

# Curriculum Workflow System Reference Guide

Kuali Curriculum Management

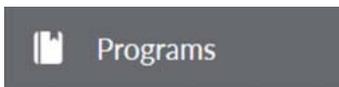
## SYSTEM MENU ITEMS



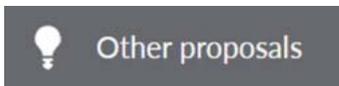
Takes the user to the list of proposals that require their action (e.g., approve, send back, etc.).



Lists all curriculum (current and future) that is synced with AIM. This will allow the user to initiate a new curriculum request or modify an existing course to submit to workflow.



Lists all programs (current and future) that are synced with AIM. Users can modify existing programs or propose new programs for workflow approval.



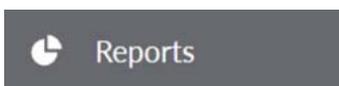
Other curricular requests will be initiated in this section. These could include: Academic Unit requests; Limited Enrollment Program Application; Requests for minimum Enrollment Exception in Evening Classes.



Displays current proposals that are in “Draft” or “Workflow” status.



Shows proposals that have been grouped. This could include completed proposals.



Allows the user to access reports available in the system.

## COURSE CURRICULUM STATUS



Approved curriculum that go into effect in the future and are not current.



Clicking the down menu will allow you to select other iterations of the curriculum.



Proposal has yet to be submitted to workflow. This will still show in the proposals menu selection.

## COURSE CURRICULUM STATUS cont.



Proposal is in some stage of workflow. This will still show in the proposals menu selection.



Active curriculum.

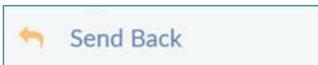


Selecting the arrows allows you to see future iterations of the course.



Proposal has been rejected by someone in the workflow. This will still show in the proposals menu selection. Make sure the "Rejected" option is selected on the right hand side.

## APPROVER ACTIONS



Allows the user to choose who in the workflow to send the proposal back to. Proposal can be edited before sending it back. A note is then appended to the proposal (see graphic below).



Sends the proposal on to the next step of the workflow. The approver is able to edit the proposal before approving and add comments at the time of approval.



Stops the workflow, but preserves the workflow trail. It will update the status to "Rejected." To find rejected proposals, you will need to ensure the "Rejected" option is selected in the Filters section of the Proposals.



## APPROVER ACTIONS cont.



Allows for the removal of a proposal from the workflow and moves the status back to "Draft;" any user in the workflow can withdraw the proposal from the workflow.



Saves your changes and moves you back to the proposal.



Copies the proposal to a new proposal. This will provide an error if the teaching area and catalog number are not changed.



Takes you back to the original course information. This only shows if you are making adjustments to an active course.



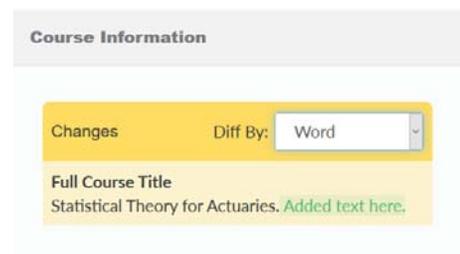
Allows the viewing of course proposals on current curriculum.



Allows edits to a proposal or current curriculum. Changes are highlighted so future approvers can see where changes occurred.

Look at the log button  in the bottom right corner to see the log files associated with the proposal.

Shows where the changes are made and highlights the changes. "Diff by" includes by "Word" or by "Sentence"



Shows in the top portion of the proposal with a summary of changes



# INITIATOR ACTIONS

key	When it shows:	✳	~	^
		Shows when existing courses are selected for proposal	Shows when proposal has been edited and saved	Shows once proposals are in workflow

 ~ Can see the progress of any proposal by going to the proposals section on the menu.

 This will save any changes and return you to the proposal in non-edit mode.

 ~ Allows edits to be made to the proposal.

 ✳ Allows the user to submit changes to existing curriculum.

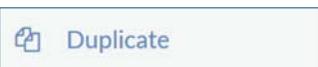
 ✳ This will allow the user to propose that a curriculum course be “expired”

Retire this item on:

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Rationale

Propose Retirement

 ✳ ^ Copies the proposal to a new proposal. This will provide an error if the teaching area and catalog number are not changed.

Catalog Number ?

370

Conflicting subject code and number detected!

 ~ You will only see this once a proposal is initiated. It will allow you to involve others in the proposal who are outside of the workflow. Shared proposals will show up in the action list.

Sharing

Enter username...

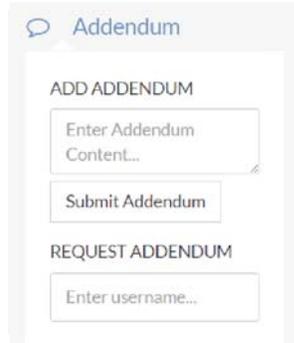
Save Cancel

## INITIATOR ACTIONS cont.

 Addendum



Allows for the adding of information/comments to a proposal that is not represented in the form fields. You can also request others to add information about the proposal.



The screenshot shows a form titled "Addendum" with a speech bubble icon. It contains two sections: "ADD ADDENDUM" with a text input field labeled "Enter Addendum Content..." and a "Submit Addendum" button; and "REQUEST ADDENDUM" with a text input field labeled "Enter username..."

 Delete Proposal



Allows the initiator or administrator to delete a proposal. There is no confirmation for this, so proceed carefully.

 Return to Course



This will only appear on proposed changes (in workflow) to an existing course. This function will take the user back to the active course information.

 Withdraw



Takes the proposal out of workflow and returns it to the status of "Draft".

 View Current Proposal



This will show on active courses where there is a current proposal in workflow.

 Re-Submit

Allows a proposal that has been sent back to be resubmitted into the workflow.