

Curriculog – Curriculum Management Processes

Starting and Launching a Proposal

- Step 1. Go to govst.curriculog.com
- Step 2. Read through the instructions on the welcome page
- Step 3. Click “Login” (top right) Enter GSU username; Password = same password you use to login to GSU email or portal.
- Step 4. Click  New Proposal (top left)
- Step 5. Select the form for the appropriate process (click on the form name so it is highlighted)
- Step 6. Click to  start proposal (to the right of the form name) [Note –  preview form by clicking on ]
- Step 7. Click  to turn Help Text on (top right)
- Step 8. Click  to import data from catalog (top left)
- Step 9. Click  to select Catalog (far right)
- Step 10. Select Filter from Drop Down Menu (middle)
[Best practice is to filter by Prefix, if you know the Code (course number) you may add that as well]
- Step 11. Type in Prefix (e.g. MATH) and Code if wanted (e.g. 2301)
- Step 12. Click “Search Available Curriculum”
- Step 13. View “Search Results” and Click on the Desired Course
- Step 14. Review Data (Import all fields even if changes are to be made)
- Step 15. Click “Import this Item”
- Step 16. Click  to turn Help Text back on (right of left side)
- Step 17. 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 18. Click  to Launch Proposal

Please Note: You are not done, you must now approve the ORIGINATOR step before it can move on in the approval process

Editing and Approving a Proposal

- Step 1. Go to govst.curriculog.com
- Step 2. Read through the instructions on the welcome page
- Step 3. Click “Login” (top right) Enter GSU username; Password = same password you use to login to GSU email or portal.
- 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 others review it)
- Step 8. Perform any of the following:
To perform an Impact Report (e.g. see what courses use this course as a prereq) click 
Print the proposal click 
Expand the form to full width for easier editing click 
View comments and discussions click 
View proposal history (and where it is headed) click 
To see signatures click 
To upload or view attached files (e.g. syllabus) click 
To Approve (if you have logged in and if it is your step, then you will get a Decision Box allowing you to approve, reject, etc...) click 
To set a Custom Route (not advised) click 
To create a Crosslist (if originator) click 

If you have followed the above steps and are experiencing difficulties, please contact one of the GSU Curriculog Administrators:

- Colleen Sexton: csexton@govst.edu, 235-3958
- Cynthia Romanowski: cromanowski@govst.edu, 534-4116