How to Import in Curriculog

When revising existing courses or programs, Curriculog users must import information from the ECU catalogs into the form being used. Below is a step-by-step guide on how to import.

Click the check mark on the form to begin.

After clicking the check mark, a fly-out will appear on the right-hand side of the screen where courses can be filtered by Prefix, Code, or Name and programs by Name. In the Source field, select either the undergraduate or graduate catalog. Next, click the Search button.

Prefix

BIOL

Code

1010

Name

Source

2021-2022 Undergraduate Working Catalog for Curriculog ▾

Exclude previously imported results ☐

Search

After clicking search, select the Preview and Build icon for the course or program that is being revised.

Name

Source

2021-2022 Undergraduate Working Catalog for Curriculog ▾

Exclude previously imported results ☐

[Search]

Show: 20 results ▾

BIOL 1010

Department of Biology, Department of

Survey of major terrestrial and aquatic ecosystems from the coastal plain to the continental shelf, with emphasis on their flora and fauna. Self-guided coastal plain trip required to one of several nature centers or museums at student's expense.


[First] [Previous] | 1 ⬍ of 1 | [Go] | [Next] [Last] | *1 to 1 of 1 results*

**Next, the course or program information to be imported into the proposal will appear.**

Import Data into your Proposal

Field Name	Data Preview
Section I - General Information: Select School/Department and Level	*[no data]*
Section I - General Information: Faculty Originator LAST Name	*[no data]*
Section II - Course Information: Course Prefix	BIOL
Section II - Course Information: Course Number	1010
Section II - Course Information: Course Title	Biodiversity of Coastal North Carolina
Section II - Course Information: Credits	3

Scroll to the bottom of this screen, and click the Build Proposal button.
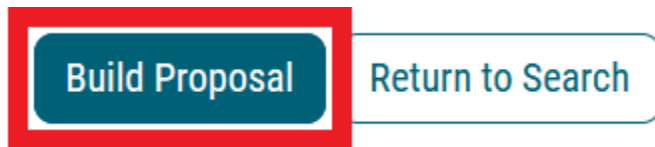
The proposal, with the imported information, will now appear. After completing Section I of the proposal, return to the top of the screen and click the Validate and Launch Proposal icon. At this point, users will be able to complete the rest of the proposal and make course or program revisions.
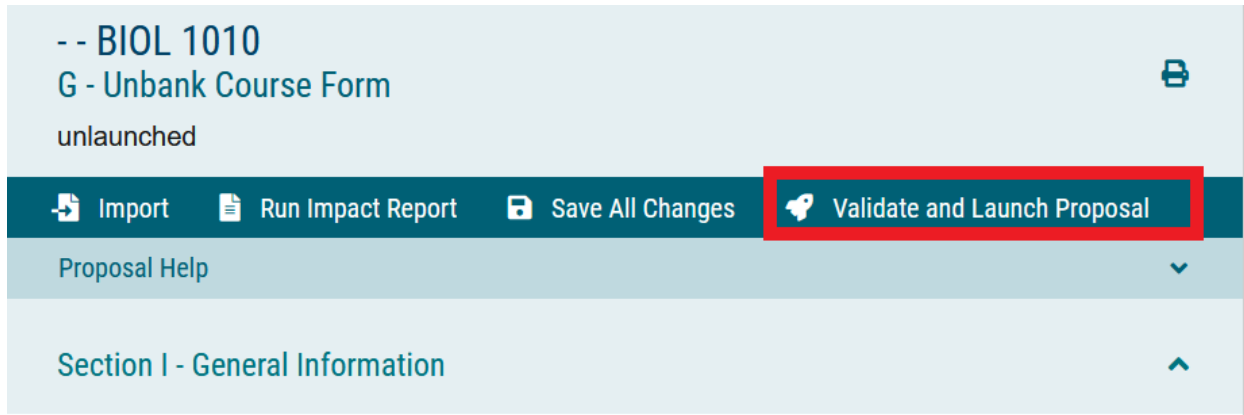
If you have any questions or need assistance, please contact curriculog@ecu.edu.