



Office of Online Learning

Indian Hills Community College

Curriculum Management Tutorial – Program Modification Request Form using the Import Function:

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.”



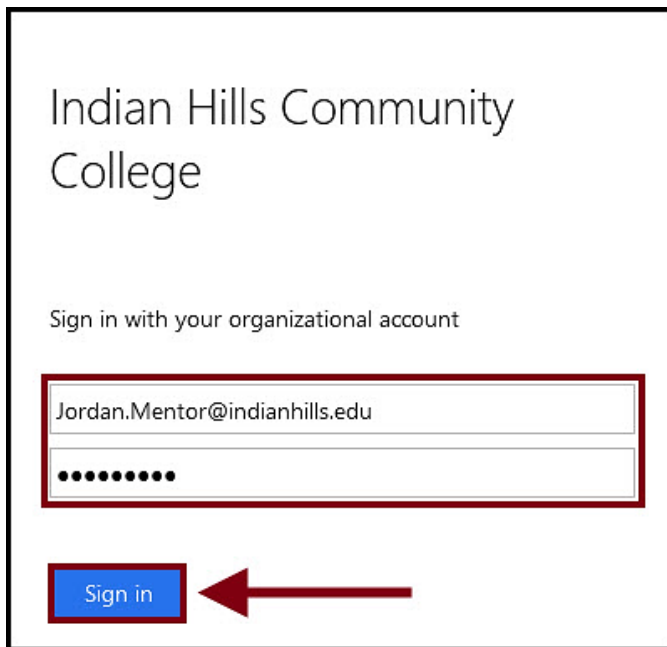
On the “Curriculog” login page, enter your “**Username**” and “**Password**” in the spaces provided.

Username: your IHCC email address.

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

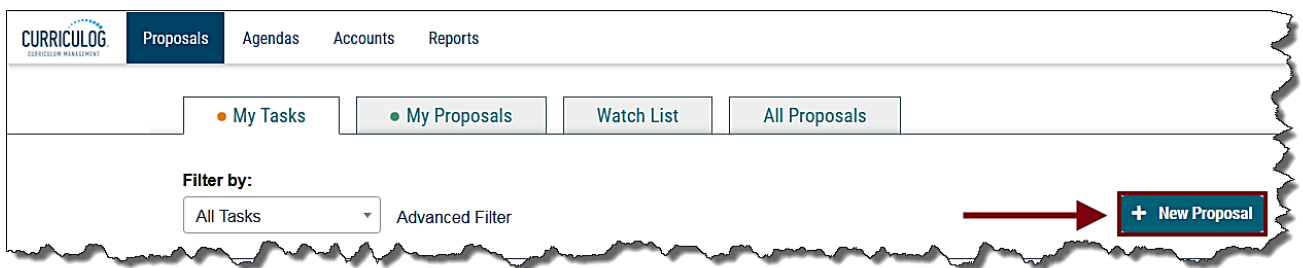
Password: your computer login password

Click “**Sign in.**”



You will be taken to the Curriculog home page.

To begin a 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 four buttons: All Processes (selected), Courses, Programs, and Others. A 'Sort by:' dropdown menu is set to 'Process Title'. The main content area lists several processes, each with a title, a progress indicator (circles), and a count of mandatory vs. total items:

- 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
- Course Deactivation Form 2022-2023: 4 mandatory 16 total
- Course New Form 2022-2023: 4 mandatory 16 total

We will work through the **Program Modification Request Form**.

Find **Program Modification Request Form 2022-2023** and open it by clicking the checkmark icon.

This is a close-up of the 'Program Modification Request Form 2022-2023' entry from the previous screenshot. It shows the progress indicator (4 mandatory 16 total) and two icons on the right: a checkmark icon (highlighted with a red box) and a 'Start Proposal' button.

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

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

The screenshot shows the CURRICULOG web application interface. At the top, there are navigation tabs: 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The main header area displays 'New Proposal 10/21/2021 10:43 am', 'Program Modification Request Form 2022-2023', and 'unlaunched'. Below this, there is a toolbar with buttons: 'Import', 'Save All Changes', and 'Validate and Launch Proposal'. A dropdown menu is open, showing 'Proposal Help' and 'Program Details'. On the right side, there is an 'Approval Steps' section with a progress indicator. The steps listed are: 'Originator' (Incomplete), 'Participants' (Step Details), 'Department Chair' (Not Applicable), and 'Dept Chair' (Not Applicable). A sidebar on the far right contains icons for 'Steps to Approval', 'Files', 'Crosslistings', and 'Proposal Lookup'. A prominent message at the bottom of the main content area reads: '**Read before you begin**'.

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

You must select the Type of Program before you are able to complete other steps. The type will either be a stand-alone **Program** or a **Shared Core**.

Note: If you attach a Shared Core to a program, you won't be able to edit the Shared Core within the program. It would require a separate proposal to make changes to the Shared Core. Changes to a Shared Core will impact all programs that it is attached to. At this time, no programs have a Shared Core.

This screenshot shows a section titled '**Read before you begin**'. Below the title, it says 'Select Program below as the Type of Program before importing curriculum data.' There is a light blue box labeled 'Type of Program*' containing two radio button options: 'Program' (which is selected) and 'Shared Core'.

Next, since we are making a change to an existing program, we will use the **Import** function to populate the field. To begin, click **Import**.

This screenshot shows the 'New Proposal' form with the title 'Program Modification Request Form 2022-2023' and status 'unlaunched'. The toolbar at the bottom of the form has three buttons: 'Import', 'Save All Changes', and 'Validate and Launch Proposal'. The 'Import' button is highlighted with a red rectangle. Below the toolbar is a 'Proposal Help' link.

The **Integration Manager** window will open.

To **Import Data Into Your Proposal**, you must select an external system from which you would like to import curriculum data.

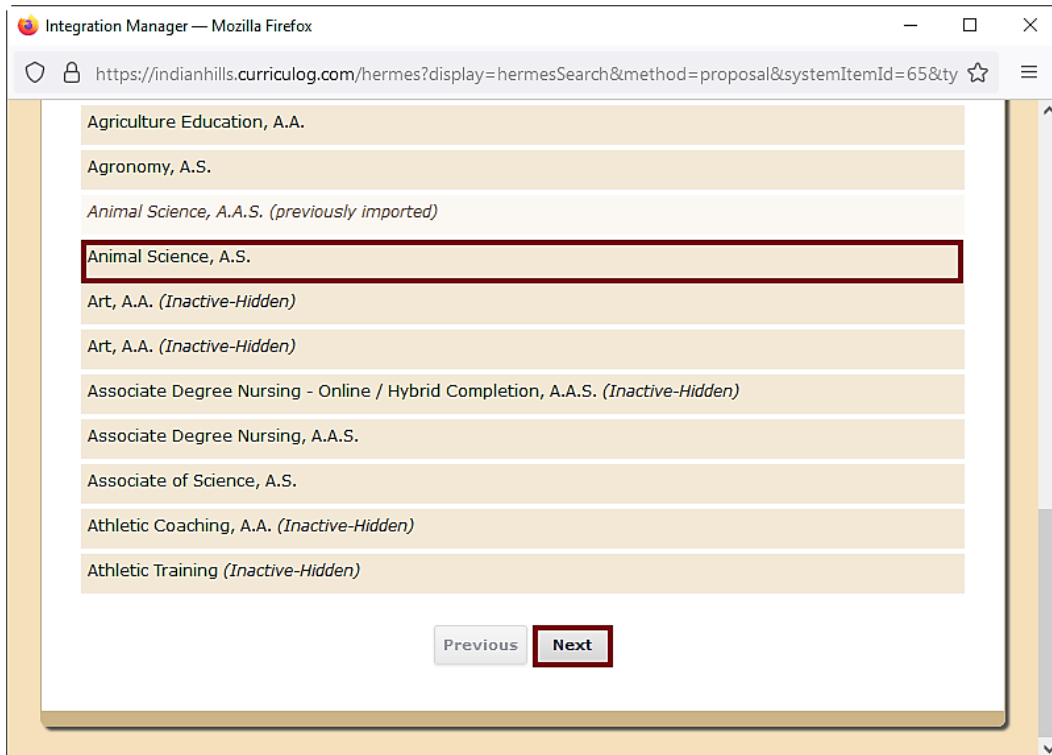
Select **Acalog: College Catalog & Student Handbook 2022-2023**.

The screenshot shows a web browser window titled "Integration Manager — Mozilla Firefox". The address bar displays the URL: <https://indianhills.curriculog.com/hermes?display=hermesAvailableLegend&method=proposal&systemItem1>. The main content area has a title "Import Data Into Your Proposal" and a subtitle "Select an external system from which you would like to import curriculum data." Below this, a text box contains the selected system: "Acalog: College Catalog & Student Handbook 2022-2023". A "Cancel Import" button is located at the bottom right of the form.

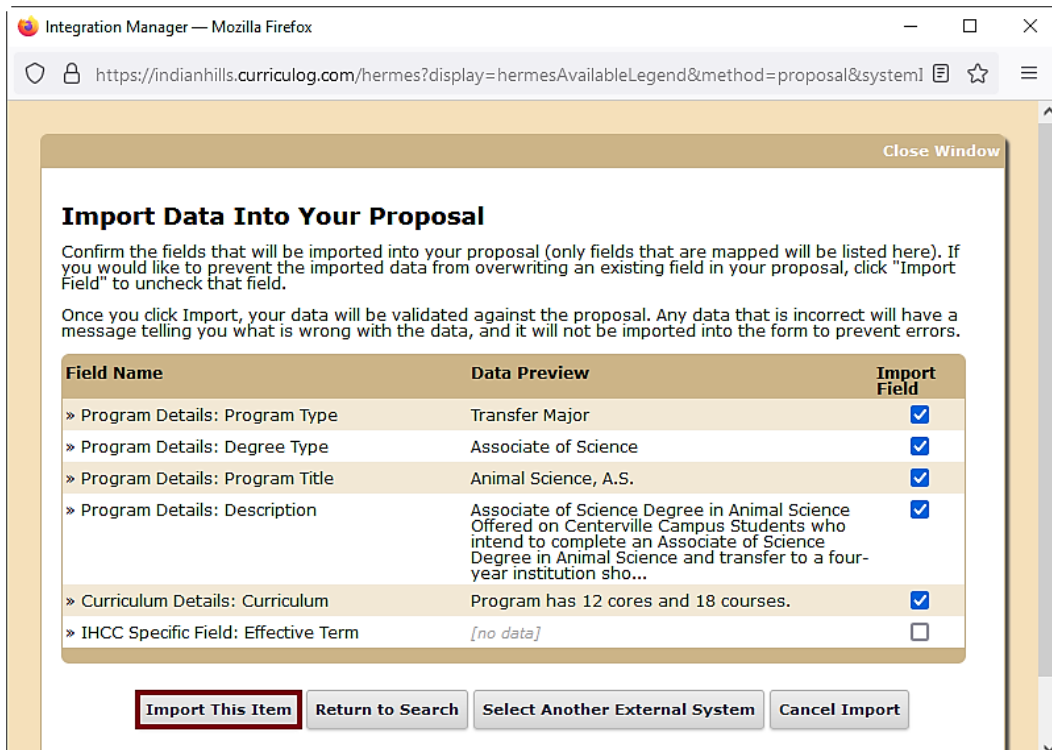
You may choose to **Filter Programs** using the fields available, or click **Search Available Curriculum** to bring up all programs in Acalog.

The screenshot shows a web browser window titled "Integration Manager — Mozilla Firefox". The address bar displays the URL: <https://indianhills.curriculog.com/hermes?display=hermesSearch&method=proposal&systemItemId=65&ty>. The main content area has a title "Search College Catalog & Student Handbook 2022-2023" and a subtitle "Using the faceted search below, locate the course or program you would like to import into this proposal." Below this, there is a "Filter Programs" section with a "Search all programs" label. A dropdown menu labeled "Or add filter" is set to "Filter by field". Below the dropdown, there are three input fields: "Start Date:", "End Date:", and "Sort Results By:". The "Sort Results By:" field is set to "Name X". There is also a checkbox labeled "Exclude previously imported items". At the bottom, there are three buttons: "Search Available Curriculum" (highlighted with a red box), "Select Another External System", and "Cancel Import".

Scroll through the results to find the **Program** you wish to make changes to. You may need to click **Next** until your **Program** shows on the list.

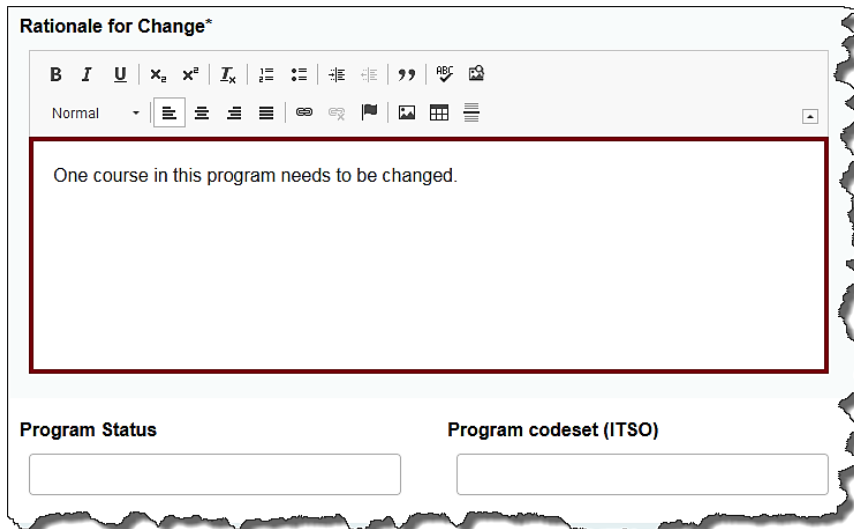


After clicking the Program Title, a screen will load titled **Import Data Into Your Proposal**. Leave the default fields checked and click **Import This Item**.



Review the imported Program information, and complete any fields marked with an * that are not filled in.

Complete the **Rationale for Change**. **Program Status** and **Program codeset (ITSO)** can be left blank. Program Status will be **ACTIVE** for all current programs. The ITSO codes need to be included which were determined when the program was first created. ITSO codes are a four two-digit combination. **For example:** Business Specialist would be 03 02 11 03. If they are missing please contact the Chief Academic Officer's office for help.



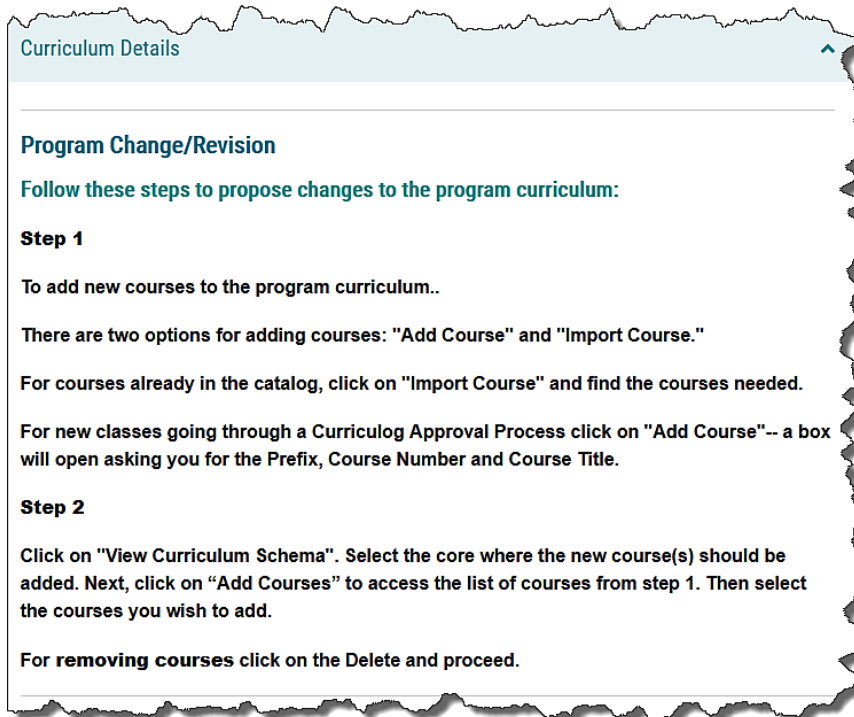
Rationale for Change*

One course in this program needs to be changed.

Program Status

Program codeset (ITSO)

Review the **Curriculum Details** before proceeding to the Curriculum section.



Curriculum Details

Program Change/Revision

Follow these steps to propose changes to the program curriculum:

Step 1

To add new courses to the program curriculum..

There are two options for adding courses: "Add Course" and "Import Course."

For courses already in the catalog, click on "Import Course" and find the courses needed.

For new classes going through a Curriculum Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.

Step 2

Click on "View Curriculum Schema". Select the core where the new course(s) should be added. Next, click on "Add Courses" to access the list of courses from step 1. Then select the courses you wish to add.

For removing courses click on the Delete and proceed.

We will begin on the **View Curriculum Courses** tab. There are two ways to change Courses in the **Curriculum: Add Course** or **Import Course**. Because this is a **Program Change/Revision**, you can also remove courses from the curriculum. We will look at each method.

Curriculum*

View Curriculum Courses

View Curriculum Schema

Preview Curriculum

AGS - 113 - Survey of the Animal Industry	
AGS - 226 - Beef Cattle Science	
BIO - 120 - General Biology 1D	
BIO - 121 - General Biology IID	
BIO - 122 - General Biology IIID	
CSC - 110 - Introduction to Computers	
ECN - 130 - Principles of Microeconomics	
ENG - 105 - Composition I	
ENG - 106 - Composition II	
HIS - 110 - Western Civilization: Ancient to Early Modern	
HIS - 111 - Western Civilization: Early Modern to Present	
HIS - 151 - U.S. History to 1877	
HIS - 152 - U.S. History since 1877	
MAT - 120 - College Algebra	
MAT - 156 - Statistics	
SDV - 101 - How to be Successful in College	
SPC - 101 - Fundamentals of Oral Communication	
SPC - 112 - Public Speaking	

Add Course

Import Course

Add Course is a manual method to add a course to the Curriculum. You must type in the **Prefix**, **Code**, and **Name** and then click **Add Course**.

A screenshot of a web form titled "Add Course". Below the title is a sub-header "Add the course details below:". There are three input fields: "Prefix:" with the value "SOC", "Code:" with the value "110", and "Name:" with the value "Introduction to Sociology". At the bottom left are two buttons: "Add Course" (highlighted in red) and "Cancel". The entire form is enclosed in a light gray border with a torn paper effect on the right side.

Add Course

Add the course details below:

Prefix:
SOC

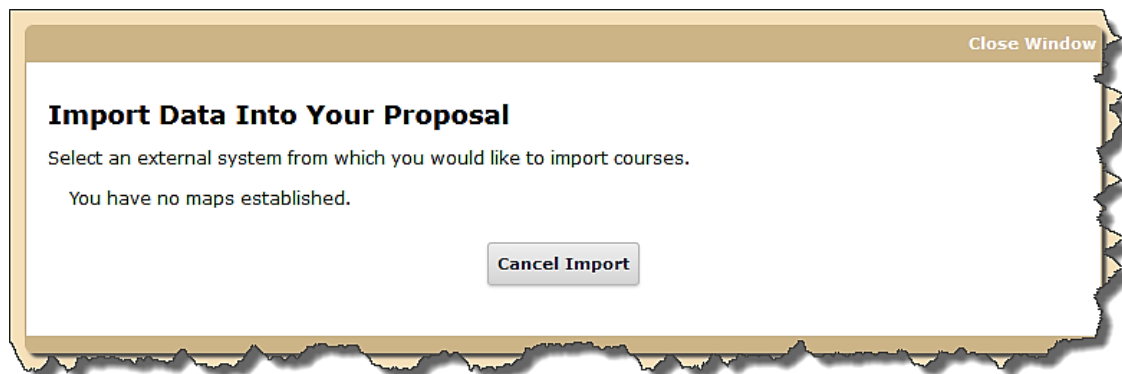
Code:
110

Name:
Introduction to Sociology

Add Course Cancel

Import Course is another way to add a course (or courses) to the Curriculum. It can only be used if there are maps established and available in the Curriculog system.

Note: It is recommended to use the **Import Course** function, if possible.

A screenshot of a dialog box titled "Import Data Into Your Proposal". It has a "Close Window" button in the top right corner. The main text says "Select an external system from which you would like to import courses." followed by "You have no maps established." At the bottom center is a button labeled "Cancel Import". The dialog box has a yellow border and a torn paper effect on the right side.

Close Window

Import Data Into Your Proposal

Select an external system from which you would like to import courses.

You have no maps established.

Cancel Import

Continue to add or import courses until you have the full list of your **Curriculum Courses**.

Note: You will not be able to delete courses from this screen until you have deleted them from the Curriculum Schema area (see next page.)

Next, we will look at the **View Curriculum Schema** tab. This tab will display the courses grouped by the terms they are offered. You can view the term courses by clicking on the Term name (for example, **Term I**).

Within each term, you can click to **Add Courses** or **Delete Courses** (Trash can icon).

Note: If you delete a course, you **MUST** update the total credits area before clicking back to the Curriculum Courses tab.

Curriculum*

[View Curriculum Courses](#) [View Curriculum Schema](#) [Preview Curriculum](#)

Term I

Title
Term I

Description

Courses

- AGS - 113 - Survey of the Animal Industry
- ENG - 105 - Composition I
- SDV - 101 - How to be Successful in College
- BIO - 120 - General Biology 1D

[Add Courses](#) [Add Custom Text](#)

Total: 13 Credits

Term II

Total: 12 Credits

Category

☐ Career & Technical Education
☐ Arts & Science
☐ Developmental Courses

Type of course in course sequence

☐ Main [M]
☐ Alternative [A]
☐ Obsolete [O]

Academic Year

General Education Course Information

B I U x_e x^a T_x

Format ▾

APS General Education Course Information

B I U x_e x^a T_x

Format ▾

Embedded Gen Ed Course Information

B I U x_e x^a T_x

Format ▾

Embedded Gen Ed Course Credit Hours

The **Modification Rationale/Summary** must be completed along with clicking the Yes or No radial buttons to indicate **Does the modification change the length of the program (contact hours, weeks, credits)?**.

Modification Rationale/Summary *

A course was deleted to adjust the first term load.

Does the modification change the length of the program (contact hours, weeks, credits)?*

☒ Yes ☐ No

The first fields in the **IHCC Specific** section are required. They Describe ALL Changes being made to the program and Explain the reason for these changes.

IHCC Specific Field

Describe ALL Changes being made to the program *

B I U x₂ xⁿ I_x ¼ ≡ ⋮ ≡ ≡ ≡ ≡ ≡ ≡ ” ” ABC ↺

Normal ▾ [List Bulleted] [List Numbered] [List Disclosed] [Link] [Unlink] [Image] [Table] [More]

An optional course was deleted from the curriculum.

Explain the reason for these changes*

B I U x₂ xⁿ I_x ¼ ≡ ⋮ ≡ ≡ ≡ ≡ ≡ ≡ ” ” ABC ↺

Normal ▾ [List Bulleted] [List Numbered] [List Disclosed] [Link] [Unlink] [Image] [Table] [More]

This was done to help balance student load.

The next fields in the **IHCC Specific** section are not required. They include **Program Student Learning Outcomes**, **Graduates of the (Program Title field) program will be able to**, and **Awards Within the Program**. Currently there are two areas for **Program Learning Outcomes**. You must include these if the program is missing them. These are subject to changes when you are doing program assessments and will need to be updated as needed. **Use the Program Student Learning Outcomes and leave the Graduates field blank.** You will need to list the awards being offered in this program. For example: Associates of Arts, Associates of Applied Science and Diploma, Diploma, Certificate, etc.

IHCC Specific Field

Program Student Learning Outcomes

Rich text editor with formatting options (Bold, Italic, Underline, etc.) and a large text area for input.

Graduates of the (Program Title field) program will be able to:

Rich text editor with formatting options (Bold, Italic, Underline, etc.) and a large text area for input.

Enter all skills and knowledge Graduates will be able to demonstrate in a bulleted list.

Awards Within the Program

Text input field for listing awards.

Use the radial button to select **Can this award be earned completely online? (for IPEDS reporting)** and type in the **Effective Year**. The other fields are not required.

Can this award be earned completely online? (for IPEDS reporting)*

☐ Yes
 ☒ No
 ☐ New - no matching data in current system

Is the summer term required as defined by financial aid regulations?

☐ Yes
 ☐ No
 ☐ New - no matching data in current system

Effective Year *

2023

Enter digit year.

Effect Year

Text input field.

Effective Term

Select an option

Effective Date

Text input field.

Enter actual effective date using the following format: mm/dd/yyyy

Articulation and Linkage With Other Institutions is not a required field. However, if your program has articulation agreements, you will need to enter them here. You must fill in the **Comments for DoE** (Department of Education).

Articulation and Linkage With Other Institutions

Format

Comments for DoE *

This program is still worthwhile. The course list is the only item adjusted.

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).

Finally, click **Save All Changes**.

Attachment & Acknowledgement

ATTACHMENT INSTRUCTION

Please attach any required files by navigating to the right side menu and clicking "Files". Academic Standards Administrator: Unlaunched

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

Acalog Status

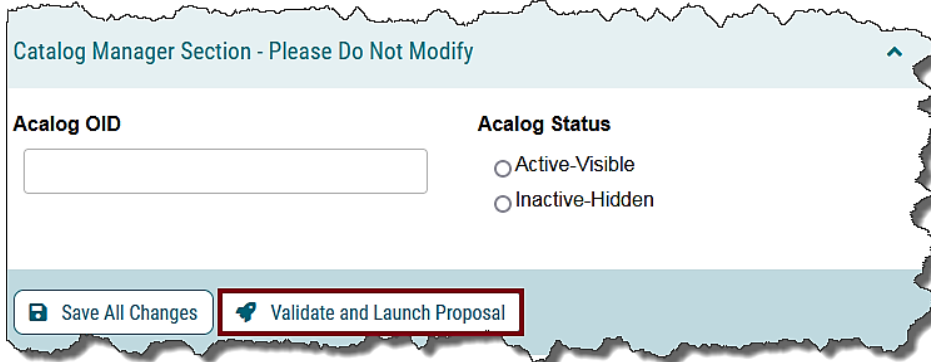
☐ Active-Visible

☐ Inactive-Hidden

Save All Changes

Validate and Launch Proposal

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



Catalog Manager Section - Please Do Not Modify

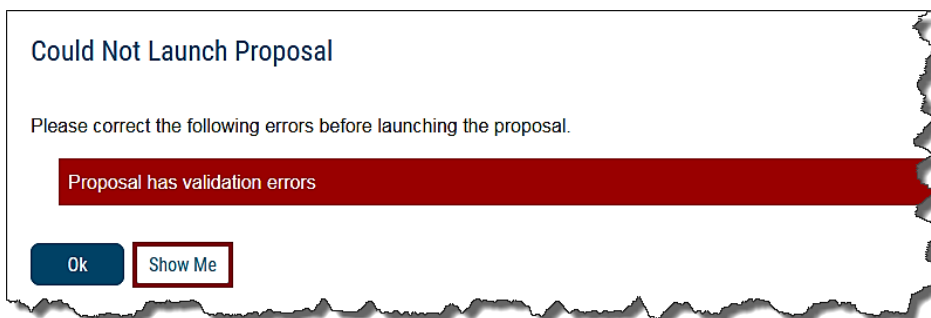
Acalog OID

Acalog Status

☐ Active-Visible

☐ Inactive-Hidden

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



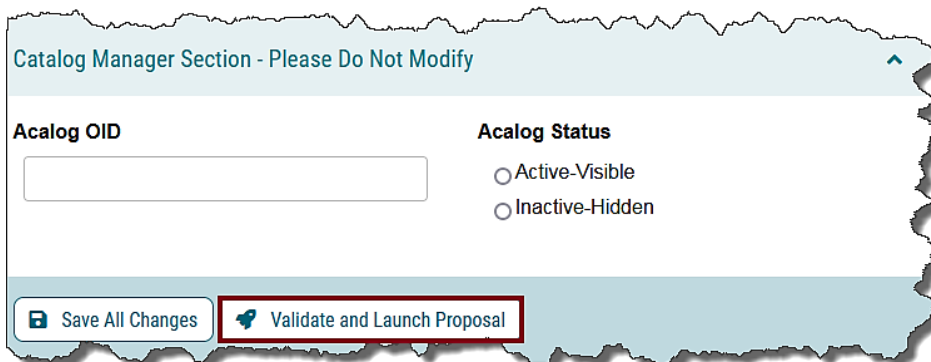
Could Not Launch Proposal

Please correct the following errors before launching the proposal.

Proposal has validation errors

You will be directed to sections that are incomplete.

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



Catalog Manager Section - Please Do Not Modify

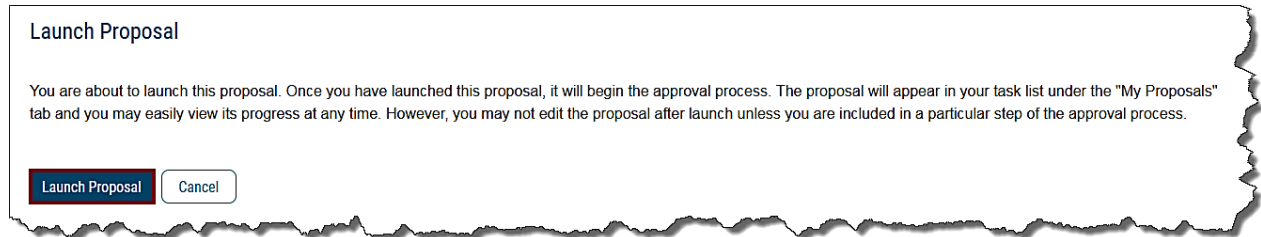
Acalog OID

Acalog Status

☐ Active-Visible

☐ Inactive-Hidden

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**.

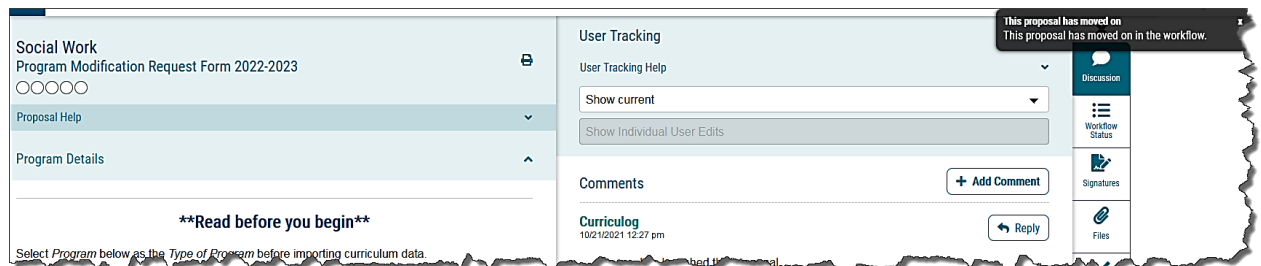
A dialog box titled "Launch Proposal" with a light blue header. The main text area contains the same text as the paragraph above. At the bottom, there are two buttons: "Launch Proposal" (highlighted with a red border) and "Cancel".

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

Congratulations! You have successfully created a **Program Modification Request Form** using the **Import** function in Curriculog! You can use the dialog screen to track the progress.

A screenshot of the Curriculog interface for a "Social Work Program Modification Request Form 2022-2023". The interface is divided into several sections: "User Tracking" with a dropdown menu showing "Show current" and "Show Individual User Edits"; "Comments" with an "Add Comment" button and a "Reply" button; and a "Curriculog" section showing a timestamp "10/21/2021 12:27 pm". On the right side, there is a vertical sidebar with icons for "Discussion", "Workflow Status", "Signatures", and "Files". A notification banner at the top right states "This proposal has moved on. This proposal has moved on in the workflow." The main content area has a heading "**Read before you begin**" and a sub-heading "Select Program below as the Type of Program before importing curriculum data." The left sidebar contains links for "Proposal Help" and "Program Details".

Social Work
Program Modification Request Form 2022-2023
○○○○○

Proposal Help

Program Details

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

Select Program below as the Type of Program before importing curriculum data.

User Tracking

User Tracking Help

Show current

Show Individual User Edits

Comments

+ Add Comment

Reply

Curriculog
10/21/2021 12:27 pm

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

Discussion

Workflow Status

Signatures

Files

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