



STUDENT HANDBOOK EDIT REQUEST PROPOSAL

Summary of Proposal Creation Steps:

1. [LOGIN TO CURRICULOG](#)
2. [REVIEW YOUR DASHBOARD](#)
 - a. The default view when first logging in to Curriculumlog is “My Dashboard.” The dashboard consists of activity notifications on the right side and tabs for accessing proposals and personal tasks on the left hand side of the panel.
3. [CREATE A NEW PROPOSAL](#)
 - a. Select **7c. 2020-2021 Student Handbook Editing**
4. [ATTACH THE REQUIRED FILE](#)
5. [LAUNCH THE PROPOSAL](#)
6. [REVIEW AND APPROVE THE PROPOSAL ON THE ORIGINATOR APPROVAL STEP](#)
 - a. Once a proposal is launched, you, as the Originator, are required to review and approve the proposal in order to initiate the next approval workflow step.

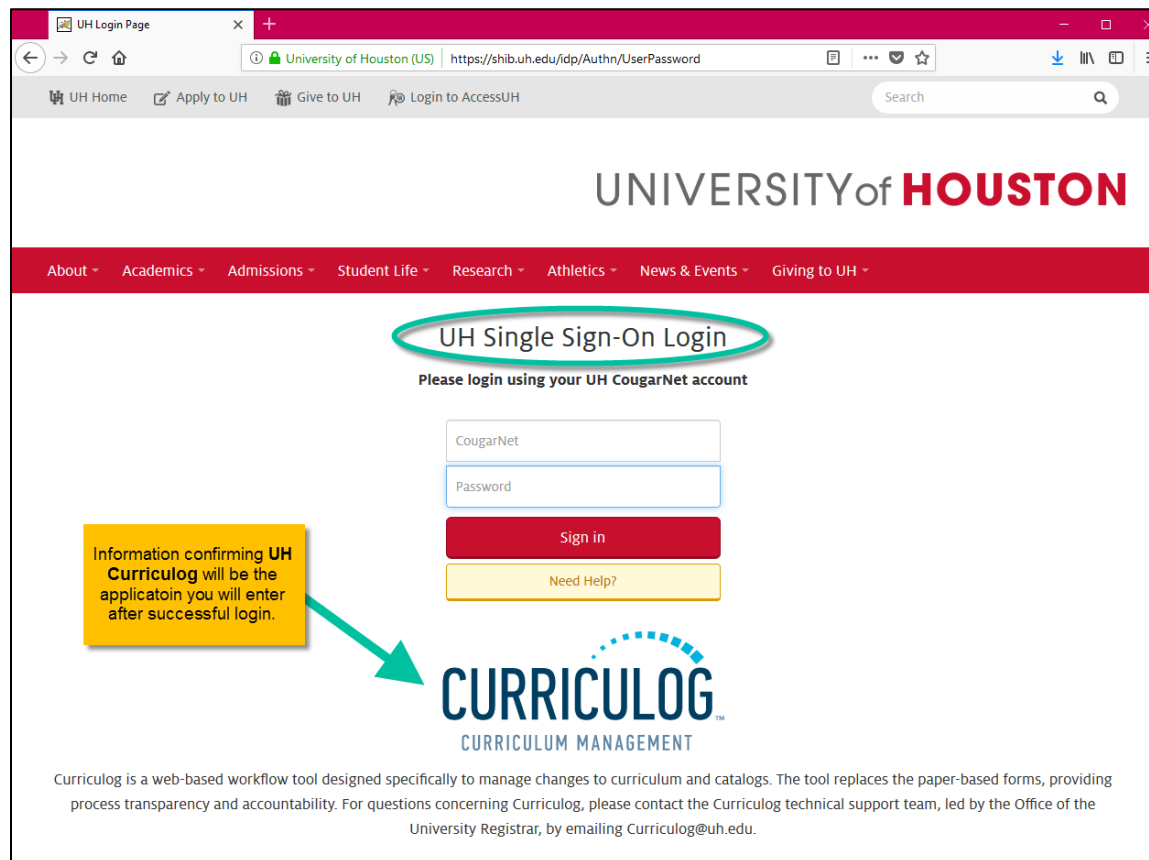
Summary of Approval Workflow Steps:

1. Create and Launch Proposal
2. Originator - (person that launches proposal) Review and approve the submission
 - a. Confirm the field information/selections are correct and that the proper documents are attached.
 - b. Make any necessary changes
3. Student Handbook Editors
 - a. Requested changes applied to publication
 - b. Comment regarding preview link to unpublished catalog provided with request/instructions to review the pages and return to Curriculumlog to complete step 3 – approving the final version of their information
 - c. If missing information, the request will be rejected to send back to step one for revision and resubmission
4. Originator
 - a. Review Student Handbook edits
 - b. If no further edits required, the originator approves the changes and proceed to step four
 - c. If further edits required, the originator will
 - i. provide comments for further edits
 - ii. attach additional documents, if necessary
 - iii. reject the initial changes to send back to the catalog editors in step two
5. Dean of Students Office final review of content
 - a. Receive notification of the final approval of changes and mark the section as ready to publish

ACCESSING CURRICULOG

- i. Navigate to the UH Curriculog website:
<https://uh.curriculog.com>
- ii. Select the Login link in the upper-right corner of the UH Curriculog website window, as usual.
- iii. You will be **redirected** to the UH Single Sign-On Login website. The web page will include a logo and description about UH Curriculog, confirming that UH Curriculog will be the application you will enter after successful login. Only those with a faculty or staff affiliation will be allowed to access UH Curriculog at this time.

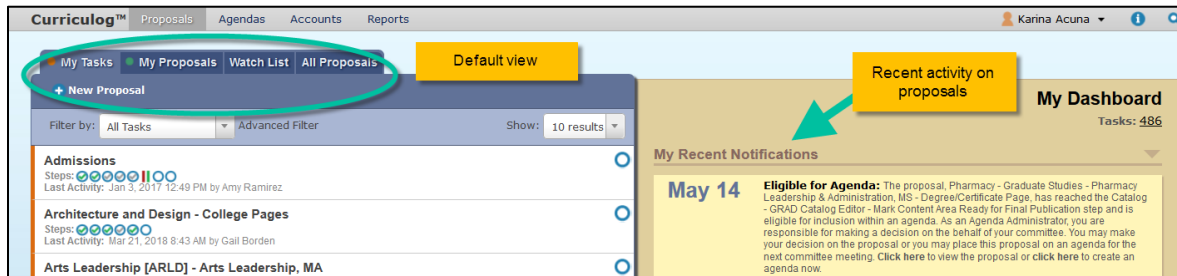
Enter your **CougarNet login credentials** and click the Sign in button.



- iv. After entering your CougarNet credentials:
 - If you have faculty and/or staff affiliation you will be redirected to the UH Curriculog website and ready to use the system.
 - If you do not have affiliation with UH as a faculty or staff member, instead of being redirected to UH Curriculog you will receive an affiliation error. If you know this to be in error, please contact our office to help resolve the matter.
 - If you entered incorrect CougarNet credentials, you will receive a login error message prompting you to enter the correct login credentials. Please try again to login.

MY DASHBOARD

- When you log into the system, the first view you will have is the My Dashboard, the home page for all users of the system

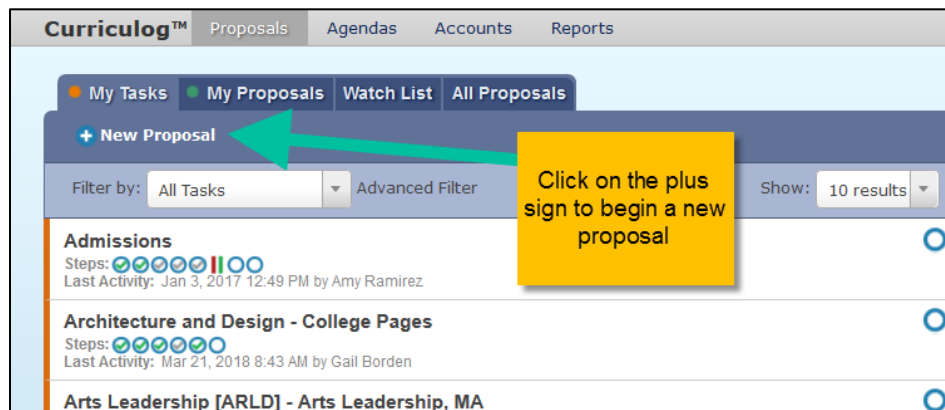


- There are four tabs available for all users
 - My Tasks** consists of proposals pending action from you; you have a role in the approval chain for these items
 - My Proposals** are items you have created
 - Watch List** are items you have elected to track throughout the approval process
 - All Proposals** is the comprehensive list of all items
- Recent notifications of activity on proposals is listed on the right hand side of the panel.

CREATING A NEW PROPOSAL

Proposals can be created from either the My Tasks tab or the My Proposals tab

- Select the plus sign icon identifying the option to create a “New Proposal”



- When the correct proposal type is identified; select the blue circle with the checkmark to begin the proposal.

The screenshot displays the Curriculumlog™ interface with the following elements:

- Navigation:** Top menu includes Proposals, Agendas, Accounts, Reports. Sub-menu includes All Processes, Courses, Programs, Others.
- Sort:** Sort by: Process Title (dropdown).
- Proposal List:**
 - 1a. Independent Study / Selected Topics / Special Problems / Thesis TOPIC Request (GRAD/PRO only) - Steps: 2 mandatory 6 total
 - 1b. Independent Study / Selected Topics / Special Problems / Thesis TOPIC Request (UGRD Only) - Steps: 2 mandatory 6 total
 - 2a. 2021-2022 Catalog Courses - Create New Course - Steps: 8 mandatory 12 total
 - 2b. 2021-2022 Catalog Courses - Revise Existing Course - Steps: 8 mandatory 12 total
 - 2c. 2021-2022 Catalog Courses - Delete Existing Course - Steps: 9 mandatory 12 total
 - 2d. 2021-2022 Catalog Courses - Create New Course (COM only) - Steps: 7 mandatory 8 total
 - 7a. 2020-2021 Graduate Academic Catalog Editing - Steps: 5 mandatory 9 total
 - 7b. 2020-2021 Undergraduate Academic Catalog Editing - Steps: 3 mandatory 7 total
 - 7c. 2020-2021 Student Handbook Editing - Steps: 5 mandatory 5 total
 - 8a.**Graduate School / GPSC Admin Use Only** 2020-2021 Graduate Academic Catalog Editing - Steps: 4 mandatory 8 total
- Callout Box:** A yellow box with black text reads: "With your cursor, hover over the row for the appropriate type. Two icons will appear. Click on the blue circle with the check mark to start a new proposal using the selected template." A blue arrow points from this box to the 'Start Proposal' button.
- Buttons:** 'Start Proposal' button (with a blue circle and checkmark icon) is located to the right of row 7c. 'Previous 10' and 'Next 10' buttons are at the bottom.

3. Your screen view will update to provide the selected form. On the left-hand side are the form fields. Please provide answers to the field prompts.

a. Select/Identify the area that is responsible for the Student Handbook Content being edited.

The screenshot displays the Curriculumlog interface for a Student Handbook Edit Request Proposal. The left-hand pane, titled 'University Offices - Office of the University Registrar', contains instructions and a form for selecting the responsible area. A dropdown menu labeled 'Student Handbook Section Content Owner' is currently set to 'Office of the University Registrar'. A yellow callout box with a green arrow points to the dropdown menu, stating: "Click on 'Select an option' to select your area". The right-hand pane, titled 'Proposal Toolbox', shows the 'Approval Steps' section. It lists several steps, each with a list of participants and their status. A yellow callout box with a green arrow points to the participants in the 'Student Handbook - Edit' step, stating: "Once selected, the participant names populate in the Approval Steps in the right pane. The title of the proposal is also updated." The 'Approval Steps' section includes: 'Originator - Student Handbook Section Content Owner' (Karina Acuna), 'Student Handbook - Edit' (Student Handbook - Editing Team, Karina Acuna), 'Student Handbook - Audit' (Student Handbook - Audit Team, Andre Aquanno), 'Review', and 'Dean of Students Office - Final Review' (Dean Of Students Office, Myra Conley).

- b. Following the Instructions in the proposal form, create the required Word document file and attach to the proposal. [Be sure to include the URL of the Student Handbook page referenced]

Create and Upload File ▼

Student Handbook: <http://www.uh.edu/student-handbook>

Information to Include

Please include the URL (web address) of the current student handbook page that is to be edited by your request.

Document Format

Please use Microsoft Word to submit updated catalog language.

- Copy and paste the relevant pages from the current student handbook directly into a Microsoft Word document
- Please include the URL (web address) of the current student handbook page that is to be edited by your request.
- input all changes with the "Track Changes" option turned on
- Upload and attach the file to this form

How to upload/attach a document:

- Select the 'Files' icon at the top-center blue-outlined page with a green '+' symbol
- In the 'Upload File' screen, 'Browse' to document.
- When document is selected, press 'Open' to return to the 'Upload File' screen.
- Press the 'Upload' button to complete the process of adding your document to the proposal.
- Proceed with remaining steps.

Confirm Attachment

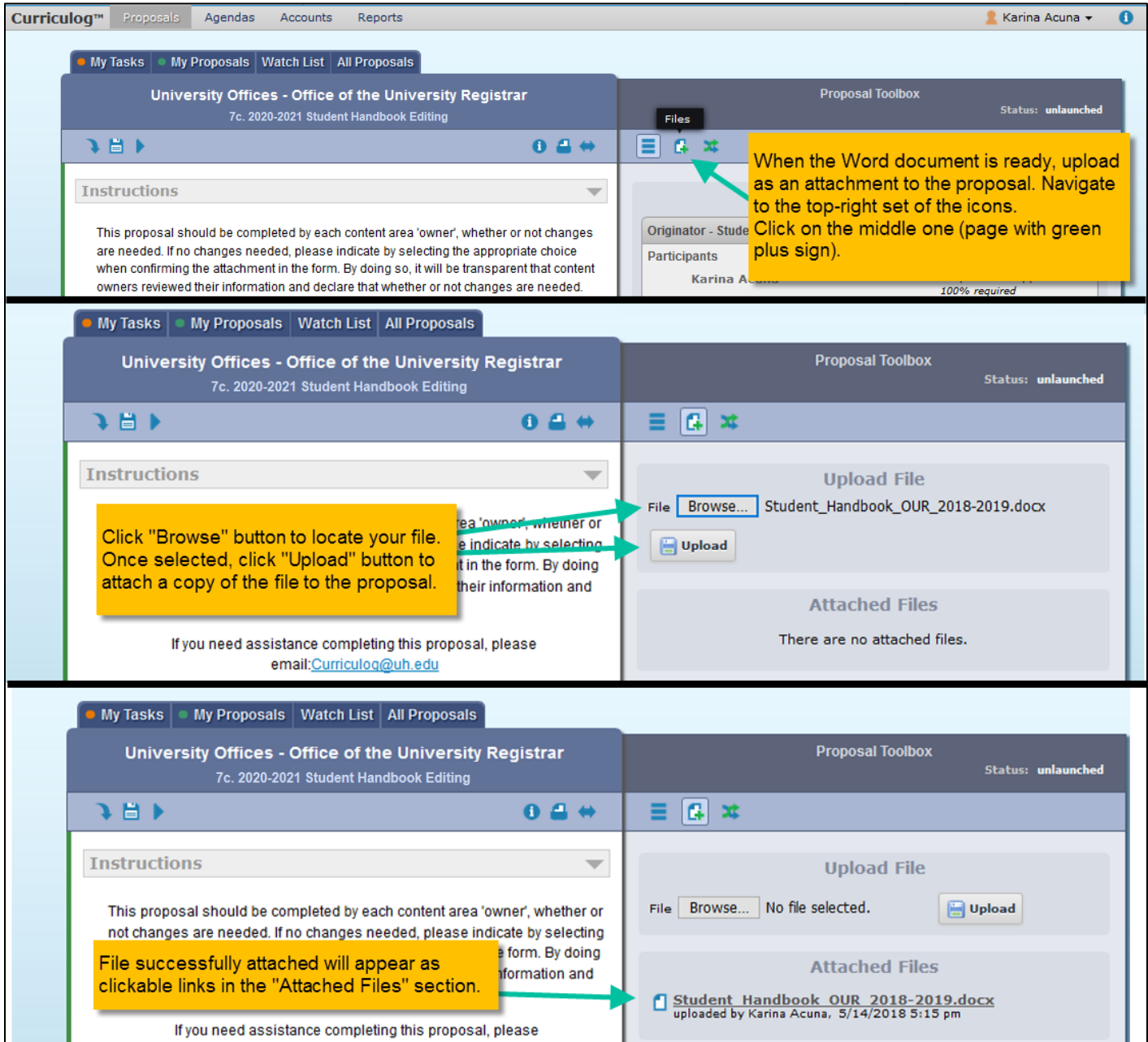
Requested changes attached to proposal* Requested changes attached to proposal
 No changes requested for this year

If NO changes needed to your content, please select "No changes requested for this year". This will confirm that you reviewed your content.

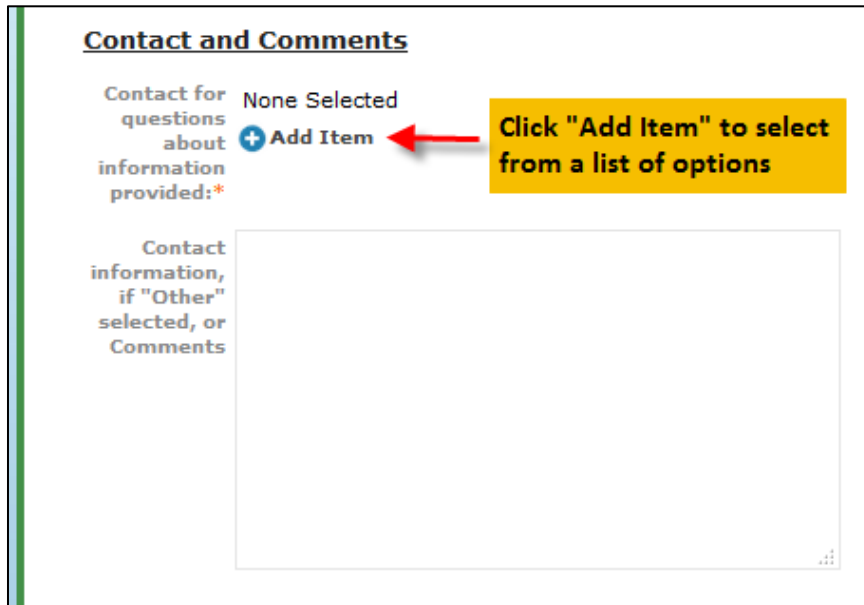


c. Attaching file(s) to proposal:

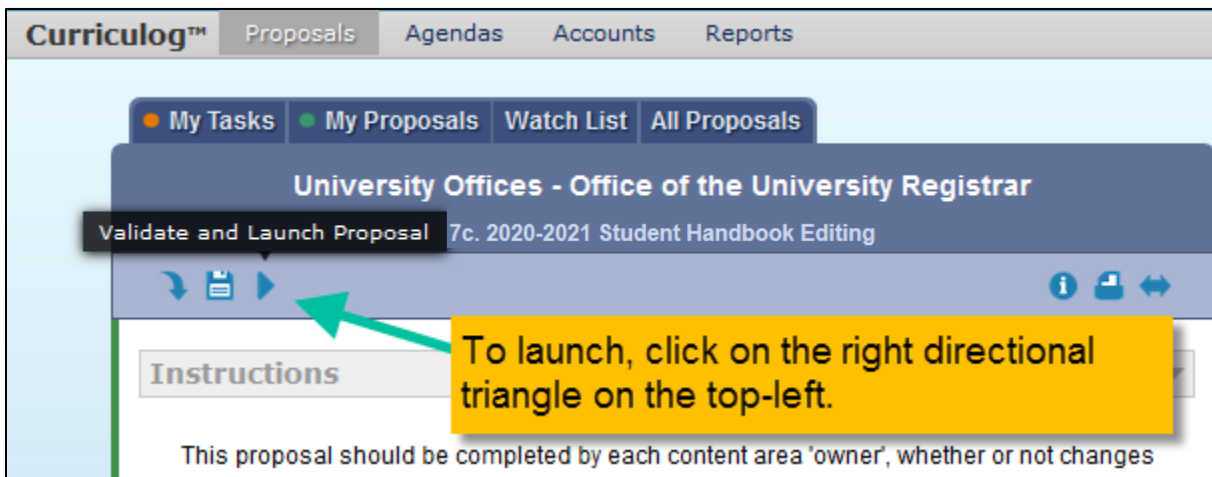
- Navigate to the top of the proposal window. In the right pane, there is a set of three icons. Select the middle icon (white page with green plus sign)
- Click “Browse” to locate your file and select your file.
- Click “Upload” to attach your file to the proposal.



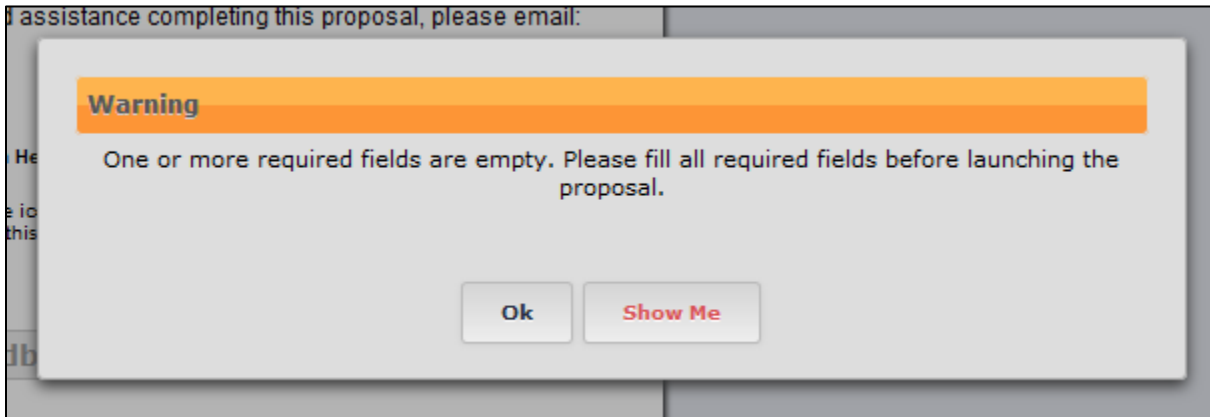
- d. Provide contact information for questions concerning the processing of the requested edits. If the contact is not located in the list, please select “*Other, not listed” and provide contact information in the next text box field.



- 4. Once all fields are completed and the proposal is ready, select the blue arrow icon at the top of the page to “launch” the proposal to the next step. *[YOU'RE NOT DONE YET!!]*



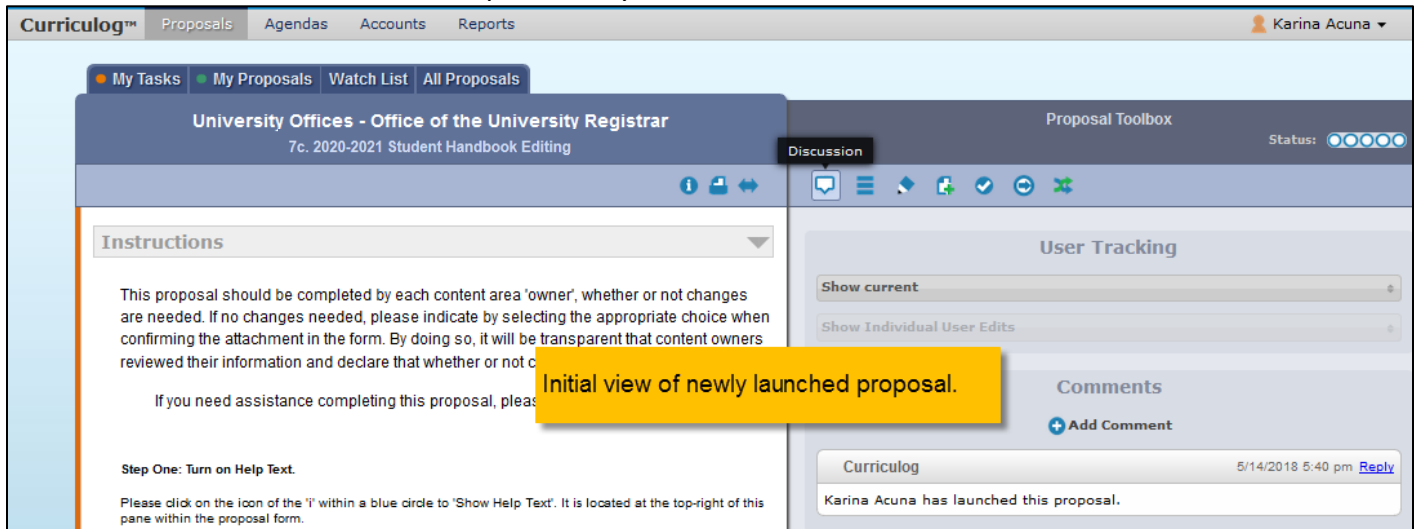
- If the form does not launch (no action):



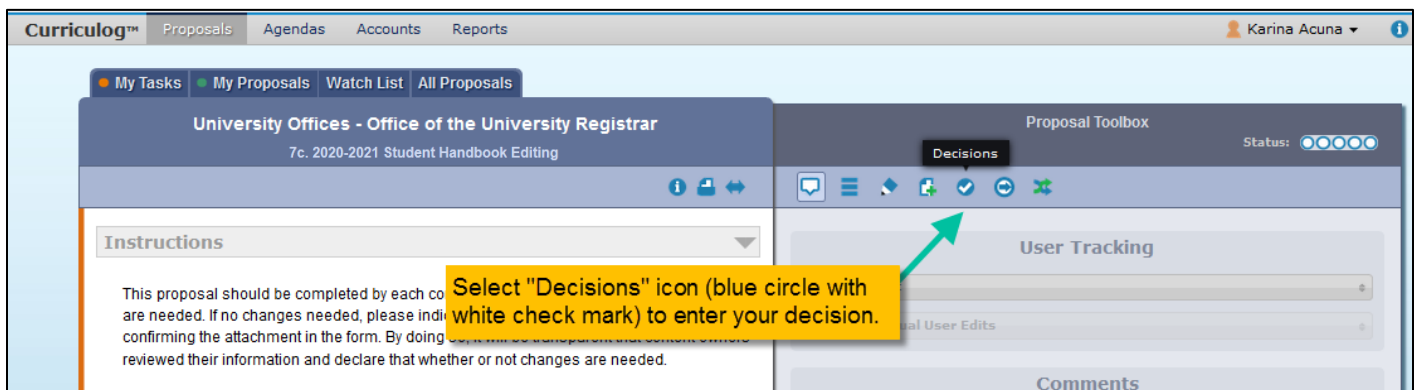
- Please scroll through the proposal form again to see if there are any required fields that may have been inadvertently skipped/not completed. They will be marked with an orange/yellow font.
- Please review the right-hand pane with the workflow participants. If there are any caution messages in the workflow participants, please contact Curriculumlog@uh.edu to resolve.
- Once completed, return to the launch button and launch the proposal.

ORIGINATOR APPROVAL

- Once the form is launched, your view will be updated. Primarily, the right-hand pane will look different and have different options for you.



- You, as Originator, will now need to review and approve your proposal in order to move the proposal on to the next steps in the workflow.
- Review your proposal in the left-hand pane. Make any necessary edits to the course fields.
 - Be sure to click the “Save” button that appears when you make changes to a field.
- In the right-hand pane, select the Decisions icon (blue circle with white check mark).



- Select the “Approve” radio button
- Click the “Make My Decision” button

- Your view will now update and you will receive a message that your proposal has moved on to the next step.
- Status Updates
 - You will receive status updates in the frequency that you selected in your “My Settings.” The default is a weekly digest.
 - You can check the status of your proposals at any time by logging in to Curriculumlog and navigating to your “My Proposals” tab. You will find an exhaustive list of all proposals that you launched (or have yet to launch).
 - Note: completed proposals will not be visible by default. To view the completed proposals
 1. use the “Advanced Filter” option
 2. select the “Completed Proposals” checkbox
 3. click on the “Filter Proposals” button.

- Note that Curriculumlog utilizes color-coding in addition to icons to aid users with navigating throughout the tool and identifying the status of items. The initial view when you login to Curriculumlog is the “My Tasks” tab. Any proposal requiring action from you will appear in this list.

