

Version

1.0

UNIVERSITY of
HOUSTON

RAR Catalog and Curriculum Management



Curriculog Guide

Account Settings

CATALOG AND CURRICULUM MANAGEMENT

Curriculog Guide – Account Settings

Registration and Academic Records

Catalog and Curriculum Management

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<http://www.uh.edu/about/offices/enrollment-services/registrar/catalog-curriculum-management/>

Table of Contents

The Impact of Change.....	Error! Bookmark not defined.
Need to Know	Error! Bookmark not defined.
Students	Error! Bookmark not defined.
Degree programs and Faculty	Error! Bookmark not defined.
Advisors	Error! Bookmark not defined.
Enrollment Services	Error! Bookmark not defined.
System to Manage Curriculum Changes	Error! Bookmark not defined.
Coordination of Efforts	Error! Bookmark not defined.
Curriculog.....	2
Features	2
Accessing Curriculog	2
URL	2
Credentials	2
Login	3
My Dashboard (Home Page View)	Error! Bookmark not defined.
Proposals Tab	Error! Bookmark not defined.
Create a NEW Proposal	Error! Bookmark not defined.
Make a Decision	Error! Bookmark not defined.
Set a Custom Route	Error! Bookmark not defined.
Agendas.....	Error! Bookmark not defined.
New Agenda	Error! Bookmark not defined.
Manage Agenda	Error! Bookmark not defined.
Accounts.....	4
Users	4
My Settings	6
Reports.....	Error! Bookmark not defined.
Proposal Detail Report	Error! Bookmark not defined.
Proposal Progress Report	Error! Bookmark not defined.
Impact Report	Error! Bookmark not defined.
Historical Change Report	Error! Bookmark not defined.
INDEX	8

Curriculog

Curriculog is a workflow, collaboration, and approval-tracking platform with the flexibility to respond to evolving institutional and accreditation requirements. Adopted in 2014, the online system will replace the paper versions of Coordinating Board Management (CBM) forms and other methods of proposing and approving changes to courses, programs, policies, and catalog text.

Features

Curriculog creates the ability to:

- Communicate changes to university curriculum to entire community.
- Provide historical logging of comments and voting at each level of approval
- Help users understand impacts of change for other courses and programs that may depend on other courses (prerequisites, Core, plan-required courses).
- Track in real time the progress of proposals
- Develop agendas and meet virtually (via voting and comment logging) or in-person to discuss proposals.
 - Smart phone, Ipad, and laptop users can also enter comments and cast votes/make decisions.
- Interface with other UH systems (PeopleSoft and Acalog (catalog)) in order to reduce duplication of effort and opportunity for manual entry errors when inputting approved changes into the external systems.

Training

Training information is located on the RAR – Catalog and Curriculum Management website:

<http://www.uh.edu/about/offices/enrollment-services/registrar/catalog-curriculum-management/>

Accessing Curriculog

URL

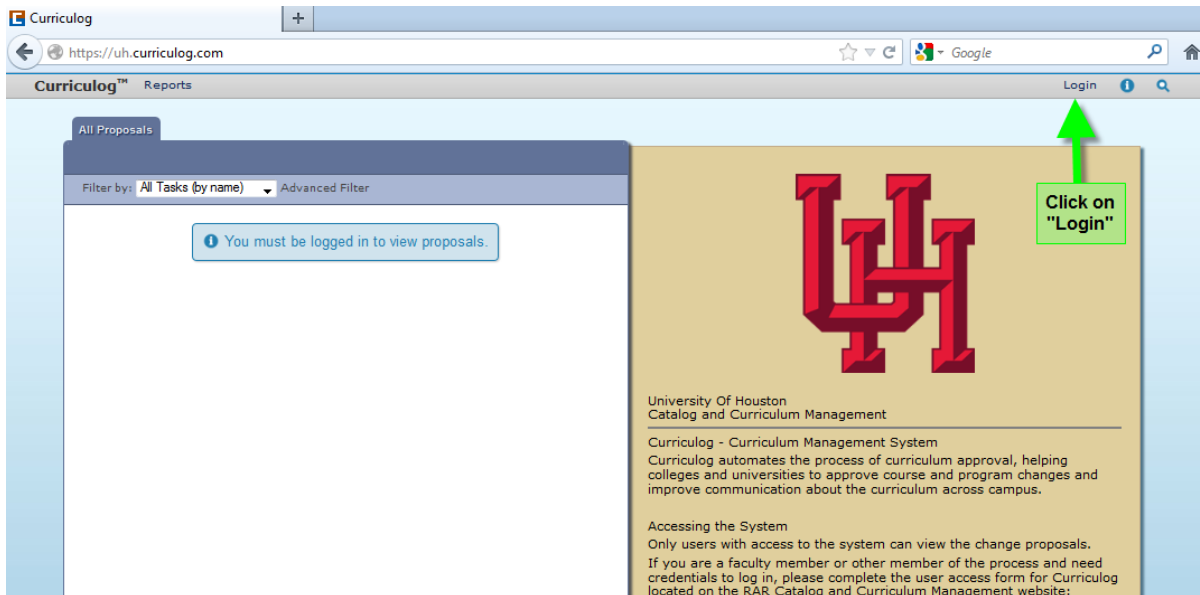
- <https://uh.curriculog.com>

Credentials

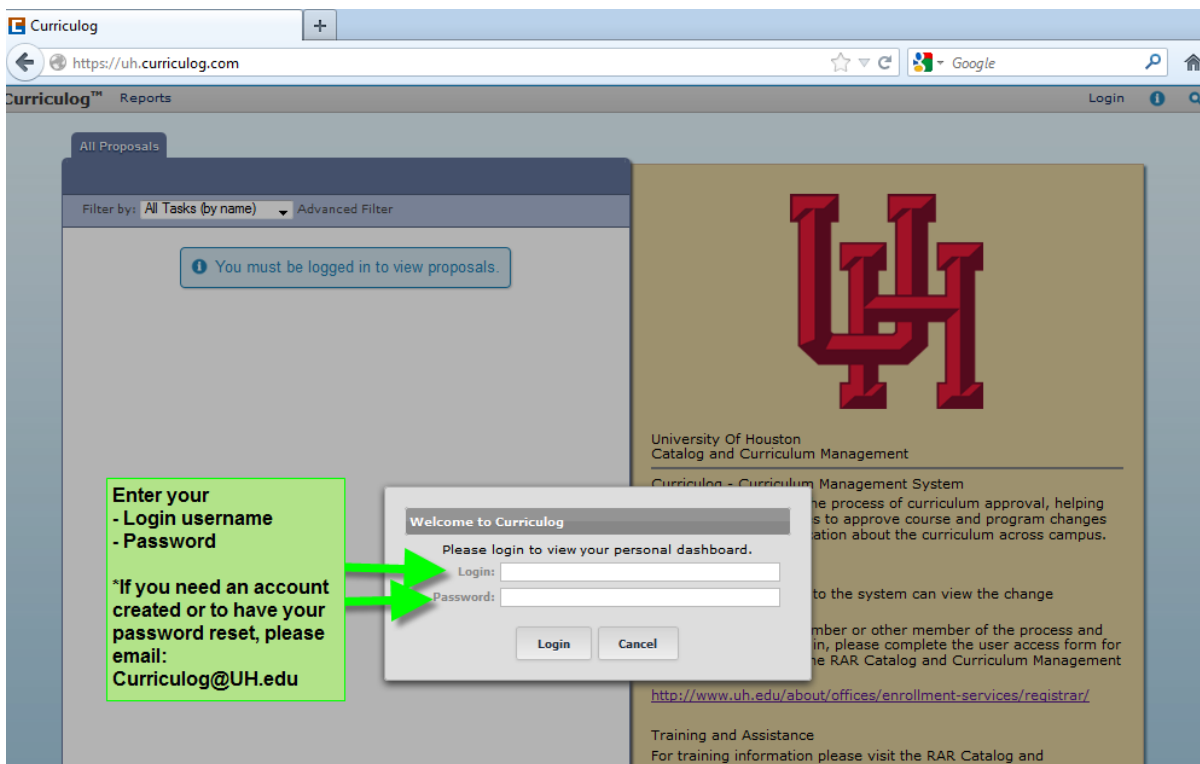
- Who has access?
 - All faculty and the staff that need to support the proposal process will have access to Curriculog.
- Username and password
 - Initial username and password will be emailed directly to the individual.
- Login support
 - Forgot Password
 - Please email Curriculog@uh.edu for password reset. UHIT cannot reset this password for you.
 - No Account
 - If you do not have an account in Curriculog, please complete the form located on the Catalog and Curriculum Management website to have an account created for you.
<http://www.uh.edu/about/offices/enrollment-services/registrar/catalog-curriculum-management/>

Login

1st. Go to <https://uh.curriculog.com>



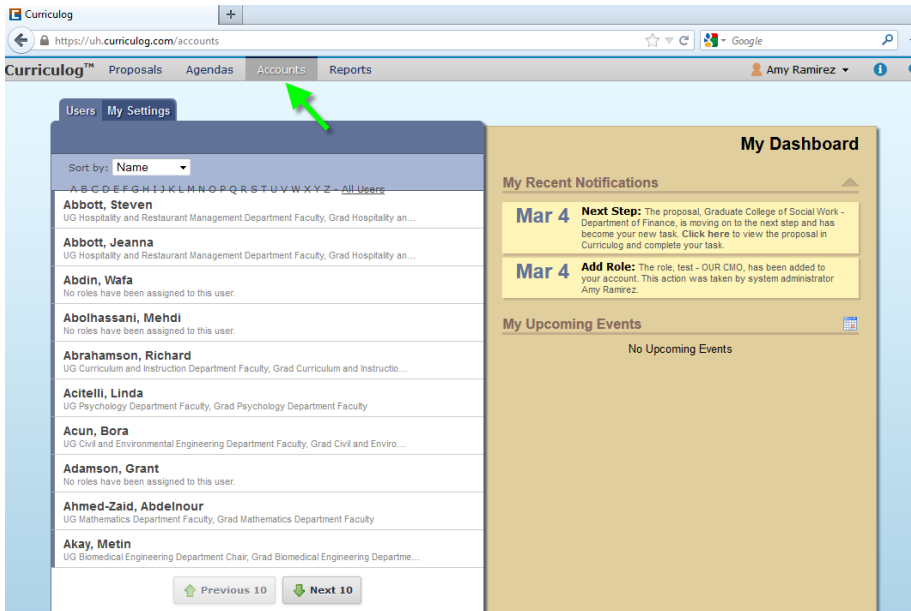
2nd.



3rd.

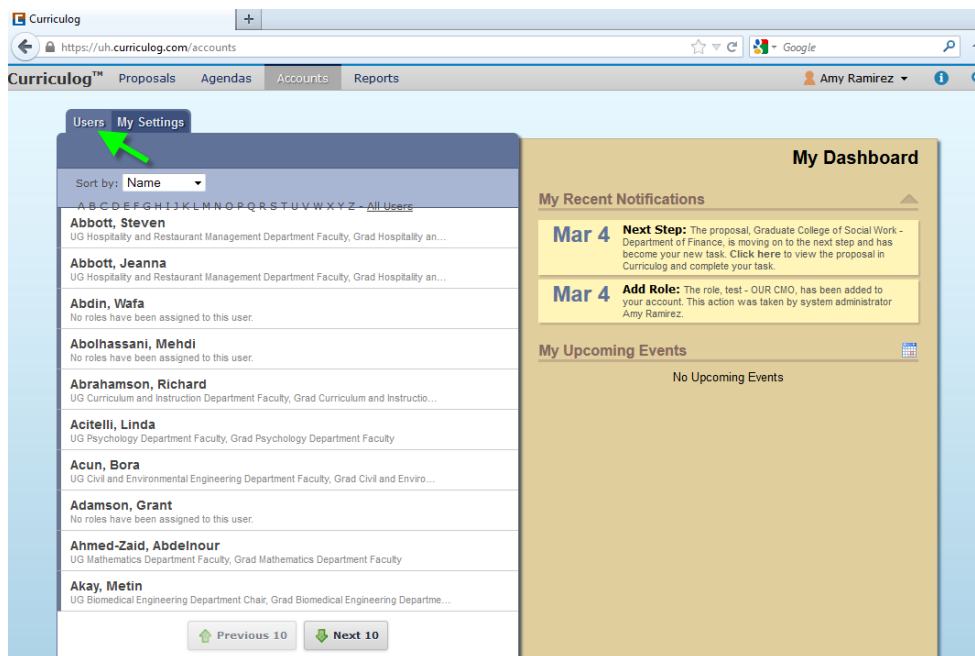
Accounts

From your personal dashboard there will be two tabs available under the Accounts Module of Curriculog.



Users

This tab will display a list of all users within Curriculog. You may sort results by Name, Role Type, or Entity using the drop-down menu in the upper left. You may also use the alphabet links to filter the list of Users displayed. Hovering over a user row will highlight it blue-gray and display an envelope icon to the right of the user's name. Ten results will display in the pane; selecting "Next 10" or "Previous 10" will allow you to scroll through pages of results.



When hovering over a user, an envelope icon will appear to the right in that row. The envelope indicates you may send a message to that user. Emails will be sent from your email account and are not maintained within Curriculog.

Selecting a user row will display that user's Account Summary in a flyout on the right pane. This view displays the user's name, email address, any roles that have been assigned to the user and any committees those roles are associated with.

The screenshot shows the Curriculog web application interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user 'Amy Ramirez' is logged in. The main content area is divided into two panes. The left pane, titled 'Users', shows a list of users with a search bar and a sort dropdown set to 'Name'. The right pane, titled 'Account Summary', displays details for the selected user, Steven Abbott.

User Name	Department	Roles	Committees
Abbott, Steven	UG Hospitality and Restaurant Management Department Faculty, Grad Hospitality an...	UG Hospitality and Restaurant Management Department Faculty	UGRD Department Curriculum Committee
Abbott, Jeanna	UG Hospitality and Restaurant Management Department Faculty, Grad Hospitality an...		
Abdin, Wafa		No roles have been assigned to this user.	
Abolhassani, Mehdi		No roles have been assigned to this user.	
Abrahamson, Richard	UG Curriculum and Instruction Department Faculty, Grad Curriculum and Instructo...		
Acitelli, Linda	UG Psychology Department Faculty, Grad Psychology Department Faculty		
Acun, Bora	UG Civil and Environmental Engineering Department Faculty, Grad Civil and Enviro...		
Adamson, Grant		No roles have been assigned to this user.	
Ahmed-Zaid, Abdelnour	UG Mathematics Department Faculty, Grad Mathematics Department Faculty		
Akay, Metin	UG Biomedical Engineering Department Chair, Grad Biomedical Engineering Departme...		

The 'Account Summary' for Steven Abbott includes the following details:

- Personal Information:** First Name: Steven, Last Name: Abbott, Email: smabbott@uh.edu
- Roles:** UG Hospitality and Restaurant Management Department Faculty, Grad Hospitality and Restaurant Management Department Faculty
- Committees:** UGRD Department Curriculum Committee, GRAD Department Curriculum Committee

My Settings

Navigating to the “My Settings” tab and selecting your user row, you will be able to view the Account Summary for your account.

Curriculog

https://uh.curriculog.com/accounts

Curriculog™ Proposals Agendas Accounts Reports Steven Abbott

My Settings Logout

Users My Settings

Access your settings either way

Account Summary Close X

Abbott, Steven

Personal Information

First Name: Steven

Last Name: Abbott

Email: smabbott@uh.edu

Password: Change Password

Save Personal Information Cancel

Roles

Chosen Roles

- UG Hospitality and Restaurant Management Department Faculty
- Grad Hospitality and Restaurant Management Department Faculty

Committee

- UGRD Department Curriculum Committee
- GRAD Department Curriculum Committee

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 Import
- System Administrator

Originator: Get messages for comments and edit

Email Options: Daily Email Digest

Process: Send messages for the steps in which

Signature Steps: Use Electronic PINS for signature step

Signature Pin: View Pin

Don't forget to SAVE!

Manage your password here. email Curriculog@uh.edu for more assistance.

View your roles here. email Curriculog@uh.edu for more assistance.

Manage your notifications here. email Curriculog@uh.edu for more assistance.

View your Pin here. email Curriculog@uh.edu for more assistance.

Don't forget to SAVE!

Save Preferences Cancel

Curriculog © 2012, Digital Architecture v1.5.0

- Personal Information
 - You have the ability to change your name, email information and your password in the Personal Information section of the Account Summary.
 - Selecting “Change Password” will display a dialog box prompting you to enter your current password, new password, confirm new password and select “Update Password”.
 - Roles and Committees
 - Below the Personal Information section of the Account Summary, you will see Roles and Committees listed. From the user area you will not be able to add or edit your roles and committees.
 - If you need to change your roles and committees assignments, please send a request to Curriculog@UH.edu
 - User Rights
 - Within User Rights are the *Permissions*. The System Administrator controls these options.
 - Within User Rights are the *User Preferences*. You have the ability to determine the frequency of notifications regarding proposals.
 - **Signature Pin** – approval steps beyond the Originator step (first step) requires a Pin (four-digits, like an ATM Pin) to be entered in lieu of a wet signature. This Pin has already been created for those that participate in steps requiring use and can be viewed at any time by navigating to this area and clicking on ‘View Pin’. If you want to change your Pin, please be sure to click ‘Save Preferences’ to record the change in your User Account.
The System Administrator can assist you with changing you Pin, if you have need.
 - Those areas the user cannot edit will be grayed out.
 - If you make any changes to this area you will need to select ‘Save Preferences’.
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INDEX

A

Agendas · 2

C

Curriculog URL
URL · 2

D

dashboard · 4

E

Emails
email, messages · 5
Entity · 4

H

Help · 2

L

Login · 3
password · 2

M

My Settings
settings · 6

P

password · 2, 7
Password
Login · 2
Permissions · 7
Personal Information · 7
proposal · 2

R

Role Type · 4
Roles and Committees · 7

S

Signature Pin · 7

T

tracking
track changes · 2

U

User Rights · 7
Users
user · 4