Curriculog Guide
Reports
Registration and Academic Records
Catalog and Curriculum Management
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http://www.uh.edu/about/offices/enrollment-services/registrar/catalog-curriculum-management/
# Table of Contents

Curriculog ........................................................................................................... 1
  Features ........................................................................................................... 1
  Training ........................................................................................................... 1
Accessing Curriculog .......................................................................................... 1
  URL ................................................................................................................. 1
  Credentials ...................................................................................................... 1
Login .................................................................................................................. 2
Reports .............................................................................................................. 3
  Proposal Detail Report ...................................................................................... 3
  Proposal Progress Report ................................................................................ 3
  Impact Report ................................................................................................ 4
  Historical Change Report .............................................................................. 5
INDEX .................................................................................................................. 6
Curriculog is a workflow, collaboration, and approval-tracking platform with the flexibility to respond to evolving institutional and accreditation requirements. Adopted in 2014, the online system will replace the paper versions of Coordinating Board Management (CBM) forms and other methods of proposing and approving changes to courses, programs, policies, and catalog text.

Features
Curriculog creates the ability to:

- Communicate changes to university curriculum to entire community.
- Provide historical logging of comments and voting at each level of approval
- Help users understand impacts of change for other courses and programs that may depend on other courses (prerequisites, Core, plan-required courses).
- Track in real time the progress of proposals
- Develop agendas and meet virtually (via voting and comment logging) or in-person to discuss proposals.
  - Smart phone, Ipad, and laptop users can also enter comments and cast votes/make decisions.
- Interface with other UH systems (PeopleSoft and Acalog (catalog)) in order to reduce duplication of effort and opportunity for manual entry errors when inputting approved changes into the external systems.

Training
Training information is located on the RAR — Catalog and Curriculum Management website: [http://www.uh.edu/about/offices/enrollment-services/registrar/catalog-curriculum-management/](http://www.uh.edu/about/offices/enrollment-services/registrar/catalog-curriculum-management/)

Accessing Curriculog

URL
- [https://uh.curriculog.com](https://uh.curriculog.com)

Credentials
- Who has access?
  - All faculty and the staff that need to support the proposal process will have access to Curriculog.
- Username and password
  - Initial username and password will be emailed directly to the individual.
- Login support
  - Forgot Password
    - Please email Curriculog@uh.edu for password reset. UHIT cannot reset this password for you.
  - No Account
    - If you do not have an account in Curriculog, please complete the form located on the Catalog and Curriculum Management website to have an account created for you. [http://www.uh.edu/about/offices/enrollment-services/registrar/catalog-curriculum-management/](http://www.uh.edu/about/offices/enrollment-services/registrar/catalog-curriculum-management/)
Login

1st. Go to [https://uh.curriculog.com](https://uh.curriculog.com)

2nd.

3rd.
Reports
The Reports Module allows the user to generate reports on proposal activity within Curriculog. The reports available are determined by the Administrator.

Proposal Detail Report
provides the complete details of a single proposal, with the ability to include a summary of user activities (edits, comments, decisions, time), comments, import source, files and crosslistings. Select the criteria desired for the report and select Generate Report.

The Proposal Detail Report results will appear in a pop up window. You may export the report as a CSV file by selecting “Export Report as CSV”.

Proposal Progress Report
provides the history of a proposal (its steps) in a flow diagram with user activity including comments, edits, time and decisions. Select the proposal desired for the report and select Generate Report.

The Proposal Progress Report results will appear in a pop up window. You may export the report as a CSV file by selecting “Export Report as CSV”.

Curriculog Guide - Reports
Impact Report provides all dependent elements of the curriculum for a particular curriculum item, such as prerequisites, corequisites, crosslistings, programs and campuses. To begin, enter a prefix and code. Then, select at least one catalog you would like to search for impacts. For example, if the catalog contains a prerequisite field that would likely have valuable relationship information for your Impact Report. You may select multiple catalogs and fields. Program information is returned with your report by default. Impact reports are available exclusively for courses.

The Impact Report results will appear in a pop up window. You may export the report as a CSV file by selecting “Export Report as CSV” or you can <Select All>, <copy> and <paste> the data into the required field of the proposal.

**Impact Report for Math 1310**

- Corequisite: GEOL 1330 - Introduction to Meteorology
- Note: MATH 1310 - College Algebra
- MATH 1311 - Elementary Mathematical Modeling
- Prerequisite: AAS #330 - The Black Church in America
- American: Identity, Culture, and Power
- BIOL 1309 - Human Genetics and Society
- BIOL 1310 - General Biology
- BIOL 1320 - General Biology
- BIOL 1361 - Introduction to Biological Science
- BIOL 1362 - Introduction to Biomedical Science
- CHEM 1301 - Foundations of Chemistry
- CIS 1300 - Computers in Technology
- COMM 2300 - Communication Research Methods
- COSC 1301 - Fortran Programming
- COSC 1394 - C Programming
- ECON 2301 - Global Economic Concepts
- ECON 2394 - Microeconomic Principles
- ECON 2395 - Macroeconomic Principles
- ECON 2570 - Introduction to Statistics and Data Analysis
- GENB 3300 - Introduction to Personal Finance
- GEOL 1160 - Introduction to Oceanography Laboratory
- GEOL 1320 - Introduction to Global Climate Change
- GEOL 1330 - Physical Geology
- GEOL 1340 - Introduction to Earth Systems
- GEOL 1360 - Introduction to Oceanography
- GEOL 1376 - Historical Geology
- GEOL 3378 - Principles of Atmospheric Science
- GERH 3330 - Understanding the 20th Century through German Culture
- RRML 3365 - Modernity of German Literature in Prussian Translation 1
**Historical Change Report**

provides the change log of all proposal versions of a curriculum item over time. Select the criteria desired for the report and select Generate Report.

The Historical Change Report results will display in a pop up window. You may export the report as a CSV file by selecting “Export Report as CSV”. 
INDEX

A
Agendas · 1

C
Curriculog URL
URL · 1

decisions
decision · 3

D

F
files
upload · 3

H
Help · 1
Historical Change Report · 5

I
Impact Report · 4

L
Login · 2
password · 1

P
password · 1
Password
Login · 1
proposal · 1, 3, 5
Proposal Detail Report · 3
Proposal Progress Report · 3

R
Reports · 3
Historical Change Report · 5
Impact Report · 4
Proposal Detail Report · 3
Proposal Progress Report · 3

T
tracking
track changes · 1