Curriculog is a public website. Anyone who navigates to the link will have view access. The actions you can perform are determined by the roles set in Curriculog. Contact the system administrator to add/update roles as needed. **Please note:** Curriculog works best in the Firefox browser. For a quick reference of each of the icons in Curriculog see the chart below. For a detailed explanation of each menu navigate directly to the sections for: Proposals or Agendas

Logging In

1. Navigate to: [https://unlv.curriculog.com](https://unlv.curriculog.com) and click Login in the upper right corner
A. Log in using your ACE credentials

i. If you do not know your ACE log in you should contact OIT

2. The Dashboard on the Right side of the page is visible regardless of which menu is selected
3. When you hover over your name in the upper right corner it will open a menu where you can adjust your settings

A. Click Settings and then select your name to open the account summary
B. The bottom of the Account summary allows you to change your notification options
   i. On the Originator menu, choose whether you want to receive messages for comments, comments and edits, or everything

![User Rights screenshot](screen.png)
C. The Email Options menu allows you to select how often you receive email notifications
   i. You can choose to receive them once per week, MWF, TTH, once per day, or
      individual emails for each alert
D. The Process menu allows you to select what you want to be notified of
   i. You can receive messages for steps you are involved in, or you can receive
      notifications for all steps of any proposal you are involved in.
Even if you limit your email notifications you will still be able to see all of the messages on your dashboard when you log into curriculog.
Proposals Menu

4. On the Proposals menu you can view the following:
   A. Tasks – Items that have reached your step for review and approval
      i. Tasks can be filtered by Status, Type, deadline, urgency, etc
   B. My Proposals – Current requests that you have created yourself
i. Proposals can also be filtered by status, type, etc.

ii. You can toggle over the icons and select to view, edit, or delete any proposal that was created by you

C. Watch List – Items you have indicated you wanted to keep track of regardless of who created them

Toggling over the icons shows the description. Select the icon to perform the action.
i. You can add items to your watch list by clicking the star next to the proposal.

ii. To remove the item from your Watch List, simply click the star again when you are done watching the proposal.
D. All Proposals – Any proposals that have been launched at any step
   i. There is an indicator for each proposal showing you the number of steps and which have been approved or rejected

   **The number of circles indicates the number of steps**

   - Empty circles are steps that have been completed
   - Green checkmarks show you which steps have been approved
   - Red Xs show you which steps have been rejected

   The vertical red and green bars show you if a step has been restarted for some reason (e.g., members being added/removed)
5. All 4 Tabs allow you to do the following:
   A. Start a New Proposal
      
      ![Image of Curriculog interface showing New Proposal button]
      
      Click **New Proposal** to begin creating a new proposal.

   B. Or toggle over the icons and select them if you want to do any of the following
      i. View a summary of the proposal

      ![Image of Curriculog interface showing Process Summary]
      
      The summary shows an overview of the proposal and includes any comments that have been entered as well as the history (which steps have been completed and which are still pending)
ii. View the full proposal

1. View proposal shows you all of the details including any fields that were blank.

Scroll down to view all details of the proposal.

1. TURN ON help text before starting this proposal by clicking  in the top right corner of the heading and fill out the form. The Originator is to complete sections I and II.

2. Please upload course syllabus to help justify course changes.

This is not real. This is for a demo.
a. This is also where you can view a complete history and make any decisions on proposals that are on your step, make comments, attach files, etc. using the proposal toolbox.

iii. Send a message about the proposal.
1. Emails are not maintained by Curriculog and will show your email address as the sender

   a. The email will have a direct link to the proposal and can be sent to any Curriculog user

   iv. Add the proposal to your Watch List
Agenda Menu

6. On the Agenda Menu you will find the following:
   A. My Agendas – Any agendas that you have created

   ![My Agendas Screen]

   Reg Curriculum Meeting - Sept. 4, 2018
   Proposals: 3
   Created: 01 Aug 2018 by REG Curriculum

   ![Previous 10, Next 10 buttons]

   B. All Agendas – View any agendas that have been created

   ![All Agendas Screen]

   Reg Curriculum Meeting - Sept. 4, 2018
   Proposals: 3
   Created: 01 Aug 2018 by REG Curriculum

   ![Previous 10, Next 10 buttons]
i. This is where you can view agendas that contain your proposals (like the Faculty Senate Curriculum Committee)

The Agenda Administrator will attach any proposals that are relevant to the meeting. You will also see whether or not a decision had been made on the proposals.

ii. Click View Agenda to see any meeting notes as well as any proposals that are attached
C. My Archived Agendas – Agendas that you created which have been archived

No Agendas Found

Once one of your agendas has been archived, you will find them here.

Previous 10  Next 10

i. You can click View Agenda to view additional notes that have been added as well as decisions that were made on any attached proposals

D. Archived Agendas – Any agendas that have been archived

No Agendas Found

Once any agenda has been archived it will be visible here

Previous 10  Next 10

i. You can click view Agenda to view additional notes that have been added as well as decisions that were made on any attached proposals
## Legend of Curriculog Icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Why is it Used?</th>
<th>Where is it located?</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>Start Proposal – when hovering over the list of proposals, this icon will show. Click on it to open up a new proposal form.</td>
<td>In the list of proposal options when selecting a proposal/process; viewable when hovering over each proposal form.</td>
</tr>
<tr>
<td>📖</td>
<td>Preview Approval Process – before beginning a proposal, you can use this to look at the workflow steps that may be needed.</td>
<td>In the list of proposal options when selecting a proposal/process; viewable when hovering over each proposal form.</td>
</tr>
<tr>
<td>🎬</td>
<td>Launch – this will launch the proposal into the workflow. If successful, you will get a confirmation window. You will have to go back into the proposal and ‘approve’ it for it to move on in the workflow.</td>
<td>Upper left side of the proposal form.</td>
</tr>
<tr>
<td>🔧</td>
<td>Edit Proposal – this will open up your proposal for editing</td>
<td>Proposal listing. Viewable when you hover over a proposal.</td>
</tr>
<tr>
<td>📖</td>
<td>View Proposal – this will open up the proposal but editing is not possible.</td>
<td>Proposal listing. Viewable when you hover over a proposal.</td>
</tr>
<tr>
<td>✗</td>
<td>Delete – this will delete the proposal.</td>
<td>Proposal listing. Viewable when you hover over a proposal.</td>
</tr>
<tr>
<td>📂</td>
<td>View Summary – this will bring up a summary of the proposal and the workflow</td>
<td>Proposal listing. Viewable when you hover over a proposal.</td>
</tr>
<tr>
<td>🔄</td>
<td>Workflow status— a mark inside the circle indicates that level has made a decision (green check mark is approved, red “X” is rejected).</td>
<td>Proposal listing and when the proposal is opened, it is on the upper right side.</td>
</tr>
<tr>
<td>🔗</td>
<td>Import – this will import course/program information from the current catalog into the proposal.</td>
<td>Upper left side of the proposal form.</td>
</tr>
<tr>
<td>📂</td>
<td>Attachment – this will bring up a screen where you can browse for and attach files such as syllabi.</td>
<td>Top middle of the form; if form is toggled to full-width, you will not see this icon.</td>
</tr>
<tr>
<td>Icon</td>
<td>Why is it Used?</td>
<td>Where is it located?</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>📋</td>
<td>Run Impact Report – this runs a report that shows which (if any) other courses, majors, minors, etc. will be affected by your change.</td>
<td>Upper left side of the proposal form.</td>
</tr>
<tr>
<td>⚡</td>
<td>Crosslist – this will alert the system that it is a crosslisted course and the other course/department will be added to the workflow.</td>
<td>Top middle of the form; if form is toggled to full-width, you will not see this icon.</td>
</tr>
<tr>
<td>🌀</td>
<td>Approval Steps – this will list the approval steps in the workflow.</td>
<td>Top middle of the form; if form is toggled to full-width, you will not see this icon.</td>
</tr>
<tr>
<td>🗣️</td>
<td>Discussion – you can see the comments on a proposal.</td>
<td>Top middle of the form; if form is toggled to full-width, you will not see this icon.</td>
</tr>
<tr>
<td>✔️</td>
<td>Decision – click this to open the decision box indicate approval or rejection. Comments can be left in this section.</td>
<td>Top middle of the form; if form is toggled to full-width, you will not see this icon.</td>
</tr>
<tr>
<td>✨</td>
<td>Custom Route – use this to add additional ad hoc steps to the existing approval process.</td>
<td>Top middle of the form; if form is toggled to full-width, you will not see this icon.</td>
</tr>
<tr>
<td>📜</td>
<td>Signatures – we are not using this icon at the moment</td>
<td>Top middle of the form; if form is toggled to full-width, you will not see this icon.</td>
</tr>
<tr>
<td>↔️</td>
<td>Toggle – this will toggle between a full width form and a split screen</td>
<td>Top middle of the form</td>
</tr>
<tr>
<td>📜</td>
<td>Print – this will print out the proposal.</td>
<td>Top middle of the form</td>
</tr>
<tr>
<td>📜</td>
<td>Information – look here for some additional tips.</td>
<td>Top middle of the form</td>
</tr>
</tbody>
</table>