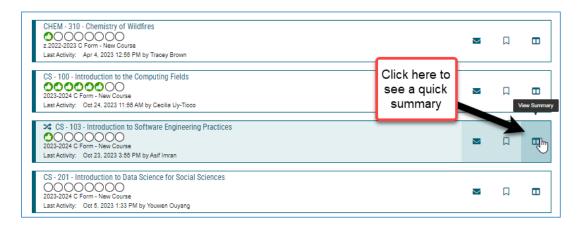
10 Ways to Navigate and Search for Proposals in Curriculog

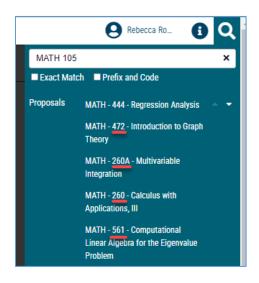
1. To see a quick summary of a proposal, click on the "view summary" icon and you will see a "flyout" panel on the right:



2. In order to **edit**, **make decisions**, **add files**, and see complete content, you need to be working IN the proposal, so you can simply click on the browser bar on the title link:

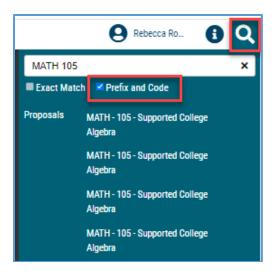


3. **Quick Search-** in the **search field** if you type in "MATH 105" the results will return ANY proposal with prefix MATH **AND** ANY proposal with course # 105.



INSTEAD try method a or b below.

a. **Check** the "Prefix and Code" checkbox, and it will return *only* that course:



b. Know the course title, but not the prefix and number? Enter the title into the search field and check the "Exact Match" checkbox.



4. Use Advanced Filter - Keyword search {also, check out the Tips for Using Advanced Filter Guide (PDF)}:

 My Tasks 	 My Proposals 	Wa	tch List	All Proposals	5		
ilter by: All Proposals	 Advanced Filter 	-	the	to expand search indow		+ New P	roposa
Keyword wgss Found Under							
All Entities							Ŧ
Include all child en	itities under my selection						
Date Search Scope	From			То			
Select a date type	-					Clear Da	tes
Process Type			Current	Step Name			
All Processes			+ All Cur	rent Steps			Ŧ
My Role			Proposa	I Status			
All My Roles			-	nched (you are origi		Suspende	
Time Sensitivity	O My Tasks wi	ith Deadline	Z Active	wing (you are origina •		 Cancelled Waiting Completed 	
WGSS - 201 - Introduct	ion to LGBTQIA+ Studies				2	а П	
WGSS - 201 - Introduct	ion to LGBTQIA+ Studies						

5. Browse "All Proposals" alpha by prefix. You can change the # of results returned per page.

My Tasks My Proposals Watch List All Proposals				
All Proposals * Advanced Filter		E	- New Pr	oposal
AMD - 411 - Data Visualization: Art and the Environment 2.2022-2023 C-2 Form - Changes to Existing Col Last Activity: Sep 13, 2022 2:31 PM by Judit H		M	Д	
ANTH - 101 - GEC PLACEHOLDER PROPO CONTRACTOR OF A LAND AND A LAND AND A LAND AND A LAND AND A LAND	0	м	Д	
American Indian Studies (Genual Concentration, B.A. 2022-2023 New Stoprogram (Option/concentration/track) Last Activity: Jun 5 2023 8:57 AM by Scott Greenwood		М	Д	
SIDL - 155 - Introduction to Pre-Medical Professions Solution	0	м	Д	
BIOL - 217 - Bios atistics Lab CONSTRUCTION OF THE STATE AND A ST	0	М	Д	
BIOL - 354 - Principles of Ecology 2.2022-2023 C-2 Form - Changes to Existing Courses_Import Required Last Activity: Apr 2, 2023 6-28 PM by Cecilia Uy-Troco	0	М	Д	
O BIOL - 355 - re-Medical Professions O O O O z 2022-2023 C Form - New Course Last Activity: May 7, 2023 S-16 PM by Ricardo Fierro	0	Μ	Д	
BIOL - 360 - Pedagogy and Learning in Biology 2 2022-2023 C Form - New Course Last Activity: May 10, 2023 12-48 PM by Lizbeth Durbin	0	м	Д	
BIOL - 370-390B - BULK CHANGES 2.2022-2023 C-2 Form - Changes to Existing Courses_Import Required Last Activity: Apr 29, 2023 6:32 PM by Cecilia Uy-Tioco	0	Μ	Д	
BIOL - 380L - Animal Behavior Laboratory and Field Methods 2.2022-2023 C-2 Form - Changes to Existing Courses_Import Required Last Activity: Apr 25, 2023 9:32 PM by Cecilia Uy-Tioco	0	м	Д	
age: 1 <u>2 3 4 5 6 7 8 9 10</u> Forward 10 » <u>18</u>		Show:	10 res	ults -

6. Courses vs. Programs Filter by:

Program proposals (includes New Minors, Subprograms, Elevating Option, etc.) **Course proposals** (includes GE proposals and Course deletions).

ľ	Filter by: All Proposals	Â	Advanced Filter
	Waiting Completed	-	ourse SPM by Gayle Feallock
	Type of Proposal Course Program	•	i ator Arse 7M by Gayle Feallock California: California India:
	000000	00	y canonia, california india

7. If it's **your proposal** or **you are involved** in the review process:

a. On **Dashboard**, in the notifications, "Click Here" takes you directly to the proposal:

	e Rebecca Ro	8 Q
My Rece	ent Notifications	-
Jun 27	Completed: The proposal, BIOL - 481 - C Biomechanics, with the step of Academic I Final Review has been approved and is no <u>Click here</u> to view the proposal.	Programs
Jun 27	Approved: The proposal, BIOL - 481 - Ce Biomechanics, with the step of Academic I Final Review has been approved and is m the No More Steps - Proposal is complete <u>here</u> to view the proposal.	Programs oving on to

b. My Tasks tab:

CURRICULOG	Proposals	Agendas	Accounts	Reports
• My 1	asks	• My Pro	oposals	Watch List
Filter by: All Tasks		Advance	ed Filter	
	HD - 380 - Child DOOOC z.2022-2023 Diver Last Activity: Ma) sity & Equity Re	quirement	amily and Community Contex
	HIST - 389 - His	tory of Pande	mics	

8. If you originated the proposal: My Proposals tab

Proposals	Agendas Accounts Reports		
	My Tasks My Proposals Watch List All Proposals		
	Filter by: All My Proposals * Advanced Filter		C
	ACCT - 100 - test OOOO 2020-2021 T Form - New Topic Course Last Activity: Jan 13, 2021 1:03 PM by Gayle Feallock	0	\geq
	ACCT 101 TERTING Originator		

9. **Watch List:** If there are particular proposals that are a priority for you, you can add them to your Watch List to easily find and view them at any time.

Click on the "Watch Proposal" icon and it will appear on your Watch List:

 My Tasks 	My Proposals Watch List All Proposals		
Filter by:	Advanced Filter	+ Ne	w Pr
2020-2021 C Form - N	olonizing California: California Indian Resistance, Resurgence and Resilience	⊠ .	
2.0.2019-2020 Gen Ed	n Indian Digital Humanities C2 NEW Form - Humanities C20 11:27 AM by Criselda Yee	0 🛛	

10. Approved proposals - once a proposal has been approved at Senate, with notations in the Comments section that it has been built in PeopleSoft and entered in the catalog, it will be moved to Status= "**Completed**."

These completed proposals will not appear in a standard search.

Instead, you must **select "Completed**" in order to view these approved proposals:

• My Tasks	• My Proposals	Watch List	All Proposals
Filter by:	_		
Completed	 Advanced Filter 		

OR, in **Advanced Filter**, check the "Completed" box, then Filter:

ilter by:				
All Proposals • Advan	ced Filter			+ New Prop
Keyword				
Found Under		Date Search Scop	e From	То
All Entities		Select a date type		Clear Date
Process Type		Current Step Nam	e	
All Processes		All Current Steps		
My Role		Proposal Status		
All My Roles		Unlaunched (you		Suspended
Time Constitutes		Reviewing (you a	are originator)	Cancelled
Time Sensitivity My Urgent Tasks	My Tasks with Deadlines	Active Held		✓ Waiting □ Completed
Filter Proposals Cancel			Chec this b	ck ·