# Creating a Proposal in Curriculog

Browser Information

You will need to use **Firefox** as your web browser for Curriculog to run properly. If you receive a browser "error" when you login to Curriculog, make sure that you have the most up to date version of Firefox currently available at GRCC. You can download an update for Firefox in your Application Explorer folder on your GRCC desktop or contact IT Help for assistance.

Log In

Curriculog can be accessed by visiting https://grcc.curriculog.com/ . To login, navigate to the upper right corner of the screen and select "Login." Your login and password are the same as your Novell username and password.
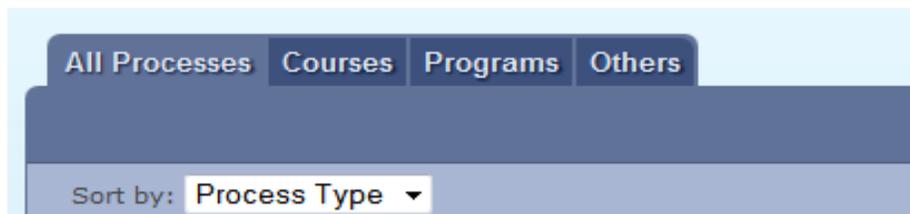

GRCC Novell username

Novell password
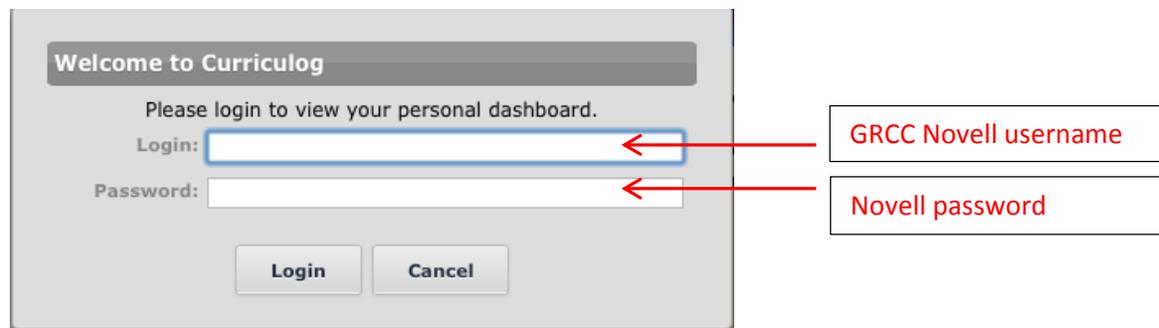
Starting a New Proposal

Selecting New Proposal allows you to create a new proposal.

Using this function, you will select the appropriate process for the work you wish to accomplish. There are four tabs available for listing the approval processes you may choose from to create a new proposal:

- **All Processes** - Lists all approval processes available for use.
- **Courses** - Approval processes created using the course defaults.
- **Programs** - Approval processes created using the program defaults.
- **Others** - Approval processes created without any defaults.

Each tab will display ten rows with "Previous 10" and "Next 10" buttons available for navigating when there are multiple pages. A *Sort by:* drop-down menu is available for sorting the processes by Process Type or Process Title. Each process row will display the name of the approval process, the number of steps involved in the process and a blue checkmark.

Clicking on a process will display the Process Summary fly-out over the right pane. This will display the steps specific to the process you have chosen, with a list of participants and step details for each step in the process.
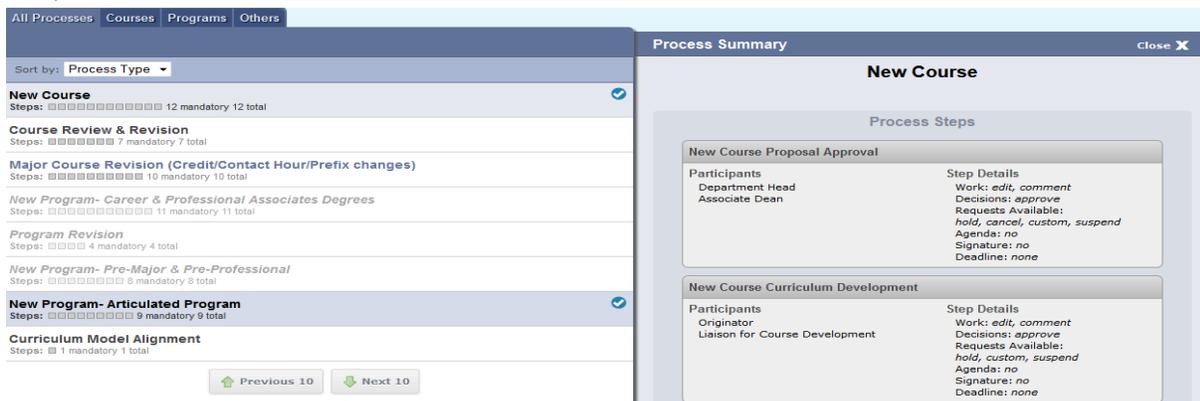
To start a proposal, hover over the approval process you would like to use and select the blue checkmark to start the proposal.

This will launch the Approval Steps on the right side, and the form for the process you have selected on the left side. Both the form and the approval steps will be specific to the process you have selected.

New Proposal 5/14/2014 2:47 pm
New Course

New Course Proposal Approval

The first step in the New Course proposal process is to receive APPROVAL from your Department Head and Associate Dean to proceed with the development of the course. Complete each of the fields in the New Course Proposal Approval section of the proposal, and then launch the proposal by clicking on the blue arrow above.

Name of Course Author*

School* None Selected
⊕ Add Item

Department* None Selected
⊕ Add Item

Discipline None Selected
⊕ Add Item

Proposed Course Title*

Course Prefix*   Course Number*

Course Type* None Selected
⊕ Add Item

Course Purpose/Rationale for Course Development*

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Proposal Toolbox
Status: **unlaunched**

Approval Steps

New Course Proposal Approval   Status: *Incomplete*

Participants   Step Details
                                Required for Approval: *required*
                                Work: *edit, comment*
                                Requests Available:
                                hold, cancel, custom route, suspend

New Course Curriculum Development   Status: *Incomplete*

Participants   Step Details
                                Required for Approval: *required*
                                Work: *edit, comment*
                                Requests Available:
                                hold, custom route, suspend

New Course Curriculum Review   Status: *Incomplete*

Participants   Step Details
                                Required for Approval: *required*
                                Work: *edit, comment*
                                Requests Available: *hold, custom route*

New Course Department Review   Status: *Incomplete*

Participants   Step Details
                                Required for Approval: *required*
                                Work: *comment*
                                Requests Available:
                                hold, custom route, suspend

New Course Associate Dean Approval   Status: *Incomplete*

Participants   Step Details
                                Required for Approval: *required*
                                Work: *comment*
                                Requests Available:
                                hold, custom route, suspend