

How Do I Review and Approve a Course? 7.26.2021

Go to www.elcamino.edu/academics/ccc/userguides.aspx for updated User Guides

1. Three Ways to Log In

Click link on <i>Menu on CCC Website</i> www.elcamino.edu/academics/ccc	Go to <i>Camps Links</i> on the <i>MyECC Home Page</i>	Type URL into browser
COLLEGE CURRICULUM COMMITTEE Agendas/Minutes CCC Bylaws Curriculog Link	ECC Links CAMPUS LINKS Applauding Warrior PRIDE - Employee Recognition Program Cornerstone Curriculog	elcamino.curriculog.com

2. You will see a *Welcome Page*. Click **Login** in the upper right-hand corner. Sign in.

The Welcome Page displays the El Camino College logo and the text: "Welcome to Curriculog ECC's Online Curriculum Management System". A "Login" link is located in the upper right-hand corner.

The login form is titled "Sign in with your ECC email account" and includes input fields for "username@elcamino.edu" and "Password", followed by a "Sign in" button. Below the form, it says: "Problems logging in? Contact Lavonné at lpalum@elcamino.edu".

3. Select *My Tasks*

The navigation menu contains four buttons: "My Tasks" (selected with a blue dot), "My Proposals" (with a green dot), "Watch List", and "All Proposals".

New ICON: Click here to access the course for review and to make a decision or click on the name of the course to get back into it.

The course card displays: "CIS - 143 - Securing and Automating Enterprise Networks Cisco 3", a progress indicator of 10 thumbs-up icons (7 green, 3 white), "1 - Spring 2021 Course Review Form", and "Last Activity: Jun 8, 2021 10:22 AM by Monica Chaban".

The legend below the course card identifies the icons:

- Envelope icon: Email Proposals
- Watch icon: Watch Proposals
- Document icon: View Summary (ready only)

NOTE: This is a new feature. It will show a "thumbs up" once you have made a decision. This replaced the "Edit" button.

4. The course will appear on the left.

Toolbox for tracking, commenting, and making decisions will appear on the right.

CIS - 143 - Securing and Automating Enterprise Networks Cisco 3
 1 - Spring 2021 Course Review Form

Run Impact Report

Proposal Help

1 - Spring 2021 Course Review Form

User Tracking

User Tracking Help

Help: Show Original: This option displays the proposal as it appeared at launch. No markup will be visible on the form. There will be no differentiation between fields that contain imported content and content that was created or selected by the originator by hand.

Help: Show Current: This option displays the proposal as it appears currently. No markup will be visible on the form. There will be no differentiation between fields that contain imported content and content that was created or selected by the originator by hand.

Help: Show Current with Markup: This option displays the proposal with all of its current content marked to show different editors. Text fields that include imported content are indicated by a blue highlight, and may also include additional changes within, indicated by each editor's unique color. Fields containing selects, checkboxes, radio buttons, or widgets (such as the curriculum) provide an activity log above the field, indicating each

****Read before you begin****

5. Toolbox Icons

Hover over each icons for the name of 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

6. Select *Show current with markup* to view the changes made in the outline. Changes will be in color.

See help text in Curriculog for additional information.

Show current with markup

Show original

Show current

Show current with markup

7. Scroll through the proposal to review the proposed modifications.

Proposed Course Revisions

- No Changes
- Reactivation
- Course Name
- Course Number
- Descriptive Title
- Discipline
- Catalog Description
- Conditions of Enrollment (Prerequisites, Corequisites, and Recommended Preparation)
- Lecture/Lab Hours
- Outside Study Hours
- Units
- Grading Method
- Credit Status

8. For every box checked above, there should be a justification in the text box below.

Justification for Course Modifications:



Course Name

CIS 143 has been renamed as Securing and Automating Enterprise Networks CISCO 3 and represents a consolidation of material covered in the proposed former CIS 142 and CIS 143 courses due to changes to the corresponding CISCO Academy curriculum for which the program has adopted.

Descriptive Title

Descriptive title has been revised due to changes to the corresponding CISCO Academy curriculum for which the program has adopted.

Catalog Description

Catalog description has been revised due to changes to the corresponding CISCO Academy curriculum for which the program has adopted.

Conditions of Enrollment

Requisite Skills in the Conditions of enrollment have been revised to reflect updated course numbers due to changes to the corresponding CISCO Academy curriculum for which the program has adopted.

9. Add or Reply to Comments Here (Optional)



10. Make Your Decision. Type in your comments/suggestions in the *Your Decision* box.



What would you like to do with this proposal?

Approve
 Reject

Please comment on your decision below.

Comment REQUIRED if REJECTING.
Comments OK BUT NOT REQUIRED if APPROVING.

Make My Decision

Note: If course needs minor edits consider approving with conditions stated in the comment box.

If there are major problems with the proposal, you may reject it and it moves back a step. Once the issues have been resolved, you can go back to this step and change your decision.

11. Approve a Group of Proposals

Click box to select the proposals.

<input checked="" type="checkbox"/>	<p>ANAT - 30 - Essentials of Anatomy and Physiology</p> <p>1 - Spring 2021 Course Review Form</p> <p>Last Activity: Jun 3, 2021 11:31 AM by Lori Suekawa</p>	<input type="radio"/>			
<input checked="" type="checkbox"/>	<p>ASTR - 20 - The Solar System</p> <p>1 - Spring 2021 Course Review Form</p> <p>Last Activity: Jun 8, 2021 10:52 AM by Monica Chaban</p>	<input type="radio"/>			
<input checked="" type="checkbox"/>	<p>ASTR - 20H - Honors The Solar System</p> <p>1 - Spring 2021 Course Review Form</p> <p>Last Activity: Jun 8, 2021 10:29 AM by Monica Chaban</p>	<input type="radio"/>			

Click **Approve Selected**

Approve Selected