Curriculog - How to Work Through the Proposals on an Agenda:

1. Sign in to Curriculog

2. Once inside Curriculog, click on 'Agendas'
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3. In the 'Agendas' view, find your Sub-Committee Agenda and select/click the "View Agenda" icon.

4. At the bottom of your Agenda, you will have a list of proposals. To view and make a decision on a proposal, select the "View Proposal" icon to open the proposal.
5. Within the proposal you should first:
a) note the type of proposal. This will give you some indication of things you will be reviewing.
b) change the User Tracking tool from “Show current” to “Show current with markup”, so that you will see what has been changed as the proposal has evolved through the approval steps.
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6. As you work through the proposal data, if you need to make changes to a field be sure to click “Save” (button only appears if you try to make a change in a field) to retain the changes. Your changes will be visibly noted in the “Show current with markup” tool.

Consult with your Sub-committee Chair or Committee Chair for guidance as to how to evaluate the proposal data.

7. If files are attached to the proposal, they will be indicated in the File Markup Section. To view the files, click on the Files icon to navigate to the Files view.
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8. In the Files view, click on a file link to open the file. If you need to add additional/revised files to the proposal, you can do so in this view, as well.

WARNING: if you delete a file, it is <GONE>.

9. If you are NOT ready to make a decision because a proposal has some issues to resolve, you should enter your comments here for further discussion. These comments will be viewable by anyone who has access to Curriculog. It is recommended that you send an email (can be done within Curriculog) to your (sub) committee chair and/or members to alert them to discussion if a proposal needs some substantive revision before a decision can be made.
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9b. If you are ready to make your decision, click on the Decisions icon to navigate to the Decisions view.
   Once you select from the options available, click the "Provide My Opinion" button to complete the task. There will be a pop-up window that prompts you for your Pin number (see under "My Settings").
   Once made, you can change your decision by updating the selection and clicking the "Change My Opinion" button.
   A decision of "Reject" will require you to enter comments.
   It is helpful to everyone if you enter comments about any data items you may have changed.

10. To return to your Agenda with the list of proposals, use the link provided in the "Current Step Activity" to navigate back to the Agenda.
   "If the agenda is not listed in this area, it could be because there was a change made to the members of the committee, which caused a step restart and the agenda will only reside with the step that was active when agenda created. There is another way to get back to the agenda. Please

11b. To return to your Agenda, an alternate way of locating the quick link to the agenda list is to scroll down to your committee step.
     From this view you will be able to find every agenda through the entire approval process where this proposal is listed.