

# How to Create a Course Revision 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.

Login

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

Welcome to Curriculog

Please login to view your personal dashboard.

Login:

Password:

Login

Cancel

- 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.

A screenshot of the Curriculog dashboard. The top navigation bar includes "Proposals", "Agendas", "Accounts", and "Reports". The user is logged in as "Victoria (Tor...)". The "My Tasks" tab is selected, showing a list of proposals. The list is currently empty, with the message "No Proposals Found". There are buttons for "My Tasks", "My Proposals", "Watch List", and "All Proposals". A "New Proposal" button is visible. The right sidebar shows "My Recent Notifications" and "My Upcoming Events".

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**STEP 4:** To create a new proposal click on [+ New Proposal](#)

The screenshot shows the Curriculog interface with the 'Proposals' tab selected. The navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below the navigation bar are four buttons: 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. A 'Filter by:' dropdown is set to 'All Tasks', with an 'Advanced Filter' link and a '+ New Proposal' button.

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

The screenshot shows the Curriculog interface with the 'All Processes' tab selected. The navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below the navigation bar are four buttons: 'All Processes', 'Courses', 'Programs', and 'Others'. A 'Sort by:' dropdown is set to 'Process Title'. A list of course categories is displayed, each with a progress indicator (circles) and a count of mandatory and total courses.

Process Title	Mandatory	Total
1. General Education - Mathematics	6	6
1. General Education - Natural Sciences	6	6
1. General Education - Social/Behavioral Sciences	6	6
Emergency Undergraduate Course Setup	5	5
1. General Education - Communications	6	6
1. General Education - History	6	6
1. General Education - Humanities	6	6
2021-2022 4000/6000 Request for Special Topics	7	7

# How to Create a Course Revision Proposal in Curriculog

**STEP 6:** Find the Request for Course Revision form. Click on the box with the arrow 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:** After you start the form a flyout will occur to the right side of the screen. This is the import search database. Choose the “Source” or Catalog available by clicking on the dropdown. The filtering options for courses are prefix, code (course number) and name (course title). Type in the fields you wish to search by then click Search. The course(s) of the field(s) that you typed will populate under the import section.

a. TRAINING 2022-2023 Course Revision ✕

**Prefix**  
CJUS

**Code**  
[Empty field]

**Name**  
[Empty field]

**Source**  
UofM 2021-2022 Undergraduate Catalog

Exclude previously imported results

Search

**Show:** 20 results

CJUS 1100 Intro/Criminal Justice ** [No Description Data]	↗
CJUS 2110 Comparative Justice System [No Description Data]	↗
CJUS 2120 Contemporary Issues CJUS [No Description Data]	↗
CJUS 2140 Crime/Public Policy/CJ System [No Description Data]	↗
CJUS 2226 Introduction to Police ** [No Description Data]	↗
CJUS 2326 Introduction to Courts [No Description Data]	↗
CJUS 2426 Intro/Corrections in America ** [No Description Data]	↗
CJUS 3129 Statistical Methods/CJUS	

# How to Create a Course Revision Proposal in Curriculog

Select the course you wish to revise by clicking the *dog-eared page with the arrow*.



After selecting the course, a new screen will pop up that looks like the picture below. Ignore any red lettering and click on *Build Proposal*. \*Note – Acalog Hierarchy will import with University of Memphis, press the “x” and choose your department from the dropdown menu.

## a. TRAINING 2022-2023 Course Revision

x

Import Data into your Proposal

Field Name	Data Preview
General Catalog Information: Acalog Hierarchy	University of Memphis
General Catalog Information: Current Course Title	Introduction to Police **
General Catalog Information: Prefix	CJUS
General Catalog Information: Current Course Number	2226
General Catalog Information: Course Type	Criminology and Criminal Justice (CJUS) <b>No match was found</b> <b>The following option could not be imported:</b> <b>Criminology and Criminal Justice (CJUS)</b>
General Catalog Information: Credit Hours	(3)
General Catalog Information: Course Fee	[no data]
General Catalog Information: Current Course Description	Introduction to law enforcement, emphasizing the functions, operations, and practical realities of crime control in American society; career opportunities within criminal justice.
General Catalog Information: Prerequisite	CJUS 1100.
General Catalog Information: Corequisite	[no data]
General Catalog Information: Prerequisite or Corequisite	[no data]
General Catalog Information: Repeatability	[no data]
General Catalog Information: Cross-Listing(s)	[no data]
General Catalog Information: General Education	[no data]

Build Proposal

Return to Search

Department

Acalog Hierarchy\*

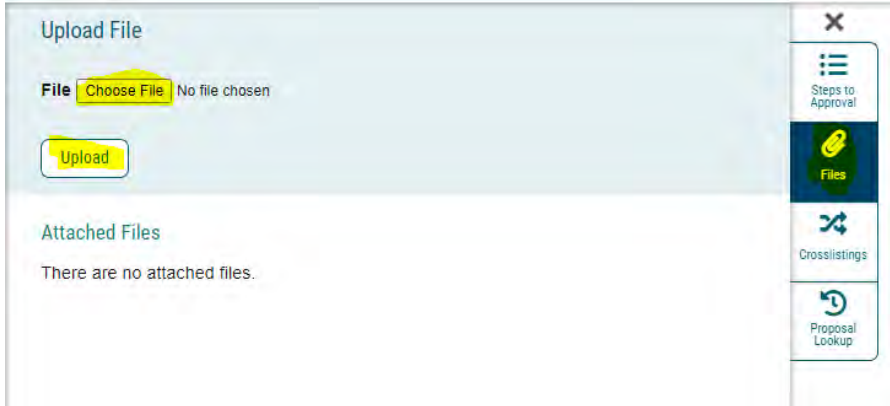
University of Memphis x

Please choose your department.

**Note\*** Make sure to fill out the proposal with only the **current (21-22 catalog)** course information for the course that you are revising.

# How to Create a Course Revision Proposal in Curriculog

- Upload any required/needed documentation by clicking on the *paper clip* icon/files tab on the right of the screen. Click “Choose File” to locate the file on your electronic system. After the file is selected and showing on the form click “Upload” for the document to attach to the proposal.



**STEP 8:** Click on the *save all changes* icon if you are not ready to launch the proposal. Once you are ready to submit your proposal, click on the *rocket* icon to launch the proposal. These icons are located at the top of the proposal and are also a floating bar that you can locate at the bottom of the screen.

Proposals Agendas Accounts Reports




CJUS - 2226 - Introduction to Police \*\*  
a. TRAINING 2022-2023 Course Revision  
unlaunched

Import Run Impact Report Save All Changes Validate and Launch Proposal

Proposal Help

General Catalog Information

**\*\*Instructions\*\***

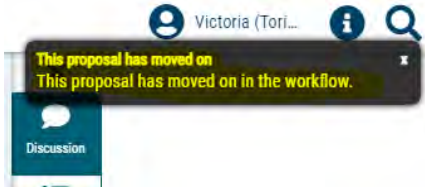
1. If you are proposing a 4/6 Course it should be proposed from BOTH the Undergraduate Course Revision Proposal and the Graduate Course Revision Proposal.
2. IMPORT curriculum data from the Catalog by clicking  in the top left corner.
3. TURN ON help text before starting this proposal by clicking  in the top right corner of the heading.
4. FINISH FILLING IN all required fields, marked with an \* after importing data from the current catalog that you are wanting to revise.  
**DO NOT edit the catalog copy from import before launching the proposal!**
5. LAUNCH proposal by clicking () in the top left corner. **Changes will only be tracked after proposal is launched.**
6. AFTER launching your proposal, click on the box that you are wanting the information to change. Edit the wording and press save.
7. AFTER you have finished editing all of the applicable boxes for your proposal, click on the checkmark on the right to make your decision.
8. CLICK Approve or Deny to make your decision. If you wish to make notes, please do so, then press "Make My Decision".

Note: A 4/6 course is a cognate course, not a cross-listed course.  
Note: If you are changing the Credit Hours or Course Level of a course a Syllabus is

Save All Changes Validate and Launch Proposal

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**STEP 9:** After you have launched the proposal you will see this box in the top right-hand corner:

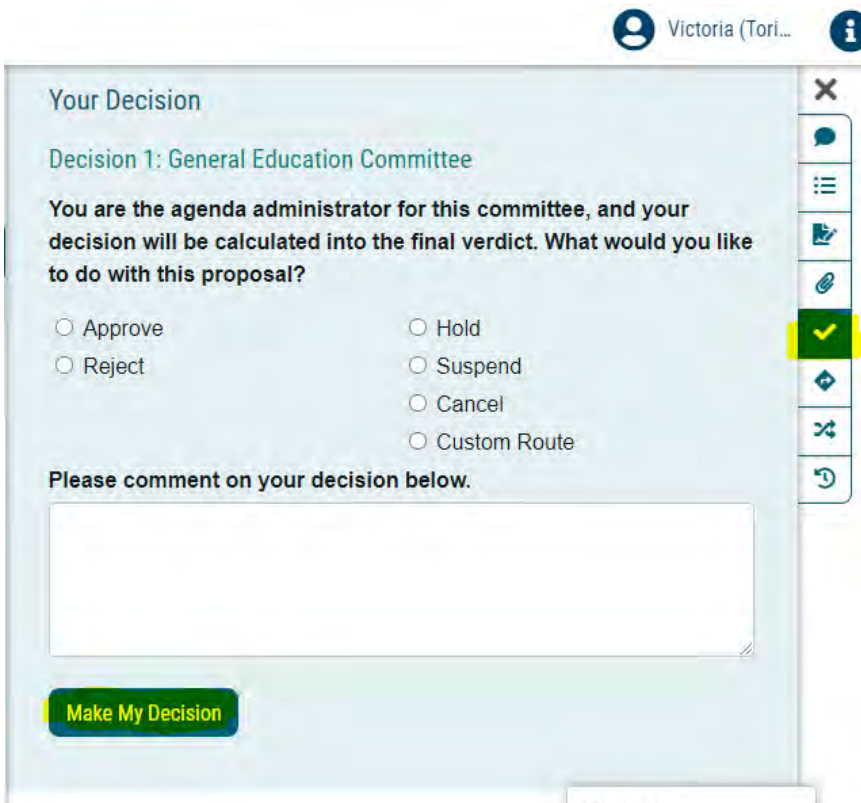


**STEP 10:** Edit the fields that you would like to revise for the course. Make sure that your revision(s) are saved by checking the User Tracking. Use the dropdown to select "Show current with markup" above the Comments section.



**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.

- Click on the decision you wish to select; you can put a comment if you choose. (Every decision except "Approve" requires 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 press *Make My Decision* a box will show that requests your Signature Pin. The default Signature Pin is 1234 or 2468. You can view what you pin is under your “My Settings” section. *If you wish to change your Signature Pin, please email Victoria (Tori) Tardugno at [vcrynlds@memphis.edu](mailto:vcrynlds@memphis.edu).*

- After you “sign” the document, it will move on to the next signature step.

## Enter your signature

Please enter your signature pin to approve this proposal.

### Signature Pin

## VIEW YOUR PROPOSAL'S

**Originated Proposals:** To view proposals that you have originated, click on the **My Proposals Tab**.

The screenshot shows the Curriculog interface with the 'Proposals' tab selected in the top navigation. Below the navigation, there are four tabs: 'My Tasks', 'My Proposals' (highlighted in yellow), 'Watch List', and 'All Proposals'. Below the tabs, there is a 'Filter by:' section with a dropdown menu set to 'All My Proposals' and an 'Advanced Filter' button. A '+ New Proposal' button is located on the right side.

Decide which proposal you which to view and click anywhere in the rectangular box. The proposal will then open.

The screenshot shows the Curriculog interface with the 'Proposals' tab selected. The 'My Proposals' tab is now selected. Below the tabs, there is a 'Filter by:' section with a dropdown menu set to 'Course' and an 'Advanced Filter' button. A '+ New Proposal' button is located on the right side. Below the filter section, a proposal card is displayed for 'PUBH - 1180 - Population Health and Society'. The card includes a checkbox, a progress indicator (5 green circles), the course title, a sub-section '1. General Education - Social/Behavioral Sciences', and the last activity: 'Feb 18, 2021 3:38 PM by Victoria (Tori) Tardugno'. There are also icons for a circle, an envelope, a bookmark, and a grid.