# HOLYOKE COMMUNITY COLLEGE    curriculog™

To begin, go to the Staff Resources page from the MyHCC drop down, or the Faculty & Staff page from the HCC website.  Click the Curriculog link and select **Login** (top right), enter your HCC username and password.  To start and launch a new proposal, or edit and approve a proposal, follow the instructions below.

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## Course New & Course Pilot

1. Click ⊕ **New Proposal** (top left).
2. Locate the necessary form and click ✅ to **Start Proposal** (to the right of the form name).
3. **Turn on** help text before starting this proposal by clicking ⓘ on the top right corner of the form.  Use the ↔ Full-width Toggle to expand this form to full screen.
4. **Fill in** all fields required marked with an *. You will not be able to launch the proposal without completing required fields.
5. **Launch** proposal by clicking ▶ in the top left corner.
   **Important**: Launch before making edits so that your changes will be tracked.
6. **Edit** the proposal as needed and SAVE CHANGES.
7. **Approve** your proposal by clicking ✅ on the top of the Proposal Toolbox.

## Course Revision & Course Inactivation

1. Click ⊕ **New Proposal** (top left).
2. Locate the necessary form and click ✅ to **Start Proposal** (to the right of the form name).
3. **Turn on** help text before starting this proposal by clicking ⓘ on the top right corner of the form.  Use the ↔ Full-width Toggle to expand this form to full screen.
4. **Import** data from the Catalog by clicking ⬇ in the top left corner.  Choose the College Catalog, uncheck "Exclude previously imported items" and click Search available Curriculum.
5. **Fill in** all fields required marked with an *. You will not be able to launch the proposal without completing required fields.
6. **Launch** proposal by clicking ▶ in the top left corner.
   **Important**: Launch before making edits so that your changes will be tracked.
7. **Edit** the proposal as needed and SAVE CHANGES.
8. **Approve** your proposal by clicking ✅ on the top of the Proposal Toolbox.

## Program New

1. Click ⊕ **New Proposal** (top left).
2. Locate the necessary form and click ✅ to **Start Proposal** (to the right of the form name).
3. **Turn on** help text before starting this proposal by clicking ⓘ on the top right corner of the form.  Use the ↔ Full-width Toggle to expand this form to full screen.
4. **Import** curriculum template from the Catalog by clicking ⬇ in the top left corner. Choose the College Catalog, uncheck "Exclude previously imported items" and click Search available Curriculum.
5. **Find** "Curriculum Template", select it, and click "Import this item".
6. **Fill In** all fields required marked with an **. You will not be able to launch the proposal without completing required fields.
7. **Launch** proposal by clicking ▶ in the top left corner.
8. **Edit** the proposal as needed and SAVE CHANGES.
9. **Approve** your proposal by clicking ✅ on the top of the Proposal Toolbox.

**Program Revision & Program Inactivation**

1. Click ⊕ **New Proposal** (top left).
2. Locate the necessary form and click ✅ to **Start Proposal** (to the right of the form name).
3. **Turn on** help text before starting this proposal by clicking ⓘ on the top right corner of the form.  Use the ↔ Full-width Toggle to expand this form to full screen.
4. **Import** data from the Catalog by clicking ⬇ in the top left corner.  Uncheck "Exclude previously imported items" and click Search available Curriculum.
5. **Find** curriculum to be revised, select it, and click "Import this item".
6. **Fill in** all fields required marked with an **\***. You will not be able to launch the proposal without completing required fields.
7. **Launch** proposal by clicking ▶ in the top left corner.
8. **Edit** the proposal as needed and SAVE CHANGES.
9. **Approve** your proposal by clicking ✅ on the top of the Proposal Toolbox.

**Editing & Approving Proposals**

1. Click My Tasks (top left).
2. Hover over the proposal that you wish to work on.
3. Click ⬆ to **Edit Proposal** with desired changes.
4. Perform any of the following:
   - Click ▦ to Perform an Impact Report (e.g. see what courses use this course as a pre-req)
   - Click 🖨 to Print the Proposal
   - Click ↔ to Expand the form to Full Width (easier editing)
   - Click 💬 to View Comments & Discussions
   - Click ☰ to View Proposal History (and where it is headed)
   - Click ◆ to see Signatures (Dean's Step and EPC)
   - Click ⬆ to Upload or View Attached Files (e.g. syllabus)
   - Click ✅ to Approve (if you have logged in and if it is your step, you will then get a Decision Box allowing you to approve, reject, etc.)

For help using Curriculog, please contact Christine Holbrook, 413.552.2550, cholbrook@hcc.edu.

If you encounter problems logging in, please contact the HCC Helpdesk – 413.552.2075, helpdesk@hcc.edu.