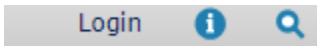


How to Create a Program Proposal in Curriculog

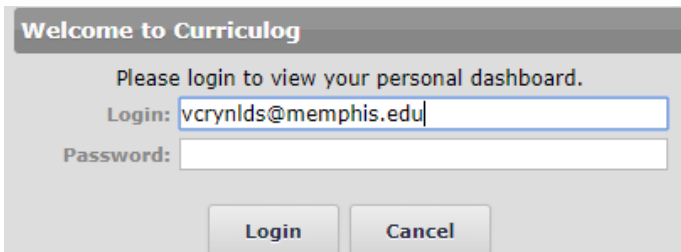
STEP 1: Navigate to Curriculog from the following link: [University of Memphis Curriculog](https://memphis.curriculog.com).



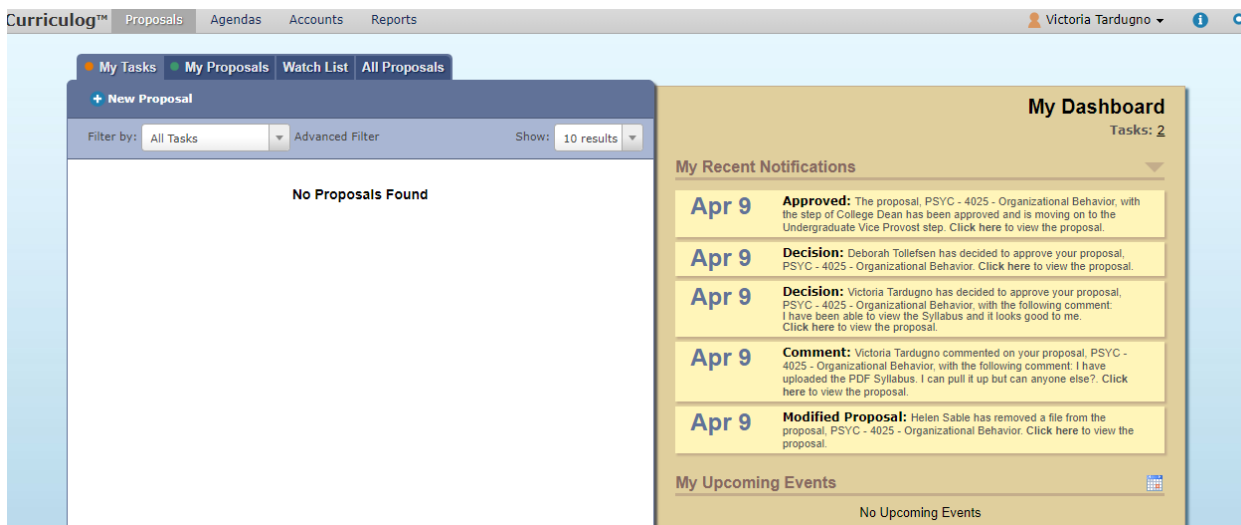
STEP 2: Click on Login on the top right of the screen.



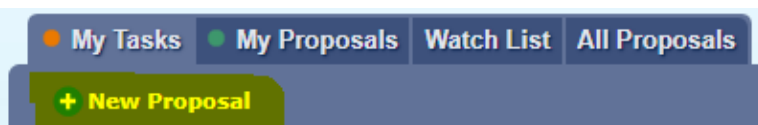
STEP 3: Login with your UofM email address and the password 'pleaseletmein', if you have not already changed your password. Then click on Login.



- After you login the first thing you will see is the **My Tasks** Tab. This tab shows every proposal with which you are involved.



STEP 4: To create a new proposal click on + New Proposal



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STEP 5: To create a program proposal you can look under the **All Processes** Tab or under the **Proposal** Tab.

The screenshot shows the Curriculog interface with the 'Programs' tab highlighted. The interface includes a navigation bar with tabs for 'All Processes', 'Courses', 'Programs', and 'Others'. Below the navigation bar is a 'Sort by:' dropdown menu set to 'Process Title'. The main content area displays a list of program request items, each with a title and a step count. At the bottom of the list are two buttons: 'Previous 10' and 'Next 10'.

Process Title	Steps
2020-2021 Graduate New Certificate	8 mandatory 9 total
1. Test 2020-2021 Undergraduate New Concentration Form	4 mandatory 4 total
2020-2021 Graduate Catalog Change/Edit	8 mandatory 9 total
2020-2021 Graduate New ABM Form	8 mandatory 9 total
2020-2021 Graduate New Concentration Form	8 mandatory 9 total
2020-2021 Graduate Program Name Change	8 mandatory 9 total
2020-2021 Graduate Program Revision	8 mandatory 9 total
2020-2021 Graduate Program Termination	8 mandatory 9 total
2020-2021 Undergraduate New ABM Form	8 mandatory 9 total
2020-2021 Undergraduate New Concentration Form	8 mandatory 9 total

STEP 6: Find the Program request that you wish to choose. Click on the document icon to preview the form or on the checkmark icon to start the Proposal.



STEP 7: Click on the help text icon. Read the Instructions, fill out the proposal and upload any required/needed documentation by clicking on the plus page icon. Please make sure that you choose "Program" under the Choose

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Program/Program Type. Under the Prospective Curriculum, please import or add only one course that you know will be taught in that Program and then continue the proposal.



STEP 7a: Program Revisions and Catalog Changes/Edit - Fill out the proposal after reading the ****Instructions**** section. Before importing choose "Program" under the Choose Program/Program Type field. Import your program by clicking on the down arrow icon at the top of the page.



STEP 7b: Choose the Catalog available by clicking on it. Filter by name using the dropdown, then type in the field you selected and click on Search Available Curriculum. The program will populate within the same box.

Search UofM 2019-2020 Graduate Catalog

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

Filter Programs

Name = X

Add another filter

Start Date: End Date: Sort Results By:

Exclude previously imported items

After clicking on the program, a new screen will pop up that looks like the picture below. Ignore any orange lettering and click on Import this Item.

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.

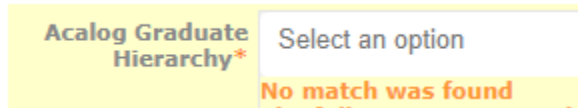
Field Name	Data Preview	Import Field
General Catalog Information: Acalog Graduate Hierarchy	Criminology and Criminal Justice No match was found The following option could not be imported: Criminology and Criminal Justice.	<input type="checkbox"/>
General Catalog Information: Title	Criminal Justice, (MA)	<input checked="" type="checkbox"/>
General Catalog Information: Brief Description	(no data)	<input type="checkbox"/>
General Catalog Information: Prospective Curriculum, as it would appear in the catalog.	Program has 8 cores and 6 courses.	<input checked="" type="checkbox"/>

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After you import the program, click on the help text icon.



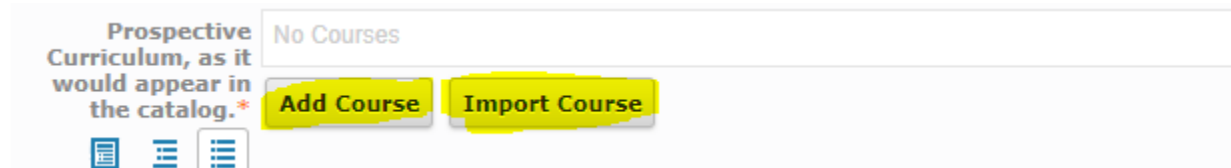
*Note – Acalog Hierarchy will not import anything, choose your department from the dropdown menu.



STEP 7c: Click on the help text icon. Read the Instructions, fill out the proposal and upload any required/needed documentation by clicking on the plus page icon. Please make sure that you choose "Program" under the Choose Program/Program Type field.



STEP 8: Under the Prospective Curriculum, please import or add only one course that you know will be taught in that Program and then continue the proposal. *Note – If you are completing a Program Revision or a Catalog Change/Edit Proposal please skip this step.



If you choose to press "Add Course" then you should be entering a New Course Proposal as well, because that course is not already in the catalog. When you choose "Add Course" you will fill in the blanks of the requested field and then press "Add Course".

A form titled "Add the course details below:" with three input fields: "Prefix: Course Prefix", "Code: Course Number", and "Name: Course Name". Below the fields are two buttons: "Add Course" (highlighted in yellow) and "Cancel".

STEP 8: Click on the save icon if you are not ready to activate the proposal.

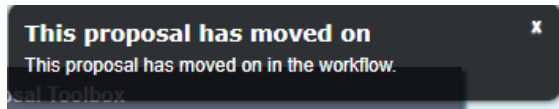


STEP 9: Once you are ready to submit your proposal, click on the play icon to activate the proposal.



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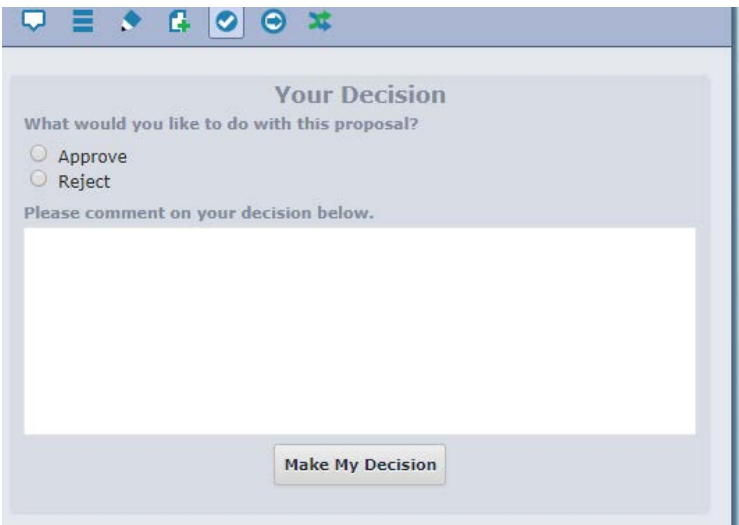
- After you have started the proposal you will see this box in the top right-hand corner:



STEP 10: After you have launched your proposal, you have to go in and 'make a decision on the proposal. Click on the checkmark icon to make your decision.



STEP 11: 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.

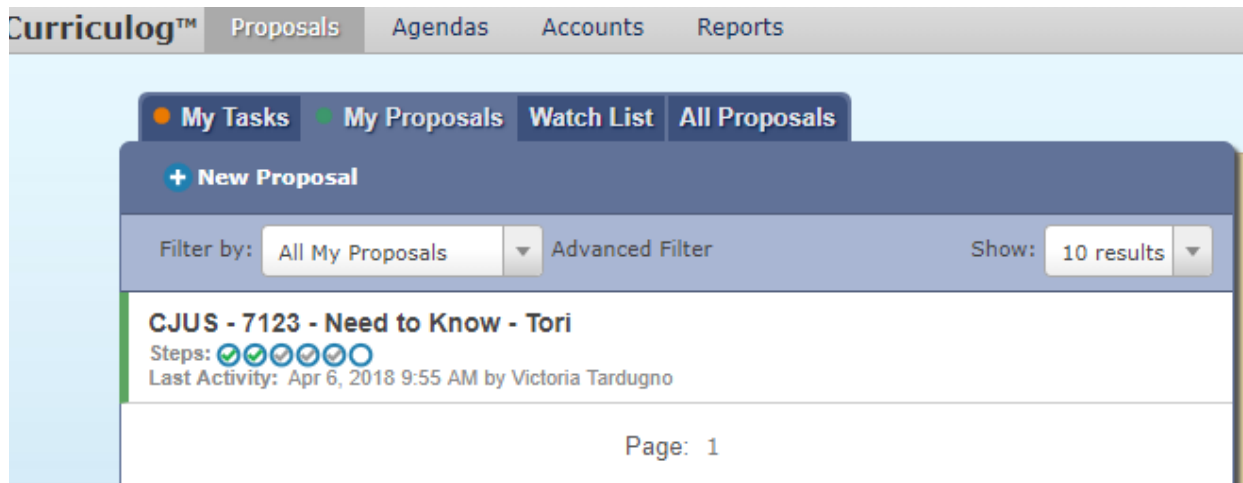
A screenshot of a web form titled "Your Decision". The form asks "What would you like to do with this proposal?" and provides two radio button options: "Approve" and "Reject". Below the options, it says "Please comment on your decision below." and features a large white text input area. At the bottom of the form is a button labeled "Make My Decision". The form is set against a light blue background with a toolbar at the top.

- After you make your decision, it will move on to either the Department Committee or the Chair. This depends on how your department is set up.

How to Create a Program Proposal in Curriculog

VIEW YOUR PROPOSAL'S

STEP: To view proposals that you have originated click on the **My Proposal Tab**.



The screenshot shows the Curriculog™ web interface. At the top, there is a navigation bar with tabs for 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below this, a secondary navigation bar contains tabs for 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. The 'My Proposals' tab is active. A '+ New Proposal' button is visible. Below the navigation, there is a filter section with 'Filter by: All My Proposals' and 'Advanced Filter' options, and a 'Show: 10 results' dropdown. The main content area displays a list of proposals, with the first one being 'CJUS - 7123 - Need to Know - Tori'. This proposal has five status icons (three green, two blue) and a 'Last Activity' of 'Apr 6, 2018 9:55 AM by Victoria Tardugno'. At the bottom of the page, it says 'Page: 1'.