

# How to Create a New Course/Special Topics 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.

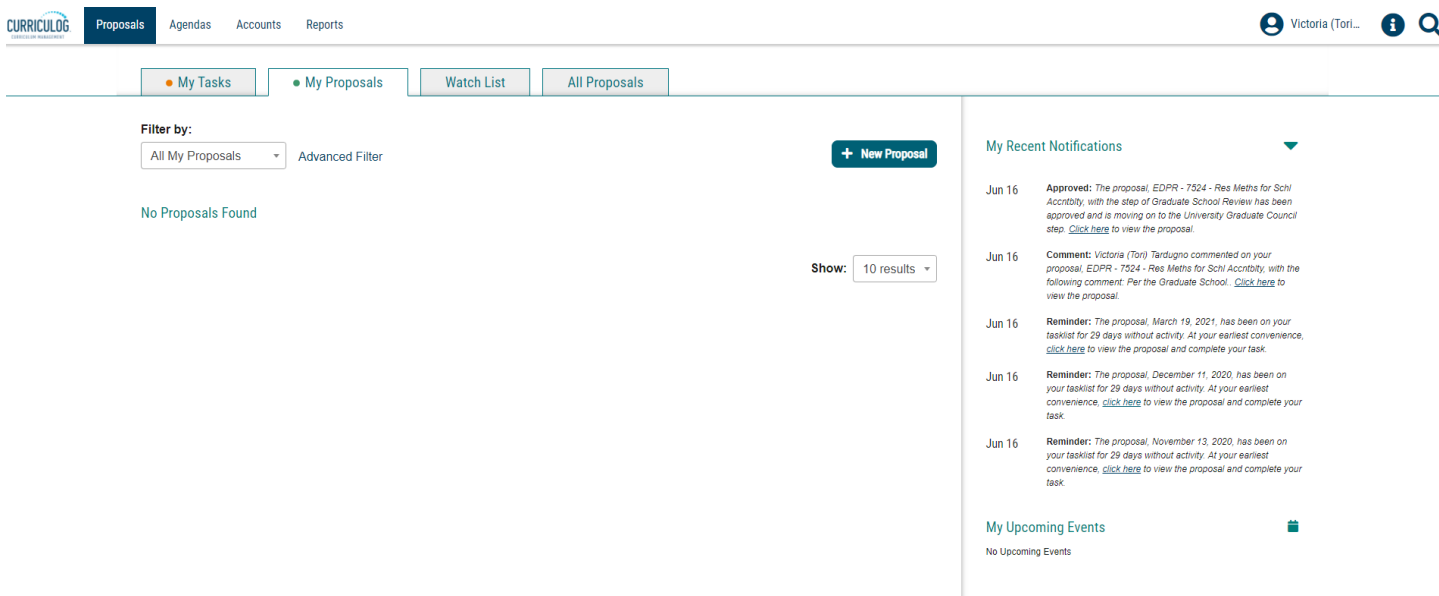
Login:

Password:

Login

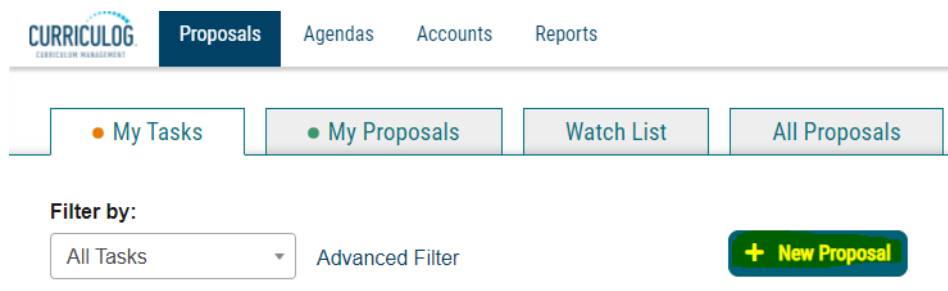
Cancel

- After you login the first thing you will see is the **My Tasks** Tab. This tab shows every proposal with which you are involved that at that time needs you to 'decide' on approval or rejection.



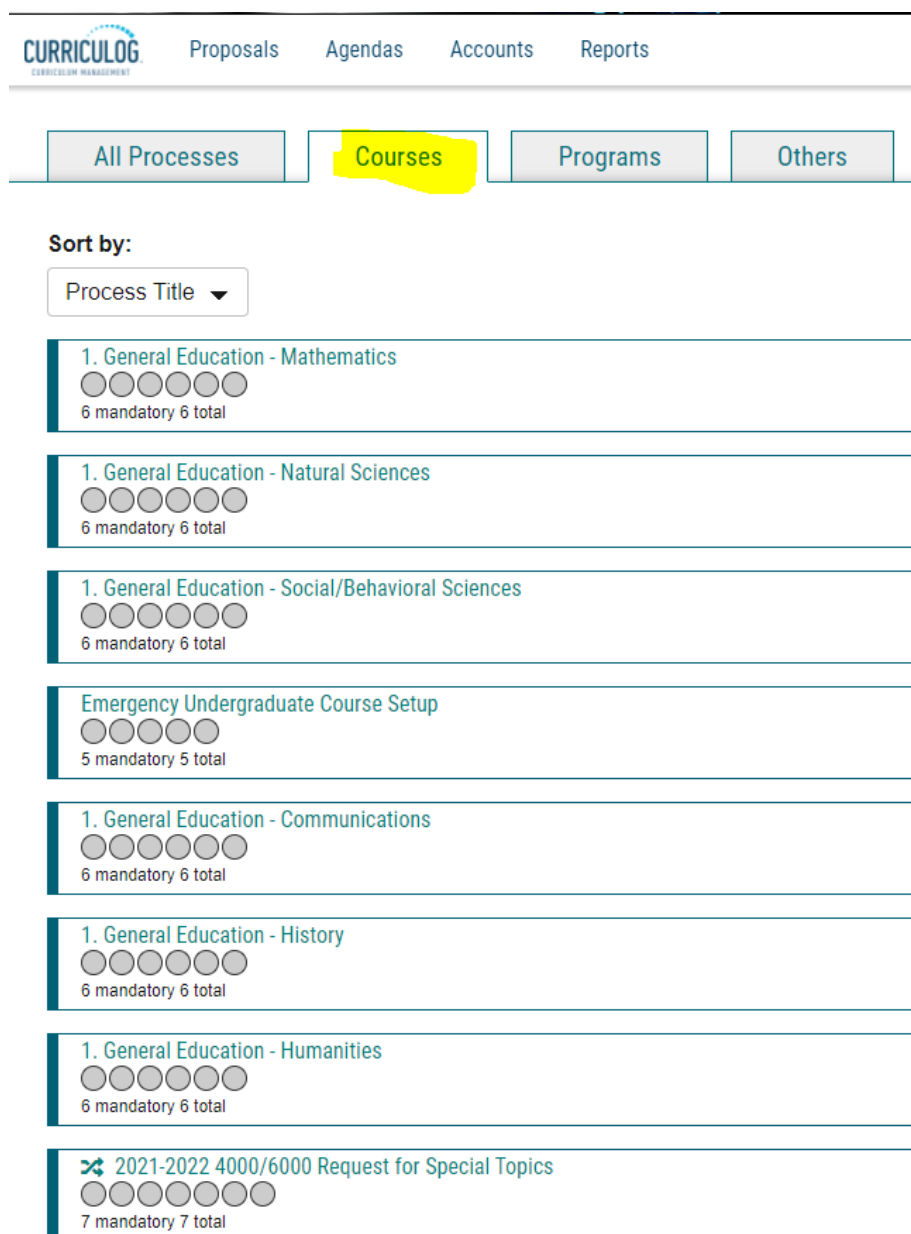
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**STEP 4:** To create a new proposal click on [+ New Proposal](#)



The screenshot shows the Curriculog interface with the 'Proposals' tab selected. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below this, there are four tabs: 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. A 'Filter by:' dropdown is set to 'All Tasks', with an 'Advanced Filter' link next to it. A prominent green button with a plus sign and the text '+ New Proposal' is located on the right side of the interface.

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



The screenshot shows the Curriculog interface with the 'Courses' tab selected. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below this, there are four tabs: 'All Processes', 'Courses', 'Programs', and 'Others'. The 'Courses' tab is highlighted in yellow. A 'Sort by:' dropdown is set to 'Process Title'. Below the tabs, there is a list of course proposals, each with a title, a progress indicator (a row of six circles), and a status (e.g., '6 mandatory 6 total').

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

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**STEP 6:** Find the New Course request or the Special Topics 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. \*Note – 4/6 course must be entered into Curriculog separately on all course forms except Special Topics.

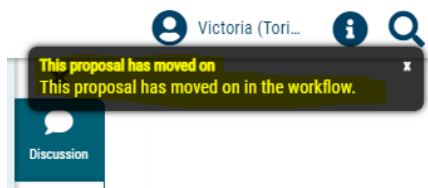


**STEP 7:** Fill out the proposal after reading the **\*\* Instructions \*\*** section. Upload any required/needed documentation by clicking on the paper clip icon/files tab on the right of the screen. Click “Choose File” to locate the file on your electronic system. After the file is selected and showing 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.

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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:** 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.

A screenshot of the "Your Decision" form. At the top, it says "Decision 1: General Education Committee". Below that, it says "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?". There are six radio button options: "Approve", "Reject", "Hold", "Suspend", "Cancel", and "Custom Route". The "Approve" option is selected, and a yellow checkmark icon is highlighted in the right-hand sidebar. Below the options, it says "Please comment on your decision below." and there is a large text input area. At the bottom left, there is a green button that says "Make My Decision". The top right of the form has a user profile for "Victoria (Tori...)" and an information icon.

**STEP 11:** 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

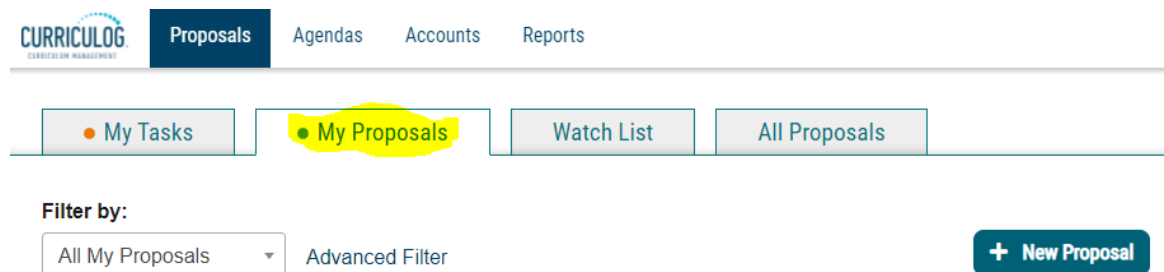
Sign

Cancel

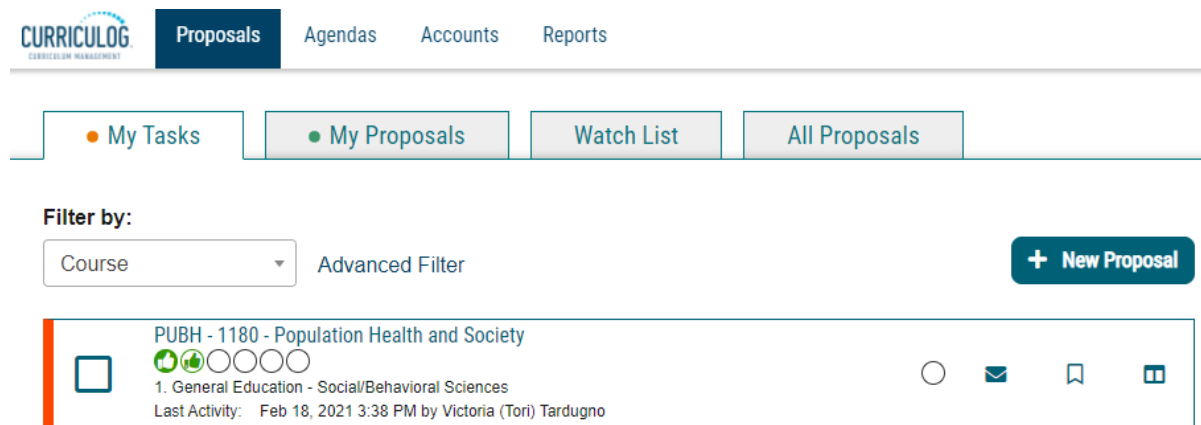
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## VIEW YOUR PROPOSAL'S

**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