

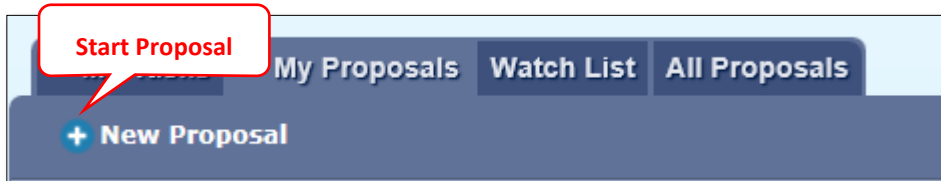
# East Tennessee State University


## Curriculog

### New Course Proposal Instructions


#### How to Start a New Proposal for a New Course

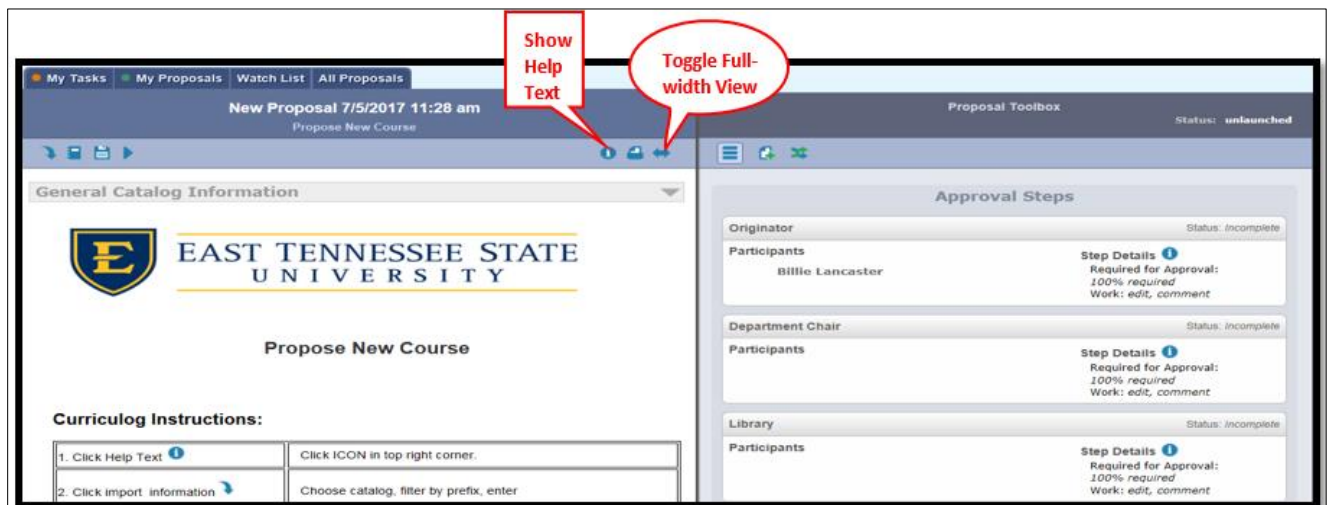
1. After logging in and navigating to the Proposals module, select the New Proposal link. (This is available from all four tabs.)



2. Select a Course Curriculum Form and click the check mark icon . Proposals can be filtered by type using the tabs at the top (**Courses, Programs, Others**).



3. Turn on the Help Text by clicking the icon  at the top of the screen (photo on right). This provides instructions for proposal content.



4. Toggle full-width view removes the Proposal Toolbox view.



5. Complete all fields that apply. Fields marked with a red asterisk \* are required and the proposal will not move forward until the fields are complete. Some fields have drop-down boxes for you to choose the appropriate item.

<b>Subject:*</b>	Select an option	
<b>Course Rubric:*</b>		<b>Course Number:*</b>
<b>Course Level:*</b>	ACCT ADVR AFAM AGRI ALHE	graduate
<b>Is this course dual listed?*</b>		<b>If yes, enter the dual listed number</b>

6. For the **Course Level** field, select the level that applies to the course (Undergraduate or Graduate). For dual-listed courses, select both option.


<b>Course Level:*</b>	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate
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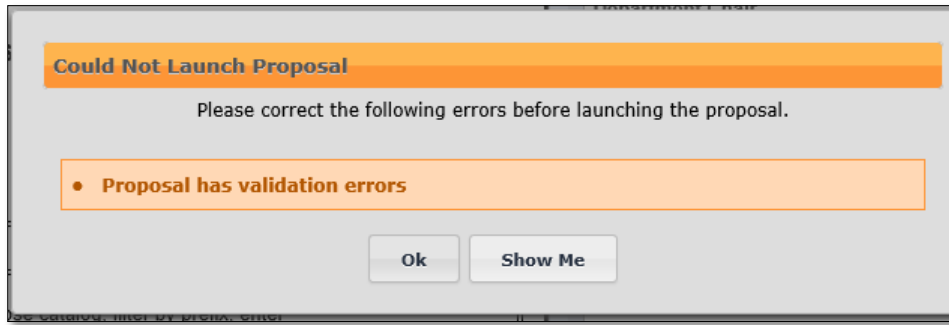
7. Fields with **TABLE INSTRUCTIONS**, require clicking on the link in the instruction, completing the table and then pasting the completed table in the field.

**TABLE INSTRUCTIONS:**  
Click [Course Expected Learning Outcomes](#) table link; complete the Word table, copy, and paste into the text box. Assure consistent display.

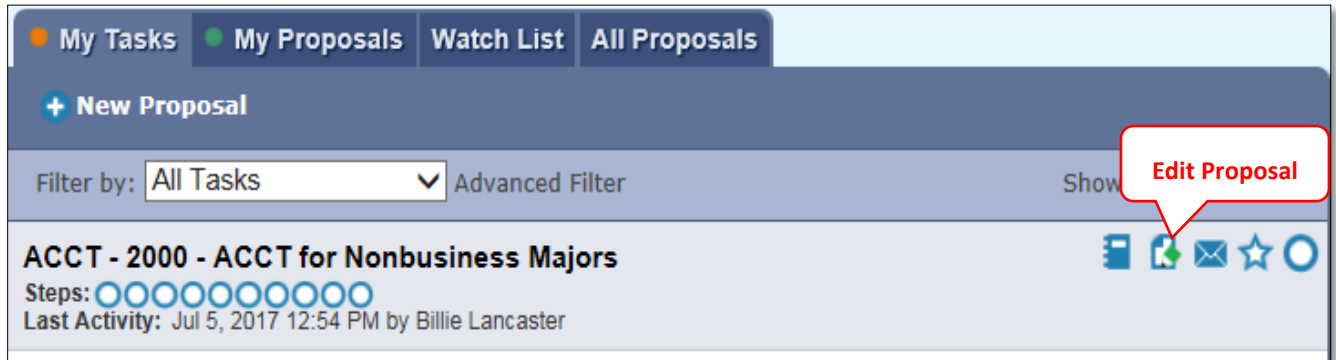
**Expected Learning Outcomes:\***

<b>B</b>	<b>I</b>	<b>U</b>	$x_2$	$x^2$	$I_x$	$\frac{1}{2}$	$\frac{3}{4}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	ABC
Format	$\frac{1}{2}$	$\frac{3}{4}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$

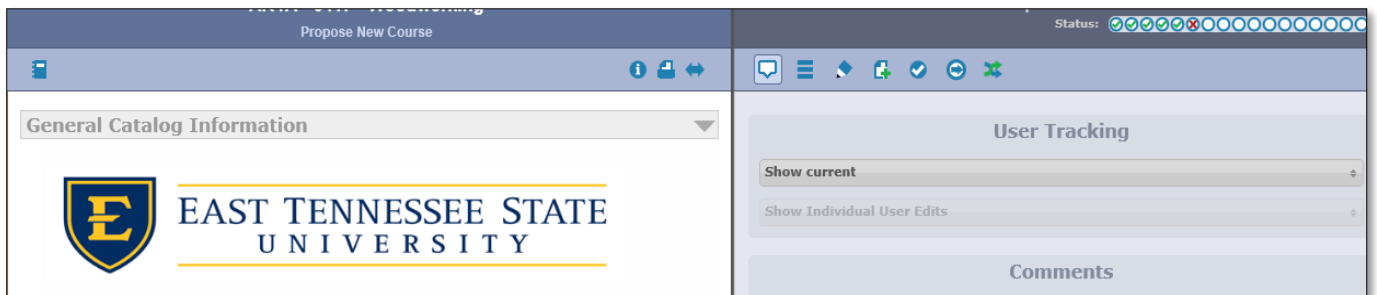
8. When all fields are completed, you may launch the proposal by clicking the  icon at the top of the page. Once launched, if you have left a required field blank, you will be prompted with a pop-up box with orange error text to correct the issue.







9. After launching the proposal, you can still make changes by click on **My Tasks Tab** and select Edit Proposal to begin making changes to the proposal.



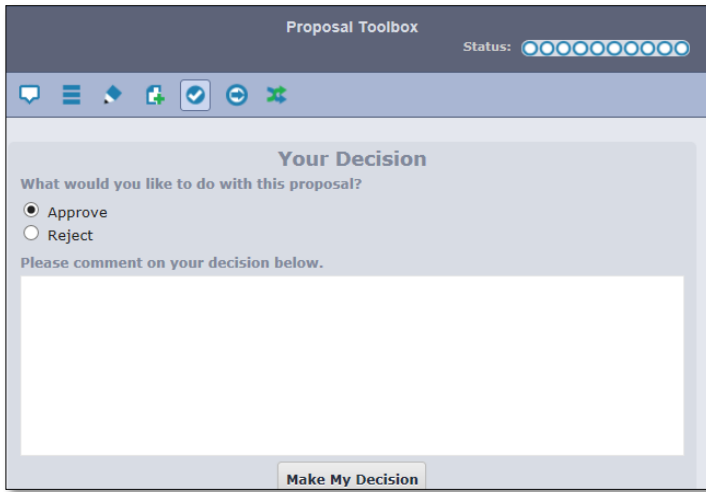
10. Once in Edit Proposal Mode you will have additional icons to the right of the screen



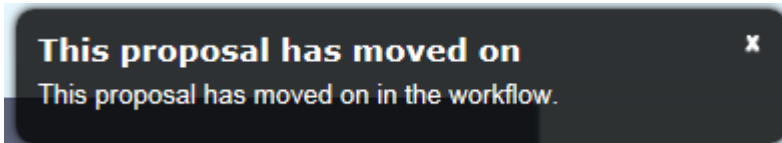
 - to view discussion;  - Approval steps;  - Attach files;  - Decision (approve or cancel proposal). As changes are made be sure to save changes. You can see changes as you work by selecting "Show Current with markup."

11. **When all changes are made, it is time to make a decision on the proposal.**

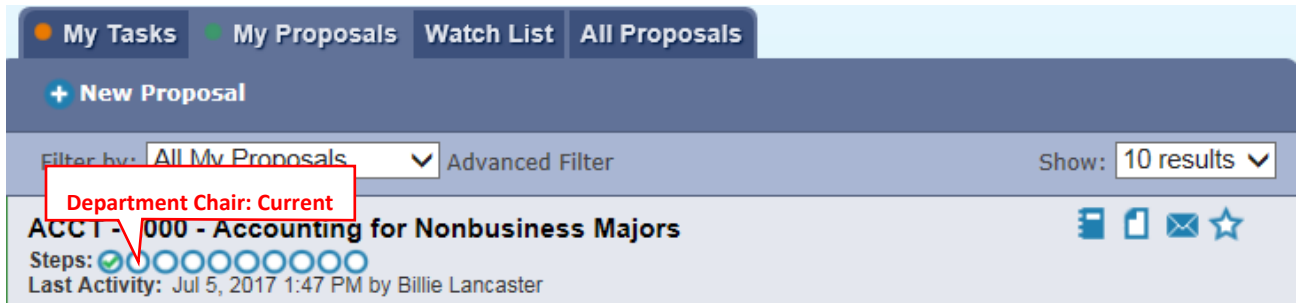
- Select Decisions in the Proposal Toolbox. (If you chose to work in full-width view, please toggle back with the double arrow in the Form to see the Proposal Toolbox to make a decision.
- Select approve or reject.
- Select Make My Decision.



- Upon making your decision, you will see the following message:



- The proposal is now in My Proposals Tab. You can monitor the progress by hovering over the Steps under the course title. Each blue circle represents an approval process.



12. This completes the process of submitting a curriculum proposal for a New Course.