




Before beginning a proposal in Curriculog, please turn on the help text by clicking the help text icon. 


- **Step 1** Click  (top left)

- **Step 2** Click the new course form or the new course with core form

- **Step 3** Click  to start the proposal

- **Step 4** Click  to turn help text on (top right)

- **Step 5** Complete the required fields (*)

- **Step 6** Click  to add attachments (i.e. syllabus/letter of support for cross listing) from the proposal toolbar located on the right.

Note: To add a cross listing to a new course, please refer to the cross listing information sheet.

- **Step 7** Click  to launch proposal