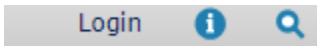# How to Create a Course Revision Proposal in Curriculog
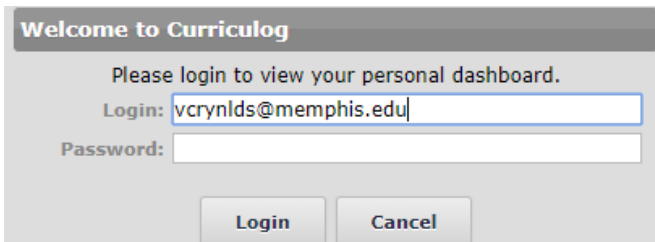
STEP 1: Navigate to Curriculog from the following link: University of Memphis Curriculog.


**STEP 2:** Click on *Login* on the top right of the screen.

STEP 3: Login with you UofM email address and the password 'pleaseletmein', if you have not already changed your password. Then click on *Login.*

- After you login the first thing you will see is the **My Tasks** Tab. This tab shows every proposal with which you are involved in at that time that needs you to make a decision or review.
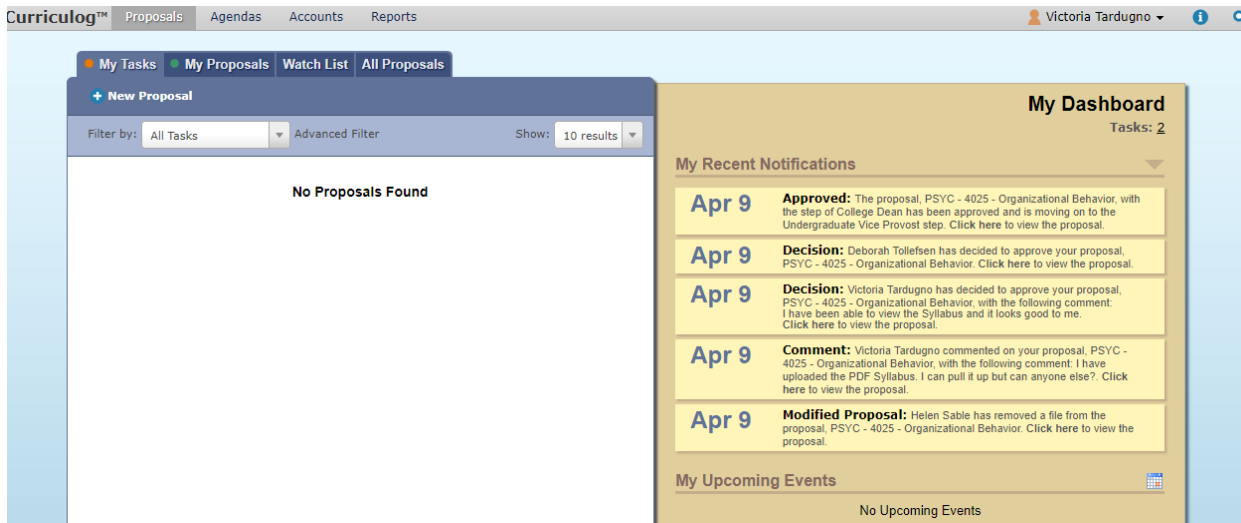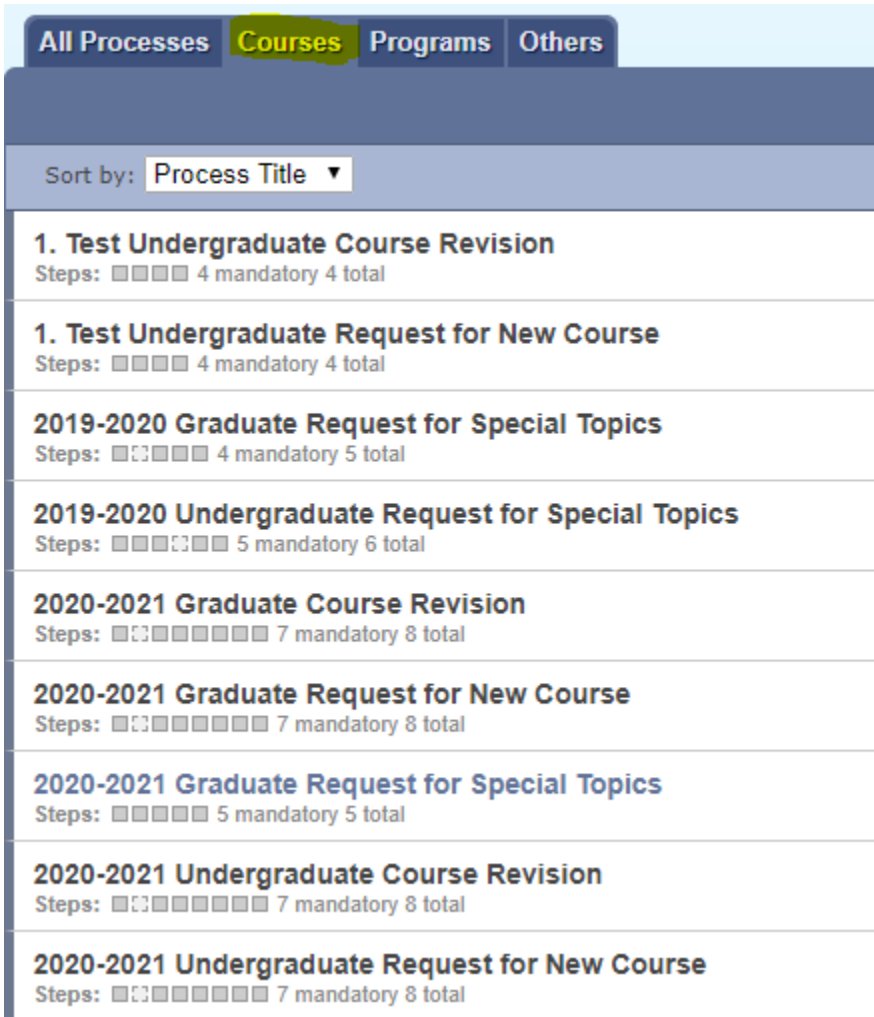

STEP 4: To create a new proposal click on *+ New Proposal*
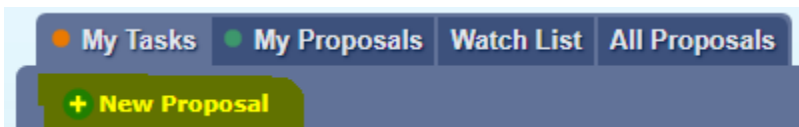
How to Create a Course Revision Proposal in Curriculog

STEP 5: To create a course revision proposal you can look under the **All Processes** Tab or under the **Courses** Tab.

STEP 6: Find the Request for Course Revision form. Click on the _document_ icon to preview the form or on the _checkmark_ icon to start the Proposal. *Note – 4/6 course must be entered in Curriculog separately on all course forms except Special Topics.

STEP 7: Fill out the proposal after reading the ****Instructions**** section. Import your course by clicking on the _down arrow_ icon. Choose the Catalog available by clicking on it. Filter by prefix and code (course number) by using the dropdown, then type in the fields you selected and click on _Search Available Curriculum_. The course will populate within the same box.

How to Create a Course Revision Proposal in Curriculog

Using the faceted search below, locate the course or program you would like to import into this proposal.

Filter Courses

Prefix =

- and -

Code =

Add another filter   Filter by field

Start Date: End Date: Sort Results By:

Catalog Id ✕   Prefix ✕   Code ✕

☐ Exclude previously imported items

Search Available Curriculum   Select Another External System   Cancel Import

After clicking on the course, a new screen will pop up that looks like the picture below. Ignore any orange lettering and click on *Import this Item*. After you import the course, click on the *help text* icon.

*Note – Acalog Hierarchy will import with University of Memphis, press the "x" and choose your department from the dropdown menu.

Import Data Into Your Proposal

Confirm the fields that will be imported into your proposal (only fields that are mapped will be listed here). If you would like to prevent the imported data from overwriting an existing field in your proposal, click "Import Field" to uncheck that field.

Once you click Import, your data will be validated against the proposal. Any data that is incorrect will have a message telling you what is wrong with the data, and it will not be imported into the form to prevent errors.

Field Name	Data Preview	Import Field
» General Catalog Information: Acalog Undergraduate Hierarchy	University of Memphis	☑
» General Catalog Information: Curriculog Undergraduate Hierarchy	8 ⚬ No matches were found ⚬ The following option could not be imported: 8	☐
» General Catalog Information: Course Title	8	☑
» General Catalog Information: Subject Area	SOCI	☑
» General Catalog Information: Course Number	1010	☑
» General Catalog Information: Credit Hours	(3)	☑
» General Catalog Information: Grading	[no data]	☐
» General Catalog Information: Course Fee	[no data]	☐
» General Catalog Information: Course Description	(1111). Introduction to concepts, methods and theoretical perspectives in sociology. Basic principles of sociological reasoning introduced through lectures, reading assignments, and micro-computer ins...	☑
» General Catalog Information: Prerequisite	[no data]	☐
» General Catalog Information: Corequisite	[no data]	☐
» General Catalog Information: Repeatability	[no data]	☐
» General Catalog Information: Cross-Listing(s)	[no data]	☐
» General Catalog Information: Semester Offered	[no data]	☐
» General Catalog Information: High Impact Practice Course	(1111). Introduction to concepts, methods and theoretical perspectives in sociology. Basic principles of sociological reasoning introduced through lectures, reading assignments, and micro-computer ins...	☑

Import This Item   Return to Search   Select Another External System   Cancel Import

Department

Acalog Undergraduate Hierarchy*   ✕ University of Memphis

Curriculog Undergraduate Hierarchy*   Select an option   The following option could not be imported: 8

Do you have a Department Committee that needs to see this proposal in Curriculog?*   ○ Yes ○ No

How to Create a Course Revision Proposal in Curriculog

Make sure to only fill out the proposal with the **current (19-20 catalog)** course information for the course that you are revising. Upload any required/needed documentation by clicking on the _plus page_ icon.
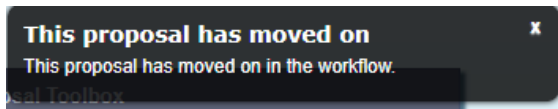

STEP 8: Click on the _save_ icon if you are not ready to launch the proposal.

STEP 9: Once you are ready to submit your proposal, click on the _play_ icon to launch the proposal.

- After you have launched the proposal you will see this box in the top right-hand corner:

STEP 10: _**Edit**_ the fields that you would like to _**revise**_ for the course revision proposal. Make sure that your revision(s) are saved.

STEP 11: After you edit your proposal, you must go in and 'decide' to approve your proposal. Click on the _checkmark_ icon to make your decision.

STEP 12: Click on either _approve_ or _reject_, you can also put a comment if you choose when you approve or reject the proposal. (If you reject the proposal, it is required that you make a comment.) After you have decided and possibly commented, press _Make My Decision._

How to Create a Course Revision Proposal in Curriculog
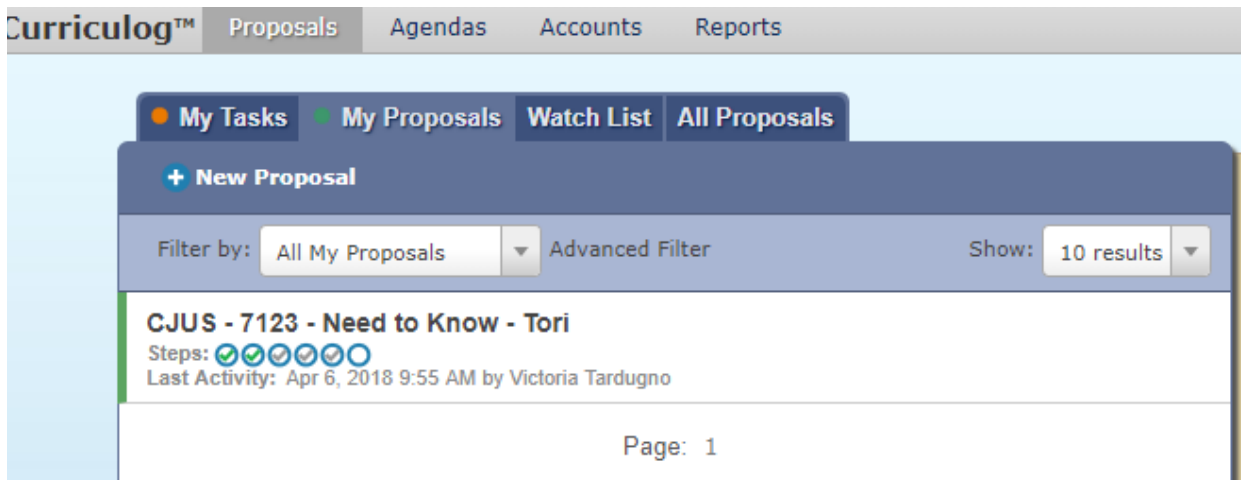
- After you make your decision, it will move on to either the Department Committee or the Chair. This depends on how your department/unit is set up.

VIEW YOUR PROPOSAL'S

To view proposals that you have originated, click on the **My Proposal Tab.** This will show all the proposals that you have launched.