

TYPES OF FORMS


- APR Workflow
- Articulation Request
- Course (New)
- Course (Modify)
- Course Fee (New and Modify)
- Course Selected/Special Topics (New Topic ONLY)
- Elevating Options or Concentrations to a Full Degree Program
- Program: Sub-Program/Certificated/Minor (New)
- Program/Sub-Program (Modify)
- University Extended Education Category V Fee Request
- University Extended Education Extension Course Proposal

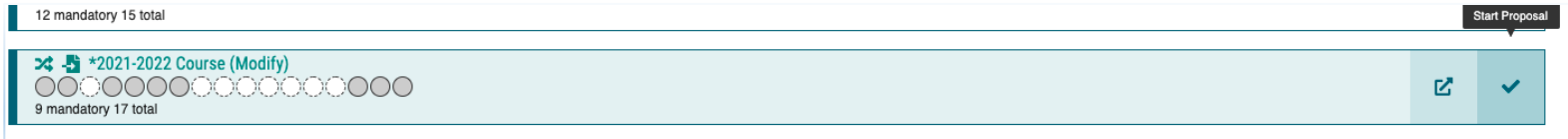
Proposals Module: Creating a New Proposal

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



The screenshot shows the top of a proposal form. At the top left, it says "12 mandatory 15 total". Below this is a header bar for the form titled "*2021-2022 Course (Modify)". To the right of the title is a progress indicator with 15 circles, 9 of which are filled. On the far right, there are two buttons: "Preview Form" (with an external link icon) and a checkmark icon.

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



This screenshot is similar to the previous one, but the button on the far right is now labeled "Start Proposal" and features a checkmark icon.

- Some forms may require import before starting the proposal. For import instructions, see [ADD HERE](#)
- If you want to work on it another time, select “save all changes” before leaving proposal (bottom)



Step 5: If desired, click “Close Toolbox” (top right) to enlarge form



Step 6: Complete the Required Fields (*)

- But do not change the imported data at this point (IF using Modify form)



Step 7: Click “Files” to attach documentation relevant to your proposals (top right). Click “Choose File”, select the file from your computer, and click “Upload”. Repeat for all relevant documents.

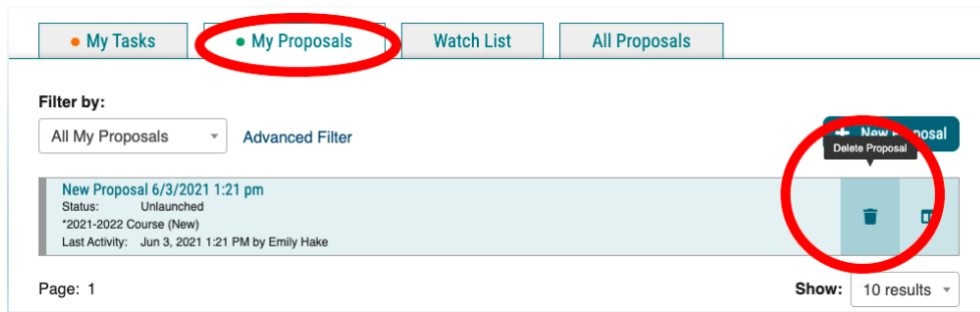
Step 8: “Click Validate and Launch Proposal” to launch proposal (bottom of form or top left)

- 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.

OR

Proposals Module: Creating a New Proposal

OR Delete a Proposal -- Permanently remove it from Curriculog

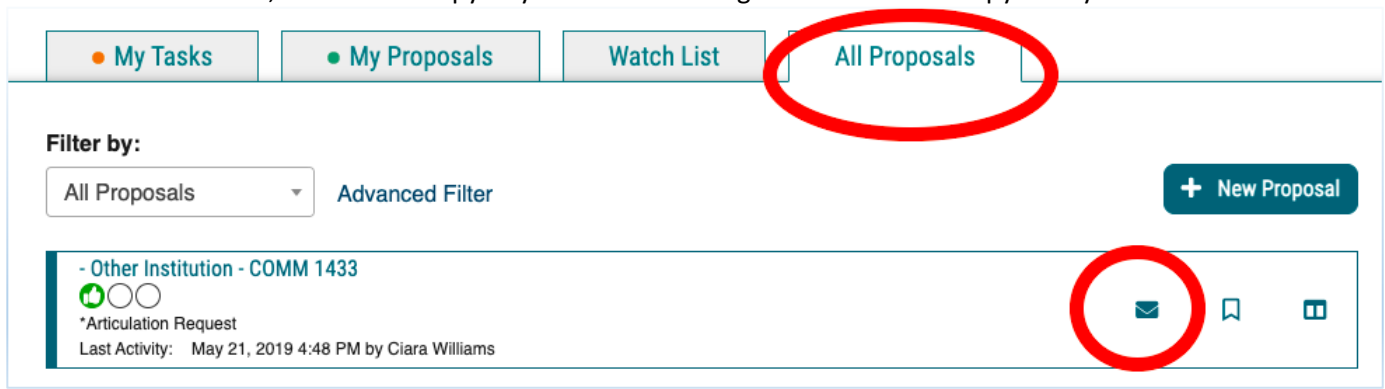


- Proposals cannot be deleted after they have been launched unless they have been canceled by an administrator.

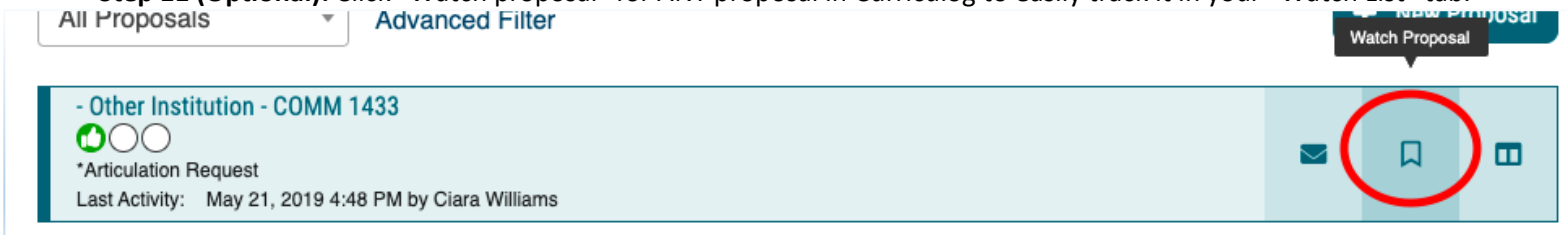
Step 9: If you launched the proposal---Move the proposal to the next step approval step by clicking ✓ by navigating to the Proposal Toolbox on the right hand side of the screen.

Step 10 (Optional): Send message about Proposal to another Curriculog user

- The e-mail 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 e-mail.

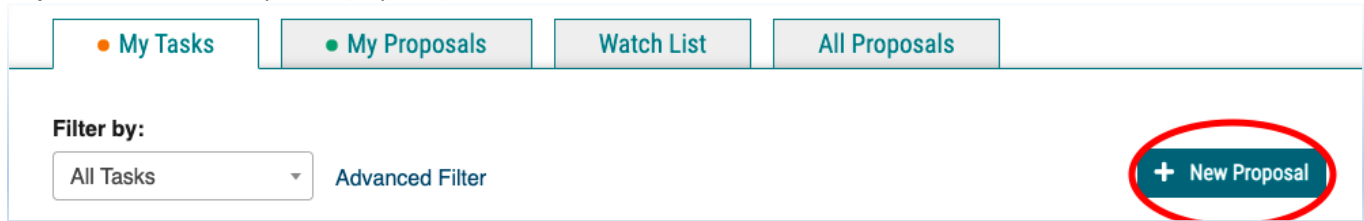


Step 11 (Optional): Click "Watch proposal" for ANY proposal in Curriculog to easily track it in your "Watch List" tab.



Creating a Modify Proposal

Step 1: Click “New Proposal” (top left).



● My Tasks ● My Proposals Watch List All Proposals

Filter by:
All Tasks Advanced Filter

+ New Proposal


Step 2: Select the form for the appropriate process.

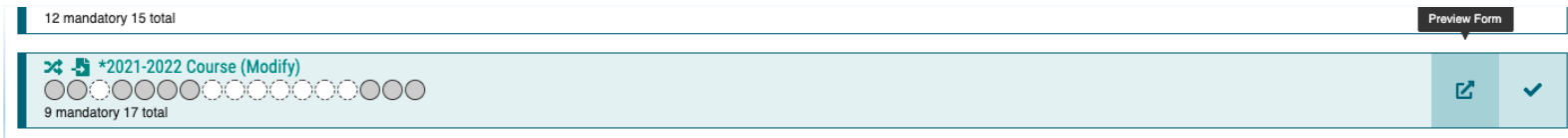
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*2021-2022 Course (Modify) ○○○○○○○○○○○○○○○○○○○○ 9 mandatory 17 total		
*2021-2022 Course (New) ○○○○○○○○○○○○○○○○○○○○ 10 mandatory 17 total		
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*APR Workflow ○○○○○○○○○○○○○○○○○○○○ 10 mandatory 12 total		
*Articulation Request ○○○○○○○○○○○○○○○○○○○○ 2 mandatory 2 total		
*Converting Self-Support to State Support Programs ○○○○○○○○○○○○○○○○○○○○ 9 mandatory 11 total		
*Course (Reactivate/Inactivate/Delete) ○○○○○○○○○○○○○○○○○○○○ 9 mandatory 9 total		
*Course Fee (New and Modify) ○○○○○○○○○○○○○○○○○○○○ 9 mandatory 9 total		

TYPES OF MODIFY FORMS


- Course (Modify)
- Course Fee (New and Modify)
- Program/Sub-Program (Modify)

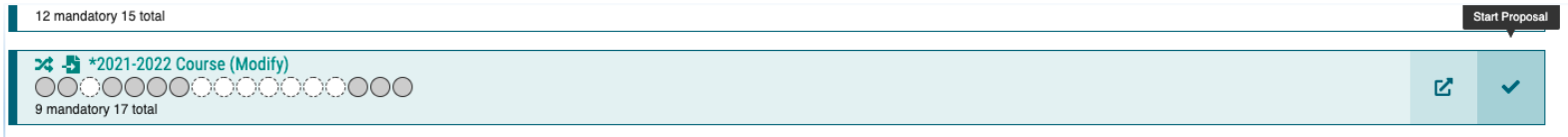
Proposals Module: Creating a Modify Proposal

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



This screenshot shows a header bar with '12 mandatory 15 total' on the left and a 'Preview Form' button on the right. Below this is a row for the '*2021-2022 Course (Modify)' entry. It features a progress indicator with 15 circles (9 filled, 6 empty) and a '9 mandatory 17 total' label. To the right of the progress indicator are two buttons: an external link icon and a checkmark icon.

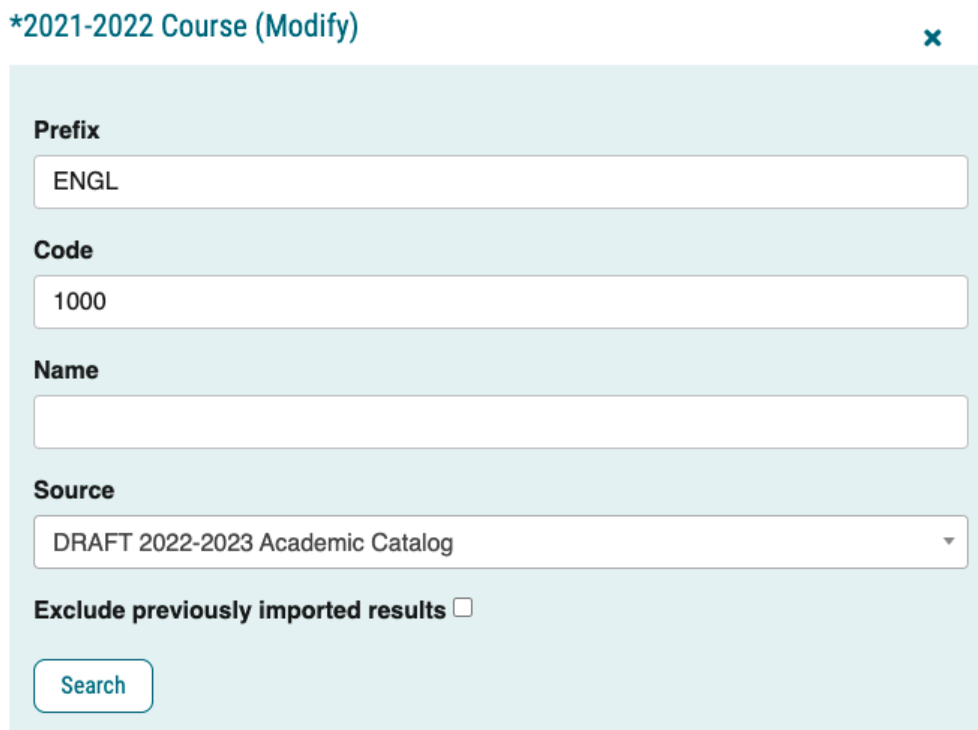
Step 4: Click  “Start Proposal” (to the right of the form name)




This screenshot is similar to the previous one, but the button on the right is now labeled 'Start Proposal' and features a checkmark icon. The header bar still shows '12 mandatory 15 total'.

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”.



This is a detailed view of the course modification form. It has a title bar with '*2021-2022 Course (Modify)' and a close button (X). The form contains several input fields: 'Prefix' with 'ENGL', 'Code' with '1000', and 'Name' which is empty. Below these is a 'Source' dropdown menu currently set to 'DRAFT 2022-2023 Academic Catalog'. At the bottom, there is an 'Exclude previously imported results' checkbox which is unchecked, and a 'Search' button.


- Find the course in the list of search results. Click  “Preview and Build”.

Proposals Module: Creating a Modify Proposal

Show: 20 results ▼

Preview and Build ENGL 1000 Introduction to Composition

ENGL 1000 Introduction to Composition
Department of English, Department of
Introduction to academic writing. Instruction is based on the Competencies for First-Year Composition with particular emphasis on reading skills as well as focus, development, organization, and control of language for sentences, paragraphs, and essays.



- Curriculog will match the form fields with the course information from 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 Data into your Proposal

Field Name	Data Preview
Course Details: Effective Academic Year	3/20/2012
	No matches were found
	The following option could not be imported: 3/20/2012
Course Details: Prefix	ENGL
Course Details: Number	1000
Course Details: Unit(s)	3
Course Details: In which department does the course reside?	Department of English
Course Details: Select the program that will review the proposal.	Department of English
	No match was found
	The following option could not be imported: Department of English

- Scroll to the bottom of the screen and click “Build Proposal.”

Build Proposal

- **IMPORT PROCESS FOR PROGRAMS:**

- Enter the name of the program you are modifying. Make sure “Exclude Previously Imported Results” is unchecked. Click “Search”.

*2021-2022 Program/Sub-Program (Modify)

Program Type

☒ Program ☐ Shared Core

Name

English


Source

DRAFT 2022-2023 Academic Catalog

Exclude previously imported results

☐

Search

- Find the program in the list of search results. Click  "Preview and Build".


programs view the degree program Roadmap, which provides a recommended advising map to complete the English degree and English SSMP in four years. Please consult your academic advisor as you develop your academic plan.

Preview and Build English B.A.

English B.A.

Department of English, Department of

View information for the Department of English, including Learning Objectives for the department and its programs. View the degree program Roadmap, which provide recommended advising maps to complete the degree program. Please consult your academic advisor as you develop your academic plan.



- Curriculog will match the form fields with the program's information from 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.

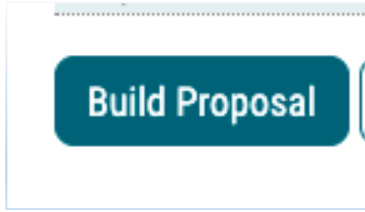
*2021-2022 Program/Sub-Program (Modify)

Import Data into your Proposal

Field Name	Data Preview
Program Outline: Type of Program	Bachelor of Arts No match was found The following option could not be imported: Bachelor of Arts
Program Outline: Type of Proposal	Bachelor of Arts No match was found The following option could not be imported: Bachelor of Arts

Proposals Module: Creating a Modify Proposal

- Scroll to the bottom of the screen and click “Build Proposal.”



Step 6: If desired, click “Close Toolbox” (top right) to enlarge form.



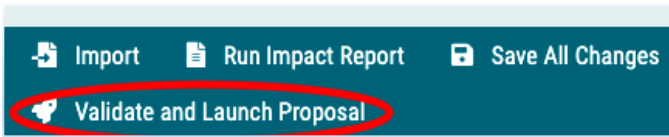
Step 7: Complete the Required Fields (*)

Step 8: Click  “Attach a File to the Proposal” to attach documentation relevant to your proposals (top left)

A screenshot of the 'Upload File' form. The form has a light blue header with the title 'Upload File' and a close button (X) in the top right. Below the header, there is a 'File' section with a 'Choose File' button and the text 'No file chosen'. An 'Upload' button is located below the 'File' section. On the right side of the form, there is a vertical toolbar with three icons: a paperclip (highlighted with a red circle), a double-headed arrow, and a circular arrow. A tooltip with the text 'Attach a File to the Proposal' is visible next to the paperclip icon. Below the 'Upload' button, there is a section titled 'Attached Files' with the text 'There are no attached files.'

Proposals Module: Creating a Modify Proposal

Step 9: “Click Validate and Launch Proposal” to launch proposal (top left or bottom of page)

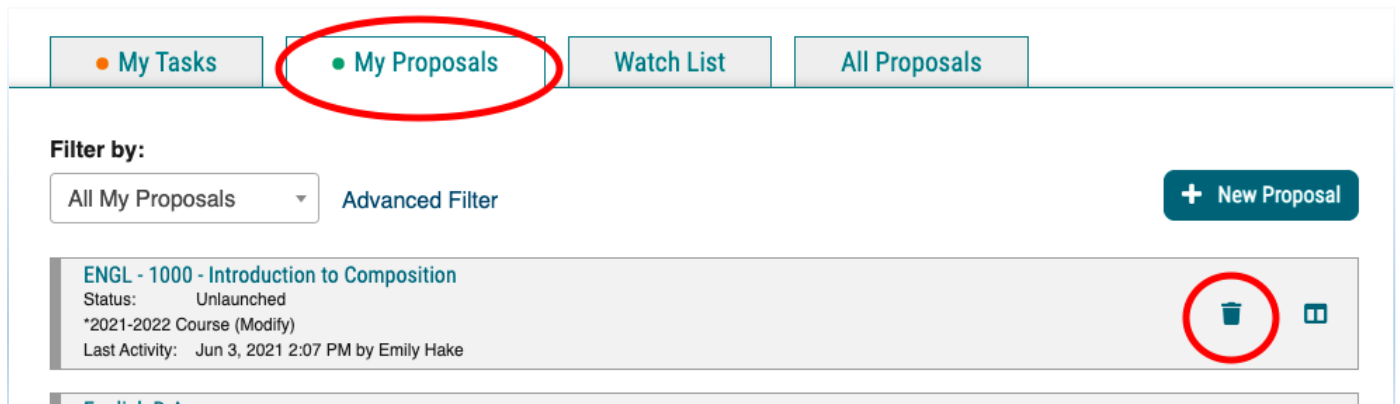



- The system will verify if any required fields have been left empty.
- A message will appear indicating that you have missing information...if you click “Show me”, it will take you to the first of the required fields.

OR

OR Delete a Proposal -- Permanently remove it from Curriculog

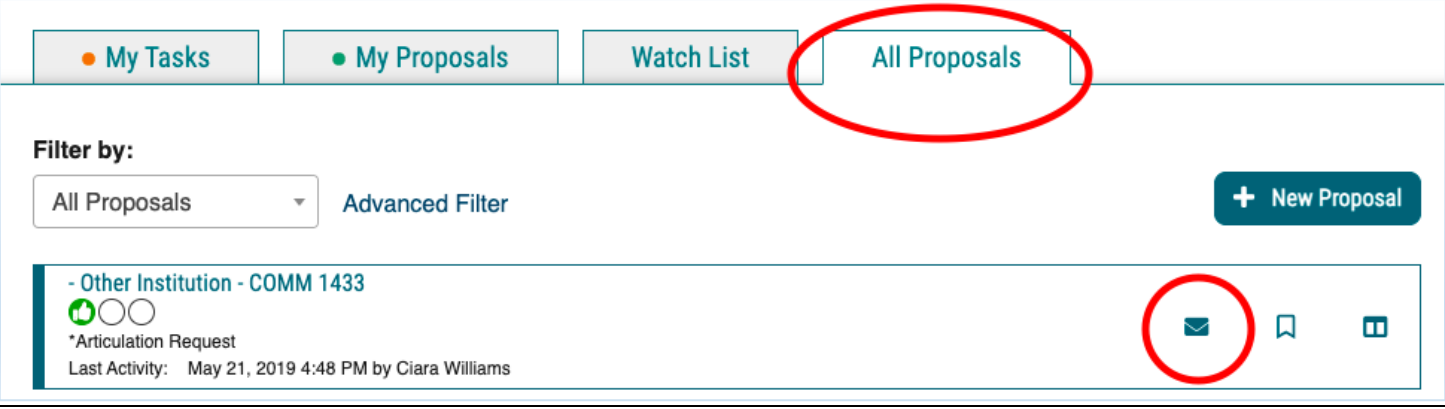
- Proposals cannot be deleted after they have been launched unless they have been canceled by an administrator.



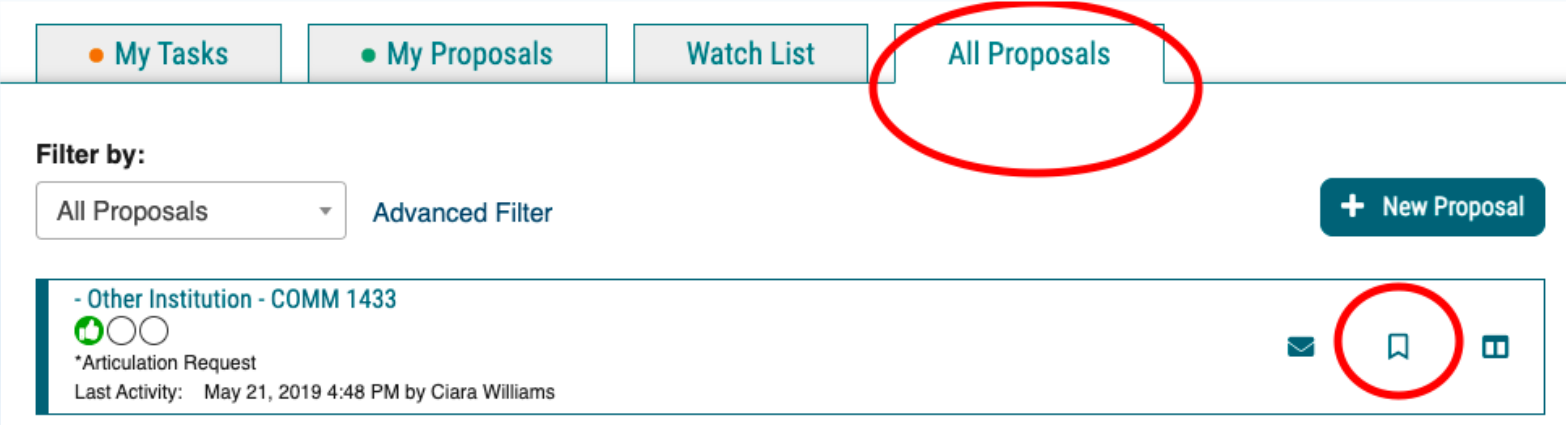
Step 10: If you launched the proposal---Move the proposal to the next step approval step by clicking  by navigating to the Proposal Toolbox in the top right hand corner

Step 11 (Optional): Send message about Proposal to another Curriculog user

- The e-mail 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 e-mail.



Step 12 (Optional): Click “Watch proposal” for ANY proposal in Curriculog to keep an eye on it



Completing Prospective Curriculum Step (ONLY For Program Modify Form)

TWO STEPS:

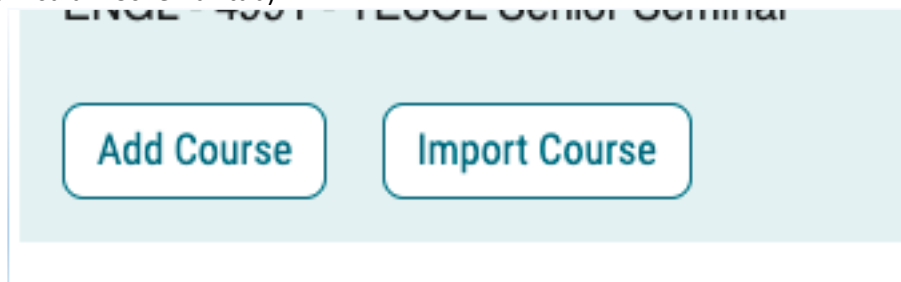
FIRST: You can Import Courses that are already in the catalog OR Add Courses for new classes.

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 “View Curriculum Schema” tab)



Step 2: Click  to Select Catalog (far right)

A screenshot of a dialog box titled 'Import Data Into Your Proposal'. Below the title is the instruction 'Select an external system from which you would like to import curriculum data.' There is a single selection row with a light orange background, containing the text 'Acalog: DRAFT 2019-2020 Academic Catalog' and a blue checkmark icon on the right. At the bottom center of the dialog is a gray button labeled 'Cancel Import'.

Proposals Module: Completing Prospective Curriculum Step

Filter Courses

Prefix = X

Add another filter

Start Date: End Date: Sort Results By:

☒ Exclude previously imported items

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

Step 4: Type in Prefix (e.g. MATH) and Code if wanted (e.g. 1210)

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)

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 proposal form)

Add Course

Add the course details below:

Prefix:

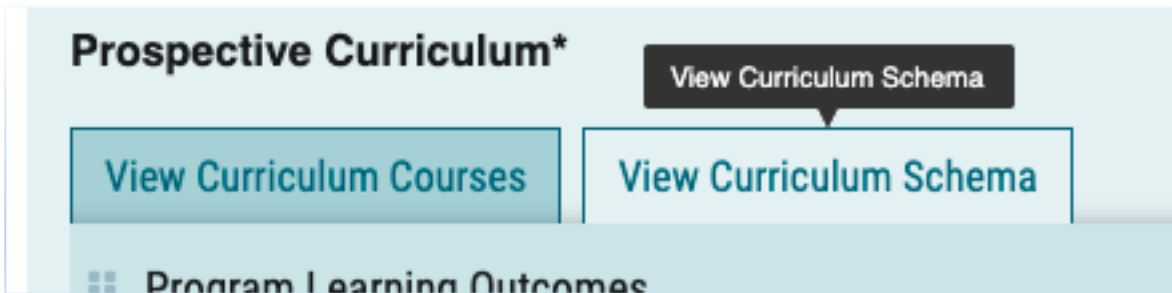
Code:

Name:

SECOND PART

TO ADD NEW COURSES into the Schema:

Step 1: Click "View Curriculum Schema" to Add Courses into the 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.

A screenshot of a course editing form. At the top, the course title is "2. Complete the prerequisites to the major, consisting of TWO survey co...". Below the title is a text input field containing the same text. Underneath is a "Description" section with a text input field containing "(6 units)". Further down is a "Courses" section with the text "No Courses". At the bottom, there are two buttons: "Add Courses" and "Add Custom Text". The "Add Courses" button is circled in red.

Proposals Module: Completing Prospective Curriculum Step

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.

Choose courses to add

ENGL - 2100 - British Literature to 1800

ENGL - 2110 - British Literature after 1800

ENGL - 2200 - American Literature to 1865

ENGL - 2210 - American Literature after 1865

ENGL - 3150 - Approaches to Lit. Study (WP)


ENGL - 3209 - Medieval Literature

ENGL - 3210 - English Renaissance Literature

Add Course

Cancel

TO DELETE COURSES from the Schema:

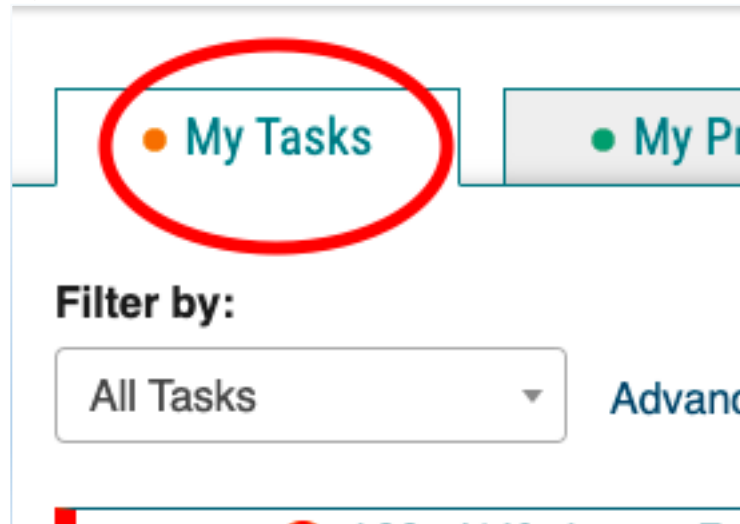
Step 1: Click the trash icon  to the right of the course name.

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

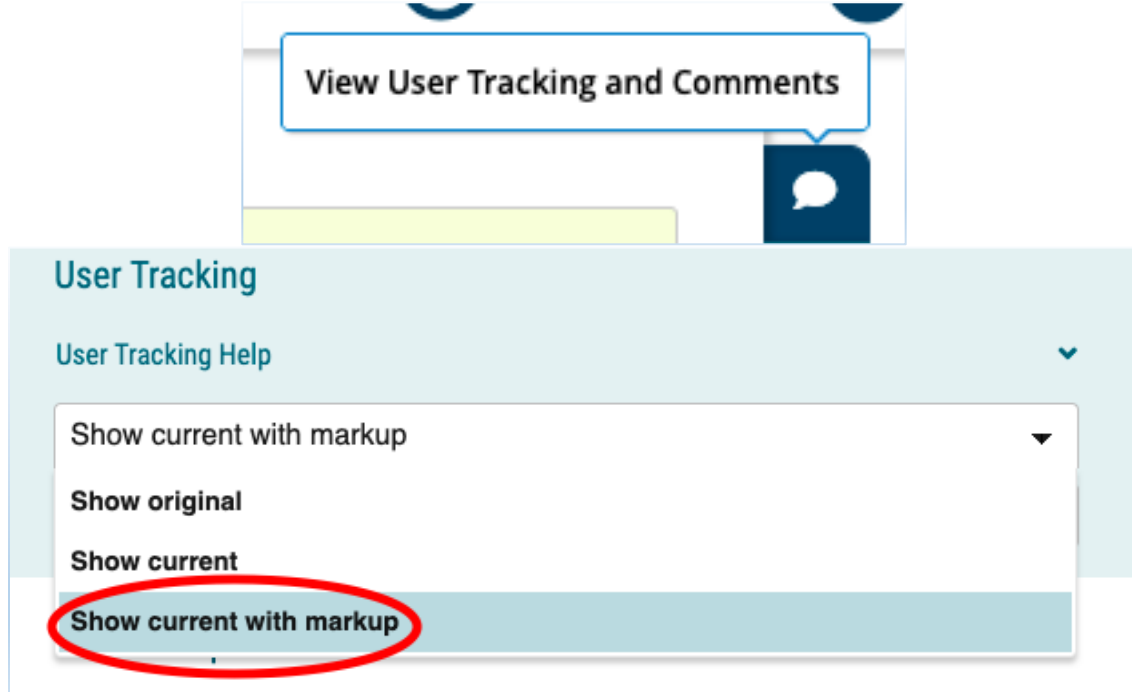
Step 1: Click “My Tasks” (top left)



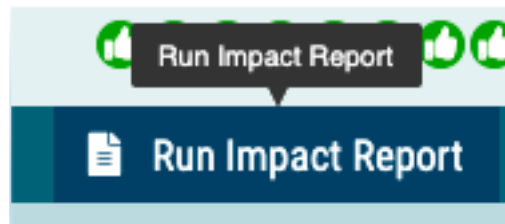
Step 2: Click on the proposal in your “My Tasks” list that you would like to work on.


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): Perform an Impact Report at the upper left of screen (e.g. see what courses use this course as a pre-requisite)



Step 6 (Optional): View Comments & Discussions by clicking "View User Tracking and Comments"  at the top right.

Step 7 (Optional): View Workflow Steps  on the right side of screen to review the proposal's approval flow.

Step 8 (Optional): Upload or View Attached Files  on the right side (e.g. syllabus)

Step 9: Make a Decision by clicking the Decisions  tab:







Approved –Approve the current step.



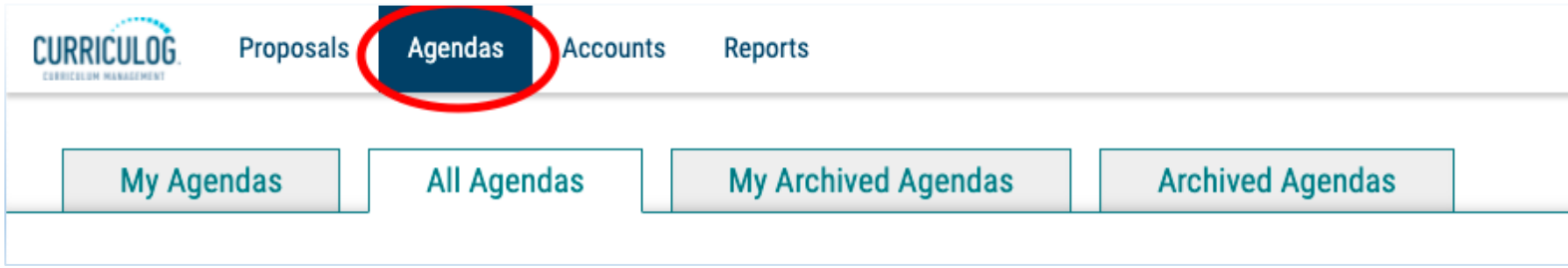
Rejected –Reject the current step (it will return to the previous step)

Proposals Module: Editing and Approving Proposals

-  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.

#2: 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 members may place opinions on the step, but only 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 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 it should take place / any information that may be covered

Step 6: Click "Add Proposals"

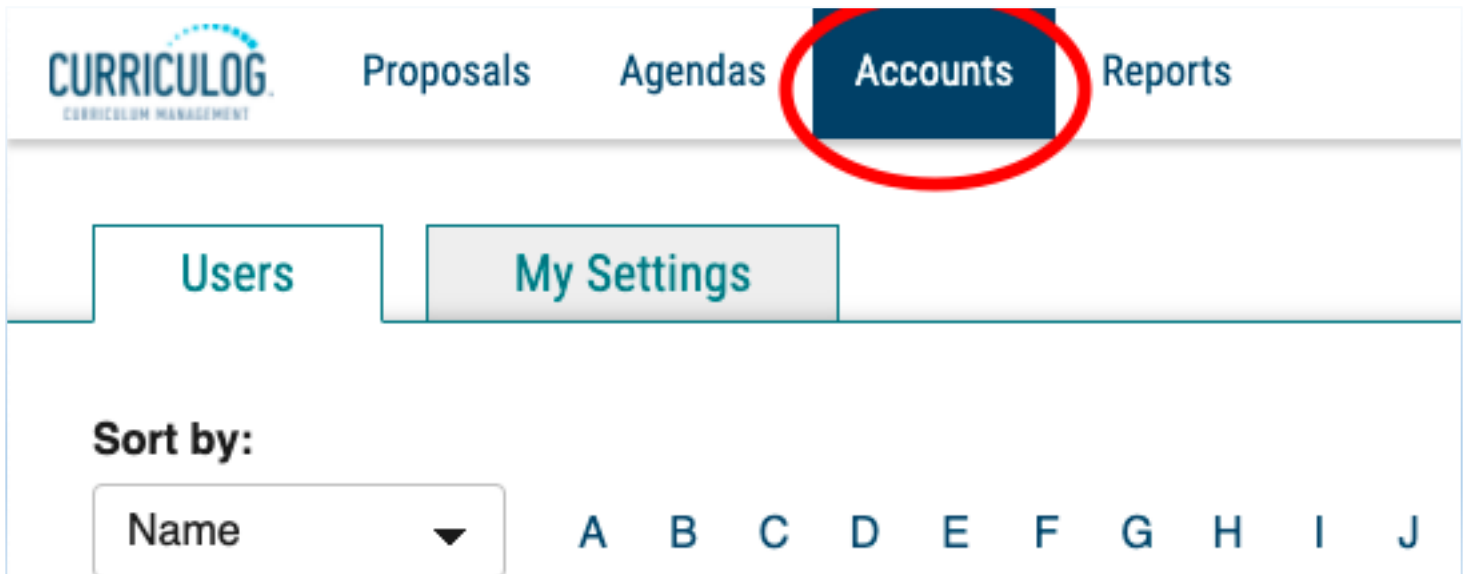
- A dialogue box will open displaying any eligible proposals
- Select the proposals to add to the Agenda

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

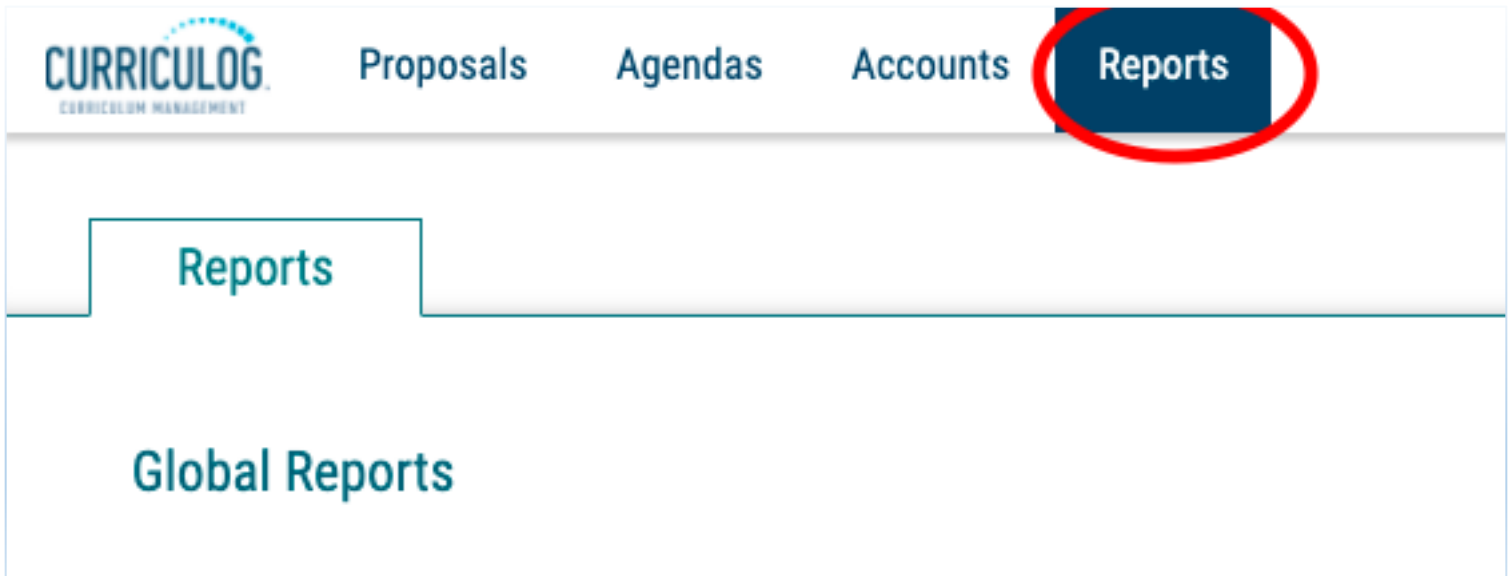
#3: Accounts Module



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.

#4: 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 proposal, 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 times 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 user edits, comments, decisions, time, comments, import source, files and cross listings.
- 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, cross listings, 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.