

Faculty: Instructions for Using Curriculum Navigator

NOTE: You must use **Firefox 2.0 (or higher) or Internet Explorer version 8 or higher**. 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.

NOTE: Under your name on the left is "Manage Your Account." You will need to click on that to change your password.

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" to look at curriculum requests. Once you have the request open, you can click "Workflow" on the toolbar above the form. This will tell you:

- if it is from a colleague in your department
- if it has moved to one of the curriculum committees you may be a member of
- or if it is in "Publication" for all faculty to review

You may make comments, but you cannot edit or change anything on the request.

Collaboration Curriculum Requests

This is the term Curriculum Navigator uses for acknowledgements (formerly sign-offs). If you see a number in parentheses, it will indicate how many departments sent you a request for an acknowledgement (sign-off). A department has 21 days (NOT duty days) to respond. The request will move forward to the next step in the process if the department does not acknowledge it.

Submitted Curriculum Requests

This folder contains all of the requests you have submitted into the process. By clicking on your submitted request, you will discover where it is in the workflow.

Your Working Folder Contains

This folder contains all of the forms you are currently working on. Let's say you start to complete a form and are interrupted. Before you can get back to the form, you have to go to class. Then you have other responsibilities, and you don't get back to the form until several days later. AS LONG AS YOU SAVE THE

FORM before leaving the Navigator Suite, it will remain in your working folder. You can go back to it and pick up where you left off. You can edit or make any changes to it before submitting it to the process and it goes to your department or department curriculum committee.

Since you are now familiar with your curriculum summary, go to the black toolbar at the top of the page. If you want to initiate a curriculum request, this is where you start. Click on "[curriculum](#)." The drop-down menu will give you three options: Search Courses, Search Programs, Search Requests. (You can also use your "Quick Links" to go to the option you want.)

Search Courses

If you want to create a new course, click on the field after: "[Add a new course](#)." The drop-down menu will ask you to select "[Liberal Education](#)" or "[Non-Liberal Education](#)." Then hit "[Apply](#)." A course form will appear for you to complete the fields. After most of the fields is a small question mark icon. If you click on the icon, there are explanations and examples of the correct information needed in the field. Please use these instructions. Some fields may be left blank. For example, if your course does not require permission to enroll, then leave that field blank, etc.

If you want to change something about an existing course or discontinue (that is, drop) a course.

1. Complete the necessary fields to search for your existing course in the database. Usually the rubric and number will be enough data, but you might speed up the search if you complete the selections in the drop-down menus in [Academic Unit](#).
2. Hit the search button and you should see your course listed below.
3. Click on the number of your course and the course data will appear under the heading "[Current Version](#)."
4. Look below for "[Curriculum Change Option](#)" and click on "[Change type](#)." A drop-down menu will offer you several options.
 - a. [Routine Editorial](#): for changes to the course description, semesters offered, course title and number, rubric change, permission, pre-requisites, etc.
 - b. [Discontinue](#): to drop the course from the university
 - c. [Liberal Education or Non-Liberal Education course copy](#): sometimes you might just want to look at the data for a course. This feature enables you to print a hard copy to work with as you make changes.
 - d. Change this course from Non-Liberal Education to Liberal Education:
 - e. Change this course from Liberal Education to Non-Liberal Education:
5. When you have made your selection from the drop-down menu, your course should appear in two columns on the screen. The first column contains the data relating to your course. The second column has the same data in separate fields. You cannot change the first column. All changes must be made in the second column in the appropriate field(s). You will be able to see what you have and have not changed and so will all others in the workflow.

If you want to discontinue a course, you do not need to complete many fields in the form. Just select "Discontinue" to drop the course from your program and the University's curriculum.

DON'T FORGET TO HIT THE SAVE BUTTON AT THE BOTTOM OF THE PAGE!

When you are sure the form is completed correctly and to your satisfaction, and you are also sure that no other form or forms need to accompany this form, you can submit it into the process. Faculty members in your department will then be able to view the request. You can also send it to selected "collaborators" for acknowledgements.

Sometimes, when you change a course and certainly when you add a course, you will also need to complete a Program Change form. Look at the black toolbar at the top of the page, and click on "Curriculum." Click "Search Programs," and type in the name of your program. Click on "Search," and your current program information should appear on the left with the same information in the fields on the right. Change what you need to change in the appropriate field(s) and be sure to HIT THE SAVE BUTTON AT THE BOTTOM OF THE PAGE!

Some forms that are rarely used (such as the Liberal Education requests) are on the Provost's website. Instructions on the electronic form will take you there. Be sure to access the form through Curriculum Navigator so that "Supplement" will appear on your toolbar and you can load the form into Curriculum Navigator.

Continue to save curriculum requests (or the forms) in your "working folder" until you are sure you have all the forms you need to make the changes you want. You can then bundle all your forms together in one package and submit the package into the curriculum process. Incomplete requests will be returned to the initiator, and you will have to start all over again. In the past committees could hold forms until the appropriate forms "caught up" with the forms already submitted. We can no longer do that with the electronic process.

You will be able to check on the progress of your requests, read all of the comments about your requests, as well as see all of the curriculum requests entered into the system.

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