Curriculog - Check a Proposal's Status

How to check on a proposal you submitted

1. Log in to Curriculog: http://wcu.curriculog.com
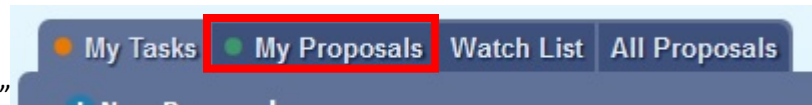
2. Click on "My Proposals"

3. You will see a list of proposals that you have made, similar to this:


4. The circles under the title of the proposal indicate each step in the approval process. A blank circle means the proposal has not reached that stage yet. Green checkmarks mean the proposal was approved at that level. Hover your mouse over each circle to find out what stage it represents. The left-most empty circle indicates the next step in the process.

5. To see any comments on your proposal, hover your mouse over the row of the proposal, and click on the icon that looks like a white piece of paper

6. The proposal will open and show all decisions made and comments on the proposal to this point.

7. Once the right-most circle of your proposal's workflow has been checked off, it is approved all the way through and will be in the next catalog.
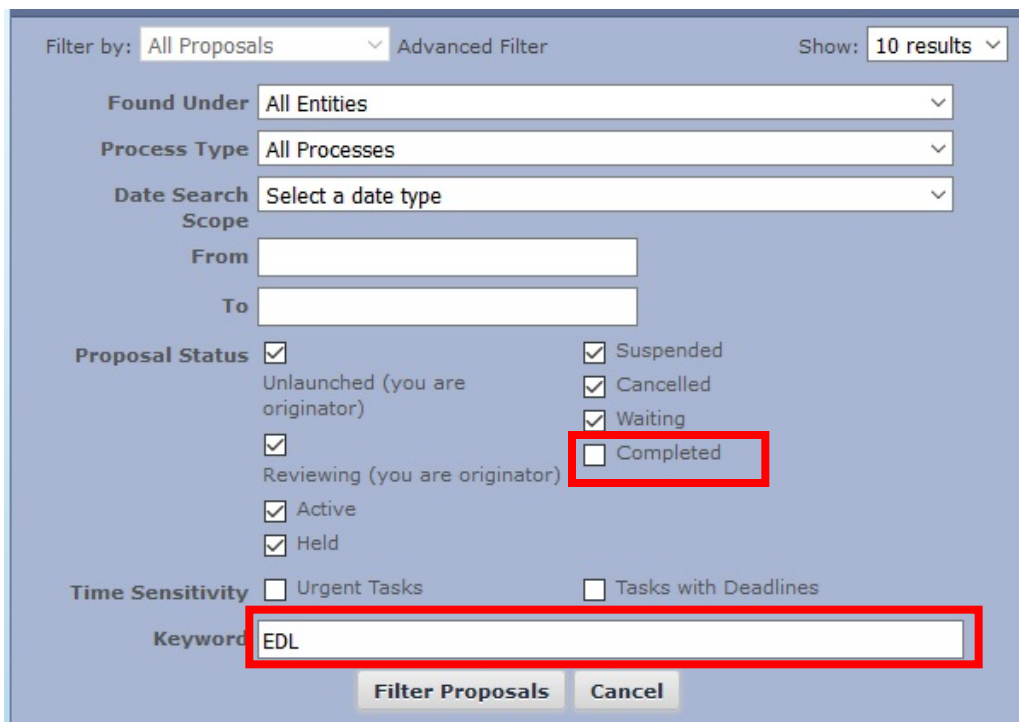
How to check on a proposal someone else submitted

1. Log in to Curriculog: http://wcu.curriculog.com
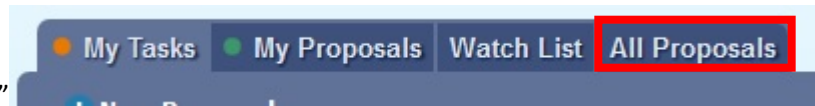
2. Click on "All Proposals"

3. You can click through all the proposals, but it is usually easier to click on "Advanced Filter"
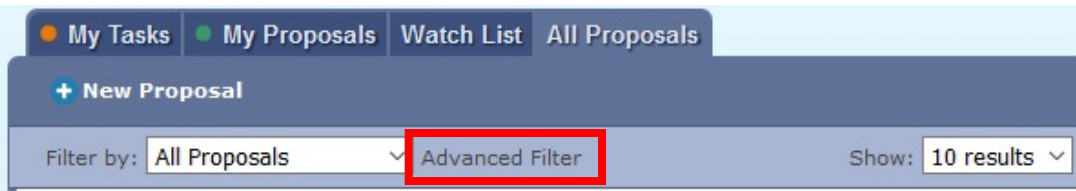
4. In the Advanced Filter menu, you may want to check the "Completed" box for proposal status if you think the proposal has made it all the way through the curriculum process. In the Keyword box, you can search for a prefix, part of a course title, or part of a program name.

5. Click Filter Proposals

6. You will see a list of proposals matching your search:

7. The circles under the title of the proposal indicate each step in the approval process. A blank circle means the proposal has not reached that stage yet. Green checkmarks mean the proposal was approved at that level. Hover your mouse over each circle to find out what stage it represents. The left-most empty circle indicates the next step in the process.

8. To see any comments on the proposal, hover your mouse over the row of the proposal, and click on the icon that looks like a white piece of paper

9. The proposal will open and show all decisions made and comments on the proposal to this point.

10. Once the right-most circle of the proposal's workflow has been checked off, it is approved all the way through and will be in the next catalog.