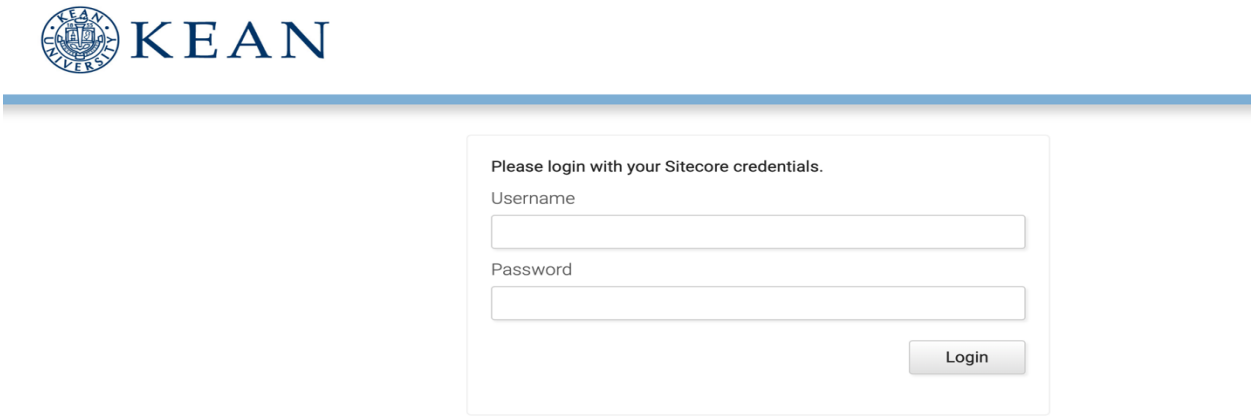
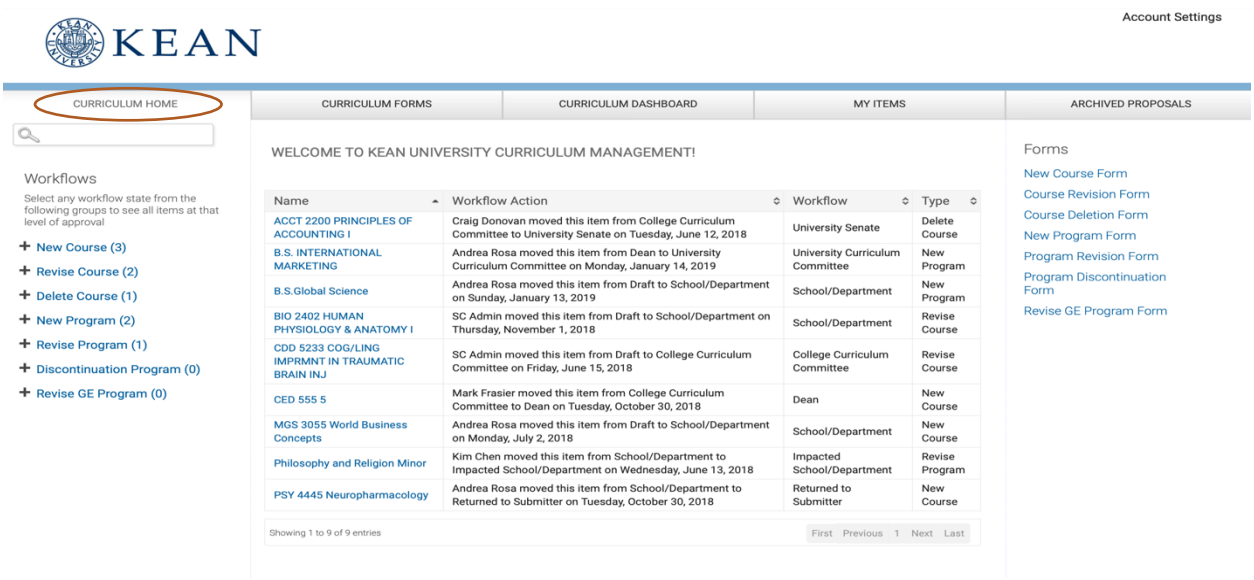
Curriculum Management Software Overview

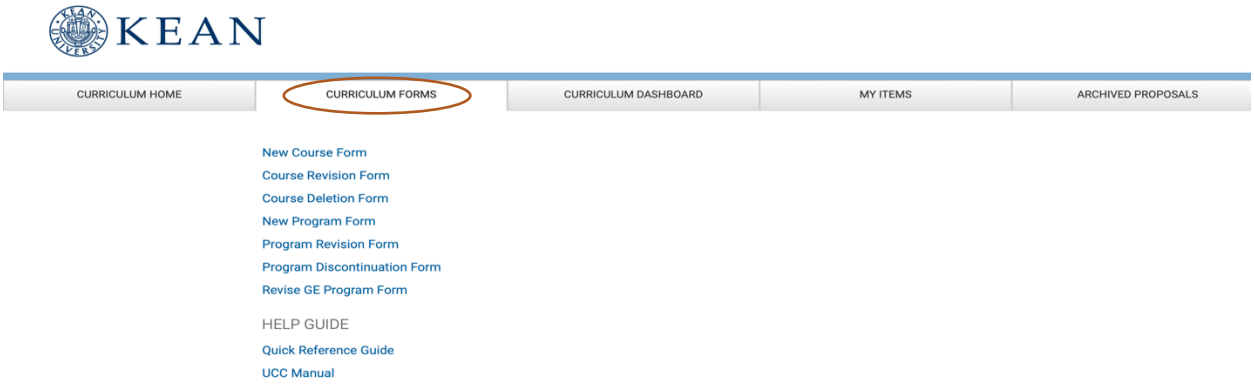


Single Sign On:

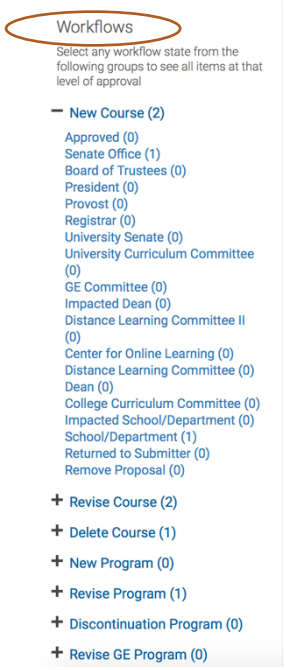
Enter your Keangoogle user name: Your user name is your Kean email address without the @kean
Enter your Keangoogle Password



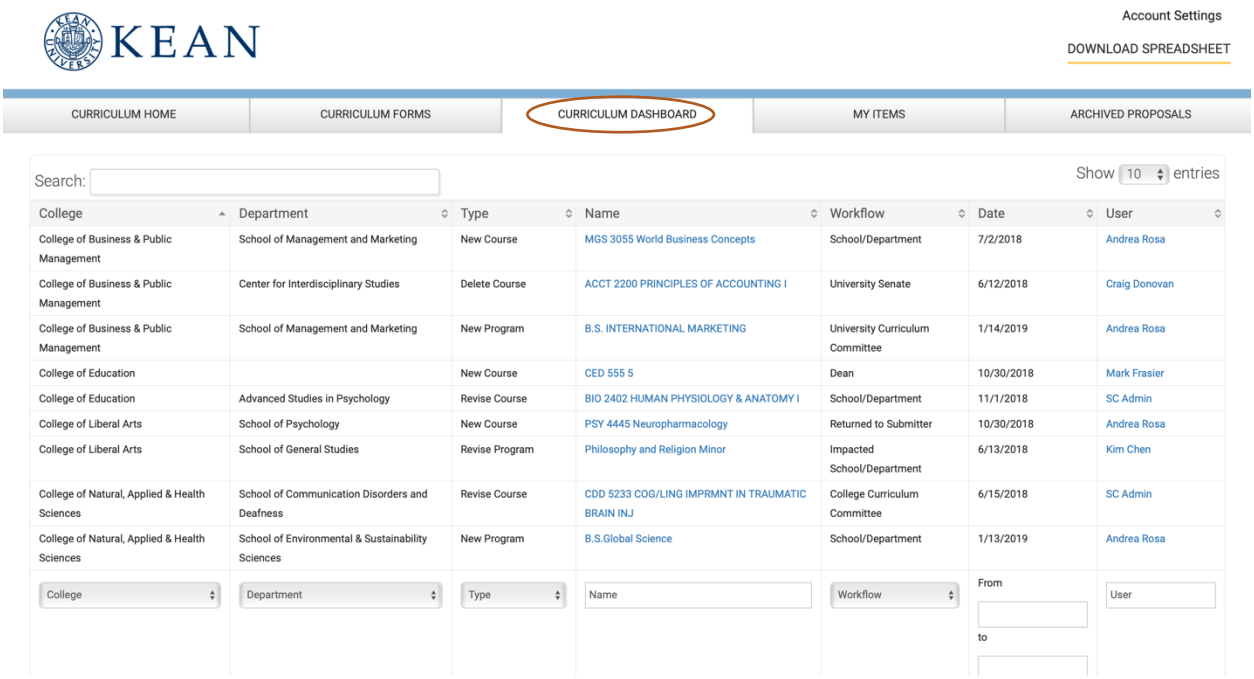
Upon successfully login onto the system the first page you'll see is the **Curriculum Home Page**. This page displays tabs for easy access to any of the noted areas. It also displays the workflows of all the proposals and the level of its approval. You may also access all transmittal forms from this page. (The workflows were built as established within the UCC manual).



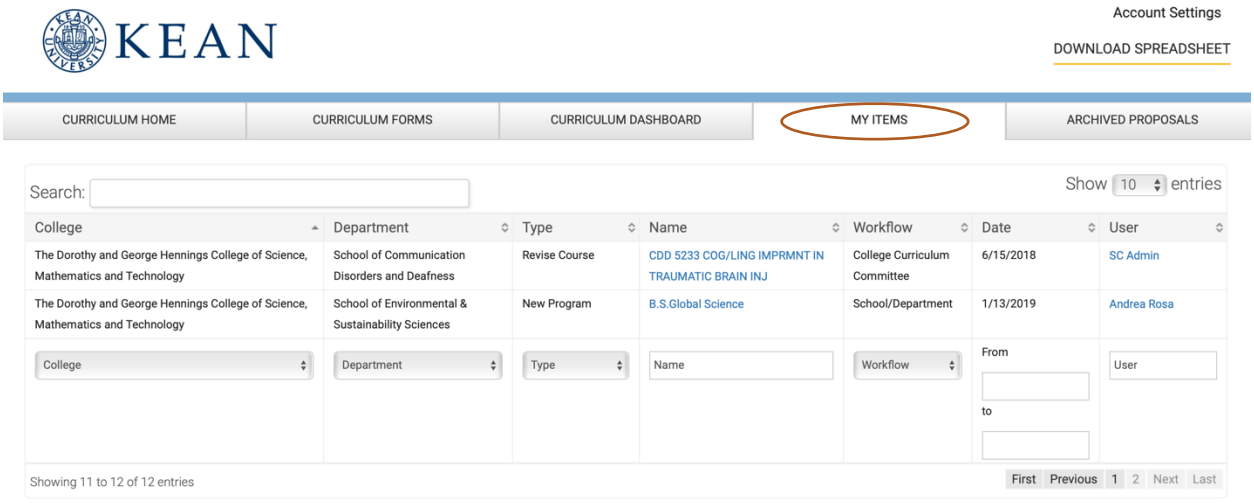
The **Curriculum Forms Tab**, lists fillable electronic versions of all of the types of transmittal forms as listed in the UCC manual and on the Senates web page. They are each associated with the respective workflows outline in the UCC Manual. Based on the type of program or course revision a quick reference guide might be provided refereeing you to the UCC manual. Additionally, quick reference guide and the UCC Manual is also provided under the Help guide for quick referencing.



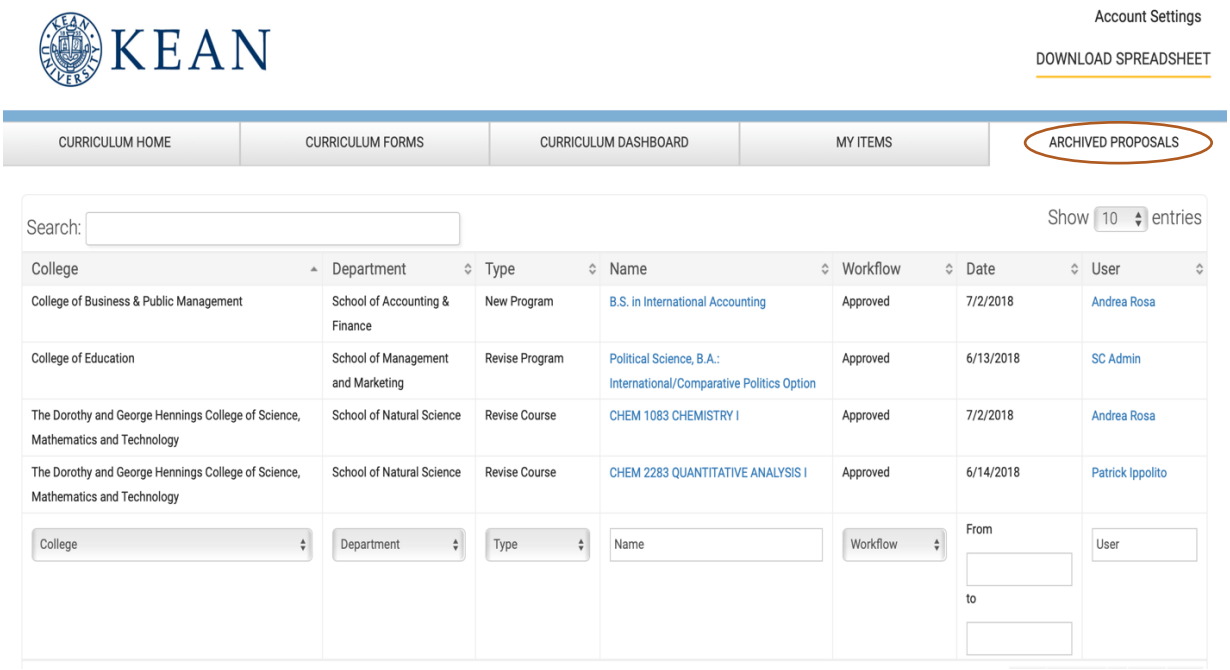
Workflows illustrates the approval state of the proposal.



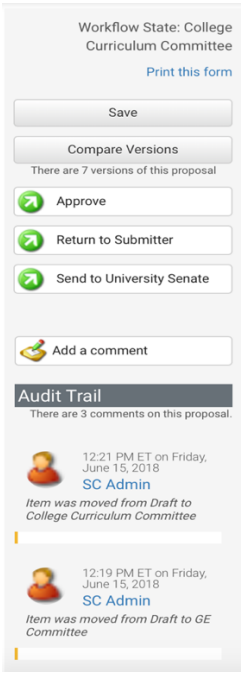
The **Curriculum Dashboard Tab,** allows users to view all types and status of the course or program proposals. Users can filter and sort on multiple fields. Data may also be exported into excel from this tab.



The **My Items tab** allows users to view only the proposals you're associated with. You can also filter through the information by College, Department, Type, Name, Date, and User. Additionally, you can also retrieve a proposal you've started and saved but did not submit.



The **Archived Proposals Tab** stores and saves all approved course and program proposals. You can filter through the information. In the future, documents will be archive by Colleges for easy retrieval.



The **Audit Trail,** provides the history of the proposal as it moves through the approval process. It provides the name of the person who originally created the proposal, the date, and list previous comments. After reviewing the proposal, you can approve, return to submitter, add comments and print the form for your records if needed. All the information and comments can be viewed by the next person who is reviewing the proposal.