Creating a Proposal in Curriculog

Go to curriculog.wm.edu and Select Login from the top right.

You will log in with your CAS credentials.
Select (+) at the top left to Start a New Proposal

Scroll down to find our proposals, which all begin with SOE
Select a Template – We have three

Select the check mark to the right of the proposal name to Start the Proposal.
Fill in the fields that pertain to your proposal.
Basic Course Information

Course Levels (check all that apply):
- [ ] UG
- [ ] Grad Ed
- [ ] Grad A&S
- [ ] Grad Bus
- [ ] Grad Law
- [ ] Grad VIMS

Grading (check one):
- [ ] Standard Letter
- [x] Pass/Fail

Schedule Type:
- [ ] Discussion
- [ ] Dissertation
- [ ] Independent Study/Research
- [ ] Internship
- [ ] Lab
- [x] Lecture
- [ ] Practicum
- [ ] Seminar
- [ ] Thesis

Instructional Mode:
- [x] Face-to-Face
- [ ] Fully Online
- [ ] Hybrid (if Hybrid, see below)

If Hybrid, provide course code. Course code can be determined at https://wmsas.qualtrics.com/jfe/form/SV_82hF-CjJkTO9D2w5?Q_JFE=qig

Co-requisite(s):

Pre-requisite(s):

Rationale for New Course or Course Revision

Rationale:

Needed to teach folks how to use Curriculog
Individual Submitting this Application:

Name:* Dorothy Osborne
Department:* SPACE
Email:* dsosbo@wm.edu

Home Department:

Chair:* Rip McAdams
Email:* crmcad@wm.edu

Proposal Completed?

Scroll back to the top of this pane and click the right-directional triangle located at the top-left of this pane to LAUNCH your proposal.

If any required fields are incomplete, the form will highlight the required fields with a contrasting orange font color. Complete the required fields and again click the arrow to LAUNCH your proposal.

[Save All Changes]
When you are ready to launch it for other people to view and make comments, Select Edit Proposal, and then select the right facing error at the top left.

Once saved, you can edit the proposal by selecting the Edit Proposal icon to the right of the proposal name.
To Make Comments on a Proposal

When you are ready to make comments, Select Edit Proposal

Then Select the (+) to Add Comments