

New Course Proposal Guide

KSCM Production: <https://csupueblo.kuali.co/apps/>

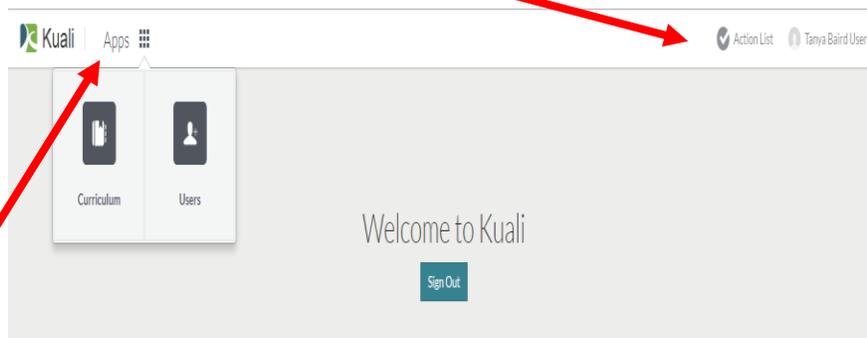
KSCM Training: <https://csupueblo-sbx.kuali.co/apps/>

Signing into KSCM:

To access Curriculum Management, use either the Production or Training URLs provided above. Please use Chrome, Firefox, or Safari and not Explorer as your search tool. REMEMBER: anything done in Production is a permanent record in the system. If you are a beginner, start in the Training module until you feel confident with your understanding of the system.

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

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

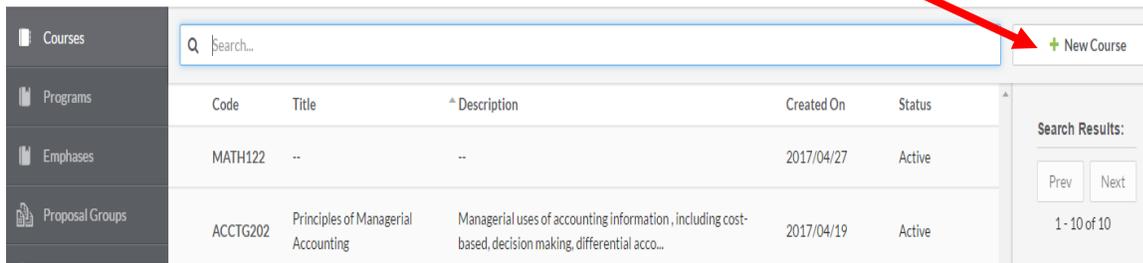


Navigate to the Courses main screen by clicking on “Apps” → “Curriculum”

New Course Proposal:

Currently the Curriculum and Programs Board has limited the additions and changes to two years into the future.

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

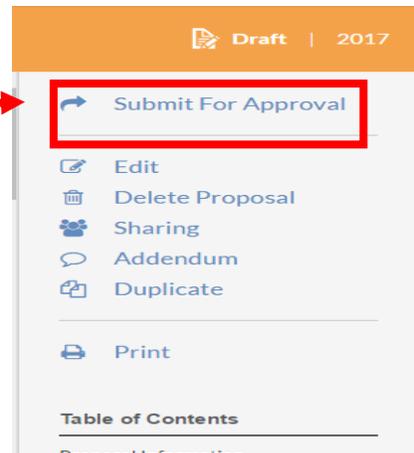


An orange bar stating draft will appear with the new course proposal form below. Please follow all prompts and complete all fields below for a new course.

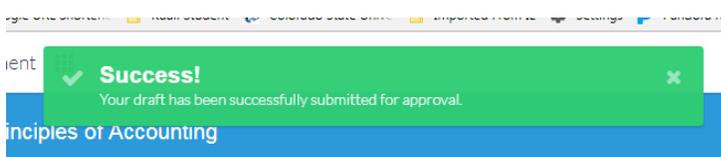


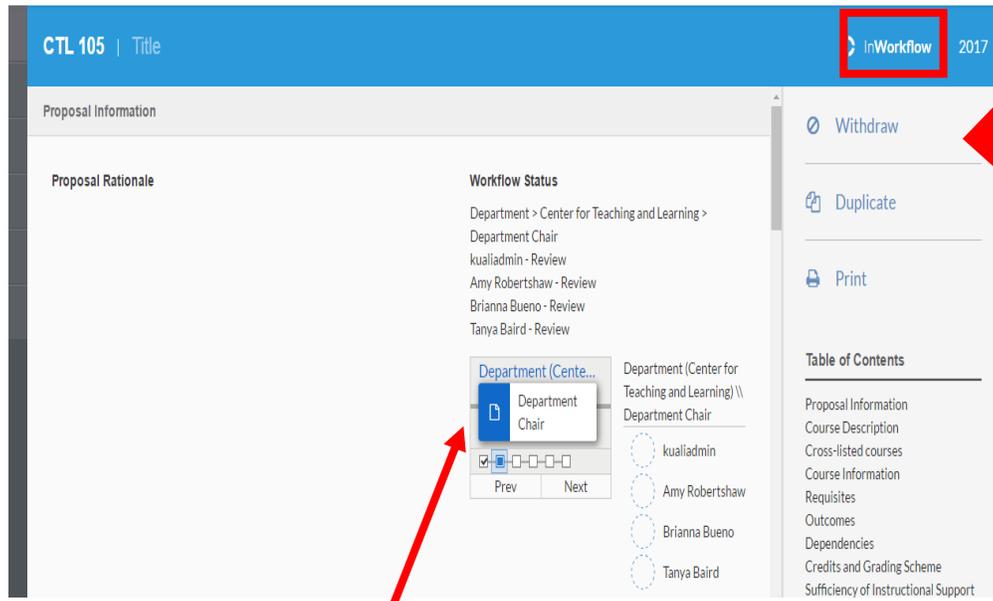
When you have completed all of your input, click on the “Leave Edit Mode” on the right menu.

- To submit your proposal for workflow approval. Click on the “Submit for Approval” button on the right side menu.
- Once submitted, only workflow approvers can edit the proposal.
- If you want to make a new change to your proposal, you must submit a new change proposal (“Propose Changes”).



You will see a green box indicating “Success” your proposal has been submitted appear in the top middle of the screen. The orange bar will now change to blue, indicating your proposal is in workflow for approvals.





The Workflow is a dynamic window that allows you to see who the current approver for the proposal is and who else needs to approve it down the line. Click on “Next” to see the next approver.

If you need to pull your proposal from the approval process at any time, you can do so by using the “Withdraw” button.

- This action will delete the proposal completely from the system and you will need to resubmit a new proposal in the future.
- Please note - the approvers will not be notified if this action is taken.

Your proposal has been submitted!

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