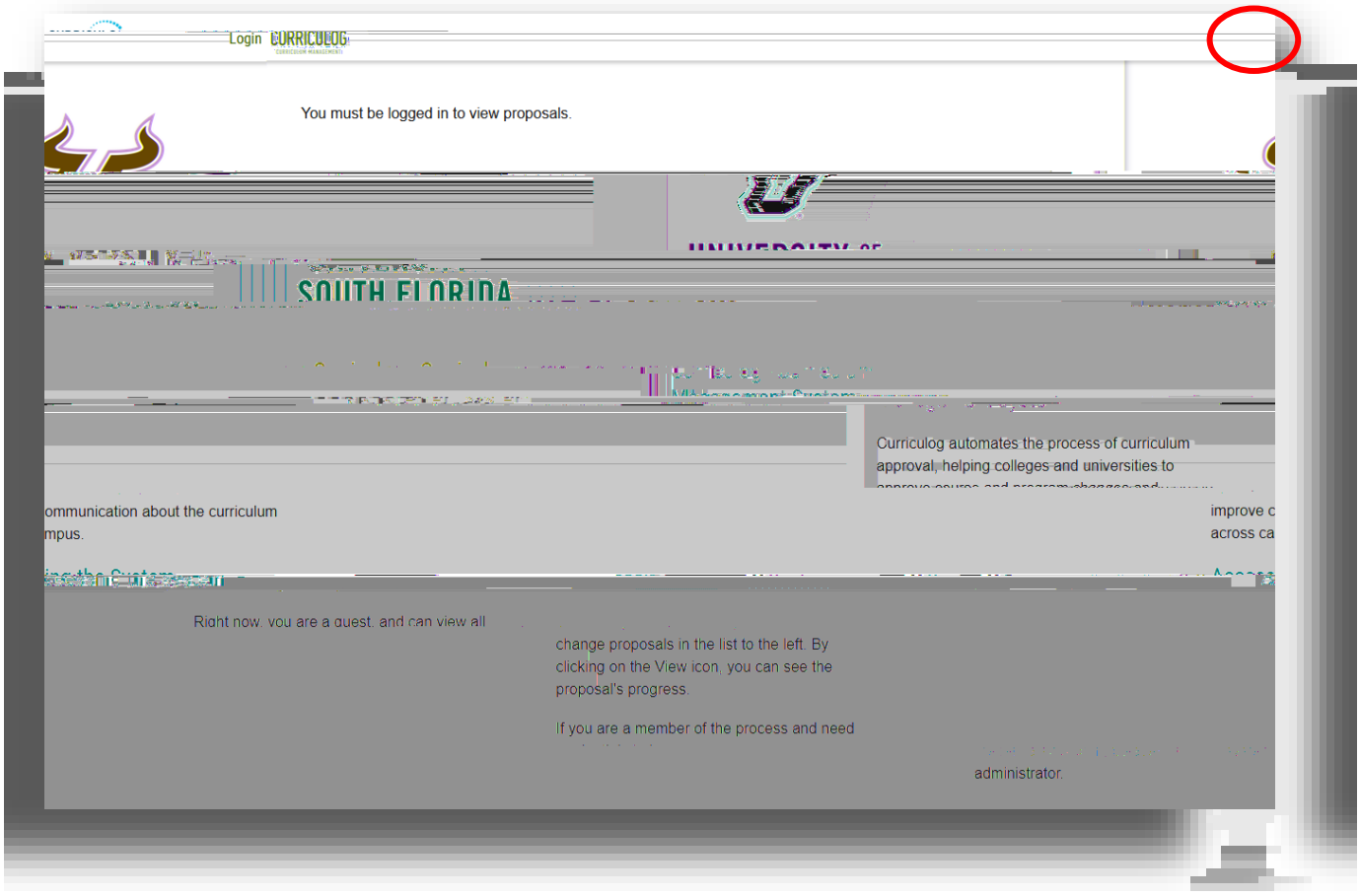
USF Curriculog Navigation Tutorial

Curriculog Navigation training tutorial. Curriculog is a web-based proposal management system.
process. It automates the processes of curriculum change proposals and new, discontinue, and change course proposals.

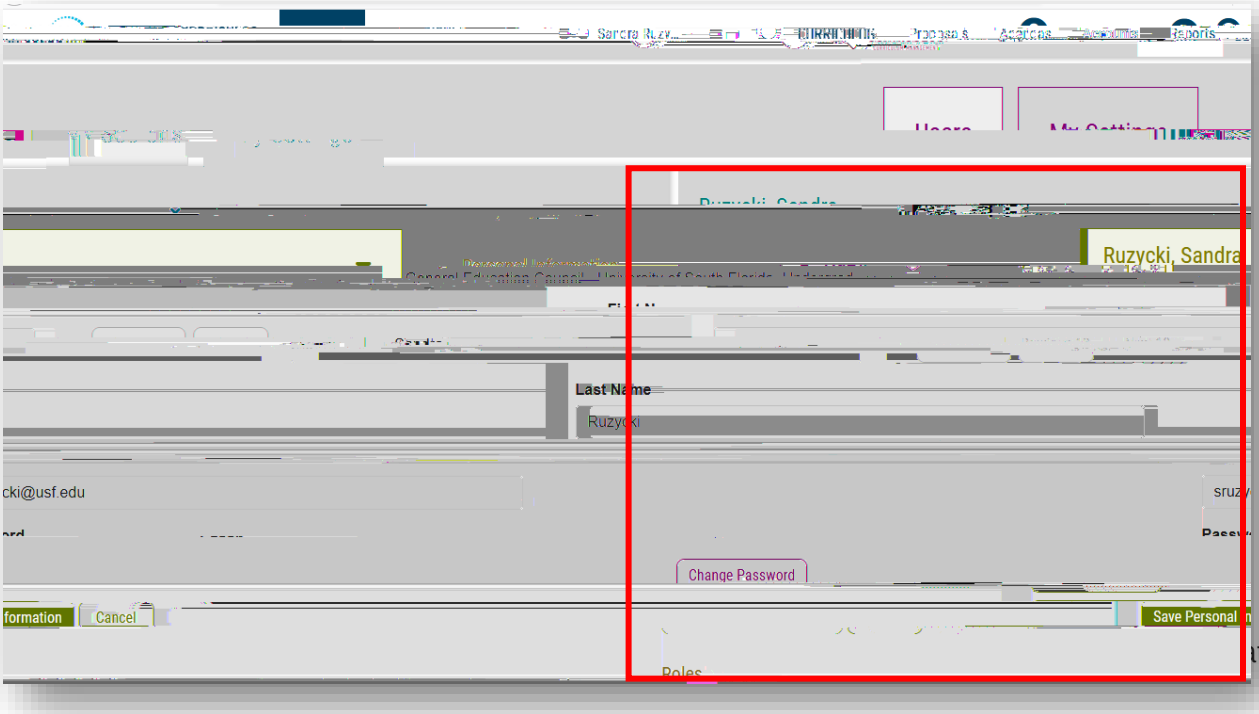
To optimize the Curriculog experience, it is best to use Firefox or Chrome as your browser. You can access the Curriculog system at https://usf.curriculog.com/. USF has a single source log in. Click the Login in the upper right of the screen.



Setting Email Notification Preferences

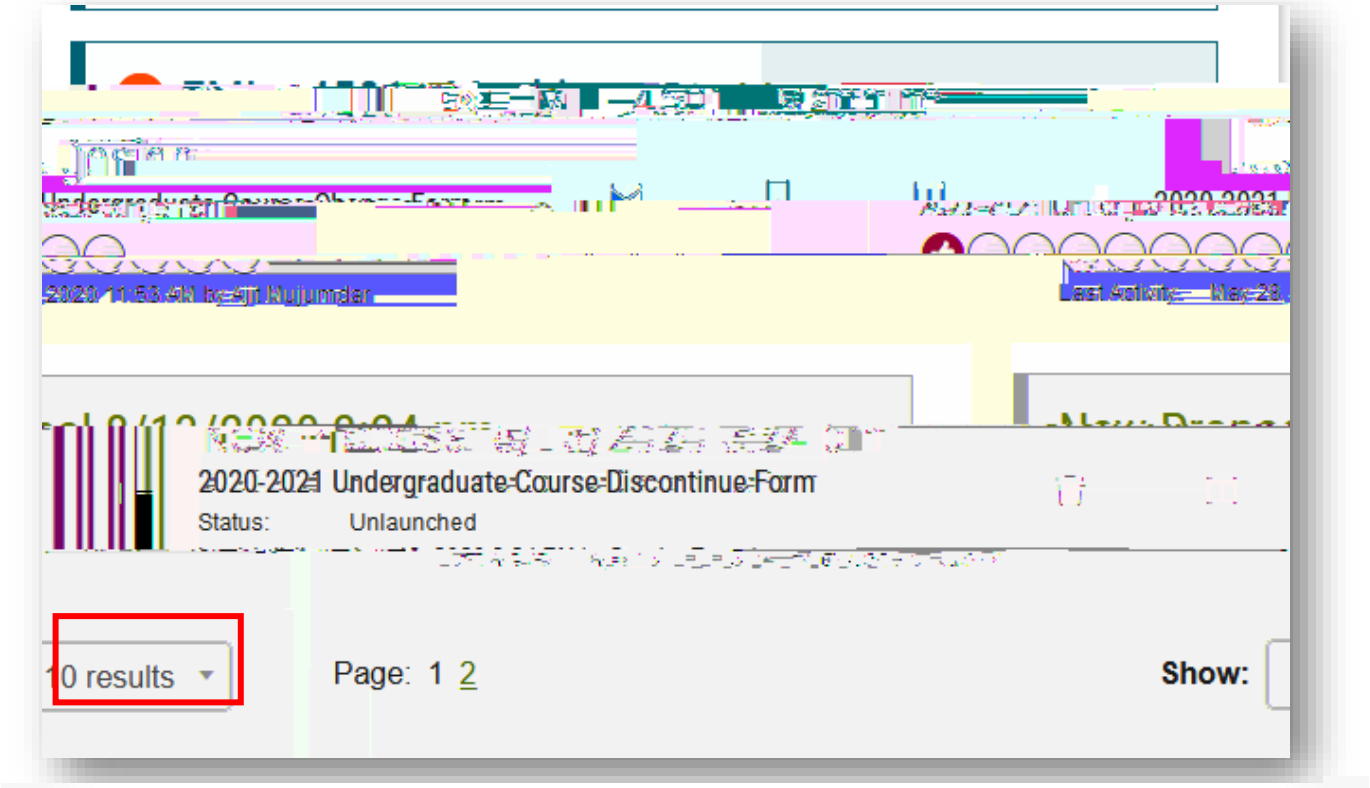
You can adjust how often you receive email notifications from Curriculog by clicking on your user name to bring up a drop-down menu. Hover over your name and click from the drop-down.

Then click on your name.

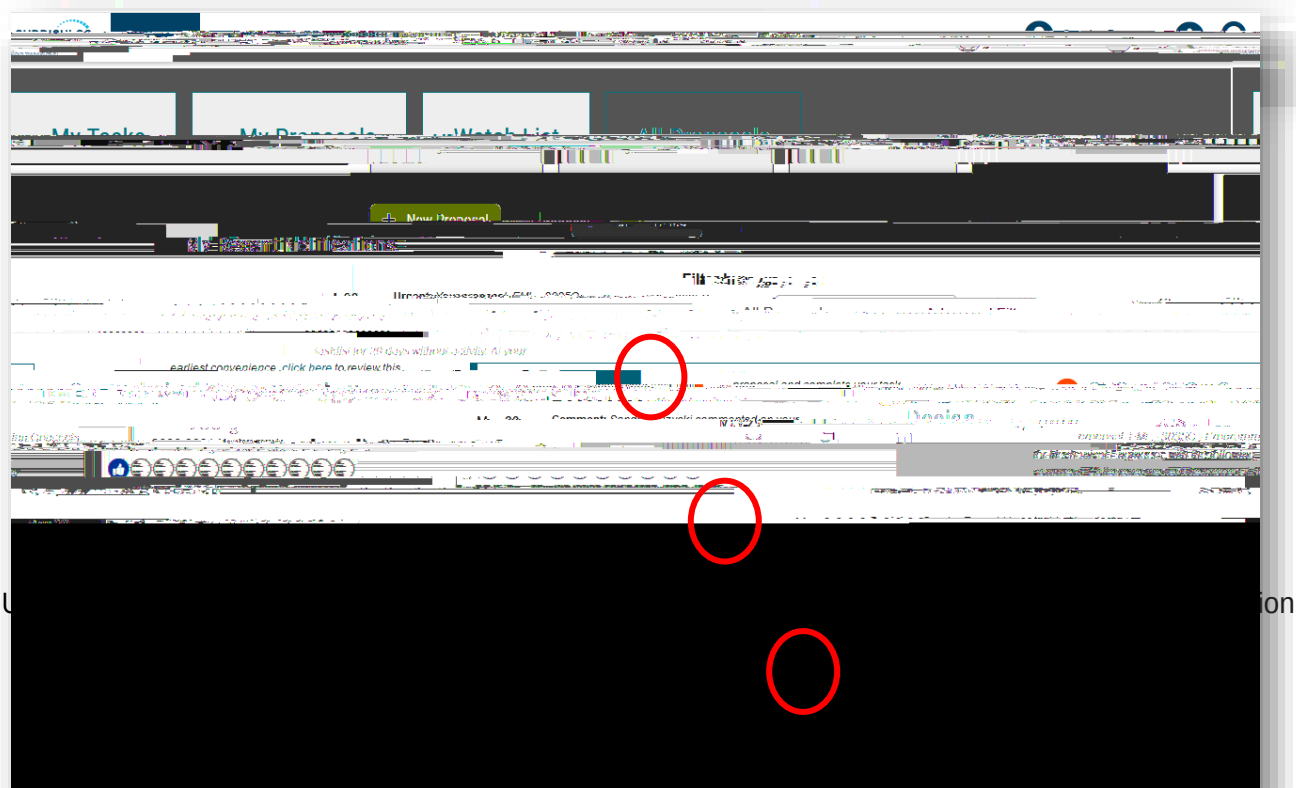


Dashboard -

To view the next set of proposals, scroll down the list and select the next set of proposals.



Hovering over the icons to the right of each proposal title displays the function of each. The user can send a message about the proposal, place the proposal on a Watch List, or view a summary of the proposal.



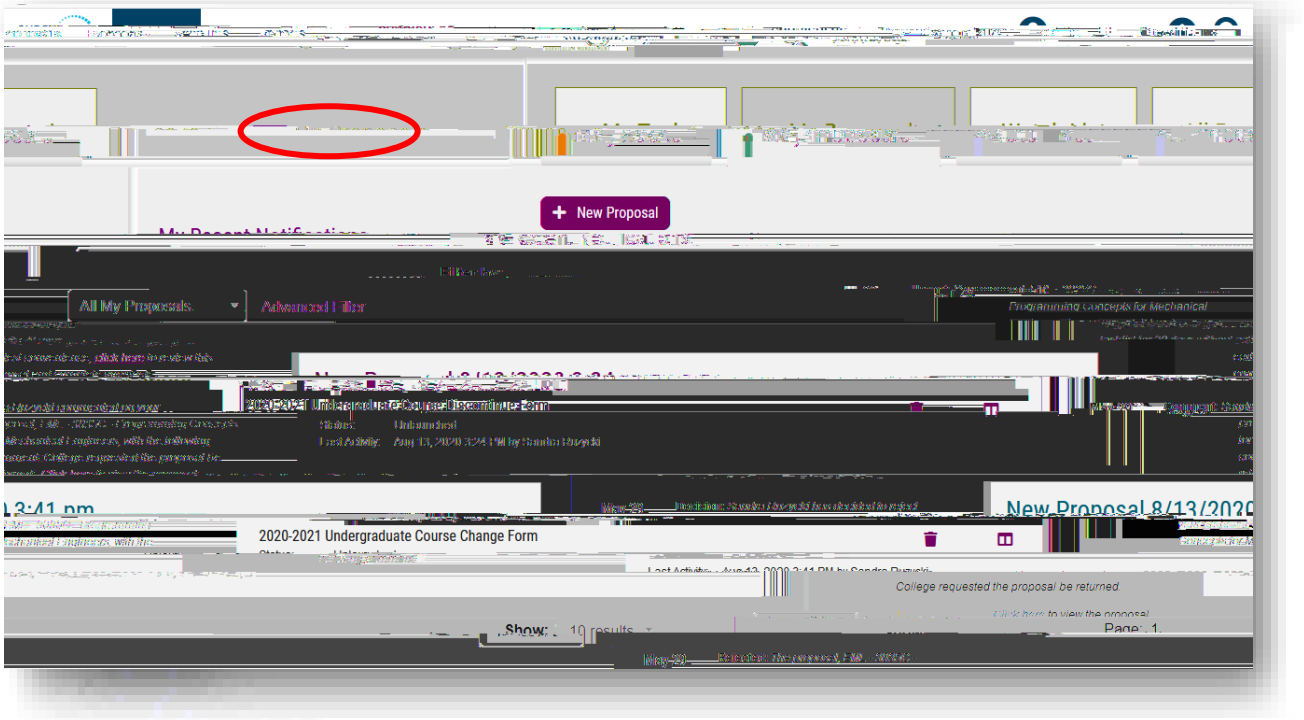
By clicking
dashboard. To close the summary, click the X in the top right of the summary screen.

Dashboard – Watch List

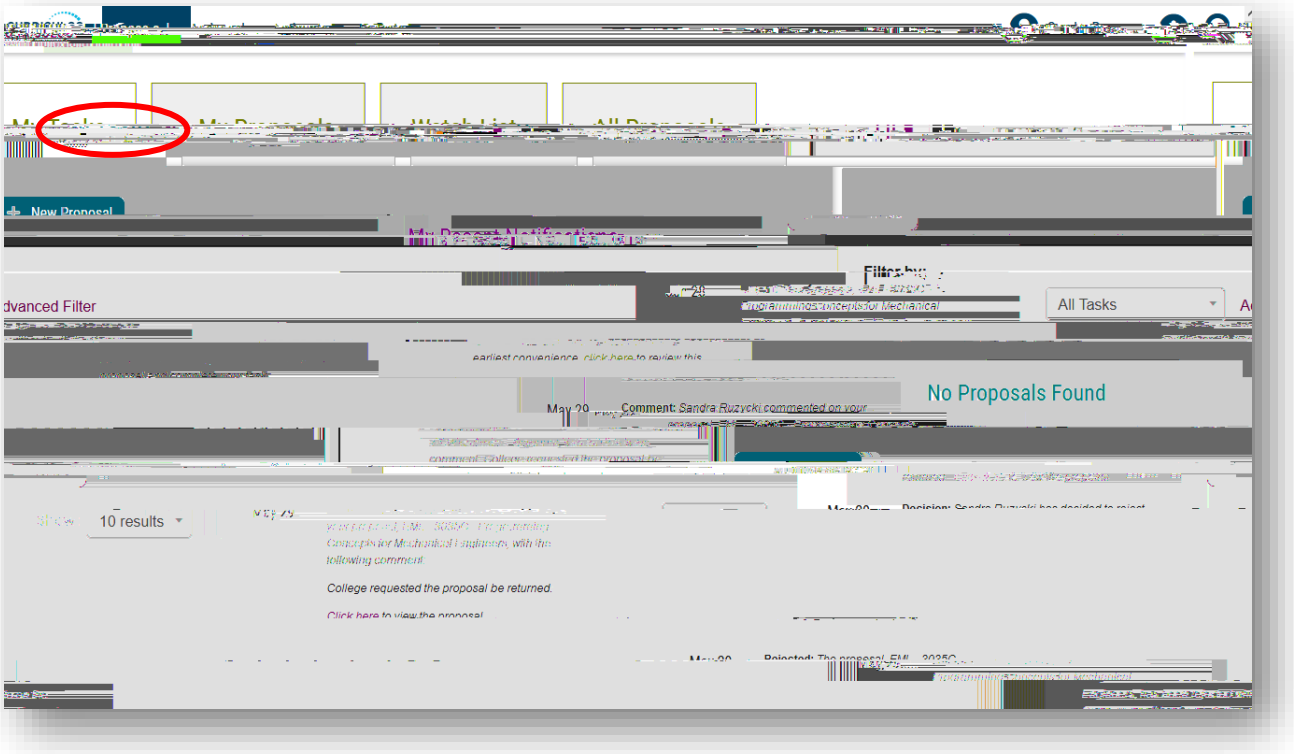
The

monitor on your Watch List. This does not remove the proposal fro
simply puts a copy in your Watch List.

you in the approval workflow process.

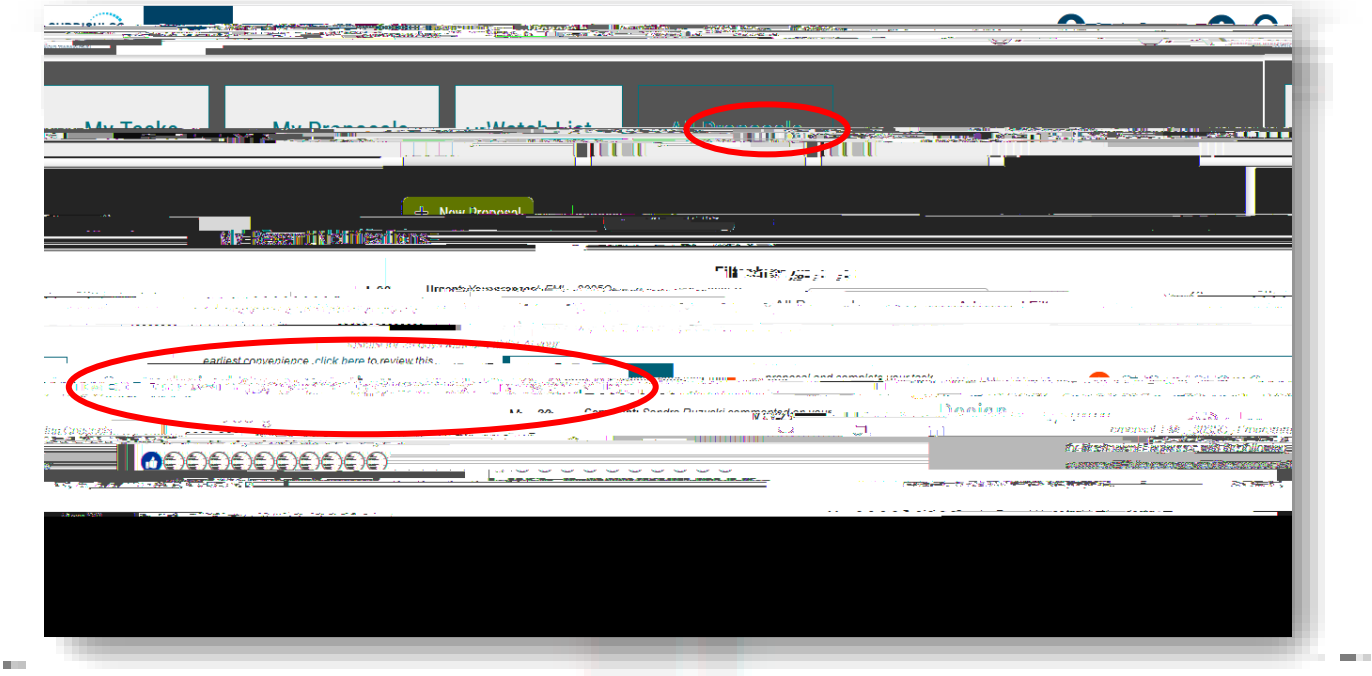


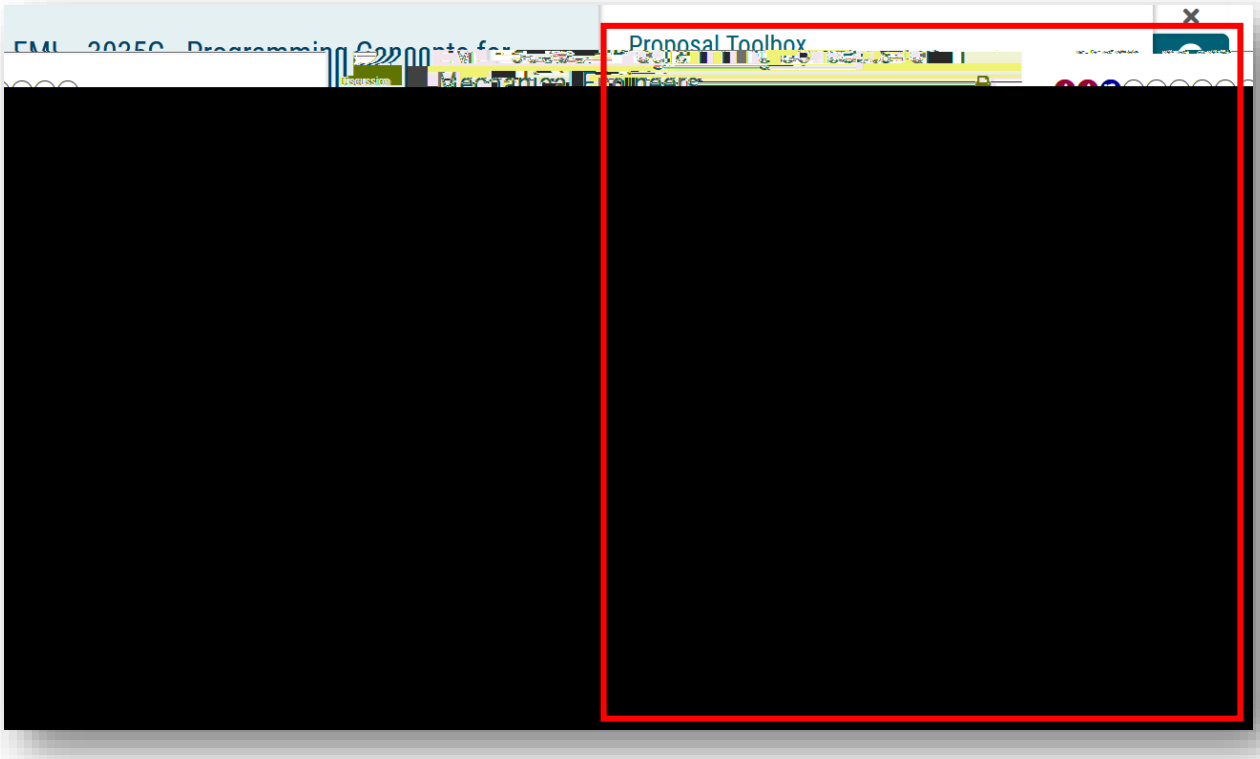
the approval workflow process.



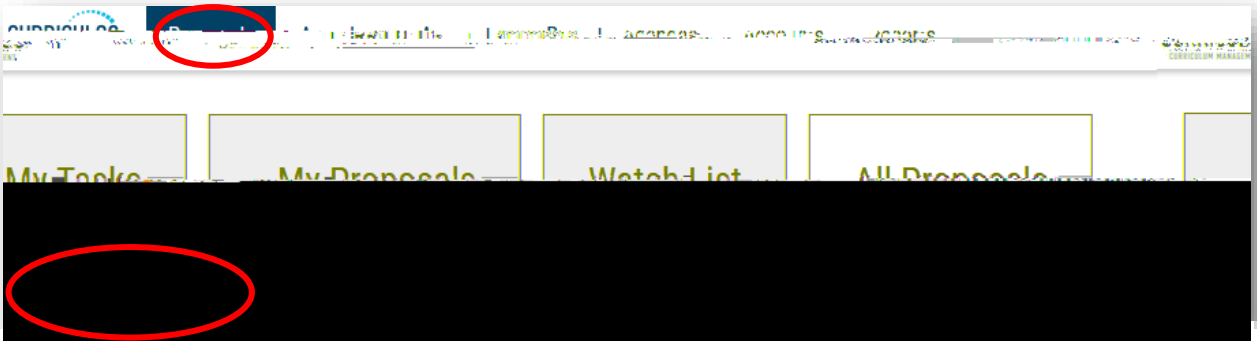
Proposals

can click any proposal to display the information in the left side of your dashboard.

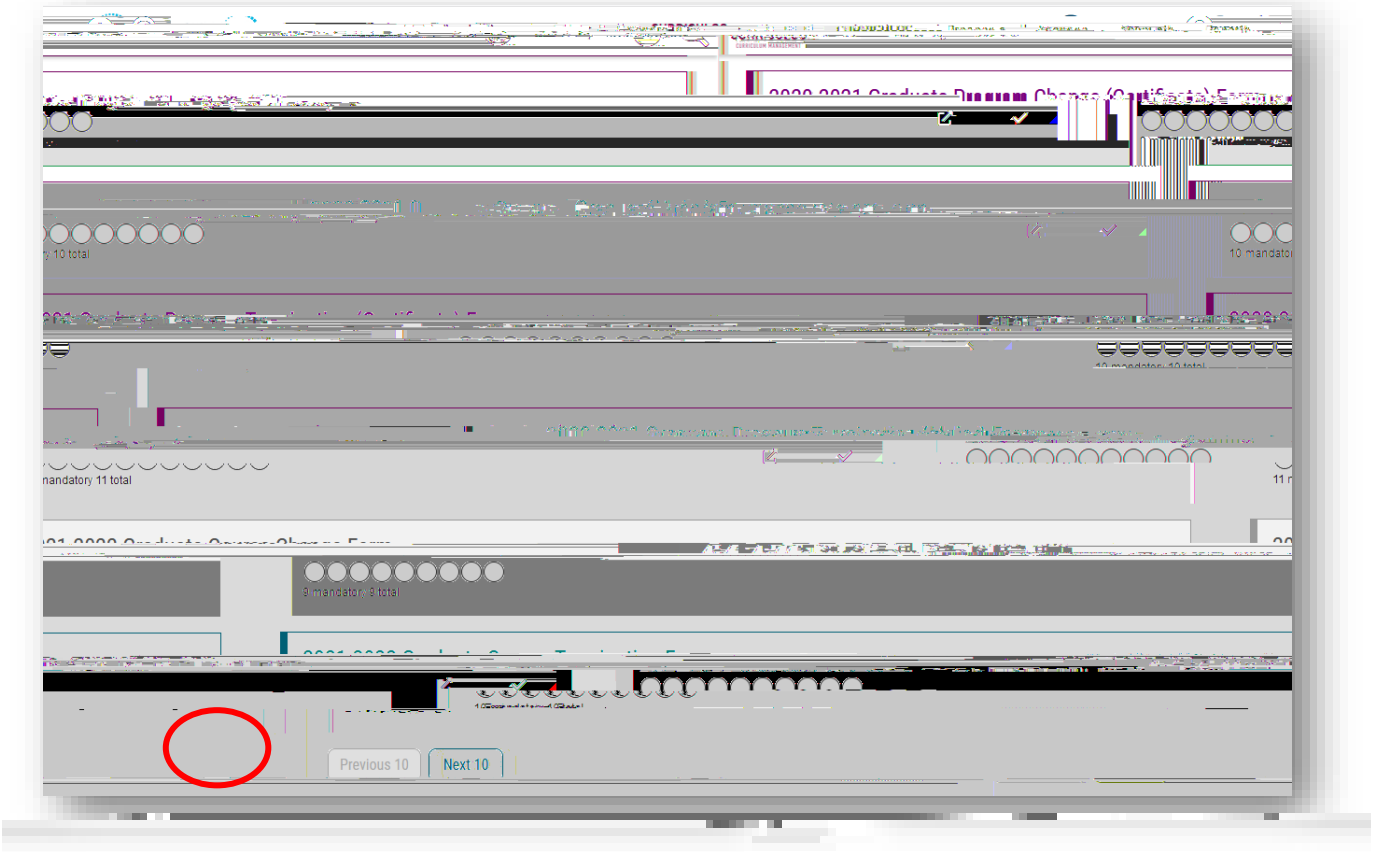




forms are displayed.



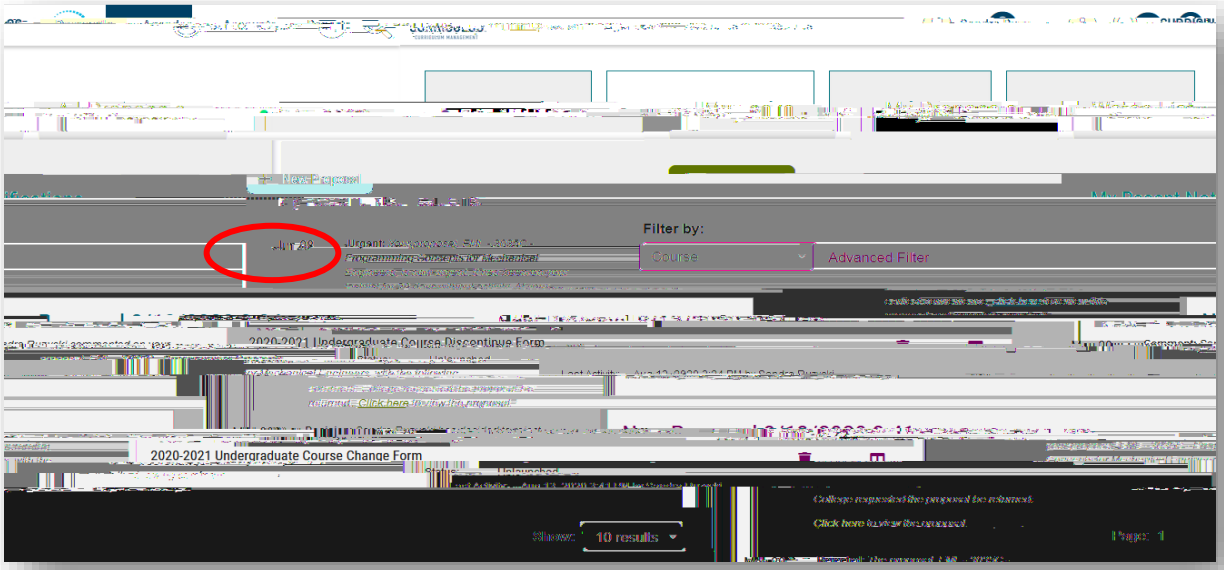
Ten proposal forms are displayed at a time. Graduate forms are displayed first, followed by Undergraduate forms. To view the



The next set of 10 proposals are displayed. These are the Undergraduate Proposal forms. Curriculog

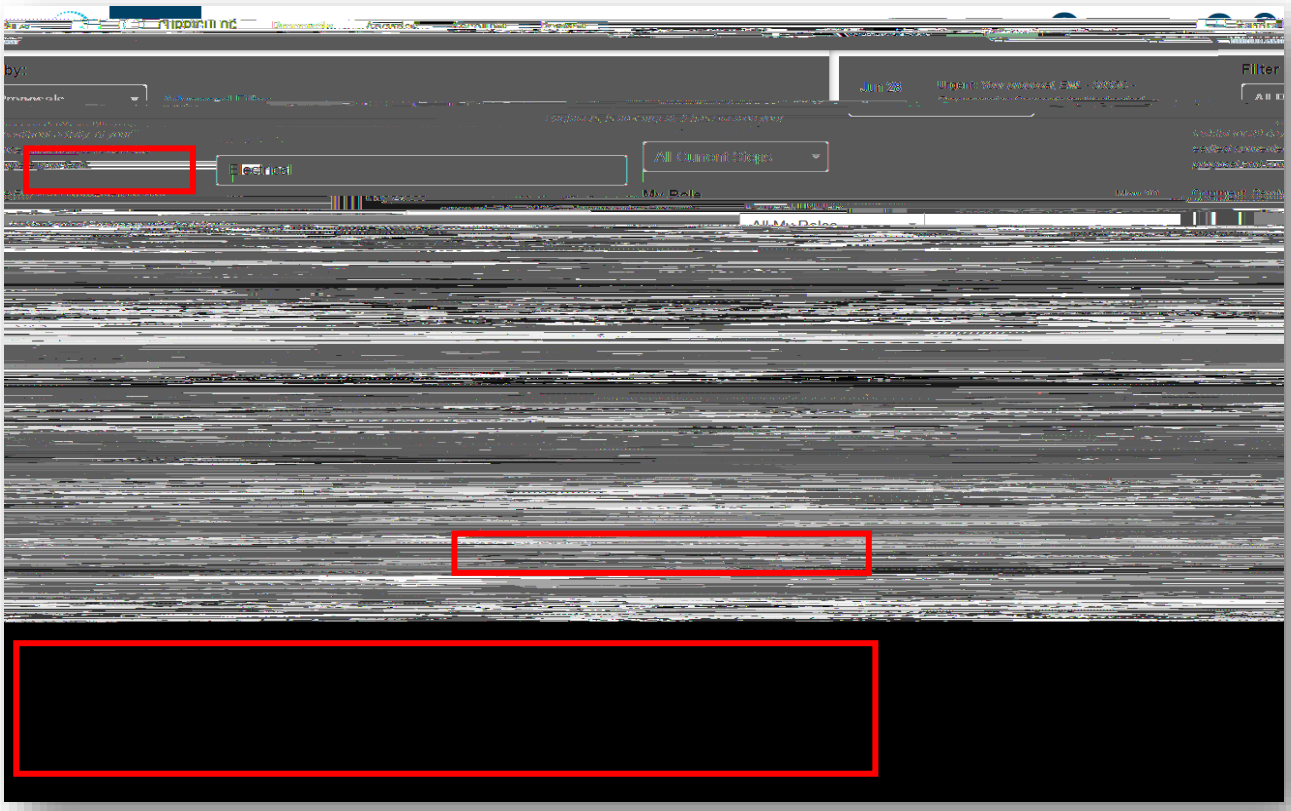
The circles under the name of the form indicate the number of steps in the approval workflow process. Circles that are filled in indicate a mandatory step in the approval workflow process. Circles that have a dash

option.

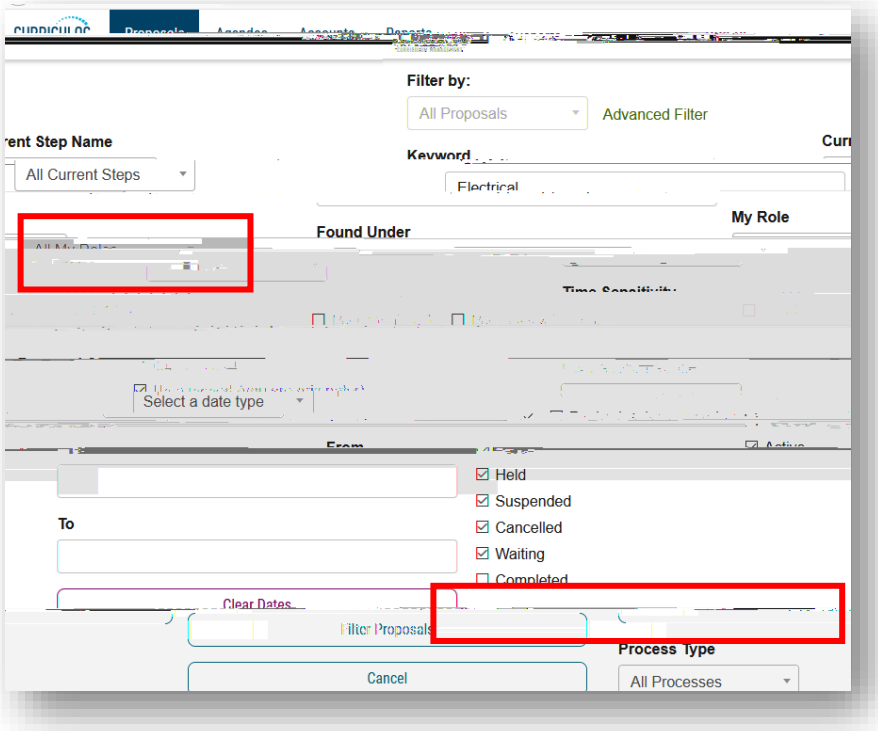


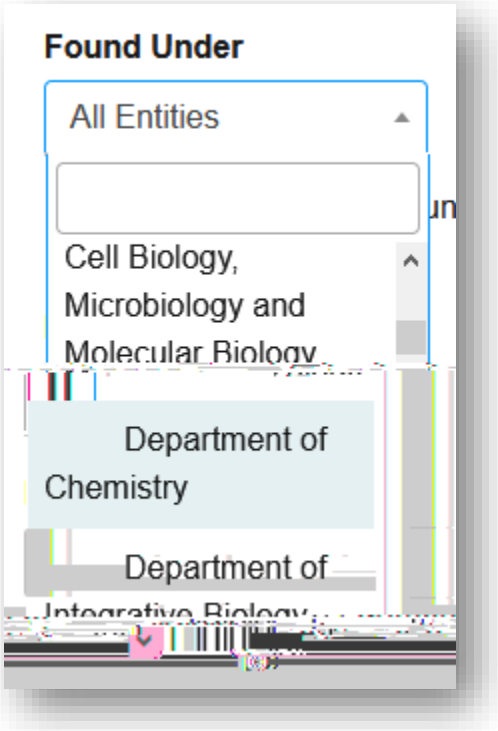
or curriculum proposal.

scroll down to find the desired proposal from this list.

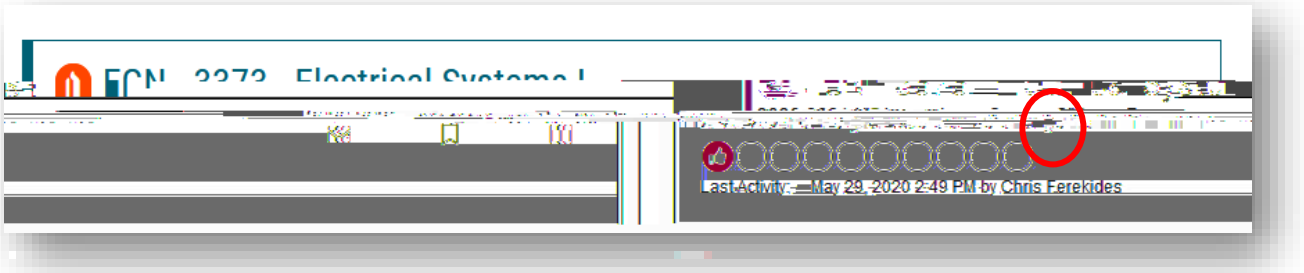


There are a number of ways to filter or
opportunity to search by a specific college, or department, or school. Select the entity you wish to
Filter Proposals.





Once you find the desired proposal, you can add it to your Watch List by clicking the bookmark icon. Clicking the bookmark item again will allow you to stop watching the proposal.



screen.

screen with a list of icons will appear. To go back to the screen you were last
This will clear the icon list and return you to the previous
screen.

This concludes the University of South Florida C