

How to View Agendas/Proposals and Vote in Curriculog

HOW TO GET TO CURRICULOG AND LOGIN

STEP 1: Navigate to Curriculog from the following link: [University of Memphis Curriculog](https://memphis.curriculog.com).



STEP 2: Click on Login on the top right of the screen.

Login

STEP 3: Login with you UofM email address and the password 'pleaseletmein', if you have not already changed your password. Then click on Login.

Welcome to Curriculog

Please login to view your personal dashboard.

Login:

Password:

Login

Cancel

VIEW YOUR AGENDA

1. Click on the Agendas verbiage in the header to get to the Agenda tabs. Under the "My Agendas" tab, you will see the Agenda that you have created for your committee/council. Click on the rectangle area to view the agenda.

A screenshot of the Curriculog web application interface. The top navigation bar includes the Curriculog logo and menu items: "Proposals", "Agendas" (which is highlighted with a dark blue background), "Accounts", and "Reports". On the right side of the header are icons for user profile, information, and search. Below the header, there are four tabs: "My Agendas" (highlighted in yellow), "All Agendas", "My Archived Agendas", and "Archived Agendas". A "+ New Agenda" button is located below the tabs. The main content area shows a list item for "(Training) Committee - Month Year - College/School" with details: "Proposals: 0" and "Created: 12 Nov 2020 by Victoria (Tori) Tardugno". To the right of this item are icons for edit, delete, and a grid view.

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- To open an individual proposal within an Agenda, look under the Proposals section at the bottom and click on the square with the arrow of an individual proposal.

The screenshot shows the 'Manage Agenda' interface for '1. UUC Minutes'. At the top, there are navigation tabs for 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user is logged in as 'Victoria (Tori...)'. The page title is '1. UUC Minutes' with a 'Manage Agenda' link. A 'Complete Agenda' status bar is visible. Below this, there is an 'Agenda Information' section with a text input field for 'Agenda Name*' containing '1. UUC Minutes'. The 'Committee*' is listed as 'University Undergraduate Council'. A 'Notes:' section contains a text area with the following text: 'UUC Minutes: November December January March'. The 'Status:' is 'Published' and 'Created By:' is 'Victoria (Tori) Tardugno'. At the bottom, a 'Proposals' section lists four items:

Proposal ID	Proposal Date	Actions
1.	December 11, 2020	Like, Dislike, More, Calendar, Arrow
2.	January 15, 2021	Like, Dislike, More, Calendar, Arrow
3.	March 19, 2021	Like, Dislike, More, Calendar, Arrow
4.	November 13, 2020	Like, Dislike, More, Calendar, Arrow

- To make a comment on a proposal you must have clicked the square with the arrow icon to view the proposal. On the left side of the page, you will see a Comments section. Press **+Add Comment** to create a new comment.

The screenshot shows the 'Comments' section for a proposal. At the top, the user is logged in as 'Victoria (Tori...)'. Below this, there is a 'User Tracking' section with a 'User Tracking Help' dropdown menu. The 'Show current' dropdown is set to 'Show current'. Below this is a 'Show Individual User Edits' button. The 'Comments' section has a '+ Add Comment' button highlighted in yellow. Below this, there is a comment from 'Victoria (Tori) Tardugno' dated '2/18/2021 3:38 pm' with a 'Reply' button.

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4. A box will populate for you to type and add your comment to the proposal. Click on “Add Comment” when done. *Note – A comment that has been added cannot be edited or deleted.

Comment

Please add your comment below.

Comment on the proposal

VOTING/MAKING A DECISION ON YOUR PROPOSAL'S

STEP 1: To open the document, click anywhere in the rectangular box.

STEP 2: After you open your proposal, review the proposal and then you will need to ‘make a decision’ on the proposal.

Click on the checkmark icon to make your decision.

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.

STEP 3: Click the decision you wish to choose, you can also put a comment when you make a decision on the proposal. (Any decision chosen, except Approve, requires a comment.) After you have decided and have possibly commented, press Make My Decision.

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Victoria (Tori...)

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Cancel

Custom Route

Please comment on your decision below.

Make My Decision

After you press *Make My Decision* a box will show that requests your Signature Pin. The default Signature Pin is 1234 or 2468. You can view what you pin is under your “My Settings” section. *If you wish to change your Signature Pin, please email Victoria (Tori) Tardugno at vcrynlds@memphis.edu.*

- After you “sign” the document, it will move on to the next signature step.

Enter your signature

Please enter your signature pin to approve this proposal.

Signature Pin

Sign Cancel