Quick Guide to Submitting Curriculum to CCAP

Using the Catalog Management Tool

As the Chair of the Department or Director of a Program, you will see what needs to be reviewed and then, when ready, submit all edited items to your CCAP representative.

This process is necessary for any items (courses, etc.) with a change for the upcoming curricular year. If there are no changes to an item for the new academic year, then no action is required.

You do this in the “Workbox.”

Get into the Tool

**Tip**: Firefox is the recommended browser for this web-based tool.

* Open MyWellesley and log-in
* Select Employment Services or Faculty tab> Under Aministrivia, select Catalog Management Tool (Smart Catalog IQ). This will automatically log you into IQ using your Wellesley credentials.
* What you will see next is a scenic picture and a Sitecore button in the bottom left corner
* Click on the Sitecore button. As you hover over it, the button will appear red.
* Click the Sitecore button in left corner of screen and select **Workbox**.

This step assumes you are now ready to submit catalog items to your CCAP reviewer.

### To Submit an Item

* Assuming everything looks good for any given item, click the Submit button to send this single item up to your CCAP reviewer.
* A dialog box pops up for you to make a note.
* We recommend that you enter your initials & brief comment (if helpful) then click OK.
* The item is now submitted to the CCAP level of the approval process.

### To Submit Select Items

At the bottom of all items in the workbox there is an additional button: **Submit (selected)**
If you are ready with many items you can check the box next to each item in the list and click the Submit (selected) button to submit the group of items up one level.
**Please Note**: the comment box will not be available if you choose this option.

### To Submit All Items

At the bottom of all items in the workbox there is an additional button: Submit (all)

If you decide to wait until each and every item is complete before submission, you can, once ready, click the Submit (all) button to move all items up to the CCAP Reviewer level.

**Please Note**: proceed with caution as items submitted inadvertently will require that the CCAP reviewer manually find and send that item back down the workflow for further editing.
Also note, the comment box will not be available if you choose this option.

# Reminder! - “Summary of Changes” Item

Every department/program has an item called “DEPT-SummaryofChanges” in their content tree under the major and/or minor items.

You are responsible for updating this item (through the Content Editor) and submitting it through your workbox to CCAP.

**Tip**: We recommend that this be the final item you submit up the workflow. This will signal to CCAP that you are finished with your curriculum changes.

# Log Out

To log out of Sitecore button in bottom left side of screen and select **log off**.