UNIVERSITY of
HOUSTON

LOCATING AND TRACKING PROGRESS OF PROPOSALS IN

curriculog™
Curriculum Management

In electronic format, clicking on any of the items below will jump to the detailed instructions section.

- **ACCESSING CURRICULOG**
  - *Instructions for how to access Curriculog*
    URL: **https://uh.curriculog.com**

- **SEARCHING FOR PROPOSALS**
  - Use the "magnifying glass" search tool to enter keyword(s) to locate a specific proposal

- **PAGING THROUGH LIST OF PROPOSALS**
  - Proposals are sorted in the My Tasks, My Proposals, Watch List, and All Proposals tabs alphabetically by the proposal title. Proposals are displayed in groups of 10. Use the "Next 10" button to page through the list.

- **ADVANCED FILTER**
  - This filter is available on and unique to the lists on each of the My Tasks, My Proposals, Watch List, and All Proposals tabs. (I.E. using the advanced filter on the My Tasks tab will filter only the proposals that are part of your My Tasks list, and likewise for the other tabs**)**

- **WATCH LIST**
  - Any proposal that is not a proposal that you originated (thus appearing on your My Proposals tab) is eligible to be added to your Watch List tab. Use the star icon to "Watch Proposal" and add to the Watch List tab.
    When you are no longer interested in following the proposal, once again click on the star icon "Done Watching Proposal" to remove the proposal from the Watch List tab.

- **TRACKING THE PROGRESS OF A PROPOSAL**
  - From the dashboard tabs you can easily determine the status of a proposal in its approval process.

ACCESSING CURRICULOG

- If you do not have an account in Curriculog (**must have account for access**), please complete the form located on the Catalog and Curriculum Management website to have an account created for you.

    http://www.uh.edu/about/offices/enrollment-services/registrar/catalog-curriculum-management/

- Login support
    - Forgot Password
   - Please email Curriculog@uh.edu for password reset. **UHIT cannot reset this password for you.**

1. Open browser (Firefox is preferred) and Navigate to URL: **https://uh.curriculog.com**
2. Click "Login"
    - Pop-up Login window will appear
3. Enter Username and password
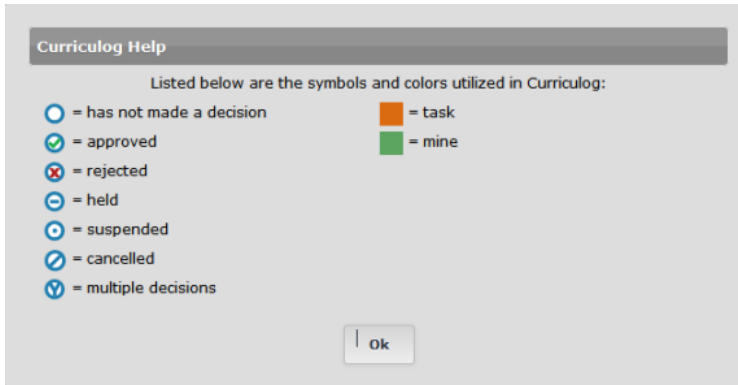4. Click "Login" in the gray window.
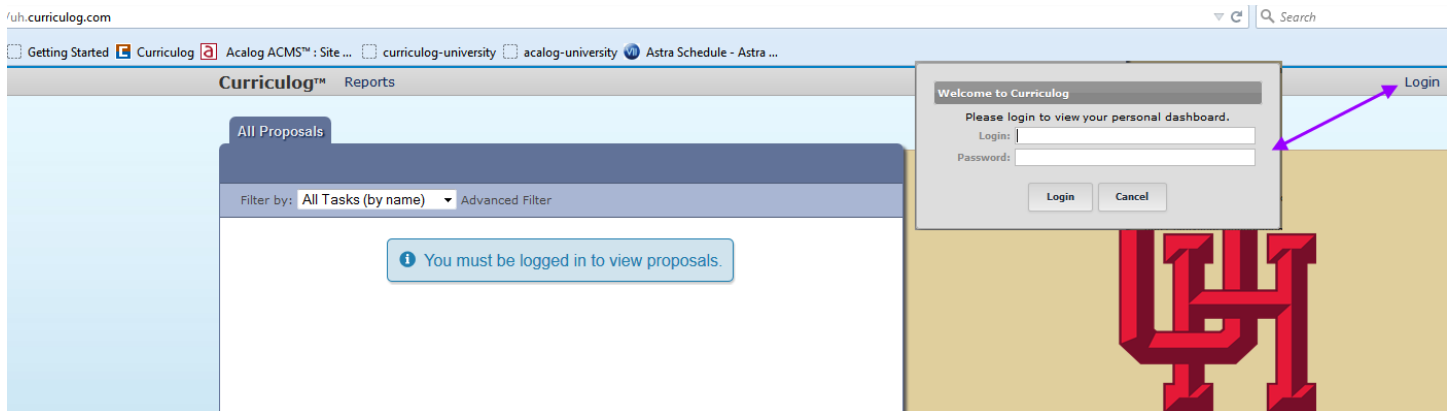
SEARCHING FOR PROPOSALS

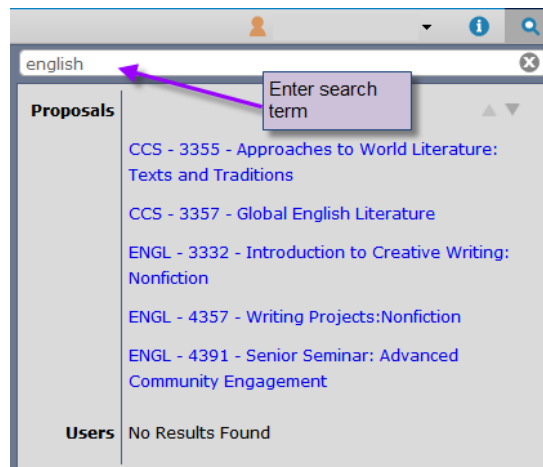Use the "magnifying glass" search tool to enter keyword(s) to locate a specific proposal

- My Dashboard is the home page for all users of the system. When you log into the system, the first view you will have is the My Dashboard.
- Following your name are Help and Search icons.

Your Name ℹ 🔍

Help and Search

My Dashboard
Tasks: 3

My Recent Notifications
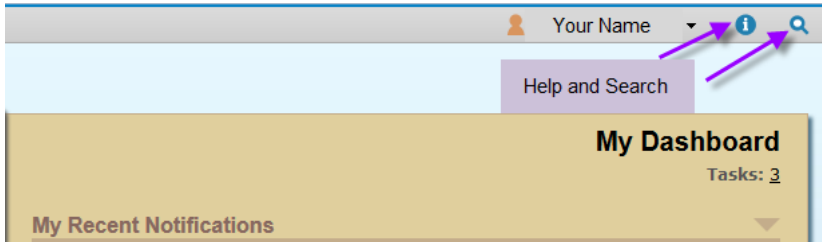
- Selecting "Help" will display a window featuring symbols and colors utilized in Curriculog

Curriculog Help

Listed below are the symbols and colors utilized in Curriculog:

○ = has not made a decision   ■ = task
⊘ = approved   ■ = mine
⊗ = rejected
⊖ = held
⊙ = suspended
⊘ = cancelled
Ⓥ = multiple decisions

| Ok

- Selecting the magnifying glass icon will enable the search field. Enter your search term(s) in the field and press <Enter> on your keyboard to begin searching.
- The search function may be used to locate proposals or Users throughout the system.
  - Search term hints:
    i. Each term entered in the search box is automatically treated as unique (<OR>). The search process will find all proposals with any of the terms entered.
    ii. Use fewer terms that are most unique to the proposal you seek to find.

👤 ▼ ℹ 🔍

english ✖

Proposals   Enter search term ▲ ▼

CCS - 3355 - Approaches to World Literature: Texts and Traditions

CCS - 3357 - Global English Literature

ENGL - 3332 - Introduction to Creative Writing: Nonfiction

ENGL - 4357 - Writing Projects:Nonfiction

ENGL - 4391 - Senior Seminar: Advanced Community Engagement

Users No Results Found

PAGING THROUGH LIST OF PROPOSALS

Proposals are sorted alphabetically by the proposal title in the My Tasks, My Proposals, Watch List, and All Proposals tabs.

- Proposals are displayed in groups of 10. Use the "Next 10" button to page through the list
- If searching for a proposal that you initiated/originated, select the My Proposals tab
- If searching for a proposal that is waiting for your input/decision action, select the My Tasks tab
- If searching for a proposal that you did not initiate/originate and do not have any current input/decision action to take, select the All Proposals tab
- If searching for a proposal that you did not initiate/originate, but added to your Watch List, select the Watch List tab

ADVANCED FILTER

Each Tab - My Tasks, My Proposals, Watch List and All Proposals - has a filter available to make sorting and finding items easier.

All filters can be used independently or in combination with any other filter

- Found Under
  - If not searching "All Entities", the search results will be limited to only those proposals that have the specific entity selected in the proposal
    - Selecting a college will not display all proposals within the departments of the college. It will display any proposals that have the college selected as the 'owner' of the proposal.

      Instead, select the specific department for the proposal.
- Process Type
  - Select the process type (proposal type) that was used to generate the proposal.
    - Examples: core course, non-core course, independent topic, etc.
  - Can choose to filter proposals that are completed, cancelled, active, etc.
- Proposal Status
  - If searching for a proposal that may already be completed in the approval process, be sure to select the 'Completed' box.
- From…To
  - *Not commonly used at this point*
  - If the date range for when the proposal was initiated is known, enter the information in these fields.
- Keyword
  - As with the magnifying glass search tool, please limit your search terms to only those that are most unique to the proposal you seek.
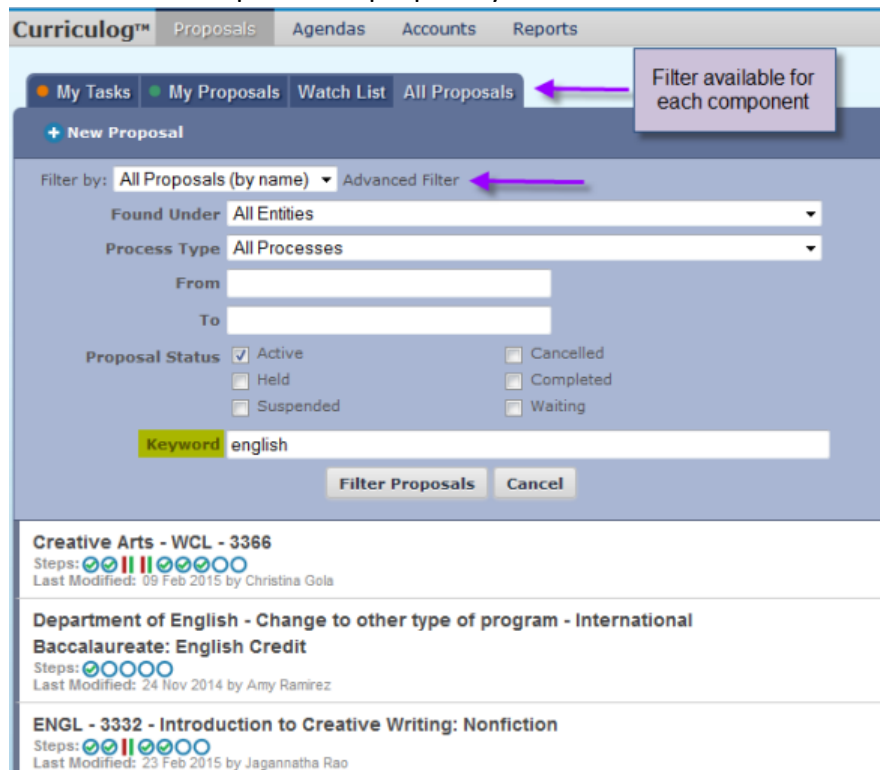
- Hints for Filtering
  - If a Process Type (Proposal Type) is no longer active, it will not appear in the Process Type filter options.
  - Default search using filter will display active proposals only. Use the Proposal Status options to include proposals that may have a different status.
  - If more than ten proposals containing matching search term are found, it will be necessary to tab through proposals until desired item is found
    - Tabbing through search results will need to be done ten (10) items at a time
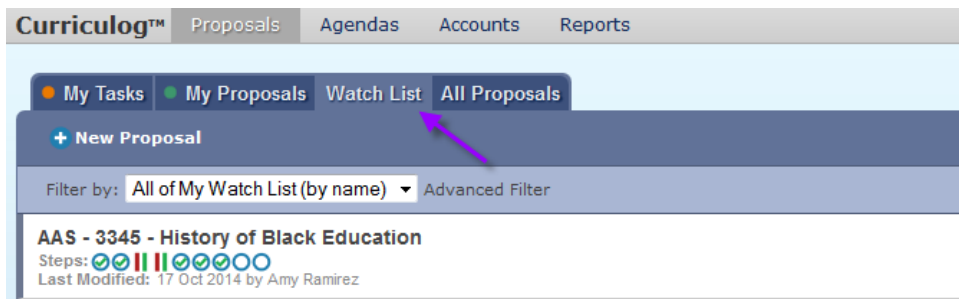
WATCH LIST

Any proposal that is not a proposal you originated (thus appearing on your My Proposals tab) is eligible to be added to your Watch List tab. Use the star icon to "Watch Proposal" and add to the Watch List tab.

The Watch List is user-specific. You may or may not have editing permissions or decision making opportunities on an item you are watching, as you are able to watch any proposal in progress. You may choose to stop watching a proposal at any time.

- Add a proposal your watch list
    1. Navigate to the Proposals module and then to the All Proposals tab.
    2. Locate the Proposal you wish to watch and click on the Watch Proposal (open star) Icon.
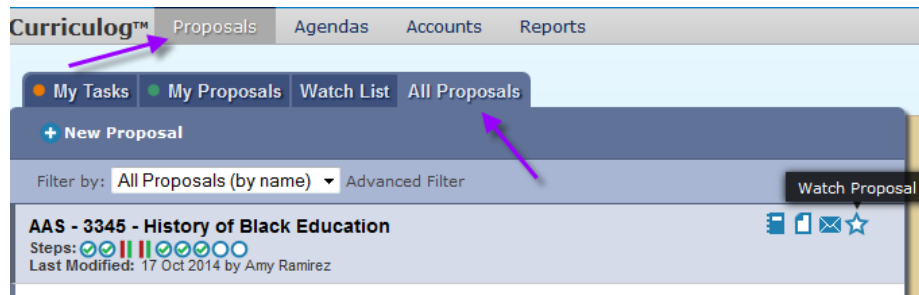
    3. After clicking the icon will become solid filled-in and will now appear in your Watch List tab.

    4. You can find all Proposals that you are watching in the Watch List tab.

- Remove a proposal from your Watch List
    - Clicking again on the star icon will remove the item from your watch list.
    - You may choose to stop watching a proposal at any time
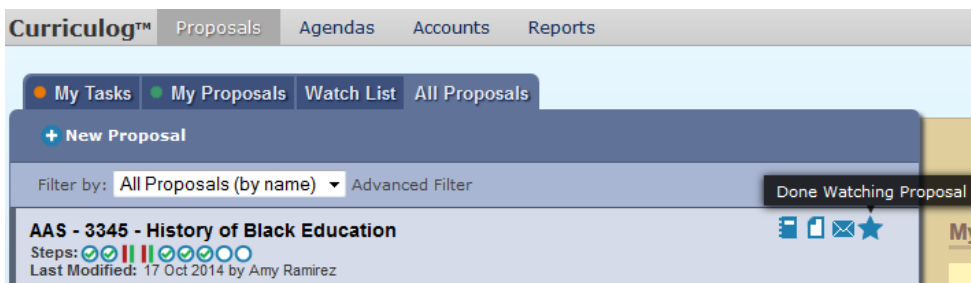
TRACKING THE PROGRESS OF A PROPOSAL

From the dashboard tabs you can easily determine the status of a proposal in its approval process.
Curriculog is icon-intensive. Hovering over icons with your mouse cursor will produce a pop-up hint for the icon's purpose.

- The number of approval steps required for each proposal is indicated by the number of circles displaying just beneath the proposal name.

Orange color = proposal that requires my attention/action.
Will also appear on My Tasks tab

Green color = proposal that I originated, but does not require immediate action by me. Will also appear on My Proposals tab

Blue color = proposal that does not require my attention/action and I did not originate. Will only appear on All Proposals or Watch

- My Tasks   • My Proposals   Watch List   All Proposals
- **+ New Proposal**

Filter by: All Proposals (by name) ▾ Advanced Filter

AAS - 3345 - History of Black Education
Steps: ⊘⊘ | | | ⊘⊘⊘⊘⊘
Last Modified: 17 Oct 2014 by Amy Ramirez

7 steps - third step restarted two times by adding/removing participants of the step

Architecture - College Name Change - change college name: Gerald D. Hines
College of Architecture
Steps: ⊘⊘⊘○○
Last Modified: 05 Dec 2014 by Amy Ramirez

5 steps

ART - 3397 - Selected Topics in Fine Arts
Steps: ⊘○○○○○○
Last Modified: 08 Sep 2014 by Karina Duran

7 steps

This proposal is part of a committee step. I have made my decision on the proposal, but it has not yet moved on from the step because the committee chair has not yet made the final decision.

- The decision rendered on each step is indicated by an alteration of the circle

- ○ = has not made a decision
- ⊘ = approved
- ⊗ = rejected
- ⊖ = held
- ⊙ = suspended
- ⊘ = cancelled
- Ⓨ = multiple decisions

- Hovering with your mouse cursor over any of the circles will produce a pop-up with information about the proposal's specific approval step name and status.