

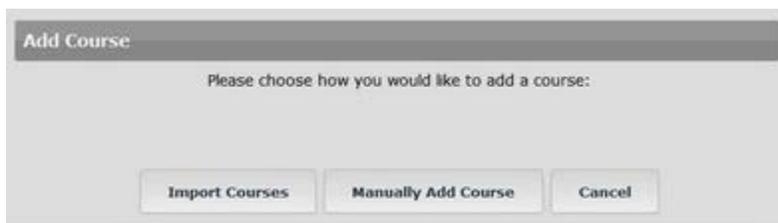
Program Proposal - Curriculum

If the program existed and was imported into the proposal, the curriculum and course currently in the Catalog will area in the Curriculum area of the proposal. If this is a new program you must add the courses and set up the curriculum in the Curriculum area.

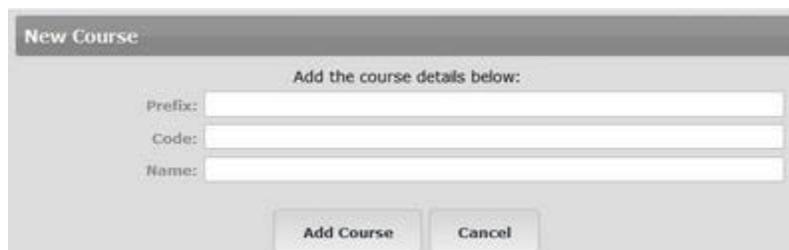
Prospective Curriculum allows you to build cores into your program, and attach courses. The Prospective Curriculum section has two views available: View Curriculum Schema and View Curriculum Courses. Courses must first be attached under View Curriculum Courses to be available under View Curriculum Schema.



Select "Add Course" to begin. A dialogue box displays prompting you to choose how you would like to add a course. You will have the options of importing courses, manually adding them, or canceling the process.



If you elect to manually add a course, you will need to provide a Prefix, Code and Name for that course.

A screenshot of a form titled 'New Course'. The text says 'Add the course details below:'. There are three input fields labeled 'Prefix:', 'Code:', and 'Name:'. At the bottom, there are two buttons: 'Add Course' and 'Cancel'.

To import a course, select "Import Courses". A pop-up window will display the available catalogs. To begin, select the catalog you would like to import from.



Next, you will be presented with filter options that may be used to find the course you would like to import.

The search will default to searching through all courses, but you may use the 'add filter' drop down menu to select additional filtering options. (Prefix is the suggested filter option for courses to break down from the full course list.)

When reviewing the search results, you can click on them to choose to add them to the Proposal. Selected courses will be indicated in a darker gold color.

When all of the courses have been selected, click on 'Add Courses to Proposal'.

Once courses are added, they will be listed in the proposal and may be added within cores

After you have added courses to a program, they will appear in as a list in the Curriculum Courses view. Hovering over a course will highlight it white and a blue 'x' will appear to the right, allowing you the option to remove a course.

A dialog box will open prompting you to confirm that you would like to remove the course by selecting "Remove Item".

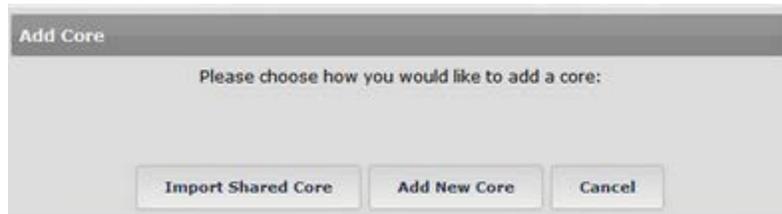
To create a core, select "View Curriculum Schema".



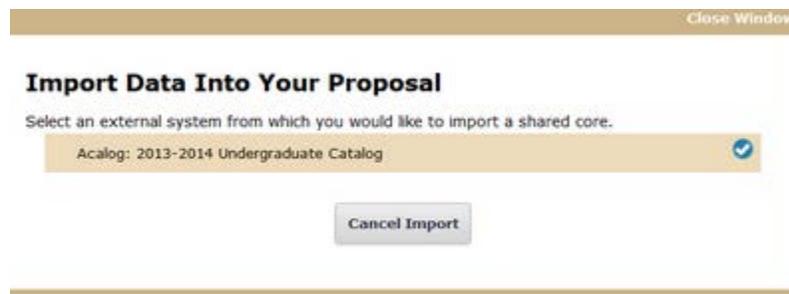
Then, choose "Add Core".



Next, you will be asked how you would like to add a core. You may choose to create an entirely new core, or import an existing Shared Core (These are cores common in more than one program, such as the BBA Core) from Acalog.



When you choose to Import Shared Core, it will launch the available catalogs listing. Choose the catalog you would like to import from.



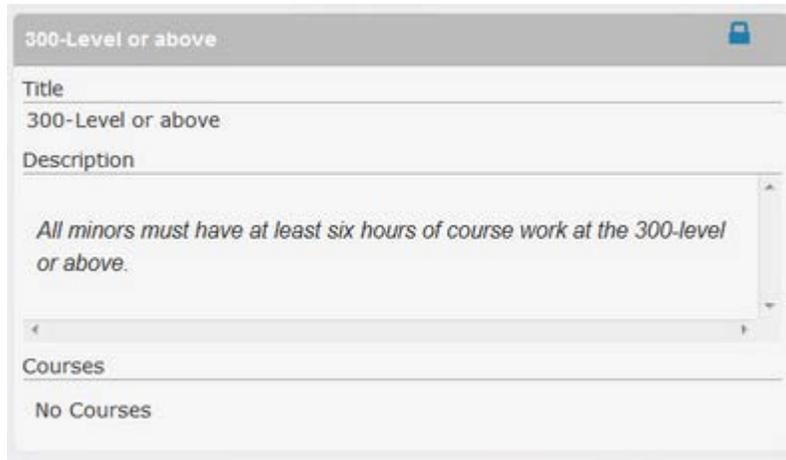
Next you will be presented with a filter, allowing you search for a specific Shared Core to import. (It is suggested not to use the filter as the exact core name would need to be entered. Instead, click Search Available Curriculum to view all shared cores.)



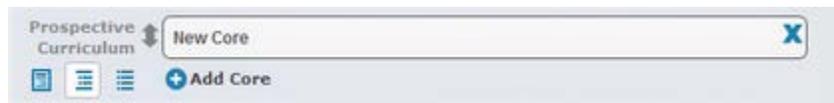
When you select a Shared Core, it will be added to the list of available cores, with a padlock symbol.



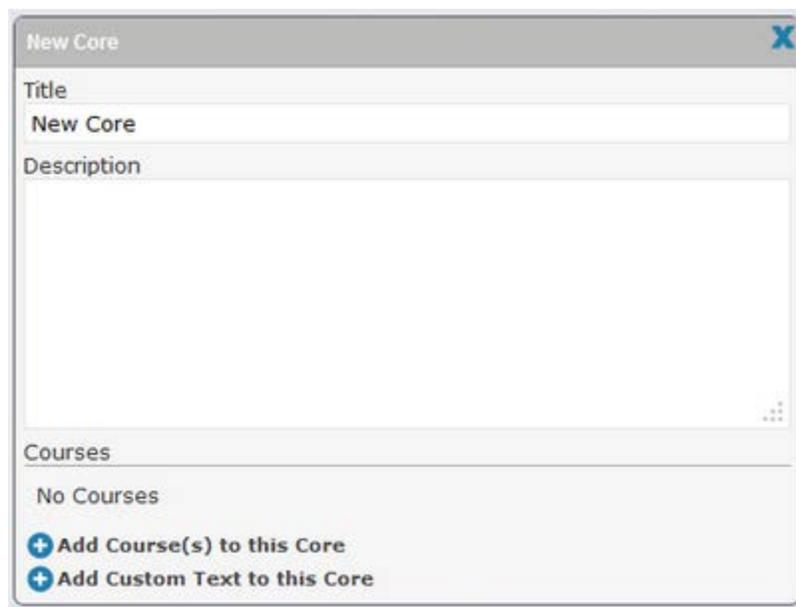
The Shared Core can be expanded for review by clicking on it. Contents within a Shared Core cannot be modified within the Program.



When you select to add a new core, a new core will be added.



To modify the core, select 'New Core'. The box will expand displaying additional options, including a title and description field.



When you select "Add Course(s) to this Core" a dialog box will display and you may choose from the list of courses that were added under the Curriculum Courses view. When you select a course it will be highlighted blue. Once you've selected all of the courses you would like to attach to the core, select "Done".



Selecting “Add Custom Text to this Core” will display a dialogue box where you may enter text and select “Add Custom Text”.



Once custom text has been added, it can be modified by selecting the pencil icon to the right of it.

After you’ve finished making changes to a core you may collapse it by selecting the gray bar displaying the core title.

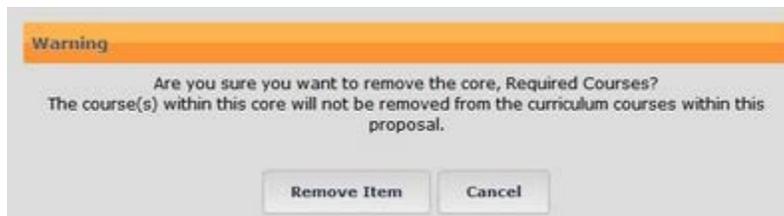
When you hover over a core two icons will appear; to the left of the core title you will see arrows which allow you to move the core and the blue ‘x’ icon which will allow you to delete the core.



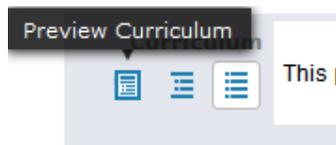
Each new core will appear at the bottom of the list. Selecting the arrow icon will enable drag-and-drop functionality to move the core. If you would like to create a sub-core—to have a core appear indenting after another—you will drag the core to the right to fall below the desired core. A green box will appear to indicate where the core will be replaced when you drop it. Cores cannot be re-parented beneath a Shared Core.



Selecting the blue ‘x’ in the core row, will display a dialogue box prompting you to confirm that you would like to delete the core. Clicking “Remove Item” will delete the core from the program. Any description or custom text that you have added as a part of the core will be deleted, but the courses will still be available to be added to other cores.



Once the curriculum is in place, it can be viewed as it will appear in the catalog using either the print preview at the top of the proposal page or using Curriculum Preview



or

