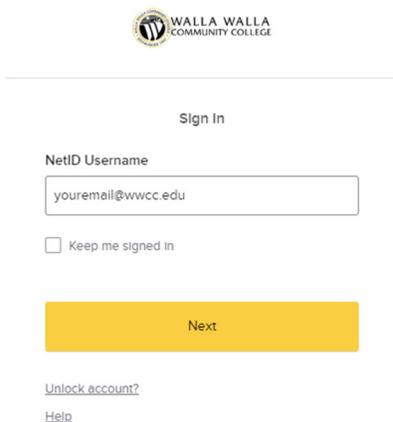


# Editing a Proposal

FOLLOW THESE STEPS TO REVIEW, COMMENT, AND MAKE A DECISION ON A PROPOSAL IN MODERN CAMPUS CURRICULUM (CURRICULOG)

1. Go to Modern Campus Curriculum (Curriculog) at [wwcc.curriculog.com](http://wwcc.curriculog.com).
2. To log into the site, navigate to the upper right corner of the screen and select “Login.” You will be prompted to enter your NetID Username followed by your password and use of multi-factor authentication.



3. After logging in, click on My Tasks.



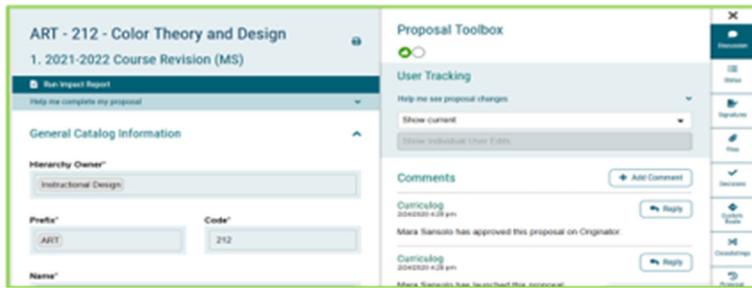
4. All of the proposals in which you are an active participant and which are awaiting action from you will display. There will be a thin orange bar to the left of the proposal.



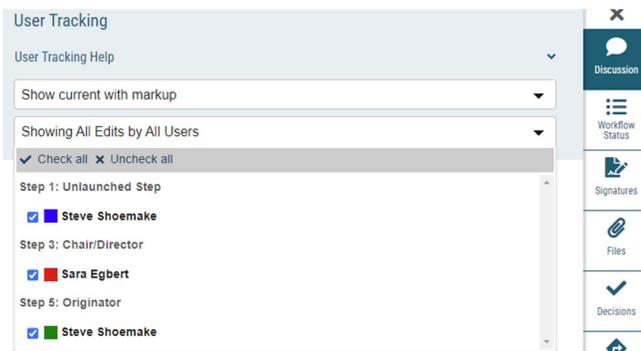
5. Click on the name of the proposal.
6. The proposal form will display, allowing you to see the full proposal on the left. Review the proposal.
7. To the right of the proposal, you will see a sidebar with a number of icons. You will want to review several of these icons prior to making your decision on the proposal:
  - a. Review any comments made on the proposal. To do this, click on the Discussion icon.



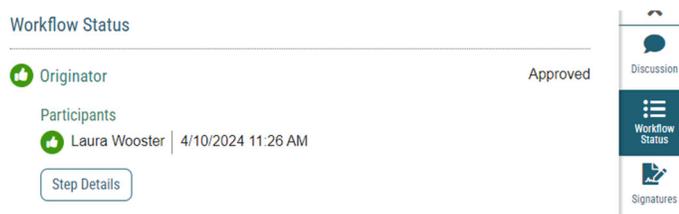
Here you will see any comments made on the proposal, with the most recent comments appearing at the top.



- b. Review any proposed changes. Also at the top of the Discussion area is User Tracking, which enables you to review changes made to the proposal. The default view is Show Current, which is the current version of the proposal with all modifications. Use the drop-down menu just under the User Tracking heading to Show Current with Markup. This will allow you to see the original proposal with the changes layered over it and highlighted in different colors to indicate each user who made the changes.



- c. Review decisions made on other steps. By clicking on the second icon, Workflow Status, you will see each step in the approval process, users who took action on each step, their edit color if they performed any edits on the proposal, and their decision in the circle next to their name.



- d. Review any files uploaded to the proposal.



- 8. Make any comments, propose changes, and/or upload any relevant files you might have.



9. Make your decision. To do this, click on the Decisions icon.

A screenshot of a web form titled "Your Decision". The form asks "What would you like to do with this proposal?" and provides five radio button options: Approve, Reject, Hold, Suspend, Cancel, and Custom Route. Below the options is a text area for comments with the prompt "Please comment on your decision below." and a "Make My Decision" button at the bottom.

You will most likely either Approve or Reject the proposal:

- Select Approve to indicate you approve the proposal in its current state and are signing off on it moving to the next step in the workflow. If you are the only participant on your step, the proposal will advance automatically. Entering a comment is optional.
- Select Reject to indicate you do not approve the proposal in its current state. You must enter a comment to explain your reasoning. The proposal will return to the originator.