

User Interface Update Fall 2021

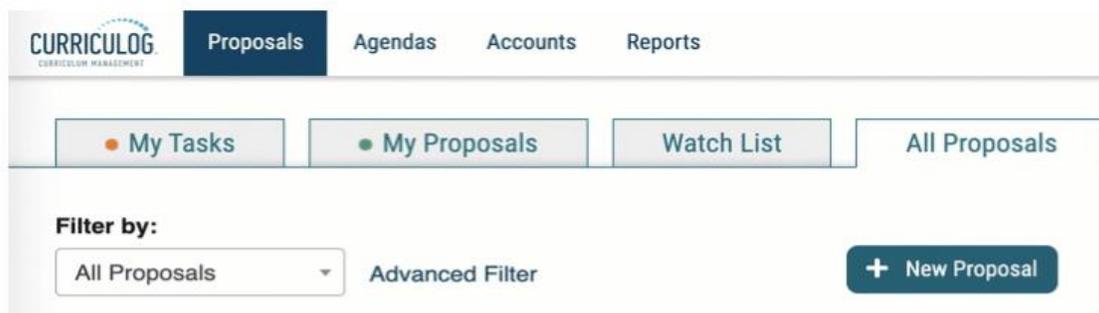
Updated User Guides on CCC Website

Go to www.elcamino.edu/academics/ccc/userguides.aspx for the most recent user guides and other important resources.

New Design

- Streamlined navigation
- Placed key tasks at your fingertips
- Expanded workspace to simplify access to essential information
- Developed enhancements to make the user experience more intuitive

Dashboard Similar to Original Interface



My Tasks: Proposals for your review/comment/approval

My Proposals: Proposals you have originated.

Watch List: Proposals you have selected to watch.

All Proposals: Proposals currently in the review process. Does not include those approved by the Curriculum Office.

Accessing Proposals for Review and Approval

***Note Change:** In *MyTasks* click here to review/revise/approve or click on the name of the course.



Once a decision is made, it will show “Thumbs Up in the step.”

Mark a proposal for your “Watch” list.

View Summary. No work done in this window.

Steps and Icons

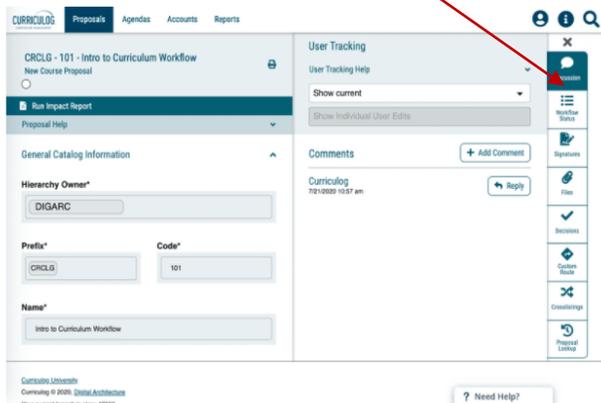
Hover over each circle to see the steps completed and steps needing to be completed.

CTEC - 141 - Interior Finishes
1 - Spring 2021 Course Review Form
Last Activity: Jun 1, 2021 3:49 PM by CHRISTOPHER GLOVER

Step Approved Step Restarted Step Not Completed

Proposal Rejected at Step Indicated

Toolbar Repositioned for Easy Access



Sticky Toolbar

The toolbar is now vertically-positioned on the right side and will follow users throughout the process. Add files, make decisions, read comments, and more - anywhere on the proposal.

Toolbox Icons Hover over each icon for its function

	Close Toolbox
	View User Tracking and Comments
	View Workflow Steps
	Signature (Not using)
	Attach a File to a Proposal
	Make a Decision on the Proposal
	Custom Route (Curriculum Office Only)
	Cross listing (Curriculum Office Only)
	Compare Proposals

User Tracking Similar



Proposal Help Text, Always On

Users no longer need to click the help text icon to see the tips that the Curriculum Office has added for proposal fields. These fields will be updated soon.

Approve a Group of Proposals (Button is now at the bottom.)

Click box to select the proposals.

Click **Approve Selected**

The image shows a list of three proposals, each with a checkmark in a box on the left, indicating they are selected. The proposals are:

- ANAT - 30 - Essentials of Anatomy and Physiology**
1 - Spring 2021 Course Review Form
Last Activity: Jun 3, 2021 11:31 AM by Lori Suekawa
- ASTR - 20 - The Solar System**
1 - Spring 2021 Course Review Form
Last Activity: Jun 8, 2021 10:52 AM by Monica Chaban
- ASTR - 20H - Honors The Solar System**
1 - Spring 2021 Course Review Form
Last Activity: Jun 8, 2021 10:29 AM by Monica Chaban

At the bottom of the list is a blue button labeled "Approve Selected".