

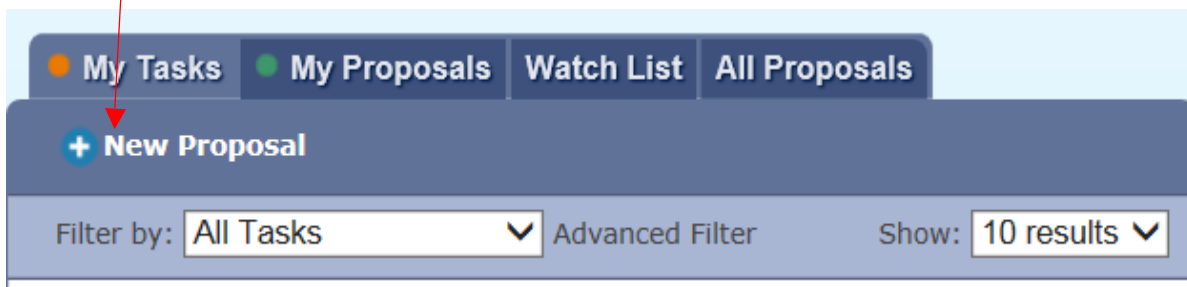
WILLIAM & MARY

How to Import Course Information into your Proposal


Importing existing course information from the catalog will ensure you are making edits to the most current information.

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

Click the plus sign next to New Proposal.



5. Select the appropriate Approval Process by clicking on it. The options where you would import existing information are:
 - a. **Course Change Application** – use if you want to change something about an existing course
 - b. **College 200, 300, 400 or Domain Attribute Application** - use if your existing course will carry a college attribute (i.e. C100, C200), or domain attribute (i.e. ALV, CSI, NQR)
 - c. **GER Attribute Application** - use if your existing course will carry a GER attribute (i.e. GER 7, 4B)

6. Once you've clicked on the appropriate form, click the Start Proposal icon  (the white check mark in the blue circle) to start the application.



7. Once you click the Start Proposal circle, the form will appear on the left side of your screen and the Proposal Toolbox will appear on the right. You will be working on the form on the left side of your screen.

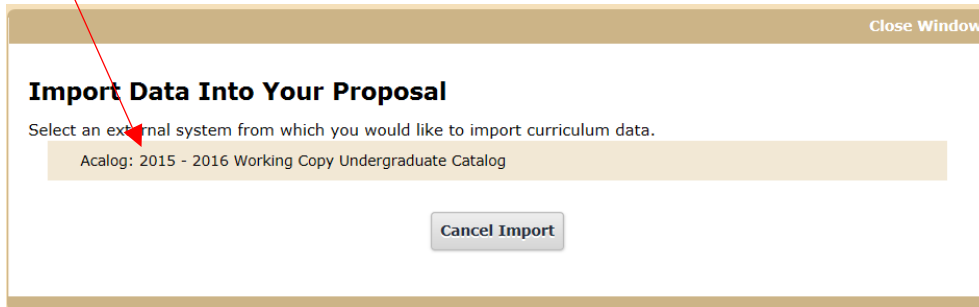
8. Turn on the Help Text by clicking this icon  at the top right



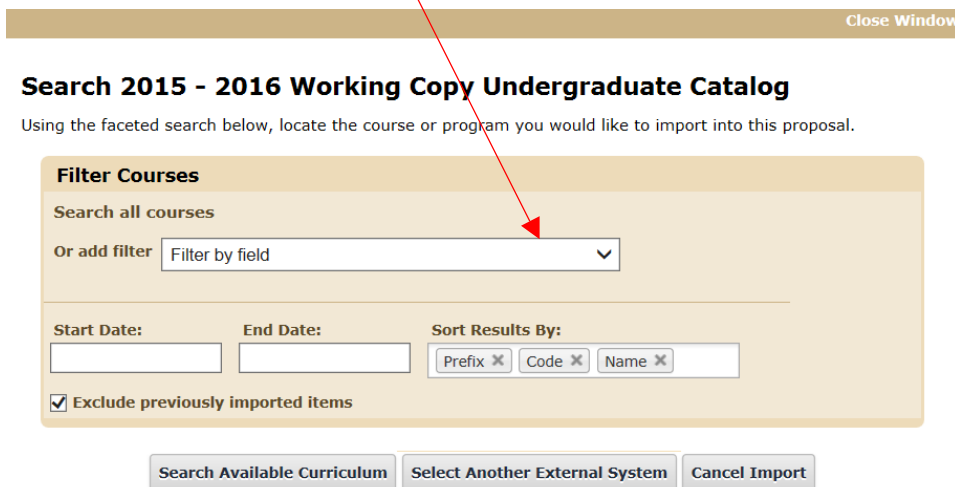
9. Click the downward-sweeping arrow at the top left of the page to begin the course import process



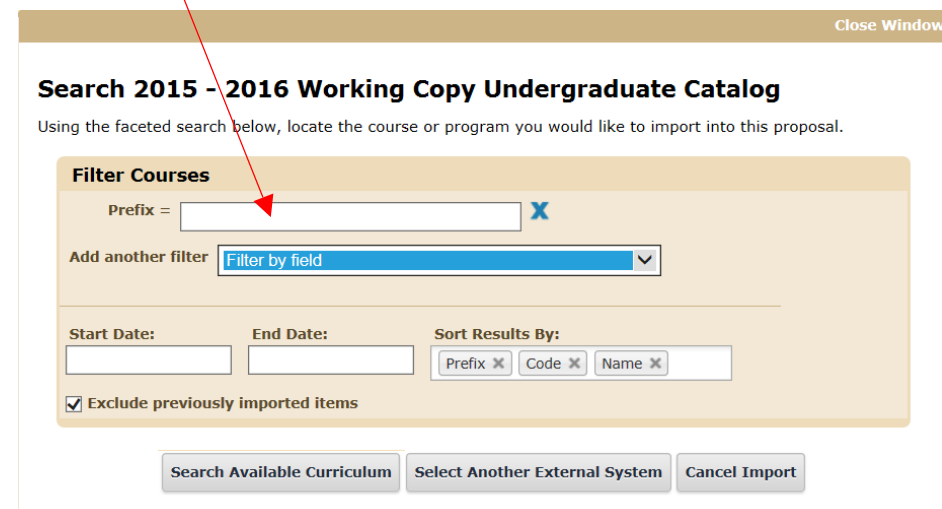
10. Click on the catalog from which course information will be collected



11. Click the down arrow in the "Or add filter" area and select "Prefix"



12. In the Prefix box, enter the (normally) four character subject prefix for the course information you want to import



13. Click the dropdown arrow in “Add another filter” and select CODE (this is the field name Curriculog uses for Course Number).

Close Window

Search 2015 - 2016 Working Copy Undergraduate Catalog

Using the faceted search below, locate the course or program you would like to import into this proposal.

Filter Courses

Prefix = X

Add another filter

Start Date: End Date: Sort Results By:

Exclude previously imported items

14. Enter the Course Number (I've use PHIL 215 in this example)
15. Click Search Available Curriculum. You'll see the course you've searched for appear at the bottom.

Close Window

Search 2015 - 2016 Working Copy Undergraduate Catalog

Using the faceted search below, locate the course or program you would like to import into this proposal.

Filter Courses

Prefix = X

- and -

Code = X

Add another filter

Start Date: End Date: Sort Results By:

Exclude previously imported items

16. Click on the course to begin the import process

Search Results (1 to 1 of 1)

PHIL 215 Right and Wrong in the Contemporary World

17. Click "Import This Item"

Close Window


Import Data Into Your Proposal

Confirm the fields that will be imported into your proposal (only fields that are mapped will be listed here). If you would like to prevent the imported data from overwriting an existing field in your proposal, click "Import Field" to uncheck that field.

Once you click Import, your data will be validated against the proposal. Any data that is incorrect will have a message telling you what is wrong with the data, and it will not be imported into the form to prevent errors.

Field Name	Data Preview	Import Field
» Department	Philosophy	<input checked="" type="checkbox"/>
» Course Subject:	PHIL	<input checked="" type="checkbox"/>
» Course Number:	215	<input checked="" type="checkbox"/>
» Credit Hours:	(3)	<input checked="" type="checkbox"/>
» Course Title:	Right and Wrong in the Contemporary World	<input checked="" type="checkbox"/>
» Course Description:	A course focused on particular moral issues facing contemporary society and the ethical arguments provoked by them. Topics discussed in the course may include, among others, abortion, euthanasia, hate...	<input checked="" type="checkbox"/>
» Will this course be offered in multiple semesters?	Fall and Spring	<input checked="" type="checkbox"/>
» Pre-requisite(s):	[no data]	<input type="checkbox"/>
» Co-requisite(s):	[no data]	<input type="checkbox"/>
» Cross-Listed Course Subject and Course Number:	[no data]	<input type="checkbox"/>
» Current General Education Attribute (if applicable):	(College 200, ALV, GER 7)	<input checked="" type="checkbox"/>
» Instructor(s):	Freiman, Staff	<input checked="" type="checkbox"/>

18. To view the imported information, navigate back to your "My Proposals" tab to find the course you just imported. When you click on the course, three icons will show up on the right side of the course's box

PHIL - 215 - Right and Wrong in the Contemporary World 

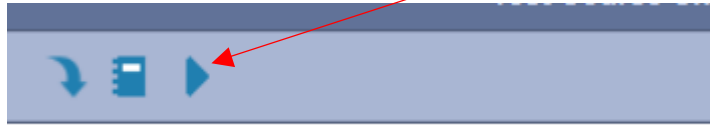
Status: Unlaunched
Last Modified: Jul 28, 2015 3:56 PM by Cory Springer

19. Click the Edit Proposal icon to continue filling in all of the required boxes, but.....



21. **READ** and follow these instructions to complete this process!!!!
22. Complete all of the required fields, marked with an asterisk but **DO NOT CHANGE** anything else. You will make changes AFTER the proposal is launched. That way the changes you would like to make will be tracked and highlighted on the form.

23. When the form is complete, launch the proposal. (Scroll back to the top and click the right directional triangle on the top left part of the page.)




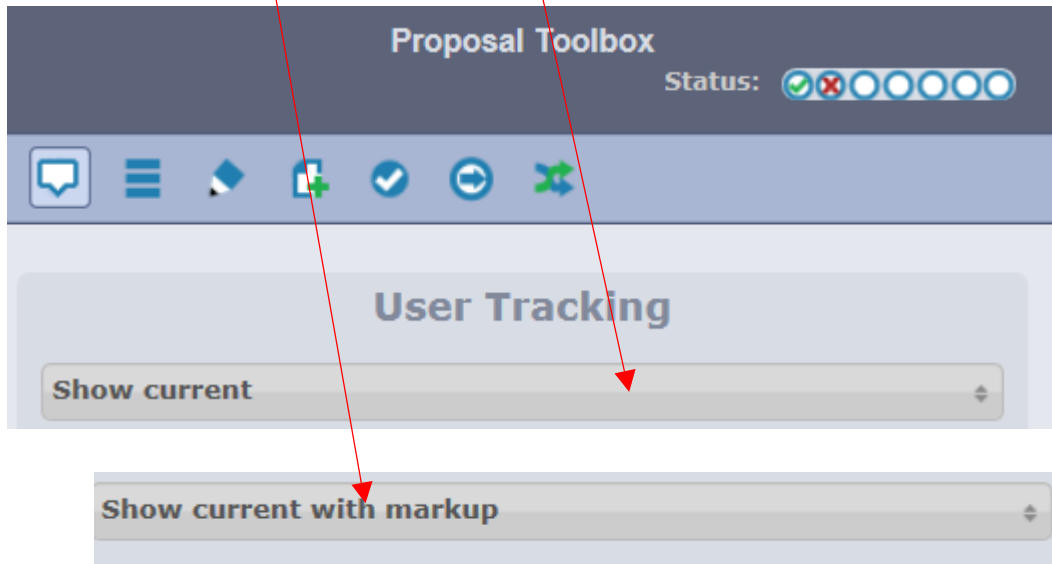
24. If you do not get the Launch Proposal box, then you will need to scroll down to review any error messages printed in orange colored text.

As the “Originator” of this proposal, you are the first one to act on it by making changes to it. Everyone voting on this application can see what changes you are making to the existing information. For that to happen, you must make those edits in the Originator approval step of this process, NOT in the “Launching” step (outlined above). The Originator step will track and highlight the changes you are requesting.

25. Go to the My Tasks tab
26. Click the course you are going to edit, which will highlight these five icons



27. Click on the Edit Proposal Icon 
28. **NOW**, make your edits to the course on the left side of your screen
29. Be sure to click save under **each** box where you make a change
30. Once you have made all of your changes, on the right side of your screen (in the Proposal Toolbox), click the down arrow in the “Show Current” User Tracking area to highlight “Show Current with markup.” Then on the left hand side of your screen you can see all of your edits in red.



30. This will make it easier for those that are approving the proposal to see what changes you are making. For example, changing credits from 3 to 5...

Credit Hours:* ~~(3)~~ (5)

31. Finally, click the decisions icon to “approve” your own changes to this application. Click the “Make My Decision” button after you click approve. Once you “approve” the application, it will move on to your department.



Your Decision

What would you like to do with this proposal?

Approve Cancel

Reject

Please comment on your decision below.

Make My Decision