CURRICULOG – FREQUENTLY ASKED QUESTIONS

Curriculog Originators, Viewers, and Approvers

Office of the Registrar

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HELP & SUPPORT

How can I access Help and Support?

There are many resources available.

- General Information – For any User (including Originator & Approver)
  - Visit the Curriculog Help SharePoint site for announcements, documents, and instructional videos. Some were designed exclusively for WSU.
  - The Curriculog Manual is also located on the Curriculog Help SharePoint site's home page, under documents. The guide is developed to be used by many institutions and not specific to WSU. It does include helpful information on all aspects of Curriculog.
- When Viewing a Proposal –

  - Help text is displayed below particular fields.

- Technical Issues, Training, or Personnel changes -
  - A virtual one-on-one training can be scheduled. Please contact the individual below that best fits your needs.
  - For course proposals, importing issues, and personnel changes, please contact Laura Siegmann (Laura.Siegmann@wright.edu).
  - For other program proposal questions, please contact Melinda Schneider (Melinda.Schneider@wright.edu).

PROPOSALS – TYPES

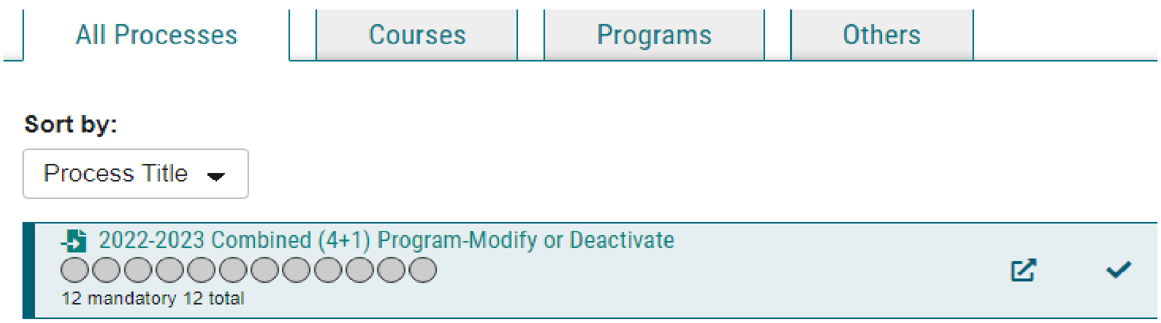
What are the types of proposals?

The list below is in the exact order of the "All Processes" list.

- Combined (4+1) Program-Modify or Deactivate (Bachelor + Master)
- Combined (4+1) Program-New (Bachelor + Master)
- Course-Deactivation
- Course-Modification (excluding change of prefix or course number)
- Course-New
- New Certificate
- New Graduate Program
- New Undergraduate Program (degree, major, minor, licensure, or endorsement)
- Program Modification (modify, suspend, terminate, reactivate, name change)

- Undergraduate Graduation Planning Strategy (GPS)
- CIP Code Review Request (page 2)
- Department Notification of Impact Report Results *NEW* (page 2)

Which proposal should I use?



The description and approval steps (right side) can be viewed by clicking on the proposal title. *For courses, see the "Types of Course Proposals" document for a detailed explanation of each course proposal.*

The process steps detail the type of work (edit and/or comment), percentage needed for approval, decisions available (requests), and whether an agenda administrator is required for each step of that approval process.

Although both undergraduate and graduate-level steps are presented, the route will be determined based on the level selected on the proposal. Level cannot be modified after launch. *See "Why can't I change the hierarchy item after I have launched my proposal?" for more information.*

PROPOSALS – GENERAL QUESTIONS

Can a proposal be duplicated or copied?

While a proposal cannot be duplicated or copied, the Proposal Look-Up feature in the Proposal Toolbox may make it easy for a user to view proposals side by side and copy/paste information from one proposal to another. This can only be used if the other proposal is completed or active. Unlaunched proposals will not appear when using this feature.

What's the difference between canceling a proposal and having a System Admin delete it?

When a request to cancel a proposal is submitted and a System Administrator approves the cancellation, it is removed from the workflow process and referred back to the Originator. The Originator may choose to cancel the proposal, to delete it from the Curriculog system, make edits and re-launch the proposal, or leave it in their "My Proposals" section for record-keeping purposes.

When a System Administrator deletes the proposal, it is immediately deleted from the Curriculog system. Before proposals are purged at the end of the academic year (usually at the end of April), please delete unlaunched proposals. They can no longer be launched and imported into future catalogs.

I'm trying to print a program proposal, but the courses aren't showing in the curriculum area. What am I doing wrong?

Although courses may have been added to the Curriculum Courses area, this is a holding area to bring them into Curriculog for use within the program - it is not adding them to the program itself. For them to be attached to the actual program, they must be attached to a core within the Curriculum Schema. They must be saved before they will show when printing.

If courses are not attached to a core, they will not display when printed, in the preview, nor will they be imported back into the catalog as a part of the program. *See the "Curriculog Adding Courses and Cores to a Program Proposal" document for detailed instructions.*

Why are the thin bars that appear to the left of the proposal different colors? How come they change colors too?

The thin colored bar that appears to the left of the proposal will change based on the relationship with the user.

- **Blue** - No action is 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 action is required from you.

Can I compare a previous proposal with an active proposal?

Unlaunched proposals are excluded from the search. When searching for a course it is best to only use the course number for "name". This will narrow down the results significantly. When you've found the proposal you'd like to view, click on the proposal title and the proposal will be displayed. *See the "[Proposal Comparison]" document for detailed instructions.*

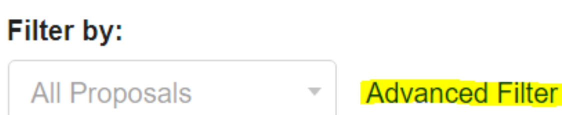
PROPOSALS - SEARCH

How do I view completed/approved proposals?

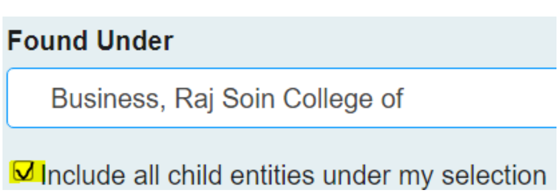
To view completed proposals from the User Dashboard, navigate to the "All Proposals" tab of the Proposal's module and use the filtering drop-down under "Advanced Filter" to choose "Completed". *Please see the "[How to View Proposals]" video for a tutorial.*

When searching for proposals, I'm not getting the results I expect. When I search for 'All Entities', I receive all items, but when I restrict it to a College, it is showing me limited results. Why?

When using the Advanced Filter to search based on the ownership, it will default search results to the selected entity - not all entities within. For example, searching for items within a specific college or department will bring up ONLY the items that are directly associated with that item.



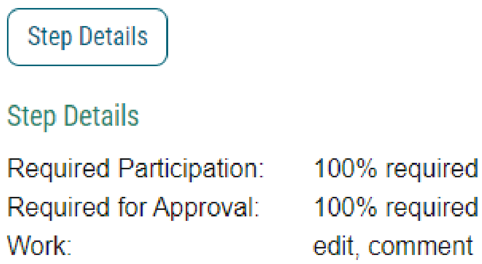
If you were to select an entity that has child entities - such as a college with departments within, you can select the checkbox for "Include all child entities under my selection " to look within that specific college, and any entities (department/programs) owned by it.



To search across everything within Curriculog, you can change the search to include "All Entities". *Please see the "[How to View Proposals](#)" video for a tutorial.*

Can multiple users work on proposals simultaneously?

Yes, if the users are on the same step and the step allows editing, multiple users can edit simultaneously. Not all steps allow editing.



In the "Step Details" portion, the approver can edit, if edit is listed next to "Work". All users on this step will be able to make modifications.

PROPOSALS – IMPORT

I have to import a course or program before I can start a proposal. How do I do that?

For courses, enter the **prefix** (subject) and **code** (course number). Name is not necessary. The default source is the 2022-2023 DRAFT Academic Catalog. Do not check "Exclude previously imported results". Then click search.

Import Required Course Proposals" video for a tutorial.

For programs, select "Program" for Program Type. Enter the name/title of the program you wish to import. Import the undergraduate program when using the "Combined Program (*4+1*)-New" proposal. Variations of the title will not display (e.g., Accounting instead of Accountancy). The default source is the 2022-2023 DRAFT Academic Catalog. Do not check "Exclude previously imported results". Then click search.

Import Required Program Proposals" video for a tutorial.

Why do I see [no data] for some fields when importing even those data exists in the system I'm importing from?

This often occurs when the field names or options in Acalog (academic catalog storage) and Curriculog are different. This should not suggest that the imported program or course is incorrect. Data can still be manually entered onto the proposal.

Can any course be imported regardless of status (both active AND inactive courses)?

Yes. Curriculog will pull information for both active and inactive courses, which allows for the Inactive-Hidden status to appear next to courses within the search results. This will make it easy for you to tell them apart when searching. Inactive courses should not be imported into a program proposal. Courses that are inactive and Permalinked will not appear in the catalog.

New courses should be approved and imported into the catalog before being added to a program proposal.

When importing courses, will all courses in the DRAFT Catalog be available regardless of status (both active AND inactive courses)?

Yes. Curriculog will pull information for both active and inactive courses, which allows for the Inactive-Hidden status to appear next to courses within the search results. This will make it easy for you to tell them apart when searching. Inactive courses should not be imported into a program proposal. Courses that are inactive and Permalinked will not appear in the catalog.

New courses should be approved and imported into the catalog before being added to a program proposal. It is best to start new course proposals as soon as possible to allow time for their approval and start and complete (final approval) the program proposal before the end of the school year.

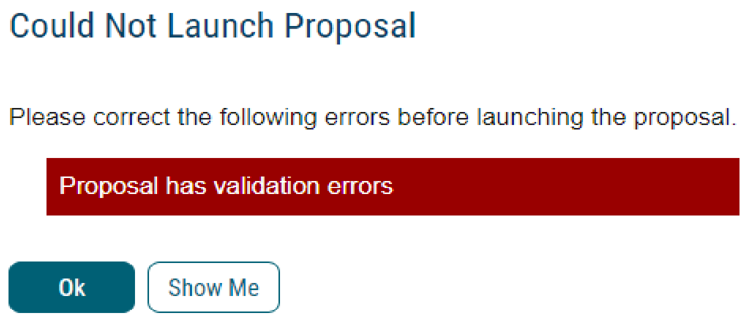
PROPOSALS – ORIGINATE & LAUNCH

Why can't I launch my proposal?

To launch a proposal, all fields with an asterisk must be filled in, field validation criteria must be met, and all steps must have a participant listed. *See the "Creating New Proposals" document for specific details.*

If a required field (indicated by an orange asterisk) is left blank, there will be an error when you attempt to launch the proposal. For example, no text entered in the program/course description field.

If there are validation errors, you will get a “Could Not Launch Proposal” message. Click the “Show me” option to highlight the fields that need to be completed.



In addition, if any steps are missing participants, there will be an orange alert with an exclamation point on that step. An Administrator may be required to assist when users are not automatically populated. Before contacting an Administrator ensure that you have selected the correct hierarchy owner (i.e., level and department or program for approval process) on the proposal. If the correct hierarchy was selected, please contact Laura.Siegmann@wright.edu.

Why can't I change the hierarchy item after I have launched my proposal?

The “Department or Program for approval process” and “Level” fields determine the participants who will be brought into the workflow and, therefore, cannot be changed after launch. Any changes to the hierarchy should be made before launching the proposal so the right step participants are populated.

If an error is made after launching, a new proposal is needed and the original should be deleted. If the proposal has already been launched but not approved by the Originator, go to the decisions tab and request that the proposal be canceled. An administrator will receive a notification that a cancelation request is pending and approve the request.

How do I add courses to a program proposal in the “Program Requirements” field?

See the “Curriculog Adding Courses and Cores to a Program Proposal” document for specific details.

In the Curriculum Schema is it possible to put language in between course requirements?

Yes, this is called Custom Text. First, click on the Core that you want to add the Custom Text to. Directly to the right of the "Add Course" (imported and listed in the default view of the proposal) button is the option to "Add Custom Text."

You will need to provide the Custom Text with a title, which will not be displayed in the catalog, and then determine the position of the text and assign the credit hours for the Custom Text if applicable.

The Custom Text positioning is required and will default to "Below". The credit hour information is housed in Acalog within the Ad-hoc text as the "Credits/Units" field. Users may decide to add text such as *Credit Hours: #*.

Positions available include:

- Before (default)
- After
- Left
- Right

Goal: Display two course options (MTH 2000 & MTH 2100) but only one is needed.

Action: Import both courses (MTH 2000 & MTH 2100); OR/or (Custom Text)

DESIRED OUTCOME	EXAMPLE	AD-HOC CUSTOM TEXT
OR above second option (MTH 2100)	MTH 2000 OR MTH 2100	Before - MTH 2100
OR below first option (MTH 2000)	MTH 2000 OR MTH 2100	After - MTH 2000
OR to the left of second option (MTH 2100)	MTH 2000 OR MTH 2100	Left – MTH 2100
OR to the right of first option (MTH 2000)	MTH 2000 OR MTH 2100	Right – MTH 2000

PROPOSALS - IMPACT REPORTS

Why do I see programs or courses listed in my impact report when I know the course I searched for isn't attached to them?

The impact report will list any course or program (active or inactive) containing the course you searched for as text linked within the catalog (**Permalink**) in any field. This will include any mentions within courses attached to a program.

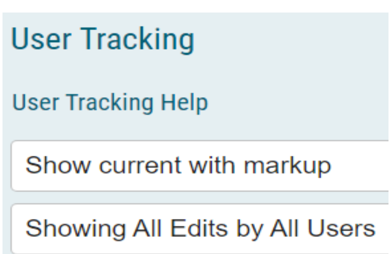
For example, when searching for mentions of ENG 1130, programs containing ENG 1140 may appear in the list because ENG 1130 is listed as a prerequisite in the course description of ENG 1140.

Why are inactive courses or programs listed in my impact report results?

Impact reports cannot be modified to exclude inactive courses or programs. If the results show a course or program that has been inactivated (approved through Curriculog and updated in the draft catalog), please make a notation (e.g., inactive) next to it. Only do this is you are absolutely certain of its deactivation.

PROPOSALS - USER TRACKING

How can I see changes made to a proposal?



Why doesn't the user tracking show my changes after import?

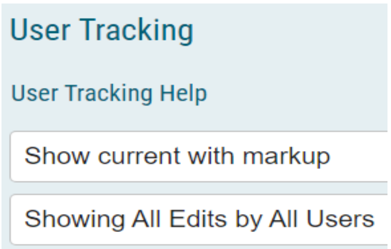
User tracking does not begin until the proposal has been launched. Modifications should only be made after launching the proposal. Any changes made after launch will be tracked.

Why can't I edit my proposal when viewing user tracking?

When you are reviewing the User Tracking, you are seeing the proposal in either the state it was at launch (Show original) or the proposal with the changes layered over it

(Show current with markup). You are not seeing the proposal in a true current state where you can make changes.

Once you adjust the User Tracking drop-down menu to “Show current with markup,” you will be able to edit the proposal as expected. Each user will automatically be assigned a different color, including users that appear on multiple steps.



How can I cast my vote?

To approve a proposal on your step, navigate to the proposal you need to make a decision on. On the right side of the screen choose the "Decision" tab ✔ from the Proposal Toolbox. The decisions that are available to you will vary based on the settings your administrator has selected for each step.

Yes. Until the proposal has moved on in the workflow, it is still considered a task of all participants on that step.

This is by design so that if a user makes an edit to the proposal, even after you have provided a decision, you can potentially change your decision if you do not agree with the changes, decide that you now need to make additional changes, or enter additional comments.

Admins can determine the amount of participation needed on any step to move the proposal in the workflow. Once the participation threshold is met, the step will be marked as completed rather than waiting for all participants on the step. This is defined as a percentage of the total participants on any step.

If there is a tie vote (among those required for the participation threshold to be met), the majority of approval will not be met and therefore the step will be rejected.

If a step requires 100% approval, and one individual rejects, will the proposal move on to the previous step or will all participants have the opportunity to provide input?

Curriculog will always allow for all participants to provide input. This may include making an approval decision, editing a proposal, or adding comments. All users on the step **must** vote for the proposal to move.

If a step is set to require 100% approval, then all users on the step must come to a *unanimous* decision for the step to be approved or rejected. If all users provide a decision and it is not unanimous, the step will not advance until users either change their votes to reach 100% or an administrator force approves/rejects.

AGENDAS

What is the Agendas tab for?

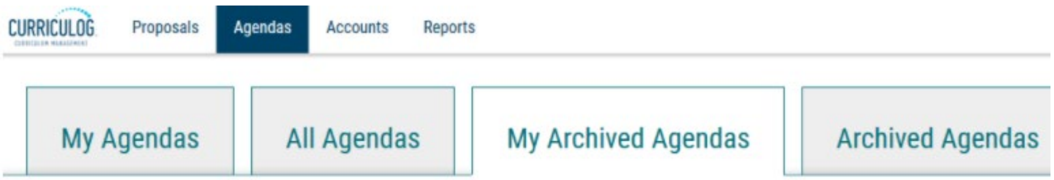
The Agendas module provides functionality to create a meeting agenda for discussing proposals that require a committee as a part of the approval process. A committee may be made up of several individuals which Curriculog will split into two groups: non-voting members and Agenda Administrators.

- **Non-voting member -** Users on the proposal may edit or comment if the step allows, however rather than providing a decision you are providing an opinion. You may place the opinion to indicate your preference for an approval or a rejection, however, your vote is not counted towards the final approval or rejection. Only users serving as the Agenda Administrator will have their votes counted.

- **Agenda Administrator -** If you are designated as an 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 and have the option for creating 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. There may be more than one Agenda Administrator on a step if the administrator chooses, and in that case, all users designated would be required to vote for the step to advance.

I'm a committee member and was asked to view the committee agendas. Where do I go?

Four tabs appear when Agendas is selected (top of Curriculog).



- **All Agendas -** This tab houses Agendas by all users that are still in progress or are completed but not yet marked as archived.
- **My Archived Agendas -** This tab houses all Agendas that you have created that are completed and marked as archived. Marking them archived moves them to this tab to be housed indefinitely to alleviate clutter on the My Agendas or All Agendas tab.
- **Archived Agendas -** This tab houses all Agendas by all users that are completed and marked as archived. Marking them archived moves them to this tab to be housed indefinitely to alleviate clutter on the My Agendas or All Agendas tab.

On each tab, you will see 10 Agendas at a time listed. You can use the “Next 10” or “Previous 10” to navigate through the list. Each row will indicate the name of the Agenda, number of proposals included, date it was created, and the name of the Agenda Administrator who created it.

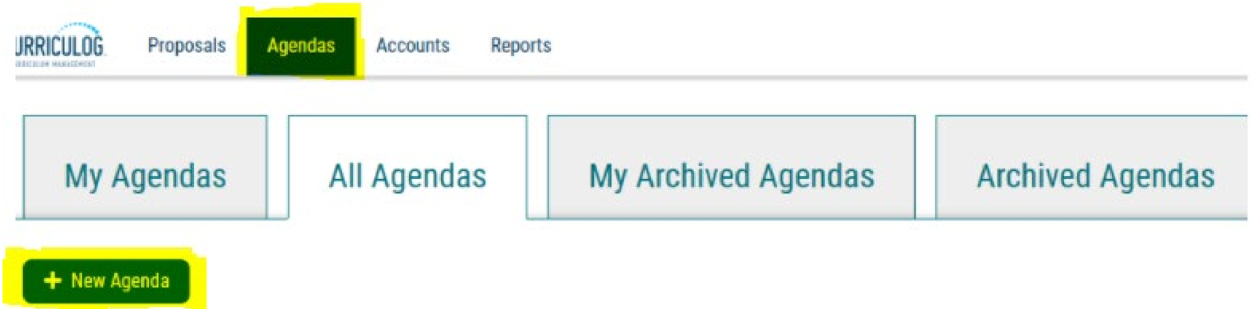
How come I cannot create an agenda?

Users with “agenda administrator” roles can create, edit, publish and make decisions upon an agenda, and only when a proposal has reached their committee step. If someone is an agenda administrator on multiple steps (e.g., department curriculum committee and college curriculum committee), they can only create an agenda for that particular step.

Agenda administrators have to place a vote before the proposal will advance in the workflow. The majority of individuals with this role type are members (chairs) of a committee, yet not all members are agenda administrators.

I’m an Agenda Administrator. How do I create an agenda?

The Agenda Administrator will have the ability to create a new Agenda when a proposal has reached a committee step in their workflow. To create a new Agenda, you will need to navigate to the Agendas module and then select “New Agenda.” *Please view the “Create and Manage Agendas” video and/or the “Creating Agendas” document for help.*



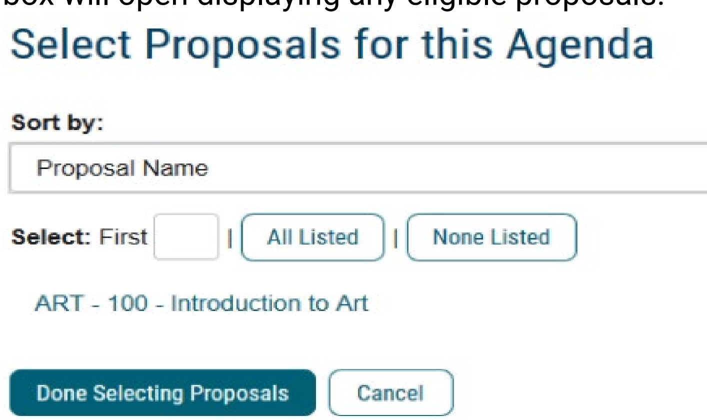
If the Agenda is open, still has active proposals and you are the Agenda Administrator who created it, you will see three icons when hovering over the name of it: View Agenda Summary , Edit Agenda , and Print Agenda .

"View Agenda Summary" will provide a flyout on the right side of the screen allowing you to view an overview of the Agenda including the name, current status, committee involved, associated notes, and attached proposals.

The next step will be to fill in the form for the agenda, starting with the agenda name. This is typically the name of the meeting being held or named after the committee conducting it. Once the agenda name is entered, 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. Once your committee is selected, click "Done Selecting Committees" to add it to the Agenda.

You will not be able to change the name, committee, status, or created by options of a published Agenda but you can edit the notes field. The notes field allows you to enter notes for this Agenda. You may choose to include additional information that may be covered in this meeting or notes about when and where it should take place. Although there is no limit to the amount of text you can place in the notes field, there are no attachments available within the agendas.

Next, click on Add Proposals to add the proposals to the agenda for review. A dialogue box will open displaying any eligible proposals.



Select the proposals to add to the agenda and then click “Done Selecting Proposals.” The proposals will now appear in the Proposals section of the Agenda. You may view the Proposal Summary or the Proposal when hovering over the proposal within the agenda. Clicking anywhere in the row will expand the proposal's summary in the right pane to allow for a quick review.

Edit Agenda will return you to the Manage Agenda screen. You can also navigate to the proposal using the View Proposal icon in the event changes are needed.

Note: There is no option to delete agendas once at least one decision has been provided on them.

Can I edit the agendas I created? For example, can I add or delete a proposal?

In order for a proposal to be added to an agenda, it must be on a step that a committee is involved with, and the user attempting to add the proposal must be the agenda administrator of the selected committee.

If you have verified that the proposal is at the committee step, this is most likely due to the “Is Agenda Available?” checkbox not being selected in the step settings for the Approval Process. To verify if the agenda functionality has been enabled, you can view the step settings in the Approval Process Summary or the Status tab of the Proposal Toolbox.

If an agenda has not yet been published, click “Add/Remove Proposals” at the bottom of the agenda. Click on previously highlighted proposals to deselect them. Once the proposals are no longer highlighted, click “Done Selecting Proposals.”

If an Agenda has been published, and none of the proposals on it have had a decision made, you can unpublish the agenda and remove the necessary proposals. Click on the “Unpublish” button in the upper left-hand corner, and follow the directions above. You can select this icon to modify the proposals that have been attached, the agenda’s name, or the committee associated. Republish the agenda by clicking on the “Publish” icon in the upper left-hand corner of the agenda.

If an Agenda has been published, and any of the attached proposals have had a decision made, the only way to remove a proposal is to mark the agenda as “Complete.”

Note: There is no option to delete agendas once at least one decision has been provided on them. *Please view the "Create and Manage Agendas" video and/or the "Creating Agendas" document for help.*

How do I vote for proposals on the agenda I created?

Can I save agendas I created and completed?

Yes, the creator of that agenda can "archive" it. This will remove the agenda from "My Agendas" and move it to "My Archived Agendas". Doing this can be extremely helpful at the end of the academic year and shorten the list of non-archived proposals users have to search through. *Please view the "Create and Manage Agendas" video and/or the "Creating Agendas" document for help.*

ICONS

Is there a list to see what each icon is for?

See the "User Icon Key" for a list of user icons.

It means that the item is considered "stuck" or inactive for a defined period of time. The length of time is established by the administrator of Curriculog. Most times it is set on 28 days.

It is an urgent alert that the catalog import source is out of date. If this is not resolved within a few days, please contact Laura.Siegmann@wright.edu.

MY SETTINGS

What is the “My Settings” tab?

My Settings will allow you to review the settings for your account. You can access this information in two ways: you can either hover over your name in the upper right corner of Curriculog and choose “My Settings” from the drop-down, or you can navigate to the Accounts module and choose the “My Settings” tab.

This tab will populate only your user account in the left pane, and when you select it, you will see your information appear in the flyout on the right.

The first portion, Personal Information, will contain your first and last name, e-mail address, and password information.

Note: *You must ensure that any changes you make match your on-campus w-ID credentials. If you are unsure, please contact CaTS.*

The next section will detail the roles that have been assigned to you. Roles are listed first, and any committees you may serve on will be listed after, and if you are an Agenda Administrator, it will be noted with an asterisk. You will not be able to modify any of the roles that have been assigned to you.

The last section will be User Rights and will indicate some permissions you will have within the system as well as notification preferences.

The first portion will be labeled “Permissions”. Faculty and staff are granted permission for the settings below.

● **Can Originate Proposals** This setting indicates that you will be able to act as an originator and create new proposals. All faculty and staff can do this.
● **Can Import** This setting allows you to import content when creating a new proposal.

The next three options will pertain to preferences regarding notifications.

● **Originator** This setting controls how often you will receive notifications for proposals you have created.

- *Receive all messages for User’s proposals* – You will receive notifications for all actions taken on proposals you originate.
- *Receive messages for comments only for User’s proposals* – You will receive notifications when there has been a comment on a proposal you originated.
- *Receive messages for comments and edits only for User’s proposals* – Users will receive notifications when they have comments or edits on a proposal they originated. *This is the default setting.*

EMAIL NOTIFICATIONS

Does setting an email digest delay notification on the dashboard?

No, the notifications will continue to display on the dashboard as they are triggered. Email digests will gather all notifications for the time period selected and send a single email with the information.

If a user is swapped out of a role, will they continue to get notifications for proposals they were previously a part of?

The default is set to "Send messages for the **steps** in which I am involved only," so no further notifications will occur after the step is complete. However, this can be modified by users.

Is it possible to disable the "Curriculog Reminders" emails, but keep the "Daily Digest" emails active?

No, users will receive both reminder emails and digests. Users can change from the default of weekly emails to one of the following: daily, M W F, T TR, or all emails. *See "What is the "My Settings" tab?" for more information.*

● **Email Options** Determines how often emails from Curriculog will be sent. Choosing the "All Emails" option will send an email to you each time a notification is triggered. The other options will send a digest of all notifications that occurred since the last email, and digest emails are sent out each night at midnight. As a best practice, we recommend using the digest option because Curriculog generates a lot of notifications that could quickly fill a user's inbox if "All Emails" is chosen.

***Note**: All notifications will still appear on the User and Admin dashboards as they are triggered even if a different digest option has been chosen for the emails.*

● **Process** Determines how often you will be included in notifications for proposals that you are a part of on at least one step.

- *Send messages **for the steps** in which I am involved only* – be notified only for steps that you are directly a part of. *This is the default setting.*
- *Send messages **for proposals** in which I am involved only* – be notified for actions on all proposals you are involved in, even if you're not involved on the current step.

USER ICON KEY

General Legend

- Help
- Search
- Calendar
- Print
- Edit
- Delete
- Delete is Disabled
- Launch
- Expand
- Contract
- Drag and Drop
- Warning

Agendas

- View Agenda Summary
- Edit Agenda
- Unpublish
- Complete Agenda
- Publish Agenda
- View Agenda
- Archive Agenda

Proposals

- Urgent
- Summary
- Edit Proposal
- Send Message about Proposal
- Watch Proposal
- Done Watching Proposal
- Show Edit with Markup
- Import
- Step Restart
- Close Toolbox
- Program Map
- View Crosslisted Proposal
- Locked against editing

- My Current Decision
- Approved
- Rejected
- Held
- Suspended
- Canceled
- Multiple Decisions