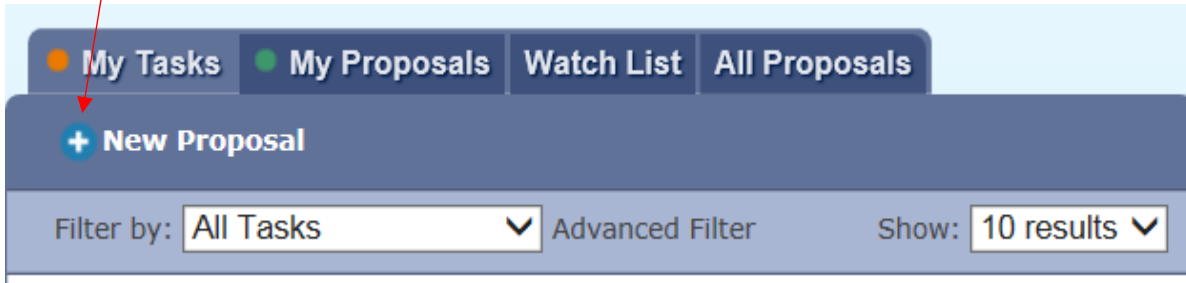# WILLIAM & MARY

How to Start a New Proposal
Those starting new proposals are called "Originators"#

#

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", found on the top left side of your screen
5. Click the plus sign next to "New Proposal."

6. Select the appropriate Approval Process by clicking on it. The options are:
   a. **College 100 Application** – use if you are proposing/changing College 100 course
   b. **College 150 Application** – use if you are proposing/changing College 150 course
   c. **College 200 Application** - use if you are proposing/changing College 200 course
   d. **College 300 Application** - use if you are proposing/changing College 300 course
   e. **College 400 Application** - use if you are proposing/changing College 400 course
   f. **College Domain or Proficiency Designation Application** – use if your course will carry a College Domain or proficiency attribute (i.e ALV, CSI, NQR, MATH)
   g. **Course Change Application (with NO College designation)** – use if you want to change something about an existing course that is not part of the College Curriculum
   h. **Curriculum Change Application** – use if you are changing an existing requirement in a major, minor, etc.
   i. **GER Attribute Application** – use if your course will carry a GER attribute (i.e. GER 7, 4B)
   j. **New Course Application (NOT FOR COLLEGE CURRICULUM COURSES** – use if you want to propose a new course
   k. **Non-traditional Instructional Modes Application** – use for courses where the instructional delivery method is not the traditional face-to-face, but online, for example.

7. Once you've clicked on the appropriate form, click the white check mark in the blue circle
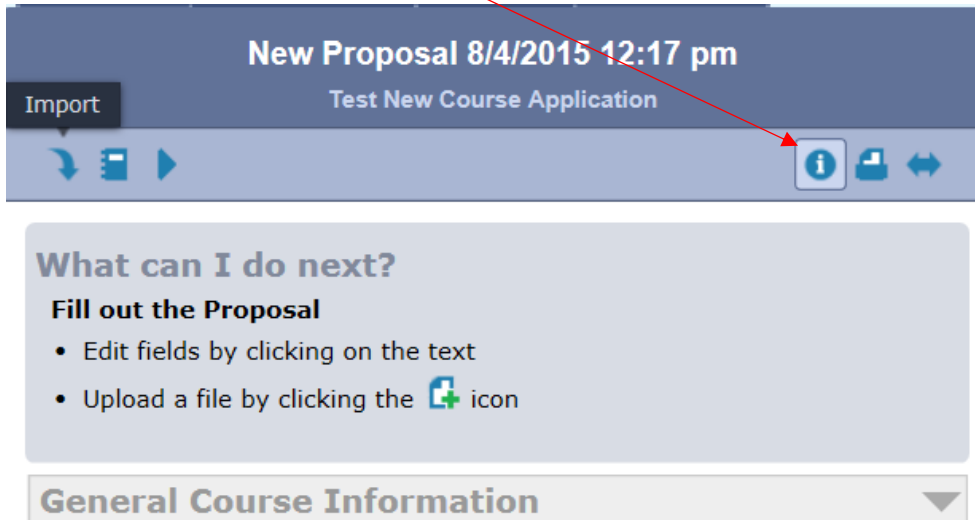
    to start the application.

8. 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.

9. Turn on the "help text" so that you can see additional information about the form as you complete it. Click the white "i" in the blue circle to turn on the help text.

New Proposal 8/4/2015 12:17 pm
Test New Course Application

Import

What can I do next?
Fill out the Proposal
- Edit fields by clicking on the text
- Upload a file by clicking the icon

General Course Information

10. All fields marked with an asterisk (*) are required. You will not be able to continue until all required fields are completed.

11. Begin by entering the department (or program) under which this proposal belongs. Click the white plus sign in the blue circle next to "Add Item" to enter the department or program. Scroll through the list to the "Undergraduate" section to find your department or program.
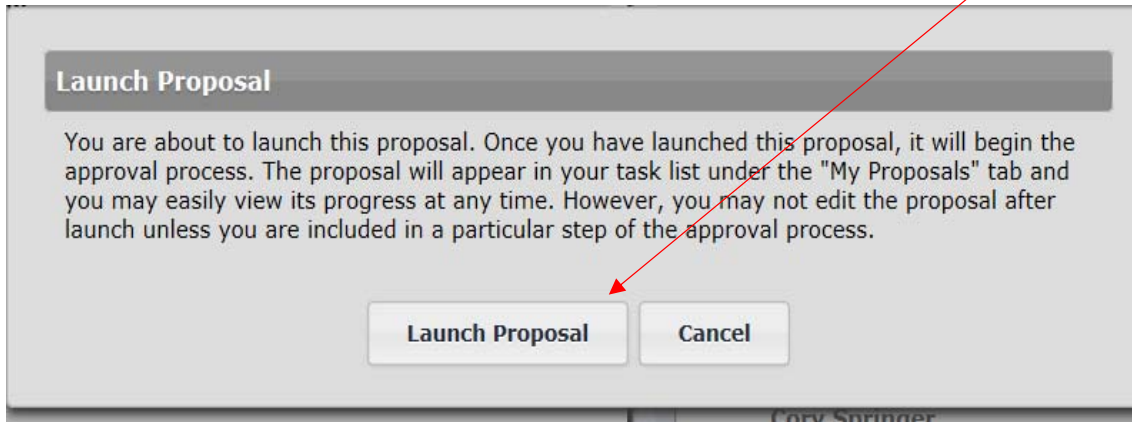
Department* None Selected
⊕ **Add Item**

If you need to change this department, hover over the department field and a blue X will appear. Simply, click the blue X to remove. Then add the correct department.

12. Continue completing all the appropriate fields.

13. Once all the fields are complete, scroll back to the top of the form and launch the proposal by clicking the right directional triangle located on the top left of your proposal form.

**ARTH - 123 - TEST Art History Course**
Test New Course
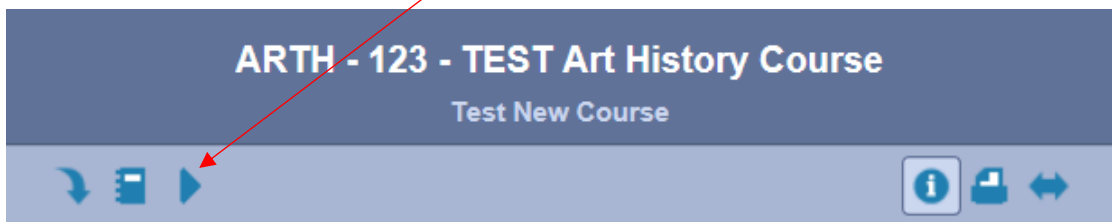
You will be prompted with orange error text if you neglect to complete any fields.

14. If there are no errors, you will get a Launch Proposal window. Simply click the "Launch Proposal" button to complete the process.

Launch Proposal

You are about to launch this proposal. Once you have launched this proposal, it will begin the approval process. The proposal will appear in your task list under the "My Proposals" tab and you may easily view its progress at any time. However, you may not edit the proposal after launch unless you are included in a particular step of the approval process.

Launch Proposal   Cancel

15. On the top right of the screen, you will receive a message about the proposal moving on.

This proposal has moved on
This proposal has moved on in the workflow.
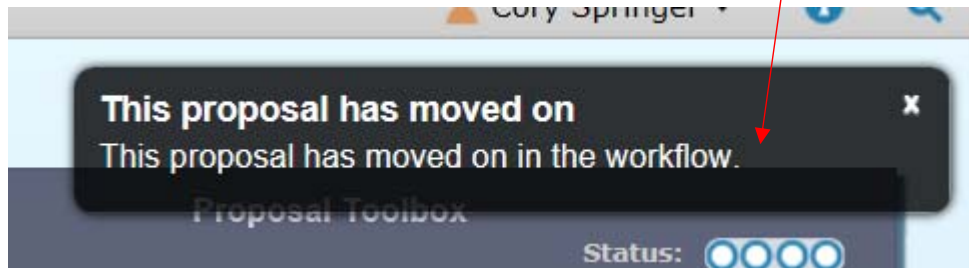
Once this Course Application has "moved on," it goes to the department or program for "approval."