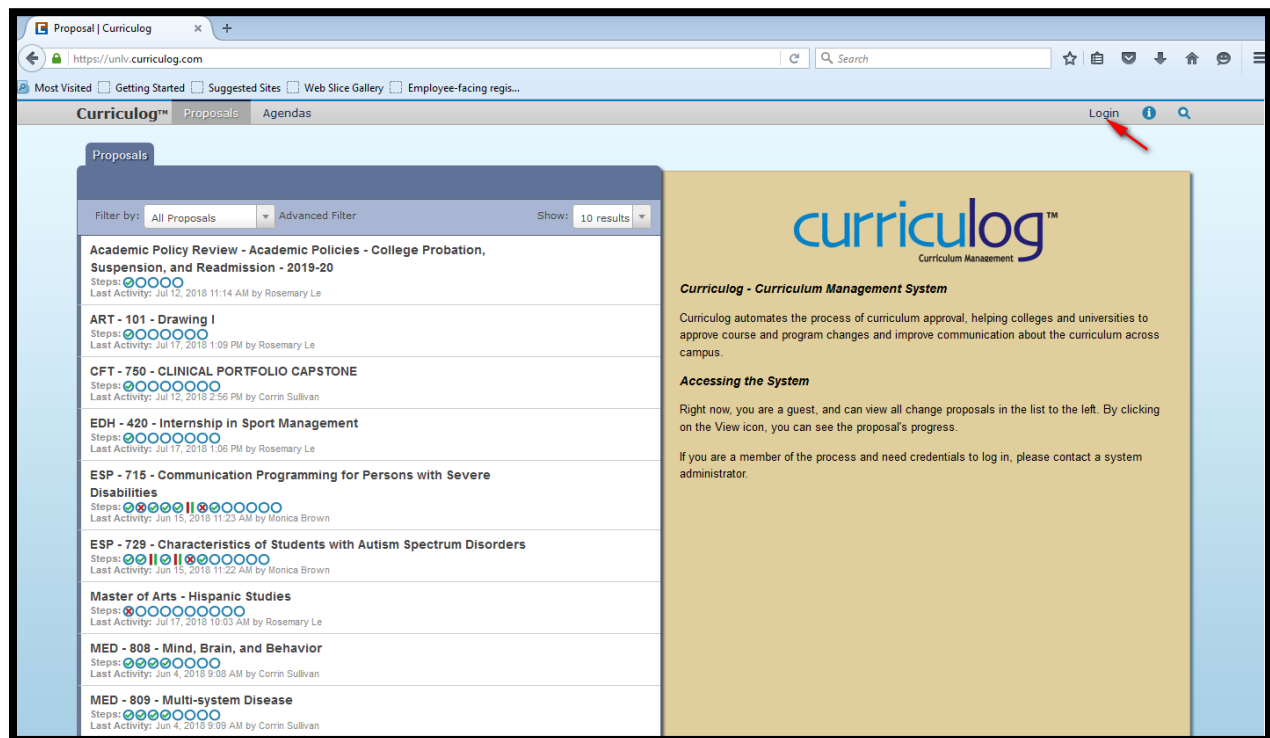


Curriculog is a public website. Anyone who navigates to the link will have view access. The actions you can perform are determined by the roles set in Curriculog. Contact the system administrator to add/update roles as needed. **Please note:** Curriculog works best in the Firefox browser. For a quick reference of each of the icons in Curriculog see the [chart](#) below. For a detailed explanation of each menu navigate directly to the sections for: [Proposals](#) or [Agendas](#)

Logging In

1. Navigate to: <https://unlv.curriculog.com> and click Login in the upper right corner



A. Log in using your ACE credentials

UNLV

Log in to your ACE account

Username

Password

Log In

[Forgot Your Password?](#)

i. If you do not know your ACE log in you should contact OIT

2. The Dashboard on the Right side of the page is visible regardless of which menu is selected

Curriculog™

Proposals Agendas Accounts Reports

Chelsea Peoples

My Tasks My Proposals Watch

+ New Proposal

Filter by: All Proposals Advanced Search

Your Dashboard is the home menu and will be visible regardless of which menu you have selected.

Academic Policy Review - Academic Policies - College Probation, Suspension, and Readmission - 2019-20
Steps: 000000
Last Activity: Jul 12, 2018 11:14 AM by Rosemary Le

ART - 101 - Drawing I
Steps: 00000000
Last Activity: Jul 17, 2018 1:09 PM by Rosemary Le

CFT - 750 - CLINICAL PORTFOLIO CAPSTONE
Steps: 00000000
Last Activity: Jul 12, 2018 2:56 PM by Corrin Sullivan

EDH - 420 - Internship in Sport Management
Steps: 00000000
Last Activity: Jul 17, 2018 1:06 PM by Rosemary Le

ESP - 715 - Communication Programming for Persons with Severe Disabilities
Steps: 00000000
Last Activity: Jun 15, 2018 11:23 AM by Monica Brown

ESP - 729 - Characteristics of Students with Autism Spectrum Disorders
Steps: 00000000
Last Activity: Jun 15, 2018 11:23 AM by Monica Brown

My Dashboard

My Recent Notifications

Jul 12 Approved: The proposal, FIS - 300 - Film Criticism, with the step of Originator has been approved and is moving on to the Technical Review step. [Click here to view the proposal.](#)

Jul 12 Edit: Chelsea Peoples has made an edit on the Prerequisites field for your proposal, FIS - 300 - Film Criticism. [Click here to view the proposal.](#)

Jul 12 Launched: The proposal, FIS - 300 - Film Criticism, has been launched by Chelsea Peoples and is on the Originator step. [Click here to view the proposal.](#)

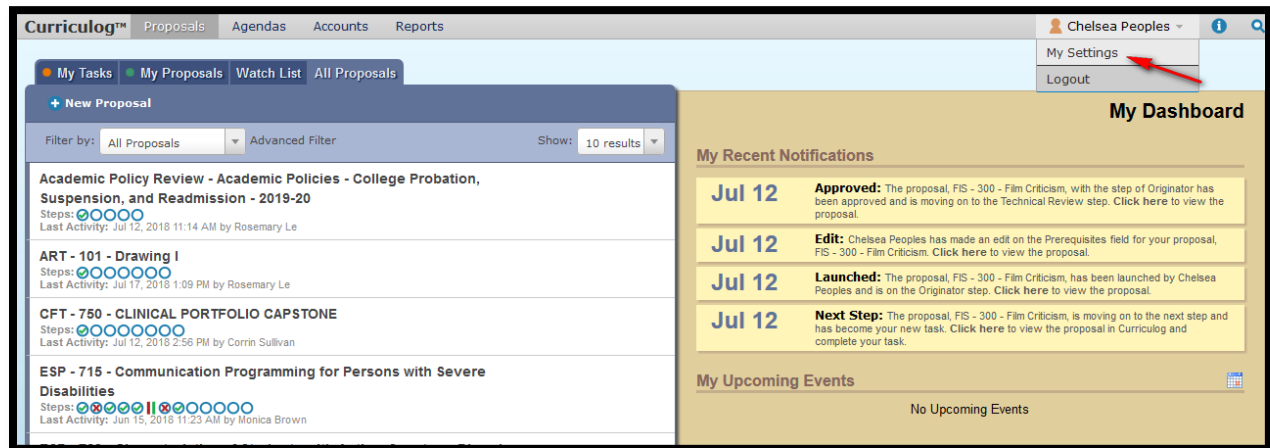
Jul 12 Next Step: The proposal, FIS - 300 - Film Criticism, is moving on to the next step and has become your new task. [Click here to view the proposal in Curriculog and complete your task.](#)

My Upcoming Events

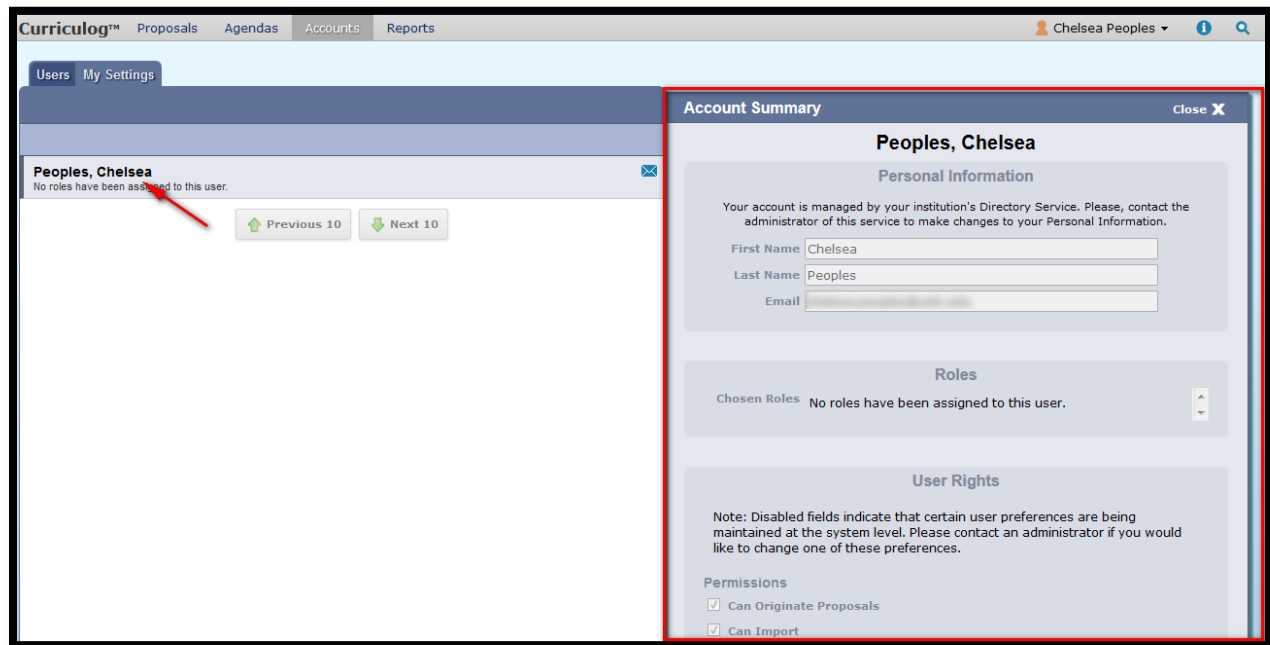
No Upcoming Events

Settings

- When you hover over your name in the upper right corner it will open a menu where you can adjust your settings



- Click Settings and then select your name to open the account summary



- B. The bottom of the Account summary allows you to change your notification options
 - i. On the Originator menu, chose whether you want to receive messages for comments, comments and edits, or everything

User Rights

Note: Disabled fields indicate that certain user preferences are being maintained at the system level. Please contact an administrator if you would like to change one of these preferences.

Permissions

☒ Can Originate Proposals

☒ Can Import

☐ System Administrator

Originator Get messages for comments only for user's proposals ▼

Email Options Get messages for comments only for user's proposals

Process Get messages for comments and edits only for user's proposals

Signature Steps Get all messages for user's proposals

Signature Pin Use Electronic PINS for signature steps ▼

You have not been assigned a signature pin.

- C. The Email Options menu allows you to select how often you receive email notifications
 - i. You can chose to receive them once per week, MWF, TTH, once per day, or individual emails for each alert

User Rights

Note: Disabled fields indicate that certain user preferences are being maintained at the system level. Please contact an administrator if you would like to change one of these preferences.

Permissions
☒ Can Originate Proposals
☒ Can Import
☐ System Administrator

Originator Get messages for comments only for user's proposals ▼

Email Options Weekly Email Digest ▼

Process

Signature Steps

Signature Pin

Weekly Email Digest
 M W F Email Digest
 T TH Email Digest
 Daily Email Digest
 All Emails

You have not been assigned a signature pin.

- D. The Process menu allows you to select what you want to be notified of
- i. You can receive messages for steps you are involved in, or you can receive notifications for all steps of any proposal you are involved in

User Rights

Note: Disabled fields indicate that certain user preferences are being maintained at the system level. Please contact an administrator if you would like to change one of these preferences.

Permissions

☒ Can Originate Proposals

☒ Can Import

☐ System Administrator

Originator

Email Options

Process

Signature Steps

Signature Pin

- E. Even if you limit your email notifications you will still be able to see all of the messages on your dashboard when you log into curriculog

My Dashboard

My Recent Notifications

Jul 12	Approved: The proposal, FIS - 300 - Film Criticism, with the step of Originator has been approved and is moving on to the Technical Review step. Click here to view the proposal.
Jul 12	Edit: Chelsea Peoples has made an edit on the Prerequisites field for your proposal, FIS - 300 - Film Criticism. Click here to view the proposal.
Jul 12	Launched: The proposal, FIS - 300 - Film Criticism, has been launched by Chelsea Peoples and is on the Originator step. Click here to view the proposal.
Jul 12	Next Step: The proposal, FIS - 300 - Film Criticism, is moving on to the next step and has become your new task. Click here to view the proposal in Curriculog and complete your task.

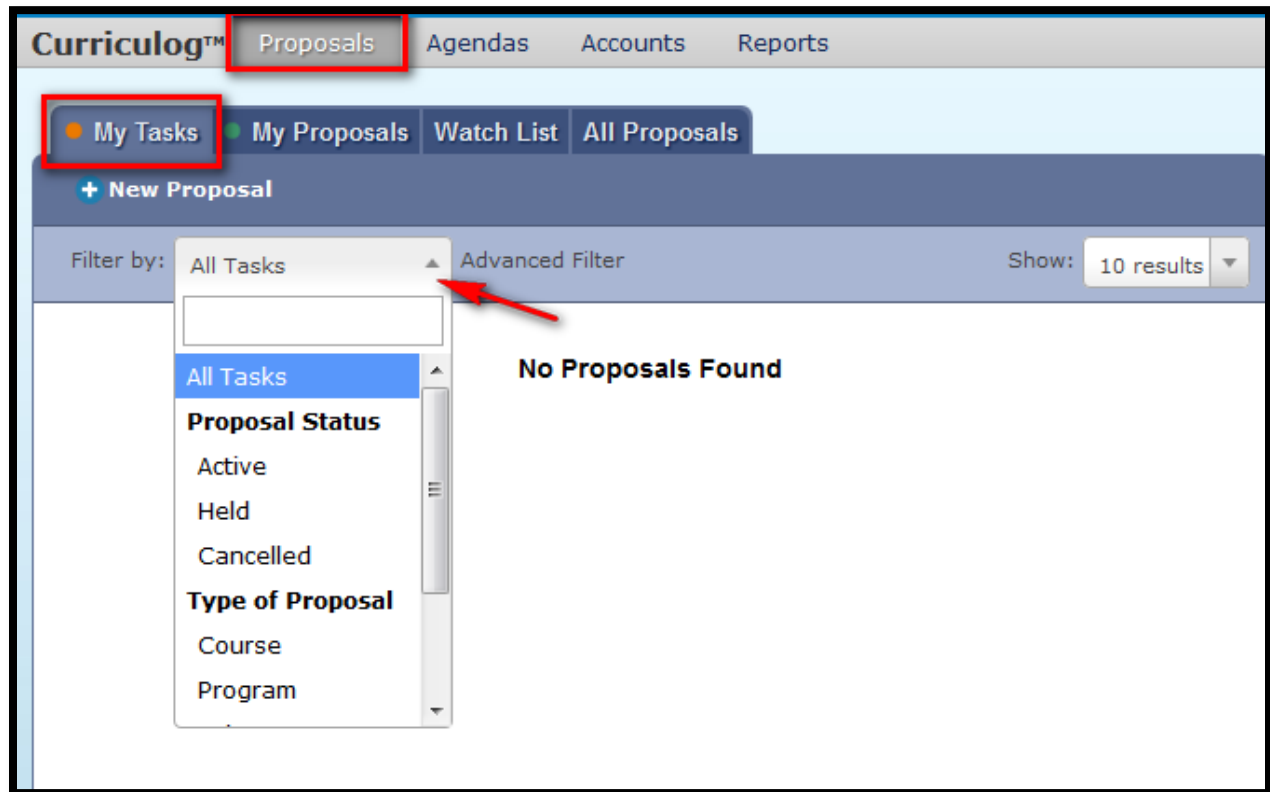
My Upcoming Events

No Upcoming Events

Proposals Menu

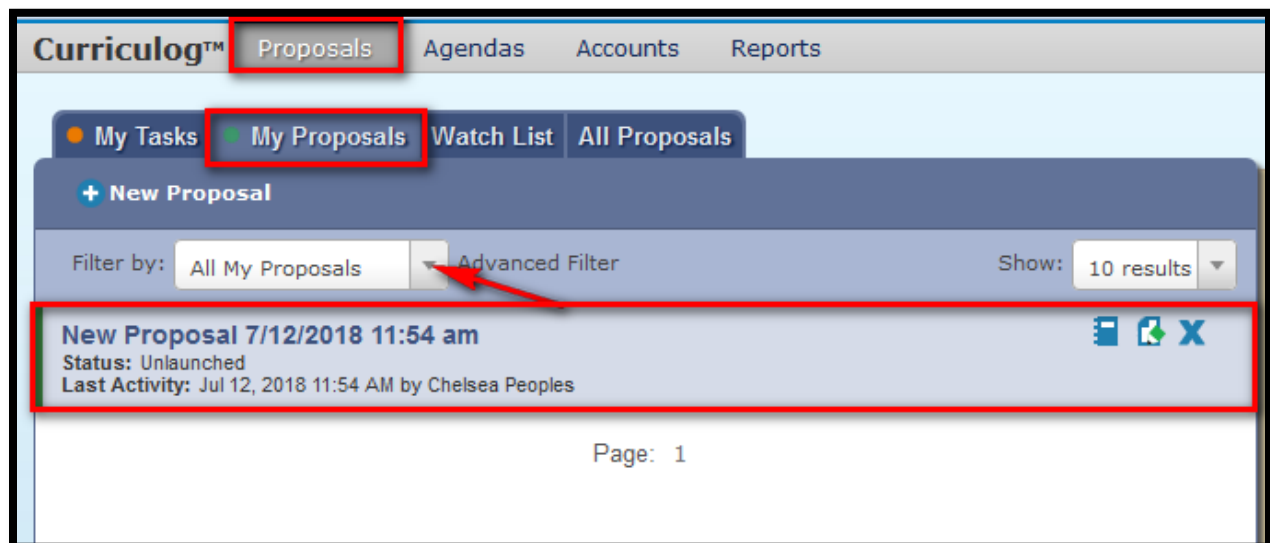
4. On the Proposals menu you can view the following:

A. Tasks – Items that have reached your step for review and approval

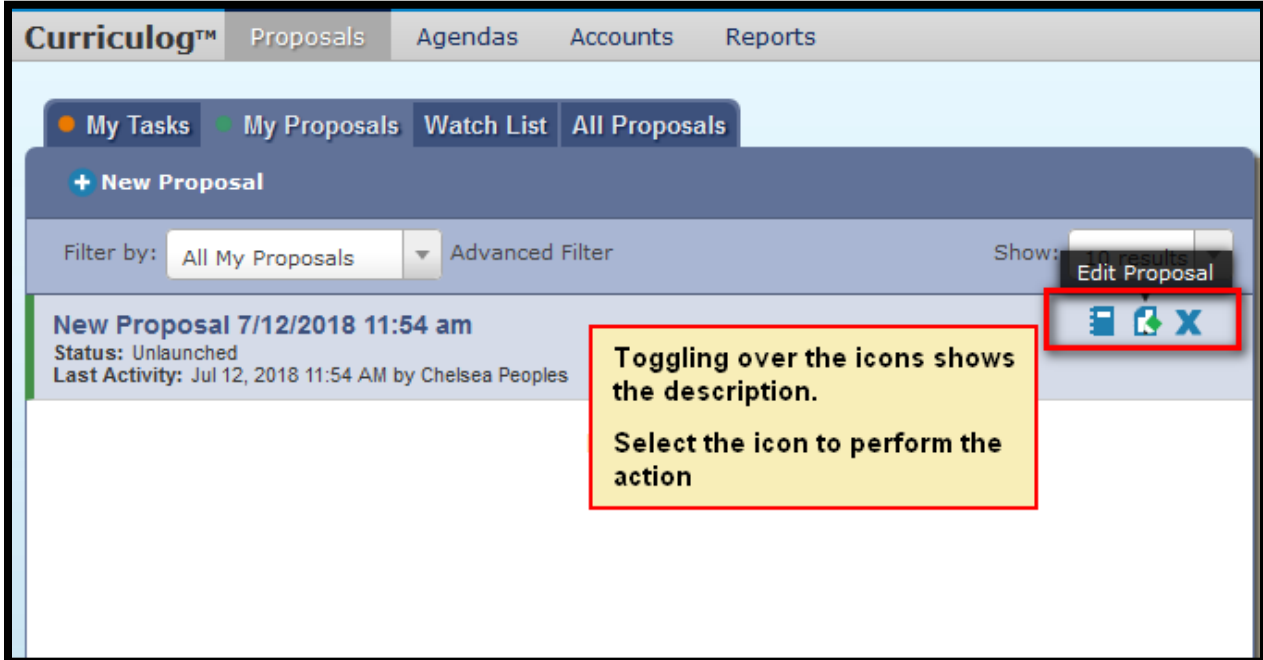


i. Tasks can be filtered by Status, Type, deadline, urgency, etc

B. My Proposals – Current requests that you have created yourself



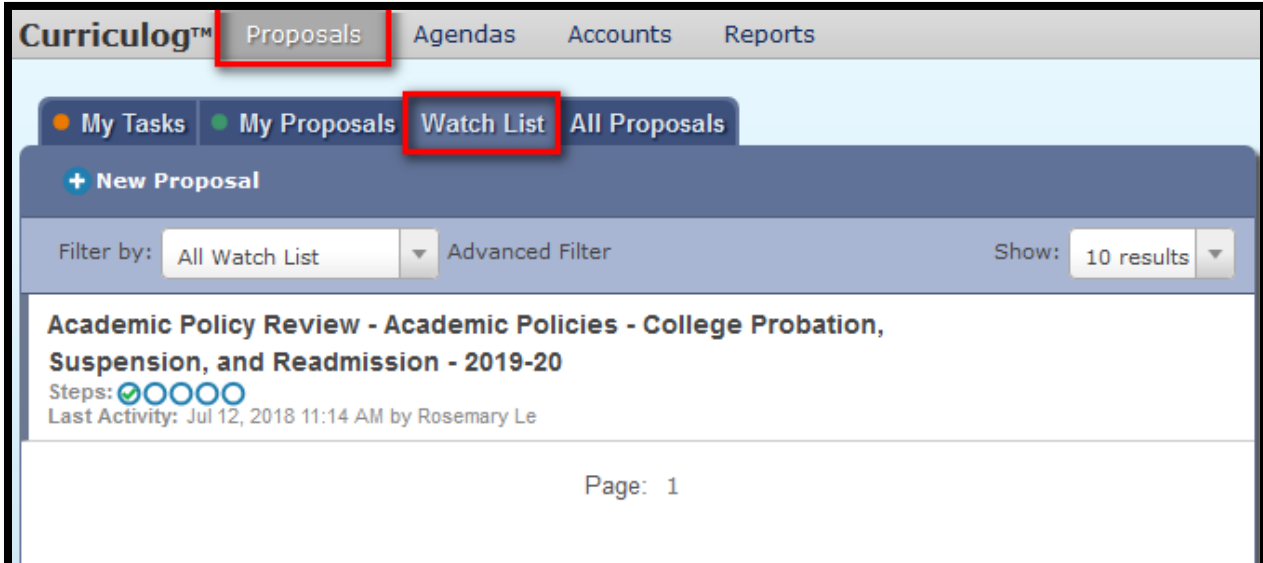
i. Proposals can also be filtered by status, type, etc.



The screenshot shows the Curriculog™ interface with the 'Proposals' tab selected. Below the navigation bar, there are tabs for 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. A '+ New Proposal' button is visible. The 'Filter by:' dropdown is set to 'All My Proposals', and the 'Show:' dropdown is set to '10 results'. A new proposal entry is displayed with the title 'New Proposal 7/12/2018 11:54 am', status 'Unlaunched', and last activity 'Jul 12, 2018 11:54 AM by Chelsea Peoples'. To the right of the entry, there are three icons: a document icon, a plus icon, and an 'X' icon. A red box highlights these icons, and a yellow callout box contains the text: 'Toggling over the icons shows the description. Select the icon to perform the action'.

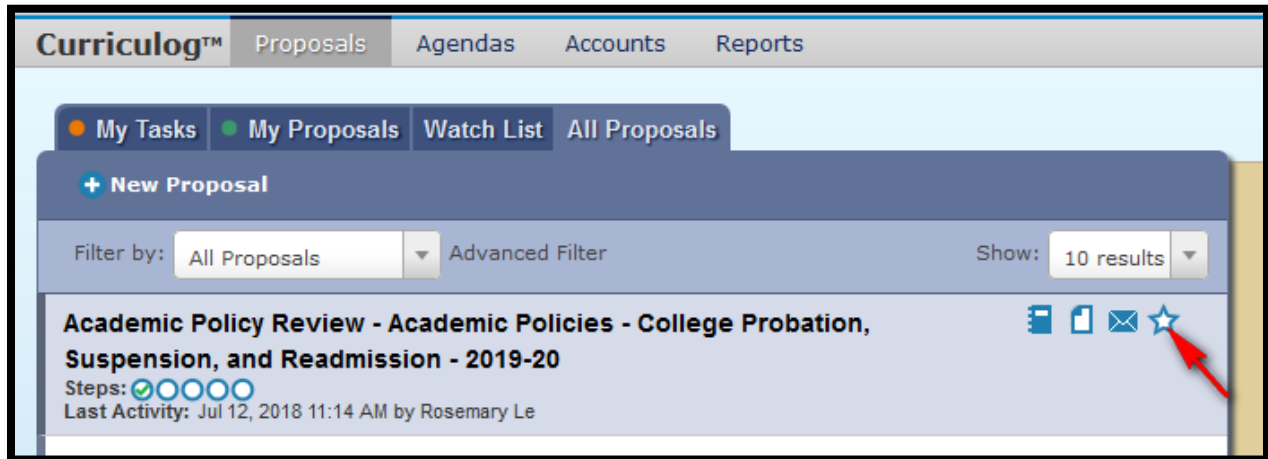
ii. You can toggle over the icons and select to view, edit, or delete any proposal that was created by you

C. Watch List – Items you have indicated you wanted to keep track of regardless of who created them

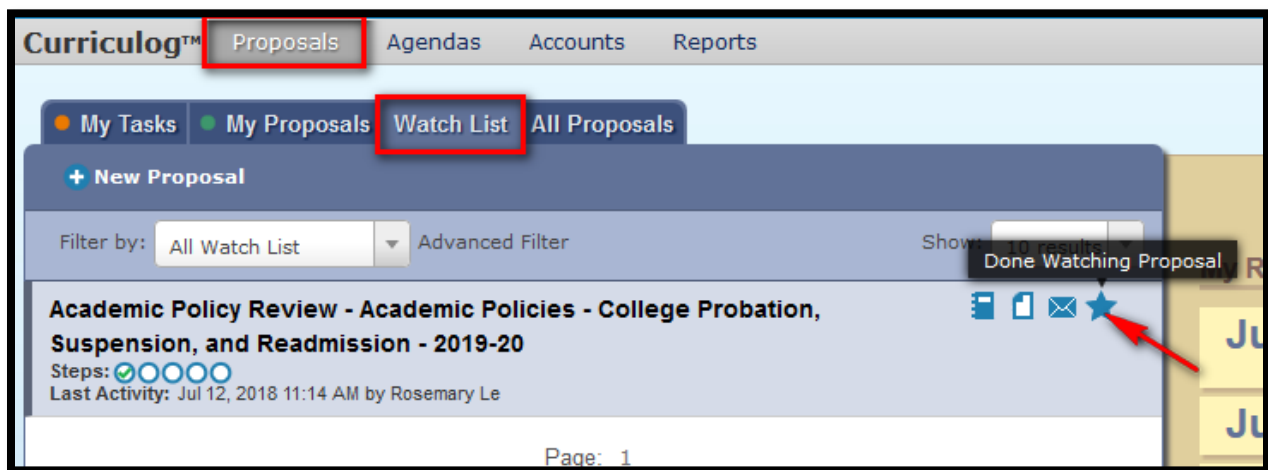


The screenshot shows the Curriculog™ interface with the 'Proposals' tab selected. Below the navigation bar, there are tabs for 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. The 'Watch List' tab is highlighted with a red box. A '+ New Proposal' button is visible. The 'Filter by:' dropdown is set to 'All Watch List', and the 'Show:' dropdown is set to '10 results'. A proposal entry is displayed with the title 'Academic Policy Review - Academic Policies - College Probation, Suspension, and Readmission - 2019-20', steps 'Steps: 1/5', and last activity 'Jul 12, 2018 11:14 AM by Rosemary Le'. The page number 'Page: 1' is displayed at the bottom.

- i. You can add items to your watch list by clicking the star next to the proposal



- ii. To remove the item from your Watch List, simply click the star again when you are done watching the proposal



- D. All Proposals – Any proposals that have been launched at any step
 i. There is an indicator for each proposal showing you the number of steps and which have been approved or rejected

Curriculog™ **Proposals** Agendas Accounts Reports

My Tasks My Proposals Watch List **All Proposals**

+ New Proposal

Filter by: All Proposals Advanced Filter Show: 10 results

<p>*TBD - 101 - name</p> <p>Steps: ○○○○○○○○</p> <p>Last Activity: Aug 6, 2018 10:49 AM by REG Curriculum</p>	
<p>ART - 135 - Photography I</p> <p>Steps: ○○○○○○○○</p> <p>Last Activity: Jul 31, 2018 12:16 PM by Rosemary Le</p>	
<p>BIOL - 104 - Introduction to Human Ecology</p> <p>Steps: ✓○○○○○○○</p> <p>Last Activity: Aug 2, 2018 11:32 AM by</p>	<p>📅 📄 ✉️ ☆</p>
<p>CFT - 750 - Capstone</p> <p>Steps: ○○○○○○○○</p> <p>Last Activity: Jul 27, 2018 3:35 PM by C</p>	
<p>COM - 102 - Introduction to I</p> <p>Steps: ○○○○○○</p> <p>Last Activity: Aug 3, 2018 3:13 PM by C</p>	○
<p>Dance Master</p> <p>Steps: ✕○○○○○○○○○○</p> <p>Last Activity: Aug 2, 2018 12:12 PM by</p>	○
<p>EDSC - 300 - E Teaching and</p> <p>Steps: ✓○○○○○○○○</p> <p>Last Activity: Aug 5, 2018 4:32 PM by F</p>	
<p>ESP - 715 - Communication Programming for Persons with Severe Disabilities</p> <p>Steps: ✓✕✓✓✓✓✓✓</p> <p>Last Activity: Jun 15, 2018 11:23 AM by Monica Brown</p>	

The number of circles indicates the number of steps

Empty circles are steps that have been completed

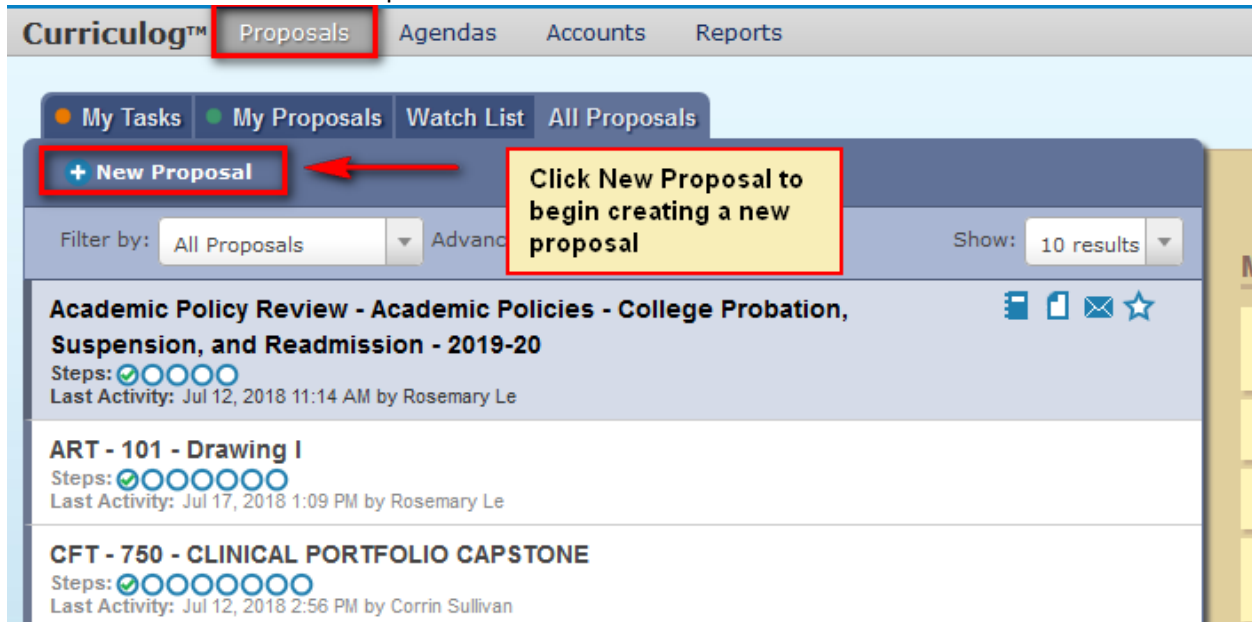
Green checkmarks show you which steps have been approved

Red Xs show you which steps have been rejected

the vertical red and green bars show you if a step has been restarted for some reason (ex. members being added/removed)

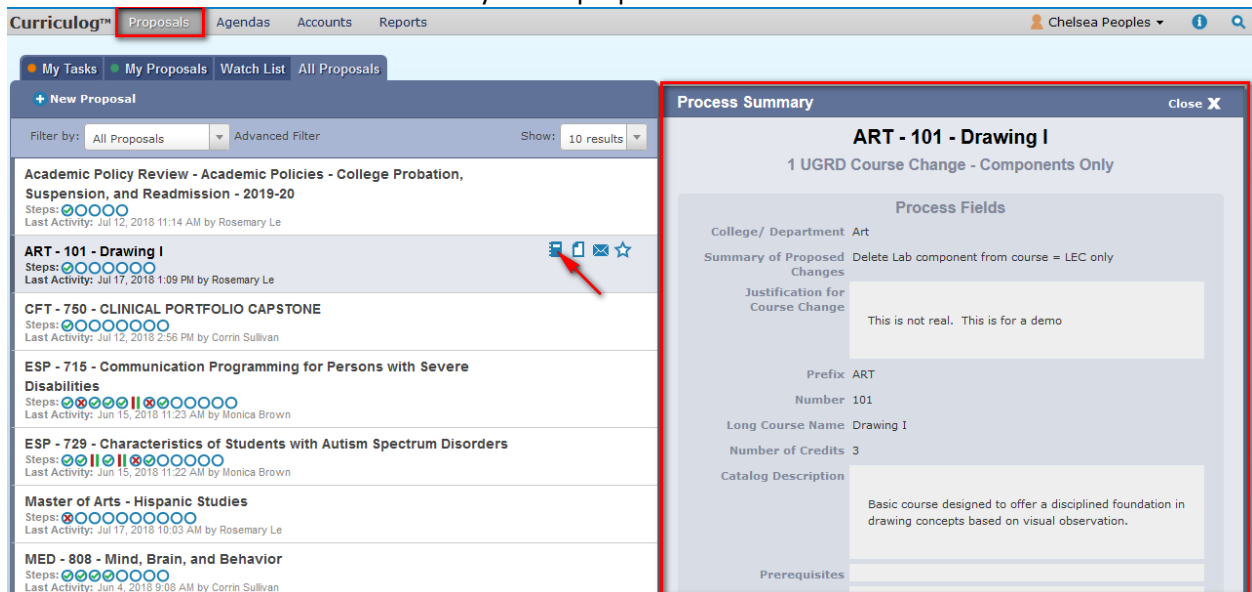
5. All 4 Tabs allow you to do the following:

A. Start a New Proposal



B. Or toggle over the icons and select them if you want to do any of the following

i. View a summary of the proposal



1. The summary shows an overview of the proposal and includes any comments that have been entered as well as the history (which steps have been completed and which are still pending)

ii. View the full proposal

Curriculog™ **Proposals** Agendas Accounts Reports

My Tasks My Proposals Watch List All Proposals

+ New Proposal

Filter by: All Proposals Advanced Filter Show: 10 results

Academic Policy Review - Academic Policies - College Probation, Suspension, and Readmission - 2019-20
Steps: Last Activity: Jul 12, 2018 11:14 AM by Rosemary Le

ART - 101 - Drawing I
Steps: Last Activity: Jul 17, 2018 1:09 PM by Rosemary Le

View Proposal

1. View proposal shows you all of the details including any fields that were blank

My Tasks My Proposals Watch List All Proposals

ART - 101 - Drawing I
1 UGRD Course Change - Components Only

I. Course Info and Changes

1. TURN ON help text before starting this proposal by clicking in the top right corner of the heading and fill out the form. The **Originator** is to complete sections I and II.

2. Please upload course syllabus to help justify course changes.

College/Department*

Summary of Proposed Changes*

- ☐ Add Discussion component to course = LEC and DIS
- ☐ Delete Discussion component from course = LEC only
- ☐ Add Lab component to course = LEC and LAB
- ☒ Delete Lab component from course = LEC only
- ☐ Other, explain in Justification section

Justification for Course Change*

Scroll down to view all details of the proposal

- a. This is also where you can view a complete history and make any decisions on proposals that are on your step, make comments, attach files, etc. using the proposal toolbox

ART - 101 - Drawing I
1 UGRD Course Change - Components Only

I. Course Info and Changes

- TURN ON help text before starting this proposal by clicking **i** in the top right corner of the heading and fill out the form. The **Originator** is to complete sections I and II.
- Please upload course syllabus to help justify course changes.

College/Department: Art

Summary of Proposed Changes

- ☐ Add Discussion component to course = LEC and DIS
- ☐ Delete Discussion component from course = LEC only
- ☐ Add Lab component to course = LEC and LAB
- ☒ Delete Lab component from course = LEC only
- ☐ Other, explain in Justification section

Justification for Course Change
This is not real. This is for a demo

Proposal Toolbox
Status: ●●●●●●

User Tracking

Show current
Show Individual User Edits

Comments

Curriculog 7/17/2018 1:09 pm
Rosemary Le has requested a hold on this proposal.

Curriculog 7/17/2018 11:21 am
Rosemary Le has rejected this proposal on behalf of Registrar Curriculum Team. See [course review for all Fine arts](#) for more information.

Curriculog 7/17/2018 11:21 am
Rosemary Le has approved this proposal on behalf of Registrar Curriculum Team. See [course review for all Fine arts](#) for more information.

Rosemary Le 7/17/2018 11:15 am
note for all to read on my decision

Curriculog 7/17/2018 11:15 am
Rosemary Le has approved this proposal on Originator.

- iii. Send a message about the proposal

Curriculog™ **Proposals** Agendas Accounts Reports

My Tasks **My Proposals** Watch List All Proposals

+ New Proposal

Filter by: All Proposals Advanced Filter Show: 10 results

Academic Policy Review - Academic Policies - College Probation, Suspension, and Readmission - 2019-20
Steps: ●●●●●
Last Activity: Jul 12, 2018 11:14 AM by Rosemary Le

ART - 101 - Drawing I
Steps: ●●●●●●
Last Activity: Jul 17, 2018 1:09 PM by Rosemary Le

Send Message about Proposal

1. Emails are not maintained by Curriculog and will show your email address as the sender

The screenshot shows the Curriculog interface. On the left, under 'Users', a list of users is displayed. A 'Send Message' button is visible next to Rosemary Le. On the right, the 'Send Message' dialog is open, showing a 'Send Personal Message' form. The 'To' field is populated with Rosemary Le. The 'From' field shows 'no-reply@curriculog.com'. The 'Subject' field is empty. The 'Message' field contains a yellow highlighted text: 'I want to discuss a proposal with you: Academic Policy Review - Academic Policies - College Probation, Suspension, and Readmission - 2019-20.' A red arrow points to the 'Send Message' button at the bottom of the dialog.

- a. The email will have a direct link to the proposal and can be sent to any Curriculog user

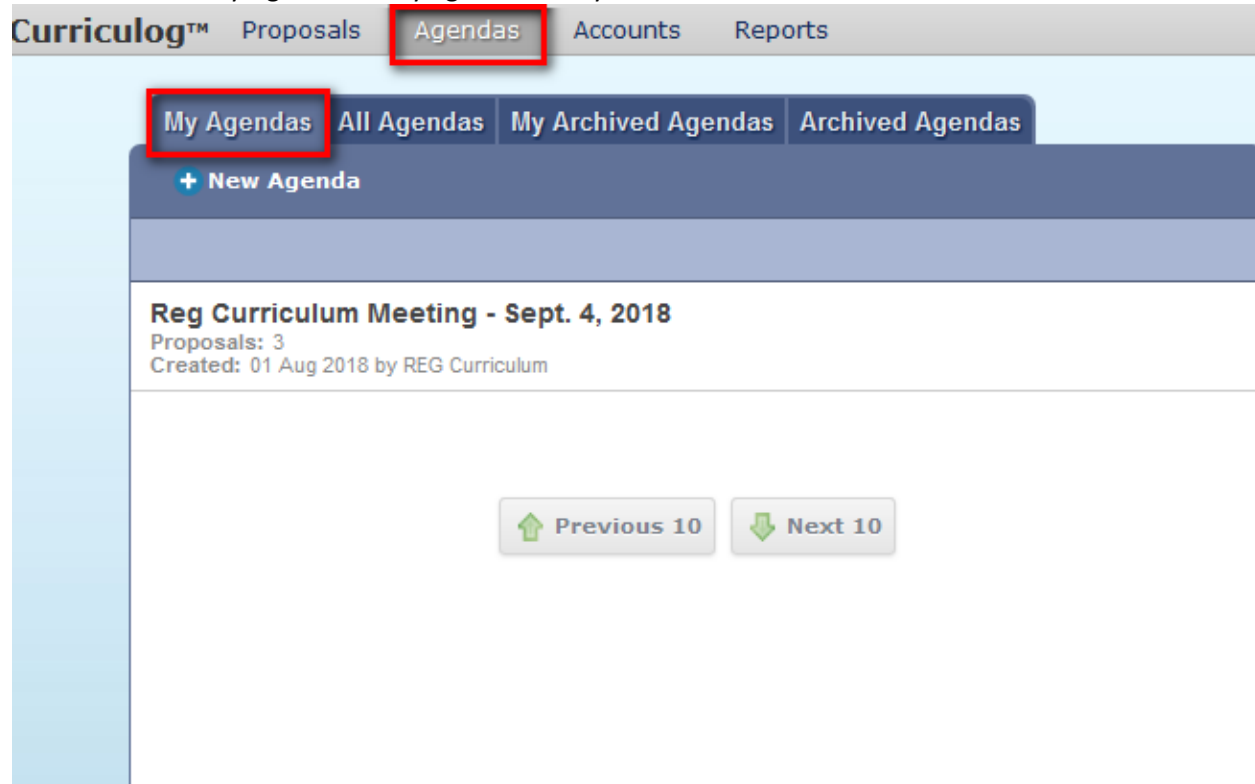
- iv. Add the proposal to your [Watch List](#)

The screenshot shows the Curriculog 'Proposals' page. The 'Proposals' tab is highlighted. The page displays a list of proposals. The first proposal is 'Academic Policy Review - Academic Policies - College Probation, Suspension, and Readmission - 2019-20' with 5 steps and last activity on Jul 12, 2018. The second proposal is 'ART - 101 - Drawing I' with 6 steps and last activity on Jul 17, 2018. The third proposal is 'CFT - 750 - CLINICAL PORTFOLIO CAPSTONE' with 7 steps and last activity on Jul 12, 2018. A 'Watch Proposal' button is visible next to the third proposal, with a red arrow pointing to it.

Agenda Menu

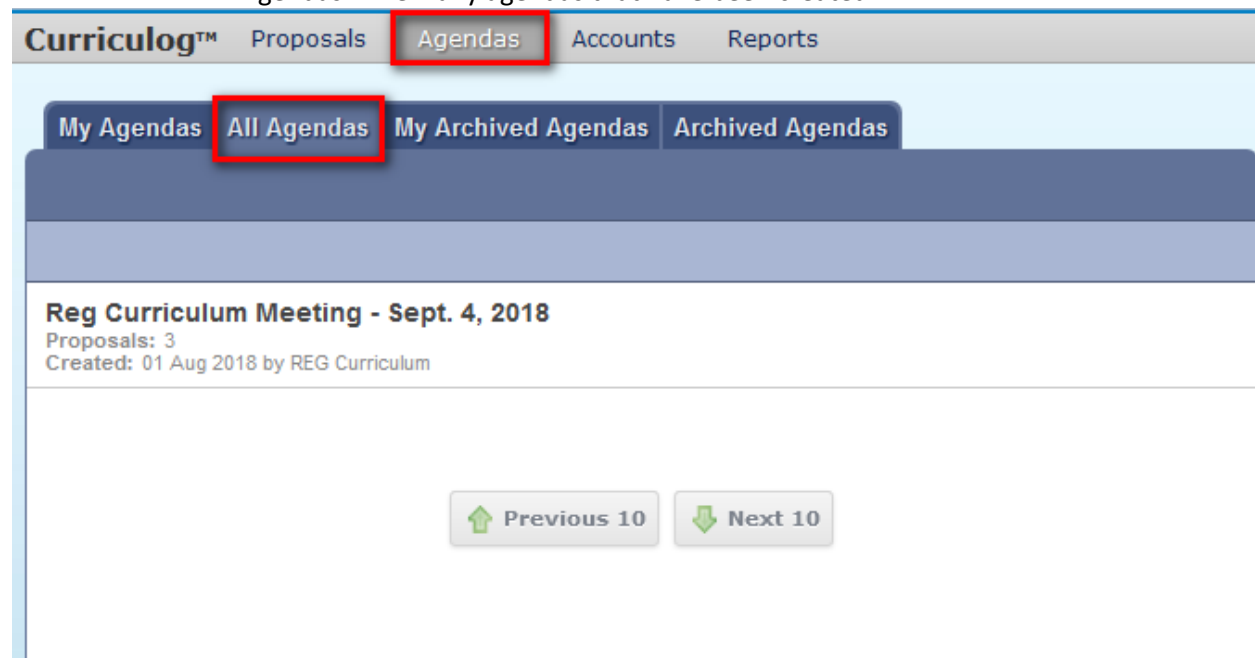
6. On the Agenda Menu you will find the following:

A. My Agendas – Any agendas that you have created



The screenshot shows the Curriculog web interface. At the top, there is a navigation bar with links: Curriculog™, Proposals, Agendas (highlighted with a red box), Accounts, and Reports. Below this, there is a sub-menu with links: My Agendas (highlighted with a red box), All Agendas, My Archived Agendas, and Archived Agendas. A '+ New Agenda' button is also visible. The main content area displays an agenda item: 'Reg Curriculum Meeting - Sept. 4, 2018'. Below the title, it says 'Proposals: 3' and 'Created: 01 Aug 2018 by REG Curriculum'. At the bottom of the content area, there are two buttons: 'Previous 10' and 'Next 10'.

B. All Agendas – View any agendas that have been created



The screenshot shows the Curriculog web interface. At the top, there is a navigation bar with links: Curriculog™, Proposals, Agendas (highlighted with a red box), Accounts, and Reports. Below this, there is a sub-menu with links: My Agendas, All Agendas (highlighted with a red box), My Archived Agendas, and Archived Agendas. The main content area displays an agenda item: 'Reg Curriculum Meeting - Sept. 4, 2018'. Below the title, it says 'Proposals: 3' and 'Created: 01 Aug 2018 by REG Curriculum'. At the bottom of the content area, there are two buttons: 'Previous 10' and 'Next 10'.

- i. This is where you can view agendas that contain your proposals (like the Faculty Senate Curriculum Committee)

Reg Curriculum Meeting - Sept. 4, 2018
Manage Agenda

i

Agenda Information

Agenda Name* Reg Curriculum Meeting - Sept. 4, 2018

Committee* Registrar Curriculum Team

Notes:

1. Team updates - Tech Reviews completed/pending
2. Prep for FSCC meeting
3. Future Meeting Dates and Deadlines

Status: Published

Created By: REG Curriculum

The Agenda Administrator will attach any proposals that are relevant to the meeting.
You will also see whether or not a decision had been made on the proposals

Proposals

1. ART - 101 - Drawing I for Artists

2. ART - 107 - Design Fundamentals I (not real proposal/for demo)

3. HIST - 110 - History of Multiculturalism in America

- ii. Click View Agenda to see any meeting notes as well as any proposals that are attached

C. My Archived Agendas – Agendas that you created which have been archived

Curriculog™ Proposals **Agendas** Accounts Reports

My Agendas All Agendas **My Archived Agendas** Archived Agendas

No Agendas Found

Once one of your agendas has been archived, you will find them here.

Previous 10 Next 10

- i. You can click View Agenda to view additional notes that have been added as well as decisions that were made on any attached proposals

D. Archived Agendas – Any agendas that have been archived

Curriculog™ Proposals **Agendas** Accounts Reports

My Agendas All Agendas My Archived Agendas **Archived Agendas**











No Agendas Found











Once any agenda has been archived it will be visible here

Previous 10 Next 10

- i. You can click view Agenda to view additional notes that have been added as well as decisions that were made on any attached proposals

Legend of Curriculog Icons

Icon	Why is it Used?	Where is it located?
	Start Proposal – when hovering over the list of proposals, this icon will show. Click on it to open up a new proposal form	In the list of proposal options when selecting a proposal/process; viewable when hovering over each proposal form.
	Preview Approval Process – before beginning a proposal, you can use this to look at the workflow steps that may be needed.	In the list of proposal options when selecting a proposal/process; viewable when hovering over each proposal form.
	Launch – this will launch the proposal into the workflow. If successful, you will get a confirmation window. You will have to go back into the proposal and ‘approve’ it for it to move on in the workflow.	Upper left side of the proposal form.
	Edit Proposal – this will open up your proposal for editing	Proposal listing. Viewable when you hover over a proposal.
	View Proposal – this will open up the proposal but editing is not possible.	Proposal listing. Viewable when you hover over a proposal.
	Delete – this will delete the proposal.	Proposal listing. Viewable when you hover over a proposal.
	View Summary – this will bring up a summary of the proposal and the workflow	Proposal listing. Viewable when you hover over a proposal.
	Workflow status– a mark inside the circle indicates that level has made a decision (green check mark is approved, red “X” is rejected).	Proposal listing and when the proposal is opened, it is on the upper right side.
	Import – this will import course/program information from the current catalog into the proposal.	Upper left side of the proposal form.
	Attachment – this will bring up a screen where you can browse for and attach files such as syllabi.	Top middle of the form; if form is toggled to full-width, you will not see this icon.

Icon	Why is it Used?	Where is it located?
	Run Impact Report – this runs a report that shows which (if any) other courses, majors, minors, etc. will be affected by your change.	Upper left side of the proposal form.
	Crosslist – this will alert the system that it is a crosslisted course and the other course/department will be added to the workflow.	Top middle of the form; if form is toggled to full-width, you will not see this icon.
	Approval Steps – this will list the approval steps in the workflow.	Top middle of the form; if form is toggled to full-width, you will not see this icon.
	Discussion – you can see the comments on a proposal.	Top middle of the form; if form is toggled to full-width, you will not see this icon.
	Decision – click this to open the decision box indicate approval or rejection. Comments can be left in this section.	Top middle of the form; if form is toggled to full-width, you will not see this icon.
	Custom Route – use this to add additional ad hoc steps to the existing approval process.	Top middle of the form; if form is toggled to full-width, you will not see this icon.
	Signatures – we are not using this icon at the moment	Top middle of the form; if form is toggled to full-width, you will not see this icon.
	Toggle – this will toggle between a full width form and a split screen	Top middle of the form
	Print – this will print out the proposal.	Top middle of the form
	Information – look here for some additional tips.	Top middle of the form