

Graduate Course Clean Up Form in Curriculog

A step-by-step guide

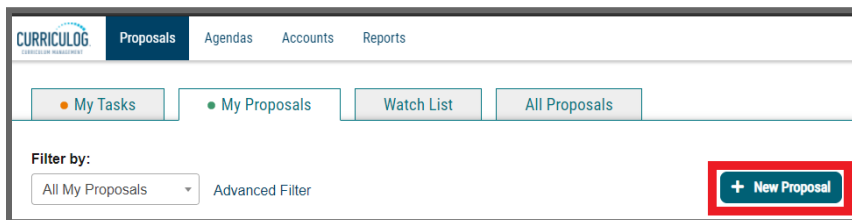
STEP 1: Curriculog Login

1.1 Access: <https://unlv.curriculog.com/>

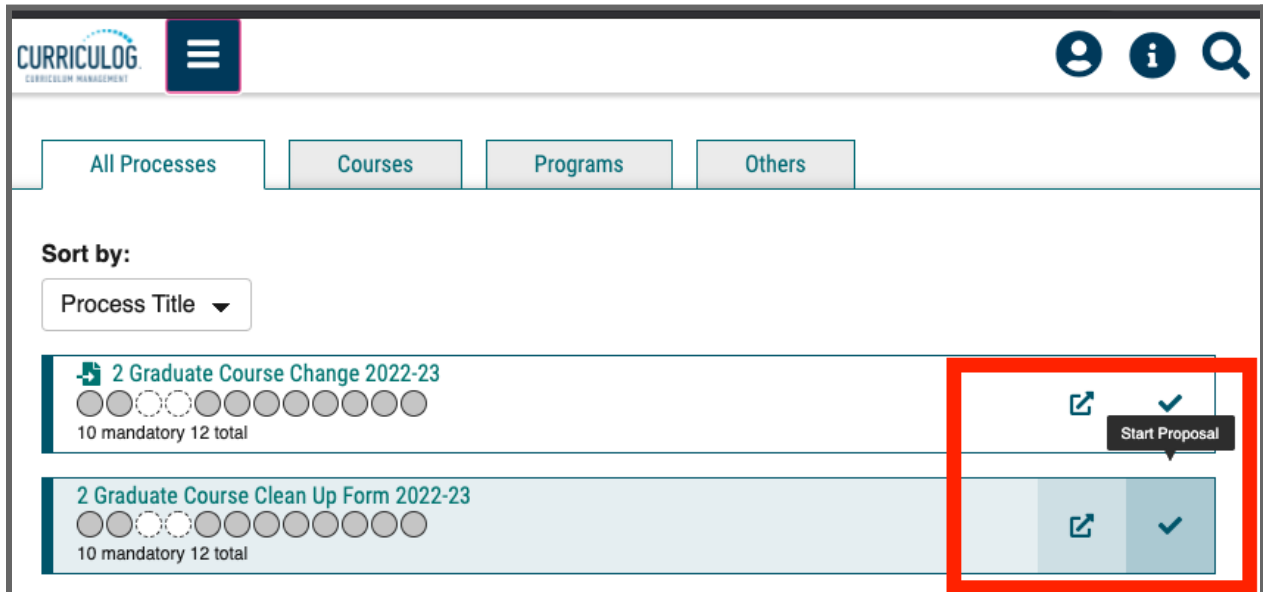
1.2 Login using your UNLV ACE account. (see <https://www.it.unlv.edu/ace>)

STEP 2: Select the “Course Clean Up” form

2.1 Click on “New Proposal” under the “My Proposals” tab at the top left:



2.2 Click on the checkmark “Start Proposal” icon on the Graduate Course Clean Up form row:



STEP 3: Complete sections I and II then launch and submit the form.

In general, the form is self-explanatory and clear about what is requested. In this guide we will review selected items that may generate questions or have further technical steps.

3.1 Attachments - uploading documents into the form: To upload documents into the form, please follow these 3 steps:

01. Click on the “attach a file” icon at the right of the form.
02. Click on “Choose File”
03. Click on “Upload”



3.2 Required Additional Documents: Please attach all required files by navigating to the “attach a file” icon at the right of this form.

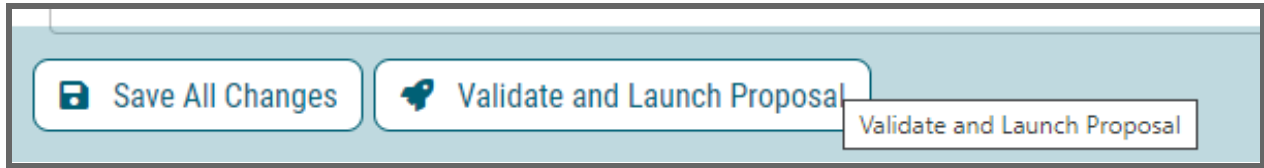
- Course Clean Up spreadsheet* (email gradcurriculum@unlv.edu if needed).
- Accessible syllabus for each course change if adding Service-Learning designation.

*** Course Clean Up spreadsheet:** This is a simple spreadsheet, containing the following information, distributed by columns:

- Column 1: Course Prefix;
- Column 2: Course Number;
- Column 3: Course Name;
- Column 4: Original field that will be changed (e.g. prefix, prerequisites, etc.)
- Column 5: Final adjusted field (following column 4)

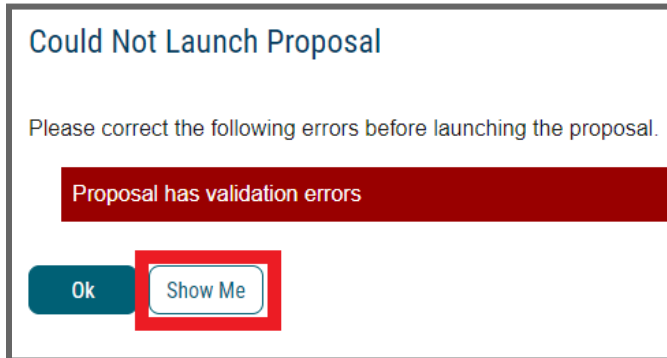
Please contact gradcurriculum@unlv.edu at anytime for assistance, and also if you need a different structure than the sheet mentioned above.

3.3 Launch the form: Click on the “Validate and Launch” button at the very bottom to launch the form.



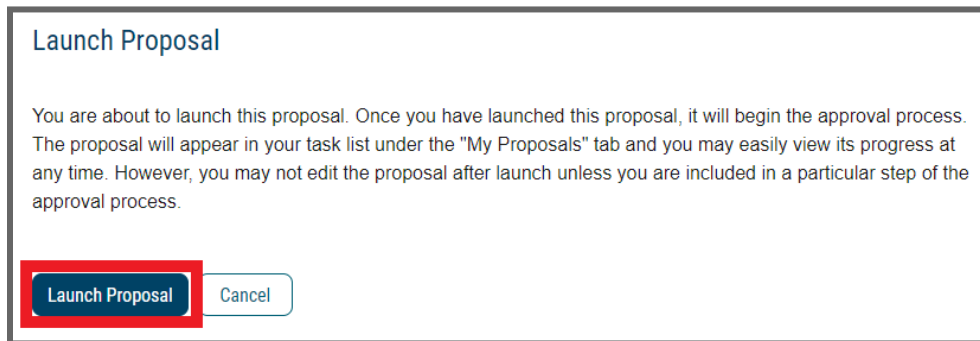
The screenshot shows a light blue header bar. On the left, there is a button with a floppy disk icon and the text 'Save All Changes'. To its right is a button with a key icon and the text 'Validate and Launch Proposal'. A tooltip is visible over the 'Validate and Launch Proposal' button, displaying the same text: 'Validate and Launch Proposal'.

3.3.1 If an ERROR message comes up, please click “show me” and fill all the red fields of the form.



The screenshot shows a dialog box titled 'Could Not Launch Proposal'. Below the title, it says 'Please correct the following errors before launching the proposal.' There is a red horizontal bar with the text 'Proposal has validation errors'. At the bottom, there are two buttons: 'Ok' and 'Show Me'. The 'Show Me' button is highlighted with a red rectangular box.

3.3.2 If you have filled the entire form correctly, you will see the “Launch Proposal” option come up. Click on “Launch Proposal” to launch.



The screenshot shows a dialog box titled 'Launch Proposal'. The text inside reads: '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.' At the bottom, there are two buttons: 'Launch Proposal' and 'Cancel'. The 'Launch Proposal' button is highlighted with a red rectangular box.

STEP 4: READY TO SUBMIT?

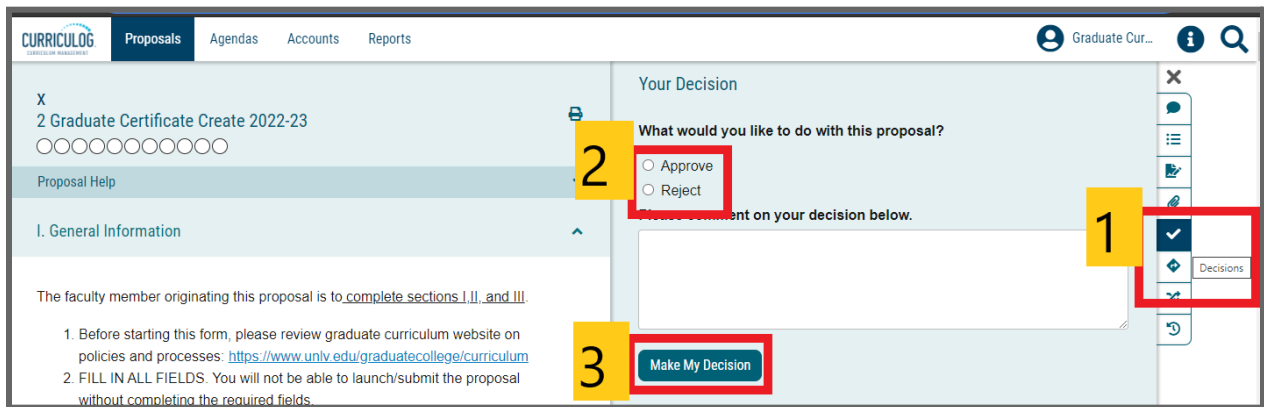
After completing this form, please follow these steps:

1. Finish the launch of your proposal by clicking the decisions icon  located to the right of the form. This will display a new decision/approval field on the top right.
2. Click on "approve", add an optional comment if necessary, and then click on the "Make My Decision" button at the bottom to move the proposal forward to the next step. You will see a notification indicating that the proposal has moved forward. You will not be able to edit after moving the proposal forward.

3. Please note that it is your responsibility as the proposer to see that the proposal is reviewed and receives all necessary approvals. Please be encouraged to reach out to reviewers on each step, if necessary.

4. You can check the status of the proposal by clicking on the workflow status icon  to verify that the proposal has gone to the next step.

5. The workflow status icon  will also show you the current step of the proposal at any given time, and who are the reviewers at that step.



The screenshot displays the CURRICULOG system interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The main content area is titled 'Your Decision' and contains a form for reviewing a proposal. The proposal is titled '2 Graduate Certificate Create 2022-23' and is currently in the 'Proposals' stage. The form includes a section for 'General Information' and a 'Your Decision' section with radio buttons for 'Approve' and 'Reject'. A 'Make My Decision' button is located at the bottom of the decision section. A sidebar on the right contains a 'Decisions' button. Three yellow callout boxes with numbers 1, 2, and 3 are overlaid on the image. Callout 1 points to the 'Decisions' button in the sidebar. Callout 2 points to the 'Approve' and 'Reject' radio buttons. Callout 3 points to the 'Make My Decision' button.

Additional Information, including committee meeting dates, university resources, and general guidelines available at: <https://www.unlv.edu/graduatecollege/curriculum>

QUESTIONS? Contact gradcurriculum@unlv.edu