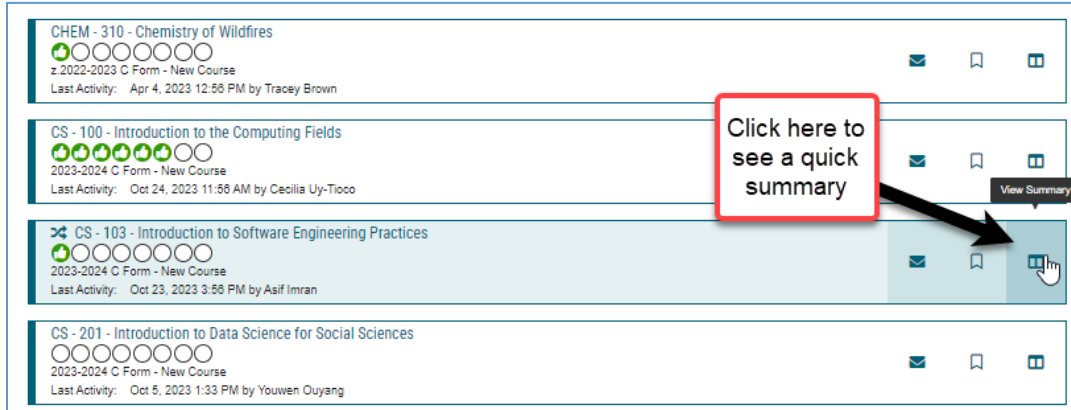


10 Ways to Navigate and Search for Proposals in Curriculog

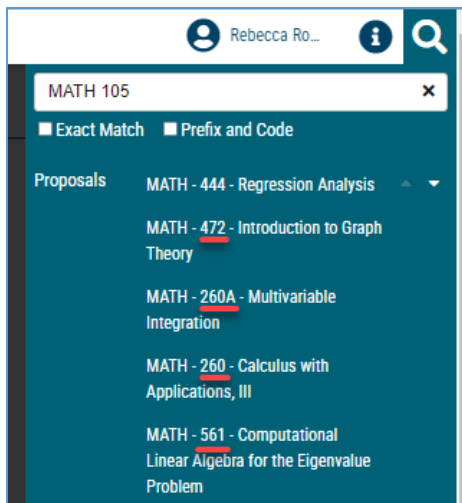
1. To see a quick summary of a proposal, click on the “view summary” icon and you will see a “flyout” panel on the right:



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:

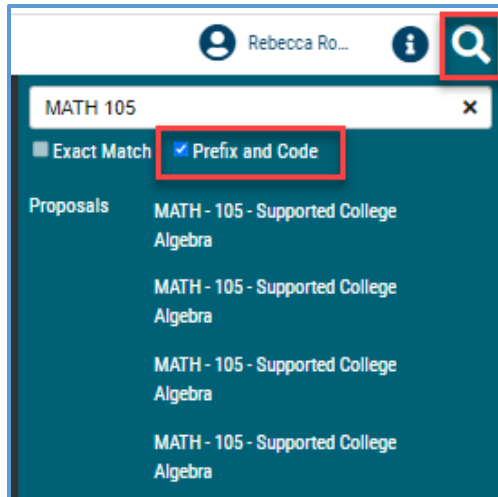


3. **Quick Search-** in the **search field** if you type in “MATH 105” the results will return ANY proposal with prefix MATH AND ANY proposal with course # 105.

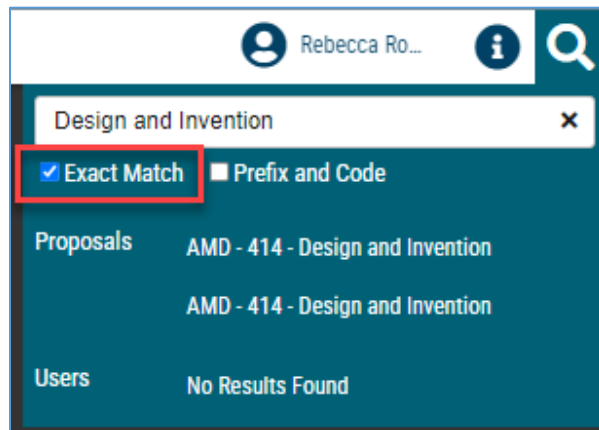


INSTEAD try method a or b below.

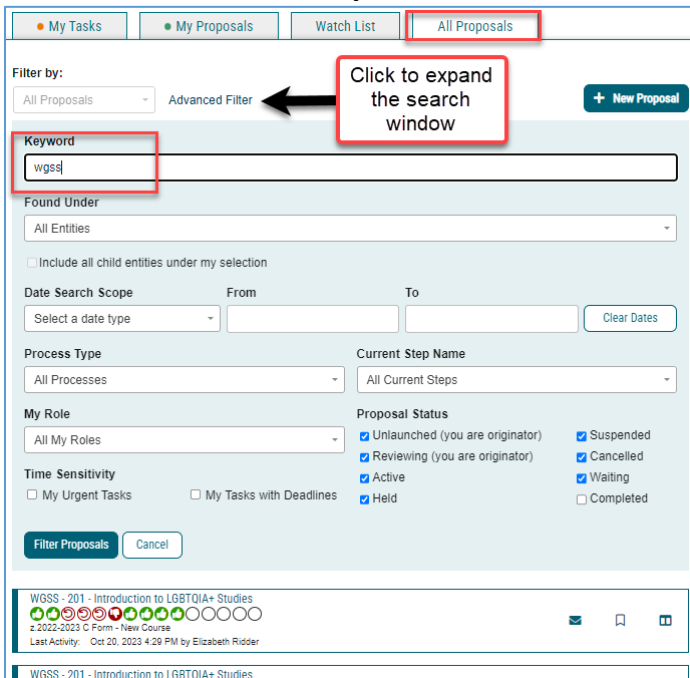
a. **Check** the “Prefix and Code” checkbox, and it will return *only* that course:



- 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 \(PDF\)](#)}:



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

My Tasks | My Proposals | Watch List | **All Proposals**

Filter by: All Proposals | Advanced Filter | **+ New Proposal**

Proposals are listed in alpha-order by prefix/subject

Page: 1 2 3 4 5 6 7 8 9 10 ... [Forward 10](#) » 18 | Show: 10 results

6. Courses vs. Programs Filter by:

Program proposals (includes New Minors, Subprograms, Elevating Option, etc.)

Course proposals (includes GE proposals and Course deletions).

Filter by: All Proposals | Advanced Filter

Waiting

Completed

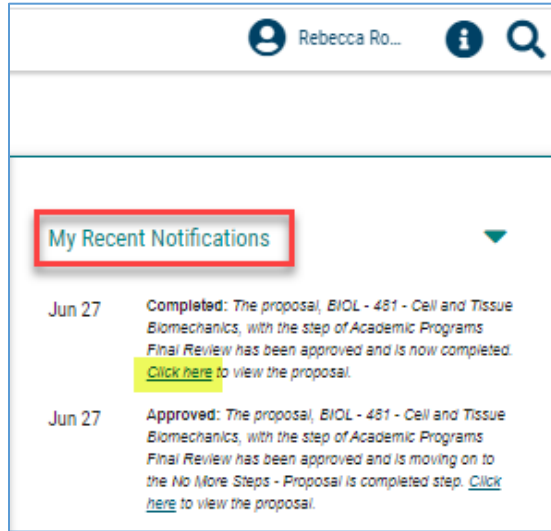
Type of Proposal

Course

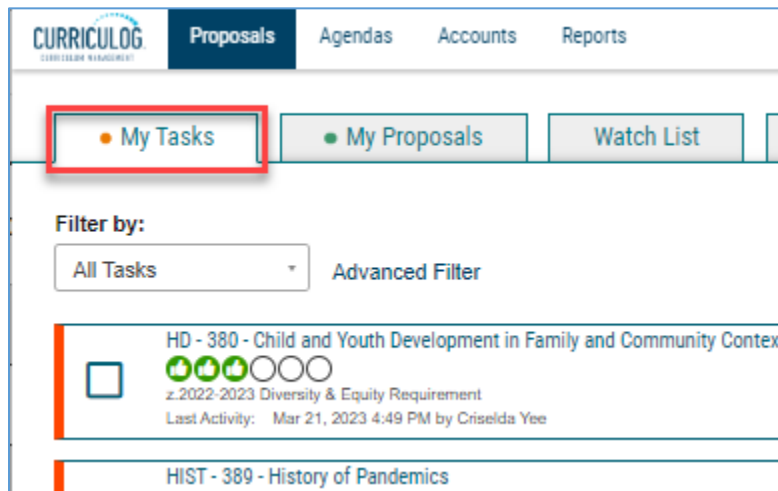
Program

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

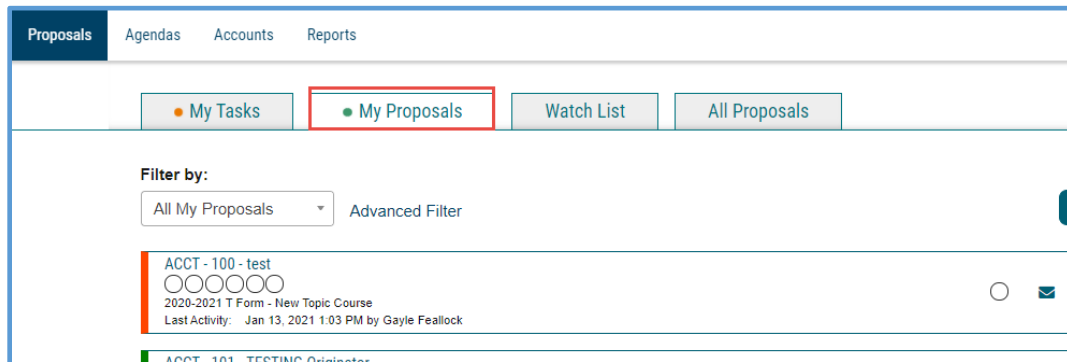
- a. On **Dashboard**, in the notifications, “Click Here” takes you directly to the proposal:



- b. **My Tasks** tab:

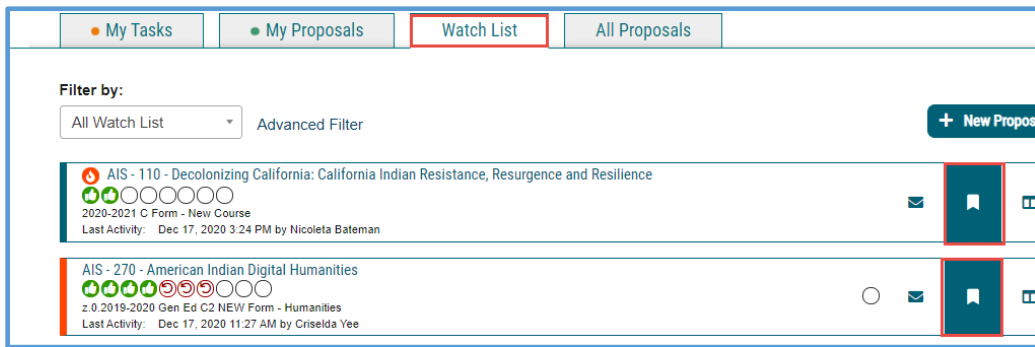


8. If you **originated** the proposal: **My Proposals** tab



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.

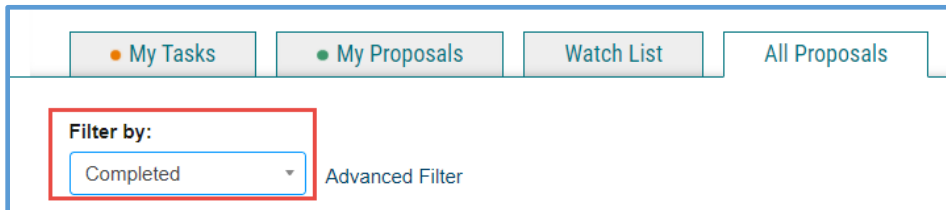
Click on the “Watch Proposal” icon and it will appear on your Watch List:



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:



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

