

Kuali Student Course Training

Presented by: Office of the Registrar

Kuali CO Student Vision

The vision of Kuali Student is to be a complete, modern student system that will include the following components. It is not yet determined if CSU-Pueblo will incorporate all modules into its Enrollment Management division.

Curriculum Management

Enrollment

Degree Auditing

Admissions

Financial Aid

Student Accounts

Academic Planning

Basics Training Agenda

- [Program Functions](#)
- [New Course Proposal](#)
- [Review or Submit Proposal Change](#)
- [Workflow Approval/Proposal Review](#)
- [Proposal Groups](#)
- [Reports](#)
- [Approval Process](#)

Curriculum Management (CM)

- Courses
- Programs
- Catalog

Program Functions

Kuali Student Access

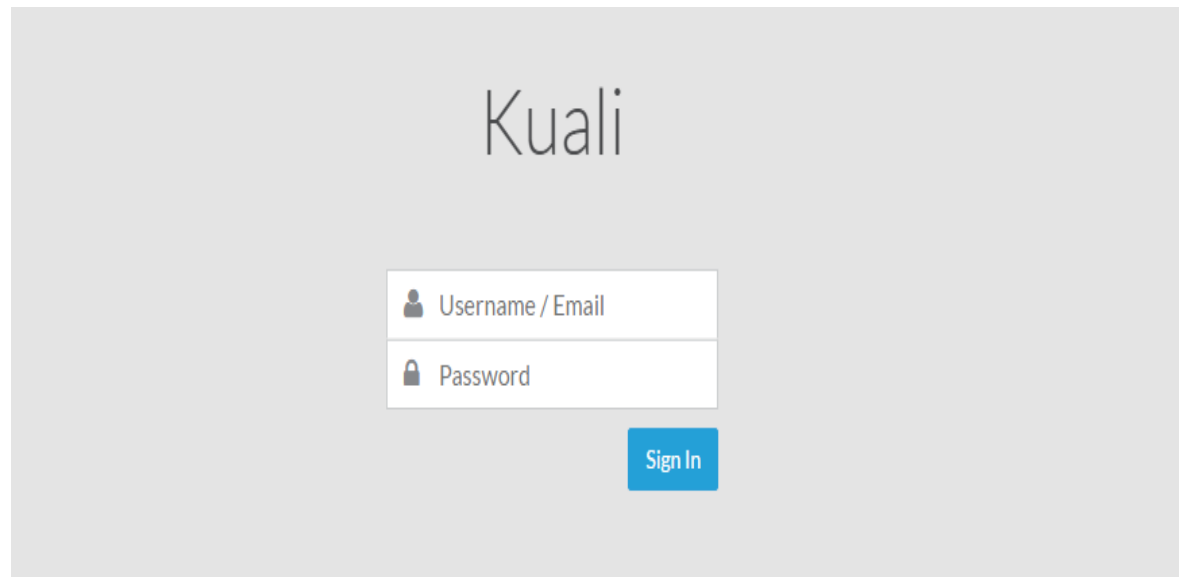
- All users must complete the basic training session to gain access to Kuali Student Production.
- Training session attendance roster will be used to grant initial system access.
- Once access is granted, use the Curriculum Management system to update and make changes to your existing account.
- In the future, contact the Brianna Bueno, Assistant Registrar, to add new users or delete access.

Basic Navigation


- Contact Brianna Bueno regarding navigation questions or to register for future training sessions. (x2900; brianna.bueno@csupueblo.edu)
- To access the Kualo Student training environment, type the following link into your browser.


<https://csupueblo-sbx.kualo.co/apps/>

Enter the user name and password assigned by the
Office of the Registrar.

A login interface for Kuali. The word 'Kuali' is centered at the top in a large, light gray font. Below it, there are two input fields: the first is labeled 'Username / Email' with a person icon, and the second is labeled 'Password' with a lock icon. A blue 'Sign In' button is positioned to the right of the password field.

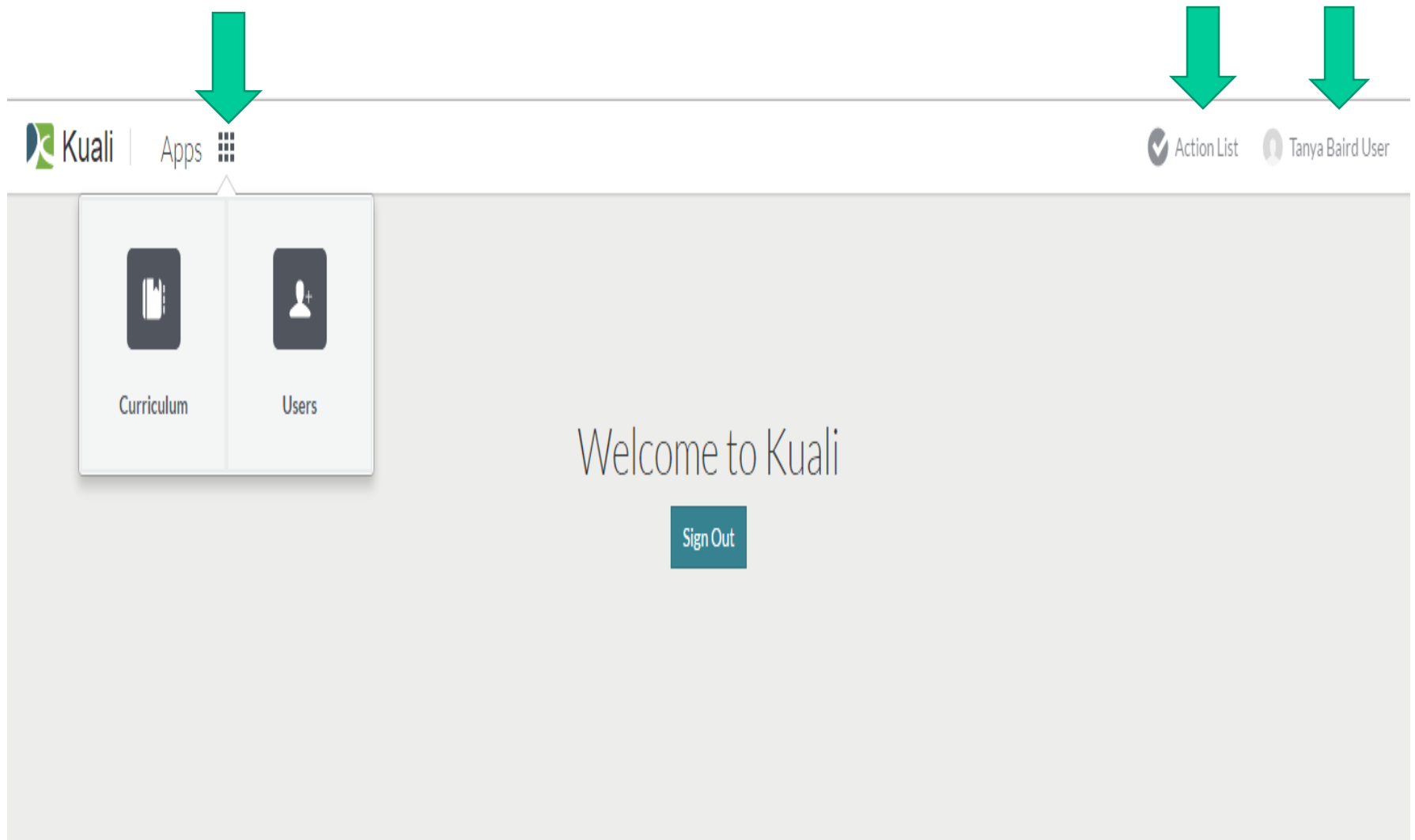
Kuali

 Username / Email

 Password

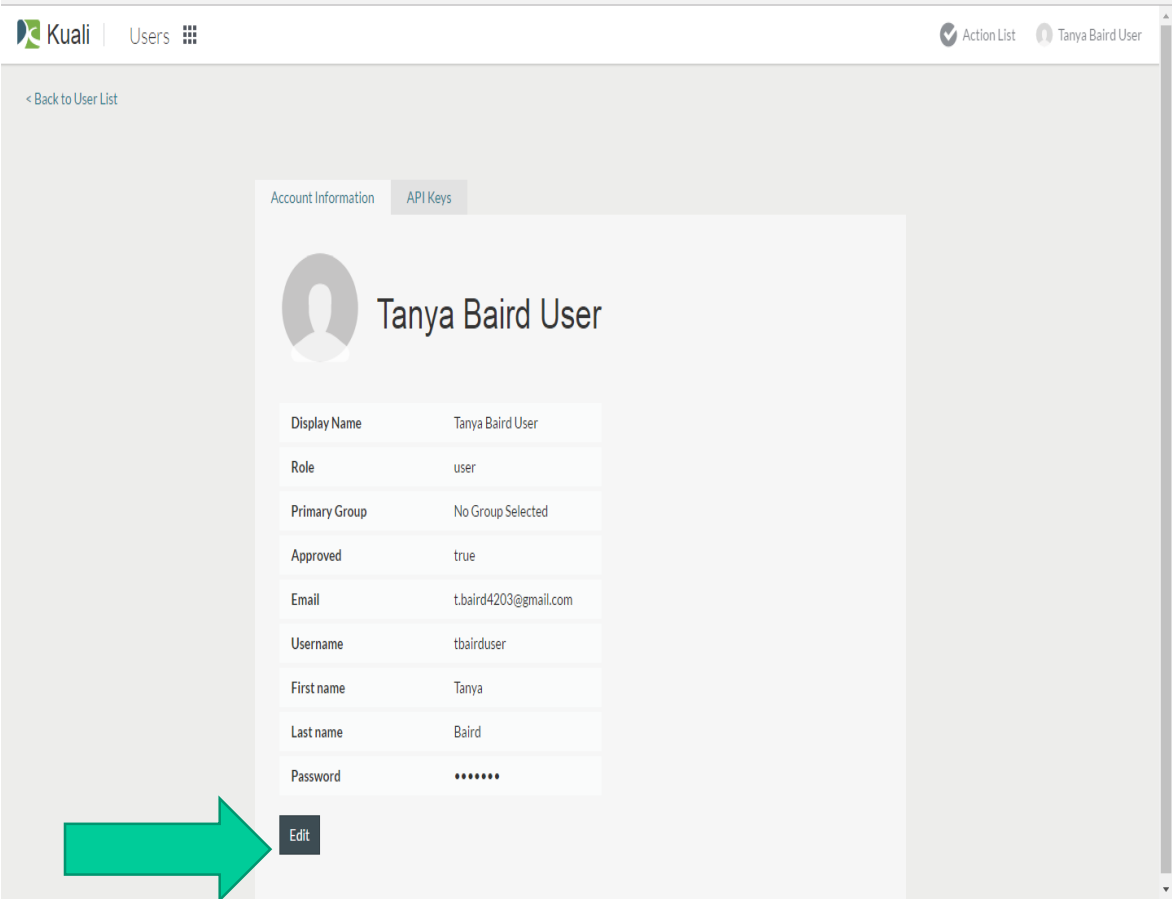
[Sign In](#)

From the login page, user can access the Curriculum and User applications, as well as their Action List and User account.



Change User Access Setting

- Use the “Edit” button to make changes to the User profile.
- Once in the system, users are encouraged to change their password from the generic login.
(Passwords are required to be a minimum of 8 characters.)
- Users must use their CSU-Pueblo email address.



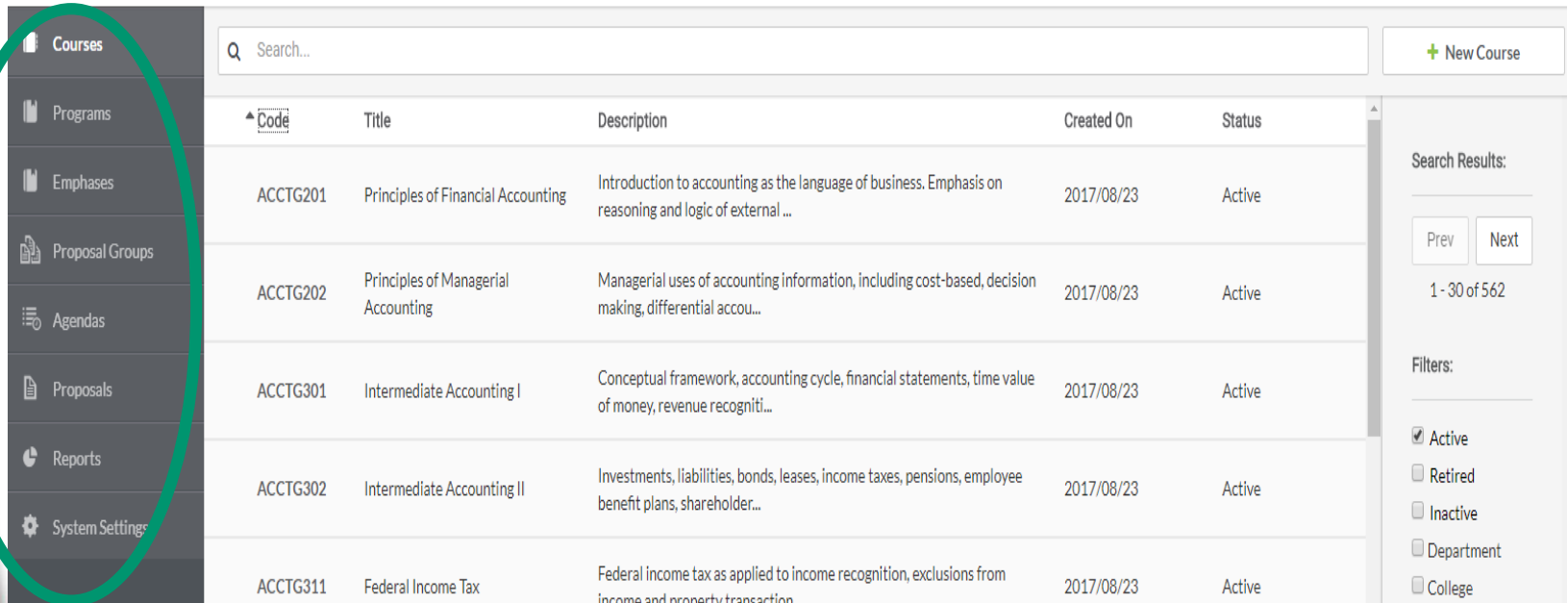
The screenshot shows the Kualu Users management interface. The top navigation bar includes the Kualu logo, a 'Users' link, and an 'Action List' button. The main content area has a '< Back to User List' link. The user profile for 'Tanya Baird User' is displayed, with tabs for 'Account Information' and 'API Keys'. The profile includes a user icon and a table of user details.

Display Name	Tanya Baird User
Role	user
Primary Group	No Group Selected
Approved	true
Email	t.baird4203@gmail.com
Username	tbairduser
First name	Tanya
Last name	Baird
Password	*****

A green arrow points to the 'Edit' button located at the bottom right of the user profile card.

Curriculum Management

The Curriculum application allows users access to active/retired/inactive courses, program information, groups, proposals, agendas and reports. (Active = Current; Retired = Deleted; Inactive = Reserve)



Left Sidebar Menu (Highlighted):

- Courses
- Programs
- Emphases
- Proposal Groups
- Agendas
- Proposals
- Reports
- System Settings

Main Content Area:

Search: [+ New Course](#)

Code	Title	Description	Created On	Status
ACCTG201	Principles of Financial Accounting	Introduction to accounting as the language of business. Emphasis on reasoning and logic of external ...	2017/08/23	Active
ACCTG202	Principles of Managerial Accounting	Managerial uses of accounting information, including cost-based, decision making, differential accou...	2017/08/23	Active
ACCTG301	Intermediate Accounting I	Conceptual framework, accounting cycle, financial statements, time value of money, revenue recogniti...	2017/08/23	Active
ACCTG302	Intermediate Accounting II	Investments, liabilities, bonds, leases, income taxes, pensions, employee benefit plans, shareholder...	2017/08/23	Active
ACCTG311	Federal Income Tax	Federal income tax as applied to income recognition, exclusions from income and nonnervy transaction	2017/08/23	Active

Search Results:

[Prev](#) [Next](#)

1 - 30 of 562

Filters:

- ☒ Active
- ☐ Retired
- ☐ Inactive
- ☐ Department
- ☐ College

Active Courses Home Page

KualiStudent | CurriculumManagement

Help Action List Tanya Baird User

Code	Title	Description	Created On	Status
MATH122	--	--	2017/04/27	Active
ACCTG202	Principles of Managerial Accounting	Managerial uses of accounting information, including cost-based, decision making, differential acco...	2017/04/19	Active
ACCTG201	Principles of Accounting	Introduction to accounting as the language of business. Emphasis on reasoning and logic of external...	2017/04/16	Active
MATH160	Trigonometry	Student's will learn about trigonometry.	2017/03/29	Active
ACCTG101	Accounting I	Basic accounting course for beginners. The course will teach you basic accounting skills.	2017/03/29	Active
ENG500	Graduate English 1	Graduate level English 1	2017/03/29	Active
HON888	Testing Honors workflow	Testing Honors workflow	2017/03/29	Active
ENG977	New course in English	New course in English. Add a new sentence.	2017/03/29	Active
ENG104	English Composition 2	Students who took the first college English composition course.	2017/03/03	Active
ELI103	English Grammar Sample	Students will learn how to write grammatically correct sentences. Continue testing system	2017/02/22	Active

Search Results: 1 - 10 of 10

Filters:

- ☒ Active
- ☐ Retired
- ☐ Inactive
- ☐ Department
- ☐ College

Actions:

- Download CSV
- Print



“Active” status courses



Filtering Options

1. Search type-in field

2. Filter by list columns (“Code” = prefix and course number)

3. Filters

4. Active = Active

Inactive = Reserve

Retired = Deleted

The screenshot displays the KualiStudent Curriculum Management interface. On the left is a sidebar with navigation links: Courses, Programs, Emphases, Proposal Groups, Proposals, and Reports. The main area shows a table of courses. A search bar at the top is highlighted with a green box. The table has columns for Code, Title, Description, Created On, and Status. A blue box highlights the table header. On the right, there are search results controls (Prev, Next, 1-10 of 10) and a filters panel highlighted with a purple box. The filters panel includes checkboxes for Active, Retired, Inactive, Department, and College. Below the filters are action buttons for Download CSV and Print.

Code	Title	Description	Created On	Status
MATH122	--	--	2017/04/27	Active
ACCTG202	Principles of Managerial Accounting	Managerial uses of accounting information, including cost-based, decision making, differential acco...	2017/04/19	Active
ACCTG201	Principles of Accounting	Introduction to accounting as the language of business. Emphasis on reasoning and logic of external...	2017/04/16	Active
MATH160	Trigonometry	Student's will learn about trigonometry.	2017/03/29	Active
ACCTG101	Accounting I	Basic accounting course for beginners. The course will teach you basic accounting skills.	2017/03/29	Active
ENG500	Graduate English 1	Graduate level English 1	2017/03/29	Active
HON888	Testing Honors workflow	Testing Honors workflow	2017/03/29	Active
ENG977	New course in English	New course in English. Add a new sentence.	2017/03/29	Active
ENG104	English Composition 2	Students who took the first college English composition course.	2017/03/03	Active
ELI103	English Grammar Sample	Students will learn how to write grammatically correct sentences. Continue testing system	2017/02/22	Active

New Course Proposal

Starting a new proposal

KualiStudent | CurriculumManagement

Help Action List Tanya Baird User

Courses Programs Emphases Proposal Groups Proposals Reports

Search...

+ New Course

Code	Title	Description	Created On	Status
MATH122	--	--	2017/04/27	Active
ACCTG202	Principles of Managerial Accounting	Managerial uses of accounting information, including cost-based, decision making, differential acco...	2017/04/19	Active
ACCTG201	Principles of Accounting	Introduction to accounting as the language of business. Emphasis on reasoning and logic of external...	2017/04/16	Active
MATH160	Trigonometry	Student's will learn about trigonometry.	2017/03/29	Active
ACCTG101	Accounting I	Basic accounting course for beginners. The course will teach you basic accounting skills.	2017/03/29	Active
ENG500	Graduate English 1	Graduate level English 1	2017/03/29	Active
HON888	Testing Honors workflow	Testing Honors workflow	2017/03/29	Active
ENG977	New course in English	New course in English. Add a new sentence.	2017/03/29	Active
ENG104	English Composition 2	Students who took the first college English composition course.	2017/03/03	Active
ELI103	English Grammar Sample	Students will learn how to write grammatically correct sentences. Continue testing system	2017/02/22	Active

Search Results:

Prev Next

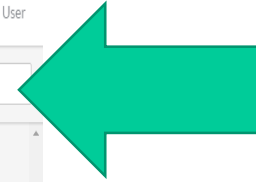
1 - 10 of 10

Filters:

☒ Active
☐ Retired
☐ Inactive
☐ Department
☐ College

Actions:

Download CSV
 Print



To propose a new course, begin by clicking on the “+ New Course” tab.

New Course Basics

- Many of the fields have drop-down lists to choose from. Users must highlight their choice and press “enter” on the keyboard for selection to stick. Users can also start typing until their selection is filtered out of the list.
- Currently the Curriculum and Programs Board has limited course additions and changes to two years into the future.
- Items with a red asterisk (*) are required fields.
- Some questions are progressive disclosure.
- Help (?) options provide additional information regarding the field or question.

Menu Options

- **Edit Mode** – at any point in the process a user can leave edit mode and changes are saved.
- **Changes** – tracks the changes made to the form.
- **Table of Contents** – allows user to jump from one section of the form to the other.
- **Change Feed** – tracks changes made to all courses.

The screenshot displays the KualiStudent Curriculum Management interface. The top navigation bar includes the KualiStudent logo, 'Curriculum Management', and user information (Help, Action List, Tanya Baird User). The left sidebar lists navigation options: Courses, Programs, Emphases, Proposal Groups, Proposals, and Reports. The main content area is titled 'Prefix/Number | Title' and contains sections for 'Proposal Information', 'Proposal Rationale', 'Effective Catalog Year', and 'Course Description'. The 'Course Description' section includes input fields for 'Prefix', 'Number', 'Department', 'College', and 'Complete Course Title'. On the right side, a vertical menu is visible with the following options: 'Edit Mode', 'LEAVE EDIT MODE', 'Changes', 'Table of Contents', 'Course Description', 'Cross-listed courses', 'Course Information', 'Requisites', 'Outcomes', 'Dependencies', 'Credits and Grading Scheme', 'Sufficiency of Instructional Support', 'Strategic Plan and Program Factors', 'Additional Questions', and 'Attachments'. The 'Edit Mode', 'Changes', and 'Table of Contents' buttons are circled in green. A green circle with a plus sign is located at the bottom right corner of the interface.

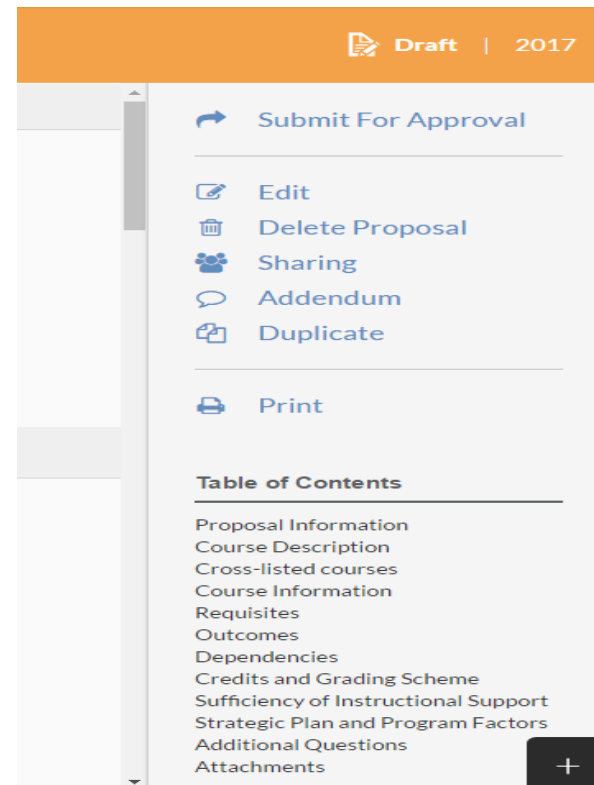
New Course Proposal

(Orange Ribbon)

To start:

- Complete all required fields and those important to the success of the course.
- Choose “Leave Edit Mode” when finished.

Submittal options:

A screenshot of the 'New Course Proposal' web application interface. At the top is an orange header bar with a document icon, the text 'Draft', and the year '2017'. Below the header is a sidebar with a vertical scroll bar. The main content area contains a list of actions: 'Submit For Approval' (with a blue arrow icon), 'Edit' (with a pencil icon), 'Delete Proposal' (with a trash can icon), 'Sharing' (with a share icon), 'Addendum' (with a speech bubble icon), 'Duplicate' (with a copy icon), and 'Print' (with a printer icon). Below these actions is a section titled 'Table of Contents' which lists various proposal components: 'Proposal Information', 'Course Description', 'Cross-listed courses', 'Course Information', 'Requisites', 'Outcomes', 'Dependencies', 'Credits and Grading Scheme', 'Sufficiency of Instructional Support', 'Strategic Plan and Program Factors', 'Additional Questions', and 'Attachments'. A plus sign icon is visible at the bottom right of the 'Table of Contents' section.

Submittal Options

- Submit for Approval – **once submitted, only workflow approvers can edit a proposal.**
- Edit – correct changes prior to submittal
- Delete Proposal – delete from system completely
- Sharing – share with other system users
- Addendum – attach additional materials not required by CAPB
- Duplicate – copy
- Print



Submit

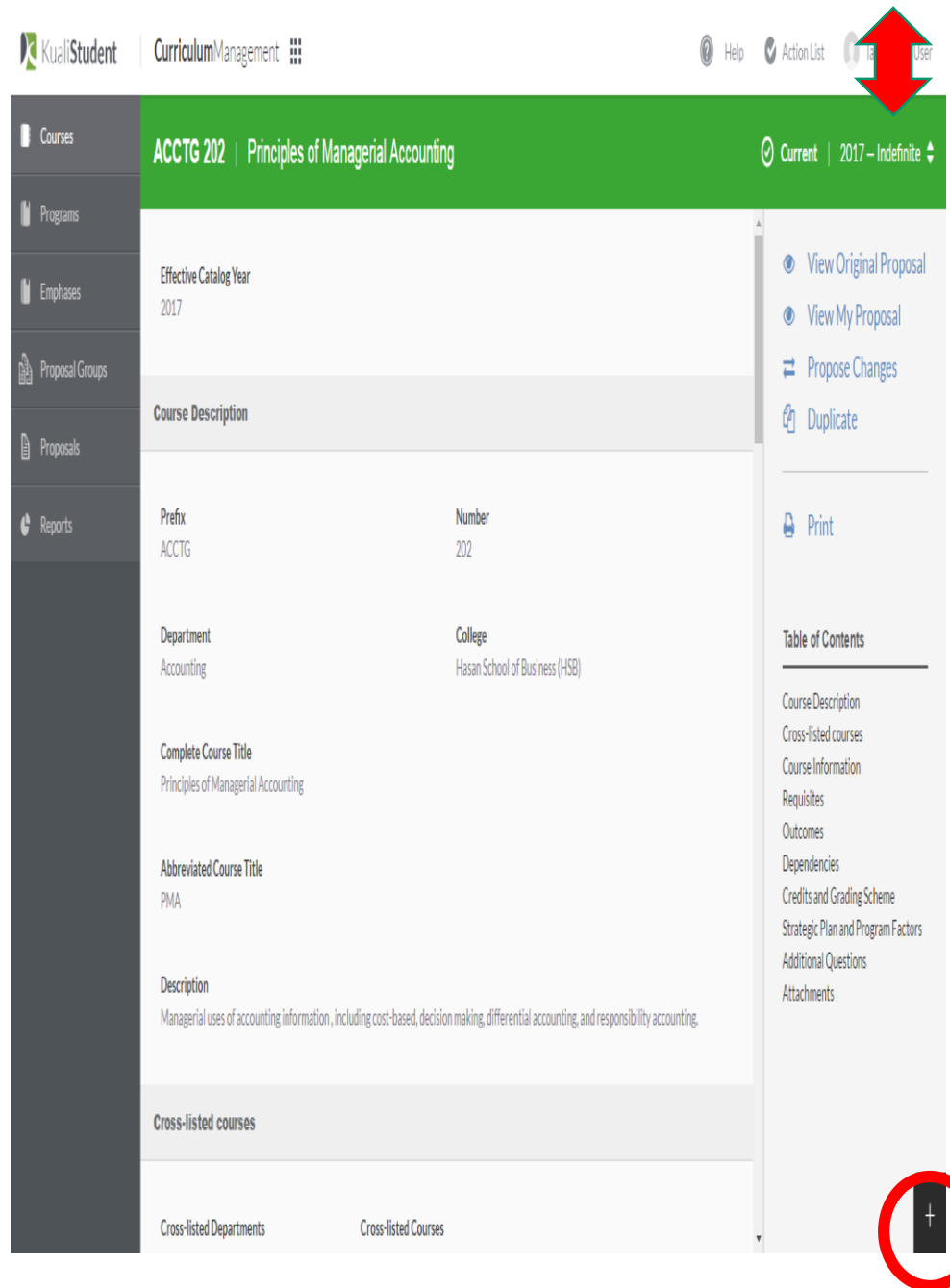
- A notification will appear at top of screen (In Workflow, Successful, Error).
- Orange ribbon turns to blue.
- Option to Withdraw, Duplicate, and Print.
- Workflow status is displayed at top right.

The screenshot displays the InWorkflow interface for a proposal. At the top, a blue header bar contains the text "CTL 105 | Title" on the left and a green circle highlighting the "InWorkflow" status and the number "017" on the right. Below the header, the main content area is divided into sections. On the left, under "Proposal Information", is a "Proposal Rationale" section. On the right, under "Workflow Status", is a list of reviewers: "Department > Center for Teaching and Learning > Department Chair", "kualladmin - Review", "Amy Robertshaw - Review", "Brianna Bueno - Review", and "Tanya Baird - Review". Below this list is a "Department (Center for Teaching and Learning)" dropdown menu, currently showing "Department Chair", with "Prev" and "Next" buttons. To the right of the dropdown is a "Table of Contents" section with a list of items: "Proposal Information", "Course Description", "Cross-listed courses", "Course Information", "Requisites", "Outcomes", "Dependencies", "Credits and Grading Scheme", "Sufficiency of Instructional Support", "Strategic Plan and Program Factors", "Additional Questions", and "Attachments". At the bottom left, it says "Effective Catalog Year 2017". At the bottom right, there is a green circle containing a black square with a white plus sign.

Review or Submit Proposal Change

Review a course

- From the Courses home page, choose a course. Ribbon is now green.
- Active information is displayed.
- Life cycle of course is displayed at top right. 
- History can be viewed by clicking on the Feed Change  at lower right corner of screen.



The screenshot displays the KualiStudent Curriculum Management interface. The top navigation bar includes the KualiStudent logo, Curriculum Management title, and user information. The main content area is titled "ACCTG 202 | Principles of Managerial Accounting" and features a green header. The left sidebar contains navigation links for Courses, Programs, Emphases, Proposal Groups, Proposals, and Reports. The main content area shows the course details, including the Effective Catalog Year (2017), Course Description, Prefix (ACCTG), Number (202), Department (Accounting), College (Hasan School of Business (HSB)), Complete Course Title (Principles of Managerial Accounting), Abbreviated Course Title (PMA), and Description (Managerial uses of accounting information, including cost-based, decision making, differential accounting, and responsibility accounting). The right sidebar contains a Table of Contents with links to Course Description, Cross-listed courses, Course Information, Requisites, Outcomes, Dependencies, Credits and Grading Scheme, Strategic Plan and Program Factors, Additional Questions, and Attachments. A red double-headed arrow points to the user information in the top right corner, and a red circle highlights the "Feed Change" button in the bottom right corner.

KualiStudent Curriculum Management

Help Action List User

Courses ACCTG 202 | Principles of Managerial Accounting Current | 2017 - Indefinite

Programs

Emphases

Proposal Groups

Proposals

Reports

Effective Catalog Year
2017

Course Description

Prefix
ACCTG

Number
202

Department
Accounting

College
Hasan School of Business (HSB)

Complete Course Title
Principles of Managerial Accounting

Abbreviated Course Title
PMA

Description
Managerial uses of accounting information, including cost-based, decision making, differential accounting, and responsibility accounting.

Cross-listed courses

Cross-listed Departments Cross-listed Courses

View Original Proposal

View My Proposal

Propose Changes

Duplicate

Print

Table of Contents

Course Description

Cross-listed courses

Course Information

Requisites

Outcomes

Dependencies

Credits and Grading Scheme

Strategic Plan and Program Factors

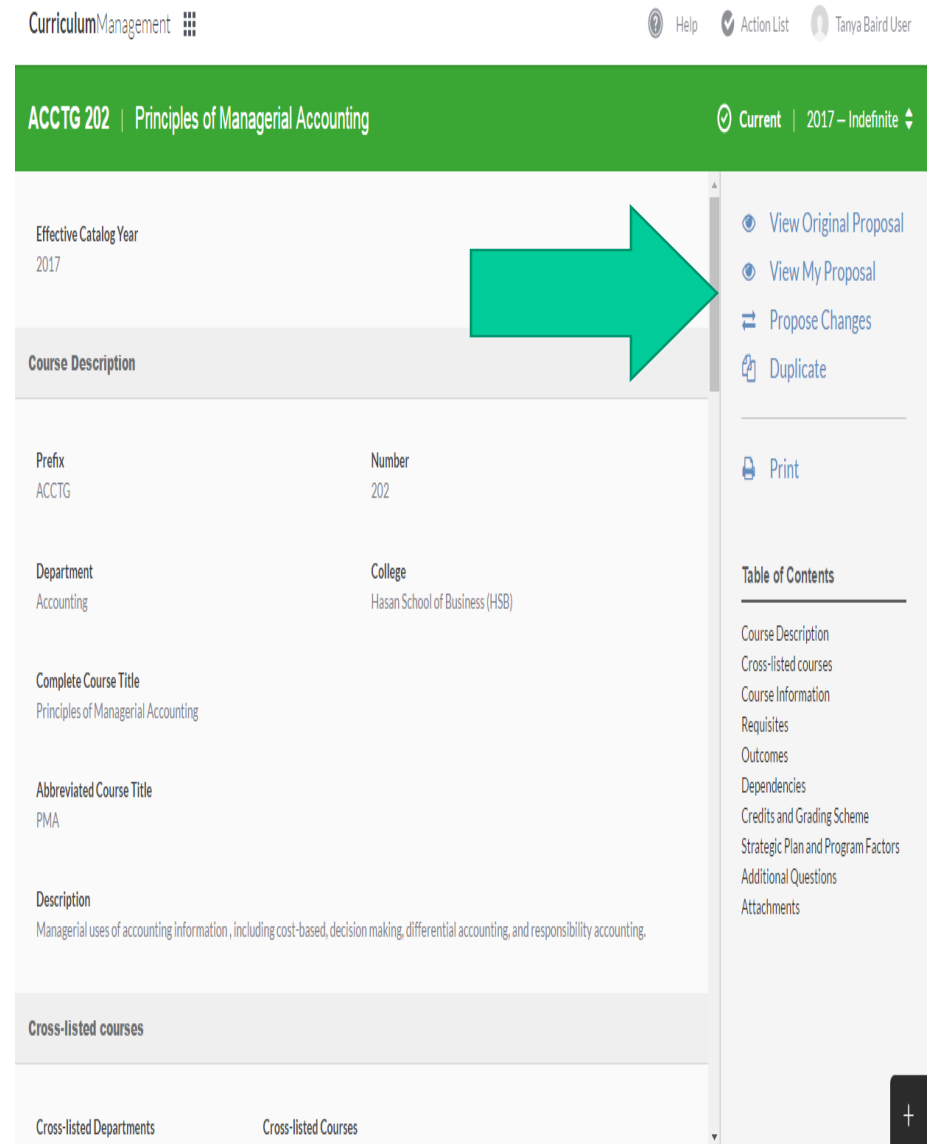
Additional Questions

Attachments

+

Propose Course Change

- From the Courses home page, choose a course.
- For a new proposal, select “Propose Changes” from menu. Ribbon changes from green to orange.
- If a proposal is already in process, or saved without being submitted, system will display “View My Proposal.” Review what is in process before creating a new proposal.
- If course has been “Retired,” the user must “Duplicate” (copy) the record to propose a new change.



CurriculumManagement

Help Action List Tanya Baird User

ACCTG 202 | Principles of Managerial Accounting

Current | 2017 – Indefinite

Effective Catalog Year
2017

Course Description

Prefix ACCTG	Number 202
Department Accounting	College Hasan School of Business (HSB)
Complete Course Title Principles of Managerial Accounting	
Abbreviated Course Title PMA	
Description Managerial uses of accounting information, including cost-based, decision making, differential accounting, and responsibility accounting.	

Cross-listed courses

Cross-listed Departments Cross-listed Courses

View Original Proposal
View My Proposal
Propose Changes
Duplicate

Print

Table of Contents

- Course Description
- Cross-listed courses
- Course Information
- Requisites
- Outcomes
- Dependencies
- Credits and Grading Scheme
- Strategic Plan and Program Factors
- Additional Questions
- Attachments

Change Options

Users can:

- Change an active course,
- Retire an active course, or
- Inactivate a course.
- Currently the Curriculum and Programs Board has limited course additions and changes to two years into the future.

KualiStudent Curriculum Management

Help Action List Tanya Baird User

Courses ACCTG 304 | Managerial Accounting I Draft | 2021

Programs

Emphases

Proposal Groups

Proposals

Reports

Proposal Information

Status

Active

Active

Retired

Inactive

Effective Catalog Year

2021

Course Description

Prefix

ACCTG

Number

304

Department

Accounting

College

Hasan School of Business (HSB)

Edit Mode

LEAVE EDIT MODE

Changes

Effective Catalog Year

Number

Complete Course Title

Table of Contents

Proposal Information

Course Description

Cross-listed courses

Course Information

Requisites

Outcomes

Dependencies

Credits and Grading Scheme

Sufficiency of Instructional Support

Strategic Plan and Program Factors

Additional Questions

Attachments

Make changes

- Select “Propose Changes.”
- Complete all changes (write over current information).
- Changes are tracked in menu options. User can review or delete changes using this list.
- User can move easily between sections by using the “Table of Contents” menu.
- When complete, select “LEAVE EDIT MODE” from menu.

CurriculumManagement

Help Action List Tanya Baird User

ACCTG 304 | Managerial Accounting I

Draft | 2021

Proposal Information

Status
Active

Proposal Rationale

Effective Catalog Year
2021

Course Description

Prefix*
ACCTG

Number*
304

Department*
Accounting x

College*
Hasan School of Business (HSB) x

Edit Mode

LEAVE EDIT MODE

Changes

✓ Effective Catalog Year	x	^
✓ Number	x	
✓ Complete Course Title	x	v

Table of Contents

- Proposal Information
- Course Description
- Cross-listed courses
- Course Information
- Requisites
- Outcomes
- Dependencies
- Credits and Grading Scheme
- Sufficiency of Instructional Support
- Strategic Plan and Program Factors
- Additional Questions
- Attachments

+

Submit Changes

- Review changes prior to “Submit for Approval.”
- Changes are shown directly above (yellow) existing course information (blue).
- Submit For Approval

Menu Options:

- Submit for Approval - **once submitted, only workflow approvers can edit proposal.**
- Edit – correct changes prior to submittal
- Delete Proposal – delete from system completely
- Sharing – share with other system users
- Addendum – attach additional materials not required by CAPB
- Duplicate – copy
- Print

Curriculum Management

ACCTG 304 | Managerial Accounting I

Draft | 2021

Proposal Information

Status: Active

Workflow Status: Proposal Not Yet Submitted for Approval

Proposal Rationale

Changes:

- Pre-requisites
- Co-requisites
- Proposal Rationale
- Start Term
- Number

Show All ▼

Proposed
Effective Catalog Year 2021
Existing
Effective Catalog Year 2017

Course Description

Submit For Approval

Edit

Delete Proposal

Sharing

Addendum

Duplicate

Print

Table of Contents

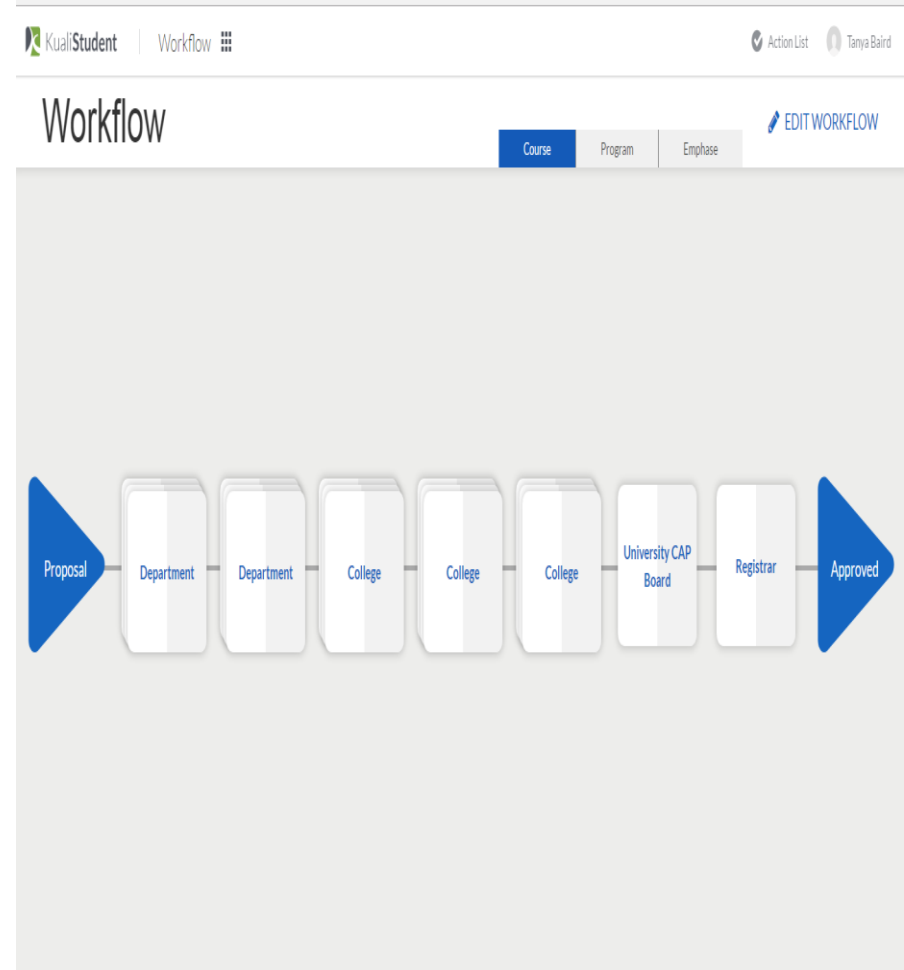
- Proposal Information
- Course Description
- Cross-listed courses
- Course Information
- Requisites
- Outcomes
- Dependencies
- Credits and Grading Scheme
- Sufficiency of Instructional Support
- Strategic Plan and Program Factors
- Additional Questions
- Attachments

Workflow Approval and Proposal Review

Automated Workflow

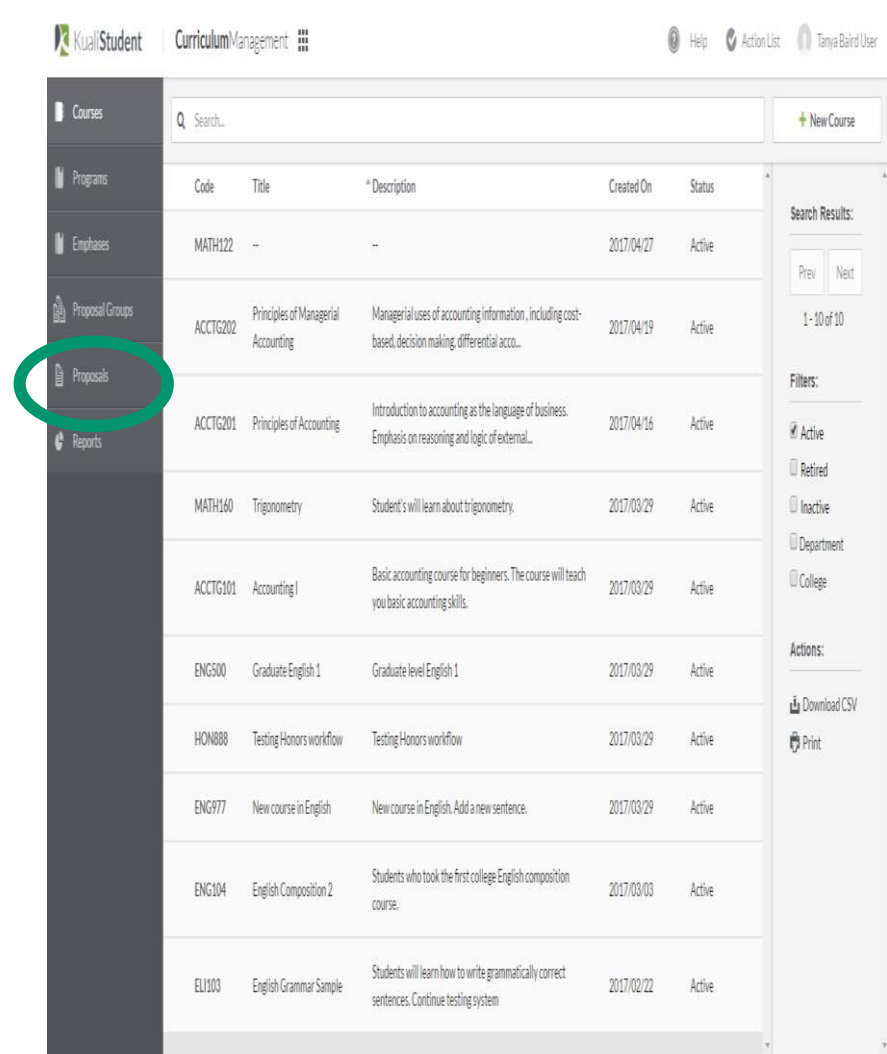
Once a proposal has been submitted, it enters the Workflow process and only an approver can edit.

The Workflow process varies depending on the division/college.



Proposal Workflow

- Users can view their proposal(s) and the approval process by choosing “Proposals” from the Curriculum Management home page.

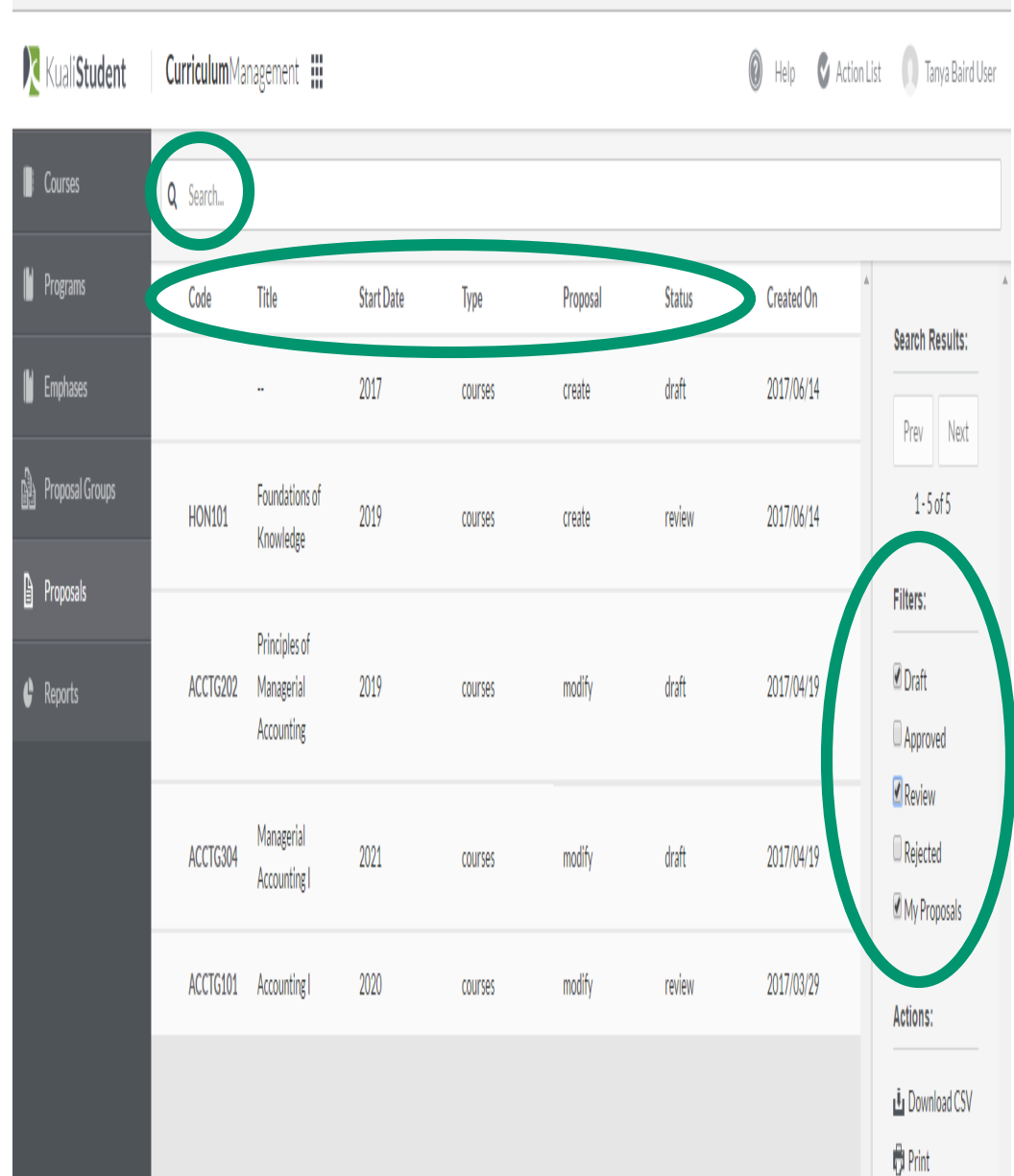


The screenshot shows the 'CurriculumManagement' interface. On the left sidebar, the 'Proposals' menu item is highlighted with a green circle. The main content area displays a table of proposals with columns: Code, Title, Description, Created On, and Status. The table lists several proposals, including MATH122, ACCTG202, ACCTG201, MATH140, ACCTG101, ENG500, HON888, ENG977, ENG104, and ELJ103. On the right side, there are search filters and actions.

Code	Title	Description	Created On	Status
MATH122	--	--	2017/04/27	Active
ACCTG202	Principles of Managerial Accounting	Managerial uses of accounting information, including cost-based, decision making, differential acco...	2017/04/19	Active
ACCTG201	Principles of Accounting	Introduction to accounting as the language of business. Emphasis on reasoning and logic of external...	2017/04/16	Active
MATH140	Trigonometry	Student's will learn about trigonometry.	2017/03/29	Active
ACCTG101	Accounting I	Basic accounting course for beginners. The course will teach you basic accounting skills.	2017/03/29	Active
ENG500	Graduate English 1	Graduate level English 1	2017/03/29	Active
HON888	Testing Honors workflow	Testing Honors workflow	2017/03/29	Active
ENG977	New course in English	New course in English. Add a new sentence.	2017/03/29	Active
ENG104	English Composition 2	Students who took the first college English composition course.	2017/03/03	Active
ELJ103	English Grammar Sample	Students will learn how to write grammatically correct sentences. Continue testing system	2017/02/22	Active

View Proposal

- Use the “Filter” option to display the proposals needed.
- Select proposal from the list.
- User also has the option of using the “Search” tool or the column filter options to narrow down the list of proposals



The screenshot displays the Curriculum Management interface. The top navigation bar includes the KualiStudent logo, the title 'CurriculumManagement', and user information for Tanya Baird. A sidebar on the left contains navigation links for Courses, Programs, Emphases, Proposal Groups, Proposals, and Reports. The main content area features a search bar and a table of proposals. The table has columns for Code, Title, Start Date, Type, Proposal, Status, and Created On. A search bar at the top of the table is highlighted with a green circle. The table lists five proposals, with the first two rows highlighted. The 'Filters' panel on the right is also highlighted with a green circle, showing options for Draft, Approved, Review, Rejected, and My Proposals. The 'Actions' panel at the bottom right includes links for Download CSV and Print.

Code	Title	Start Date	Type	Proposal	Status	Created On
--	--	2017	courses	create	draft	2017/06/14
HON101	Foundations of Knowledge	2019	courses	create	review	2017/06/14
ACCTG202	Principles of Managerial Accounting	2019	courses	modify	draft	2017/04/19
ACCTG304	Managerial Accounting I	2021	courses	modify	draft	2017/04/19
ACCTG101	Accounting I	2020	courses	modify	review	2017/03/29

Search Results: 1 - 5 of 5

Filters:

- ☒ Draft
- ☐ Approved
- ☒ Review
- ☐ Rejected
- ☒ My Proposals

Actions:

- [Download CSV](#)
- [Print](#)

“InWorkflow” Screen

- The InWorkflow screen displays the proposal and requested changes (yellow) existing course information (blue).
- The Workflow Status displays the individuals required to approve the proposal, who has approved, and who is currently reviewing the proposal.
- While in Workflow Status, the proposer can withdraw the proposal at any time.
- Once the proposal has received final approval, it can no longer be withdrawn and becomes a permanent record of the university.

The screenshot shows the 'InWorkflow' screen for course 'HON 101 | Foundations of Knowledge' in the year 2019. The interface includes a left sidebar with navigation options: Courses, Programs, Emphases, Proposal Groups, Proposals, and Reports. The main content area is divided into several sections: 'Proposal Information' (showing 'New course created for testing'), 'Proposal Rationale', 'Workflow Status' (listing reviewers: Department > Honors > Department Chair, kualadmin - Review, Brianna Bueno - Review, Amy Robertshaw - Review, and Tanya Baird - Review), and 'Changes'. A 'Table of Contents' on the right lists various document sections like Proposal Information, Course Description, and Requisites. A green circle highlights the 'InWorkflow 2019' header, and a green arrow points to the 'Withdraw' button in the top right. Another green arrow points to the 'Workflow Status' section.

KualiStudent CurriculumManagement

Help Action List Tanya Baird User

HON 101 | Foundations of Knowledge InWorkflow 2019

Proposal Information

Proposal Rationale

New course created for testing

Workflow Status

Department > Honors > Department Chair

kualadmin - Review

Brianna Bueno - Review

Amy Robertshaw - Review

Tanya Baird - Review

Department (Honors...) Department Chair

Department Chair

Prev Next

Effective Catalog Year 2019

Course Description

Table of Contents

Proposal Information

Course Description

Cross-listed courses

Course Information

Requisites

Outcomes

Dependencies

Credits and Grading Scheme

Sufficiency of Instructional Support

Strategic Plan and Program Factors

Additional Questions

Attachments

Proposal Groups

Proposal groups are used to track course proposals and/or programs that specific boards and/or committees are creating and/or reviewing.

Requests for groups must be submitted to the Office of the Registrar for approval and creation.

Proposal Groups

KualiStudent CurriculumManagement Help Action List Tanya Baird User

Courses Programs Emphases Proposal Groups Proposals Reports

Q Search... [+ New Proposal Group](#)

Name	# Courses	# Programs	# Emphases	# Progress
Academic Policies and Standards Board	5	1	0	83%

Search Results:

Prev Next

1-2 of 2

Filters:

Actions:

[Download CSV](#)

[Print](#)

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Courses Programs Emphases Proposal Groups Proposals Reports

Academic Policies and Standards Board

Proposal Group Title
Academic Policies and Standards Board

Description
Appointed board recommending to Faculty Senate

Name	Type	Status	Actions
ACCTG 201	Course	Active	
MATH 122	Course	Active	
ENG 500	Course	Active	
HON 888	Course	Active	
ENG 977	Course	Active	
ENGLIT	Program	Rejected	

83%

Group Approval

[Edit](#)

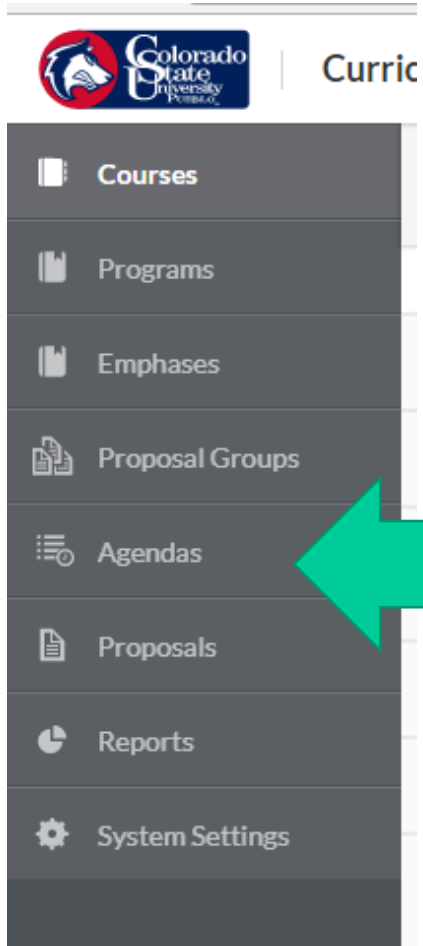
[Print](#)

[Table of Contents](#)

- Once a group is created, members can review the progress of the proposals and add to, or delete, proposals on the list.
- The list displays the status of the courses (active/rejected).
- The Proposal Group page displays the approval percentage of courses listed.
- Tool can be used to create a quick meeting agenda.

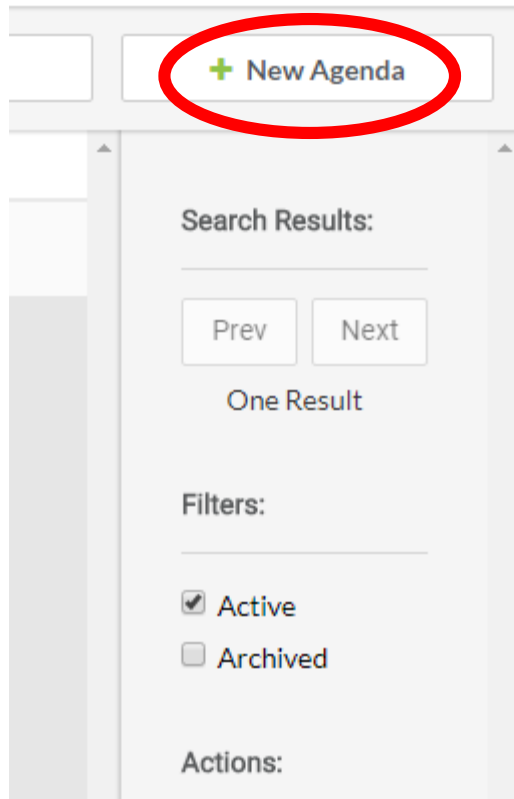
Agendas

Agendas



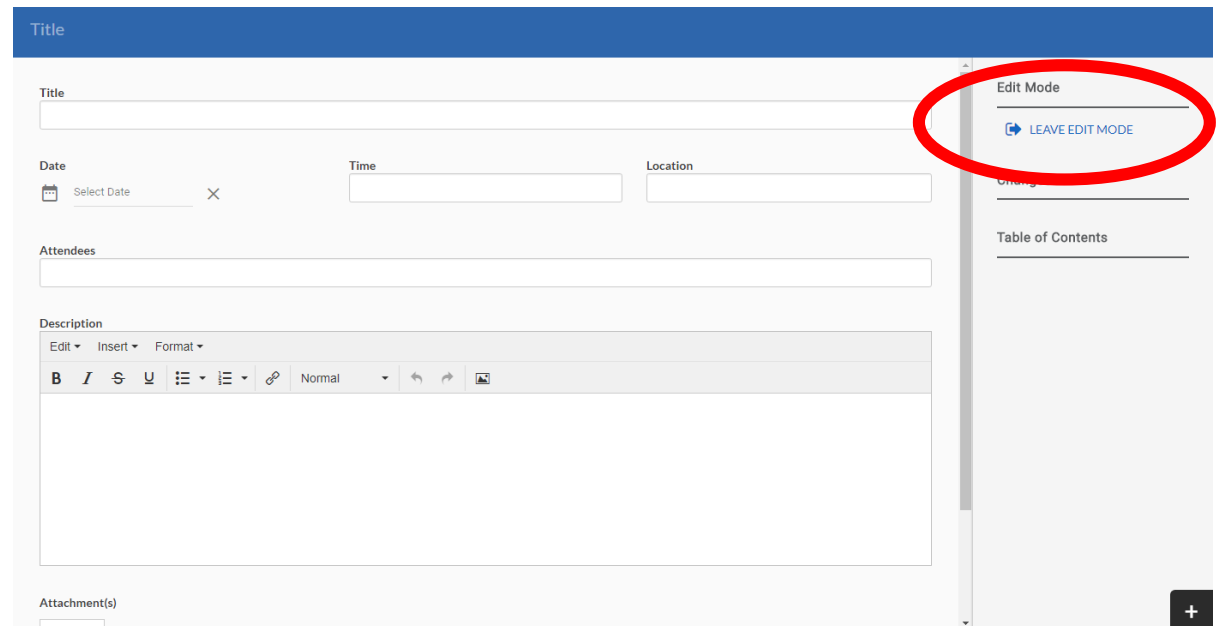
Users can schedule meetings and share agenda information with their groups by using the Agenda tool.

Begin by clicking on the
+ New Agenda button at
top right.



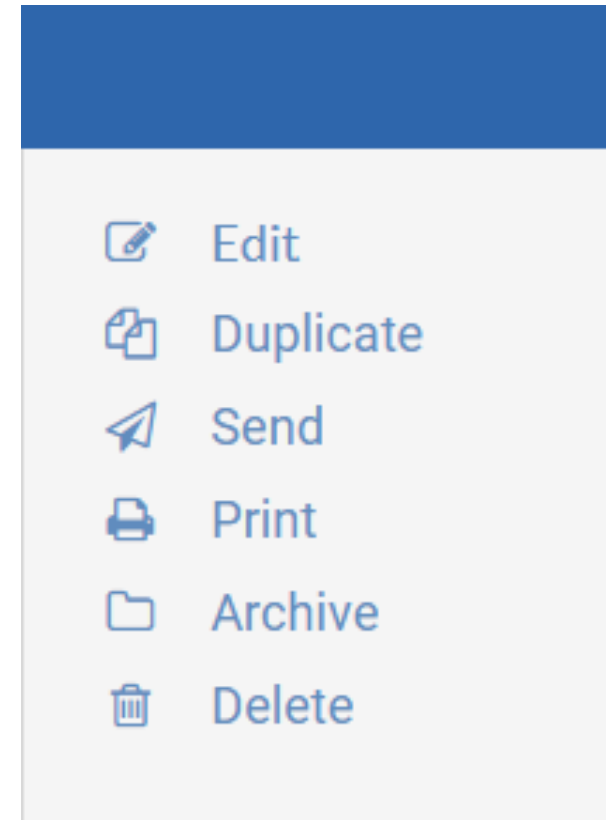
A screenshot of a web application interface. At the top right, a button labeled '+ New Agenda' is circled in red. Below it, a sidebar contains a 'Search Results:' section with 'Prev' and 'Next' buttons, indicating 'One Result'. Below that is a 'Filters:' section with checkboxes for 'Active' (checked) and 'Archived'. At the bottom of the sidebar is an 'Actions:' section.

Once created, click the “Leave
edit mode” to send to recipients.
Only users of the system can be
notified of meetings.



A screenshot of a web application form for creating an agenda. The form has a blue header bar labeled 'Title'. Below it are input fields for 'Title', 'Date' (with a calendar icon and 'Select Date' text), 'Time', and 'Location'. There is an 'Attendees' input field and a 'Description' section with a rich text editor toolbar (including Bold, Italic, Underline, Bulleted List, Numbered List, Link, and text color options). At the bottom is an 'Attachment(s)' section. On the right side, a sidebar contains a red circle around the 'Edit Mode' section, which includes a 'LEAVE EDIT MODE' button with a blue arrow icon. Below this is a 'Table of Contents' section. A small '+' button is visible at the bottom right of the sidebar.

- Edit allows you to update your meeting and resend to group.
- Duplicate
- Send
- Print
- Archive allows you to save your agenda for future reference.
- Delete removes the agenda from the system.



Reports

Report Options

Recommended:

- Agenda Report
- Courses
- Course Proposals

KualiStudent Curriculum Management

Help Action List Tanya Baird User

Courses

Programs

Emphases

Proposal Groups

Proposals

Reports

Reports

Visualizations

- Actions
- Agenda Report
- Course Dependencies
- Course Outcome Changes
- Course Outcomes
- Course Proposals
- Course Workflow
- Courses
- Institutional Outcomes
- Program Outcomes
- Program Proposals
- Programs
- User Activity

Tabular (Beta)

- Agenda Report
- Courses
- Course Proposals

Institution-Specific

- User can build a report based on various filtering options.
- The order of selection in the filter dictates order shown in report.
- Ability to download report into CSV for manipulation and sharing.
- Ability to print.
- Administrator has the ability to create sample reports for individual filtering.

KualiStudent CurriculumManagement

Help Action List Tanya Baird User

Courses < Back To Report List

Programs No Filters (Individual) Grid

Emphases

Proposal Groups

Proposals

Reports

Proposed Item	Proposed Title	Proposal Type	Proposer	Workflow Node
ACCTG-411	Corporate, Estate and Gift Tax	New Course	50ae8af898ab25790623cc	Department // Accounting // Department Chair
ACCTG-101	Accounting I	Modify Course	591479f9e9f63571aae25200	Department // Accounting // Department Chair
HON-101	Foundations of Knowledge	New Course	591479f9e9f63571aae25200	Department // Honors // Department Chair
ENGLIT	English BA with Emphasis in Literary Studies	New Program	58a737c3ea77f506b6dc15	College // College of Humanities and Social Science (CHASS) // Coll
ENG-104	English Composition 2	Modify Course	50ae8af898ab25790623cc	Department // English // Department Chair
HON-999	Testing the honors workflow	New Course	58a737c3ea77f506b6dc15	Department // Honors // Department Chair
MATH-307	Introduction to Linear Algebra	New Course	58dc4026244c43fccc097815	Department // Mathematics // Department Chair
ACCTG-333	Belly Dancing for Accountants	New Course	58a8d5498a2621a2446686b6	Department // Accounting // Department Chair
ENG-104	English Literature	New Course	50ae8af898ab25790623cc	College // College of Humanities and Social Science (CHASS) // Des
MATH-122	College Algebra	Modify Course	58adb8e6778c1000c2d709e7	Department // Mathematics // Department Chair

Rows per page: 10 1-10 of 11

Approval Process

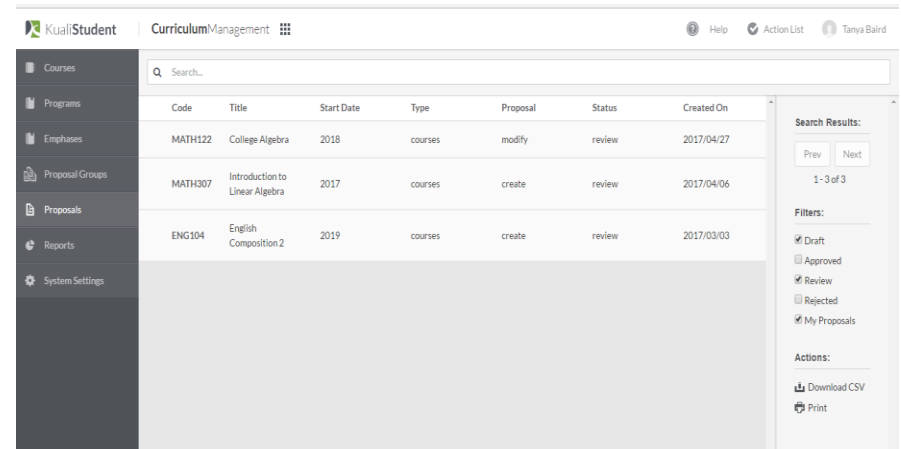
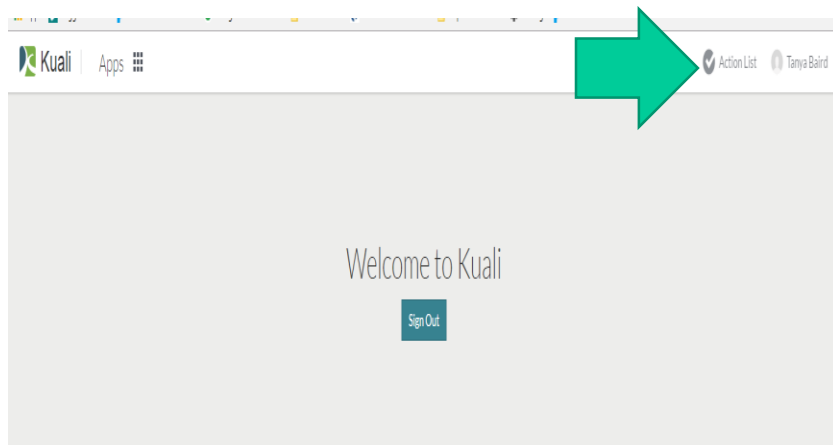
This section is for users assigned proposal “approval” status.

Users can access the proposals awaiting approval by:

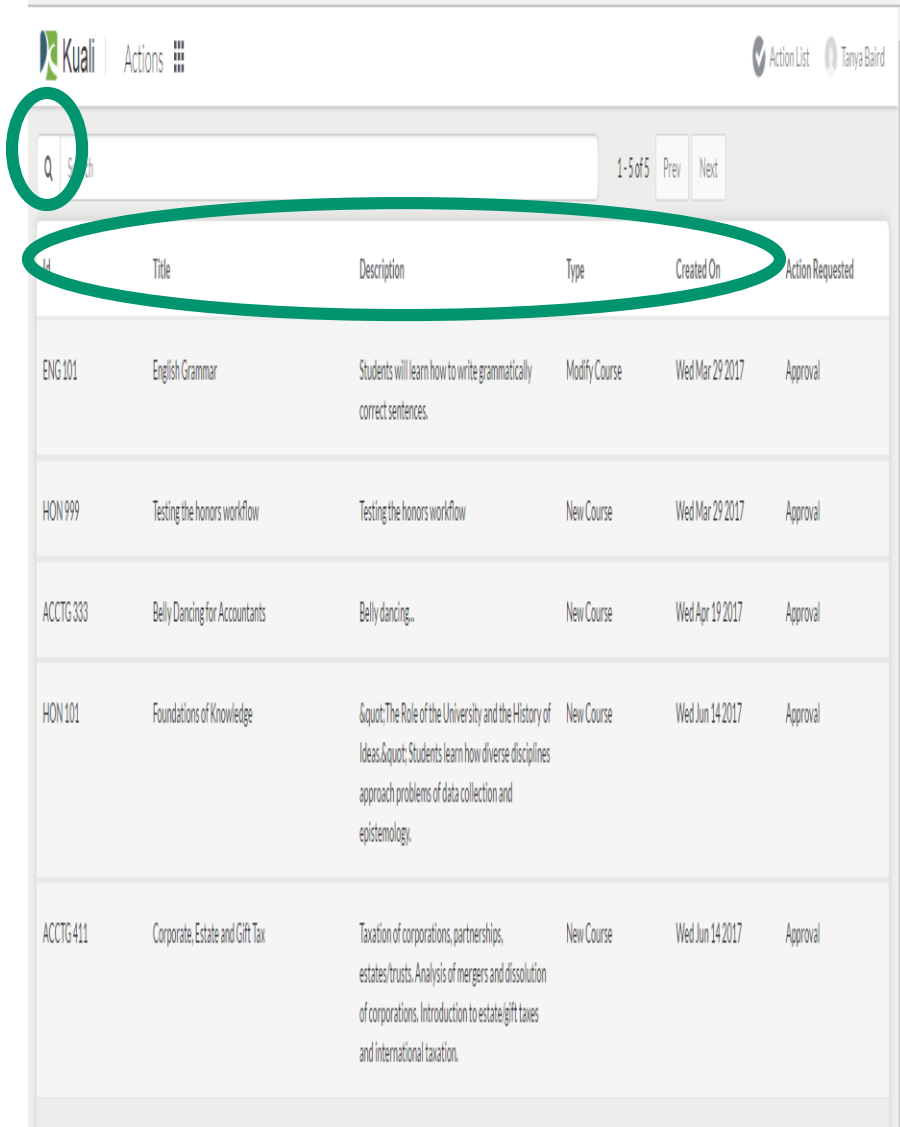
Directly opening the “Action List” upon login.

OR

Opening the “Action List” inside the Curriculum Management application.



- User can search for a specific proposal by selecting from the displayed list, using the search function at the top of the screen, or by using the column filter tools.
- Place cursor over the proposal and right click. Proposal will open.



The screenshot shows the 'Kualu Actions' interface. At the top, there is a search bar with a magnifying glass icon, a '1-5 of 5' indicator, and 'Prev' and 'Next' buttons. Below the search bar is a table with the following columns: ID, Title, Description, Type, Created On, and Action Requested. The table contains five rows of data. A green circle highlights the search bar, and a green oval highlights the table headers.

ID	Title	Description	Type	Created On	Action Requested
ENG 101	English Grammar	Students will learn how to write grammatically correct sentences.	Modify Course	Wed Mar 29 2017	Approval
HON 999	Testing the honors workflow	Testing the honors workflow	New Course	Wed Mar 29 2017	Approval
ACCTG 333	Belly Dancing for Accountants	Belly dancing...	New Course	Wed Apr 19 2017	Approval
HON 101	Foundations of Knowledge	"The Role of the University and the History of Ideas." Students learn how diverse disciplines approach problems of data collection and epistemology.	New Course	Wed Jun 14 2017	Approval
ACCTG 411	Corporate, Estate and Gift Tax	Taxation of corporations, partnerships, estates/trusts. Analysis of mergers and dissolution of corporations. Introduction to estate/gift taxes and international taxation.	New Course	Wed Jun 14 2017	Approval

“InWorkflow”

(blue ribbon)

Approval options

Approve

Send back

Reject

Withdraw

Edit

Return to course

Duplicate

Print

Table of Contents

Change Feed

The screenshot shows the KualiStudent Curriculum Management interface. The top navigation bar includes 'KualiStudent', 'Curriculum Management', and user information. The main header for the 'ENG 101 English Grammar' course is highlighted in blue. A left sidebar contains navigation links: Courses, Programs, Emphases, Proposal Groups, Proposals, Reports, and System Settings. The main content area is divided into 'Proposal Information' (Status: Active) and 'Proposal Rationale'. A 'Workflow Status' section lists users: Department Chair, kualiadmin, Amy Robertshaw, Brianna Bueno, and Tanya Baird. A 'Department (English)' dropdown menu is open, showing 'Department Chair' as the selected option. On the right, a vertical toolbar contains several icons and labels: 'Approve' (green checkmark), 'Send Back' (orange arrow), 'Reject' (red X), 'Withdraw' (blue circle), 'Edit' (pencil), 'Return to Course' (blue arrow), 'Duplicate' (two document icons), 'Print' (printer icon), 'Table of Contents' (document icon), and a '+' icon in a circle at the bottom. The 'Table of Contents' and the '+' icon are circled in green. Below the toolbar, a 'Changes' section lists items like 'Effective Catalog Year', 'Proposal Rationale', 'Terms Offered', 'Start Term', and 'Department'.

Approval Options

Approve:

- Approve with the option to add comments to the proposer.
- Automatically moves on to the next person/group identified in Workflow.

Send Back:

- Send back through the Workflow with comments for change.
- Options to have the proposal returned directly to approver or through the complete workflow.
- Add a comment.

Reject:

- Complete refusal of proposal.
- Add a comment to proposer.
- Curriculum Management stores the proposal in the “Rejected” archive.
- Rejected items must be duplicated and re-proposed.

Withdraw:

- Option for approver to withdraw the proposal.
- If withdrawn, the proposal is removed from the workflow and the system does not store a copy.

Proposal Editing

- Anyone in the Workflow approval process can edit a proposal.
- Curriculum Management is a system created to support the overall process.
- It is the colleges' role to set the initial proposal editing process for their department. Please contact your respect dean's office for more information.