

How to Approve and Archive an Agenda in Curriculog

APPROVE YOUR AGENDA

1. Under the "My Agendas" tab, you will see the Agenda that you have created. Find and click on the page with the green diamond.

CURRICULOG CURRICULUM MANAGEMENT

Proposals **Agendas** Accounts Reports

My Agendas All Agendas My Archived Agendas Archived Agendas

+ New Agenda

(Training) Committee - Month Year - College/School
Proposals: 0
Created: 12 Nov 2020 by Victoria (Tori) Tardugno

~~XXXXXXXXXX~~
Proposals: 3
Created: 13 Apr 2021 by Victoria (Tori) Tardugno

~~XXXXXXXXXX~~
Proposals: 4
Created: 17 May 2021 by Victoria (Tori) Tardugno

~~XXXXXXXXXX~~
Proposals: 1
Created: 18 Feb 2021 by Victoria (Tori) Tardugno

Training Agenda 2021
Proposals: 2
Created: 18 Jun 2021 by Victoria (Tori) Tardugno

Previous 10 Next 10

2. Under the "Proposals" section of the Agenda, you will see a thumbs up, thumbs down and a three-dot icon. These icons are where you make a decision on the individual proposals.

Proposals

More Decisions

1. CJUS - 2226 - Introduction to Police I

2. Criminology and Criminal Justice, (B.A.)

Curriculog University

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3. Click the decision you wish to choose. Any decision chosen, except Approve, requires a comment and you will be asked to go to the proposal. After you have decided and have possibly commented, press Make My Decision.

You must make this decision on the proposal

This decision cannot be made on an agenda. You must make this decision on the proposal. Do you want to go to the proposal now?

[Go to proposal](#) [Cancel](#)

Victoria (Tori...)

Your Decision

Decision 1: General Education Committee

You are the agenda administrator for this committee, and your decision will be calculated into the final verdict. What would you like to do with this proposal?

Approve Hold
 Reject Suspend
 Cancel
 Custom Route

Please comment on your decision below.

[Make My Decision](#)

4. To get back to the Agenda, look for the “Workflow Status” section and click on the hyperlinked Agenda.

Department Chair Approved

Participants

Victoria (Tori) Tardugno | 6/16/2021 8:31 PM

[Step Details](#)

College Committee Working

Participants

Training College Undergraduate Committee

[Training Agenda 2021](#)

Victoria (Tori) Tardugno *

Training College Graduate Committee

Tiffany Jordan *

Victoria (Tori) Tardugno *

[Step Details](#)

College Dean Incomplete

Participants

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- When you choose Approve under the dropdown menu, put in your Signature pin and click on "Sign". The default Signature Pin is 1234 or 2468. You can view what your pin is under your "My Settings" section. *If you wish to change your Signature Pin, please email Victoria (Tori) Tardugno at vcrynlds@memphis.edu.*

Enter your signature

Please enter your signature pin to approve this proposal.

Signature Pin

- After the decisions have been made for the proposals, you can complete the agenda by clicking on "Complete Agenda". Then press "Complete Agenda" again on the next page.

The screenshot shows the Curriculumlog interface with the 'Agendas' tab selected. The main content area displays 'Training Agenda 2021 Manage Agenda' with a green 'Complete Agenda' button highlighted. Below this are links for 'Agenda Help', 'Agenda Information', and 'Agenda Name*' with a text input field containing 'Training Agenda 2021'.

Complete Agenda

You are about to complete this agenda.

Once you complete this agenda, any proposals attached to it that do not have decisions from all agenda administrators will be released from this agenda and available for placement on other agendas. This completed agenda will be available to you under "My Agendas" and can be archived at any time.

Are you ready to complete this agenda?

ARCHIVE YOUR AGENDA

- After you have made the decision(s) on all the proposal(s) you can archive the proposals. Click on "Archive Agenda". You can locate Archived Agendas under the "My Archived Agendas" or "Archived Agendas" tab.

The screenshot shows the Curriculumlog interface with the 'Archive Agenda' button highlighted in green. Below this are links for 'Agenda Help', 'Agenda Information', and 'Agenda Name*' with a text input field containing 'Training Agenda 2021'.

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