

# How to View Proposals and Make a Decision in Curriculog

## HOW TO GET TO CURRICULOG AND LOGIN

**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.

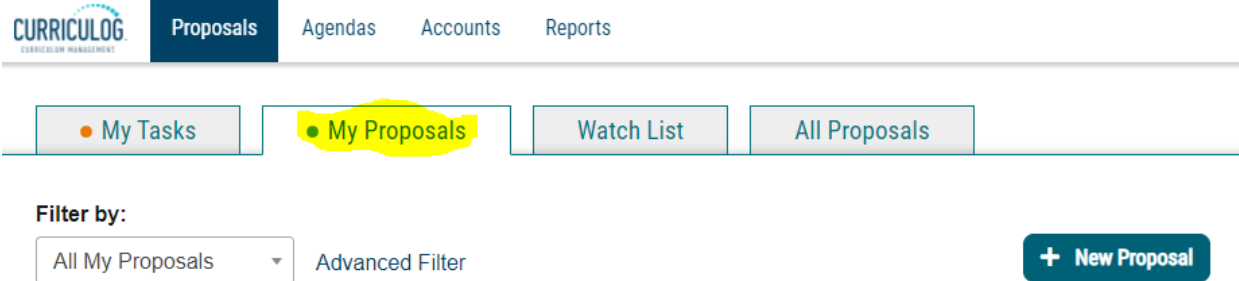
Login:

Password:

Login Cancel

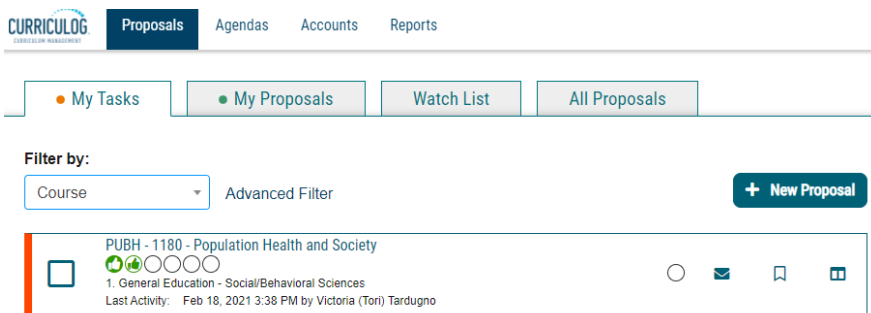
## VIEWING PROPOSAL'S

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



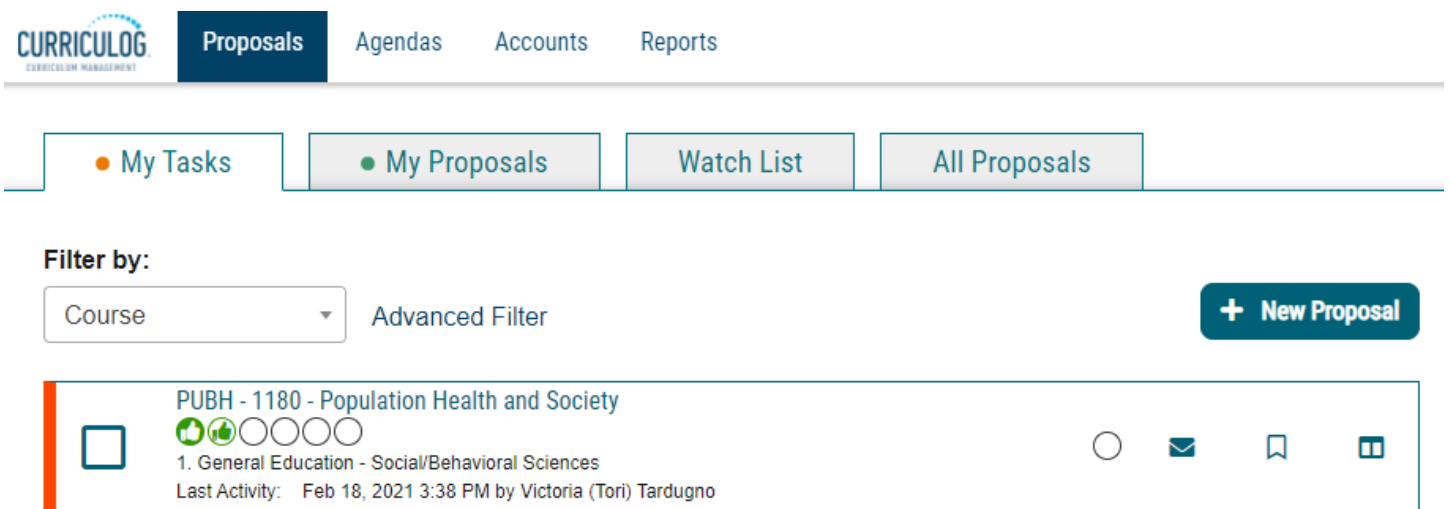
**Required Action Proposals:** To view proposal's that require an action from you, click on the **My Tasks Tab**. This tab shows every proposal with which you are involved that at that time needs you to 'decide' on approval or rejection.

# How to View Proposals and Make a Decision in Curriculog



The screenshot shows the Curriculog interface with the 'Proposals' tab selected. Below the navigation bar, there are four tabs: 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. A 'Filter by:' dropdown menu is set to 'Course', and an 'Advanced Filter' button is visible. A '+ New Proposal' button is also present. A proposal card is displayed for 'PUBH - 1180 - Population Health and Society', showing a progress indicator (1 of 5 steps), course details, and last activity information.

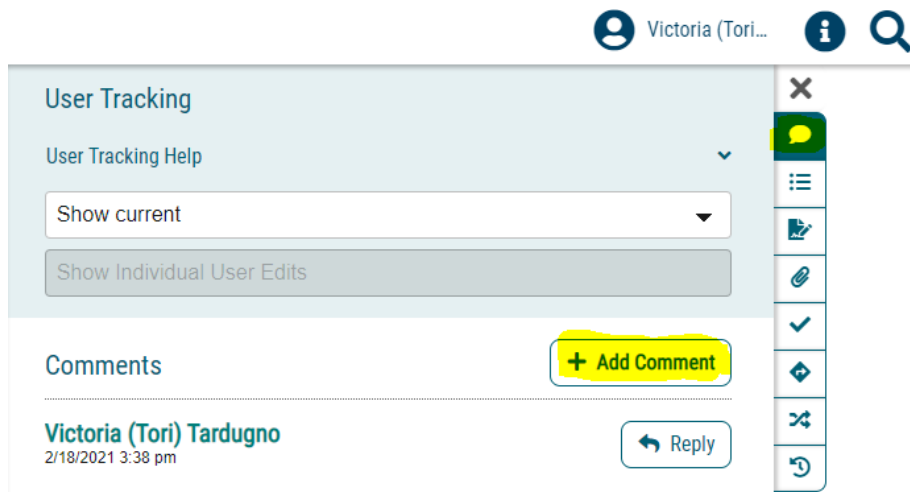
Decide which proposal you which to view and click anywhere in the rectangular box. The proposal will then open.



This screenshot is identical to the previous one, but the proposal card for 'PUBH - 1180 - Population Health and Society' is highlighted with a red rectangular box, indicating the area to click to view the proposal.

## MAKING A COMMENT ON YOUR PROPOSAL'S

1. To make a comment on a proposal you must open the proposal. On the left side of the page there are icon tabs, you will see a "Text Bubble" icon section. Press *+Add Comment* to create a new comment.



The screenshot shows the 'User Tracking' sidebar on the left, which includes a 'User Tracking Help' dropdown, a 'Show current' dropdown menu, and a 'Show Individual User Edits' button. Below this, the 'Comments' section is visible, featuring a yellow '+ Add Comment' button. A comment by 'Victoria (Tori) Tardugno' is shown with a 'Reply' button. The user's name and the date '2/18/2021 3:38 pm' are also visible. On the right side, there is a vertical toolbar with various icons, including a text bubble icon.

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2. A box will populate for you to type and add your comment to the proposal. Click on “Add Comment” when done. \*Note – A comment that has been added cannot be edited or deleted.

## Comment



Please add your comment below.

Comment on the proposal

## VOTING/MAKING A DECISION ON YOUR PROPOSAL'S

**STEP 1:** To open the document, click anywhere in the rectangular box.

**STEP 2:** After you open your proposal, review the proposal and then you will need to ‘make a decision’ on the proposal. Click on the checkmark icon to make your decision.

 Victoria (Tori... 









**Your Decision** ✕

Decision 1: General Education Committee

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?

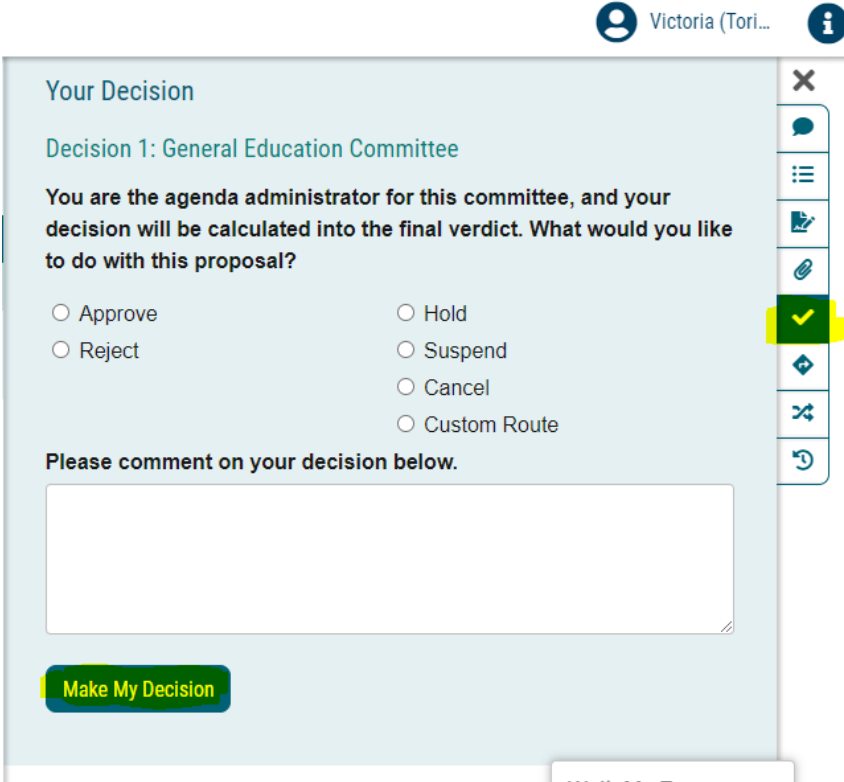
<input type="radio"/> Approve	<input type="radio"/> Hold
<input type="radio"/> Reject	<input type="radio"/> Suspend
	<input type="radio"/> Cancel
	<input type="radio"/> Custom Route

Please comment on your decision below.

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**STEP 3:** Click the decision you wish to choose, you can also put a comment when you make a decision on the proposal. (Any decision chosen, except Approve, requires a comment.) After you have decided and have possibly commented, press Make My Decision.



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 [vcrynlids@memphis.edu](mailto:vcrynlids@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