



Intro to Modern Campus Curriculum

(formerly Curriculog)

Session 2

Academic Affairs

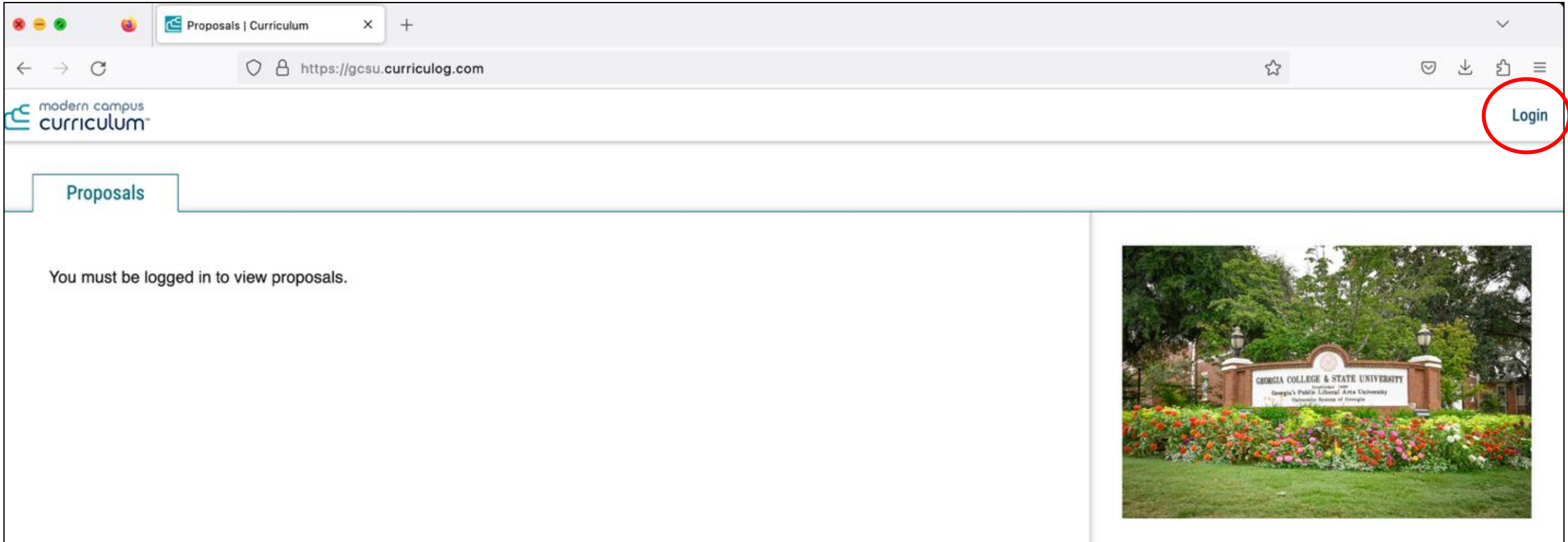
June 8 2026



GEORGIA COLLEGE & STATE UNIVERSITY

Login for Modern Campus Curriculum

Open Modern Campus Curriculum using the following url: <https://gcsu.curriculog.com/>
Login using Unify/ My GCSU Credentials.



Proposals | Curriculum


https://gcsu.curriculog.com

modern campus curriculum

Login

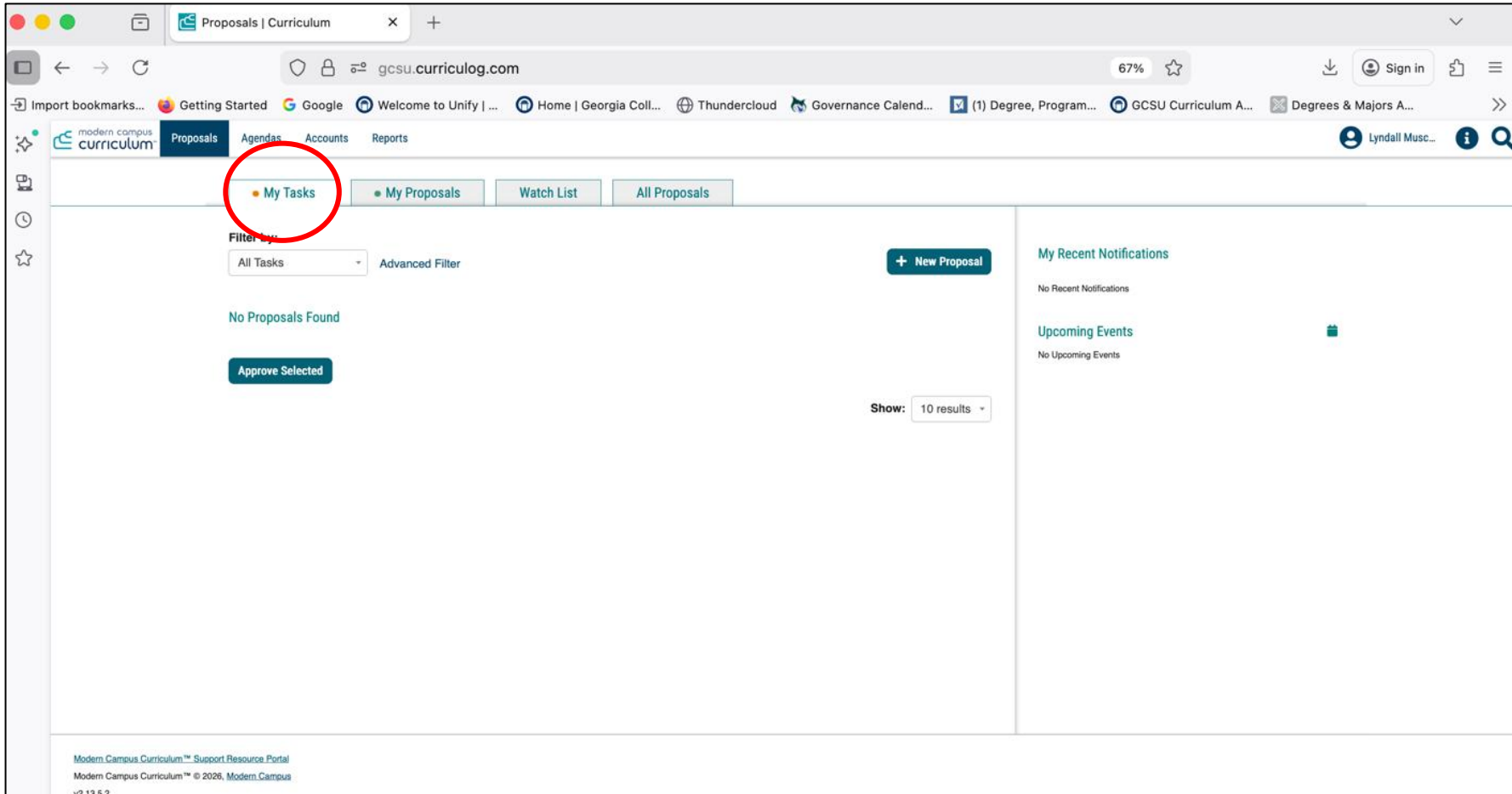
Proposals

You must be logged in to view proposals.



What is in Each Tab?

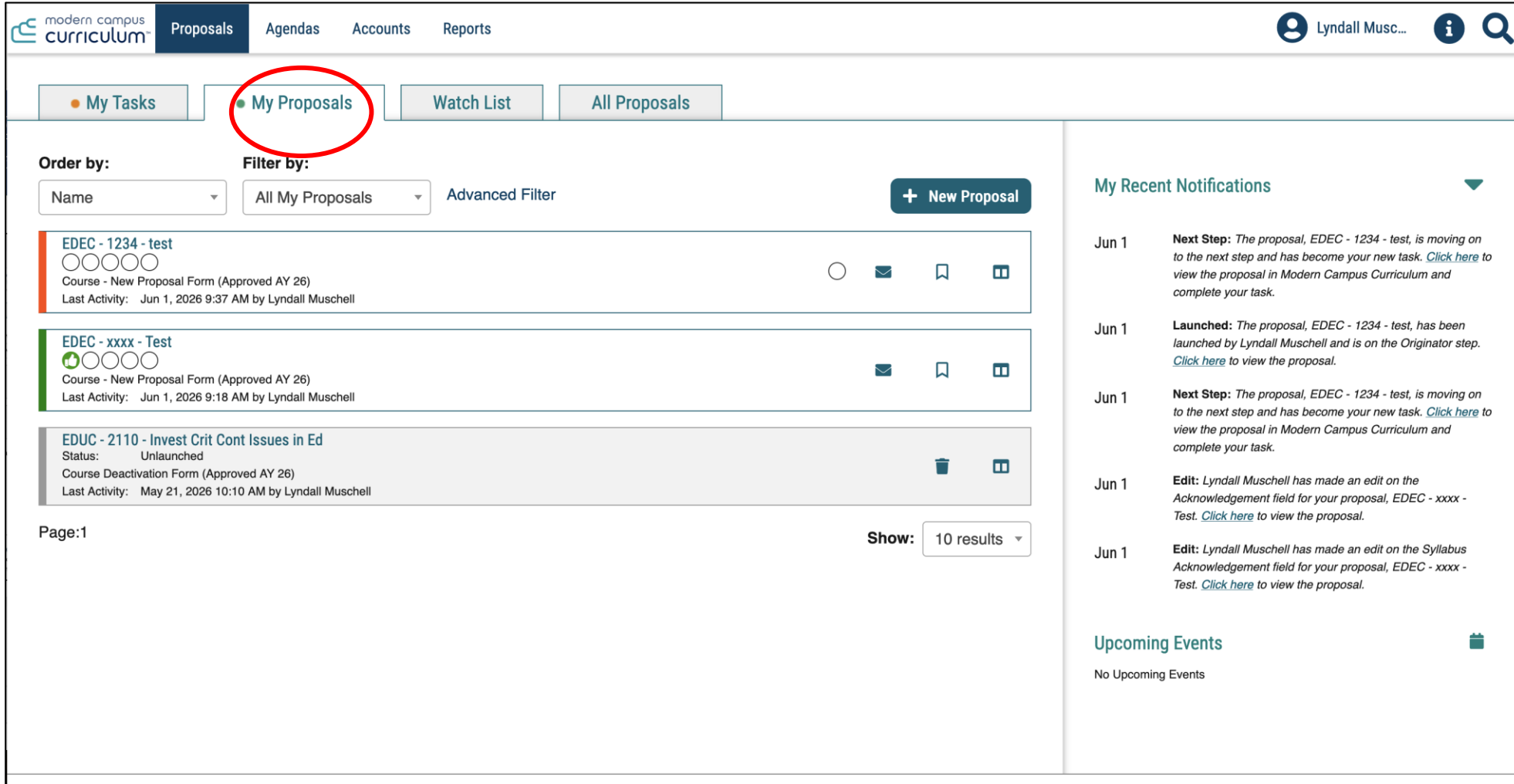
- **My Tasks:** Click here to see proposals in your queue for action.



The screenshot displays the 'Proposals | Curriculum' page on the gcsu.curriculog.com website. The 'Proposals' tab is active, and the 'My Tasks' sub-tab is highlighted with a red circle. The page shows a filter dropdown set to 'All Tasks', a 'New Proposal' button, and a 'No Proposals Found' message. A right-hand sidebar contains sections for 'My Recent Notifications' and 'Upcoming Events', both showing 'No' results. The footer includes the text: 'Modern Campus Curriculum™ Support Resource Portal', 'Modern Campus Curriculum™ © 2020, Modern Campus', and 'v2.13.5.2'.

Orientation to Modern Campus Curriculum

- **My Proposals:** Click here to view the status of proposals that you have submitted.



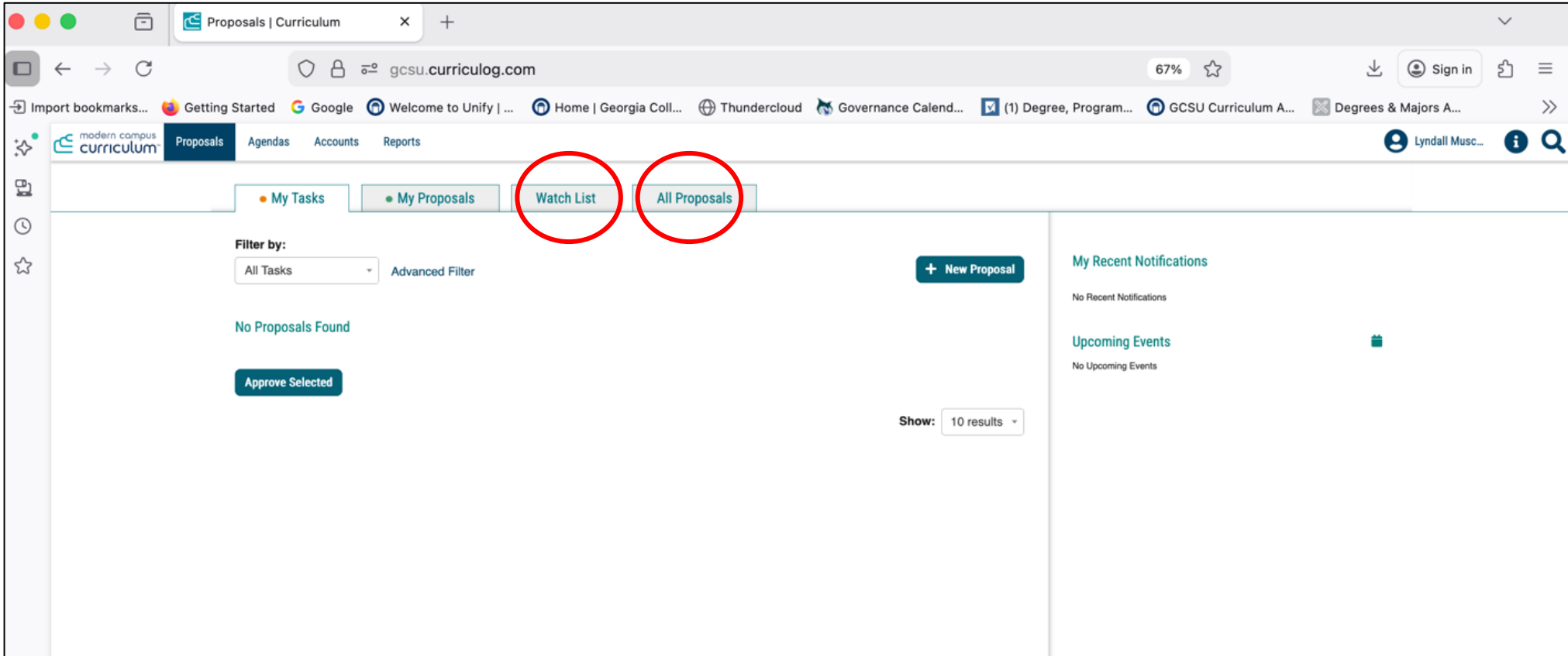
The screenshot shows the 'My Proposals' page in the Modern Campus Curriculum system. The page is titled 'modern campus curriculum' and has a navigation menu with 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user is identified as 'Lyndall Musc...'. The 'My Proposals' tab is selected and circled in red. Below the navigation, there are buttons for 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. The 'My Proposals' section includes an 'Order by' dropdown set to 'Name' and a 'Filter by' dropdown set to 'All My Proposals'. There is also an 'Advanced Filter' button and a '+ New Proposal' button. The main content area displays three proposal cards:

- EDEC - 1234 - test**: Course - New Proposal Form (Approved AY 26). Last Activity: Jun 1, 2026 9:37 AM by Lyndall Muschell. Status: 0/5 progress.
- EDEC - xxxx - Test**: Course - New Proposal Form (Approved AY 26). Last Activity: Jun 1, 2026 9:18 AM by Lyndall Muschell. Status: 1/5 progress.
- EDUC - 2110 - Invest Crit Cont Issues in Ed**: Status: Unlaunched. Course Deactivation Form (Approved AY 26). Last Activity: May 21, 2026 10:10 AM by Lyndall Muschell.

At the bottom of the proposal list, it shows 'Page:1' and 'Show: 10 results'. On the right side, there is a 'My Recent Notifications' section with four notifications dated Jun 1, and an 'Upcoming Events' section showing 'No Upcoming Events'.

Orientation to Modern Campus Curriculum

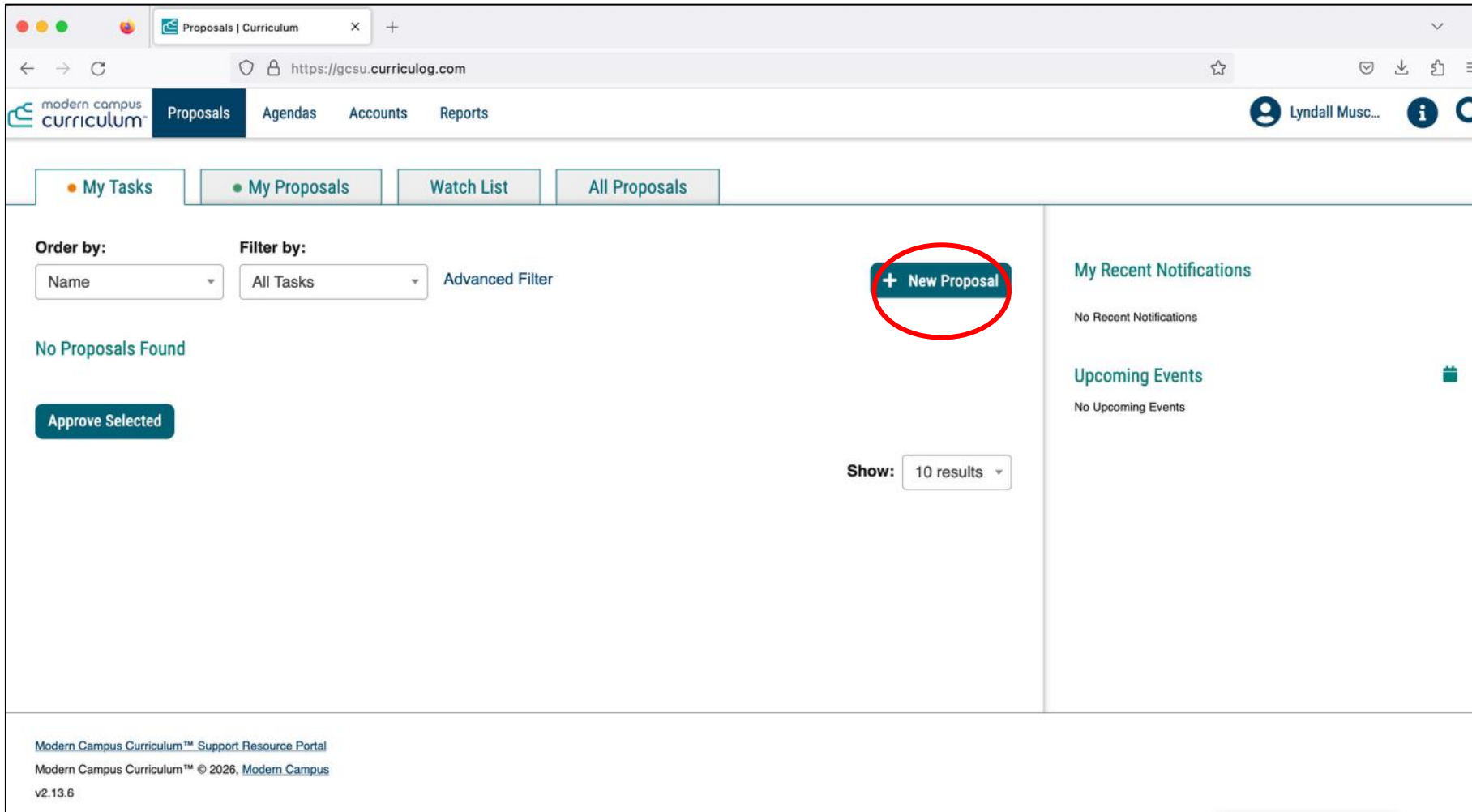
- Watch List: Click here to check on the status of specific proposals.
- All Proposals: Click here to see all proposals that you are associated with and their status.



The screenshot shows a web browser window displaying the 'Proposals | Curriculum' page on gcsu.curriculog.com. The page features a navigation menu with 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below the menu, there are four tabs: 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. The 'Watch List' and 'All Proposals' tabs are circled in red. The main content area shows a 'Filter by:' dropdown set to 'All Tasks' and an 'Advanced Filter' button. A '+ New Proposal' button is visible. The page also displays 'No Proposals Found' and an 'Approve Selected' button. On the right side, there are sections for 'My Recent Notifications' (No Recent Notifications) and 'Upcoming Events' (No Upcoming Events). A 'Show: 10 results' dropdown is located at the bottom right.

Submitting a Proposal in Modern Campus Curriculum

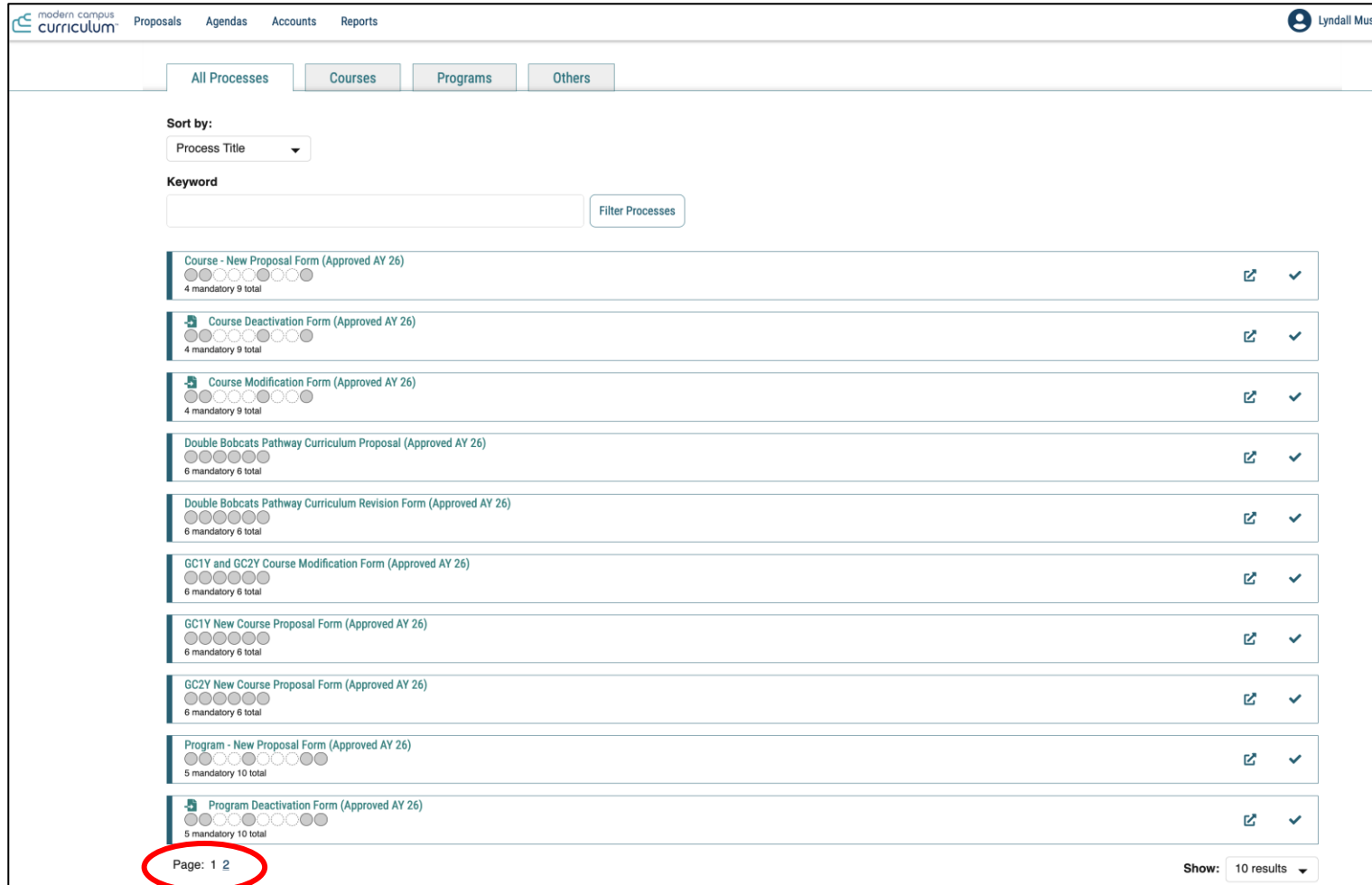
To submit a proposal, click on “New Proposal”:



The screenshot displays the 'Proposals' page in the Modern Campus Curriculum system. The browser address bar shows 'https://gcsu.curriculog.com'. The navigation menu includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user is logged in as 'Lyndall Musc...'. The main content area features tabs for 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. Below the tabs, there are 'Order by' and 'Filter by' dropdown menus, with 'Name' selected for ordering and 'All Tasks' for filtering. An 'Advanced Filter' link is also present. A prominent '+ New Proposal' button is circled in red. The page indicates 'No Proposals Found' and includes an 'Approve Selected' button. On the right side, there are sections for 'My Recent Notifications' (showing 'No Recent Notifications') and 'Upcoming Events' (showing 'No Upcoming Events'). A 'Show: 10 results' dropdown is located at the bottom right of the main content area. The footer contains the text: 'Modern Campus Curriculum™ Support Resource Portal', 'Modern Campus Curriculum™ © 2026, Modern Campus', and 'v2.13.6'.

Submitting a Proposal in Modern Campus Curriculum


Forms for proposals are listed by category in alphabetical order: Course, Double Bobcats Pathway, GC1Y and GC2Y, and Program. Click on “page 2” to see all other forms.

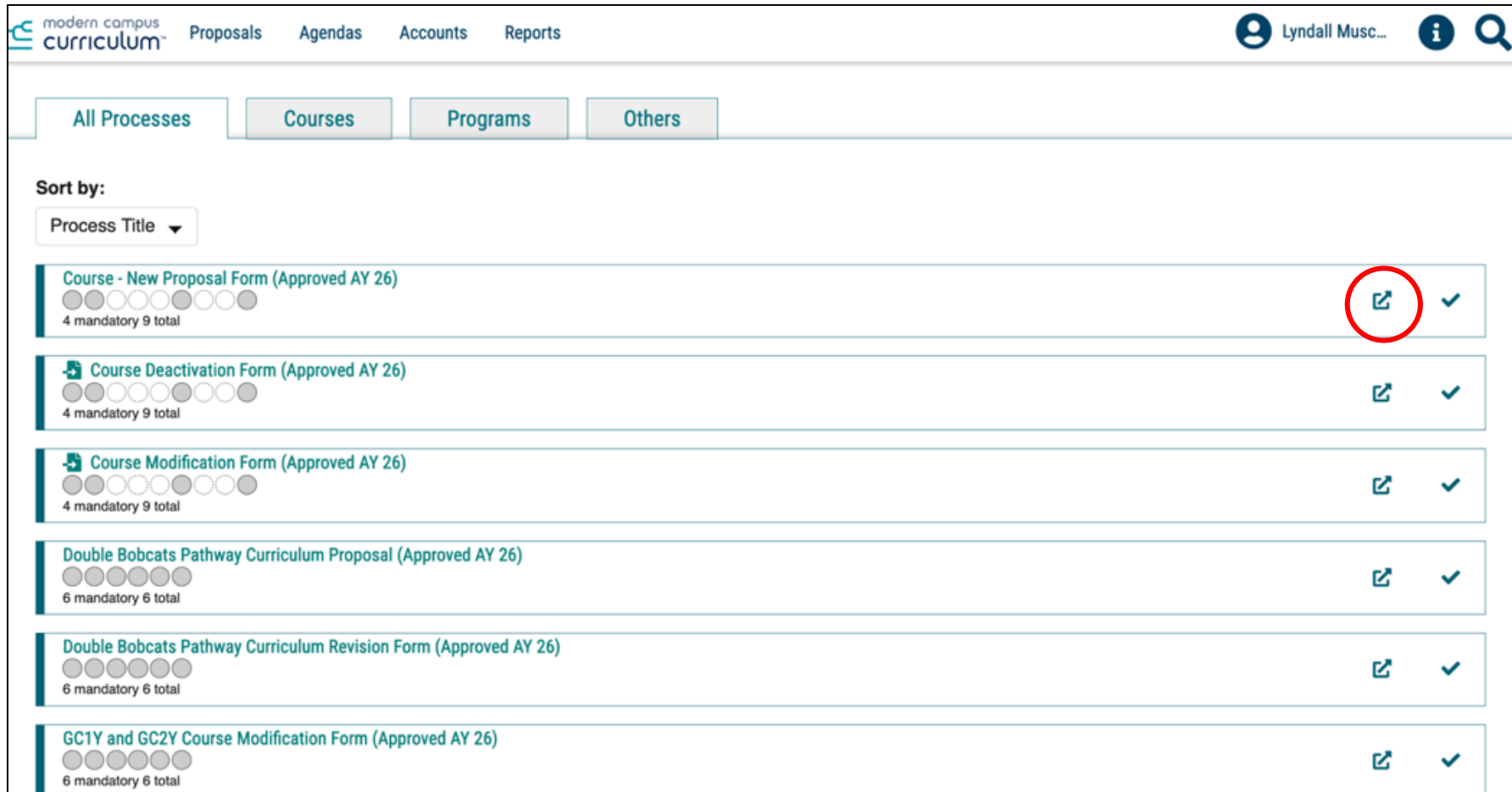


The screenshot displays the 'modern campus curriculum' website interface. At the top, there are navigation tabs for 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user 'Lyndall Musc.' is logged in. Below the navigation, there are filter tabs for 'All Processes', 'Courses', 'Programs', and 'Others'. A 'Sort by:' dropdown menu is set to 'Process Title'. A 'Keyword' search bar is present with a 'Filter Processes' button. The main content area lists ten proposal forms, each with a title, a progress indicator (a row of circles), and a '4 mandatory 9 total' or '6 mandatory 6 total' or '5 mandatory 10 total' status. The forms are: Course - New Proposal Form (Approved AY 26), Course Deactivation Form (Approved AY 26), Course Modification Form (Approved AY 26), Double Bobcats Pathway Curriculum Proposal (Approved AY 26), Double Bobcats Pathway Curriculum Revision Form (Approved AY 26), GC1Y and GC2Y Course Modification Form (Approved AY 26), GC1Y New Course Proposal Form (Approved AY 26), GC2Y New Course Proposal Form (Approved AY 26), Program - New Proposal Form (Approved AY 26), and Program Deactivation Form (Approved AY 26). Each form has an external link icon and a checkmark icon. At the bottom left, the text 'Page: 1 2' is circled in red. At the bottom right, there is a 'Show: 10 results' dropdown menu.







Process Title	Mandatory	Total
Course - New Proposal Form (Approved AY 26)	4	9
Course Deactivation Form (Approved AY 26)	4	9
Course Modification Form (Approved AY 26)	4	9
Double Bobcats Pathway Curriculum Proposal (Approved AY 26)	6	6
Double Bobcats Pathway Curriculum Revision Form (Approved AY 26)	6	6
GC1Y and GC2Y Course Modification Form (Approved AY 26)	6	6
GC1Y New Course Proposal Form (Approved AY 26)	6	6
GC2Y New Course Proposal Form (Approved AY 26)	6	6
Program - New Proposal Form (Approved AY 26)	5	10
Program Deactivation Form (Approved AY 26)	5	10

Submitting a Proposal in Modern Campus Curriculum

To preview a proposal form, click on the  icon. This is helpful to review prior to beginning a proposal so that all necessary information can be prepared and easily accessible.

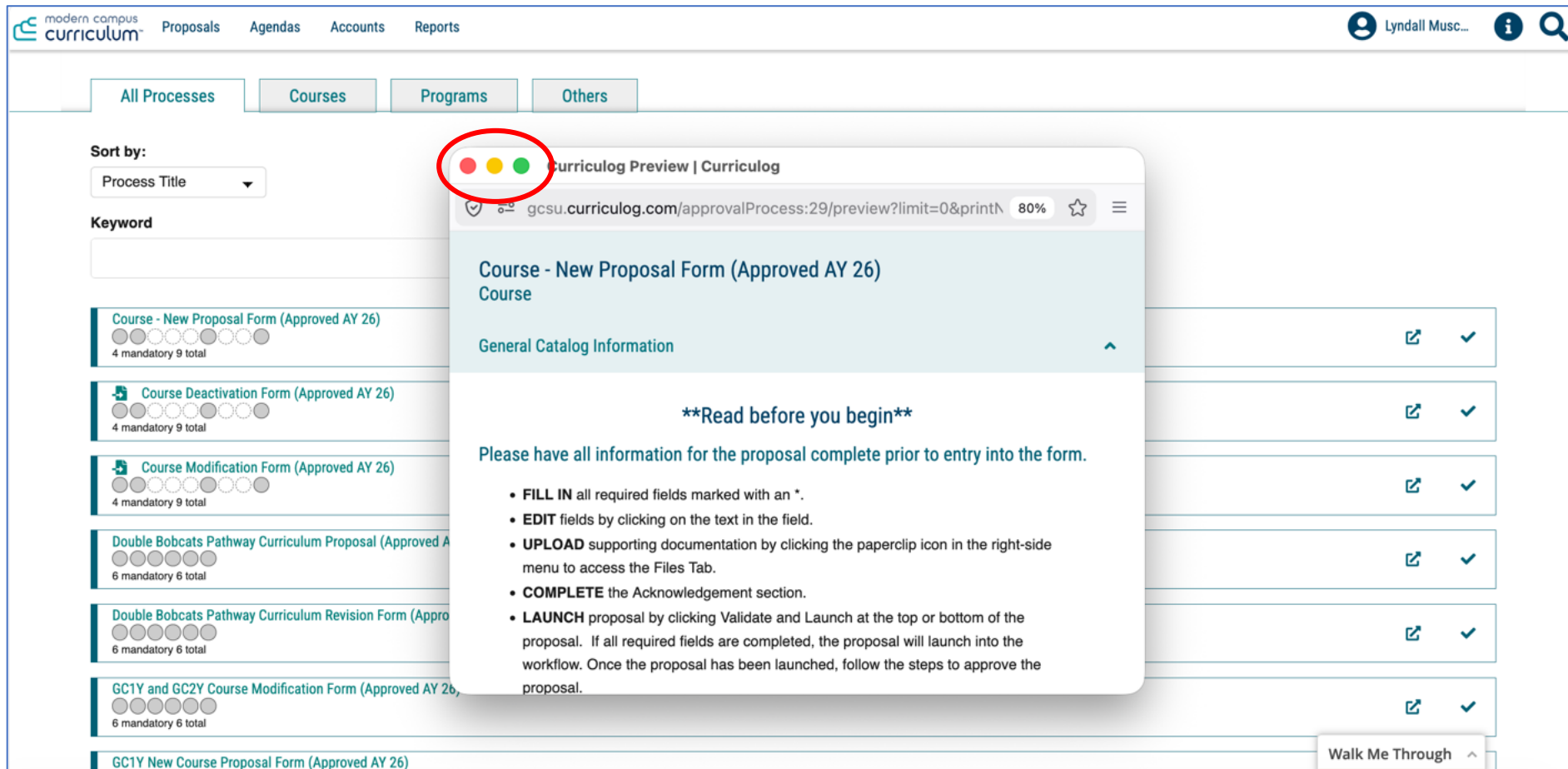


The screenshot displays the 'modern campus curriculum' web application interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user profile 'Lyndall Musc...' is visible in the top right corner. Below the navigation, there are tabs for 'All Processes', 'Courses', 'Programs', and 'Others'. The 'Sort by:' dropdown is set to 'Process Title'. The main content area lists several proposal forms, each with a progress indicator (circles) and a status (e.g., '4 mandatory 9 total'). The first item, 'Course - New Proposal Form (Approved AY 26)', has its external link icon circled in red. Other items include 'Course Deactivation Form', 'Course Modification Form', 'Double Bobcats Pathway Curriculum Proposal', 'Double Bobcats Pathway Curriculum Revision Form', and 'GC1Y and GC2Y Course Modification Form'.

Process Title	Progress	Mandatory	Total	Preview Icon	Checkmark
Course - New Proposal Form (Approved AY 26)	4/9	4	9		✓
Course Deactivation Form (Approved AY 26)	4/9	4	9		✓
Course Modification Form (Approved AY 26)	4/9	4	9		✓
Double Bobcats Pathway Curriculum Proposal (Approved AY 26)	6/6	6	6		✓
Double Bobcats Pathway Curriculum Revision Form (Approved AY 26)	6/6	6	6		✓
GC1Y and GC2Y Course Modification Form (Approved AY 26)	6/6	6	6		✓

Submitting a Proposal in Modern Campus Curriculum

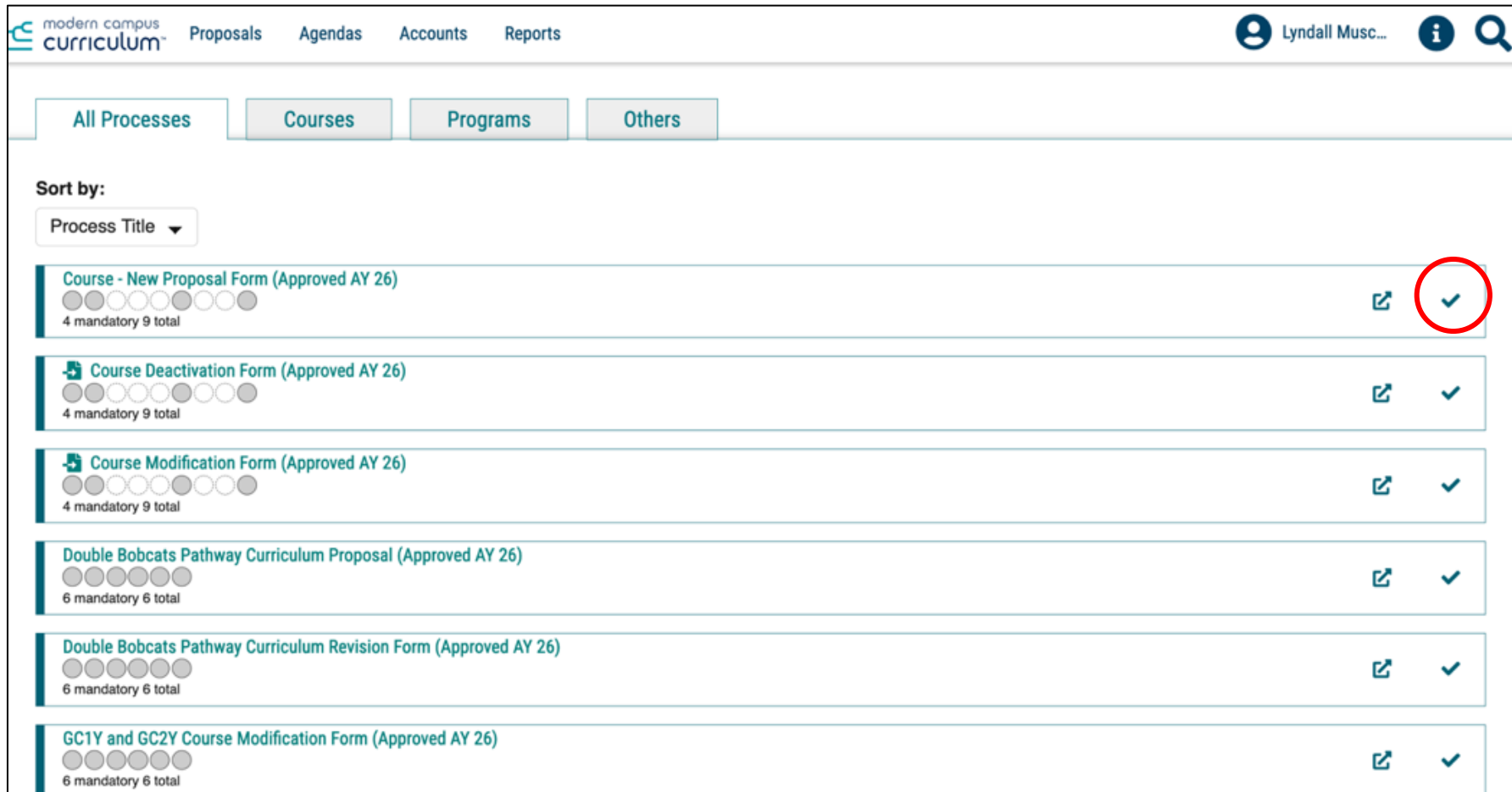
The preview window can be expanded, minimized, or closed using the red, yellow, and green dots at the top of the pop-up screen.



The screenshot displays the Modern Campus Curriculum web application. The main interface includes a navigation bar with 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below this, there are tabs for 'All Processes', 'Courses', 'Programs', and 'Others'. A 'Sort by:' dropdown is set to 'Process Title'. A 'Keyword' search field is present. The main content area shows a list of proposal forms, each with a progress indicator (e.g., '4 mandatory 9 total'). A preview window is open over the 'Course - New Proposal Form (Approved AY 26)' entry. The preview window title is 'Curriculog Preview | Curriculog' and the URL is 'gcsu.curriculog.com/approvalProcess:29/preview?limit=0&printN'. The preview content includes 'General Catalog Information' and a section titled '**Read before you begin**' with instructions: 'Please have all information for the proposal complete prior to entry into the form.' The instructions list: 'FILL IN' all required fields marked with an asterisk; 'EDIT' fields by clicking on the text; 'UPLOAD' supporting documentation using the paperclip icon; 'COMPLETE' the Acknowledgement section; and 'LAUNCH' the proposal by clicking 'Validate and Launch'. The preview window has standard OS window controls (red, yellow, green dots) circled in red at the top left. A 'Walk Me Through' button is visible at the bottom right of the preview window.

Submitting a Proposal in Modern Campus Curriculum

To begin a proposal, click on the ✓ icon. This will open the proposal form.

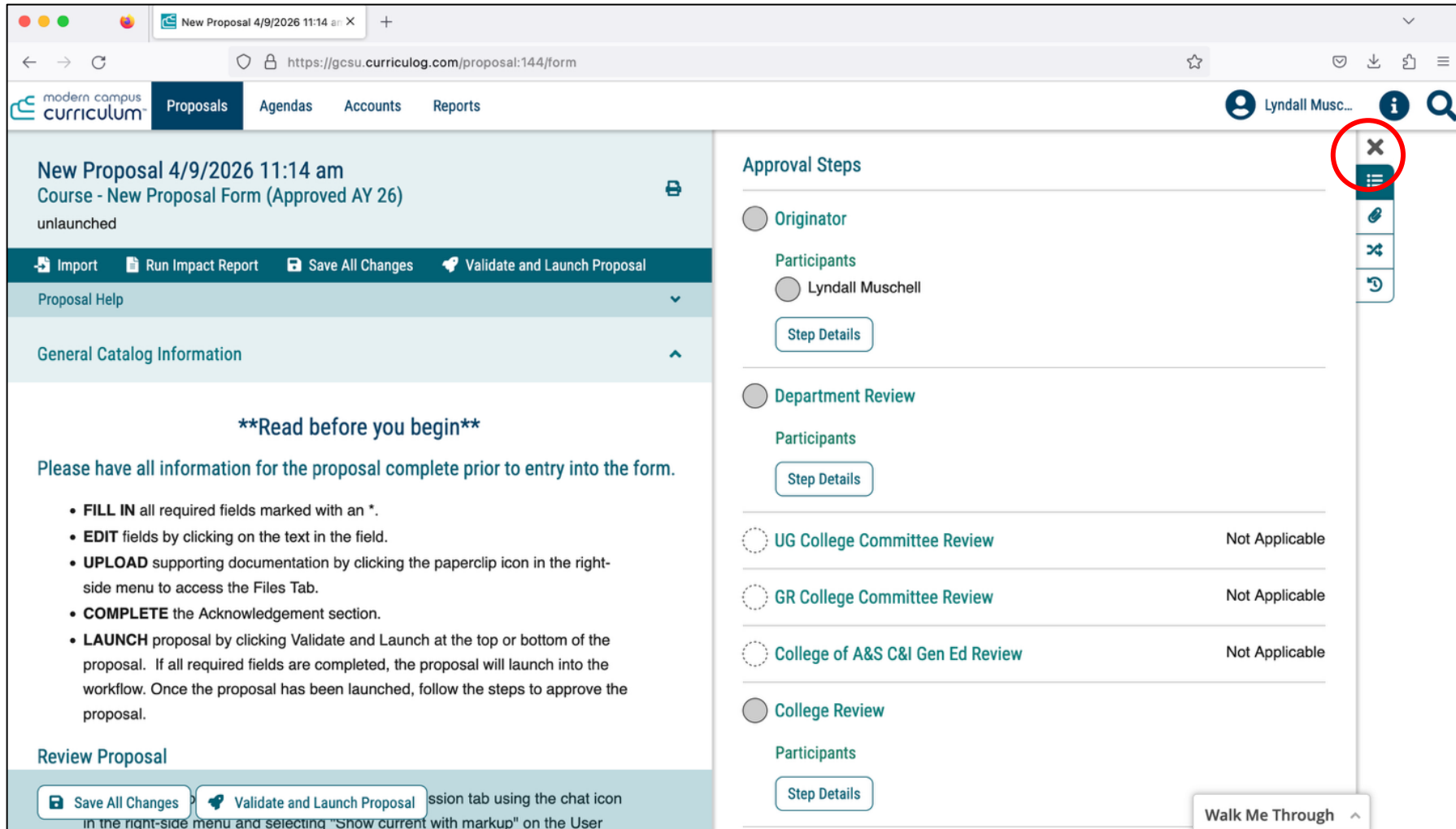


The screenshot displays the 'modern campus curriculum' interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user profile 'Lyndall Musc...' is visible in the top right. Below the navigation, there are tabs for 'All Processes', 'Courses', 'Programs', and 'Others'. A 'Sort by:' dropdown menu is set to 'Process Title'. The main content area shows a list of proposal forms, each with a progress indicator (a row of 9 circles) and a '4 mandatory 9 total' label. The first item, 'Course - New Proposal Form (Approved AY 26)', has a checkmark icon circled in red. Other items include 'Course Deactivation Form (Approved AY 26)', 'Course Modification Form (Approved AY 26)', 'Double Bobcats Pathway Curriculum Proposal (Approved AY 26)', 'Double Bobcats Pathway Curriculum Revision Form (Approved AY 26)', and 'GC1Y and GC2Y Course Modification Form (Approved AY 26)'. Each item also has an external link icon and a checkmark icon.

Process Title	Progress	Mandatory	Total	Action
Course - New Proposal Form (Approved AY 26)	4/9	4 mandatory	9 total	External Link, ✓
Course Deactivation Form (Approved AY 26)	4/9	4 mandatory	9 total	External Link, ✓
Course Modification Form (Approved AY 26)	4/9	4 mandatory	9 total	External Link, ✓
Double Bobcats Pathway Curriculum Proposal (Approved AY 26)	6/6	6 mandatory	6 total	External Link, ✓
Double Bobcats Pathway Curriculum Revision Form (Approved AY 26)	6/6	6 mandatory	6 total	External Link, ✓
GC1Y and GC2Y Course Modification Form (Approved AY 26)	6/6	6 mandatory	6 total	External Link, ✓

Submitting a Proposal in Modern Campus Curriculum

To view the form in full pane, click on the X in the top right-hand corner.



New Proposal 4/9/2026 11:14 am
Course - New Proposal Form (Approved AY 26)
unlaunched

Import Run Impact Report Save All Changes Validate and Launch Proposal

Proposal Help

General Catalog Information

****Read before you begin****

Please have all information for the proposal complete prior to entry into the form.

- **FILL IN** all required fields marked with an *.
- **EDIT** fields by clicking on the text in the field.
- **UPLOAD** supporting documentation by clicking the paperclip icon in the right-side menu to access the Files Tab.
- **COMPLETE** the Acknowledgement section.
- **LAUNCH** proposal by clicking Validate and Launch at the top or bottom of the proposal. If all required fields are completed, the proposal will launch into the workflow. Once the proposal has been launched, follow the steps to approve the proposal.

Review Proposal

Save All Changes Validate and Launch Proposal

session tab using the chat icon in the right-side menu and selecting "Show current with markup" on the User

Approval Steps

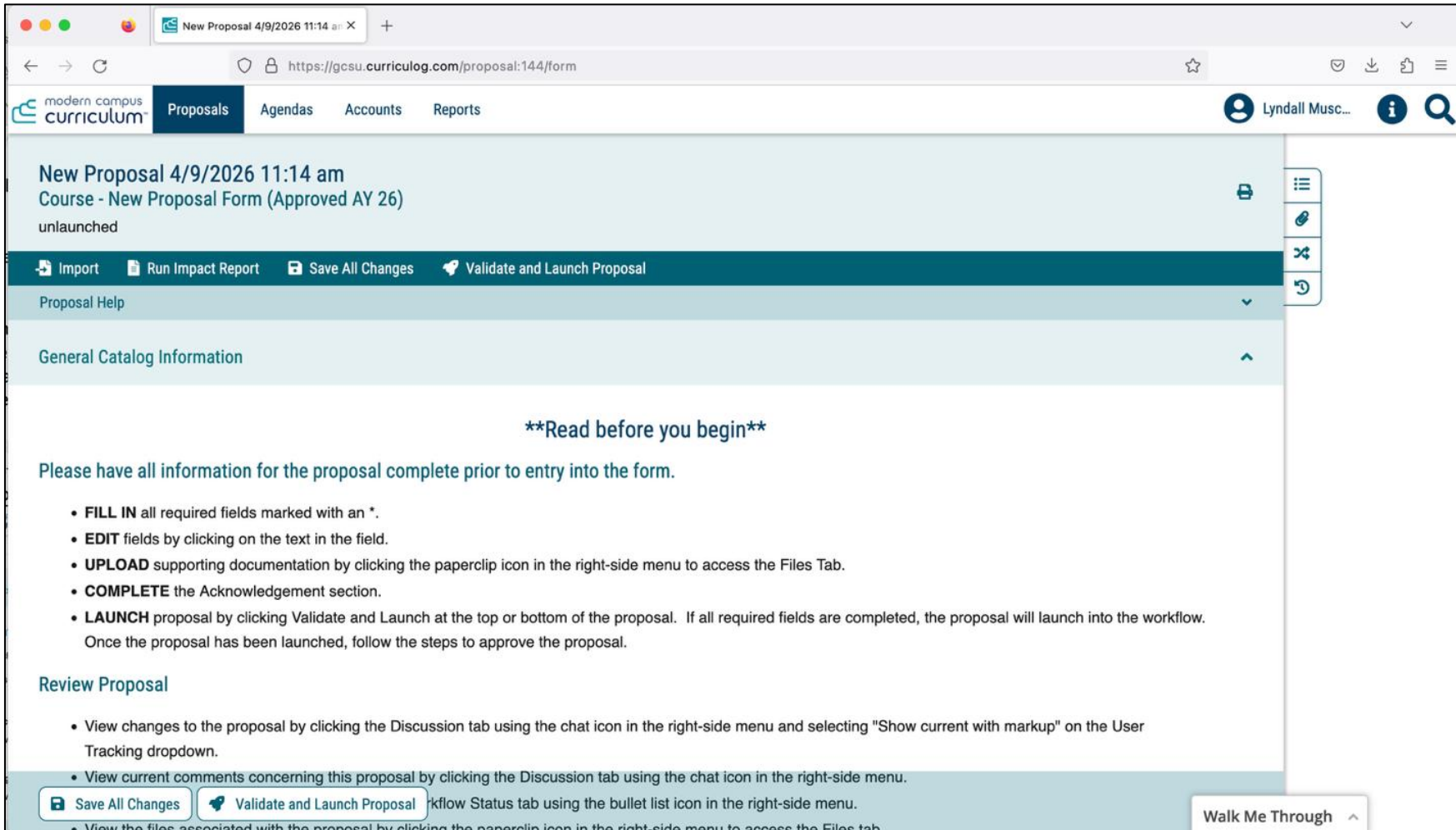
- Originator
- Participants
 - Lyndall Muschell

Step Details
- Department Review
- Participants
 - Step Details
- UG College Committee Review Not Applicable
- GR College Committee Review Not Applicable
- College of A&S C&I Gen Ed Review Not Applicable
- College Review
- Participants
 - Step Details

Walk Me Through

Submitting a Proposal in Modern Campus Curriculum

Complete all sections of the form. Sections marked with * are required.



The screenshot shows a web browser window with the URL <https://gcsu.curriculog.com/proposal:144/form>. The page title is "New Proposal 4/9/2026 11:14 am" and the course is "Course - New Proposal Form (Approved AY 26)". The status is "unlaunched".

The interface includes a navigation menu with "Proposals", "Agendas", "Accounts", and "Reports". The user is logged in as "Lyndall Musc...".

Key actions available are:

- Import
- Run Impact Report
- Save All Changes
- Validate and Launch Proposal

There is a "Proposal Help" dropdown and a "General Catalog Information" section.

****Read before you begin****

Please have all information for the proposal complete prior to entry into the form.

- **FILL IN** all required fields marked with an *.
- **EDIT** fields by clicking on the text in the field.
- **UPLOAD** supporting documentation by clicking the paperclip icon in the right-side menu to access the Files Tab.
- **COMPLETE** the Acknowledgement section.
- **LAUNCH** proposal by clicking Validate and Launch at the top or bottom of the proposal. If all required fields are completed, the proposal will launch into the workflow. Once the proposal has been launched, follow the steps to approve the proposal.

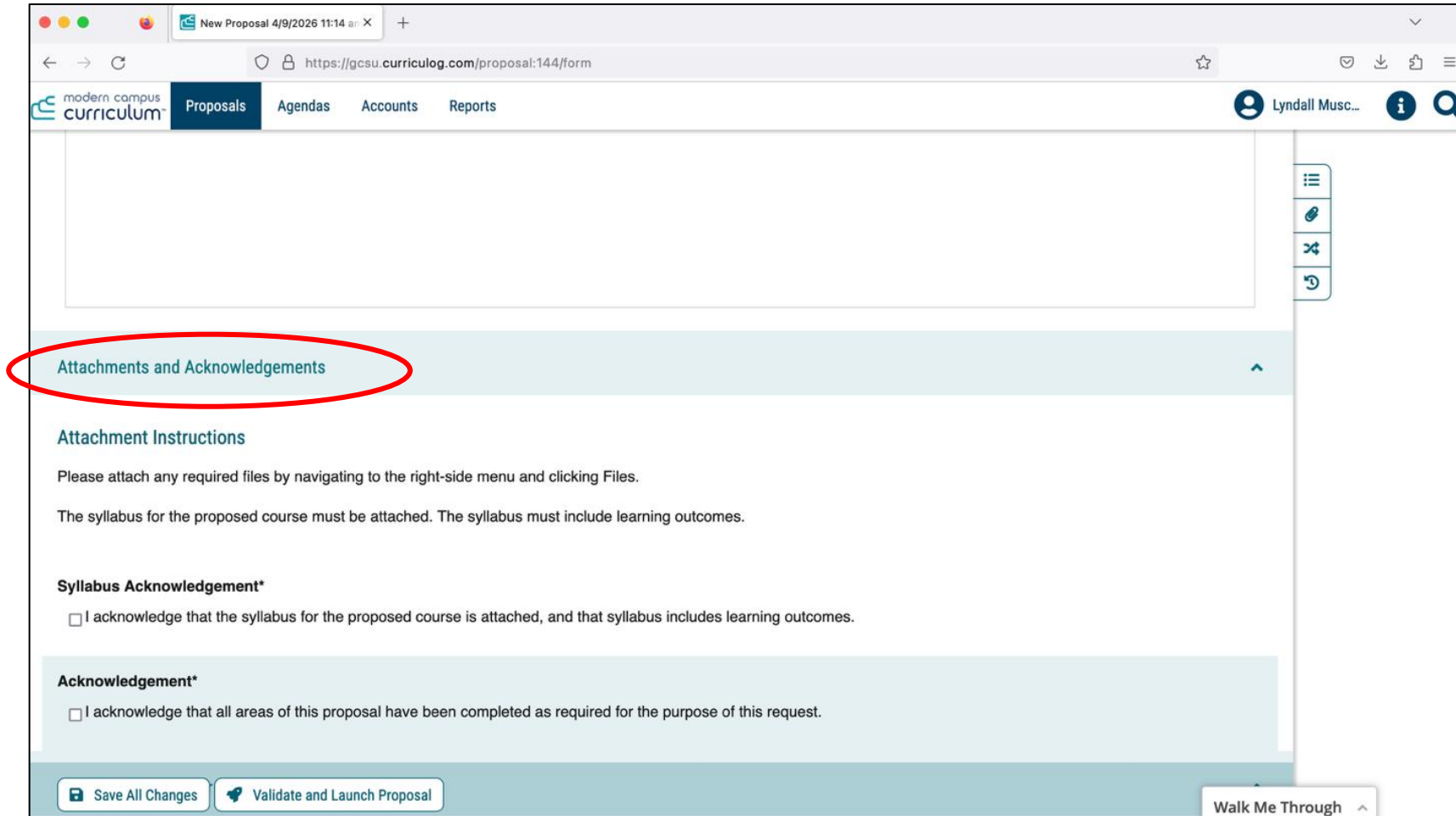
Review Proposal

- View changes to the proposal by clicking the Discussion tab using the chat icon in the right-side menu and selecting "Show current with markup" on the User Tracking dropdown.
- View current comments concerning this proposal by clicking the Discussion tab using the chat icon in the right-side menu.
- View the files associated with the proposal by clicking the paperclip icon in the right-side menu to access the Files tab.

At the bottom, there are buttons for "Save All Changes" and "Validate and Launch Proposal". A "Walk Me Through" button is also visible.

Submitting a Proposal in Modern Campus Curriculum

The final section of the form is **Attachments and Acknowledgements**.



The screenshot shows a web browser window with the URL <https://gcsu.curriculum.com/proposal:144/form>. The page title is "New Proposal 4/9/2026 11:14". The navigation menu includes "Proposals", "Agendas", "Accounts", and "Reports". The user is logged in as "Lyndall Musc...". The "Attachments and Acknowledgements" section is highlighted with a red circle. Below this section, there are instructions for attachments and two acknowledgement checkboxes.

Attachments and Acknowledgements

Attachment Instructions

Please attach any required files by navigating to the right-side menu and clicking Files.

The syllabus for the proposed course must be attached. The syllabus must include learning outcomes.

Syllabus Acknowledgement*

I acknowledge that the syllabus for the proposed course is attached, and that syllabus includes learning outcomes.

Acknowledgement*

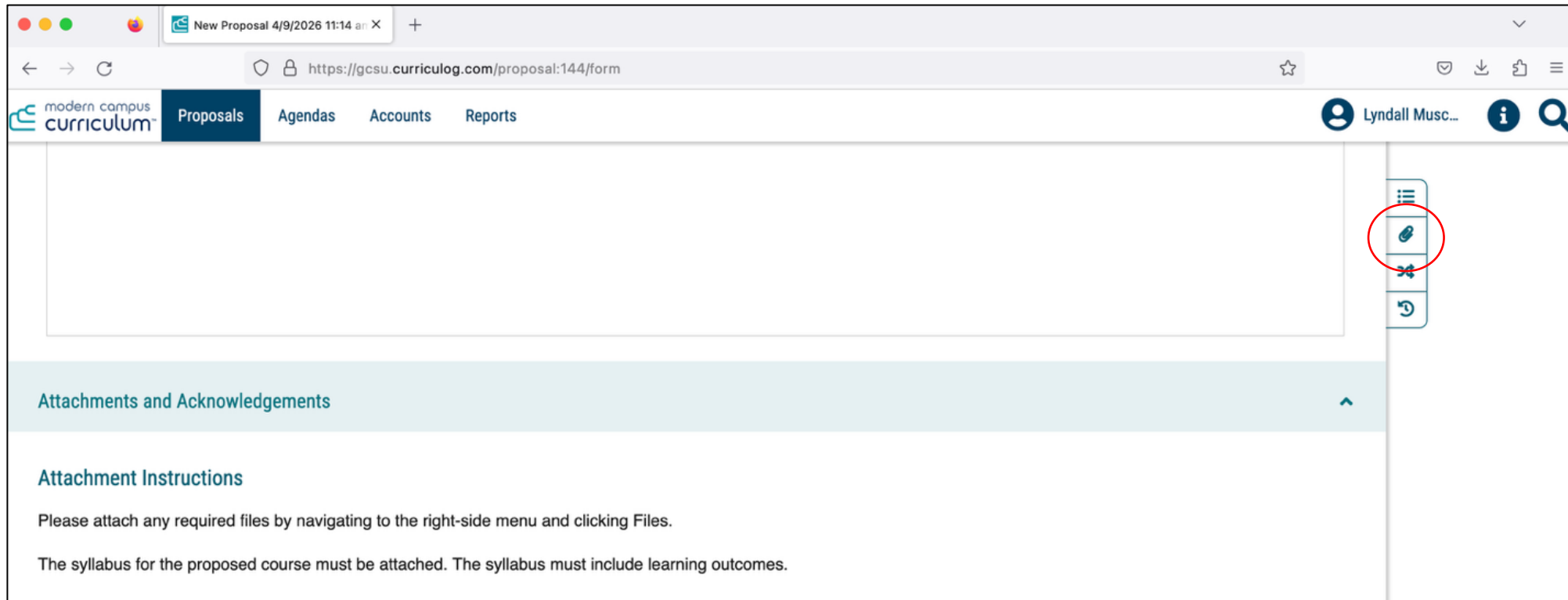
I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.

Buttons at the bottom: [Save All Changes](#), [Validate and Launch Proposal](#), and [Walk Me Through](#).

Submitting a Proposal in Modern Campus Curriculum

If attachments are required, click on the paperclip/files icon to the right side of the pane. Follow the guidelines provided to upload attachments.

Once attachments have been uploaded, verify that all components of the proposal have been completed appropriately by clicking the “acknowledgement” box(es).



The screenshot displays a web browser window with the URL <https://gcsu.curriculog.com/proposal:144/form>. The page features a navigation menu with "Proposals" selected, and a user profile for "Lyndall Musc...". A vertical toolbar on the right side of the page contains several icons, with the paperclip icon (representing attachments) circled in red. Below the toolbar, the section "Attachments and Acknowledgements" is visible, containing "Attachment Instructions" which state: "Please attach any required files by navigating to the right-side menu and clicking Files. The syllabus for the proposed course must be attached. The syllabus must include learning outcomes."

Submitting a Proposal in Modern Campus Curriculum

Once attachments have been uploaded, verify that all components of the proposal have been completed appropriately by clicking the “acknowledgement” box(es).

Attachments and Acknowledgements ^

Attachment Instructions

Please attach any required files by navigating to the right-side menu and clicking Files.

The syllabus for the proposed course must be attached. The syllabus must include learning outcomes.

Syllabus Acknowledgement*

I acknowledge that the syllabus for the proposed course is attached, and that syllabus includes learning outcomes.

Acknowledgement*

I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.

[Save All Changes](#) [Validate and Launch Proposal](#) [Walk Me Through](#) ^

Submitting a Proposal to Deactivate an Existing Program

For most proposals, there will be a section following “Attachments” and “Acknowledgements” that is labeled is “System Administrator Only.” **DO NOT** enter any information into this section.

System Administrator Only 

CIP Code

Catalog Status

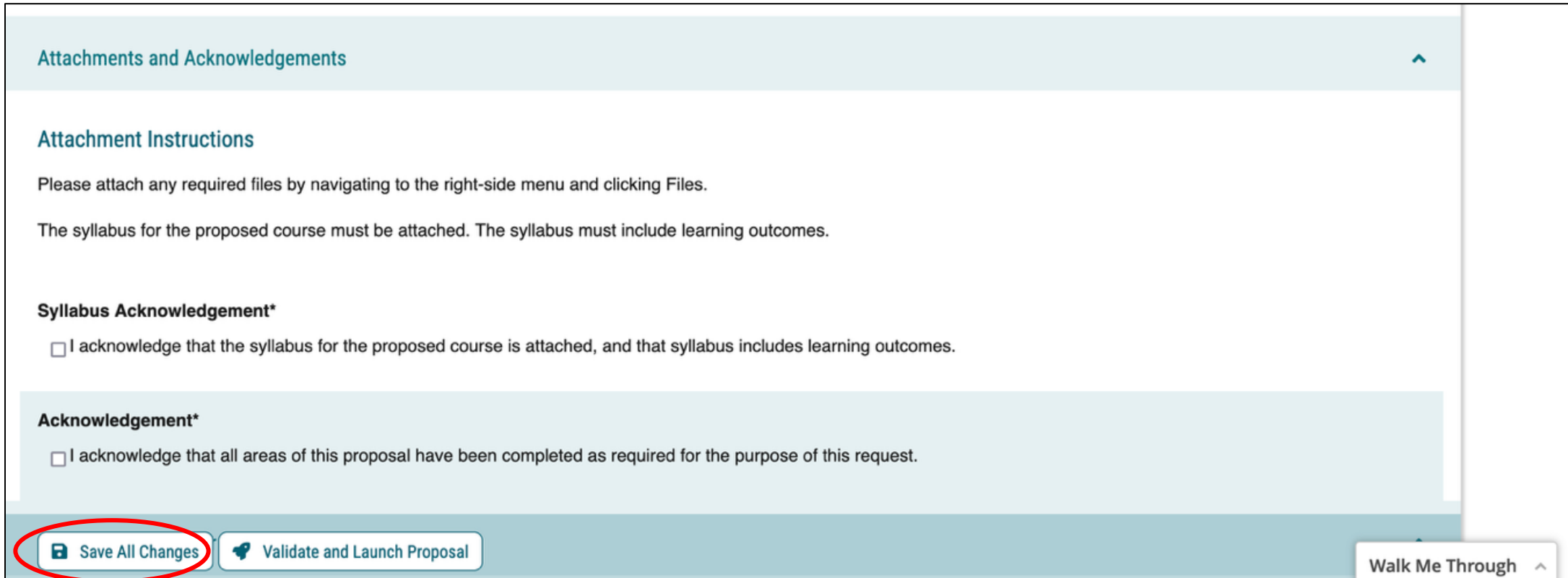
Active-Visible

Inactive-Hidden

Student Information System ID

Submitting a Proposal in Modern Campus Curriculum

If you will need to return to the form before launching, click the bar labeled “Save All Changes” at the bottom lefthand side of the pane. The saved proposal can be accessed by clicking on the “My Proposals” tab near the top of the home screen.



The screenshot shows a web form titled "Attachments and Acknowledgements" with a collapse arrow. It contains several sections: "Attachment Instructions" with text about attaching files and a syllabus; "Syllabus Acknowledgement*" with an unchecked checkbox; and "Acknowledgement*" with an unchecked checkbox. At the bottom, there are two buttons: "Save All Changes" (circled in red) and "Validate and Launch Proposal". A "Walk Me Through" button with an upward arrow is also visible in the bottom right corner.

Attachments and Acknowledgements ^

Attachment Instructions

Please attach any required files by navigating to the right-side menu and clicking Files.

The syllabus for the proposed course must be attached. The syllabus must include learning outcomes.

Syllabus Acknowledgement*

I acknowledge that the syllabus for the proposed course is attached, and that syllabus includes learning outcomes.

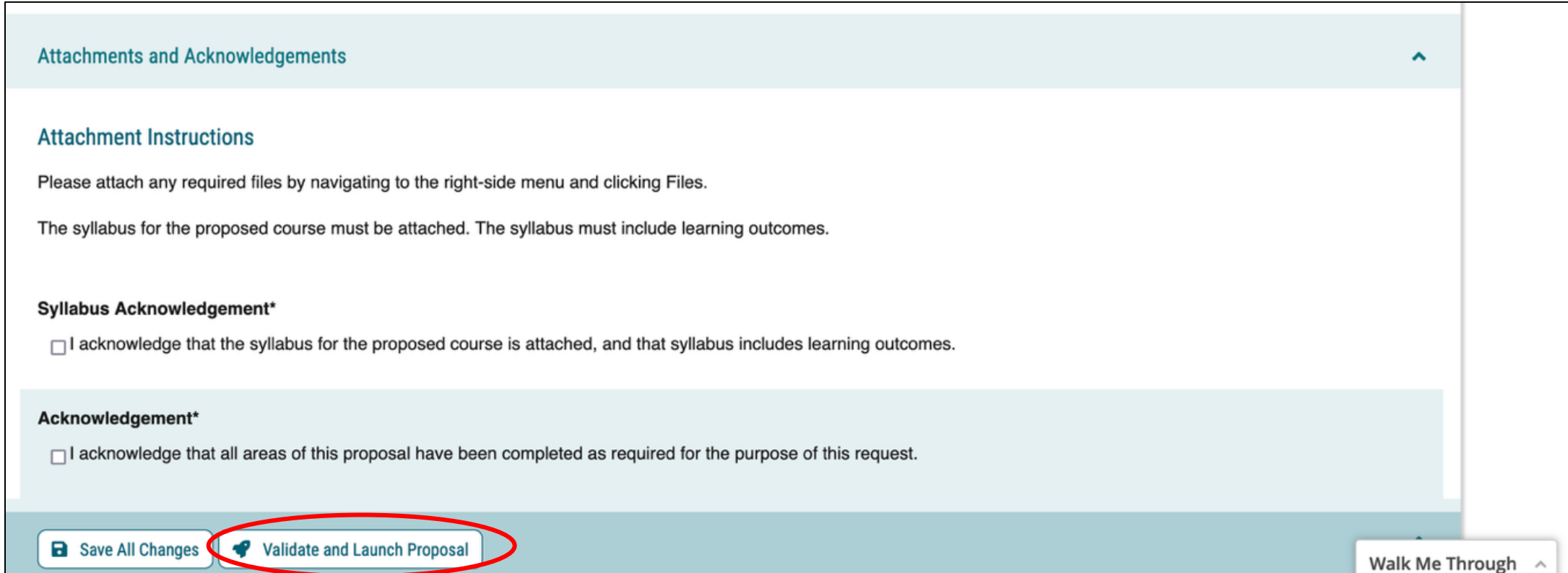
Acknowledgement*

I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.

Walk Me Through ^

Submitting a Proposal in Modern Campus Curriculum

If you are ready to “launch” (submit) the proposal, verify the “launching” of the proposal by clicking “Validate and Launch Proposal.”



Attachments and Acknowledgements

Attachment Instructions

Please attach any required files by navigating to the right-side menu and clicking Files.

The syllabus for the proposed course must be attached. The syllabus must include learning outcomes.

Syllabus Acknowledgement*

I acknowledge that the syllabus for the proposed course is attached, and that syllabus includes learning outcomes.

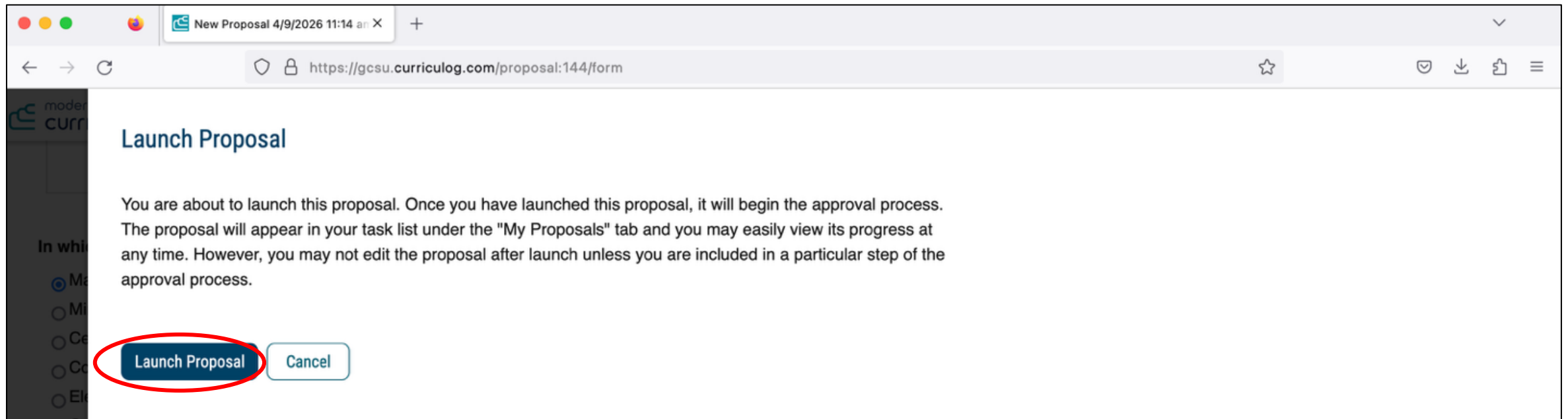
Acknowledgement*

I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.

[Save All Changes](#) [Validate and Launch Proposal](#) [Walk Me Through](#)

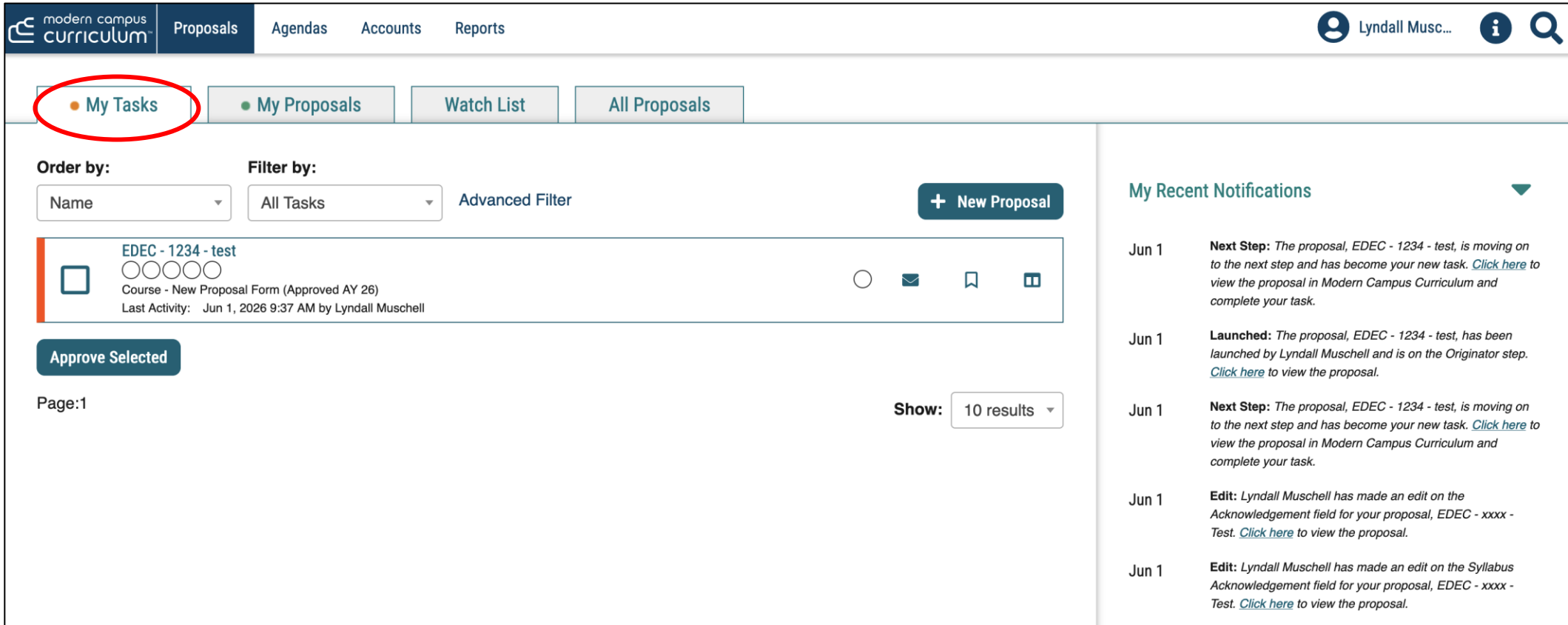
Submitting a Proposal in Modern Campus Curriculum

The final step in submitting the proposal is to begin the approval process by clicking “Launch Proposal.” The proposal will appear in “Your Tasks” tab on the homepage.



Moving the Proposal through the Workflow

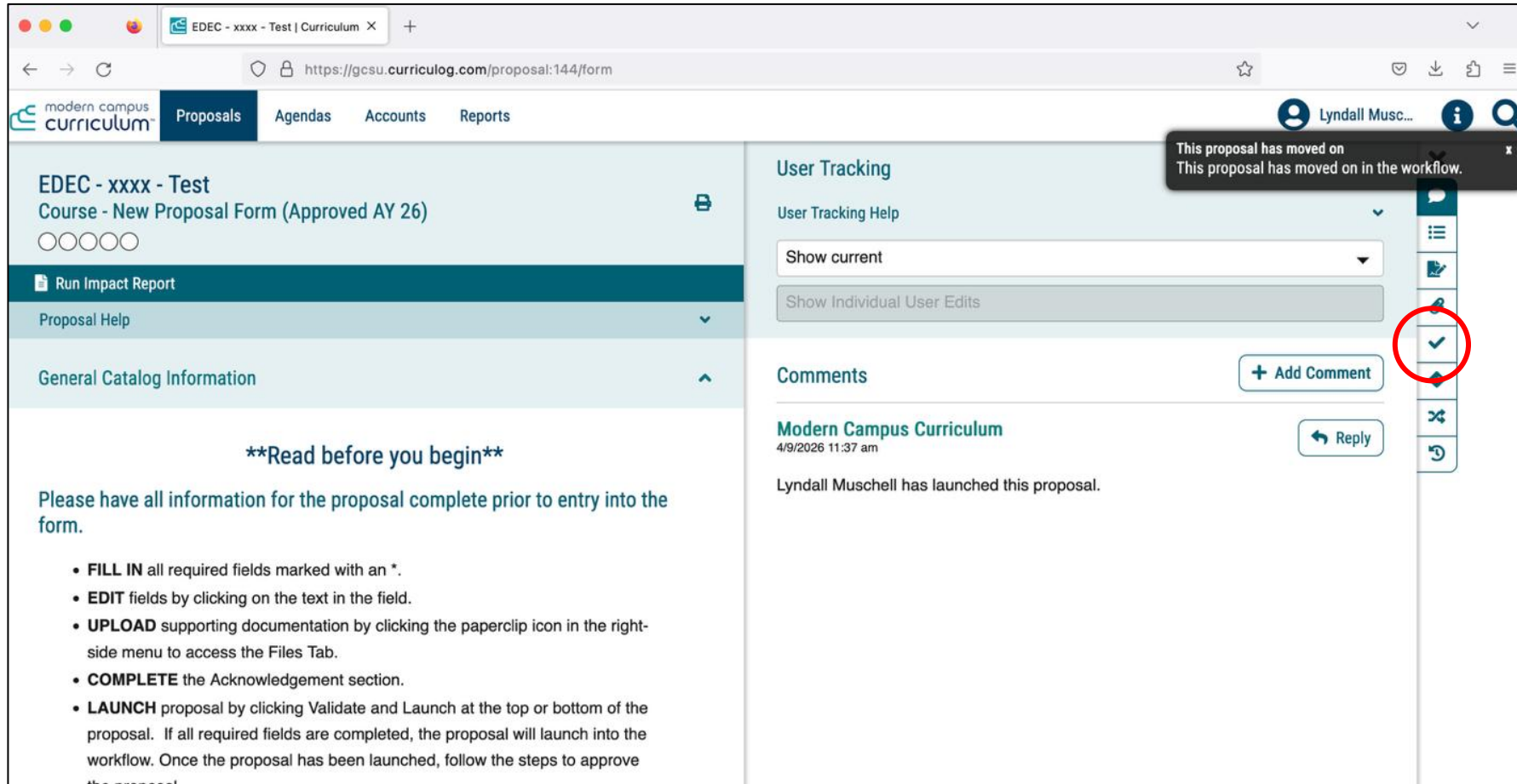
The proposal has been moved into the “workflow” and can be found under the “Your Tasks” tab on the homepage. Locate the appropriate proposal and double click to open.



The screenshot displays the 'modern campus curriculum' interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user profile 'Lyndall Musc...' is visible in the top right. Below the navigation, there are four tabs: 'My Tasks' (highlighted with a red circle), 'My Proposals', 'Watch List', and 'All Proposals'. The main content area shows a list of proposals. The first proposal is 'EDEC - 1234 - test', which is a 'Course - New Proposal Form (Approved AY 26)'. It has a progress indicator of four empty circles and a 'Last Activity' of 'Jun 1, 2026 9:37 AM by Lyndall Muschell'. Below the proposal list is an 'Approve Selected' button. The right sidebar contains 'My Recent Notifications', which lists several notifications dated 'Jun 1', including 'Next Step' and 'Launched' notifications for the 'EDEC - 1234 - test' proposal, and 'Edit' notifications for other proposals. A 'Show: 10 results' dropdown is located at the bottom right of the main content area.

Moving the Proposal through the Workflow

For the proposal to advance to the next step, you must verify the submission by clicking the ✓ within the menu bar on the right-hand side of the screen.



The screenshot displays the Modern Campus Curriculum proposal workflow interface. The browser address bar shows the URL <https://gcsu.curriculog.com/proposal:144/form>. The page title is "EDEC - xxxx - Test" and the subtitle is "Course - New Proposal Form (Approved AY 26)". The main content area includes a "Run Impact Report" button and a "Proposal Help" dropdown menu. A notification bubble at the top right states "This proposal has moved on in the workflow." The right-hand menu bar contains several icons, with a checkmark icon circled in red. The main content area includes instructions for users and a comment from Lyndall Muschell.

****Read before you begin****

Please have all information for the proposal complete prior to entry into the form.

- **FILL IN** all required fields marked with an *.
- **EDIT** fields by clicking on the text in the field.
- **UPLOAD** supporting documentation by clicking the paperclip icon in the right-side menu to access the Files Tab.
- **COMPLETE** the Acknowledgement section.
- **LAUNCH** proposal by clicking Validate and Launch at the top or bottom of the proposal. If all required fields are completed, the proposal will launch into the workflow. Once the proposal has been launched, follow the steps to approve the proposal.

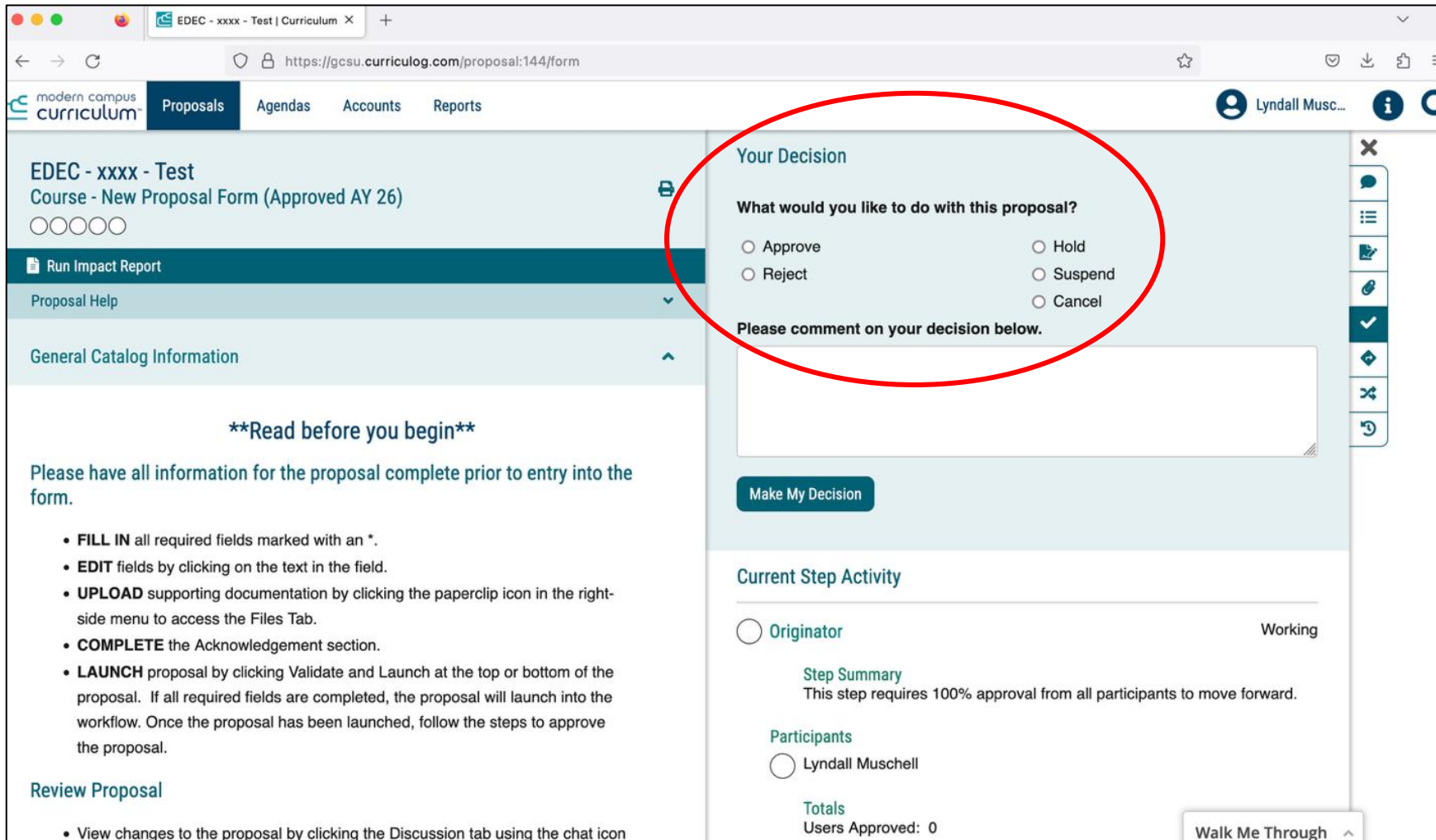
Comments

Modern Campus Curriculum
4/9/2026 11:37 am

Lyndall Muschell has launched this proposal.

Moving the Proposal through the Workflow

As the originator of the proposal, you must make a decision to advance the workflow process.



The screenshot displays the 'Curriculum Log' interface for a proposal titled 'EDEC - xxxx - Test'. The 'Your Decision' section is highlighted with a red circle and contains the following options:

Your Decision

What would you like to do with this proposal?

- Approve
- Reject
- Hold
- Suspend
- Cancel

Please comment on your decision below.

Make My Decision

Current Step Activity

- Originator Working

Step Summary
This step requires 100% approval from all participants to move forward.

Participants

- Lyndall Muschell

Totals
Users Approved: 0

Walk Me Through ^

****Read before you begin****

Please have all information for the proposal complete prior to entry into the form.

- **FILL IN** all required fields marked with an *.
- **EDIT** fields by clicking on the text in the field.
- **UPLOAD** supporting documentation by clicking the paperclip icon in the right-side menu to access the Files Tab.
- **COMPLETE** the Acknowledgement section.
- **LAUNCH** proposal by clicking Validate and Launch at the top or bottom of the proposal. If all required fields are completed, the proposal will launch into the workflow. Once the proposal has been launched, follow the steps to approve the proposal.

Review Proposal

- View changes to the proposal by clicking the Discussion tab using the chat icon

Moving the Proposal through the Workflow

Decision options include the following:

Approve – This indicates that your decision is to approve the proposal and have the proposal continue in the workflow process.

Reject – This indicates that your decision is to reject the decision to move the proposal forward in the workflow process.

Hold – This indicates that your decision is to hold the proposal for review or continued revisions. You will be able to continue work on the proposal; however, it will not advance in the workflow until the hold is removed by an Administrator.

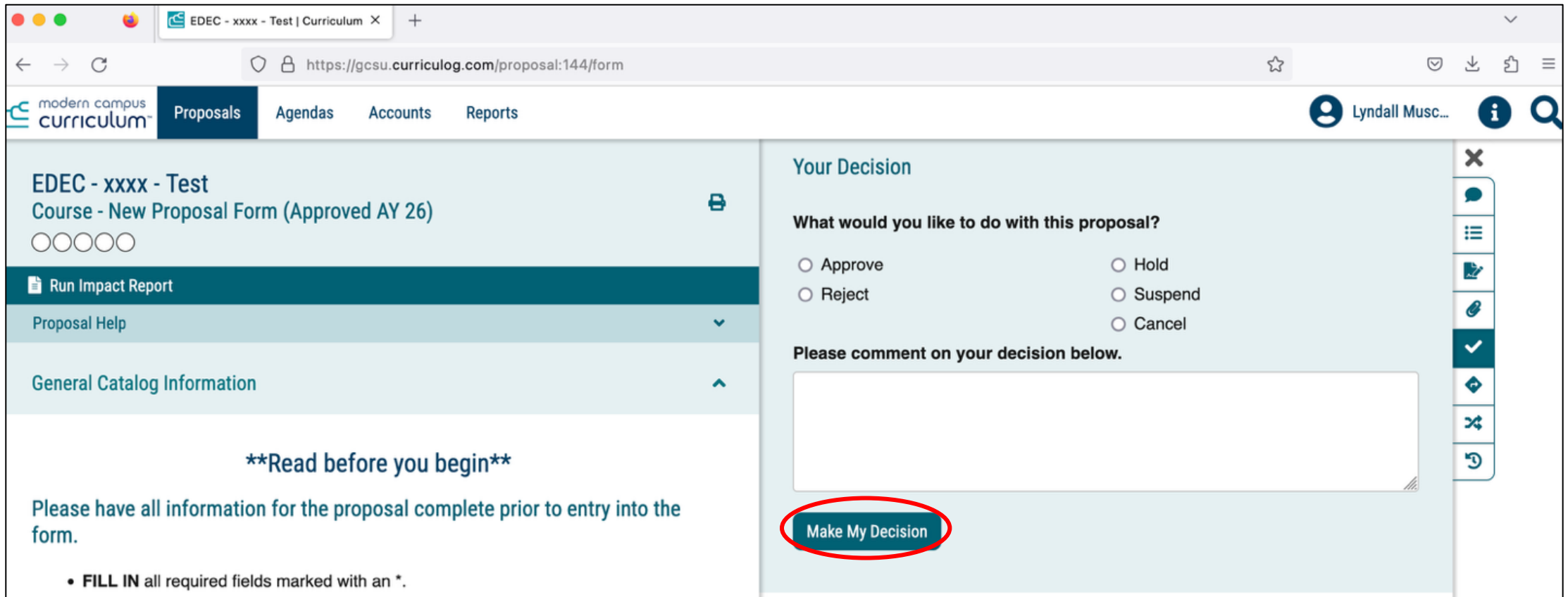
Suspend – If this decision option is selected, no work may be done on the proposal, and it will not advance in the workflow until the suspension is removed by an administrator.

Cancel – If this decision option is selected, the proposal will be sent back to the Originator in an unlaunched state; the Originator may then cancel and delete the proposal.

Moving a Proposal through the Workflow

Once the decision option has been selected, click the bar labeled, “Make My Decision.”

If “Approve” has been selected, the proposal will begin progressing through the appropriate workflow.



The screenshot shows a web browser window with the URL <https://gcsu.curriculog.com/proposal:144/form>. The page title is "EDEC - xxxx - Test | Curriculum". The navigation menu includes "Proposals", "Agendas", "Accounts", and "Reports". The user is identified as "Lyndall Musc...".

The main content area is titled "EDEC - xxxx - Test" and "Course - New Proposal Form (Approved AY 26)". It features a progress indicator (five empty circles) and a "Run Impact Report" button. Below this is a "Proposal Help" dropdown and "General Catalog Information" with an expand/collapse arrow.

A prominent message reads: ****Read before you begin****
Please have all information for the proposal complete prior to entry into the form.
• **FILL IN** all required fields marked with an *.

The "Your Decision" section asks "What would you like to do with this proposal?" and offers four radio button options: "Approve", "Reject", "Hold", "Suspend", and "Cancel". Below this is a text area for "Please comment on your decision below." and a "Make My Decision" button, which is circled in red in the image.

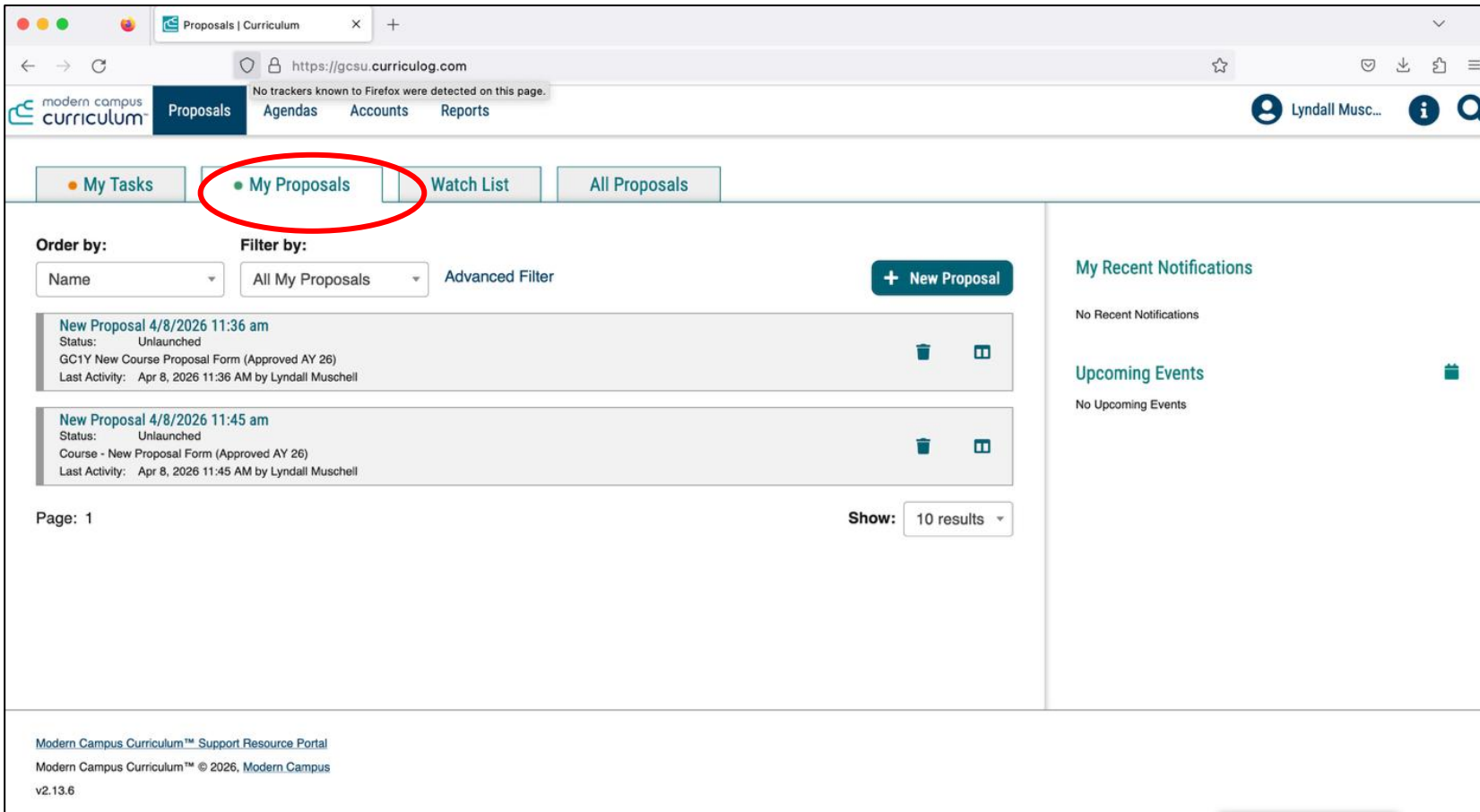
Moving a Proposal through the Workflow

The proposal will appear under the “My Tasks” tab on the *Modern Campus Curriculum* homepage of the next reviewer.

When a proposal appears in the “My Tasks” tab, the reviewer considers the proposal and makes their decision moving the proposal forward in the workflow. This process continues until the final level of approval at which time notifications are sent.

Checking the Status of a Proposal in Modern Campus Curriculum

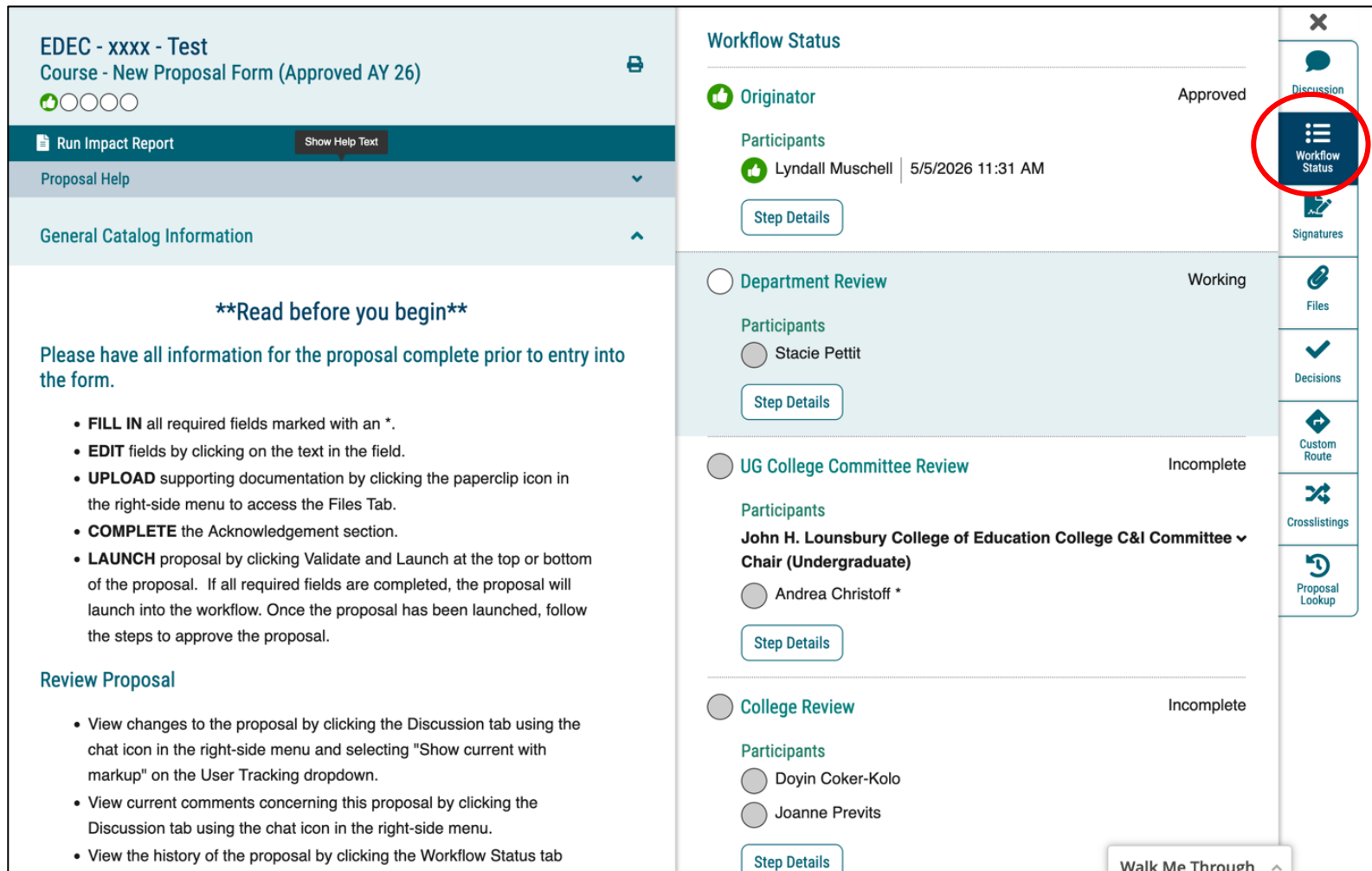
The status of the proposal in the workflow can be monitored by logging in to **Modern Campus Curriculum** and clicking on the “My Proposals” tab. Double click on the desired proposal.



The screenshot displays the Modern Campus Curriculum web application interface. The browser address bar shows the URL <https://gcsu.curriculog.com>. The navigation menu includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The 'Proposals' tab is active, and the 'My Proposals' sub-tab is highlighted with a red circle. Below the navigation, there are filters for 'Order by' (Name) and 'Filter by' (All My Proposals), along with an 'Advanced Filter' button and a '+ New Proposal' button. The main content area lists two proposals, both with a status of 'Unlaunched'. The first proposal is titled 'New Proposal 4/8/2026 11:36 am' and the second is 'New Proposal 4/8/2026 11:45 am'. Both proposals include details such as 'GC1Y New Course Proposal Form (Approved AY 26)' and 'Last Activity: Apr 8, 2026 11:36 AM by Lyndall Muschell'. The interface also features a 'Page: 1' indicator and a 'Show: 10 results' dropdown. On the right side, there are sections for 'My Recent Notifications' and 'Upcoming Events', both showing 'No Recent Notifications' and 'No Upcoming Events' respectively. The footer contains the text 'Modern Campus Curriculum™ Support Resource Portal', 'Modern Campus Curriculum™ © 2026, Modern Campus', and 'v2.13.6'.

Checking the Status of a Proposal in Modern Campus Curriculum

Once the proposal opens, click on “Workflow Status” within the menu bar on the right-hand side of the screen.



EDEC - xxxx - Test
Course - New Proposal Form (Approved AY 26)

Run Impact Report [Show Help Text](#)

Proposal Help

General Catalog Information

****Read before you begin****

Please have all information for the proposal complete prior to entry into the form.

- **FILL IN** all required fields marked with an *.
- **EDIT** fields by clicking on the text in the field.
- **UPLOAD** supporting documentation by clicking the paperclip icon in the right-side menu to access the Files Tab.
- **COMPLETE** the Acknowledgement section.
- **LAUNCH** proposal by clicking Validate and Launch at the top or bottom of the proposal. If all required fields are completed, the proposal will launch into the workflow. Once the proposal has been launched, follow the steps to approve the proposal.

Review Proposal

- View changes to the proposal by clicking the Discussion tab using the chat icon in the right-side menu and selecting "Show current with markup" on the User Tracking dropdown.
- View current comments concerning this proposal by clicking the Discussion tab using the chat icon in the right-side menu.
- View the history of the proposal by clicking the Workflow Status tab

Workflow Status

Originator Approved

Participants
Lyndall Muschell | 5/5/2026 11:31 AM

[Step Details](#)

Department Review Working

Participants
Stacie Pettit

[Step Details](#)

UG College Committee Review Incomplete

Participants
John H. Lounsbury College of Education College C&I Committee - Chair (Undergraduate)
Andrea Christoff *

[Step Details](#)

College Review Incomplete

Participants
Doyin Coker-Kolo
Joanne Previts

[Step Details](#)

[Walk Me Through](#)

Discussion

Workflow Status

Signatures

Files

Decisions

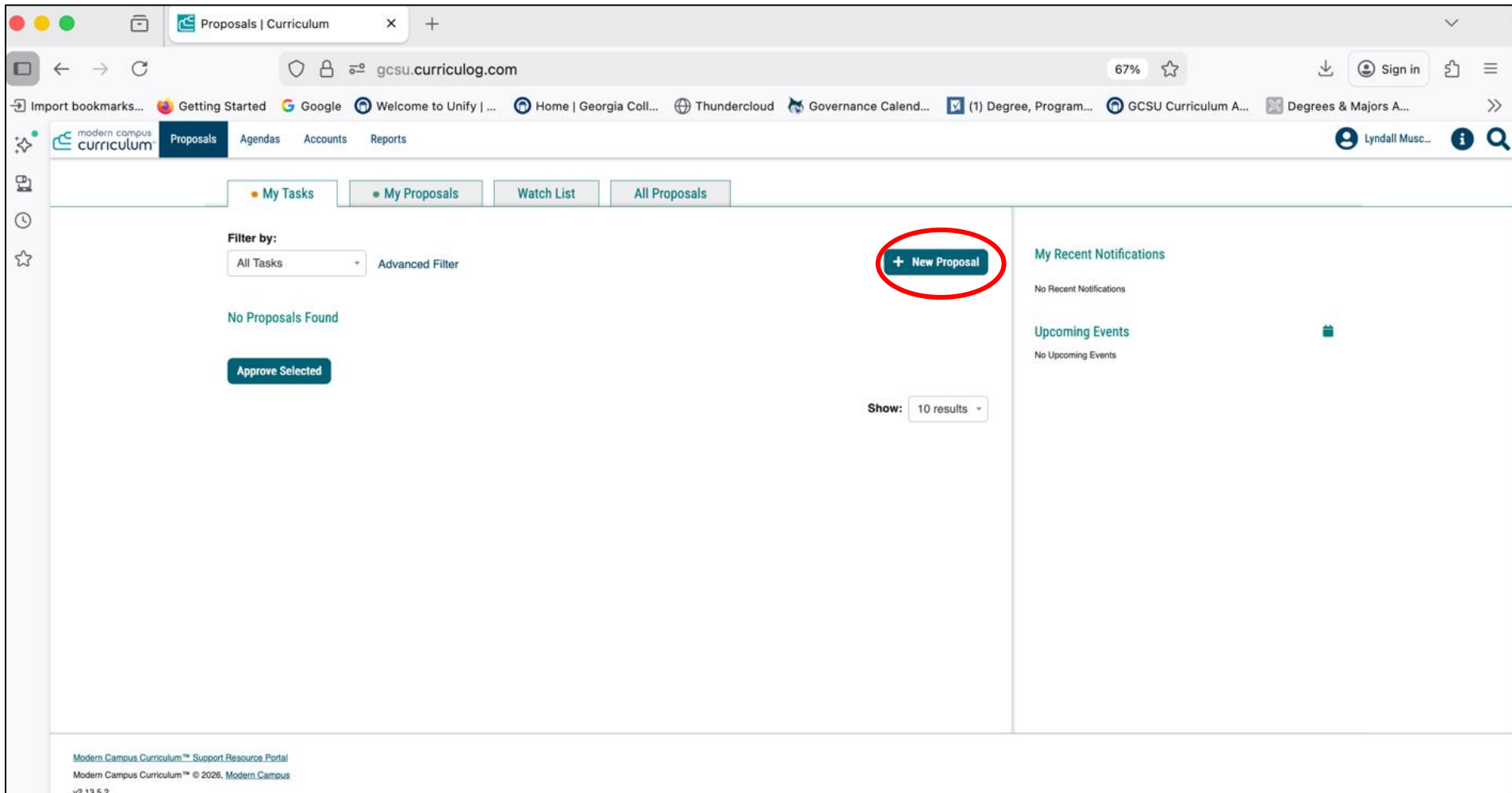
Custom Route

Crosslistings

Proposal Lookup

Submitting a Proposal for a New Course

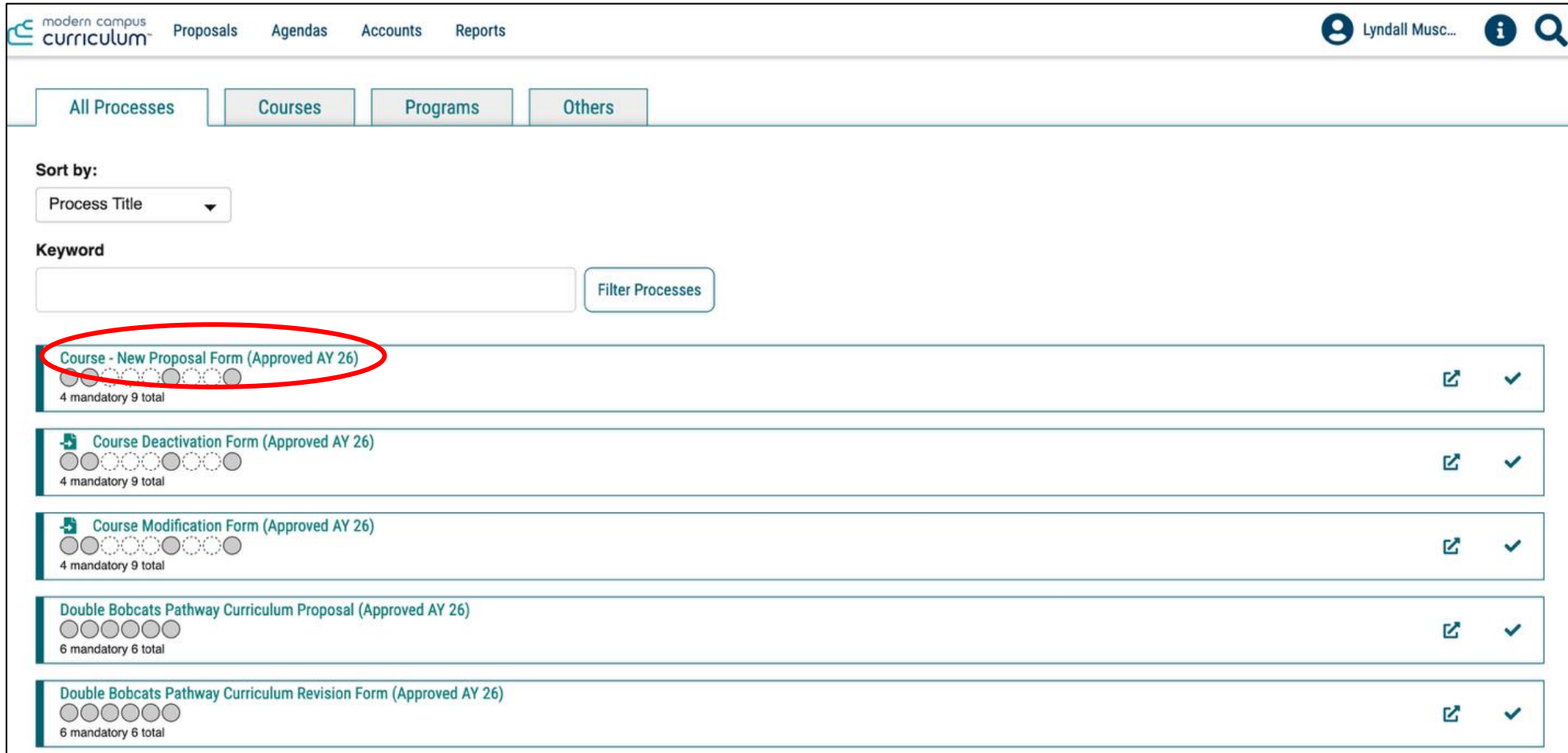
Login to **Modern Campus Curriculum** using Unify/MyGCSU credentials. Click on the bar labeled “New Proposal.”



The screenshot displays the 'Proposals | Curriculum' interface in a web browser. The browser's address bar shows 'gcsu.curriculog.com'. The page features a navigation menu with 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below the navigation, there are tabs for 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. A 'Filter by:' section includes a dropdown menu set to 'All Tasks' and an 'Advanced Filter' button. The main content area displays 'No Proposals Found' and an 'Approve Selected' button. A 'Show: 10 results' dropdown is visible. On the right side, there are sections for 'My Recent Notifications' (showing 'No Recent Notifications') and 'Upcoming Events' (showing 'No Upcoming Events'). A red circle highlights the '+ New Proposal' button in the top right area of the main content.

Submitting a Proposal for a New Course


Select the *Course-New Proposal Form*.

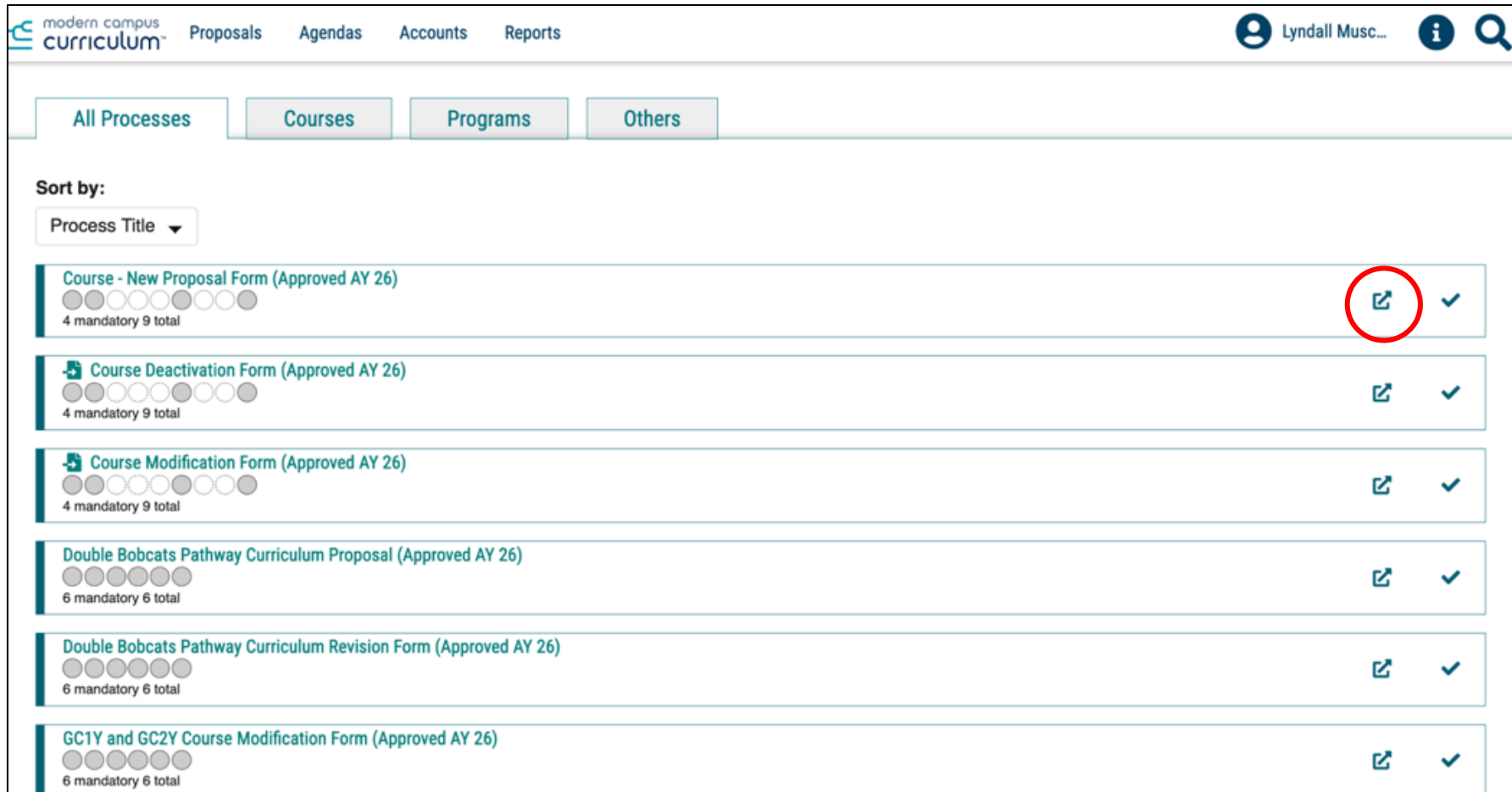


The screenshot shows the 'modern campus curriculum' interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user is logged in as 'Lyndall Musc...'. Below the navigation, there are tabs for 'All Processes', 'Courses', 'Programs', and 'Others'. The 'All Processes' tab is selected. The interface includes a 'Sort by:' dropdown menu set to 'Process Title', a 'Keyword' search box, and a 'Filter Processes' button. A list of proposal forms is displayed, with the first item, 'Course - New Proposal Form (Approved AY 26)', circled in red. Each item in the list includes a progress indicator (a row of circles), the number of mandatory and total items, and two action icons (a link icon and a checkmark icon).







Process Title	Progress	Mandatory	Total	Link	Checkmark
Course - New Proposal Form (Approved AY 26)	●●●●●○●●●●	4 mandatory	9 total	🔗	✓
Course Deactivation Form (Approved AY 26)	●●●●●○●●●●	4 mandatory	9 total	🔗	✓
Course Modification Form (Approved AY 26)	●●●●●○●●●●	4 mandatory	9 total	🔗	✓
Double Bobcats Pathway Curriculum Proposal (Approved AY 26)	●●●●●○●●●●	6 mandatory	6 total	🔗	✓
Double Bobcats Pathway Curriculum Revision Form (Approved AY 26)	●●●●●○●●●●	6 mandatory	6 total	🔗	✓

Submitting a Proposal for a New Course

To preview a proposal form, click on the  icon. This is helpful to review prior to beginning a proposal so that all necessary information can be prepared and easily accessible.

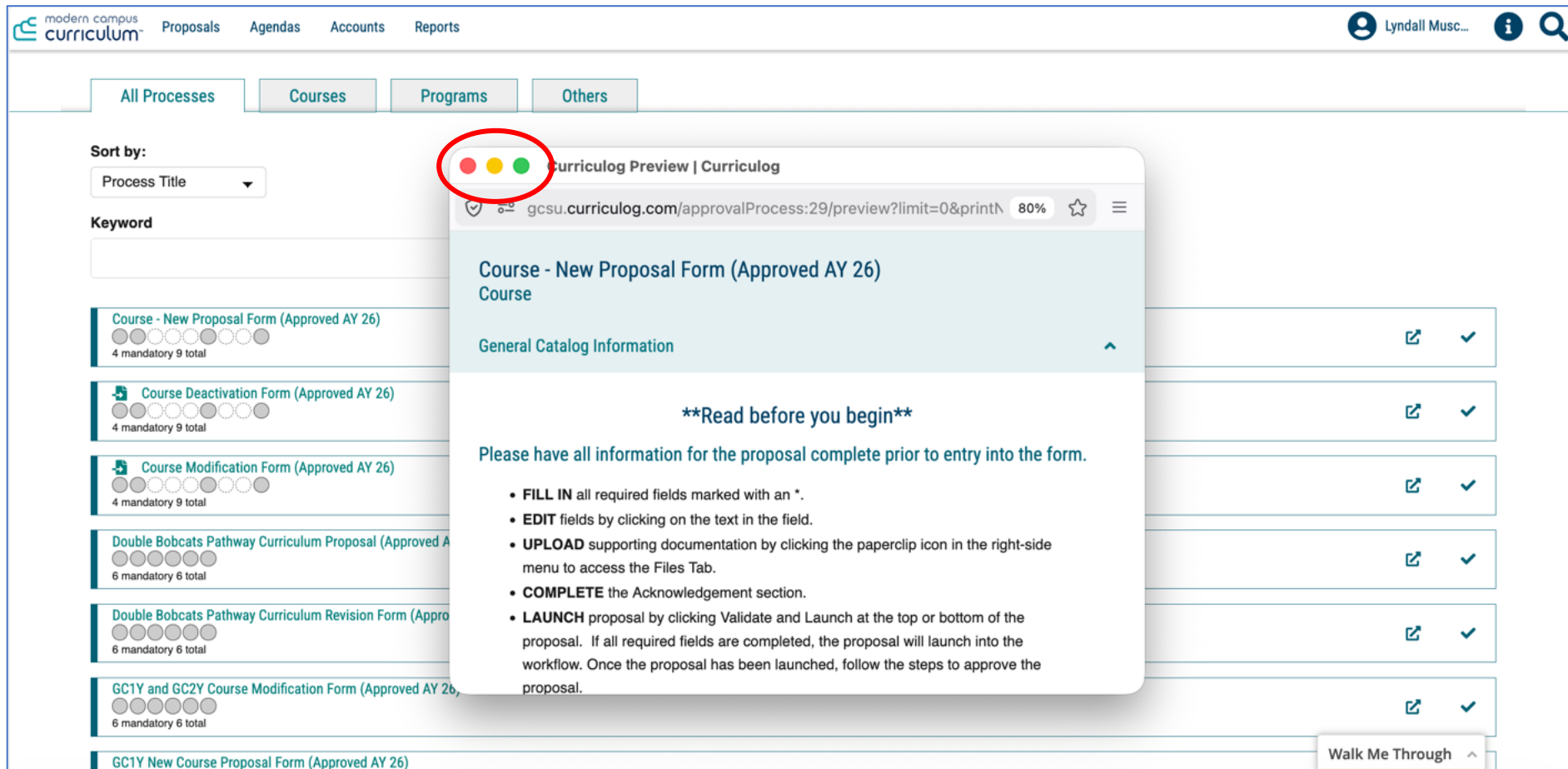


The screenshot displays the 'modern campus curriculum' interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user is logged in as 'Lyndall Musc...'. Below the navigation, there are tabs for 'All Processes', 'Courses', 'Programs', and 'Others'. A 'Sort by:' dropdown menu is set to 'Process Title'. The main content area lists several proposal forms, each with a progress indicator (a row of 9 circles) and a status (e.g., '4 mandatory 9 total'). The first item, 'Course - New Proposal Form (Approved AY 26)', has its external link icon circled in red. Other items include 'Course Deactivation Form', 'Course Modification Form', 'Double Bobcats Pathway Curriculum Proposal', 'Double Bobcats Pathway Curriculum Revision Form', and 'GC1Y and GC2Y Course Modification Form'.

Process Title	Progress	Mandatory	Total	Preview	Checkmark
Course - New Proposal Form (Approved AY 26)	●●●●●○○○○	4	9		✓
Course Deactivation Form (Approved AY 26)	●●●●●○○○○	4	9		✓
Course Modification Form (Approved AY 26)	●●●●●○○○○	4	9		✓
Double Bobcats Pathway Curriculum Proposal (Approved AY 26)	●●●●●○○○○	6	6		✓
Double Bobcats Pathway Curriculum Revision Form (Approved AY 26)	●●●●●○○○○	6	6		✓
GC1Y and GC2Y Course Modification Form (Approved AY 26)	●●●●●○○○○	6	6		✓

Submitting a Proposal for a New Course

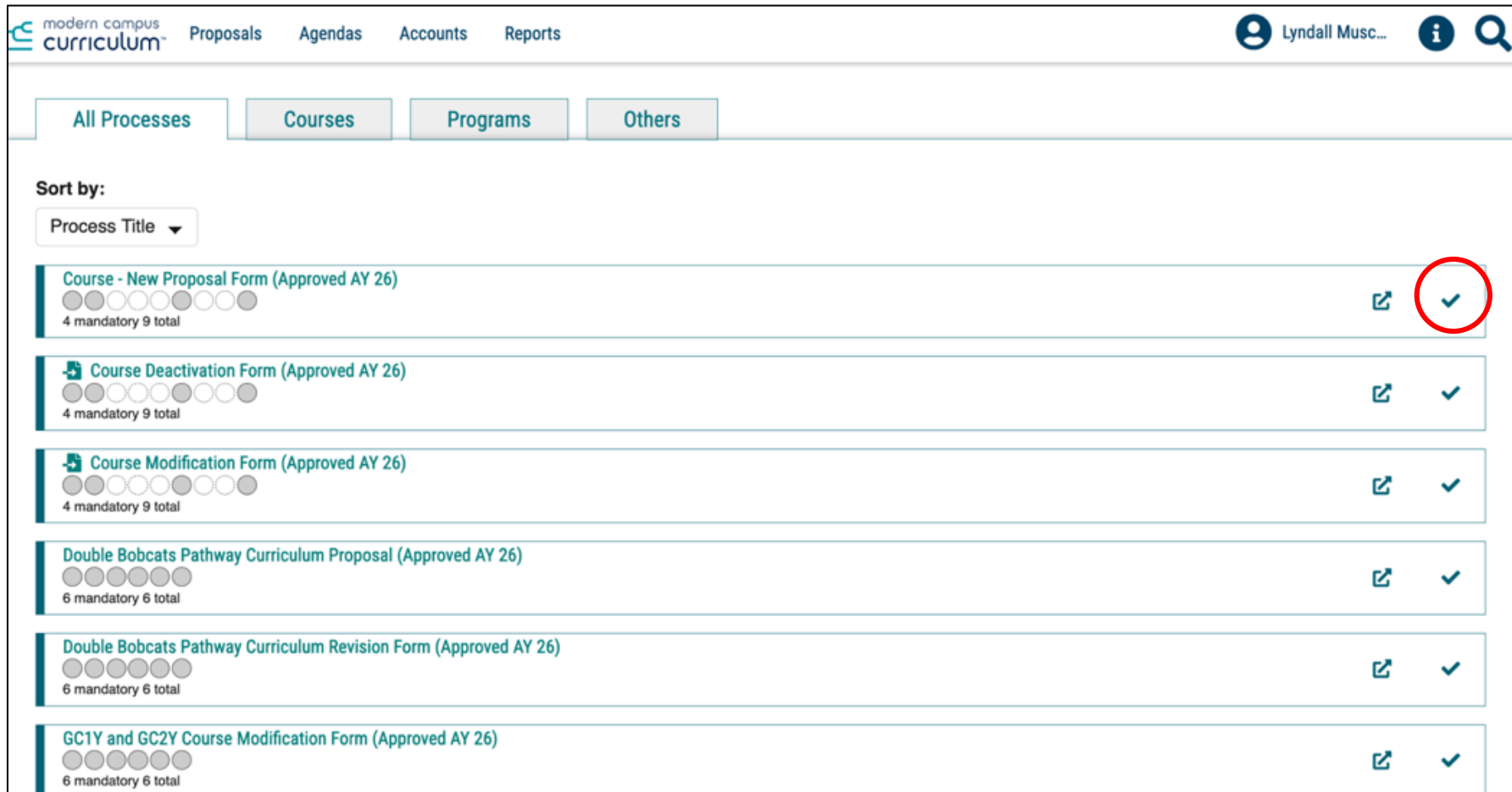
The preview window can be expanded, minimized, or closed using the red, yellow, and green dots at the top of the pop-up screen.



The screenshot displays the Curriculog web application interface. The main navigation bar includes "Proposals", "Agendas", "Accounts", and "Reports". The user profile "Lyndall Musc..." is visible in the top right. The "Courses" tab is selected, showing a list of proposal forms with progress indicators (e.g., "4 mandatory 9 total"). A preview window titled "Curriculog Preview | Curriculog" is open, showing the "Course - New Proposal Form (Approved AY 26)" and "General Catalog Information". The preview window's title bar has three colored dots (red, yellow, green) circled in red, indicating window control buttons. The preview content includes instructions: "**Read before you begin**" and "Please have all information for the proposal complete prior to entry into the form." followed by a list of steps: FILL IN, EDIT, UPLOAD, COMPLETE, and LAUNCH. A "Walk Me Through" button is visible at the bottom right of the preview window.

Submitting a Proposal for a New Course

To begin a proposal, click on the ✓ icon. This will open the proposal form.

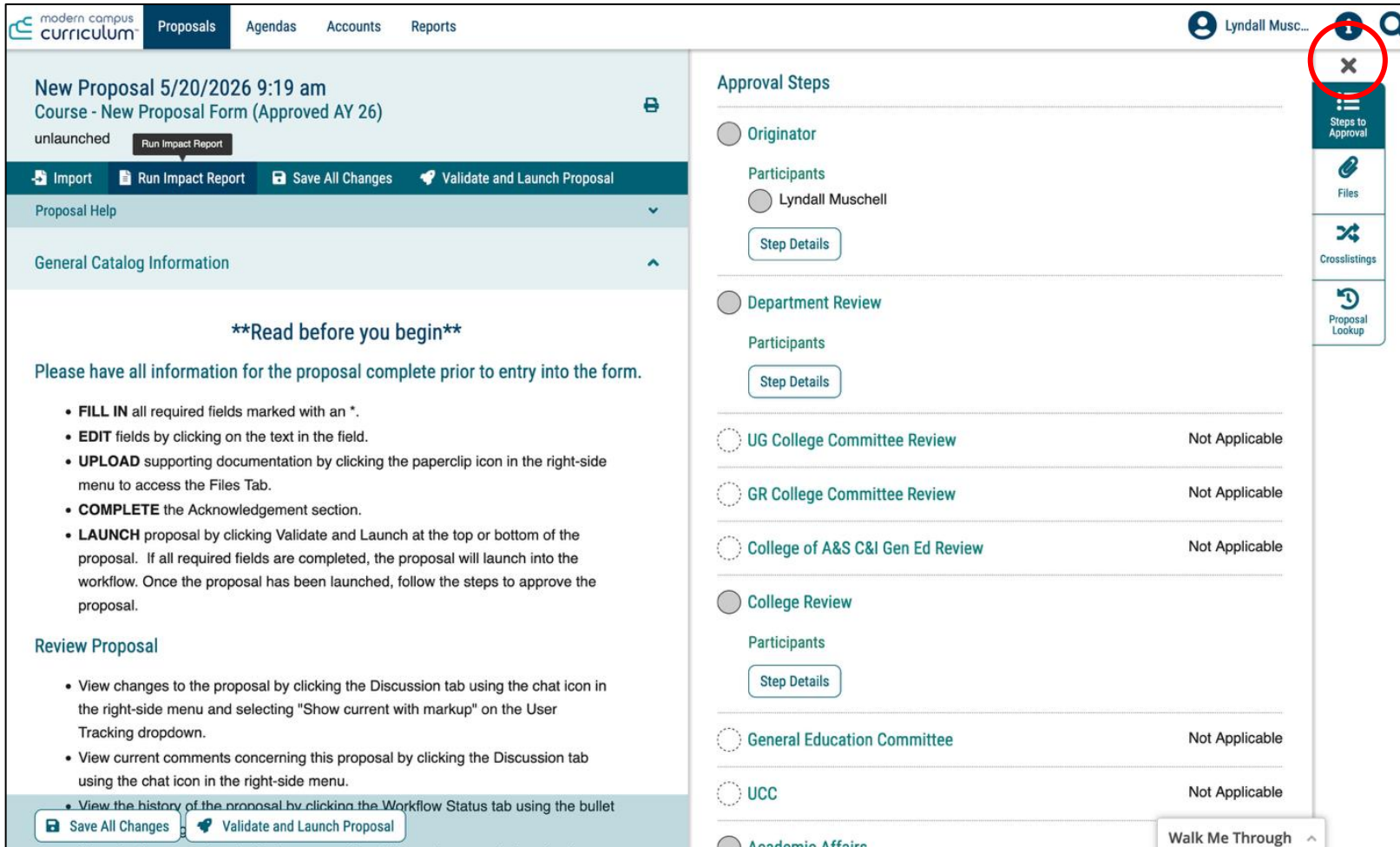


The screenshot displays the 'modern campus curriculum' interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user profile 'Lyndall Musc...' is visible in the top right. Below the navigation, there are tabs for 'All Processes', 'Courses', 'Programs', and 'Others'. A 'Sort by:' dropdown menu is set to 'Process Title'. The main content area shows a list of proposal forms, each with a progress indicator (a row of 9 circles) and a '4 mandatory 9 total' label. The first item, 'Course - New Proposal Form (Approved AY 26)', has its checkmark icon circled in red. Other items include 'Course Deactivation Form', 'Course Modification Form', 'Double Bobcats Pathway Curriculum Proposal', 'Double Bobcats Pathway Curriculum Revision Form', and 'GC1Y and GC2Y Course Modification Form'.

Process Title	Progress	Mandatory	Total	Action
Course - New Proposal Form (Approved AY 26)	4/9	4 mandatory	9 total	✓
Course Deactivation Form (Approved AY 26)	4/9	4 mandatory	9 total	✓
Course Modification Form (Approved AY 26)	4/9	4 mandatory	9 total	✓
Double Bobcats Pathway Curriculum Proposal (Approved AY 26)	6/6	6 mandatory	6 total	✓
Double Bobcats Pathway Curriculum Revision Form (Approved AY 26)	6/6	6 mandatory	6 total	✓
GC1Y and GC2Y Course Modification Form (Approved AY 26)	6/6	6 mandatory	6 total	✓

Submitting a Proposal for a New Course

To view the form in full pane, click on the X in the top right-hand corner.



The screenshot displays the 'modern campus curriculum' interface for submitting a proposal. The main content area shows a 'New Proposal' form with instructions and a list of review steps. A red circle highlights an 'X' icon in the top right corner of the interface, which is used to toggle the form into a full-pane view.

Approval Steps

<input type="radio"/> Originator	
Participants	
<input type="radio"/> Lyndall Muschell	
Step Details	
<input type="radio"/> Department Review	
Participants	
Step Details	
<input type="radio"/> UG College Committee Review	Not Applicable
<input type="radio"/> GR College Committee Review	Not Applicable
<input type="radio"/> College of A&S C&I Gen Ed Review	Not Applicable
<input type="radio"/> College Review	
Participants	
Step Details	
<input type="radio"/> General Education Committee	Not Applicable
<input type="radio"/> UCC	Not Applicable
<input type="radio"/> Academic Affairs	

****Read before you begin****

Please have all information for the proposal complete prior to entry into the form.

- **FILL IN** all required fields marked with an *.
- **EDIT** fields by clicking on the text in the field.
- **UPLOAD** supporting documentation by clicking the paperclip icon in the right-side menu to access the Files Tab.
- **COMPLETE** the Acknowledgement section.
- **LAUNCH** proposal by clicking Validate and Launch at the top or bottom of the proposal. If all required fields are completed, the proposal will launch into the workflow. Once the proposal has been launched, follow the steps to approve the proposal.

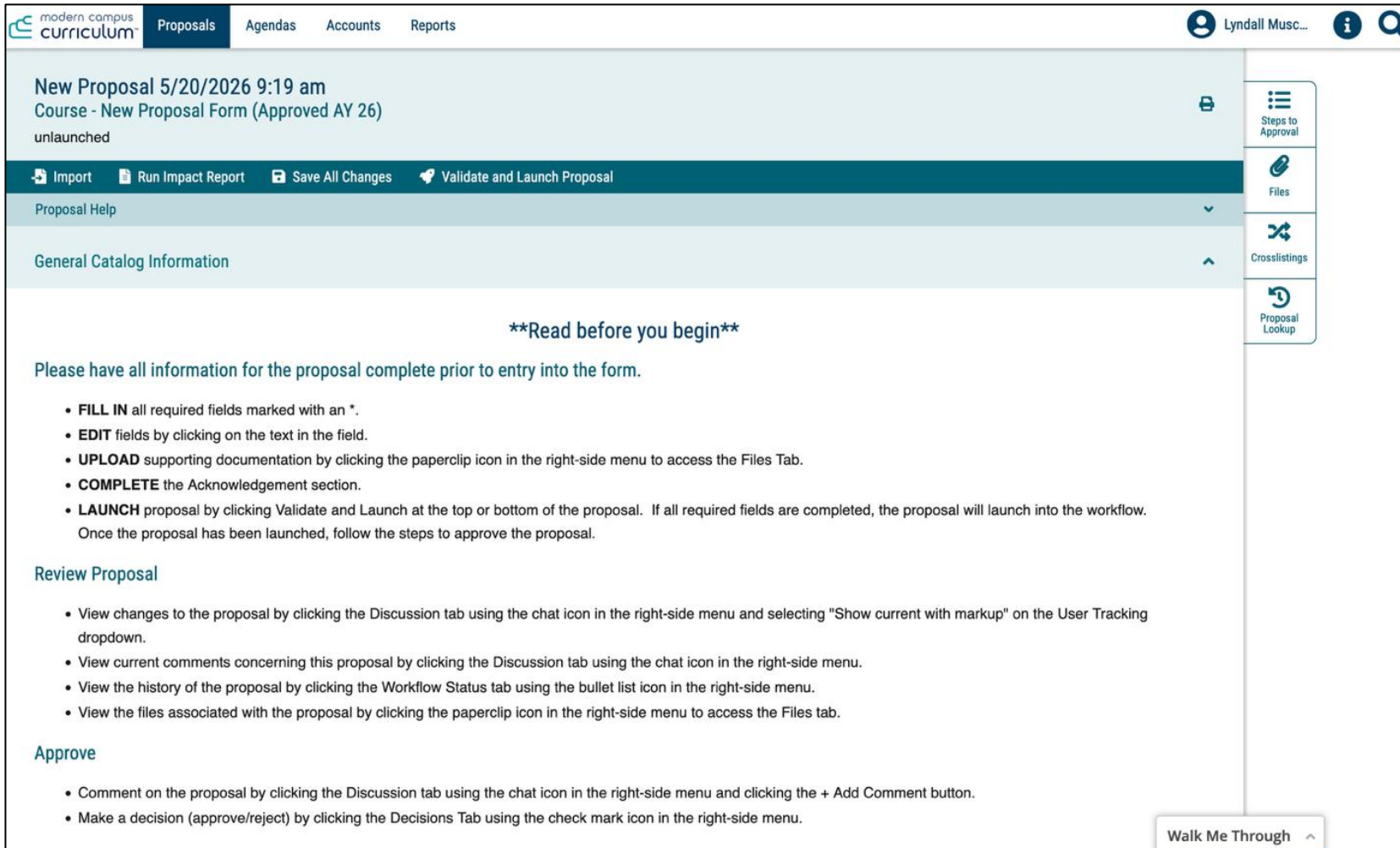
Review Proposal

- View changes to the proposal by clicking the Discussion tab using the chat icon in the right-side menu and selecting "Show current with markup" on the User Tracking dropdown.
- View current comments concerning this proposal by clicking the Discussion tab using the chat icon in the right-side menu.
- View the history of the proposal by clicking the Workflow Status tab using the bullet

Navigation buttons: Save All Changes, Validate and Launch Proposal

Submitting a Proposal for a New Course

Complete the form using the guidelines provided. Required fields are marked with an *.



The screenshot shows the 'modern campus curriculum' interface for 'Proposals'. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user is logged in as 'Lyndall Musc...'. The main content area displays a 'New Proposal' titled 'Course - New Proposal Form (Approved AY 26)' with a timestamp of '5/20/2026 9:19 am' and a status of 'unlaunched'. Below the title is a toolbar with buttons for 'Import', 'Run Impact Report', 'Save All Changes', and 'Validate and Launch Proposal'. A 'Proposal Help' dropdown menu is visible. The 'General Catalog Information' section is expanded, showing a warning: '**Read before you begin**'. Below this, a message states: 'Please have all information for the proposal complete prior to entry into the form.' A list of instructions follows: 'FILL IN all required fields marked with an *', 'EDIT fields by clicking on the text in the field', 'UPLOAD supporting documentation by clicking the paperclip icon in the right-side menu to access the Files Tab', 'COMPLETE the Acknowledgement section', and 'LAUNCH proposal by clicking Validate and Launch at the top or bottom of the proposal. If all required fields are completed, the proposal will launch into the workflow. Once the proposal has been launched, follow the steps to approve the proposal.' The 'Review Proposal' section includes instructions on viewing changes, comments, history, and files. The 'Approve' section includes instructions on commenting and making a decision. A 'Walk Me Through' button is located at the bottom right.

modern campus curriculum | Proposals | Agendas | Accounts | Reports | Lyndall Musc... | i | 🔍

New Proposal 5/20/2026 9:19 am
Course - New Proposal Form (Approved AY 26)
unlaunched

📄 Import | 📄 Run Impact Report | 💾 Save All Changes | 🚀 Validate and Launch Proposal

Proposal Help

General Catalog Information

****Read before you begin****

Please have all information for the proposal complete prior to entry into the form.

- **FILL IN** all required fields marked with an *.
- **EDIT** fields by clicking on the text in the field.
- **UPLOAD** supporting documentation by clicking the paperclip icon in the right-side menu to access the Files Tab.
- **COMPLETE** the Acknowledgement section.
- **LAUNCH** proposal by clicking Validate and Launch at the top or bottom of the proposal. If all required fields are completed, the proposal will launch into the workflow. Once the proposal has been launched, follow the steps to approve the proposal.

Review Proposal

- View changes to the proposal by clicking the Discussion tab using the chat icon in the right-side menu and selecting "Show current with markup" on the User Tracking dropdown.
- View current comments concerning this proposal by clicking the Discussion tab using the chat icon in the right-side menu.
- View the history of the proposal by clicking the Workflow Status tab using the bullet list icon in the right-side menu.
- View the files associated with the proposal by clicking the paperclip icon in the right-side menu to access the Files tab.

Approve

- Comment on the proposal by clicking the Discussion tab using the chat icon in the right-side menu and clicking the + Add Comment button.
- Make a decision (approve/reject) by clicking the Decisions Tab using the check mark icon in the right-side menu.

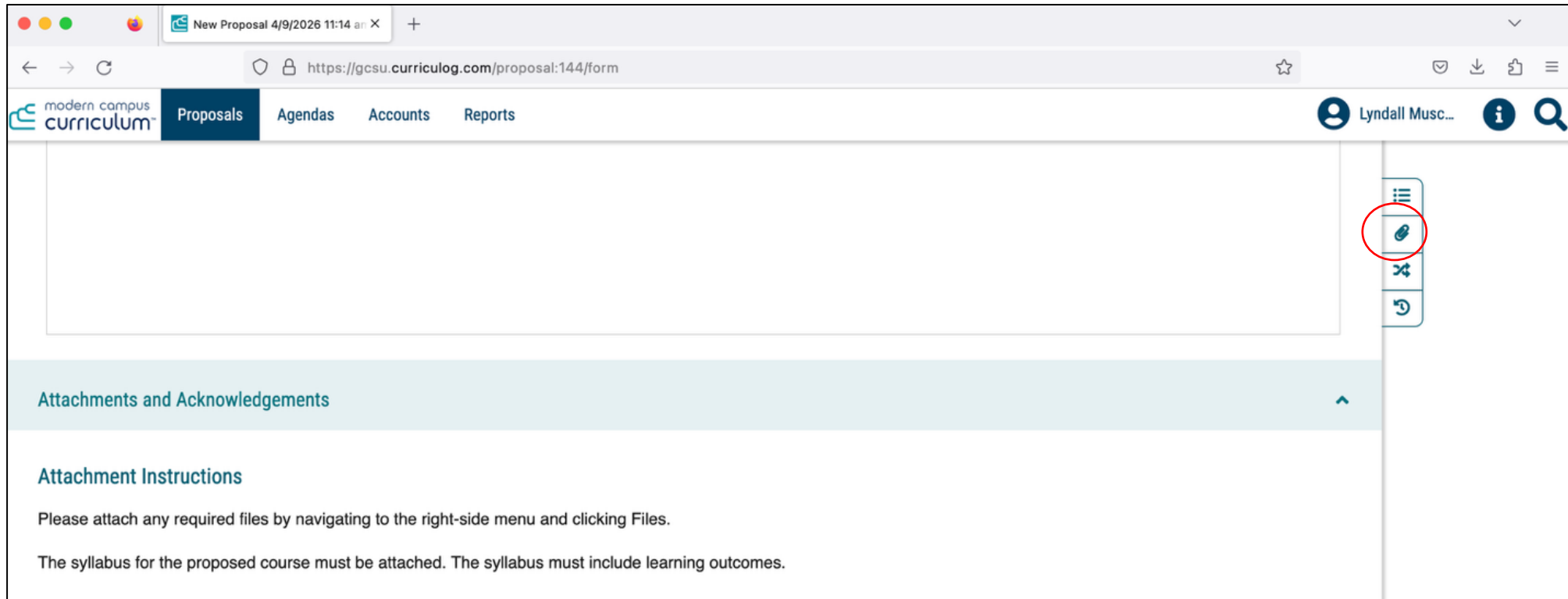
Steps to Approval | Files | Crosslistings | Proposal Lookup

Walk Me Through ^

Submitting a Proposal for a New Course

After completing the form, attach the syllabus by clicking on the paperclip/files icon in the menu on the righthand side. (The syllabus must include learning outcomes.)

Note: If this is a course being added to Core IMPACTS, attach the USG required information.



The screenshot shows a web browser window with the URL <https://gcsu.curriculog.com/proposal:144/form>. The page title is "New Proposal 4/9/2026 11:14 am". The navigation menu includes "Proposals", "Agendas", "Accounts", and "Reports". The user is logged in as "Lyndall Musc...". The main content area is a large empty form. On the right side, there is a vertical menu with three icons: a list icon, a paperclip icon (circled in red), and a refresh icon. Below the form, there is a section titled "Attachments and Acknowledgements" with a sub-section "Attachment Instructions". The instructions state: "Please attach any required files by navigating to the right-side menu and clicking Files. The syllabus for the proposed course must be attached. The syllabus must include learning outcomes."

Submitting a Proposal for a New Course

Once attachments have been uploaded, verify that all components of the proposal have been completed appropriately by clicking the “acknowledgement” box(es).

Attachments and Acknowledgements

Attachment Instructions

Please attach any required files by navigating to the right-side menu and clicking Files.

The syllabus for the proposed course must be attached. The syllabus must include learning outcomes.

Syllabus Acknowledgement*

I acknowledge that the syllabus for the proposed course is attached, and that syllabus includes learning outcomes.

Acknowledgement*

I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.

[Save All Changes](#) [Validate and Launch Proposal](#) [Walk Me Through](#)

Submitting a Proposal for a New Course

The section following “Attachments” and “Acknowledgements” is for “System Administrator Only.”
DO NOT enter any information into this section.

System Administrator Only 

CIP Code

Catalog Status

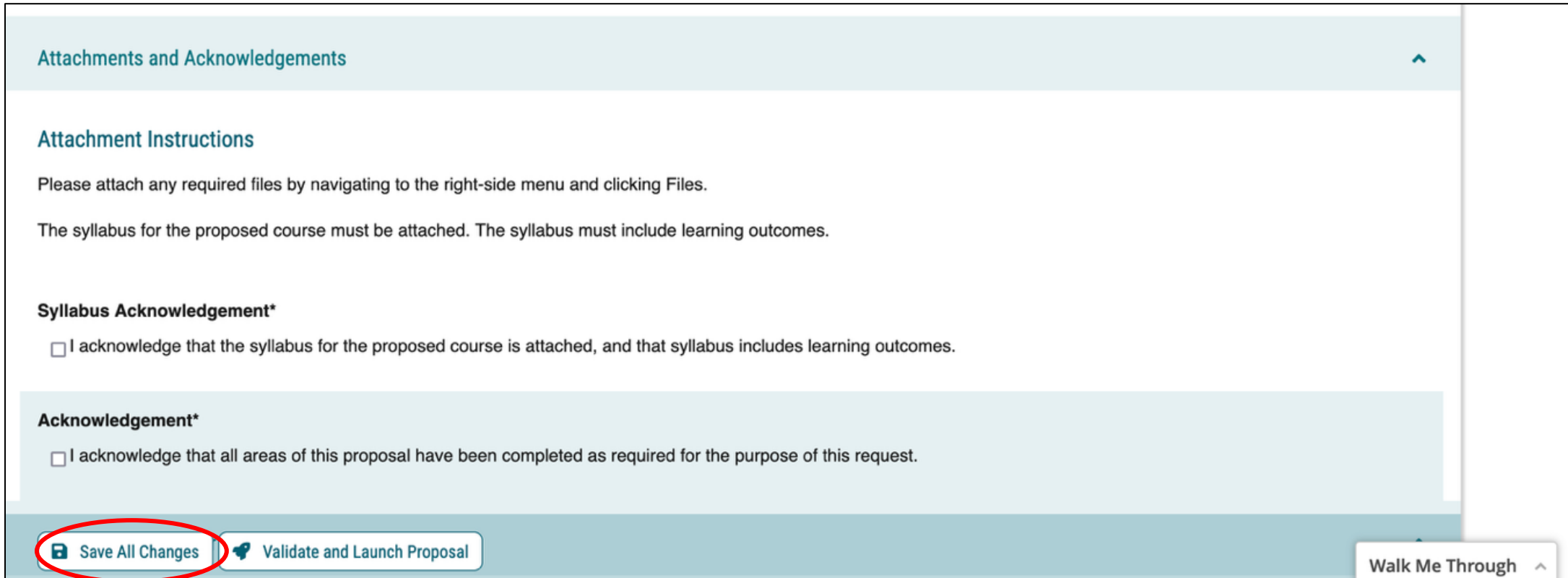
Active-Visible

Inactive-Hidden

Student Information System ID

Submitting a Proposal for a New Course

If you will need to return to the form before launching, click the bar labeled “Save All Changes” at the bottom lefthand side of the pane. The saved proposal can be accessed by clicking on the “My Proposals” tab near the top of the home screen.



The screenshot shows a web form for submitting a proposal. At the top, there is a section titled "Attachments and Acknowledgements" with an upward-pointing arrow. Below this is a sub-section "Attachment Instructions" with the text: "Please attach any required files by navigating to the right-side menu and clicking Files." and "The syllabus for the proposed course must be attached. The syllabus must include learning outcomes." This is followed by a "Syllabus Acknowledgement*" section with a checkbox and the text: "I acknowledge that the syllabus for the proposed course is attached, and that syllabus includes learning outcomes." Below that is an "Acknowledgement*" section with a checkbox and the text: "I acknowledge that all areas of this proposal have been completed as required for the purpose of this request." At the bottom of the form, there are two buttons: "Save All Changes" (which is circled in red) and "Validate and Launch Proposal". In the bottom right corner, there is a "Walk Me Through" button with an upward-pointing arrow.

Submitting a Proposal for a New Course

If you are ready to “launch” (submit) the proposal, click the bar labeled “Validate and Launch Proposal.” Verify the “launching” of the proposal by clicking “Validate and Launch Proposal.”

Attachments and Acknowledgements ^

Attachment Instructions

Please attach any required files by navigating to the right-side menu and clicking Files.

The syllabus for the proposed course must be attached. The syllabus must include learning outcomes.

Syllabus Acknowledgement*

I acknowledge that the syllabus for the proposed course is attached, and that syllabus includes learning outcomes.

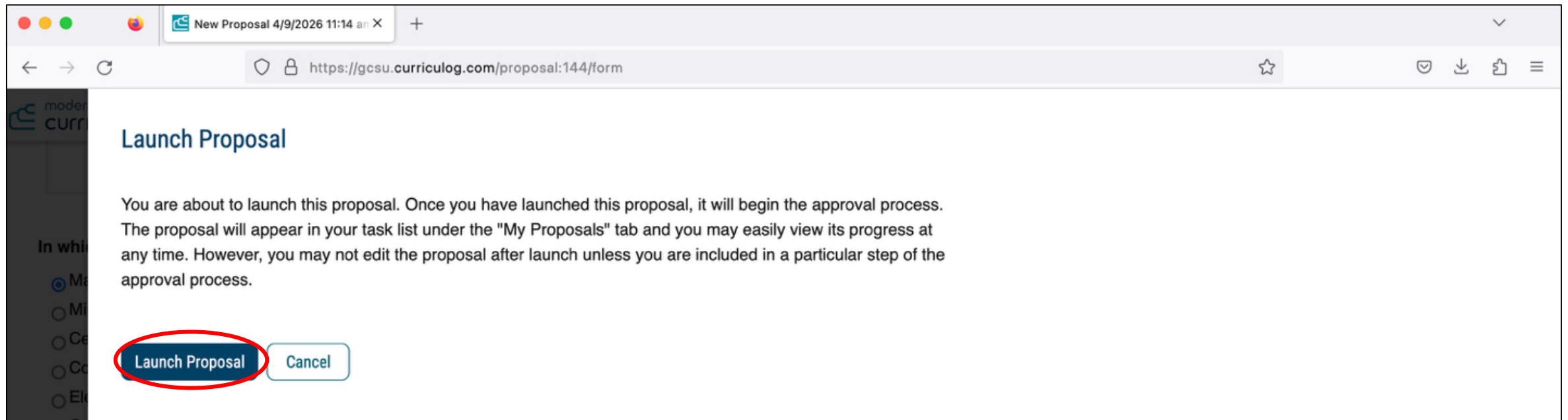
Acknowledgement*

I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.

[Save All Changes](#) [Validate and Launch Proposal](#) [Walk Me Through](#) ^

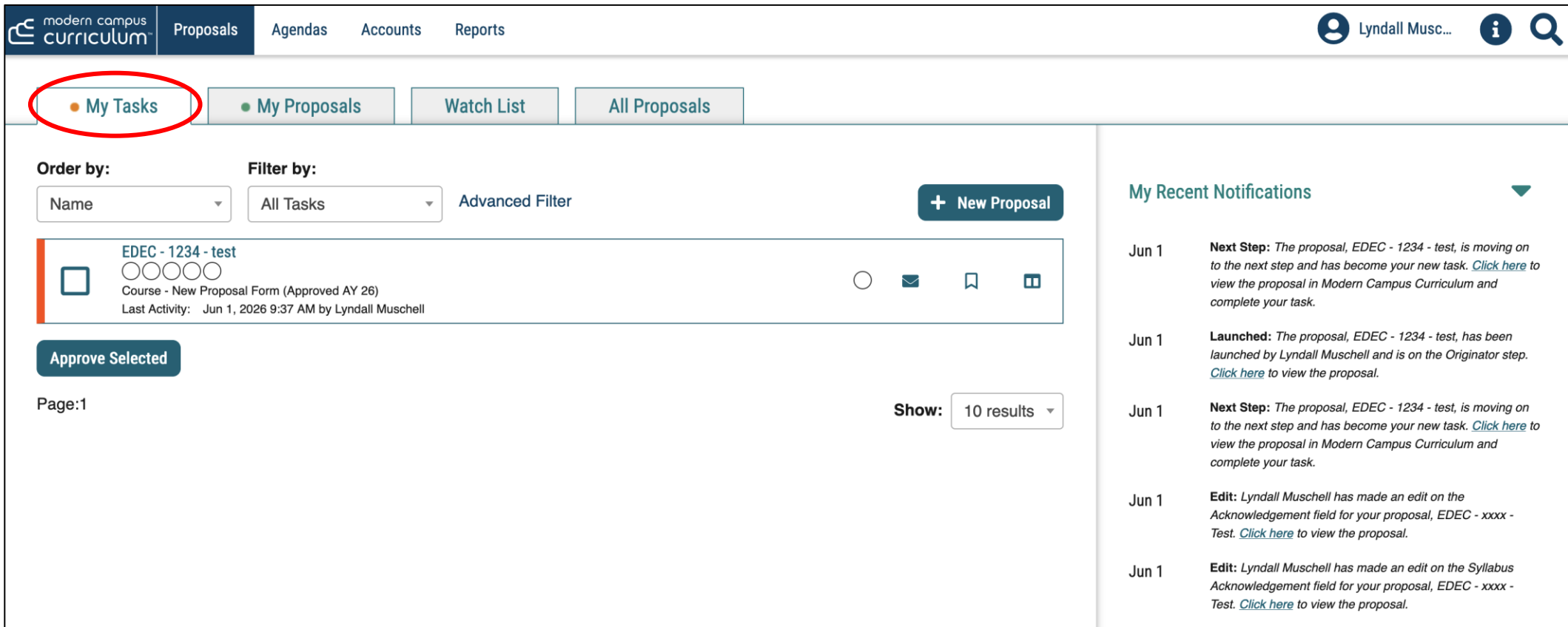
Submitting a Proposal for a New Course

The final step in submitting the proposal is to begin the approval process by clicking “Launch Proposal.” The proposal will appear in “Your Tasks” tab on the homepage.



Moving the New Course Proposal Through the Workflow

The proposal has been moved into the “workflow” and can be found under the “Your Tasks” tab on the homepage. Locate the appropriate proposal and double click to open.



The screenshot displays the Modern Campus Curriculum interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user is logged in as 'Lyndall Musc...'. The 'My Tasks' tab is highlighted with a red circle. Below the tabs, there are filter options for 'Order by' (Name) and 'Filter by' (All Tasks), along with an 'Advanced Filter' button and a '+ New Proposal' button. A single proposal card is visible, titled 'EDEC - 1234 - test', with a progress indicator of five empty circles. The card text reads: 'Course - New Proposal Form (Approved AY 26)' and 'Last Activity: Jun 1, 2026 9:37 AM by Lyndall Muschell'. Below the card is an 'Approve Selected' button. At the bottom left, it says 'Page:1' and at the bottom right, 'Show: 10 results'. On the right side of the interface, there is a 'My Recent Notifications' section with a dropdown arrow, containing four notifications dated 'Jun 1' regarding the proposal's status and edits.

modern campus curriculum™ Proposals Agendas Accounts Reports

Lyndall Musc... i Q

My Tasks My Proposals Watch List All Proposals

Order by: Name Filter by: All Tasks Advanced Filter + New Proposal

EDEC - 1234 - test
○○○○○
Course - New Proposal Form (Approved AY 26)
Last Activity: Jun 1, 2026 9:37 AM by Lyndall Muschell

Approve Selected

Page:1 Show: 10 results

My Recent Notifications

Jun 1 **Next Step:** The proposal, EDEC - 1234 - test, is moving on to the next step and has become your new task. [Click here](#) to view the proposal in Modern Campus Curriculum and complete your task.

Jun 1 **Launched:** The proposal, EDEC - 1234 - test, has been launched by Lyndall Muschell and is on the Originator step. [Click here](#) to view the proposal.

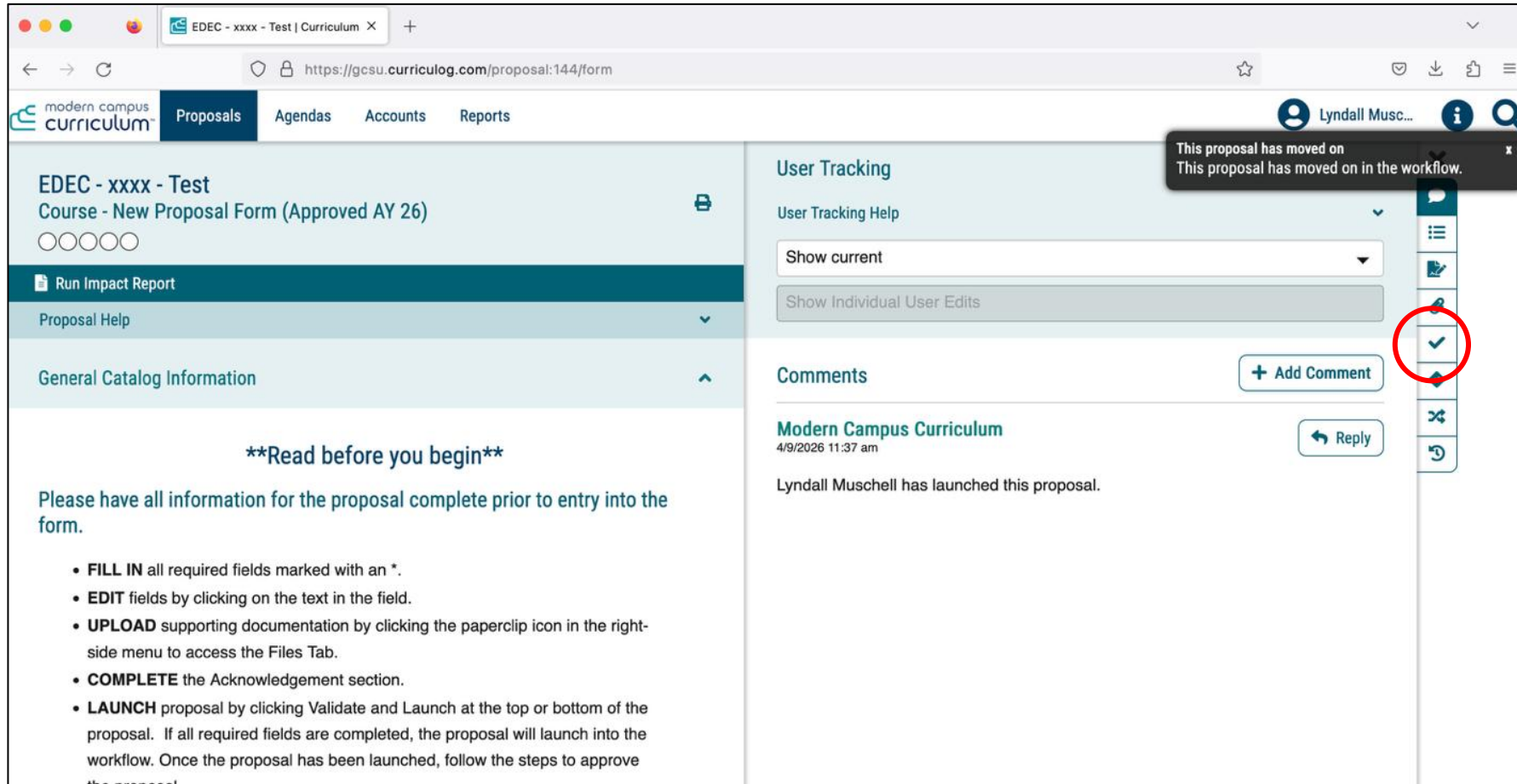
Jun 1 **Next Step:** The proposal, EDEC - 1234 - test, is moving on to the next step and has become your new task. [Click here](#) to view the proposal in Modern Campus Curriculum and complete your task.

Jun 1 **Edit:** Lyndall Muschell has made an edit on the Acknowledgement field for your proposal, EDEC - xxxx - Test. [Click here](#) to view the proposal.

Jun 1 **Edit:** Lyndall Muschell has made an edit on the Syllabus Acknowledgement field for your proposal, EDEC - xxxx - Test. [Click here](#) to view the proposal.

Moving the New Course Proposal Through the Workflow

For the proposal to advance to the next step, you must verify the submission by clicking the ✓ within the menu bar on the right-hand side of the screen.



EDEC - xxxx - Test
Course - New Proposal Form (Approved AY 26)

Run Impact Report
Proposal Help
General Catalog Information

****Read before you begin****

Please have all information for the proposal complete prior to entry into the form.

- **FILL IN** all required fields marked with an *.
- **EDIT** fields by clicking on the text in the field.
- **UPLOAD** supporting documentation by clicking the paperclip icon in the right-side menu to access the Files Tab.
- **COMPLETE** the Acknowledgement section.
- **LAUNCH** proposal by clicking Validate and Launch at the top or bottom of the proposal. If all required fields are completed, the proposal will launch into the workflow. Once the proposal has been launched, follow the steps to approve the proposal.

User Tracking
User Tracking Help
Show current
Show Individual User Edits

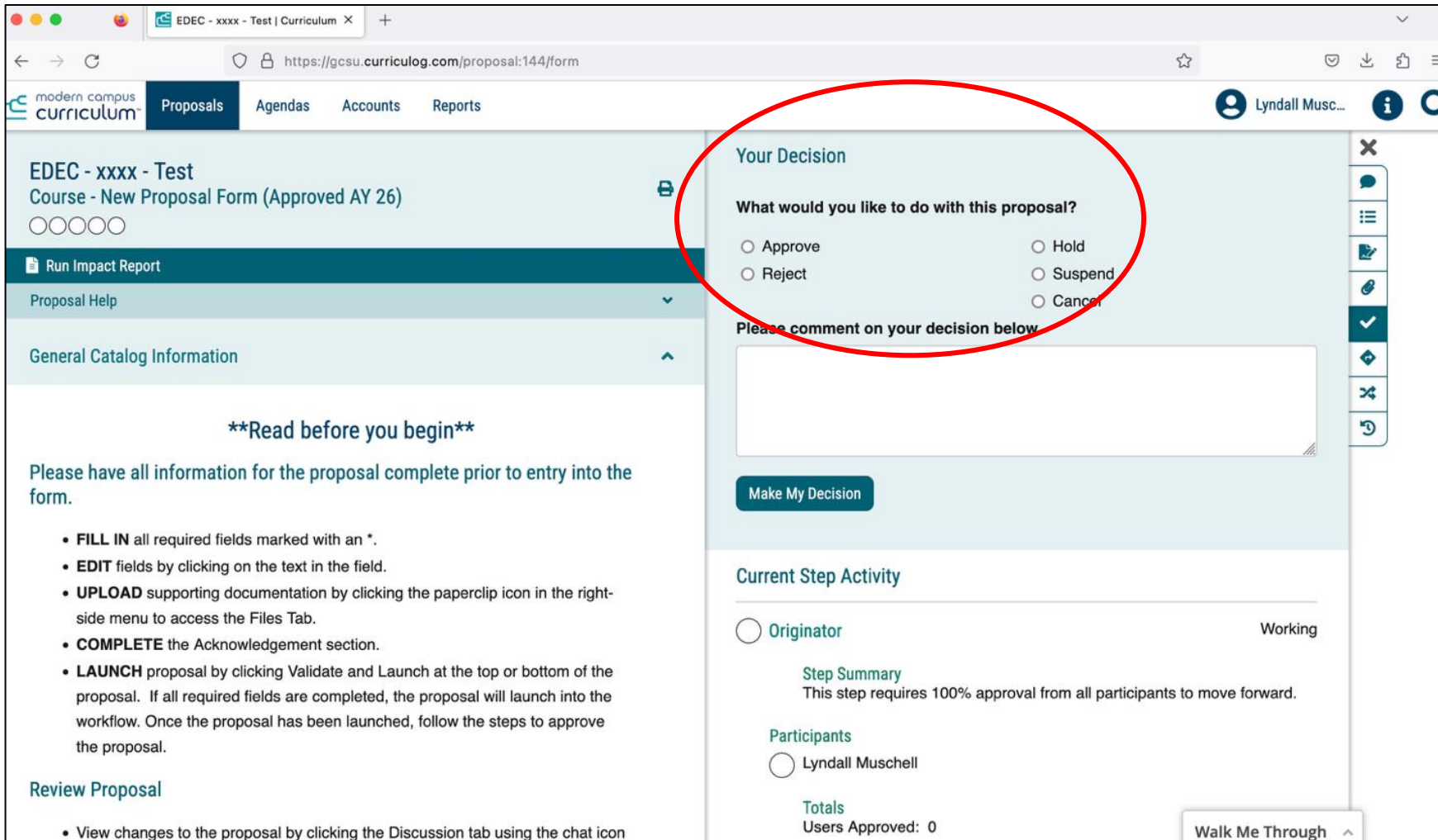
Comments
+ Add Comment
Reply

Modern Campus Curriculum
4/9/2026 11:37 am
Lyndall Muschell has launched this proposal.

This proposal has moved on in the workflow.
This proposal has moved on in the workflow.

Moving the New Course Proposal Through the Workflow

As the originator of the proposal, you must make a decision to advance the workflow process.



The screenshot shows a web browser window displaying the Curriculum Log interface. The URL is <https://gcsu.curriculog.com/proposal:144/form>. The page title is "EDEC - xxxx - Test | Curriculum". The navigation menu includes "Proposals", "Agendas", "Accounts", and "Reports". The user profile is "Lyndall Musc...".

The main content area is titled "EDEC - xxxx - Test Course - New Proposal Form (Approved AY 26)". It includes a "Run Impact Report" button, "Proposal Help", and "General Catalog Information". A prominent instruction reads: ****Read before you begin****. Below this, it states: "Please have all information for the proposal complete prior to entry into the form." A list of instructions follows:

- **FILL IN** all required fields marked with an *.
- **EDIT** fields by clicking on the text in the field.
- **UPLOAD** supporting documentation by clicking the paperclip icon in the right-side menu to access the Files Tab.
- **COMPLETE** the Acknowledgement section.
- **LAUNCH** proposal by clicking Validate and Launch at the top or bottom of the proposal. If all required fields are completed, the proposal will launch into the workflow. Once the proposal has been launched, follow the steps to approve the proposal.

The "Your Decision" section is highlighted with a red circle. It asks: "What would you like to do with this proposal?" and provides four radio button options: "Approve", "Reject", "Hold", and "Suspend". Below this is a text input field for "Please comment on your decision below" and a "Make My Decision" button.

The "Current Step Activity" section shows the "Originator" (Lyndall Muschell) is "Working". It includes a "Step Summary" stating: "This step requires 100% approval from all participants to move forward." The "Participants" list shows "Lyndall Muschell" with a radio button. The "Totals" section indicates "Users Approved: 0". A "Walk Me Through" button is visible at the bottom right.

Moving the New Course Proposal Through the Workflow

Decision options include the following:

Approve – This indicates that your decision is to approve the proposal and have the proposal continue in the workflow process.

Reject – This indicates that your decision is to reject the decision to move the proposal forward in the workflow process.

Hold – This indicates that your decision is to hold the proposal for review or continued revisions. You will be able to continue work on the proposal; however, it will not advance in the workflow until the hold is removed by an Administrator.

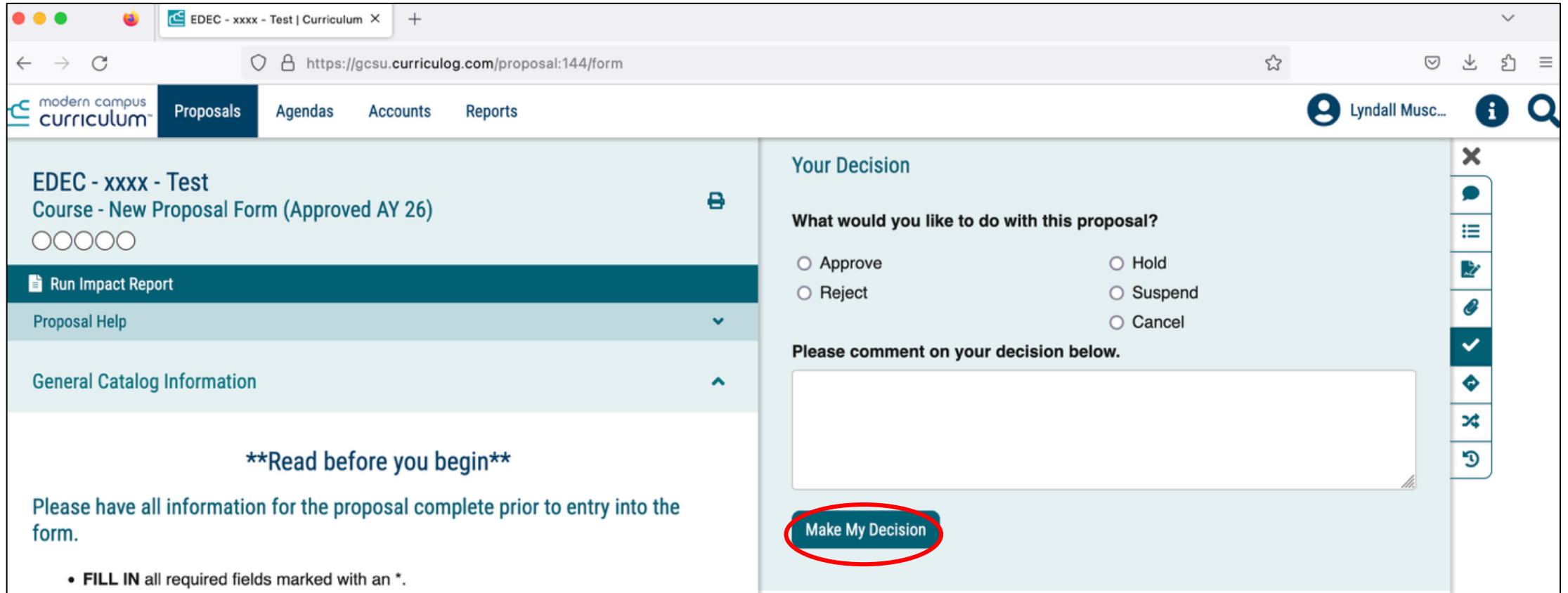
Suspend – If this decision option is selected, no work may be done on the proposal, and it will not advance in the workflow until the suspension is removed by an administrator.

Cancel – If this decision option is selected, the proposal will be sent back to the Originator in an unlaunched state; the Originator may then cancel and delete the proposal.

Moving a New Course Proposal Through the Workflow

Once the decision option has been selected, click the bar labeled, “Make My Decision.”

If “Approve” has been selected, the proposal will begin progressing through the appropriate workflow.



The screenshot shows a web browser window with the URL <https://gcsu.curriculog.com/proposal:144/form>. The page title is "EDEC - xxxx - Test | Curriculum". The navigation menu includes "Proposals", "Agendas", "Accounts", and "Reports". The user is logged in as "Lyndall Musc...".

The main content area displays the proposal details for "EDEC - xxxx - Test Course - New Proposal Form (Approved AY 26)". Below the title are five empty circles representing a progress indicator. A sidebar on the left contains links for "Run Impact Report", "Proposal Help", and "General Catalog Information".

The "Your Decision" section asks, "What would you like to do with this proposal?" and provides five radio button options: "Approve", "Reject", "Hold", "Suspend", and "Cancel". Below this is a text area for comments with the prompt "Please comment on your decision below." and a "Make My Decision" button, which is circled in red in the image.

At the bottom of the page, there is a note: "**Read before you begin**" and "Please have all information for the proposal complete prior to entry into the form." followed by a bullet point: "• **FILL IN** all required fields marked with an *."

Moving a New Course Proposal Through the Workflow

The proposal will appear under the “My Tasks” tab on the *Modern Campus Curriculum* homepage of the next reviewer.

When a proposal appears in the “My Tasks” tab, the reviewer considers the proposal and makes their decision moving the proposal forward in the workflow. This process continues until the final level of approval at which time notifications are sent.

Modern Campus Curriculum: Homework

- **Create a Proposal for a New Course**
- **Create a Proposal for either a New GC1Y Course or New GC2Y Course**
- **Create a Proposal to Modify either a GC1Y or GC2Y Course**
- **Continue to Explore Modern Campus Curriculum**

Note: These should be entered as test proposals only. The proposals will be deleted after training sessions conclude.

Questions and Thank You



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