How to Search for Completed Proposals in Curriculog

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. Click the “All Proposals” tab
5. Click the plus sign next to “New Proposal.”

6. In the “Filter by” dropdown box, select “Completed”

7. From here, you can simply scroll through the proposals until you reach the subject or department you wish to review, or you can click “Advanced Filter” to narrow down your search results.

**NOTE:** Using the “Advanced Filter” may narrow your search too much. For example, if you’re searching for anything in the “HISTORY” entity, you may exclude proposals that reference History but were not originally submitted under the History department.
8. In the “Keyword” area, type a part of the subject or department for which you are searching. For example, you could type “anth” in this box to search for all the proposals that had something to do with Anthropology.

9. Take some time to play with the search options. You can use “Process Type” if you know that the proposal was submitting using the “course” proposal form versus the “curriculum” change proposal form.

10. When in doubt of the search results, just search for “completed” proposals and nothing else. This will pull everything that’s been completed.

11. Once you find the proposal you’re looking for, you can click on the “View Proposal” icon to see the details about this course/curriculum.