How to Configure the Schema

- How do I add to, remove from, organize and preview the Curriculog schema?

At a glance

1. Import/add courses.
2. Organize courses into cores and add custom text.

In more depth

The schema is the mechanism by which users organize and group courses to designate cores of requirements and electives etc. It is also a technical tool that translates your program data to be imported by Acalog, USC’s catalogue management system. As such, the way this tool is utilized directly affects how the courses in your program will appear when published in the catalogue.

For new programs, the Curriculum field will look like this:

When a program has been imported for revision, the Curriculum field may look something like this, displaying all courses included in this program:
1. **Import and add courses.** This first step sets you up to create groupings and other text for your courses. For new programs, you will first need to import or add all courses to be included in the program. For revisions, you will import or add any courses new to the program.

   ![Image of the interface for adding courses](image)

   **If the course already exists, click Import Course.** You will then select the Production Catalogue 17-18, and filter the courses. Select filter by prefix, then type the desired prefix in the field that appears.

   ![Search Production Catalogue 2017-2018 interface](image)

   Existing courses with that prefix will appear in a list. Select the desired course ID(s) and click Add Courses to Proposal to add it to the list of courses.
If the course is new and doesn’t exist in the catalogue yet, add it by clicking Add Course. A dialogue box will appear. Type the prefix, code (i.e., number) and name (i.e., course title) as accurately as possible. Inaccuracies may cause problems when importing the program in Acalog. Click Add Course.

To remove a course, hover your mouse over the course and click the blue X that appears. **Note:** a course that appears in any core must first be removed from that core before it can be removed from the main course list.

2. **Organize courses.** Once you’ve added/imported all your courses, click View Curriculum Schema, the middle icon of the three Curriculum icons.
Similar to adding and/or importing courses, you can add/import cores. Most likely you’ll be adding new cores for new programs, and adding and/or editing cores for program revisions.

**To add a new core**, click Add Core. **To import a core**, click Import Core. When importing, you will again select the source catalogue from which to import. Instead of filtering by prefix, as with courses, filter by name. You will be able to select and import cores that exist in the current source catalogue. **Note**: a shared core, denoted by a blue padlock, cannot be edited within another program. It must be edited in its own shared core Program: Revise proposal.

To edit a new or existing core, click on its title. A dialogue box containing several fields will expand down so you can add or edit the information.

Click Add Course to select all courses needed for this core from the list of courses established in the previous add/import courses steps.
After adding courses and editing the title and description fields, customizing with relevant information, a schema with multiple cores will look something like this:

Each of these cores can be collapsed back down and easily dragged and dropped into new orderings and configurations. To do this, click each title bar to collapse, then mouse over the core you wish to move. A double arrow will appear to the left of the title, which will become a reposition cursor when you click and drag up or down to reorder.

You can also click and drag right to indent a core under the core above it so that it’s embedded underneath it. Drag a core left to unindent it so that it’s not embedded beneath the core above.

Use this feature to order and structure the cores of your program hierarchically, as needed.
Within each core you can add custom text to provide additional information related to the courses in the core.

**Click Add Custom Text.** A text box will appear in which you will enter your text. Most common uses for this feature are to add an “or” between optional courses or add an asterisk after a course ID when referencing a footnote. The text always first appears at the bottom of the courses and then should be dragged and dropped into position.

**Important note:** custom text must always be placed below or between courses. However, when imported into the catalogue, the Catalogue Editor can reconfigure the text to appear to the right of the unit value of the course above or keep it below. In the case of asterisks, she will always move it to the right of the course above.
3. **Preview the schema.** Once you have edited and arranged your cores, you can preview the schema by clicking on the leftmost Curriculum icon.

A display of your schema will pop up in a new window.

![Preview Window](image)

With the addition of the title and program description, entered earlier in the proposal, this preview is how your program will appear when published in the catalogue. Although, as mentioned, custom text may or may not appear beside, instead of below, course IDs. Use this preview to assess whether changes to the organization of courses, cores and custom text are necessary for your proposed program.