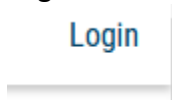


Starting a Civic Learning Proposal

1. Login to Curriculog, <https://pitt.curriculog.com/>



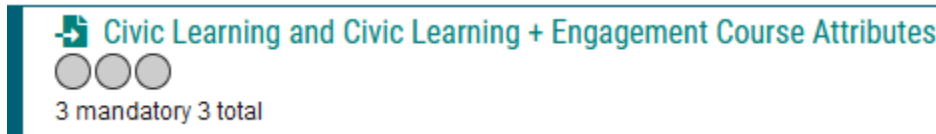
2. Click New Proposal



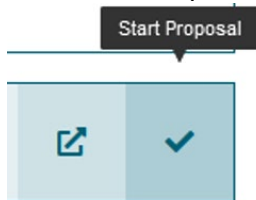
3. Choose the Courses tab



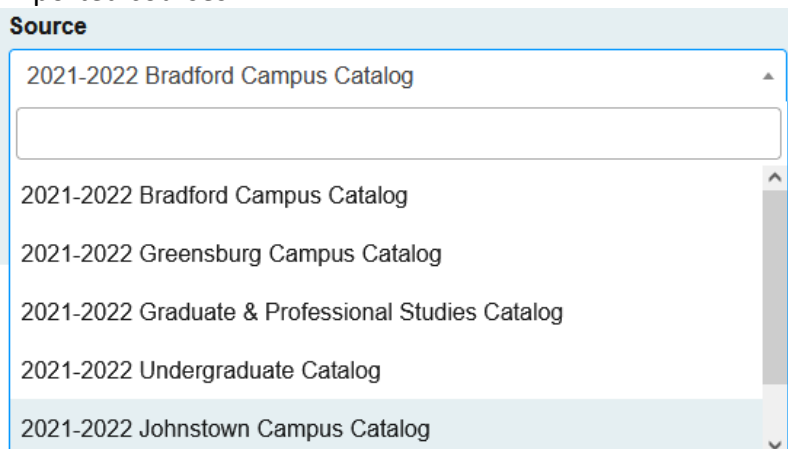
4. Navigate to the Civic Learning and Civic Learning + Engagement Course Attributes approval process



5. Click Start Proposal



6. This is an Import Required proposal, the user must import the course they want to add the attribute to first before they can start.
 - a. Optional: type the prefix, code or name – you do not have to enter any info if you do not want to
 - b. Choose the Source – which catalog the course is located in. You may exclude previously imported courses.



- c. Locate the course and click “Preview and Build...”

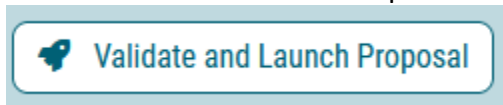


- d. Review the information then click Build Proposal

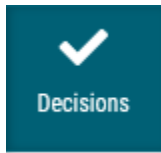


7. Once the proposal is built, complete the necessary fields on the left side of the proposal.

8. Click Validate and Launch Proposal



9. Locate the Decisions tab on the left column.



10. Choose your option then click Make My Decision

What would you like to do with this proposal?

Approve Hold
 Reject Suspend
 Cancel
 Custom Route

Please comment on your decision below.

Make My Decision