

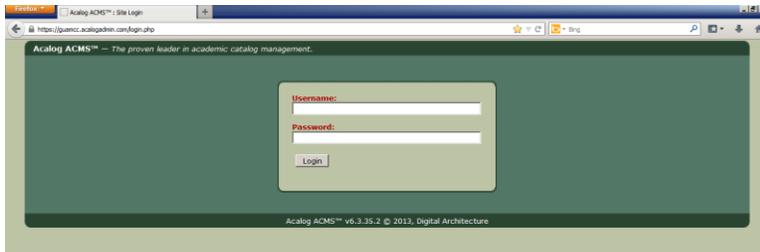
Quick Start Guide for Acalog Reviewers

How to Access and Review Curriculum in Acalog

Open Mozilla Firefox



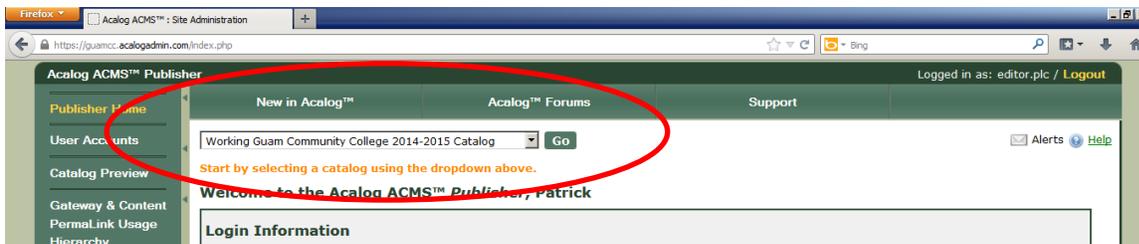
Navigate to the GCC Acalog Admin site, <https://guamcc.acalogadmin.com/login.php>



Login using your editor credentials



Select your catalog by using the drop down box



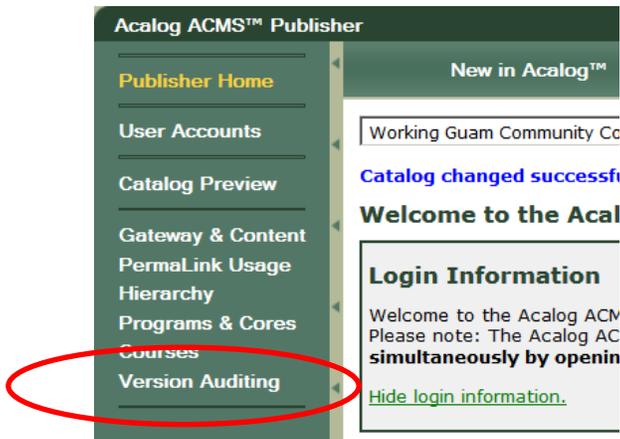
Click Go (and wait for the blue text confirming you have selected a catalog)



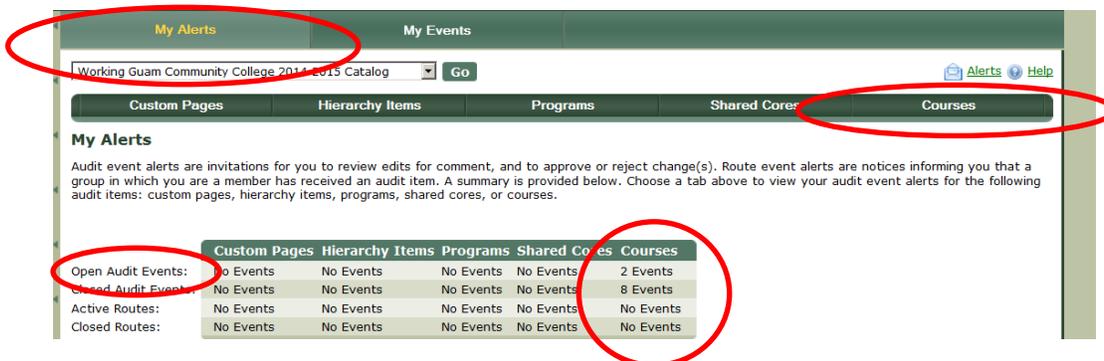
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Click on Version Auditing

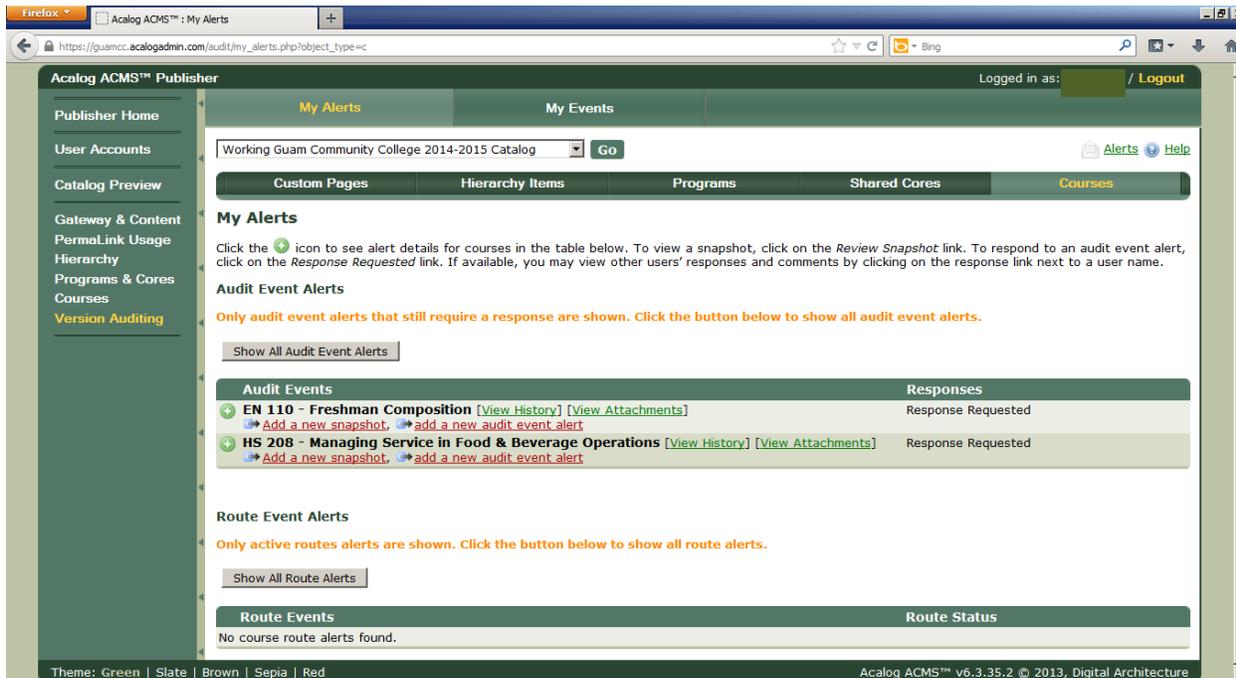


Click My Alerts and Courses to view course audit events



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



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

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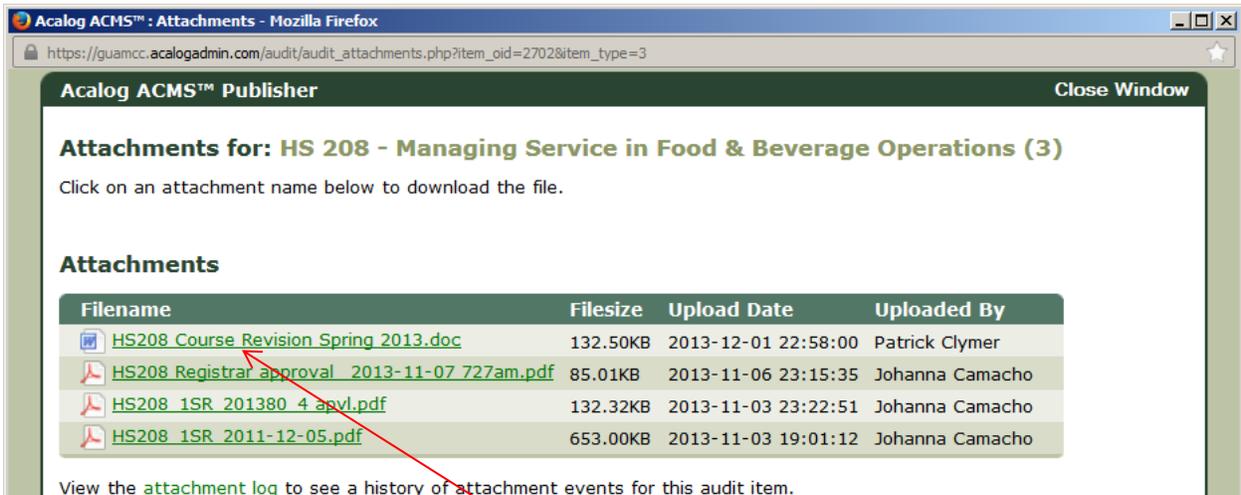
View History:

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



The screenshot shows the 'Acalog ACMS™ Publisher' interface for 'Audit Item History'. The page title is 'Acalog ACMS™ Publisher' and the browser title is 'Acalog ACMS™: Audit Item History - Mozilla Firefox'. The URL is 'https://guamcc.acalogadmin.com/audit/audit_history.php?&item_oid=2702&item_type=c&order=0&expand=0'. The page has a 'Close Window' button in the top right. Below the title bar, there are links for 'Show Oldest First', 'Expand All', and 'Print Report'. The main content area is titled 'Detailed Item History:' and contains a table with two columns: 'Audit Events' and 'Date and Time'. The first event is an 'AUDIT EVENT' on 12/01/2013 at 23:37:57. It includes a 'Review Snapshot' link, 'Created By: LOC Chair1', and 'Comments: [No Comments]'. To the right of the event details, there is a list of responses for various roles: LOC Chair1, LOC Chair2, LOC Dyad1, LOC Dyad2, LOC Dyad3, LOC Dyad4, and LOC Dyad5, each with a 'No response yet.' status. The second event is an 'ATTACHMENT ADDED' on 12/01/2013 at 22:58:00.

View Attachments:



The screenshot shows the 'Acalog ACMS™ Publisher' interface for 'Attachments'. The page title is 'Acalog ACMS™ Publisher' and the browser title is 'Acalog ACMS™: Attachments - Mozilla Firefox'. The URL is 'https://guamcc.acalogadmin.com/audit/audit_attachments.php?&item_oid=2702&item_type=3'. The page has a 'Close Window' button in the top right. Below the title bar, the page is titled 'Attachments for: HS 208 - Managing Service in Food & Beverage Operations (3)'. Below this title, there is a instruction: 'Click on an attachment name below to download the file.' The main content area is titled 'Attachments' and contains a table with four columns: 'Filename', 'Filesize', 'Upload Date', and 'Uploaded By'. The table lists four attachments: '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), and 'HS208 1SR 2011-12-05.pdf' (653.00KB, 2013-11-03 19:01:12, Johanna Camacho). Below the table, there is a link: 'View the [attachment log](#) to see a history of attachment events for this audit item.' A red arrow points from a red-bordered box containing the text 'Click to open' to the first attachment name in the table.

Click to open

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Submit a Response:

Click on Response Requested link

The screenshot shows the 'My Alerts' section of the Acalog ACMS interface. At the top, there are tabs for 'My Alerts', 'My Events', 'Programs', 'Shared Cores', and 'Courses'. Below these is a search bar with 'Working Guam Community College 2014-2015 Catalog' and a 'Go' button. The main content area is titled 'My Alerts' and contains a table of audit events. The first event is 'EN 110 - Freshman Composition' with a 'Response Requested' status. The second event is 'HS 208 - Managing Service in Food & Beverage Operations' with a 'Response Requested' status. A red circle highlights the 'Response Requested' link for the HS 208 event. Below the table, there is a section for 'AUDIT EVENT' details for the selected event, including the date, creator, and comments.

Approve or Reject, Enter Comments, then click the Respond Button

The screenshot shows the 'My Response' form in the Acalog ACMS interface. The form is titled 'My Response' and contains the following fields and options:

- 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]

Below the event details, there is a section for 'Approve or Reject' with two radio buttons: 'Approve changes.' and 'Reject changes.' Below this is a 'Comments' section with a text area for entering comments. At the bottom of the form is a 'Respond' button. Three red arrows point to the 'Approve or Reject' section, the 'Comments' text area, and the 'Respond' button.

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Create a New Audit Event:

Working Guam Community College 2014-2015 Catalog

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

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 alert be created 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 an alert system through which users are notified of audit events via email. You may 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): No current event auditors.
Other Editors/Managers:
Atoigue, Ana Mari [Manager]
Camacho, Johanna [Manager]
Camacho, Johanna [Editor]
Chair1, 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.]

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.