Starting and Launching proposals

1. Go to www.curriculog.com and log in (top right). You may be asked to log into myWestern first.
2. Do not revise imported fields until after launching proposal.
3. Click + New Proposal (top left under My Tasks tab). Detailed directions and video tutorials are included in each proposal.
4. Hover over the Approval Process and click ~ Start Proposal.
5. Click ☑ Show Help Text (top right of proposal).
6. Carefully review **Read Before You Begin** instructions.
7. To import data (course and program revisions) click on ➜ Import and select “2018-2019 Working Catalog.”
   *Best practice for course import: Filter by “Prefix” (e.g. MATH) and/or by “Code” (e.g. 101).
   *Best practice for program import: Filter by “Name” (e.g. Mathematics)
   *Click on Search Available Curriculum. View results and click on desired course or program of study. Click on Import This Item
8. Review data and fill in required fields (e.g. fields with a * before launching proposal. Do not revise imported data.)
9. Carefully review Collegial Communication instructions before Launch.
10. Click 📄 Files (top of Proposal Toolbox) to attach a syllabus.
11. Click ➡️ Launch Proposal (top left of proposal).
12. If Launch Proposal fails, click “Show Me” to review missing required fields. To move the proposal to next level of review, you need to approve after Launch. The proposal can’t be shared until after Launch.

Questions? Click on Contact System Administrator at bottom of Curriculog website to submit support request.

Editing and Approving proposals

> After Launch, the Originator can edit, make proposed revisions to imported catalog copy and share proposals for input and collegial communication.
> When the proposal is ready for review, the Originator must click on ☑ Decision to approve proposal forward. After approval, the Originator can’t make more revisions unless proposal is rejected.

Department and Committee review

> Proposals for review will appear either under My Tasks or in your notifications OR by a distributed agenda link provided by the committee administrator in Outlook email.
> Go to ☐ Discussion/User Tracking and Show Current with Markup. Revisions will appear in a color assigned to each editor. Comments can be made under the Discussion tab.
> To edit a proposal you are an administrator of, go to My Tasks, hover over proposal and click on ☐ Edit Proposal. To send a proposal back to the previous step for editing select ☑ Decision and hit reject.
> You may run an ➥ Impact Report for course revisions. An impact report can be run by an Originator or Department/Committee Reviewer at any time. Click on link in Collegial Communication or on icon at top left of proposal. A report will be sent to your Outlook email. Share email with others who may be impacted and paste in comments field.
> Click ☑ Status tab in Proposal Toolbox to view proposal history and to see reviewers and where it is going next.