CURRICULOG

Launch a Proposal
IMPORTANCE OF LAUNCHING

• Your proposal is not a LIVE/public document until you launch it
  • It cannot be reviewed and voted on by approving individuals if it is not launched

• Launching activates the track changes feature of the application
LAUNCH A PROPOSAL

• In order to launch a proposal, all the REQUIRED fields must be completed.
• REQUIRED fields are indicated by an orange asterisk
• If you imported course/program information, a majority of these fields should already be completed

```
<table>
<thead>
<tr>
<th>Prefix*</th>
<th>ENGL</th>
<th>Course Number*</th>
<th>1310</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Prefix Descriptor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title*</td>
<td>College Writing I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short Course Title*</td>
<td>COL WRIT I</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```
LAUNCH A PROPOSAL

• When completing required fields PRIOR to launching, ensure that you DO NOT enter CHANGED Curriculum data at this point in the process.

• The information placed on the form at this point in the process should reflect the curriculum as it currently stands—NOT what you intend to change it to.
LAUNCH A PROPOSAL

To launch, locate and click the triangle-shaped button (resembling a “play” button) at the top of the left panel.
LAUNCH A PROPOSAL

• If you did NOT complete all the required fields, you will receive the following prompt.
• Click the “Show Me” button to be jumped to the incomplete field.

Could Not Launch Proposal

Please correct the following errors before launching the proposal.

• Proposal has validation errors

Ok  Show Me
LAUNCH A PROPOSAL

• If all the required fields were completed, you will receive a silver/gray prompt.
  • CLICK “Launch Proposal”

• Please DO NOT pay attention to the content of the prompt as the language used is misleading and often misinterpreted
  • YOU will be able to edit the proposal after launch
  • this is product-delivered text that they are unwilling to modify
LAUNCH A PROPOSAL

- Do not be fooled—once you have clicked the launch button, there will be subtle differences to what you see on your screen including:
  - Black dialogue box indicating that your proposal has moved into the workflow
  - You now have a Proposal Tool box in the right-panel