curriculum & catalog

How to Navigate the Curriculum Management System

Click on a topic in the Table of Contents to go to that topic in the guide.

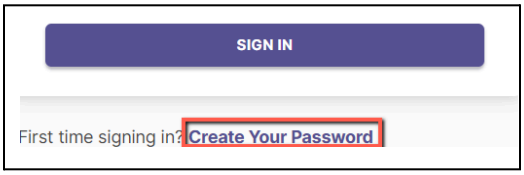
How to View Proposals **2**
Form Options **2**
- Select a Form 3
  - Revise Course 3
  - New Course 3
  - Inactivate Course 4
  - Revise Program - not in use 4
  - New Program 4
  - Suspend Program 4
- View All Proposals in the Queue 4
- Find Your Proposals in Progress 4
- View Approved (archived) Proposals 5
- View Proposals Removed from Workflow 5
- Search for Proposals Using Filters 5

Navigating Curriculum Forms **6**
- Save Early, Save Often (no auto-save) 6
- Lock and Unlock 6
- Select Collaborators 7
- Compare Versions 7
- Preview Catalog Entry 7
- Print 8
- Comments 8
- Audit Trail (time stamps are in Eastern Time) 8
- Submit Proposals 9

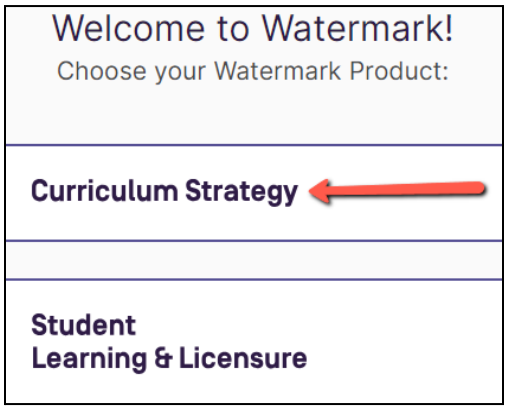
How to View Proposals

Go to the Curriculum Strategy home page to view proposals that have made it to the Dean workflow state or beyond.

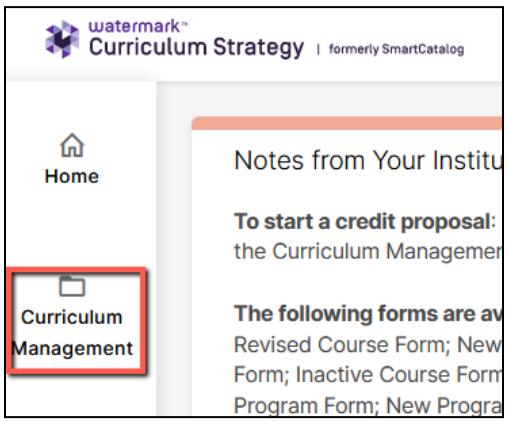
1) Sign in to Watermark Curriculum Strategy
2) **First time in Watermark?** Click the “Create Your Password” link and set up a password.



3) Select **Curriculum Strategy** (if faculty, otherwise, skip to the next step)

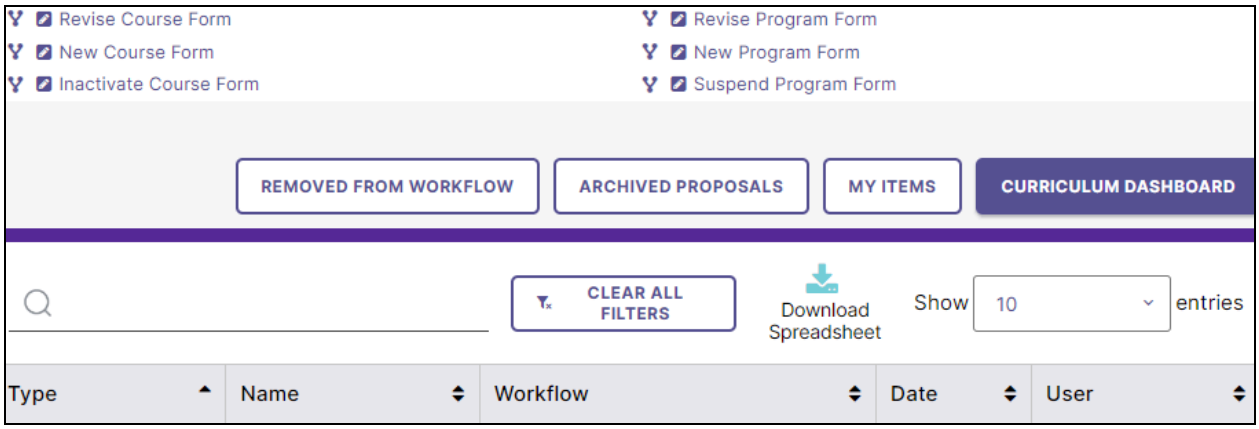


4) Click the **Curriculum Management** button on the left side of the screen



Form Options

- Select a Form
- View All Proposals in the Queue
- Find Your Proposals in Progress
- View Approved (archived) Proposals
- View Proposals Removed from Workflow
- Search for Proposals Using Filters



Select a Form



Revise Course

Use this form for:

- **All** course revisions, including changes to:
  - subject code* (e.g., ART); course number; title;
  - credits or credit type/contact hours (e.g., Lecture, Lab); prerequisites/corequisites;
  - description; or learning outcomes.
  - *Note - there are no longer separate processes for prerequisites, descriptions, or learning outcomes*
- Common Course Numbering (**CCN**) revisions
- **Attribute applications** (i.e., for designations such as Arts & Letters or Human Relations, etc.). Attribute applications must be filled out separately and attached to the proposal.

**New subject codes must be pre-approved before submitting a course form with the new code. This is due to limitations within the system. Contact curriculum@lanecc.edu for help.*

New Course

Use this form for:

- **New** courses*, including all new courses that will be part of a program proposal
- Making 199/299 **experimental** courses permanent
- Requests to **reactivate** courses

**New subject codes must be pre-approved before submitting a course form with the new code. This is due to limitations within the system. Contact curriculum@lanecc.edu for help.*

Inactivate Course

Use this form to request inactivation of a course and have it removed from the catalog. Departments will be notified each year about courses that have not run for three years, but if you know you are discontinuing a course, it is best practice to have it removed from the catalog.

Revise Program - *not in use*

We are not using this form at the present time.

New Program

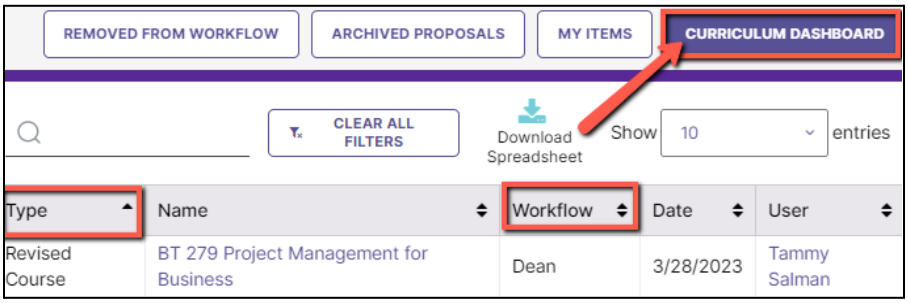
Use this form to enter new program proposals. Entering program requirements is not intuitive. Before you use this form, contact the Curriculum Team (curriculum@lanecc.edu) for training and to map out the timeline and estimated program launch date.

Suspend Program- *not in use*

We are not using this form at the present time.

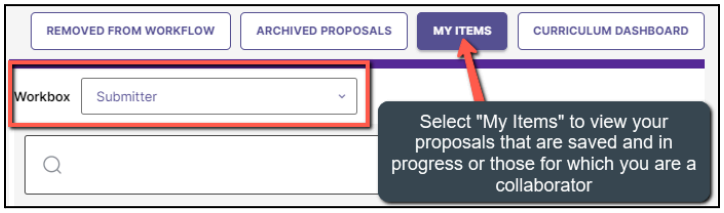
View All Proposals in the Queue

You do not have to be logged in to view proposals. Go directly to the Home screen and click on the "Curriculum Management" button. Select **Curriculum Dashboard** to view proposals that are in a workflow state of Dean or beyond, or which have been returned to the submitter. The dashboard indicates proposal type and where each proposal is in the workflow. Sign in to edit or start a proposal.



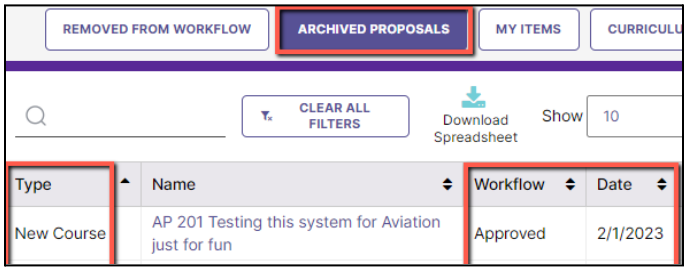
Find Your Proposals in Progress

Select **My Items** to view your saved proposals and those for which you are a collaborator. Items in Submitter status cannot be viewed by others until moved to the next workflow step (Dean).



View Approved (archived) Proposals

Proposals that are under **Archived Proposals** have been approved via the college's internal process and are ready for the next catalog or to be submitted for required external approvals. Archived proposals can no longer be edited.



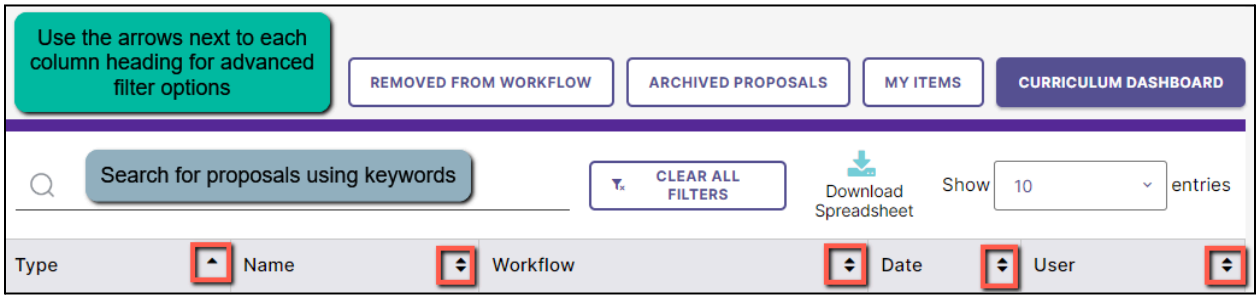
View Proposals Removed from Workflow

Proposals that have been removed can no longer be edited. If you accidentally click the "Remove" button, let the Curriculum Team know so we can restore it for you.

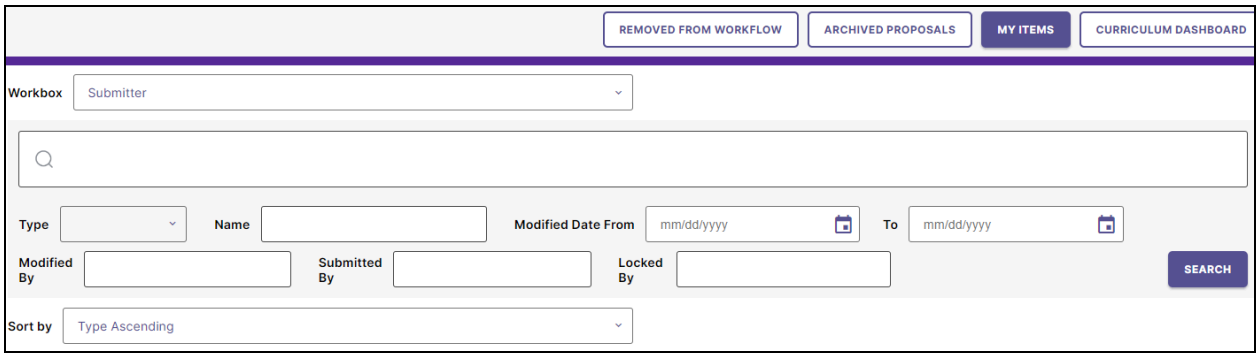


Search for Proposals Using Filters

In the "Removed from Workflow," "Archived Proposals", and "Curriculum Dashboard" sections are options for searching and filtering proposals. Click on the arrows next to column headings for advanced search options. For example, you can search a specific date range, or by a particular user, or view proposals in a specific workflow state. Use the magnifying glass to perform a keyword search.



In the "My Items" section, there are a variety of options for searching for or filtering proposals that you are working on or for which you are a collaborator.



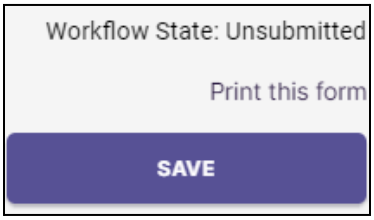
Navigating Curriculum Forms

What to know as you work on or review a proposal.

- Save early, save often (no autosave)
- Lock and unlock
- Select collaborators
- Compare versions
- Preview
- Print
- Comments
- Audit trail
- Submit proposals

Save Early, Save Often (no auto-save)

Curriculum Management forms do not auto-save, so click Save often

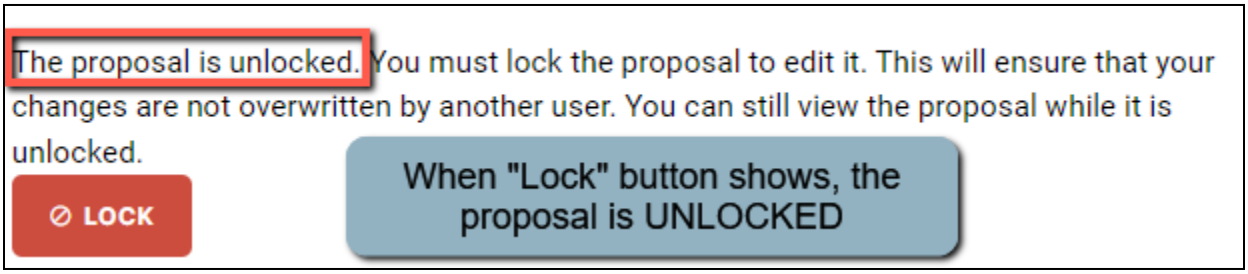


Click the Save button to begin working on your proposal.

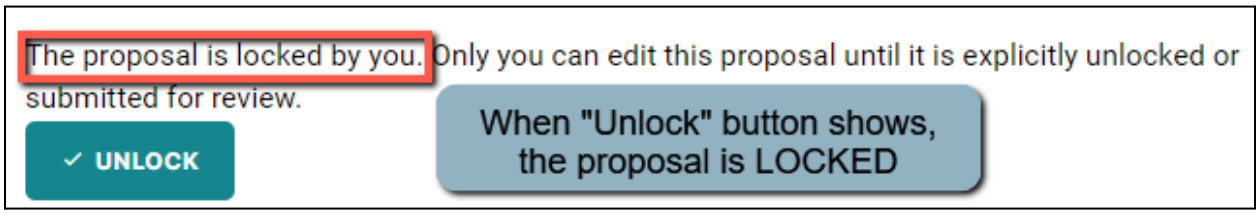
You can save forms in which required fields have not been filled out, but ***you will not be able to submit to the next step until all required fields are filled out***.

Lock and Unlock

1) This is what you will see when the **form is unlocked**. It can be viewed but not edited.

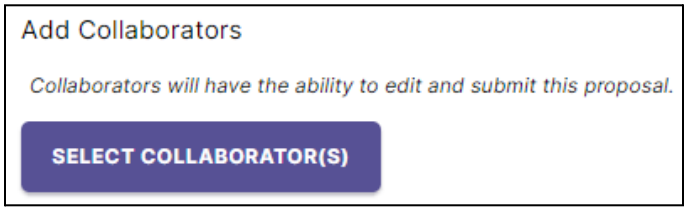


2) This is what you will see when the **form is locked.** This means it can be edited only by the person who has locked the form.



Select Collaborators

If you are collaborating with others, use the **Select Collaborator(s)** button to add them. Collaborators will be able to edit and submit the proposal, and will receive emails as the proposal moves through the workflow. If the person(s) you want to add are not on the dropdown list, contact curriculum@lanecc.edu to request they be added. *Proposal must be Locked to add collaborators.*



Compare Versions

Use the compare button to see what has been modified. *Button is not visible until the form has been saved.*



Preview Catalog Entry

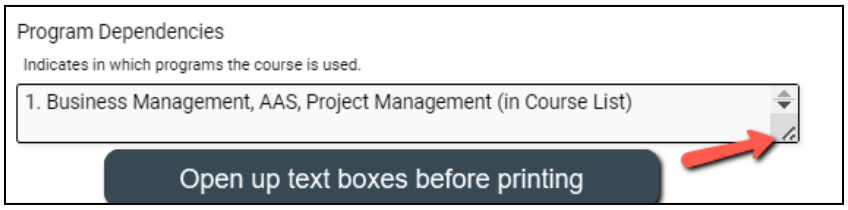
Use the **Preview** button to view what the proposal would look like in the catalog. The Preview button will not work until all required fields have been filled in.



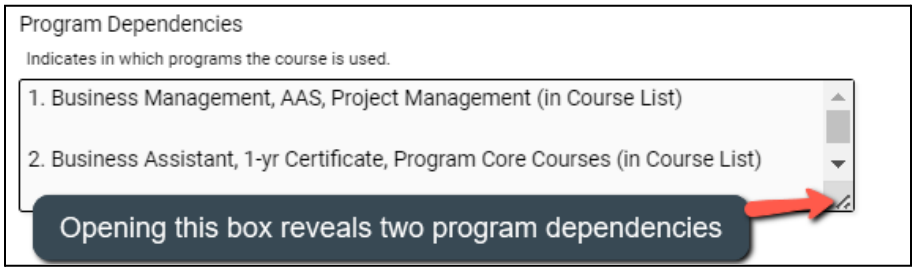
Print

Use the **Print this form** link in the left navigation to save a PDF version or to print a hard copy. To ensure all form contents are printed, you may need to open text boxes to reveal all text.

In the following example, not all text is revealed in the dependency box

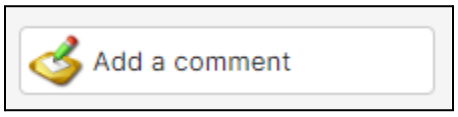


Pull down the right corner of the dependency boxes to reveal content before printing



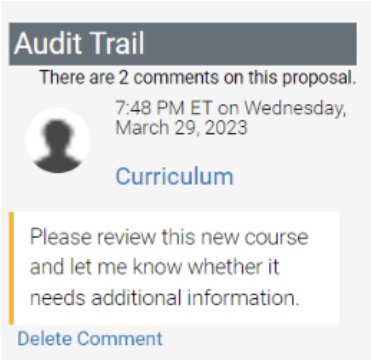
Comments

Users with permissions at each workflow stage can make comments on proposals. Comments will be posted in the Audit Trail with a time and date stamp, as well as with the name of the person who made the comment. Time stamps are in Eastern Time.



Audit Trail (time stamps are in Eastern Time)

The Audit Trail captures workflow stages and comments, with the most recent changes or comments at the top of the audit.



Submit Proposals

When the proposal is ready, you can move it to the next step. Moving to the next step will remove the submitter's editing privileges. ***Be careful with the Remove Proposal button***, as the proposal can no longer be edited by anyone once it is removed from the workflow.

