

UNIVERSITY of  
**HOUSTON**CREATING AN INDEPENDENT STUDY / SELECTED  
TOPIC / SPECIAL PROBLEMS / THESIS TOPIC PROPOSAL IN

In electronic format, clicking on any of the items below will jump to the detailed instructions section.

### ACCESSING CURRICULOG

- [Instructions for how to access Curriculumlog](#)
- URL: <https://uh.curriculumlog.com>

### DASHBOARD

The default view when first logging in to Curriculumlog is *My Dashboard*. The dashboard consists of activity notifications on the right side and tabs for accessing proposals and personal tasks on the left side of the panel.

### CREATING A NEW PROPOSAL

1. To begin, select the plus sign icon identifying the option to create a *New Proposal* on any of the tabs found under the *Proposals* module.
2. Process types (workflow forms) are displayed in groups of 10; approval steps within forms vary one from another based on the type of change requested. Items which are grayed out are not available for use.
3. Select **INDEPENDENT STUDY / SELECTED TOPIC / SPECIAL PROBLEMS / THESIS TOPIC** UGRD or GRAD/PRO
4. Clicking on the title bar of the selected form type produces a fly-out with a preliminary view of the process steps for approval. Icons will also appear within the title bar, representing available actions, when you click on the title of a form type and/or proposal.
5. Select the blue-circled checkmark icon to begin the proposal.
6. Complete all fields within the form.
7. Launch the proposal.

### ORIGINATOR APPROVAL

1. Once launched, you will see your proposal pending originator approval in the *My Tasks* tab.
2. A final approval from you, the proposal creator, is required in Curriculumlog. This provides an opportunity for you to add comments and/or append any necessary documents.
  1. You can also identify the proposal in the *My Proposals* tab at any approval step.
3. Select *Edit Proposal* from the title bar to make your decision to approve.
4. Within the proposal, hover over the icons in the **Proposal Toolbox** to identify the different actions/status indicators for the proposal.
5. Select the *Decisions* icon, the blue circle with white checkmark, to complete your approval and click on *Make My Decision* (this is your final step)

## ACCESSING CURRICULOG

### Access

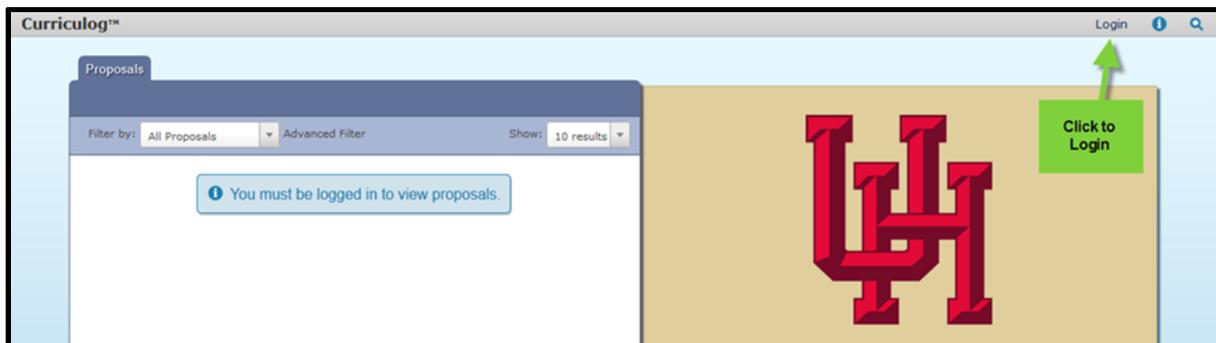
- Only those with a UH faculty or staff affiliation will be able to view the curriculum change proposals.
- If you have faculty and/or staff affiliation you will be redirected to the UH Curriculog website and ready to use the system

### Login Support

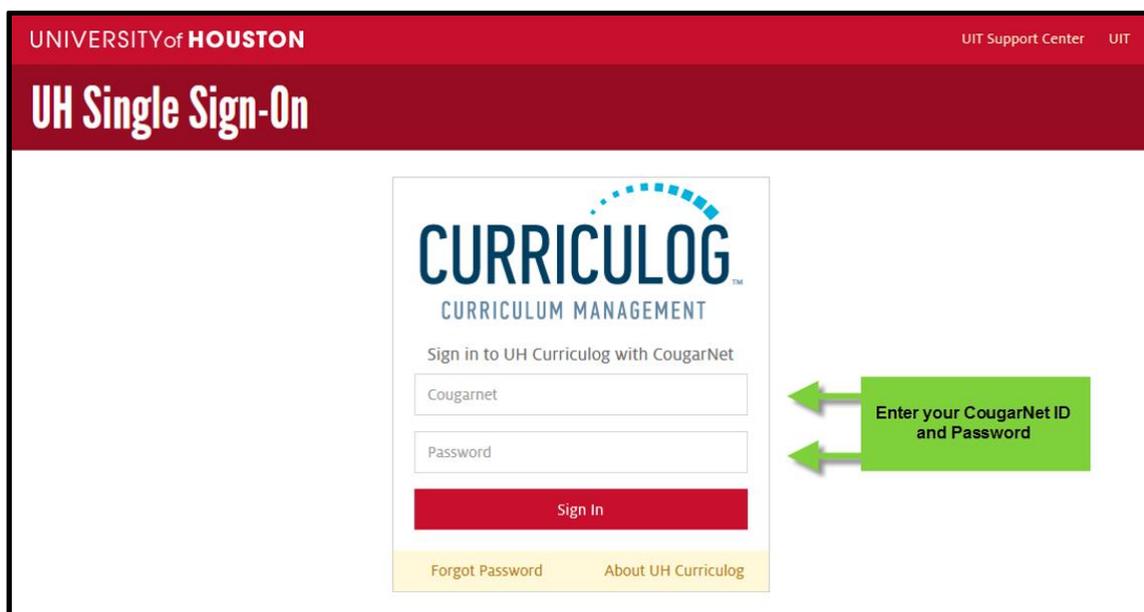
- If you entered incorrect CougarNet credentials, you will receive a login error message prompting you to enter the correct login credentials. If you have forgotten your password, click on the “Forgot Password” button to be directed to **University Information Technology (UIT) CougarNet Password Wizard** to reset your password.

### Getting Started

- Open browser (Firefox is preferred) and navigate to URL: <https://uh.curriculog.com>
- Please click the Login link at the top-right of the window to begin the login process.

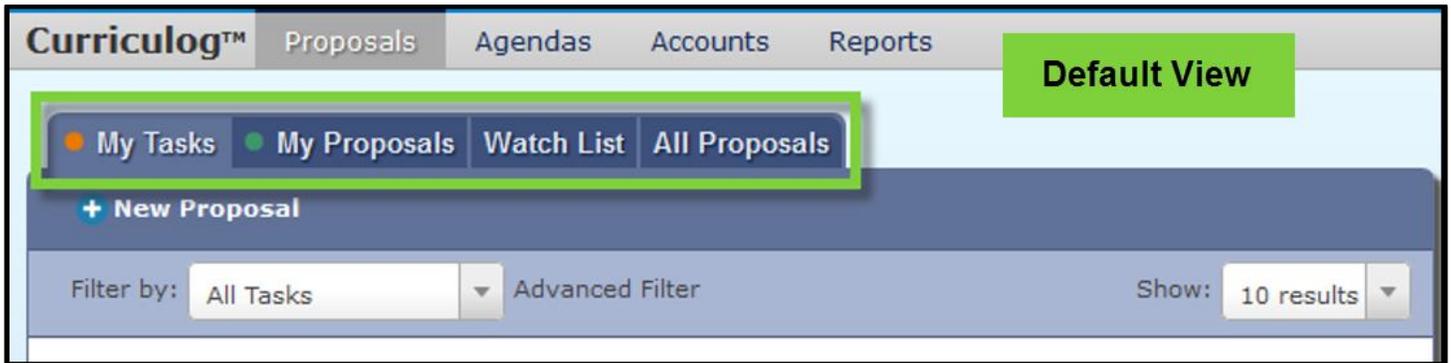


- You will be redirected to the UH Single-Sign On page
- Enter your CougarNet credentials and click 'Sign in'



## MY DASHBOARD

- When you log into the system, the first view you will have is the *My Dashboard*, the home page for all users of the system



- There are four tabs available for all users
  - **My Tasks** – consists of proposals pending action from you; you have a role in the approval chain for these items
  - **My Proposals** – items you have created
  - **Watch List** – items you have elected to track throughout the approval process
  - **All Proposals** – the comprehensive list of all items
- Recent notifications of activity on proposals is listed on the right hand side of the panel.

## CREATING A NEW PROPOSAL

Proposals can be created from any of the tabs found under the Proposals module.

- Select the plus sign icon identifying the option to create a New Proposal on any of the tabs under the Proposals module.

**+ New Proposal**

- When the correct proposal type is identified; select the blue circle with the checkmark to begin the proposal
  - **1a. Independent Study / Selected Topics / Special Problems / Thesis TOPIC Request (GRAD/PRO only) or**
  - **1b. Independent Study / Selected Topics / Special Problems / Thesis TOPIC Request (UGRD)**

Curriculumlog™ Proposals Agendas Accounts Reports

All Processes Courses Programs Others

Sort by: Process Title

**1a. Independent Study / Selected Topics / Special Problems / Thesis TOPIC Request (GRAD/PRO only)**  
Steps: 2 mandatory 6 total

**1b. Independent Study / Selected Topics / Special Problems / Thesis TOPIC Request (UGRD Only)**  
Steps: 2 mandatory 6 total

**2a. 2019-2020 Catalog Courses - Create New Course (GRAD/PRO only)**  
Steps: 8 mandatory 12 total

**2b. 2019-2020 Catalog Courses - Revise Existing Course (GRAD/PRO only)**  
Steps: 8 mandatory 12 total

**2c. 2019-2020 Catalog Courses - Delete Existing Course (GRAD/PRO only)**  
Steps: 9 mandatory 12 total

**7a. 2019-2020 Graduate Academic Catalog Editing**  
Steps: 5 mandatory 9 total

**7b. 2019-2020 Undergraduate Academic Catalog Editing**  
Steps: 3 mandatory 7 total

**7c. 2019-2020 Student Handbook Editing**  
Steps: 5 mandatory 5 total

Start Proposal

With your cursor, hover over the proposal type you want to create - two icons appear to the right on the row. Locate and select the checkmark to begin the NEW proposal

- Your screen view will update to provide the selected form. On the left-hand side are the form fields. Please provide answers to the field prompts.

My Tasks My Proposals Watch List All Proposals

New Proposal 9/20/2018 3:37 pm

1a. Independent Study / Selected Topics / Special Problems / Thesis TOPIC Request (GRAD/PRO only)

1. Course Ownership/Implementation/Justification

(Administrative Use Only) Topic ID#

Please use this form to:

- CREATE a new topic for an existing Selected Topics course. If a generic/primary/parent Selected Topics course does not already exist (or is inactive), that step must be completed before you may use this form. Please contact your department chair or Dean's Office for guidance.
- CREATE a new topic for an existing Independent Study course. If a generic/primary/parent Independent Study course does not already exist (or is inactive), that step must be completed before you may use this form. Please contact your department chair or Dean's Office for guidance.
- CREATE a new topic for an existing Special Problems course. If a generic/primary/parent Special Problems course does not already exist (or is inactive), that step must be completed before you may use this form. Please contact your department

Left pane - Course information you must provide (further down)

Proposal Toolbox Status: unlaunched

Approval Steps

Originator Status: Incomplete

Participants Karina Acuna Step Details: Required for Approval: 100% required Work: edit, comment

GRAD/PRO Department Curriculum Committee Status: Not Applicable

Step condition must be met: 'Required Approval Steps' is equal to 'Graduate Studies Department Committee Review'

Participants Step Details: Required for Approval: 100% required Work: edit, comment Agenda: Yes

Right pane - Course information you must provide

\* Agenda Administrator

- Fields

- 1. Course Ownership / Implementation / Justification**

- a. Course Ownership and Approval Process

- Department - the area that will be offering the course
  - Please select (highlight) the department from the drop down menu. This step will populate the people assigned to the roles in the approval steps. If you make an error in selection you can again select "Add Item" to view the list of Colleges and Departments. Clicking on a highlighted item will deselect the item.
- Required Approval Steps
  - The selections of the committee and chair options should follow the approval process of the department and the college of the department or college selected. If at any point it is determined that a required step was skipped, the proposal will be rejected and will need to be regenerated to include all required steps (or, if necessary, exclude steps that are not required).
  - Please note: these selections cannot be changed to affect the workflow once the proposal is launched. If a change is required, the proposal will need to be cancelled and created again.

- b. Cross-Listing Courses

- A cross-listed course is a course that is offered under more than one departmental heading. Cross-listed courses (i.e., courses offered by more than one department) may or may not be assigned the same number in each department in which it is offered. The course will carry identical course attributes (breadth and level) and will have identical course prerequisites. All students who enroll in this course, regardless of the subject listing through which he or she may have enrolled, experience the same course. Students may not receive credit for more than one listing of a cross-listed course. Courses that "meet with" another course (combines courses) are not considered cross-listed courses. All students who enroll in this course, regardless of the subject listing through which he or she may have enrolled, experience the same course.

- c. Implementation

- Select from the drop-down menu the year and term to begin offering topic

- 2. Topic Information**

- a. Parent Course Prefix/Number/Titles

*This parent course information must already exist in the academic catalog in order to create a topic.*

- Course Prefix
  - Enter the prefix for the selected topics course
  - ex: ACCT

- Course Number
  - Enter the number/code for the selected topics course
  - ex: 3396
  - as appears in academic catalog (does not change)
  - *This parent course information must already exist in the academic catalog in order to request a topic.*
- Primary/Parent Course Title
  - Enter the title for the selected topics course
  - ex: Selected Topics in Mathematics
  - *This parent course information must already exist in the academic catalog in order to create a topic.*
  - as appears in academic catalog (does not change)

b. Topic Title

- Short Topic Title
  - Enter the topic title you want to create
  - The length limit is 30 characters, including spaces and punctuation

c. Topic Description

- If a longer or more descriptive topic title is desired, please enter it here and/or enter a description of the course focus.
- This information can be used as "free text" in the course notes when the course is being scheduled.
- Else, repeat the topic title here.

**5. Additional Information Regarding This Proposal**

- Contact person for questions about proposal
  - Use the drop-down menu to make a selection. Multiple selections are permitted.
  - If the person(s) are not listed, please use the "Other, not listed" option and provide the contact information in the box that follows.
- Comments
  - Please provide any pertinent information that was not requested in the above fields or leave blank.
- Launching the Proposal
 

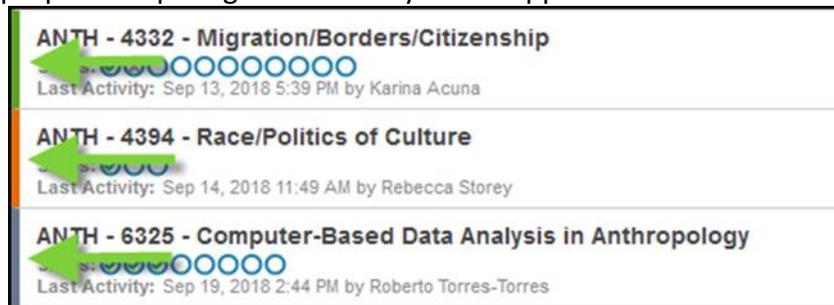
Once all fields are completed and the proposal is ready, select the blue arrow icon at the top of the page to "launch" the proposal to the next step. *[YOU'RE NOT DONE YET!!]*



- You, as Originator, will now need to review and approve your proposal in order to move the proposal on to the next steps in the workflow.
- Review your proposal in the left-hand pane. Make any necessary edits to the course fields.
  - Be sure to click the “Save” button that appears when you make changes to a field.
- In the right-hand pane, select the Decisions icon (blue circle with white check mark).

- Select the *Approve* radio button
- Click the *Make My Decision* button
- Your view will now update and you will receive a message that your proposal has moved on to the next step.
- Status Updates

- You will receive status updates (email) in the frequency that you selected in your *My Settings*. The default is a weekly digest.
- You can check the status of your proposals at any time by logging in to Curriculumlog and navigating to your “My Proposals” tab. You will find an exhaustive list of all proposals that you launched (or have yet to launch).
  - Note: completed proposals will not be visible by default. To view the completed proposals:
    1. select the All Proposals tab
    2. click the *Advanced Filter* option
      - make selections on any of the drop-down menus or insert text in any of the text fields to narrow your search
    3. select the *Completed Proposals* checkbox
    4. click on the *Filter Proposals* button
- Note that Curriculumlog utilizes color-coding in addition to icons to aid users with navigating throughout the tool and identifying the status of items. The initial view when you login to Curriculumlog is the *My Tasks* tab. Any proposal requiring action from you will appear in this list.



- **Blue** – no action currently required
- **Green** – a proposal created by you
- **Orange** – waiting on an action from you