Curriculog Quick Guide

How to Run an Impact Report

1. Select “Run Impact Report” at the top of the form.
2. Select all appropriate catalogs
3. Select “Generate Report”
4. Copy and past the report into the proposal where indicated.

How to Attach a File

1. Select the “Files” tab on the right side of the form.
2. Select “Choose File” and select the desired file.
3. Select “Upload”.

How to Launch a New Proposal

1. Select “Validate and Launch Proposal”.
2. Select the “Decisions” tab on the right side of the proposal form.
3. Select “Approve” followed by “Make My Decision”.
    a. This completes the launch and moves the proposal on in the workflow.

How to Launch a Revised Proposal

1. Select the “Decisions” tab on the right side of the proposal form.
2. Select “Relaunch” followed by “Make My Decision”.
3. Select the “Decisions” tab on the right side of the proposal form again.
4. Select “Approve” followed by “Make My Decision”.
    a. This completes the relaunch and moves the proposal on in the workflow.

How to View an Agenda

1. Select the “Agendas” tab at the top of the Curriculog webpage.
2. Select “My Agendas” to review new agenda items
3. Select “All Agendas”, “My Archived Agendas”, or the “Archived Agendas” to view past agendas.

How to Track a Proposal in the Workflow.

1. Select the proposal under “proposals” in the Curriculog home page.
2. Select the “Workflow State” tab on the right side of the proposal form.
3. Each step in the workflow is defined here.
    a. Participants listed are under each step with their decision.
    b. The progress of each step is provided (ex. Working, incomplete, approved)

How to Search for Proposals

1. Select the appropriate list of proposals
    a. My tasks
    b. My proposals
    c. Watch list
    d. All proposals
2. Select “Filter” to filter all proposals.
    a. By status (ex. Active)
    b. By type (ex. Course)
3. Select “Advanced Filter” for more options and ability to filter on multiple data points. Search by:
    a. Keywork
    b. Status
    c. Type
    d. Current step
    e. My role or task

How to Review Edits and Make a Decision

1. Select the proposal. A proposal may be found under:
   a. My Tasks – if an action is required of you.
   b. My Proposals – if it is your proposal.
   c. All Proposal – all proposals with search abilities.
2. Select the view under "User Tracking" within the "Discussion" Tab on the right side of the form. Then review the content on the form on the left and any comments or completed actions on the right side of the page.
   a. Show current – shows the edits made by the originator as a final version (no mark-up).
   b. Show original – shows the original content as a final version (no mark-up).
   c. Show current with markup – shows the original content with the proposed changes as mark up (ex. Red font).
3. Select the "Decisions" tab to make your decision on the proposal.
4. Select the desired decision. Decision options are user and workflow defined and all may not appear for a user to select.
   a. Approve – Selecting Approve is indicating that you are approving the proposal in its current state and are signing off on it to move to the next step in its workflow. If you are the only participant on the step, the proposal will advance automatically. Entering a comment is optional when selecting Approve.
   b. Reject – Rejecting a proposal indicates that you are not approving of it in its current state. You will be required to enter comments in order to submit the decision to reject, and as a best practice we would strongly suggest using the comments to explain the reasoning behind submitting a rejection. Depending upon the settings a proposal may take one of two paths when it has received a rejection. The two paths are back to the originator or the previous step.
   c. Hold - Submits a request for the proposal to not advance in the workflow. The request is sent to the administrator, who will approve or reject the request. If the administrator approves the request and places the proposal on hold, the users on the step will be able to continue to work on the proposal, however, it will not advance in the workflow until the hold is removed.
   d. Suspend - Submits a request for the proposal to be suspended from the workflow. Like the request for 'Hold', it is sent to the administrator, who

will approve or reject the request. If the administrator approves the request and suspends the proposal, no work may be done on the proposal and it will not advance in the workflow until the suspension is removed.

    e. Cancel - Submits a request to cancel the proposal and delete it from Curriculog. The request is sent to the administrator who will approve or reject the request. If the administrator approves the cancel request, the proposal will be referred to the originator. The originator may then re-launch the proposal or cancel it, which will delete the proposal from Curriculog. If the administrator rejects the cancel request, the proposal will remain on the current step awaiting a decision. This is the only way you can delete a proposal after it has been launched.

5. Select “Make My Decision”