

Dietrich School of Arts and Sciences General Education Course Proposal Submission Instructions

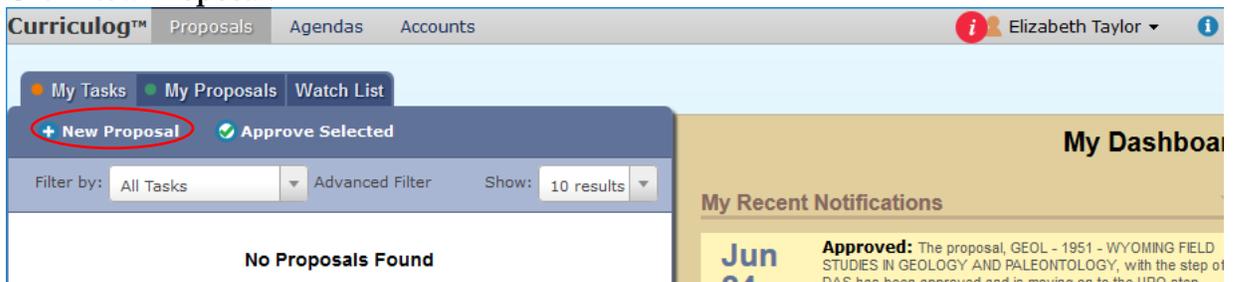
1. Log into Curriculog.
2. Log into my.pitt.edu and scroll down to the **Access Curriculog** option, as seen to the right.



3. Click **Login** on the Curriculog page (upper righthand corner).



4. Click **New Proposal**.



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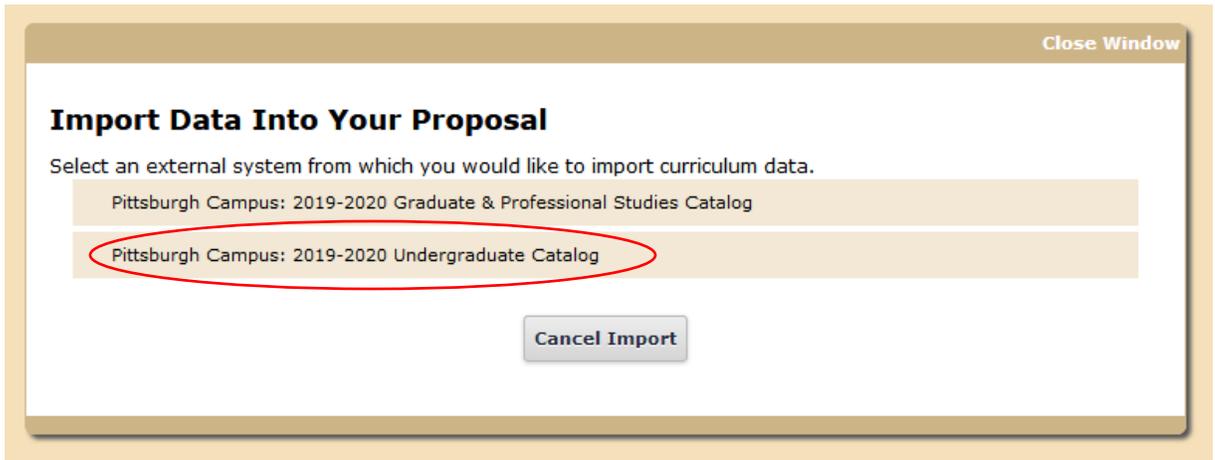
- Click the **Next 10** button until you find **DAS - General Education Proposal**; it should be on the third page. Click it, then click the checkmark to the right of it to initiate the proposal.

The screenshot shows the Curriculog interface. On the left, a list of proposals is displayed, sorted by 'Process Title'. The proposal 'DAS - General Education Proposal' is highlighted with a red oval, and a checkmark icon to its right is also circled in red. Below the list are 'Previous 10' and 'Next 10' buttons. On the right, the 'Process Summary' for the selected proposal is shown, including 'Process Steps' for 'Originator', 'Film & Media Studies Program Review', and 'Religious Studies Review', each with participant and step details.

- Enter all of the information requested on the form.
 - * The course must be active in PeopleSoft to be considered for a General Education Requirement. A course's department, subject, catalog number, and title can be imported by clicking on the curved down arrow.

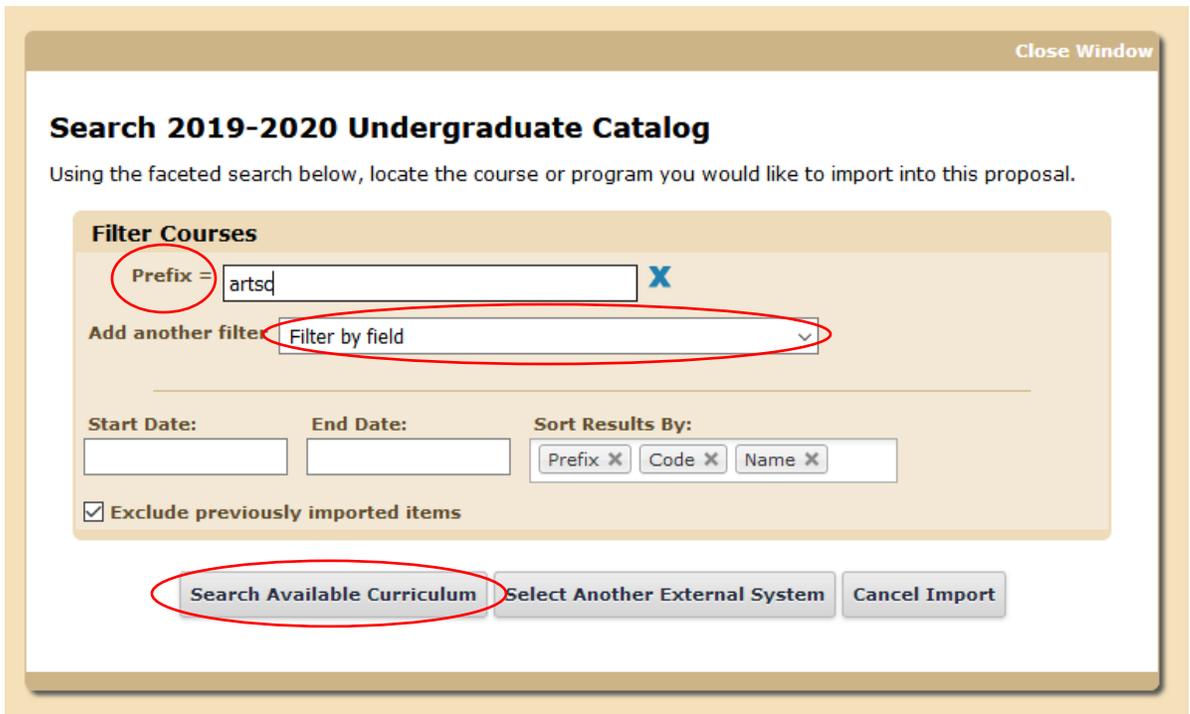
The screenshot shows the 'New Proposal' form for 'DAS - General Education Proposal' dated 6/24/2019 at 3:52 pm. The 'General Course Information' section contains the text: ****Read before you begin**** and YOU MUST IMPORT FROM THE UNIVERSITY CATALOG. A red circle highlights a curved down arrow icon in the top navigation bar. The right side of the screen shows the 'Proposal Toolbox' and 'Approval Steps' for the 'Originator' (Elizabeth Taylor), with a status of 'Incomplete'.

To import a course, select the current year's **Undergraduate Catalog**:



The screenshot shows a window titled "Import Data Into Your Proposal" with a "Close Window" button in the top right. Below the title, it says "Select an external system from which you would like to import curriculum data." There are two list items: "Pittsburgh Campus: 2019-2020 Graduate & Professional Studies Catalog" and "Pittsburgh Campus: 2019-2020 Undergraduate Catalog", with the second one circled in red. A "Cancel Import" button is at the bottom.

Select **Prefix** from the **Filter by field** drop down and type the course's subject in the **Prefix** criteria box, then click **Search Available Curriculum**.



The screenshot shows a window titled "Search 2019-2020 Undergraduate Catalog" with a "Close Window" button in the top right. Below the title, it says "Using the faceted search below, locate the course or program you would like to import into this proposal." There is a "Filter Courses" section with a "Prefix =" label circled in red and a text input field containing "artsd" with a blue "X" icon. Below it, "Add another filter:" is followed by a dropdown menu with "Filter by field" selected, also circled in red. There are "Start Date:" and "End Date:" input fields, and a "Sort Results By:" section with buttons for "Prefix X", "Code X", and "Name X". A checkbox "Exclude previously imported items" is checked. At the bottom, there are three buttons: "Search Available Curriculum" (circled in red), "Select Another External System", and "Cancel Import".

Scroll down to the search results and select the course for the proposal.

Add another filter Filter by field

Start Date: End Date: Sort Results By: Prefix X Code X Name X

Exclude previously imported items

Search Available Curriculum Select Another External System Cancel Import

Search Results (1 to 20 of 452)

- ARTSC 0050 LATIN AMERICA
- ARTSC 0108 ACADEMIC SKILLS FOCUS COURSE
- ARTSC 0109 ACADEMIC INTERVENTION
- ARTSC 0110 HEALTH FOCUS
- ARTSC 0111 RIGHT START 1
- ARTSC 0112 RIGHT START TO COLLEGE 2
- ARTSC 0112 RIGHT START TO COLLEGE 2

Click **Import This Item**.

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
» General Course Information: Department	Kenneth P. Dietrich School of Arts and Sciences	<input checked="" type="checkbox"/>
» General Course Information: Subject	ARTSC	<input checked="" type="checkbox"/>
» General Course Information: Catalog Number	0050	<input checked="" type="checkbox"/>
» General Course Information: Course Title	LATIN AMERICA	<input checked="" type="checkbox"/>

Import This Item Return to Search Select Another External System Cancel Import

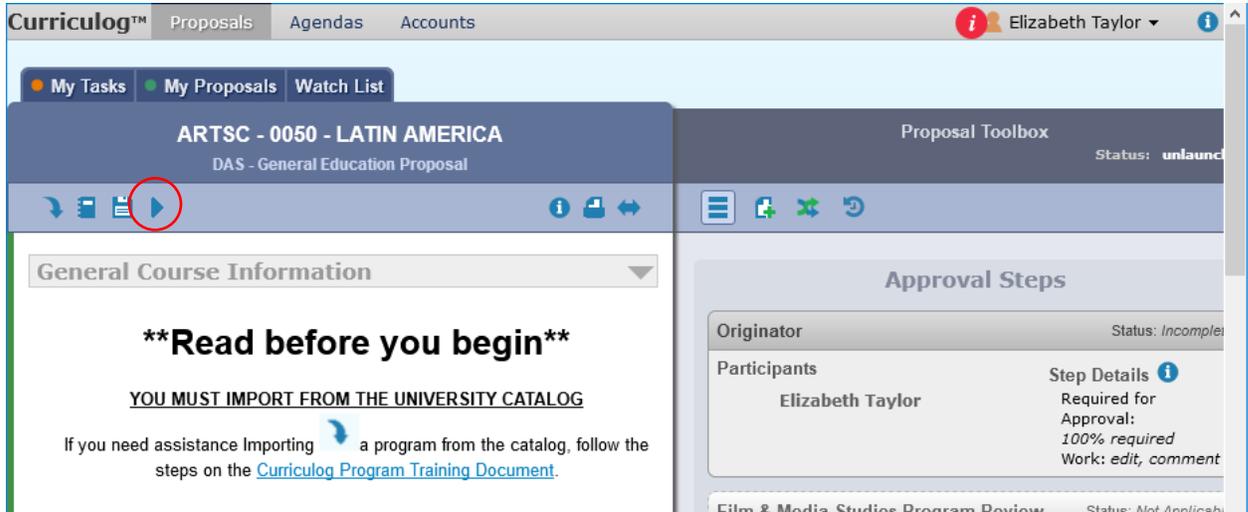
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- * The elements of the course syllabus are for reference; **you do not need to enter this information via Curriculog.**
 - * A course may fulfill no more than three General Education Requirements. If the course you are submitting is already approved for one General Education Requirement, you may select two additional General Education Requirements. If the course you are submitting is already approved for two General Education Requirements, you may select one additional General Education Requirement. If the course you are submitting is approved for three General Education Requirements, you may not submit it for additional requirements.
7. Upload the following support files. To upload the files, click the page plus icon in the information pane to the right of the proposal.
- * A syllabus that is no more than three years old;
 - * A rationale for each General Education Requirement being sought; and
 - * An assessment matrix for each General Education Requirement being sought.

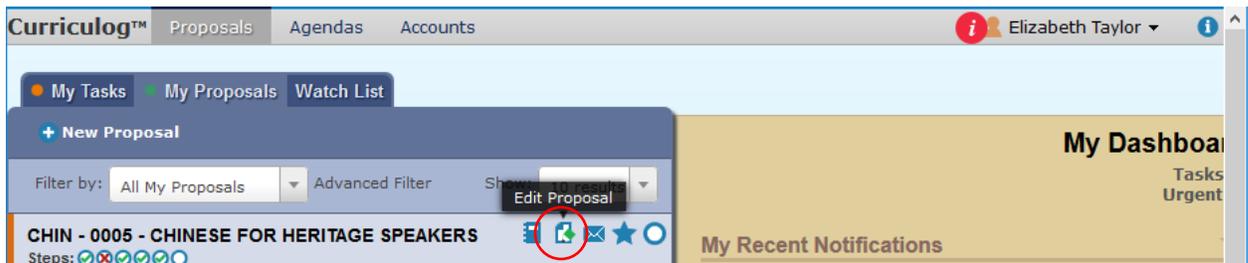
The screenshot displays the Curriculog™ web interface. At the top, there are navigation tabs for 'Proposals', 'Agendas', and 'Accounts'. The user is identified as 'Elizabeth Taylor'. Below the navigation, there are tabs for 'My Tasks', 'My Proposals', and 'Watch List'. The main content area is titled 'New Proposal 6/24/2019 3:52 pm' and 'DAS - General Education Proposal'. A 'Proposal Toolbox' is visible on the right with a status of 'unlaunched'. The 'General Course Information' section contains a dropdown menu and a bolded instruction: '**Read before you begin**'. Below this, it states 'YOU MUST IMPORT FROM THE UNIVERSITY CATALOG' and provides a link to a 'Curriculog Program Training Document'. A note indicates that a course must be active in PeopleSoft. The form includes fields for 'Department*', 'Instructor*', 'Subject*', 'Catalog Number*', 'Cross-listed Subject*', 'Cross-listed Catalog Nbr*', and 'Course Title*'. There is also a text area for 'Additional information about the content, goals, or methods of the course that may be relevant.' and a field for 'Additional information*'. The 'Approval Steps' sidebar on the right lists several review steps: 'Originator' (Status: Incomplete), 'Participants' (Elizabeth Taylor, Status: Incomplete, Step Details: Required for Approval: 100% required, Work: edit, comment), 'Film & Media Studies Program Review' (Status: Not Applicable), 'Religious Studies Review' (Status: Not Applicable), 'Gender, Sexuality, and Women's Studies Review' (Status: Not Applicable), 'Department Chair/Program Director' (Status: Incomplete), 'Participants' (Status: Incomplete, Step Details: Required for Approval: 100% required, Work: edit, comment), and 'Dietrich School Undergraduate Council, administered by Elizabeth Taylor' (Status: Incomplete, Step Details: Required for Approval: 100% required, Work: edit, comment). A red circle highlights the plus icon in the 'Proposal Toolbox'.

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8. Save your proposal. You may save a proposal and work on it as time permits until all of the elements have been included.
9. When the proposal is complete, click the **Launch** button, which looks like a **play** button.



10. If an error window appears, address the errors in the proposal, save it, and launch again. Click **Show Me** to find the fields containing errors.
11. Once you successfully launch the proposal, go to the **My Proposals** tab, click the **Edit Proposal** icon (which looks like the **Upload Files** icon),



then click on the **Decisions** icon on the right panel (which looks like the **Start Proposal** icon), click **Accept** and **Make My Decision**.



12. Curriculog will send the proposal to the appropriate person or people for the next step in the approval process.