

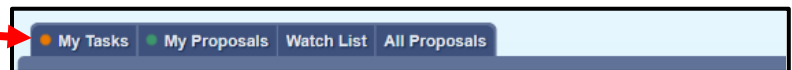
# Curriculog Instructions Learning Community Contract Form Proposals

This proposal combines all courses associated with a Learning Community into one document. Most schedule deputies will have multiple proposals and most proposals will require multiple departments' involvement before the contract can be finalized.

An email will be sent to you from [no-reply@curriculog.com](mailto:no-reply@curriculog.com) indicating where the proposal is in the process and when it reaches your "My Tasks" for you to take action.

1. Go to <https://purdue.curriculog.com/>
2. Login on the upper right side. You must use BoilerKey to login

3. Select "My Tasks".

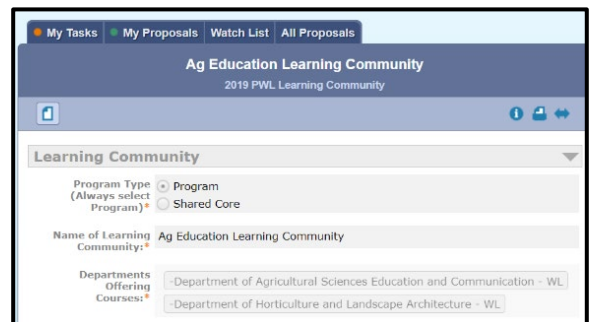


The proposal is in "My Tasks" since you are the schedule deputy for one of the courses in the learning community.

4. Hover over the proposal you wish to review and select the edit icon to open it.

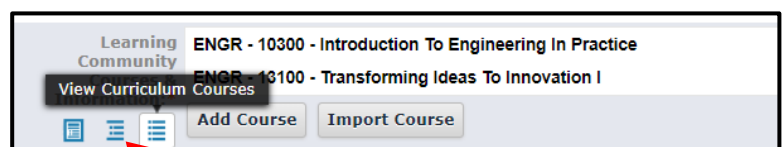


5. The learning community and courses have been imported into the proposal. The Learning Community staff have provided information for you to review based on each course.

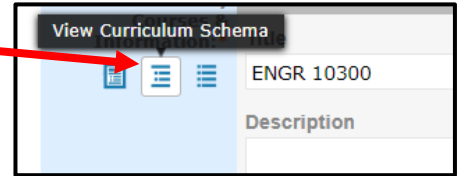


6. Instructions are provided in the proposal for the schedule deputy to follow.

- a. All courses in the Learning Community are listed in the "Learning Community Courses & Information". You can see this in the 3<sup>rd</sup> Icon "View Curriculum Courses".

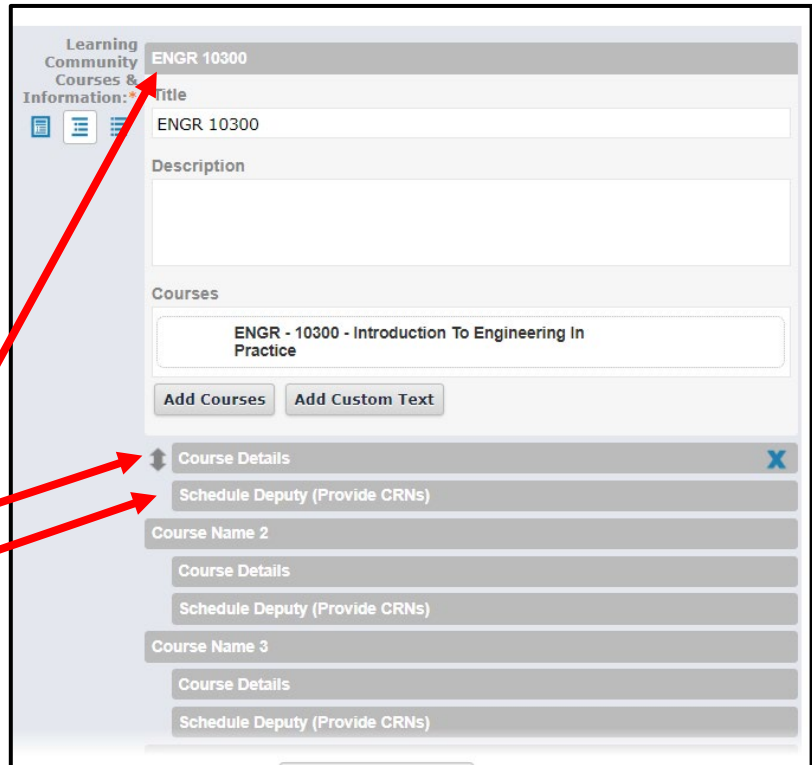


- b. Schedule Deputies should select the 2<sup>nd</sup> Icon "View Curriculum Schema" to find their course and the information necessary to complete the proposal.



- c. Open the areas by clicking on the gray bar for your course and the corresponding areas under that course. Open up 3 areas per course:

1. Line with Course (i.e. ENGR 10300)
2. Course Details
3. Schedule Deputy (Provide CRNs)



- d. Review the information for your course under "Course Details". This is information that was provided by the Learning Community Staff to you.

**Course Details**

**1. Will this course be open to students outside the Learning Community?** \_\_\_\_\_

- If Yes, how many seats need to be reserved for Learning Community students? \_\_\_\_\_
- If No, the course offering will default to the limit of the course.

**2. Course conflicts to avoid:**

**3. Notes:**

- e. Edit the information under "Schedule Deputy" area by entering the CRN for that course into the area designated. You will click inside the box and add the CRN.

- f. A notes section is included if you need to provide a note.

- g. After you have added the CRN's to any courses that are your responsibility, scroll to the top right of the proposal and click the blue circle with the white checkmark to make your decision.

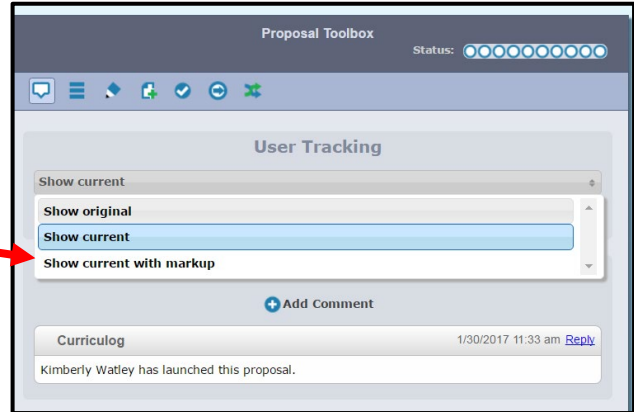
- h. Select "Approve".
- i. Select "Make My Decision". (This will move the proposal forward for the next approval.)

## Preview & Show Markup

Go to the upper right of the proposal page and click on “discussion” icon. Under the proposal toolbox you will see the user tracking.

Select “Show current with markup”.

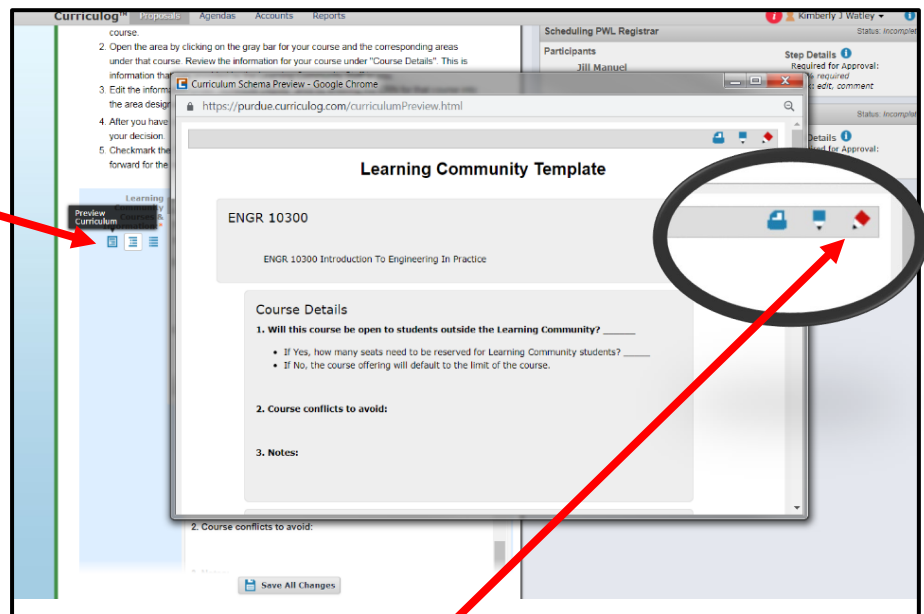
You will be able to review any changes in your proposal.



OR

You can also click the “Preview Curriculum” view (1<sup>st</sup> icon).

This icon shows a preview for the entire Learning Community. If you click on this icon, a pop-up will appear with the learning community information.



Select the red pencil on the top right of the pop-up window. This will show your updates.

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For question related to Learning Communities, contact Haley Cutler by [email](#) or phone at 765-494-5785.

For questions related to Curriculog, contact [curriculum@purdue.edu](mailto:curriculum@purdue.edu)