MARK-UP

Using the Track-Changes Feature
FUNCTION

• The purpose of the Track Changes feature within Curriculog is similar to that of Word or Power Point.

• If the Originator accurately prepared the form within Curriculog (see Launch a Proposal), then the mark-up feature will highlight the specific content changes made to the curriculum item.
VIEW CHANGES TO PROPOSAL

- To turn on and view the mark-up, please ensure that you are properly viewing the proposal.
- Click on the View Proposal icon that becomes visible on the row when you hover over it:
VIEW CHANGES TO PROPOSAL

• Once there, go to the User Tracking drop-down menu available on the right panel:

  ![User Tracking Menu](image)

  - **SHOW ORIGINAL** – will display the proposal as it looked when first launched
  - **SHOW CURRENT** – will display the proposal as it looked when it arrived at your step
  - **SHOW CURRENT WITH MARKUP** – will display any changes to the original in COLOR, using strikethrough text to indicate removal of content.
### VIEW CHANGES TO PROPOSAL

<table>
<thead>
<tr>
<th>Title*</th>
<th>Advanced and Not-for-Profit Accounting Principles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Course Title*</td>
<td>ADV NOT PRO ACCT PRIN</td>
</tr>
</tbody>
</table>

#### Course Description*

Problems connected with income determination and equity accounting, and consolidated statements; **domestic and foreign branches, and international.**
Problems connected with accounting; statement of affairs; fiduciaries; actuarial science for Not-for-Profit entities.
STACKED CHANGES

• If the proposal has been edited by multiple users (who have the appropriate permissions to make changes), those changes will show up in a different color within the proposal.

• All changes by a specific user will show up in ONE color.

• A new color is assigned to each additional user that makes changes within the proposal.

Semester Credit Hours: 2-4 hours*
ACCOUNTABILITY

- While in “Show current with mark-up” mode, hovering over any of the changes will give you a time stamp indicating which user made that change and when.

- Any user who completed additional changes, outside of the originator, is encouraged to leave a comment and upload any supporting documentation providing an explanation for their edit. This is to ensure communication and transparency amongst departments and colleges.

<table>
<thead>
<tr>
<th>Semester Credit Hours*</th>
<th>2-4 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Hours</td>
<td></td>
</tr>
</tbody>
</table>

**Katy McDaniel**
5/3/2017 1:32 PM