## **Curriculog Quick Guide for Faculty**

- 1. Log in to Curriculog. <u>www.westga.curriculog.com</u>
- 2. Access your pin. (see Faculty Guide for more information)
- 3. Start a proposal by clicking "New Proposal."



Choose the correct proposal that applies to the change you would like to make.

- o 2021-2022 Undergraduate Delete Course Request
- 2021-2022 Undergraduate New Course Request
- 2021-2022 Undergraduate Revise Course Request
- o 2021-2022 Undergraduate Delete Program Request
- o 2021-2022 Undergraduate New Program Request
- o 2021-2022 Undergraduate Revise Program Request
- o 2021-2022 Graduate Delete Program Request
- 2021-2020 Graduate Revise Program Request
- 2021-2022 Graduate New Program Request
- 2021-2022 Graduate Delete Course Request
- o 2021-2022 Graduate Revise Course Request
- 2021-2022 Graduate New Course Request
- 2021-2022 eCore Undergraduate New Course Request
- 2021-2022 eCore Undergraduate Revise Course Request
- 2021-2022 eCore Undergraduate Delete Course Request

## 4. Turn on help text.



5. Add attachments to your proposal.

• My Tasks • My Proposals Watch List All Proposals				
ACCT - 3232 - Managerial Accounting 2019-2020 Undergraduate Revise Course Request				Proposal Toolbo
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6. Save your proposal. This button is located on the bottom of each proposal. Proposals can be saved as drafts and completed later.



7. Launch your proposal. Select the *b* icon.



8. Make a decision on your proposal. Choose the 🥝 icon.

Curriculog™ Proposals Agendas Accounts Reports ✓	
My Tasks My Proposals Watch List All Proposals	
XIDS - 4000 - Demo Proposal 2019-2020 Undergraduate New Course Request	Proposal Toolbox
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Introduction	User Tracking
Welcome to the University of West Georgia's curriculum management system.	Show current
Please TURN ON the help text before starting this proposal by clicking <sup>1</sup> next to the print icon directly above this message.	Show Individual User Edits
Your PIN is required to complete this process. For help on accessing your PIN, please visit here.	Comments
The link to the shared governance procedures provides updates on how things are routed through the committees. Please visit <u>UWG Shared Governance Procedures for Modifications to Academic Degrees</u>	There are no comments available for t
and Programs for more information. If you have any questions, please email curriculog@westga.edu.	

Choose "Approve" and "Make My Decision."

	Proposal Toolbox	This proposal has move
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at icon directly	Your Decision What would you like to do with this proposal? Approve Reject Please comment on your decision below.	
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## Enter your PIN.

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