



# Office of Online Learning

## Indian Hills Community College

### Curriculum Management Tutorial – Course Deactivation Form

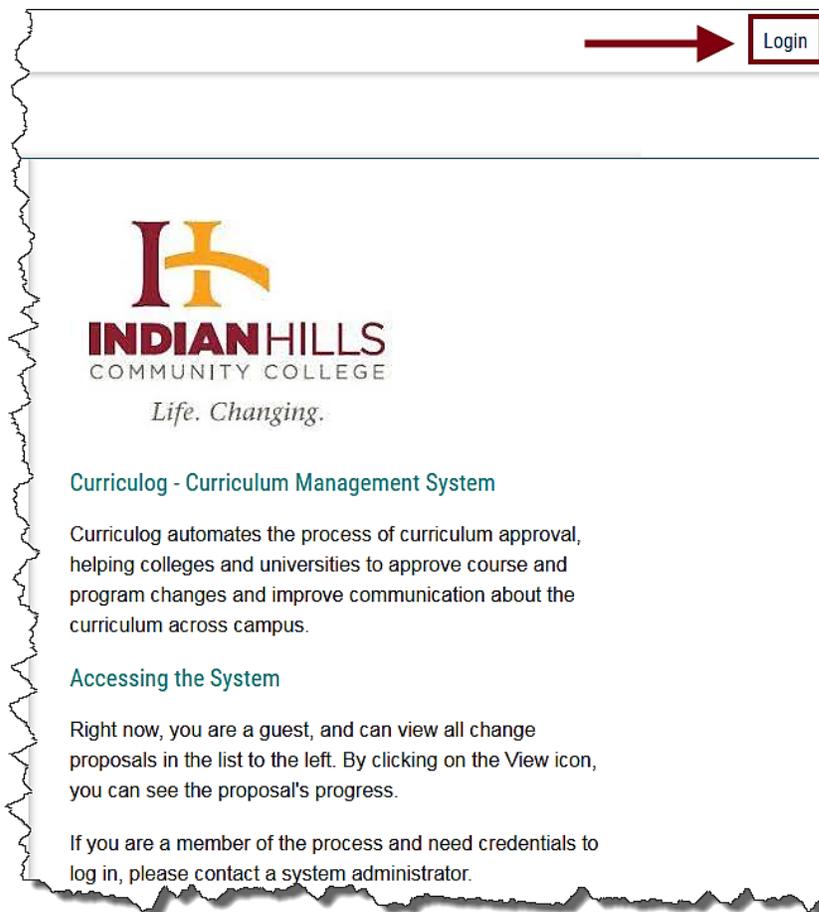
#### How To: Make Revisions to Programs and Courses

**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.”



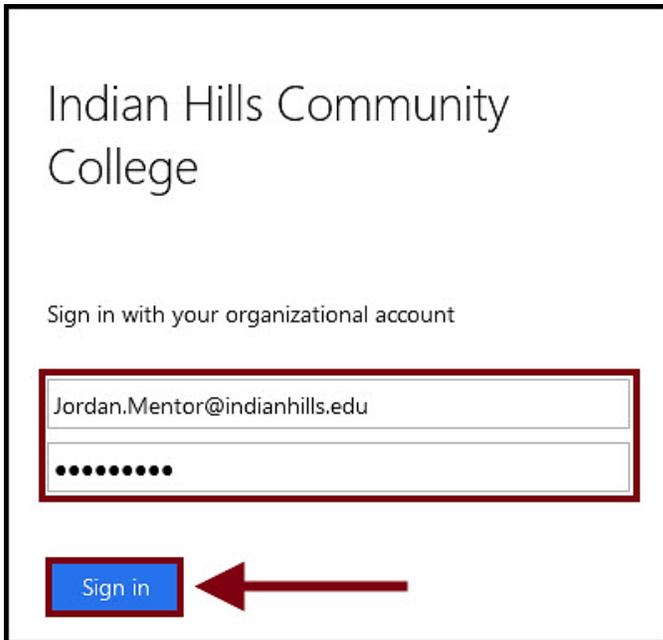
On the “Curriculog” login page, enter your “Username” and “Password” in the spaces provided.

**Username:** your IHCC email address.

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

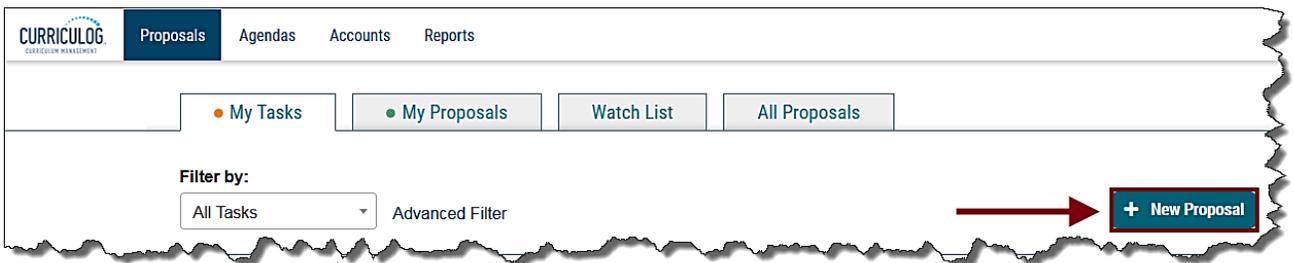
**Password:** your computer login password

Click “Sign in.”



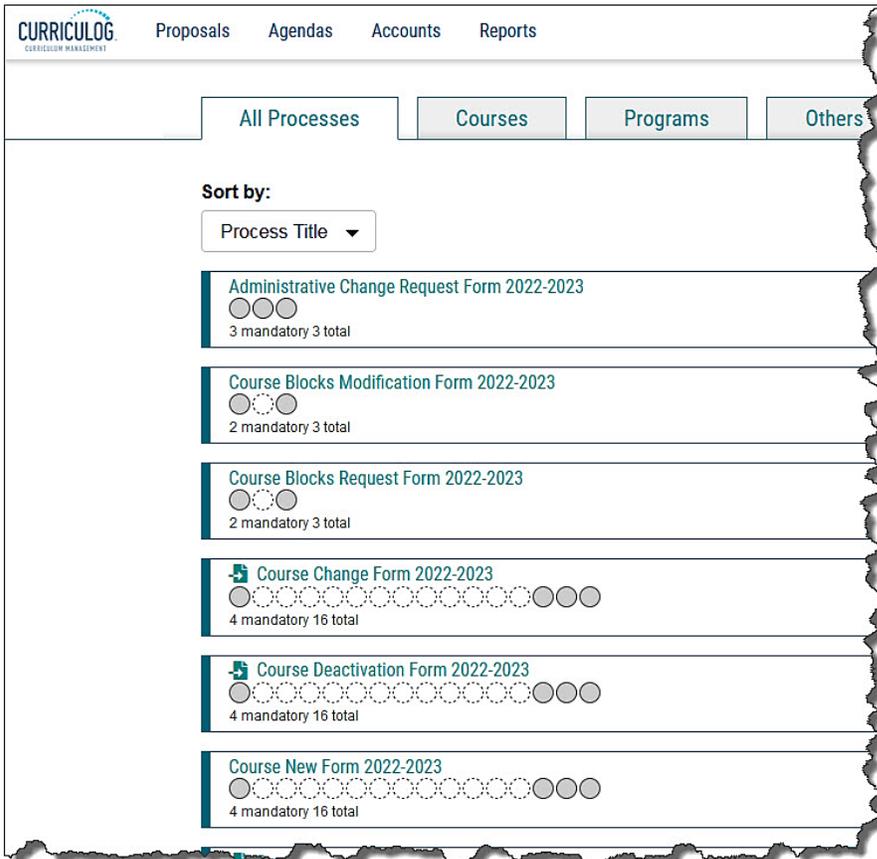
You will be taken to the Curriculog home page.

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.



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

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



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

The screenshot shows the CURRICULOG web application interface. At the top, there are navigation links for 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below this, there are tabs for 'All Processes', 'Courses', 'Programs', and 'Others'. A 'Sort by:' dropdown menu is set to 'Process Title'. A list of processes is displayed, including 'Administrative Change Request Form 2022-2023', 'Course Blocks Modification Form 2022-2023', 'Course Blocks Request Form 2022-2023', 'Course Change Form 2022-2023', and 'Course Deactivation Form 2022-2023'. The 'Course Deactivation Form 2022-2023' is highlighted. To the right, a search form titled 'Course Deactivation Form 2022-2023' is open, with fields for 'Prefix', 'Code', 'Name', and 'Source'. The 'Source' dropdown is set to 'College Catalog & Student Handbook 2022-2023'. There is also 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 view of the 'Course Deactivation Form 2022-2023' search form. The form is titled 'Course Deactivation Form 2022-2023' and has a close button (X) in the top right corner. The fields are filled with the following information: 'Prefix' is 'SDV', 'Code' is '126', 'Name' is 'Internet and Library Research', and 'Source' is 'College Catalog & Student Handbook 2022-2023'. There is a checkbox for 'Exclude previously imported results' which is currently unchecked. A 'Search' button is located at the bottom left of the form.

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

Course Deactivation Form 2022-2023 x

**Prefix**  
SDV

**Code**  
126

**Name**  
Internet and Library Research

**Source**  
College Catalog & Student Handbook 2022-2023

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 deactivate, click **Build Proposal**.

Course Deactivation Form 2022-2023 x

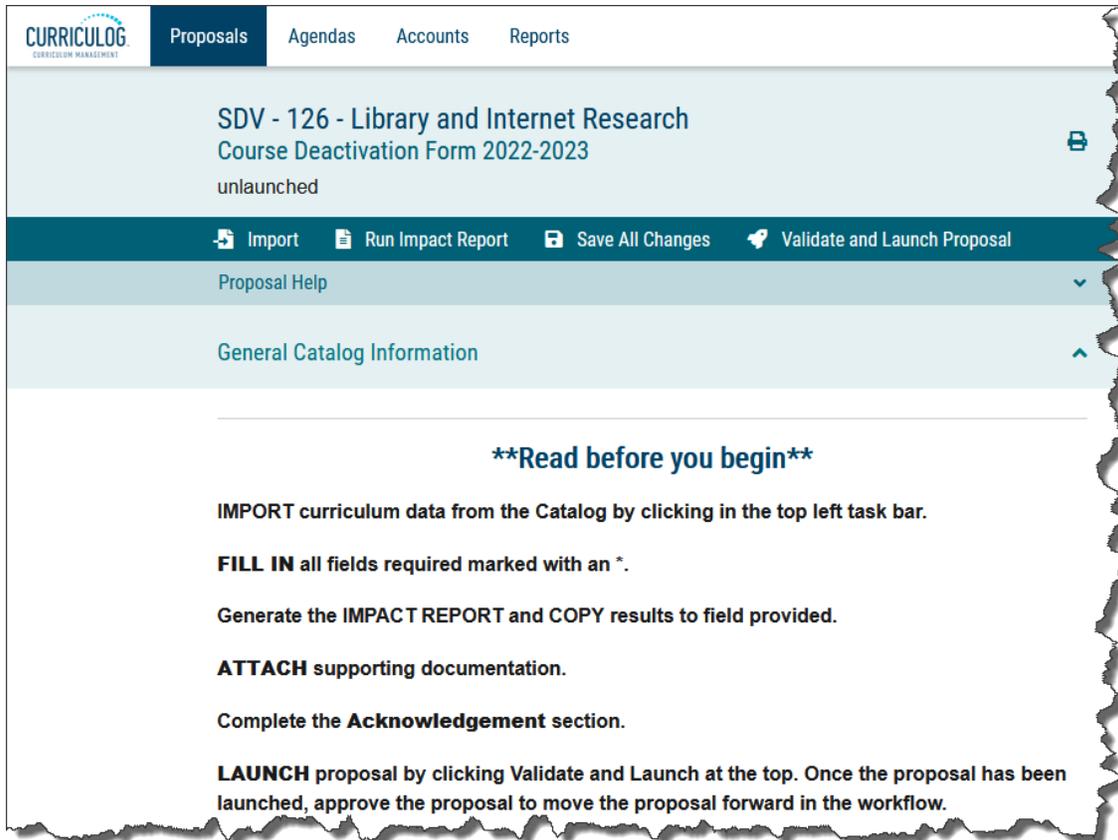
Import Data into your Proposal

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
General Catalog Information: Course End Date	[no data]
General Catalog Information: 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.
Catalog Manager Section - Please Do Not Modify:	90772
Acalog OID	
Catalog Manager Section - Please Do Not Modify:	Inactive-Hidden
Status	

**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**  
COURSE MANAGEMENT

Proposals Agendas Accounts Reports

SDV - 126 - Library and Internet Research  
Course Deactivation 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 \*.

Generate the **IMPACT REPORT** and **COPY** results to field provided.

**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 deactivation 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 form with the following fields and values:

- Course Type\***: Student Development ×
- Prefix\***: SDV ×
- Code\***: 126
- Course Name\***: Library and Internet Research
- Division/Department in Catalog\***: Academic Services ×
- Division\***: Academic Services ×

Below the Course Name field, there is a horizontal line and a paragraph of text: "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." Below this text is another horizontal line.

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

**Note:** The **Short Title** is the same information that was used in the **Course Name** field from above. The **Course End Date** is a required field because this is **Course Deactivation**.

**Division/Department in Catalog\***

Academic Services x

**Division\***

Academic Services x

**Arts & Science or Academic Program Area**

Select an option

**Short Title\***

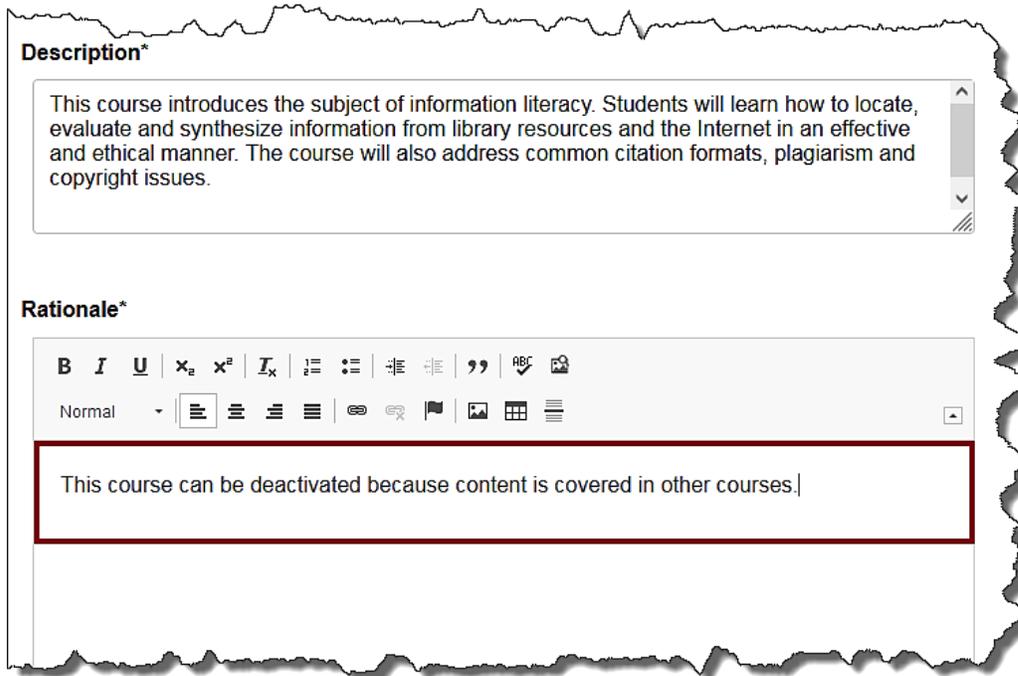
Library and Internet Research

**Course End Date\***

08/31/2023

This field only accepts a valid date (mm/dd/yyyy or mm/dd/yyyy hh:mm:ss).

Review the course **Description** and explain why the course needs to be deactivated (**Rationale**).



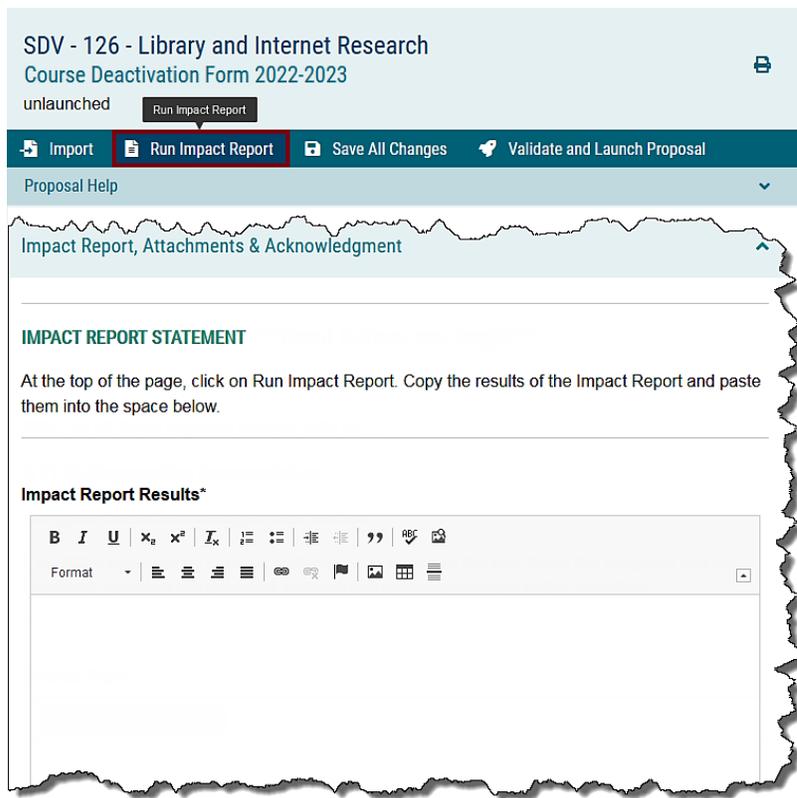
**Description\***

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.

**Rationale\***

This course can be deactivated because content is covered in other courses.

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.



SDV - 126 - Library and Internet Research  
Course Deactivation Form 2022-2023  
unlaunched Run Impact Report

Import Run Impact Report Save All Changes Validate and Launch Proposal

Proposal Help

**Impact Report, Attachments & Acknowledgment**

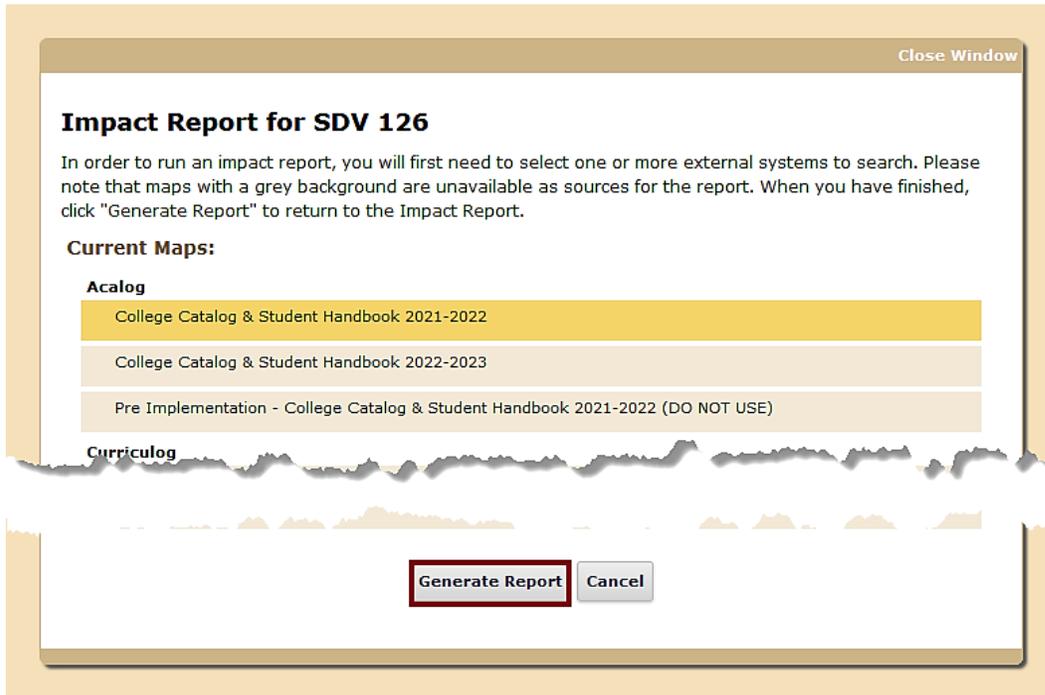
**IMPACT REPORT STATEMENT**

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.

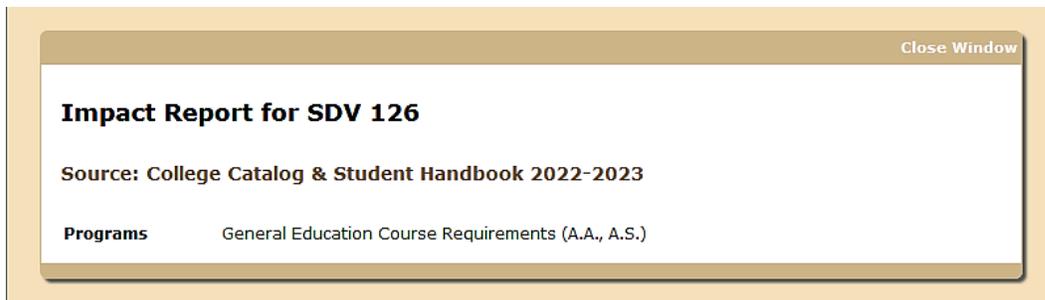
**Impact Report Results\***

Format

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



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





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).

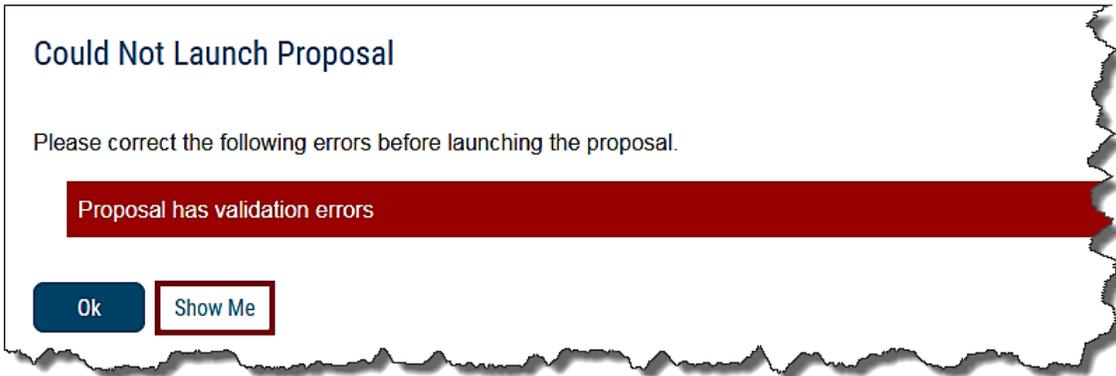
Within the **Catalog Manager Section – Please Do Not Modify**, leave all field as they are. **DO NOT** modify the **Acalog OID** or the **Status** in this area.

Click **Save All Changes**.

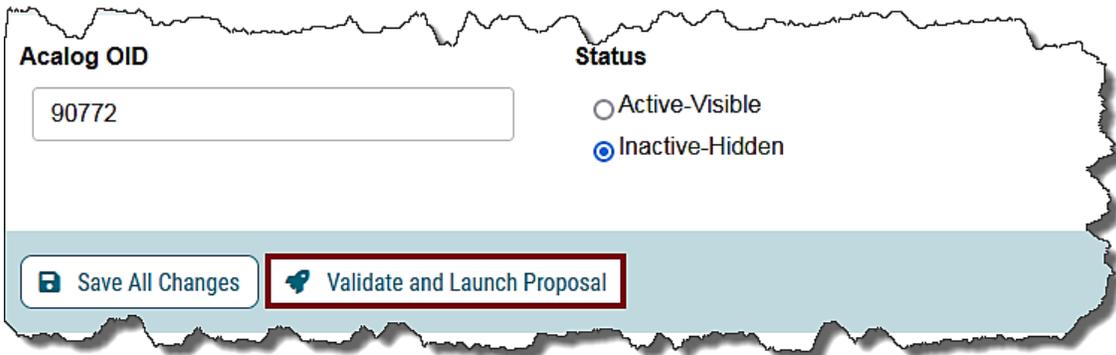
The final step in this process is to click **Validate and Launch Proposal**.

The screenshot shows a form with a torn paper border. At the top, a green header reads "ATTACHMENT INSTRUCTION". Below it, a bold instruction says "Please attach any required files by navigating to the right side menu and clicking 'Files'." A horizontal line separates this from the "Acknowledge\*" section, which 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." Below that is the "Attached" section with an unchecked checkbox and the text "I have attached additional documentation to support this request." A light blue box highlights the "Catalog Manager Section - Please Do Not Modify" area, which contains an "Acalog OID" input field with the value "90772" and a "Status" section with two radio button options: "Active-Visible" (unselected) and "Inactive-Hidden" (selected). At the bottom, two buttons are visible: "Save All Changes" and "Validate and Launch Proposal", with the latter button highlighted by a red border.

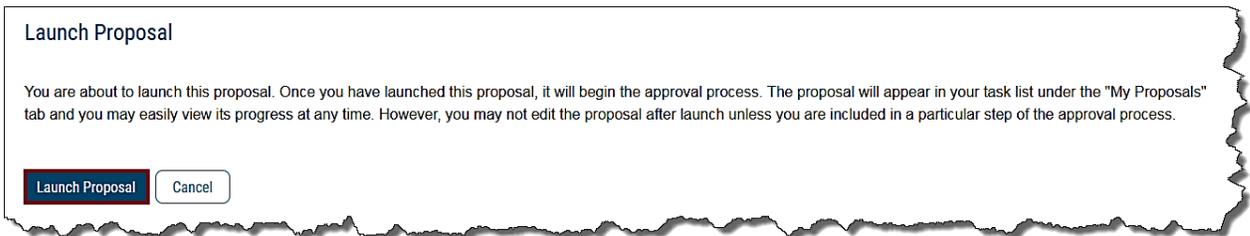
If there are incomplete fields, you will be notified at this time. Click **Show Me**.



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



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**.



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

The screenshot displays the 'User Tracking' section of the Curriculog system. At the top right, a dark notification banner states: 'This proposal has moved on' and 'This proposal has moved on in the workflow.' Below this, the 'User Tracking' header includes a 'User Tracking Help' dropdown menu, a 'Show current' dropdown menu, and a 'Show Individual User Edits' button. The 'Comments' section features an '+ Add Comment' button and two entries from 'Curriculog'. The first comment, dated 10/13/2021 11:34 am, states 'has launched this proposal.' The second comment, dated 10/13/2021 10:56 am, describes the proposal's origin: '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, General Catalog Information: Description, Catalog Manager Section - Please Do Not Modify: Acalog OID, Catalog Manager Section - Please Do Not Modify: Status.' A vertical sidebar on the right contains icons for 'Discussion', 'Workflow Status', 'Signatures', 'Files', 'Decisions', 'Custom Route', 'Crosslistings', and 'Proposal Lookup'.

Looking for more computer tutorials? Please visit: [www.indianhills.edu/tutorials](http://www.indianhills.edu/tutorials).

For technical assistance, please contact the **IT Help Desk**

**Phone:** (641) 683-5333 | **Email:** [helpdesk@indianhills.edu](mailto:helpdesk@indianhills.edu) | **Web:** [www.indianhills.edu/helpdesk](http://www.indianhills.edu/helpdesk)