

How to use the Advanced Filter Search feature in Curriculumlog

Login: <https://csuci.curriculumlog.com/proposals> and click on Login and use your myCI credentials to login.

Once Logged in click on the **All Proposals** tab. Click on **Advanced Filter** to search for the proposals that have gone through the curriculum process in Curriculumlog.

NOTE: Proposals that were submitted prior to 2016 will not be in Curriculumlog. Only proposals that have gone through the curriculum process in Curriculumlog will appear as a search result.

The screenshot shows the Curriculumlog web application. At the top, there is a navigation bar with the 'modern campus curriculum' logo and tabs for 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below this, a secondary navigation bar contains buttons for 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. The 'All Proposals' button is highlighted with a red box. Below the navigation bar, the 'Filter by:' section shows a dropdown menu set to 'All Proposals' and a button labeled 'Advanced Filter' which is also highlighted with a red box. To the right of the filter section is a '+ New Proposal' button. The main search area is titled 'Keyword' and contains a large text input field. Below this, there are several filter sections: 'Found Under' with a dropdown set to 'All Entities' and a checkbox for 'Include all child entities under my selection'; 'Date Search Scope' with a dropdown set to 'Select a date type' and input fields for 'From' and 'To' dates, along with a 'Clear Dates' button; 'Process Type' with a dropdown set to 'All Processes'; 'Current Step Name' with a dropdown set to 'All Current Steps'; 'My Role' with a dropdown set to 'All My Roles'; and 'Proposal Status' with checkboxes for 'Unlaunched (you are originator)', 'Reviewing (you are originator)', 'Active', 'Held', 'Suspended', 'Cancelled', 'Waiting', and 'Completed'. At the bottom of the filter section are two buttons: 'Filter Proposals' and 'Cancel'.

Advanced Filter at a glance, fields' descriptions below: you may use the fields below to filter/search any proposal

Keyword: words that can help you with your search/filtering.

If looking for a certain course, type prefix%coursenumber

For example, if you are looking for Anthropology 444, type ANTH%444.

Found Under: the entity/Program that has/will have authority over the course prefix or program

Include all child entities under selection: it includes other prefixes under a program.

Process Type: the form used for the proposal: a Course form; a Program form; or specific form #1. Access Current Course Descriptions, SLO's Outlines, & References

All My Roles: the roles that are assigned to you

Current Step Name: the steps that are part of all proposals. Example: Dean (all proposals on this step)

Date Search Scope: select a date type: Launched Between or Completed Between
From – to dates

Proposal Status:

Unlaunched (you are originator): proposals that you have not launched yet they are under **My Proposal** tab. You have not made a decision yet as the originator

Reviewing (you are originator): proposals that you are the originator and they are under review

Active: ALL proposals in Curriculog that are not Held, Suspended, Cancelled, Waiting or Completed

Held: proposals are stopped but users on that step will be able to continue to work on it

Suspended: proposals are stopped and no work may be done on it

Cancelled: proposals that are referred back to originator

Waiting: crosslisted proposals that are waiting to be approved or rejected

Completed: proposals that have gone through all of the approval process. They are finished. They will show a lock icon to the right of their title

Time Sensitivity:

My Urgent Tasks: proposals that you need to take action and are past the date threshold set by the Administrator

My Tasks with Deadlines: proposals that you need to take action that have a deadline

Choose the filters that are pertinent to your search and click on **Filter Proposals**

Filter by:

All Proposals Advanced Filter + New Proposal

Keyword

Found Under

All Entities

Date Search Scope

Select a date type

From

To

Clear Dates

Include all child entities under my selection

Process Type

All Processes

Current Step Name

All Current Steps

My Role

All My Roles

Time Sensitivity

My Urgent Tasks

My Tasks with Deadlines

Proposal Status

Unlaunched (you are originator)

Reviewing (you are originator)

Active

Held

Suspended

Cancelled

Waiting

Completed

Filter Proposals Cancel



ANTH - 444 - Economic Anthropology



C. 2019-2020 Course Modification/Inactivation

Last Activity: Jan 11, 2021 2:38 PM by Andrea Skinner



ANTH - 444 - Values and Valuables



A. 2017-2018 GE Category Modification Process Form

Last Activity: Jan 28, 2018 6:45 PM by David Gillespie