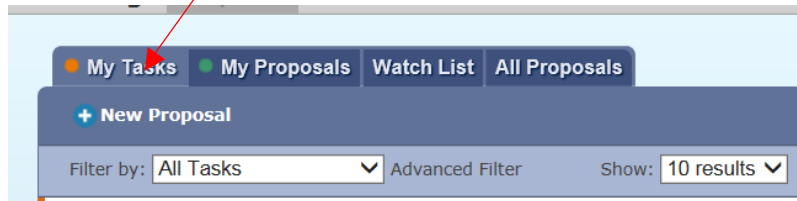


WILLIAM & MARY


How to Make a Decision on a Proposal as a Department Chair or Program Director

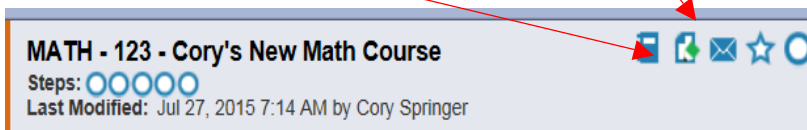
In order to make a decision on a Proposal, it has to be on a step that is requiring an action from you. You will get an email from no-reply@curriculumlog.com letting you know when you have something to approve.

1. In a web browser, go to wm.curriculumlog.com
2. Click "Login" at the top right
3. Enter your W&M user ID and password
4. Go to the "My Tasks" tab on the top left side of your screen.

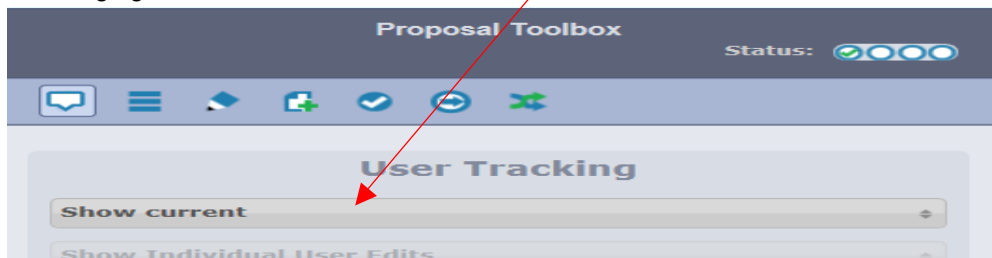



5. Click on the proposal you want to review and on which you will make a decision. MATH 123 in this example. This will highlight the five icons on the top right side of this course's box.

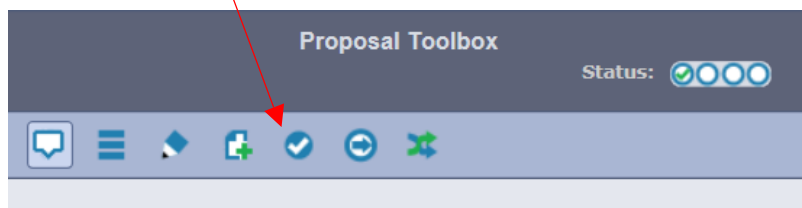
6. Click the edit proposal icon  to indicate that you "approve" or "reject" the course



7. The application to approve will appear on the left side of your screen.
8. If you are reviewing a course CHANGE, turn on the "User Tracking" in the proposal toolbox by clicking the dropdown box in "Show current" and change to "Show current with markup" so that you can see the changes made to the course highlighted in red.



9. Scroll down to review the application on the left side of your screen. Once you are ready to make your decision, click on the Decisions Icon  from the Proposal Toolbox on the right side of the screen.



10. Select the radio button that represents your decision and click “Make My Decision” at the bottom to finalize.

The options are:

- a. Approve (your comments are optional)
- b. Reject (you are required to leave a comment if you reject the proposal, it then goes back to the originator)
- c. Cancel (if the application should not be submitted to the EPC)

Your Decision

What would you like to do with this proposal?

Approve Cancel

Reject

Please comment on your decision below.