Welcome to IQ Curriculum Management!

1. Access to the IQ Curriculum Management System

**PLEASE ADD noreply@smartcatalogiq.com TO YOUR LIST OF SAFE EMAIL SENDERS.**

Use the “Curriculum Proposals” link in CamelWeb on the “For Faculty” tab under “Faculty Resources”.

![Curriculum Management Interface]

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

![Filter Options]

- **Filter Dashboard by Type of Proposal, Name, Workflow State, Date Changed, User, and Status**

![Sort Options]

- **Sort Dashboard Proposals**

In Progress
4. Initiate proposals from Curriculum Forms

![Curriculum Forms]

If you are creating a **new level for an existing course**, please submit a New Course form for the new level. If the previous level will no longer be offered, please also submit an Inactivate Course form for that course.

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.
- An email is generated for each level of approval. PLEASE ADD noreply@smartcatalogiq.com TO YOUR LIST OF SAFE EMAIL SENDERS.

5. Cross-listed courses

If there are cross-listings to a course, the Chairs of cross-listed departments should email registrar@conncoll.edu to request the course be created in IQ. Once created, the Chair will receive and email from noreply@smartcatalogiq.com, and will need to approve the course in IQ before it can be reviewed by AAPC.

6. Help

For questions and information not covered in this user guide, email registrar@conncoll.edu.