How Do I Review and Approve a Course? 3.5.2021
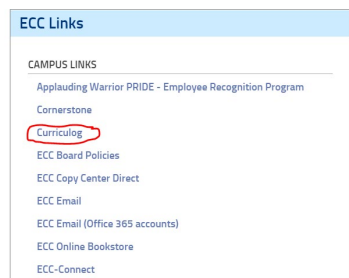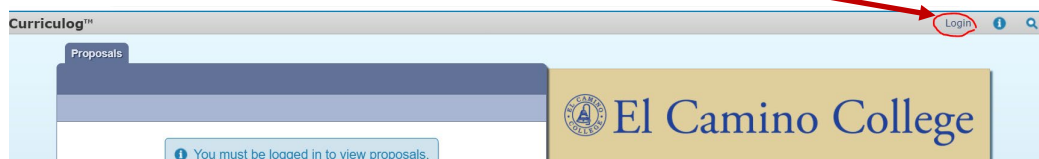Go to www.elcamino.edu/academics/ccc for updated User Guides

1. Three Ways to Log In
Click the Link on the Menu on the CCC Website: www.elamino.edu/academics/ccc
Type in **elcamino.curriculog.com**
Go to Camps Links on the MyECC Home Page

ECC Links

CAMPUS LINKS

Applauding Warrior PRIDE - Employee Recognition Program
Cornerstone
Curriculog
ECC Board Policies
ECC Copy Center Direct
ECC Email
ECC Email (Office 365 accounts)
ECC Online Bookstore
ECC-Connect

You will see a Welcome Page. Click Log-In

Curriculog™   Login ⓘ 🔍

Proposals

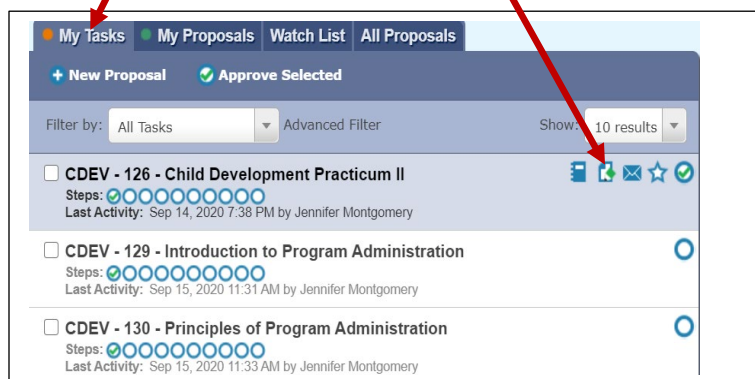El Camino College

ⓘ You must be logged in to view proposals.

Use your complete ECC email and password
(Problems logging in? Contact Lavonné at lplum@elcamino.edu)

2. Select My Tasks.

Click the [Edit icon] **Edit icon.**

My Tasks | My Proposals | Watch List | All Proposals

+ New Proposal   ✓ Approve Selected

Filter by: [All Tasks ▾] Advanced Filter   Show: [10 results ▾]

☐ **CDEV - 126 - Child Development Practicum II**
Steps: ⊘○○○○○○○○
Last Activity: Sep 14, 2020 7:38 PM by Jennifer Montgomery

☐ **CDEV - 129 - Introduction to Program Administration**
Steps: ⊘○○○○○○○○
Last Activity: Sep 15, 2020 11:31 AM by Jennifer Montgomery

☐ **CDEV - 130 - Principles of Program Administration**
Steps: ⊘○○○○○○○○
Last Activity: Sep 15, 2020 11:33 AM by Jennifer Montgomery

3. **The course will appear** on the left and the **Proposal Toolbox** will appear on the right.

Toggle

| CDEV - 126 - Child Development Practicum II | Proposal Toolbox |
| 20-21 1-Course Modification Proposal | Status: |

20-21 1-Course Modification Proposal

Read before you begin

- This form is used for the modification of courses. To create a new course, or re-activate a course please use the New Course Form.
- Turn on help text before starting this proposal by clicking 🛈 in the top right corner of the heading.
- Use the ⬌ Full-width Toggle to expand this form to full screen.
- Attach files by navigating to the Proposal Toolbox and clicking ➕ in the top right corner.

User Tracking

Show current with markup

Showing All Edits by All Users

Comments

➕ Add Comment

Curriculog   9/14/2020 7:38 pm Reply

4. **Select** *Show current with marku*p to view the changes made in the outline. Changes will be in color.

5. **Scroll through the proposal** to review the proposed modifications.
   Proposed Course Revisions

Select all that apply*
- ☐ 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

6. For every box checked above, there should be a justification in the text box below.
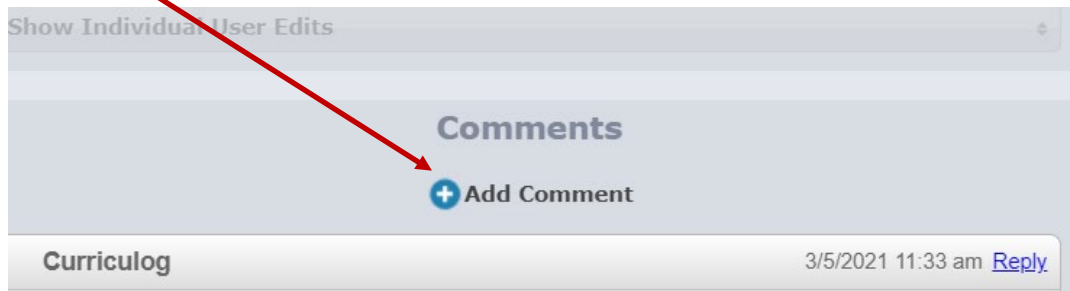
Justification for Course Modifications:

| **B** *I* U x₂ x² I_x | ≟ ⁞≡ ⇥ ⇤ ❞ | ABC |

Format ▾

Example:

Descriptive Title: The title has been changed to reflect current discipline nomenclature
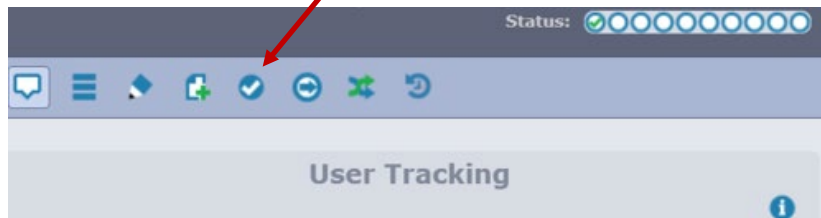
Catalog Description: The catalog description has been expanded to include topics related to current issues in the field.

Conditions of Enrollment: The conditions of enrollment have been modified in order to comply with AB705 regulations.
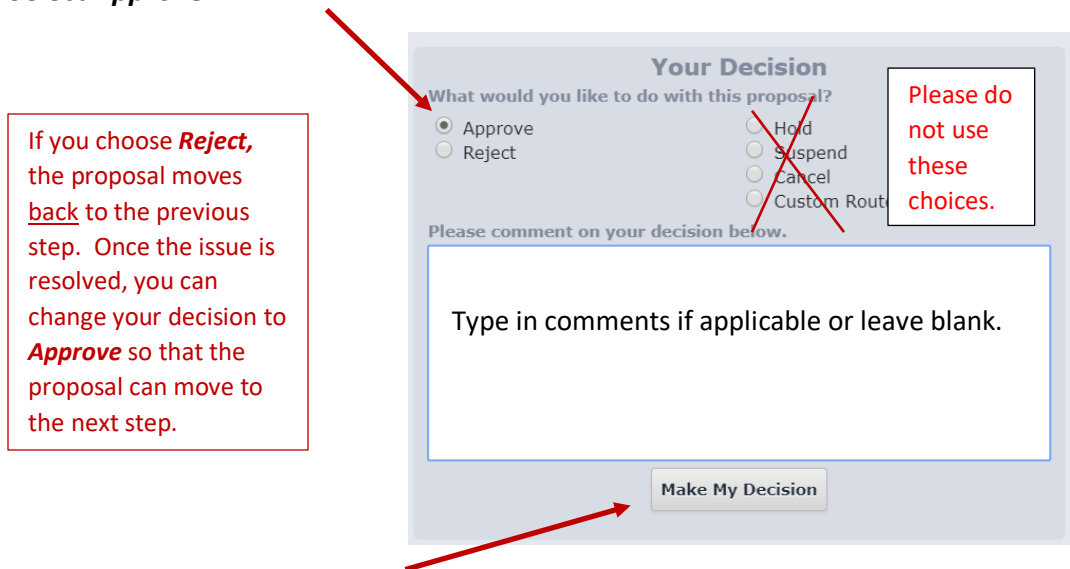
2

7. Add or Reply to Comments Here (Optional)

Show Individual User Edits

Comments

➕ Add Comment

Curriculog   3/5/2021 11:33 am Reply

8. Open the Decision Box

Status: ⊘○○○○○○○○○○

User Tracking
ℹ️

9. Approve the Proposal. Type in your comments/suggestions in the *Your Decision* box. (Optional) Select *Approve*.

If you choose *Reject,* the proposal moves back to the previous step. Once the issue is resolved, you can change your decision to *Approve* so that the proposal can move to the next step.

Your Decision

What would you like to do with this proposal?

- ⦿ Approve
- ○ Reject
- ○ Hold
- ○ Suspend
- ○ Cancel
- ○ Custom Route

Please do not use these choices.

Please comment on your decision below.

Type in comments if applicable or leave blank.

Make My Decision

10. Click *Make My Decision* to move the proposal to the next step in the approval process.

Scroll to next page for directions on how to approve multiple courses at the same time.

How to Approve a Group of Courses at the Same Time
2.11.2021

1. Click box to selected courses to approve.   2. Click **Approve Selected.**

3. Check mark indicates it was approved.

My Tasks | My Proposals | Watch List | All Proposals

+ New Proposal   ✓ Approve Selected

Filter by: All Tasks ▾   Advanced Filter   Show: 25 results ▾

☑ **ARCH - 119 - Computer Aided Architectural Drafting**   ✓
Steps: ✓✓✓✓✓✓○○○○
Last Activity: Feb 11, 2021 10:13 AM by JANET YOUNG

☑ **ARCH - 170 - Architectural Graphics Techniques**   ✓
Steps: ✓✓✓✓✓○○○○
Last Activity: Feb 11, 2021 10:13 AM by JANET YOUNG

☑ **ARCH - 171 - Architectural Three-Dimensional Illustration**   ✓
Steps: ✓✓✓✓✓○○○○
Last Activity: Feb 11, 2021 10:13 AM by JANET YOUNG

☑ **ARCH - 172 - Architectural Color Rendering Techniques**   ✓
Steps: ✓✓✓✓✓○○○○
Last Activity: Feb 11, 2021 10:13 AM by JANET YOUNG

☑ **CDEV - 126 - Child Development Practicum II**   ✓
Steps: ✓✓✓✓✓○○○○
Last Activity: Feb 11, 2021 10:13 AM by JANET YOUNG