Starting & Launching a Proposal

**Step 1** ➔ Go to sonoma.curriculog.com
**Step 2** ➔ Login (top right) with your SSU credentials
**Step 3** ➔ Click 🔄 New Proposal (top left)
**Step 4** ➔ Select the form for the appropriate process and college (click on the form name so it is highlighted)
**Step 5** ➔ Click 🔄 to Start Proposal (to the right of the form name)
**Step 6** ➔ Click 🔄 to Turn Help Text on (top right)
**Step 7** ➔ Click 🔄 to Import Data from the Catalog (top left)
**Step 8** ➔ Click 🔄 to Select Catalog (far right)
**Step 9** ➔ Select Filter from Drop Down Menu (middle) (Best Practice is to filter by Prefix, if you know the Code you may add that as well)
**Step 10** ➔ Type in Prefix (e.g. MATH) and Code if wanted (e.g. 1210)
**Step 11** ➔ Click “Search Available Curriculum”
**Step 12** ➔ View “Search Results” and Click on the Desired Course
**Step 13** ➔ Review Data (Import all fields even if changes are to be made)
**Step 14** ➔ Click “Import This Item”
**Step 15** ➔ Click 🔄 to Turn Help Text back on (right of left side)
**Step 16** ➔ Complete the Required Fields (*) but do not change the imported data at this point (Important!). (The Help Text will help you know how to complete the fields so make sure it is on.)
**Step 17** ➔ Click 🔄 to Launch Proposal

PLEASE NOTE: YOU ARE NOT DONE, YOU MUST NOW APPROVE THE ORIGINATOR STEP BEFORE IT CAN MOVE ON

Editing & Approving Proposals

**Step 1** ➔ Go to sonoma.curriculog.com
**Step 2** ➔ Read through the instructions on the welcome page
**Step 3** ➔ Click “Login” (top right)
**Step 4** ➔ Click “My Tasks” (top left)
**Step 5** ➔ Hover Over the Proposal on Which You Wish to Work
**Step 6** ➔ Click 🔄 to Turn Help Text on (right of left side)
**Step 7** ➔ Click 🔄 to Edit Proposal with Desired Changes (note: by launching first, edits will appear in red when other review it)
**Step 8** ➔ Perform Any of the Following:

- ➤ Click 🔄 to Perform an Impact Report (e.g. see what courses use this course as a prereq)
- ➤ Click 🔄 to Print the Proposal
- ➤ Click 🔄 to Expand the form to Full Width (easier editing)
- ➤ Click 🔄 to View Comments & Discussions
- ➤ Click 🔄 to View Proposal History (and where it is headed)
- ➤ Click 🔄 to see Signatures (Department Chair or Dean’s Step)
- ➤ Click 🔄 to Upload or View Attached Files (e.g. syllabus)
- ➤ Click 🔄 to Approve (if you have logged in and if it is your step, you will then get a Decision Box allowing you to approve, reject, etc.)
- ➤ Click 🔄 to Set a Custom Route (not advised)
- ➤ Click 🔄 to To Create a Crosslist (if originator)

If you have followed the above steps and are experiencing difficulties, please contact Sonoma State’s Curriculog Managers:

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