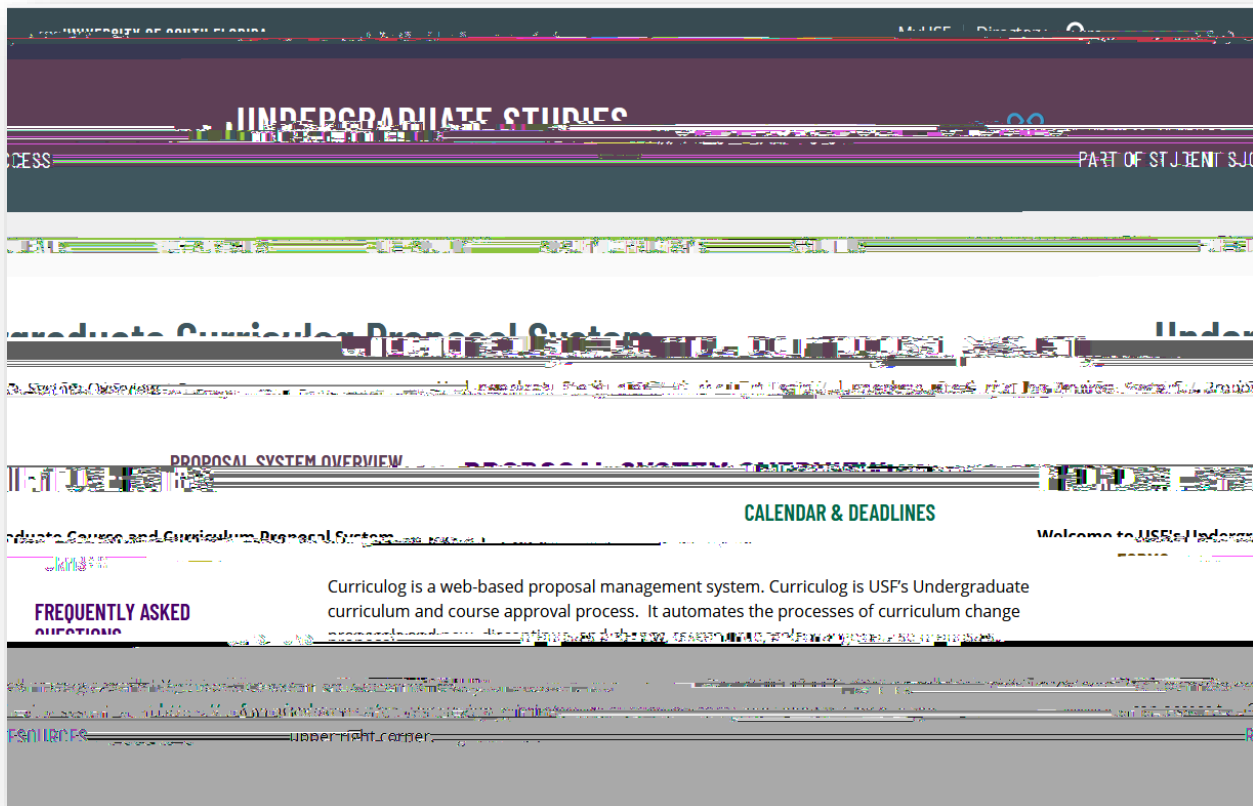


USF Curriculog Council Review in the Approval Workflow Process

Curriculog Council Review in the Approval Workflow Process tutorial. This tutorial will focus on how the Undergraduate or General Education Council reviews a Proposal in the Curriculog Approval Workflow Process.

To learn more about other types of course and curriculum proposals, visit the USF Undergraduate Studies Curriculum website at <https://www.usf.edu/ugs-curriculum-training>. Tutorials on Course and Curriculum proposals, as well as resources for the Curriculog system can be found here.

For more assistance, please contact the Undergraduate Studies Curriculum team at UGS-DOCurriculum@usf.edu.

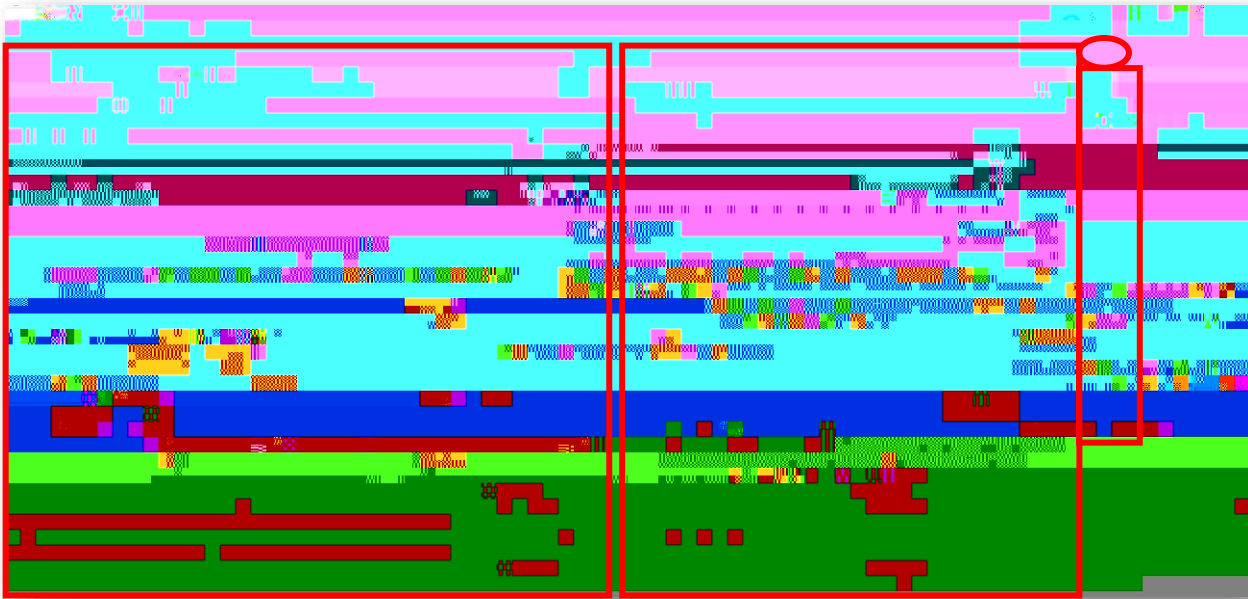


Once you click on the title of the proposal, it will open on the left side of the dashboard. The right side

comments displayed are placed by each step in the approval workflow process during the review and approval. Curriculog system comments are also found here.

To view the section-specific comments for the College, Office review for High Impact Practices, and Undergraduate Studies, scroll down on the proposal to those areas near the bottom of the proposal form.

To view the proposal on the full screen, click the X above the icons on the right side of the dashboard. You can open the right side at any time by clicking any of the icons.



The proposal will now display on the full screen. To save the proposal as a .pdf file or print the proposal, click the printer icon in the top right of the proposal.



will open. Click

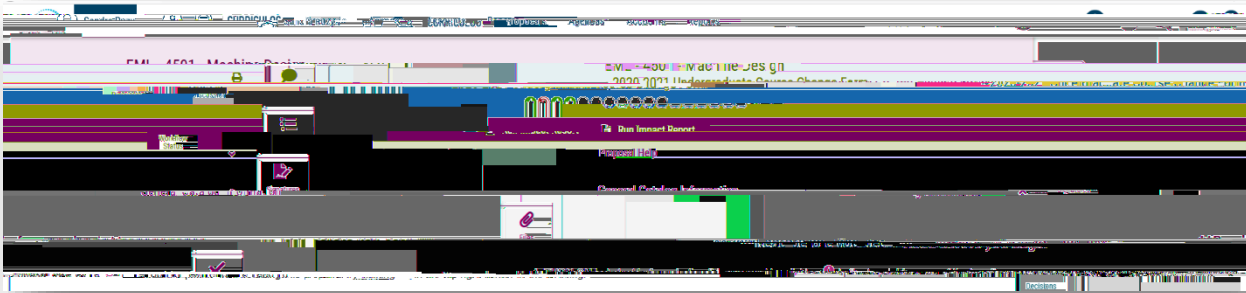
Another window will open with the selections to print the Proposal to a printer, save or print as a .pdf file, or other options. You will make your selection in this window, and then close these windows to

Council Reviewing the Proposal in Curriculog

dashboard.

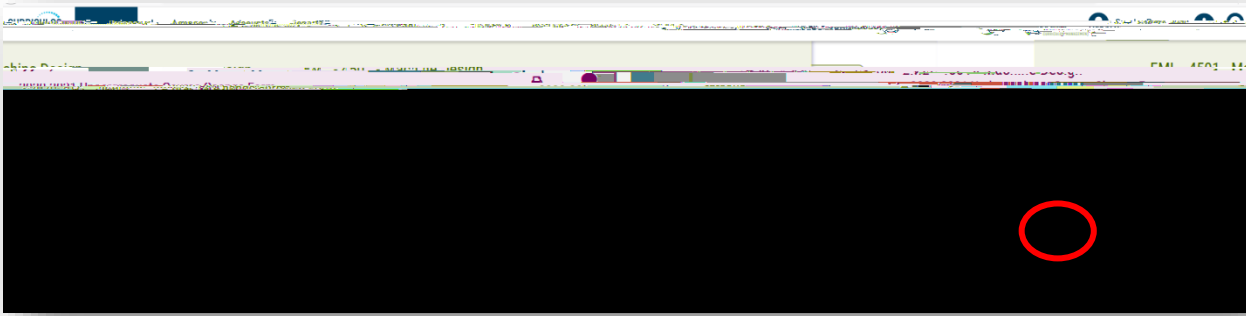
Navigating within the Proposal

The Course and Curriculum Proposals have various sections which can be opened and closed for review. Any section can be opened by clicking the arrow to the right of the section heading. In this way, the Council-level reviewer can view the specific information for that section.

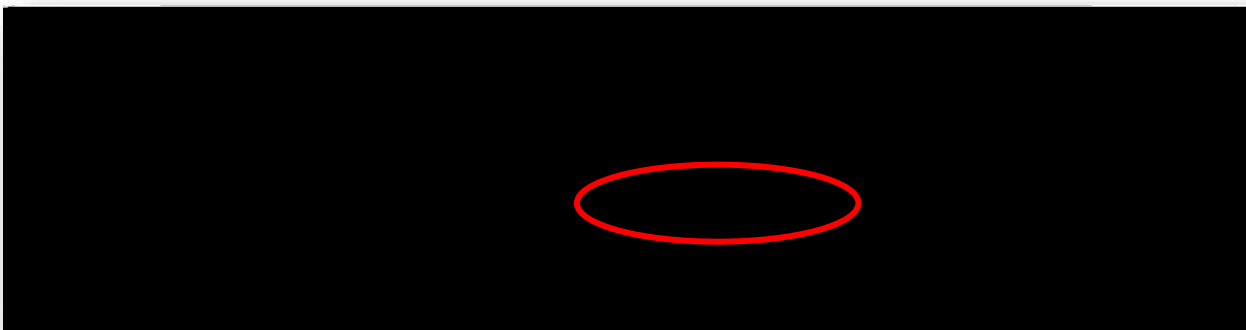


Collapsing the sections makes it easier to navigate the Proposal. Each section can be opened or closed by clicking the arrow to the right of the section heading. Near the bottom of the Proposal are sections for College, High Impact Practice Office and Undergraduate Studies Review depending on whether it is a Course Proposal or Curriculum Proposal. These sections can be helpful in the Council Review of the Proposal, but do not require Council input or response.

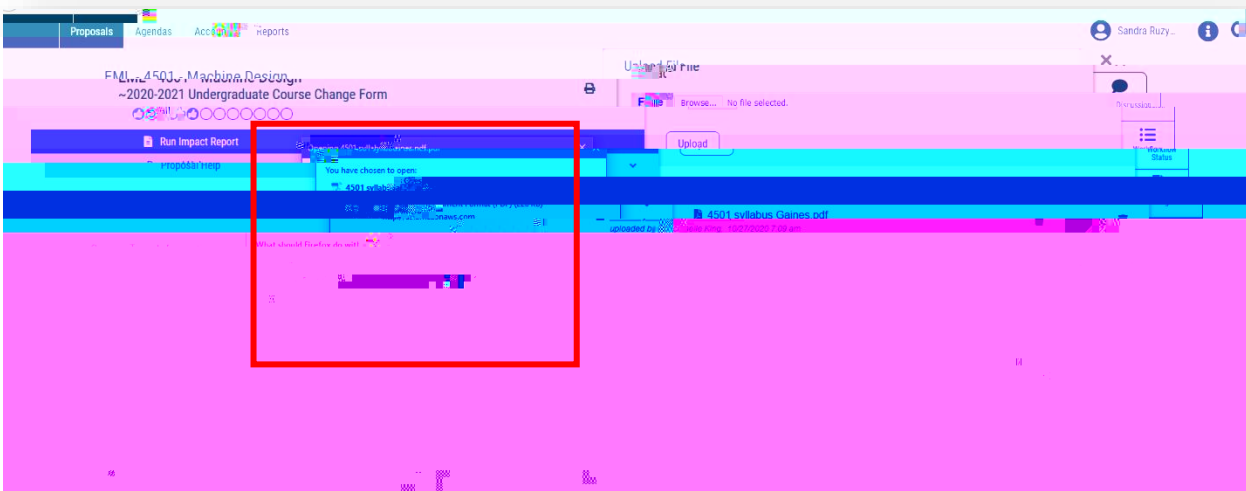
right side of the



For the EML 4501 Proposal, we can see that the course syllabus was added to the proposal.



Clicking on the file name will open a dialogue box which asks you how you want to open the file. In



A new window will open to display the .pdf file. We can toggle between the .pdf file and the proposal by minimizing each screen. Once we are done reviewing the .pdf file, we can close it out to return to the proposal.

right side of the dashboard.
any comments or review details on the proposal.

at the top
allow the Council Reviewer to place

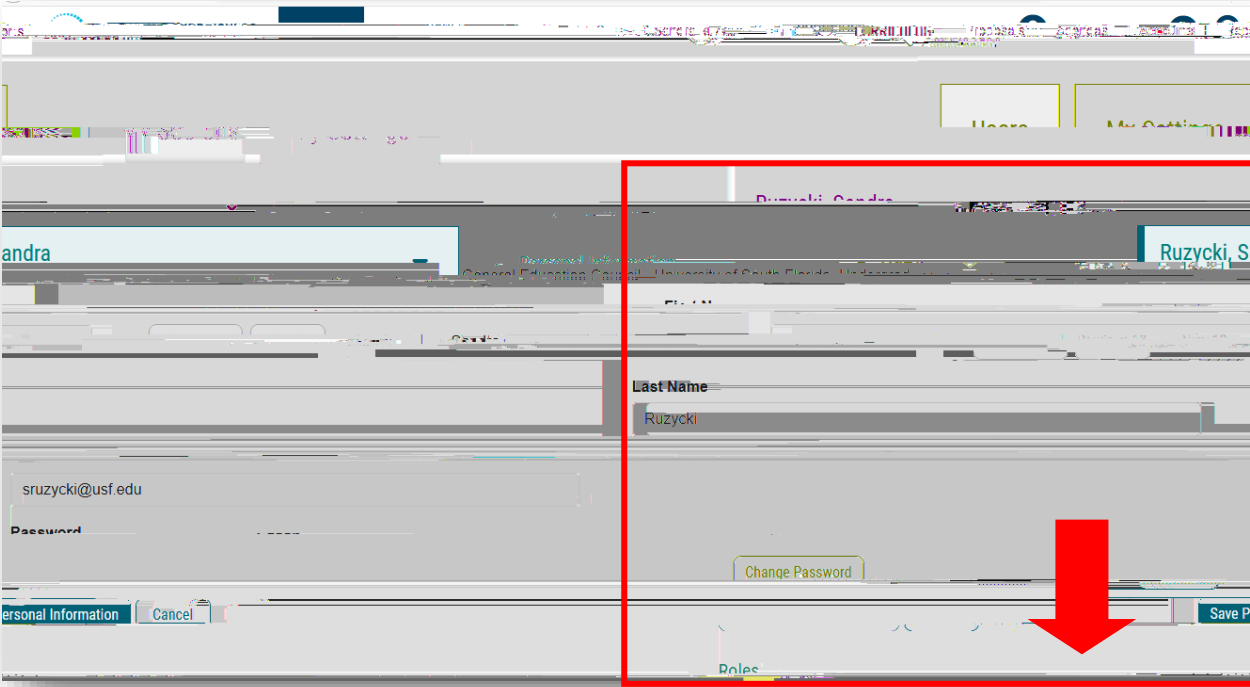
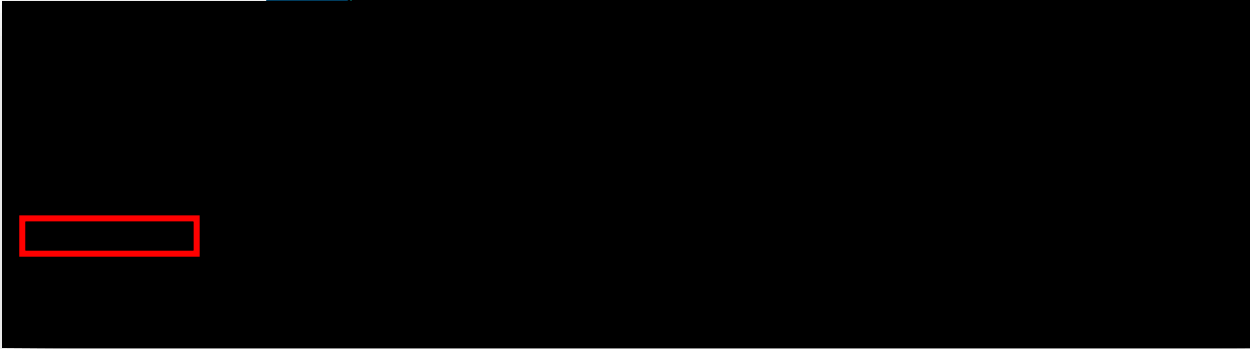
All comments made in Curriculog are visible to the subsequent steps, as well as to other Curriculog users. If comments need to be made directly among the Council reviewers, the department or college, and/or the proposer, those should be done outside of Curriculog. However, comments which aid decisions for the next steps in the approval workflow process should be included on the Proposal.

Council Decisions on the Proposal

When the Council Reviewers have completed their review, they will notify the Council Chair. The Proposal will then be placed on the Council agenda for discussion and decision. The same decisions that have been used in the past will apply. The Council ,

proposer with comment. Once the Originator makes the needed revisions, the proposal will return agenda.

Council

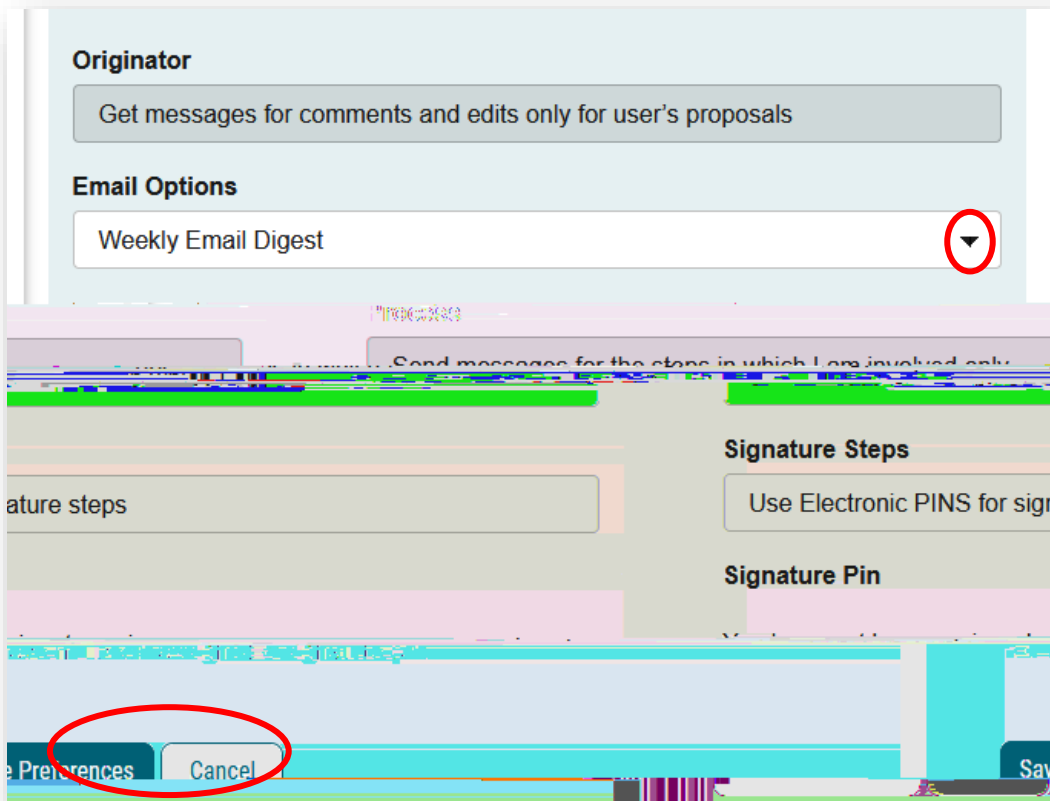


At [this link](#), use the drop-down arrow to select how often you want to receive email notifications from Curriculog.

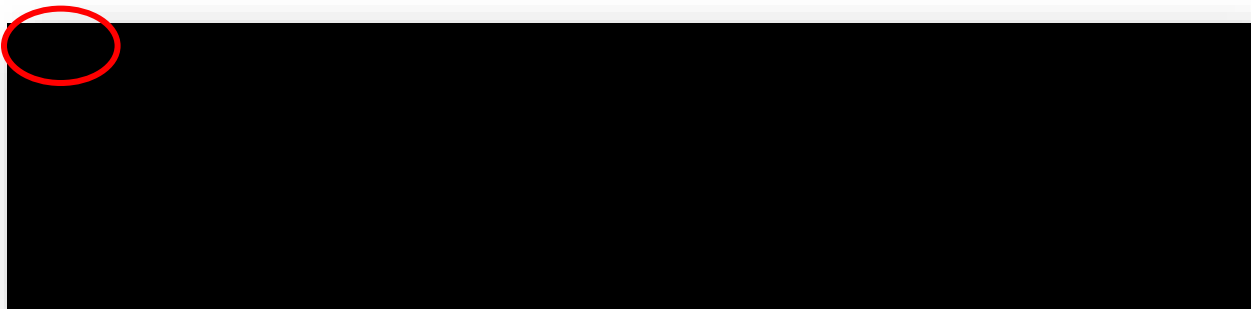
The click the drop-down arrow [here](#) are in the Council step of the approval workflow process.

Curriculog will notify you for each step in the approval workflow process. Curriculog will notify you as the Proposal moves through the approval workflow process.

Click [here](#) to update these settings in Curriculog.



To go back to your dashboard, click the Curriculog logo in the top, upper left toolbar.



This concludes the USF Curriculog Council Approval Workflow Process tutorial.

Additional Curriculog tutorials are located at <https://usf.edu/ugs-curriculum-training>, as well as important dates and deadlines, FAQs, and other resources.

You can email the UGS Curriculum Team at UGS-DOCurriculum@usf.edu for any additional assistance.

