

Welcome to the first video user guide for Curriculum Strategy. Curriculum Strategy is the application within Watermark Insights' Education Impact Suite that we are using at Athens State University to manage our online catalogs and our online Curriculum Review Requests—also known as CRRs.

This video will provide instructions on how to log into Curriculum Strategy.

The first step is to direct your browser to this URL:

<https://login.watermarkinsights.com/connect/athensstateuniversity>. This URL will take you to the Athens State University Single Sign On screen.

On the Single Sign On screen, enter your Athens State user name and password. These are the same credentials that you use to access your campus e-mail or to log into your office computer.

After your sign-in request has been processed, you will see the Watermark Educational Impact Suite landing page.

If you have more than one option available, click on the Curriculum Strategy tile. Application access is permission driven, so you may only see Curriculum Strategy or you may have more than one option.

To create an online CRR, from the Curriculum Strategy home page, you will select the Curriculum Management icon. Again, the menu options here are permission driven, so you may or may not have multiple options.

Within the Curriculum Management system, you will see that there are six types of online CRR form that you can create. Three forms pertain to courses and three forms pertain to programs.

1. You will select the New Course Form if you are proposing a new course.
2. You will select the Change Course form if you wish to modify an existing course
3. You will select the Delete Course Form if you wish to delete an existing course.
4. The New Program Form will be selected to propose a new academic program.
5. The Change Program Form will be selected to modify an existing program.
6. The Delete Program Form will be utilized to request that an existing program be discontinued.

Each of these forms will be covered in separate videos; however, one important piece of information will be mentioned here and repeated in the New Program Form video: If you wish to create a new program that will contain new courses, it is critical to first create the new course form before creating a new program form. This ensures that the new course available in Curriculum Management to populate into the catalog grid of the new program form.

If you ever have questions about a page or section within the Curriculum Management module, you can access help articles via the question mark icon located in the upper right-hand corner of your browser window.

To log out of the system, click on the waffle icon in the upper right-hand corner of your browser window and select "Logout."