## To Log In

- 1. Go to https://housatonic.curriculog.com/
- 2. Click "Login".
- 3. Your username is your HCC email (@hcc.commnet.edu); your password is defaulted to hawk1967.

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Curriculog <sup>TH</sup> Proposals Agendas	Login 0 Q
Proposals	
Filter by: All Proposals   Advanced Filter Show: 10 results	HOUSATONIC COMMUNITY COLLEGE
No Proposals Found	Curriculog - Curriculum Management System
	Curriculog automates the process of curriculum approval, helping

# **To Change Settings**

1. You can change your password if you roll over your name on the upper right, select "My Settings", select your name on the left-hand side of the page, and then "Change Password" will be the fourth item down on the right-hand side of the page.



- 2. Under your settings, you can also see your roles (if you are a member or chair of a committee involved in the curricular process, for example).
- You can also choose how often you'd like email updates of curricular items that require your involvement. Options include a daily digest of all messages submitted through Curriculog (the default), weekly digests, M/W/F digests, T/Th digests, or for each email sent through Curriculog to be sent to you individually.

	User Rights
Note: Disat are being m administrat preferences	oled fields indicate that certain user preferences naintained at the system level. Please contact an or if you would like to change one of these S.
Permissions	5
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🗸 Can Impo	ort
✓ System A	dministrator
Originator	Get all messages for user's proposals \$
Email	Daily Email Digest
Process	Send messages for proposals in which I a $\ddagger$
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Steps	
Signature Pin	🕕 View Pin
	Save Preferences Cancel

#### To start a new curriculum proposal:

1. Select "+New Proposal" on the upper left.

Curriculog™	Proposals	Agendas	Accounts	Reports	
My	Tasks 🔍 My	Proposals	Watch List	All Proposals	
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X /		No	Proposals F	Found	

2. Select proposal type and then the check mark that appears to the right of the proposal type.

All Processes Courses Programs Others	
Sort by: Process Title	
HCC Course-Modification Steps: 000000000000000000000000000000000000	
HCC Course-New Steps: 000000000000000000000000000000000000	
HCC Course-Termination Steps: 000000000000000000000000000000000000	ᆒ
HCC Program - New Concentration Steps: 2000 7 mandatory 7 total	× 7
HCC Program-Minor Modification Steps: 2007 7 mandatory 7 total	
HCC Program-New Steps: 17 mandatory 17 total	
HCC Program-Termination Steps: 12 mandatory 12 total	

3. It is possible to import information from existing programs or courses from the College Catalog so fields are pre-filled in. This is useful both for course/program modifications and for new courses/programs that are similar to existing courses/programs. Select the downward arrow on the upper-left of the proposal window, select the catalog from which you wish to import, and then select the appropriate course or program.



Information that is available for import will be shown. Click the checkboxes to the right of each item you'd like and then click "Import this Item" on the lower left.

		Close Window
Import Data Into Y	our Proposal	
Select an external system from	which you would like to import curriculum data.	
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Search 2017-2018	Academic Catalog PREVIEW	
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ACC* E117 Principles of Mar	nagerial Accounting	וייה
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arrient the fields that will be imported into your proposal (only fi	feigh that are mapped will be listed here). If you would like to prevent the imported date from overwrit er feed.	ing an
new growth poor programs, and "angeon mere to provide the new your click import, your date will be validated against the pro- geotest into the form to prevent among.	posel. Any data that is incorrect will have a message telling you what is wrong with the data, and it will	not be
eid Name	Osta Preview Import Fi	ald
Course Medification Proposal: Profix	ACC*	
Lourse Hedification Proposal: Common Course Humber: Ecurate Medification Proposal: Course Title:	Cast Accounting I	
Course Medification Proposal: Department Requesting Change: Course Medification Proposal: Course Type:	Accounting III	
Durse Heilfication Proposal: ISature	Adve-Valle 8	
Course Medification Proposal: Cede(x): Course Medification Proposal: Course Description:	Bull Develops the principles of cost epocapting introduced in ACC*.5117. The Bill	
	scudent will relate the personn of cost accounting to the overall financial structure. Kinisus types of cost accounting systems	

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CB credite() ACC\* E117

Silication Proposal: Prerequisiteds

\* Dourse Machineston Proposal: Note [This level will description and is not part of the official description

- 4. Complete all required fields (indicated by \*) and all fields applicable to your proposal. \*\*\* DO NOT EDIT ANY IMPORTED FIELDS YET—NO CHANGES MAY BE MADE UNTIL STEP 8 \*\*\*
- Course Modification and Course Termination Proposals require that you run an Impact Report that lists any courses or programs that would be impacted by your proposed change.

To run an Impact Report, click in on the top left of the proposal form. Copy all of the information in the Impact report and paste it into the correct field.



6. **If you are modifying an existing program**, please also complete the following Excel file: <u>Program Requirements - Side-by-side comparison (Excel)</u> and upload.

In order to **upload an attachment**, as is required by some forms, click <sup>1</sup> in the top right corner.



7. Click "Validate and Launch Proposal" using the arrow on the upper left.



NOTE: If you have not completed all required fields you will see the following error message. Choose "Show Me" and complete the form.

Could Not Launch Proposa	il .
Please correct t	he following errors before launching the proposal.
Proposal has validation	orrors Ok Show Me

Once your proposal validates you will see this window, choose "Launch Proposal".

You are about to launch.	this proposal. Once you have	in launched this proposal. It will b	hadle the
approval process. The p	roposal will appear in your I	task list under the "My Proposals"	' tab and
you may easily view its	progress at any time. How	ever, you may not edit the propo	sal after
launch uniess y	ou are included in a particu	iar step of the approval process.	

- 8. The first step for approval is the "Originator" step. To get to this step, click on "My Tasks" and click the second option to the right the proposal name for "Edit Proposal." **This is where you would edit/modify any information imported from the catalog.**
- 9. If your proposal includes changes to any of the imported data you can review these changes by selecting "Show Current and Markup" in the User Tracking screen in the Proposal Toolbox (right side of screen).

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Show original		
Show current		
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There an	e no comments available for this prop	<b>V</b> 7

If, during later steps, others have made any edits to the proposal they will also be listed. Each user that makes changes is assigned a different color.

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ng All Edits by All Users eck all 💥 Uncheck all	
eck all 👷 Uncheck all	
1: Originator	
Susan Greene	
2: Department Chair	
Pamela Pirog	

Changes to any field will display in a new color as shown below:



10. When finished, click the circle with the check-mark on the right for "Decisions".

My Tasks My Proposals Watch List All Proposals			
ACC* - E113 - Principles of Financial Account	ting	Propos	al Toolbox
HCC Course-Modification		Decisions	
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11. Choose to "Approve".

#### To approve or reject a proposal:

- 1. Click on "My Tasks".
- 2. If you are the "originator" or assigned to a "role" that currently needs to approve or reject a proposal, click the second option to the right the proposal name for "Edit Proposal."



3. Review the proposal. If the proposal includes course- or program-modifications, you can review these changes by selecting "Show Current and Markup" in the User Tracking screen in the Proposal Toolbox (right side of screen).

### Using Curriculog to Develop Curriculum proposals

Show current		
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Show current		
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If, during later steps, others have made any edits to the proposal they will also be listed. Each user that makes changes is assigned a different color.

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Step 1: Originator	
🖉 📕 Susan Greene	
Step 2: Department Chair	
🛛 🗖 Pamela Pirog	

Changes to any field will display in a new color as shown below:



4. When you are ready to make a decision, click the circle with the check-mark on the right for "Decisions".

My Tasks My Proposals Watch List All Proposals				
ACC* - E113 - Principles of Financial Accounting Proposal Toolbox				
HCC Course-Modification Decisions				
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Course Modification Proposal	Ŧ		5.0	

5. You can choose to "Approve", "Reject", or "Hold" if you need more information or would like to see a modification before making a decision. All three options offer the opportunity to comment, although commentary will be *mandatory* if "Hold" is selected. When finished, click "Make My Decision."

• = •	4 © ⊖ ×
	Your Decision
What would you	like to do with this proposal?
Approve	Hold
Reject	
Please commen	on your decision below.
	~
	15
	Make Hy Decision
	10

If your decision requires a SIGNATURE PIN you will see this screen:

Please en	ter your signature	e pin to approve th	is proposal.
gnature Pin			

To find your PIN, roll over your name on the upper right, select "My Settings", then select your name on the left. Scroll down on the right to find an option to "View PIN".

	User Rights	
Note: Disab are being m administrat preferences	led fields indicate that certain user prefere aintained at the system level. Please cont or if you would like to change one of these	nces act an
Permissions	5	
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Email	Daily Email Digest	ŧ
Process	Send messages for proposals in which I a	ŧ
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To Log Out Roll over your name on the upper right and select "Log Out."

🙎 Susan Greene 👻	0	۹
My Settings		
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