








Curriculog Originators




To originate a proposal in Curriculog, click on *+New Proposal* in the upper left part of the left-hand window below “My Tasks.” This gives you access to the course and program forms. Note we have twelve forms but only ten will display on a single page. Place your cursor over the correct form and then click on the check mark to start the form. **If you are changing something, you MUST import first and you do not make any changes to what is imported until AFTER you launch the form.**

To fill out a new course or program form:

- Click on the  on the top right to get information.
- Be sure to read the instructions before you proceed.
- On the pillar or perspective forms be sure to fill out only the section related to the strand relevant to this course. So if you are creating a Quantitative Reasoning course, fill out the Quantitative Reasoning section but not the Scientific Reasoning Section. The beginning section and the Additional General Catalog Section at the end must be filled out.
- If you are creating a new program you have to be particularly careful about reading the instructions before you create the program. You have to add all the courses you want in your program under  View Curriculum Courses. Only after that can add the headers (like Required Courses or Take One of the Following) and put the courses under the appropriate heading which you do in  View Curriculum Schema. It is often useful to seek help before starting your first program form
- Starred sections must be filled out before launching.
- When you are finished save the form then launch it using the  button.
- Upload any files you promised to upload, and any others, by clicking on  then clicking *Upload*.
- After you launch it, the form returns to you as Originator. You need to approve it by clicking on  and then clicking *Approve* and *Make My Decision*. After you have made this decision, you can no longer edit your proposal unless it is rejected and sent back to you or if you can do it in a different part of the approval process. (For example if you are on the College Curriculum Committee.) You can observe the status of your proposal by clicking .
- Please do not choose *Hold*, *Suspend*, *Cancel* or *Custom Route* without talking to a system administrator first.

To fill out a program or course change form:

- Read all the instructions above for a new course or program form. You can ignore the fourth one on creating a new program.

- If you are changing a course or program, you want to fill out the form with all the current course information. **DO NOT MAKE ANY CHANGES UNTIL AFTER YOU HAVE LAUNCHED THE FORM.** As the originator, you fill out the form with the old course or program, then launch it, then make the changes, then approve it so that it will move to the next step.
- Read the directions on the top of the form before you proceed.
- The downward facing arrow, , on the upper left part of the form is for importing a course or program
- Starred sections must be filled out before launching. If you are making changes, make them after you have filled out the form with the old information and launched it. This does not apply to things like justifications, which are obviously new.
- Once the proposal has launched you want to change *Show Current* to *Show Current with Markup* on the right hand window under comments. (To get there click on the comment icon,  the leftmost icon on the rightmost window.) If you have already saved the form and closed it but you want to work on it again, hold the cursor over the form and then click edit, .