Major Unit Curriculum Committee Chairs: Instructions for Using Curriculum Navigator

NOTE: You must use <mark>Firefox 2.0 (or higher) or Internet Explorer version 8 or higher</mark>. Curriculum Navigator is not supported by other browsers.

http://catalog.stcloudstate.edu/Home.aspx You can find the URL and link for Curriculum Navigator, SCSU's electronic curriculum process software, on the Provost's website in "Curriculum Forms and Process."

Once you are on the homepage for the Navigator Suite, login using your Star ID username and password. This will take you to your "Account" page.

Find "My Curriculum Summary" underneath the red bar. Under "My Curriculum Summary" are four boxes. The top box is "Assigned Curriculum Requests."

Assigned Curriculum Requests

This is your "Inbox." Click "view" and the screen will take you to the "Details" of the request, showing a version of what used to be the "Transmittal Sheet." This is the place to make your recommendation to approve/disapprove the request. Scroll down further to look at curriculum requests. Under the "Code," click on the number to view the request(s). Be sure to scroll down all the way because there may be more than one request in the package (i.e., course and program).

In your curriculum committee meetings, login to Curriculum Navigator and show the requests on the screen in your meeting room. Everyone on the committee should be able to see the same thing at the same time. Minutes are not necessary because the committee will see any comments made and witness the committee chair make the recommendation. Major Unit Curriculum Committee chairs should be able to make editorial changes directly on the form, if necessary. It will automatically go forward to the next step in the Workflow when you hit SAVE.

Under "Workflow Management," you may choose APPROVE, RELEGATE, DENY, CANCEL. "Relegate" means you can send it back to the department to request that the initiator make some changes. Make sure you have completed all that you want to save on the screen. Then BE SURE TO HIT SAVE. You cannot change anything after you hit SAVE. The request has already moved to the next step in "Workflow."

Questions about Curriculum Navigator may be directed to the chair of the University Curriculum Committee.