Agenda Viewing

- 1. Go to <u>http://delhi.curriculog.com</u>. This link can also be found on the Curriculum committee website which is linked to on the MyDelhi Faculty & Staff page
- 2. Log in on upper right
- 3. On upper left select "Agendas"
- 4. Go to "My Agendas" if it is an active agendas you are part of. For a past agenda, including Senate looking at the previous Curriculum Committee agenda, select "Archived Agendas"

Curriculum"

Proposals

Agendas

Accounts

Reports



 Select the appropriate agenda. If you click on the agenda a side panel will display with a summary. This summary will have a list of all proposals. To see

the full agenda hit the "view agenda" ¹ button

6. On the full agenda you can look at each proposal. To see the full proposal hit the

"view proposal" ^C button on the agenda

Agenda Creation

If you are an agenda administrator you can make your own agendas for your committee.

- 1. Follow steps 1-3 from above
- 2. Select "New Agenda" + New Agenda
- 3. Give the agenda a name in the "Agenda Name" section. Please form the name to have first the committee, and then followed by school year and then month
- 4. Select which committee the agenda is for with the Add Committee Add Committee button. Committee might also include a school or a department.
- 5. Notes will be whatever you want to display at the top of the agenda
- 6. Use "Add/Remove Proposals" Add/Remove Proposals button to add proposals
- When finished publish the proposal with the "Publish Agenda" Publish Agenda
 button on the top

- 8. You can later return to edit the proposal with the "edit agenda" 🖉 button
- The agenda will automatically archive once voting is concluded on the agenda.
 The proposal creator will be able to do this on the "edit agenda" screen