## Navigating the Curriculog Site

Curriculog User Settings

1. Go to https://ucmerced.curriculog.com/ and click "Login" in the upper right corner.
2. Sign in with your UCM net ID and password
3. Hover over your name in the upper right corner and click "My Settings"
4. Click your name on the left to open up the "Account Summary" pane on the right
   a. In "Roles" you will see which roles and/or committees you are in. An asterisk with the term "agenda administrator" indicates that you are the chair of the committee, and will be required to input a decision before the proposal can move on in the workflow.
   b. *Note: It is important for the Registrar's Office to know as soon as possible if your role has changed so proposals moving through the approval process are not interrupted.*
   c. The default "Email Option" is for a weekly email digest.
      i. You can also choose to receive more frequent email notifications. Please note that you can log into Curriculog and check the status of your proposal at any time. There isn't an option to turn email notifications off completely.
   d. In "Process," you can select to receive messages for steps you are involved in or for proposals you are involved in.
5. Click "Save Preferences" to save any changes to "My Settings"
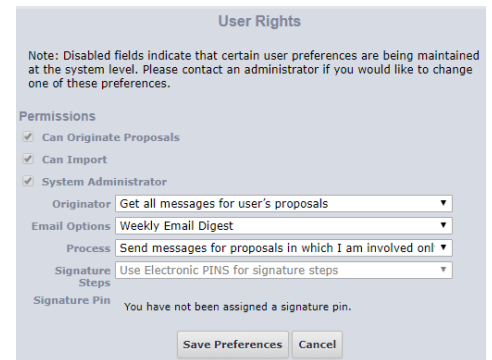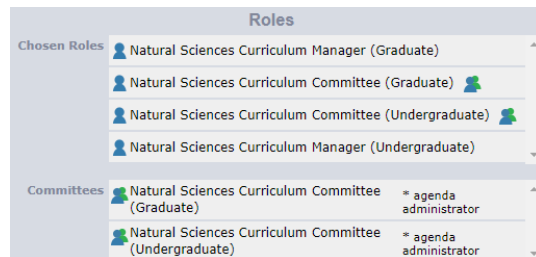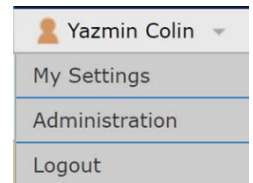
Curriculog User Interface Overview

Once you have logged into Curriculog, you will see 'My Dashboard'. This dashboard allows you to manage your proposals, and see recent notifications and upcoming events at a glance.
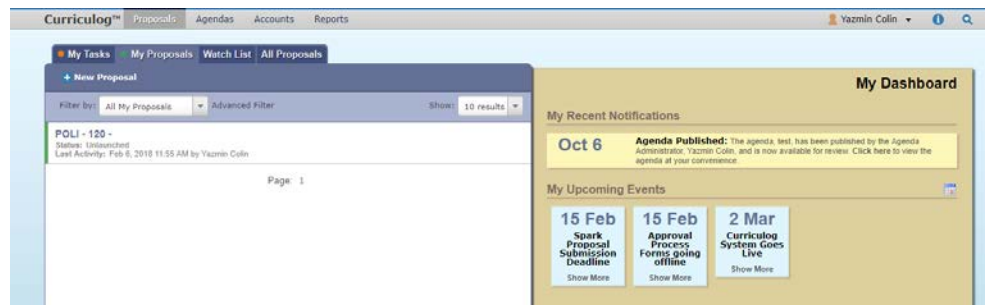
My Dashboard

'My Recent Notifications'

Users will receive notifications for a variety of reasons, such as a proposal receiving a decision, an edit being made, or a comment being provided. Notifications will be emailed to users based on their user settings - some users choose to receive an email notification as soon as the event occurs, while others choose to compile them into a digest to limit the number of emails received. To scroll through older notifications, select the arrow in the upper right corner in the same line as the header.

'My Upcoming Events'

'My Upcoming Events' will show the next five upcoming events or deadlines. To view the full calendar, select the calendar icon in the upper right in the same line as the header.

Proposal Module

A proposal is a form that follows a workflow to receive an approval.

'My Tasks' tab	A list of items waiting for action from the user
'My Proposals' tab	A list of proposals originated by the user (unlaunched and launched)
'Watch List' tab	A list of proposals the user has elected to monitor
'All Proposals' tab	A list of all proposals available for viewing to the user (transparency and permissions apply)

The thin colored bar that appears to the left of the proposal will change based on the relationship with the user.
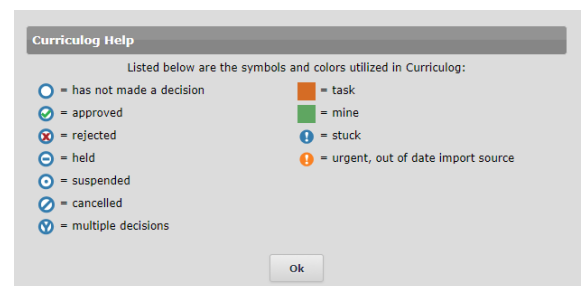
Blue	No action required
Green	A proposal created by you
Orange	Waiting on action from you

Following your name are "Help" and "Search" icons.

Selecting "Help" will display a window featuring symbols and colors utilized in Curriculog.
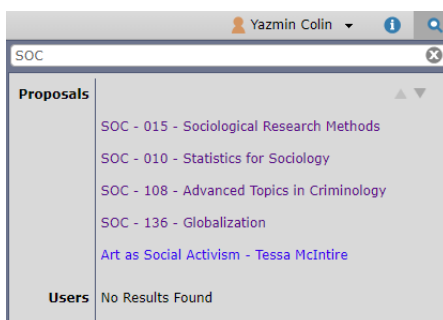
The search function may be used to locate proposals or users throughout the system.
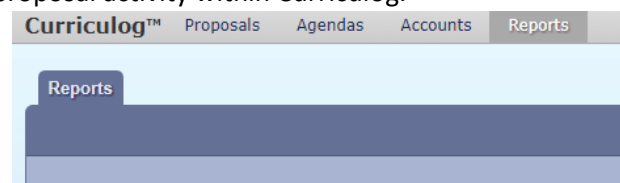
Agendas

- The Agenda Module allows users to see a list of agendas
  - Each row will indicate the name of the agenda, the number of proposals attached to the agenda, when it was created and by whom.

New Agenda 2/13/2018
Proposals: 0
Created: 13 Feb 2018 by Yazmin Colin

Agenda for 2/18/2018
Proposals: 0
Created: 30 Nov 2017 by Yazmin Colin

Shannon Agenda
Proposals: 1
Created: 31 May 2017 by Shannon Adamson

TEST 2
Proposals: 2
Created: 06 Nov 2017 by Yazmin Colin

test 2
Proposals: 1
Created: 14 Nov 2017 by Yazmin Colin

My Agendas	Agenda Administrators are able to see all their published agendas.
All Agendas	Users are able to see all published agendas.
My Archived Agendas	Agenda Administrators are able to see all their archived agendas.
Archived Agendas	Users are able to see all archived agendas.

Reports

- The Reports Module allows the user to generate reports on proposal activity within Curriculog.
- Once a report has been selected, the results will be delivered via e-mail and available for 5 days.
  - **Note:** You will need to be logged into Curriculog to open a report.

Curriculog™ Proposals   Agendas   Accounts   Reports

Reports

- To generate any report, select the report you wish to run, then select the criteria you wish to filter on.
- Below is a list of reports that can be run. Global Reports will be available in both HTML and CSV format, while Detail Reports will only be available in HTML format.

Global Reports	
Pending Proposals Report	provides a list of all proposals within the system sorted by status.
User Activity Report	provides a detailed view of a single user's participation within Curriculog by proposal, including comments, edits, decisions and time spent.
Aging Report	provides a list of all active proposals sorted by the greatest time in the system.
Bottleneck Report	provides a list of the largest lag times for changes by user, role and entity (such as department).
Detail Reports	
Proposal Detail Report	provides the complete details of a single proposal, with the ability to include a summary of user activities (edits, comments, decisions, time), comments, import source, files and crosslistings.
Proposal Progress Report	provides the history of a proposal (its steps) in a flow diagram with user activity including comments, edits, time and decisions.

Impact Report	provides all dependent elements of the curriculum for a particular curriculum item, such as prerequisites, corequisites, crosslistings, programs and campuses. To begin, enter a prefix and code. Then, select at least one catalog you would like to search for impacts. For example, if the catalog contains a prerequisite field that would likely have valuable relationship information for your Impact Report. You may select multiple catalogs and fields. Program information is returned with your report by default. Impact reports are available exclusively for courses.
Historical Change Report	provides the change log of all proposal versions of a curriculum item over time.

For More Assistance

- To contact a system administrator, click the "Contact System Administrator" link at the bottom of any page that you are on.
- The following dialog box will show up. Please fill out the fields and administrator will assist you.