

# Instructions for Reviewing and Approving Operating Policies in Curriculog

Texas Tech University’s operating policies and procedures (OPs) are reviewed via Curriculog, the university’s online approval platform. For questions about using Curriculog, initiating the review process, or developing a new OP, please see our [OP Review](#) page or contact Kaelene Hansen at [Kaelene.M.Hansen@ttu.edu](mailto:Kaelene.M.Hansen@ttu.edu).

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## Accessing Curriculog

1. Access Curriculog at <https://ttu.curriculog.com/>. Click the Login link at the top right and log in with your eRaider username and password.

The screenshot displays the Curriculog web application. At the top, there is a navigation bar with the Curriculog logo and menu items for 'Proposals' and 'Agendas'. On the right side of the navigation bar, there is a 'Login' link, an information icon, and a search icon. A red arrow points to the 'Login' link. Below the navigation bar, the main content area is titled 'Proposals'. It includes a 'Filter by:' section with a dropdown menu set to 'All Proposals' and an 'Advanced Filter' link. Three proposal cards are listed, each showing a title, a progress indicator (a row of green and white circles), and a 'Last Activity' timestamp. The right sidebar contains the Texas Tech University logo and the text 'Curriculog - Curriculum Management System'. Below this, there is a description of the system and a link to the registrar training page: <http://www.depts.ttu.edu/registrar/training/dig>.

- Click the My Tasks tab to see the proposal(s) that need your review. If you want to receive notifications when something happens to the proposal, click the bookmark icon. If you want to see a summary of the proposal without opening it, click the icon that looks like two columns. To open the proposal, click anywhere in the box.

The screenshot shows the CURRICULOG CURRICULUM MANAGEMENT interface. At the top, there are navigation tabs: 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below these are four main tabs: 'My Tasks' (selected, indicated by a red arrow), 'My Proposals', 'Watch List', and 'All Proposals'. Under the 'My Tasks' tab, there is a 'Filter by:' section with a dropdown menu set to 'All Tasks' and an 'Advanced Filter' link. To the right of the filter section is a '+ New Proposal' button. Below the filter section is a list of proposals. The first proposal is 'OP 60.09 (Sep 2021)' with a status of '9.1 - Operating Policy and Procedure' and 'Last Activity: Sep 8, 2021 3:44 PM by Matthew Roe'. To the right of the proposal card are four icons: a circle, an envelope, a bookmark, and a two-column icon. Two red arrows point to the bookmark and two-column icons respectively.

## Editing the OP

If the OP is available in SharePoint via a link, please follow steps 3–7. If the text of the OP is available in Curriculog instead, follow steps [8–10](#).

### Editing in SharePoint

- Click the link in the Policy/Procedure field. The link will open a Word version of the OP in SharePoint. If clicking the link opens a text box instead of the OP, please see [Troubleshooting](#).

**OP Number\***

OP 61.18 (Nov 2022)

*The number of the OP, entered as XX.XX*

**OP Title\***

Traffic and Parking Control Devices

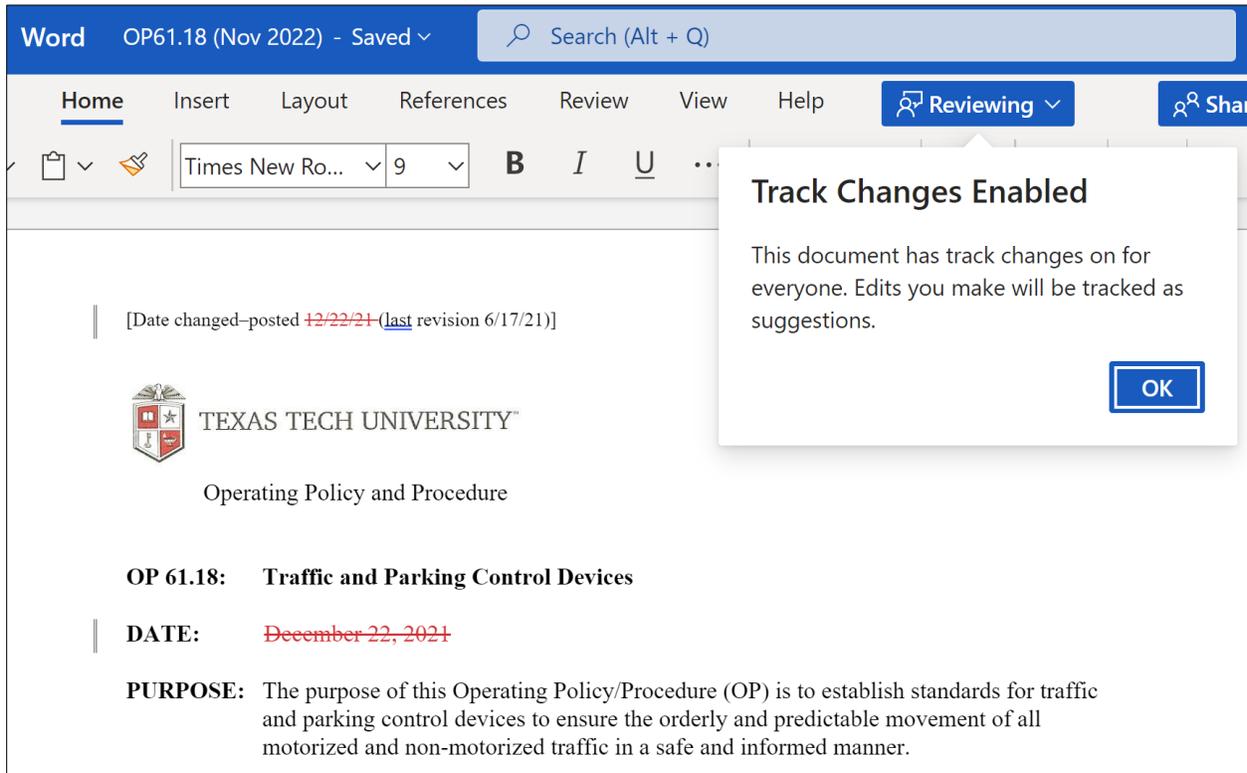
*The official title of the OP, e.g. "Adding, Changing, and Deleting Courses and Changing Method of Delivery"*

**Policy/Procedure\***

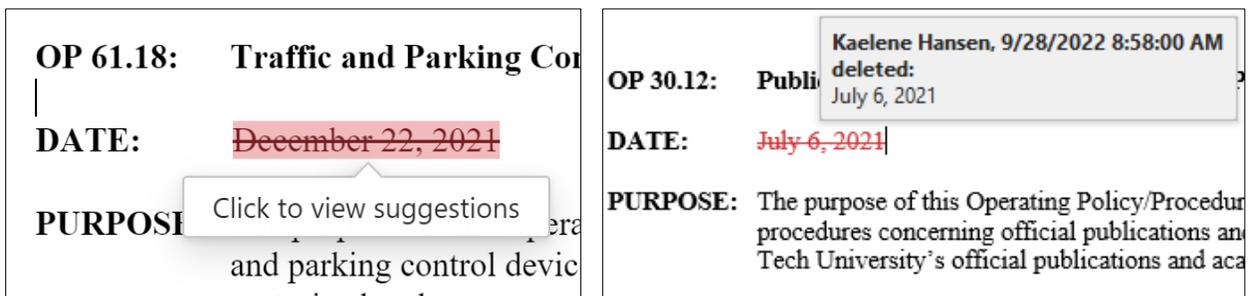
[OP61.18 \(Nov 2022\).docx](#)

A red arrow points to the link in the Policy/Procedure field.

4. If an OP's attachment needs to be updated or has been revised, a link for it will be added here as well. Please contact Kaelene Hansen if you need a version of the attachment or would like to send a new version of the attachment for review. A new attachment can also be attached to the Curriculog proposal in the Files tab. See [Sidebar Tools](#).
5. The Word version of the OP will automatically track and save any revisions. Please make any revisions as necessary. When you are done editing, please return to the Curriculog proposal to [make a decision](#) on the proposal.



6. You can click revisions to see who made them and when.



7. You can copy the link in Curriculog and send it to someone else to collaborate in the Word document. It is easier to copy the link from the Summary page so that you can copy the link without opening the text box for editing.

The screenshot displays the Curriculog interface. On the left, a list of Operating Policy and Procedure (OP) items is shown, including OP 30.12 (Oct 2022), OP 30.13 (Apr 2019), OP 30.15 (Mar 2021), and OP 30.16 (May 2022). Each item has a 'Summary' icon. A red arrow points to this icon. On the right, the summary page for OP 30.12 is visible, showing the review frequency and policy/procedure details. A red arrow points to the link 'OP30.12 (Oct 2022).docx'. A context menu is open over this link, showing options: Copy (Ctrl+C), Copy link to highlight, Search Google for "OP30.12 (Oct 2022).docx", Print... (Ctrl+P), Start timer with description "OP30.12 (Oct 2022).docx", and Inspect.

## Editing in Curriculog

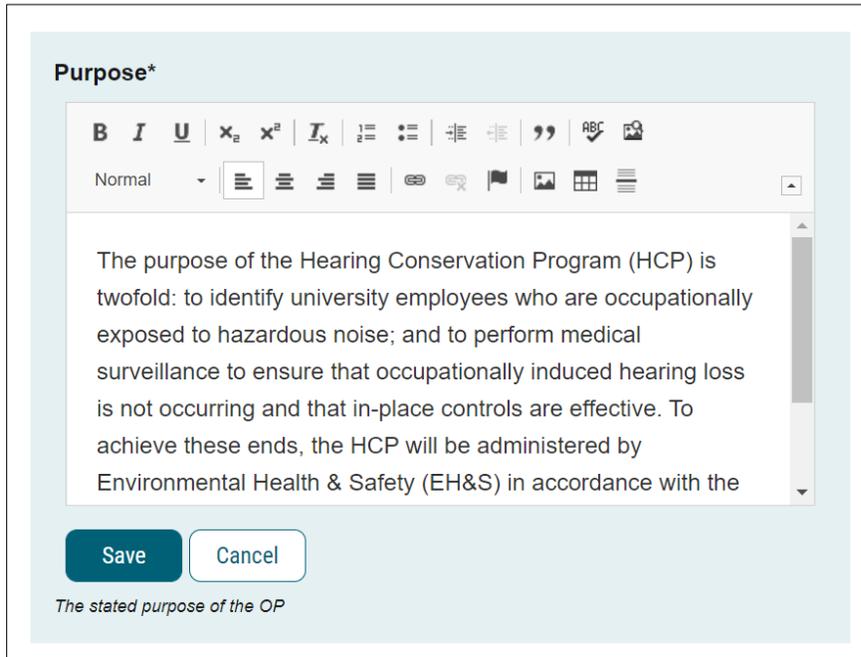
8. When the proposal is open, you will see a different field for each area of the OP (e.g., title, purpose, review frequency, policy/procedure) that you can edit. There is a sidebar on the right with helpful tools for reviewing the OP. These are discussed in [Sidebar Tools](#).

The screenshot shows the Curriculog 'Proposals' page. The main form contains the following fields:
 

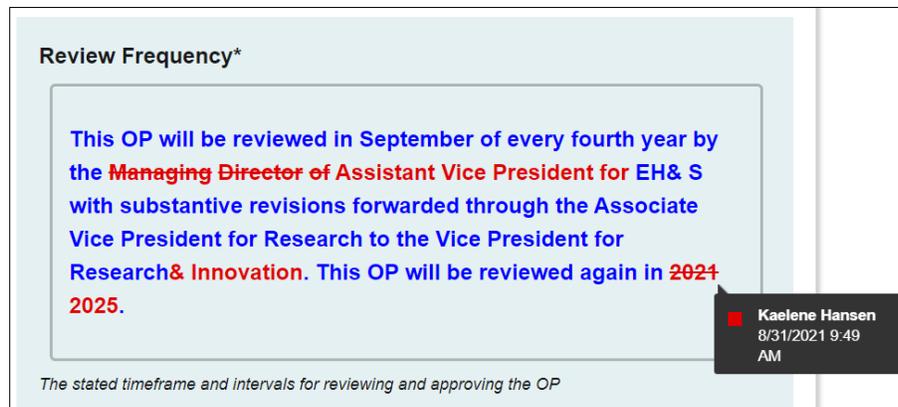
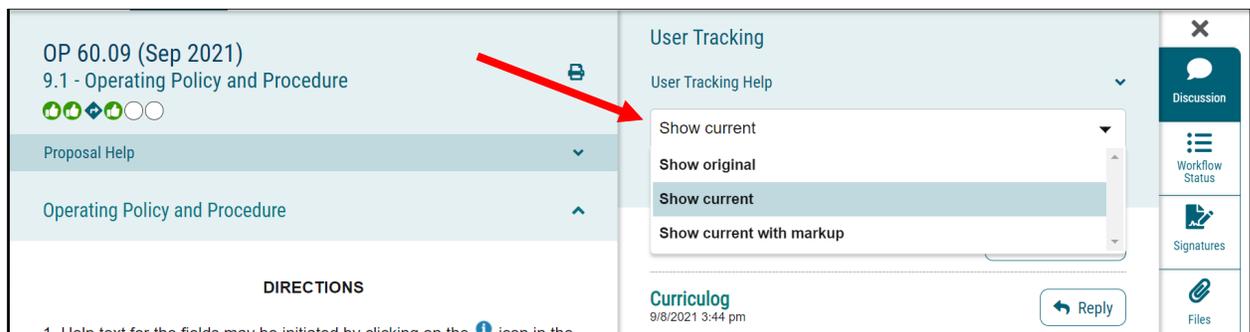
- Originator\***: Operating Policy Review
- OP Number\***: OP 60.09 (Sep 2021). Below the field is the text: "The number of the OP, entered as XX.XX"
- OP Title\***: Hearing Conservation Program. Below the field is the text: "The official title of the OP, e.g. "Adding, Changing, and Deleting Courses and Changing Method of Delivery""
- Date\***: 12/01/2021. Below the field is the text: "Date of current review"
- Purpose\***: The purpose of the Hearing Conservation Program (HCP) is twofold: to identify university employees who are occupationally exposed to hazardous noise; and to perform medical surveillance to ensure that occupationally induced hearing loss is not occurring and that in-

 On the right, a sidebar contains several tools: Discussion (highlighted with a red arrow), Workflow Status, Signatures, Files, Decisions, Custom Route, Crosslistings, and Proposal Lookup. The top navigation bar includes 'CURRICULOG CURRICULUM MANAGEMENT', 'Proposals', 'Agendas', 'Accounts', 'Reports', and user information for Kaelene Han...

- You can click each field to make any necessary revisions. When you are done making changes in a box, click save. You will need to do this for each field that needs to be revised.



- To see revisions from previous reviewers, click the Discussion tab. Underneath “User Tracking” there is a box that says Show current. Clicking the box opens a dropdown menu of options to view previous revisions. Select Show current with markup. When this option is selected you can hover your mouse over the revisions to see who made them and when. Each person will have a different color.



## Approving the OP

11. When you are done reviewing the OP, first ensure that you are logged in to Curriculog and then click the Decisions tab in the sidebar on the right.

Either approve or reject the OP, leave a comment if needed, and click Make My Decision. Curriculog will ask for a PIN; **the PIN is 1234**.

Once you make your decision, the OP will return to our workflow, and we will send it to the next reviewer or publish it if you were the last step.

If Curriculog does not let you make a decision, please see [Troubleshooting](#).

**Your Decision**

What would you like to do with this proposal?

Approve       Hold  
 Reject       Suspend  
                          Cancel

Please comment on your decision below.

**Make My Decision**

**Current Step Activity**

**Set Custom Route** Working

**Step Summary**  
This step requires 100% approval from all participants to move forward.

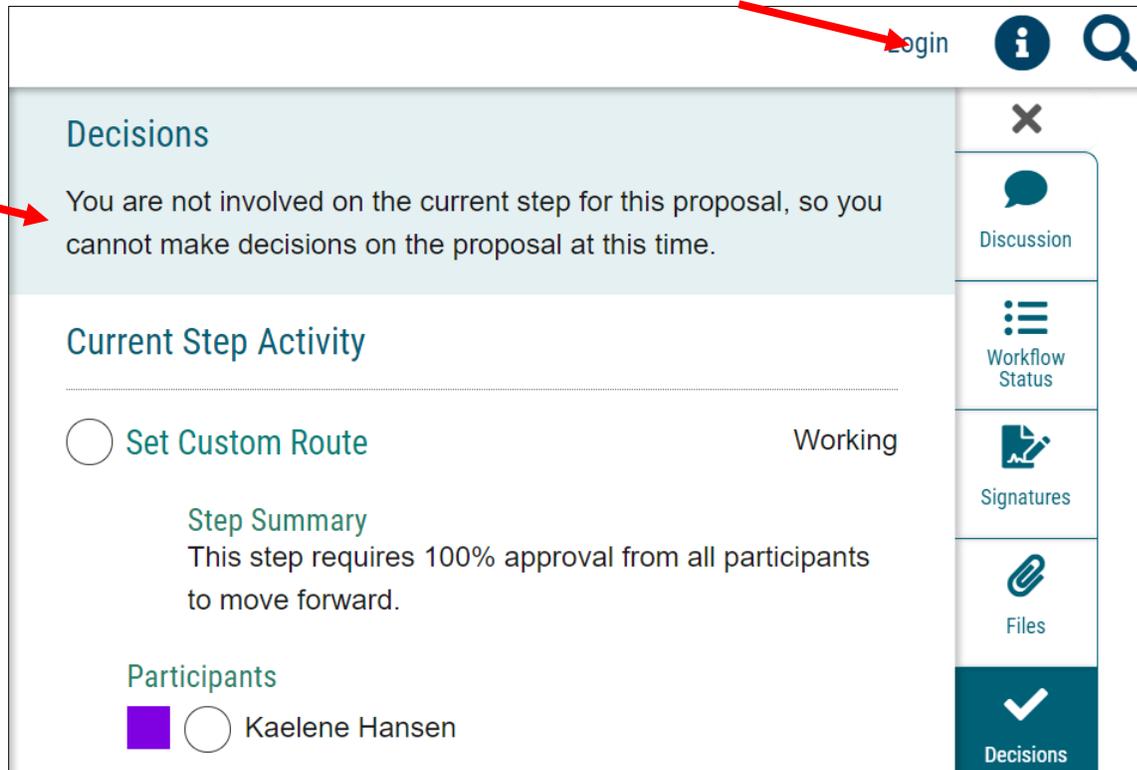
**Participants**

Kaelene Hansen

Discussion  
Workflow Status  
Signatures  
Files  
**Decisions**  
Custom Route  
Crosslistings  
Proposal Lookup

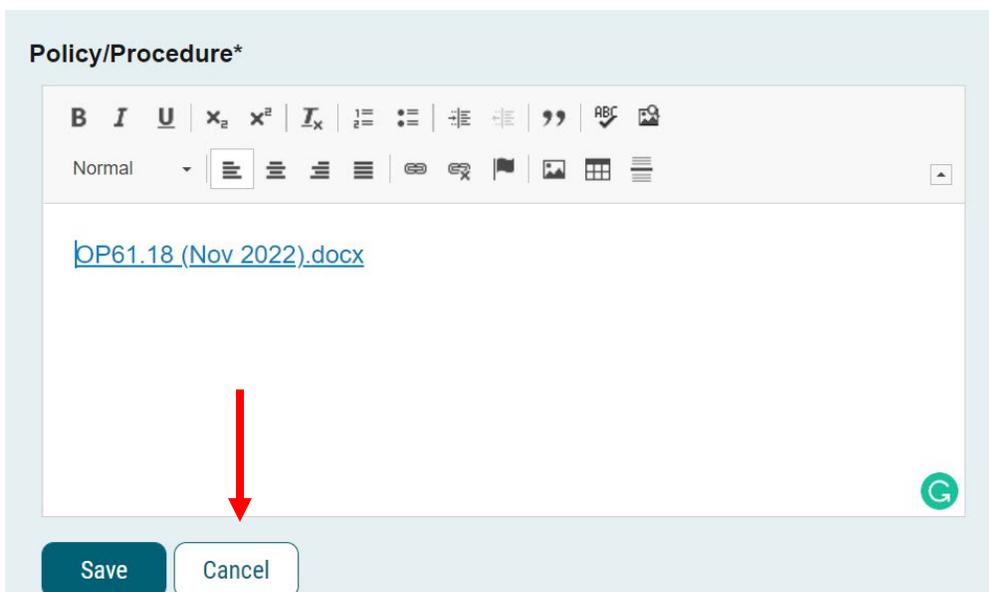
## Troubleshooting

12. If Curriculog does not give you the option to make a decision on the proposal, please make sure your name appears in the top right corner of Curriculog. If you are logged in but still cannot approve the OP or your PIN is not working, email [Kaelene Hansen](mailto:Kaelene.Hansen).



The screenshot shows the Curriculog interface. In the top right corner, there is a 'login' button with a red arrow pointing to it. Below the 'login' button is a 'Decisions' panel. The panel has a title 'Decisions' and a message: 'You are not involved on the current step for this proposal, so you cannot make decisions on the proposal at this time.' A red arrow points to this message. Below the message is a section titled 'Current Step Activity' with a radio button next to 'Set Custom Route' and the status 'Working'. Underneath is a 'Step Summary' stating: 'This step requires 100% approval from all participants to move forward.' Below that is a 'Participants' section with a purple square and a radio button next to 'Kaelene Hansen'. On the right side of the interface, there is a vertical sidebar with icons for 'Discussion', 'Workflow Status', 'Signatures', 'Files', and 'Decisions' (which is highlighted with a checkmark).

13. If clicking the SharePoint link opens a text box instead of the OP, click cancel and carefully click directly on the link again. Clicking anywhere in the box other than directly on the link will cause Curriculog to respond as if you are trying to edit the field instead of opening the link.



The screenshot shows a SharePoint text box titled 'Policy/Procedure\*'. The text box contains a link: 'OP61.18 (Nov 2022).docx'. Below the text box are two buttons: 'Save' and 'Cancel'. A red arrow points to the 'Cancel' button. The text box has a rich text editor toolbar at the top with various icons for bold, italic, underline, link, unlink, list, and other formatting options.

## Sidebar Tools

14. To leave a comment in Curriculog or check for comments from previous reviewers, click the Discussion tab. If the OP is available via SharePoint, you can also leave comments in the Word document. Comments are a great way to provide context for revisions or request that the OP be routed to a specific reviewer.

**User Tracking**

User Tracking Help

Show current with markup

Showing All Edits by All Users

**Comments** + Add Comment

**Curriculog** 9/8/2021 3:44 pm Reply

Matthew Roe has approved this proposal on Custom Route.

**Curriculog** 9/1/2021 4:34 pm Reply

System Administrator Kaelene Hansen has routed this proposal.

**Curriculog** 9/1/2021 4:34 pm Reply

System Administrator Kaelene Hansen has routed this proposal.

**Kaelene Hansen** 9/1/2021 4:16 pm Reply

OP 60.09 for review

**Sidebar Tools:** Discussion, Workflow Status, Signatures, Files, Decisions, Custom Route, Crosslistings, Proposal Lookup

15. The Workflow Status tab allows you to quickly see who already approved the policy. If the OP is being reviewed in Curriculog instead of via SharePoint, you can also see who made revisions and what their edit color is.

**Workflow Status**

**Initial Proof** Approved

Participants: Kaelene Hansen | 8/31/2021 9:51 AM

**Initial Review** Approved

Participants: Lindsay Hallowell | 9/1/2021 1:39 PM

**Set Custom Route** Routed

Participants: Kaelene Hansen | 9/1/2021 4:16 PM; Kaelene Hansen (System Administrator) | 9/1/2021 4:34 PM

**Custom Route** Approved

Participants: Matthew Roe | 9/8/2021 3:44 PM

**Sidebar Tools:** Discussion, Workflow Status, Signatures, Files, Decisions, Custom Route, Crosslistings, Proposal Lookup

16. If you need to update an OP's attachment, you can upload that file using the Files tab or email [Kaelene Hansen](#).

### Upload File

**File**  No file chosen

### Attached Files

There are no attached files.

✕

Discussion

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Workflow Status

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Signatures

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Files

## Sending the OP to Other Reviewers When Using Curriculog

17. If you need to share an OP that isn't available in SharePoint with other reviewers, you can save the proposal and markup as a PDF. Click the printer icon at the top of the proposal.

Proposals
Agendas
Accounts
Reports

OP 60.09 (Sep 2021)

9.1 - Operating Policy and Procedure

👍
👍
➡
👍
👍
👍

Proposal Help ▼

Operating Policy and Procedure ▲

User Tracking

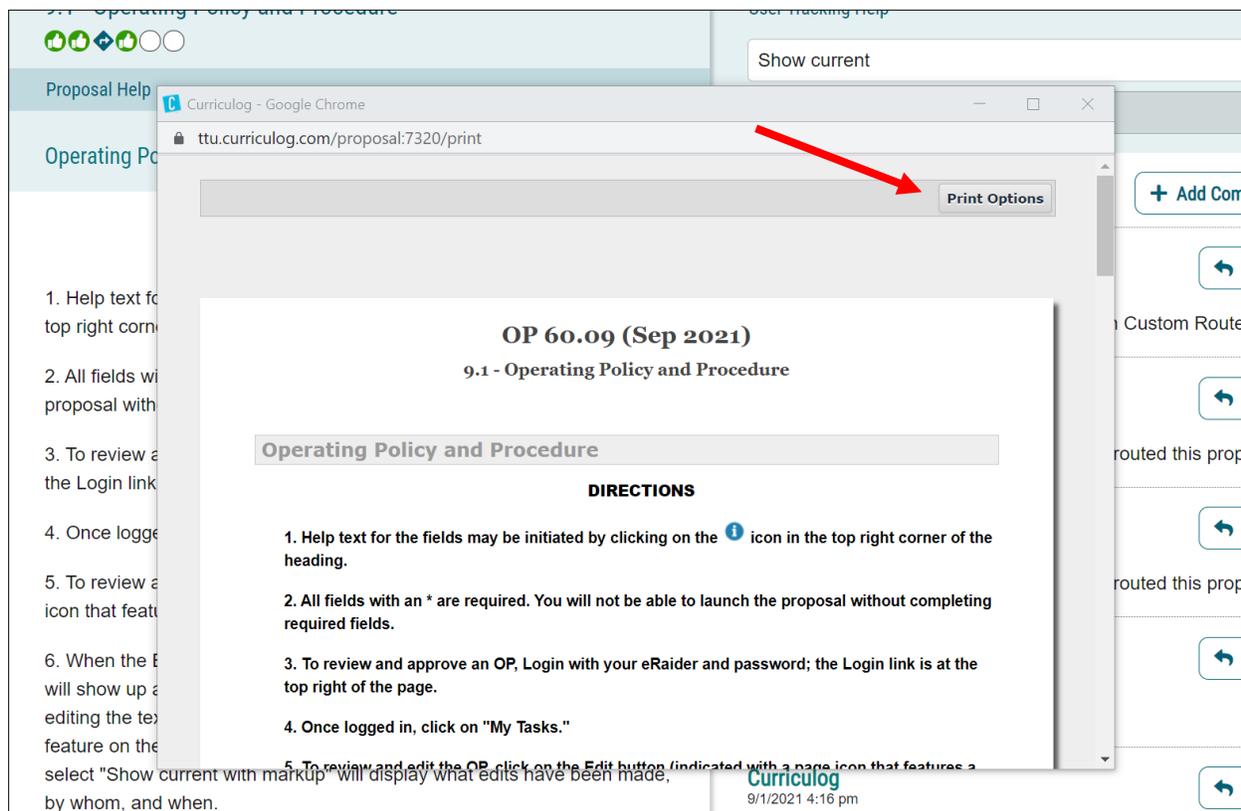
User Tracking Help

Show current

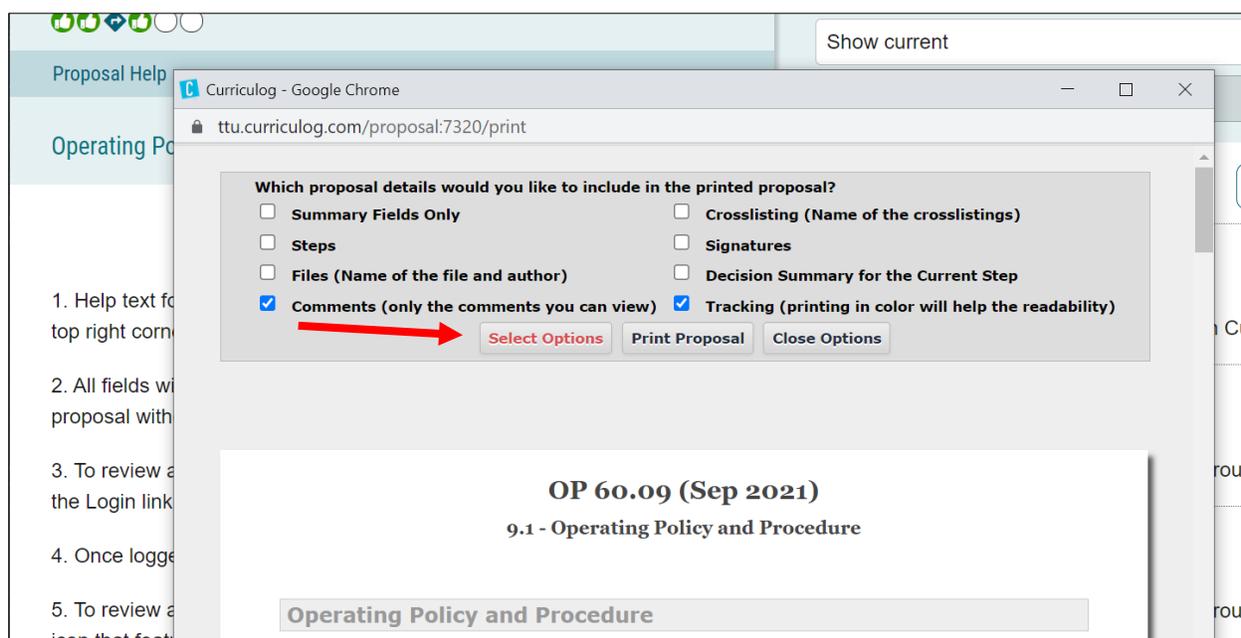
Show Individual User

Comments

18. A new window will open. Click Print Options.



19. Select the checkbox next to Tracking. If there are comments that would be helpful, select Comments too. Click Select Options. It will take a few seconds to apply your selections. If you don't click Select Options, it will not apply them. Once the options have been applied, click Print Proposal.



20. The print dialogue box will open. In the Destination or Printer option, select Save as PDF and click Save. This will allow you to save it in your files so that you can get feedback from other reviewers.

The screenshot shows a web browser window displaying a document titled "OP 60.09 (Sep 2021)" with the subtitle "9.1 - Operating Policy and Procedure". The document content includes a "DIRECTIONS" section with numbered steps and an "Activity Log" table. The print dialog box is open on the right side of the browser window. The dialog box has a title "Print" and indicates "5 pages". The "Destination" dropdown menu is open, showing "Save as PDF" as the selected option. The "Pages" dropdown is set to "All" and the "Layout" dropdown is set to "Portrait". At the bottom of the dialog box, there are "Save" and "Cancel" buttons. A red arrow points from the "Save as PDF" option in the Destination dropdown to the "Save" button. Another red arrow points from the "Save" button to the "Save as PDF" option in the Destination dropdown.

Proposal Help  
Operating Policy and Procedure

1. Help text for the fields may be initiated by clicking on the icon in the top right corner of the heading.

2. All fields with an "\*" are required. You will not be able to launch the proposal without completing required fields.

3. To review and approve an OP, Login with your eReader and password; the Login link is at the top right of the page.

4. Once logged in, click on "My Tasks."

5. To review and edit the OP, click on the Edit button (indicated with a pencil icon that features a green pencil above it).

6. When the Edit Proposal option has been selected, each area of the OP will show up as a data field. You can click inside each field and begin editing the text. You can also track changes by selecting the User Tracking feature on the right side of the portal. "Show current" is the default setting; select "Show current with markup" will display what edits have been made, by whom, and when.

7. Once your edits are completed, or if you have no edits to make, click SAVE.

8. Once the edits are saved, click on the "Decisions" icon, indicated by the round icon with the checkmark inside. You may then "Approve" the revised OP. The system will ask for a PIN; the default is 1234 (a custom PIN may be requested by emailing Kathleen Hanson at the Office of Official Publications; see link below).

9. The newly revised OP will be posted online, and a record of the approval will be archived.

10. If the proposal requires further review, use the "Add Comment" option to list the required reviewer, and the system administrators will route the proposal accordingly.

Contact **Kathleen Hanson** if you have any problems with the approval system.

Originator*	Activity Log
Kathleen Hanson	Operating Policy Review
	Operating Policy Review

OP Number: **OP 60.09 (Sep 2021)**

OP Title: **Hearing Conservation Program**

Date: **09/09/2021 12/01/2021**

Purpose: **The purpose of the Hearing Conservation Program (HCP) is twofold: to identify university employees who are occupationally exposed to hazardous noise; and to perform medical examinations to ensure that occupationally exposed hearing loss is not occurring and that it**

Curriculog