Curriculum Review via Acalog

PROCEDURE:

An email audit alert will notify the Editors that curriculum for their review is pending.

- 1. Log-in to ACALOG
 - a. https://guamcc.acalogadmin.com/login.php
 - b. Enter your username
 - c. Enter your password
- 2. Select a catalog from the dropdown. See figure 1.
 - a. For AY 2013-2014, select Working Guam Community College 2014-2015 Catalog
- 3. From the left menu options, select Version Auditing, see figure 2
- 4. Select "My Alerts" from the top menu options, see figure 3.
- 5. A top sub-menu will display. See figure 4.
 - a. Review the displayed table.
 - i. Determine where your open events are located.
 - ii. From the top sub-menu select the area where your open events are located.
- 6. In Figure 5, the open events are located in "courses". Begin your review by:
 - a. Click review history to see the details prior to your response.
 - b. Click review attachments to see documents.
 - c. You may also press the + or to expand or collapse the audit event
- 7. In figure 6, see the "response" column. In this example, the name is "Johanna Camacho". When "response requested" is selected, another top-sub-menu appears, see figure 7.
- 8. For the LOC Chair or Co-Chair, the audit event should be forwarded to the appropriate Dyad by creating a new Audit Event. This will cancel the Audit Event to the LOC Chairs. Click on "Add a new audit event alert". See figure 9. This will generate:
 - a. Either a new email alert to the appropriate Dyad (e.g. Dyad 1, Dyad 2, etc.)
 - b. Or notify the Department Chair of the curriculum disapproval. The DC will communicate with the author the requested changes.
- 9. For other Editors (i.e. Deans, Dyads, etc.) Select from the top sub-menu, "my response". See figure 8.
 - a. Either select approve or reject.
 - b. Enter your comments. It is recommended that you enter the date of approval as the system time is based on Florida's time.
 - c. Click on "respond"
- 10. Click on "Add a new audit event alert". See figure 9. This will generate:
 - a. Either a new email alert to the next approver
 - b. Or notify the Department Chair of the curriculum disapproval. The DC will communicate with the author the requested changes.
- 11. Complete the following:
 - a. Enter your comments
 - b. SELECT: "Invite the people selected below to comment on this audit event, and send additional notification via email."
 - c. Select a recipient; either a group or individual(s) from appropriate list of values or list based on the curriculum manual process. Please refer to the Approved Curriculum or the Flow Chart in Appendix K of the Manual for details.
 - d. Click, "Create Audit Event Alert"

Selecting a catalog immediately after logging in is a Best Practice and is highly recommended.

Curriculum Review via Acalog

Figure 1

Acalog ACMS™ Publisher				
Publisher Home	Ne w in Acalog™			
User Accounts	Start by Selecting a Catalog	<u>ào</u>		
Catalog Preview	Key: L=Locked P=Published A=Archived IL=Import Lock TRAINING CATALOG			
Gateway & Content	Working Guam Community College 2014-2015 Catalog	nna		

Figure 2

Acalog ACMS™ P	ublishe
Publisher Home	
User Accounts	
Catalog Preview	
Gateway & Conter	nt ⁴
PermaLink Usage Hierarchy	
Programs & Cores	•
Version Auditing	

Figure 3

	Mu Alerte	Mii Evente
Publisher Home		Hy L YONG
User Accounts	Working Guam Community College 2014-2015 Catalog 🛛 👻	Go
Catalog Preview	Version Auditing	
	You have system rights as an editor, which means you may e	dit assigned catalogs, create audit eve
Gateway & Content	Publishers have administrative control over version auditing.	They are provided with configuration t
PermaLink Usage		

Figure 4

		M	dy Events	All Even	nts	Configuration & Tools
/orking Guam Comn	nunity College 2014-2015 Catalog	Go				📄 Alerts 🌔 Recent Items 🚳 Helj
Cu	stom Pages	Hierarchy Items	Pro	grams	Shared Cores	Courses
and the second sec						
y Alerus Idit event alerts are	invitations for you to review edits fo	r comment, and to approve or	reject change(s). Route event aler	ts are notices informing you that a	group in which you are a me	mber has received an audit item. A summary is provided
dit event alerts are low. Choose a tab a	invitations for you to review edits fo above to view your audit event alert:	r comment, and to approve or for the following audit items: (reject change(s). Route event aler custom pages, hierarchy items, pro	ts are notices informing you that a Igrams, shared cores, or courses.	group in which you are a me	mber has received an audit item. A summary is provided
idit event alerts are low. Choose a tab a	invitations for you to review edits fo bove to view your audit event alert: Custom Pages Hierarchy Item	r comment, and to approve or for the following audit items: (s Programs Shared Cores	reject change(s). Route event aler custom pages, hierarchy items, pro	ts are notices informing you that a igrams, shared cores, or courses.	group in which you are a me	mber has received an audit item. A summary is provided
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Figure 5

		Audit Events	Responses	Version Status
-	0	CD 180 - Language Arts in Early Childhood (<u>View History</u>) (<u>View Attachments</u>) # <u>Add a new snapshot</u> , # <u>add a new audit event alert</u> , # <u>add a new route</u> .	0 of 2	Change to: Working Current: Approved Change to: Final
		AUDT EVENT Date: 11/17/2013 17:49:27 [Review Snapshot] Created By: Juan Flores Comments: Approved Newmber 18, 2013.	LOC Chair1 - <u>No response yet.</u> LOC Chair2 - <u>No response yet.</u>	
-	0	EMS 103 - Emergency Medical Technician (EMT) [View History] [View Attachments] # Add a new snapshot, # add a new audit event alert, # add a new route.	0 of 1	Current: Working Change to: Approved
	0	EN 110 - Freshman Composition [<u>View History</u>] [<u>View Attachments</u>] Add a new snapshot, @ add a new audit event alert, @ add a new route.	0 of 2	Current: Working Change to: Approved
		AUDT EVENT Date: 11/07/203 21:26:26 [Review Snapshot] Created By: Gina Tuded Comments: Routed to LOC for their review and approval.	LOC Chair1 - <u>No response yet.</u> LOC Chair2 - <u>No response yet.</u>	
	0	HS 203A - Food Safety & Sanitation (Servesafe@) [<u>View History</u>][<u>View Attachments]</u> # Add a new snapshet, # add a new audit event alert, # add a new routa.	0 of 2	Current: Working Change to: Approved
		AUDIT EVENT Date: 11/17/2013 17:55:37 [Review Snasshot] Created By: Juan Flores Comments: Approved Newmoher 18, 2013	LOC Chair1 - <u>No response yet.</u> LOC Chair2 - <u>No response yet.</u>	

Curriculum Review via Acalog

Figure 6

er				Logged in as: johanna / Logout
My Alerts		All Eve	ents	Configuration & Tools
Working Guam Community College 2014-2015 Catalog 🛛 💌			🚖 Alerts 🎅 Recent Items 🥹 Help	
Custom Pages	Hierarchy Items Pr	ograms	Shared Cores	Courses
Use the expand and contract icons (),) to view and hide audit evants for courses below. To preview the snapshot, dick on the <i>Review Spapetor</i> link. To view response details, click on a response link. To view the full audit history click the <i>View Natory</i> link. To view all atatchments click the <i>View Attachmenty</i> link. Add new snapshots, au event alters or rocted by clicking the data are availed event after, or rocted by clicking the course version status, click on the new desired version status at far right.				
Audit Events		Re	sponses	Version Status
 EMS 103 - Emergency Medical Technician (EMT) Add a new snapshot, and a new audit event alert, 	[View History] [View Attachments] , I and a new route.	No	ne	Current: Working Change to: Approved
AUDIT EVENT Date: 1/14/2013 19:15:05 [<u>Review Snapshot</u>] Created By: Patrick Clymer Comments: Rejected. HL131 is both a prerequisite and a co-requisite. A call to	, the department revealed this is not the intention and the req	Joh uest will be resubmitted.	nanna Camach - <u>Response Requested</u>	>
SNAPSHOT Date: 11/05/2013 18:42:18 [<u>Review Snapshot</u>] Created By: Johanna Camacho Comments: Credits are proposed to change from 7-8 t	ΰ 8.			

Figure 7

			My Events		All Events		onfiguration & Tools
Working Guam Community	College 2014-2015 Catalog 🛛 👻	Go					🚔 Alerts 📄 Recent Items 😡 Help
Custom P	ages	Hierarchy Items	Pr	igrams	Shared Core	8	Courses
Rev	riew Changes		My Response		History		Attachments
Review Changes							
You have been asked to rev	new editorial changes made to thi	s course. Review change	is on this page, then click My Respor	se above to register your	own comments, and to appro-	ve or reject the changes.	
E	lide audit event details.					_	
Course: Event Creation Date:	EMS 103 - Emergency Medical Tec	chnician (EMT) (8)					
Event Creator:	Patrick Clymer						
Event Comments:	Rejected. HL131 is both a prerequ	isite and a co-requisite.	A call to the department revealed th	is is not the intention and t	he request will be resubmitted	d .	
Headenmonics	view accounterins associated with	uns course				_	
The audit event alert sna	apshot is shown below. Select	a comparison snapst	not to show changes.				
Left: 11/14/2013 19:15:0	15 by Patrick Clymer - Rejected, HL	.131 is both a prerequisit	e and a co-r 🗸				
Right: Select One			~				
Load Comparison	Compare Side-By-Side						
Compare Snapshots							
Use this view to cor	mpare snapshots side-by-side. Cli	ick the Combine and Sho	w Changes button above to change	to Combine Snapshots view	w to see changes visually.		
11/14/2013 19:15:05 by P	atrick Clymer [This Event: Respo	nse Requested]					
intention and the request v	31 is both a prerequisite and a co will be resubmitted.	-requisite. A call to the d	lepartment revealed this is not the	Comment: No Comme	Int		
				No event chosen.			
EMS 103 - Emerger	ncy Medical Technician (E	MT)(8)					
This course is designed for Students will learn how to	r ambulance service members an provide emergency care to victim	d others who need to be as of accidents and illnes	trained to the level of EMT.				
seriousness of the patient'	s condition, assess the patient's r are to stabilize the patient's condi	equirements for emerge	ncy care, and administer				
will be eligible to test for the	he National Registry of EMT (NRE	MT), national certifying e	xamination. Formerly CJ103.				
Course oriening: As neede	EN 110 and MA 100 Minimum and	- 10	h ashaal dialaana ay CED Dalian				
Court & Drug clearances v	vill be requied 30 days prior to cli	nical times. Police and co	ourt clearances must not have any				
discretion for final approve	anding cases. All clearances will a al. If unapproved from either age	ncy, the student will not	be allowed to complete clinical				
hours and/or ride alongs to will resukt in a student bei	hat are required to successfully o ng unable to sit for the National E	omplete th course. Unsu xam. Physical Exam (no	ccessful completion of the course at older than 6 months prior to				
<pre>clinical times). Valid Drive Corequisite(s): HL 131</pre>	rs License.						
Student Learning Outco	imes (SLOs):						
Upon successful completio	n of this course, students will be a	able to:					
😡 Inbox - Microsoft Out	😜 Acalog ACMS''' : Res 🔯	SOP - Deans Curricul			gaerech 🔁 🗸	Search Desktop	<u> </u>

Figure 8

	My Alerts	My Events		All Events	Configuration & Tools	
Working Guam Communi	ty College 2014-2015Catalog 🛛 👻	Go			🗁 Alerts 🎅 Recent Items 😡 Help	
Custor	n Pages	Hierarchy Items	Programs	Shared Cores	Courses	
F	Teview Changes	My Response		History	Attachments	
My Response						
You have been asked to r	eview editorial changes made to th	s course. See Review Changes to see the edits,	, and then use this section to register yo	ur own comments, and to approve or	reject the changes.	
	Hide audit event details.					
Course: Event Creation Date: Event Creator: Event Comments:	EMS 103 - Emergency Medical Te 11/14/2013 19:15:05 Patrick Clymer Rejected. HL131 is both a prerequ	chnician (EMT) (8) uisite and a co-requisite. A call to the departmen	nt revealed this is not the intention and t	he request will be resubmitted.		
You must complete requi	red fields.					
Approve or Reject: [Please choose whether y Approve changes. Reject changes.	Approve at Reject [Please shows whether you approve or reject the changes. To view the changes, see Review Changes above.] O Approve changes. O Reject changes.					
Comments: [Please enter comments t	Approve changes. Seject changes. Comments: Presse entir comments to explain why you approved or rejected the changes.] [Ressend] [Ressend]					

Curriculum Review via Acalog

Figure 9

ay racing	My Events		All Events	Configuration & Tools
viking Guam Community College 2014-2015 Ca	italog 💌 G0			🖂 Alerts 🎅 <u>Recent Items</u> 😡 <u>He</u>
Custom Pages	Hierarchy Items	Programs	Shared Cores	Courses
Audit Events			Responses	Version Status
EMS 103 - Emergency Medical Technici	ian (EMT) [View History] [View Attachments]		None	Current: Working
SNAPSHOT Date: 11/05/2013 18:42:18 [Review Snapsh Created By: Johanna Camacho Comments: Credits are proposed to change	ot] 6 from 7-8 to 8.			
ıre 10				
My Alerts	My Events		All Events	Configuration & Tools
king Guam Community College 2014-2015 Ca	talog 💙 Ga			
				Maierts 🕐 Recent Items 😡 H
v Audit Event Alert for: Emergend	cy Medical Technician (EMT)			Alerts CRecent Items
w Audit Event Alert for: Emergence ating an audit alert initiates an approval cycle is placed on the audit item. If there is an activite a a <u>mem snapshot</u> or <u>mem route</u> for this	cy Medical Technician (EMT) through which other users, or a group of users, are inv ve route in place for this item, the group associated wit item.	ited to approve, reject, and comme h the route must me included in the	it on revisions to an audit item. To protect a alert. You may also choose to include your	Alerts <u>Recent liters</u> is a solution of the
w Audit Event Alert for: Emergence ating an audit alert initiates an approval cycle is placed on the audit item. If there is an acti- te a the new snapshot or the new route for this must complete required fields.	y Medical Technician (EMT) through which other users, or a group of users, are inv ve route in place for this item, the group associated wit item.	ited to approve, reject, and comme h the route must me included in the	it on revisions to an audit item. To protect a alert. You may also choose to include your	In item that is being reviewed, it is recommended that an auditors or other managers or managers. You may instep event auditors or other managers or managers. You may instep instep in the second second second second
w Audit Event Alert for: Emergence string an audit alert inhibites an approval cycle to a string and alert inhibites of the string must complete required fields. er Comments:	y Medical Techniclan (EMT) through which other users, or a group of users, are inv ve route in place for this item, the group associated we rem.	itsd to approve, reject, and comme h the route must me included in the	it on revisions to an audit item. To protect a alert. You may also choose to include your	Averts Coccent terms of a number of the second terms of the second terms of the second term of terms
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w Audit Event. Alert for: Emergence is passed and thinks as approved open is passed and the solid stern, if there is an exist is an exist of the solid stern, if there is an exist must complete required fields. fy: ion includes an alert system through which us trivite the people selected below to comment finds the the people selected below to comment	y Medical Techniclan (EMT) through which other users, or a group of users, are inv veroate in place for this item, the group associated wit item. 	ited to approve, reject, and comme h the route must me included in the system. You may also choose to ha email.	it on revisions to an audit item. To protect alert. You may also choose to include your ve the system send an email alert by choosi	a Herts Coconcisions () is previoused, it is recommanded that an audiovent auditors or other managers or managers. You may inster a discussion of the appropriate radio button below.]
w Audit Event Alert for: Emergence thing an audit alert initiates a paperosi order to a many analogic or the paperosit order must complete required fields. r Comments: V: Point Ioniculaes an alert system through which us Invite the people selected below to comment Invite the people below. Hold down the "C"	y Medical Technician (EMT) through which other users, or a group of users, are inv ve route in place for this item, the group associated we item. 	ited to approve, reject, and comme it the route must me included in the system. You may also choose to ha amail. lipie names. Use the radio buttons b	it on revisions to an audit item. To protect alert. You may also choose to include your we the system send an email alert by choosi	arert <u>Coconclusme</u> <u>I</u> item that is being reviewed, it is recommended that an audi event auditors or other managers or managers. You may inste on the appropriate radio button below.] ton.]
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Create Audit Event Alert Brown | Sepia | Red

Compare to: Select One...

Acalog ACMS™ v6.3.34.2 © 2013, Digital Architecture

Document History

First Draft	November 20, 2013
Second Draft	December 2, 2013
Sent to Deans & AVP	December 2, 2013

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