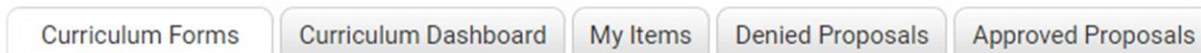# Welcome to IQ Curriculum Management!

1. **Here is the link to access the IQ Curriculum Management System**
   - https://uttyler.smartcatalogiq.com/Curriculum-Management-System/Dashboards/Form-Lists

2. **There are five curriculum tabs in this module.**

| Curriculum Forms | Curriculum Dashboard | My Items | Denied Proposals | Approved Proposals |

- **Curriculum Forms**. Start a new proposal by selecting a link to the form.
- **Curriculum Dashboard**. This is a tabular display of all proposals that are in an approval process. Dashboard is filterable, sortable and searchable.
- **My Items**. This is a tabular display of saved proposals that have not yet been submitted, and proposals that approvers are responsible for reviewing.

3. **To initiate a proposal select a link on the Curriculum Forms tab**

Curriculum Management Forms
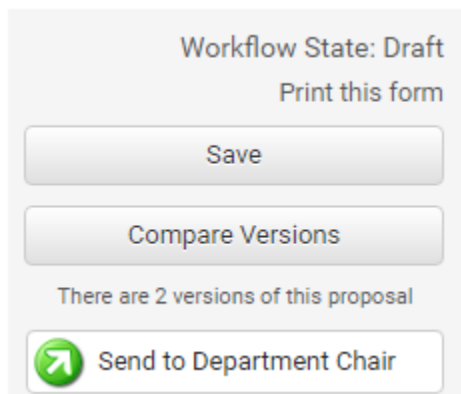
Change Course Form

New Course Form

Inactivate Course Form

Change Program Form

New Program Form

Terminate Program Form

If you are not yet logged in, you will directed to the UT Tyler login page in order to proceed.

4. User can fill out form, save proposal, and send for review.

- Proposals must be saved once before submitting to the Department Chair for review.
- Saved proposals can be accessed in the My Items Dashboard
- Use the 'Compare Versions' button to view changes that have been made to the proposal.
- Proposals can be submitted to workflow via the 'Send to Department Chair' button that appears after saving the proposal once
- Once proposals have been submitted they can be viewed in the Curriculum Dashboard.

Workflow State: Draft

Print this form

Save

Compare Versions

There are 2 versions of this proposal

Send to Department Chair

For questions and information not covered in this user guide, contact your campus Project Manager, call 1 800 770 8425, or send a message to support@academiccatalog.com.