

## Curriculum End-User Instructions

### Logging In Overview

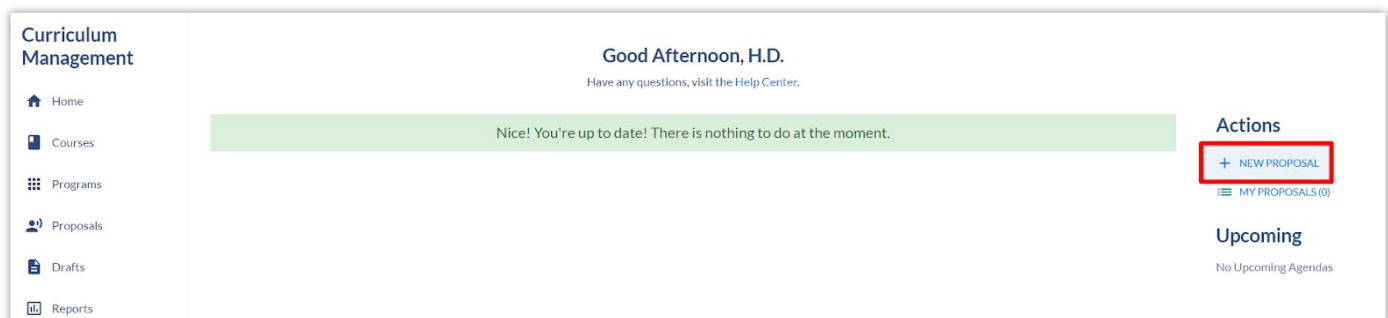
- Log into Coursedog at [app.coursedog.com](http://app.coursedog.com) with your institutional email address and the password provided by your institution's Coursedog administrator.
- If your institution is using single-sign-on (SSO), you will be redirected to your institution's login page.

### Proposing a New Course or Program Overview

You can submit a proposal for a new program or course in two ways:

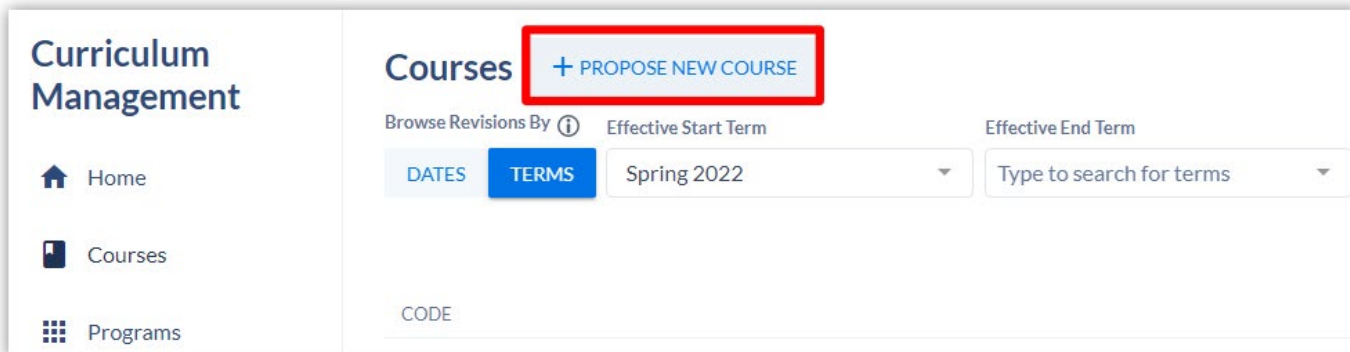
#### *Curriculum Homepage*

Click "+New Proposal" from the Curriculum homepage and then follow the on-screen prompts.



### *Course or Program Page*

Navigate to the “Courses” or “Programs” tab on the left-hand side of your screen and then select “+ Propose New Course/Program”.



The screenshot shows the 'Curriculum Management' interface. On the left is a sidebar with 'Home', 'Courses', and 'Programs' options. The main area is titled 'Courses' and features a red-bordered button labeled '+ PROPOSE NEW COURSE'. Below this, there are filters for 'Browse Revisions By' (with a help icon), 'Effective Start Term' (set to 'Spring 2022'), and 'Effective End Term' (with a search box labeled 'Type to search for terms'). At the bottom, there is a 'CODE' input field.

## **Saving Proposal Drafts**

### **Overview**

- All changes to your proposal will auto-save; if you need to navigate away from the page before you submit your proposal – and need to access your draft later – you can find that at Curriculum > Drafts.
- Proposals will be sorted by the order in which they were created – not the date edited – with the oldest at the top, and the newest at the bottom.

### **Listed Information**

#### *Name*

The course or program title associated with the proposal.

#### *Title*

The type of proposal (e.g. New Course, New Program, Edit Program, etc.).

#### *Created By*

The author of the request.

#### *Last Edited At*

The date the proposal was last updated.

## **Proposing Edits to a Course or Program**

### **Overview**

- You can propose edits to a course or program by opening the course or program and selecting “Propose Changes” under the “Actions” menu on the right-hand side of the screen.
- Alternatively, some users with applicable permissions might see the option to “Edit Course/Program” directly. Whereas “Propose Changes” sends changes through an approval workflow before they are finalized, the “Edit Course/Program” option makes changes directly/immediately without triggering a workflow.

## **Proposing Other Document Types**

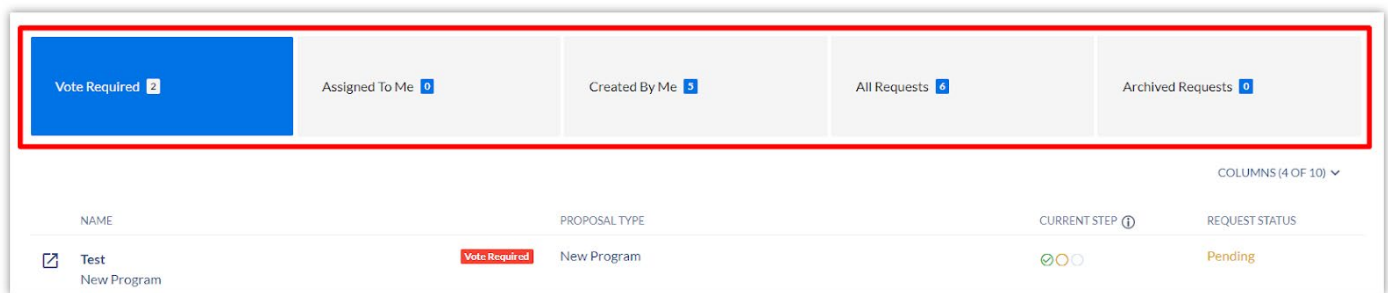
## Overview

- Courses and Programs aren't the only things you can propose in Curriculum – you can submit additional proposals using the “Campus” option on the left-hand navigation.
- Options will vary by institution – depending on what your school's admin has established – but common examples include New Academic Policies, Change of Major, Declaration of Minor, Change of Grade, Student Handbook, Student Hold on Record, Grad Requirements, Major Advising forms, Leave of Absence, Non Degree Enrollment, and Academic Calendar.

## Proposal Dashboard Overview

### Overview

- Coursedog's Proposal Dashboard makes it easy to manage any proposals you've created or need to vote on.
- Depending on your permissions, you might see up to five categories: Vote Required, Assigned to Me, Created by Me, All Requests, and Archived Requests.
- Clicking each tab could potentially show a different set of proposals.
- You can add columns and apply filters to change what you see; save your views; save a default view; and export results.



## Viewing Proposal Details

PATH: Curriculum > Proposals > (Click Proposal)

### Overview

- When you click on a proposal in the Proposal Dashboard, that will open the proposal's details (left side) as well as a Proposal Toolbox (right side).
- The details view includes the proposal in its entirety, related dependencies, and changes in red (if applicable).
- The Proposal Toolbox is where you vote on the proposal as well as view its related workflow and any activity regarding the proposal.
- You can also use the “activity” option to add notes/comments regarding the proposal.

### Learn More

Learn more about viewing proposal details [here](#).

[← ALL PROPOSALS](#)
Submitted on 11/30/2022 at 3:11 PM by Tiffany Winters ( [twinters@coursedog.com](#) )

[EDIT PROPOSAL](#)
[ARCHIVE PROPOSAL](#)
[DELETE PROPOSAL](#)

## Curriculum Program Proposal

Proposal Type

Edit Program

Form Title

Edit Program Form

Author

Tiffany Winters

Program

BS in Biology

[PROPOSAL](#)
[DEPENDENCIES](#)
[CHANGES](#)

### General

Program Type

—

Catalog Full Description

—

Catalog Image




Image description

—

Catalog Display Name

—

Important: The Web Content Accessibility Guidelines require all images to have a description to convey the purpose of the image to users using assistive technologies. Please provide a description to ensure your catalog remains WCAG 2.0 compliant.

DOWNLOAD PDF

### Proposal Toolbox

Status: Pending

Decisions: 🟢 🟡 🔴

[DECISION](#)
[WORKFLOW](#)
[ACTIVITY](#)

What would you like to do with this request? You can...

🟢 [APPROVE](#)

🔴 [REJECT](#)

🟡 [SUSPEND](#)

↩️ [ROUTE BACK](#)

Please comment on your decision below.

Enter comment here

[SUBMIT DECISION](#)

Current step

Route Back Test

Status: Pending

Deadline: No deadline