

ADMINISTRATIVE: COMMON FINAL EXAM TIME



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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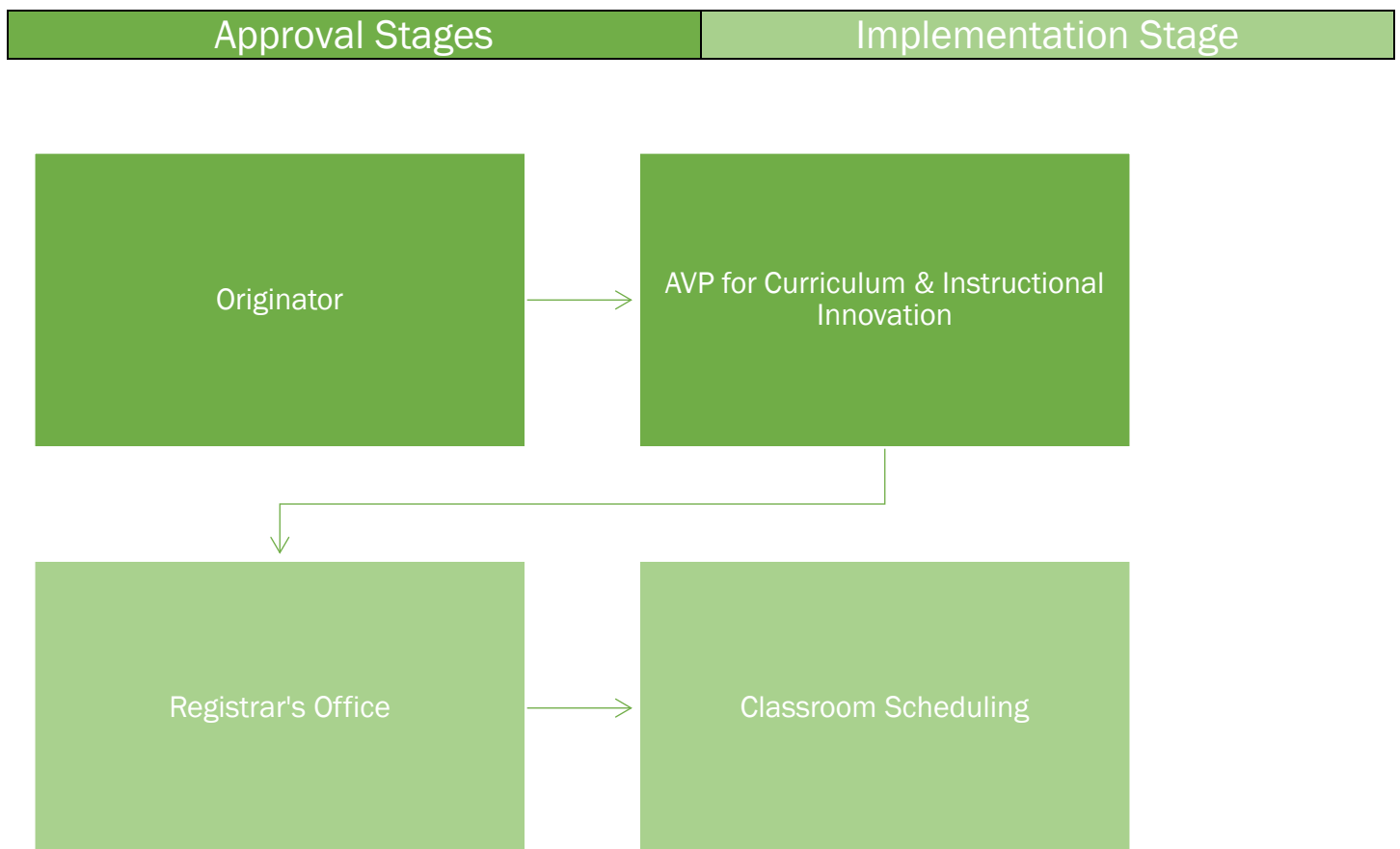
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PROCESS

This proposal is used by the colleges in conjunction with the Center for Instructional Innovation in the event a department would like to request a common exam meeting time. Once the proposal is complete, it is routed to the AVP for Curriculum and Instructional Innovation for review and approval.

ORDER OF APPROVERS

Approval Process Key:



INSTRUCTIONS

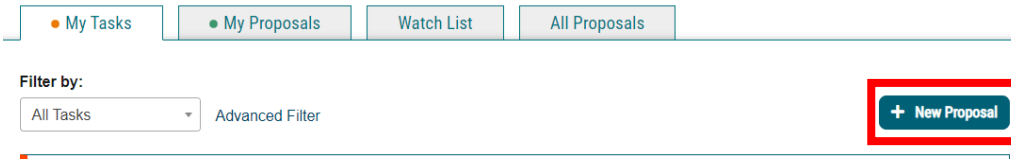
COMPLETING THE PROPOSAL

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

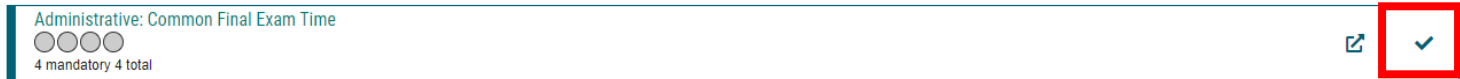
<https://augusta.curriculog.com>

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



3. Hover over the proposal titled “Administrative: Common Final Exam Time” and click the blue check mark in order to begin.



4. Navigate to the Common Final Exam Time Information section of the proposal.

5. Choose the Academic College AND Department by clicking in the field. This will generate a drop down list of all Academic Colleges and Departments. You may only select two options.

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. Navigate to the Rationale field and enter the reason for the common exam time.

Please provide the rationale for the common exam time? *

A screenshot of a rich text editor. The top toolbar includes icons for bold, italic, underline, strikethrough, subscript, superscript, text color, background color, bulleted list, numbered list, link, unlink, quote, and insert. Below the toolbar is a large empty text area for entering the rationale.

7. Navigate to the Course Prefix and Course Number and enter the values.

Course Prefix:*

Select an option

Course Number*

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8. Navigate to the Course Title, Requested Exam Date and Requested Exam Time section and enter the requested exam information.

Course Title*

Requested Exam Date:

Requested Exam Time:

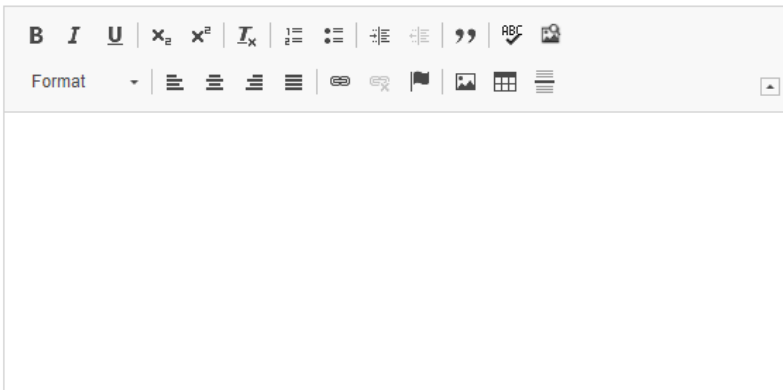
9. Select the appropriate option regarding the approval obtained from your college to have a common final exam time.

Please confirm:*

- Yes, I have received approval from my college to have a common final exam time.
- No, I have not received approval from my college to have a common final exam time.

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

Additional Comments:*



A rich text editor interface for entering additional comments. The toolbar includes icons for bold (B), italic (I), underline (U), subscript (x₂), superscript (x²), strikethrough (I~~x~~), bulleted list, numbered list, indent left, indent right, quote, link, unlink, image, table, and a dropdown menu. The text area below the toolbar is currently empty.

LAUNCHING THE PROPOSAL

11. 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.

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Import

Save All Changes

Validate and Launch Proposal

12. The proposal is now in your “My Tasks” tab.

13. In order for the proposal to move forward to the next approver step, you must approve it.

My Tasks

My Proposals

Watch List

All Proposals

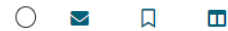
14. To approve the proposal, click on the proposal on your task list.

ACCT - 1111 - Fall 2022

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22-23 Course: New Course 1.4.2

Last Activity: Dec 21, 2020 10:07 AM by Lacey White



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

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

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Your Decision

What would you like to do with this proposal?

- Approve
- Reject
- Hold
- Suspend
- Cancel
- Custom Route

Please comment on your decision below.

Make My Decision

CONTACT

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