CURRICULOG

Importing
WHY IMPORT?

- When changing a curriculum item, it is important for all those in the review process to see HOW the item is changing by being able to compare the current structure against the proposed structure.

- OLD PROCESS involved the copy/pasting of curriculum information from the published catalog onto the paper form
  - CON: Published information is “old” from our standpoint
  - CON: All relevant information may NOT have been included in the copy/paste action
WHY IMPORT?

• NEW PROCESS makes for an easier, more accurate method of providing “current” curriculum information
  • PRO: imports from the most recent WORKING catalog
  • PRO: includes all the “basic” information needed for the approval process
  • PRO: ensures content integrity (as opposed to recalling information from memory)

• Increases reverse-importing accuracy
  • After items are approved at the UUCC/Grad Council meetings, the Registrar’s catalog team imports the changed items into Acalog which is the database that feeds information onto our catalog website.
• Importing is the VERY FIRST action you will take on a majority of the forms.

• The import icon is the downward-facing arrow on the left panel, in the upper left-hand corner.
CHOOSE CATALOG LEVEL

- Depending on the level of your curriculum item (program, course, etc)
SEARCH USING FILTERS

• Recommend using the following filters from the drop-menu:
  • **PREFIX** (especially when creating a proposal to change a **COURSE**)
  • **CODE** (or course number)
  • **NAME** (title—especially when creating a proposal to change a **PROGRAM**)

![Search using filters](image-url)
SEARCH USING FILTERS

- Filtering by NAME
  - When searching for programs, use FULL-TEXT
  - Do not abbreviate words within the degree title
  - You can search by degree type, but do not separate the letters with periods (EX: BS, MS, PHD)
  - **Recommended:** search by name rather than degree type
SEARCH USING FILTERS

• You must click “Search Available Curriculum”
  • Hitting “enter” will not start the search process.
SEARCH USING FILTERS

Make your selection from the result list by simply clicking the row with your curriculum item.

• If you cannot find your item on the first page, you may have to click NEXT to view additional results.
If your curriculum item is not showing up in the search result AT ALL: Verify that the “exclude previously imported items” box is UN-checked.

You will need to click “Search Available Curriculum” again.
• Once you have identified your curriculum item you will see a screen similar to this
• The only thing you will need to do here is click “Import This Item”
Once you have imported, some of the fields on your form should now be populated for you.

<table>
<thead>
<tr>
<th>Prefix*</th>
<th>ENGL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number*</td>
<td>1310</td>
</tr>
<tr>
<td>New Prefix Descriptor</td>
<td></td>
</tr>
<tr>
<td>Title*</td>
<td>College Writing I</td>
</tr>
<tr>
<td>Short Course Title*</td>
<td>COL WRIT I</td>
</tr>
<tr>
<td>Course Description*</td>
<td>Writing as a means of ordering and shaping experience, information and ideas. Emphasis on perfecting texts through several drafts.</td>
</tr>
</tbody>
</table>