

# Coursedog Workflows

In the past there was a lengthy set of instructions on the CEPC Canvas page indicating who reviewed / how to submit each kind of change.

You no longer need to worry about these details, when you submit a proposal, it will be routed based on the proposal type.

After submitting a proposal you can view the steps in the workflow & check where your proposal is in the process.

Login to Coursedog: <https://app.coursedog.com>

On the Products page, select **Curriculum Management**.

When you click on Proposals in the left-side navigation, you will can look at proposals that are assigned to you and those that were created by you.

The screenshot shows the Coursedog interface for Saint Michael's College. The top navigation bar includes the college logo, the name "Saint Michael's College", and links for "HELP CENTER", a notification bell, a grid icon, and a user profile dropdown. The left sidebar is titled "Curriculum Management" and contains links for "Home", "Courses", "Programs", "Proposals" (which is highlighted), "Drafts", and "Reports". The main content area is titled "Proposals" and includes several tabs: "REPORTS", "CURRICULUM REPORTS LIST", "EXPORT RESULTS", and "SAVED VIEWS". Below the tabs, there is a "Document type" dropdown set to "All types", a "FILTER" button, a "SORT BY" dropdown set to "Date Created", and a search bar labeled "Search For Proposals". The main area displays three summary cards: "Vote Required 0", "Assigned To Me 1", and "Created By Me 2". At the bottom, a table header is visible with columns: "NAME", "PROPOSAL TYPE", "CURRENT STEP", and "REQUEST STATUS".

When you click on an individual proposal in one of these lists, you can look at the workflow tab on the right to see the steps in the approval process, and who is responsible for the next step (where the proposal is pending).

# Proposal Toolbox

Status: Pending

Decisions:      

DECISION

WORKFLOW

ACTIVITY

Author: Greta Pangborn

Status: Approved

No deadline

Program Director (Computer Science & Cybersecurity)

Status:  
Approved

No deadline

School of Business & Technology Associate Dean Approval

Status:  
Pending

No deadline

For questions, comments, or suggestions for improving these instructions, please contact Greta Pangborn ([gpangborn@smcvt.edu](mailto:gpangborn@smcvt.edu)).