**Curriculum Plan PROCEDURE (Changes)**

**(Course picker)**

**Start proposal |**

Click **+New Proposal**

Select **Curriculum – Change – Major** **v23.24**

**Curriculum – Change – Minor v23.24**

**Curriculum – Change – Certificate v23.24**

**Curriculum – Change – Major – K-State Core Only – v23.24**

Click **Start Proposal**

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Description automatically generated

In Search box, Name = **zTemplate**

--may use wildcard \*

Select **catalog =**

Source: Undergraduate programs: **select 2023-2024 Undergraduate Catalog**

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Click **Search**

Click ****

Click **Build Proposal**

**OR**

Select **catalog =**

For Graduate programs: **select 2023-2024 Graduate Catalog**

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Click **Search**

***Select for Undergraduate Templates:***

* ZTemplate (BA) AS – only for use for College of Arts & Sciences Bachelor of Arts Majors
* ZTemplate (Bachelors)
* ZTemplate (BS) AS – only for use for College of Arts & Sciences Bachelor of Science Majors
* ZTemplate (Minor)
* ZTemplate (Undergraduate Certificate)
* Z Template Academic Degree Map

***Select for Graduate Templates:***

* ZTemplate (Accelerated)
* ZTemplate (Doctorate)
* ZTemplate (Graduate Certificate)
* ZTemplate (Masters)

**Choose the template you are looking to launch and** Click ** to Build the Proposal**

**Department |**

Confirm correct department is displayed

**Program/Plan Name |**

If the title of your program remains the same:

--do nothing

If the title of your program is changing:

--Edit the field to reflect the new program name

Click **Save All Changes**

**Curriculum Plan** field: |

--three icons are available giving you viewing options:

**1-View Curriculum Courses tab**: displays all courses currently available in the program

**2-View Curriculum Schema tab**: displays all current cores within the program

**3-Preview Curriculum button**: pop-up window displays the current curriculum

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Description automatically generated with low confidence

**1-View Curriculum Courses tab**: displays all courses currently available in the program |

--import courses to add courses to the program

--Once courses are added, assign to the appropriate core using the **View Curriculum Schema** module

--Courses deleted from cores should also be deleted here as well

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**Import course (course currently in catalog)**

In **View Curriculum Courses**, click **Import Course**

A new window will open: **Import Data Into Your Proposal**

Select [*catalog]*

--2023-2024 Undergraduate Catalog (for undergraduate programs)

--2023-2024 Graduate Catalog (for graduate and accelerated programs)

In **Filter Courses**, click **Or add filter**, click dropdown, and select **Prefix**

**Type [***prefix* **]**(i.e. ENTOM)

Click **Search Available Curriculum**

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**Search Results** displays a list of courses

Select {courses}

--Scroll down or click Next to find courses

--Click on a course to select

--Courses turn YELLOW when selected

--Click again to de-select if one is mistakenly chosen

--multiple courses can be selected

Scroll to bottom to review **Selected Courses**.

Courses may be removed by hovering over the course and clicking the blue X to the right

Click **Add Courses to Proposal**

Click **Save All Changes**

Repeat to add all courses

**A yellow and white text

Description automatically generated**

**Add course (new course that is proposed but not currently in catalog)**

Click **Add Course**

Enter **Prefix**

Enter **Code:** *{course number}*

Enter **Name:** use format = **\*\*NEW COURSE *{title of course} (X credits)***

Click **Add Course**

Click **Save All Changes**

Note: once the new course is approved and added to the catalog, and prior to importing this program into the catalog, this placeholder course must be replaced by the imported course

A screenshot of a login form

Description automatically generated

**Delete course**

Click **Trash** icon

Click **Save All Changes**

**2-View Curriculum Schema tab**: displays all current cores within the program. |

**What it does:**

--Click on the core/sub-core name once to expand

--This view allows you to:

--view/edit core title and core description (as needed)

--view/edit courses associated with the core (as needed)

--add courses (must first add the courses using “View Curriculum Courses”)

--delete courses (click Trash icon)

--move courses within core using drag/drop

--move courses between cores (using the Add Courses button/Delete icon)

--add custom text

**Kansas State University Core**

**(NEW)** K-State Core requirements and course lists may be automatically included in the template

No updates are required in this requirement

If desired, click down-arrow to expand requirement and view courses

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**Requirements**

**Requirements** are displayed

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Click on a requirement to expand the entry area

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Update **Title**, as needed

Update **Credit Hours**, as needed

Update **Description**, as needed

--Enter instructions that pertains to whole requirement.

Examples:

“Select 4 credits from:”

“Select 2 courses from:”

“Select from:”

Click **Save All Changes**

This description should be utilized if further explanation (beyond the title) of the nature of the grouping, or if there are additional requirements that coincide directly with this grouping of courses are desired.

**Courses**

Remember, you must first import courses under the “View Curriculum Courses” tab in order to choose them in this step

Click **Add Courses**

Select {courses}

--Courses turn blue when selected

--Click again to de-select if one is chosen mistakenly

Click **Add Course**

Courses added to the bottom of the core, and sorted by course number by default

To move a course, click  and drag it to the desired location

Click **Save All Changes**

**To group courses or include “and/or” situations**

Use custom Text to add clarity and notations to your requirements, and to include “and” and “or” notations

Click **Add Custom Text**

Name (required, will not display on the gateway) = **Blank**

Insert a blank line: Position = **After**

Click **Add Text**

Name = **Or**

Insert a blank line: Position = **Before**,

Rich text box = **OR** (in caps and bold)

Click **Add Text**

Name = **And**

Insert a blank line: Position = **Before**,

Rich text box = AND (in caps and bold)

Click **Add Text**

Name = **Blank**

Insert a blank line: Position = **After**, click **Add Text**

Click  and drag text to the desired location(s) to clarify the meaning of the requirement

Click **Save All Changes**

Examples:

**A screenshot of a computer

Description automatically generated with low confidence**

A picture containing text, screenshot, font, number

Description automatically generated

**To Add Custom Text**

Whether editing or adding courses within a core, you have the option to Add Custom Text.

Custom text is text that provides clarification for options between courses, etc.

You must add a course before you may add custom text

--if no courses are selected in this requirement,

Examples of custom text:

o “or” when able to choose between two or more courses,

o “Select one course from the following:” before a list of courses

o other text

o footnotes

o BIOCH\*\*\*

o ENTOM 400 or above

Note: If custom text is used to only describe a single requirement, then the Requirement “Description” field can be used instead.

Click **Add Custom Text**

Name (required, will not display on the gateway) =*{give it a name}*

Insert a blank line: Position = **After**, click **Add Text**

Rich text box = {enter text here}

Click **Add Text**

Click  and drag text to the desired location(s) to clarify the meaning of the requirement

Click **Save All Changes**

**To Indent a Requirement**

Click  and drag text right/left to the desired location(s) to indent and clarify the meaning of the requirement

Click **Save All Changes**

**Add a Core**If you need additional requirements than provided in the template:

• In **View Curriculum Schema**, click **Add Core**.

• You will see a new row added to the end of the list titled **New Core**.

• Click once on New Core and type in the title, and description (optional).

• You can then add courses to this core, as referenced above.

Drag and drop the new core to the desired location

**Delete course**

Click **Trash Can** icon next to yours

Also remember to delete from “View Curriculum courses” view

**Delete Core**Delete any unused requirement shells, if needed

Click **Delete Core from Proposal** icon to right (trash can icon)

Click **Delete Core**

Click **Save All Changes**

**3-Preview Curriculum button**: pop-up window displays the current curriculum |

(catalog view)

--good place to ensure credits add up to 120

--This view does not allow editing; click **View Curriculum Schema** tab to edit

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**Show Curriculum Preview with Markup**

--pop-up window displays the current curriculum in catalog view

--review for accuracy

--Make sure that ALL credit hours add up to the appropriate total (include all categories such as K-State Core Requirements, Program Requirements, Programs/Major Requirements)

--Once a proposal is launched, clicking the **red pencil icon** allows users to view mark-up reflecting changes in the curriculum

Example for CHANGE proposals:

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Description automatically generated

**Launch proposal**

Click the **Launch and Validate Proposal** icon

**Submit “Academic Degree Map” proposal**

**REMEMBER:** If you are updating a bachelor’s program, as required by the new K-State Core general education, you must **also** submit a separate proposal in Curriculog to update the **Academic Degree Map**