Welcome to IQ Curriculum Management!

1. Access to the IQ Curriculum Management System

Use the “Catalog and Course Change” link in CamelWeb on the “For Faculty” tab under “Faculty Resources”.

Please add noreply@smartcatalogiq.com to your address book in order to receive email notifications on the required action and approval progress of course changes.

2. Overview

- **Curriculum Forms** - Start a new proposal here.
- **Curriculum Dashboard** - Display of all proposals in draft or approval process.
- **My Items** - Displays (1) your saved proposals not yet submitted (drafts) and (2) proposals for your review/approval.
- **Proposal Archive** - Display of ALL fully-approved proposals in a read-only format.

3. Filterable, searchable, sortable displays

4. Initiate proposals from Curriculum Forms

For help with proposals concerning programs, departments, and learning objectives, contact Beth Rezendes.
5. Proposals

- Saved proposals (drafts) can be accessed in “My Items”.
- Proposals must be saved before sending to the Department Chair for review.
- Use “Compare Versions” to view changes made to the proposal.
- Once sent to review, proposals can be viewed in the Curriculum Dashboard.

5. Cross-listed courses

Please note that the home department is responsible for submitting the proposal for each cross-listed course.

6. Email Notifications

Below is an example of the message you will receive when an action is required on a proposal. Please take action ASAP in order for the course to move through the approval process.

Proposal ### is in your mailbox for review.

You must click on the course link and review/approve in order for the proposal to be submitted to AAPC. If you are not currently logged in to Camel Web you will be directed to do so when you click the link.

Please contact Beth Rezendes or Lydia Steele-Andrews for assistance.

7. Help

For questions and information not covered in this user guide, email Beth Rezendes or Lydia Steele-Andrews.