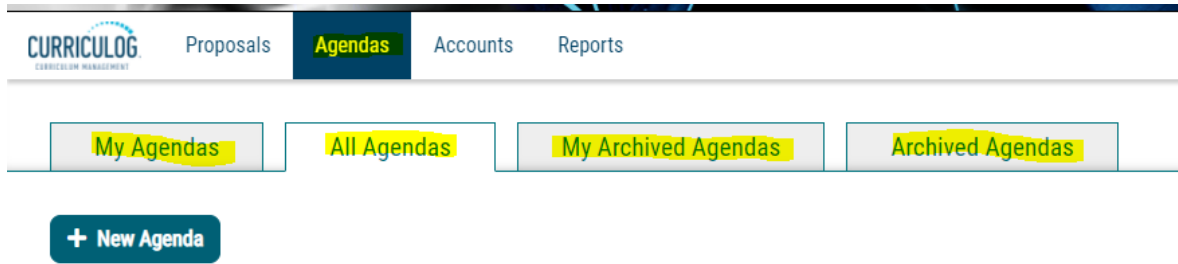


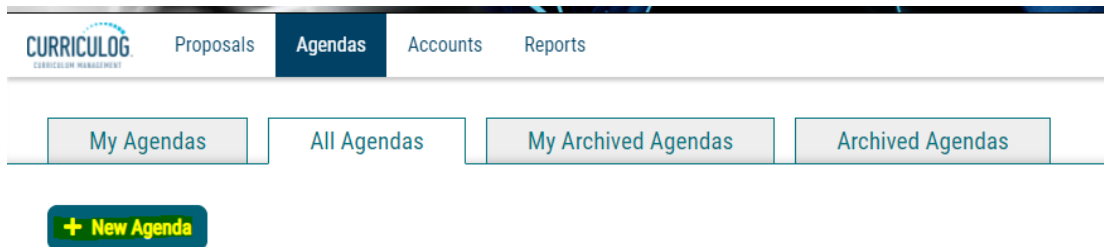
How to Use a Curriculum Agenda in Curriculog

CREATE AND PUBLISH YOUR AGENDA

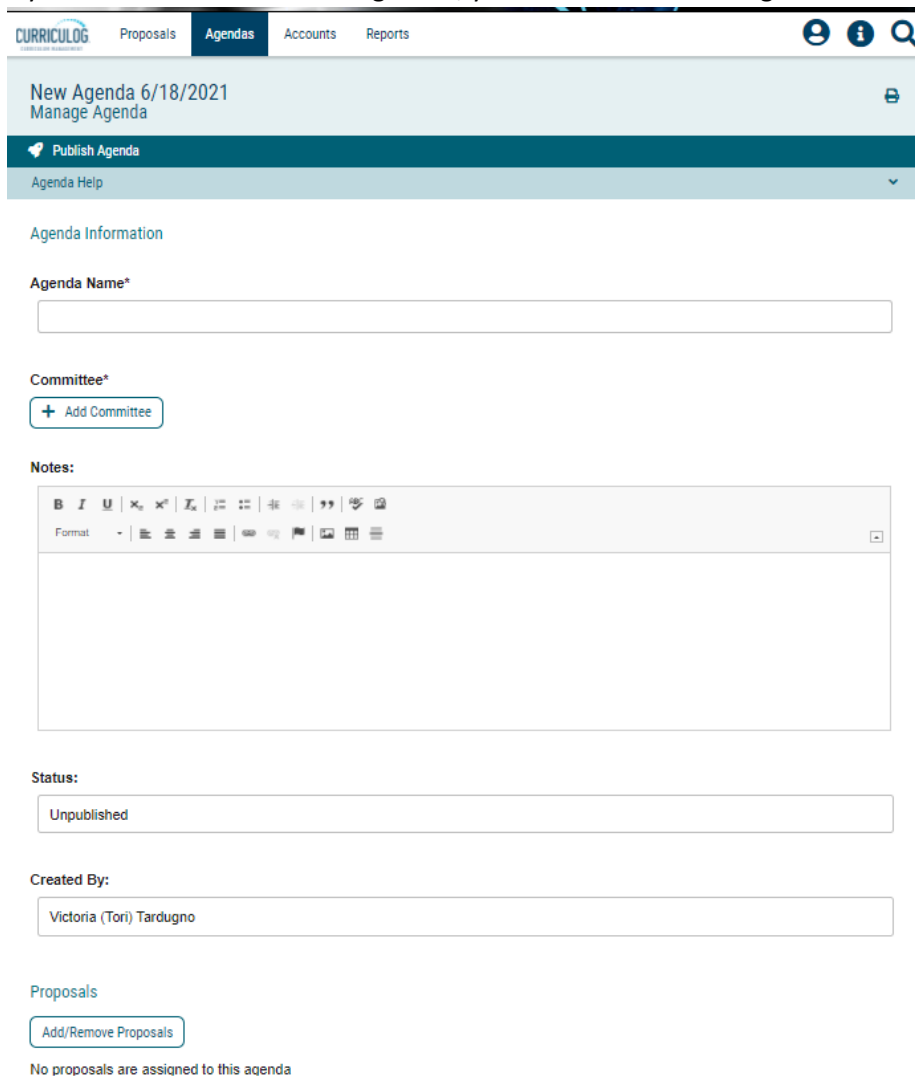
1. On the top of the page you will see a top bar with the words Proposals, Agendas, Accounts and Reports. When you choose Agendas you will see various tabs that you can choose from.



2. Under any of the Agenda tabs, you will see “+ New Agenda”. Click on “+ New Agenda”.



3. After you have clicked on “+New Agenda”, you will see the following screen.

A screenshot of the 'New Agenda' creation form in Curriculog. The page title is 'New Agenda 6/18/2021' with a 'Manage Agenda' link. A dark blue bar contains a 'Publish Agenda' button and a dropdown menu for 'Agenda Help'. The form includes several sections: 'Agenda Information' with an 'Agenda Name*' text input field; 'Committee*' with a '+ Add Committee' button; 'Notes:' with a rich text editor containing a toolbar with various icons; 'Status:' with a dropdown menu showing 'Unpublished'; 'Created By:' with a text input field containing 'Victoria (Tori) Tardugno'; and 'Proposals' with an 'Add/Remove Proposals' button. At the bottom, it states 'No proposals are assigned to this agenda'.

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4. Looking at the screen, find and click on “+ Add Committee”.

The screenshot shows the 'New Agenda' form in Curriculog. At the top, there is a navigation bar with 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below this, the form title is 'New Agenda 6/18/2021' with a 'Manage Agenda' link. A 'Publish Agenda' button is visible. The 'Agenda Information' section contains a text input for 'Agenda Name*'. Below that is the 'Committee*' section, which is highlighted in yellow. It features a '+ Add Committee' button, also highlighted in yellow. The 'Notes' section has a rich text editor with a toolbar. The 'Status' field is set to 'Unpublished'. The 'Created By' field shows 'Victoria (Tori) Tardugno'. At the bottom, there is a 'Proposals' section with an 'Add/Remove Proposals' button and a message: 'No proposals are assigned to this agenda'.

5. Choose by clicking on a committee that you want to view the proposals and then click on “Done Selecting Committee”.

The screenshot shows a dropdown menu titled 'Select a Committee'. The menu lists several committees: 'College of Arts and Sciences Graduate Committee', 'College of Arts and Sciences Undergraduate Committee', 'General Education Committee', 'Training College Graduate Committee', 'Training College Undergraduate Committee', 'Training GR Department Committee', 'Training UG Department Committee' (which is highlighted in yellow), and 'University Undergraduate Council'. At the bottom of the menu, there are two buttons: 'Done Selecting Committees' (highlighted in yellow) and 'Cancel'.

How to Use a Curriculum Agenda in Curriculog

8. Select the proposals that you would like to have on the Agenda. Then click on “Done Selecting Proposals”

Select Proposals for this Agenda

Sort by:

Proposal Name

Select: First

All Listed

None Listed

CJUS - 2226 - Introduction to Police I


Criminology and Criminal Justice, (B.A.)

Done Selecting Proposals

Cancel

9. After you have completed adding proposals to your Agenda, go to the top and look for the Rocket icon and click it.

Training Agenda 2021
Manage Agenda

 Publish Agenda

Agenda Help

Agenda Information

Agenda Name*

Training Agenda 2021

Committee*

Training College Undergraduate Committee

+ Add Committee

10. You will see this box, click on “ Publish Agenda”.

Publish Agenda

You are about to publish this agenda.

You may edit it at any time by unpublishing the agenda, making any edits, and publishing the agenda again.

Are you ready to publish this agenda?

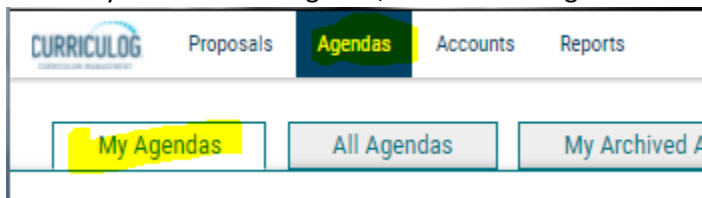
Publish Agenda

Cancel

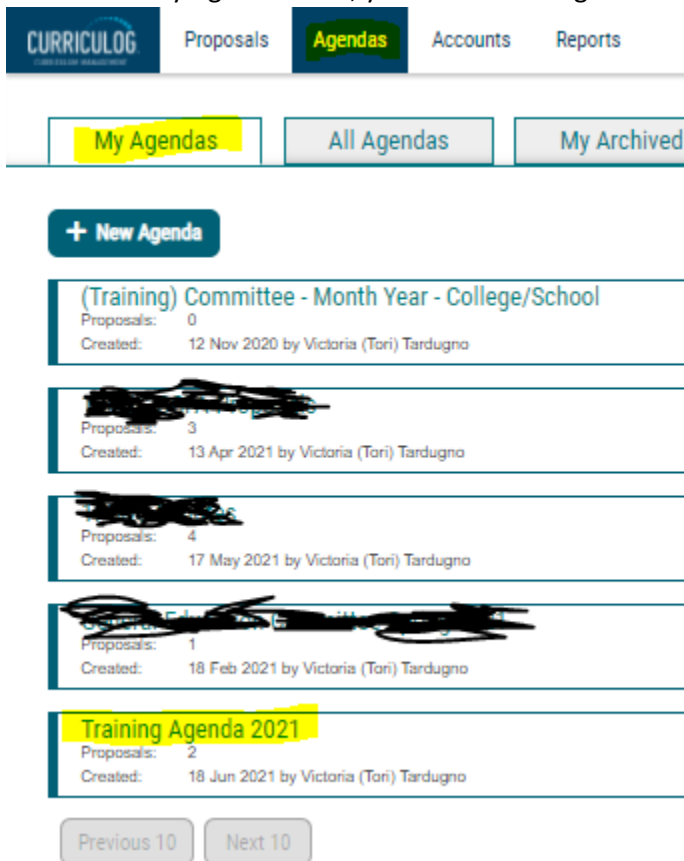
How to Use a Curriculum Agenda in Curriculog

VIEW YOUR AGENDA

1. To view your Published Agenda, click on the "Agendas" tab.



2. Under the "My Agendas" tab, you will see the Agenda that you have created.



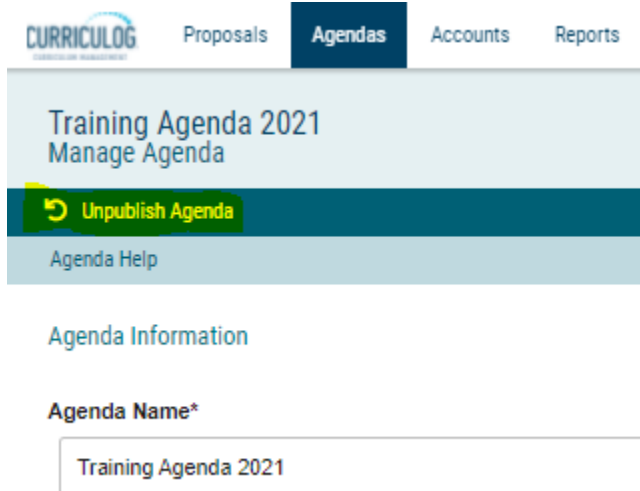
How to Use a Curriculum Agenda in Curriculog

UNPUBLISH AND EDIT YOUR AGENDA

1. Under the "My Agendas" tab, you will see the Agenda that you have created. Find and click on the pencil icon.



2. Find and press the back button icon.



3. You will see this box, click on "Unpublish Agenda".

Unpublish Agenda

You are about to unpublish this agenda.

Once the agenda is unpublished, you may make any changes to this agenda and publish it again at any time.

Are you ready to unpublish this agenda?



4. Now you can complete steps 4-10 or 6-10 of Create and Publish Your Agenda.