UNIVERSITY of HOUSTON

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

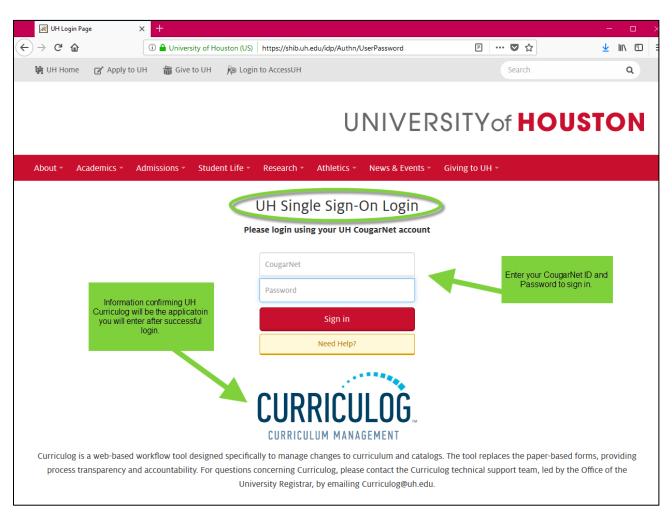
1. Open you web browser (Firefox is preferred) and navigate to URL: https://uh.curriculog.com

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С	urriculog™						Login	0	۹
	Proposals								
	Filter by: All Proposals		Advanced Filter	Show: 10 resul 💌	7	7			
	(You 	u must be logged in to view proposals.		ļ	判	Click to log	in	
					University Of Houston Curricular Support Services				

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.



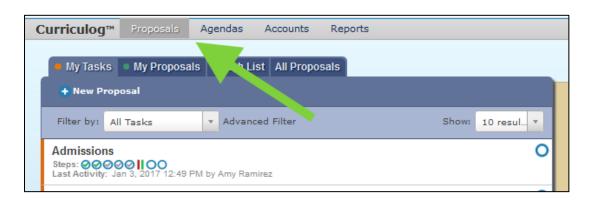
- 3. Enter your CougarNet login credentials and click the Sign in button.
- 4. After entering your CougarNet credentials:
 - If you have faculty and/or staff affiliation you will be redirected to the UH Curriculog website and ready to use the system.
 - If you do not have affiliation with UH as a faculty 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.

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- 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.

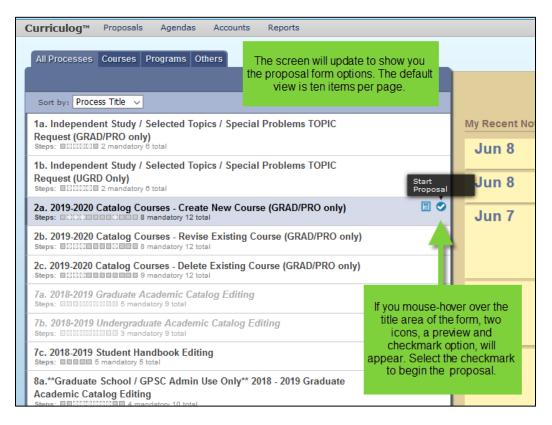
Curriculog™	Proposals	Agendas Accounts Re		Reports	
My Tasks My Proposals Watch List All Proposals					
+ New Proposal Click to begin a proposal					
Filter by: All Ta	asks	 Advanced Fil 	lter		

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

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2A. CATALOG COURSES- CREATE NEW COURSE





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

Curriculog™ Proposals Agendas Accounts Report			🙎 Karina Acuna 👻 🕕	
My Tasks My Proposals Watch List All Proposals New Proposal 6/8/2018 3:07 pm 2a. 2019-2020 Catalog Courses - Create New Course (GR	s inter infor turn	There is a help feature ided to provide additional imnation on form fields. To use the feature, select the "i" icon. Proposal	Toolbox Status: unlaunched	
ショロト	0 4 *	responses on th	I pane is populated based on your le left. These are the approval steps rsons assigned to that role.	
1. Course Ownership/Implementation /Justification				
For Graduate and Professional Studies use, only	For Graduate and Professional Studies use, only			
When you start the proposal, the as the form opens. The cours Please use this form to: questions will be on the left	e information	Participants Karina Acuna	Step Details ① Required for Approval: 100% required Work: edit, comment	
CREATE a new course with a permanent number (N Selected Topics or Independent Study).	IOT as a	GRAD/PRO Department Curriculum Committee Status: Not Applicable		
 PROMOTE and create a permanent number for a contract has been previously offered as a Selected Topics contract. 		GRAD/PRO Department Chair/Program Director		
This form is NOT for creating a Selected Topics course topi Study course title.	ic or Independent	Status: Not Applicable GRAD/PRO College Curriculum Committee Status: Not Applicable		
Step One: Turn on Help Text.				
Please click on the icon of the 'i' within a blue circle to 'Sho		College Dean's Office Approval	- GRAD/PRO Status: Incomplete	
located at the top-right of this pane within the proposal form	1.	Participants	Step Details 1	



General Field Type Instructions

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- 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.

1a. Course	Course Ownership and Approval Process partment* Select an option		
	University of Houston		^
The selections of t	A chiceccure and beergin		
department and the determined that a r			
be regenerated to required).	Art		
Please note: these	Arts Leadership [ARLD]		
launched. If a char			

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

1a. Course Ownership and Approval Process						
Department*	Select an option					
The selections of the com department or college sel and will need to be regene	the college name.		^			
Please note: these select	Art					
the proposal will need to b	Arts Leadership [ARLD]					
All proposals require Grac	Interdisciplinary Art [IART]					
	Music					
Required Approval Steps*	Theatre & Dance		~			

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



- This is NOT the same as combined courses, which are two or more class sections being taught in the same room at the same time.
- If 'yes', is there an agreement with the other department(s) for the course offering
- o Identify the department(s) and course title of the cross-listing
- 1c. Implementation
 - Select the academic year that the change will take effect
 - Select the terms that you will typically offer the course. This will be used to help program the degree plan and guide the student for efficient completion of the course sequence.
 - This information can be found in the 'Offerings' tab of the course catalog in PeopleSoft
- 1d. Justification for Creating the Course
 - Select one or more options that reflect the cause for adding the course
 - State the justification for the new course if 'other' selected on prior question
 - State the rationale why is the course necessary?
- 2. Course Catalog Information
 - 2a. Course History Prefix/Number/Title
 - This is only in the case of a course having previously been offered as a Selected Topic
 - 2b. Proposed Course Prefix/Number/Titles
 - Enter the new course prefix/number and title
 - The short course title has a 30 character limit
 - Do **NOT** use periods for abbreviations
 - 2c. Instruction Type and Credit Hours
 - Select the instruction type for the course. The selection made here influences how you define the student contact hours (SCH) for the course in the next fields.
 - o Indicate how many semester credit hours a student will earn upon course completion
 - 2d. Student Contact Hours
 - If you need guidance for defining the contact hours for the various components of the course, please consult with IR and/or the University Registrar
 - o Note:
 - A contact hour is generally 50 minutes for a total of 750 minutes a term or session per SCH.
 - For lecture it's 1 to 1; 1 contact hour equals 1 semester credit hour.
 - For lab it's 2 or 3 to 1; 2 or 3 contact hours equals one semester credit hour.
 - 2e. Credit Level and Grade Options
 - Please identify the credit level for the course.
 - Please select one option for grading for the course. If you need to have the flexibility for more than one grading type, please select the 'Multiple Types' option.
 - 2f. Course Repeatability
 - If the course can be repeated for credit towards the degree plan, define the parameters here. Otherwise, select 'No'.
 - 2g. CIP Code
 - The CIP code defines the state funding. If you need assistance selecting the best code, please contact your Dean's office or IR.
 - 2h. Catalog Descriptions



- 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
 - o 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

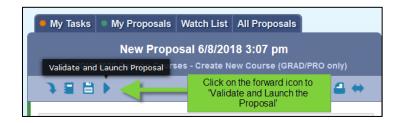


- 5. Additional Information Regarding this Proposal
 - Contact person for questions about proposal
 - Select the "Add Item" link and choose the most appropriate contact person that can answer questions about this proposal. If the person is not listed, select "Other, not listed" and provide information 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 <u>curriculog@uh.edu</u> to resolve.





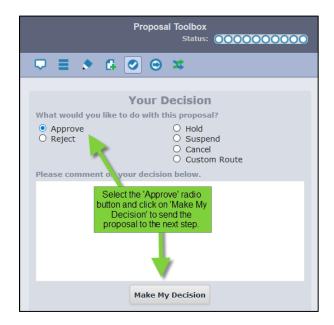
E. APPROVE PROPOSAL ON THE ORIGINATOR STEP

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- 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).
 - Proposal Toolbox Decisions
 Status:
 OOOOOOOOOO
 Click on the white checkmark to make a decision to move the proposal forward
 User Tracking
 - 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 Curriculog 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.