



Office of Online Learning

Indian Hills Community College

Curriculum Management Tutorial – Course New Form:

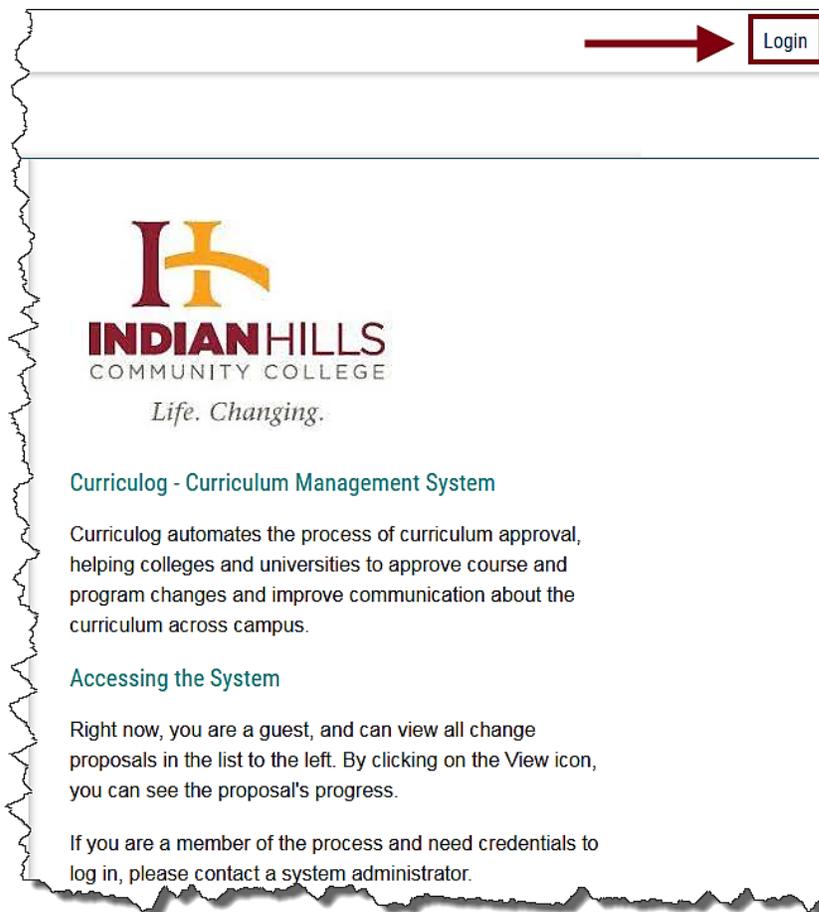
How To: Make Revisions to Programs and Courses

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.”



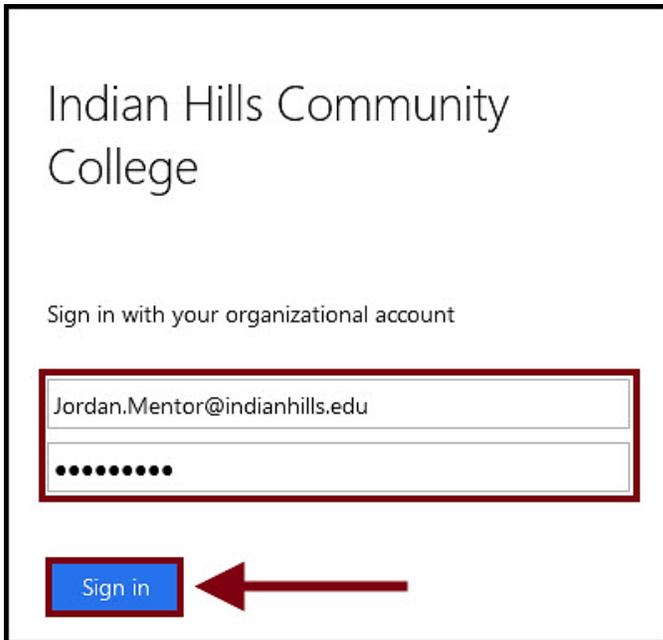
On the “Curriculog” login page, enter your “Username” and “Password” in the spaces provided.

Username: your IHCC email address.

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

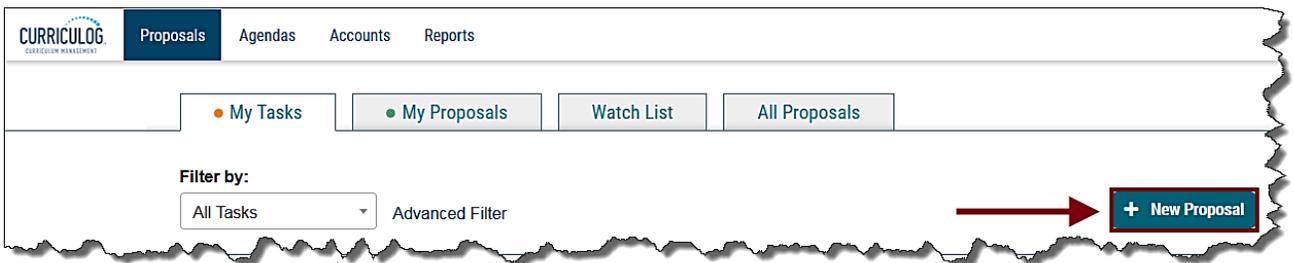
Password: your computer login password

Click “Sign in.”



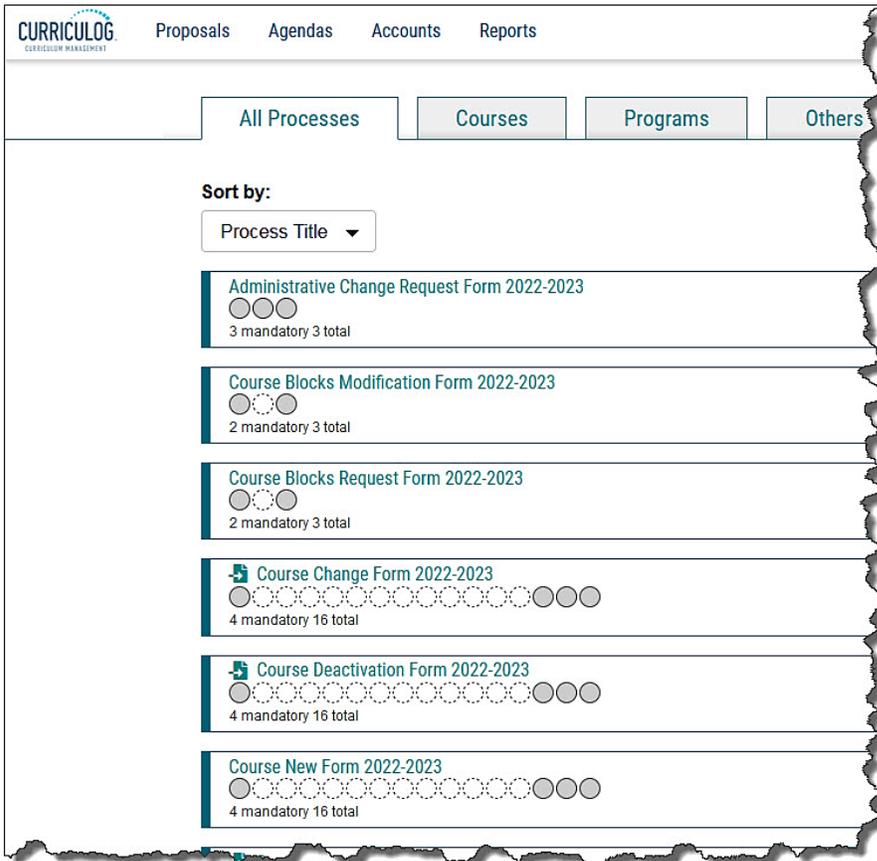
You will be taken to the Curriculog home page.

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



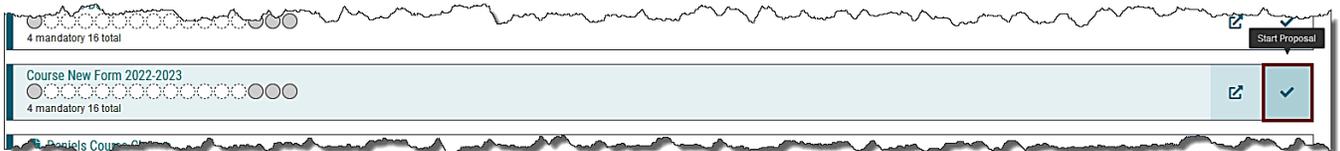
The page that opens lists Processes that include **Program/Course New Form, Program/Course Change Form, Program/Course Deactivation Form, and Notice of Intent.**

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 New Form**.

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



The page that opens has all the steps necessary to create a new 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.
It is a good practice to fill in non-required fields with N/A.

The screenshot shows the CURRICULOG system interface for creating a new proposal. The main header includes 'CURRICULOG' and navigation tabs for 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The page title is 'New Proposal' with subtext 'Course New Form 2022-2023' and 'unlaunched'. A toolbar contains buttons for 'Import', 'Run Impact Report', 'Save All Changes', and 'Validate and Launch Proposal'. A sidebar on the right shows 'Approval Steps' with radio buttons for 'Originator' (selected), 'Participants', and 'Department Chair'. A vertical menu on the far right includes 'Steps to Approval', 'Files', 'Crosslistings', and 'Proposal Lookup'. A prominent warning message reads: '**Read before you begin**'.

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

Use the drop down menu to select the **Course Type**.

This screenshot shows a text box with the instruction: 'If the Prefix or Course Type needed for this request is not available in the lists below, please complete the "New Prefix & Type Form" to request those new types. Once the request has been processed you will be able to resume this proposal.' Below this is a dropdown menu labeled 'Course Type*'. The menu is open, showing a list of options: 'Literature', 'Management', 'Manufacturing', 'Marketing', and 'Mass Media Studies'. The 'Literature' option is highlighted with a red box.

Use the drop down menu to select the **Prefix**. Then, type in the **Code** number.

This screenshot shows the 'Course Type*' field with 'Literature' selected. Below it are the 'Prefix*' and 'Code*' fields. The 'Prefix*' dropdown menu is open, showing options: 'LEO', 'LIT', 'MAP', and 'MAT'. The 'LIT' option is highlighted with a red box. The 'Code*' text box contains the number '100', which is also highlighted with a red box.

Type in the **Course Name**.

Course Type*
Literature x

Prefix* LIT x **Code*** 100

Course Name*
Basic Literature Concepts

Use the drop down menu to select the **Division/Department in Catalog**.

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.

Division/Department in Catalog*

- Select an option
- Education
- Emergency Medical Services
- English/Humanities
- Health Informatics
- Health Sciences-Related Programs

Use the drop down menu to select the **Division**.

Division/Department in Catalog*
English/Humanities x

Division*

- Select an option
- Academic Services
- Advanced Technologies
- Arts and Sciences
- Health Sciences

Use the drop down menu to select the **Arts & Science** or **Academic Program Area**.

Division/Department in Catalog*

English/Humanities x

Division*

Arts and Sciences x

Arts & Science or Academic Program Area

Select an option

- Education
- English/Humanities
- Math
- Science
- Sports Medicine

Type in the **Short Title**.

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

Division/Department in Catalog*

English/Humanities x

Division*

Arts and Sciences x

Arts & Science or Academic Program Area

English/Humanities x

Short Title*

Basic Literature Concepts

Use the radial buttons to select Yes or No for **Faculty Consent**.

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**.

Enter the **Credits Minimum** and **Credits Maximum**.

Note: These should match and be typed with decimal places.

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:

- Faculty Consent:** Radio buttons for Yes (selected) and No.
- Credits Minimum*:** Text input field containing 3.0.
- Credits Maximum:** Text input field containing 3.0.
- Course Fees*:** Text input field containing 0.
- Lecture Hours*:** Text input field containing 48. Below it is the text "1 credit ~ 16 hours".
- Lab Hours*:** Text input field containing 0. Below it is the text "1 credit ~ 32hours".
- Clinical Hours*:** Text input field containing 0. Below it is the text "1 credit ~ 48 hours".
- Co-Op Hours*:** Text input field containing 0. Below it is the text "1 credit ~ 64 hours".
- Academic Year*:** Dropdown menu showing "2022-2023" with a close icon.
- Weeks in length for AS28 purposes*:** Dropdown menu showing "12".

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

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

- Category*:** Radio buttons for Arts & Science (checked), Career & Technical Education, and Developmental Courses.
- Course Requirements:** A section header with a blue background and an upward arrow.
- Use as GenEd Category for CTE Programs?:** Radio buttons for Yes (selected) and No.

Complete the **Student Contribution** (items or attributes that will contribute to a student’s ability to be successful in the course) and **Evaluation**.

Note: These are not required fields, but it’s highly recommended to fill them in.

The screenshot shows a web interface for 'Course Outcomes'. It features two text input areas, each with a rich text editor toolbar above it. The first area, titled 'Student Contribution', contains the following text: 'Each student should actively participate in all classroom. It will be helpful to study the text and other study materials prior to classroom activities. Performance is part of evaluation. There will be outside assignments that will follow the text and other materials provided by the instructor. Each student should read the text/material assigned prior to discussion.' The second area, titled 'Evaluation', contains the text: 'Final grades will be based on the following percentages: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=0-59%.'

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

Note: Please use consistent formatting as follows:

1. Apply literary terminology to fiction, drama, and poetry.
2. Recognize the main elements.

In the example, type in number, period, space, capitalize the outcome, end with a period.

The screenshot shows a web interface for 'Course Student Learning Outcomes'. It features a text input area with a rich text editor toolbar above it. The text inside the box reads: 'At the completion of this course, students will be able to:' followed by a numbered list: '1. Apply literary terminology to fiction, drama, and poetry.', '2. Recognize the main elements of different literary genres and assess their significance.', '3. Analyze different genres of literature, particularly short stories, novels, drama, and poetry.', and '4. Identify a literary text's main themes and make reasonable assertions about their meaning.'

Enter 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.*

Studying English Literature and Language: An Introduction and Companion, 3rd Edition, 2021, Rob Pope, Routledge/New York.

Other Resources

N/A

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

Note: This field is not required and will be populated automatically later in the process.

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

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).

Under **Status**, select **Active-Visible** if the course will be active right away, or **Inactive-Hidden** if the course should not be visible.

Finally, click **Save All Changes**.

The screenshot shows the 'Attachments & Acknowledgment' section of a form. On the right side, there is a vertical menu with icons for 'Steps to Approval', 'Files', 'Crosslistings', and 'Proposal Lookup'. The 'Files' icon is highlighted with a red box. Below the menu, the form contains the following elements: an 'ATTACHMENT INSTRUCTION' section with the text 'Please attach any required files by navigating to the right side menu and clicking "Files".'; an 'Acknowledge*' section with 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.'; an 'Attached' section with a checked checkbox and the text 'I have attached additional documentation to support this request.'; a 'Catalog Manager Section - Please Do Not Modify' header; a 'Status*' section with two radio buttons, 'Active-Visible' (selected) and 'Inactive-Hidden', both highlighted with red boxes; a note below the status section stating 'This is used for the Colleague status.'; and a bottom bar with two buttons: 'Save All Changes' (highlighted with a red box) and 'Validate and Launch Proposal'.

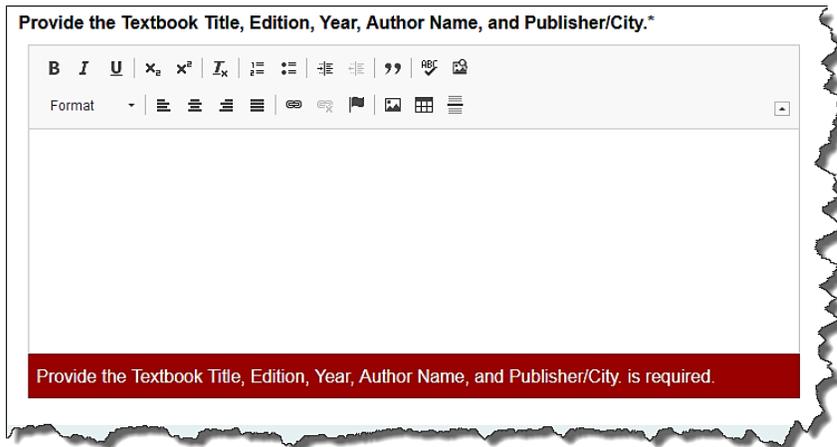
The final step in this process is to click **Validate and Launch Proposal**.

The screenshot shows a close-up of the 'Catalog Manager Section - Please Do Not Modify' header and the 'Status*' section. The 'Active-Visible' radio button is selected and highlighted with a red box. Below the status section is the note 'This is used for the Colleague status.'. At the bottom, there are two buttons: 'Save All Changes' and 'Validate and Launch Proposal', with the latter highlighted by a red box.

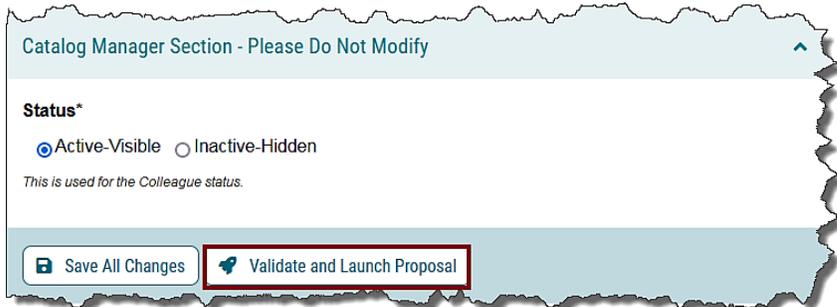
If there are incomplete fields, you will be notified at this time. Click **Show Me**.



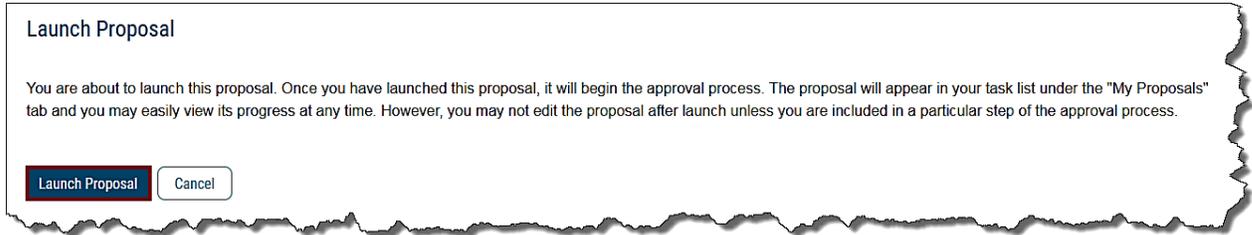
You will be directed to sections that are incomplete.



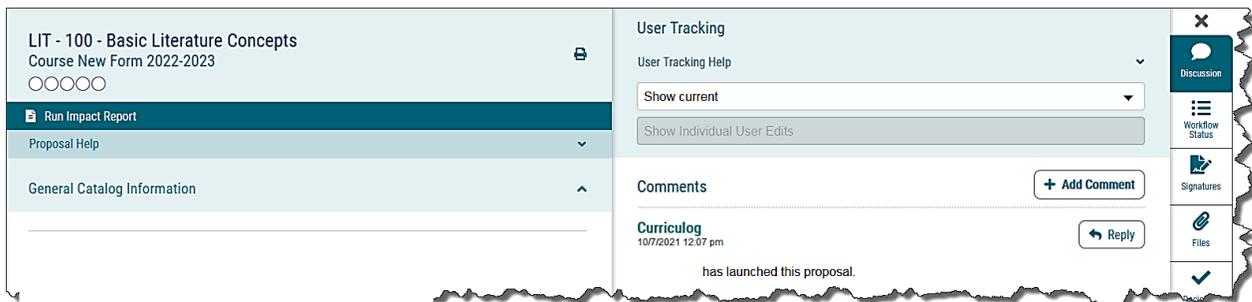
Correct any missing information and click **Validate and Launch Proposal** again.



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 **New Course Proposal** in Curriculog! You can use the dialog screen to track the progress.



Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

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

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