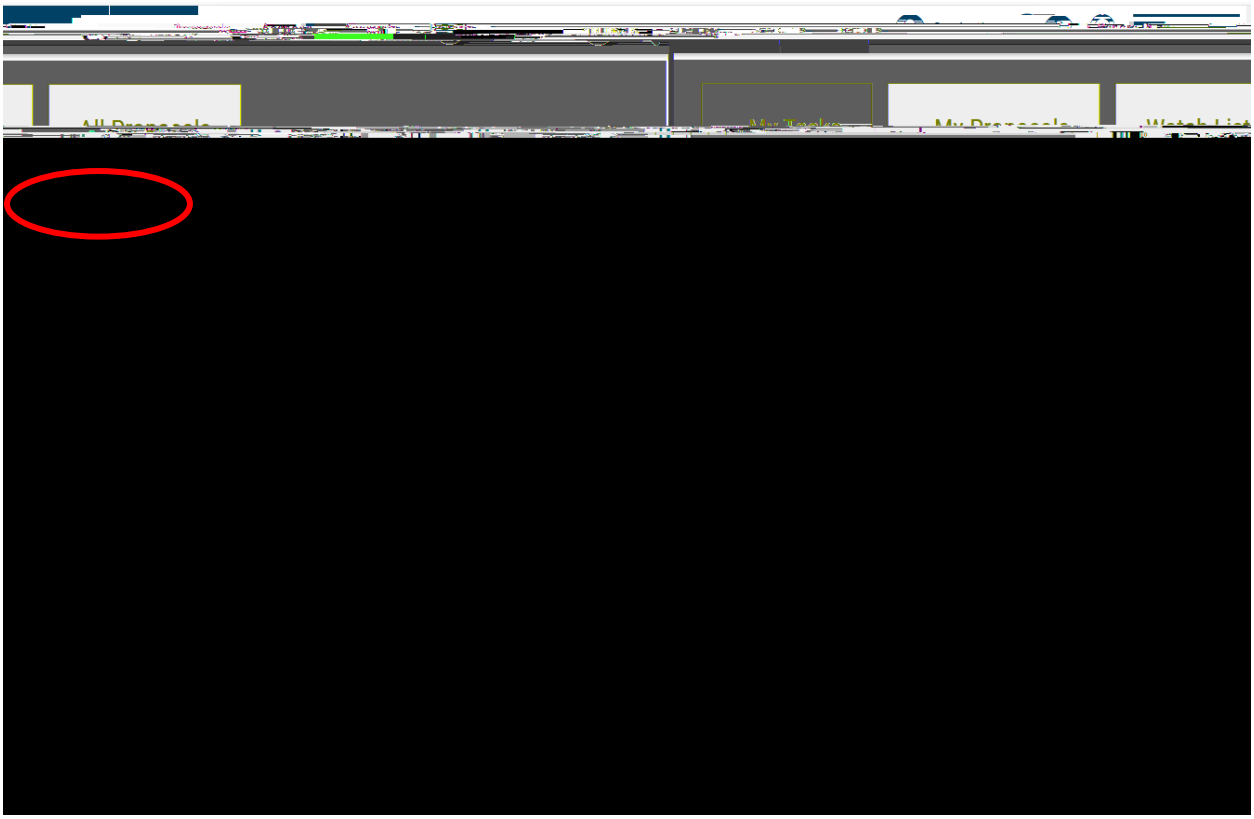
USF Curriculog - Course Proposal Overview Tutorial

Welcome to the University of South Florida's Curriculog Course Proposal Overview. This tutorial provides brief information about how to navigate the Curriculog Course Proposal system.

To learn more about specific course and curriculum change proposals, visit the USF Undergraduate Studies Curriculum website at https://usf.edu/ugs-curriculum-

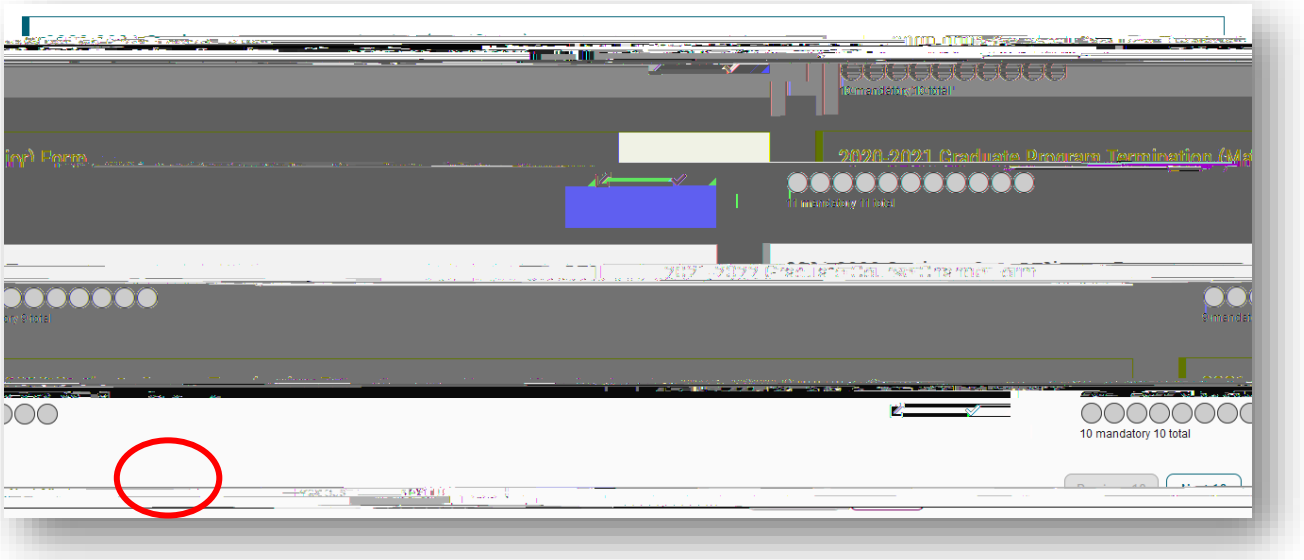
The Curriculog dashboard will be displayed after logging into the site. For more information on how to navigate, please view the Curriculog Navigation tutorial on the Undergraduate Studies Curriculum website (https://usf.edu/ugs-curriculum-training).

On your dashboard, you will click the “New Proposal” button. It is the blue button under the second set of large tabs.

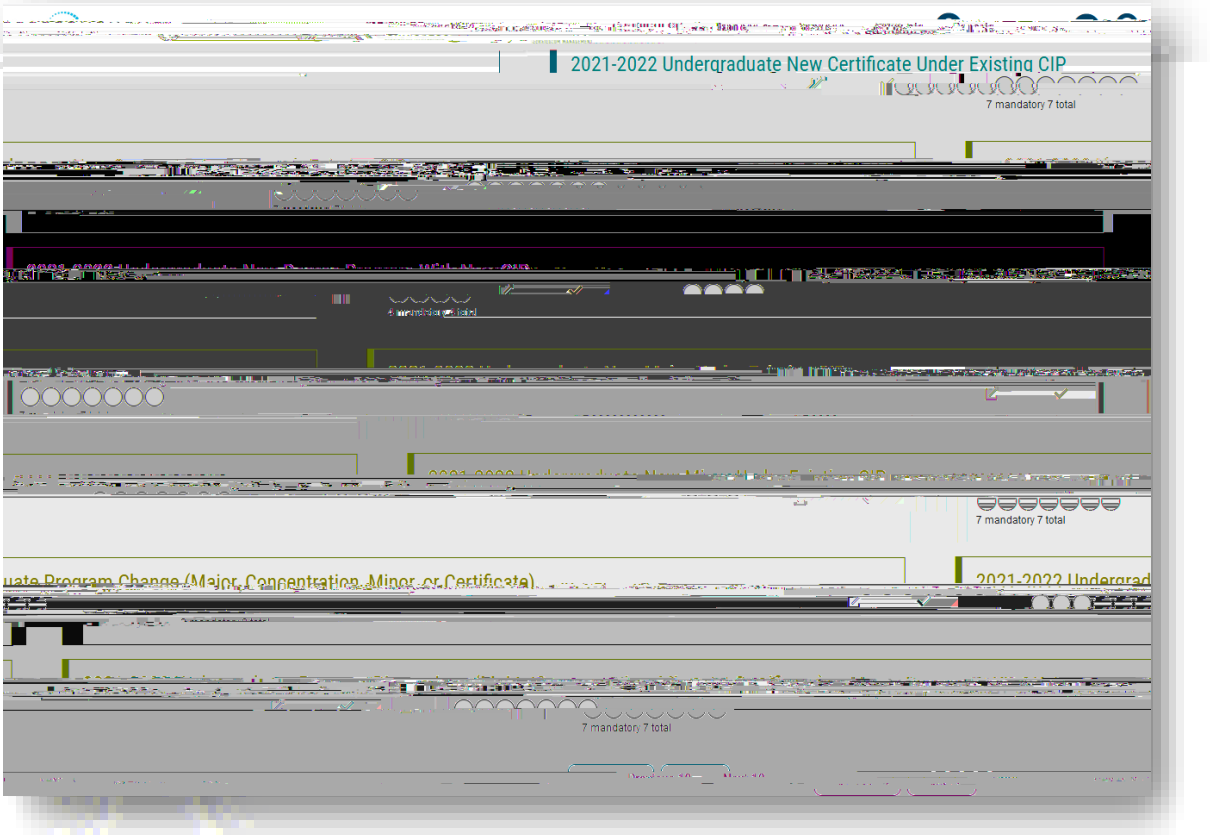


Graduate and Undergraduate proposal forms will be displayed. Graduate forms are displayed first, followed by Undergraduate proposal forms. Ten forms are displayed at a time. Scroll down to the bottom of the first display and click the “Next 10” button to display the next set of forms on the next screen.

Note: You can go back to the first set of ten proposals by clicking the “Previous 10” button at the bottom of the screen. Or you can look for more forms by clicking the “Next 10” button.



There are a number of Undergraduate Proposal Forms. This includes Course, Curriculum, or Program Change Proposals. You can scroll through the list to find the proposal form that fits your needs. If you are not sure which form fits your need, please email the UGS Curriculum team at UGS-DOCurriculum@usf.edu and we will be happy to assist you.



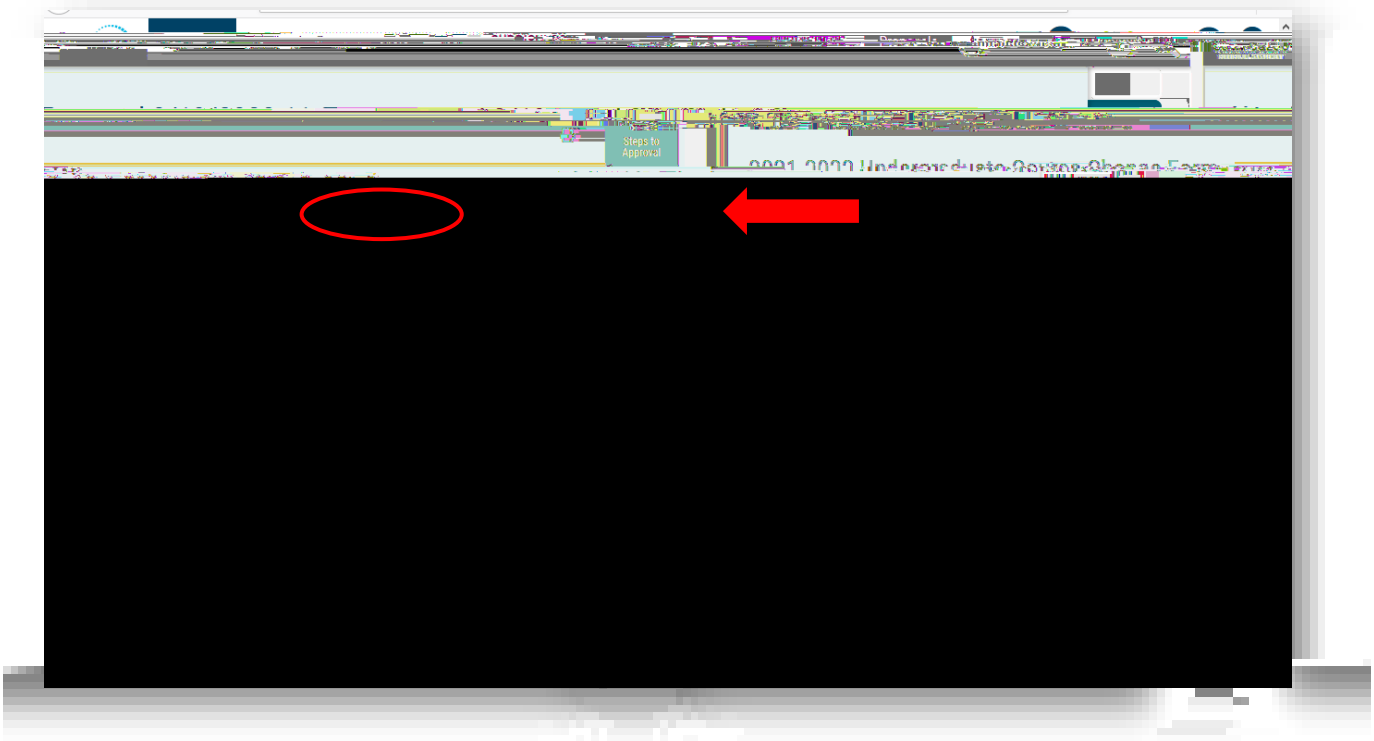
The second icon to the right of each form is the “Check mark” icon, which will start the proposal in Curriculog. Click the “Check mark” icon to open the proposal form. This may take some time

The steps in the workflow process are dependent on whether the proposal goes to Undergraduate Council or the General Education Council. If adding a High Impact Practice (HIP), the steps will vary depending on which HIP is being added to a course. HIP attributes are reviewed by the corresponding office prior to going to the appropriate faculty council.

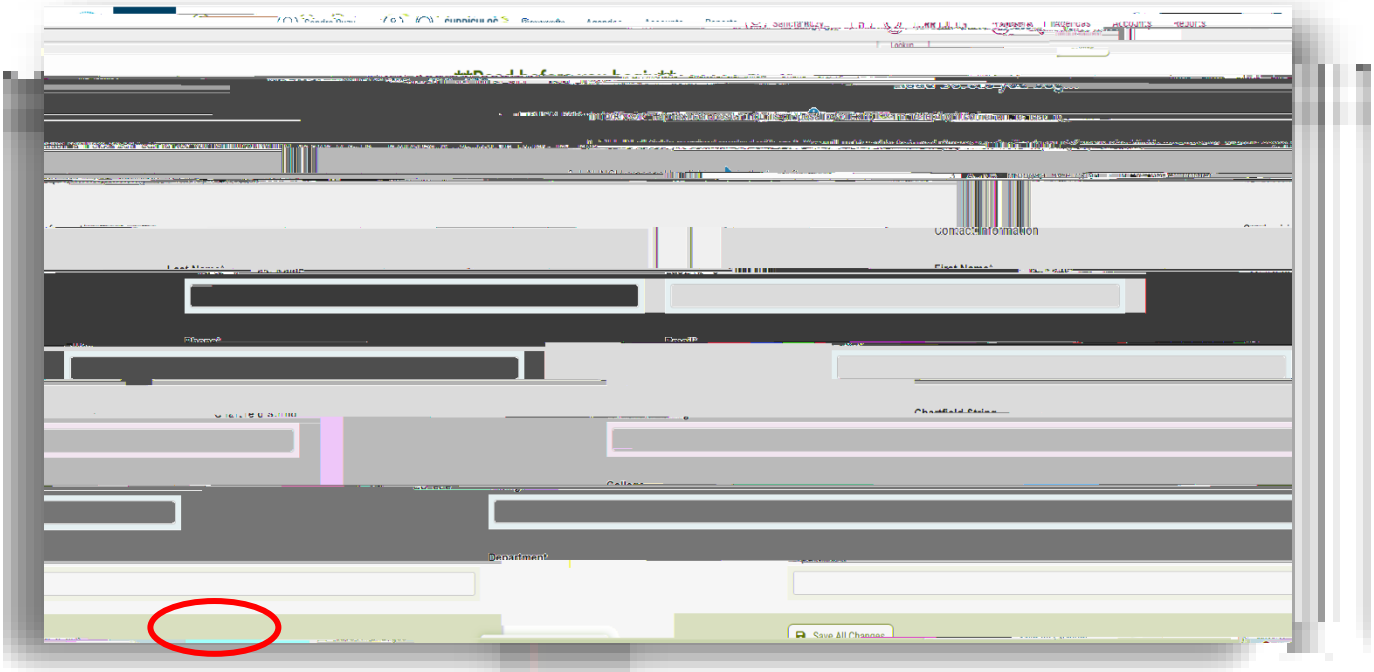
To close the workflow steps or the “Proposal Toolbox

Within the proposal, there are several icons at the top. The functions of these icons will be covered in the specific proposal form tutorials at the UGS Curriculum website (https://usf.edu/ugs-curriculum-training).

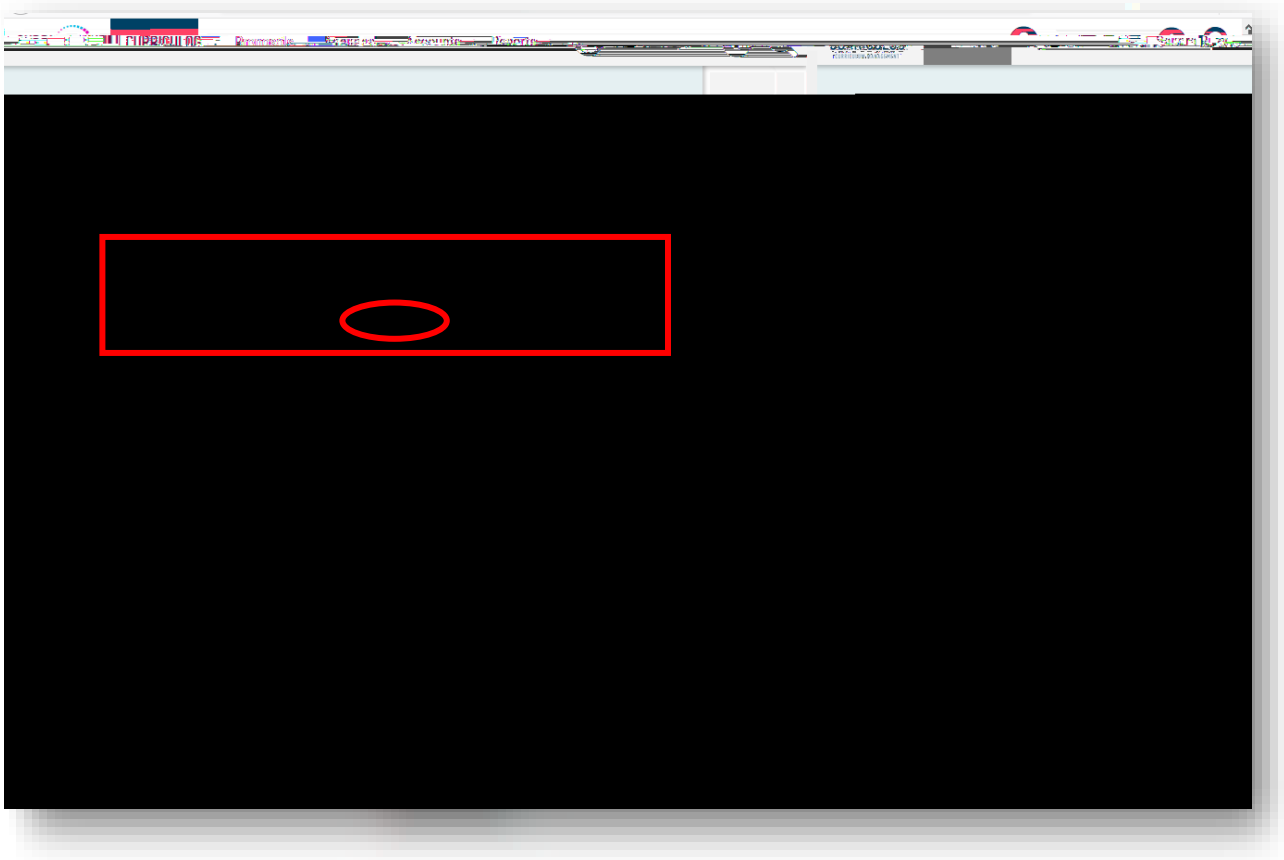
You will want to save the proposal as you work it on. The “Save All Changes” icon in the top toolbar will save the form. This way you can save your changes and leave the form without losing the information. Saving changes does not send the form to the next step in the process.



There will also be a floating “Save All Changes” icon that appears at the bottom of the form screen. This is a quick way to save the form while editing so that you do not need to go to the top of the screen to click the “Save All Changes” icon.

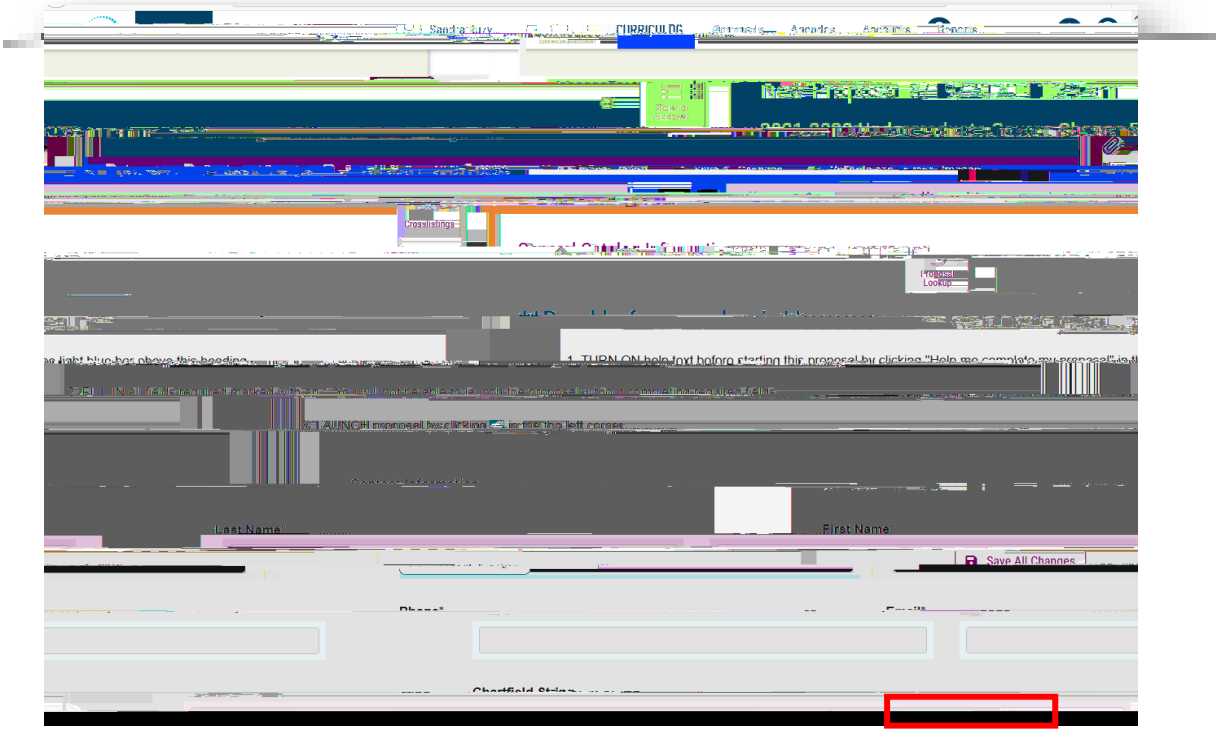


This will display the various print options for the proposal form. Once you have selected an option, click the “Print Proposal” button.

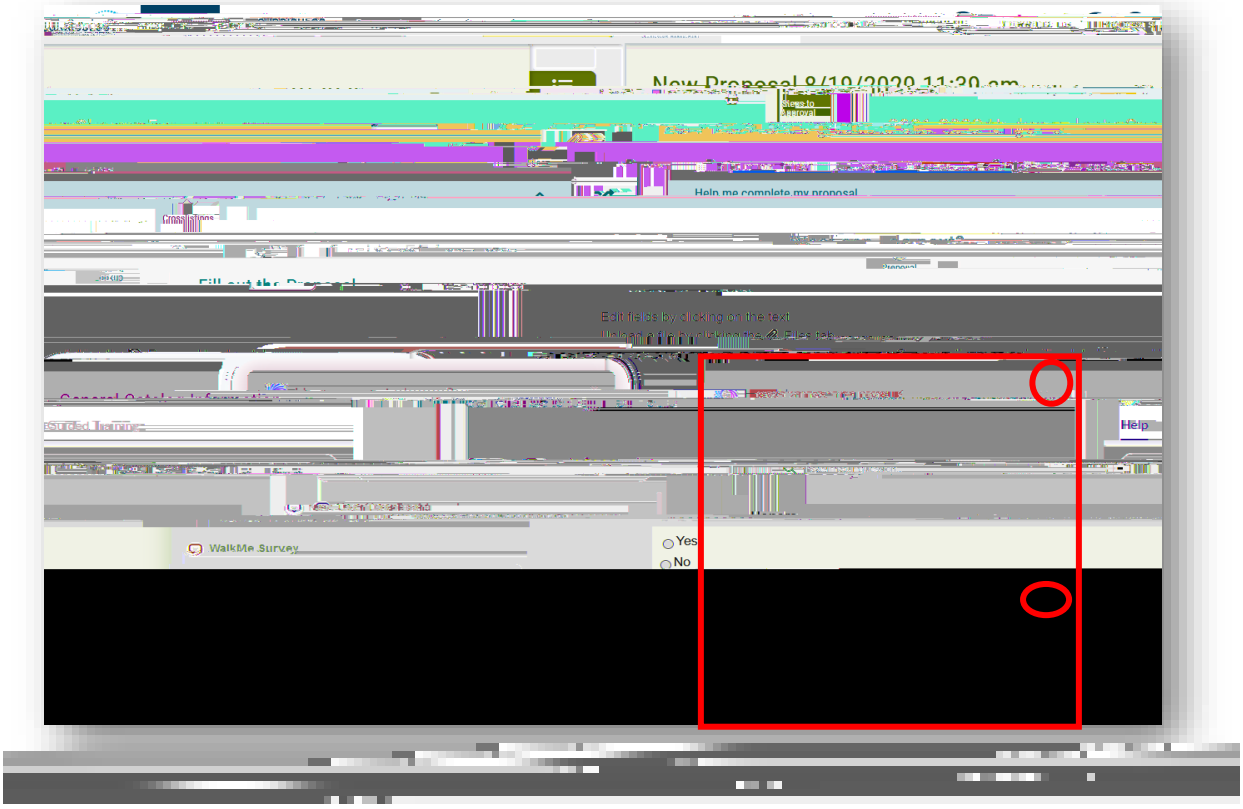


Once you have saved the proposal form, you can close the “Print Proposal” screen by clicking the X

There is also a “Need Help” icon in the lower right of the screen which will always be displayed as you work in the proposal. Click this option to bring up the Curriculog system help menu.



Click any of the drop-down arrows to display specific information. Click the X in the upper right of this screen to minimize this information.



The New Course and Course Change Proposal forms have a number of sections; some of which you will complete, and some of which are completed by the approval workflow process owners.

To make it easier to navigate the forms, each section should be collapsed. At this time, Curriculog does not open the forms with the sections collapsed; you will need to do this manually.

Go to the small arrow to the right of the section heading. Click the arrow circled in red and the section will collapse. You can open the section by clicking the arrow again.

You may find it easier to collapse all before you begin the proposal. You can then open only the

This concludes the University of South Florida Curriculog Course Proposal Overview tutorial. Additional Curriculog tutorials are located at https://usf.edu/ugs-curriculum-training, as well as important dates and deadlines, FAQs, and other resources.

You can email the UGS Curriculum Team at UGS-