SW Curriculog

Proposals

My Tasks

My Proposals

Watch List

All Proposals

A proposal is a form that follows a workflow to receive an approval and is tied to an approval process in a 1:1 relationship. Proposals may be used to create or make changes to courses or programs. Administrators will create an Approval Process, which you will select to act as the template to base your proposal on. Selecting the Proposals Module from the top navigational menu will populate the left pane with options relevant to managing proposals.

From the Proposal Module in the top navigation, you will now have access to the My Tasks, My Proposals,

Watch List, and All Proposals tabs.

- My Tasks lists all proposals in which you are an active participant and awaiting action from you.
- My Proposals lists all proposals you have created, whether they have been launched or not.
- Watch List lists all proposals you have selected to watch. You may or may not have editing permissions or decision-making abilities on an item you are watching, as you can watch any proposal in progress. You may choose to stop watching a proposal at any time.
- All Proposals lists all proposals in Curriculog and provides the Advanced Filter.

Below these tabs is the New Proposal link. Selecting New Proposal will open the workflow to create a new proposal.



There are various icons and colors associated with the proposals.

The thin colored bar that appears to the left of the proposal will change based on the relationship with the user.

- Blue No action currently required as you are not an active participant on this proposal on the current step.
- Green You are the originator of this proposal, but you are not an active participant on the current step and no action is currently required.
- Orange You are an active participant on the current step and an action is required from you. There are numerous other icons that may be associated with proposals as well, which will be outlined below.



