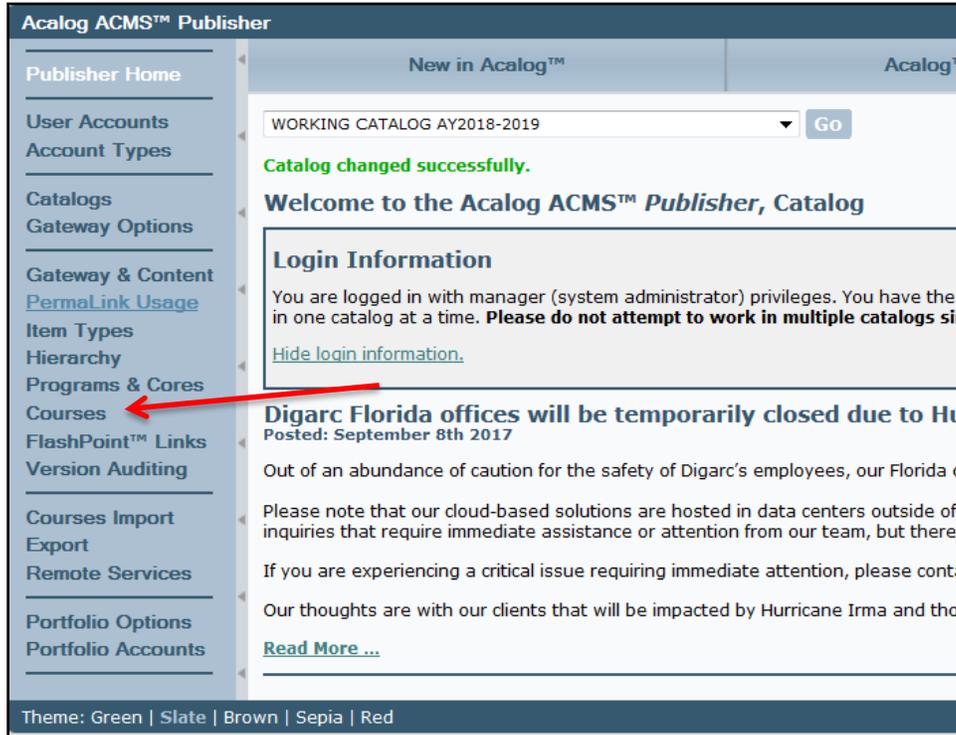


CURRICULUM REVIEW PROCESS QUICK GUIDE

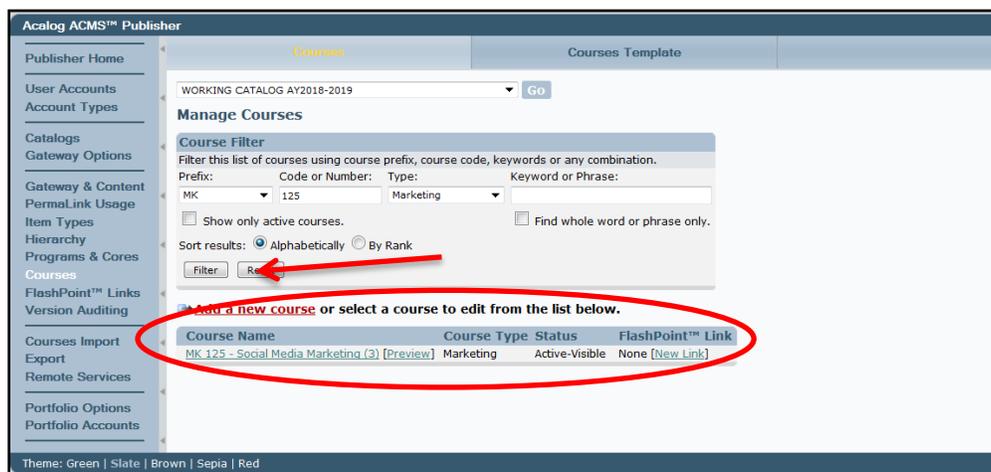
ACALOG for Authors

MONITORING REVIEW/APPROVAL PROCESS FOR COURSES

1. Course status can be monitored by going back into course via ACALOG. Click on **Courses** on the left hand side.



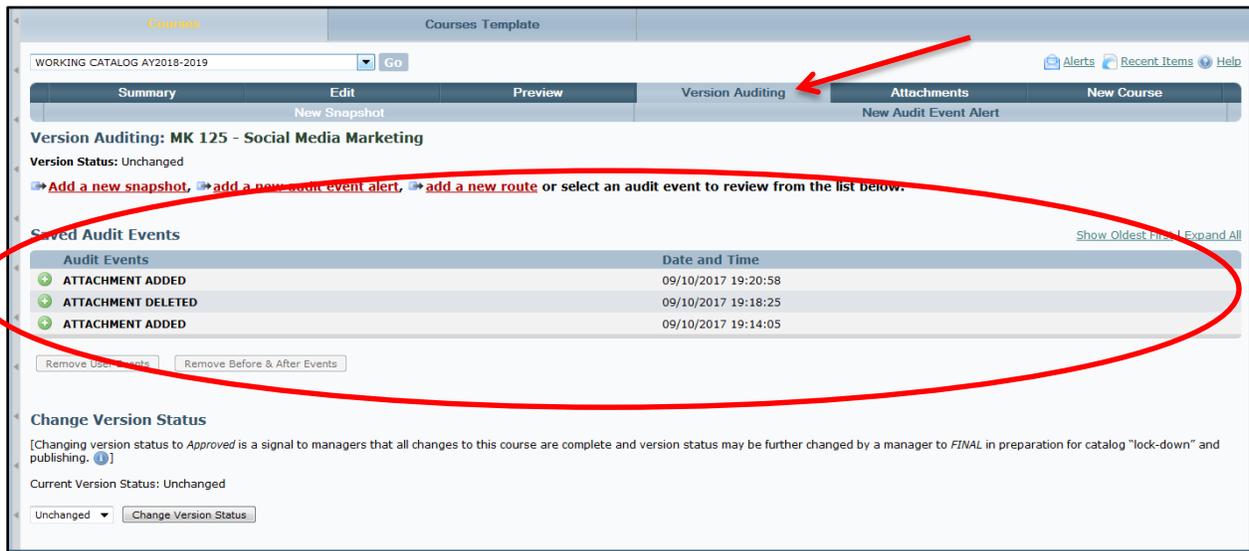
2. To access courses, utilize the **Course Filter**. Enter in following field(s); Prefix, Code or Number, and Type and click on Filter. This will bring up the existing course. Click on the course.



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3. You can review the events associated with the course by clicking on the tab **Version Auditing**.

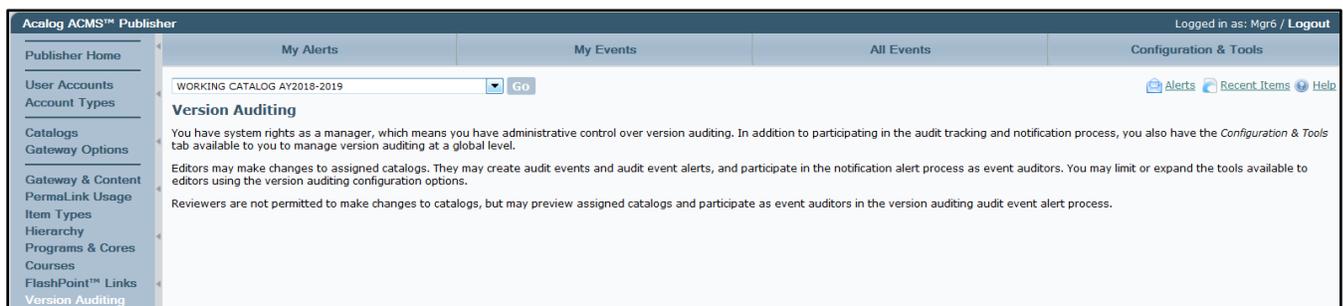
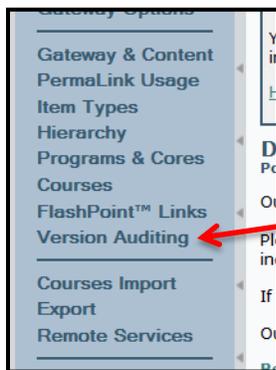


RESPOND TO AN EMAIL ACALOG NOTIFICATION FOR COURSES

1. There are different types of Acalog Notifications:

- Acalog Version Auditing Audit Event Notification Alert
- This is a Version Auditing Audit Event Response Notification
- Acalog Version Auditing Audit Event CLOSED Notification
- Acalog Version Auditing Audit Event CANCELLATION Notification

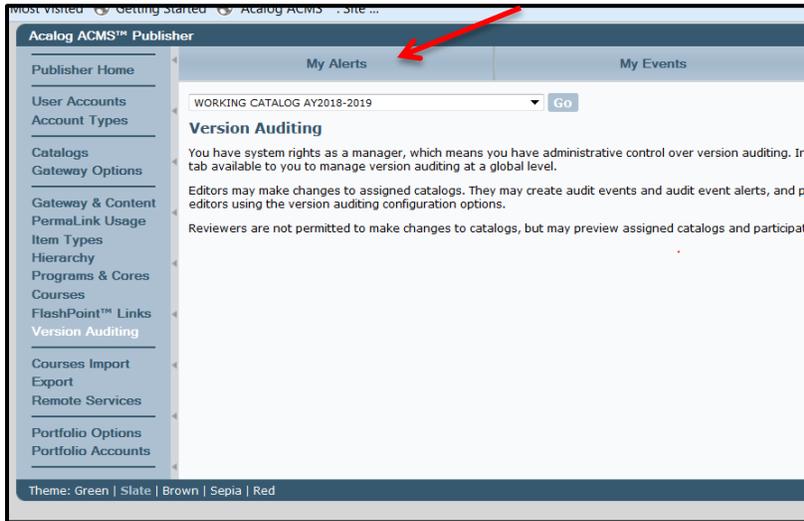
2. To review the notifications, log into ACALOG and from the Home page, click on Version Auditing on the left of the screen.



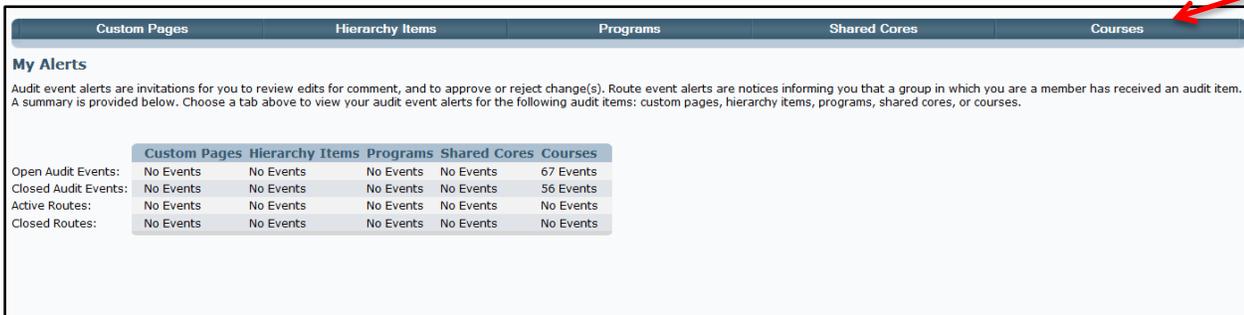
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3. Click on the My Alerts tab.



4. From this page, you can see what alerts require your attention. For course related alerts click on the Courses tab.



CURRICULUM REVIEW PROCESS QUICK GUIDE

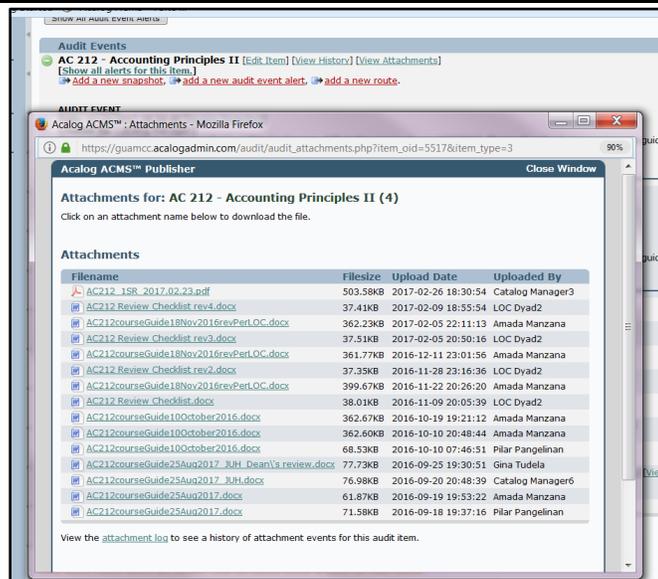
ACALOG for Authors

5. Click the Expand  icon to see alert details for courses in the table below. To view a snapshot, click on the **Review Snapshot** link. To respond to an audit event alert, click on the **Response Requested** link. If available, you may view other users' responses and comments by clicking on the response link next to a user name.

Audit Events	Responses
<p> AC 212 - Accounting Principles II [Edit Item] [View History] [View Attachments] [Show all alerts for this item.] Add a new snapshot, add a new audit event alert, add a new route.</p> <p>AUDIT EVENT Date: 02/26/2017 18:34:40 [Review Snapshot] Created By: Catalog Manager3 Comments: 2/27/2017 AC212 has been updated in banner. AVP Acalog approval was 2/23/2017. Please download approved course guide for your file.</p>	<p>Response Requested</p> <p>Amada Manzana - No response yet. Catalog Manager2 - No response yet. Catalog Manager4 - No response yet. Catalog Manager5 - No response yet. Catalog Manager6 - Response Requested Gina Tudela - Approved Pilar Pangelinan - No response yet. Tressa Dela Cruz - No response yet.</p>

6. If changes require the course form to be updated, Review relevant attachments, **View Attachments**.
- i. Download and rename the Course Curriculum Form by clicking on the most recent version of the form.
 - ii. Make recommended changes and/or provide comments.

Audit Events	Responses
<p> AC 212 - Accounting Principles II [Edit Item] [View History] [View Attachments] [Show all alerts for this item.] Add a new snapshot, add a new audit event alert, add a new route.</p> <p>AUDIT EVENT Date: 02/26/2017 18:34:40 [Review Snapshot] Created By: Catalog Manager3 Comments: 2/27/2017 AC212 has been updated in banner. AVP Acalog approval was 2/23/2017. Please download approved course guide for your file.</p>	<p>Response Requested</p> <p>Amada Manzana - No response yet. Catalog Manager2 - No response yet. Catalog Manager4 - No response yet. Catalog Manager5 - No response yet. Catalog Manager6 - Response Requested Gina Tudela - Approved Pilar Pangelinan - No response yet. Tressa Dela Cruz - No response yet.</p>



Attachments for: AC 212 - Accounting Principles II (4)
 Click on an attachment name below to download the file.

Filename	Filesize	Upload Date	Uploaded By
AC212_ISR_2017.02.23.pdf	503.58KB	2017-02-26 18:30:54	Catalog Manager3
AC212_Review_Checklist_rev4.docx	37.41KB	2017-02-09 18:55:54	LOC Dyaad2
AC212courseGuide18Nov2016revPerf.OC.docx	362.23KB	2017-02-05 22:11:13	Amada Manzana
AC212_Review_Checklist_rev3.docx	37.51KB	2017-02-05 20:50:16	LOC Dyaad2
AC212courseGuide18Nov2016revPerf.OC.docx	361.77KB	2016-12-11 23:01:56	Amada Manzana
AC212_Review_Checklist_rev2.docx	37.35KB	2016-11-28 23:16:36	LOC Dyaad2
AC212courseGuide18Nov2016revPerf.OC.docx	399.67KB	2016-11-22 20:26:20	Amada Manzana
AC212_Review_Checklist.docx	38.01KB	2016-11-09 20:05:39	LOC Dyaad2
AC212courseGuide10October2016.docx	362.67KB	2016-10-19 19:21:12	Amada Manzana
AC212courseGuide10October2016.docx	362.60KB	2016-10-10 20:48:44	Amada Manzana
AC212courseGuide10October2016.docx	68.53KB	2016-10-10 07:46:51	Pilar Pangelinan
AC212courseGuide25Aug2017_JUH_Deans's review.docx	77.73KB	2016-09-25 19:30:51	Gina Tudela
AC212courseGuide25Aug2017_JUH.docx	76.98KB	2016-09-20 20:48:39	Catalog Manager6
AC212courseGuide25Aug2017.docx	61.87KB	2016-09-19 19:53:22	Amada Manzana
AC212courseGuide25Aug2017.docx	71.58KB	2016-09-18 19:37:16	Pilar Pangelinan

View the [attachment log](#) to see a history of attachment events for this audit item.

CURRICULUM REVIEW PROCESS QUICK GUIDE

ACALOG for Authors

7. Upload revised document into Attachments. Click on **Edit Item**, this will take you to the Course main page. Click on **Attachments** tab, proceed with upload process by choosing file via **Browse** and then click on **Upload Attachment**.

Audit Events

AC 212 - Accounting Principles II [Edit Item] [View History] [View Attachments]
 [Show all alerts for this item.]
[Add a new snapshot](#), [add a new audit event alert](#), [add a new route](#).

AUDIT EVENT
Date: 02/26/2017 18:34:40 [Review Snapshot]
Created By: Catalog Manager3
Comments: 2/27/2017 AC212 has been updated in banner. AVP Acalog approval was 2/23/2017. Please download approved course guide for your file.

Responses

Response Requested

Amada Manzana - No response yet.
 Catalog Manager2 - No response yet.
 Catalog Manager4 - No response yet.
 Catalog Manager5 - No response yet.
 Catalog Manager6 - **Response Requested**
 Gina Tudela - **Approved**
 Pilar Pangelinan - No response yet.
 Tressa Dela Cruz - No response yet.

Guam Community College 2017-2018 Catalog [L P]

Summary Edit Preview Version Auditing **Attachments**

Course: AC 212 - Accounting Principles II (4)

Course Title: AC 212 - Accounting Principles II (4)
Created Under: Guam Community College
Type: Accounting
Active: Active-Visible
Creation Date: 08/13/2015 03:52:49 by Johanna Camacho
Last Modified: 03/27/2017 21:12:05 by Catalog Manager2

Guam Community College 2017-2018 Catalog [L P]

Summary Edit Preview Version Auditing Attachments

Attachments for: AC 212 - Accounting Principles II (4)

Attachments are only available via the Publisher. Add a new attachment or manage existing attachments for this course. Click on an attachment name below to download the file.

Choose a file to upload:
 [Select a file to upload from your computer or a networked harddrive. The maximum upload size is 25 megabytes.]
 No file selected.

Lock this attachment? [Locked attachments may not be deleted. Only you or a manager may unlock this attachment.]

8. After file uploads, proceed back to audit alert for course. Click on Response Requested. Navigate to the tab **My Response**.

Custom Pages Hierarchy Items **Programs** Shared Cores Courses

Review Changes **My Response** History Attachments

Review Changes

You have been asked to review editorial changes made to this course. Review changes on this page, then click *My Response* above to register your own comments, and to approve or reject the changes.

[Hide audit event details.](#)

Course: AC 212 - Accounting Principles II (4)
Event Creation Date: 02/26/2017 18:34:40
Event Creator: Catalog Manager3
Event Comments: 2/27/2017 AC212 has been updated in banner. AVP Acalog approval was 2/23/2017. Please download approved course guide for your file.
Attachments: [View attachments associated with this course](#)

The audit event alert snapshot is shown below. Select a comparison snapshot to show changes.

Left: 02/26/2017 18:34:40 by Catalog Manager3 - 2/27/2017 AC212 has been updated in banner. AVP Ac...
 Right: Select One...

Compare Snapshots

Use this view to compare snapshots side-by-side. Click the *Combine and Show Changes* button above to change to Combine Snapshots view to see changes visually.

02/26/2017 18:34:40 by Catalog Manager3 [This Event: Response Requested]
Comment: 2/27/2017 AC212 has been updated in banner. AVP Acalog approval was 2/23/2017. Please download approved course guide for your file. **Comment:** No Comment

CURRICULUM REVIEW PROCESS QUICK GUIDE ACALOG for Authors

9. Choose the appropriate response; Accept or Reject Changes. Include in comments local date and time. Click on **Respond**.

My Response

You have been asked to review editorial changes made to this course. See *Review Changes* to see the edits, and then use this section to register your own comments, and to

[Hide audit event details.](#)

Course: AC 212 - Accounting Principles II (4)
Event Creation Date: 02/26/2017 18:34:40
Event Creator: Catalog Manager3
Event Comments: 2/27/2017 AC212 has been updated in banner. AVP Acalog approval was 2/23/2017. Please download approved course guide for your file.

You must complete **required** fields.

Approve or Reject:
 [Please choose whether you approve or reject the changes. To view the changes, see *Review Changes* above.]

Approve changes.

Reject changes.

Comments:
 [Please enter comments to explain why you approved or rejected the changes.]
 Document saved 9.11.2017 2:20pm TMQ

10. Once your response is submitted, it will take you back to the **My Alerts** page. Click on the button **Show All Audit Events Alerts** and the alert just closed will show on the list. Click on **add a new audit event alert** associated with the course. Complete the audit event alert process and select the editor/manager who sent the original alert. This is how you respond if changes were requested. Failure to send an alert may result in a delay in process.

My Alerts

Click the icon to see alert details for courses in the table below. To view a snapshot, click on the *Review Snapshot* link. To respond to an audit event alert, click on the *Resp* view other users' responses and comments by clicking on the response link next to a user name.

Audit Event Alerts

Only audit event alerts that still require a response are shown. Click the button below to show all audit event alerts.

Audit Events	Responses
+ AC 232 - Accounting on The Computer Using Peachtree [Edit Item] [View History] [View Attachments] Add a new snapshot , add a new audit event alert , add a new route	Response Requeste
+ AEMA 050 - Algebra I [Edit Item] [View History] [View Attachments] Add a new snapshot , add a new audit event alert , add a new route	Response Requeste
+ AEMA 060 - Geometry [Edit Item] [View History] [View Attachments] Add a new snapshot , add a new audit event alert , add a new route	Response Requeste
+ AEMA 070 - Algebra II [Edit Item] [View History] [View Attachments] Add a new snapshot , add a new audit event alert , add a new route	Response Requeste

Audit Events

+ AC 212 - Accounting Principles II [\[Edit Item\]](#) [\[View History\]](#) [\[View Attachments\]](#)
[Add a new snapshot](#), [add a new audit event alert](#), [add a new route](#)