

CURRICULOG: IMPORTING DATA FROM THE CATALOG



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

TABLE OF CONTENTS

PROCESS	2
IMPORTING INSTRUCTIONS	2
CONTACT	3

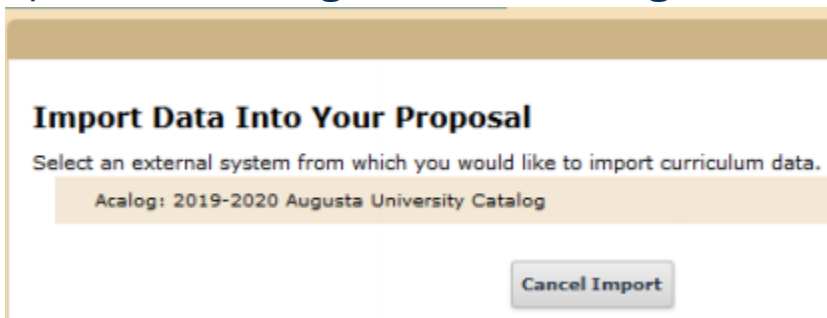
CURRICULOG: IMPORTING DATA FROM THE CATALOG

PROCESS

The Importing feature in Curriculog is used to import current course data from Acalog, the catalog management system. Step by step instructions for importing course data to a proposal are listed below. Contact curriculog@augusta.edu if additional information is needed.

IMPORTING INSTRUCTIONS

1. Once you have selected the proposal you wish to launch, navigate to the course information section of the proposal and input the prefix and course number. Save.
2. Navigate to the top of the proposal and select the paper icon labeled “import” in the top left corner.
3. A dialogue box will appear, select the external system “Acalog: 2019-2020 Augusta University Catalog”. Please note that the catalog year will be updated according to current catalog.

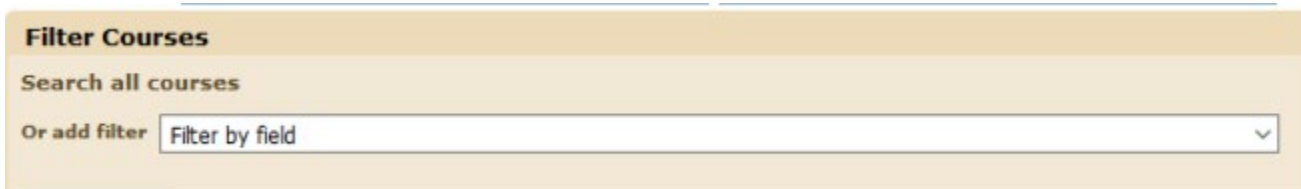


Import Data Into Your Proposal
Select an external system from which you would like to import curriculum data.

Acalog: 2019-2020 Augusta University Catalog

Cancel Import

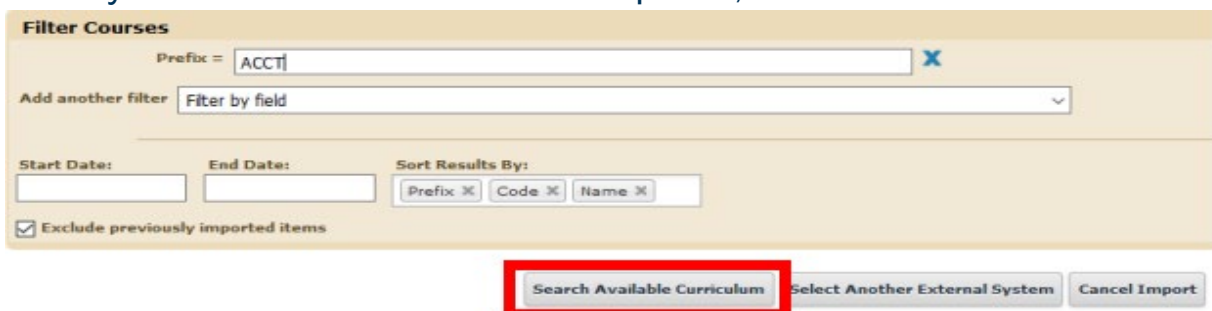
4. Once you have selected the external system to import from, a filter box will appear. In the Filter by field drop down, select Prefix. This will allow you to search for all courses with that prefix and find the correct course to import



Filter Courses
Search all courses

Or add filter Filter by field

5. Once you have entered the correct prefix, select Search Available Curriculum.



Filter Courses

Prefix = ACCT

Add another filter Filter by field

Start Date: End Date: Sort Results By: Prefix Code Name

Exclude previously imported items

Search Available Curriculum Select Another External System Cancel Import

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6. A list of all courses with the prefix entered will appear. Select the course you wish to deactivate.

Search Results (1 to 19 of 19)

ACCT 2101 Principles of Accounting I
ACCT 2102 Principles of Accounting II
ACCT 3311 Intermediate Accounting I
ACCT 3312 Intermediate Accounting II
ACCT 3313 Intermediate Accounting III

7. Once you have selected the course, a dialogue box will appear showing you what course data can be imported into the proposal. After you have reviewed, select Import This Item.

Field Name	Data Preview
» Course Inactivation Information: Course Prefix	ACCT
» Course Inactivation Information: Course Number	3312
» Course Inactivation Information: Course Title	Intermedia
» Course Inactivation Information: Current Catalog Description	This is the : students wi accounting

Import This Item Return to Search Sele

8. You will be rerouted to the proposal where you can continue to answer the additional questions beginning with the Routing Information section.

CONTACT

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