

# **CURRICULOG**

The Originator Step

# ORIGINATOR ACTIONS

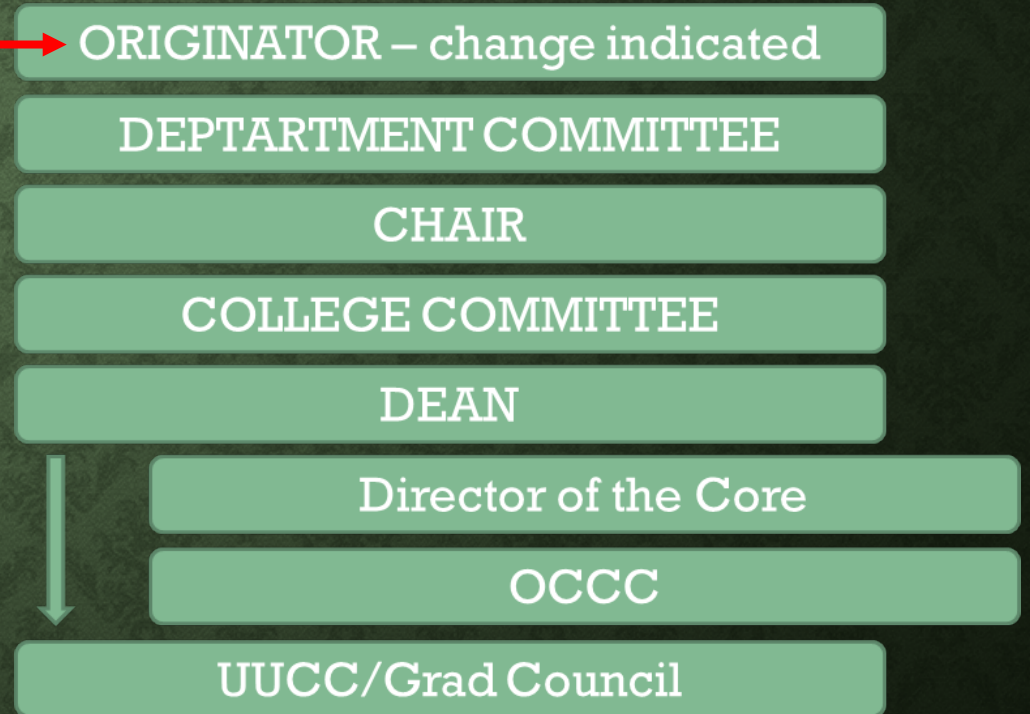
- Individuals in this role will have to complete the following actions to accurately initiate curriculum change:
  - Start a Proposal
  - Import
  - Launch
  - Make changes \*\*
  - Make a Decision

\*\*This power point is addressing this particular phase of the process for Originators

# ORIGINATOR

## Workflow

- NOTICE that the Originator is the very first step in the approval workflow.
- THIS is the point at which your intended changes can be made.



# ORIGINATOR

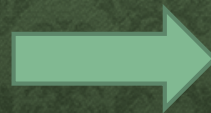
- During the initial form creation, Originators should have indicated the intended changes in the following field (or similar):

<b>Change(s) requested (Check all that apply)*</b>	<input checked="" type="checkbox"/> Course Title
	<input checked="" type="checkbox"/> Short Course Title
	<input type="checkbox"/> Prefix
	<input type="checkbox"/> Course Number
	<input type="checkbox"/> Topics Status
	<input type="checkbox"/> Repeat Status
	<input checked="" type="checkbox"/> Description
	<input type="checkbox"/> Prerequisite(s)
	<input type="checkbox"/> Corequisite(s)
	<input type="checkbox"/> Semester Credit Hours
	<input type="checkbox"/> Contact Hours
	<input type="checkbox"/> Note(s)
	<input type="checkbox"/> Add Cross Listing
	<input type="checkbox"/> Change Cross Listing
	<input type="checkbox"/> Delete Cross Listing
	<input type="checkbox"/> TCCNS
<input type="checkbox"/> CIP Code	

# ORIGINATOR

- Once launched, Originators can **NOW** modify those indicated fields to reflect the **NEW** curriculum content.

Title*	College Writing I
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
Short Course Title*	COL WRIT I
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

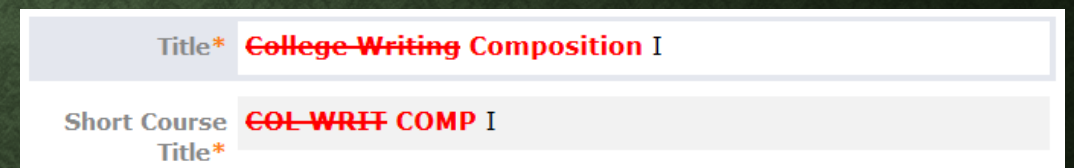
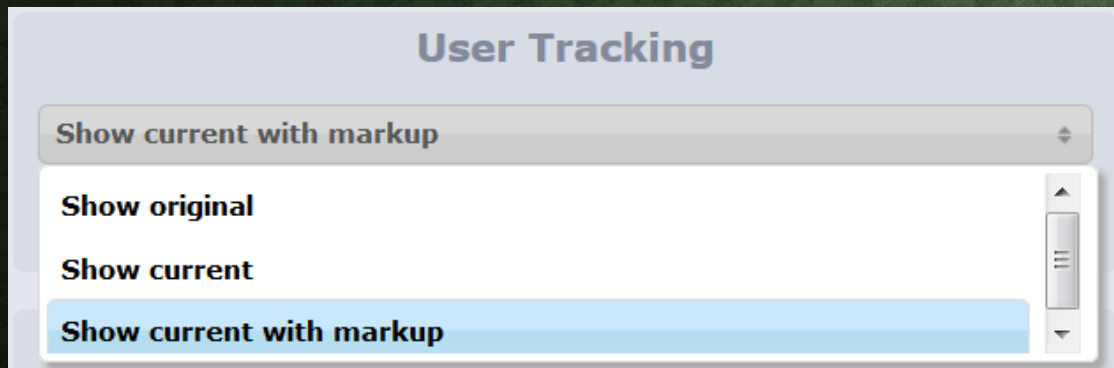


Title*	Composition I
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
Short Course Title*	COMP I
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

\*Be sure to click **SAVE** on all fields you modify

# ORIGINATOR

- To demonstrate the Track Changes feature, navigate to the top right panel and select “show current with markup” from the User Tracking drop down menu:



# ORIGINATOR

- Other fields that you have an opportunity to modify/improve BEFORE you make a decision include:
  - **JUSTIFICATION**
  - **FILES**—upload related documentation such as a syllabus, email communications, external forms
  - **IMPACT REPORTING**—if conversations have occurred since launching the form, update the contact fields to log that information
- Once all changes have been made and related documentation is attached (when applicable) you can now **MAKE A DECISION**.