

OUR – CURRICULUM DEVELOPMENT SUPPORT AND ACADEMIC PUBLICATIONS



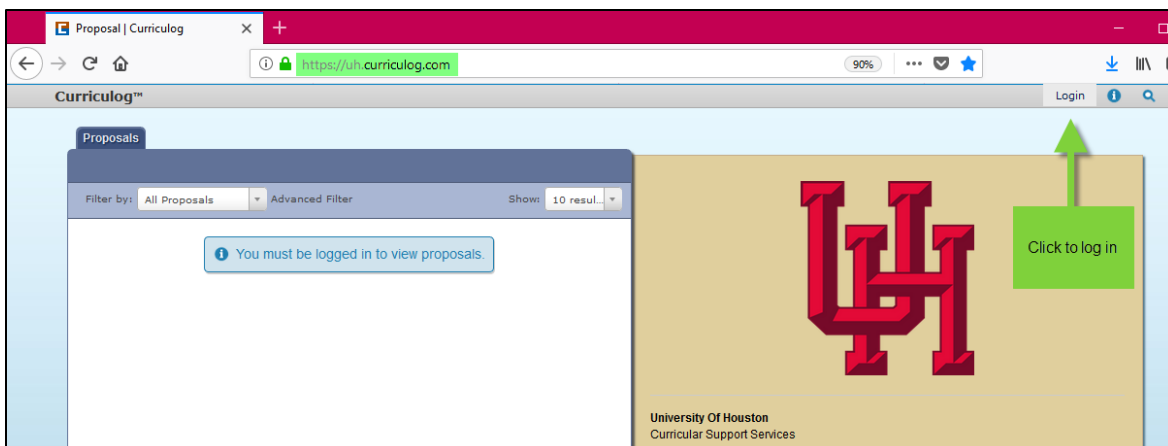
2A. CATALOG COURSES – CREATE NEW COURSE

STEPS SUMMARY

- A. ACCESS CURRICULOG
- B. START PROPOSAL
- C. COMPLETE PROPOSAL FIELDS
- D. LAUNCH PROPOSAL
- E. APPROVE PROPOSAL

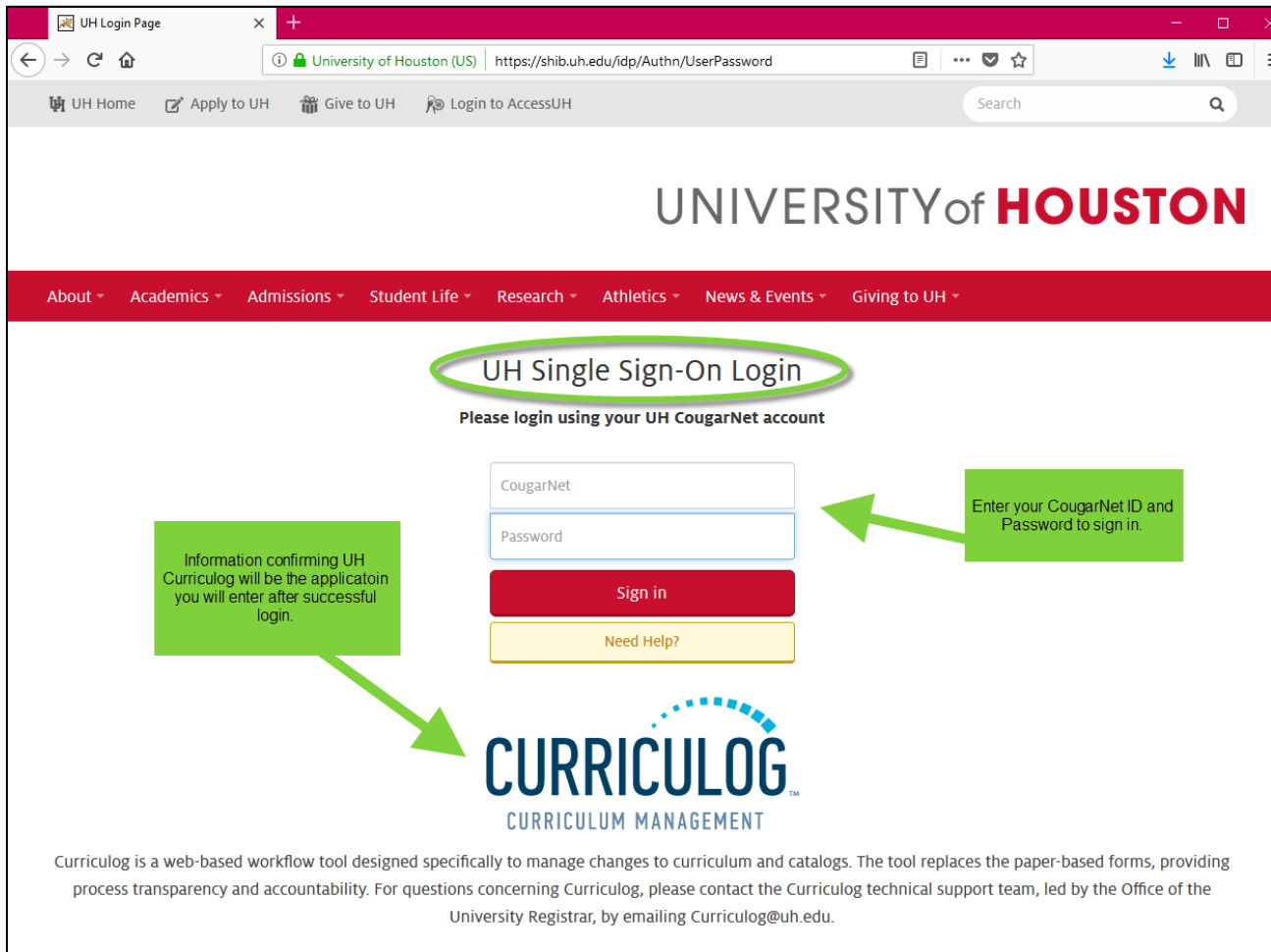
A. LOGGING IN TO CURRICULOG

1. Open your web browser (Firefox is preferred) and navigate to URL: <https://uh.curriculog.com>



2. You will be redirected to the UH Single Sign-On Login website. The web page will include a logo and description about UH Curriculog, confirming that UH Curriculog will be the application you will enter after

successful login. Only those with a faculty or staff affiliation will be allowed to access UH Curriculog at this time.



UH Login Page

University of Houston (US) | https://shib.uh.edu/idp/Authn/UserPassword

UH Home | Apply to UH | Give to UH | Login to AccessUH

UNIVERSITY of **HOUSTON**

About | Academics | Admissions | Student Life | Research | Athletics | News & Events | Giving to UH

UH Single Sign-On Login

Please login using your UH CougarNet account

CougarNet

Password

Sign in

Need Help?

Enter your CougarNet ID and Password to sign in.

Information confirming UH Curriculog will be the application you will enter after successful login.

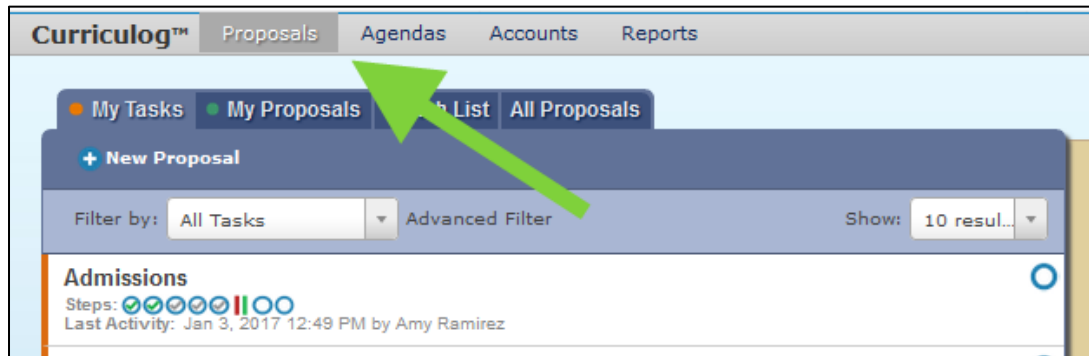
CURRICULOG
CURRICULUM MANAGEMENT

Curriculog is a web-based workflow tool designed specifically to manage changes to curriculum and catalogs. The tool replaces the paper-based forms, providing process transparency and accountability. For questions concerning Curriculog, please contact the Curriculog technical support team, led by the Office of the University Registrar, by emailing Curriculog@uh.edu.

3. Enter your CougarNet login credentials and click the Sign in button.
4. After entering your CougarNet credentials:
 - If you have faculty and/or staff affiliation you will be redirected to the UH Curriculog website and ready to use the system.
 - If you do not have affiliation with UH as a faculty or staff member, instead of being redirected to UH Curriculog you will receive an affiliation error. If you know this to be in error, please contact our office to help resolve the matter: curriculog@uh.edu.
 - If you entered incorrect CougarNet credentials, you will receive a login error message prompting you to enter the correct login credentials. Please try again to login.

PROPOSALS MODULE

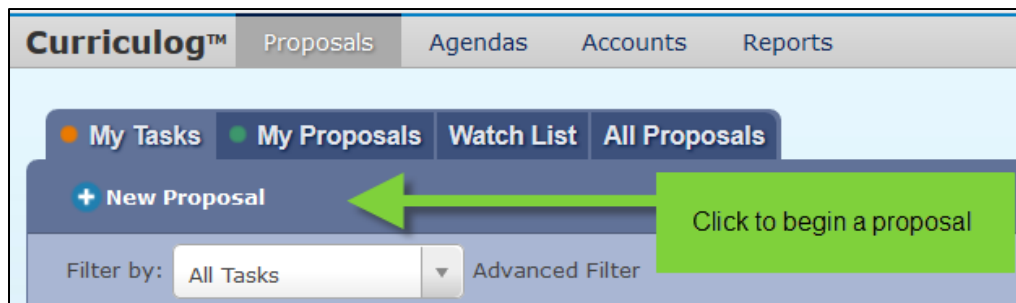
The default view upon logging in to Curriculog includes the **My Dashboard Panel** with the Proposals Module. Within the Proposal Module, you have access to the **My Tasks**, **My Proposals**, **Watch List**, and **All Proposals** tabs on the left side and on the right-hand side, **My Recent Notifications** with any pertinent communications and **My Upcoming Events**, which includes a calendar with upcoming deadlines.



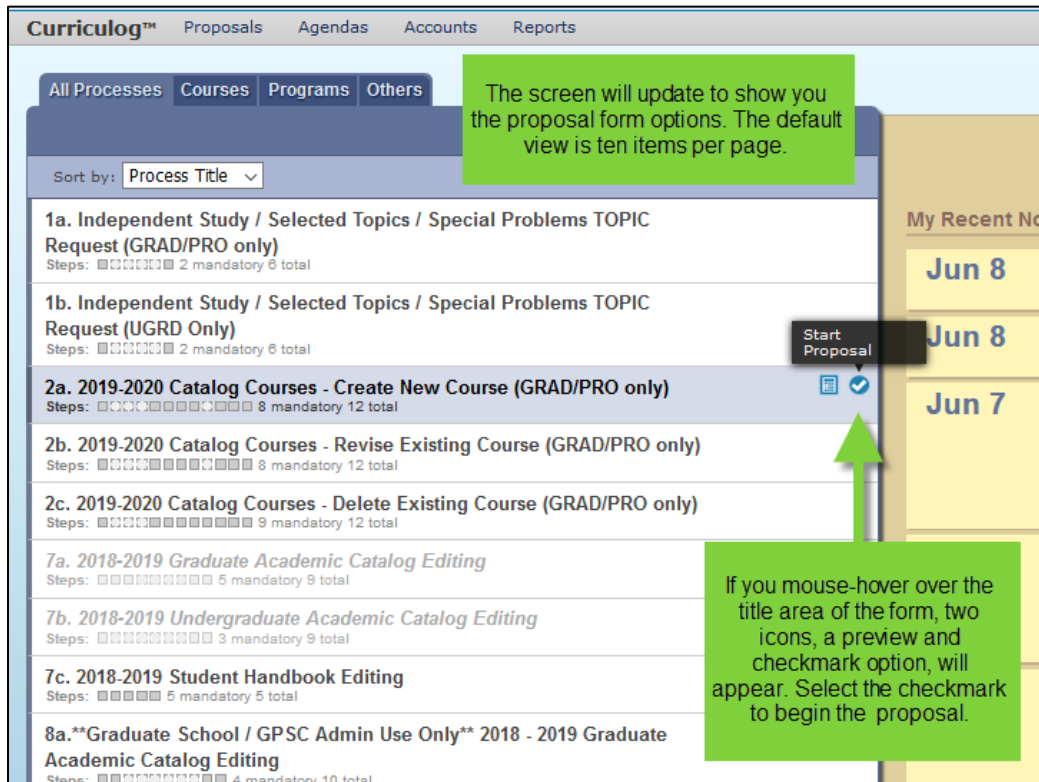
- **My Tasks** - lists all proposals assigned to you and awaiting action.
- **My Proposals** - lists all proposals you have created, whether they have been launched or not.
- **Watch List** - lists all proposals you have selected to watch (follow). You may or may not have editing permissions or decision making abilities on an item you are watching, as you are able to watch any proposal in progress. You may choose to stop watching a proposal at any time.
- **All Proposals** - lists all proposals in Curriculog.

B. CREATE A NEW PROPOSAL

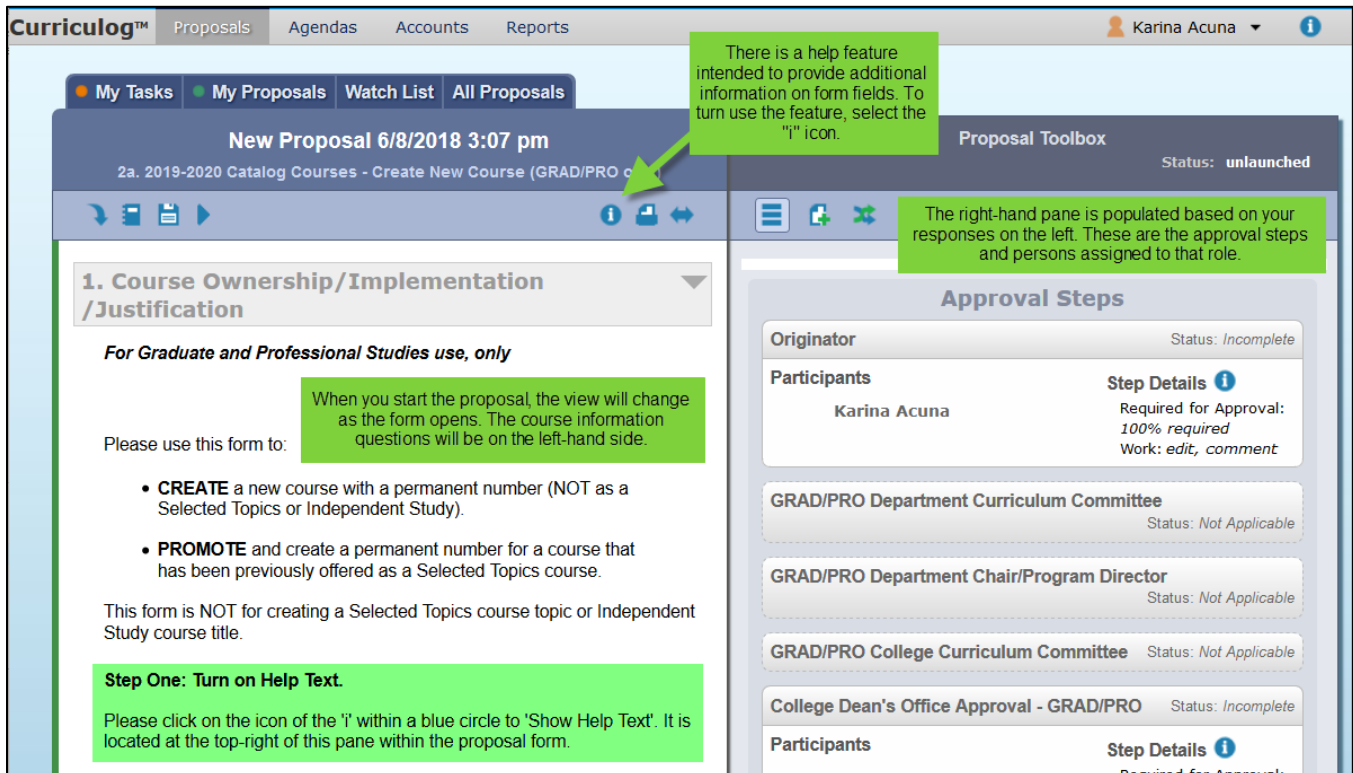
1. Selecting the icon with the plus sign in the blue circle “New Proposal” will initiate the creation of a new proposal.



2. The screen will update to show the proposal form options.
2. Hover over the title area form to display two action icons.
3. Select the checkmark option to begin the proposal.



4. The view will change as the form opens to display course questions on the left-hand side.

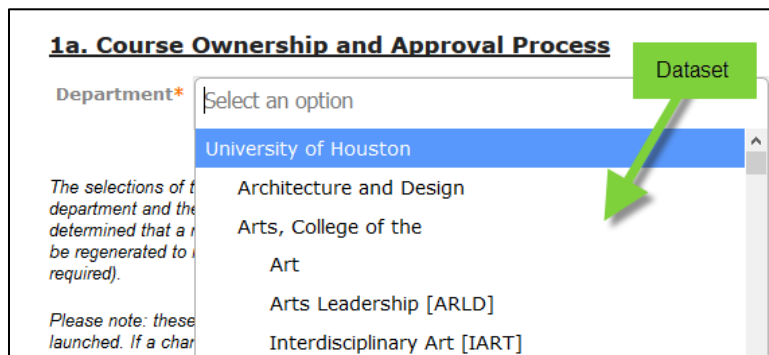


General Field Type Instructions

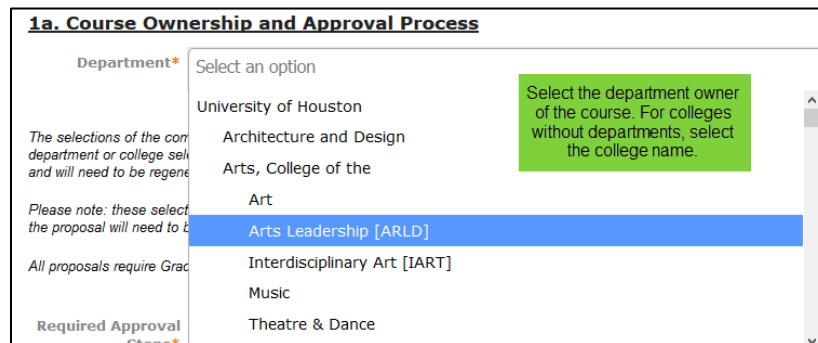
- Note: the instructions below are as example to familiarize you with the function of Curriculog, not as specific instruction for the proposals, however, the workflow is consistent within other proposal forms. Instructions per form are included as Help text with each proposal form
- A course proposal will include Prefix, Code, Name, and Hierarchy Owner as the default fields

Required Fields

- Fields denoted with an asterisk, such as the Hierarchy or Program Type, are required in order to launch a Proposal.
- Items listed in drop-down menus are part of a data set. When you click on a data set field, Curriculog will list available Hierarchy Entities (unit/department) allowing you to select an option.



When you select an item, it will be highlighted blue. The item selected will now be visible within the proposal form.

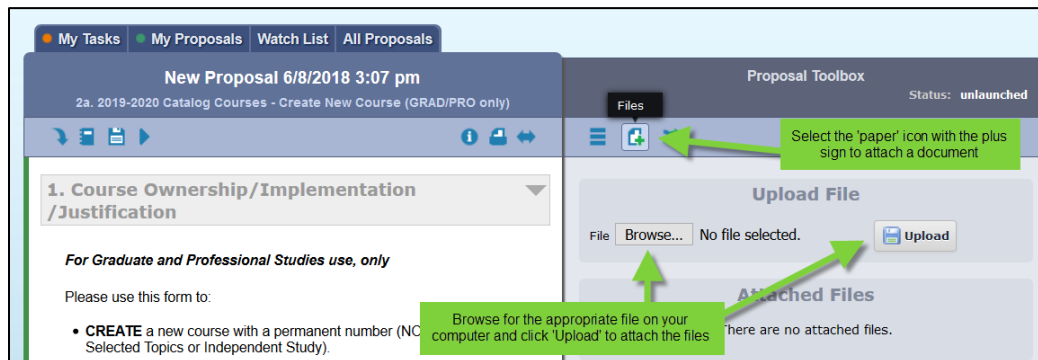


C. COMPLETING PROPOSAL FIELDS

1. Course Catalog Information

- 1a. Course Ownership and Approval Processes
 - Select the department that owns the course
 - Select the required approval steps
 - All proposals will be reviewed by the Graduate Studies College Dean for approval, even if it's not selected.
- 1b. Cross-Listing Courses
 - Select 'yes' or 'no' if the course will be offered by different academic units

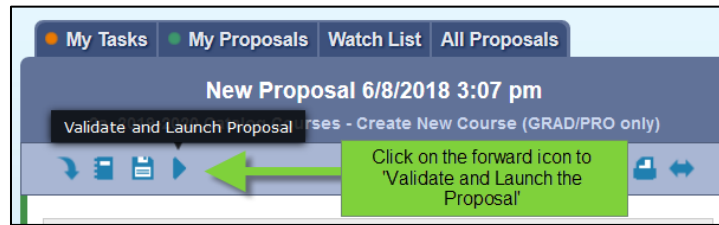
- Provide the course information; any pre-requisites, co-requisites which will be a requirement for enrollment.
 - Identify if you need to create pre- or co-requisite(s) for the course for PeopleSoft programming purposes.
 - Provide the course description
 - 75 words limitation
 - Provide any course notes, such as lab fees, etc.
3. Impact to Existing Plans and Courses
- 3a. Change to Existing Programs
 - Indicate if the course will be required for a program
 - If yes, indicate which program
 - 3b. Change to Existing Courses
 - Indicate if the course will be a pre-requisite for any other course
 - If yes, indicate which course and state if a separate revision proposal is needed for the other course
4. Suggested Attachments
- 4a. Select which type of attachment, if any, is being added to the course proposal request



5. Additional Information Regarding this Proposal
- Contact person for questions about proposal
 - Select the “Add Item” link and choose the most appropriate contact person that can answer questions about this proposal. If the person is not listed, select “Other, not listed” and provide information in the “Comments” field beneath.
 - Comments:
 - Please provide any additional information needed to help with the consideration of the proposal.

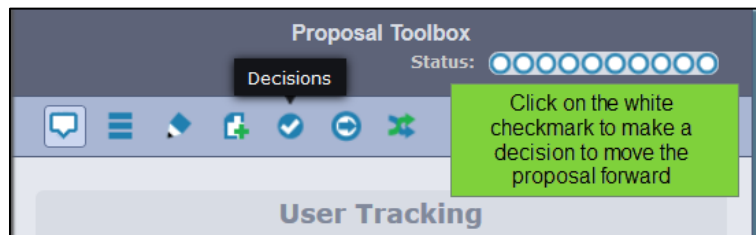
D. LAUNCH PROPOSAL

1. Once all fields are completed and proposal is ready, select “Launch Proposal” icon at the top of the page to “launch” the proposal to the next step. [YOU’RE NOT DONE YET!]
2. If the form does not launch,
 - Scroll through the proposal form again to see if there are any required fields that may have been inadvertently skipped/not completed. They will be marked with orange/yellow font. Once completed, return to the launch button and launch the proposal.
 - Review the right-hand pane with the workflow participants. If there are any caution messages in the workflow participants, please contact curriculumlog@uh.edu to resolve.

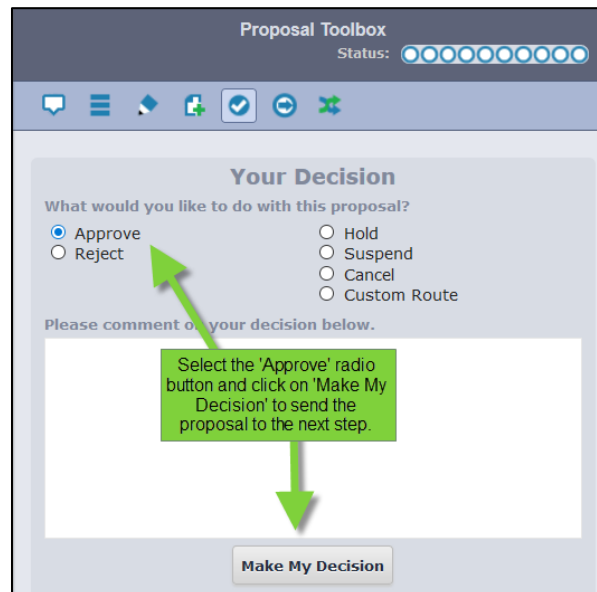


E. APPROVE PROPOSAL ON THE ORIGINATOR STEP

1. Once you launch the proposal, you will be the first approval step as Originator. You will now see additional icons in the "Proposal Toolbox". Before entering an approval decision, review and confirm the responses and any attachments added to the proposal.
2. On the right-hand pane, select the Decisions icon (blue circle with white check mark).
 - Select the "Approve" radio button



- Click the "Make My Decision" button



3. Your view will now update. You will receive a message that your proposal has moved to on the next step. In addition to notifications, you will receive from Curriculumlog regarding the status and actions required for your proposal, you can view the status of your proposal at any time by accessing the "My Proposals" tab of the Proposals module.