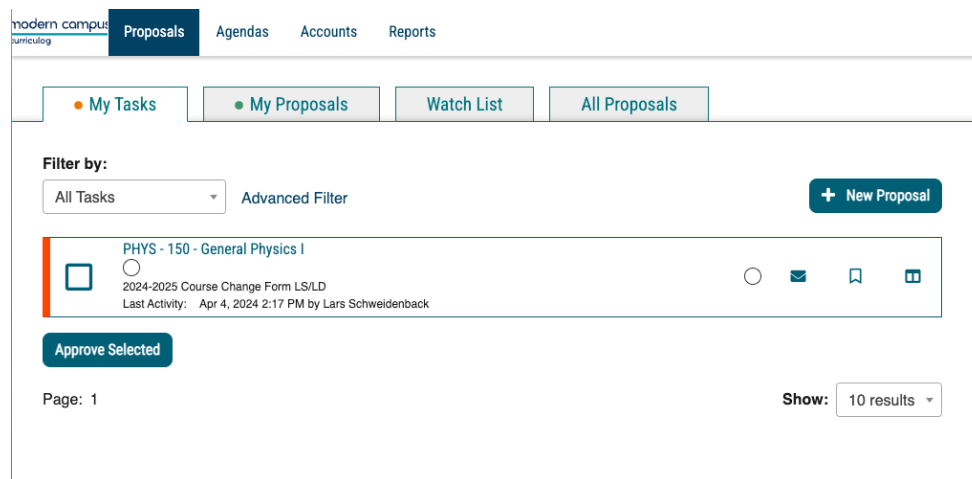


# Curriculog Guide

## Logging in:

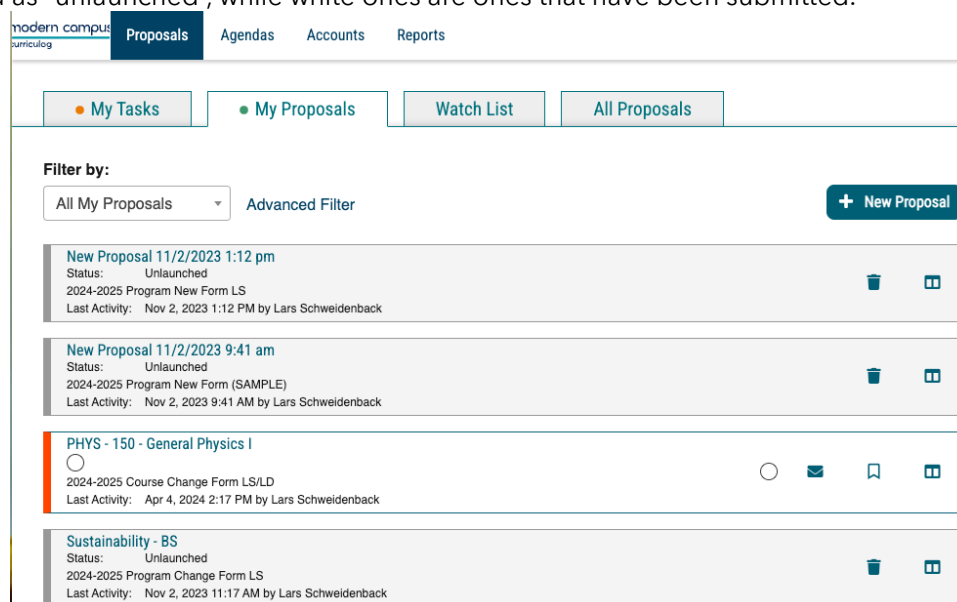
Any curriculum proposals must be made in “Curriculog” which can be found at <http://delhi.curriculog.com/>. Once you log onto this site, you will find a splash page.

Select “Login” in the upper right and log in using the Delhi SSO. Once logged in, you will see a landing page that includes four tabs—My Tasks; My Proposals; Watch List; All Proposals.



The “My Tasks” tab will show all proposals that are waiting for your review and vote or approval. You can select each proposal and view them by clicking on the name.

The “My Proposals” tab will show all proposals you created. You will be able to view where all submitted proposals are in the approval process. Grayed-out proposals have yet to be submitted and are labeled as “unlaunched”, while white ones are ones that have been submitted.



The “all proposals” tab will show all proposals. By default, it only shows active proposals, but you can edit the search function to show past proposals. You can also select to watch certain proposals to track them. Those proposals will be on the “Watch List” tab.


## Starting New Proposals:

To create a new proposal select the “+ New Proposal” button on any of the tabs. From there select the type of proposal from the list. To start the proposal, click the check mark ( ✓ ) next to the appropriate form.

When creating a new course, program, or microcredential, the proposal form will open immediately.

When completing a change or delete form, you will be asked to import what course, program, or microcredential you are changing or deleting. You can search for courses by prefix, code, and name. You can search for programs by name.

The image shows two side-by-side screenshots of proposal forms. The left form is titled "2025-2026 Course Change Form" and the right is "2025-2026 Program Change Form". Both forms have a "Search Curriculum Inventory" section. The left form has fields for "Prefix", "Code", and "Name". The right form has a "Program Type" dropdown set to "Program", a "Name" field, and a "Source" dropdown set to "2025 - 2026 College Catalog (Connected to Curriculumlog)". Both forms have an "Exclude previously imported results" checkbox and a "Search" button.

Upon searching and finding the right course or program click the button that looks like a piece of paper with a right-facing arrow  to begin the proposal. This will open a list of what is being imported. Select the “Build Proposal” button at the bottom to begin.

## Writing Proposals:

Once the proposal is launched, you can begin to fill out needed information. The top of the proposal will have instructions. The right-hand side will show the approval process. This approval process can be minimized by clicking the X in the top right of the screen.

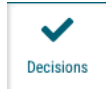
If this is a new program, course, or microcredential, fill in all information.

If this is for a change to a program, course, or microcredential, make any needed changes by just editing the information on the proposal. The program will work like “track changes” in word and show the proposed changes.

Once you are finished, hit the “Validate and Launch Proposal” at the bottom to launch the proposal and send it to the first vote in the approval process.

## Approving Proposals:

If you, as an agenda administrator, need to approve a proposal, check to make sure the program or area has voted to approve it. Open the proposal. After reading it, you can select the Decisions (with



check mark) button on the right-hand side. From there you can either “approve” or “reject”. “Approve” will move the proposal on to the next step, while “reject” will return it to the originator of the proposal.

You can also bulk approve proposals on the “My Tasks” tab by selecting all that need approving and clicking on the “Approve Selected” button.