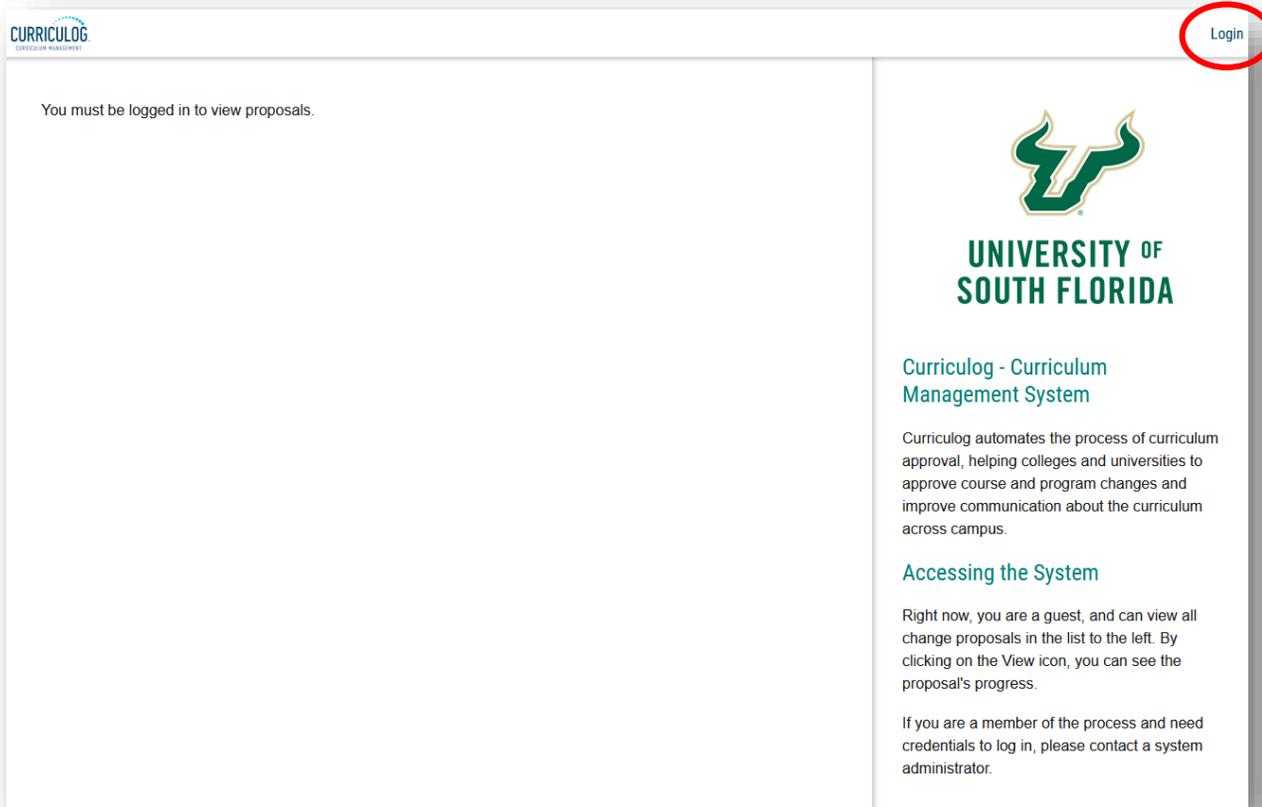


## USF Curriculog Navigation Tutorial

Welcome to the University of South Florida's Curriculog Navigation training tutorial. Curriculog is a web-based proposal management system. Curriculog is USF's curriculum and course approval process. It automates the processes of curriculum change proposals and new, discontinue, and change course proposals.

To optimize the Curriculog experience, it is best to use Firefox or Chrome as your browser. You can access the Curriculog system at <https://usf.curriculog.com/>. USF has a single source log in. Click the Login in the upper right of the screen.



CURRICULOG  
CURRICULUM MANAGEMENT

You must be logged in to view proposals.

  
**UNIVERSITY OF  
SOUTH FLORIDA**

**Curriculog - Curriculum  
Management System**

Curriculog automates the process of curriculum approval, helping colleges and universities to approve course and program changes and improve communication about the curriculum across campus.

**Accessing the System**

Right now, you are a guest, and can view all change proposals in the list to the left. By clicking on the View icon, you can see the proposal's progress.

If you are a member of the process and need credentials to log in, please contact a system administrator.

Login

## Curriculog Dashboard

Once you log in, you will see your Curriculog dashboard. A list of recent notifications is on the right side of your dashboard. These notifications show any changes in progress for proposals and are dated. There is a summary for each, along with a link to the associated proposal.

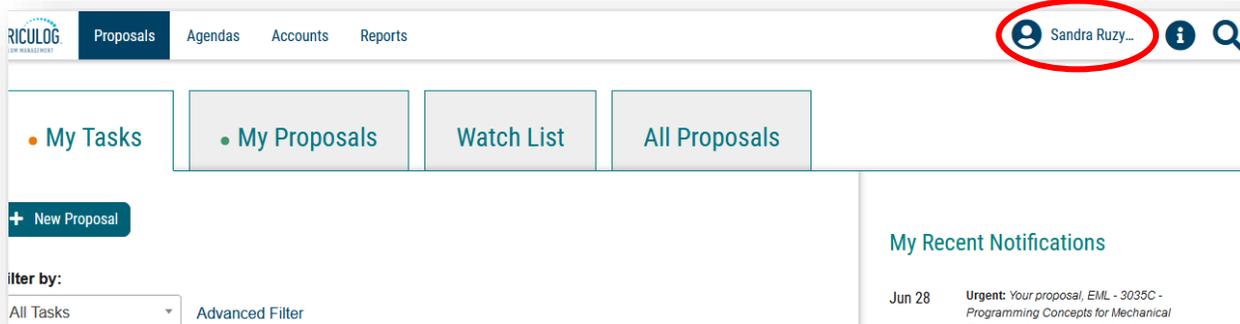
These notifications reference proposals for which you may have launched or you may have a decision or role. These notifications are also sent to you in an email. If you scroll down, there is also a list of upcoming Curriculog events below the “Recent Notifications.” Click “Show More” to view more details.

The screenshot displays the Curriculog dashboard interface. At the top, there is a navigation bar with the Curriculog logo and menu items: Proposals, Agendas, Accounts, and Reports. The user's name, Sandra Ruzy..., is visible in the top right corner. Below the navigation bar, there are four main tabs: My Tasks, My Proposals, Watch List, and All Proposals. The 'My Proposals' tab is currently selected. On the left side, there is a 'New Proposal' button and a 'Filter by:' section with a dropdown menu set to 'All Tasks' and an 'Advanced Filter' link. Below this, it states 'No Proposals Found' and includes an 'Approve Selected' button. In the center, there is a 'Show:' dropdown menu set to '10 results'. On the right side, a red-bordered box highlights the 'My Recent Notifications' section. This section contains a list of notifications with dates and descriptions:

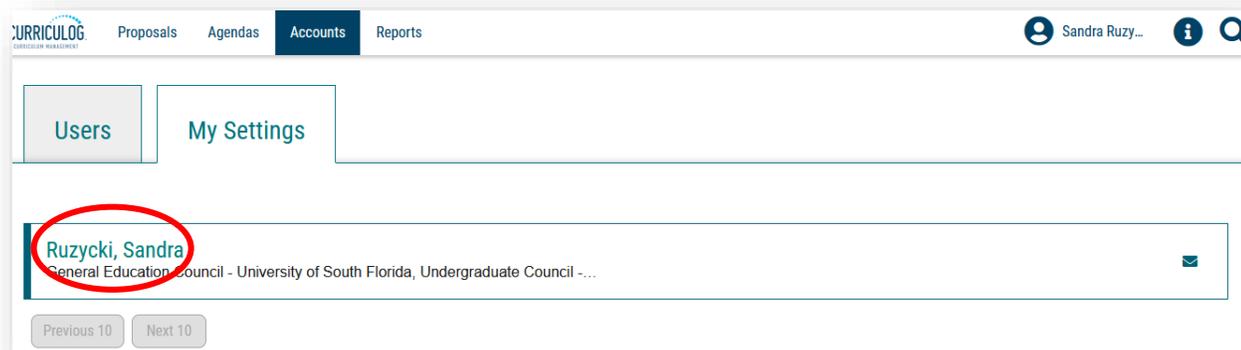
- Jun 28** **Urgent:** Your proposal, EML - 3035C - Programming Concepts for Mechanical Engineers, is now urgent. It has been on your tasklist for 29 days without activity. At your earliest convenience, [click here](#) to review this proposal and complete your task.
- May 29** **Comment:** Sandra Ruzycki commented on your proposal, EML - 3035C - Programming Concepts for Mechanical Engineers, with the following comment: College requested the proposal be returned. [Click here](#) to view the proposal.
- May 29** **Decision:** Sandra Ruzycki has decided to reject your proposal, EML - 3035C - Programming Concepts for Mechanical Engineers, with the following comment: College requested the proposal be returned. [Click here](#) to view the proposal.
- May 29** **Rejected:** The proposal, EML - 3035C - Programming Concepts for Mechanical Engineers, has been rejected while on the Concurrency (Non Gen Ed) step and is moving back to the previous step. [Click here](#) to view the proposal.
- May 29** **Next Step:** The proposal, EML - 3035C - Programming Concepts for Mechanical Engineers, is moving on to the next step.

## Setting Email Notification Preferences

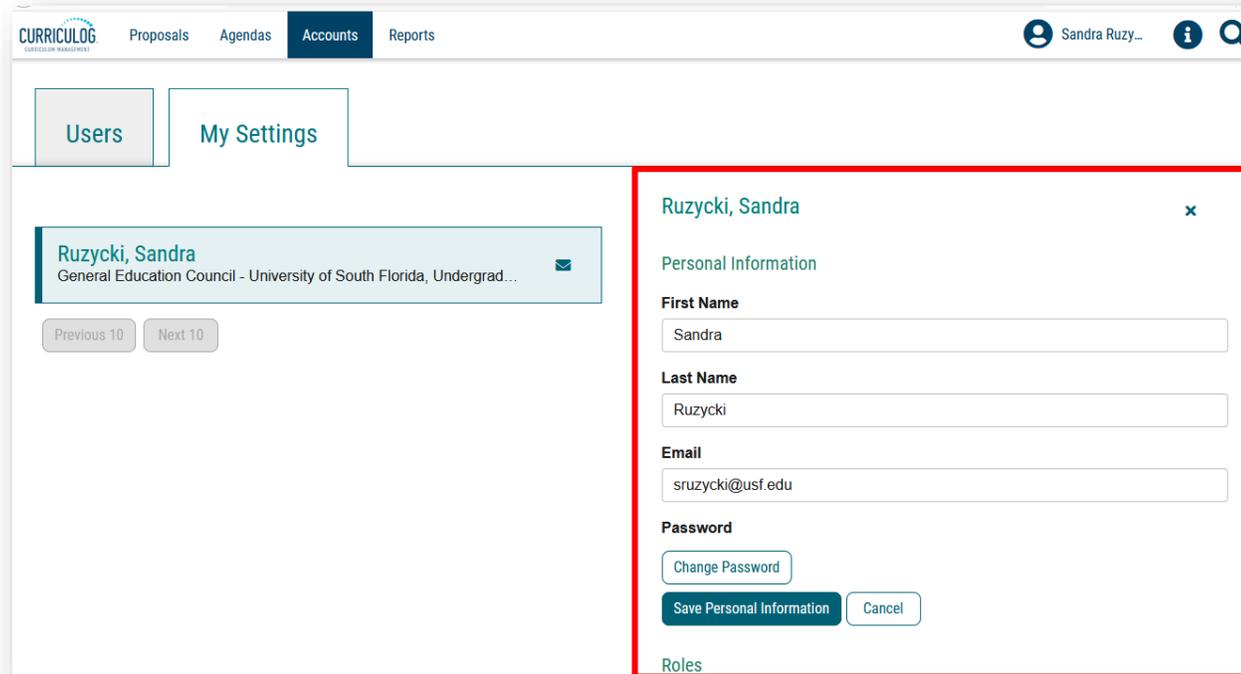
You can adjust how often you receive email notifications from Curriculog by clicking on your user name to bring up a drop-down menu. Hover over your name and click “My Settings” from the drop-down.



Then click on your name.



On the right side, scroll down to “Email Options” area.



Then, use the drop-down arrow to display options. At this point, select how often you want to receive email notifications from Curriculog. Click the “Save Preferences” to update this setting in Curriculog.

**Originator**  
Get messages for comments and edits only for user's proposals

**Email Options**  
Weekly Email Digest

**Process**  
Send messages for the steps in which I am involved only

**Signature Steps**  
Use Electronic PINS for signature steps

**Signature Pin**  
You have not been assigned a signature pin.

**Save Preferences** Cancel

To go back to your dashboard, the Curriculog logo in the top, upper left toolbar.

**CURRICULOG** CURRICULUM MANAGEMENT

Proposals Agendas Accounts Reports

Sandra Ruzy... i Q

Users My Settings

**Ruzycy, Sandra** General Education Council - University of South Florida, Undergrad... ✉

Previous 10 Next 10

**Ruzycy, Sandra** ✕

**Personal Information**

**First Name**  
Sandra

**Last Name**  
Ruzycy

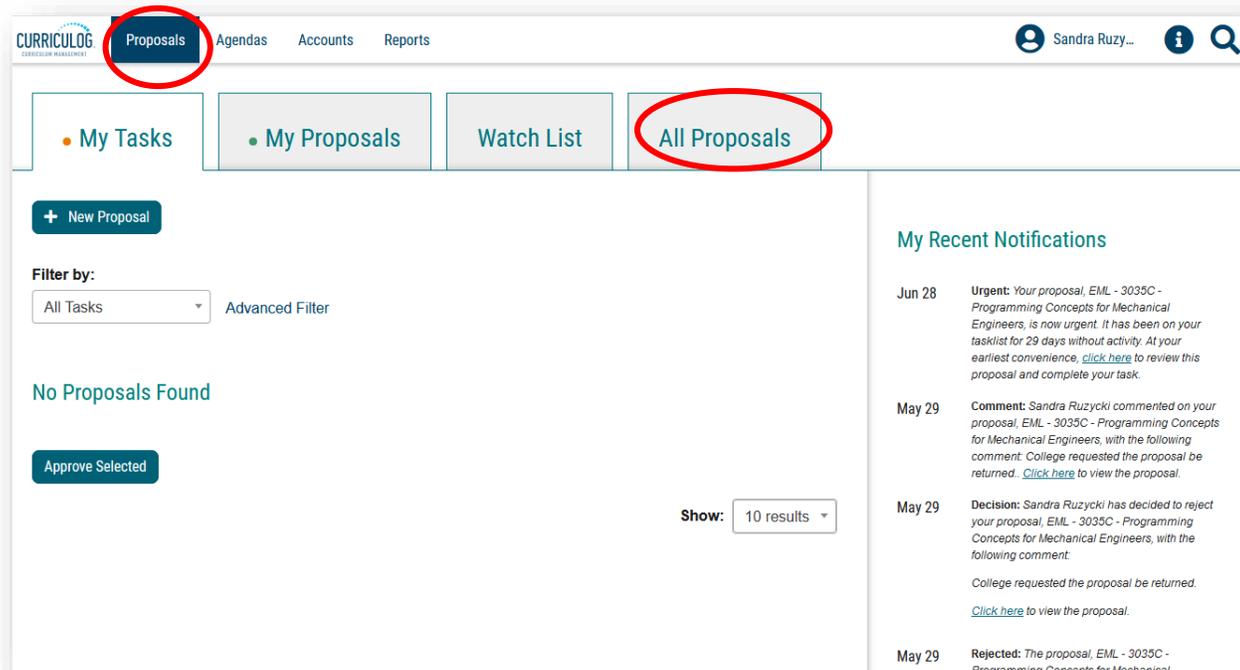
**Email**  
sruzycy@usf.edu

**Password**  
Change Password

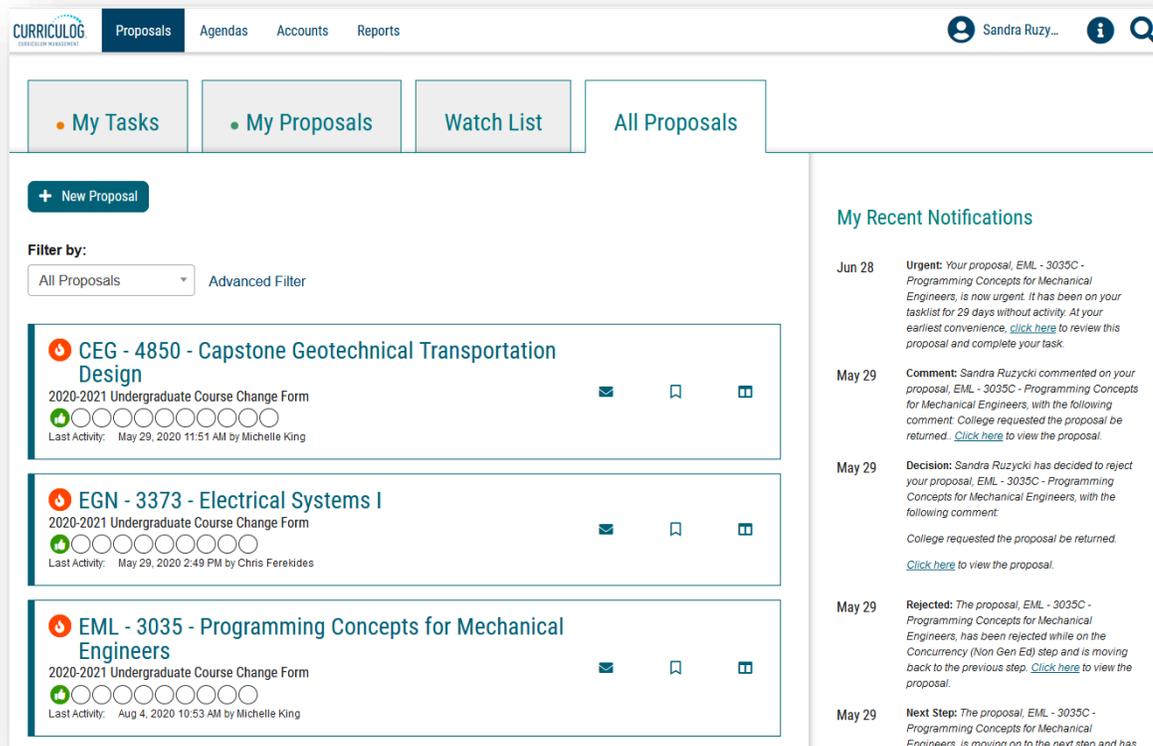
## Dashboard - Proposals

The top tool bar has several tabs. The first tab is “Proposals” and is the default for the login screen.

There are 4 sub-tabs for Proposals. Click the “All Proposals” tab. The screen will display all curriculum and course proposals that are in the Curriculog system.



Ten proposals are displayed on the screen at a time.



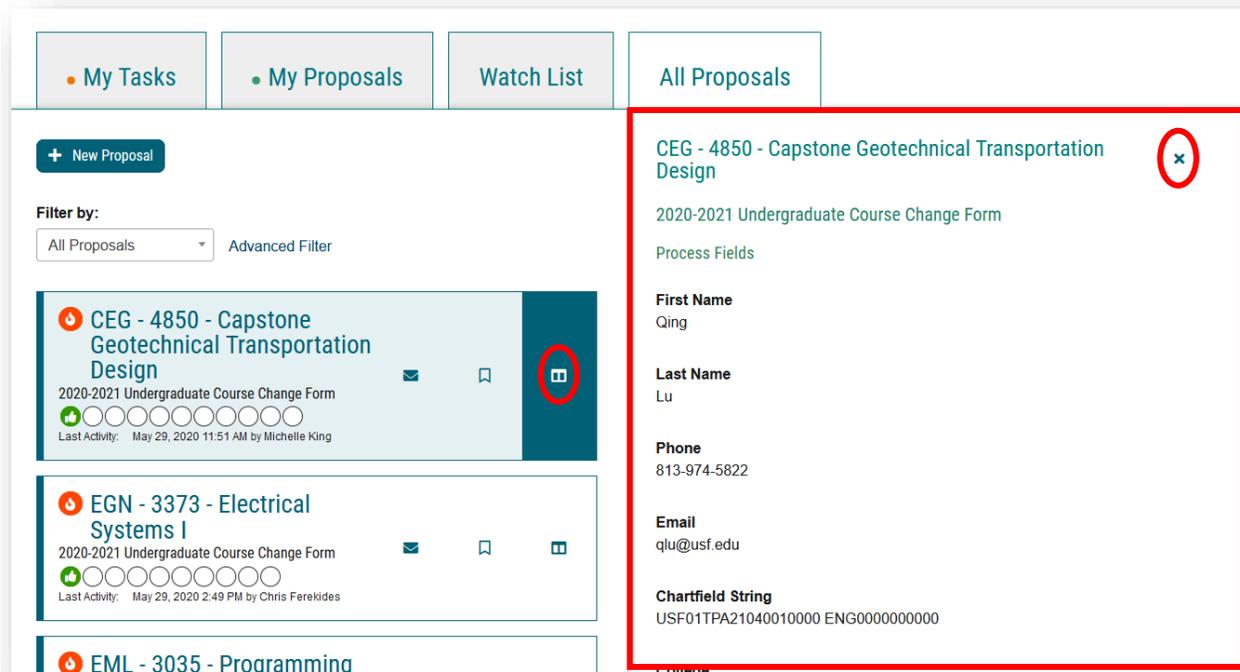
To view the next set of proposals, scroll down the list and select the next set of proposals.

The screenshot shows a list of proposals. The first proposal is titled "EML - 4501 - Machine Design" and is a "2020-2021 Undergraduate Course Change Form". It has a thumbs-up icon and a progress bar with 10 circles, the first of which is filled. The last activity is "May 28, 2020 11:53 AM by Ajit Mujumdar". To the right of the title are three icons: an envelope, a bookmark, and a document. The second proposal is titled "New Proposal 8/13/2020 3:24 pm" and is a "2020-2021 Undergraduate Course Discontinue Form". It has a status of "Unlaunched" and a last activity of "Aug 13, 2020 3:24 PM by Sandra Ruzycski". To the right of the title are two icons: a trash can and a document. At the bottom left, there is a pagination control "Page: 1 2" where the number 2 is underlined. At the bottom right, there is a "Show: 10 results" dropdown menu.

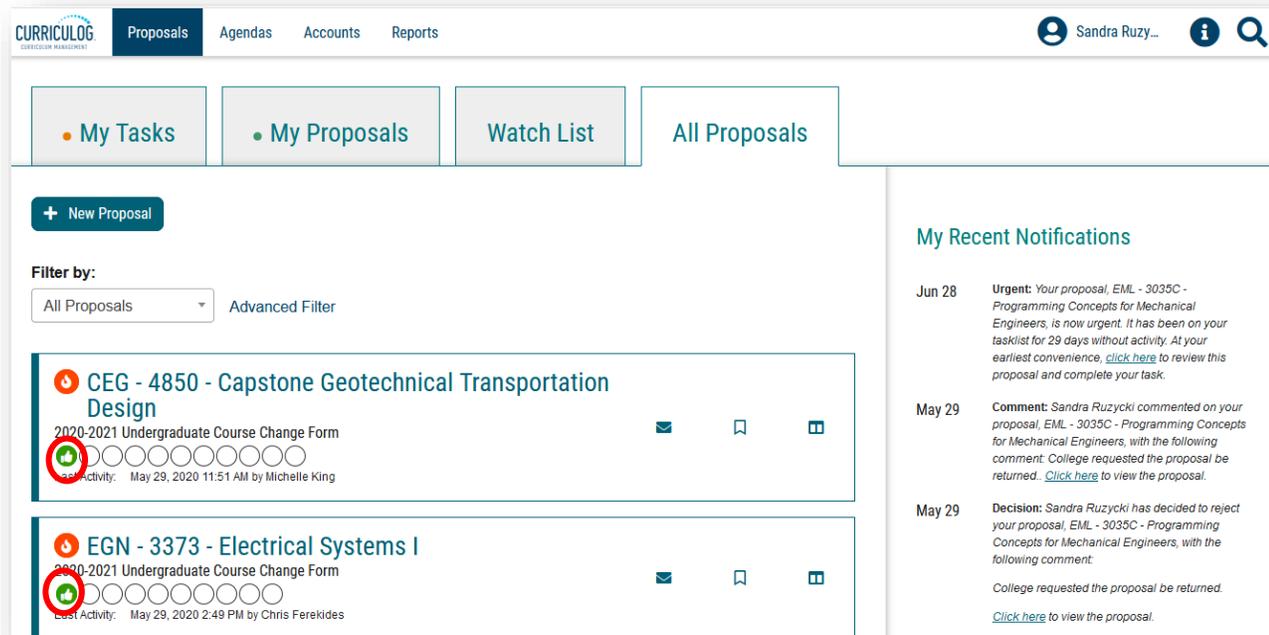
Hovering over the icons to the right of each proposal title displays the function of each. The user can send a message about the proposal, place the proposal on a Watch List, or view a summary of the proposal.

The screenshot shows the CURRICULOG Proposals page. The navigation bar includes "Proposals", "Agendas", "Accounts", and "Reports". The user's name "Sandra Ruzy..." is visible in the top right. Below the navigation bar are four tabs: "My Tasks", "My Proposals", "Watch List", and "All Proposals". A "New Proposal" button is located above the filter section. The filter section includes a "Filter by:" dropdown set to "All Proposals" and an "Advanced Filter" link. The main content area displays three proposals, each with a red circle around the icon to its right: 1. "CEG - 4850 - Capstone Geotechnical Transportation Design" (2020-2021 Undergraduate Course Change Form, last activity: May 29, 2020 11:51 AM by Michelle King). 2. "EGN - 3373 - Electrical Systems I" (2020-2021 Undergraduate Course Change Form, last activity: May 29, 2020 2:49 PM by Chris Ferekides). 3. "EML - 3035 - Programming Concepts for Mechanical Engineers" (2020-2021 Undergraduate Course Change Form, last activity: Aug 4, 2020 10:53 AM by Michelle King). To the right of the proposals is a "My Recent Notifications" sidebar with three entries: "Urgent: Your proposal, EML - 3035C - Programming Concepts for Mechanical Engineers, is now urgent. It has been on your tasklist for 29 days without activity. At your earliest convenience, click here to review this proposal and complete your task." (dated Jun 28), "Comment: Sandra Ruzycski commented on your proposal, EML - 3035C - Programming Concepts for Mechanical Engineers, with the following comment: College requested the proposal be returned. Click here to view the proposal." (dated May 29), and "Decision: Sandra Ruzycski has decided to reject your proposal, EML - 3035C - Programming Concepts for Mechanical Engineers, with the following comment: College requested the proposal be returned. Click here to view the proposal." (dated May 29). A "Rejected:" notification is also visible for the same proposal, dated May 29. A "Next Step:" notification is also visible for the same proposal, dated May 29.

By clicking the “Summary” icon, a brief summary of the proposal is displayed on the right side of your dashboard. To close the summary, click the X in the top right of the summary screen.

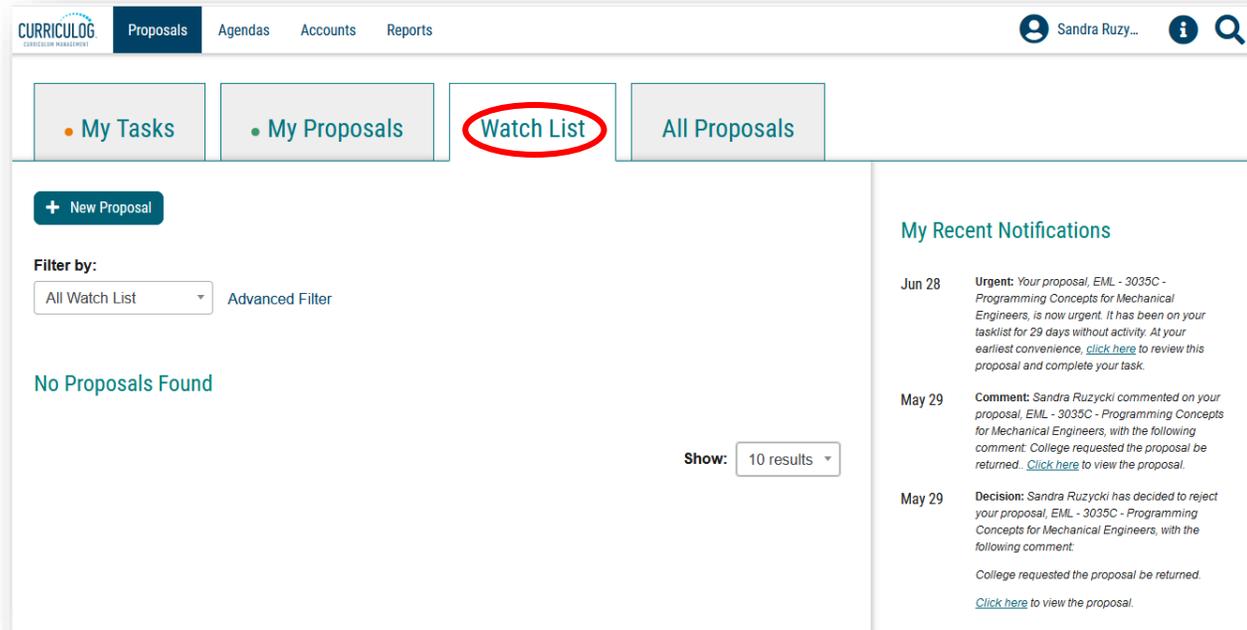


Under the name of the proposal are a series of circles which represent the approval workflow process. By moving the mouse, you can see where the proposal is in the process. The green “thumbs up” symbol indicates this step in the approval workflow process has been approved.



## Dashboard – Watch List

The “Watch List” tab displays any proposals you have added to your Watch List. When there are numerous proposals on the “All Proposals” tab, it is more effective to place proposals you wish to monitor on your Watch List. This does not remove the proposal from the “All Proposals” tab. It simply puts a copy in your Watch List.



The screenshot shows the CURRICULOG dashboard interface. At the top, there is a navigation bar with the CURRICULOG logo and menu items: Proposals, Agendas, Accounts, and Reports. The user's name, Sandra Ruzy..., is displayed in the top right corner. Below the navigation bar, there are four tabs: My Tasks, My Proposals, Watch List (highlighted with a red circle), and All Proposals. On the left side, there is a '+ New Proposal' button and a 'Filter by:' section with a dropdown menu set to 'All Watch List' and an 'Advanced Filter' link. The main content area displays 'No Proposals Found' and a 'Show: 10 results' dropdown. On the right side, there is a 'My Recent Notifications' section with three entries: a 'Urgent' notification from June 28, a 'Comment' from May 29, and a 'Decision' from May 29, each with a 'Click here' link to view the proposal.

## Dashboard – My Proposals

The “My Proposals” tab will display any proposals you have originated or are waiting a decision from you in the approval workflow process.

The screenshot shows the CURRICULOG interface. At the top, there are navigation tabs: CURRICULOG, Proposals (selected), Agendas, Accounts, and Reports. A user profile for Sandra Ruzy... is visible in the top right. Below the navigation, there are four main tabs: My Tasks, My Proposals (circled in red), Watch List, and All Proposals. A '+ New Proposal' button is located on the left. Below this, a 'Filter by:' section shows 'All My Proposals' selected and an 'Advanced Filter' link. The main content area displays two proposal cards:

- New Proposal 8/13/2020 3:24 pm**  
2020-2021 Undergraduate Course Discontinue Form  
Status: Unlaunched  
Last Activity: Aug 13, 2020 3:24 PM by Sandra Ruzycki
- New Proposal 8/13/2020 3:41 pm**  
2020-2021 Undergraduate Course Change Form  
Status: Unlaunched  
Last Activity: Aug 13, 2020 3:41 PM by Sandra Ruzycki

At the bottom left, it says 'Page: 1'. At the bottom right, there is a 'Show: 10 results' dropdown menu. On the right side, there is a 'My Recent Notifications' sidebar with the following entries:

- Jun 28 Urgent:** Your proposal, EML - 3035C - Programming Concepts for Mechanical Engineers, is now urgent. It has been on your tasklist for 29 days without activity. At your earliest convenience, [click here](#) to review this proposal and complete your task.
- May 29 Comment:** Sandra Ruzycki commented on your proposal, EML - 3035C - Programming Concepts for Mechanical Engineers, with the following comment: College requested the proposal be returned. [Click here](#) to view the proposal.
- May 29 Decision:** Sandra Ruzycki has decided to reject your proposal, EML - 3035C - Programming Concepts for Mechanical Engineers, with the following comment: College requested the proposal be returned. [Click here](#) to view the proposal.
- May 29 Rejected:** The proposal, EML - 3035C - Programming Concepts for Mechanical

## Dashboard – My Tasks

The “My Tasks” tab displays any proposals for which you need to make a decision in the next step of the approval workflow process.

The screenshot shows the CURRICULOG CURRICULUM MANAGEMENT interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user is logged in as Sandra Ruzycki. The 'My Tasks' tab is selected and highlighted with a red circle. Below the tabs, there is a '+ New Proposal' button and a 'Filter by:' dropdown menu currently set to 'All Tasks' with an 'Advanced Filter' link. A message states 'No Proposals Found' with an 'Approve Selected' button below it. A 'Show: 10 results' dropdown is located to the right of the 'Approve Selected' button. The right sidebar, titled 'My Recent Notifications', contains three entries:

- Jun 28 Urgent:** Your proposal, EML - 3035C - Programming Concepts for Mechanical Engineers, is now urgent. It has been on your tasklist for 29 days without activity. At your earliest convenience, [click here](#) to review this proposal and complete your task.
- May 29 Comment:** Sandra Ruzycki commented on your proposal, EML - 3035C - Programming Concepts for Mechanical Engineers, with the following comment: College requested the proposal be returned. [Click here](#) to view the proposal.
- May 29 Decision:** Sandra Ruzycki has decided to reject your proposal, EML - 3035C - Programming Concepts for Mechanical Engineers, with the following comment: College requested the proposal be returned. [Click here](#) to view the proposal.
- May 29 Rejected:** The proposal, EML - 3035C - Programming Concepts for Mechanical Engineers, has been rejected while on the Concurrency (Non Gen Ed) step and is moving

## Proposals

After clicking the “All Proposals” tab on the dashboard, you can click any proposal to display the information in the left side of your dashboard.

The screenshot shows the CURRICULOG dashboard. At the top, there are navigation tabs: 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The 'Proposals' tab is selected and highlighted with a red circle. Below the tabs, there are three main sections: 'My Tasks', 'My Proposals', and 'Watch List'. A 'New Proposal' button is located in the top left. Below that, there is a 'Filter by:' dropdown menu set to 'All Proposals'. The main content area displays two proposal cards. The first card, 'CEG - 4850 - Capstone Geotechnical Transportation Design', is circled in red. The second card is 'EGN - 3373 - Electrical Systems I'. On the right side of the dashboard, there is a 'My Recent Notifications' section with three entries: 'Urgent: Your proposal, EML - 3035C - Programming Concepts for Mechanical Engineers, is now urgent...', 'Comment: Sandra Ruzyccki commented on your proposal...', and 'Decision: Sandra Ruzyccki has decided to reject your proposal...'.

The right side of your dashboard will display the “Proposal Toolbox.”

The screenshot shows the 'Proposal Toolbox' for the proposal 'EML - 3035C - Programming Concepts for Mechanical Engineers'. The toolbox is highlighted with a red border. It contains several sections: 'User Tracking' with a 'Help me see proposal changes' dropdown and 'Show current' and 'Show Individual User Edits' buttons; 'Comments' with a '+ Add Comment' button and three comment entries from Sandra Ruzyccki and Curriculog; and 'Decisions' with a '+ Add Decision' button and a 'Decision' entry. The 'Comments' section shows a conversation where Sandra Ruzyccki states 'Proposal was returned to College per Michelle King's verbal request on 5/29/2020.' and Curriculog responds 'College requested the proposal be returned.' and 'Sandra Ruzyccki has rejected this proposal on Concurrency (Non Gen Ed)'. The 'Decisions' section shows a decision entry: 'College requested the proposal be returned.'.

You can view the approval workflow status.

The screenshot shows the 'Proposal Toolbox' interface. On the left, the course title 'EML - 3035C - Programming Concepts for Mechanical Engineers' and '2020-2021 Undergraduate Course Change Form' are displayed. Below this is a 'Run Impact Report' button and a dropdown menu. The main content area is titled 'General Catalog Information' and contains a section 'Read before you begin' with three numbered instructions. On the right, the 'Workflow Status' section shows the 'Originator' as 'Ajit Mujumdar' with a status of 'Approved'. Below that, the 'College' section shows participants 'Sanjukta Bhanja', 'Mary Goodwin', and 'Michelle King' with a status of 'Approved'. A vertical toolbar on the far right contains icons for Discussion, Workflow Status (circled in red), Signatures, Files, Decisions, Custom Route, Crosslistings, and Proposal Lookup.

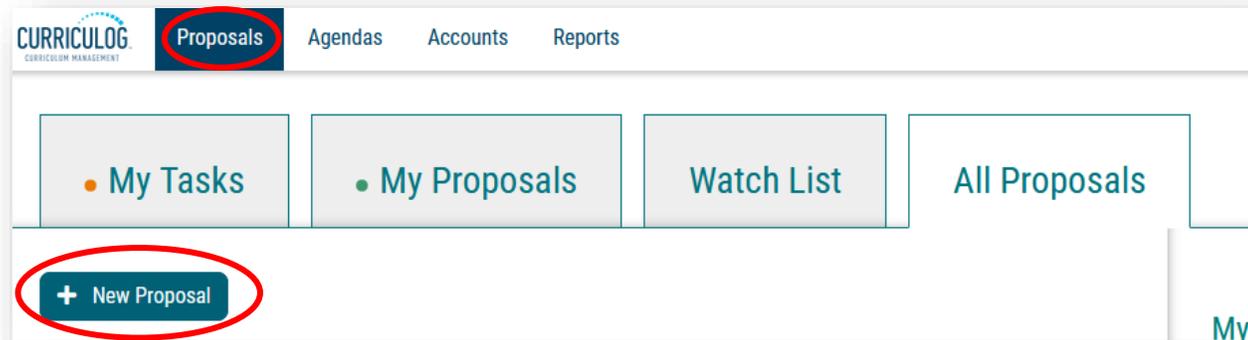
You can also view the status of decisions within the workflow. More information on this will be covered in the Curriculog Approval Workflow training.

Note: By clicking the X above the icons for the Proposal Toolbox, the right-side content is minimized so the screen encompasses more of the Proposal. And clicking any of the “Proposal Toolbox” icons restores the right side of your dashboard.

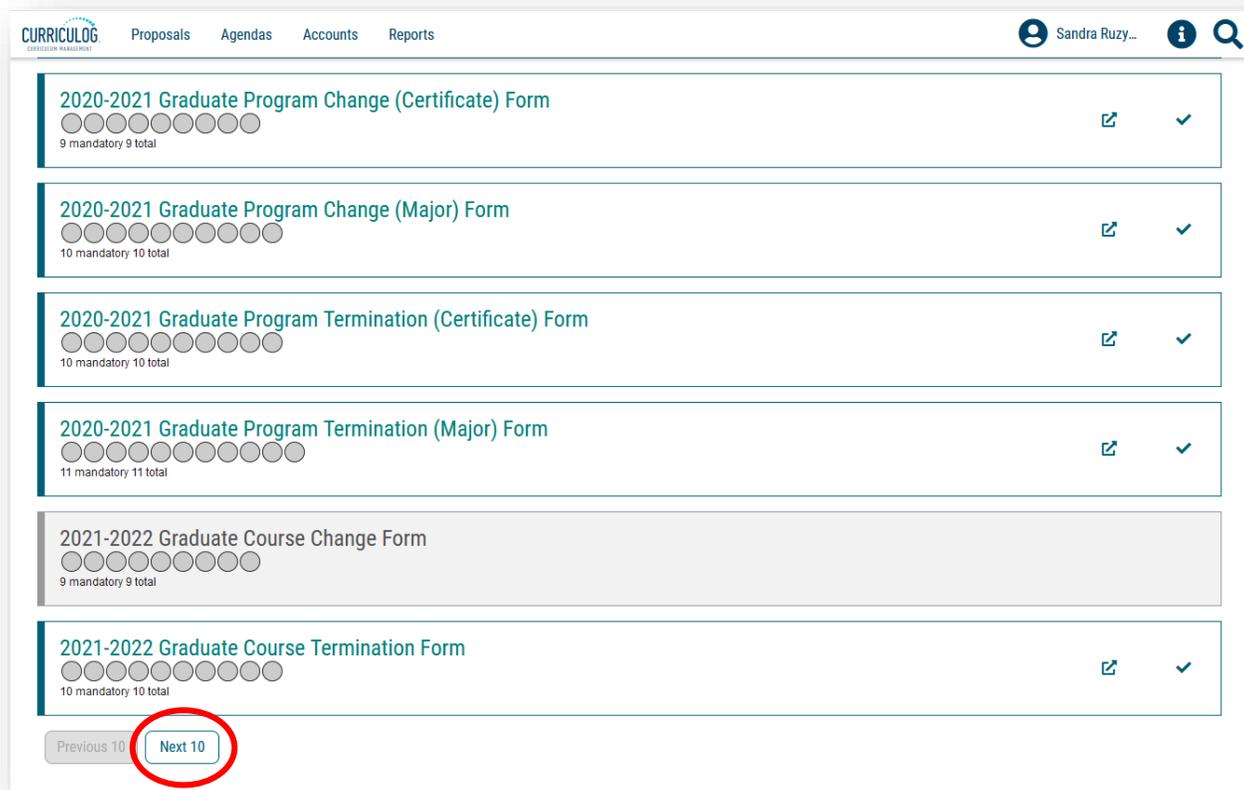
The screenshot shows the 'Proposal Toolbox' interface with the 'Decisions' section active. The 'Decisions' section displays a message: 'You are not involved on the current step for this proposal, so you cannot make decisions on the proposal at this time.' Below this, the 'Current Step Activity' section shows 'College' as the current step, which is 'Working'. A 'Step Summary' indicates that approval is required from one of the participants. The participants listed are 'Sanjukta Bhanja', 'Mary Goodwin', and 'Michelle King'. At the bottom, the 'Totals' section shows 'Users Approved: 0' and 'Users Rejected: 0'. The vertical toolbar on the right has the 'X' icon circled in red, and the 'Decisions' icon (a checkmark) is also circled in red.

## Starting a Proposal

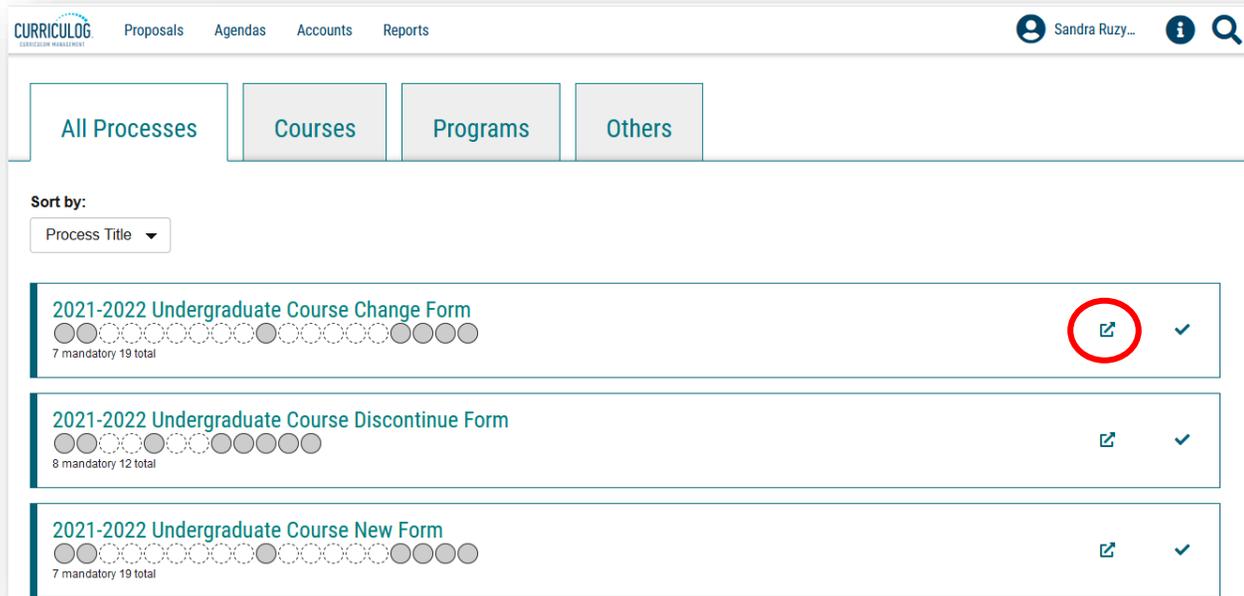
Faculty can select the type of proposal they wish to start by clicking on the “Proposals” tab next to the Curriculog logo. By clicking the “New Proposal,” button, the list of curriculum and course proposal forms are displayed.



Ten proposal forms are displayed at a time. Graduate forms are displayed first, followed by Undergraduate forms. To view the next set of forms, scroll down and click the “Next 10” button.

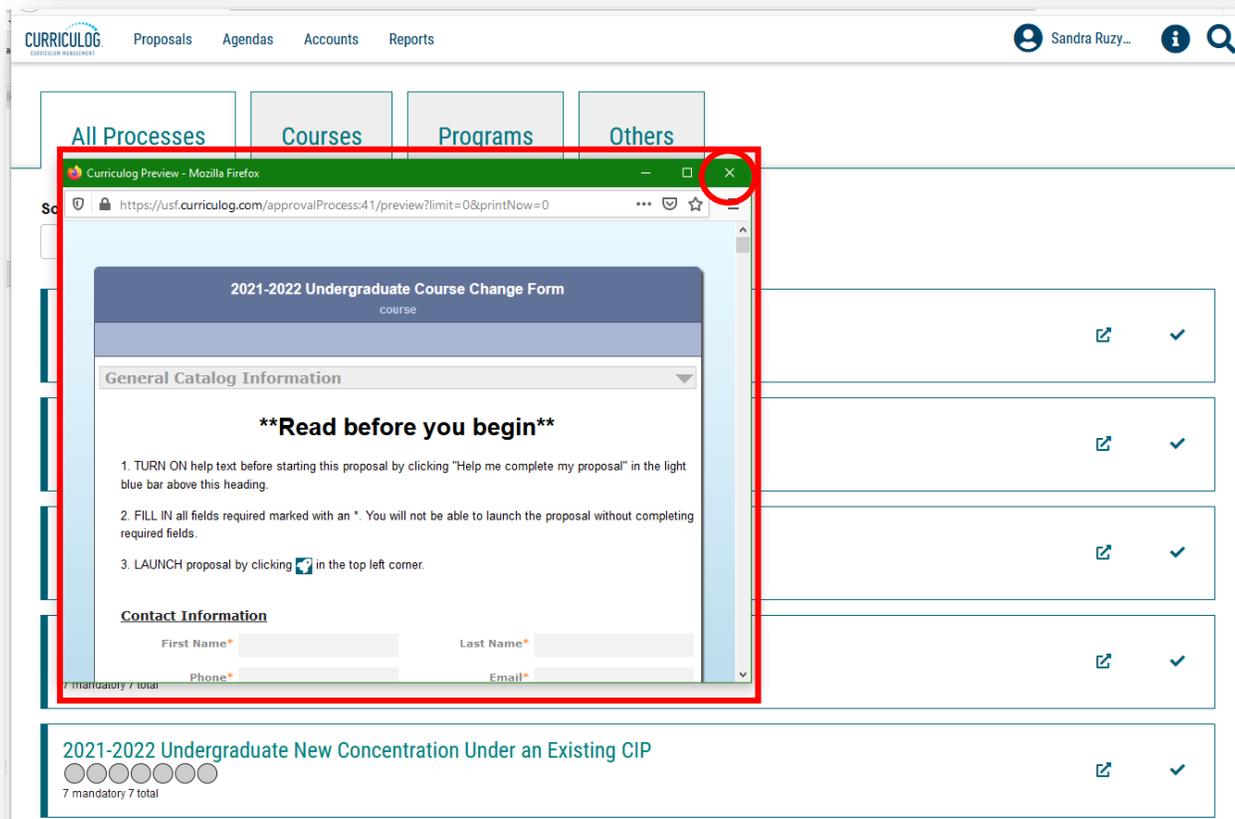


The next set of 10 proposals are displayed. These are the Undergraduate Proposal forms. Curriculog users can preview the form by clicking the “Preview” icon.



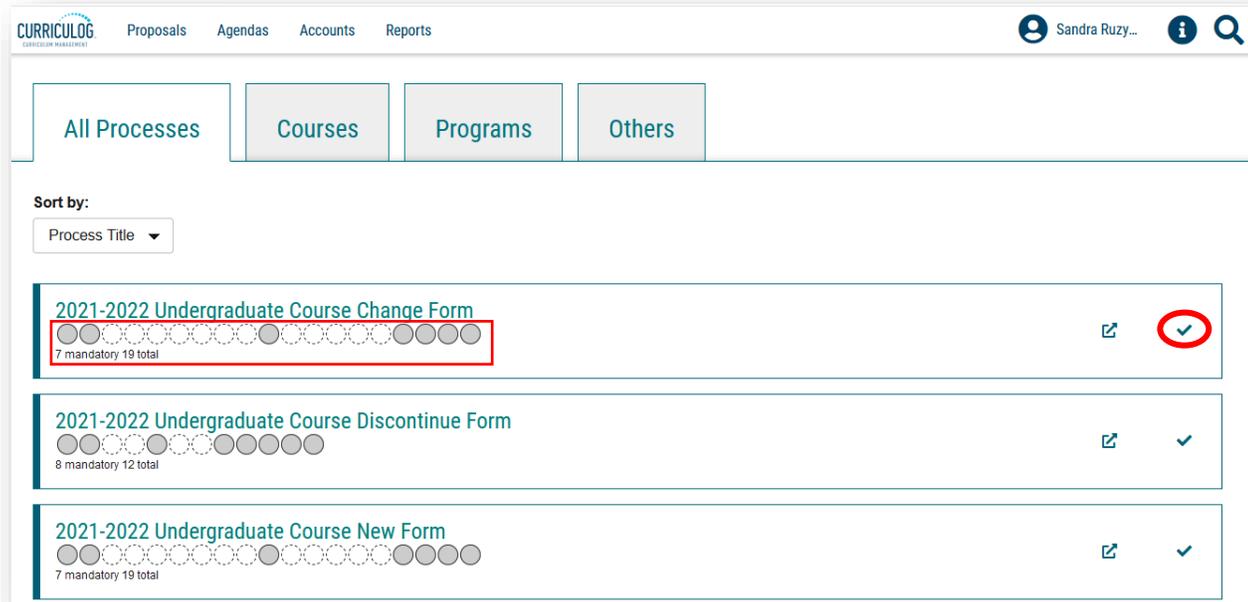
The “Preview” will display in a separate window. You can preview the form to gather needed information and/or materials prior to proposal submission.

To close out the “Preview” screen, click the X in the top toolbar of this screen. You will return to the Proposals screen on your dashboard.

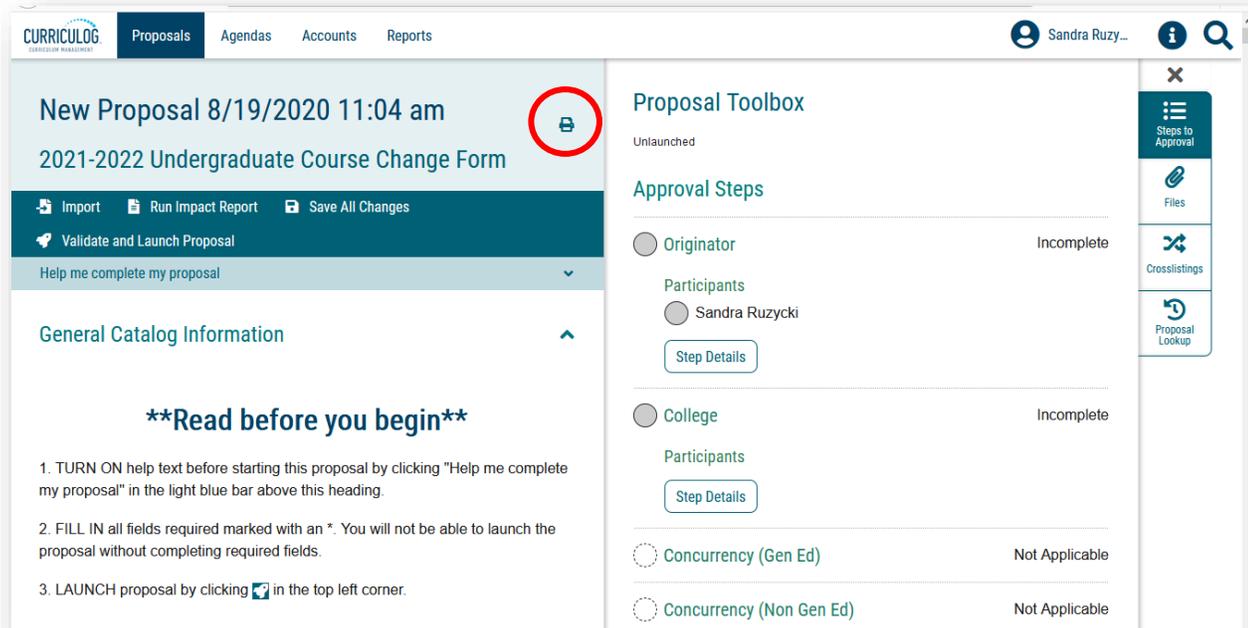


The circles under the name of the form indicate the number of steps in the approval workflow process. Circles that are filled in indicate a mandatory step in the approval workflow process. Circles that have a dashed outline are dependent upon whether the proposal goes to the General Education Council or Undergraduate Council.

Users can start the proposal by clicking the “Start Proposal” icon. Opening the proposal may take a little time depending on the number of users in the system and the length of the form.

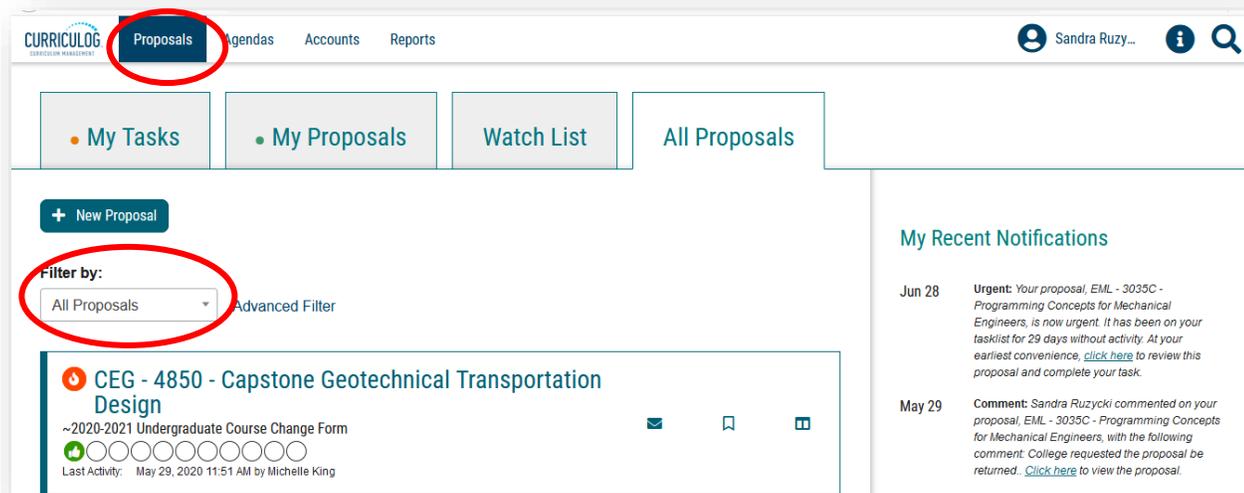


Once the proposal opens, the full proposal will be displayed. Users can select the “Print” function to print a hard copy of the form. More information on how to navigate within a proposal form is covered in the specific type of proposal training.

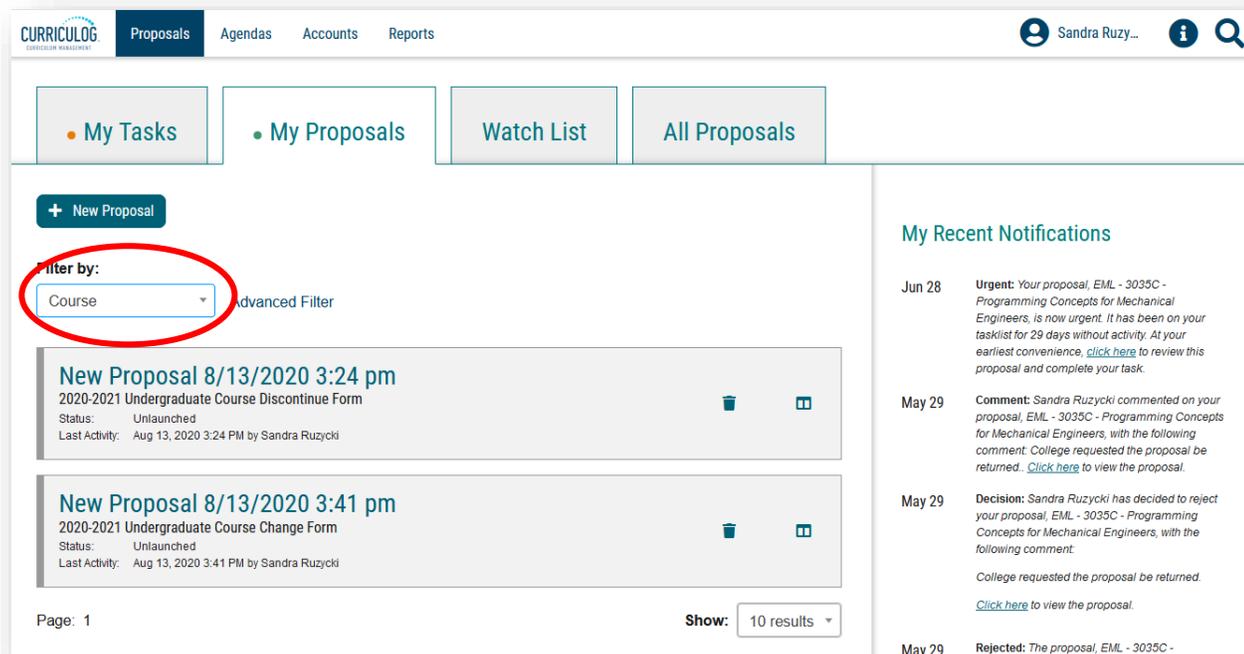


## Proposal Search Feature

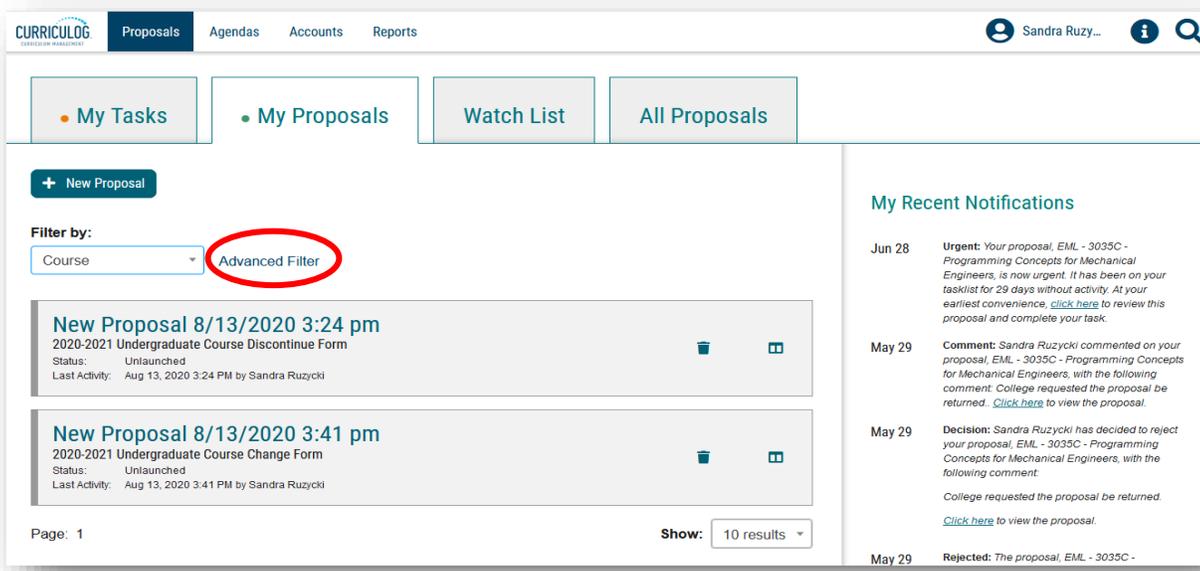
You can also search for a specific proposal. First, you must be under the “Proposals” tab. Once open, move to the “Filter By:” function. You can search for a specific proposal using this function.



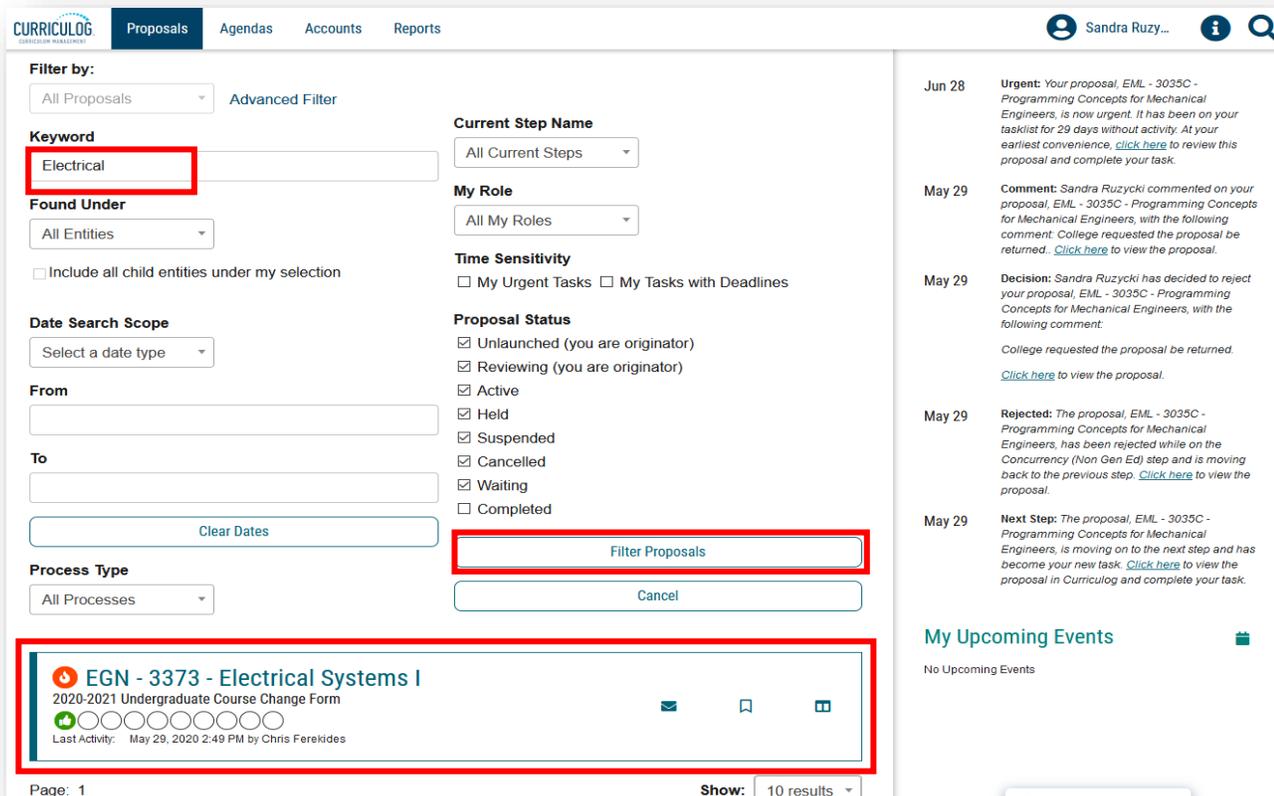
Click the drop-down arrow to display the options. You can filter by “Proposal Status” or by “Type of Proposal.” For example, you can filter by “Course” and display all the course proposals. Click on the “Course” option.



If you know the name of the course or curriculum proposal, you can select the “Advanced Filter” option.



Clicking the “Advanced Filter” option displays a variety of ways to filter or search for a specific course or curriculum proposal. You can enter part of the title of the proposal in the “Keyword” area. As an example, typing in the word “Electrical” in the “Keyword” area and clicking the “Filter Proposals” button will display any proposal with the word “Electrical” in the title. Then, you can scroll down to find the desired proposal from this list.



There are a number of ways to filter or search. The “Found Under” option gives the user the opportunity to search by a specific college, or department, or school. Select the entity you wish to filter by and click “Filter Proposals.” You can vary your filter or search functions using the “Advanced Filter” option.

The screenshot shows the CURRICULOG interface for filtering proposals. The 'Filter by:' dropdown is set to 'All Proposals' with an 'Advanced Filter' link. The 'Keyword' field contains 'Electrical'. The 'Found Under' dropdown is highlighted with a red box and shows 'All Entities'. Below it is a checkbox for 'Include all child entities under my selection'. The 'Date Search Scope' is set to 'Select a date type'. The 'From' and 'To' date fields are empty. The 'Process Type' is set to 'All Processes'. On the right side, there are sections for 'Current Step Name' (All Current Steps), 'My Role' (All My Roles), 'Time Sensitivity' (My Urgent Tasks, My Tasks with Deadlines), and 'Proposal Status' (Unlaunched, Reviewing, Active, Held, Suspended, Cancelled, Waiting, Completed). The 'Filter Proposals' button at the bottom right is highlighted with a red box.

The screenshot shows the 'Found Under' dropdown menu. The menu is open, showing a list of entities: 'All Entities', 'Cell Biology, Microbiology and Molecular Biology', 'Department of Chemistry', and 'Department of Integrative Biology'. The 'Department of Chemistry' option is highlighted.

Once you find the desired proposal, you can add it to your Watch List by clicking the bookmark icon. Clicking the bookmark item again will allow you to stop watching the proposal.

The screenshot shows a proposal card for 'EGN - 3373 - Electrical Systems I'. The card includes a title, subtitle '2020-2021 Undergraduate Course Change Form', a progress indicator with 10 circles (the first is green), and last activity information: 'Last Activity: May 29, 2020 2:49 PM by Chris Ferekides'. On the right side of the card, there are three icons: an envelope icon, a bookmark icon (circled in red), and a window icon.

## Curriculog Icons

To view a list of icons and their meanings, click the “i” icon next to your name in the top right of the screen.



The “Curriculog Help” screen with a list of icons will appear. To go back to the screen you were last on, click the “OK” button below the icons. This will clear the icon list and return you to the previous screen.

### 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	



This concludes the University of South Florida Curriculog Navigation tutorial. Additional Curriculog tutorials are located at <https://usf.edu/ugs-curriculum-training>, as well as important dates and deadlines, FAQs, and other resources.

You can email the UGS Curriculum Team at [UGS-DOCurriculum@usf.edu](mailto:UGS-DOCurriculum@usf.edu) for any additional assistance.