

ACALOG

GCC

LOC Committee Input, Decisions
and
Reviewer's Guide

DRAFT

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Learning Outcomes Committee (LOC) Input and Decisions

April 11, 2014

Email from LOC Chair. LOC Chair 1 and 2 will upload the revised documents and checklists from DYADs and conduct the approval and alerts to AAVP and Ana Mari.

April 21, 2014

- LOC Chairs to discuss naming convention standards with committee on 4/25/2014 regarding the checklist and revised MS Word curriculum document.
- Request to combine How-To-Guides into one document

LOC ACALOG Process

1. LOC Chair1 and 2 receives ACALOG audit alert
2. Chairs will forward ACALOG audit alert to DYADs
3. DYADs will review assigned curricula using the checklist.
4. DYADs will forward via email the completed checklists and recommendation to LOC Chairs.
5. LOC Chairs will upload the revised documents and checklist from DYADs.
6. LOC Chairs will conduct approvals.
7. LOC Chairs will send ACALOG audit alert to AAVP and Administrative Officer.

Log-in

Open Mozilla Firefox (recommended)

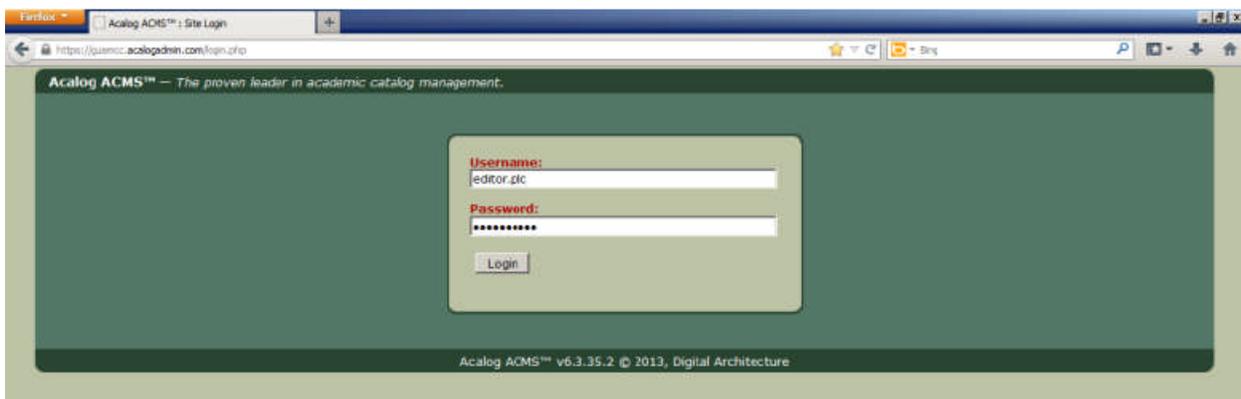


URL

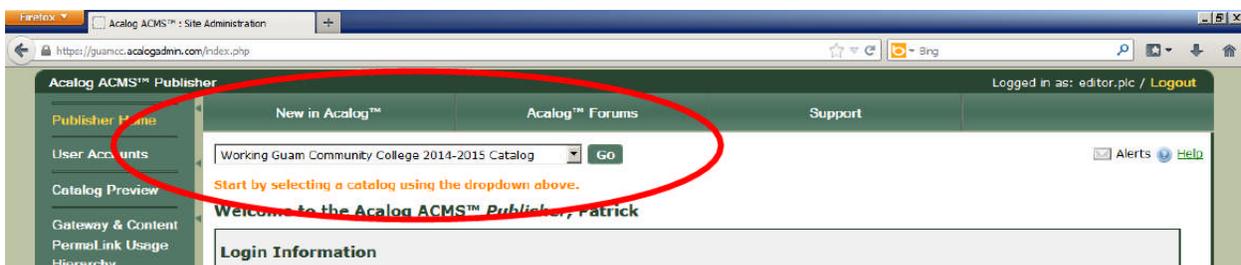
Navigate to the GCC Acalog Admin site, <https://guamcc.acalogadmin.com/login.php>



Login using your editor credentials



Select your catalog by using the drop down box

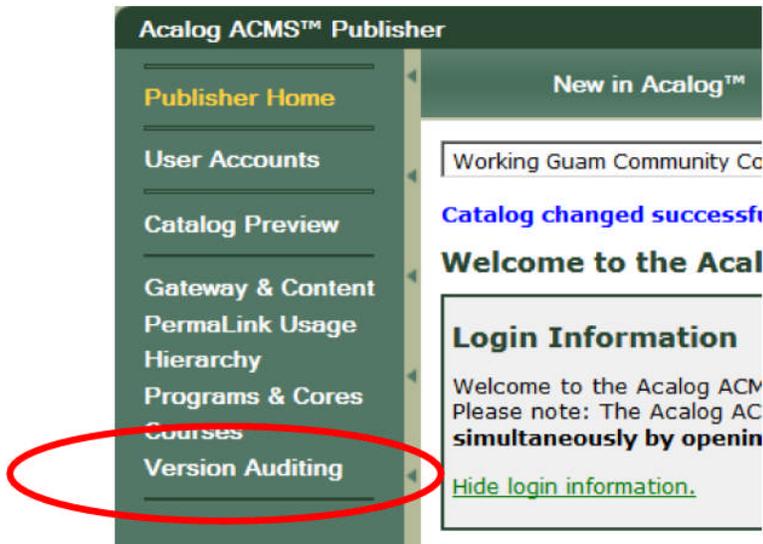


Click Go (and wait for the blue text confirming you have selected a catalog)

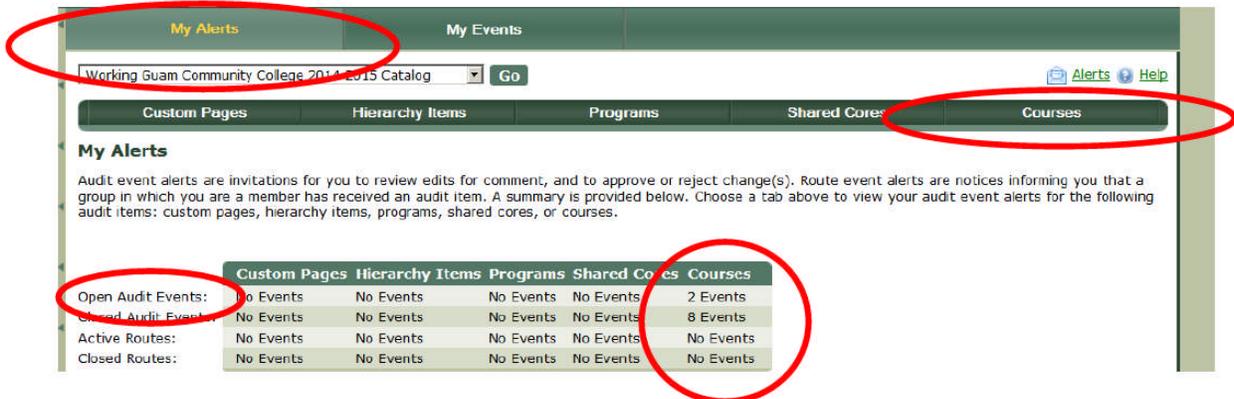


Version Auditing

Click on Version Auditing



Click My Alerts and Courses to view course audit events



Expand the course details by clicking the “” symbol next to the title

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 *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 Event Alerts

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

Show All Audit Event Alerts

Audit Events	Responses
 EN 110 - Freshman Composition View History View Attachments Add a new snapshot , add a new audit event alert	Response Requested
 HS 208 - Managing Service in Food & Beverage Operations View History View Attachments Add a new snapshot , add a new audit event alert	Response Requested

Route Event Alerts

Only active routes alerts are shown. Click the button below to show all route alerts.

Show All Route Alerts

Route Events	Route Status
No course route alerts found.	

Review Snapshots, Add Audit Events, View History, View Attachments, Respond

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 *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 Event Alerts

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

Show All Audit Event Alerts

Audit Events	Responses
 EN 110 - Freshman Composition View History View Attachments Add a new snapshot , add a new audit event alert	Response Requested
 HS 208 - Managing Service in Food & Beverage Operations View History View Attachments Show all alerts for this item. Add a new snapshot , add a new audit event alert	Response Requested

AUDIT EVENT
 Date: 12/01/2013 23:37:57 [Review Snapshot](#)
 Created By: LOC Chair1
 Comments: [No Comments]

LOC Chair1 - No response yet.
 LOC Chair2 - [Response Requested](#)
 LOC Dyad1 - No response yet.
 LOC Dyad2 - No response yet.
 LOC Dyad3 - No response yet.
 LOC Dyad4 - No response yet.

Now you may Review Snapshots, Add Audit Events, View History, View Attachments, Respond

View History

Expand the course details by clicking the “” symbol next to the title



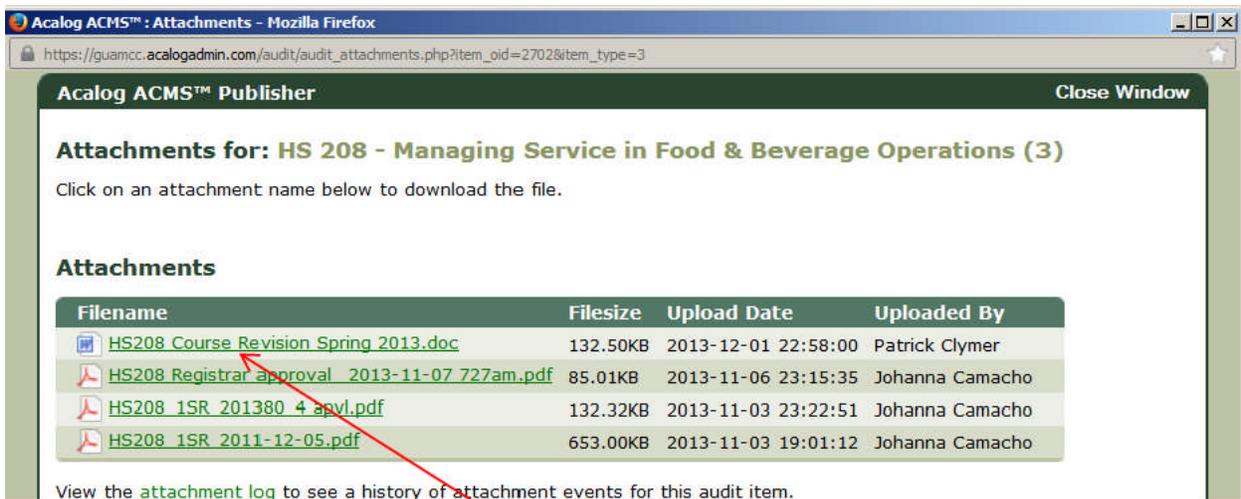
Acalog ACMS™ Publisher Close Window

[Show Oldest First](#) | [Expand All](#) | [Print Report](#)

Detailed Item History:

Audit Events	Date and Time
 AUDIT EVENT Review Snapshot Created By: LOC Chair1 Comments: [No Comments]	12/01/2013 23:37:57
	LOC Chair1 - No response yet. LOC Chair2 - No response yet. LOC Dyad1 - No response yet. LOC Dyad2 - No response yet. LOC Dyad3 - No response yet. LOC Dyad4 - No response yet. LOC Dyad5 - No response yet.
 ATTACHMENT ADDED	12/01/2013 22:58:00

View Attachments



Acalog ACMS™ Publisher Close Window

Attachments for: HS 208 - Managing Service in Food & Beverage Operations (3)

Click on an attachment name below to download the file.

Attachments

Filename	Filesize	Upload Date	Uploaded By
 HS208 Course Revision Spring 2013.doc	132.50KB	2013-12-01 22:58:00	Patrick Clymer
 HS208 Registrar approval 2013-11-07 727am.pdf	85.01KB	2013-11-06 23:15:35	Johanna Camacho
 HS208 1SR 201380 4 apvl.pdf	132.32KB	2013-11-03 23:22:51	Johanna Camacho
 HS208 1SR 2011-12-05.pdf	653.00KB	2013-11-03 19:01:12	Johanna Camacho

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

Click to open

Submit a response

Click on Response Requested link

My Alerts

Working Guam Community College 2014-2015 Catalog

Custom Pages Hierarchy Items Programs Shared Cores Courses

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, 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.

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
EN 110 - Freshman Composition [View History] [View Attachments] Add a new snapshot , add a new audit event alert	Response Requested
HS 208 - Managing Service in Food & Beverage Operations [View History] [View Attachments] [Show all alerts for this item.] Add a new snapshot , add a new audit event alert	Response Requested LOC Chair1 - No response yet. LOC Chair2 - Response Requested LOC Dyad1 - No response yet. LOC Dyad2 - No response yet. LOC Dyad3 - No response yet. LOC Dyad4 - No response yet.

AUDIT EVENT
Date: 12/01/2013 23:37:57 [\[Review Snapshot\]](#)
Created By: LOC Chair1
Comments: [No Comments]

Approve or Reject, Enter Comments, then click respond button

Acalog ACMS™ Publisher

Logged in as: [User Name] / [Logout](#)

My Alerts My Events

Working Guam Community College 2014-2015 Catalog

Alerts Help

Custom Pages Hierarchy Items Programs Shared Cores Courses

Review Changes **My Response** History Attachments

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 approve or reject the changes.

[Hide audit event details.](#)

Course: HS 208 - Managing Service in Food & Beverage Operations (3)
Event Creation Date: 12/01/2013 23:37:57
Event Creator: LOC Chair1
Event Comments: [No Comments]

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.]

Create a New Audit Event Alert

Create a New Audit Event:

My Alerts **My Events**

Working Guam Community College 2014-2015 Catalog **Go**

New Audit Event Alert for: Managing Service in Food & Bev

Creating an audit alert initiates an approval cycle through which other users, or a group, review an audit item. To protect an item that is being reviewed, it is recommended that an audit item be locked. For this item, the group associated with the route must be included in the alert. You may instead create a [new snapshot](#) for this item.

You must complete required fields.

Enter Comments:

Notify:
[Acalog includes a notification system through which users are notified of audit events via email. You may choose to send an email alert by choosing the appropriate radio button below.]

Invite the people selected below to comment on this audit event, but send no email.
 Invite the people selected below to comment on this audit event, and send additional notification via email.

[Choose people to notify below. Hold down the "Ctrl" key (Command on a Mac) to select or deselect multiple names. Use the radio buttons below to specify your preferences for notification.]

Group: [See Group Members](#)

My Event Auditors (Preselected): **Other Editors/Managers:**
No current event auditors.

Atolgue, Ana Mari [Manager]
Camacho, Johanna [Manager]
Camacho, Johanna [Editor]
Chair, LOC [Editor]
Clymer, Patrick [Manager]

Comparison Snapshot:
[You may pre-select the snapshot that will be automatically compared to the current snapshot of this item when other users respond to this audit event.]

Compare to:

Audit lock this course? [Protect it from being edited or having additional audit events created until the lock is removed.]

Theme: Green | Slate | Brown | Sepia | Red

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1. Enter Comment.
2. Select Second Radio Button; "Invite the people below to comment on this audit event, and send additional notification via email."
3. Select a group or select individual(s). To select multiple individuals hold the CTRL key and click on the users required.
4. Enter "Comparison Snapshot". (optional)
5. Click "Create Audit Event Alert" button.

How to Attach Documents in Acalog

1. Click "My Alerts"
2. Click "Courses or Programs"
3. Locate your Audit Event. If it does not appear click on "Show All Audit Events Alerts" button, then locate your Audit Event (e.g. CUL200)
4. Click on "Edit Item"
5. Click on "Attachments"
6. Click on "Browse"
7. Locate & select your file, then click "Open"
8. Click on "Upload Attachment"

NOTE: If an editor has already entered the Response Requested screen, the editor must exit and go to My Alerts (Step #3).

Acalog ACMS™ Publisher Logged in as: pclymer / Logout

My Alerts My Events All Events Configuration & Tools

Working Guam Community College 2014-2015 Catalog Go Alerts Recent Items Help

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

My Alerts

Audit event alerts are invitations for you to review edits for comment, and to approve or reject change(s). Route event alerts are notices informing you that a group in which you are a member has received an audit item. A summary is provided below. Choose a tab above to view your audit event alerts for the following audit items: custom pages, hierarchy items, programs, shared cores, or courses.

	Custom Pages	Hierarchy Items	Programs	Shared Cores	Courses
Open Audit Events:	No Events	No Events	No Events	No Events	1 Event
Closed Audit Events:	No Events	No Events	No Events	No Events	6 Events
Active Routes:	No Events	No Events	No Events	No Events	No Events
Closed Routes:	No Events	No Events	No Events	No Events	No Events

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

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 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 Event Alerts

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

Show All Audit Event Alerts

Audit Events	Responses
<p> HS 208 - Managing Service in Food & Beverage Operations [View History] [View Attachments]</p> <p>Add a new snapshot, add a new audit event alert, add a new route.</p>	Response Requested

Acalog ACMS™ Publisher
 My Alerts
 Working Guam Community College 2014-2015 Catalog
 Custom Pages | Hierarchy Items | Programs | Shared Cores | **Courses**
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 *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 Event Alerts
 All audit event alerts are shown. Click the button below to show only audit event alerts that still require a response from you.

Audit Events	Responses
CUL 180 - Garde Manger [Edit Item] [View History] [View Attachments] Add a new snapshot Add a new audit event alert	Response Complete
CUL 200 - Baking I: Breads and Baking [Edit Item] [View History] [View Attachments] Add a new snapshot Add a new audit event alert	Response Complete
CUL 220 - Baking II: Patisserie [Edit Item] [View History] [View Attachments]	Response Complete

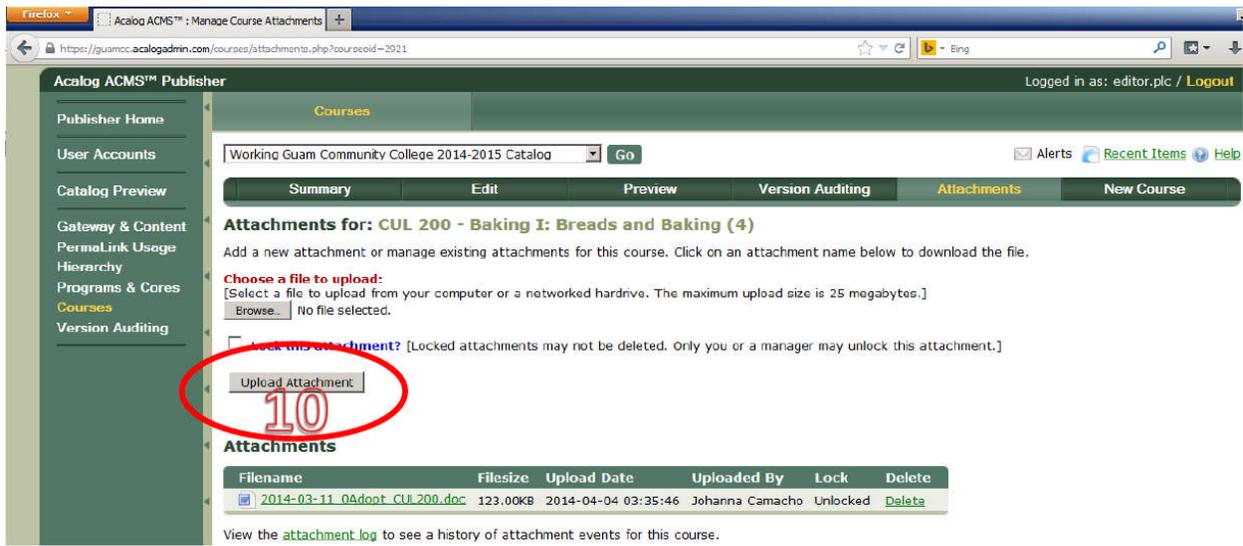
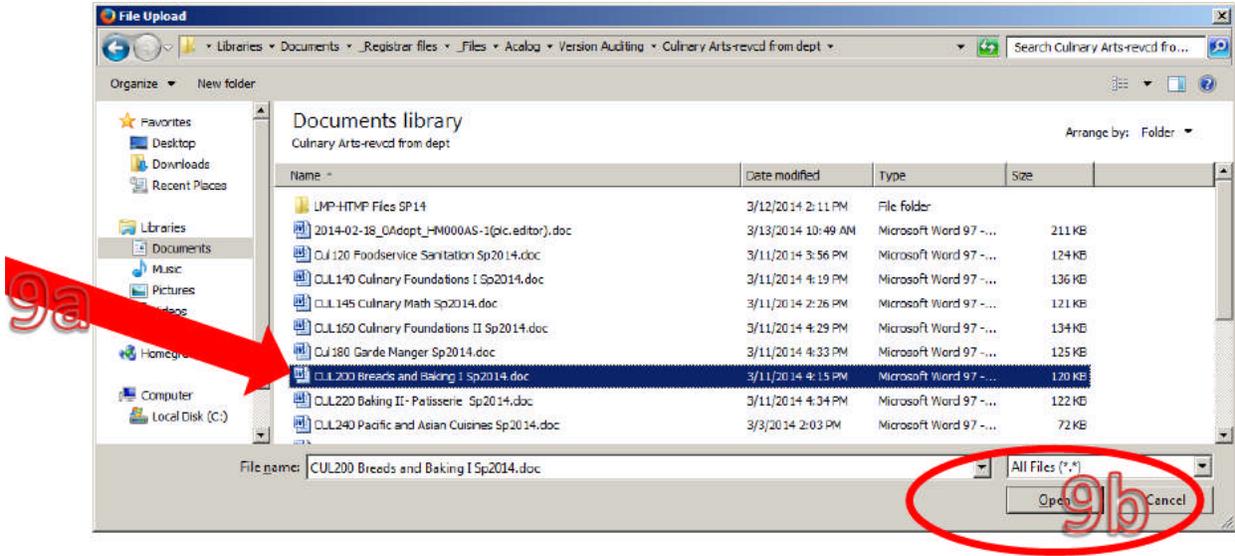
Acalog ACMS™ Publisher
 Logged in as: editor.plc / Logout
 Courses
 Working Guam Community College 2014-2015 Catalog
 Summary | Edit | Preview | Version Auditing | **Attachments** | New Course
Course: CUL 200 - Baking I: Breads and Baking (4)
 Course Title: CUL 200 - Baking I: Breads and Baking (4)

Acalog ACMS™ Publisher
 Logged in as: editor.plc / Logout
 Courses
 Working Guam Community College 2014-2015 Catalog
 Summary | Edit | Preview | Version Auditing | **Attachments** | New Course
Attachments for: CUL 200 - Baking I: Breads and Baking (4)
 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.]

Attachments

Filename	Filesize	Upload Date	Uploaded By	Lock	Delete
2014-03-11_0Adopt_CUL200.doc	123.00KB	2014-04-04 03:35:46	Johanna Camacho	Unlocked	Delete

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



How to View Attachments in Acalog

1. After logging in, Select catalog; “Working Guam Community College 2014-2015 Catalog”
2. Click “Version Auditing”
3. Click “My Alerts”
4. Click “Courses”
5. Locate your Audit Event. If it does not appear click on “Show All Audit Event Alerts” button, then locate your Audit Event (e.g. EN110)
6. Click on “View Attachments”
7. Select your Attachment

Acalog ACMS™ Publisher

Logged in as: pcymer / Logout

My Alerts My Events All Events Configuration & Tools

Working Guam Community College 2014-2015 Catalog Go

Alerts Recent Items Help

Custom Pages Hierarchy Items Programs Shared Cores Courses

My Alerts

Audit event alerts are invitations for you to review edits for comment, and to approve or reject change(s). Route event alerts are notices informing you that a group in which you are a member has received an audit item. A summary is provided below. Choose a tab above to view your audit event alerts for the following audit items: custom pages, hierarchy items, programs, shared cores, or courses.

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Closed Audit Events:	No Events	No Events	No Events	No Events	6 Events
Active Routes:	No Events	No Events	No Events	No Events	No Events
Closed Routes:	No Events	No Events	No Events	No Events	No Events

Custom Pages Hierarchy Items Programs Shared Cores Courses

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 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 Event Alerts

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Show All Audit Event Alerts

Audit Events	Responses
HS 208 - Managing Service in Food & Beverage Operations [View History] [View Attachments] Add a new snapshot , add a new audit event alert , add a new route	Response Requested

5a

5b

Custom Pages Hierarchy Items Programs Shared Cores

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 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 Event Alerts

All audit event alerts are shown. Click the button below to show only audit event alerts that still require a response from you

Show Only Audit Event Alerts that Still Require a Response from Me

Audit Events	Responses
EMS 103 - Emergency Medical Technician (EMT) [View History] [View Attachments] Add a new snapshot , add a new audit event alert , add a new route	Response Complete
EN 110 - Freshman Composition [View History] [View Attachments] Add a new snapshot , add a new audit event alert , add a new route	Response Complete
HS 202A - Food Safety & Sanitation (Servsafe®) [View History] [View Attachments]	Response Complete

Attachments for: EN 110 - Freshman Composition (3)

Click on an attachment name below to download the file.

Filename	Filesize	Upload Date	Uploaded By
EN 110 course guide Oct 21 2013.doc	174.50KB	2013-11-17 20:44:12	Patrick Clymer
EN110 Registrar approval_2013-11-07 727am.pdf	85.27KB	2013-11-06 23:00:54	Johanna Camacho
EN110_ISR_201380_4_apvl.pdf	241.16KB	2013-11-03 23:09:56	Johanna Camacho
EN110_ISR_2012-01-03.pdf	1.26MB	2013-11-03 18:32:19	Johanna Camacho

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

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ACALOG University

<http://acalog-university.acalog.com/login.php>



Please Login

You must complete all fields below.

Please choose from the drop down below, then login using your Publisher username and password.

Username:

Password:

Institution:

Reset User Name and Password

Contact ACALOG Manager:

Registrar, Patrick Clymer, 735-5561 or patrick.clymer@guamcc.edu

Johanna Camacho, 735-5534 or johanna.camacho@guamcc.edu