

Approving a Proposal

Proposals awaiting a decision from you will be listed in the My Tasks tab of the Proposals Module. This tab will display by default when logging into Modern Campus Curriculum.

1. To make a decision or interact with the proposal, click the name of the proposal. The proposal form will display allowing you to see the full proposal on the left and Proposal Toolbox on the right. The default view for the Proposal Toolbox will be the Discussion tab where you will see the User Tracking and any comments.

The screenshot displays the 'PSY - 444 - Training - Psychology of Art' proposal form. The left sidebar contains a 'Run Impact Report' button, 'Proposal Help', and 'Course Specific Information'. The main form area includes fields for 'Hierarchy Owner*' (Psychology), 'Prefix*' (PSY), 'Code*' (444), and 'Name*' (Training - Psychology of Art). The right sidebar, titled 'Proposal Toolbox', shows the 'Discussion' tab selected, displaying 'User Tracking' and 'Comments'. The 'User Tracking' section includes a dropdown for 'Show current' and a link for 'Show Individual User Edits'. The 'Comments' section shows a comment from Emily Ralston requesting cancellation, followed by a response from Modern Campus Curriculum. The 'Discussion' tab is highlighted in the toolbox, and other tabs like 'Workflow Status', 'Signatures', 'Files', 'Decisions', 'Custom Route', 'Crossings', and 'Proposal Lookup' are visible.

2. Select the Decisions button in the toolbox.
 - a. Select your decision,
 - b. Leave a comment, if necessary.
 - c. Click on Make My Decision.