

Curriculum Plan PROCEDURE (NEW)

(Course picker)

Start proposal

Click **+New Proposal**

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

Curriculum – New – Minor v23.24

Curriculum – New – Certificate v23.24

Click **Start Proposal**



In Search box, Name = **zTemplate**

--may use wildcard *

Select **catalog =**

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

Search Curriculum Inventory

Program Type

Program Shared Core

Name

Source

Exclude previously imported results

Search

Click **Search**

Click 

Click **Build Proposal**

OR

Select **catalog =**

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

Search Curriculum Inventory

Program Type
 Program Shared Core

Name

Source

Exclude previously imported results

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

Select the departmental owner of the program.
 --If interdisciplinary, select the primary administrative owner.
 --If “Kansas State University” is displayed, delete it and select the correct owner.
 --Examples:
 --Kinesiology (BS) | Accounting (BSBA) | English (BA)
 --Agronomy (MS) | English (MA) | Chemistry (PHD) | Special Education (EDD)
 --Accelerated Finance (BS)/Personal Financial Planning (MS)

Program/Plan Name

Replace “ZTemplate” with the name of the program
 --Example: xxxx (BS)
 Click **Save All Changes**

Curriculum Plan field:

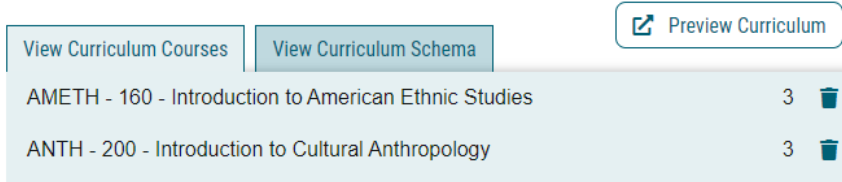
--three icons are available giving you viewing options:

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

NOT IN USE: Curriculum Template*



Course Name	Count	Action
AMETH - 160 - Introduction to American Ethnic Studies	3	Trash
ANTH - 200 - Introduction to Cultural Anthropology	3	Trash

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

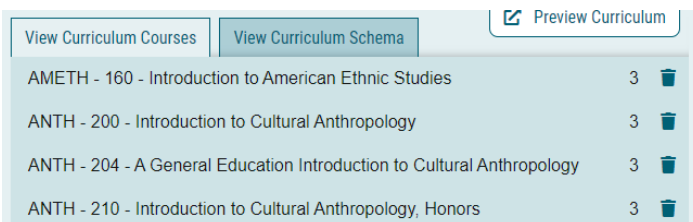
--General Education/K-State Core courses are displayed by default

--Select/add ALL courses that will be used within the program

--suggested to add courses sorted by prefix for ease

--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



Course Name	Count	Action
AMETH - 160 - Introduction to American Ethnic Studies	3	Trash
ANTH - 200 - Introduction to Cultural Anthropology	3	Trash
ANTH - 204 - A General Education Introduction to Cultural Anthropology	3	Trash
ANTH - 210 - Introduction to Cultural Anthropology, Honors	3	Trash

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]

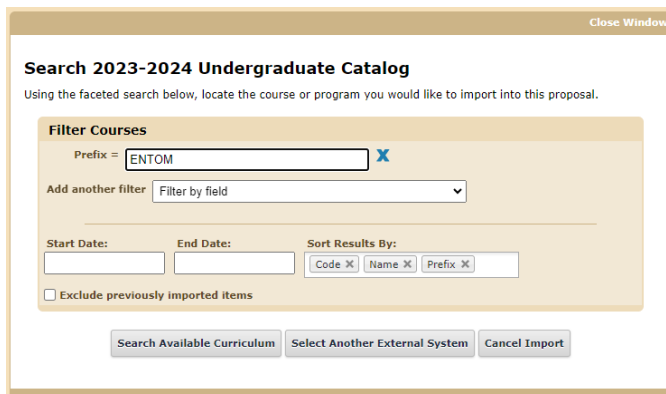
--2023-2024 Undergraduate Catalog (for undergraduate programs)

--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**



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

Search Results (1 to 20 of 75)

ENTOM 100 Entomology Foundations

ENTOM 101 Insects and People

ENTOM 120 Pollinators

ENTOM 200 Insect Sampling and Surveillance

ENTOM 205 Introduction to Insect Data Analysis

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

Add Course

Add the course details below:

Prefix:

HDFS

Code:

123

Name:

**NEW COURSE Study of HDFS (3 Credits)

Add Course

Cancel

Delete course

Click **Trash** icon

Click **Save All Changes**

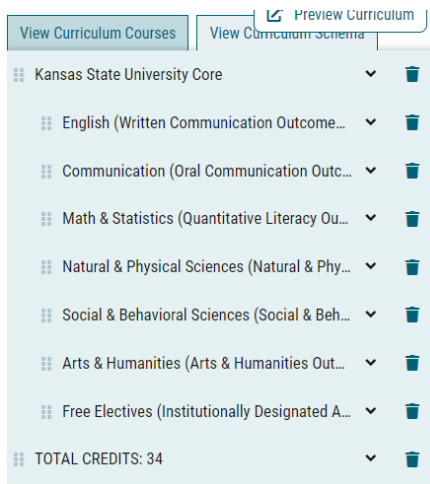
2-View Curriculum Schema tab: displays all current cores within the program.

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 (optional)
- view/edit courses associated with the core
- 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)
- add custom text

Kansas State University Core

K-State Core requirements and course lists are automatically included in the template
No updates are required in this requirement
If desired, click down-arrow to expand requirement and view courses



Title

Three **Program Requirements** (for college requirements) and three **Programs** (for Major Requirements) shells are provided in the initial template:

- Ex: “Title 1: X Credit Hours”
- adjust as necessary to fit your program
- Add “Required General Education Courses” shells??



Click on a sub-requirement to expand the entry area
Replace “Title 1, Title 2, Title 3” with {name of requirement}
Replace “X” with {number of credit hours}
--Ex: Entomology Requirements: 11 Credits
Click **Save All Changes**

Description (OPTIONAL)

Enter instructions that pertain to whole requirement.

Examples:

“Select 4 credits from:”

“Select 2 courses from:”

“Select from:”

Click **Save All Changes**

Is this even needed if credits is in title and there are no further instructions?????

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

--Add courses that have been added under the “View Curriculum Courses” tab

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

COMING SOON: Each Requirement template will include some blank, AND and OR and (GE) rows for use in your requirements

Delete those which are not needed

Add more, if needed

Drag and drop where needed to clarify the requirements

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:

Courses			
⋮	ENTOM - 100 - Entomology Foundations	1	
⋮	[after]		 
⋮	ENTOM - 312 - General Entomology	3	
⋮	[before] or		 
⋮	ENTOM - 305 - Animal Health Entomology	2	
⋮	[before] and		 
⋮	ENTOM - 306 - Animal Health Entomology Laboratory	1	
⋮	[after]		 
⋮	ENTOM - 399 - Undergraduate Research Experience	0-3	
⋮	ENTOM - 595 - Capstone Experience	3	
⋮	ENTOM - 710 - Insect Taxonomy	3	

Courses		
	ENGL - 100 - Expository Writing I	3
	[after]	 
	[before] Choose 1 of the following:	 
	ENGL - 200 - Expository Writing II	3
	ENGL - 210 - Honors English	3

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

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**

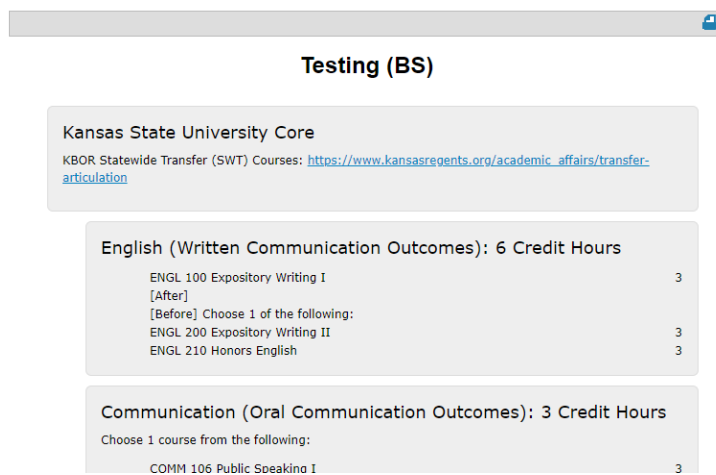
Click **Save All Changes**

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



The screenshot shows a curriculum preview window titled "Testing (BS)". It contains three main sections:

- Kansas State University Core**
KBOR Statewide Transfer (SWT) Courses: https://www.kansasregents.org/academic_affairs/transfer-articulation
- English (Written Communication Outcomes): 6 Credit Hours**
 - ENGL 100 Expository Writing I [After] 3
 - [Before] Choose 1 of the following:
 - ENGL 200 Expository Writing II 3
 - ENGL 210 Honors English 3
- Communication (Oral Communication Outcomes): 3 Credit Hours**
 - Choose 1 course from the following:
 - COMM 106 Public Speaking I 3

Show Curriculum Preview with Markup

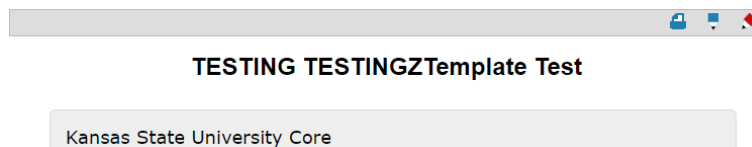
--pop-up window displays the current curriculum in catalog view

--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:



The screenshot shows a curriculum preview window titled "TESTING TESTINGZTemplate Test". It contains one main section:

- Kansas State University Core**

ARAB 101 Arabic I	4
ARAB 102 Arabic II	4
ART 102 Ceramics for Non-majors	3
ART 103 Jewelry Design and Processes for Non-majors	3
ART 106 Art Appreciation	3
ART 180 2- Dimensional Design	3
ART 190 Drawing I	3
ART 195 Survey of Western Art History I	3
ART 196 Survey of Western Art History II	3
ART 200 3- Dimensional Design	3
CHINE 101 Chinese I	4
CHINE 102 Chinese II	4

Status

Change “Active-Hidden” to “Active”

Launch proposal

Click the **Launch and Validate Proposal** icon

Submit “Academic Degree Map” proposal

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

Click **+New Proposal**

Select **Curriculum – New – Major – Academic Degree Map**

Click **Start Proposal**

In Search box, Name = **zTemplate**

--may use wildcard *

Select **catalog =**

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

Click **Search**

Select **ZTemplate Academic Degree Map**

Click 

Click **Build Proposal**

Use the “**Academic Degree Map**” section to select your degree map requirements

This section works similar to the “Curriculum Plan” section above