

ADMINISTRATIVE: GENERAL EDUCATION- STUDENT LEARNING OUTCOMES (SLO) UPDATES



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

ADMINISTRATIVE: GENERAL EDUCATION-STUDENT LEARNING OUTCOMES (SLO) UPDATES

TABLE OF CONTENTS

PROCESS	2
ORDER OF APPROVERS.....	2
INSTRUCTIONS.....	3
Completing the Proposal.....	3
Launching the Proposal	5
CONTACT	6

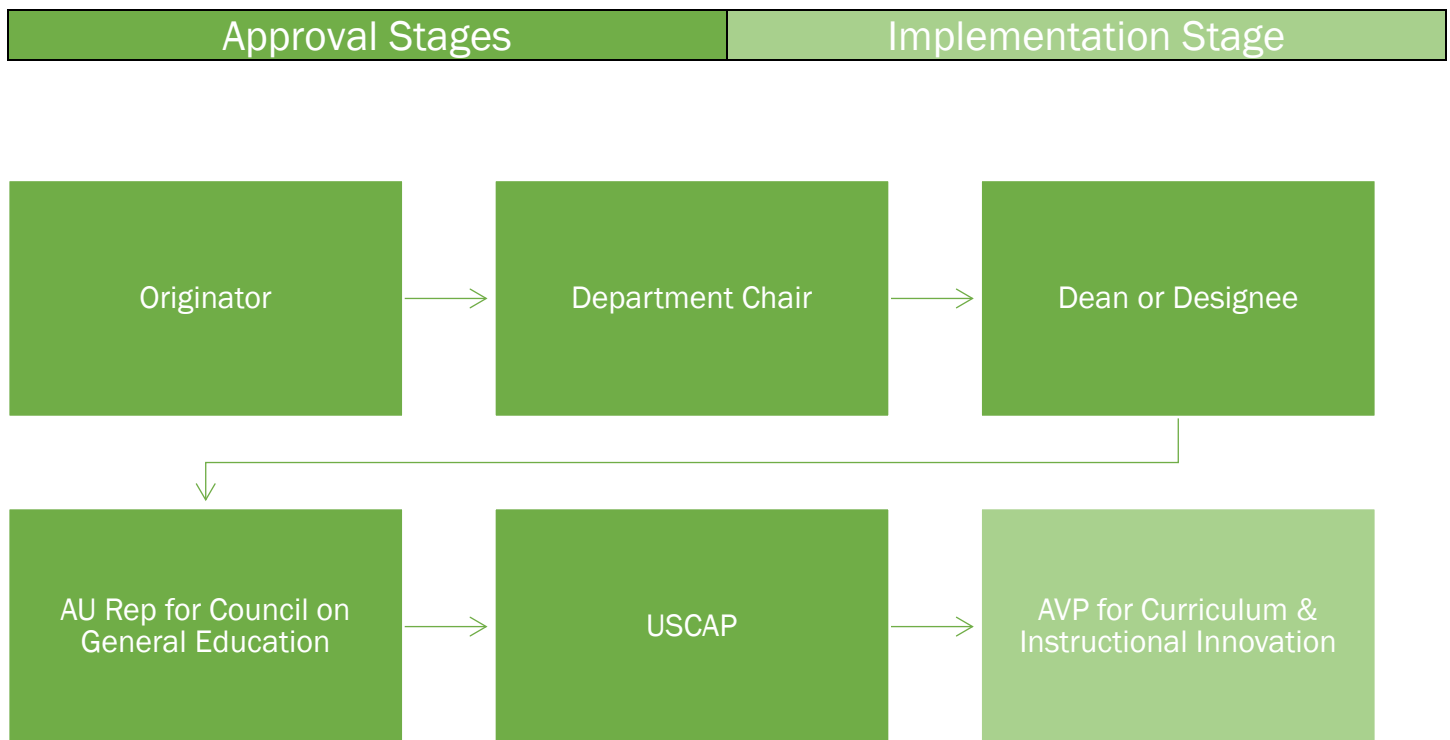
ADMINISTRATIVE: GENERAL EDUCATION-STUDENT LEARNING OUTCOMES (SLO) UPDATES

PROCESS

This form is used to notify departments and colleges of General Education Student Learning Outcomes updates. By approving this proposal, you are acknowledging your understanding of the updated SLO's. You are also acknowledging that your college and/or departments understands this change.

ORDER OF APPROVERS

Approval Process Key:



ADMINISTRATIVE: GENERAL EDUCATION-STUDENT LEARNING OUTCOMES (SLO) UPDATES

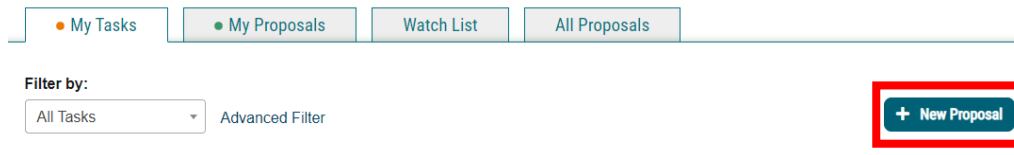
INSTRUCTIONS

COMPLETING THE PROPOSAL

1. Login to Curriculog using your net ID and password.

<https://augusta.curriculog.com>

2. Select “New Proposal” from the task menu.



3. Hover over the proposal titled “Administrative: General Education-Student Learning Outcomes (SLO) Updates” and click the blue check mark in order to begin.



4. Navigate to the Routing Information section of the proposal.

5. Choose ALL of applicable Academic Colleges AND Departments involved. This will generate a drop down list of all Academic Colleges and Departments.

Choose your Academic College and Department:*

Select an option

Choose the academic college and department that owns this content. If this content resides on a nonacademic page, select Augusta University as the owner.

6. Select the appropriate option regarding the department’s chairperson.

Do the selected departments have chairpersons?*

Yes

No

7. If the SLO updates will affect other colleges, select the appropriate option regarding affected colleges.

ADMINISTRATIVE: GENERAL EDUCATION-STUDENT LEARNING OUTCOMES (SLO) UPDATES

Does this affect more than one college?*

- Yes
- No

8. Navigate to the Requested Student Learning Outcomes (SLO) Revision section.

9. Enter the explanation of the Student Learning Outcome update being requested in the field below.

Explanation of Student Learning Outcome update:*

10. Enter the effective term for the updates. This is the first term that the new updates will take effect. Please select the term from the drop down options. If you do not see a term listed, please contact the Registrar's Office at curriculog@augusta.edu. Please do not just select a term. The terms in the drop down are options based on the approved deadlines.

Effective Term:*

11. Enter the Old SLO's in the field below.

Old SLO's:*

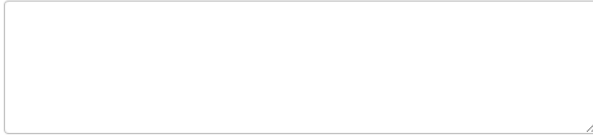
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12. Enter the Revised SLO's in the field below.

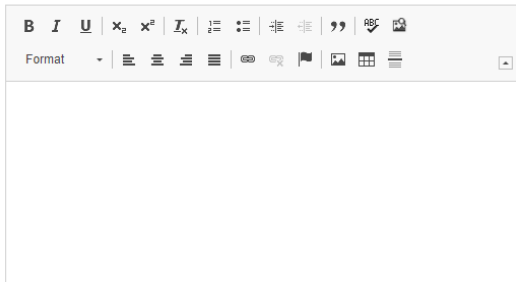
ADMINISTRATIVE: GENERAL EDUCATION-STUDENT LEARNING OUTCOMES (SLO) UPDATES

Revised SLO's:*



13. Should any additional comments be necessary, enter those in the Additional Comments field.

Additional Comments:*



LAUNCHING THE PROPOSAL

14. Scroll back to the top of the proposal pane and click the rocket ship icon labeled “validate and launch proposal”. Proposal will be validated and launched.



15. The proposal is now in your “My Tasks” tab.
16. In order for the proposal to move forward to the next approver step, you must approve it.

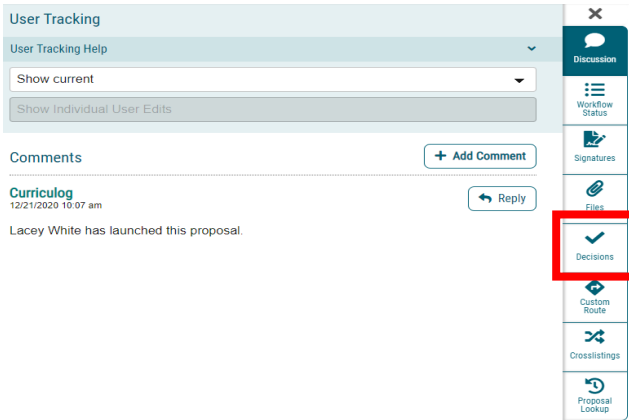


17. To approve the proposal, click on the proposal on your task list.

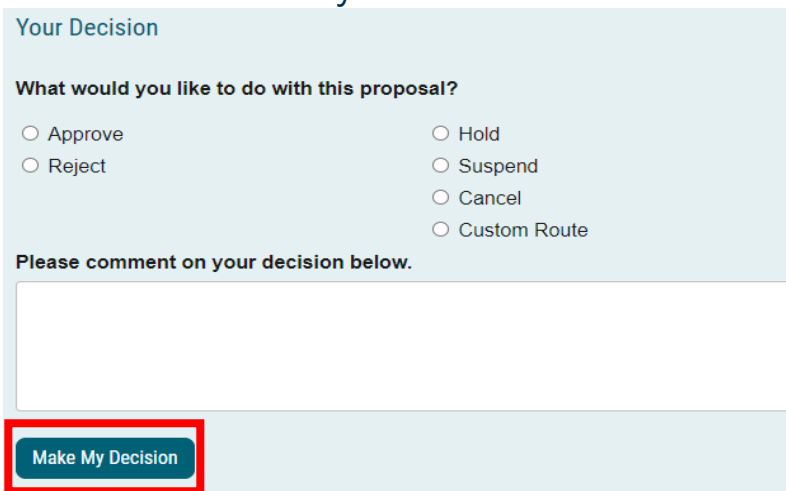


ADMINISTRATIVE: GENERAL EDUCATION-STUDENT LEARNING OUTCOMES (SLO) UPDATES

18. Once the proposal opens, navigate to the right hand menu bar and select the blue check mark.



19. This will open a discussion box, fill in the radial button beside “Approve” and click “Make My Decision”.

A screenshot of the 'Your Decision' form. The title is 'Your Decision'. Below it is the question 'What would you like to do with this proposal?'. There are six radio button options: 'Approve', 'Reject', 'Hold', 'Suspend', 'Cancel', and 'Custom Route'. Below the options is the instruction 'Please comment on your decision below.' followed by a large empty text area. At the bottom left, there is a blue button labeled 'Make My Decision' which is highlighted with a red box.

CONTACT

If you have any additional questions, please contact our office at curriculog@augusta.edu.