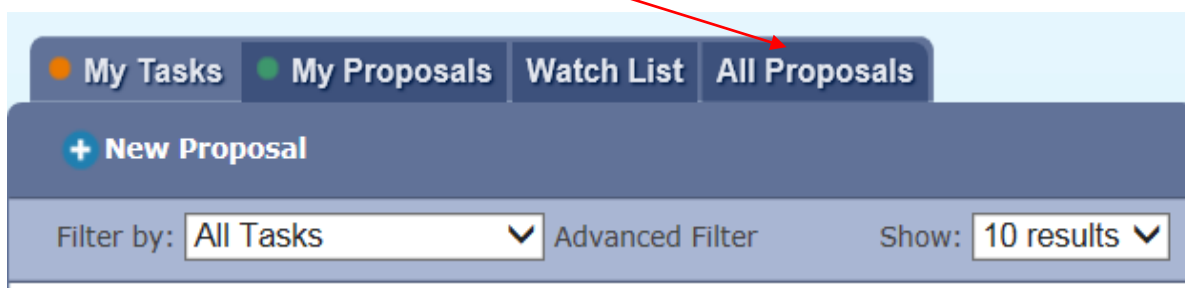


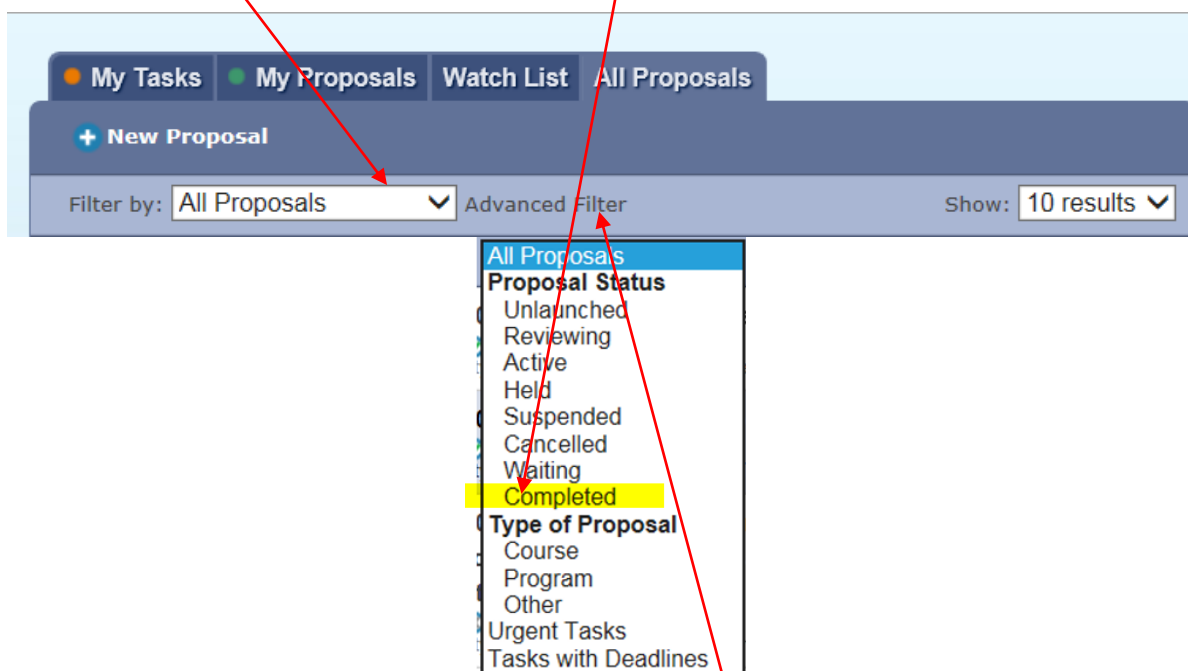
WILLIAM & MARY

How to Search for Completed Proposals in Curriculog

1. In a web browser, go to wm.curriculog.com
2. Click "Login" at the top right
3. Enter your W&M user ID and password
4. Click the "All Proposals" tab
5. Click the plus sign next to "New Proposal."



6. In the "Filter by" dropdown box, select "Completed"



7. From here, you can simply scroll through the proposals until you reach the subject or department you wish to review, or you can click "Advanced Filter" to narrow down your search results.

NOTE: Using the "Advanced Filter" may narrow your search too much. For example, if you're searching for anything in the "HISTORY" entity, you may exclude proposals that reference History but were not originally submitted under the History department.

8. In the “Keyword” area, type a part of the subject or department for which you are searching. For example, you could type “anth” in this box to search for all the proposals that had something to do with Anthropology.

The screenshot shows the Curriculog search interface. At the top, there are tabs for 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. Below these is a '+ New Proposal' button. The main search area has a 'Filter by:' dropdown set to 'All Proposals' and a 'Show: 10 results' dropdown. The filter panel includes several sections: 'Found Under' with a dropdown set to 'All Entities'; 'Process Type' with a dropdown set to 'All Processes'; 'Date Search Scope' with a dropdown set to 'Select a date type'; 'From' and 'To' date input fields; 'Proposal Status' with checkboxes for 'Unlaunched (you are originator)', 'Reviewing (you are originator)', 'Active', 'Held', 'Suspended', 'Cancelled', 'Waiting', and 'Completed' (which is checked); and 'Time Sensitivity' with checkboxes for 'Urgent Tasks' and 'Tasks with Deadlines'. At the bottom of the filter panel is a 'Keyword' text input field, which is highlighted by a red arrow. Below the input field are 'Filter Proposals' and 'Cancel' buttons.

9. Take some time to play with the search options. You can use “Process Type” if you know that the proposal was submitting using the “course” proposal form versus the “curriculum” change proposal form.
10. When in doubt of the search results, just search for “completed” proposals and nothing else. This will pull everything that’s been completed.
11. Once you find the proposal you’re looking for, you can click on the “View Proposal” icon to see the details about this course/curriculum.

The screenshot shows a proposal card for 'AFST - 100 - Catch a Fire: How Rastafari Moved the World'. The card includes the title, a 'Steps' section with three green checkmarks, and a 'Last Activity' section showing 'Nov 9, 2016 12:16 PM by Cory Springer'. On the right side of the card, there are two icons: a document icon and a 'View Proposal' icon (a document with a magnifying glass), which is highlighted by a red arrow.