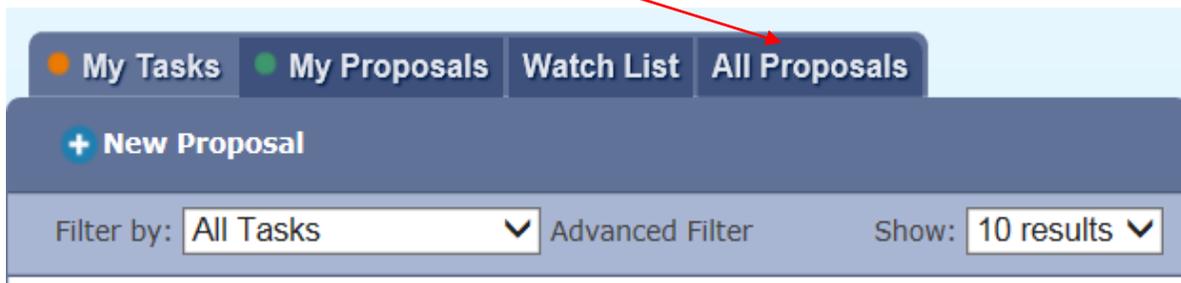


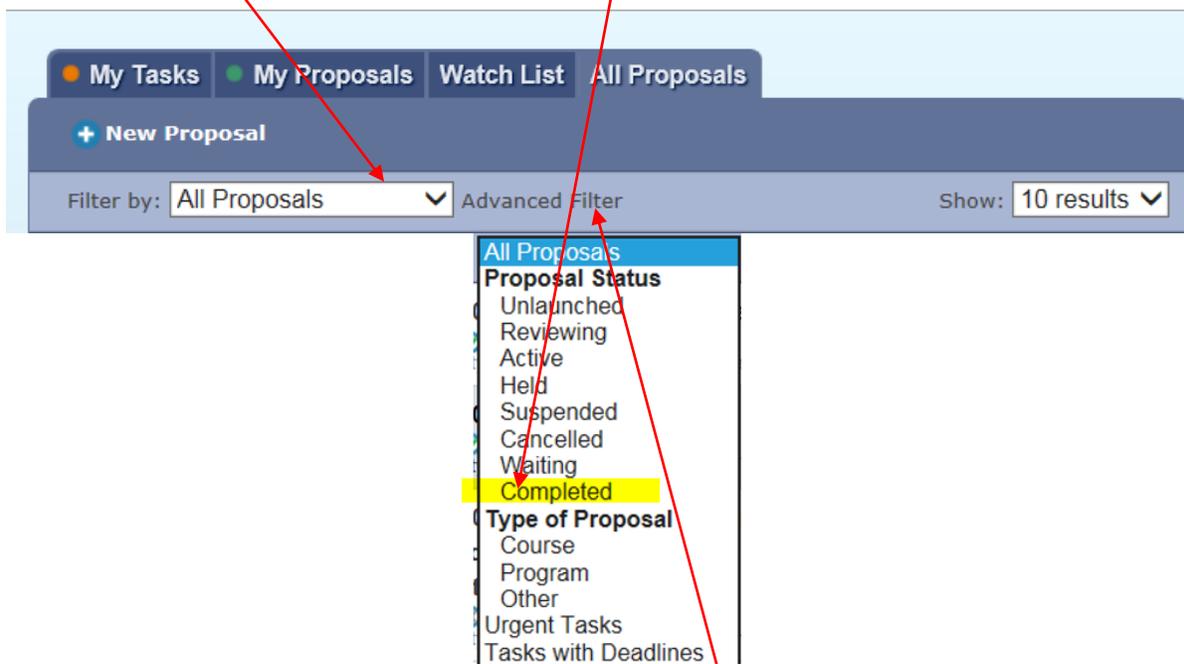
# WILLIAM & MARY

## How to Search for Completed Proposals in Curriculog

1. In a web browser, go to [wm.curriculog.com](http://wm.curriculog.com)
2. Click “Login” at the top right
3. Enter your W&M user ID and password
4. Click the “All Proposals” tab
5. Click the plus sign next to “New Proposal.”



6. In the “Filter by” dropdown box, select “Completed”



7. From here, you can simply scroll through the proposals until you reach the subject or department you wish to review, or you can click “Advanced Filter” to narrow down your search results.

**NOTE:** Using the “Advanced Filter” may narrow your search too much. For example, if you’re searching for anything in the “HISTORY” entity, you may exclude proposals that reference History but were not originally submitted under the History department.

8. In the “Keyword” area, type a part of the subject or department for which you are searching. For example, you could type “anth” in this box to search for all the proposals that had something to do with Anthropology.

My Tasks My Proposals Watch List All Proposals

+ New Proposal

Filter by: All Proposals Advanced Filter Show: 10 results

Found Under All Entities

Process Type All Processes

Date Search Scope Select a date type

From

To

Proposal Status

Unlaunched (you are originator)

Reviewing (you are originator)

Active

Held

Suspended

Cancelled

Waiting

Completed

Time Sensitivity

Urgent Tasks

Tasks with Deadlines

Keyword

Filter Proposals Cancel

9. Take some time to play with the search options. You can use “Process Type” if you know that the proposal was submitting using the “course” proposal form versus the “curriculum” change proposal form.
10. When in doubt of the search results, just search for “completed” proposals and nothing else. This will pull everything that’s been completed.
11. Once you find the proposal you’re looking for, you can click on the “View Proposal” icon to see the details about this course/curriculum.

AFST - 100 - Catch a Fire: How Rastafari Moved the World

Steps: 3/3

Last Activity: Nov 9, 2016 12:16 PM by Cory Springer