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.

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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.

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. To open the proposal, click anywhere in the box.

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

3. 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.

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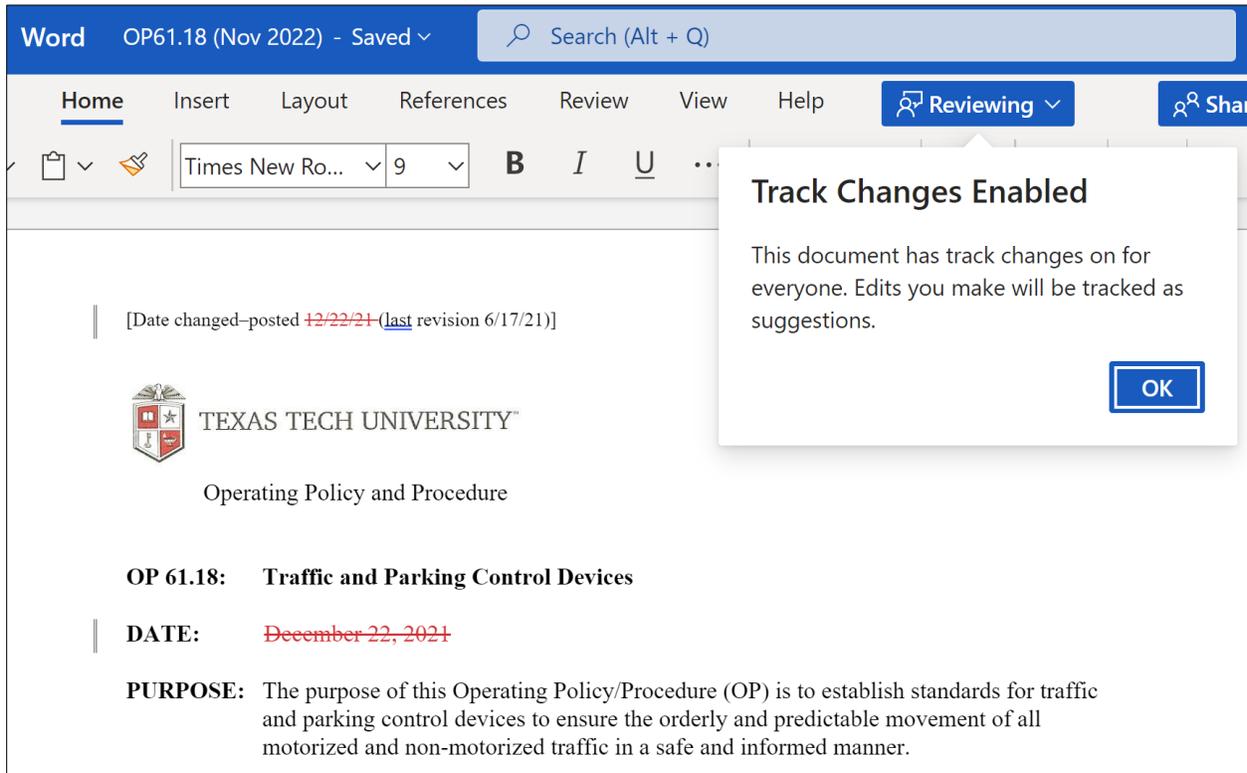
6. You can click revisions to see who made them and when.
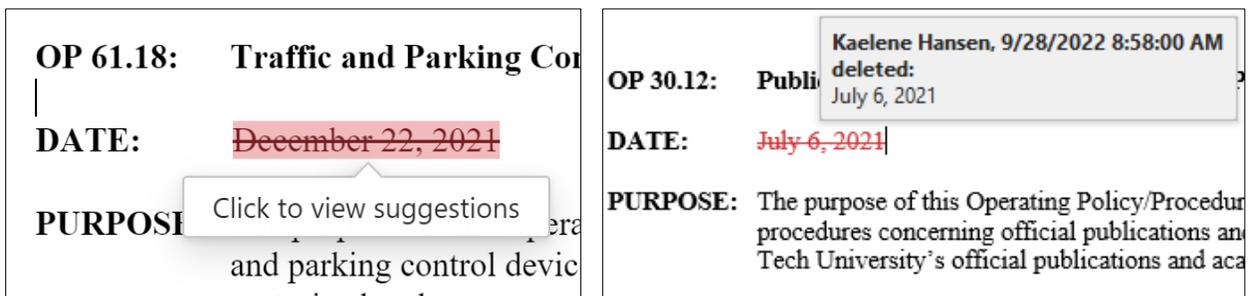
7. You can copy the link in Curriculog and send it to someone else to collaborate in the Word document. It is easier to copy the link from the Summary page so that you can copy the link without opening the text box for editing.

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.

9. 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.
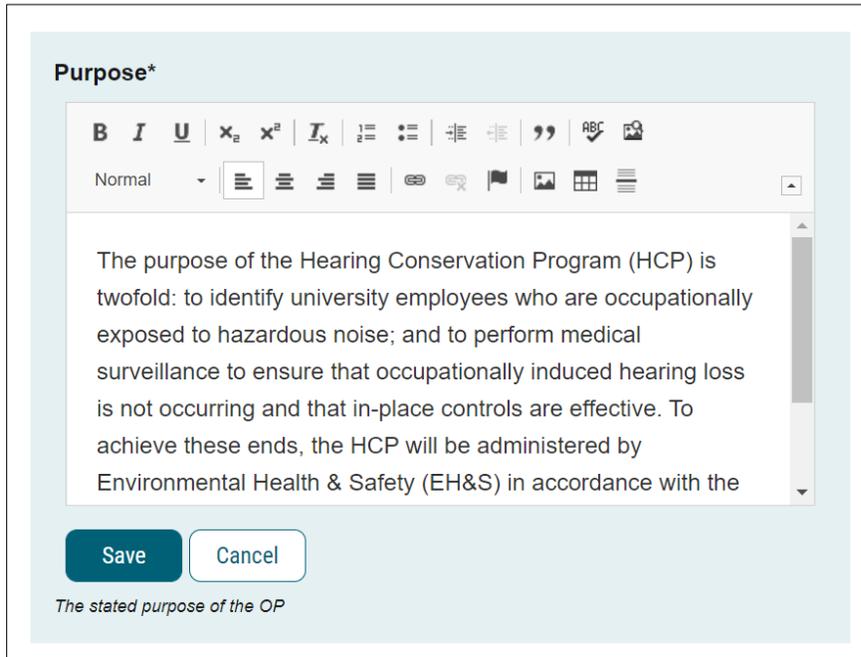
10. To see revisions from previous reviewers, click the Discussion tab. Underneath "User Tracking" there is a box that says Show current. Clicking the box opens a dropdown menu of options to view previous revisions. Select Show current with markup. When this option is selected you can hover your mouse over the revisions to see who made them and when. Each person will have a different color.
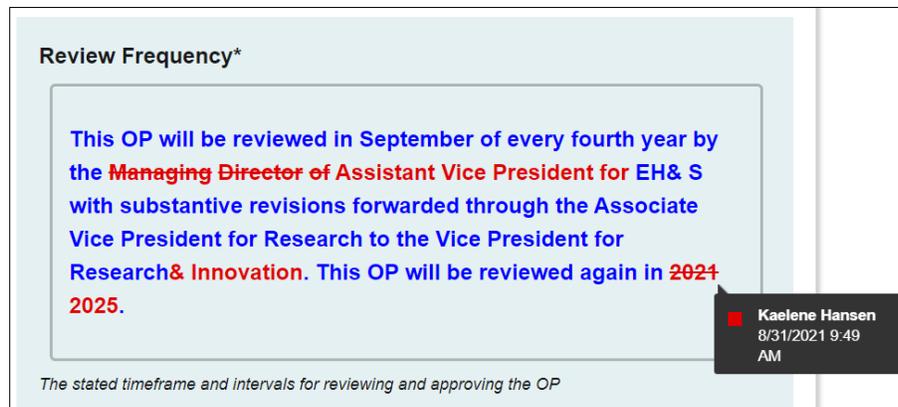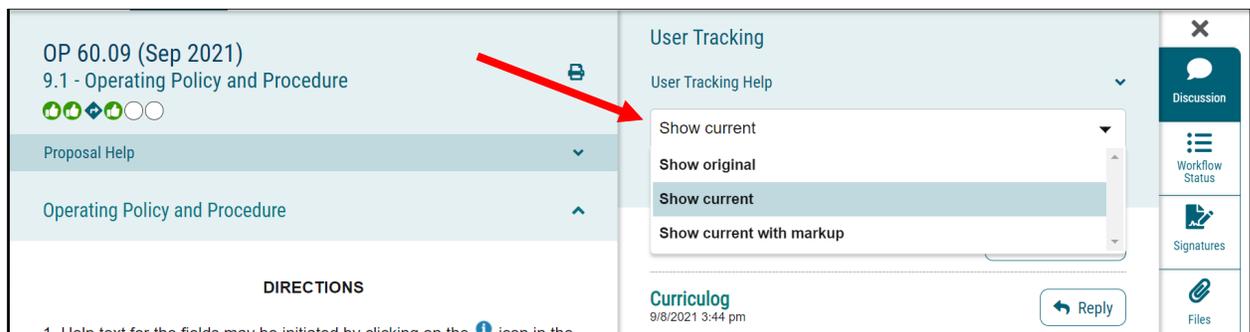
Approving the OP

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.

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.

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.
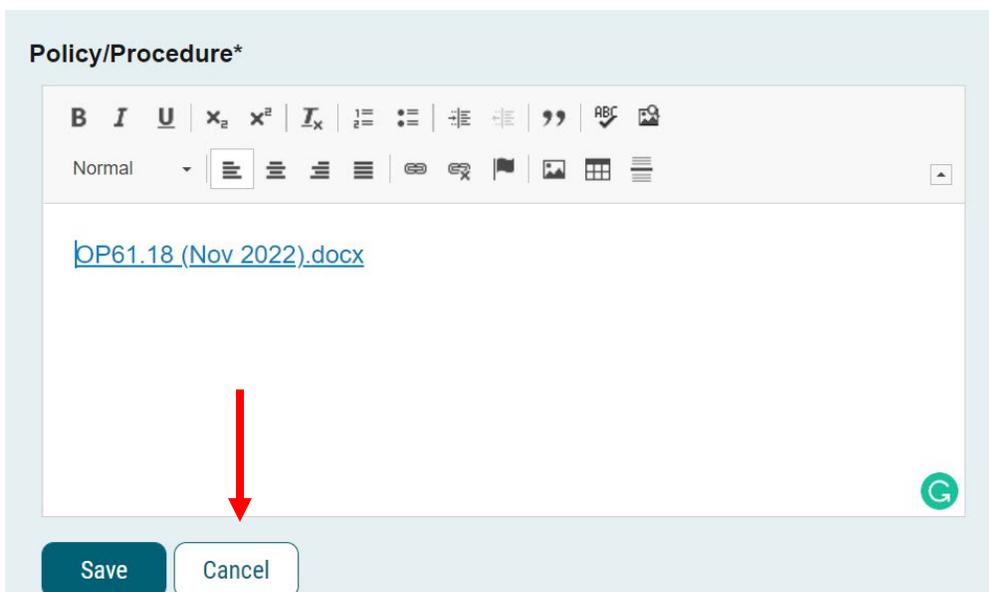
Sidebar Tools

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   ↩ Reply
9/8/2021 3:44 pm

Matthew Roe has approved this proposal on Custom Route.

Curriculog   ↩ Reply
9/1/2021 4:34 pm

System Administrator Kaelene Hansen has routed this proposal.

Curriculog   ↩ Reply
9/1/2021 4:34 pm

System Administrator Kaelene Hansen has routed this proposal.

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

OP 60.09 for review

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
Step Details

👍 **Initial Review**   Approved

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

◆ **Set Custom Route**   Routed

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

👍 **Custom Route**   Approved

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

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

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.

18. A new window will open. Click Print Options.
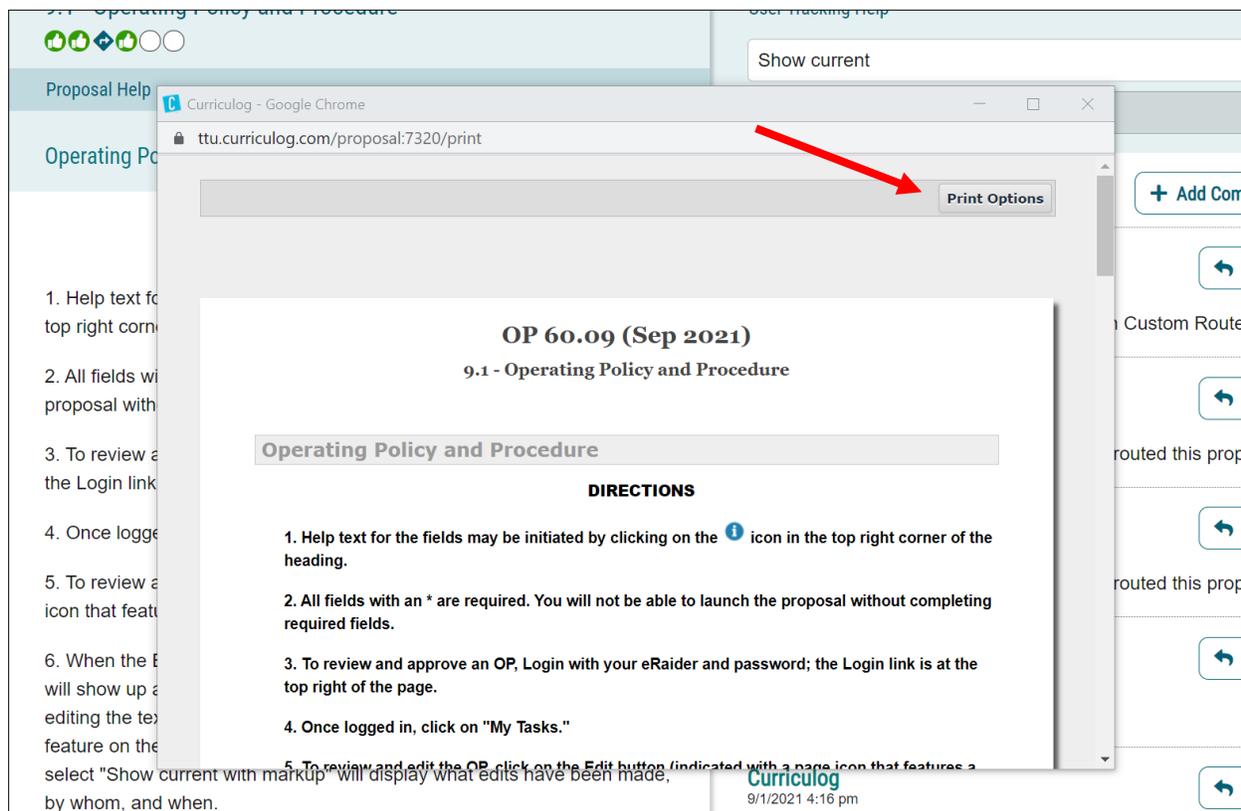
19. Select the checkbox next to Tracking. If there are comments that would be helpful, select Comments too. Click Select Options. It will take a few seconds to apply your selections. If you don't click Select Options, it will not apply them. Once the options have been applied, click Print Proposal.
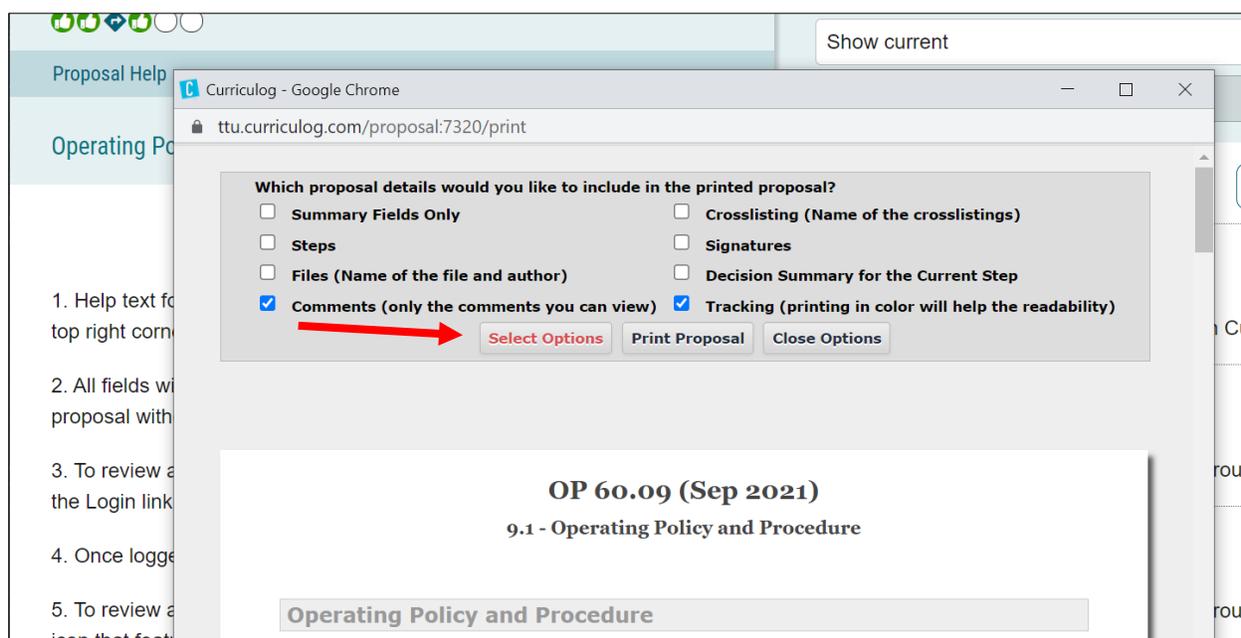
20. The print dialogue box will open. In the Destination or Printer option, select Save as PDF and click Save. This will allow you to save it in your files so that you can get feedback from other reviewers.