




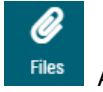

# Creating a Proposal

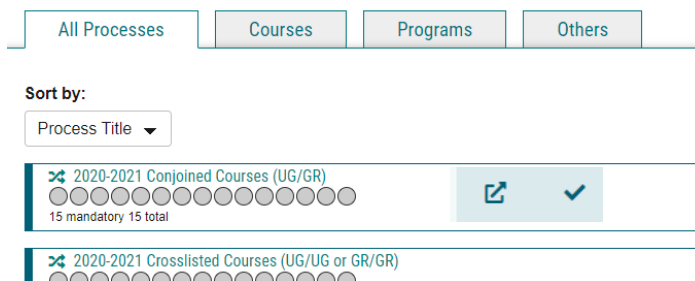
1. Navigate to Curriculog: <https://ucmerced.curriculog.com/>
2. Click on "Login" and sign in with your UCM net ID and password
3. Once logged in, click on the "Proposals" tab and click 
4. The left panel will indicate the approval forms available:
  - a) *Single Course - Create New* - use to create a new course from scratch
  - b) *Single Course - Modify Existing*- use to make any modifications to an existing course
  - c) *Single Course - Modify Existing - Abbreviated Review* – use to make modifications to an existing course that does not need Undergraduate Council or Graduate Council review (only some changes are eligible for this abbreviated review)
  - d) *Single Course - Discontinue Existing* - use to discontinue an existing course
  - e) *Crosslisted Courses (UG/UG or GR/GR)* – use **only** for crosslisted courses, i.e. connected courses within the same academic level
  - f) *Conjoined Courses (UG/GR)* - use **only** for conjoined courses, i.e connected courses that do not share the same academic level
  - g) *Extension Courses* – use to make any kind of change to Extension courses only



**\*\*For complex proposals, see the "[Navigating Complex Proposals in Curriculog](#)" document for assistance determining which approval form(s) to fill out\*\***

5. Hover over the desired approval form and click  to start the proposal
6. The form will appear on the left pane and the "Proposal Toolbox" on the right pane
  - a) The "Proposal Toolbox" has the following tools:

- 
Displays the workflow steps
- 
Attaches a file to the proposal
- 
Creates a crosslisted/conjoined course proposal. **Only** for the Crosslisted and Conjoined forms





- Compares the current proposal against other proposals already in the system

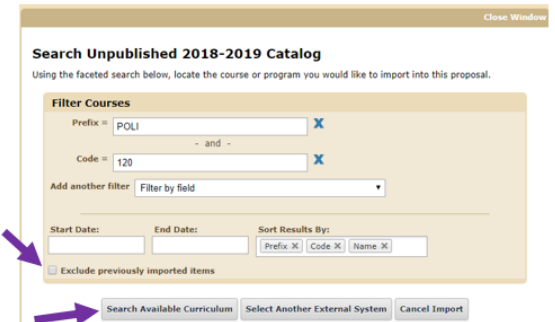
7. Click at the top or bottom of the proposal screen to save your progress at any point
8. When filling out a proposal, adhere to the following guidelines:
  - a) The Single Course - Create New form requires all required fields to be filled in from scratch, since the course does not yet live in the Catalog
  - b) For all other course approval forms, use the “Import” feature described below, as existing courses already live in the Catalog

\*\*If filling out a proposal for Single Course - Create New, skip to step 13\*\*

9. To import a course, click at the top left corner of the left pane
  - a) This will open a pop-up window listing the available catalog you can import from. Hover over the desired catalog and click to open the search filter






- b) Look for a course based on a specific field, or combination of fields. Use the ‘Filter by Field’ dropdown menu to select a field - like Prefix and/or Code, i.e. course subject code and number
- c) Enter the course information to search for a specific course
- d) Uncheck the “Exclude previously imported items” box
- e) Click “Search Available Curriculum”
- f) Once your results have been returned, click on the title of the course you wish to import
- g) By default, all data points will be marked for import. To complete the import, click ‘Import this Item’ at the bottom of the page



- **Note:** Do not uncheck any of the import fields
- **Note:** If the system shows an error message when trying to import, do not be alarmed. It is indicating that there is no current data for that field

Field Name	Data Preview	Import Field
General Catalog Information: Course Subject	POLI	<input checked="" type="checkbox"/>
General Catalog Information: Course Number	120	<input checked="" type="checkbox"/>
General Catalog Information: Course Title	Voting Behavior, Campaigns, and Elections	<input checked="" type="checkbox"/>
General Catalog Information: Abbreviated Title	Voting, Campaigns, & Elections	<input checked="" type="checkbox"/>
General Catalog Information: Fixed / Variable Units	Fixed	<input checked="" type="checkbox"/>
General Catalog Information: Number of Units	4	<input checked="" type="checkbox"/>
General Catalog Information: Lower Level Limit	[no data]	<input type="checkbox"/>
General Catalog Information: Upper Level Limit	[no data]	<input type="checkbox"/>
General Catalog Information: Course Description	Voting behavior, voter turnout, campaign strategies, and election outcomes.	<input checked="" type="checkbox"/>
General Catalog Information: Level of Course	Undergraduate	<input checked="" type="checkbox"/>
General Catalog Information: Grading Option	Normal Letter Grade with Pass/No Pass option	<input checked="" type="checkbox"/>
General Catalog Information: Anticipated term(s) course will be offered	[no data]	<input type="checkbox"/>
	No matches were found	
	The following option could not be imported:	
Requisites and Restrictions: If yes, make changes here. If no, skip this step.	[no data]	<input type="checkbox"/>
Requisites and Restrictions: If yes, make changes here. If no, skip this step.	[no data]	<input type="checkbox"/>
Requisites and Restrictions: If yes, make changes here. If no, skip this step.	[no data]	<input type="checkbox"/>
Requisites and Restrictions: If yes, make changes here. If no, skip this step.	[no data]	<input type="checkbox"/>
Requisites and Restrictions: If there are changes to the course sequence, list them here. If no, skip this step.	[no data]	<input type="checkbox"/>
Requisites and Restrictions: If yes, select all applicable majors/minors. If [no data], skip this step.	[no data]	<input type="checkbox"/>
	No matches were found	

- h) Once you have imported the information, the window will close and your proposal will populate with information from the course catalog

10. Some Approval Process forms, indicated by the  icon to the left of the form name, *require* you to import a course from the Catalog. The import process for these forms is basically the same as described above, but it looks a little different.
  - a) Hover over the desired approval form and click  to start the proposal
  - b) A pop-up box on the right will open. Use the fields to search for the course you wish to modify. Do not select the “Exclude Previously Imported Results” box
  - c) When you have identified your course, click on the  to the right of the title
  - d) A list of all the course fields will then display on the right. Scroll to the bottom of the page and select **Build Proposal**

2021-2022 Single Course - Modify Existing ✕

**Prefix**


**Code**

**Name**

**Source**

Exclude previously imported results

Show: 20 results ▾

PSY 190 Topics in Psychology (previously imported)  
[No Description Data] 

of 1
 


 1 to 1 of 1 results


2021-2022 Single Course - Modify Existing ✕

Import Data into your Proposal

Field Name	Data Preview
General Catalog Information: Course Subject	PSY
General Catalog Information: Course Number	190
General Catalog Information: Course Title	Topics in Psychology
General Catalog Information: Abbreviated Title	Topics in Psychology
General Catalog Information: Allow variable course section titles	
General Catalog Information: Fixed/Variable Units	Fixed
General Catalog Information: Units	4
General Catalog Information: Lower Unit Limit	[no data]
General Catalog Information: Upper Unit Limit	[no data]

11. You may now begin making edits to the proposal
  - **Note:** Do not import one course on top of another course in the same proposal form. Start a new proposal to import another course and delete the old proposal
  - **Note:** You will need to click the “Save All Changes” button after selecting the department to ensure that the proposal follows the correct workflow. It is important to ensure the correct department is selected; once the proposal is launched, the department cannot be revised

\*\*If you are not filling out a *Crosslisted Courses (UG/UG or GR/GR)* or *Conjoined Courses (UG/GR)* form you may skip to step 13\*\*

12. Setting up Crosslisted/Conjoined course proposals
  - a. Fill out the proposal from scratch for a new course or import course data if you are modifying an existing course or discontinuing an existing course. It does not make a difference which course from a group of crosslisted or conjoined courses you start with
  - b. Once this first course proposal in the crosslist/conjoined group (i.e. the parent form) is complete, select the  icon from the “Proposal Toolbox”

- c. Select “Add Crosslisting.” The second proposal will appear below
  - **Note:** Make sure that you add the crosslisted/conjoined course(s) before launching because once the proposal is launched, you will not be able to add a crosslisted/conjoined course

Crosslisting

Do you want to add a Crosslisted Course?


- d. Fill out this second proposal (i.e. the child proposal)
  - **Note:** Not all fields in the Crosslisting form may be edited, as they are tied to the parent proposal. If you wish to make a change in these fields, you will need to make the change in the parent proposal. The changes will automatically update within the child proposal. Fields that can be edited in the child proposal will not be grayed out
  - **Note:** You will need to click the “Save All Changes” button after selecting the department in the child course to ensure that the proposal follows the correct workflow. Ensure the department is the correct one for both parent and child proposal; once the proposal is launched, the departments cannot be revised.
- e. When you are done, you will need to return to the parent in order to launch the proposal.

★ New Proposal 7/23/2021 3:58 pm

🔗 New Proposal 7/23/2021 3:58 pm (crosslisting)

Click the  to return to the parent proposal

- f. Once launched, the courses will appear in the tasks window as separate proposals. Any edits made to linked fields in the parent will automatically update within the child proposal
  - **Note:** Curriculog can accommodate multiple courses in a crosslisted/conjoined group. You are not limited to two


- 13. To attach a file, select the  icon from the “Proposal Toolbox.” Next, select the “Choose File” button to locate the file on your computer, then click “Upload.” The attached file will now be available within the proposal for review

Upload File

File  No file chosen

Attached Files

There are no attached files.

- 14. Once you have reached the end of the form, you must launch the proposal
  - a. To launch the proposal, click the  icon at the top or bottom of the form

- b. If the form is missing any required fields or contains improper formatting, an error message will appear. You must resolve these errors before the form can proceed. Click “Show Me” to see which parts of the form are problematic
- c. If no errors, you will receive a confirmation message
- d. Click “Launch Proposal”

### Could Not Launch Proposal

Please correct the following errors before launching the proposal.

Proposal has validation errors

Crosslisting Proposal: New Proposal 7/23/2021 3:58 pm (crosslisting) has no Hierarchy Entities selected

The step Unlaunched Step on your Crosslisting New Proposal 7/23/2021 3:58 pm (crosslisting) has no users

The step Originator on your Crosslisting New Proposal 7/23/2021 3:58 pm (crosslisting) has no users

### Launch Proposal


You are about to launch this proposal. Once tab and you may easily view its progress at

Launch Proposal

Cancel

- 15. Once the proposal has been launched, it will move to the first step in the approval process workflow. As originator of the proposal, you are considered the first step in the workflow, so you will need approve the proposal to advance it to the next step

- a) To approve the proposal, navigate to the
  - [My Tasks](#) tab on the home screen, click on the

course proposal in the list, go to the  icon and select “Approve” from the decision options

- b) Alternatively, you could choose to “Hold,” “Suspend,” or “Custom Route” the proposal from this screen

- **Note:** If you do not approve the proposal on this first workflow step, the system will automatically forward it to the next step after five days of inactivity

**Your Decision**

What would you like to do with this proposal?

Approve                       Hold  
 Reject                               Suspend  
 Custom Route

Please comment on your decision below.

[Make My Decision](#)


- 16. After the proposal has moved on to later workflow steps, you can see its progress at any stage by navigating to the [My Proposals](#) tab on the home screen

- a) The circles below the course title represent each step in the workflow and the course’s progress in the review process

**ANTH - 99999 - TEST**

2020-2021 Single Course - Modify Existing

Last Activity: Jul 23, 2021 2:38 PM

- b) Click the  icon on the top right of the page to display a legend of symbols and color coding used in Curriculog

- 17. For more assistance, contact a system administrator by clicking the “Contact System Administrator” link at the bottom of any page that you are on. Fill out the dialog box that appears and an administrator will contact you