

# Running a Manual Impact Report

## FSW Curriculog

The screenshot shows the Florida Southwestern State College website. At the top left, the URL [catalog.fsw.edu/index.php](http://catalog.fsw.edu/index.php) is highlighted with a red circle 1. The college logo is in the center. On the right, there are links for Portal, Canvas, Directory, Calendars, and Give to FSW. Below these is a search bar labeled "Search FSW...". A purple navigation bar contains links for About FSW, Academics, Admissions, Tuition & Financial Aid, Athletics, and News & Events. On the left side, there is a "Catalog Search" section with a search box and a "Search Catalog" button (circled 4). Below the search box is a link for "Advanced Search". On the right side, a dropdown menu shows "2020-2021 Catalog" (circled 2). Below the search box, the text "2020-2021 Catalog" is displayed. A red circle 3 is placed over the search box, and a red circle 4 is placed over the search button.

1. Navigate to [catalog.fsw.edu](http://catalog.fsw.edu)
2. **Select the most current catalog!**
3. Enter the course or program you are researching into the Search box. If you were looking for CTS2346, you would enter: "CTS 2346" (quotes around it and a space between the prefix and the number)
4. Press the Search button.
5. Right-click and select Save AS
6. Save as a PDF
7. Upload this with your proposal. (It will be the only PDF – all other files are Word documents)

A video demonstration can be [viewed here](https://youtu.be/UQyFj5mZr9M) (<https://youtu.be/UQyFj5mZr9M>)

The Results will look like this:

## Catalog Search



**Search Options**  
Choose search locations to narrow or expand your search.  
Enter a keyword or phrase  
  
 Find whole word or phrase only.  
  
Search Locations  
 Courses [Show prefix list.]  
 Programs  
 Florida SouthWestern State College  
 Policies and Other Non-Academic Content

### Search Results

Sorting: Alphabetical | Ranked

**Courses - Prefix/Code Matches**  
No matches.

**Courses - Keyword/Phrase Matches**  
Results for any term in ""CTS 2346"". 1  
[CTS 2346 - Microsoft Windows Server Administration](#)  
[CTS 2392 - Configuring Advanced Windows Server](#)

**Programs - Keyword/Phrase Matches**  
Results for any term in ""CTS 2346"". 2  
[Network Enterprise Administration, CCC](#)

**Florida SouthWestern State College - Keyword/Phrase Matches**  
Results for any term in ""CTS 2346"".   
No matches.

**Policies and Other Non-Academic Content - Keyword/Phrase Matches**  
Results for any term in ""CTS 2346""

1. The list of impacted courses will be listed.
2. The list of impacted programs will be listed.

Use this information to carefully change your courses/programs. Consider prerequisites/co-requisites and the impact your change will have. Save a Screen print to submit with the proposal.

Here is a link to a [video demonstration](https://youtu.be/UQyFj5mZr9M) (<https://youtu.be/UQyFj5mZr9M>)