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

5. Choose by clicking on a committee that you want to view the proposals and then click on “Done Selecting Committee”.
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6. After you have finished selecting your committees, name your Agenda and add any notes that may help further explain the content of that Agenda. EX for notes: Only UG courses for XX department.

7. Looking at the screen, find and click on “+ Add /Remove Proposals”.

Status:
Unpublished

Created By:
Victoria (Tori) Tardugno

No proposals are assigned to this agenda
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8. Select the proposals that you would like to have on the Agenda. Then click on “Done Selecting Proposals”.

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

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?
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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.
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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”.

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