

CURRICULOG

Launch a Proposal

IMPORTANCE OF LAUNCHING

- Your proposal is not a LIVE/public document until you launch it
 - It cannot be reviewed and voted on by approving individuals if it is not launched
- Launching activates the track changes feature of the application

LAUNCH A PROPOSAL

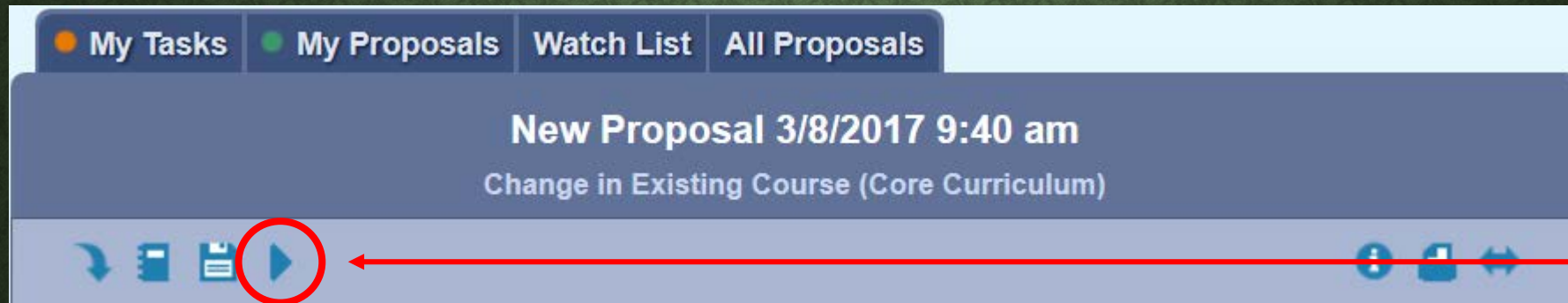
- In order to launch a proposal, all the REQUIRED fields must be completed.
- REQUIRED fields are indicated by an orange asterisk
- If you imported course/program information, a majority of these fields should already be completed

Prefix*	ENGL	Course Number*	1310
New Prefix Descriptor			
Title*	College Writing I		
Short Course Title*	COL WRIT I		

LAUNCH A PROPOSAL

- When completing required fields PRIOR to launching, ensure that you DO NOT enter CHANGED Curriculum data at this point in the process.
- The information placed on the form at this point in the process should reflect the curriculum **as it currently stands**—NOT what you intend to change it to.

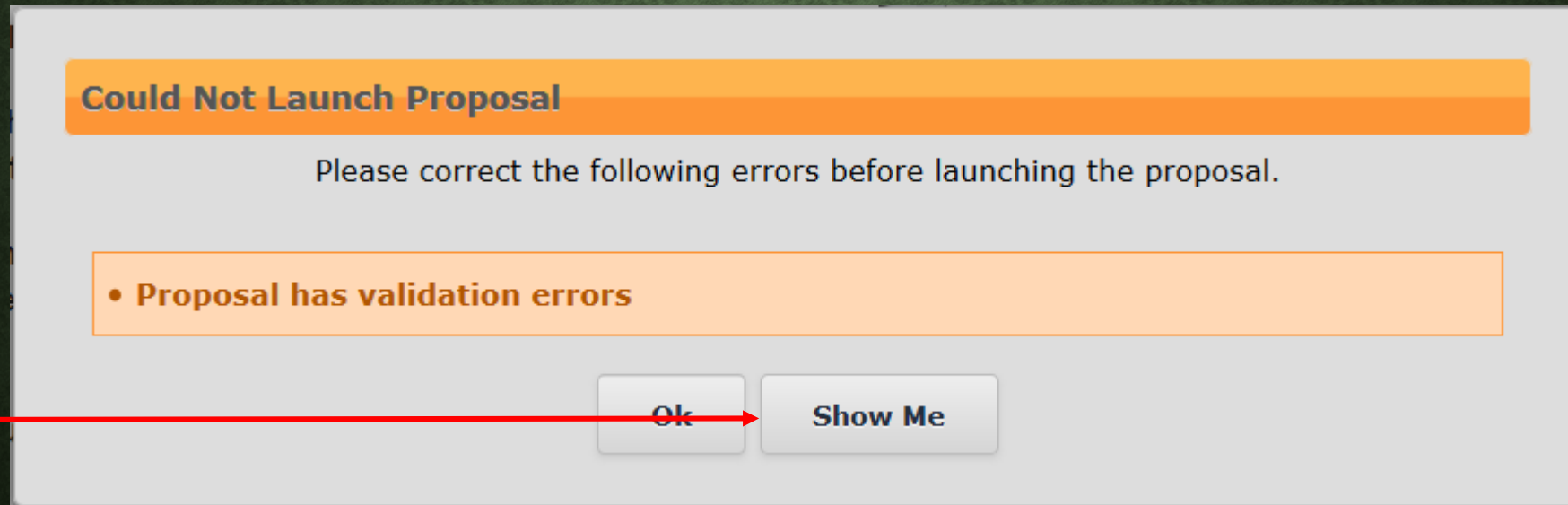
LAUNCH A PROPOSAL



To launch, locate and click the triangle-shaped button (resembling a “play” button) at the top of the left panel.

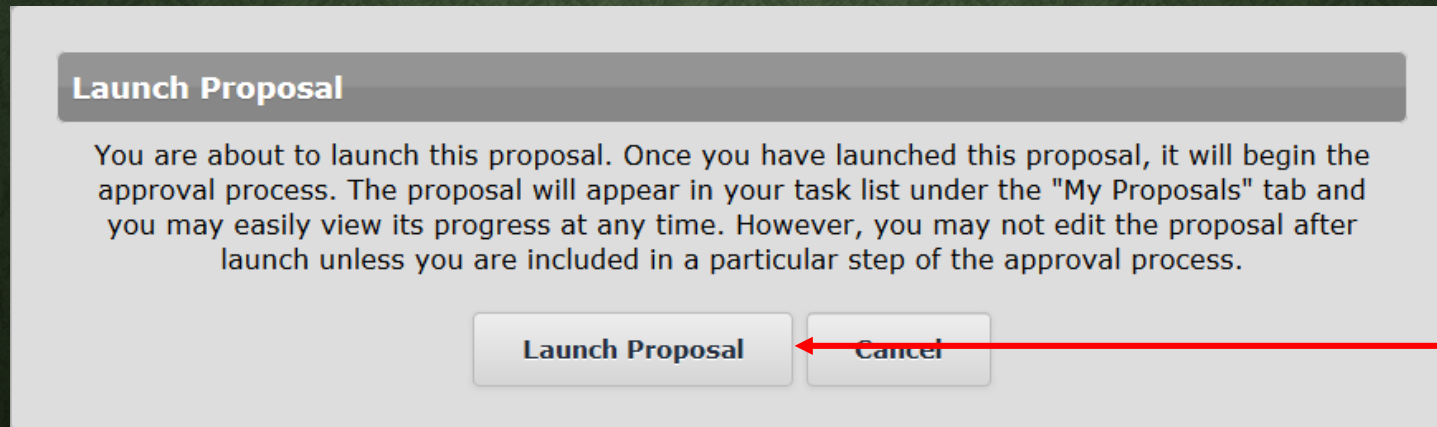
LAUNCH A PROPOSAL

- If you did NOT complete all the required fields, you will receive the following prompt.
- Click the “Show Me” button to be jumped to the incomplete field.



LAUNCH A PROPOSAL

- If all the required fields were completed, you will receive a silver/gray prompt.
 - CLICK “Launch Proposal”
- Please DO NOT pay attention to the content of the prompt as the language used is misleading and often misinterpreted
 - YOU will be able to edit the proposal after launch
 - this is product-delivered text that they are unwilling to modify



LAUNCH A PROPOSAL

- Do not be fooled—once you have clicked the launch button, there will be subtle differences to what you see on your screen including:
 - Black dialogue box indicating that your proposal has moved into the workflow
 - You now have a Proposal Tool box in the right-panel

The screenshot displays the Curriculog™ interface for launching a proposal. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user is logged in as 'Evyne Wong'. The main content area is titled 'ENGL - 1310 - College Writing I' and is categorized as a 'Change in Existing Course (NOT Core Curriculum)'. A 'Proposal Toolbox' is visible on the right, with a status indicator showing five circles, the first of which is filled. A black notification box at the top right reads: 'This proposal has moved on in the workflow.' The left panel contains 'Course Information' and 'DIRECTIONS FOR COMPLETING THIS FORM:' with four numbered steps. The right panel features 'User Tracking' with dropdowns for 'Show current' and 'Show Individual User Edits', and a 'Comments' section with an 'Add Comment' button. A comment from 'Curriculog' dated '6/6/2017 3:57 pm' states: 'Evyne Wong has launched this proposal.'