ACALOG

GCC

LOC Committee Input, Decisions

and

Reviewer's Guide

DRAFT

Created by: LOC Chairs and Acalog Managers April 21, 2014

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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, <u>https://guamcc.acalogadmin.com/login.php</u>

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Login using your editor credentials

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Select your catalog by using the drop down box

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User Accounts	Working Guam Community College 201	4-2015 Catalog 💌 😡		🖂 Alerts 🥹 <u>Help</u>
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Gateway & Content	Welcome to the Acalog Aci	Photosici, Patrick		
PermaLink Usage	Login Information			

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

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Publisher Home	New in Acalog™	Acalog [™] Forums	Support	
User Accounts	Working Guam Community College 2014	-2015 Catalog 🔄 Go		🖂 Alerts 😡 <u>Help</u>
Catalog Preciew	Catalog changed successfully.			
Gateway & Content	Welcome to the Acalog ACM	IS™ Publisher, Patrick		
PermaLink Usage Hierarchy	Login Information			

Version Auditing

Click on Version Auditing



Click My Alerts and Courses to view course audit events

working Guam Communi	ity College 2014	🗾 5 Catalog 📃 💌	Go				📄 Alerts 🚯 He
Custom Page	s	Hierarchy Items		Programs		Shared Cores	Courses
My Alerts							
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Audt event alerts are in group in which you are a audit items: custom pag Open Audit Events:	vitations for you a member has req les, hierarchy ite Custom Pages o Events No Events	i to review edits for ceived an audit item. ms, programs, share Hierarchy Items No Events No Events	A summary cores, or c Programs No Events No Events	Id to approve of is provided below courses. Shared Cores No Events No Events	Courses 2 Events 8 Events	(s). Route event aler ab above to view you	ts are notices informing you that a ir audit event alerts for the following
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Expand the course details by clicking the "

60 "

" symbol next to the title



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

My Alerts	My Event	s		
Working Guam Community College	2014-2015 Catalog 🗾 G	o		
Custom Pages	Hierarchy Items	Programs	Shared Cores	Courses

My Alerts

Click the ③ 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 ϵ 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 use

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, and 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 - <u>Response Requested</u> LOC Dyad1 - No response yet. LOC Dyad2 - No response yet. LOC Dyad3 - No response yet. LOC Dyad4 - No response yet.
Iow you may Review Snapshots , Add Audit Events, View History,	View Attachments, Resp

View History

Expand the course details by clicking the " 🔘 " symbol next to the title

Acalog ACMS™ Publisher	Close Window
Detailed Item History:	Show Oldest First Expand All 🚔 Print Report
Audit Events	Date and Time
O AUDIT EVENT	12/01/2013 23:37:57
Review Snapshot Created By: LOC Chair1 Comments: [No Comments]	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

View Attachments

calog ACMS™ Publisher				Close Windo
ttachments for: HS 208 - Managing Ser	rvice in	Food & Beverage	Operations (3))
ick on an attachment name below to download the file.				
ttachments				
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t tachments Filename	Filesize	Upload Date	Uploaded By	
ttachments Filename HS208 Course <u>Revision Spring 2013.doc</u>	Filesize 132.50KB	Upload Date 2013-12-01 22:58:00	Uploaded By Patrick Clymer	
ttachments Filename H5208 Course Revision Spring 2013.doc K15208 Registrar approval 2013-11-07 727am.pdf	Filesize 132.50KB 85.01KB	Upload Date 2013-12-01 22:58:00 2013-11-06 23:15:35	Uploaded By Patrick Clymer Johanna Camacho	
Filename Image: HS208 Course Revision Spring 2013.doc Image: HS208 Registrar approval 2013-11-07 727am.pdf Image: HS208 ISR 201380 4 apvl.pdf	Filesize 132.50KB 85.01KB 132.32KB	Upload Date 2013-12-01 22:58:00 2013-11-06 23:15:35 2013-11-03 23:22:51	Uploaded By Patrick Clymer Johanna Camacho Johanna Camacho	



Submit a response

Click on Response Requested link

My Alerts	My Events			
Working Guam Community Colleg	e 2014-2015 Catalog 🛛 🗾 Go	1		
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 (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 use

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Show All Audit Event Alerts

Audit Events	Responses
EN 110 - Freshman Composition [view History] [view Attachments] Add a new snapshot, madd 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 - <u>Response Requester</u> LOC Dy3d1 - No response yet. LOC Dy3d2 - No response yet. LOC Dy3d3 - No response yet.

Approve or Reject, Enter Comments, then click respond button

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blisher Home	My Alerts		My Events				
er Accounts	Working Guam Communit	ty College 2014-2015 Catalo	Go 💽 Go			Alert	ts 😡
talog Preview	Custom Pages	s Hierarchy	Items	Programs	Shared Cores	Courses	
teway & Content rmaLink Usage ararchy ograms & Cores urses rsion Auditing	Review Chi My Response You have been asked to comments, and to approve Course: Event Creation Date: Event Creator: Event Creator: Event Comments: You must complete requination Approve or Reject: [Please choose whether C Approve changes. C Reject changes. Comments: [Please enter comments]	review editorial changes ve or reject the changes. Hide audit event details. His 208 - Managing Serv 12/01/2013 23:37:57 LOC Chairi [No Comments] hired fields. you approve or reject the to explain why you approv	My Response ade to this course. ice in Food & Bever changes. To view th ed or rejected the o	See Review Changes age Operations (3) he changes, see Revi	History to see the edits, and then use th ew Changes above.]	Attochments	JF OWI

Create a New Audit Event Alert



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).





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	Publisher Home	My Alerts	My Events			
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	Catalog Preview	Custom Pages	Hierarchy Items	Programs	Shared Cores	Courses
	Gateway & Content PermaLink Usage Hierarchy	My Alerts Click the O icon to see alert di click on the Response Requests	etails for courses in the table below.	o view a snapshot, click	on the <i>Review Snapshot</i> link. To re	espond to an audit event alert,
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User Accounts	Working Guam Community Col	lege 2014-2015 Catalog	Go Go				Merts	Recent Items 🚯 He
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Gateway & Content	4 Attachments for: CUL	200 - Baking I	: Breads and Ba	king (4)				
PermaLink Usage	Add a new attachment or mar	age existing attachme	ents for this course. Cl	ick on an attachme	nt name belo	w to download the	e file.	
Hierarchy Programs & Cores	choose a file to upload:							
Courses	Browse. No file selected.	our computer or a net	worked hardrive. The i	maximum upload size	e is 25 mega	bytes.]		
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Version Add. 11g	Lock this attachment?	Locked attachments r	may not be deleted. O	nly you or a manage	er may unloc	< this attachment.	1	
Version Autoring	Upload Attachment	Locked attachments r	may not be deleted. O	nly you or a manage	r may unloc	< this attachment.	1	
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	Upload Attachment	Locked attachments r	may not be deleted. Or	nly you or a manage	r may unloc	(this attachment.	1	
	Lock this attachment?	Locked attachments r	may not be deleted. O	nly you or a manage	er may unloc	< this attachment.	1	
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View the <u>attachment log</u> to see a history of attachment events for this course.

Organize · New folder					-
☆ Favorites	Documents library			d Arrange b	
Desktop	Culnary Arts-reved from dept	Date modified	Туре	Size	
Recent Places	UMP+ITMP Files SP14	3/12/2014 2:11 PM	File folder		
Contraction Libraries	1 2014-02-18 OAdopt HM000AS-1(pic.editor).doc	3/13/2014 10:49 AM	Microsoft Word 97	211 KB	
Documents	Cul 120 Epodservice Sanitation Sp2014.doc	3/11/2014 3:56 PM	Microsoft Word 97	124 KB	
J Music	Cul. 140 Culnary Foundations [Sp2014.doc	3/11/2014 4:19 PM	Microsoft Word 97	136 KB	
Pictures	LL 145 Culnary Math Sp2014.doc	3/11/2014 2:26 PM	Microsoft Word 97	121 KB	
200	ULL 160 Culmary Foundations II Sp2014.doc	3/11/2014 4:29 PM	Microsoft Word 97	134 KB	
K Homegre	🔁 Cul 180 Garde Manger Sp2014.doc	3/11/2014 4:33 PM	Microsoft Word 97	125 KB	
	🛄 CLIL 200 Breads and Baking 1 Sp2014.doc	3/11/2014 4:15 PM	Microsoft Word 97	120 KB	
📲 Computer	💾 CUL220 Baking II - Patisserie Sp2014.doc	3/11/2014 4:34 PM	Microsoft Word 97	122 KB	
📥 Local Disk (C:)	CUL240 Pacific and Asian Cuisines Sp2014.doc	3/3/2014 2:03 PM	Microsoft Word 97	72 KB	
File	name: CUL200 Breads and Baking I Sp2014.doc			All Files (*.*)	-



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 Events Alerts" button, then locate your Audit Event (e.g. EN110)
- 6. Click on "View Attachments"
- 7. Select your Attachment

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er Accounts	Working Guam Comm	unity College 2014-2	2015 Catalog 🗾	Go				Alerts	Recent Items
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Custom Pages	Hierarchy Items	Programs	Shared Cores	Courses
My Alerts				
Click the 😳 icon to see alert det click on the <i>Response Requested</i>	ails for courses in the table below link. If available, you may view ot	. To view a snapshot, click of her users' responses and com	n the <i>Review Snapshot</i> link. To response link and the response line in	ond to an audit ev ink next to a user i
Audit Event Alerts				
Only audit event alerts t	equire a response are shown	. Click the button below to	show all audit event alerts.	
Show All Audit Event Alerts				
Audit Events			Decooncer	
Audit Events	1 5 Jap a		Kesponses	
HS 208 - Managing Servi Add a new snapshot, Add a new snapshot,	се In ноод & веverage Opera add a new audit event alert, 과 ac	dons [View History] [View A	ttachmentsj Response Reques	sted

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 click on the Response Requested link. If available, you may view other users' responses and comments by clicking on the response link r

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, and a new audit event alert, and a new route.	Response Complete
EN 110 - Freshman Composition [View History] [View Attachments] Add a new snapshot, and a new audit event alert, and a new snapshot.	Response Complete
MIS 2034 - Food Safety & Sanitation (Servesafe®) [View History Attachmente]	Resnonse Complete

Attachments			1940/40 40 400/000
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
J EN110 1SR 201380 4 apvl.pdf	241.16KB	2013-11-03 23:09:56	Johanna Camacho
EN110 1SR 2012-01-03.pdf	1.26MB	2013-11-03 18:32:19	Johanna Camacho

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: Select Your Registered Institution			
You must complete all fields below. Please choose from the drop down below, then login using your Publisher username and password Username: Password: Institution: Select Your Registered Institution	Pleas	se Login	
Please choose from the drop down below, then login using your Publisher username and password Username: Password: Institution: Select Your Registered Institution	You must c	complete all fields below.	
Username: Password: Institution: Select Your Registered Institution	Please cho	oose from the drop down below, then login using your Publisher	r username and password.
Password:	Username:	e	
Institution: Select Your Registered Institution	Password:	4:	
	Institution:	1. Select Your Registered 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