

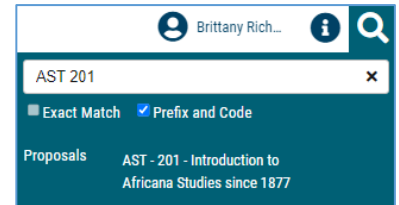
If you are the originator, your proposals will be in your My Proposals tab until they are fully approved or completed. If you are a committee member or chair and the proposal is at your step in the approval process, it will be in your My Tasks tab. This guide is for finding other proposals, whether they are active or completed.

Log in

- Go to <http://csuohio.curriculog.com>
- Click "Login" in the upper right corner
- Sign in with your CSU ID and password

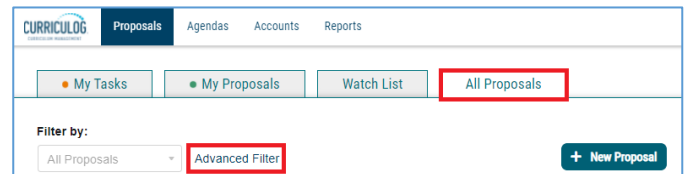
Quick Search

- Click the spyglass icon in the upper right corner
- Type your search term and select "Exact Match" or "Prefix and Code"
- Click the "Enter" key on your keyboard
- Click the proposal name to open the proposal



Advanced Search

- In the "Proposals" module, click on the "All Proposals" tab
- Click "Advanced Filter" to expand the search fields



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Search for an individual proposal

- Next to "Keyword," type the name of the proposal or your search terms

Note: When searching for course proposals, using both the prefix and the course number in the "Keyword" field will return results for all courses with the prefix and all courses with the course number. For example, searching ART 120 will return all ART courses and all 120 courses. To narrow results, use just the course number in the keyword field.

- Proposal status will default to active proposals. To include completed proposals, click the "Completed" box. To search for only completed proposals, uncheck all other boxes besides the "Completed" box.
- Click the "Filter Proposals" button

Note: Only 10 search results will show on one page by default. To go to the next page, click "2" at the bottom of the page.

Search for all proposals under a department

- Under “Found Under,” select the department
- Proposal status will default to active proposals. To include completed proposals, click the “Completed” box. To search for only completed proposals, uncheck all other boxes besides the “Completed” box.
- Click the “Filter Proposals” button

Note: Only 10 search results will show on one page by default. To go to the next page, click “2” at the bottom of the page.

The screenshot shows a search interface with the following fields and options:

- Keyword:** A text input field.
- Found Under:** A dropdown menu set to "Chemistry".
- Date Search Scope:** A dropdown menu set to "Select a date type".
- From:** A date input field.
- To:** A date input field.
- Clear Dates:** A button.
- Include all child entities under my selection:** An unchecked checkbox.
- Process Type:** A dropdown menu set to "All Processes".
- Current Step Name:** A dropdown menu set to "All Current Steps".
- My Role:** A dropdown menu set to "All My Roles".
- Proposal Status:** A grid of checkboxes: Unlaunched (you are originator) [checked], Suspended [checked], Reviewing (you are originator) [checked], Cancelled [checked], Active [checked], Waiting [checked], Held [checked], Completed [unchecked].
- Time Sensitivity:** A grid of checkboxes: My Urgent Tasks [unchecked], My Tasks with Deadlines [unchecked].
- Filter Proposals:** A button.
- Cancel:** A button.

At the bottom, there is a course information bar: CHM - 251 - College Chemistry I, Form: 23-24 USRD Course Modification (adding/editing GenEd content), Last Activity: Apr 10, 2023 2:58 PM by Colleen McMahon.

Search for all proposals under a college

- Under “Found Under,” select the college.
- Check the box for “Include all child entities under my selection”
- Proposal status will default to active proposals. To include completed proposals, click the “Completed” box. To search for only completed proposals, uncheck all other boxes besides the “Completed” box.
- Click the “Filter Proposals” button

Note: Only 10 search results will show on one page by default. To go to the next page, click “2” at the bottom of the page.

The screenshot shows a search interface with the following fields and options:

- Keyword:** A text input field.
- Found Under:** A dropdown menu set to "College of Arts and Sciences".
- Date Search Scope:** A dropdown menu set to "Select a date type".
- From:** A date input field.
- To:** A date input field.
- Clear Dates:** A button.
- Include all child entities under my selection:** A checked checkbox, highlighted with a red box.
- Process Type:** A dropdown menu set to "All Processes".
- Current Step Name:** A dropdown menu set to "All Current Steps".
- My Role:** A dropdown menu set to "All My Roles".
- Proposal Status:** A grid of checkboxes: Unlaunched (you are originator) [checked], Suspended [checked], Reviewing (you are originator) [checked], Cancelled [checked], Active [checked], Waiting [checked], Held [checked], Completed [unchecked].
- Time Sensitivity:** A grid of checkboxes: My Urgent Tasks [unchecked], My Tasks with Deadlines [unchecked].
- Filter Proposals:** A button.
- Cancel:** A button.

Search for proposals by current step

- Under “Current Step Name,” select the step.

Note: The list only shows steps that currently have proposals at that step. Steps that do not have proposals currently at that step will not be in the drop-down list.

- Proposal status will default to active proposals. To include completed proposals, click the “Completed” box. To search for only completed proposals, uncheck all other boxes besides the “Completed” box.
- Click the “Filter Proposals” button

Note: Only 10 search results will show on one page by default. To go to the next page, click “2” at the bottom of the page.

The screenshot shows a search interface with the following fields and options:

- Keyword:** A text input field.
- Found Under:** A dropdown menu set to "All Entities".
- Date Search Scope:** A dropdown menu set to "Select a date type".
- From:** A date input field.
- To:** A date input field.
- Clear Dates:** A button.
- Include all child entities under my selection:** An unchecked checkbox.
- Process Type:** A dropdown menu set to "All Processes".
- Current Step Name:** A dropdown menu set to "Admissions and Standards".
- My Role:** A dropdown menu set to "All My Roles".
- Proposal Status:** A grid of checkboxes: Unlaunched (you are originator) [checked], Suspended [checked], Reviewing (you are originator) [checked], Cancelled [checked], Active [checked], Waiting [checked], Held [checked], Completed [unchecked].
- Time Sensitivity:** A grid of checkboxes: My Urgent Tasks [unchecked], My Tasks with Deadlines [unchecked].
- Filter Proposals:** A button.
- Cancel:** A button.

Search for past proposals

- Use whichever search fields you'd like and check the "Completed" box under Proposal Status
- Click the "Filter Proposals" button

If you're having trouble finding a proposal, please reach out to the Office of the University Registrar at catalog@csuohio.edu.

The screenshot shows a search filter interface with the following sections:

- Keyword:** A text input field.
- Found Under:** A dropdown menu set to "All Entities".
- Date Search Scope:** A dropdown menu set to "Select a date type".
- From:** An empty text input field.
- To:** An empty text input field.
- Clear Dates:** A button.
- Include all child entities under my selection
- Process Type:** A dropdown menu set to "All Processes".
- Current Step Name:** A dropdown menu set to "All Current Steps".
- My Role:** A dropdown menu set to "All My Roles".
- Proposal Status:** A group of checkboxes: Unlaunched (you are originator), Suspended, Reviewing (you are originator), Cancelled, Active, Waiting, Held, and Completed.
- Time Sensitivity:** A group of checkboxes: My Urgent Tasks, My Tasks with Deadlines, and Held.
- Filter Proposals:** A button.
- Cancel:** A button.

Add proposals to your Watch List

- Hover over the active proposal. Click the "Watch Proposal" icon (which looks like a bookmark)
- The proposal will remain in your "Watch List" tab until the proposal is complete

The screenshot shows a proposal card with the following details:

- Approval of 3+3 agreement with Kent State University - Cleveland-Marshall College of Law**
- Ad Hoc Proposal**
- Last Activity:** Apr 30, 2021 4:09 PM by Deborah Geier
- Watch Proposal:** A button with a bookmark icon, highlighted by a red box.
- Page:** 1
- Show:** 10 results

Updated: 7/24/23