Curriculog Reference Guide
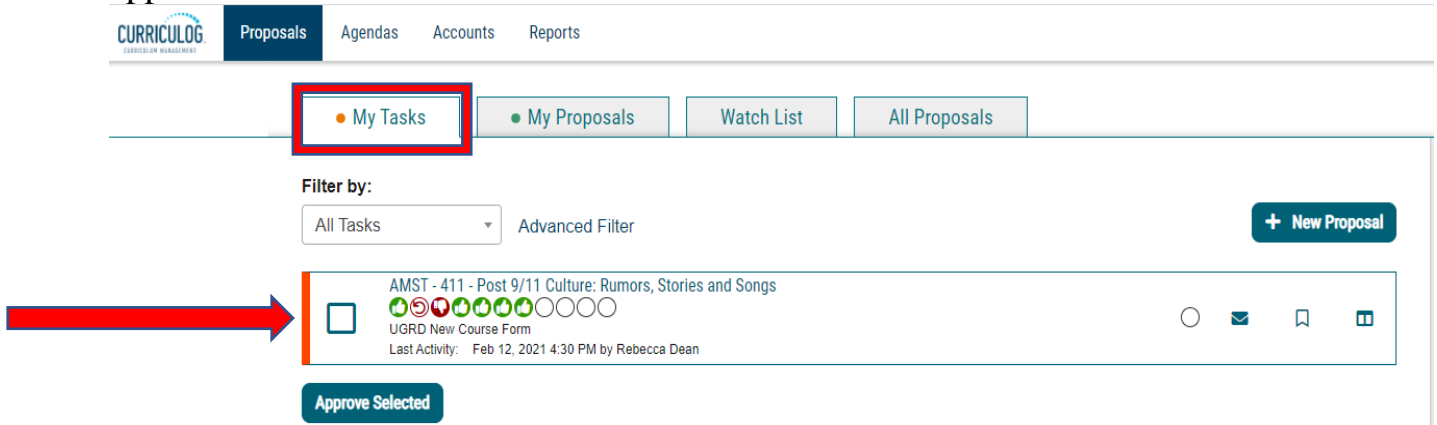**How to edit and approve a proposal in Curriculog.**

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.

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"

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:

5. This opens the decisions page, where you will be given a selection of actions you may take. There are two different choices.

   a. This will appear if you are a member of a committee:

   Your Decision

   Opinion 1: College of Liberal Arts Faculty Senate

   You may provide your opinion on whether this proposal should advance. However, only Agenda Administrator votes will be calculated into the final decision. What would you like to do with this proposal?

   ○ Approve
   ○ Reject

   Please comment on your opinion below.

   [Provide My Opinion]

   b. The one below will appear if you are the/one of the final decision maker (s) or "agenda administrator (s)". Once <u>you</u> register your decision, the proposal will move on to the next step. You probably do not want to register your decision until after your committee has met, if you are acting in that capacity.

   Your Decision

   Decision 1: College of Liberal Arts Faculty Senate

   You are the agenda administrator for this committee, and your decision will be calculated into the final verdict. What would you like to do with this proposal?

   ○ Approve   ○ Hold
   ○ Reject   ○ Suspend
                        ○ Cancel
                        ○ Custom Route

   Please comment on your decision below.

   [Make My Decision]

   Current Step Activity

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.
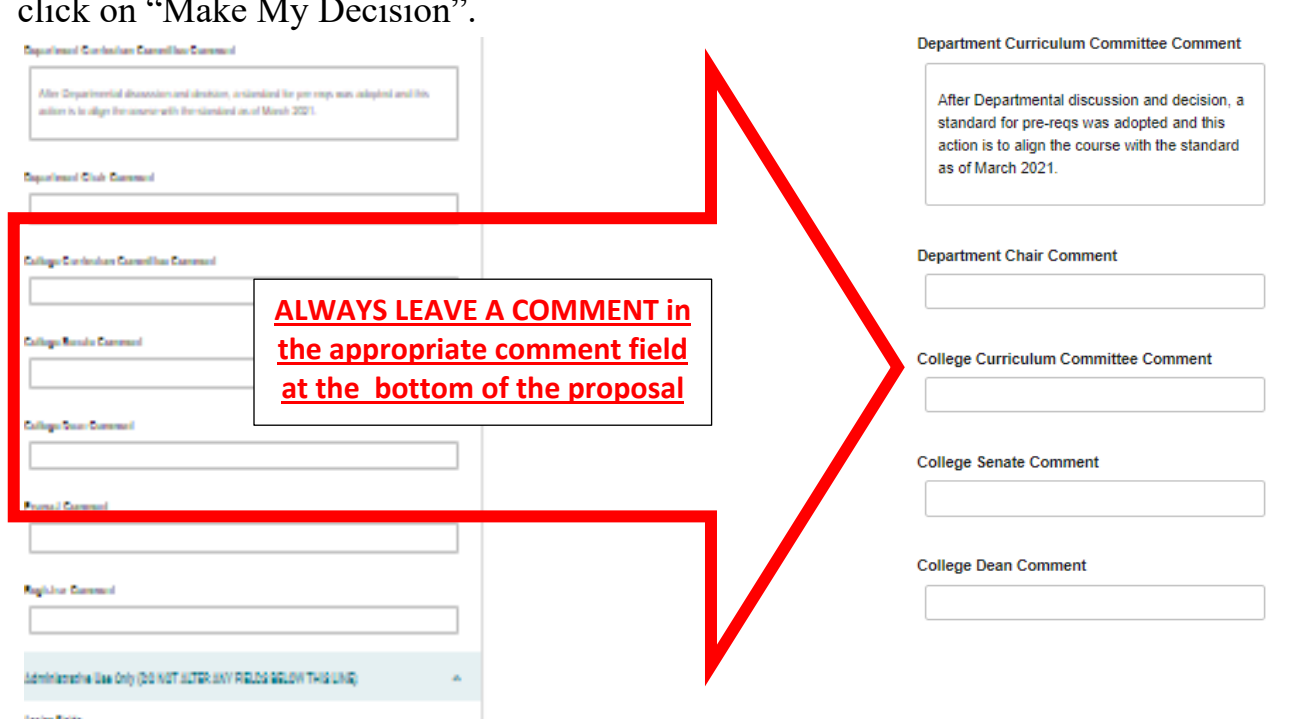
Hold – This indicates that your decision was to request that the administrator place the proposal on hold, and the administrator has approved it. Now that the proposal is on a status of "hold", you may continue to work on the proposal without worry that the deadline will automatically advance it to the 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.
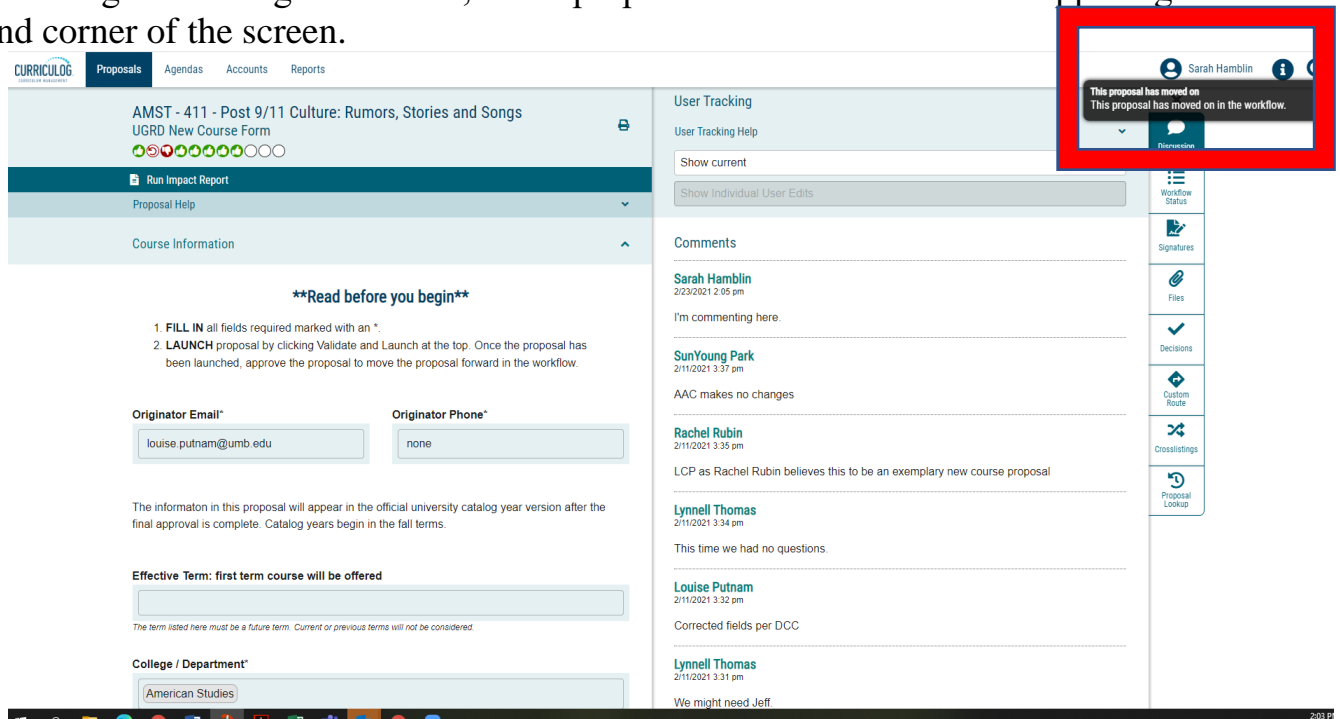
Custom Route – Used only when necessary. This is our fail-safe option when a proposal needs to go to someone not included in the pre-set workflow. In order to use this option, the user must contact a System Administrator (umb.curriculog@umb.edu) for instructions and approval for usage.

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".

ALWAYS LEAVE A COMMENT in the appropriate comment field at the bottom of the proposal

Department Curriculum Committee Comment

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.

Department Chair Comment

College Curriculum Committee Comment

College Senate Comment

College Dean Comment

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.