

Modern Campus Curriculum

End User Manual

February 26, 2025

modern
campus™

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1 About Modern Campus Curriculum

Congratulations on your purchase of the Modern Campus Curriculum!

Curriculum is the culmination of years of research with input directly from our customers on what they need in a curriculum management solution. It integrates with student information and degree audit systems, streamlines curriculum approval processes, and makes approved courses and programs available for catalog publishing.

Curriculum comes equipped with an easy to search online help and community, as well as ongoing customer support available via e-mail. The contents of this manual are available within the online help through the Curriculum Support Resource Portal, though this manual compiles it into a single document for easy reading.

Note: The online manual posted in Curriculum Support Resource Portal will always be the most up to date; but the revision date on this PDF will always be included on the cover page and in the footer of this manual.

1.1 Conventions Used in this Manual

We have attempted to make this manual as easy to read and navigate as possible. To that end, a few basic conventions will be used throughout.

Because all web browsers render web pages differently and some features may differ in your installation of Curriculum, the screenshots used in this manual may differ slightly from what is displayed in your web browser. These images are intended for reference only.

Each of this manual's sections may contain several sub-sections, which, in turn, may have their own sub- sections and so on. Using the CTRL + F (PC) or CMD + F (Mac) feature can help you locate certain keywords very quickly, or you may select an option from the table of contents to jump to that section of information.

Throughout this manual, there are two types of users that will be referenced. 'Users', which will refer to the end User, who will manage proposals, agendas, and leave comments throughout the system. 'Administrators' will refer to users who also have System Administrator access, allowing them to manage the setup of the system. The manual will cover the User's access first, followed by the Administrator's.

2 Guests

A Guest within Modern Campus Curriculum is anyone who visits the system but does not log in. Guests are unable to make any changes to content, provide comments, or modify proposals.

Guests to the system can potentially enter and view active proposals at any time, based on transparency settings established by the administrator. Guest access for comments may be restricted by step, by proposal, or restricted entirely from the system. When accessing Curriculum as a guest, you may have access to view a summary of a proposal, the full proposal itself, agendas and/or reports.

The screenshot displays the 'Proposals' section of the Modern Campus Curriculum system. The top navigation bar includes 'Proposals', 'Agendas', and 'Accounts'. A 'Filter by:' dropdown is set to 'All Proposals', with an 'Advanced Filter' link. The main content area lists five proposals, each with a progress indicator (green circle with a checkmark or empty circle), course title, form type, and last activity details. A sidebar on the right contains the 'modern campus curriculum' logo, a description of the system, and instructions for guests on how to view proposals.

Course ID	Course Title	Form Type	Last Activity
ACCT - 221	Principles of Accounting I	2024-2025 Undergraduate Course MODIFICATION Form	Aug 19, 2024 3:01 PM by Emily Ralston
AG - 1010	Small Animal Facts	2023-2024 Undergraduate NEW Course Form	Feb 8, 2024 4:45 PM by Emily Ralston
AG - 497	Special Topics	2023-2024 Undergraduate Course MODIFICATION Form	Mar 14, 2023 1:36 PM by Mal Duncan
ANS - 118	Introduction to Animal Science	2023-2024 Undergraduate Course MODIFICATION Form	Sep 28, 2023 4:10 PM by Courtney Diaz
ANS - 205	Livestock Selection and Evaluation	2024-2025 Undergraduate Course Modification Form	Mar 30, 2023 4:24 PM by Courtney Diaz

modern campus curriculum™
Modern Campus Curriculum - Curriculum Management System

Curriculum automates the process of curriculum approval, helping colleges and universities to approve course and program changes and improve communication about the curriculum across campus.

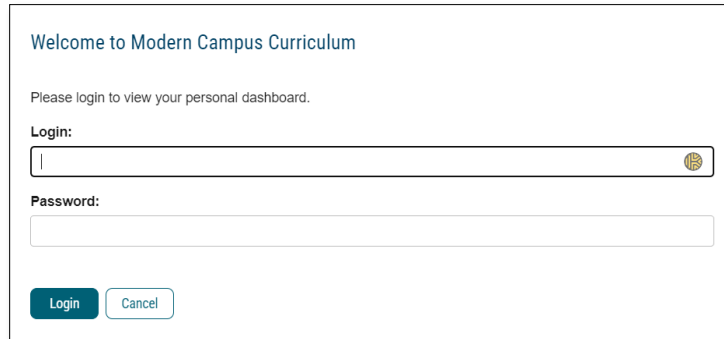
Accessing the System

Right now, you are a guest, and can view all change proposals in the list to the left. By clicking on the View icon, you can see the proposal's progress.

If you are a member of the process and need credentials to log in, please contact a system administrator.

3 Log In

To act upon proposals, leave comments, or provide decisions - you **must** have a user account and login. The login page is available to anyone who accesses the Modern Campus Curriculum website. To login, navigate to the upper right corner of the screen and select "Login".



The screenshot shows a login interface for the Modern Campus Curriculum website. At the top, it says "Welcome to Modern Campus Curriculum". Below that, it prompts the user to "Please login to view your personal dashboard." There are two input fields: one for the "Login:" (username) and one for the "Password:". The username field has a small circular icon on the right side. At the bottom, there are two buttons: a dark blue "Login" button and a light blue "Cancel" button.

4 Users

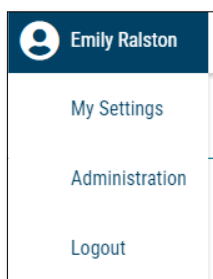
4.1 My Dashboard

Once you have logged into Modern Campus Curriculum, the first screen you will see is “My Dashboard.” This dashboard will serve as your gateway to Curriculum and allow you to manage your proposals and see recent notifications and upcoming events at a glance.

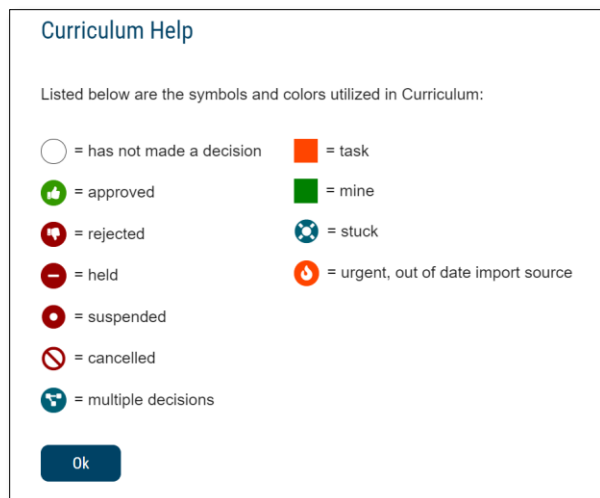
The dashboard interface includes the following components:

- Navigation Tabs:** My Tasks, My Proposals (active), Watch List, All Proposals.
- Filter by:** All Proposals, Advanced Filter, + New Proposal button.
- Proposal List:**
 - ACCT - 221 - Principles of Accounting I:** 2024-2025 Undergraduate Course MODIFICATION Form. Last Activity: Aug 19, 2024 3:01 PM by Emily Ralston.
 - AG - 1010 - Small Animal Facts:** 2023-2024 Undergraduate NEW Course Form. Last Activity: Feb 8, 2024 4:45 PM by Emily Ralston.
 - AG - 497 - Special Topics:** 2023-2024 Undergraduate Course MODIFICATION Form. Last Activity: Mar 14, 2023 1:36 PM by Mal Duncan.
 - ANS - 118 - Introduction to Animal Science:** 2023-2024 Undergraduate Course MODIFICATION Form. Last Activity: Sep 28, 2023 4:10 PM by Courtney Diaz.
 - ANS - 205 - Livestock Selection and Evaluation:** 2024-2025 Undergraduate Course Modification Form. Last Activity: Mar 30, 2023 4:24 PM by Courtney Diaz.
 - ANS - 205 - Livestock Selection and Evaluation:** 2023-2024 Undergraduate Course MODIFICATION Form. Last Activity: Jul 12, 2024 7:40 AM by Emily Ralston.
- My Recent Notifications:**
 - Aug 21 Request Response:** An Administrator has approved the request to route the proposal, ART - 202 - Art, Technology and Civilization. [Click here](#) to view the proposal.
 - Aug 21 Decision:** Emily Ralston has requested to route your proposal, ART - 202 - Art, Technology and Civilization, with the following comment: Please review the attached proposal and provide feedback on changes. [Click here](#) to view the proposal.
 - Aug 21 Comment:** Emily Ralston commented on your proposal, ART - 202 - Art, Technology and Civilization, with the following comment: Please review the attached proposal and provide feedback on changes. [Click here](#) to view the proposal.
 - Aug 21 Remove Decision:** An Administrator has removed the hold from the proposal, ART - 202 - Art, Technology and Civilization, and the proposal is now able to move on in the workflow.
 - Aug 21 Approved:** The proposal, HIST - 222 - History of Art, with the step of Originator has been approved and is moving on to the Department Chair step. [Click here](#) to view the proposal.
- Upcoming Events:**
 - 26 Aug Sample Event:** [Show More](#)
 - 28 Aug Review Committee Meeting**

Once you have logged in, you will find several items within your dashboard. Across the top of the page you will find a persistent toolbar, from which you may access the Proposals, Agendas, Accounts, and Reports Modules.



In the upper right corner, there are options for your own user account listed below the drop-down menu, giving you options for My Settings (selecting My Settings will redirect you to the Accounts Module from the top menu), Administration (only available if you are also an administrator) and Logout.



Following your name are "Help" and "Search" icons. If you select "Help," a window featuring symbols and colors utilized in Curriculum will display.

The search function may be used to locate proposals based on their titles or users throughout the system.

Note: For more effective searching, we recommend using the Advanced Filter within the All Proposals tab.

The right pane will display My Recent Notifications and My Upcoming Events. The

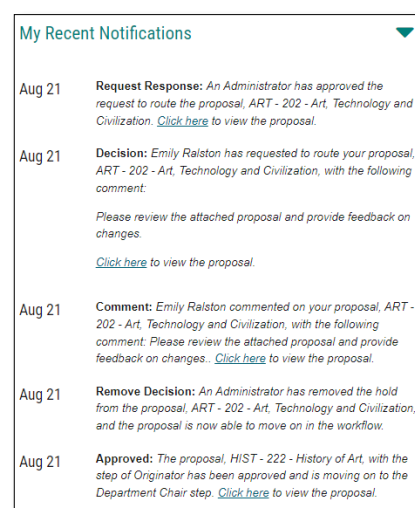
left pane will update based on the tab selected.

If tasks are waiting to be completed, or if any of those tasks are marked as urgent, clickable links will appear just under the My Dashboard header.

4.1.1 My Recent Notifications

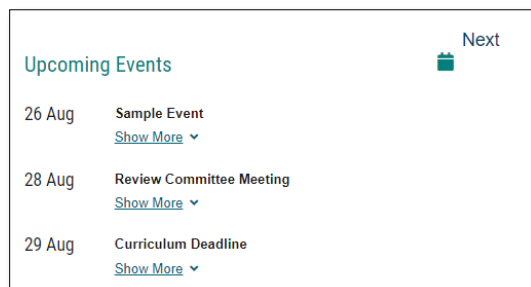
You will receive notifications for a variety of reasons, such as a proposal receiving a decision, an edit being made, or a comment being provided. Notifications will be e-mailed to you based on your e-mail settings – some users choose to receive an e-mail notification as soon as the event occurs, while others choose to compile them into a digest to limit the number of e-mails received. In some cases, the Administrator may choose the e-mail settings on your behalf.

The My Recent Notifications section of the Dashboard will show you the five most recent notifications. If additional actions are required, there may be a link provided within that notification. To scroll through more options, select the arrow in the upper right corner to scroll through them.



4.1.2 My Upcoming Events

My Upcoming Events will list the next five upcoming items. Events may include deadlines within your proposals, or events that the administrator has placed on the calendar. Events relating to your deadlines will be visible to you only; events placed by administrators will be visible to all users. To view the full calendar, select the calendar icon in the upper right corner.



Note: only an administrator can add events to the calendar.

Selecting one of the upcoming events will expand and show additional details.

The calendar included within Modern Campus Curriculum is built to manage deadlines and track timeframes within the system. It will not export or import information, and it will not sync with any external calendar application.

4.2 Proposals

A proposal is a form that follows a workflow to receive an approval and is tied to an approval process in a 1:1 relationship. Proposals may be used to create or make changes to courses or programs.

Administrators will create an Approval Process, which you will select to act as the template to base your proposal on. Selecting the Proposals Module from the top navigational menu will populate the left pane with options relevant to managing proposals.

From the Proposal Module in the top navigation, you will now have access to the My Tasks, My Proposals, Watch List, and All Proposals tabs.



- **My Tasks** - lists all proposals in which you are an active participant and awaiting action from you. Please note: if more than one required participant is assigned, the proposal will wait for all required participants to make a decision prior to moving off the "My Tasks" tab.
- **My Proposals** - lists all proposals you have created, whether they have been launched or not.
- **Watch List** - lists all proposals you have selected to watch. You may or may not have editing permissions or decision-making abilities on an item you are watching, as you can watch any proposal in progress. You may choose to stop watching a proposal at any time.
- **All Proposals** - lists all proposals in Curriculum and provides the Advanced Filter.



Below these tabs is the New Proposal link. Selecting [New Proposal](#) will open the workflow to create a new proposal.

There are various icons and colors associated with the proposals.

The thin colored bar that appears to the left of the proposal will change based on the relationship with the user.

- **Blue** – No action currently required as you are not an active participant on this proposal on the current step.

ANS - 205 - Livestock Selection and Evaluation	👍👍👍👎👎
2023-2024 Undergraduate Course MODIFICATION Form	
Last Activity: Jul 12, 2024 7:40 AM by Emily Ralston	
ART - 110 - Intro to Drawing I	👍👍👍👎👎
2024-2025 Undergraduate Course MODIFICATION Form	
Last Activity: Aug 16, 2024 3:03 PM by Emily Ralston	
ART - 202 - Art, Technology and Civilization	👍👍👍👎👎
2024-2025 Undergraduate Course MODIFICATION Form	
Last Activity: Aug 21, 2024 8:57 AM by Emily Ralston	

- **Green** – You are the originator on this proposal, but you are not an active participant on the current step and no action is currently required.
- **Orange** – You are an active participant on the current step and an action is required from you.

There are numerous other icons that may be associated with proposals as well, which are outlined below.

 **Urgent** – Indicates a task is now considered “Urgent”. An item will be considered urgent once the urgency threshold has been met, which is set by an administrator. After the indicated number of days has passed, a notification will be triggered to prompt you to make a decision on the proposal. When an item is considered “Urgent”, it will be marked in your task list by this orange icon. Unlike a deadline, the urgency threshold does not trigger any automatic actions on a proposal.

 **View Summary** – Will create a flyout on the right pane displaying information relevant to the proposal. The same flyout will appear by clicking anywhere within the proposal’s row in addition to the icon. The fields that appear in the Process Fields section will be determined by your administrator.

 **Send Message About Proposal** – Allows you to send a message to another Modern Campus Curriculum user. The email will be pre-populated with a link to the proposal you were reviewing, and will allow you to include one or more users, as well as copy to yourself. Curriculum does not store a copy of any email.

 **Watch Proposal** – Allows you to keep track of a proposal in progress by listing it under the Watch List tab, even if you are not a participant on any step.

 **Done Watching Proposal** – Allows you to stop tracking the proposal and removes it from your Watch List.

 **My Current Decision** – This icon will change based on what decision you have made on the proposal. The empty circle shown to the left indicates that no decision has been entered. The additional decision options are as follows:

 **Approved** – This indicates that your decision was to approve the current step. If you were the only decision needed on this step, it would advance in the workflow. If there are others involved on this step, it will wait until all needed decisions are received before advancing.

 **Rejected** – This indicates that your decision was to reject the current step. If you were the only decision on this step, the step would follow the rejected route laid out by the administrator: either it will return to the previous step, or it will return to the originator for further revisions. If there are others involved on this step, it will wait until all needed decisions are received before proceeding along the rejection route.

 **Held** – This indicates that your decision was to request that the administrator place the proposal on hold, and the administrator has approved it. Now that the proposal is on a status of “hold”, you may continue to work on the proposal without worry that the deadline will automatically advance it to the next step. The proposal will stay on hold until the administrator manually lifts the hold status.

 **Suspended** – This indicates that your decision was to request that the administrator place the proposal on suspension, and the administrator has approved it. Now that the proposal is on a status of “suspended”, the proposal will be removed from the workflow, and nobody will be able to work on it. The proposal will stay suspended until the administrator manually lifts the suspended status.

 **Cancelled** – This indicates that your decision was to request that the administrator allow you to cancel the proposal and potentially delete it. This may be due to a proposal being created in error – such as the incorrect approval process being selected. Once the administrator has approved it, you may choose to delete the proposal. This is the only way you can delete a proposal after it has been launched.

 **Multiple Decisions** - This icon is used to indicate that you have multiple decisions on this step – such as when a step has several committees voting on it, and you are a member of more than one of those committees, therefore providing multiple decisions.

 **Delete a Proposal** – Deleting a proposal will permanently remove it from Modern Campus Curriculum and should be considered a permanent action that cannot be undone. Proposals cannot be deleted after they have been launched unless they have been cancelled by an administrator. The delete icon is always available for unlaunched proposals. If the proposal has been launched, you may be able to cancel it by selecting it as a decision if the administrator has provided it as an option – or by contacting your administrator.

 **Step Restart** – This symbol indicates that a step was restarted. A restart commonly occurs when the users involved in the step are replaced with another user.

4.2.1 Editing a Proposal

Proposals awaiting a decision from you will be listed in the My Tasks tab of the Proposals Module. This tab will display by default when logging into Modern Campus Curriculum.



When you hover over a proposal, several icons will appear giving you options for interacting with the Proposal. Descriptions of each icon can be found above.

To make a decision or interact with the proposal, click the name of the proposal. The proposal form will display allowing you to see the full proposal on the left and Proposal Toolbox on the right. The default view for the Proposal Toolbox will be the Discussion tab, where you will see the User Tracking and any comments.

The screenshot shows the 'PSY - 222 - Psychology of Art' proposal form. The left sidebar contains navigation links: 'Run Impact Report', 'Proposal Help', and 'General Catalog Information'. The main form area includes fields for 'Hierarchy Owner*' (Psychology), 'Prefix*' (PSY), 'Code*' (222), and 'Name*' (Psychology of Art). The right sidebar shows 'User Tracking' with a dropdown menu for 'Show current' and 'Show Individual User Edits'. Below this is a 'Comments' section with three entries from 'Modern Campus Curriculum' dated 8/26/2024 and 4/25/2024, each with a 'Reply' button. A vertical toolbar on the far right contains icons for Discussion, Workflow Status, Signatures, Files, Decisions, Custom Route, Crosslistings, and Proposal Lookup.

You may view the status of each step within the proposal by hovering over the Status icons in the upper left under the proposal name. Each circle indicates a step in the proposal. Hovering over a circle indicates the name of the step and the decision made on that step.

The 'User Tracking Help' dropdown menu is shown, listing four options: 'Show current with markup', 'Show original', 'Show current', and 'Show current with markup'. The 'Show current with markup' option is currently selected and highlighted in blue.

To review changes to the form of the proposal, you can review the User Tracking. The default view will be 'Show Current', which will be the current version of the proposal with all modifications. You can use the drop-down menu just under the "User Tracking" heading, and you'll find the options for "Show

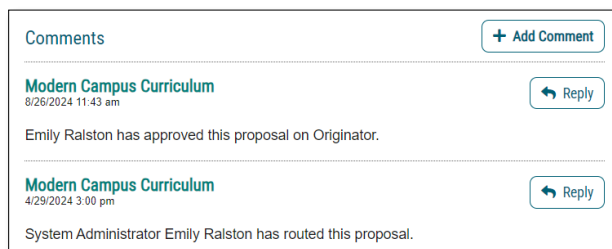
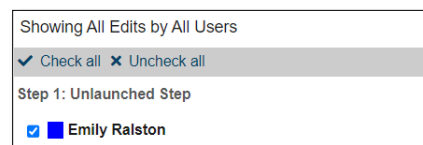
original" and "Show current with markup."

If you select "Show Original", you will see the proposal in the state it was at launch as the originator submitted it.

If you select "Show current with Markup", you will see the original proposal with the changes layered over it and highlighted in different colors to indicate each user who made the changes. If you hover over the changes, you'll see a time and date stamp as well as the user's name.

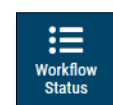
The 'View Program Map' form is displayed, showing details for a 'Psychology' department proposal. The left sidebar includes 'Proposal Help' and 'General Catalog Information'. The main form area has fields for 'Department or School/College*' (Psychology), 'Select Type of Proposal*' (Program), 'Degree Types*' (Non-Degree), and 'Title*' (General Psychology Minor). The right sidebar shows 'User Tracking' with a dropdown menu for 'Showing All Edits by All Users'. Below this is a 'Comments' section with five entries from 'Modern Campus Curriculum' and 'Emily Ralston' dated 8/26/2024, 4/29/2024, and 4/25/2024, each with a 'Reply' button.

The second drop-down menu allows you to select which users edits you would like to see. The default will be to show all edits by all users – but if you select the menu, you can choose on a step-by-step basis, to remove a user at any time to see the proposal before and after their edits were added.

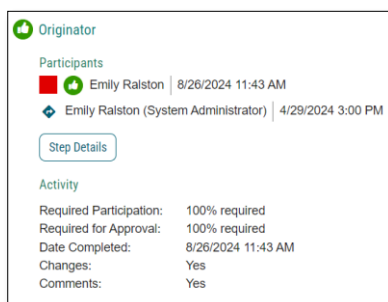


Comments will appear below the user tracking, although your ability to see them will vary based on the transparency set by the administrator. If the permissions on the current step allow for it, you may reply to any existing comments or add new ones using the available links.

To review step options and see permission levels, select the Workflow Status icon from the Proposal Toolbox, and click on the Step Details within any step.

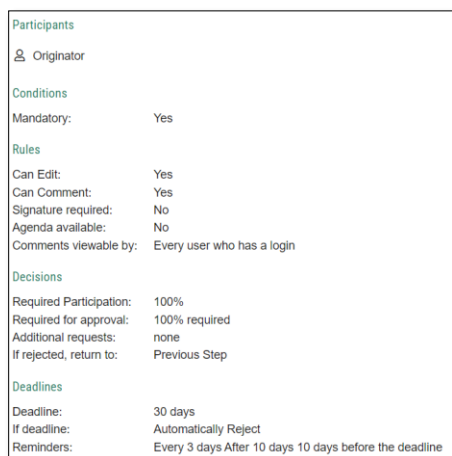


In the Rules portion, you will be able to see the settings for each step.



- *Can Edit*: Yes indicates that a user on this step will be able to make modifications.
- *Can Comment*: Yes indicates that a user on this step will be able to leave comments.
- *Signature required*: Yes indicates that a user on this step will be required to provide a signature when they place their decision.
- *Agenda Available*: No indicates that this step will not allow for committee functionality, or for the proposal to be placed on an Agenda at this time.
- *Comments viewable by*: Every user indicates the level of transparency the administrator has set.

Note: Only an administrator can modify these settings.



Knowing what permissions you have on your step will make your work within Modern Campus Curriculum easier. For example, using the step in the screenshot to the right as an example – knowing that an 'Agenda Available' is set to no, you won't be looking to create an Agenda for this step or wonder why there are no committee options available.

4.2.1.1 Printing Proposals

You may also choose to print your proposal at any time by selecting the Print Friendly icon from the upper right corner of the form. When you choose to print the proposal, you will be

presented with a print-friendly version of the form. If you would like to include more details, you can select “Print Options” and use the checkboxes to select the information you would like to include in your printed version.

4.2.2 Proposal Fields

There are several types of fields within a form that will be filled in to house information about your proposal.

If you are entering information into a new proposal - be sure to save your information regularly by using the “Save All Changes” that appears at the top or bottom of the page. If you navigate away from the page without saving, the changes will be lost. If you try to leave the page without saving, you will be prompted to save the page.



When you are ready to launch, fields will be validated to ensure required fields have content. Any required field, which will be indicated by a red asterisk, that is left blank will fail validation – and the proposal will be unable to launch. Fields missing information will be highlighted in yellow, to indicate which ones must be filled in prior to being able to move on

to the next step.

If you are making changes to an existing proposal – you will need to save **each** field as you work by clicking the save button that appears under each field. The following types of fields may be found in any proposal.

The following types of fields may be found in any proposal.

4.2.2.1 Hierarchy

The first item will be the “Hierarchy Owner” field, which designates the owner of the information within Modern Campus Curriculum and is used to assign the appropriate users to steps.

Many institutions choose to rename this field to something more relevant to their needs – such as department, school, or college – but the default title within Curriculum is “Hierarchy Owner”. This is a required field within Modern Campus Curriculum that cannot be removed, must be selected prior to launch, and cannot be changed once the proposal has been launched.

By clicking in the field, you will be able to choose an item from the populated list – you can also begin typing in the field to quickly locate options; the dataset available is the entity list from

your Hierarchy module. Your administrator may choose to limit this list further by choosing to restrict it by an entity type, allowing you to select only departments, for example.

The primary purpose of the hierarchy is to indicate the user who will be brought onto the step – so if you have selected an entity and there is a step unable to locate a user within that entity – you will be unable to launch the proposal. Your options will be to either choose a different entity from the hierarchy, or to contact an administrator for assistance.

4.2.2.2 Smartfields

Any time a field presents the option, “Select an option,” you will be able to select an option from an available list, similar to the hierarchy. This type of field is known as a Smartfield, and the options available are designated by your administrator.

You will not be able to change the options, and if you do not see the appropriate option available – you will need to contact them for additional information. In addition to using your mouse to select from the list, you can also begin typing to quickly locate an item.

If the administrator allows it, you may choose more than one option. To remove a selected option, click the “x” next to the option’s name.

4.2.2.3 Text Fields

Code, displayed here, is an example of a text field. A text field will allow you to input a small amount of text. Information placed here will need to be entered as plain text – no formatting can be applied of any kind. (Nothing in bold or

italics; no HTML or JSON) An administrator may apply a maximum character length on the field or apply validation rules such as ensuring it is formatted as an e-mail or phone number – so be sure to check any help text or directions provided within the form.

4.2.2.4 Text Area

Text areas give you a much larger field to work with and may include a WYSIWYG editor. If the administrator has provided the editor, you will be able to format the text using the tools available within the editor. If you are pasting information into the editor – it is recommended that you paste plain text. As the editor does not contain a native ‘paste as plain text’ option, you can use a tool like ‘Notepad’ (a native tool within most PCs) to

paste your content into first, and then paste into the editor to ensure it is entered as plain text.

Note: that permalink information brought in from Modern Campus Catalog as part of an import will be available for review but may not be created nor modified within Curriculum.

4.2.2.5 Radio Buttons

Some fields will provide you with an either/or type of option, or a yes/no scenario, or a list of options in which you must choose a single answer. These selections are presented using a radio button – indicating you may make only a single selection. The administrator may choose to order the list vertically or horizontally on the page based on their own aesthetic preference, but they will function the same.

Is this an honors course?*

☐ Yes

☐ No

4.2.2.6 Checkboxes

Semester Offered

☐ Fall

☐ Spring

☐ Summer

A checkbox is used to allow for multiple selections to be provided. Like a radio button, checkboxes can also be presented either horizontally or vertically on the page depending on the preference of the administrator.

4.2.2.7 Learning Objectives (Courses Only)

The Learning Objectives field will be available when your administrator has the Assessments enabled, allowing you to provide objectives that may apply to your proposal. To enter a new objective, select “Add New Item.”

Learning Objectives

No Learning Objectives

Add New Item

Please select from the following:

Chemistry Learning Outcomes

Perform experiments and use chemical instrumentation.

Apply proper safety protocols while in laboratory environments.

Responsibly collect, analyze, and represent scientific data.

Proficiently explain, both orally and in writing, and apply core chemical principles to the results of experiments and to representative problems.

Biochemistry Learning Outcomes

Be able to frame a scientific question or problem.

Be able to undertake investigations and perform analyses that provide information about biochemical questions and help to solve biochemical problems.

English Learning Outcomes

Describe and analyze a wide and diverse range of literary works in English.

Students will demonstrate and be able to apply specialized knowledge and skills from within a specific discipline or field.

Recognize and explain significant themes, stylistic features, and genre conventions associated with literature in English over a range of historical periods.

Produce creative work demonstrating imagination and literary technique. (Applicable only to students in the Creative Writing concentration.)

Conduct research and incorporate that research into thesis-driven essays written in clear, accurate, and coherent prose.

Done Create New Cancel

This will launch the list of available options that the administrator has predetermined for you (similar to a Smartfield) allowing you to select one or more of the options. Each option you select will be indicated with a blue highlight, and when you have made all your selections, click “Done” to add them to your proposal.

If you do not see an appropriate option, and your administrator has enabled the feature – you may also use the “Create New” button and enter a custom objective.

Once an objective has been added to the proposal, it can be removed by clicking the “Remove” button that appears below it.

4.2.2.8 Expected Outcomes (Programs Only)

The Expected Outcomes field will be available when your administrator has the Assessments enabled, allowing you to provide outcomes that may apply to your proposal. The workflow for adding

Expected Outcomes

No Expected Outcomes

Add New Item

the assessment information will follow the same path as the Learning Objectives above.

The second feature included with the assessments tool is the program map, available at the top of the proposal near the import icon. After you have added contents to your Prospective Curriculum and Expected Outcomes fields, you can use the program map to determine whether the courses linked in the curriculum will line up with the outcomes that have been provided.

The icon will launch the map in the default view, showing the Simple Matrix.

The courses listed in the curriculum will appear down the left side, with an “Add Assessment” option under each one. Selecting this option will provide the predetermined list of assessment options, allowing you to select the ones that this course may fulfill. Once you have selected the option, it will appear below the

course with a checkbox under each of the outcomes assigned within the proposal, where you may indicate where it has been accomplished within this program.

Changing the “Simple Matrix” drop-down menu at the top of the page to the “Skill Matrix” option will change the values under the assigned outcomes from just “Accomplished”, to a range of options from “Introduced” to “Assessed.”

The use of the program map does require manual input; and even when importing information into the program – recall the course details only import course prefix, code, and name.

4.2.2.9 Program Type (Programs Only)

The Program Type field is used by Modern Campus Curriculum on program type proposals to determine if the proposal is going to be a program or a shared core – much like how Modern Campus Catalog uses two different tabs to differentiate between the two. In some cases, your administrator may choose to disable this field and not require a selection.

In others, they may have renamed it – the most common renaming is ‘type of program’ – and it must be selected prior to being able to import program information.

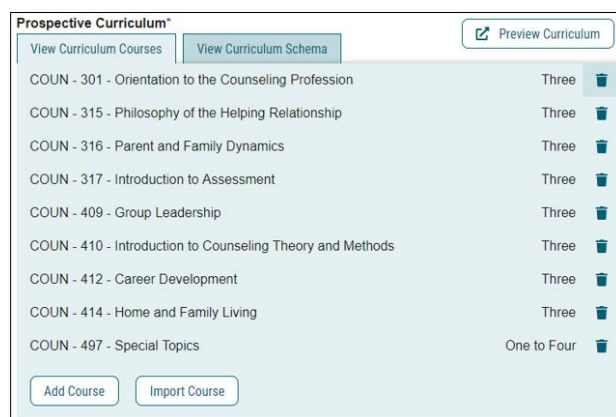
Shared Cores will follow the same rules within Modern Campus Curriculum that they do in Catalog: if you attach a Shared Core to a program, you won’t be able to edit the Shared Core within the program. It would require a separate proposal to make changes to the Shared Core. Changes to a Shared Core will impact all programs that it is attached to.

4.2.2.10 Prospective Curriculum (Programs Only)

Modern Campus Curriculum structures programs using a series of cores, sub-cores and even shared cores – matching the format of Catalog so that the two systems can easily communicate with one another and allow for the easy import of data between them.

Each core created can have a title, description, and courses attached to them. You can have any number of cores, multiple levels of cores – and even shared cores which allows for data to be shared across multiple programs.

The Prospective Curriculum field is specific to Program type proposals and is where you will build cores into your program and attach courses.



The Curriculum section has two views available: View Curriculum Courses and View Curriculum Schema.

View Curriculum Courses will be the default view, as courses must first be attached under View Curriculum Courses to be available for use within Cores under View Curriculum Schema. You will have the option of importing courses or manually adding them.

The 'Add Course' form has a title 'Add Course' and a subtitle 'Add the course details below:'. It contains three input fields: 'Prefix:', 'Code:', and 'Name:'. At the bottom are 'Add Course' and 'Cancel' buttons.

Note: if the "Import Course" option is not available, you will need to contact an administrator to grant you permission to import.

If you elect to manually add a course, you will need to provide a Prefix, Code and Name for that course. This option should be used sparingly, ideally for courses that may be going through a proposal at the same time and do not yet exist in your external system; especially if that system is Modern Campus Catalog as it may impact the program's ability to import.

The best practice for bringing in new courses to use within your proposal will be to import them. To import a course, select "Import Course". A pop-up window will display Integration Manager, providing a list of any catalogs your administrator has made available to you. Select the catalog you would like to import from.



Next, you will be presented with filter options that may be used to find the course you would like to import.

The search will default to searching through all courses, but you may use the “add filter” drop-down menu to select additional filtering options. Each option allows you to select a field from the courses template that you can then enter a value to search on.

Once you have added at least one filter, you cannot leave the field blank when you search, or you will receive zero results. It will also not accept partial searches – for example, ‘ACC’ will not return any results for ‘ACCT’; but you can use the * as a wildcard. Entering ‘ACC*’ for example, would return ‘ACCT’ courses.

The “Exclude previously imported items” checkbox is a toggle that would remove items that have been imported by any user from your list of search results. If unchecked, the items would appear in your results but would be italicized to indicate that they have been imported previously. It will not prevent you from importing the item a second time; it will just serve as an indicator.

ACCT 322 *Intermediate Accounting II (previously imported)*
ACCT 326 Microcomputer Applications in Accounting

Note: If the cache has been cleared by an administrator, the exclude previously imported items flag may be reset.

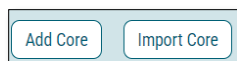
When reviewing the search results, you can click on them to add them to the proposal, and they will be added to the “Selected Courses” area at the bottom of the page. Selected courses will be indicated in a darker gold color.

When all the courses have been selected, click on “Add Courses to Proposal”.

Once courses are added, they will be listed in the “View Curriculum Courses” section of the proposal. If you would like to remove any, you can hover over them and a blue delete icon will appear clicking it will remove the course from the list.

Note: Only the prefix, code, and name of a course will appear within the programs in Modern Campus Curriculum.

Now that courses have been added, they can be used within cores. To create a core, select “View Curriculum Schema”. Next, you will need to decide if you are going to create a New Core or if you are going to import an existing Shared Core from Modern Campus Catalog.



When you choose "Import Core", it will launch Integration Manager, asking you to select the catalog you'd like to use. Next, you will be presented with a filter, allowing you search for a specific Shared Core to import.

When you select a Shared Core, it will be added to the list of available cores on the "View Curriculum Schema" schema tab, with a padlock symbol.

The Shared Core can be expanded for review by clicking on it, displaying the description and any attached courses or custom text that may be associated.

Contents within a Shared Core cannot be modified within the program. This

includes modifications to the title, description, courses associated, or any sub-cores. To make any modification to a Shared Core, you will need to create a new proposal and choose 'Shared Core' in the Program Type field.

When you click "New Core", a new core will be added within the "View Curriculum Schema" tab with the default title of "New Core."

To modify the core, click on the "New Core" row. The box will expand displaying additional options, including a title and description field.

Replacing the title will update the text in the gray bar. The description field may or may not have a WYSIWYG editor available, depending upon the settings your administrator has selected.

Note: Remember that Permalinks imported from Modern Campus Catalog into Curriculum within Rich Text fields will be maintained, however you will not be able to create or modify them within Curriculum.

When you select "Add Courses" a dialogue box will display with courses that you may choose from. The courses in this list are populated based on the courses you have previously added on the "View Curriculum Courses" tab – if you do not see a course that you need to add, you will need to return to that tab to add it first before you can add it to your core. When you select a course, it will be highlighted blue. Once you've selected all the courses you would like to attach to the core, select "Add Course" and they will be listed under your core.

If the courses are not listed in the order you would like them, you may drag and drop the courses into the correct order. The courses will save automatically once you release them.



If you wish to remove any courses, hover over them and click on the blue delete icon to remove them. Removing them from the core does not remove them from the "View Curriculum Courses" tab, and you may use the course within other cores in this program.

Custom Text may be used to place text between courses – similar to the way that Ad-hoc text is used within Modern

Campus Catalog. Clicking "Add Custom Text" will display a dialogue box where you may enter text. If your administrator has enabled rich text, you will be able to format the Custom Text using the provided WYSIWYG editor. When you are done entering your text, select "Add Custom Text".

Note: You must add at least one course before you can add Custom Text.

Once Custom Text has been added, it can be modified by selecting the pencil icon to the right of it – or removed by selecting the blue delete icon. You may also drag the Custom

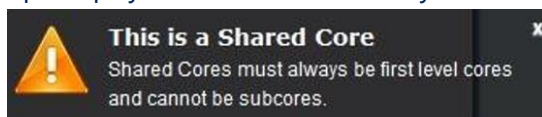
Text up or down throughout the list of courses to place it where you would like.

After you've finished making changes to a core, you may collapse it by selecting the gray bar displaying the core title.

To the left of the core title, you will see a blue icon  which allows you to drag and drop the core. To the right of the core title,  icon which will allow you to delete the core. If you choose to delete a core, you will see a dialogue box appearing asking you to confirm if you would like to delete the core. Deleting the core will delete the title, description, and associated courses and Custom Text – although the courses will remain available within the "View Curriculum Courses" tab for use within other cores in the program. Each time you add a new core – either manually or by importing a Shared Core, it will appear at the bottom of the list.

Selecting icon  will enable drag-and-drop functionality to move the core. If you would like to create a sub-core– meaning you would like to have a core appear below and indented under another–you will need to drag the second core down below the desired parent core, then move it into the right to fall below the desired core. When you release the core, the ordering will be saved automatically.

Cores cannot be re-parented beneath a Shared Core, and Shared Cores, and cannot be re-parented beneath a core. The programs and Shared Cores within Modern Campus Curriculum will follow the same rules and structure that they do within Modern Campus Catalog to ensure that they can send data back and forth. The system will prompt you with a reminder if you attempt to parent a Shared Core in a way that is not permitted. You may create as many levels of sub-cores as needed to develop your program.



Add custom text

Name (required, will not display on the gateway)

Position

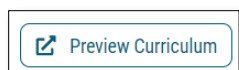
Before

Custom Text

Credits

Add Text Cancel

The third icon available within the Prospective Curriculum field is the Preview Curriculum icon.



You may use the Preview Curriculum icon at any time to preview the Prospective Curriculum field.

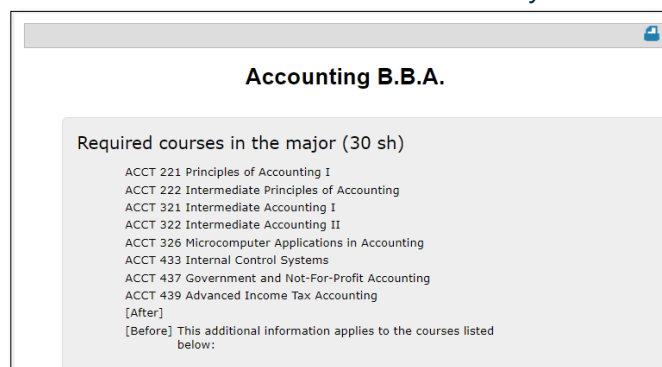
Note: The Preview Curriculum tab displays ONLY the Prospective Curriculum field – it does not display any other elements of the program proposal or any of the course details beyond prefix, code, and name.

The preview will open a new window and display the contents of the Prospective Curriculum field with each core expanded. You will be able to see the title and description for each core, as well as the prefix, code, and name for each course that has been attached, and any associated Custom Text.

The preview will reflect the structure of your cores and indicate which are Shared Cores for reference.

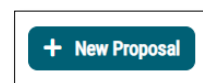
The top right corner of the preview will have a print button.

Print will launch your browser's print option to print this screen.



4.2.3 New Proposals

When you need to create a new proposal, from your Dashboard you'll need to click on the link for "New Proposal", and then choose from the list of available approval processes that your administrator has made available to you. There are four tabs across the top that can be used to help narrow your selection – All Processes, Courses, Programs, and Others.



- **All Processes** – Displays all Approval Processes within the System
- **Courses** – Displays only those of the Course type
- **Programs** – Displays only those of the Program type
- **Others** – Displays only those of the 'blank' type. These processes will not allow you to import or export information.

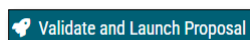
You can also use the "Sort by" drop-down menu to sort processes by either title or type to help select. Processes featuring the arrows  indicate a Crosslisting option, within course type processes. Processes with a title that is grayed out and italicized are in edit mode and undergoing revisions by the administrator – you will be unable to select these at this time. Processes that are grayed out are deactivated and unable to be used.

If you would like to preview an approval process before starting it, you can select the preview form icon . This will open a new window, previewing only the form of the proposal. None of the fields will be functional within the preview.

To begin a new proposal, click the new proposal icon .

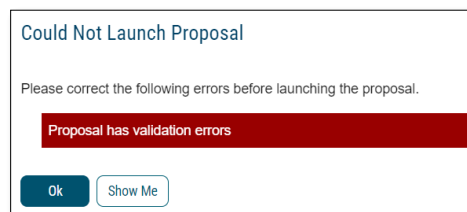
4.2.3.1 Creating New Items

When you are filling in a proposal to create a new item, you will need to fill in all required fields within the form. Required fields are noted with an asterisk (*). As you work in the form, be sure to save your work often by using the save at either the top of the page, or the floating “Save All Changes” at the bottom. If you try to navigate away from the page without saving your changes, the browser will prompt you to save before allowing you to leave.

Once you have reached the end of the form, you will need to launch the proposal to send it into the workflow. To launch it, you will need to scroll back to the top of the page and click the “Validate and Launch” button at the top or the bottom of the form.

At this time, the system will verify if any required fields have been left empty. If any fields fail the validation, a message will appear indicating that you have missing information – if you click “Show me”, it will take you to the first of the required fields. The field with missing information will have a red error message.



Could Not Launch Proposal

Please correct the following errors before launching the proposal.

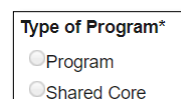
Proposal has validation errors

Ok Show Me

Once all the required fields have been filled in, the proposal will be able to launch. As a best practice, we suggest that the first step in any proposal is the originator – meaning the proposal would be returned to you. If your administrator follows this practice – you now have an additional opportunity to further revise your proposal before sending it on to the next step in the workflow. You may choose to review the section on Editing a Proposal or move on to Providing a Decision.

4.2.3.2 Changes

When you are creating a proposal for revisions to a course or program that already exists – you will begin by importing the existing catalog information.



Type of Program*

☐ Program

☐ Shared Core

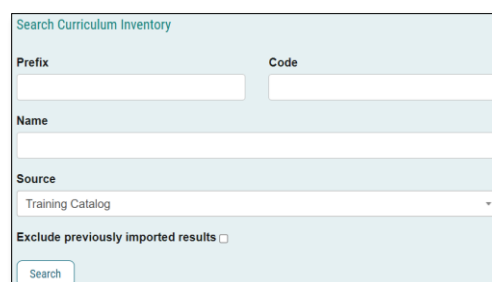
Note: If this proposal is for a program, the first step will be to indicate if this is a program or a Shared Core in the Program Type field.

4.2.3.3 Importing into a Proposal

When selecting an Approval Process, if this icon is present , then the Import Required function has been enabled. This means you will have to search for the course or program you wish to modify before starting the proposal.

If that icon is not present with the Approval Process name, then you may be able to import it into the

proposal after you start it. Start by selecting the import icon  from the upper left corner of the proposal.



Search Curriculum Inventory

Prefix Code

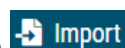
Name

Source

Training Catalog

Exclude previously imported results ☐

Search



This will open a pop-up window listing all available catalogs you can import from. The available catalogs are determined by your System Administrator.

Next, you will be presented with filter options that may be used to find the course you would like to import.

The search will default to searching through all courses, but you may use the “add filter” drop-down menu to select additional filtering options. Each option allows you to select a field from the courses template that you can then enter a value to search on.

Once you have added at least one filter, you cannot leave the field blank when you search, or you will receive zero results. It will also not

accept partial searches – for example, ‘ACC’ will not return any results for ‘ACCT’; but you can use the * as a wildcard. Entering ‘ACC*’ for example, would return ‘ACCT’ courses.

The “Exclude previously imported items” checkbox is a toggle that would remove items that have been imported by any user from your list of search results. If unchecked, the items would appear in your results but would be italicized to indicate that they have been imported previously. It will not prevent you from importing the item a second time; it will just serve as an indicator.

<i>ACCT 322 Intermediate Accounting II (previously imported)</i>
ACCT 326 Microcomputer Applications in Accounting

Note: If the cache has been cleared by an administrator, the exclude previously imported items flag may be reset.

Field Name	Data Preview	Import Field
» Data Points: Hierarchy Owner	Agricultural Sciences	☒
» Data Points: Name	Wildlife Management I	☒
» Data Points: Prefix	AG	☒
» Data Points: Code	335	☒
» Data Points: Description	Introduction to wildlife management. Principal wild birds and animals of economic importance to Florida farms. Methods and techniques of population manipulation.	☒
» Data Points: When Offered	[no data]	☐
» Data Points: Course OID	156952	☒

Once your search has located the item you would like to import, click on the title. You will then be able to preview all mapped data available to import. By default, all details will be marked for import, but you can choose to uncheck any items if you do not want to import them. To complete the import, click ‘Import this Item’. You may also choose “Return to Search” to choose another item, or “Select Another External System” to choose another catalog, or

“Cancel Import” to cancel entirely.

Once you have imported the information, the window will close, and your proposal will be populated with all of the information from the course catalog.

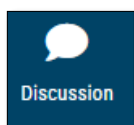
Complete any remaining required fields and launch your proposal by selecting the launch icon from the upper left corner of the Proposal.

Once the proposal has been launched, it will move to the first step in the process. As a best practice, we suggest that the first step in any proposal is the originator – meaning the proposal would be returned to you. If your administrator follows this practice – you now have an additional opportunity to add comments or custom routes before sending it on to the next step in the workflow. You may choose to review the section on Editing a Proposal or move on to Providing a Decision.

4.2.4 Proposal Toolbox

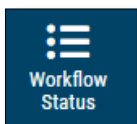
The Proposal Toolbox appears on the right-hand side of the screen when working within any proposal and includes several options for interacting with your proposals.

4.2.4.1 Discussion



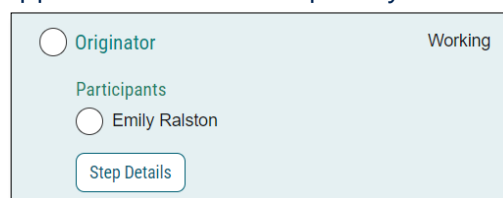
The first tab is the Discussion tab. The Discussion tab is the default view of the Proposal Toolbox that you will see when first accessing a proposal. It is used to display User Tracking information, as well as any comments that have been entered on the proposal. More details about the User Tracking and comments are listed under the Editing a Proposal section.

4.2.4.2 Workflow Status



The Workflow Status tab will allow you to review the Proposal History – a log of all of the steps that have already occurred, the step it is currently on, and any steps that still need to happen.

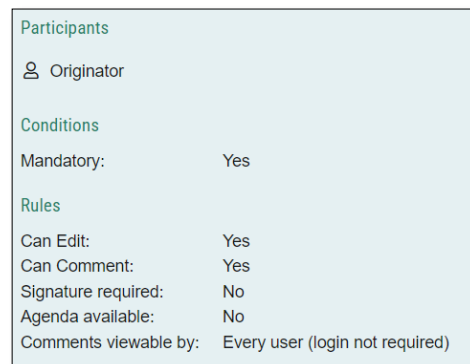
On each step you'll find the name of it at the top along with the status – for example, this screenshot indicates that the step was approved. Under Participants you will be able to see any users who were required to take action on this step; if they performed any edits on this proposal you will see an edit color assigned to them (red, in this example), and if they provided a decision you will see the decision in the circle next to their name (approve).



To review step options and see permission levels, click the "Step Details" button.

In the Rules portion, you will be able to see the settings for each step.

- **Can Edit:** Yes indicates that a user on this step will be able to make modifications.
- **Can Comment:** Yes indicates that a user on this step will be able to leave comments.
- **Signature required:** Yes indicates that a user on this step will be required to provide a signature when they place their decision.



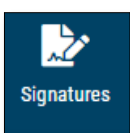
- **Agenda Available:** No, indicates that this step will not allow for committee functionality, or for the proposal to be placed on an Agenda at this time.

- **Comments viewable by:** Every user indicates the level of transparency the administrator has set.

Note: Only an administrator can modify these settings.

Knowing what permissions, you have on your step will make your work within Modern Campus Curriculum easier. Using the step in the screenshot to the right as an example – knowing that an ‘Agenda Available’ is set to no, you won’t be looking to create an Agenda for this step or wonder why there are no committee options available.

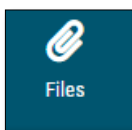
4.2.4.3 Signatures



If your administrator chooses to require a signature, they will be recorded on the signature tab when a user makes a decision on a proposal. Depending upon the settings – a user may provide their signature in one of two ways. They may either provide it via a signature pin, or through a paper document that is scanned and uploaded. Both types of signatures will be recorded in the signatures tab, and if the paper signature is used, it will be available for download.

As a best practice, we recommend using the signature pin.

4.2.4.4 Files



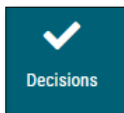
The Files tab will allow you to attach documentation relevant to your proposals. Any user who is an active participant on a step may upload files to a proposal, and although the maximum file size limit is 20 MB for each file – there is no limit to the number of files that may be attached to the proposal.

Note: It is important to note to upload files on a given step, editing for that step must be enabled. If editing is disabled on a given step, the active participants on that step cannot upload files.

Once files have been attached, they will be visible to all users. The file markup will indicate who uploaded each file and when through an activity log.

Note: In older versions of browsers, uploading files as attachments that contained spaces in the file names may have resulted in difficulty when downloading the file later. Although newer versions of browsers are no longer experiencing this issue, as a best practice, when uploading attachments, we recommend that you ensure there are no spaces in the file name.

4.2.4.5 Decisions



Once you have completed your work on the proposal and you are ready for it to move to the next step, you will need to enter a decision. To make a decision, select the Decisions tab from the Proposal Toolbox.

The decisions that are available to you will vary based on the settings your administrator has selected for each step, but this manual will cover all options available.

- Approve** - Selecting Approve indicates that you are approving the proposal in its current state and are signing off on it to move to the next step in its workflow. If you are the only participant on the step, the proposal will advance automatically. Entering a comment is optional when selecting Approve.
 - If you are **not** the only participant on the step, and the step requires 100% approval to advance, then the step will wait until all participants unanimously agree to approve or reject.
 - If you are **not** the only participant on the step, and the step requires any other threshold lower than 100% approval to advance, the proposal will remain on the step until all participants have voted even if it has received enough votes to be approved. This means that if the vote is set to require 75% approval and three of the four participants have already approved, the proposal will remain on the current step until the fourth participant makes a decision.
 - If this is a committee step but you are a non-voting member, the step will not move on until the Agenda Administrator has placed their decision.
 - If this is a committee step and you are the Agenda Administrator, when you place the decision to approve the step – you will be placing it on behalf of the committee, and it will advance to the next step.
- Reject** - Rejecting a proposal indicates that you are not approving of it in its current state. You will be required to enter comments to submit the decision to reject, and as a best practice we would strongly suggest using the comments to explain the reasoning behind submitting a rejection. Depending upon the settings an administrator chooses – a proposal may take one of two paths when it has received a rejection.
 - Originator** – If the originator chooses to send a proposal back to the originator, the proposal will create a new step titled 'Originator', followed by each step from the beginning. This effectively causes the workflow to start over.
 - Previous Step** – If the originator chooses to send a proposal back to the previous step, the proposal will return to the previous step only and then resume the normal workflow.

Your Decision

What would you like to do with this proposal?

☐ Approve
 ☐ Hold

☐ Reject
 ☐ Suspend

☐ Cancel
 ☐ Custom Route

Please comment on your decision below.

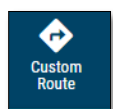
Make My Decision

- **Hold** - Submits a request for the proposal to not advance in the workflow. The request is sent to the administrator, who will approve or reject the request. If the administrator approves the request and places the proposal on hold, the users on the step will be able to continue to work on the proposal, however, it will not advance in the workflow until the hold is removed. This would typically be used to ask for additional time for revisions on a proposal when a deadline is approaching, as the item will not trigger the deadline when it has been placed on hold. Only an administrator can lift the hold on a proposal.
- **Suspend** - Submits a request for the proposal to be suspended from the workflow. Like the request for 'Hold', it is sent to the administrator, who will approve or reject the request. If the administrator approves the request and suspends the proposal, no work may be done on the proposal, and it will not advance in the workflow until the suspension is removed.

Note: In the case of both Hold and Suspend, if you were to place a proposal on either status after it had been in progress for 6 days, and it had an upcoming deadline after 10 days – and the proposal stayed on its status of Hold or Suspend for another 10 days – the day that you return it to the workflow the deadline will trigger as it has now passed its original 10 day deadline.

- **Cancel** - Submits a request to cancel the proposal and delete it from Modern Campus Curriculum. The request is sent to the administrator who will approve or reject the request. If the administrator approves the cancel request, the proposal will be referred to the originator. The originator may then re-launch the proposal or cancel it, which will delete the proposal from Curriculum. If the administrator rejects the cancel request, the proposal will remain on the current step awaiting a decision. This is the only way you can delete a proposal after it has been launched.
- **Custom Route** - A Custom Route is an additional ad hoc step outside the steps in the approval process that the administrator originally provided and require administrator approval. They will allow you to invite additional users or committees into a workflow for additional feedback. Custom Routes are covered in more detail in the next section.

4.2.4.6 Custom Routes



Custom Routes have a tab within the Proposal Toolbox where you will establish your Custom Route but starting them begins as a decision.

To begin a Custom Route, you will need to select the Custom Route option as a decision from the decision tab, and then select "Make My Decision."

This will direct you to the Custom Route tab to configure the options for your Custom Route. The first option available will be for you to decide if you would like to re-name the step. It will default to "Custom Route" but if you would like to change it you can click in the field and replace the text.

Add Participant

The next option is to indicate who you would like to bring into the workflow by choosing the participants. Select the grey arrow to the left of "Participants" and the option will expand. Select "Add Participant".

This will launch a new window titled "Who is involved on this step?" and will display two options initially – Role Types and Hierarchy.

In most cases, when adding a participant to a Custom Route, you would be looking for a specific user. To locate a user, you can use the down arrow to expand Hierarchy, then again to expand a specific entity, and then a role until you see the user. Click on the user – or users – to select them and their row will be highlighted blue. Next select “Add Role(s)”.

Note: When creating a Custom Route, you can only select a user if they already have a role within the Hierarchy. You will not be able to search the User Accounts module.

Once the users have been added, they will be listed on the step under “Participants.” If you need to remove a user, you can click “Add Participant” again, then click the user you would like to remove which will remove the blue highlight from their name and click “Add Roles” again and the user(s) will be removed.

Note: You may also choose users based on Role Types; however, the users that are brought into the proposal will be based on the Hierarchy selection made on the form at launch.

Who is involved on this step?

- Role Types
- Hierarchy
 - Modern Campus University
 - General Education Committee Member
 - Agricultural Sciences Dept Review Committee
 - Registrar
 - College of Arts and Sciences
 - College of Arts and Sciences Dean
 - College of Arts and Sciences Dean Assistant
 - Garfield Logan (highlighted)
 - Kory Anders

Rules

What work is allowed on each Proposal?

☐ Edit Proposal

☐ Make Comments

Is a signature required?

☐ Yes

Is agenda available? Does this step involve a committee situation where one person will vote on behalf of others?

☐ Yes

Who can view the comments during this step?

Every user (login not required)

Once you have determined the participants for the Custom Route, the next step will be to determine what they will be allowed to do by setting the Rules. To view the options available under Rules, click the arrow to the left to expand the section.

There are four options you will need to determine within the Rules section.

First, you will need to decide if the users you are bringing into the proposal on Custom Route will have the ability to edit the proposal and/or make comments. When making this decision, consider the reason for the Custom Route: it may be that you only need feedback from another individual and a comment is sufficient – or it may be that you need to extend editing rights to a new committee.

Next, you will need to decide if this step requires a signature from the user. If you require a signature from a user, they will need to enter either their signature pin or provide a scanned paper copy of their signature to approve the step.

The next option is related to committees – and is only available if you have chosen a role type associated with a committee as your participant. If this option is available and selected – it indicates that this step will function as a committee step; the user elected as the Agenda Administrator will vote on behalf of the group and be able to create an Agenda as needed. If you’ve not selected a role type associated with a committee – this option will not be accessible.

Who can view the comments during this step?

- Every user (login not required)
- Every user (login not required)
- Every user who has a login
- Every user in the hierarchy branch that owns the item
- Every user involved in the proposal at any step
- Every user involved in the current step PLUS the originator
- Only those involved on the current step

The last option is a drop-down menu allowing you to determine who may view comments made during this step. You may allow all users (including guests without logins) to view comments, or you may restrict it to one of the other options available from the drop-down menu.

Note: The transparency level of the system selected by the administrator may override the setting you select here. For example, if the administrator sets the transparency of the system to Restricted and you set the step to Every User – the Restricted settings will override the Every User settings.

The Decisions section is where you will determine the types of decisions users can provide, and the direction the proposal will move in.

The first selection indicates the type of decision your Participant(s) will have; there are three different types of decisions to designate:

- Approve / Reject 100% for approval** – This option indicates that all users on the step must come to a unanimous decision for the step to be approved or rejected. If all users provide a decision and it is not unanimous, the step will not advance until users either change their votes to reach 100%, a deadline is reached an automatic decision is triggered, or an administrator force approves/rejects.
- Vote: ___% for approval** – This option indicates that a threshold must be reached for the step to advanced, **however it still requires that all users on the step provide a decision.** For example, if the step has 4 users, and the threshold is set to 75% - then only 3 of the 4 users must vote "approve". If 3 of the 4 log-in and vote right away – the step will **not** advance to the step immediately. It will wait and allow the fourth user the opportunity to log in, review the proposal and changes, provide comments, and provide a decision – even if their decision cannot change the outcome. Only when all users on the step, and the vote threshold have been reached will the step advance.
- Quorum Vote: Require ___% participation** – This option indicates that a threshold must be reached for the step to advanced, **however it does not require that all users on the step provide a decision.** For example, if the step has 2 users, and the threshold is set to 50% - then only 1 of the 2 users must vote to "approve". Once the 1 user votes, it then meets the 50% threshold and will advance the step without the other user's vote.

Decisions

What type of decision is this?

☒ Requires 100% participation and 100% approval.

☐ Requires 100% participation and % for approval.

☐ Requires % participation and majority approval.

What kind of decision flags will you allow to be used on this proposal?

☒ Hold ☒ Suspend

☐ Cancel

Where will the proposal go after the custom route?

☐ Proposal should come back to this step.

☒ Proposal should advance to the next step.

Who should be notified when the step is completed?

If Approved: **If Rejected:**

The next option allows you to offer decision flags to the users on the Custom Route, which will provide the users on this step options on their decision beyond Approve and Reject. The options that you can offer users are limited to Hold, Cancel, and Suspend – you will not be able to

provide Custom Route as an option from a Custom Route. You can read the full descriptions for the decision options under the Decisions section.

Note: You will only be able to create one Custom Route per step, and you may not create a Custom Route from within another Custom Route.

The next option determines the path the proposal will take once the Custom Route has been approved. There are two options available and the path you choose will vary based on your needs for the Custom Route.

- **Proposal should come back to this step.** This option is often chosen when the reason for a Custom Route is to invite a feedback loop. When you select this option, the proposal will advance to the Custom Route step when the administrator approves it. Once the Custom Route step has been completed and approved, it will return to you for further revisions and a decision. Once you make your decision, it will then advance to the next step in the workflow.

Note: You cannot create an additional Custom Route as a decision, as you may only create one per step.

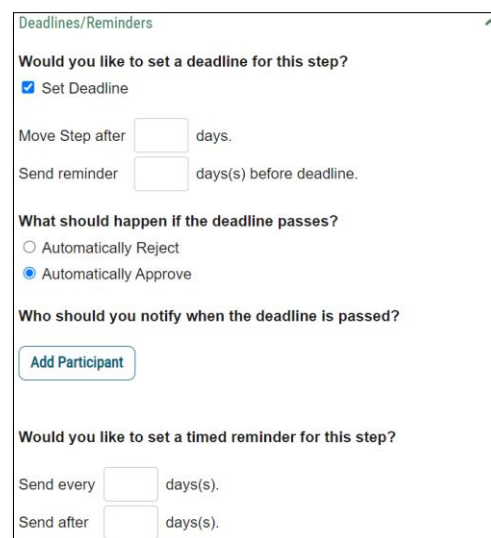
- **Proposal should advance to the next step.** This option is often selected when you are inviting a user into the workflow to make additional changes or comments and allow the workflow to progress after with no additional revisions on your part. This means that once the administrator approves the request for a Custom Route, you will still need to complete your step by providing your final decision. At that time, the proposal will move on to the Custom Route, and then on to the next step in the workflow.

The last option on the Decisions tab is an **additional** notification that you can choose to provide, if the proposal is either approved or rejected. This notification is in addition to the one automatically sent to the users on the step and may be different based on the approval or rejection. To add a user to send a notification to, click on "Add Participant", then use the ▾ to expand Hierarchy, then the Role, and finally the user. When you have selected the user, they will be highlighted in blue, then click "Add Role(s)" to add them to the step.

The last section of the Custom Route that you can set is the Deadlines/Reminders option. This option allows you to set a number of days to be allowed for the step before an automatic action will occur and you can choose if reminders are to be sent to the users involved on the step.

The first option is for setting a deadline on the step. A deadline is a threshold set in a number of days for the step; and if that threshold is passed an automatic action will occur. If you would like to set a deadline, check the box labeled "Set Deadline."

Once this has been checked, the next two options become available.



The screenshot shows a configuration window titled "Deadlines/Reminders". It contains the following sections:

- Would you like to set a deadline for this step?**
 - ☒ Set Deadline
- Move Step after** [input type="text"] days.
- Send reminder** [input type="text"] days(s) before deadline.
- What should happen if the deadline passes?**
 - ☐ Automatically Reject
 - ☒ Automatically Approve
- Who should you notify when the deadline is passed?**
 - [Add Participant button]
- Would you like to set a timed reminder for this step?**
 - Send every** [input type="text"] days(s).
 - Send after** [input type="text"] days(s).

- **Move Step after ___ days.** This requires a whole number to be entered – for example “30.” Once 30 calendar days have passed with no decision on the step, this deadline will be triggered.

Note: Modern Campus Curriculum does not observe holidays or weekends and will continue to count towards the deadline.

- **Send reminder ___ day(s) before deadline.** This will also require a whole number to be entered, and ideally a smaller option than one that was used for the deadline. If your deadline was set to 30 as our example above, then perhaps this option may be set to “15”. On the 15th day on this step with no decision, a reminder will be sent to the user that the deadline is approaching, and they need to take action to avoid the automatic decision.

The next option is to choose which of the two automatic actions should occur when the deadline passes. If either of these actions were to occur, the step will follow the path the administrator has outlined. For approvals, this means advancing to the next step of the workflow. For rejections, it may either return to the originator or return to the previous step.

- **Automatically Reject**
- **Automatically Approve**

You may also add users to be notified if the deadline passes without action. This notification is in addition to notifying those on the step and separate from the approve/reject notification. To add a user to send a notification to, click on “Add Participant”, then use the to expand Hierarchy, then the Role, and finally the user. When you have selected the user, they will be highlighted in blue, then click “Add Role(s)” to add them to the step.

The last option of the Deadlines/Reminders section will be to include timed reminders. These reminders may be sent to the users of this step regardless of if you choose to use the deadline feature.

- **Send every ___ day(s).** This option requires a whole number, for example, “10”. This would send a reminder to the user every 10 days until the step has received a decision.
- **Send after ___ day(s).** This option requires a whole number, for example, “5”. This option would send a reminder to the user after 5 days have passed with no decision having been provided on the step.

After selecting all the options associated with your Custom Route, you will be required to enter a comment. The comment is usually used to provide explanation to the user being invited and requires a minimum of two characters to be entered.

Below the comment box are three buttons:

- **Edit Custom Route** - You will be able to review all the selections you have made on the Custom Route, and if you are unhappy with any of the selections – you can choose to edit it further.
- **Request Custom Route** - will send this request to the administrator for

Please comment on this custom route

Please let me know what you think about this proposal so far

Note: By selecting the button below, you are requesting a custom route on this proposal. This request is pending and must be approved by an Administrator. During this time, you may make changes to your custom route request.

If your route is approved, the proposal may leave the current step immediately to begin its custom route. Depending on the options you selected, this item may return to you when the custom route is complete, or it may continue in the workflow.

Edit Custom Route

Request Custom Route Cancel Custom Route

review. The Custom Route will remain as pending until the administrator has either approved or rejected the request. While this is pending, you can continue to revise the proposal. Once it has been approved – depending upon your selections within the Custom Route, it may advance to the Custom Route immediately and be returned to you later – or it may continue in the workflow.

- **Cancel Custom Route** - If you decide you no longer want to proceed with the Custom route, you can choose this option to cancel and continue working on the proposal and provide your decision.

4.2.4.7 Crosslistings

Crosslistings are a way to tie course proposals together based on information they share across one or more fields – for example, when two courses may share the same code, name, description and credits but are housed within two different departments and so have a different hierarchy and prefix. The Crosslisting functionality within Modern Campus Curriculum will allow you to create multiple proposals based off a single primary proposal - allowing you to update those shared fields in all crosslisted proposals with modifications just to the primary.

The administrator will determine when the Crosslisting functionality will be available, and it will only be available within course approval processes. If your administrator has made crosslistings available, you will see the Crosslisting icon  next to the approval process's title.

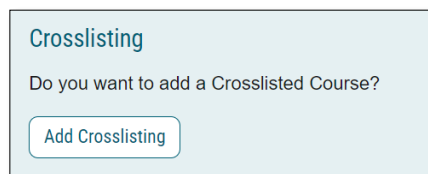
Note: The Crosslisting icon indicates the Crosslisting functionality as an option. Although it is available for use within these approval processes, it is not required that you create a crosslisting each time you select this process.

To create a proposal with a crosslisting, you will begin just like any other proposal. For more details on starting a new proposal, see the New Proposal section.

Note: If you are importing information into your proposal from an external source, you will only be able to import information into the primary proposal. You will not be able to import into any of the crosslistings.

The initial form that is being filled out will be referred to as the primary; and all crosslistings created within this proposal will be based on the information provided within this primary proposal.

Once all the fields have been filled out, before launching the proposal, you can select the crosslistings icon from the Proposal Toolbox and select "Add Crosslisting."



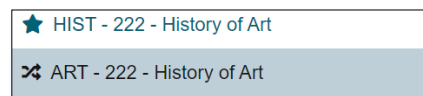
Crosslisting

Do you want to add a Crosslisted Course?

Add Crosslisting

Note: Crosslistings must be added to a proposal prior to launching. Once they have been launched, you will not be able to add additional crosslisted items.

Once you have selected Add Crosslisting, the second proposal will appear listed below the primary with the crosslisting icon and the additional text of (crosslisting) added to the title. You can add multiple crosslistings to this proposal by selecting "Add Crosslisting" as needed.



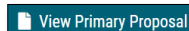
★ HIST - 222 - History of Art

✕ ART - 222 - History of Art

To remove any crosslisting from the list, select the blue delete icon (🗑️). To edit any crosslisted proposal, click the name of the proposal.

When editing a crosslisting proposal, you will find that some fields are greyed out and already contain content. These fields are prepopulated with information from the primary proposal, and you will not be able to modify the contents of those fields within the crosslisting.

These fields are selected by the administrator and will be the same on each crosslisting associated with this primary – modifications to the content of these fields can only be made by returning to the primary proposal by selecting the View Primary Proposal button on the top of the form. From the primary, you can return to the crosslisting by selecting the crosslisting icon (🔗) from the Proposal Toolbox and selecting the crosslisting again.

A rectangular button with a document icon and the text "View Primary Proposal".

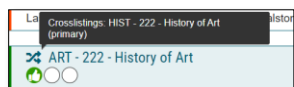
As with any proposal, all fields marked with an asterisk in a crosslisted proposal must be filled in and users must be present on each step of the workflow prior to being able to launch. Changes will need to be saved using the "Save All Changes" icon found at the top of the page, or the floating button found at the bottom of the page prior to navigation away from the page.

When you are done working within the crosslisting and you are ready to launch the proposal, you will need to return to the primary proposal, using the View Primary Proposal button - the same location as the launch button. When you launch from the primary, you will also launch all crosslisted proposals associated with it at the same time.

Depending on the settings the administrator has selected, when you launch the proposals, it may first be sent to the administrator for review prior to entering the workflow. The administrator will receive notification and an opportunity to review the primary and all crosslistings and may choose to approve or reject them.

Once launched, they will appear in the tasks window as separate proposals and will follow the steps of their workflows as laid out by the administrator.

When viewing tasks that contain crosslistings, you will see the crosslistings icon (🔗) appear to the right of the name of the proposal. Hovering over the icon will indicate the related proposals and their relationship.



When editing the proposal, selecting the crosslisting icon (🔗) from the Proposal Toolbox will display all associated proposals allowing quick access to each of them. You may or may not be able to work on the crosslisted proposals depending upon the settings of their workflows.

All fields within the primary will be editable, and any edits made to linked fields will automatically update within the crosslisted proposal. Linked fields in the crosslistings will be unable to be modified.

Note: User tracking will record all changes made to the primary and crosslisted proposals; however, changes to the linked fields are only recorded on the primary proposal as that is the only proposal in which changes have actually occurred.

4.3 Agendas

The Agendas module provide functionality to create a meeting agenda for discussing proposals that require a committee as a part of the approval process. A committee may be made up of several individuals which Modern Campus Curriculum will split into two groups: non-voting members and Agenda Administrators.

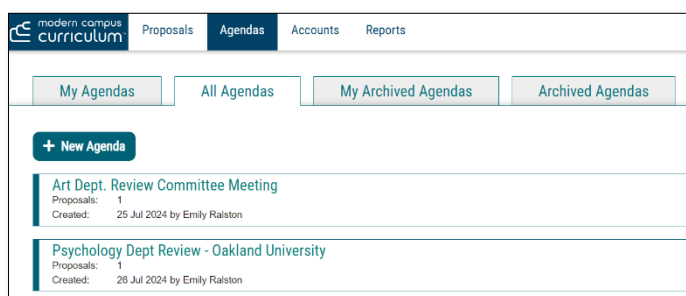
- **Non-voting member** - Users on the proposal may edit or comment if the step allows, however rather than providing a decision you are providing an opinion. You may place the opinion to indicate your preference for an approval or a rejection, however your vote is not counted towards the final approval or rejection. Only users serving as the Agenda Administrator will have their votes counted.
- **Agenda Administrator** - If you are designated as an Agenda Administrator, your name will appear with an asterisk beside it on the step and you will now be responsible for placing a vote on behalf of the committee and have the option for creating an agenda if one is needed. Non-voting members may place opinions on the step, but only the votes of the Agenda Administrator will be counted. There may be more than one Agenda Administrator on a step if the administrator chooses, and in that case all users designated would be required to vote for the step to advance.

Note: An Agenda Administrator does not have all the rights and permissions of a system administrator and will not have access to the Administrator Dashboard.

Only Agenda Administrators can create, edit, publish, and make decisions upon an agenda, and only when a proposal has reached a committee step.

When you navigate to the Agendas Module, you will see four tabs available across the top:

- **My Agendas** - This tab will house Agendas that you have created and are still in progress or are completed but not yet marked as archived.
- **All Agendas** - This tab houses Agendas by all users that are still in progress or are completed but not yet marked as archived.
- **My Archived Agendas** - This tab houses all Agendas that you have created that are completed and marked as archived. Marking them archived moves them to this tab to be housed indefinitely to alleviate clutter on the My Agendas or All Agendas tab.
- **Archived Agendas** - This tab houses all Agendas by all users that are completed and marked as archived. Marking them archived moves them to this tab to be housed indefinitely to alleviate clutter on the My Agendas or All Agendas tab.



On each tab, you will see 10 Agendas at a time listed. You can use the "Next 10" or "Previous 10" to navigate through the list. Each row will indicate the name of the Agenda, the number of proposals included, the date it was created, and the name of the Agenda Administrator who created it.

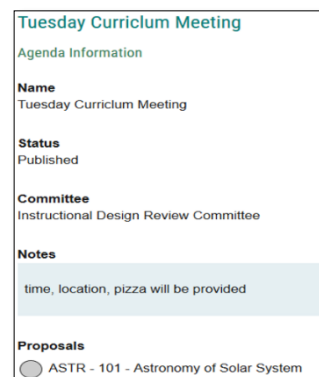
If the Agenda is open, still has active proposals and you are the Agenda Administrator who created it, you will see three icons when hovering over the name of it: View Agenda Summary

, Edit Agenda , and Print Agenda .

View Agenda Summary will provide a flyout on the right side of the screen allowing you to view an overview of the agenda including the name, current status, committee involved, associated notes, and attached proposals.

Print Agenda will launch a new window containing a print-friendly version of the agenda. This view will feature the details of agenda and forms of each attached proposal.

Edit Agenda will return you to the Manage Agenda screen. The upper right side of the screen contains a print icon, and the upper left contains the Publish Agenda button or the Complete Agenda



Tuesday Curriculum Meeting

Agenda Information

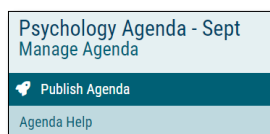
Name
Tuesday Curriculum Meeting

Status
Published

Committee
Instructional Design Review Committee

Notes
time, location, pizza will be provided

Proposals
☐ ASTR - 101 - Astronomy of Solar System



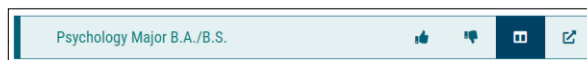
Psychology Agenda - Sept
Manage Agenda

 Publish Agenda

Agenda Help

button, as well as an Agenda Help button. You will not be able to change the name, committee, status, or created by options of a published Agenda but you are able to edit the notes field. This will allow you to use the notes field to enter relevant details from discussions surrounding your proposals, or minutes from a meeting.

At the bottom you will find a list of all the attached proposals. The Approve and Reject icons, the View Proposal Summary, and the View Proposal icons are available to the right of each proposal. Clicking anywhere in the row will expand the proposal's summary in the right pane to allow for a quick review. Although you can navigate to the proposal using the View Proposal icon in the event changes are needed – you are also able to provide decisions directly from the agenda by clicking on the Approve () or Reject () icons.



Psychology Major B.A./B.S.



 Unpublish Agenda

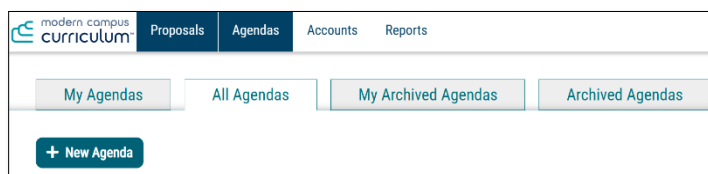
Agenda Help

The Unpublish button will only be available on Agendas until a decision has been made on at least one of the attached proposals. If no decision has been provided on any proposal, you can select this icon to change the status of the agenda back to unpublished, allowing you to modify the proposals that have been attached, the agenda's name, or the committee associated. Once a decision has been provided for any attached proposal, this icon becomes the Complete Agenda icon. When the Complete Agenda icon is selected, any proposals without a decision will be removed from the agenda to be able to be included in other Agendas; this Agenda becomes completed, and you will have the option to archive the Agenda.

Note: There is no option to delete Agendas once at least one decision has been provided on them.

4.3.1 Create a New Agenda

The Agenda Administrator will have the ability to create a new Agenda when a proposal has reached a step in their workflow that is a committee step. To create a new Agenda, you will need to navigate to the Agendas module and then select "New Agenda."



Select a Committee

- Art Dept Review Committee
- Mathematics Dept Review Committee
- Psychology Dept Review Committee

Done Selecting Committees
Cancel

The next step will be to fill in the form for the agenda, starting with the Agenda name. This is typically the name of the meeting being held or named after the committee conducting it. Once the agenda name is entered, click "Add Committee." The new window will provide a list of all eligible committees. A committee will be considered eligible if you are the Agenda Administrator for that committee. Once your committee is selected, click "Done Selecting Committees" to add it to the agenda.

The notes field allows you to enter notes for this Agenda.

You may choose to include additional information that may be covered in this meeting or notes about when and where it should take place.

Note: Although there is no limit to the amount of text you can place in the notes field, there are no attachments available within the agendas.

Next, click on Add Proposals to add the proposals to the agenda for review. A dialogue box will open displaying any eligible proposals.

Select the proposals to add to the agenda and then click "Done Selecting Proposals." The proposals will now appear in the Proposals section of the agenda.

You may view the Proposal Summary () or the Proposal () from the appropriate icon displayed when hovering over the proposal within the Agenda.

Publishing the Agenda will make the agenda available to all users within Curriculum and will include a link on the current step of each proposal currently associated with the Agenda. To publish the agenda, navigate to the  icon in the upper left.

Select Proposals for this Agenda

Sort by:

Proposal Name

Select: First ☐ | All Listed ☐ | None Listed ☐

Psychology Major B.A./B.S.

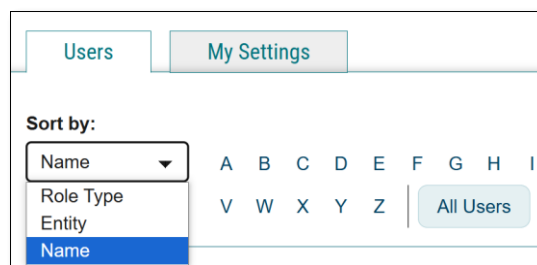
Done Selecting Proposals
Cancel

4.4 Accounts

4.4.1 Users

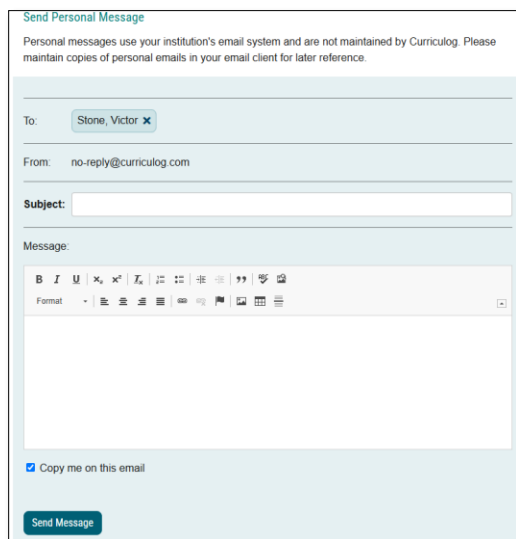
This tab will display a list of all users within Modern Campus Curriculum. You can sort results by Name, Role Type, or Entity using the drop-down menu in the upper left.

- **Name** Sorts users alphabetically by last name
- **Role Type** Sorts users based on the role types that have been assigned to them by the administrator. For example, department chair.
- **Entity Sorts** users based on the hierarchy entities in which their roles fall. For example, if Diana Prince is the Art Department Head then selecting the Art department as the entity would return her user account.



You can also use the alphabet links to filter the list of users displayed. Selecting a letter will jump to the first section of users whose last name begins with that letter. Users will be displayed ten at a time on the page, and you can use the "Next 10" or "Previous 10" options at the bottom of the page to scroll through them.

When hovering over a user, a Send Message icon  will appear to the far-right end of that row and indicates that you may send a message to that user. When you select the icon, a flyout will appear in the right pane with the user's name populated in the "To" field. You may choose more than one user to send a message to at a time. The "From" e-mail will be auto generated by the system and cannot be modified. You can provide any subject or message, and if you would like a copy of the e-mail to be sent to you – be sure to click the checkbox for "Copy me on this email" at the bottom before clicking "Send Message." When the e-mail is sent a copy will not be maintained within Curriculum.

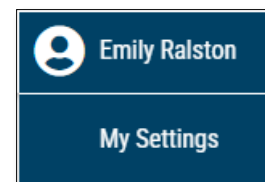


When you select a user's name from the list, the flyout on the right will display the user's personal information including their first and last name and e-mail address, and any roles or committees that have been assigned to them by the administrator. You will not be able to modify another user's

account in any way unless you are an administrator.

4.4.2 My Settings

My Settings will allow you to review the settings for your own account. You can access this information in two ways: you can either hover over your name in the upper right corner of Modern Campus Curriculum and choose "My Settings" from the drop-down, or you can navigate to the Accounts module and choose the "My Settings" tab.



This tab will populate only your user account in the left pane, and when you select it you will see your information appear in the flyout on the right.

The first portion, Personal Information, will contain your first and last name, e-mail address, and password information. You will be able to change any of this information on your own account at any time. If you make any changes, click “Save Personal Information.”

Note: If you are using remote authentication or SSO to provide credentials to log in to Curriculum, you must ensure that any changes you make match your on-campus provider. If you are unsure, please see your administrator.

The next section will detail the roles that have been assigned to you. Roles are listed first, and any committees you may serve on will be listed after, and if you are an Agenda Administrator it will be noted with an asterisk. You will not be

able to modify any of the roles that have been assigned to you.

The last section will be User Rights and will indicate some permissions you will have within the system as well as notification and signature preferences.

The first portion will be labeled “Permissions” and will be set by the administrator.

- **Can Originate Proposals** This setting indicates that you will be able to act as an originator and create new proposals.
- **Can Import** This setting allows you to import content when creating a new proposal.
- **System Administrator** This setting indicates whether you are a System Administrator. System Administrators have the highest level of authority across the Curriculum system and cannot be restricted in any way.

The next three options will pertain to preferences regarding notifications.

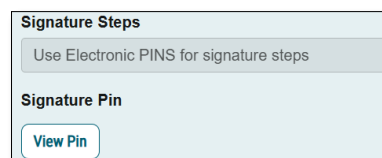
- **Originator** This setting controls how often you will receive notifications for proposals you have created.
 - *Receive all messages for User’s proposals* – You will receive notifications for all actions taken on proposals you originate.
 - *Receive messages for comments only for User’s proposals* – You will receive notifications when there has been a comment on a proposal you originated.
 - *Receive messages for comments and edits only for User’s proposals* – Users will receive notifications when there have comments or edits on a proposal they originated.
- **Email Options** Determines how often emails from Curriculum will be sent. Choosing the “All Emails” option will send an email to you each time a notification is triggered. The other options will send a digest of all notifications that occurred since the last email; and digest emails are sent out each night at midnight. As a best practice, we recommend using the digest option because Curriculum generates a lot of notifications that could quickly fill a user’s inbox if “All Emails” is chosen.

Note: All notifications will still appear on the User and Admin dashboards as they are triggered even if a different digest option has been chosen for the emails.

- **Process** Determines how often you will be included in notifications for proposals that you are a part of on at least one step.
 - *Send messages for the steps in which I am involved only* – be notified only for steps that you are directly a part of.
 - *Send messages for proposals in which I am involved only* – be notified for actions on all proposals you are involved in, even if you're not involved on the current step.

The last two options indicate the preference for how the signature pin will be provided should it be required on a step, and a way for you to view your provided pin.

- **Upload paper signatures for signature steps** – The proposal will provide you with a print friendly document to sign and upload to the proposal.
- **Use Electronic PINS for signature steps** – Personal identification numbers given to you to use in place of a paper-based signature; this is recommended as a best practice.



Note: Note all options may be available for you to modify. Your administrator may choose to override some options at the system level.

4.5 Reports

The Reports Module allows you to generate reports on proposal activity within Modern Campus Curriculum. The reports available to you are determined by the administrator. Once a report has been selected, the results will be delivered via e-mail and available for 5 days.

Note: You will need to be logged into Modern Campus Curriculum to open a report. If you are not logged in when you click the link provided in your e-mail, you will be prompted to log in before the file will download.

To generate any report, select the report you wish to run, then select the criteria you wish to filter on. Below is a list of reports that can be run. Global Reports will be available in both HTML and CSV format, while Detail Reports will only be available in HTML format.

4.5.1 Global Reports

Pending Proposals Report - provides a list of all proposals within the system sorted by status.

User Activity Report - provides a detailed view of a single user's participation within Curriculum by proposal, including comments, edits, decisions and time spent.

Aging Report - provides a list of all active proposals sorted by the greatest time in the system.

Bottleneck Report - provides a list of the largest lag times for changes by user, role and entity (such as department).

Participation Report - provides a list of all steps that involve a selected participant and will include the proposal name, decision made (if any), proposal URL, and the committee/entity those proposals belong to.

4.5.2 Detail Reports

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.

Proposal Progress Report - provides the history of a proposal (its steps) in a flow diagram with user activity including comments, edits, time and decisions.

Impact Report - provides all dependent elements of the curriculum for an item, such as prerequisites, corequisites, crosslistings, programs and campuses. This will look for any reference of the course – whether it is a permalink, dynamically linked into a program, or plain text within the description.

Note: Results of the Impact Report may look surprising in how thorough they are. For example, a search for a course may provide a program in the results – even though the course does not appear to be listed in the programs description or dynamically linked at first glance, because it is listed as a prerequisite to one of the dynamically linked courses within the program!

Historical Change Report - provides the change log of all proposal versions of a curriculum item over time.

Note: There are additional reporting options available using the Curriculum Reporting API. For more information, please contact curriculum-support@moderncampus.com.

4.6 Help

In the event you need assistance, Curriculum has a built-in help available in two ways: a help form and the Modern Campus Curriculum Support Resource Portal.

[Contact System Administrator](#) - [Modern Campus Curriculum™ Support Resource Portal](#)
Modern Campus Curriculum™ © 2024, [Modern Campus](#)
v2.11.5.1

At the very bottom of the Curriculum system, from any page, you will find two links available to you.

The first one will be “Contact System Administrator.” This will launch a short form that will direct inquires to your System Administrator and may be used for any questions regarding your use of the Curriculum system.

The second link will direct you to “Modern Campus Curriculum Support Resource Portal”. The Support Resource Portal is an online resource that allows you to quickly search through an online User Manual, Knowledge Base, Video Library, and Frequently Asked Questions section for additional information about the use of Modern Campus Curriculum.

You will also find information about our Community feature, where you can engage with our other Curriculum clients to see how they’ve been using the system within their own Institutions.

5 Glossary

Accounts Module: Module to manage user accounts and permissions. Accessing from the Administrator Dashboard provides user account management functionality allowing account creation and management of roles. Access from the User Dashboard is restricted to contact information for other users and a permissions overview for the user's own account.

Administrators: System Administrators; Users who have the highest level of authority and access within the Curriculum system. A user designated as an administrator will have permissions to manage system settings and may participate in the proposals along with users.

Agendas Module: Provides functionality to create a meeting agenda for discussing proposals that require a committee as a part of the approval process. A committee may be made up of several individuals which Curriculum will split into two groups: non-voting members and Agenda Administrators.

- **Agenda Administrators:** If you are designated as an Agenda Administrator, your name will appear with an asterisk beside it on the step and you will now be responsible for placing a vote on behalf of the committee and have the option for creating an agenda if one is needed. Non-voting members may place opinions on the step, but only the votes of the Agenda Administrator will be counted. There may be more than one Agenda Administrator on a step if the administrator chooses, and in that case all users designated would be required to vote for the step to advance.
- **Non-Voting Members:** Users on the proposal may edit or comment if the step allows, however rather than providing a decision you are providing an opinion. You may place the opinion to indicate your preference for an approval or a rejection, however your vote is not counted towards the final approval or rejection. Only users serving as the Agenda Administrator will have their votes counted.
- **Agendas:** Functionality to create a meeting agenda for discussing one or more proposals for a committee to review, allowing for quick decision making directly on the agenda.

Approval Process: A template of fields used to collect information from the end user, and a set of steps to drive a workflow.

- **Form:** A collection of fields used to gather proposal data from the user.
- **Steps:** Configurable points of approval within a proposal's lifecycle. May involve committees, commenting, voting, signatures, specific deadlines and custom routing.

Approval Process Module: Approval Processes (quite commonly abbreviated to "AP") are Curriculum's core. They will dictate the fields of the form and all the steps in the workflow. In the Approval Processes Module, you will be able to manage all the approval processes within your system.

Assessments: an optional module whose functionality is to add and manage learning objectives and expected outcomes that may be attached to course and program proposals.

Blank Form (or Other)

Cores: A combination of descriptive text and/or list of courses that may be created within programs.

Cross-listing: functionality to allow users to establish course proposal relationships.

- **Independent:** parent and crosslisted proposals exist on their own timelines, and any decisions made to one will have NO impact on any others.
- **Dependent:** parent and crosslisted proposals wait for each other on each step until every user decides. Any decision other than approve affects ALL proposals (reject, hold, cancel, etc.).
- **Parent:** parent and crosslisted proposals are independent EXCEPT if the parent receives any decision other than approve, crosslistings will also receive the same action. However, decisions made on the crosslisted proposals do not affect the parent. If the crosslisting is further advanced than the parent, it will return to the same rejection point as the parent, and its rejection will be recorded in its status.

Custom Text (ad-hoc text): A custom text displayed between, or next to, courses in shared cores and in program cores. This may also be called Interstitial Course Information.

Curriculum Support Resource Portal: Online help resource available to all users through a link at the footer of every page within the system after logging in.

DataStore: Where data from the reference system is cached to allow for easy retrieval by the destination system.

Dashboard:

- **Administrator Dashboard:** The Administrative interface that provides access to system configuration and management functions. It is distinguished from My Dashboard (the primary user interface) by a thin red line above the content area. The Administrator Dashboard defaults to the Proposals Module which provides access to the following tabs:
 - **Needs Attention:** A list of items waiting for action from the Administrator.
 - **Approved:** A list of approved proposals.
 - **All Proposals:** A list of all proposals in progress.
 - **Recent Notifications:** List of notifications which consist of status updates.
 - **Upcoming Events:** Curriculum related calendar events, such as proposal deadlines, holidays and committee meetings.
- **My Dashboard:** The primary user interface that provides access to end user functions. It is distinguished from the Administrator Dashboard (the Administrative interface) by a thin blue line above the content area. My Dashboard defaults to the Proposals Module which provides access to the following:
 - **My Tasks:** A list of items waiting for action from the user.
 - **My Proposals:** A list of proposals originated by the user (unlaunched and launched).
 - **Watch List:** A list of proposals the user has elected to monitor.
 - **All Proposals:** A list of all proposals available for viewing to the user (transparency and permissions apply).
 - **My Recent Notifications:** List of notifications which consist of status updates.
 - **My Upcoming Events:** Curriculum related calendar events, such as proposal deadlines, holidays and committee meetings.

Decision Flags: options other than approve/reject that may be allowed on steps; these decisions flags are all sent as requests to the System Administrators for approval.

- **Hold:** Users in the step will be able to continue work on the proposal, however, it will not advance in the workflow until the hold is removed by an Administrator.
- **Suspend:** No work may be done on the proposal and it will not advance in the workflow until the suspension is removed by an administrator.
- **Cancel:** The proposal will be sent back to the Originator in an unlaunched state; the Originator may then cancel and delete the proposal.
- **Custom Route:** Creates an ad-hoc step in the process to include additional participants.

Done Watching Proposal: Allows you to stop tracking the proposal and removes it from your Watch List.

Edit Mode: To make changes to an approval process, it will need to be placed in Edit Mode. While an approval process is in Edit Mode, it is not available for creating new proposals. In addition, any changes made to the approval process will only affect proposals going forward after the re-launch.

Edit Proposal: Available only if you are an active participant on the current step. Directs you to the proposal, where you may make modifications and enter your decision on this proposal depending upon your permissions.

Entity Types: Used to differentiate various types of Hierarchy items. (Example, a College could be used for 'College of Arts and Sciences' and Department could be used for the 'Art Department' as the Entity Types.)

Guests: Anyone who visits the Curriculum site but does not log in to the system. Guests are unable to make any changes to content, provide comments, or modify proposals. Guest access may be modified by the administrator.

Hierarchy: Academic organizational structure, comparable to the Modern Campus Catalog hierarchy.

Hierarchy Module: The Hierarchy Module allows you to manage hierarchy entities, and entity types, role types, roles, and committees associated with them.

Integration Manager: Integration Manager is a product designed by Modern Campus to move data between systems. Not only can it move information between Modern Campus Catalog and Curriculum, but it can also move information to and from an external system.

Legend: Allows administrators to determine how Integration Manager will pull data out of the DataStore and into the correct fields in the destination system.

Maps: Used to instruct Integration Manager how to store data in the DataStore from a reference system.

My Settings: User settings that an individual may control relating to notifications and signatures. (Some of these can be overridden at the administrator level).

Notifications: E-mails sent to the user either individually or in a compiled digest depending upon settings; based upon triggers throughout the system to notify them of events that have occurred or actions that are needed.

Permissions: User accounts may be assigned specific permissions by an administrator to allow the user to access specific data in the system.

Process Summary:

- **When viewed from proposals:** The Process Summary displays form fields (configurable), comments and approval process history.
- **When viewed from approval processes:** The Process Summary shows Process Steps.

Program Map: Available within a program proposal, this functionality allows you to compare the expected outcomes assigned to a program with the learning objectives assigned to the courses within the program to assess if the expected outcomes are being met effectively.

Proposal: Proposals are the forms that travel up the approval chain. Each proposal form has a specific approval process tied to them in a 1:1 relationship.

Proposals Module:

- **Administrator Dashboard:** The Proposals Module is where you will respond to requests within proposals, review all approved proposals to mark them ready for export, and provides a list of all active proposals.
- **User Dashboard:** Where all users will manage the proposals and interact with them throughout their workflows.

Remote Authentication: commonly referred to as 'SSO' or single-sign-on. This will allow users to authenticate using credentials already established within your institution. For information on options regarding compatibility and requirements, please contact curriculum-support@moderncampus.com

Reports: Functionality for gathering, analyzing and compiling a variety of curriculum data.

Reports Module: Allows the you to generate reports on proposal activity within Curriculum. The reports available to you are determined by the administrator.

Roles: Specific designations of role types within a hierarchy entity. (Example: Dean of the College of Arts and Sciences, Chemistry Department Chair).

Role Types: Non-specific units associated with approval steps (Example: Dean, Department Chair).

Send message about Proposal: Allows you to send a message to another Curriculum user. The e-mail will be pre-populated with a link to the proposal you were reviewing, and will allow you to include one or more users, as well as a copy to yourself. Curriculum does not store a copy of any e-mail.

Settings Module: The Settings module will contain several tabs for configuring various aspects throughout Curriculum.

Shared Core: A core created and maintained within one area of the database that may be added to any program in the system.

Signature Pin: A pin provided to the user to stand as their digital signature. The pin may be assigned by the Administrator, or permission may be granted to the user to edit their own pin.

Smartfield: A type of field within the form requiring the user to select an option from a predetermined list provided by the administrator. (Example: Prefix or Course Type).

Steps: Configurable points of approval within a proposal's lifecycle. May involve committees, commenting, voting, signatures, specific deadlines and custom routing.

Stuck: Configurable option to set a threshold, and once a proposal has passed this threshold, it will display as "stuck" on the Administrator Dashboard as a proposal requiring attention. The system will send the administrator a notification to alert them to the new status of the item but will not take any automatic action on their behalf.

Urgency: Configurable option to set a threshold, and once this threshold is reached, the proposal will display in the "My Tasks" tab with an orange exclamation point to mark the item as "Urgent." The system will send the user a notification to alert them to the new status of the item but will not take any automatic action on their behalf.

User Tracking: Allows users to see changes that have been made to a proposal.

Transparency: Allows administrators to determine the tabs guests may view, the comments that will be displayed and what reports will be available to users. Transparency is controlled by the administrator.

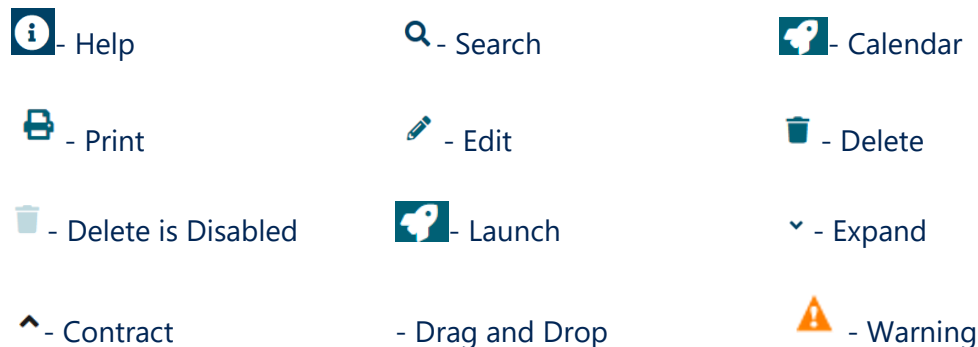
- **Full Transparency:** Guests CAN possibly view proposals and agendas; logged in Users CAN view proposals and agendas; System Administrators CAN view proposals and agendas.
- **Authenticated:** Guests can NOT view proposals or agendas; logged in Users CAN view proposals or agendas; System Administrators CAN view proposals and agendas.
- **Restricted:** Guests can NOT view proposals or agendas; logged in Users can only see proposals and agendas they are involved in or watching; System Administrators CAN view proposals and agendas; reports are limited to System Administrators only.

Users: Individuals granted access to the system for the purpose of directly participating in the curriculum process.

View Summary: Will create a flyout on the right pane displaying information relevant to the proposal. The same flyout will appear by clicking anywhere within the proposal's row in addition to the icon. The fields that appear in the Process Fields section will be determined by your Administrator.

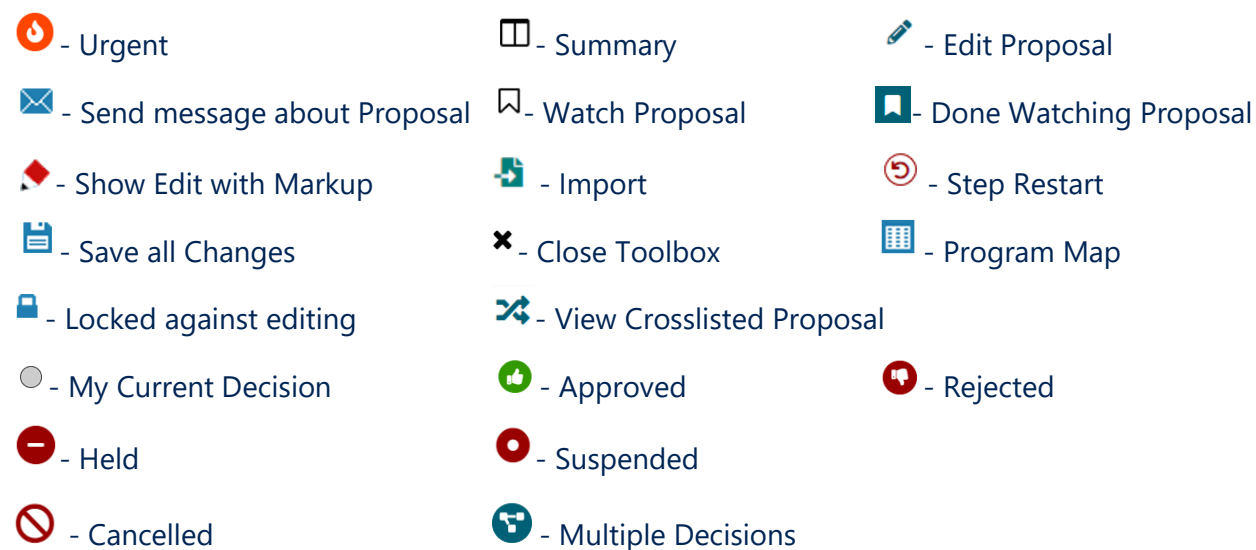
Watch Proposal: Allows you to keep track of a proposal in progress by listing under the Watch List tab, even if you are not a participant on any step.

6 Icon Library

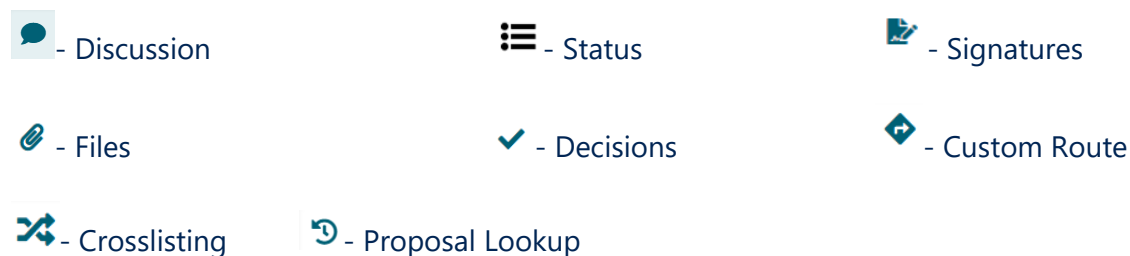


6.1 User Dashboard

6.1.1 Proposals



6.1.2 Proposal Toolbox



6.1.3 Agendas



- ✓ - Complete Agenda
- 📌 - Publish Agenda
- 🔗 - View Agenda
- 🗑️ - Archive Agenda

6.2 Administration

6.2.1 Smartfield Settings

- 🔌 - Deactivate Dataset
- 🟢 - Activate Dataset

6.2.2 Hierarchy

- 👤 - Role Type
- 👥 - Committee
- 🏛️ - Entity Type

6.2.3 Approval Process Toolbox

- ☰ - Steps to Approval
- 📄 - Add Title
- 🔗 - Crosslistings
- 📶 - Map Import
- 📋 - Copy Process
- 🔌 - Deactivate Process
- 🔗 - Preview Form
- 🔥 - Legend out of date

6.2.4 Proposals

- 📶 - Mark ready for export
- 🛑 - Stuck