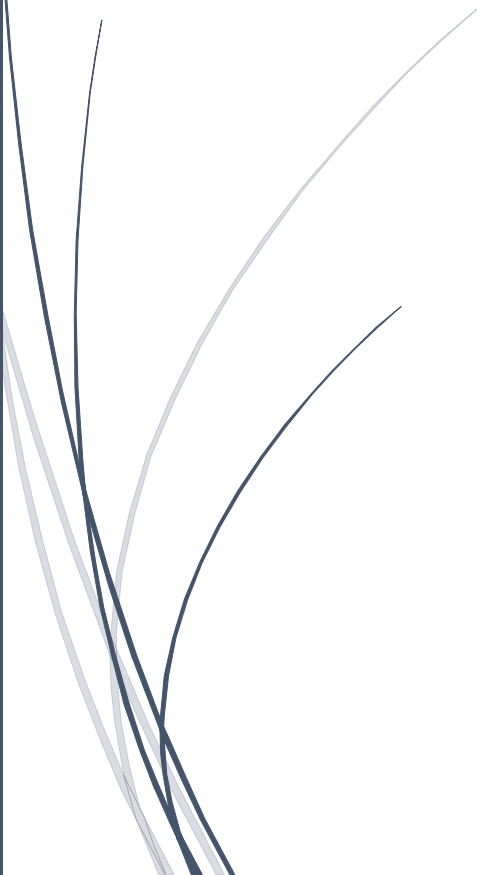




7/31/2017

Curriculog Guide

Impact and Import Features

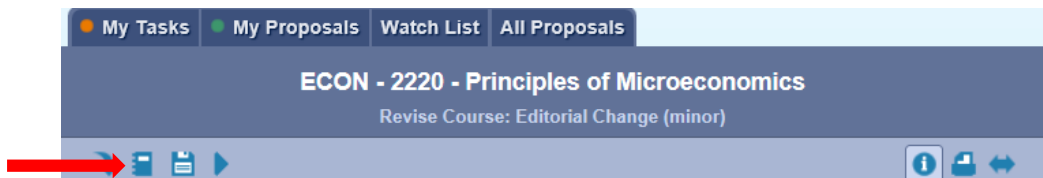


Roach, Evelyn N.
ETSU

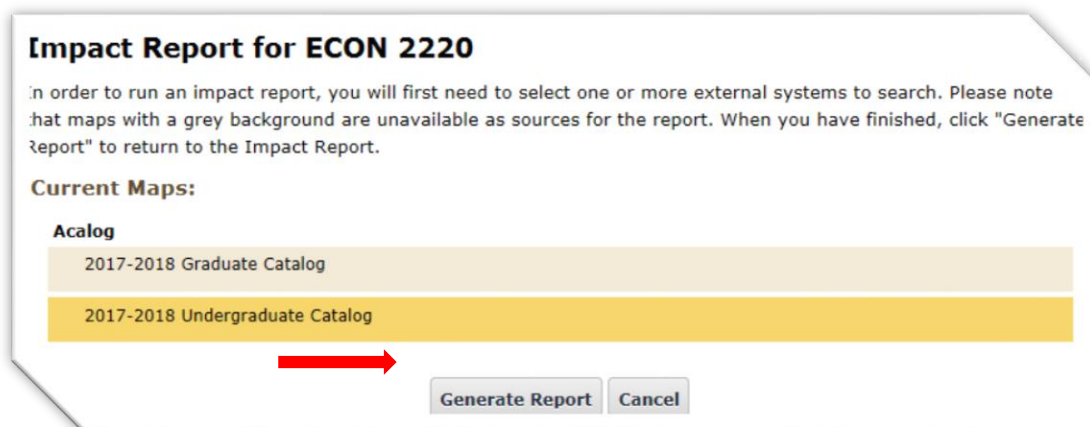
Impact and Import Feature Instructions

Running an Impact Report

1. Run an impact report to see if or how this course affects other courses or programs. This will let you know if you need to contact other departments before continuing with this proposal. Select the Impact icon at the top left of the page. This will launch an Impact window.



2. Select a catalog and then Generate Report.



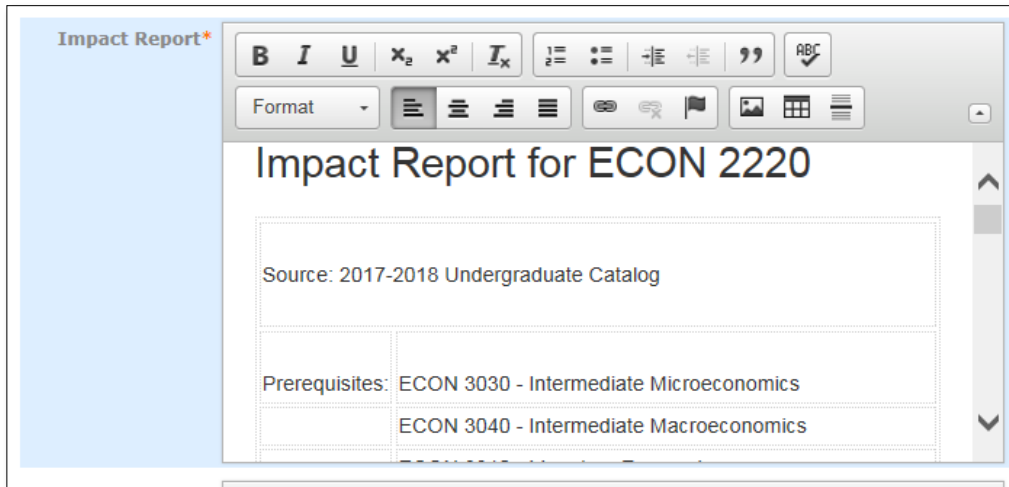
3. Once you have run the report, copy and paste the results into the field.

Impact Report for ECON 2220

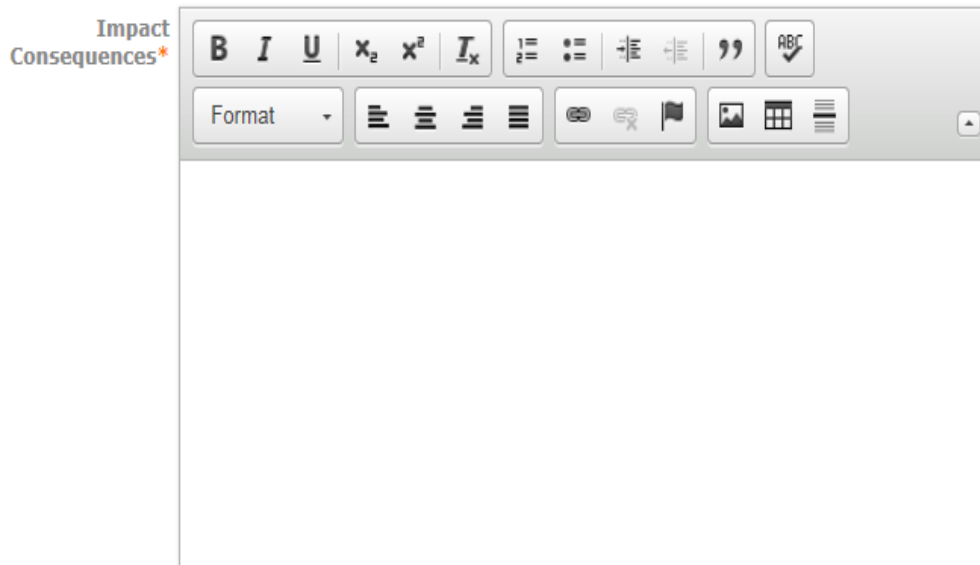
Source: 2017-2018 Undergraduate Catalog


Prerequisites: ECON 3030 - Intermediate Microeconomics
ECON 3040 - Intermediate Macroeconomics
ECON 3310 - Monetary Economics
ECON 3700 - History of Economic Concepts

Programs Accountancy Major, B.B.A.
Accountancy, B.B.A.-M.Acc.
Anthropology Major, B.A.
Applied Science Major, B.A.S. (Professional Development Concentration)
Art Major, B.A. (Art History Concentration)
Art Major, B.A. (Studio Art Concentration)



4. Complete the **Impact Consequences** field by identifying any problems that may arise with the edits of this course and how they will be resolved.



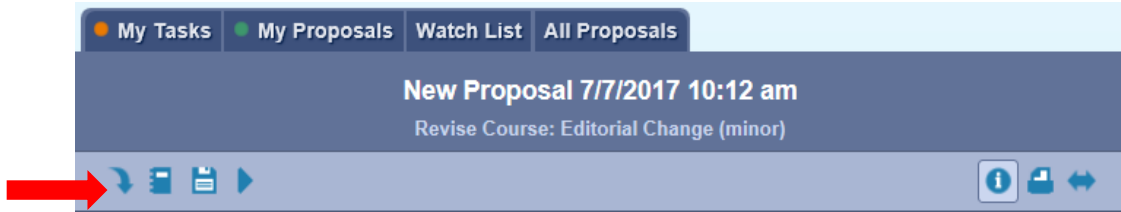
Please attach any required files by navigating to the Proposal Toolbox and clicking  in the top right corner.

Course and Program Import

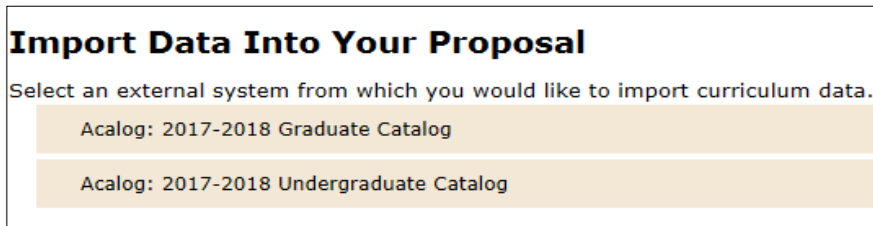
Course Import

To import course information from the current catalog into a proposal.

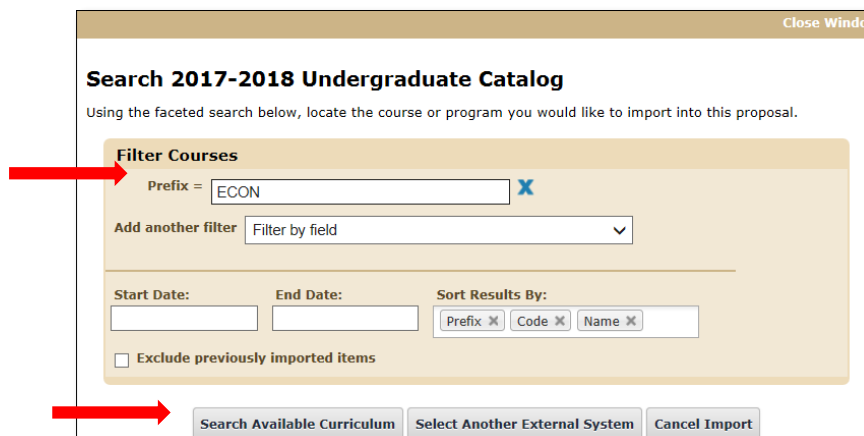
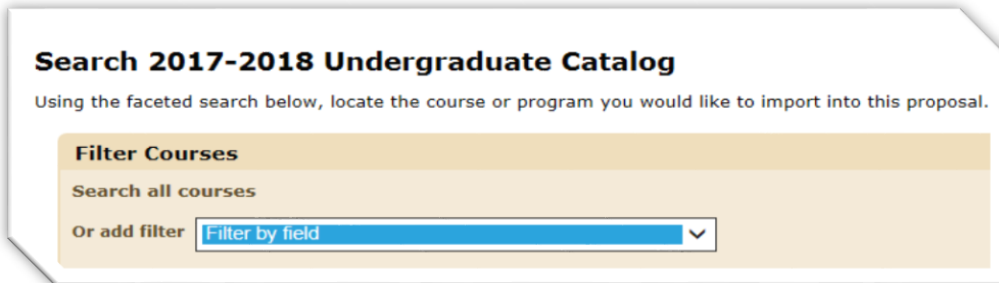
1. Click on the Import icon.



2. Select the Catalog.



3. The **Filter Courses** allow you to search the catalog using certain filters such as **Prefix** [rubric], **Code** [number], **Credit**, and **Title**. From the **add filter** menu choose **Prefix**, enter the rubric for the course being imported and click on **Search Available Curriculum**. You can also narrow the search through filter by additional items such as **Prefix** and Course number (**Code**).



- Once the course is selected, all the checked fields will be imported into the proposal. Verify that these are the items you want to import then select **Import This Item**.

Import Data Into Your Proposal

Confirm the fields that will be imported into your proposal (only fields that are mapped will be listed here). If you would like to prevent the imported data from overwriting an existing field in your proposal, click "Import Field" to uncheck that field.

Once you click Import, your data will be validated against the proposal. Any data that is incorrect will have a message telling you what is wrong with the data, and it will not be imported into the form to prevent errors.

Field Name	Data Preview	Import Field
» General Catalog Information: Course Rubric:	ECON	<input checked="" type="checkbox"/>
» General Catalog Information: Course Number:	2220	<input checked="" type="checkbox"/>
» General Catalog Information: Course Title:	Principles of Microeconomics	<input checked="" type="checkbox"/>
» General Catalog Information: Course Credits:	(3 credits)	<input checked="" type="checkbox"/>
» General Catalog Information: Prerequisite(s):	[no data]	<input checked="" type="checkbox"/>
» General Catalog Information: Corequisite(s):	[no data]	<input checked="" type="checkbox"/>
» General Catalog Information: Current Catalog Description:	A study of economics which concentrates on micro-theoretical concepts such as pricing, consumer choice, business production, and profit decisions.	<input checked="" type="checkbox"/>

Import This Item **Return to Search** **Select Another External System** **Cancel Import**

- Complete all the remaining fields that apply. Fields marked with a red asterisk * are required and the proposal will not move forward until the fields are complete. Some fields have drop-down boxes for you to choose the appropriate item.

Subject:*

Course Rubric:*

Course Level:*

- ACCT
- ADVR
- AFAM
- AGRI
- ALHE

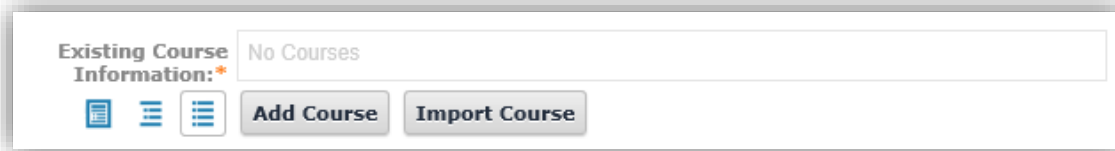
Course Number:*

Is this course dual listed?*

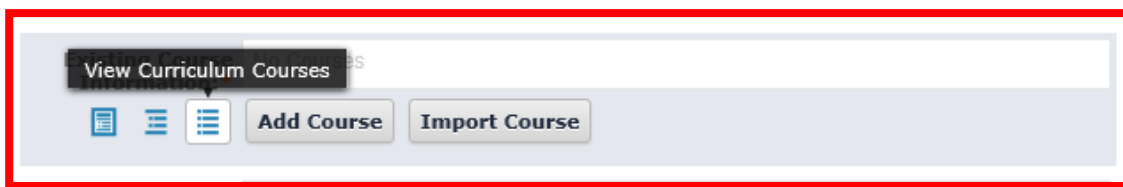
If yes, enter the dual listed number

Program Import for Program Proposal

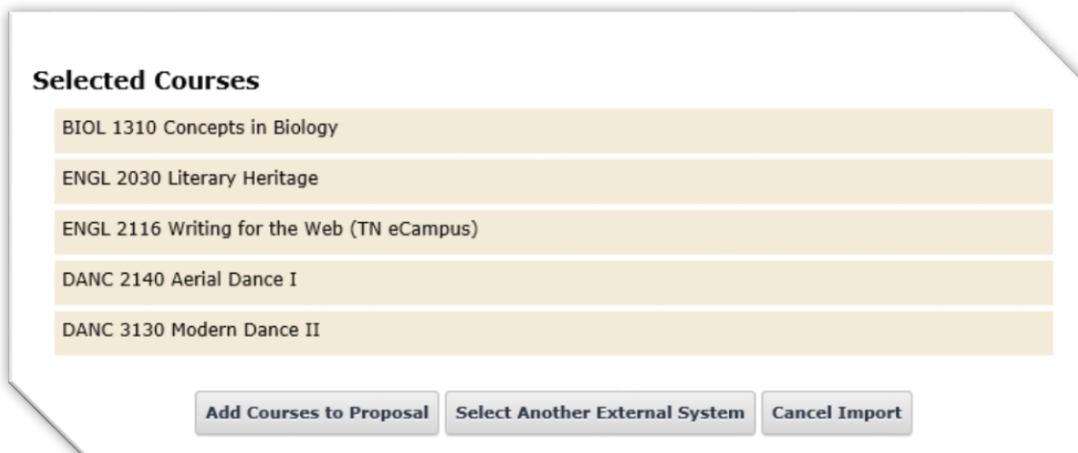
1. **The Existing Course Information** schema is specific to Program proposals and allows you to build cores into your program and attach courses. The Existing Course Information schema section has two views available: - **View Curriculum Schema** and **View Curriculum Courses**.



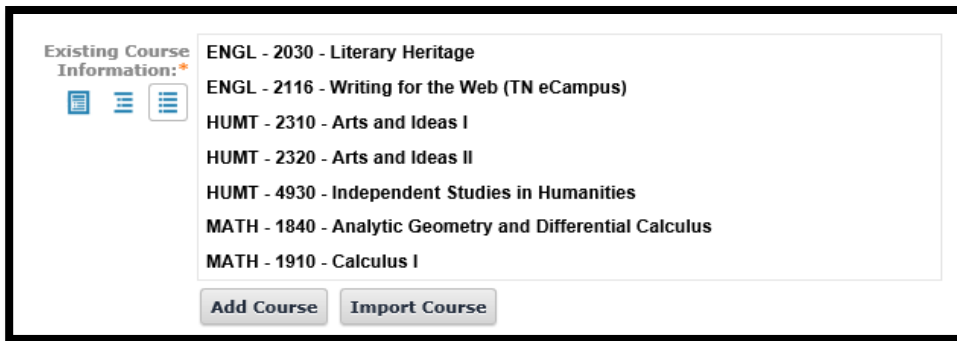
2. Courses must first be attached under **View Curriculum Courses** to be available under **View Curriculum Schema**.



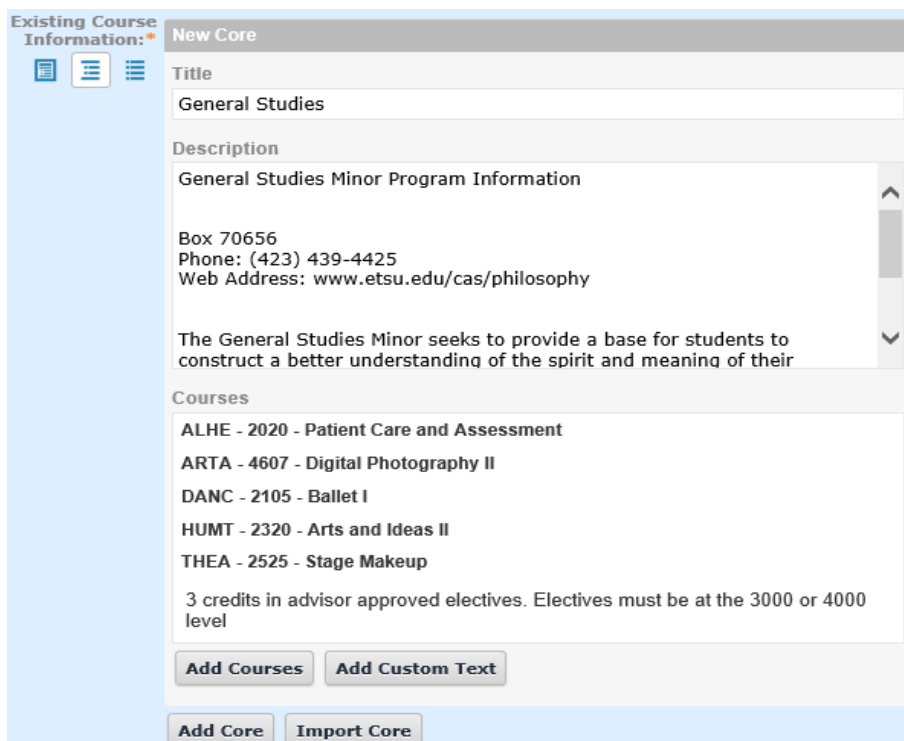
3. To import a course, select **Import Course**. A pop-up window will display the Integration manager. Select the catalog you would like to import from. (*Following the same process as a course import.*) You can select multiple courses to import into the proposal along with multiple rubric, change the Prefix in the select box and hit the search curriculum button when searching for course with different rubric.




4. Once the desired courses are identified click the **Add Courses to Proposal**. The courses will import into the text box in the proposal.



- If you elect to use **Add Course** (manually inputting the information), you will need to provide a Prefix, Code (number) and Name (title) for the course.
- CORE** in Curriculog means GROUP and is not to be confused with academic major core. Whenever you want to create a grouping of courses the **Add Core** button is used. Also, in order for the imported courses to display on the printed proposal, they need to be moved into a core (grouping).
- To create a grouping from courses imported; select **Add Core**, click on the New Core box to expand. Complete the information in each field. To add courses, select the **Add Courses** button and select the desired courses from the list previously imported. You can also add text by selecting **Add Custom Text**. The text can be any additional information you wish to add to the core, such as “9 credits in advisor approved elective”, “Special topic course cannot be used as elective towards this minor”, etc. Hit the **Save All Changes** button



The **Preview Curriculum** icon    allows you to view the final version of the **Add Core**.

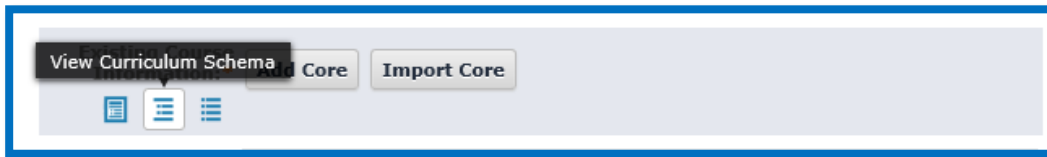
Existing Course Information: 


General Studies

General Studies Minor Program Information Box 70656 Phone: (423) 439-4425 Web Address: www.etsu.edu/cas/philosophy The General Studies Minor seeks to provide a base for students to construct a better understanding of the spirit and meaning of their civilization. It draws fully on other departments within the university and attempts to show the interdependence of the various disciplines. By the consideration of the vast storehouse of historical, philosophical, religious, and artistic expressions, students are better able to understand and cope with the many issues that beset humankind, and they are better able to find meaning for themselves as individuals.

ALHE 2020 Patient Care and Assessment
ARTA 4607 Digital Photography II
DANC 2105 Ballet I
HUMT 2320 Arts and Ideas II
THEA 2525 Stage Makeup
3 credits in advisor approved electives. Electives must be at the 3000 or 4000 level

Importing Curriculum (Program) Information



1. To import a Program, select Import Icon  at the top of the page; a pop-up window will display featuring the Integration manager. To begin, select the catalog you would like to import from. (Do not use the **Import Core** button. Feature is not supported for our catalog.)
2. Simply hit the **Search Available Curriculum** for the available program you wish to import. Programs are sorted by name:

A screenshot of a search interface titled 'Filter Programs'. It has a light beige background. At the top, it says 'Search all programs' and 'Or add filter' followed by a dropdown menu set to 'Filter by field'. Below this are three input fields: 'Start Date:', 'End Date:', and 'Sort Results By:'. The 'Sort Results By:' field has a dropdown menu showing 'Name X'. There is a checkbox labeled 'Exclude previously imported items'. At the bottom of the filter section are two buttons: 'Search Available Curriculum' and 'Select Another External System'. Below the filter section, it says 'Search Results (1 to 20 of 385)'. Two results are visible: 'Accelerated Bachelors to Masters Degree Program' and 'Accelerated Second Degree BSN (LPN with Bachelors Degree)'. The results are listed in a light beige box with a white border.

You can filter the results further by selecting criteria from the drop down menu. For example
Program Type (Major, Minor, etc.) = Major
Degree Type (Bachelor, Masters, etc.) = Bachelor
Name (specify the name of the program) = Music

The example below shows an Art minor. Art was entered in the name field and the **Search Available Curriculum** found two minors with the name art included.

Filter Programs

Program Type = X

- and -

Name = X

Add another filter ▼

Start Date: End Date: Sort Results By:

Exclude previously imported items

Search Results (1 to 2 of 2)

Art History Minor
Art Minor

3. Next, select the desired item and hit the **Import Item** button. The select program will be imported into the “Existing Course Information” text box. Select the middle icon to view the program and the far left icon to preview. Edits can only be done to cores (grouping) without the lock symbol. Save all changes and proceed with completing the proposal.