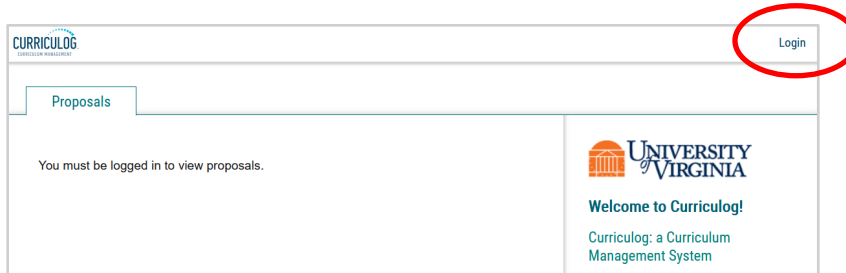


Curriculog Quick Reference Guide for Users

Create a proposal for a new course in Curriculog

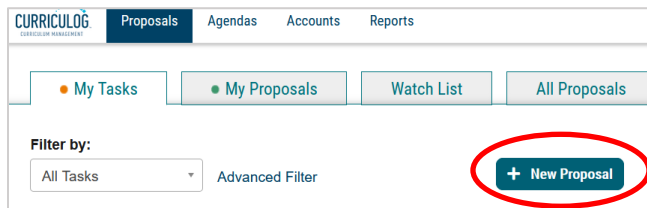
Step 1 → Go to <https://virginia.curriculog.com>

Step 2 → Click 'Login' at the top right



Step 3 → Log in using NetBadge

Step 4 → Click New Proposal

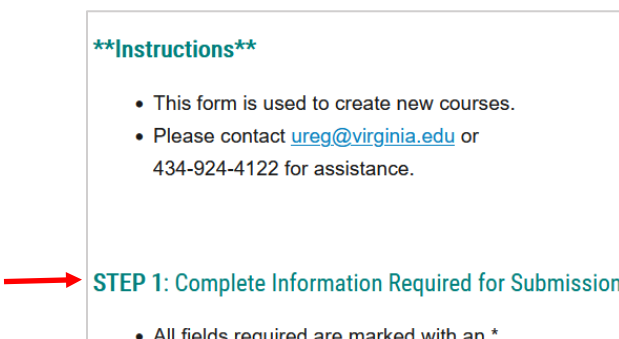


Step 5 → Select the form for the appropriate year, school, and career (undergrad or grad)

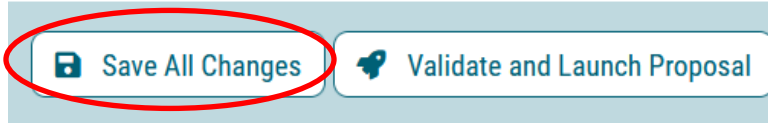
Step 6 → Click the ✓ to Start Proposal (to the right of the form name)




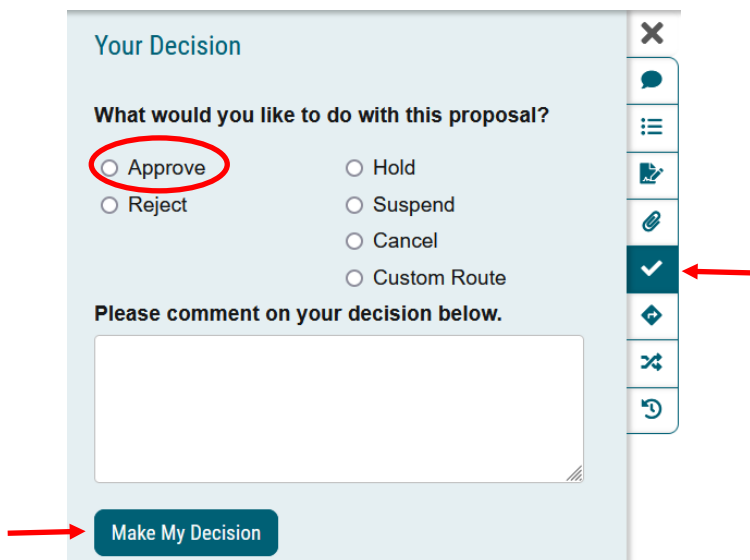
Step 7 → Fill out the required information in STEP 1



Step 8 → After completing STEP 1, click ‘Save All Changes’, ‘Validate and Launch Proposal’, and ‘Launch Proposal’.



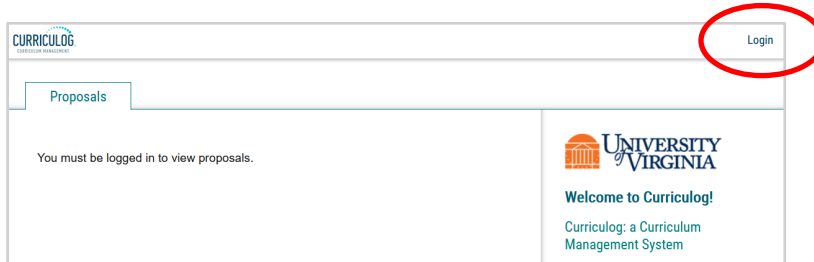
Step 9 → Click on  the right and select ‘Approve’ and click on ‘Make My Decision’ to move the proposal forward in the process.



Create a proposal for a *course update* in Curriculog

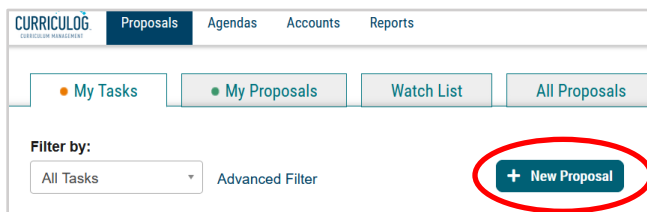
Step 1 → Go to <https://virginia.curriculog.com>

Step 2 → Click 'Login' (top right)



Step 3 → Log in using NetBadge

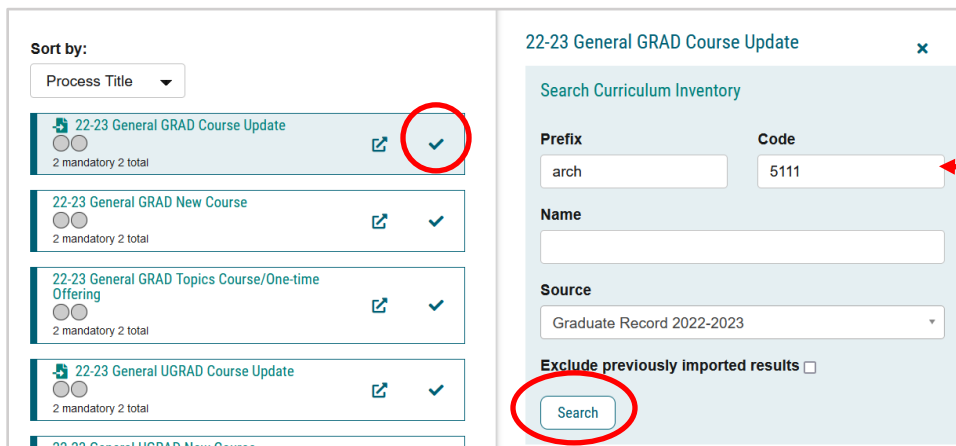
Step 4 → Click New Proposal




Step 5 → Select the form for the appropriate process and school

Step 6 → Click the ✓ to Start Proposal (to the right of the form name)

Step 7 → Enter the Prefix (subject/mnemonic) and Code (course number) of the course you would like to update and click Search.



NOTE: If you have already imported a course before, you will need to uncheck the 'Exclude previously imported items box'.

Step 8 → Once the search results populate, click this icon  to preview the course data.

22-23 General GRAD Course Update ✕

Search Curriculum Inventory


Prefix **Code**

Name

Source

Exclude previously imported results

Show: 20 results

ARCH 5111 House
 Architecture, Department of
 This course is about understanding important houses of the modern movement. After choosing an iconic house for study students conduct independent research on its design for the semester. The study culminates in a class presentation regarding the house with respect to its basic id... 

1 of 1

1 to 1 of 1 results

Step 9 → Scroll down to the bottom of course data preview and select Build Proposal.

The fields in the course proposal are updated with the most recent information from the SIS Course Catalog.

Step 10 → Before you make any edits, click Save All Changes, then Validate and Launch Proposal, and finally Launch Proposal.

Department:*

Subject Code:* **Course Number:***

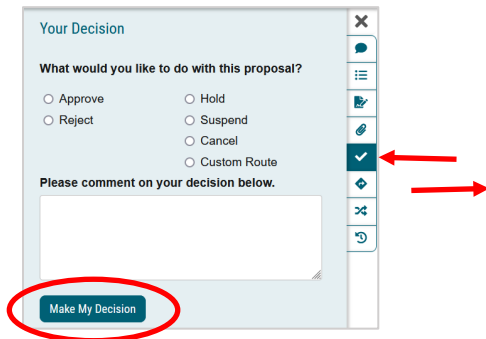
Full Course Title:*

Launch Proposal

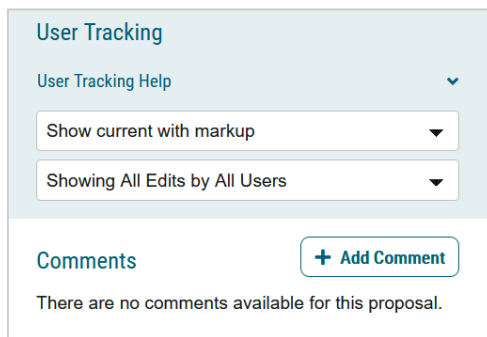
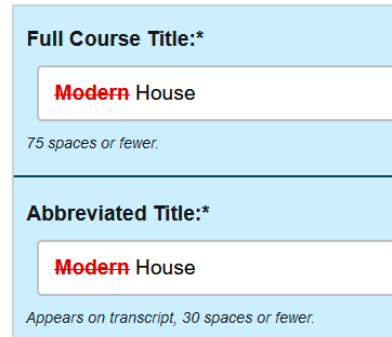
You are about to launch this proposal. Once you have launched this proposal, it will begin the approval process. The proposal will appear in your task list under the "My Proposals" tab and you may easily view its progress at any time. However, you may not edit the proposal after launch unless you are included in a particular step of the approval process.

Step 11 → After you have launched the proposal, you can start updating the course.

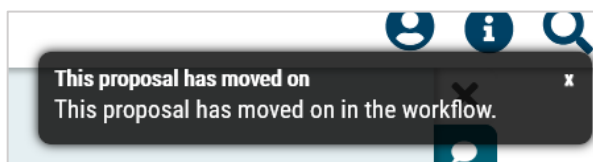
Step 12 → When you are finished with updating the course, select the check mark in the navigation bar, then 'Approve', and finally 'Make My Decision'.



NOTE: You can view the changes by selecting Show current with markup in the User Tracking tab. If you hover over the edit, you can identify who made the change.

Step 13 → Your proposal has now been added to the workflow of the approval process and it can be reviewed by the next approver.



Approve a proposal

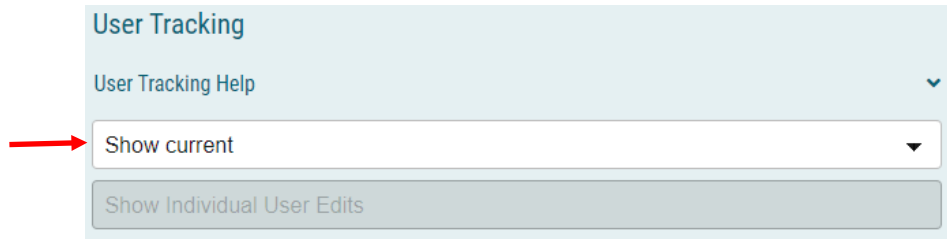
Step 1 → Go to <https://virginia.curriculog.com>

Step 2 → Click 'Login' at the top right

Step 3 → Click on the first tab 'My Tasks'

Step 4 → Click on the proposal on which you wish to work

Step 5 → Change the view of User Tracking in the dropdown to 'Show current with markup'



Step 6 → Review the proposal. If you need to make edits, select the field that you need to change and make sure to click 'Save' after each change.

Step 7 → Once reviewed, select on the right and click 'Approve' and 'Make My Decision' to move the proposal forward in the process.

