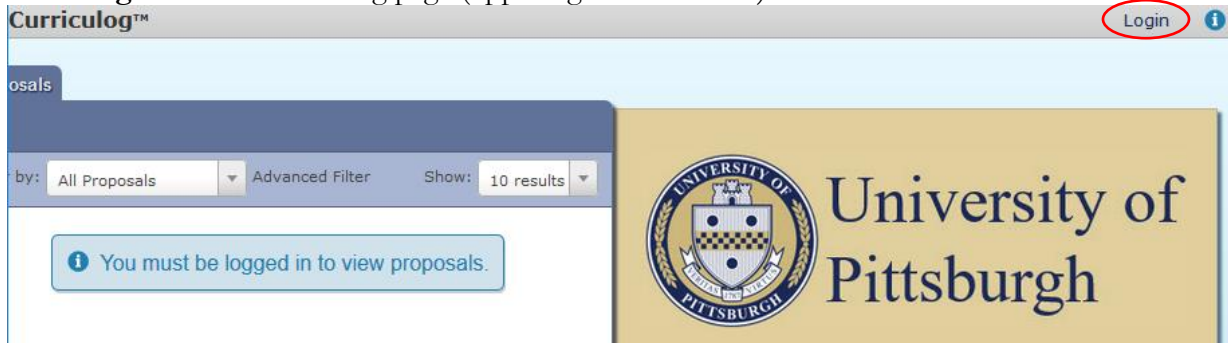


Dietrich School of Arts and Sciences General Education Course Proposal Submission Instructions

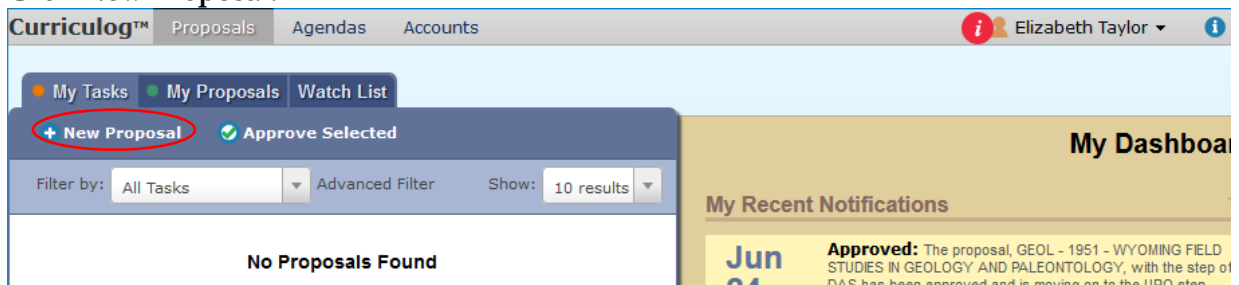
1. Log into Curriculog.
2. Log into my.pitt.edu and scroll down to the **Access Curriculog** option, as seen to the right.



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



4. Click **New Proposal**.



- 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 Curriculumlog 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 circle, and a blue 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 'DAS - General Education Proposal' is shown. It includes sections for 'Process Steps' (Originator, Film & Media Studies Program Review, Religious Studies Review) and 'Step Details' for each, listing participants and available actions like 'edit, comment', 'approve', 'cancel', 'suspend', etc.

- 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'. The form is titled 'General Course Information' and includes a red circle around a curved down arrow icon. Below the title, it says '**Read before you begin**' and 'YOU MUST IMPORT FROM THE UNIVERSITY CATALOG'. On the right, the 'Proposal Toolbox' shows the status as 'unlaunched'. The 'Approval Steps' section shows the 'Originator' as 'Elizabeth Taylor' and the 'Status' as 'Incomplete'.

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

Close Window

Import Data Into Your Proposal

Select an external system from which you would like to import curriculum data.

- Pittsburgh Campus: 2019-2020 Graduate & Professional Studies Catalog
- Pittsburgh Campus: 2019-2020 Undergraduate Catalog

Cancel Import

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**.

Close Window

Search 2019-2020 Undergraduate Catalog

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

Filter Courses

Prefix = X

Add another filter:

Start Date: End Date: Sort Results By:

☒ Exclude previously imported items

Dietrich School Gen Ed Proposal Submission Instructions

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

The screenshot shows a search interface with a filter dropdown set to 'Filter by field'. Below this are input fields for 'Start Date' and 'End Date', and a 'Sort Results By' section with buttons for 'Prefix', 'Code', and 'Name'. A checkbox labeled 'Exclude previously imported items' is checked. At the bottom of the filter section are three buttons: 'Search Available Curriculum', 'Select Another External System', and 'Cancel Import'. Below the filter section, the 'Search Results' are displayed, showing a list of courses from 1 to 20 of 452. The visible courses are:

- 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 0113 RIGHT START TO COLLEGE 2

Click **Import This Item**.

The screenshot shows a window titled 'Import Data Into Your Proposal' with a 'Close Window' button in the top right corner. The window contains instructions and a table of fields to be imported.

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"/>

At the bottom of the window are four buttons: 'Import This Item' (circled in red), 'Return to Search', 'Select Another External System', and 'Cancel Import'.

Dietrich School Gen Ed Proposal Submission Instructions

- * 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.

Curriculog™ Proposals Agendas Accounts Elizabeth Taylor

My Tasks My Proposals Watch List

New Proposal 6/24/2019 3:52 pm
DAS - General Education Proposal

General Course Information

****Read before you begin****

YOU MUST IMPORT FROM THE UNIVERSITY CATALOG

If you need assistance Importing a program from the catalog, follow the steps on the [Curriculog Program Training Document](#).

A course must be active in PeopleSoft to be considered for a General Education Requirement.

Department*

Instructor*

Subject* Catalog Number*

Cross-listed Subject* Cross-listed Catalog Nbr*

Course Title*

Additional information about the content, goals, or methods of the course that may be relevant.

Additional information*

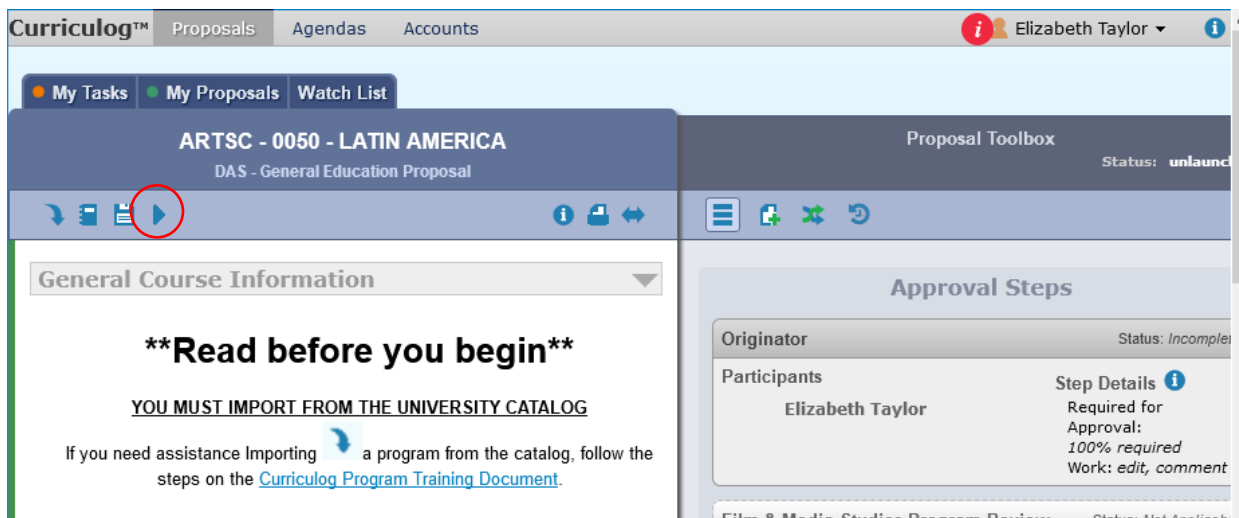
Proposal Toolbox Status: **unlaunched**

Approval Steps

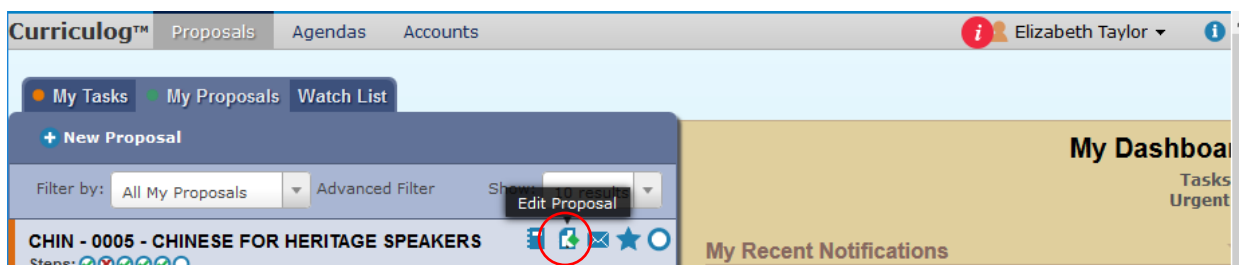
Step	Status
Originator	Status: Incomplete
Participants	Step Details i Required for Approval: 100% required Work: edit, comment
Elizabeth Taylor	
Film & Media Studies Program Review	Status: Not Applicable
Religious Studies Review	Status: Not Applicable
Gender, Sexuality, and Women's Studies Review	Status: Not Applicable
Department Chair/Program Director	Status: Incomplete
Participants	Step Details i Required for Approval: 100% required Work: edit, comment
Dietrich School Undergraduate Council, administered by Elizabeth Taylor	Status: Incomplete
Participants	Step Details i Required for Approval: 100% required Work: edit, comment

Dietrich School Gen Ed Proposal Submission Instructions

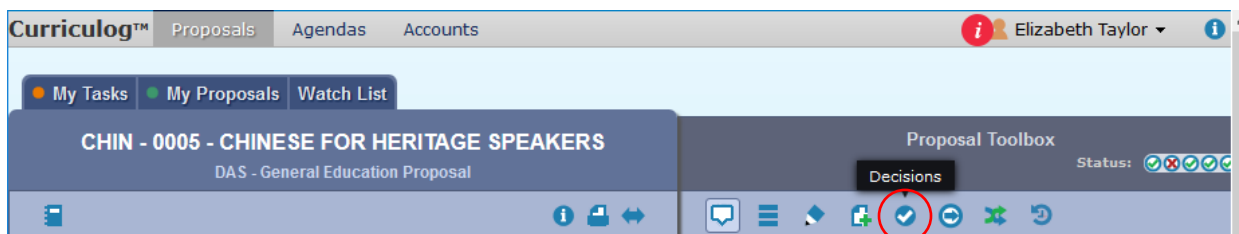
- Save your proposal. You may save a proposal and work on it as time permits until all of the elements have been included.
- When the proposal is complete, click the **Launch** button, which looks like a **play** button.



- 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.
- 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**.



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