

Curriculog Reference Guide

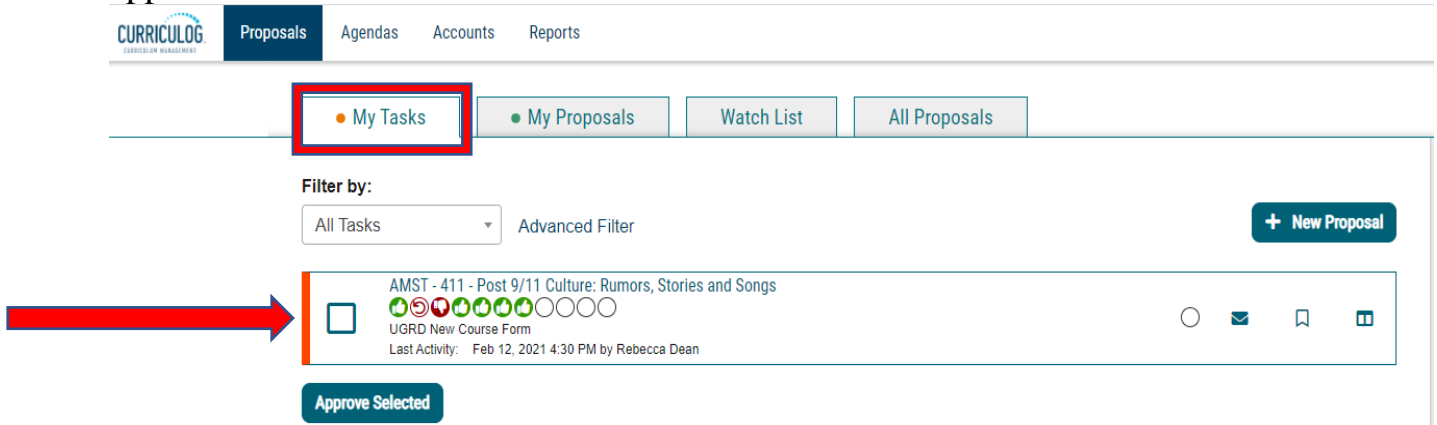
How to edit and approve a proposal in Curriculog.

Editing and Approving Proposals

1. To access the Curriculog software, please use the following link:

<https://umb.curriculog.com>

2. Click “My Tasks” on the top left. A list of every task waiting for your approval will appear.



The screenshot shows the Curriculog software interface. At the top, there is a navigation bar with the Curriculog logo and tabs for 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below this, there are four buttons: 'My Tasks' (highlighted with a red box), 'My Proposals', 'Watch List', and 'All Proposals'. Underneath the buttons, there is a 'Filter by:' section with a dropdown menu set to 'All Tasks' and an 'Advanced Filter' link. A '+ New Proposal' button is located on the right. The main content area displays a list of proposals. The first proposal is highlighted with a red arrow pointing to its checkbox. The proposal details are: 'AMST - 411 - Post 9/11 Culture: Rumors, Stories and Songs', 'UGRD New Course Form', and 'Last Activity: Feb 12, 2021 4:30 PM by Rebecca Dean'. Below the proposal list is an 'Approve Selected' button.

3. Click on the proposal to open it. You may then edit the proposal as required.

NOTE: Your edits will be tracked so there will be clarity about what has been changed in the proposal. To highlight the changes, select the “Decisions” tab and use the drop-down box under “User Tracking Help” to select “Show current with markup”

POLSCI - 455 - Problems in Political Thought
UGRD Course Change Form

Run Impact Report

Proposal Help

Course Information

****Instructions****

1. **RUN** an *Impact Report* by clicking the icon in the ribbon above. Copy and paste the information into the Impact Report Information text box below.
2. **FILL IN** all required (marked with an *) fields.
3. **LAUNCH** the proposal by clicking *Validate and Launch*.
4. Once the proposal has been launched and filled in, **APPROVE** the proposal to move it forward in the workflow.

Impact Report Information*

[Impact Report for POLSCI 455](#)

Source: 2021-2022 Undergraduate Catalog WORKING COPY

User Tracking

User Tracking Help

Show current with markup

Show original

Show current

Show current with markup

Prerequisites Policy with exceptions.docx

Activity Log

+ Louise Putnam (3/23/2021 7:59 AM)

POLSCI-PreReqCourseCats.pdf

Activity Log

+ Louise Putnam (3/23/2021 7:59 AM)

Comments

+ Add Comment

Louise Putnam
3/23/2021 8:01 am

Reply

Louise Putnam, WITHOUT consultation with M. Cunningham, launched proposal to change pre-reqs; Dept Curriculum Committee should review with considerable care.

Discussion

Workflow Status

Signature

Files

Decision

Custom Route

Crosslist

Proposal Lockup

4. Once your review is complete, record your decision and move the proposal on to the next stage by clicking on the “Decisions” tab on the right hand side:

AMST - 411 - Post 9/11 Culture: Rumors, Stories and Songs
UGRD New Course Form

Run Impact Report

Proposal Help

Course Information

****Read before you begin****

1. **FILL IN** all fields required marked with an *.
2. **LAUNCH** proposal by clicking Validate and Launch at the top. Once the proposal has been launched, approve the proposal to move the proposal forward in the workflow.

Originator Email*
louise.putnam@umb.edu

Originator Phone*
none

User Tracking

User Tracking Help

Show current

Show Individual User Edits

Comments

+ Add Comment

SunYoung Park
2/11/2021 3:37 pm

Reply

AAC makes no changes

Rachel Rubin
2/11/2021 3:35 pm

Reply

LCP as Rachel Rubin believes this to be an exemplary new course proposal

Lynnell Thomas
2/11/2021 3:34 pm

Reply

Discussion

Workflow Status

Signatures

Files

Decisions

Custom Route

Crosslistings

Those choices are:

Approve – Your edits and review are complete, and you wish to advance your proposal to the next workflow step. If you were the only decision needed on this step, it would advance in the workflow. If there are others involved on this step, it will wait until all needed decisions are received before advancing. Note: You can only make edits to a proposal when it is on your workflow step. Once it moves on, only the Reviewer of the current workflow step can make edits.

Reject –(revise/resubmit) This action will send the proposal back to the previous step in the workflow. We like to refer to it as our ‘revise and resubmit’ action, because typically workflow Reviewers use this option to send a proposal back for revision to make requested edits.

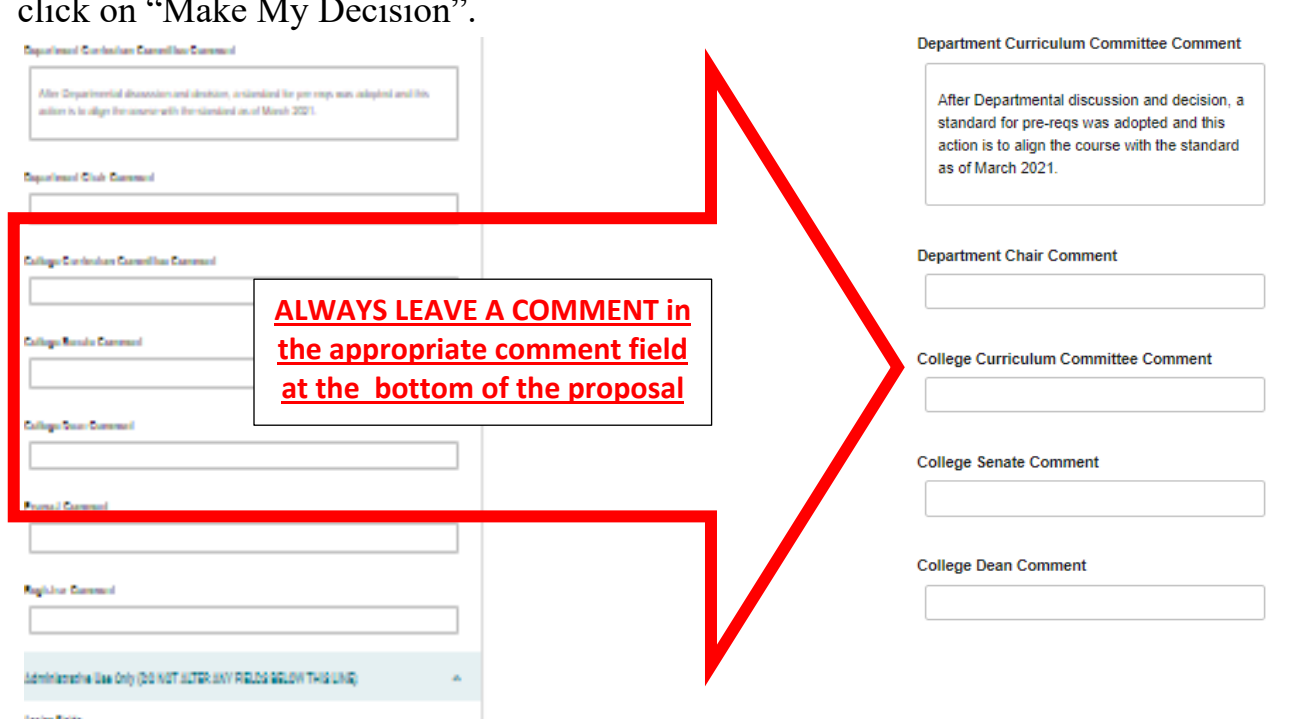
Hold – This indicates that your decision was to request that the administrator place the proposal on hold, and the administrator has approved it. Now that the proposal is on a status of “hold”, you may continue to work on the proposal without worry that the deadline will automatically advance it to the next step. The proposal will stay on hold until the administrator manually lifts the hold status

Cancel (only available on the Originator step) - This action will request the System Administrator to remove a launched proposal from the workflow. This action is permanent, so make sure you save any attached files or form content you wish to keep before selecting the Cancel decision.

Tip: Unlaunched proposals can be deleted directly by the Originator. Just hover over the proposal in the My Proposals tab, and select the blue X to delete the unlaunched proposal.

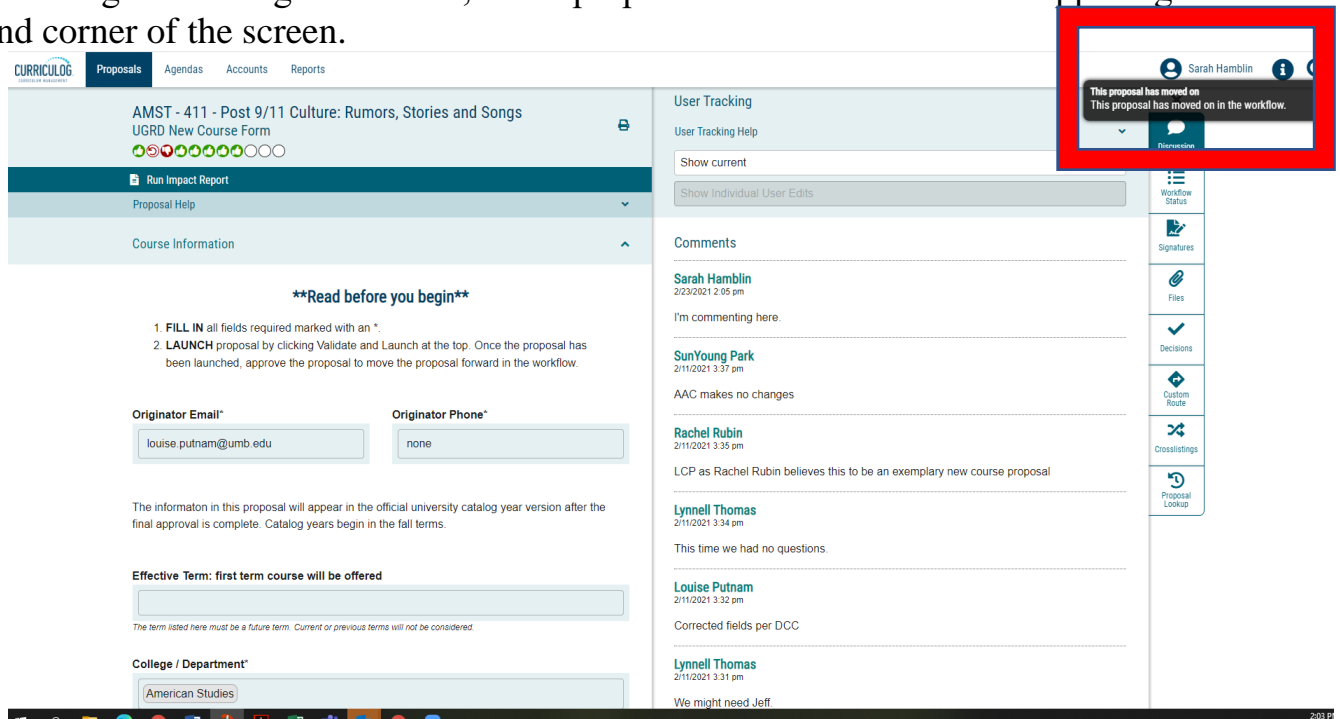
Custom Route – Used only when necessary. This is our fail-safe option when a proposal needs to go to someone not included in the pre-set workflow. In order to use this option, the user must contact a System Administrator (umb.curriculog@umb.edu) for instructions and approval for usage.

Before you make your decision, remember to **always leave a comment in the main body of the proposal** (not just under your decision). Once you have left your comment, click on “Make My Decision”.



The image shows a screenshot of a proposal form. A large red arrow points from a text box on the left to a comment field on the right. The text box contains the instruction: **ALWAYS LEAVE A COMMENT in the appropriate comment field at the bottom of the proposal**. The form includes several comment fields, such as 'Department Curriculum Committee Comment', 'Department Chair Comment', 'College Curriculum Committee Comment', 'College Senate Comment', and 'College Dean Comment'. The 'Department Curriculum Committee Comment' field contains the text: 'After Departmental discussion and decision, a standard for pre-reqs was adopted and this action is to align the course with the standard as of March 2021.' At the bottom of the form, there is a blue bar with the text: 'Administrative Use Only (DO NOT ENTER ANY FIELDS BELOW THIS LINE)'.

6. You will get a message that reads, “This proposal has moved on” in the upper right hand corner of the screen.



You are done with your part of this proposal.

At any time, if you want to see where the proposal is currently, where it has been, or where it is going next, click the “Workflow Status” tab.

