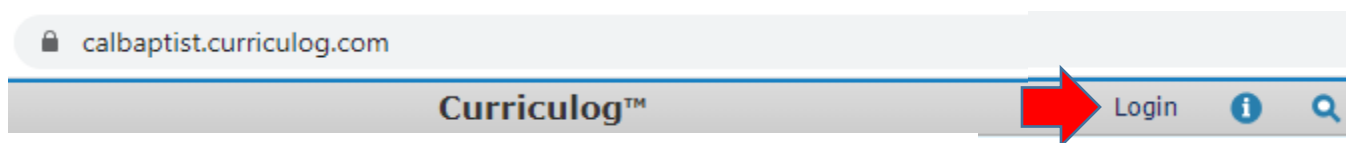
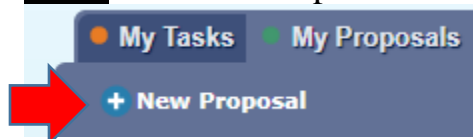


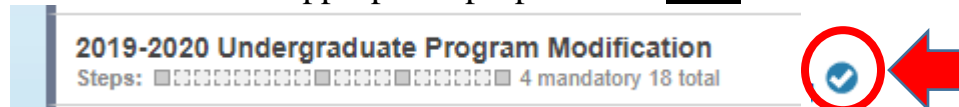
1. Go to <https://calbaptist.curriculog.com/> and **login** using your CBU credentials.



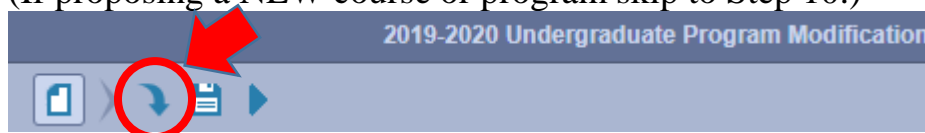
2. **Click** on “New Proposal”



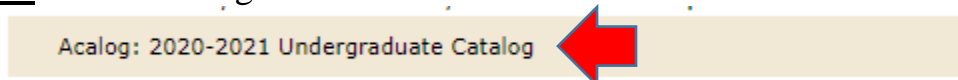
3. Hover mouse over appropriate proposal and **click** on the blue check to Start Proposal.



4. **Import** current data from the catalog by **clicking** on the blue arrow in the top left corner. (If proposing a NEW course or program skip to Step 10.)



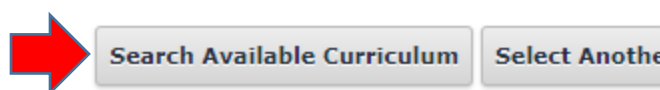
5. **Click** on the catalog



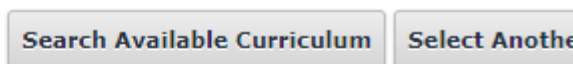
6. **Click** on “Filter by field” and **select** to Add a filter – for Programs add “Name”, for courses add “Prefix”.



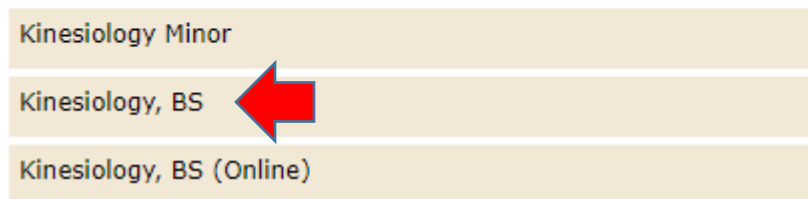
7. **Type** in the program you want to import (or if course, the three letter prefix), then **click** on “Search Available Curriculum”.

A screenshot of a search form. It has a text input field with 'Name =' and 'Kinesiology'. Below it is a button 'Add another filter' and a dropdown menu 'Filter by field'. Further down are fields for 'Start Date:', 'End Date:', and 'Sort Results By:'. The 'Sort Results By:' dropdown is set to 'Name X'. At the bottom is a checkbox 'Exclude previously imported items'.

8. It will pull all options into the Search Results. **Click** on the program (or course) you want to import.



### Search Results (1 to 3 of 3)



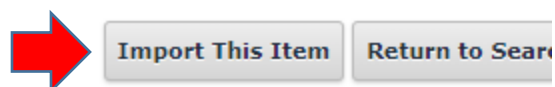
9. It will verify the fields being imported – **click** on “Import This Item”

### Import Data Into Your Proposal

Confirm the fields that will be imported into your proposal. This step will prevent the imported data from overwriting an existing proposal.

Once you click Import, your data will be validated against the existing data. What is wrong with the data, and it will not be imported.

Field Name
» General Catalog Information: Name of Program:
» General Catalog Information: Prospective Curriculum
» Office of the Registrar Use Only: Acalog Program Id
» Office of the Registrar Use Only: Acalog Catalog Owner
» Office of the Registrar Use Only: Program Type
» Office of the Registrar Use Only: Degree Type
» Office of the Registrar Use Only: Status

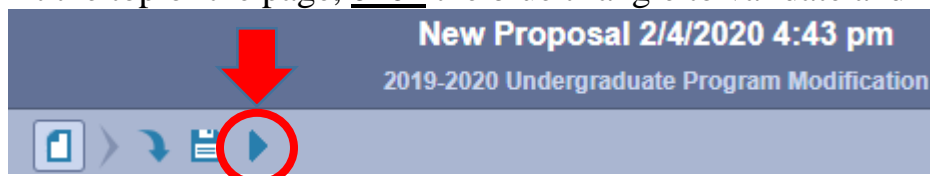


10. **Fill in** all fields marked with a red \*
- Do not change any of the imported information yet.**

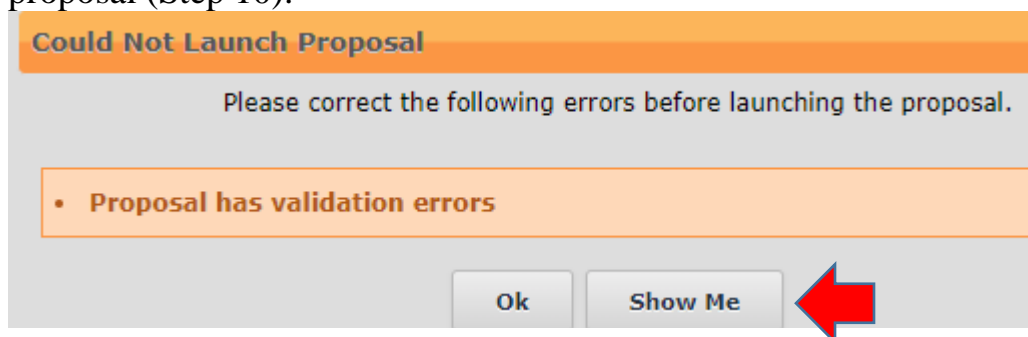
11. **Click** “Save All Changes”



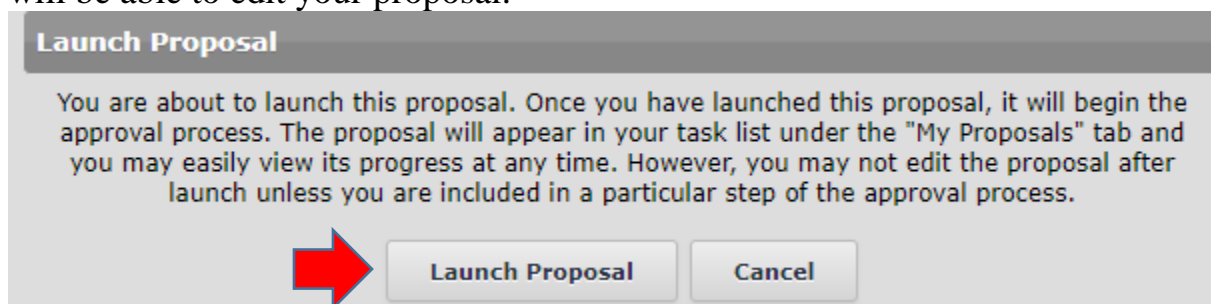
12. At the top of the page, **click** the blue triangle to validate and launch the proposal.



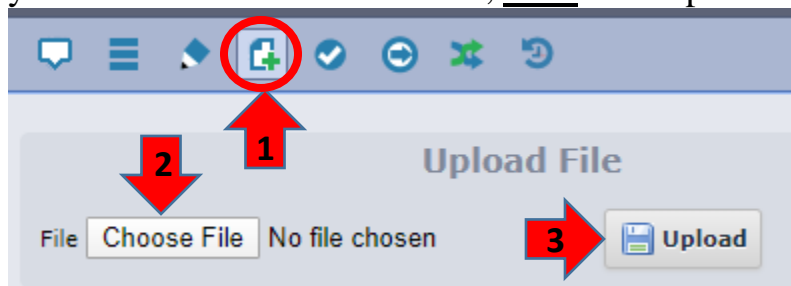
13. If there are validation errors, **click** “Show Me” and add or save the data, then re-launch the proposal (Step 10).



14. **Click** the “Launch Proposal” button. You will be the first step in the approval process and will be able to edit your proposal.



15. **Make your edits** to the proposal. You can leave and come back – it will save all work. To attach supporting documents, **click** on the “Files” icon, then **click** on “Choose File”. Once you have selected the document, **click** the “Upload” button.



16. When you have completed all edits, **click** the blue check mark on the right side to “Make Your Decision”, then **select** “Approve” and **click** the “Make My Decision” button. This will submit the proposal for the Curriculum Committee.

