

## Curriculog Reference Guide

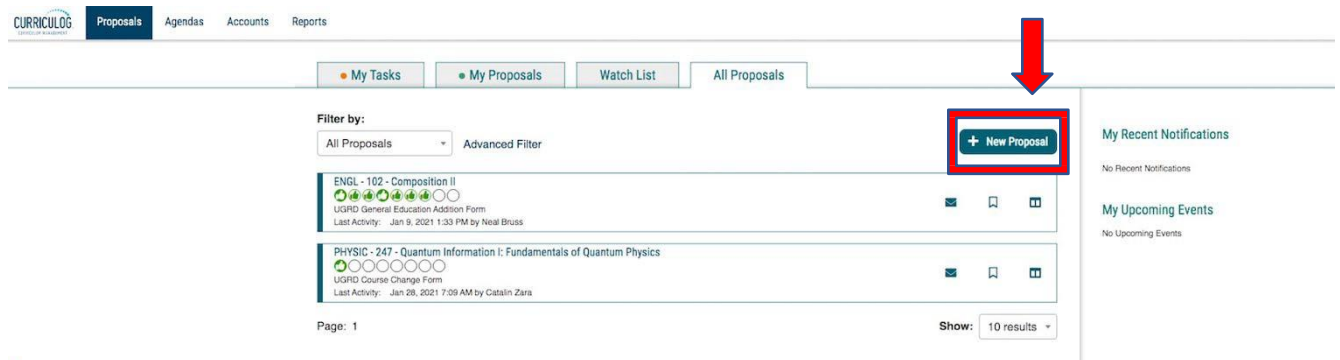
How to sign in, start, and launch a new proposal in Curriculog.

### Accessing and logging in to Curriculog

- To access the Curriculog software, please use the following link: <https://umb.curriculog.com> Use your UMB First.Last@umb.edu and your regular email password to log in.

### Starting and Launching a Proposal

- To start a new proposal, click on the “+ New Proposal” Icon on the top right of your screen:



- Once the page opens, select the type of action you want to propose; you may limit the search by selecting the “Courses” or “Program” tabs.



Here you will decide if you need to fill out a New Course Form, Course Change Form, New Program Form, Program Change Form, etc.

Select “Next 10” on the bottom of the page until you find the form that you need.

Please be sure to select the appropriate form as you will see there are a number of options. UnderGrad and Grad are separate as are Program vs Course forms.

- Once you find the form you need, select the check icon on the right hand side of the form name to start. Alternately, you can preview it also if you want to see what it looks like prior to starting it:



- If you have selected a “Change” to an existing course or program or a reactivation request, a form will open to the right where you can enter applicable key information to retrieve the extant version of your item and then click “Search.”

**If this is a REACTIVATION** proposal, search for item to change, but make no edits to any course field and proceed to “Validate and Launch.” If there is information lacking in the current form, you will be alerted and only then should you enter information into the Reactivation form.

If this is a **NEW proposal**, you can skip to **Step 7b** as there will be no extant data available.

All Processes
Courses
Programs
Others

Sort by:

“Prefix” = MATH, WGS, etc.  
“Code” = Course number 320, 612, etc.  
If this does not produce a result, try a word from the title of the course in “Name.”

You may use \* in place of any letter (113\* will return 113G, 113L, etc.)

Process Title	✓
	✓
	✓
	✓

UGRD Course Change Form x

Prefix

Code

Name

Source

Exclude previously imported results

Search

GRAD Program Change Form ✓

11 mandatory 11 total

- Once you click search, choices will appear below the search area. After finding item to be changed, click the icon to Preview and Build the approval form (this brings over any extant data from the current working catalog into the form):

UGRD Course Change Form ×

**Prefix**





**Code**

**Name**

**Source**

Exclude previously imported results

Show:

<b>POLSCI 101 Introduction to Politics</b> Political Science, Department of [No Description Data]		
<b>POLSCI 102 Government and Politics of the United States</b> Political Science, Department of [No Description Data]		
<b>POLSCI 103 Introduction to Political Theory</b> Political Science, Department of [No Description Data]		

- Once you click on your selected item, something similar to the below will appear. Run your eye over it briefly to be sure it's the item you want, then click "Build" at the bottom of the window:

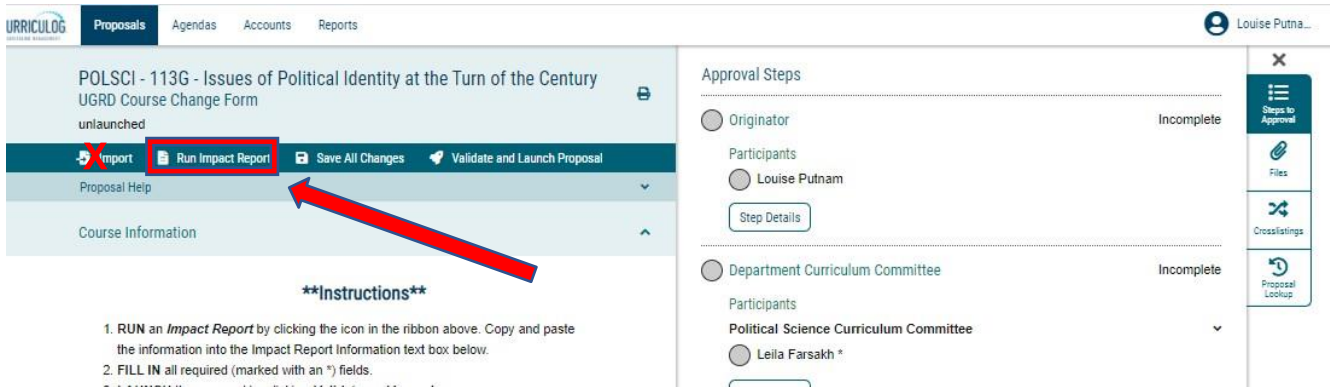
UGRD Course Change Form
✕

Import Data into your Proposal

Field Name	Data Preview
Course Information: College / Department	Political Science
Course Information: Course Subject	POLSCI
Course Information: Course Number	113G
Course Information: Long Course Title	Issues of Political Identity at the Turn of the Century
Course Information: Short Course Title	Political Identity
Course Information: Catalog Description	This course addresses the question of how and to what ends people choose a political identity, what it means to them, and what kinds of political commitments follow from it. Drawing on readings from across the disciplines, from fiction and the press, it examines political identity and some of the conflicts it can produce.
Course Information: Credit(s)	4
Course Information: Primary Class Modality	Lecture
Course Information: Grading Basis	[no data]
Course Information: Pre-Requisite or Co-Requisite	Degree students only with fewer than 30 credits when they entered UMass Boston. Students may complete only one 100G course (First Year Seminar).
Administrative Use Only (DO NOT ALTER ANY FIELDS BELOW THIS LINE): Acalog Course Type	Political Science
Administrative Use Only (DO NOT ALTER ANY FIELDS BELOW THIS LINE): Course ID	213452
Administrative Use Only (DO NOT ALTER ANY FIELDS BELOW THIS LINE): Course Catalog SID	POLSCI 113G
Administrative Use Only (DO NOT ALTER ANY FIELDS BELOW THIS LINE): Course Level (ugrd or grad)	UGRD
Administrative Use Only (DO NOT ALTER ANY FIELDS BELOW THIS LINE): Course Catalog ID	025827
Administrative Use Only (DO NOT ALTER ANY FIELDS BELOW THIS LINE): Course Offer Number	1
Administrative Use Only (DO NOT ALTER ANY FIELDS BELOW THIS LINE): COFFR ACAD CAREER	UGRD
Administrative Use Only (DO NOT ALTER ANY FIELDS BELOW THIS LINE): COFFR ACAD GROUP	LA
Administrative Use Only (DO NOT ALTER ANY FIELDS BELOW THIS LINE): COFFR ACAD GROUP DESC	College of Liberal Arts

Build Proposal
Return to Search

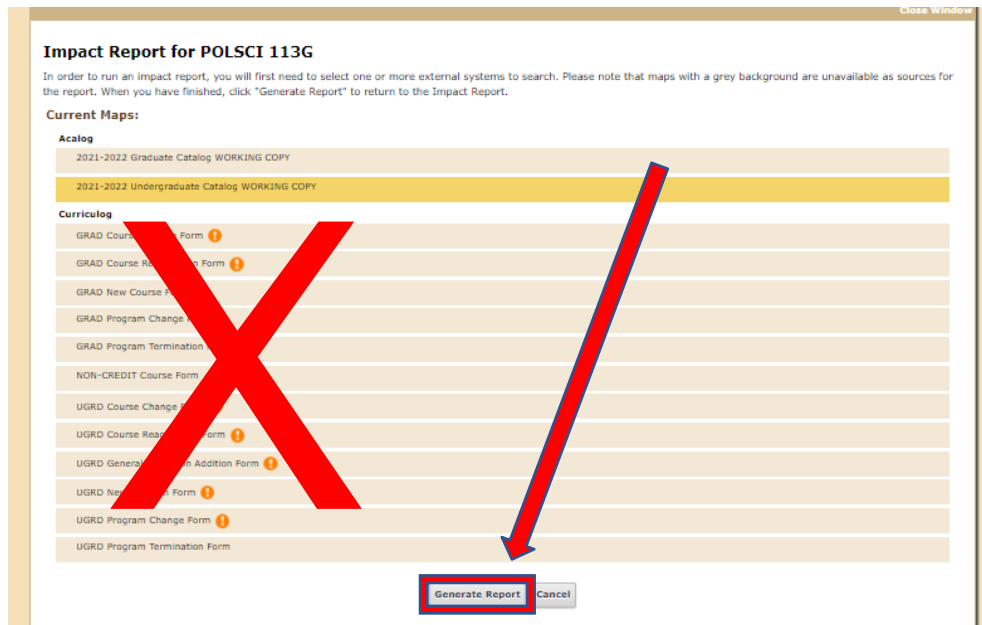
7. Once the form appears with the appropriate information, please fill in or edit as necessary. Specifically:
  - a. Run **Impact Report** by clicking “Run Impact Report” icon in the dark ribbon above instructions:



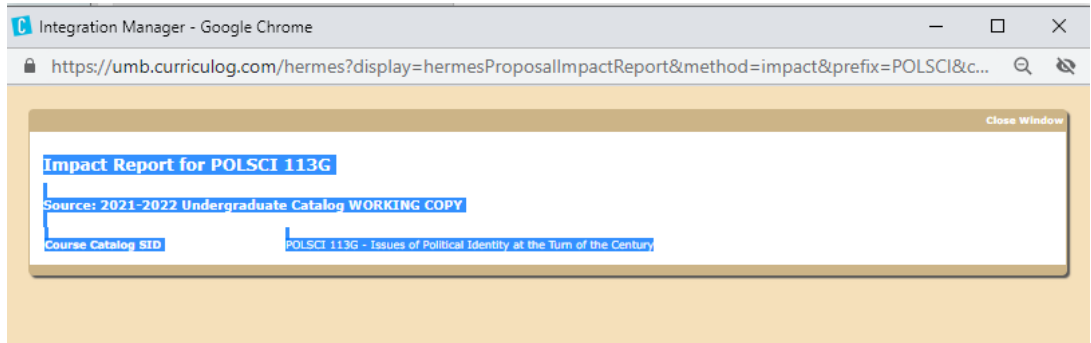
**\*\*Instructions\*\***

1. RUN an *Impact Report* by clicking the icon in the ribbon above. Copy and paste the information into the Impact Report Information text box below.
2. FILL IN all required (marked with an \*) fields.

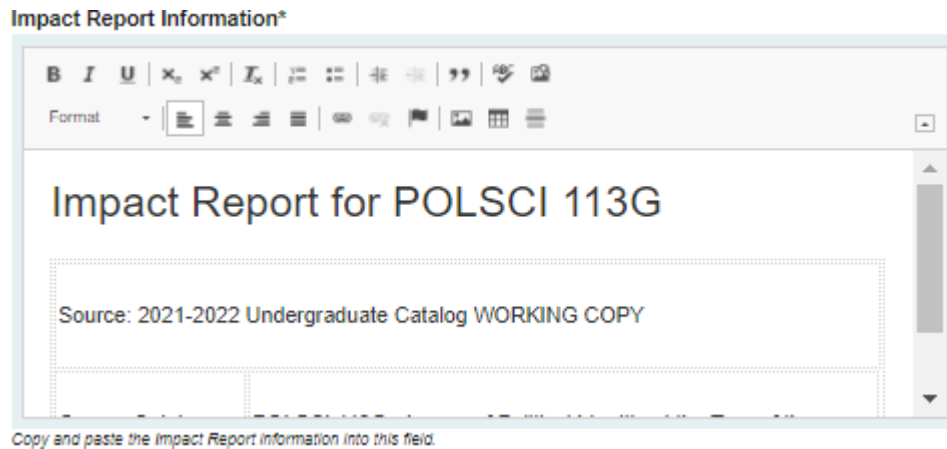
- i. New window pops up, and you should select from the Acalog section the appropriate catalog (undergrad or grad), then click “Generate Report”:



ii. When Impact Report appears in a new window:



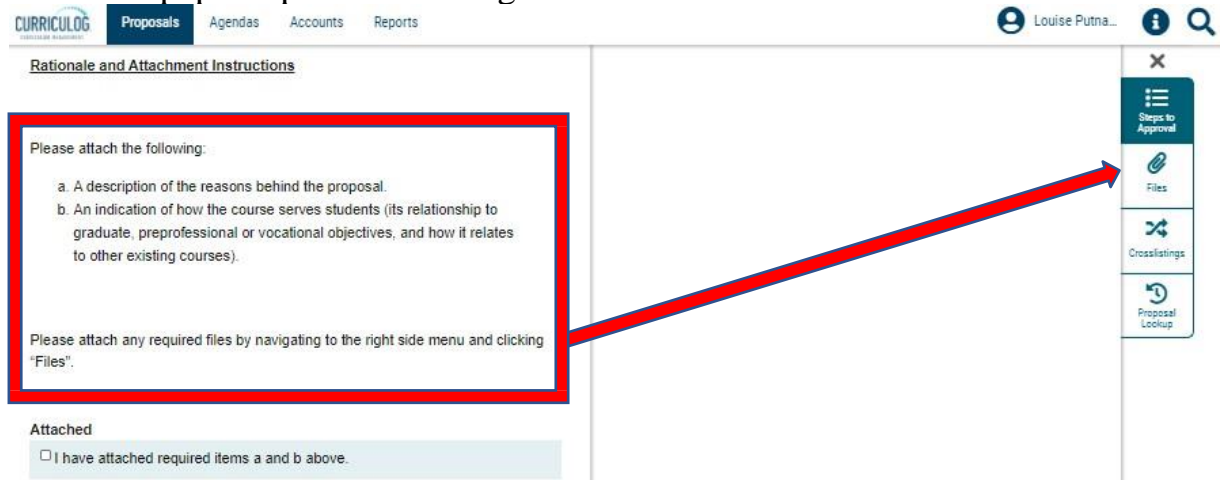
review it (this will show programs and pre-requisites which currently include this course), make note of any information that might require you contact other departments or faculty such as a course being cross-listed or the impact of a program change on another program, then select the entire report and paste it into the window in the form:



Be sure to click “Save All Changes” now and occasionally as you work your way through the form.



- b. Make necessary edits to other fields as needed, noting that \* denotes a required field.
- c. Be sure to attach required rationale and all other necessary documents (such as syllabus, etc.) as indicated near the bottom of the form by clicking the paperclip icon to the right:



**CURRICULOG** | Proposals | Agendas | Accounts | Reports | Louise Putna... | Search

Rationale and Attachment Instructions

Please attach the following:

- a. A description of the reasons behind the proposal.
- b. An indication of how the course serves students (its relationship to graduate, preprofessional or vocational objectives, and how it relates to other existing courses).

Please attach any required files by navigating to the right side menu and clicking "Files".


Attached

I have attached required items a and b above.

Right-hand menu: Steps to Approval, Files, Crosslistings, Proposal Lookup

- d. Add a brief comment in the "Originator Comment" Field to alert readers what changes are being requested in this proposal. This doesn't need to be a restatement of the rationale, but rather something like "change title, description, and pre-reqs" or "change to major requirements" etc.

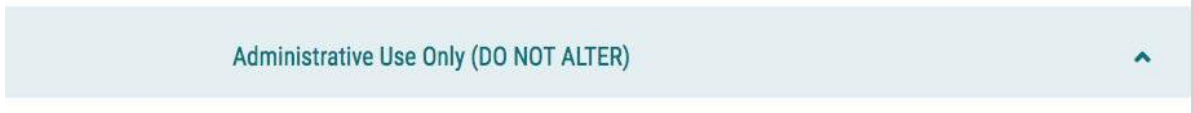
Originator Comment

**B I U** | 

Normal



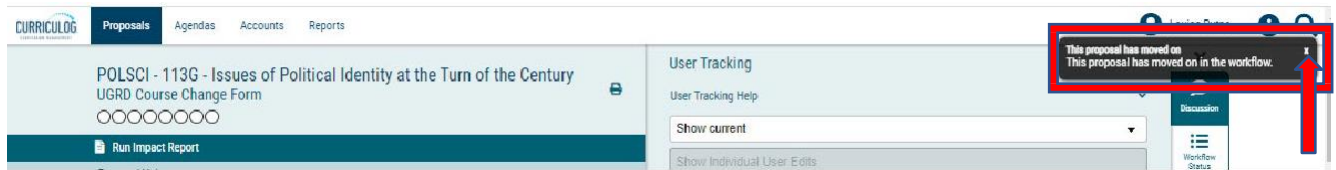
NOTE: Do NOT change any data shown in fields BELOW the “Administrative” line.



e. CLICK “Validate and Launch Proposal”



8. Now the proposal will be “Launched” into the governance workflow- note the black box on the upper right—click the “x” to close the comment box. You, as the originator, are the first step in that process, so you will now see your proposal under “My Tasks” at the top left of the form.



End of this section; Next Job Aid covers the next step of approving proposals which need your attention.