CSULB Curriculog Cheat Sheet

Starting, Launching, Editing, and Approving a Course Change Proposal

Step 1. Go to https://csulb.curriculog.com/
Step 2. Read through the instructions on the welcome page
Step 3. Click "Login" (top right) and log in using your CSULB e-mail and Curriculog password

Step 4. Click **+ New Proposal** to launch a New Proposal
Step 5. Select the form for the appropriate process

Step 6. Click ✓ to start Proposal (to the right of the form name)

Step 7. Click ⓘ to turn on help text (top right)

Step 8. Click ↘ to import data (top left)
Step 9. Select the catalog you intend to submit a course change for
Step 10. Filter to find the course you are wishing to change (best practice is to filter by Prefix or Code)
Step 11. Type in Prefix or Code if wanted
Step 12. Click "Search Available Curriculum"
Step 13. View "Search Results" and click on desired course
Step 14. Review data to be imported (import all fields)
Step 15. Click "Import This Item"

Step 16. Click ⓘ to turn help text back on (right of left side)
Step 17. Complete the required fields (*) but DO NOT change the important data at this point

Step 18. Click ▶ to Launch the proposal; after Launching is when you can finally make your desired changes
Step 19. Make your changes (be sure to mark what changes are being made at the top, then make them in the boxes below)

Step 20. When you are done making your changes, navigate to ✓ (Decisions) on the right-hand side to approve the proposal and send it off to the Technical Review step

- You may also add a comment (💬), a document (📄),or a

  custom route (⊖) [the latter is not recommended without prior Vice Provost approval]

- You may also need to click the Crosslisting button (⇄) if the course is cross-listed

Starting, Launching, Editing, and Approving a Program Change Proposal

Follow steps 1-7 of the instructions on the left-hand side of this handout

Step 8. Select whether you are changing a "Program" or "Shared Core" (Note: this distinction is a result of how the programs were initially imported into Acalog. If your program is not found within "Programs", look for it within "Shared Core")

Step 9. Click ↘ to import data (top left)
Step 10. Select the catalog you wish to submit a program change for
Step 11. Filter to find the program you are wishing to change
Step 12. Type in title of program if wanted
Step 13. Click "Search Available Curriculum"
Step 14. View "Search Results" and click on desired program
Step 15. Review data to be imported (import all fields)
Step 16. Click "Import This Item"
Step 17. Complete the required fields (*) but DO NOT change the important data at this point

Step 18. Click ▶ to Launch the proposal; after Launching is when you can finally make your desired changes
Step 19. Make your changes to the program description (if desired) as well as the actual Curriculum (if desired)

- To view the program formatted as it will be seen in the catalog, click ▤ (View Curriculum Schema) – otherwise, the default just shows the bucket of courses available in the program
- Click on each section to see them expanded
- If adding existing courses to the Curriculum section, click "Import Course"
- If adding courses that are in the process of being approved, click "Add Course" and then link to the proposal in the box below
- If removing courses, select the course within Curriculum and click the ✕ next to it
- If adding language around the courses within a section (e.g. "and", "or") click "Add Custom Text"

Step 20. When you are done making your changes, navigate to ✓ (Decisions) on the right-hand side to approve the proposal and send it off to the Technical Review step

- You may also add a comment (💬), a document (📄),or a custom route

  (⊖) [the latter is not recommended without prior Vice Provost approval]

If you have followed the above steps and are experiencing difficulties, please contact the Curriculum Office at catalog@csulb.edu