

MARK-UP

Using the Track-Changes Feature

FUNCTION

- The purpose of the Track Changes feature within Curriculog is similar to that of Word or Power Point.
- If the Originator *accurately* prepared the form within Curriculog (see Launch a Proposal), then the mark-up feature will highlight the specific content changes made to the curriculum item.

VIEW CHANGES TO PROPOSAL

- To turn on and view the mark-up, please ensure that you are properly viewing the proposal.
- Click on the View Proposal icon that becomes visible on the row when you hover over it:

Steps:
Last Activity: Apr 28, 2017 3:11 PM by Marilyn Wiley

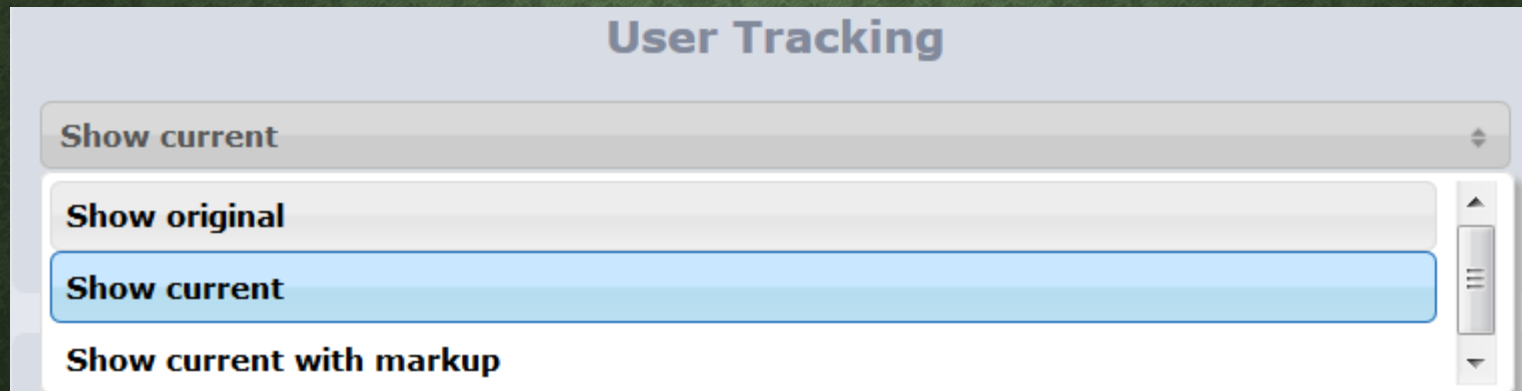
ACCT - 2010 - Accounting Principles I (Financial Accounting)

Steps:
Last Activity: Mar 8, 2017 10:25 AM by Kathy Nichols

View Proposal

VIEW CHANGES TO PROPOSAL

- Once there, go to the User Tracking drop-down menu available on the right panel:



- **SHOW ORIGINAL** – will display the proposal as it looked when first launched
- **SHOW CURRENT** – will display the proposal as it looked when it arrived at your step
- **SHOW CURRENT WITH MARKUP** –will display any changes to the original in COLOR, using strikethrough text to indicate removal of content.

VIEW CHANGES TO PROPOSAL

Title* Advanced **and Not-for-Profit** Accounting Principles

Short Course
Title* ADV **NOT PRO** ACCT PRIN

Course
Description*

Problems connected with income determination and equity accounting, and consolidated statements; ~~domestic and foreign branches, and international.~~
Problems connected with accounting; ~~statement of affairs; fiduciaries; actuarial science~~ for Not-for-Profit entities.


STACKED CHANGES

- If the proposal has been edited by multiple users (who have the appropriate permissions to make changes), those changes will show up in a *different* color within the proposal
- All changes by a specific user will show up in ONE color.
- A new color is assigned to each additional user that makes changes within the proposal.

Semester Credit 2-4 **hours**
Hours*

ACCOUNTABILITY

- While in “Show current with mark-up” mode, hovering over any of the changes will give you a time stamp indicating which user made that change and when.
- Any user who completed additional changes, outside of the originator, is encouraged to leave a comment and upload any supporting documentation providing an explanation for their edit. This is to ensure communication and transparency amongst departments and colleges.

Semester Credit Hours*	2-4 hours	
Contact Hours	 Katy McDaniel 5/3/2017 1:32 PM	Other