

Log into Watermark via this URL: <https://login.watermarkinsights.com/connect/athensstateuniversity>.

From the Watermark main menu, select “Curriculum Strategy.”

Once in Curriculum Strategy, select the Curriculum Management module from the left-hand menu.

Click on the “My Items” button.

If you have multiple approver roles within Curriculum Management, please select the appropriate role from the “Workbox” selection tool.

As a department chair, you will want to check the “Department Chair” queue. All approver roles should offer the same view.

Approvers include the department chair, primary college dean, additional college dean, undergraduate curriculum committee chair, graduate curriculum committee chair,

After selecting the appropriate department chair role, all forms appear that are ready for your approval. To view each form, you can either click on the Name of the form or we can click the “Open Proposal” button that looks like an up arrow inside of a box.

Sort by

<input type="checkbox"/> Select All	Type	Name	Modified Date	Modified By	Submitted By	Locked By			
<input type="checkbox"/>	New Course	IMA 200 Contemporary Topics in Math	1/22/2025	Dave Ragsdale	Ronald Merritt		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Delete Course	ASTE 327 Project-Based Instruction	1/22/2025	Dave Ragsdale	Patricia Glaze		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Change Course	ASTE 303 Steps 1 & 2: Inquiry-Based Teaching & Lesson Design	1/22/2025	Dave Ragsdale	Patricia Glaze		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Change Course	ASTE 410 Perspectives on Science & Math	1/22/2025	Dave Ragsdale	Patricia Glaze		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Change Course	CS 454 Penetration Testing and Red Team Methods	1/22/2025	Dave Ragsdale	Adam Lewis		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Change Course	ASTE 425 Apprentice Teaching	1/22/2025	Dave Ragsdale	Patricia Glaze		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Change Course	ASTE 325 Knowing and Learning in Math and Science	1/22/2025	Dave Ragsdale	Patricia Glaze		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Change Course	ASTE 326 Classroom Interactions	1/22/2025	Dave Ragsdale	Patricia Glaze		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

There are a few different options to view the proposal form.

1. First, you can simply scroll through the form to see the current proposal.
2. Second, you can use the “Print this form” feature if you wish to review a paper copy of the form.
3. Third, you can click the “Compare Versions” button to view a red-lined version of the form. It is also possible to print a red-lined copy here.
4. Lastly, you can click the “Preview” button to see how the entry will appear in the catalog.

If you are satisfied with the proposed changes, you can click on the “Approve” button to send the form to the next stage in the approval process.

If you wish to add a comment, you may do so via the “Add a comment” button.

If you wish to return the form to the submitter for changes, you can select the “Return to Submitter” button.

Comments may be added prior to approving or returning to the submitter.