



# Office of Online Learning

## Indian Hills Community College

### Curriculum Management Tutorial – Course Change Form

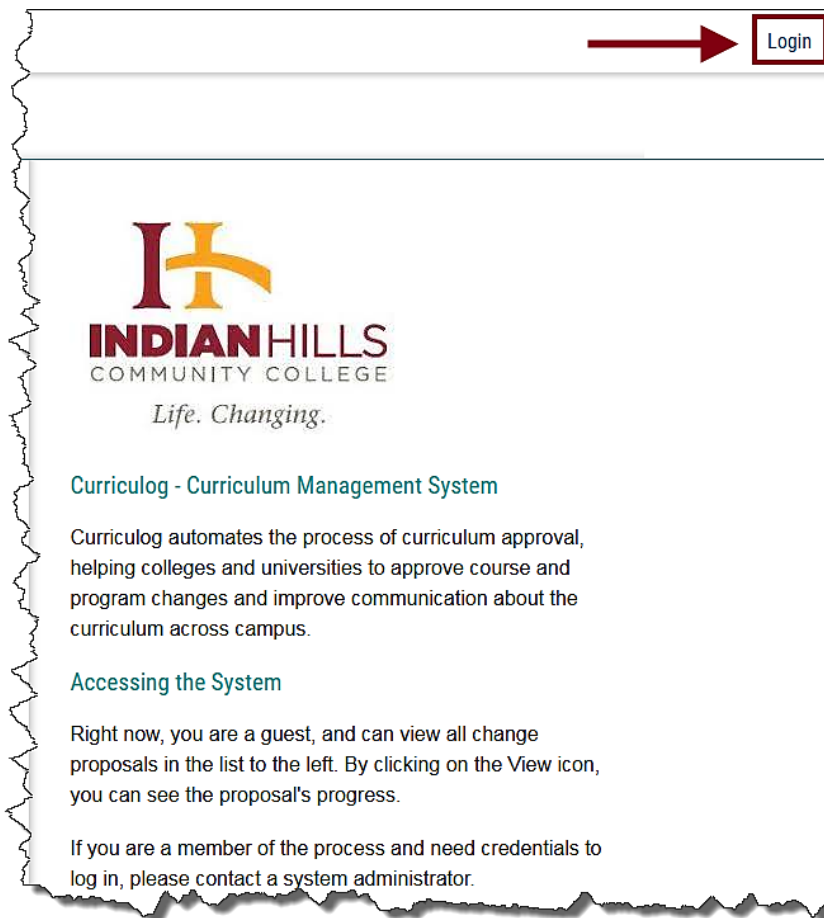
#### How To: Make Revisions to Programs and Courses

**Purpose:** To demonstrate how to log in to Curriculog and create and make changes to Programs and Courses at Indian Hills Community College.

#### Log in to Curriculog

To access the Curriculog, go to: <https://indianhills.curriculog.com/>

This will take you to the “Curriculog” home page. Click “Login.”



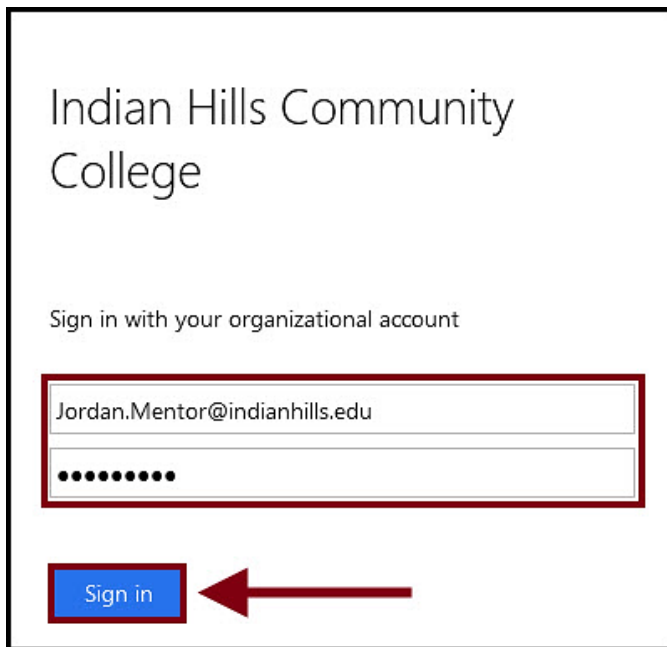
On the “Curriculog” login page, enter your “**Username**” and “**Password**” in the spaces provided.

**Username:** your IHCC email address.

For example, Jordan Mentor’s username is “**Jordan.Mentor@indianhills.edu**”

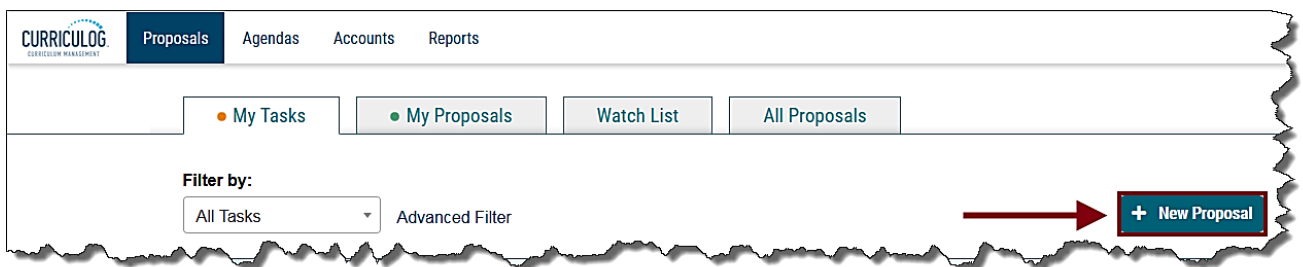
**Password:** your computer login password

Click “**Sign in.**”



You will be taken to the Curriculog home page.

To begin making a Program or Course change, click “**New Proposal.**”



The page that opens lists Processes that include **Program/Course New Form, Program/Course Change Form, Program/Course Deactivation Form, and Notice of Intent.**

**Note:** Only the current catalog year will be available for editing. Also, there are multiple pages of processes, so if you don't see the process you wish to complete, scroll to the bottom and go to the next page.

The screenshot shows the CURRICULOG CURRICULUM MANAGEMENT interface. At the top, there are navigation tabs: Proposals, Agendas, Accounts, and Reports. Below these, there are filter tabs: All Processes (selected), Courses, Programs, and Others. A 'Sort by:' dropdown menu is set to 'Process Title'. The main content area displays a list of processes, each with a title, a progress indicator (circles), and a count of mandatory vs. total items.

| Process Title                                | Progress | Mandatory | Total |
|--|----------|-----------|-------|
| Administrative Change Request Form 2022-2023 | 3/3      | 3         | 3     |
| Course Blocks Modification Form 2022-2023    | 2/3      | 2         | 3     |
| Course Blocks Request Form 2022-2023         | 2/3      | 2         | 3     |
| Course Change Form 2022-2023                 | 4/16     | 4         | 16    |
| Course Deactivation Form 2022-2023           | 4/16     | 4         | 16    |
| Course New Form 2022-2023                    | 4/16     | 4         | 16    |

We will work through the **Course Change Form**.

Find **Course Change Form 2022-2023** and open it by clicking the checkmark icon.


This close-up screenshot shows the 'Course Change Form 2022-2023' entry. It includes the progress indicator (4/16) and a 'Start Proposal' button. A red box highlights a checkmark icon in the bottom right corner of the entry row.

The page that opens has the fields to search for the Course you which to make changes to.

The screenshot shows the CURRICULOG web application interface. At the top, there are navigation tabs: Proposals, Agendas, Accounts, and Reports. Below these are sub-tabs: All Processes, Courses, Programs, and Others. The 'Courses' sub-tab is selected. On the left, a 'Sort by:' dropdown is set to 'Process Title'. Below it, a list of processes is shown, each with a progress indicator (circles) and a checkmark. The processes are: Administrative Change Request Form 2022-2023 (3 mandatory, 3 total), Course Blocks Modification Form 2022-2023 (2 mandatory, 3 total), Course Blocks Request Form 2022-2023 (2 mandatory, 3 total), Course Change Form 2022-2023 (4 mandatory, 16 total), and Course Deactivation Form 2022-2023 (4 mandatory, 16 total). On the right, the 'Course Change Form 2022-2023' form is displayed. It has fields for Prefix, Code, Name, and Source (a dropdown menu). The Source is currently set to 'College Catalog & Student Handbook 2022-2023'. There is a checkbox for 'Exclude previously imported results' and a 'Search' button.

Fill in as much information as you can, then click **Search**.

This is a close-up of the 'Course Change Form 2022-2023' form. The fields are filled out as follows: Prefix is 'SDV', Code is '126', Name is 'Internet and Library Research', and Source is 'College Catalog & Student Handbook 2022-2023'. The 'Exclude previously imported results' checkbox is unchecked. The 'Search' button is highlighted with a red box.

Using the Search Results, select the course by clicking the Preview and Build icon 

### Course Change Form 2022-2023 ✕

**Prefix**

**Code**

**Name**

**Source**

Exclude previously imported results ☐


Search

Show: 20 results ▾

Preview and Build SDV 126 Library and Internet Research

**SDV 126 Library and Internet Research***(previously imported)*

This course introduces the subject of information literacy. Students will learn how to locate, evaluate and synthesize information from library resources and the Internet in an effective and ethical manner. The course will also address common citation formats, plagiarism and copy...



First

Previous

1 ▾

of 1

Go

Next

Last

1 to 1 of 1 results

A summary of the course will open. Review the information provided. If it is the course you wish to make changes to, click **Build Proposal**.

Course Change Form 2022-2023
x

Import Data into your Proposal

| Field Name  | Data Preview   |
|---|--|
| General Catalog Information: Course Type  | Student Development  |
| General Catalog Information: Prefix   | SDV  |
| General Catalog Information: Code   | 126  |
| General Catalog Information: Course Name  | Library and Internet Research  |
| General Catalog Information: Division/Department in Catalog                                       | Academic Services  |
| General Catalog Information: Division   | Academic Services  |
| General Catalog Information: Short Title  | Library and Internet Research  |
| Course Details: Description   | This course introduces the subject of information literacy. Students will learn how to locate, evaluate and synthesize information from library resources and the Internet in an effective and ethical manner. The course will also address common citation formats, plagiarism and copyright issues.  |
| Course Details: Faculty Consent   | No   |
| Course Details: Credits Minimum   | 2.00   |
| This field accepts valid numbers only.  |  |
| Course Details: Credits Maximum   | [no data]  |
| Course Details: Course Fees   | [no data]  |
| Course Details: Lecture Hours   | 32   |
| Course Details: Lab Hours   | [no data]  |
| Course Details: Clinical Hours  | [no data]  |
| Course Details: Co-op Hours   | [no data]  |
| Course Details: Category  | [no data]  |
| Course Requirements: Prerequisite Course(s)   | [no data]  |
| Course Requirements: Corequisite Course(s)  | [no data]  |
| Course Requirements: Pre-Corequisite Course(s)  | [no data]  |
| Course Requirements: Requisite Non-Course   | [no data]  |
| Description   |  |
| Course Outcomes: Student Contribution   | [no data]  |
| Course Outcomes: Evaluation   | Grades will be based on the criteria established for the course. Final grades will be based on the following: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=0-59%.  |
| Course Outcomes: Upon completion of this course students will be able to:                         | formulate a research strategy to find information about a selected topic, find materials in the online catalog, search library online databases for articles and information, use search engines and directories to find information on the World Wide Web, evaluate information sources for accuracy, authority, objectivity, purpose, currency, and appropriateness, demonstrate a basic understanding of plagiarism and copyright as applied to the research process, read and write citations using various citation styles including MLA and APA, |
| Instructor Resources: Provide the Textbook Title, Edition, Year, Author Name, and Publisher/City. | Quaratiello, A. & Devine J., The College students research companion, Edition 5th, New York: Neal-Schuman Publishers, Inc., ~  |
| Instructor Resources: Other Resources   | [no data]  |
| Catalog Manager Section - Please Do Not Modify: Acalog OID  | 90772  |
| Catalog Manager Section - Please Do Not Modify: Status  | Inactive-Hidden  |

Build Proposal

Return to Search

The page that opens has all the steps necessary to change a course, an area to attach supporting documentation, an acknowledgement section, and the final launch submission.

**Note:** All fields marked with an \* must be filled in.

**CURRICULOG**  
CURRICULUM MANAGEMENT

Proposals Agendas Accounts Reports

SDV - 126 - Library and Internet Research  
Course Change Form 2022-2023  
unlaunched

Import Run Impact Report Save All Changes Validate and Launch Proposal

Proposal Help

General Catalog Information

**\*\*Read before you begin\*\***

**IMPORT** curriculum data from the Catalog by clicking in the top left task bar.

**FILL IN** all fields required marked with an \*.

**ATTACH** supporting documentation.

Complete the **Acknowledgement** section.

**LAUNCH** proposal by clicking Validate and Launch at the top. Once the proposal has been launched, approve the proposal to move the proposal forward in the workflow.

Using the screenshots provided, we will step through the definitions of each required field.

**Note:** Because this is a course change form, there will be information populated in the fields already. You will be looking for and making changes to applicable fields.

Review the **Course Type**, **Prefix**, **Code** number, **Course Name**, the **Division/Department in Catalog**, and the **Division**.

The screenshot shows a course change form with a torn paper border. It contains several dropdown menus and text fields. The fields are labeled with asterisks to indicate they are required. The 'Course Type' field is set to 'Student Development'. The 'Prefix' field is set to 'SDV' and the 'Code' field is set to '126'. The 'Course Name' field is set to 'Library and Internet Research'. Below the 'Course Name' field is a horizontal line followed by a paragraph of text. Below the text is another horizontal line. The 'Division/Department in Catalog' field is set to 'Academic Services'. The 'Division' field is also set to 'Academic Services'.

**Course Type\***

Student Development ×

**Prefix\***

SDV ×

**Code\***

126

**Course Name\***

Library and Internet Research

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For Programs for the Arts & Sciences or Academic Program area, select Arts & Sciences or Academic Program as the Department and Division, then select the program area that will need to approve this request at the department level.

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**Division/Department in Catalog\***

Academic Services ×

**Division\***

Academic Services ×



Where applicable, use the drop down menu to complete the **Division/Department in Catalog**, the **Division**, the **Arts & Science or Academic Program Area**, and the **Short Title**.

**Note:** The **Short Title** is the same information that was used in the **Course Name** field from above.

**Division/Department in Catalog\***

Academic Services ×

**Division\***

Academic Services ×

**Arts & Science or Academic Program Area**

Academic Services ×

**Short Title\***

Library and Internet Research

Use the drop down menus to select the **Start Term** and **Start Year**.

**Start Term\***

Select an option

Fall

**Spring**

Summer

Winter

**Start Year\***

Select an option

2022

2023

**Note:** This should be **YES** only if it requires the instructor's permission to enter the class. For example, Music classes would require the instructor to know if the student is at the correct level to get in. Most of our courses on campus would be **NO**.

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Review the **Credits Minimum** and **Credits Maximum**.

**Note:** These should match and be typed with decimal places. There is a warning in red that **This field accepts valid numbers only because of the decimal places**, but it can be ignored.

Enter the **Course Fees** (if any), **Lecture Hours**, **Lab Hours**, **Clinical Hours**, and **Co-Op Hours**.

**Note:** If any of these do not apply to your course, enter a "0."

Use the drop down menu to select the **Academic Year**.

Use the drop down menu to select the **Weeks in length for AS28 purposes**.

**Note:** This defaults to **12** to match our term length.

The screenshot shows a form with the following fields and values:

- Credits Minimum\***: 2.0 (Warning: This field accepts valid numbers only.)
- Credits Maximum**: 2.0
- Course Fees\***: 0
- Lecture Hours\***: 32 (1 credit ~ 16 hours)
- Lab Hours\***: 0 (1 credit ~ 32 hours)
- Clinical Hours\***: 0 (1 credit ~ 48 hours)
- Co-op Hours\***: 0 (1 credit ~ 64 hours)
- Academic Year\***: 2022-2023 \*
- Weeks in length for AS28 purposes\***: 12 x

Select the **Category** and if the course is available to **Use as GenEd Category for CTE Programs**.

**Note:** All Arts & Sciences classes may be used as Gen Ed for CTE Programs.

The screenshot shows the following sections:

- Category \***
  - ☐ Arts & Science
  - ☐ Career & Technical Education
  - ☒ Developmental Courses
- Course Requirements** (with an upward arrow icon)
- Use as GenEd Category for CTE Programs?**
  - ☐ Yes
  - ☒ No

## Requisite Details

In the areas below provide details about any requisites that may be required for this course. Requisites will be provided in one of the following sub-sections:

- Prerequisite
- Corequisite
- Pre-Corequisite
- Non-Course Requisite

### Prerequisite

#### Prerequisite Course(s)

B

I

U

X<sub>1</sub>

X<sub>2</sub>

I<sub>X</sub>

1=

2=

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🔍

Normal

N/A

Enter the prefix, course code and title for each course.

#### List Any Minimum Grade Requirements with the Prerequisite Course(s).

B

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X<sub>1</sub>

X<sub>2</sub>

I<sub>X</sub>

1=

2=

≠

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↻

🔍

Normal

N/A

Ex: ACC 100 min grade A

### Corequisite

#### Corequisite Course(s)

B

I

U

X<sub>1</sub>

X<sub>2</sub>

I<sub>X</sub>

1=

2=

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🔍

Normal

N/A

#### List Any Minimum Grade Requirements with the Corequisite Course(s).

B

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X<sub>1</sub>

X<sub>2</sub>

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Normal

N/A

### Pre-Corequisite

#### Pre-Corequisite Course(s)

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X<sub>1</sub>

X<sub>2</sub>

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Normal

N/A

#### List Any Minimum Grade Requirements with the Pre-Corequisite Course(s).

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Normal

N/A

### Non-Course Requisite

#### Requisite Non-Course Description

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X<sub>2</sub>

I<sub>X</sub>

1=

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🔍

Normal

N/A

**Note:** **Condition** and **Evaluation** are not required fields, but it's highly recommended to fill them in to the best of your knowledge.

Review Student Learning Outcomes (**Upon completion of this course students will be able to:**).

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Review Instructor Resources (**Provide the Textbook Title, Edition, Year, Author Name, and Publisher/City**) and list any **Other Resources** required.

**Instructor Resources**

**Provide the Textbook Title, Edition, Year, Author Name, and Publisher/City.\***

Quaratiello, A. & Devine J., The College students research companion, Edition 5th, New York: Neal-Schuman Publishers, Inc., ~

**Other Resources**

N/A

Complete the **Disability Services/Accommodation** section.

**Note:** While this field is not marked as required, it should be populated automatically. Check with the Academic Standards Administrator to verify the official version if it is blank.

**Disability Services/Accommodation**

Individuals with disabilities who require accommodations or special services should contact IHCC Disability Services for assistance. Services are available to students who need classroom accommodations, interpreters, and/or specialized equipment. Students enrolling in credit programs should make their requests for accommodations at the time they are applying for admission and preferably, no later than six weeks prior to the beginning of each academic term. All student requests are dealt with in a confidential manner. Students should contact the Ottumwa Disabilities Center by calling

The next section contains the **Impact Report, Attachments, & Acknowledgment**. The **Impact Report** must be run according to the instructions provided prior to completing the rest of the fields.

[illegible]

A window will open with instructions to run the Impact Report. Select the external system(s) and click **Generate Report**.

Close Window

### Impact Report for SDV 126

In order to run an impact report, you will first need to select one or more external systems to search. Please note that maps with a grey background are unavailable as sources for the report. When you have finished, click "Generate Report" to return to the Impact Report.

**Current Maps:**

**Acalog**

College Catalog & Student Handbook 2021-2022

College Catalog & Student Handbook 2022-2023

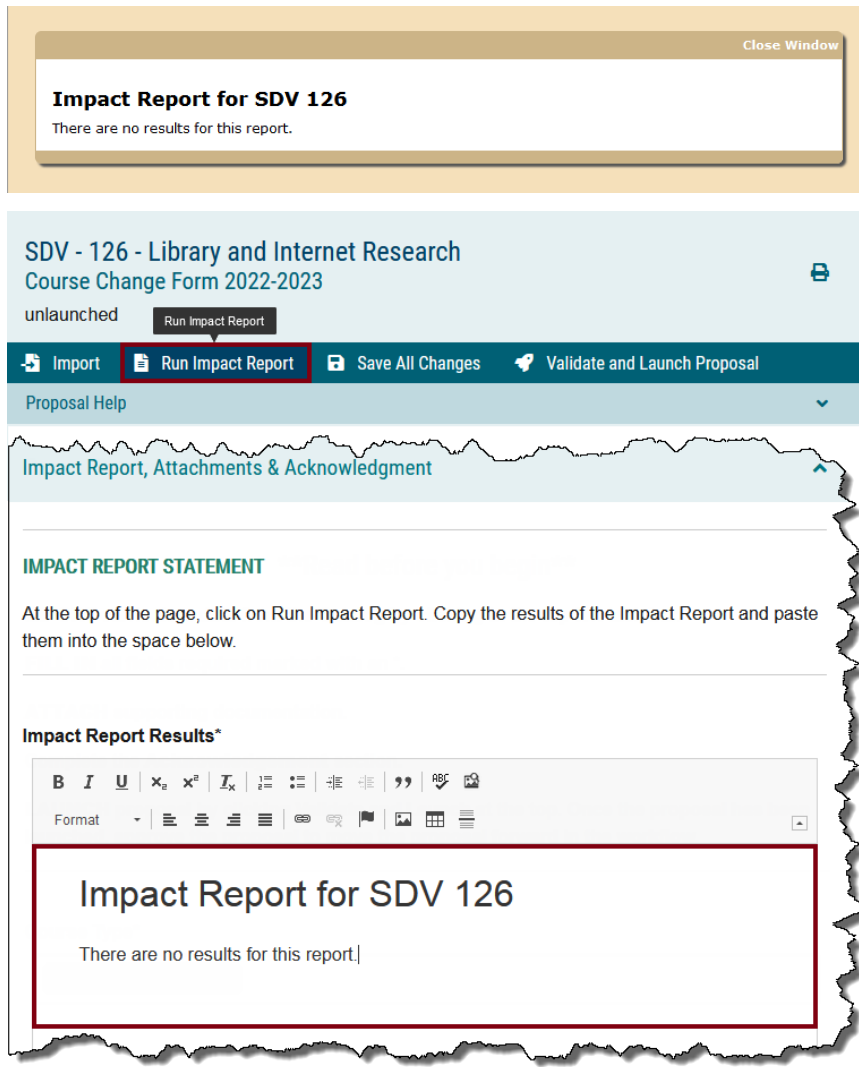
Pre Implementation - College Catalog & Student Handbook 2021-2022 (DO NOT USE)

**Curriculum**

Generate Report

Cancel

Copy and Paste the results into the **Impact Report Results** area.



Close Window

**Impact Report for SDV 126**  
There are no results for this report.

SDV - 126 - Library and Internet Research  
Course Change Form 2022-2023  
unlaunched

Run Impact Report

Import Run Impact Report Save All Changes Validate and Launch Proposal

Proposal Help

Impact Report, Attachments & Acknowledgment

**IMPACT REPORT STATEMENT**

At the top of the page, click on Run Impact Report. Copy the results of the Impact Report and paste them into the space below.

**Impact Report Results\***

B I U x<sub>2</sub> x<sup>2</sup> I<sub>x</sub> 1/2 1/3 1/4 1/5 1/6 1/7 1/8 1/9 1/10 1/11 1/12 1/13 1/14 1/15 1/16 1/17 1/18 1/19 1/20 1/21 1/22 1/23 1/24 1/25 1/26 1/27 1/28 1/29 1/30 1/31 1/32 1/33 1/34 1/35 1/36 1/37 1/38 1/39 1/40 1/41 1/42 1/43 1/44 1/45 1/46 1/47 1/48 1/49 1/50 1/51 1/52 1/53 1/54 1/55 1/56 1/57 1/58 1/59 1/60 1/61 1/62 1/63 1/64 1/65 1/66 1/67 1/68 1/69 1/70 1/71 1/72 1/73 1/74 1/75 1/76 1/77 1/78 1/79 1/80 1/81 1/82 1/83 1/84 1/85 1/86 1/87 1/88 1/89 1/90 1/91 1/92 1/93 1/94 1/95 1/96 1/97 1/98 1/99 1/100 1/101 1/102 1/103 1/104 1/105 1/106 1/107 1/108 1/109 1/110 1/111 1/112 1/113 1/114 1/115 1/116 1/117 1/118 1/119 1/120 1/121 1/122 1/123 1/124 1/125 1/126 1/127 1/128 1/129 1/130 1/131 1/132 1/133 1/134 1/135 1/136 1/137 1/138 1/139 1/140 1/141 1/142 1/143 1/144 1/145 1/146 1/147 1/148 1/149 1/150 1/151 1/152 1/153 1/154 1/155 1/156 1/157 1/158 1/159 1/160 1/161 1/162 1/163 1/164 1/165 1/166 1/167 1/168 1/169 1/170 1/171 1/172 1/173 1/174 1/175 1/176 1/177 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1/1865 1/1866 1/1867 1/1868 1/1869 1/1870 1/1



In the **Attachments & Acknowledgment** section, attach any supporting files necessary by clicking the **Paperclip (Files)** icon. This is not required, but encouraged if you have additional files pertaining to the course being proposed.

Then, check the **Acknowledge box** and the **Attached box** (if files have been attached).

Within the **Catalog Manager Section – Please Do Not Modify**, leave all field as they are. **DO NOT** modify the **Acalog OID** or the **Status** in this area.

Click **Save All Changes**.

The final step in this process is to click **Validate and Launch Proposal**.

The screenshot shows a form with a torn paper border. At the top, a green header reads "ATTACHMENT INSTRUCTION". Below it, a line of text says "Please attach any required files by navigating to the right side menu and clicking 'Files'." followed by a horizontal separator. The "Acknowledge\*" section contains a checked checkbox and the text "I acknowledge that all areas of this proposal have been completed as required for the purpose of this request." The "Attached" section has an unchecked checkbox and the text "I have attached additional documentation to support this request." Below these is a light blue box titled "Catalog Manager Section - Please Do Not Modify" with a small upward arrow icon. Inside this box, the "Acalog OID" field contains the value "90772". The "Status" section has two radio button options: "Active-Visible" (unselected) and "Inactive-Hidden" (selected). At the bottom of the form, there are two buttons: "Save All Changes" with a floppy disk icon, and "Validate and Launch Proposal" with a rocket icon. The "Validate and Launch Proposal" button is highlighted with a red rectangular border.

**ATTACHMENT INSTRUCTION**

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

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**Acknowledge\***

☒ I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.

**Attached**

☐ I have attached additional documentation to support this request.

**Catalog Manager Section - Please Do Not Modify**

**Acalog OID**

90772

**Status**

☐ Active-Visible

☒ Inactive-Hidden

Save All Changes Validate and Launch Proposal

If there are incomplete fields, you will be notified at this time. Click **Show Me**.



Could Not Launch Proposal

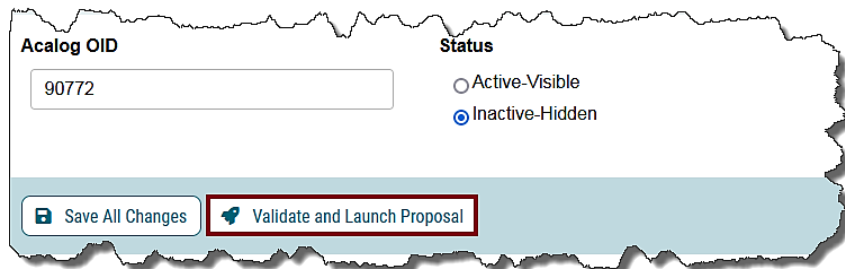
Please correct the following errors before launching the proposal.

Proposal has validation errors

Ok Show Me

This is a screenshot of a web application dialog box titled "Could Not Launch Proposal". It contains a message asking the user to correct errors before launching a proposal. A red banner indicates "Proposal has validation errors". At the bottom, there are two buttons: "Ok" and "Show Me". The "Show Me" button is highlighted with a red border.

Correct any missing information and click **Validate and Launch Proposal** again.



Aalog OID

90772

Status

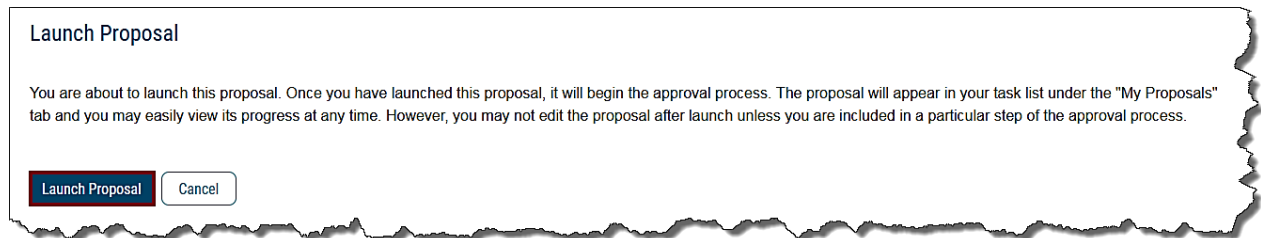
☐ Active-Visible

☒ Inactive-Hidden

Save All Changes Validate and Launch Proposal

This is a screenshot of a web application form. It has two sections: "Aalog OID" with a text input field containing "90772", and "Status" with two radio button options: "Active-Visible" and "Inactive-Hidden". The "Inactive-Hidden" option is selected. At the bottom, there are two buttons: "Save All Changes" and "Validate and Launch Proposal". The "Validate and Launch Proposal" button is highlighted with a red border.

The **Launch Proposal** page will open. "You are about to launch this proposal. Once you have launched this proposal, it will begin the approval process. The proposal will appear in your task list under the "My Proposals" tab and you may easily view its progress at any time. However, you may not edit the proposal after launch unless you are included in a particular step of the approval process." If you are ready to launch the proposal, click **Launch Proposal**.



Launch Proposal

You are about to launch this proposal. Once you have launched this proposal, it will begin the approval process. The proposal will appear in your task list under the "My Proposals" tab and you may easily view its progress at any time. However, you may not edit the proposal after launch unless you are included in a particular step of the approval process.

Launch Proposal Cancel

This is a screenshot of a web application dialog box titled "Launch Proposal". It contains a message informing the user that the proposal is about to be launched and will begin the approval process. It also states that the proposal will appear in the user's task list under the "My Proposals" tab. At the bottom, there are two buttons: "Launch Proposal" and "Cancel". The "Launch Proposal" button is highlighted with a red border.

Congratulations! You have successfully created a **Course Change Proposal** in Curriculog! You can review the course change information and use the dialog screen to track the progress.

Show Individual User Edits

This proposal has moved on  
This proposal has moved on in the workflow.

### Comments

**Curriculog**  
10/12/2021 12:49 pm

has launched this proposal.

**Curriculog**  
10/12/2021 8:38 am

imported from the map College Catalog & Student Handbook 2022-2023 into the following proposal fields: General Catalog Information: Course Type, General Catalog Information: Prefix, General Catalog Information: Code, General Catalog Information: Course Name, General Catalog Information: Division/Department in Catalog, General Catalog Information: Division, General Catalog Information: Short Title, Course Details: Description, Course Details: Faculty Consent, Course Details: Credits Maximum, Course Details: Course Fees, Course Details: Lecture Hours, Course Details: Lab Hours, Course Details: Clinical Hours, Course Details: Co-op Hours, Course Details: Category, Course Requirements: Prerequisite Course(s), Course Requirements: Corequisite Course(s), Course Requirements: Pre-Corequisite Course(s), Course Requirements: Requisite Non-Course Description, Course Outcomes: Student Contribution, Course Outcomes: Evaluation, Course Outcomes: Upon completion of this course students will be able to:, Instructor Resources: Provide the Textbook Title, Edition, Year, Author Name, and Publisher/City., Instructor Resources: Other Resources, Catalog Manager Section - Please Do Not Modify: Acalog OID, Catalog Manager Section - Please Do Not Modify: Status.

+ Add Comment

Reply

Reply

Discussion

Workflow Status

Signatures

Files

Decisions

Custom Route

Crosslistings

Proposal Lookup

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