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.

Contents

Accessing Curriculog ...................................................................................................................... 1
Editing the OP ................................................................................................................................. 2
Approving the OP ........................................................................................................................... 4
Troubleshooting .............................................................................................................................. 5
Sidebar Tools .................................................................................................................................. 6
Sending the OP to Other Reviewers ............................................................................................... 7

Accessing Curriculog

1. Access Curriculog at https://ttu.curriculog.com/. Click the Login link at the top right and log in with your eRaider.
2. 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.

Editing the OP

3. Click the proposal anywhere in the box to begin editing it and make a decision. You will see a set of directions followed by each area of the OP (e.g., title, purpose, review frequency, policy/procedure) in a text box that you can edit. There is a sidebar on the right with helpful tools for reviewing the OP. These are discussed in Sidebar Tools.
4. You can click each text box to make any necessary revisions. When you are done making changes in a box, click save. You will need to do this for each box that needs to be revised.

5. 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

6. When you are done reviewing the OP, 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.
Troubleshooting

7. 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 at Kaelene.M.Hansen@ttu.edu.
Sidebar Tools

8. To leave a comment or check for comments from previous reviewers, click the Discussion tab. Comments are a great way to provide context for revisions or request that the OP be routed to a specific reviewer.

9. The Workflow Status tab allows you to quickly see who already approved the policy, who made revisions, and what their edit color is.
10. If you need to update an OP’s attachment, you can upload that file using the Files tab.

Sending the OP to Other Reviewers

11. If you need to share the OP with other reviewers, you can save the proposal and markup as a PDF. Click the printer icon at the top of the proposal.
12. A new window will open. Click Print Options.

13. 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.
14. 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.