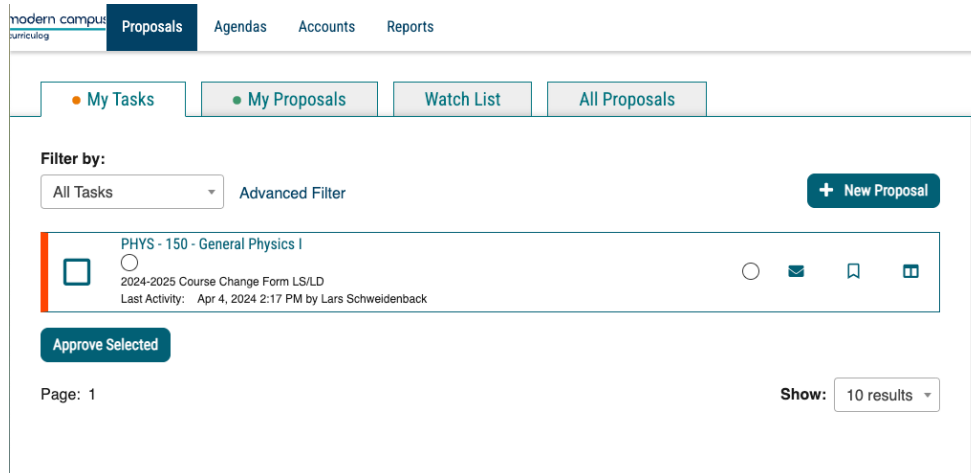


Curriculog Guide

Logging in:

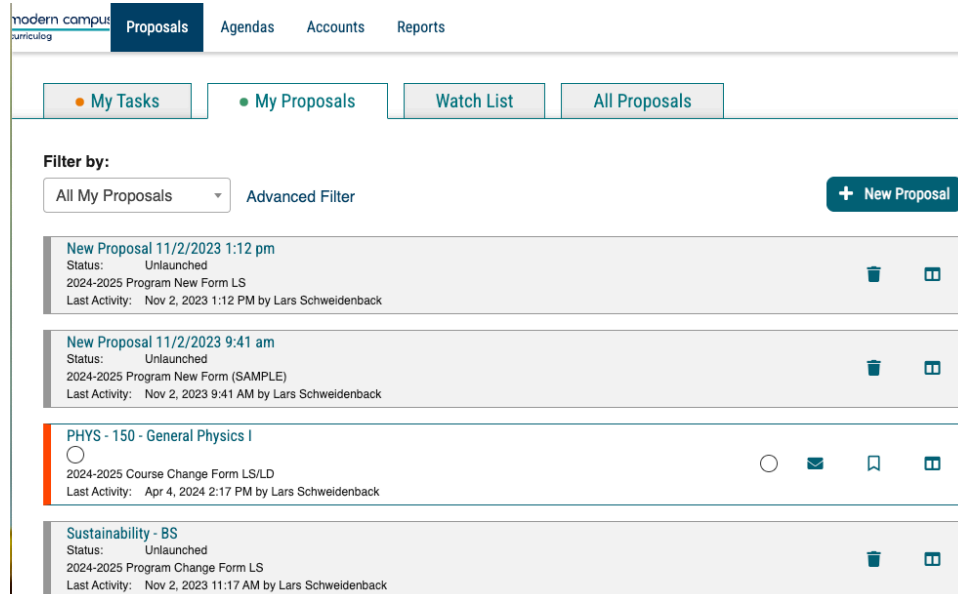
To make any curriculum changes proposals must be made in “Curriculog” which can be found at <http://delhi.curriculog.com/>. Once you log onto this site you will find a splash page.

Select “Login” in the upper right and log in using the Delhi SSO. Once logged in you will see the page below.




The “My Tasks” tab will show all proposals that are waiting for your review and vote or approval. You can select each proposal and view them by clicking on the name.

The “My Proposals” tab will show all proposals you created. You will be able to view where all submitted proposals are in the approval process. Greyed out proposals have yet to be submitted, while white ones are ones that have been submitted.



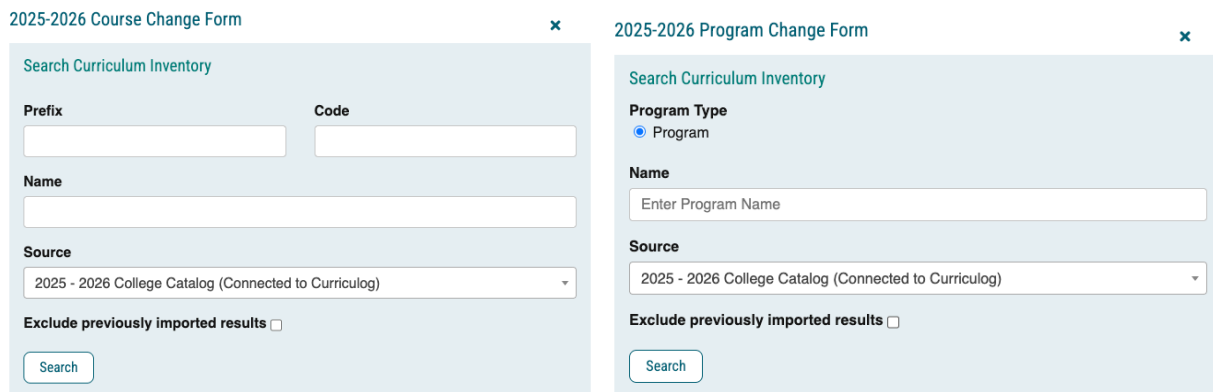
The “all proposals” tab will show all proposals. By default they show only all active proposals, but you can edit the search function to show past proposals. You can also select to watch certain proposals to track them. Those proposals will be on the “Watch List” tab.


Starting New Proposals:

To create a new proposal select  on any of the tabs. From there select the type of proposal from the list. To start the proposal click the check mark (✓) next to the appropriate form.

For a new course, program, or microcredential this will open the proposal directly.

For a change or delete form this will allow you to import what course, program, or microcredential you are changing or deleting. You can search as shown below.



Upon searching and finding the right course or program click  to bring the proposal.


This will open a list of what is being imported. Select  at the bottom to begin.

Writing Proposals:

Once the proposal is started you can begin to fill out all needed information. The top of the proposal will have instructions. The right-hand side will show the approval process. These approval process can be minimized by clicking the **X** in the top right of the screen.

If this is a new program, course, or microcredential fill in all information.

If this is for a change to a program, course, or microcredential make any needed changes by just editing the information on the proposal. The program will work like “track changes” in word and show the proposed changes.

Once finished hit  at the bottom to launch the proposal and bring it to the first step in the approval process.

Approving Proposals:

If you need to approve a proposal check to make sure the group/area have voted to approve it. Click and enter the appropriate proposal. After reading it you can select



on the right-hand side. From there you can either “approve” or “reject”. Approve will move it on to the next step, while reject will return it to the originator of the proposal.

You can also bulk approve proposals on the “My Tasks” tab by selecting all that need approving and clicking on 