Curriculog Approvers

This document focuses on reading and approving proposals in Curriculog. Once you have logged into Curriculog you will see proposals that need your attention in the *My Tasks* tab. If you hold your cursor over the proposal, you can click to view a summary  , edit, or view decisions that have been made. Most people in this process cannot actually edit proposals.

* To read over the proposal go to edit then click  and change *Show Current* to *Show Current with Markup* to see proposed changes. You should now be able to see the original and the proposed changes. For a new course or program everything is a change but it might not be labeled.
* Clicking on  will also show you previous comments.
* If you are looking at a program form you have three choices next to Program Curriculum. The leftmost choice,, will show you the whole curriculum in a new window.
* To make a decision on a proposal, click on  under edit and choose *Approve* or *Reject* then click on *Make my Decision.* If you reject it goes back to the previous step; if you approve it goes on to the next step. Please do not choose *Hold, Suspend, Cancel* or *Custom Route* without talking to a system administrator first. Note that you can make a comment here.