

# **CURRICULOG**

Importing

# WHY IMPORTANT?

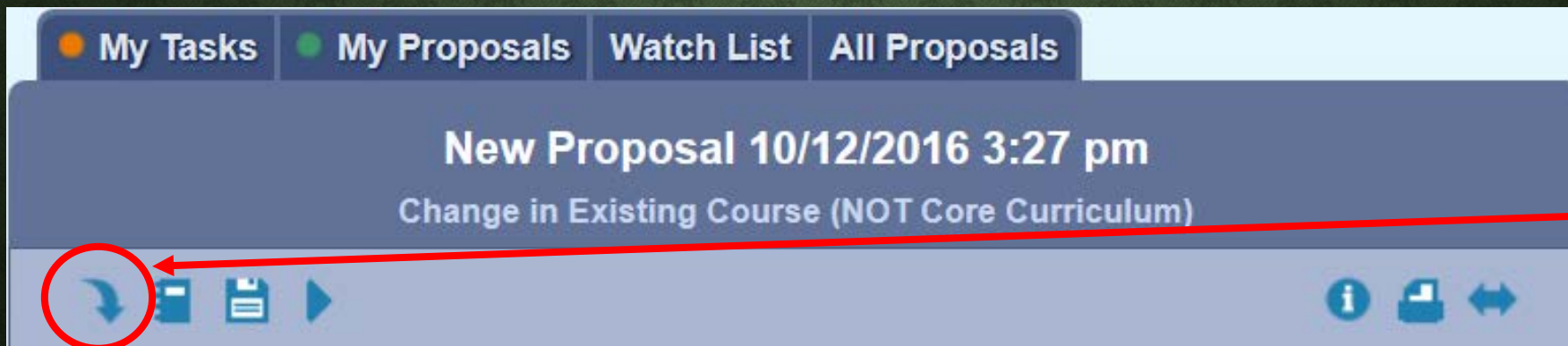
- When changing a curriculum item, it is important for all those in the review process to see HOW the item is changing by being able to compare the current structure against the proposed structure.
- OLD PROCESS involved the copy/pasting of curriculum information from the published catalog onto the paper form
  - CON: *Published* information is “old” from our stand point
  - CON: All relevant information may NOT have been included in the copy/paste action

# WHY IMPORT?

- NEW PROCESS makes for an easier, more accurate method of providing “current” curriculum information
  - PRO: imports from the most recent WORKING catalog
  - PRO: includes all the “basic” information needed for the approval process
  - PRO: ensures content integrity (as opposed to recalling information from memory)
- Increases reverse-importing accuracy
  - After items are approved at the UUCC/Grad Council meetings, the Registrar’s catalog team imports the changed items into Acalog which is the database that feeds information onto our catalog website.

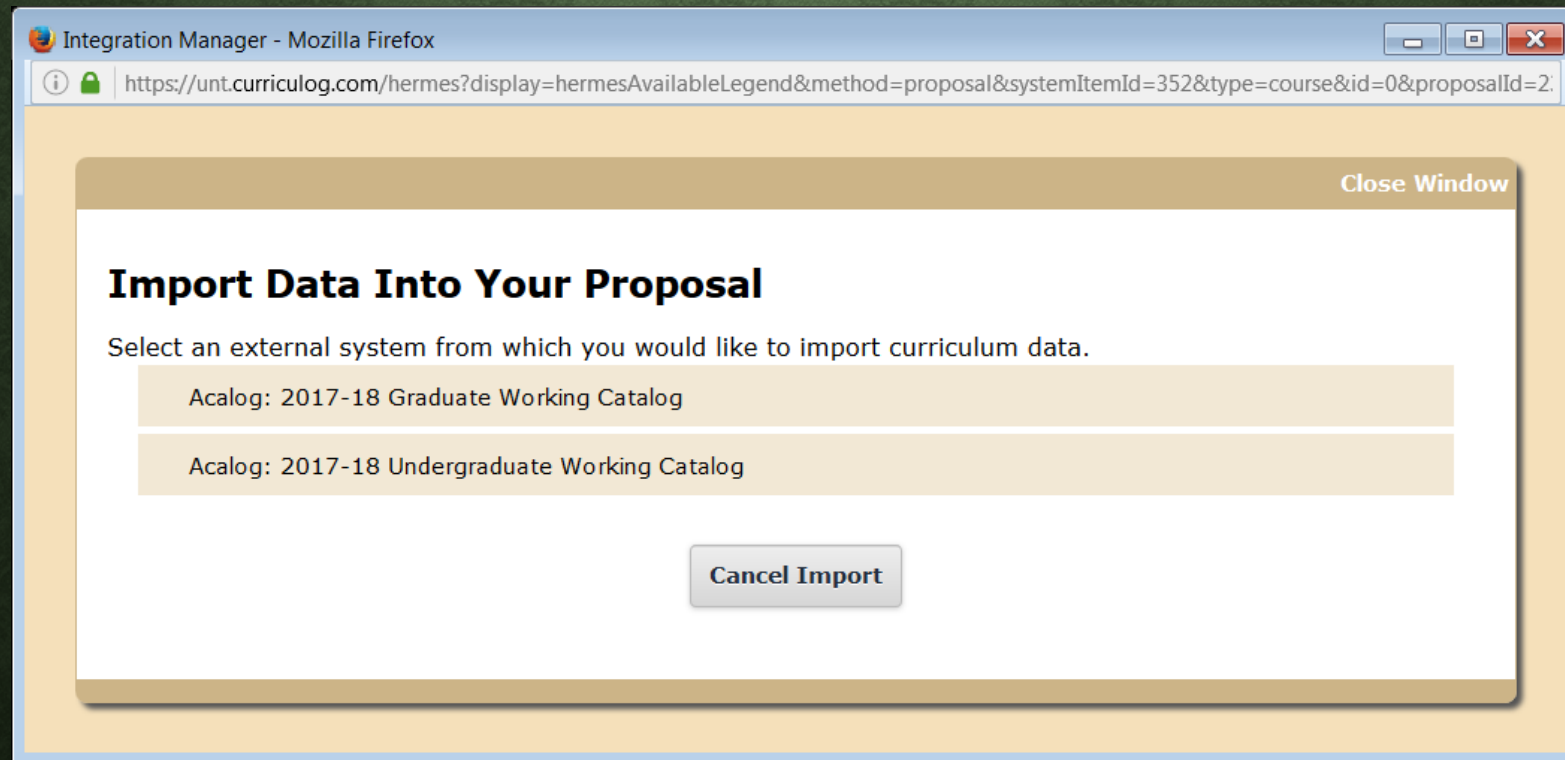
# IMPORT ICON

- Importing is the **VERY FIRST** action you will take on a majority of the forms
- The import icon is the downward-facing arrow on the left panel, in the upper left-hand corner.



# CHOOSE CATALOG LEVEL

- Depending on the level of your curriculum item (program, course, etc)



# SEARCH USING FILTERS

- Recommend using the following filters from the drop-menu:
  - **PREFIX** (*especially when creating a proposal to change a COURSE*)
  - **CODE** (or course number)
  - **NAME** (title—*especially when creating a proposal to change a PROGRAM*)

The screenshot shows a web browser window titled "Integration Manager - Mozilla Firefox" with the URL <https://unt.curriculog.com/hermes?display=hermesSearch&method=proposal&systemItemId=352&type=course&id=188&mapId=26&proposalId=188>. The main content area is titled "Search 2017-18 Undergraduate Working Catalog" and includes a "Close Window" button in the top right corner. Below the title, there is a sub-header "Filter Courses" and a search bar labeled "Search all courses". A dropdown menu labeled "Or add filter" is currently set to "Filter by field". Below this, there are three input fields: "Start Date:", "End Date:", and "Sort Results By:". The "Sort Results By:" field has three buttons: "Prefix X", "Code X", and "Name X". A checkbox labeled "Exclude previously imported items" is checked. At the bottom of the form, there are three buttons: "Search Available Curriculum", "Select Another External System", and "Cancel Import".

# SEARCH USING FILTERS

- Filtering by NAME
  - When searching for programs, use FULL-TEXT
  - Do not abbreviate words within the degree title
  - You can search by degree type, but do not separate the letters with periods (EX: BS, MS, PHD)
  - **Recommended:** search by name rather than degree type

The screenshot shows a web browser window titled "Integration Manager - Mozilla Firefox" with the URL "https://unt.curriculog.com/hermes?display=hermesSearch&method=proposal&systemItemId=352&type=course&id=188&mapId=26&proposal1". The main content area is titled "Search 2017-18 Undergraduate Working Catalog" and includes a "Close Window" button in the top right corner. Below the title, there is a sub-header "Search all courses" and a dropdown menu labeled "Or add filter" with "Filter by field" selected. There are three input fields for "Start Date:", "End Date:", and "Sort Results By:". The "Sort Results By:" field contains three buttons: "Prefix X", "Code X", and "Name X". A checkbox labeled "Exclude previously imported items" is checked. At the bottom, there are three buttons: "Search Available Curriculum", "Select Another External System", and "Cancel Import".

# SEARCH USING FILTERS

- You must click “Search Available Curriculum”
  - Hitting “enter” will not start the search process.

Integration Manager - Mozilla Firefox

https://unt.curriculog.com/hermes?display=hermesSearch&method=proposal&systemItemId=352&type=course&id=188&mapId=26&proposalId=...

Close Window

### Search 2017-18 Undergraduate Working Catalog

Using the faceted search below, locate the course or program you would like to import into this proposal.

#### Filter Courses

Search all courses

Or add filter

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Start Date:  End Date:  Sort Results By:

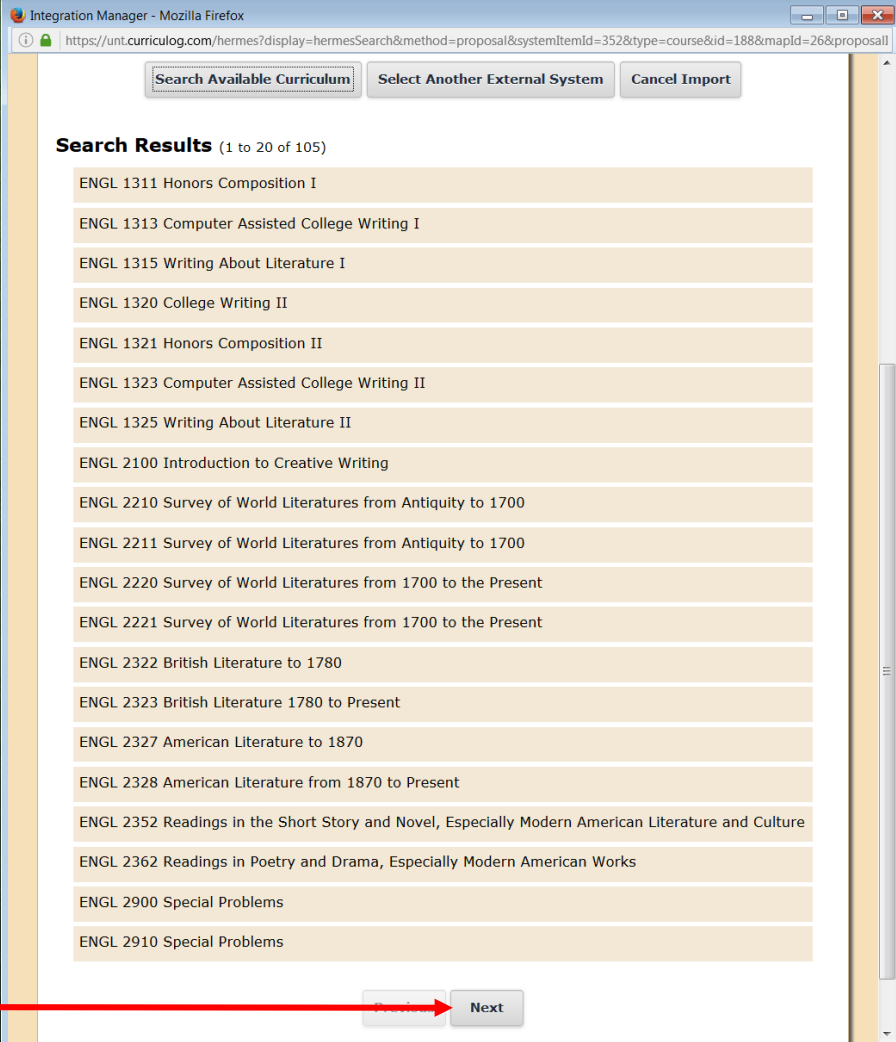
Exclude previously imported items



# SEARCH USING FILTERS

Make your selection from the result list by simply clicking the row with your curriculum item.

- If you cannot find your item on the first page, you may have to click **NEXT** to view additional results



Integration Manager - Mozilla Firefox  
https://unt.curriculog.com/hermes?display=hermesSearch&method=proposal&systemItemId=352&type=course&id=188&mapId=26&proposalId=...

Search Available Curriculum   Select Another External System   Cancel Import

**Search Results** (1 to 20 of 105)

- ENGL 1311 Honors Composition I
- ENGL 1313 Computer Assisted College Writing I
- ENGL 1315 Writing About Literature I
- ENGL 1320 College Writing II
- ENGL 1321 Honors Composition II
- ENGL 1323 Computer Assisted College Writing II
- ENGL 1325 Writing About Literature II
- ENGL 2100 Introduction to Creative Writing
- ENGL 2210 Survey of World Literatures from Antiquity to 1700
- ENGL 2211 Survey of World Literatures from Antiquity to 1700
- ENGL 2220 Survey of World Literatures from 1700 to the Present
- ENGL 2221 Survey of World Literatures from 1700 to the Present
- ENGL 2322 British Literature to 1780
- ENGL 2323 British Literature 1780 to Present
- ENGL 2327 American Literature to 1870
- ENGL 2328 American Literature from 1870 to Present
- ENGL 2352 Readings in the Short Story and Novel, Especially Modern American Literature and Culture
- ENGL 2362 Readings in Poetry and Drama, Especially Modern American Works
- ENGL 2900 Special Problems
- ENGL 2910 Special Problems

Next

# SEARCH USING FILTERS

- If your curriculum item is not showing up in the search result AT ALL: Verify that the “exclude previously imported items” box is UN-checked.
- You will need to click “Search Available Curriculum” again

Integration Manager - Mozilla Firefox

https://unt.curriculog.com/hermes?display=hermesSearch&method=proposal&systemItemId=352&type=course&id=188&mapId=26&proposalId=...

Close Window

### Search 2017-18 Undergraduate Working Catalog

Using the faceted search below, locate the course or program you would like to import into this proposal.

**Filter Courses**

Search all courses

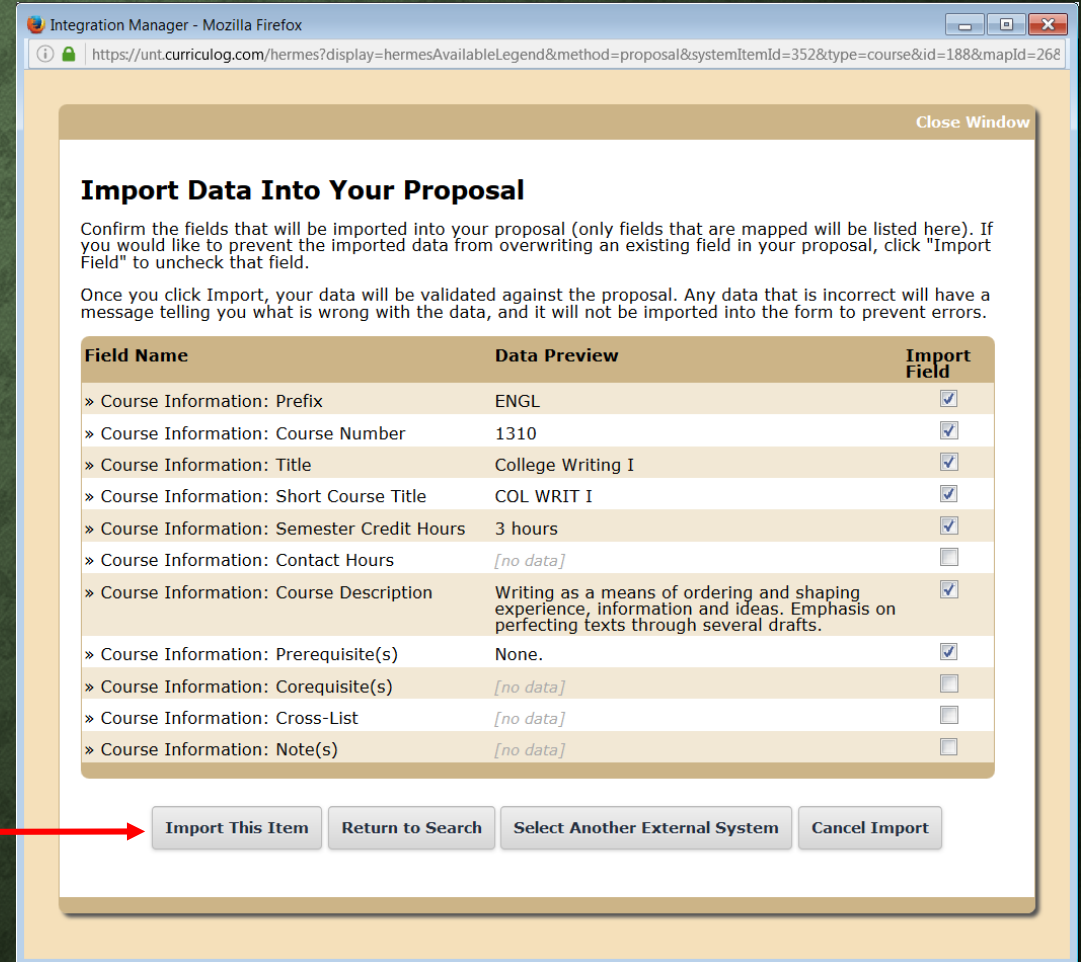
Or add filter

Start Date:  End Date:  Sort Results By:

Exclude previously imported items

# IMPORT DATA

- Once you have identified your curriculum item you will see a screen similar to this
- The only thing you will need to do here is click “Import This Item”



Integration Manager - Mozilla Firefox  
https://unt.curriculog.com/hermes?display=hermesAvailableLegend&method=proposal&systemItemId=352&type=course&id=188&mapId=268

Close Window

### Import Data Into Your Proposal

Confirm the fields that will be imported into your proposal (only fields that are mapped will be listed here). If you would like to prevent the imported data from overwriting an existing field in your proposal, click "Import Field" to uncheck that field.

Once you click Import, your data will be validated against the proposal. Any data that is incorrect will have a message telling you what is wrong with the data, and it will not be imported into the form to prevent errors.

Field Name	Data Preview	Import Field
» Course Information: Prefix	ENGL	<input checked="" type="checkbox"/>
» Course Information: Course Number	1310	<input checked="" type="checkbox"/>
» Course Information: Title	College Writing I	<input checked="" type="checkbox"/>
» Course Information: Short Course Title	COL WRIT I	<input checked="" type="checkbox"/>
» Course Information: Semester Credit Hours	3 hours	<input checked="" type="checkbox"/>
» Course Information: Contact Hours	[no data]	<input type="checkbox"/>
» Course Information: Course Description	Writing as a means of ordering and shaping experience, information and ideas. Emphasis on perfecting texts through several drafts.	<input checked="" type="checkbox"/>
» Course Information: Prerequisite(s)	None.	<input checked="" type="checkbox"/>
» Course Information: Corequisite(s)	[no data]	<input type="checkbox"/>
» Course Information: Cross-List	[no data]	<input type="checkbox"/>
» Course Information: Note(s)	[no data]	<input type="checkbox"/>

# IMPORT DATA

- Once you have imported, some of the fields on your form should now be populated for you

<b>Prefix*</b>	ENGL	<b>Course Number*</b>	1310
<b>New Prefix Descriptor</b>			
<b>Title*</b>	College Writing I		
<b>Short Course Title*</b>	COL WRIT I		
<b>Course Description*</b>	Writing as a means of ordering and shaping experience, information and ideas. Emphasis on perfecting texts through several drafts.		