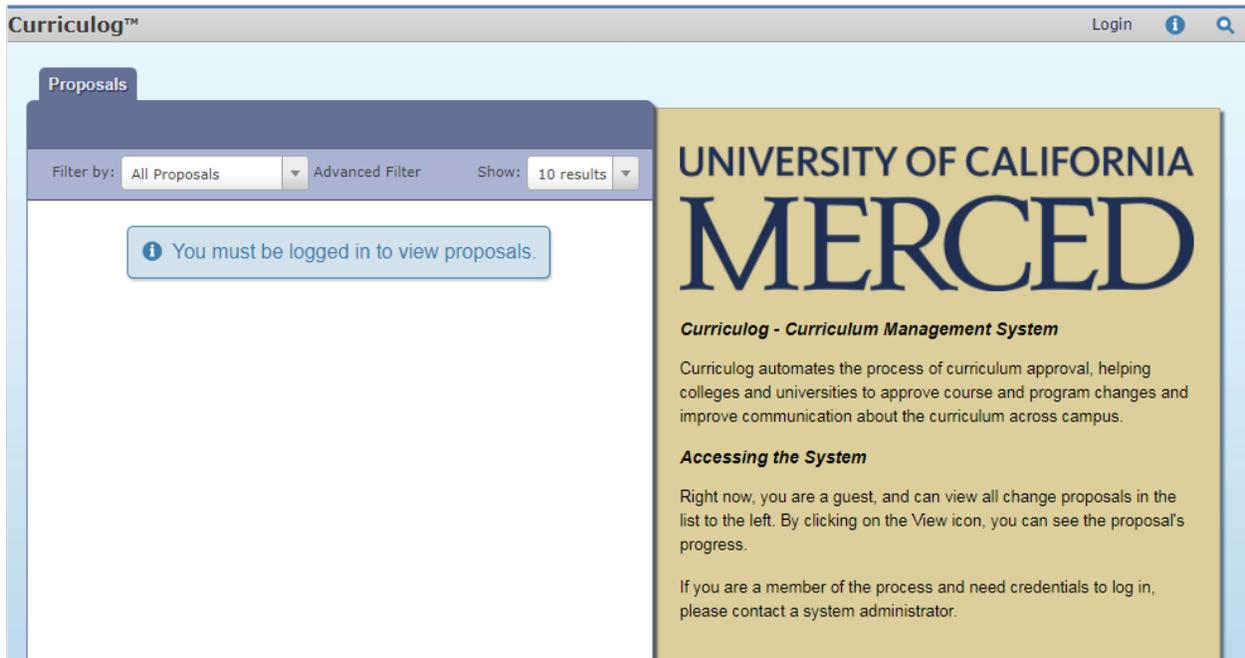
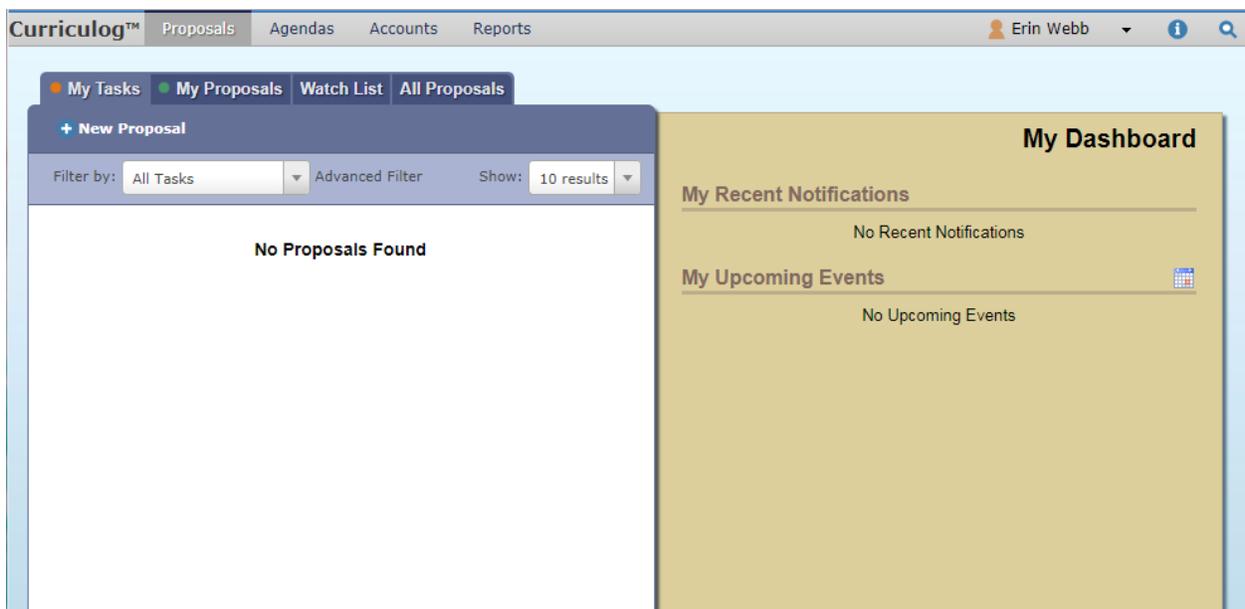


Spark Proposal Instruction Guide (Navigating Curriculog)

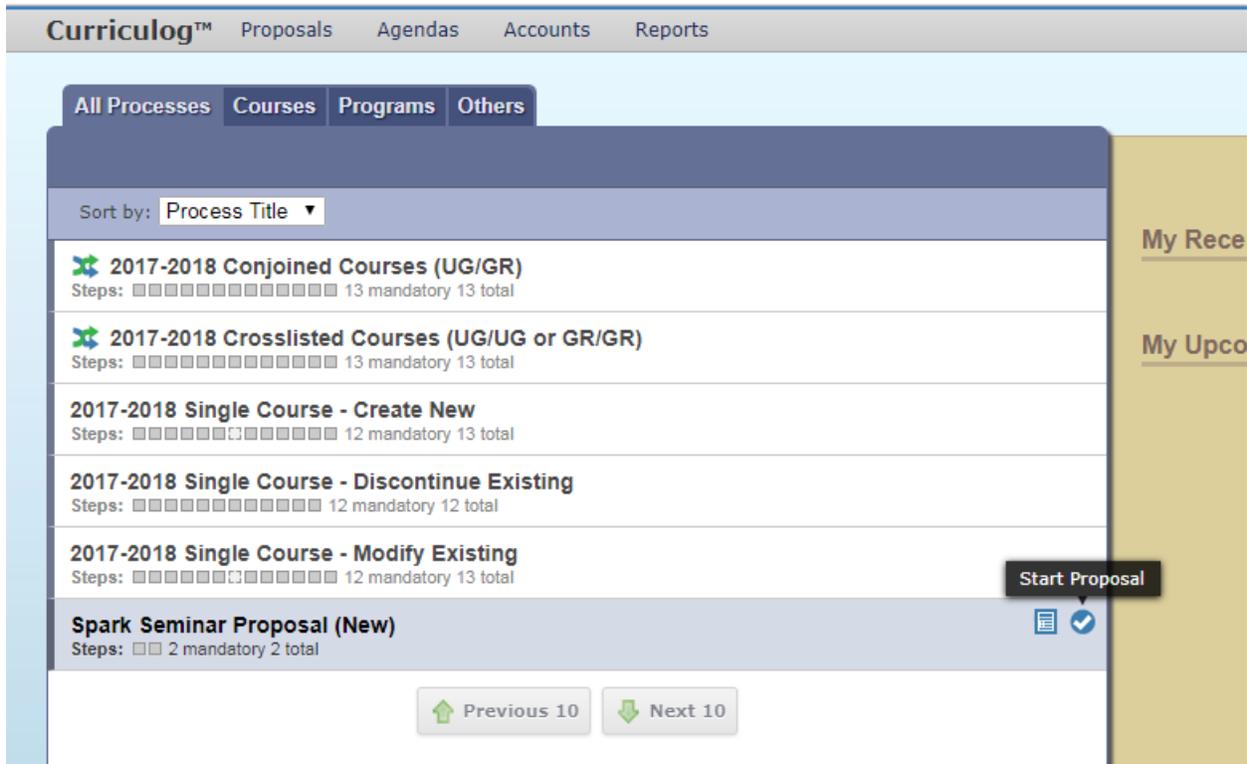
1. Log into Curriculog at <https://ucmerced.curriculog.com/> by selecting the “Login” link in the top right corner.



2. Login using your UC Merced credentials
3. Select **+ New Proposal** located underneath My Tasks



4. Chose "Spark Seminar Proposal" by hovering over the row and selecting  "Start Proposal"



The screenshot displays the Curriculog™ interface with the following elements:

- Navigation Bar:** Curriculog™ | Proposals | Agendas | Accounts | Reports
- Process Categories:** All Processes | **Courses** | Programs | Others
- Sort by:** Process Title ▼
- Process List:**
 - 2017-2018 Conjoined Courses (UG/GR)**
Steps: ████████████████████ 13 mandatory 13 total
 - 2017-2018 Crosslisted Courses (UG/UG or GR/GR)**
Steps: ████████████████████ 13 mandatory 13 total
 - 2017-2018 Single Course - Create New**
Steps: ██████████░█████████ 12 mandatory 13 total
 - 2017-2018 Single Course - Discontinue Existing**
Steps: ████████████████████ 12 mandatory 12 total
 - 2017-2018 Single Course - Modify Existing**
Steps: ██████████░█████████ 12 mandatory 13 total
 - Spark Seminar Proposal (New)**
Steps: ░░ 2 mandatory 2 total
- Actions:** A "Start Proposal" button is positioned over the "Spark Seminar Proposal (New)" row, which includes a document icon and a checkmark icon.
- Navigation:** "Previous 10" and "Next 10" buttons are located at the bottom of the list.
- Right Sidebar:** Partially visible sections for "My Rece" and "My Upco".

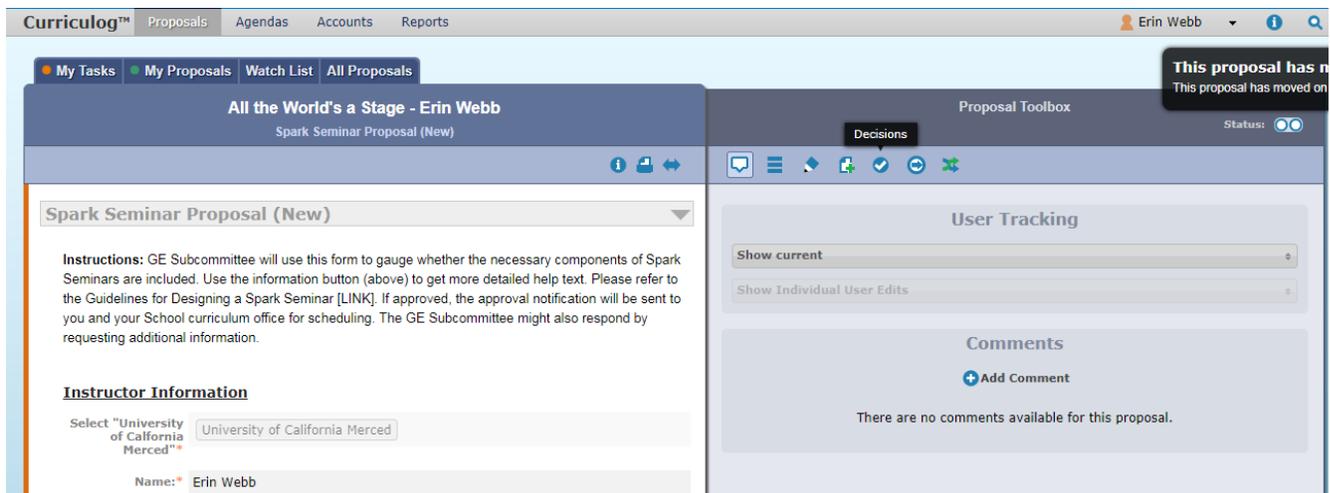
5. Enter information required on the Spark Seminar Proposal form. You can save your changes and come back to the form at any time. An example is provided in [Appendix C](#).
6. Select “Validate and Launch Proposal”, to the right of the Save button.

The screenshot shows a web application interface for creating a new proposal. At the top, there are navigation tabs: 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. Below this is a header for the 'New Proposal' form, dated '12/22/2017 12:01 pm'. A dark button labeled 'Validate and Launch Proposal' is positioned above the form's title 'Spark Seminar Proposal (New)'. The form itself contains several sections: 'Instructions' explaining the purpose of the form, 'Instructor Information' with fields for 'University of California Merced', 'Name', and 'Email', and a sidebar on the right with tabs for 'Originator', 'Participants', 'General Education', and 'Participants'. The 'Originator' tab is currently selected, showing the name 'Erin Webb'.

7. Chose “Launch Proposal”

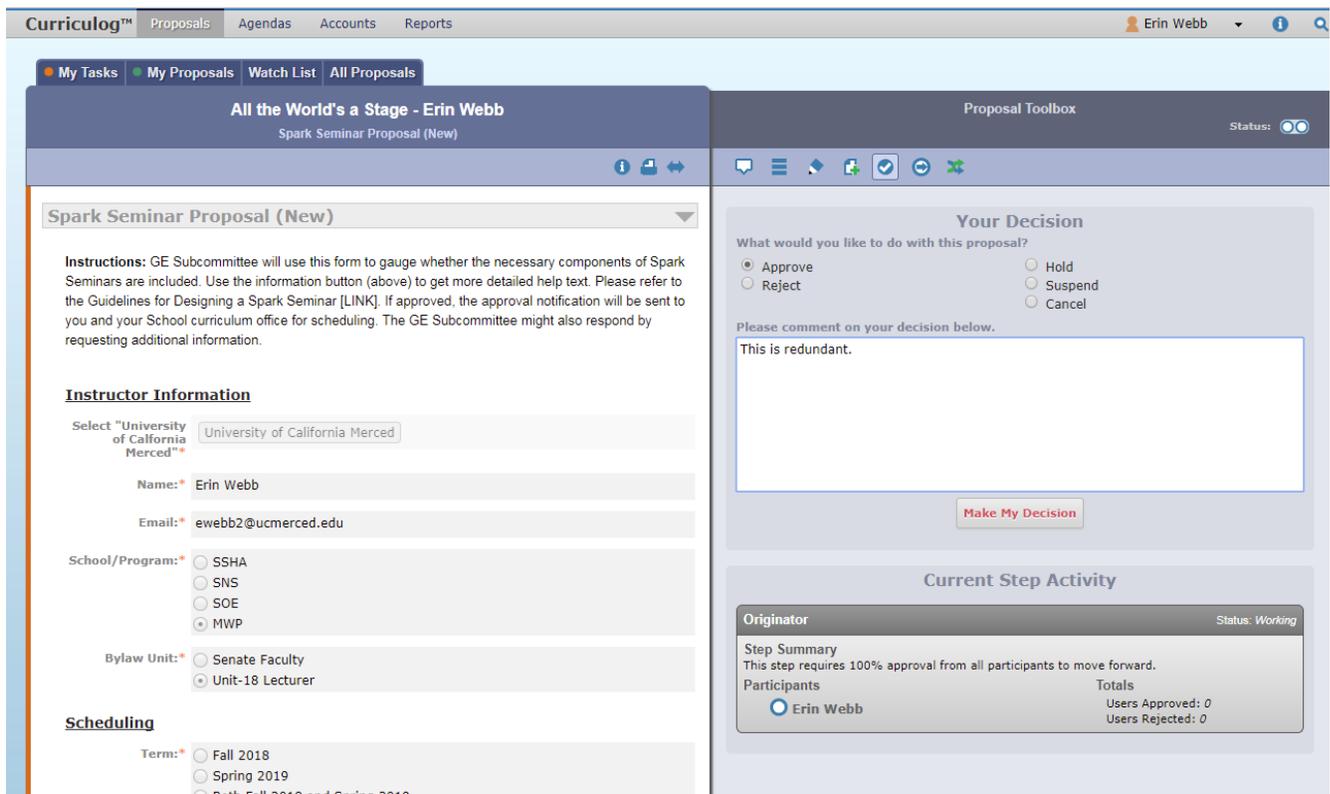
The screenshot shows a dialog box titled 'Launch Proposal'. The text inside the dialog reads: 'You are about to launch this proposal. Once you have launched this proposal, it will begin the approval process. The proposal will appear in your task list under the "My Proposals" tab and you may easily view its progress at any time. However, you may not edit the proposal after launch unless you are included in a particular step of the approval process.' At the bottom of the dialog, there are two buttons: 'Launch Proposal' and 'Cancel'.

8. The final step, which we know is redundant, is to approve the launch of your proposal. Select the “Decision”  button in the Proposal Toolbox.



The screenshot shows the Curriculog™ interface. The main content area displays the 'Spark Seminar Proposal (New)' form. The 'Instructor Information' section is partially filled out with 'University of California Merced' and 'Erin Webb'. The 'Proposal Toolbox' on the right is open to the 'Decisions' tab, showing 'User Tracking' and 'Comments' sections. A notification in the top right corner states 'This proposal has moved on'.

9. Select “Approve”, add a comment if you chose, and press “Make my Decision”.



The screenshot shows the Curriculog™ interface with the 'Spark Seminar Proposal (New)' form and the 'Proposal Toolbox' open to the 'Your Decision' section. The 'Your Decision' section has radio buttons for 'Approve', 'Reject', 'Hold', 'Suspend', and 'Cancel'. The 'Approve' option is selected. Below the radio buttons is a text area with the comment 'This is redundant.' and a 'Make My Decision' button. The 'Current Step Activity' section shows the 'Originator' as 'Erin Webb' with a status of 'Working'. The 'Step Summary' indicates that 100% approval is required from all participants to move forward.

10. Congratulations! You’ve submitted your Spark seminar proposal. It has been send to GESC for review.