

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.

Login

STEP 2a: The University uses SSO (Single Sign On) for Curriculog. If you have never signed in before use your UofM email address and 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.

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 "No Proposals Found". A "New Proposal" button is visible. The "My Recent Notifications" section lists several items: an approved proposal, a comment from Victoria (Tor) Tardugno, and two reminders about tasklists. The "My Upcoming Events" section shows "No Upcoming Events".

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STEP 3: 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, there are four tabs: 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. The 'Filter by:' section has a dropdown menu set to 'All Tasks' and an 'Advanced Filter' link. A prominent green button with a plus sign and the text '+ New Proposal' is visible on the right side.

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 selected. The navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below the navigation bar, there are four tabs: 'All Processes', 'Courses', 'Programs', and 'Others'. The 'Sort by:' section has a dropdown menu set to 'Process Title'. A list of processes is displayed, each with a title, a progress indicator (a row of circles), and a status (e.g., '8 mandatory 8 total').

Process Title	Progress	Status
2021-2022 ABM Update	6/6	6 mandatory 6 total
2021-2022 Graduate Catalog Change/Edit	8/8	8 mandatory 8 total
2021-2022 Graduate Combination Degree Form	8/8	8 mandatory 8 total
2021-2022 Graduate Concentration Name Change	8/8	8 mandatory 8 total
2021-2022 Graduate New ABM Form	8/8	8 mandatory 8 total
2021-2022 Graduate New Certificate	8/8	8 mandatory 8 total
2021-2022 Graduate New Concentration Form	8/8	8 mandatory 8 total
2021-2022 Graduate Program Inactivation	8/8	8 mandatory 8 total
2021-2022 Graduate Program Name Change	8/8	8 mandatory 8 total

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



STEP 7: Read the Instructions, fill out the proposal and 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 7a: Program Revisions and Catalog Changes/Edit - 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 programs are program or shared core (multiple catalog pages). Choose the field you wish to search by then click Search. The program(s) that you typed will populate under the import 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. Select the course you wish to revise by clicking the dog-eared page with the arrow.

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STEP 7b: 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 Program Revision ✕

Import Data into your Proposal

Field Name	Data Preview
General Catalog Information: Acalog Hierarchy	Department of Criminology and Criminal Justice
General Catalog Information: Title	Criminology and Criminal Justice, (B.A.)
General Catalog Information: Brief Description of Program	[no data]
General Catalog Information: Prospective Curriculum, as it would appear in the catalog.	Program has 17 cores and 21 courses.

Build Proposal Return to Search

STEP 7c: Read the Instructions, fill out the proposal and upload any required/needed documentation by clicking on the plus page icon.

- 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.

Upload File ✕

File Choose File No file chosen

Upload

Attached Files
There are no attached files.

☰ Steps to Approval

📎 **Files**

🔗 Crosslistings

🔍 Proposal Lookup

Please make sure that you choose “Program” under the Choose Program/Program Type field. **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.**

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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.**

Prospective Curriculum, as it would appear in the catalog.*

View Curriculum Courses

View Curriculum Schema

Preview Curriculum

Add Course

Import Course

- If you choose “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” fill in the fields and then press “Add Course”.

Add Course

Add the course details below:

Prefix:

Course Prefix

Code:

Course Number

Name:

Course Name

Add Course

Cancel

- If you choose “Import Course” 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 course will populate within the same box.

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

Filter Courses

Prefix = X

- and -

Code = X

Add another filter Filter by field

Start Date: End Date: Sort Results By:

Catalog Id X Prefix X Code X

Exclude previously imported items

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After you select the course(s) that you wish to add to the proposal click “Add Courses to Proposal”.

Selected Courses

CJUS 2140 Crime/Public Policy/CJ System

Add Courses to Proposal

Select Another External System

Cancel Import

STEP 9: 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.

CURRICULOG
COURSE MANAGEMENT

Proposals Agendas Accounts Reports

Criminology and Criminal Justice, (B.A.)
a. TRAINING 2022-2023 Program Revision
unlaunched




Import Save All Changes Validate and Launch Proposal

Proposal Help

General Catalog Information

Instructions

Use this form for revising Majors, Concentrations and Minors.

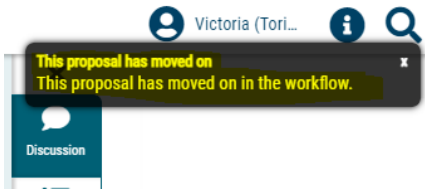
1. IMPORT curriculum data from the Catalog by clicking  in the top left corner.
2. TURN ON help text before starting this proposal by clicking  in the top right corner of the heading.
3. FINISH FILLING IN all required fields, marked with an * after importing data from the current catalog that you are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

Save All Changes

Validate and Launch Proposal

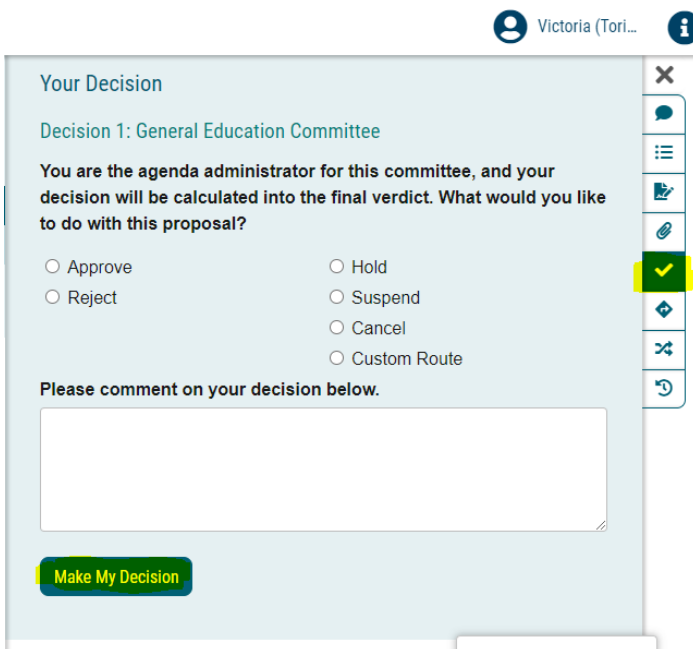
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STEP 10: After you have launched the proposal you will see this box in the top right-hand corner:



STEP 11: After you launch 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.



STEP 12: 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.*

- 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

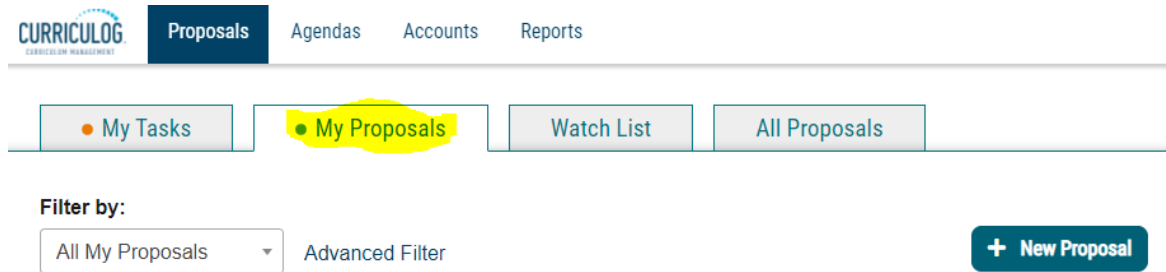
Sign

Cancel

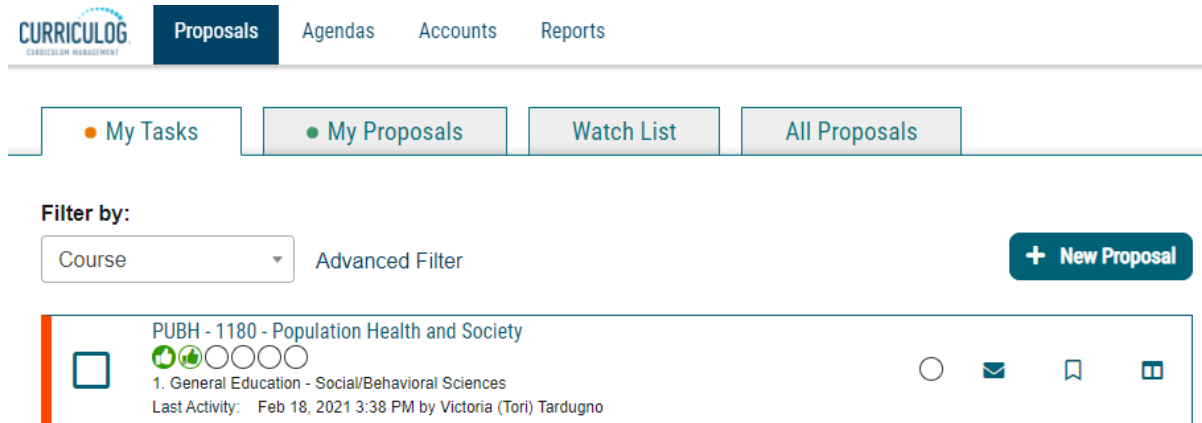
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VIEW YOUR PROPOSAL'S

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














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



Here are icons you may see in relation to a proposal.

Curriculog Help

Listed below are the symbols and colors utilized in Curriculog:

- | | |
|---|---|
|  = has not made a decision |  = task |
|  = approved |  = mine |
|  = rejected |  = stuck |
|  = held |  = urgent, out of date import source |
|  = suspended | |
|  = cancelled | |
|  = multiple decisions | |

Ok