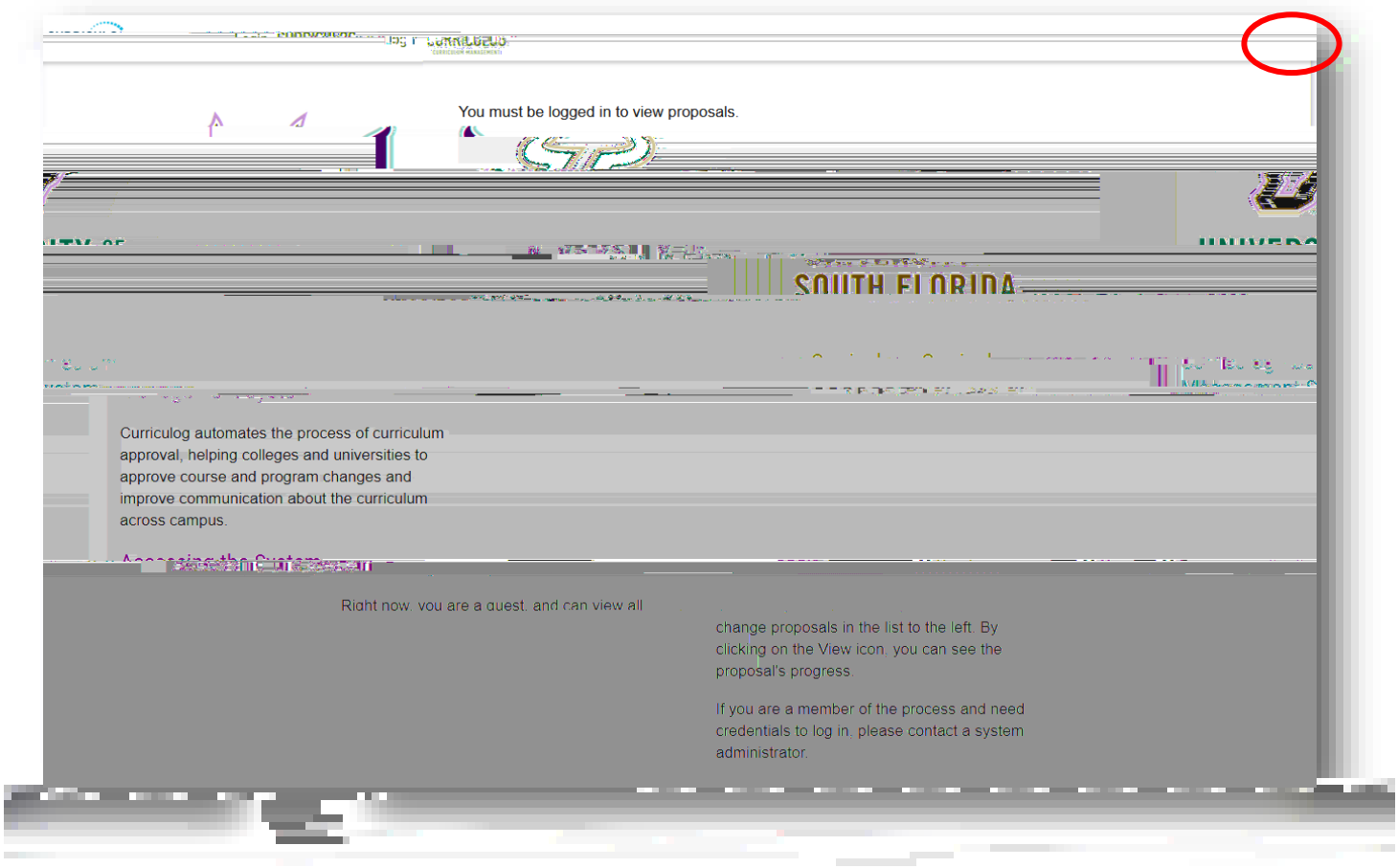
USF Curriculog Course Change Proposal Tutorial

Welcome to the University of South Floridaôs Curriculog Course Change Proposal tutorial. This tutorial will focus on how to complete a Course Change Proposal within the USF Curriculog system.

To learn more about other types of course and curriculum Proposals, visit the USF Undergraduate Studies Curriculum website at https://usf.edu/ugs-curriculum-training. Tutorials on New Course Proposals and Course Change Proposals, as well as resources for the Proposal system, can be found there.

To optimize the Curriculog experience, it is best to use Firefox or Chrome as your browser. You can access the Curriculog system at https://usf.curriculog.com/ and click the ñLoginò button. USF has a single source login.



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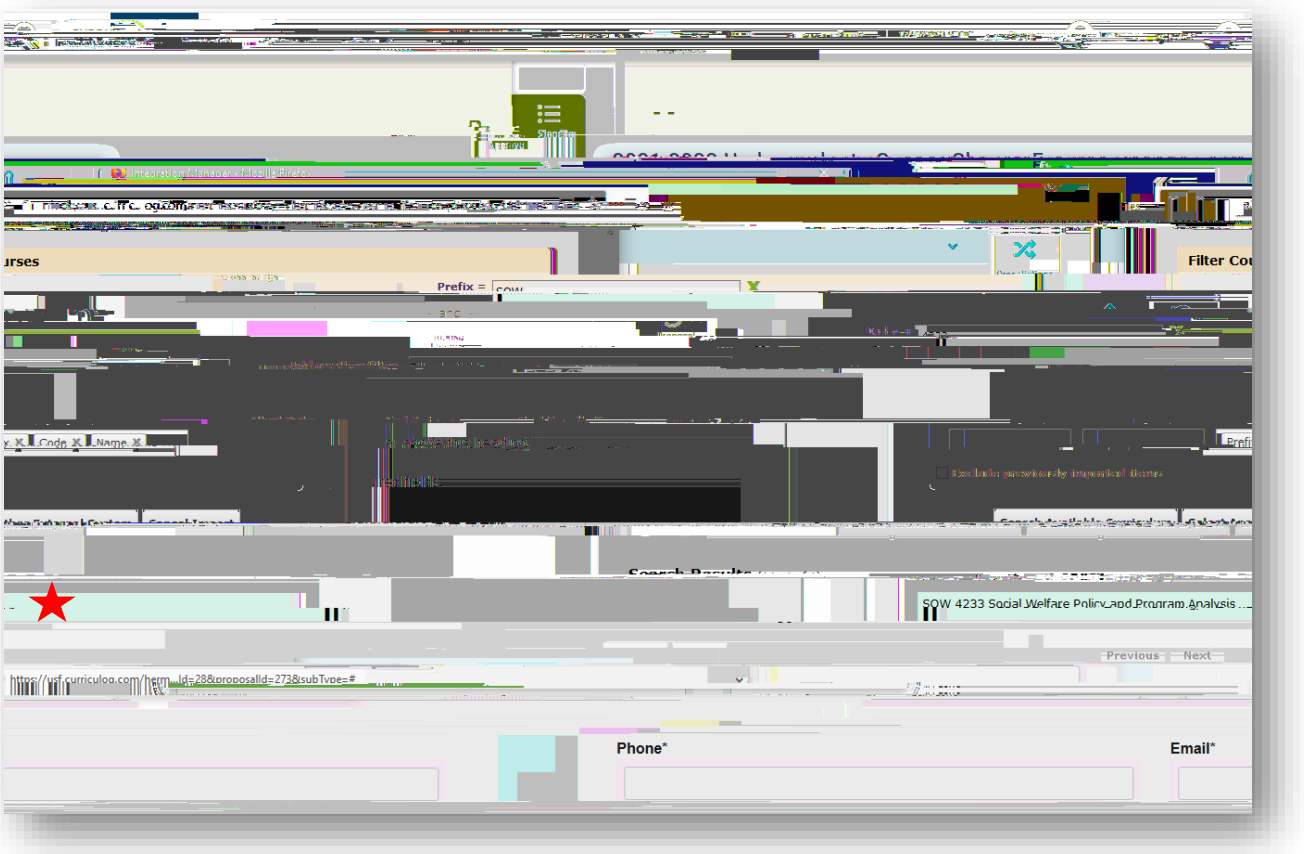
COURSE CHANGE PROPOSAL

At the top of the screen is a list of instructions titled ñRead before you begin.ò The first item instructs you to fill in all areas marked with an asterisk prior to submitting, or in Curriculog terms ï ñValidate and Launchòï the Proposal. You can find the asterisk next to the header for the fields.

It will take a moment to pull the course into the Import box. Once the ñLoadingò notice disappears, scroll down to see the course displayed. Click the course to bring up a summary of the course information.



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You will see that your course has been added to the Course Change Proposal form. You can scroll

The first section of the Course Change form is the ñGeneral Course Informationòsection. Within this section, there are a number of areas to complete. Some of the areas are prepopulated from the course import we conducted, and other areas will require input. All areas with an asterisk require information, as the form will not submit without completion of these areas.

Remember to save your changes frequently by either clicking the ñSave All Changesòin the top dark blue toolbar or clicking the ñSave All Changesòin the lower left of the display screen. The feature floats with the display so that you do not have to scroll to the top.

Now it is time to fill in the ñContact Informationòfor your course. The first set of items include ñContact Informationòfor you, the proposer or originator, of the Course Change Proposal. You will need to provide ñFirstòand ñLastòname,

The next section on the Course Change form is the ñCourse Informationò area. Some of this information pre-populated when the course was imported into the form.

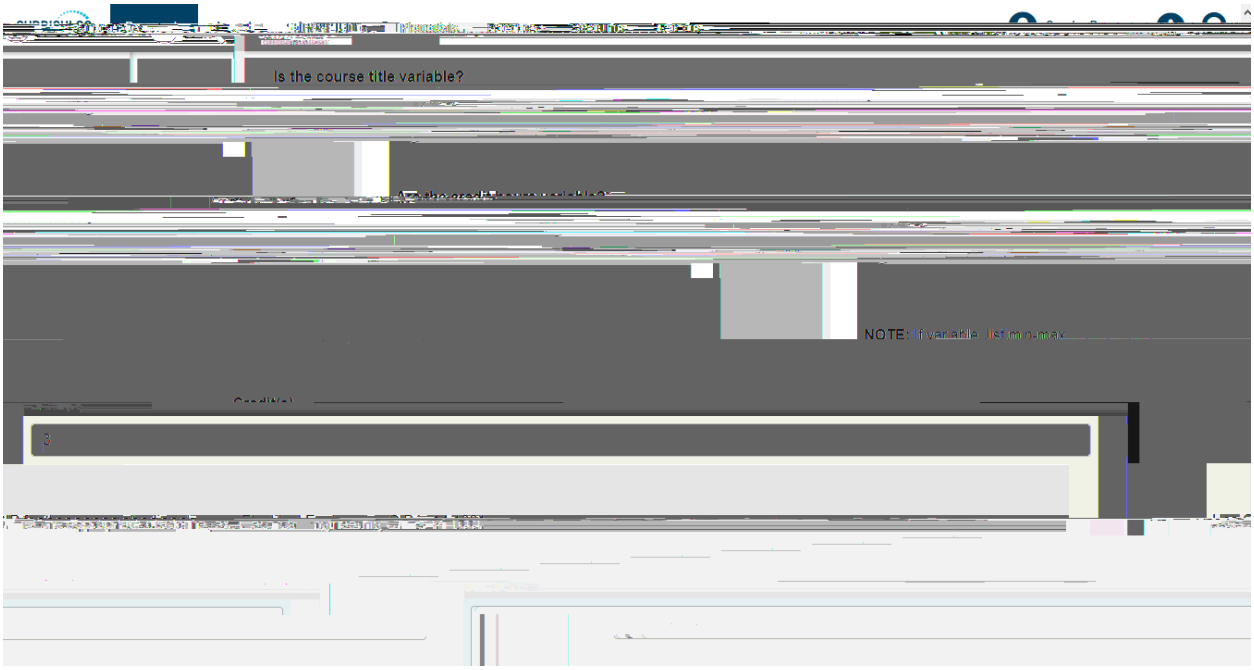
You will first need to select from the drop-down options in the ñCollege/School/Departmentòfield. Scroll through to

Scroll down to view more of the ñGeneral Catalog Informationòsection of the form.

Next are questions regarding the course title and credit hours. Please select the ñYesòor ñNoòto answer the question ñIs the course title variable?ò

Then identify whether the credit hours are variable. If ñYesòis selected, a range of credit hours needs to be placed in the ñCreditsòfield. If you are not changing the existing credit hours, continue with the form. If you wish to change the credit hours, type the requested credit hours in this field.

The ñCIP Codeòis the next area. The drop down will display all the CIP codes used at USF. If you are not changing the CIP code, leave this area blank. If you are changing the CIP code, select the requested code from the drop-down options.



The last areas in the ñGeneral Course Informationò section of the form are: ñCourse Description,ò ñSection Type,ò and ñGrading Option.ò

The ñCourse Descriptionò has prepopulated from the course import. If you wish to change the course description, type in the change here. The system will show both the existing course description and any change made as it moves through the workflow approval process

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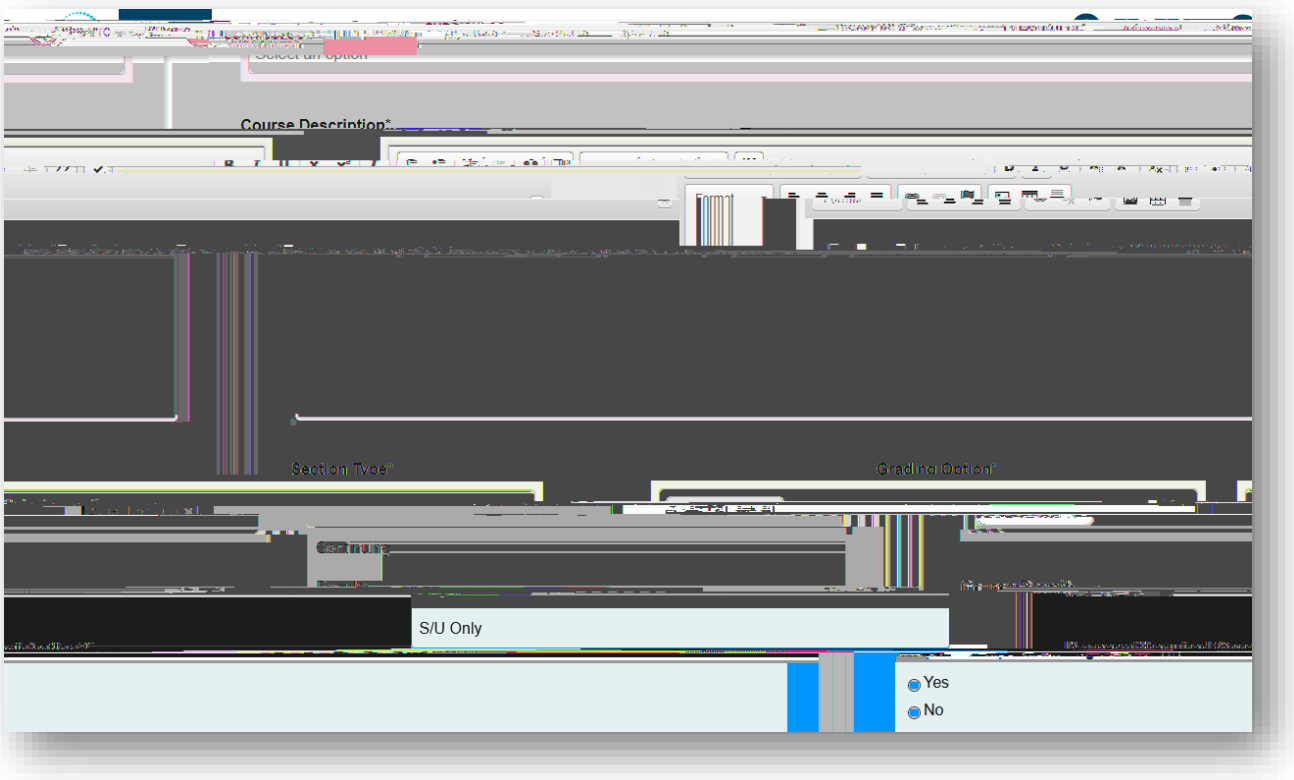
This brings up the three different grading options at USF. If we wanted to change the ñGrading Option,òthis is the place where we would do that by selecting a different option.



Next is the ñCourse Permitòquestion. Select the ñYesòor ñNoòoption for this area.

The ñCourse Repeatabilityòis the next area. If the course is repeatable or the Proposal is to make the course repeatable, this information would be completed by selecting the drop-down options under ñRepeatabilityòand selecting the appropriate option.

The ñCourse Prerequisite, Corequisites, and CoPrerequisitesò is the next area. Please note the instructions and examples for this area. Courses can be a i1*nBT/F6 12 Tf1 0 0 1 66 Tm0 g0 G[nst)3(uct)2(on)5-

COURSE TYPE INFORMATION

ñCourse Type Informationòis the next

GLOBAL CITIZENS PROJECT

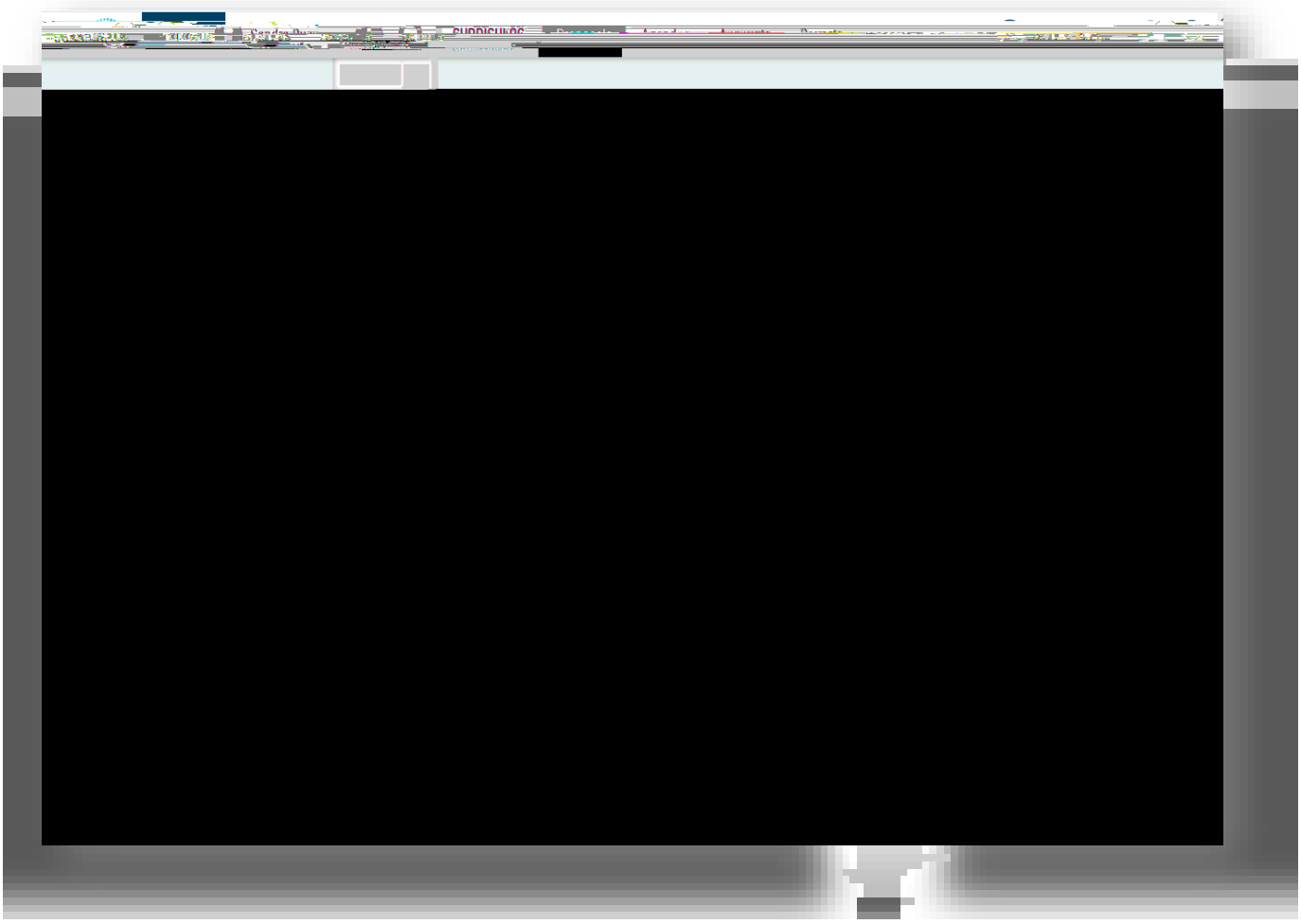
ñGlobal Citizens Projectòis the next section of the Proposal form. For more information about this program, visit

When you log back into Curriculog you will find the Proposal in the Proposal

INTELLECTUAL & PRACTICAL SKILLS: CREATIVE THINKING (TGEC)

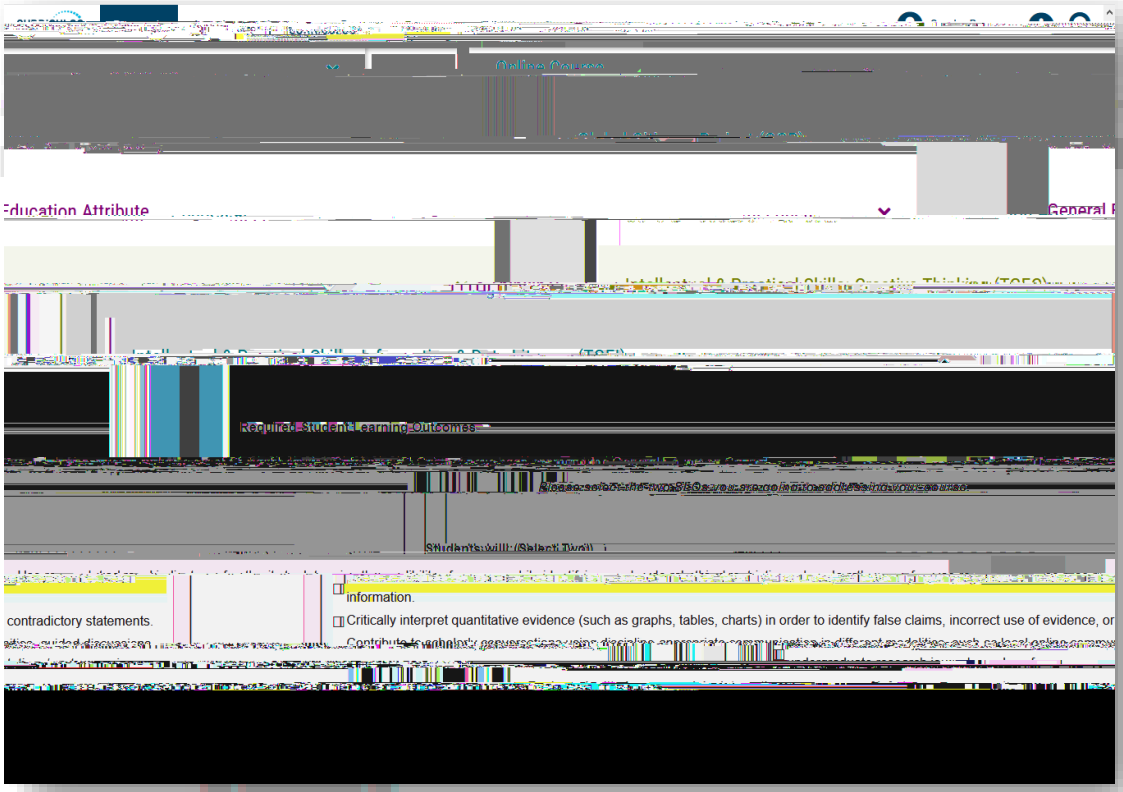
The next section of the form is for the General Education TGEC attribute of ñIntellectual and Practical Skills; Creative Thinking.ò Notice there is not an initial title heading with an asterisk for this section. This means you do NOT have to complete this information if you are not adding the TGEC attribute.

However, if you do want to add the TGEC attribute to your course, you would complete the information in this section. As a reminder, a course can only have one Gen Ed attribute, so you should only complete one of these areas.

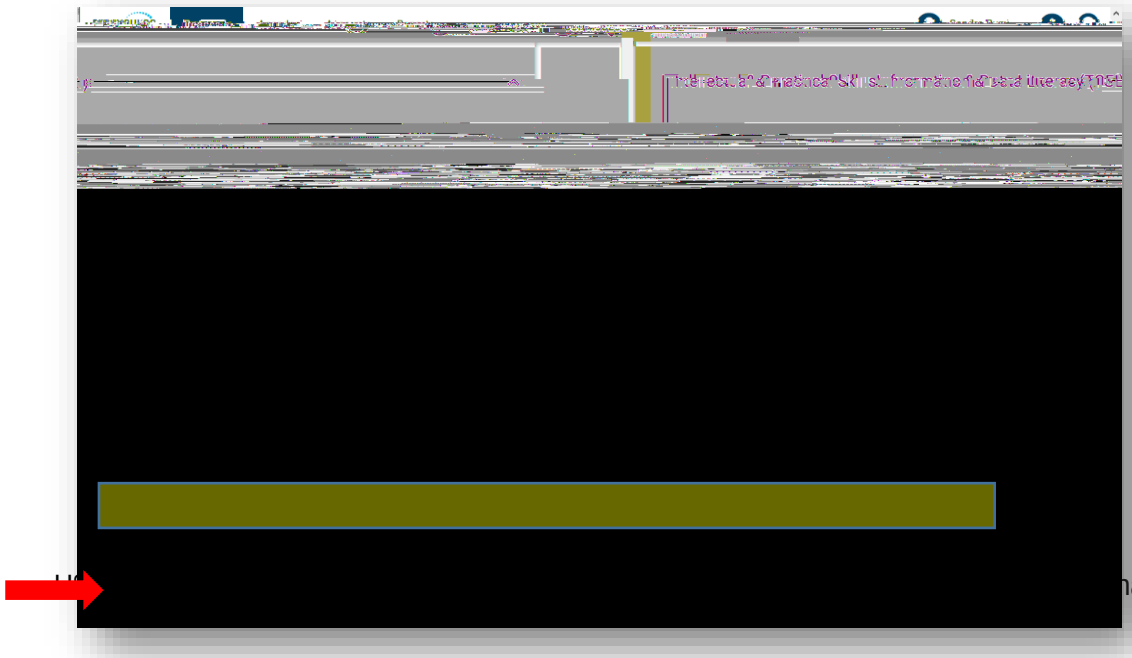


INTELLECTUAL & PRACTICAL SKILLS: INFORMATION & DATA LITERACY (TGEI)

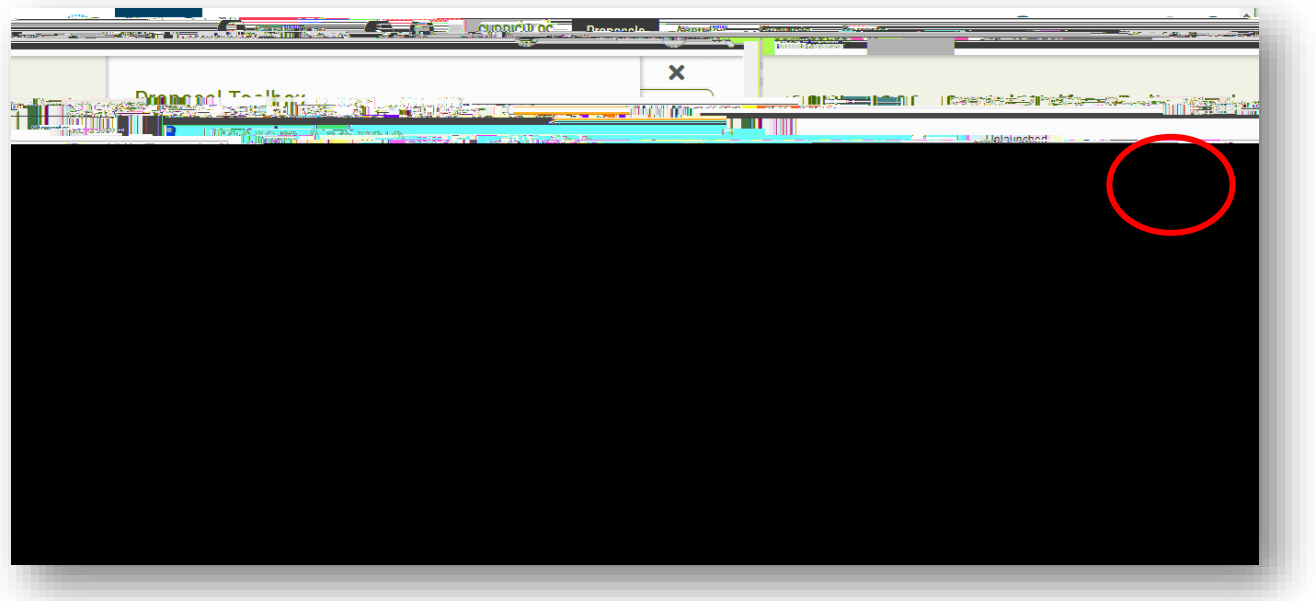
The next section is the TGEI Gen Ed attribute or ñInformation and Data Literacy.òOnce again, notice there is not an initial question with an asterisk next to it. If the TEGI attribute is not something you want to add to the course, you would collapse this area by clicking the arrow.



You may need to provide supporting documents based on your selections in the form. Statements such as the one highlighted below will remind you to attach these documents at the bottom of the form, and you will acknowledge that you are adding the documents.



Then scroll to the top of the form and find the ñFilesò option or the ñPaperclipò icon on the top right side. Clicking this provides the screen to upload a file. You can browse your computer to find the appropriate file and click ñUploadò to add the file to the Proposal. There is no limit to the number of files you can add to the Proposal. Word documents and .pdf files are the preferred formats.

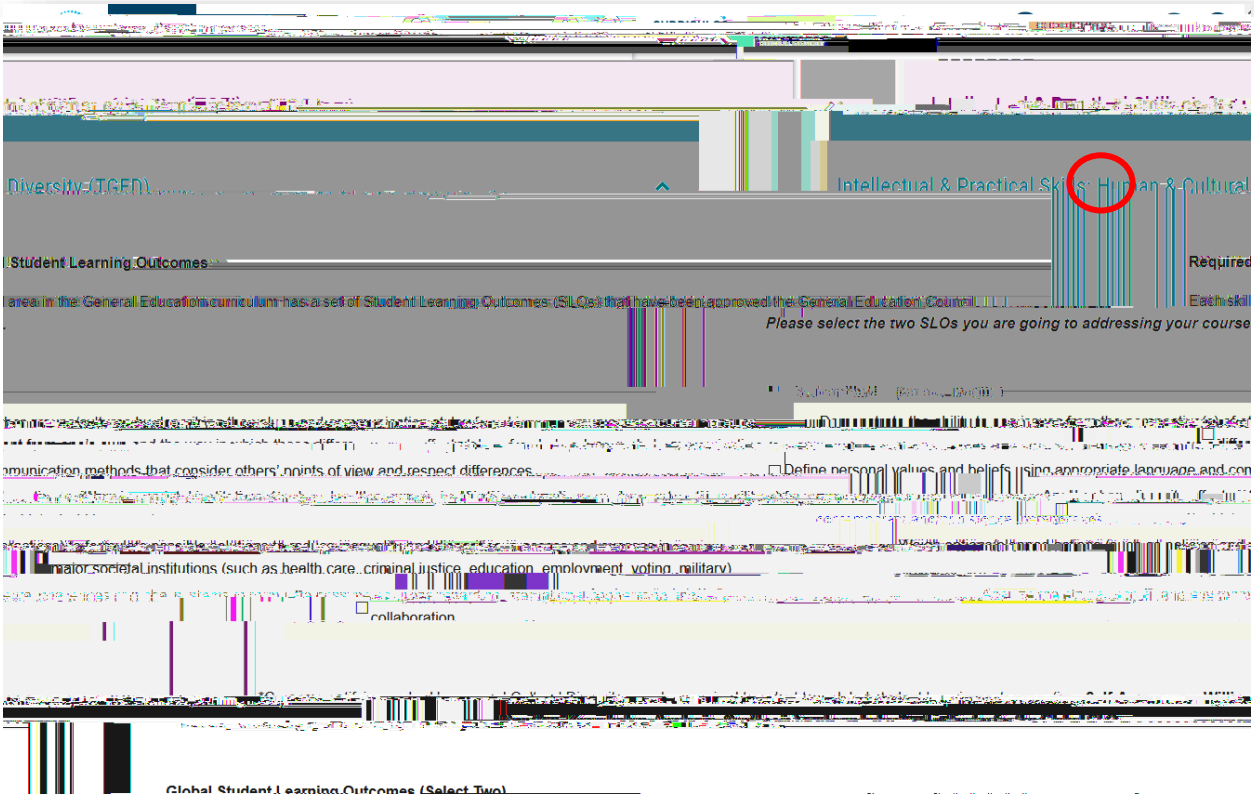


Once the files are loaded, you will see the list of documents you have added.

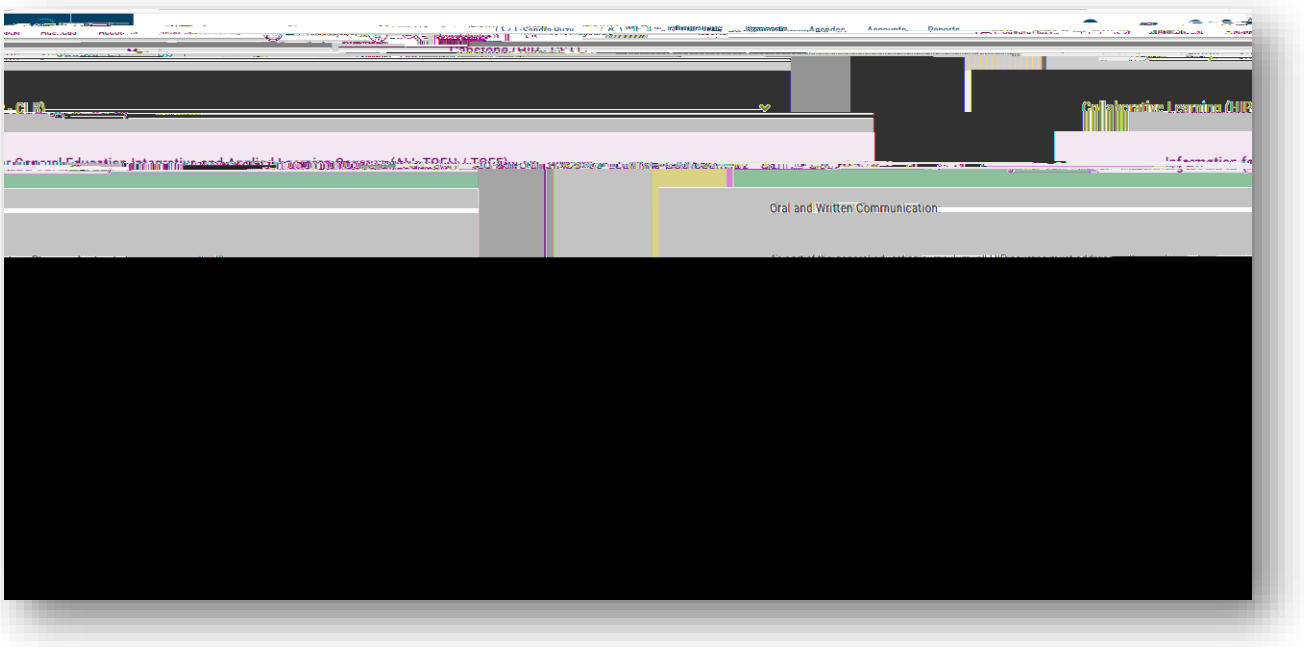
Close this side of the screen out by clicking the X above the ñSteps to Approvalò box on the right side of the screen.

INTELLECTUAL & PRACTICAL SKILLS: HUMAN & CULTURAL DIVERSITY (TGED)

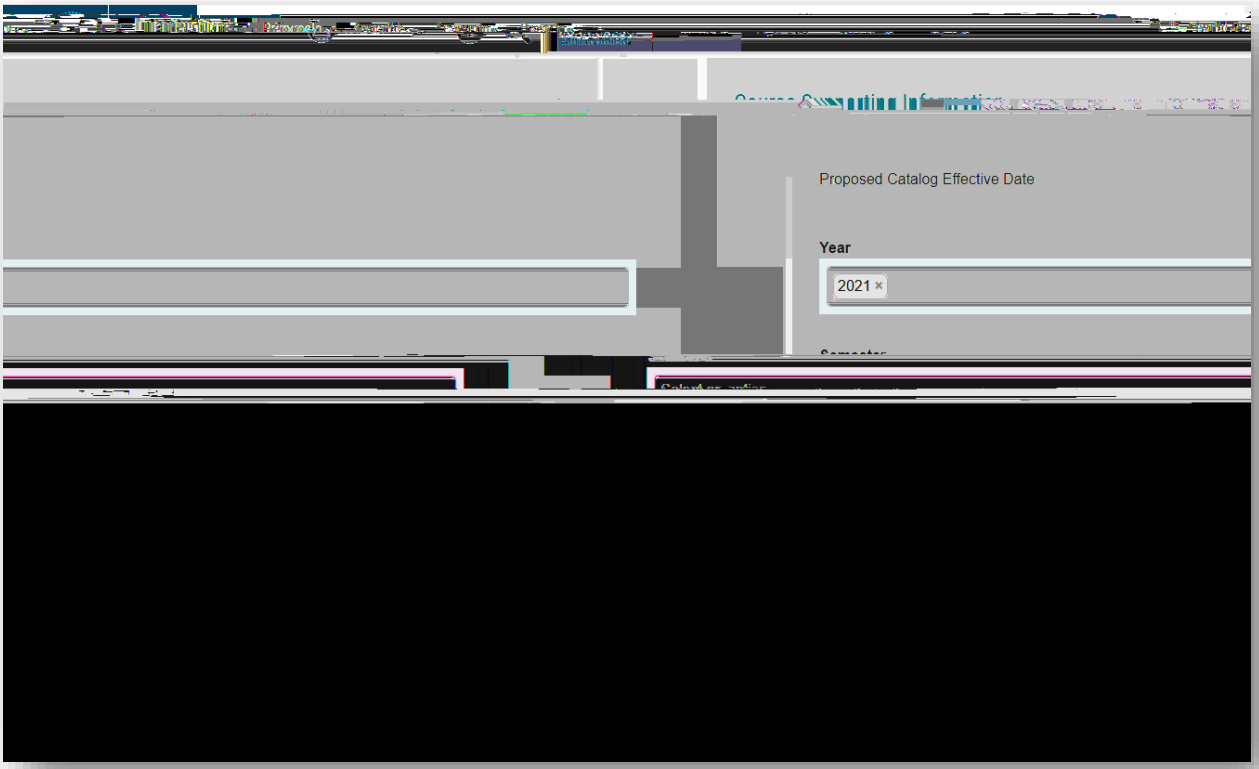
The next section is for the TGED attribute. If you are not adding this attribute to your existing course, look for an asterisk to indicate a required field under the section heading. Since there is no asterisk, we can collapse this section by clicking the arrow to the right of the heading. If you are adding the TGED attribute, complete this section, save changes, and then collapse the section.



The ñInformation for General Educationòsection needs to be completed for any TGEH or TGEE attribute. If you added one of these attributes to the course, be sure to complete this section, save changes, and collapse the section.

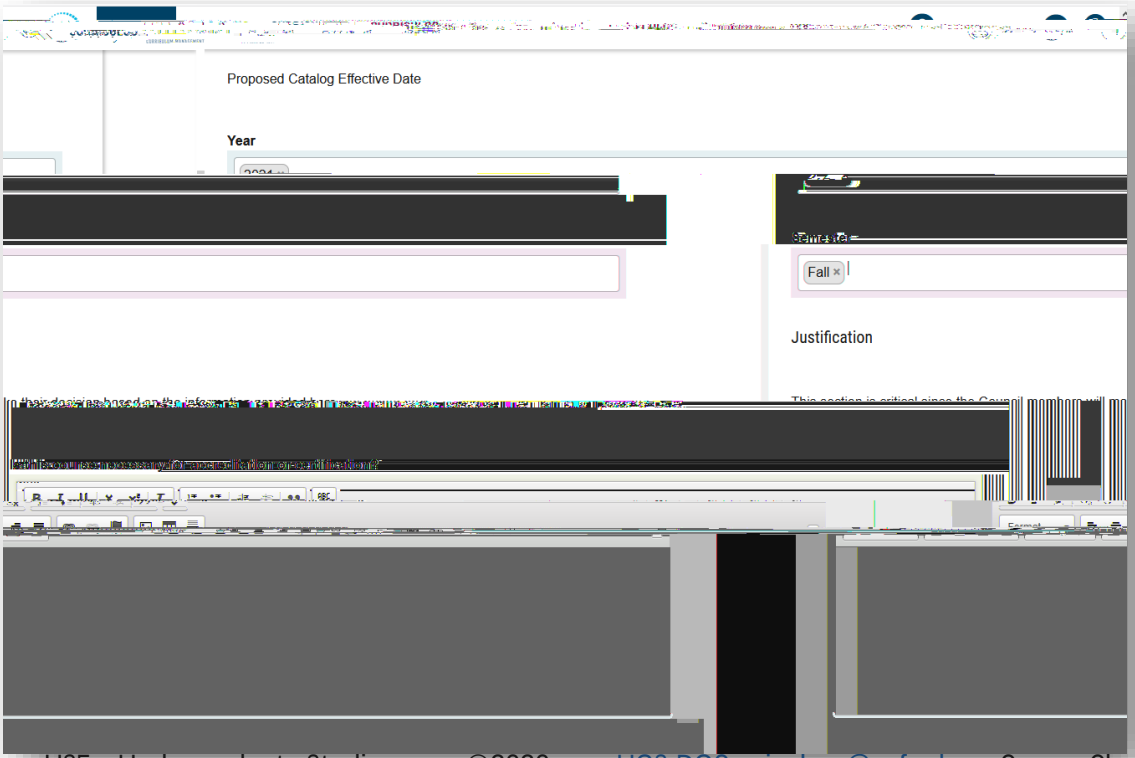


Moving to the ñSemesteròfield options, you will select the appropriate semester.



You will continue to fill out the information with the ñCourse Supporting Informationòsection.

Upon completion, remember to click the ñSave All Changes.ò Then collapse this section of the form.



SYLLABUS AND ADDITIONAL SUPPORTING DOCUMENTS

The final section of the Course Change Proposal is titled ñSyllabus and Additional Supporting Documents.òPlease review and complete all the information in this section.

To add the required documents, go to the right side of your dashboard to find the ñFilesòor ñPaperclipòicon.

You can also view the steps in the approval workflow process, by going to

VALIDATE AND LAUNCH

Once you have completed the form and saved all changes, the last step is to ñValidate and Launchò the Proposal. This is the submission step. You will find this in the top dark blue toolbar with the ñRocketshipò icon.

The screen will change to gray and you will see the

A ñLaunch Proposalòscreen will appear indicating there were no errors in the form. The text explains once the Proposal is launched, it will start the approval workflow process. The Proposal will appear under the ñMy Proposalsòtab on your main Curriculog display screen.

If you are ready to move oe

ORIGINATOR APPROVAL

The final step is for you to approve the Course Change Proposal in the approval workflow process. Open the right side of your dashboard. You will see the Approval Steps. If you have not launched the Proposal it will state ñUnlaunchedòunder the ñProposal Toolboxò Once the Proposal is launched, this text will state ñLaunched.ò

Under the ñApproval Stepsòheading, you will see the various steps in the process for your Course Change Proposal

This concludes the USF Curriculog Course Change Proposal tutorial. Thank you for your review of this information.

To view other tutorials, visit the USF