CURRICULOG: GENERATING A PROPOSAL PROGRESS REPORT





OFFICE OF THE REGISTRAR USER INSTRUCTIONS

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CURRICULOG: GENERATING A PROPOSAL PROGRESS REPORT

PROCESS

The Proposal Progress Report should be used to review the progress of a particular proposal

PROPOSAL PROGRESS REPORT INSTRUCTIONS CREATING THE REPORT

- 1. Login to Curriculog using your AU Net ID and password. <u>https://augusta.curriculog.com</u>
- 2. <u>Select "Reports</u>" from the top menu.

	CURRICULOG.	Proposals	Agendas	Accounts	Reports	
3. Select "Proposal Progress Report".						
	Proposal Progre	ess Report				

4. Refine the report by selecting the desired College or Department. If running for your department, this would be the college and department you selected when launching the desired proposal. If you need help determining which college or department to select, refer to the question "Choose your Academic College and Department" on the proposal. For additional assistance, please contact <u>Curriculog@augusta.edu</u>.



5. Refine the report by selecting the Proposal Process Type. When selecting, please note that proposal types are separated by academic year.

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All Processes 22-23 Course: Inactivation 1.1.1 22-23 Course: Mass Inactivation 1.5.1 22-23 Course: Mass Inactivation: Multiple Impacts 1.6.1 22-23 Course: New Course 1.4.2 22-23 Course: Prefix Request 1.2.1 22-23 Course: Revision 1.3.2 22-23 Program: New Academic Program 2.1.1 22-23 Program: New Certificate Program 2.4.1 22-23 Program: Program Deactivation 2.3.2 Administrative: Attribute Request 3.1.1 6. Filter by proposal status: Proposal Status

Active	Cancelled
□ Held	Completed
Suspended	Waiting

- 7. Select "Submit Report".
- 8. The report will be delivered to your inbox and will be available for up to 5 days after it is generated.

CONTACT

If you have any additional questions, please contact our office at <u>curriculog@augusta.edu</u>.