

CURRICULOG: NAVIGATING THE DASHBOARD



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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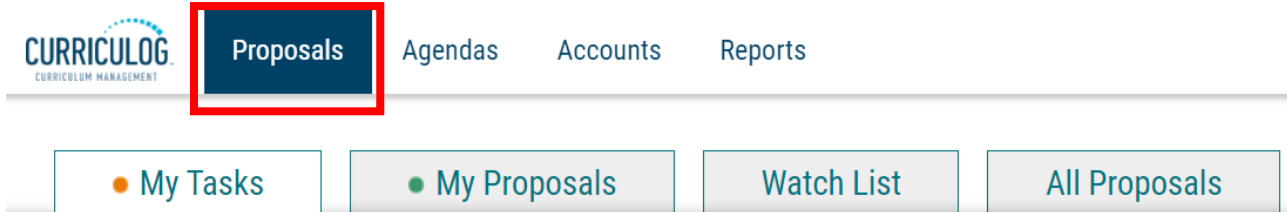
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PROCESS

The Dashboard allows users to navigate within the homepage of Curriculog.

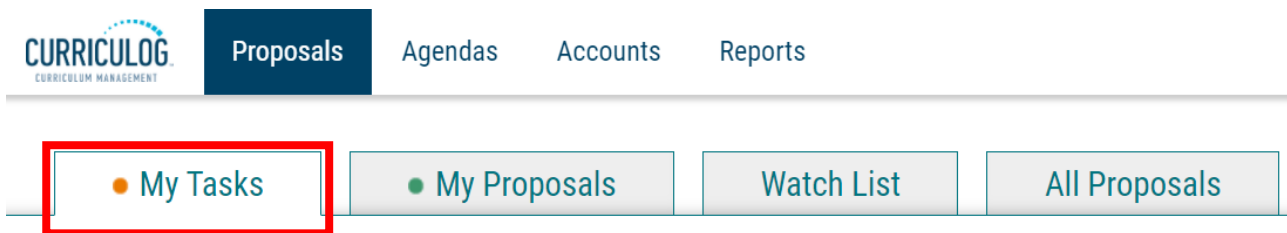
THE DASHBOARD

PROPOSALS



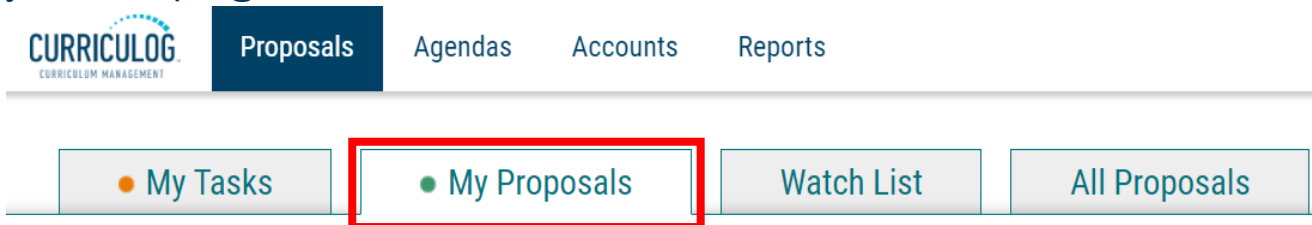
My Tasks

The default tab is My Tasks, which will show any proposals that await your review.



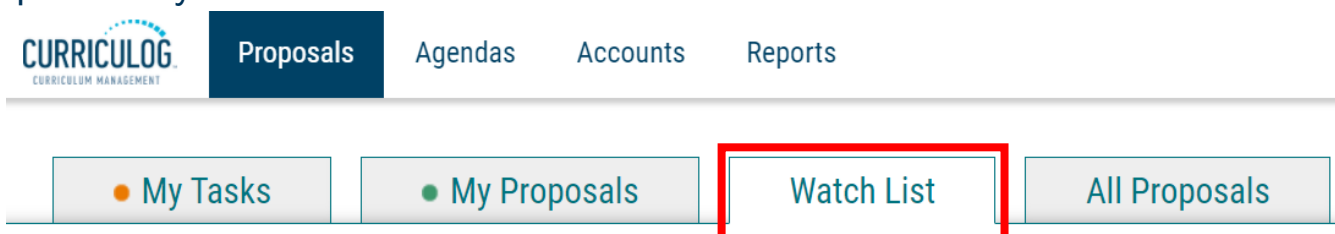
My Proposals

The My Proposals tab will contain any proposals that you have initiated, showing you their progress in the workflow.



Watch List

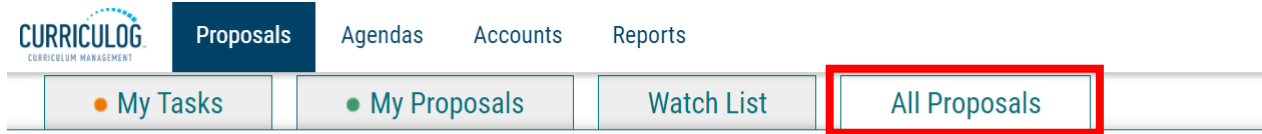
The Watch List tab contains any proposals you have tagged to follow specifically.



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All Proposals

The All Proposals tab will contain all proposals currently in a workflow. The Advanced Filter also allows access to search proposals by status, process type, user role, and current step name.



Filter by:

All Proposals

Keyword

Found Under
All Entities

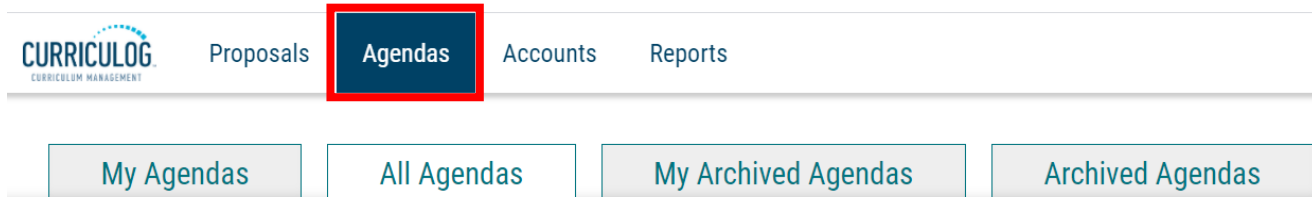
Include all child entities under my selection

Date Search Scope **From** **To**
Select a date type

Process Type **Current Step Name**
All Processes All Current Steps

AGENDAS

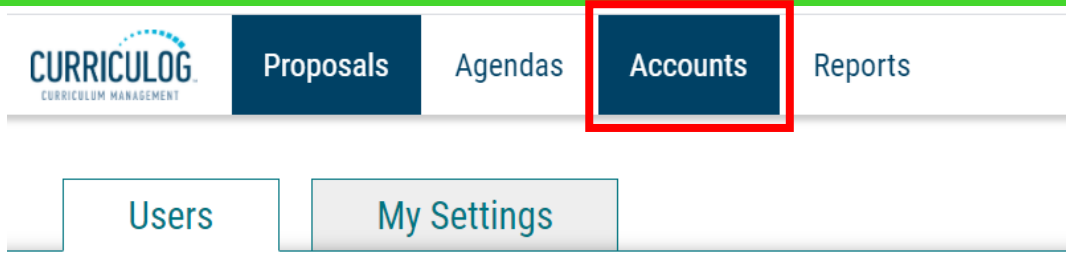
In Agendas you will see meeting agendas created by Agenda Coordinators for the various curriculum committees.



ACCOUNTS

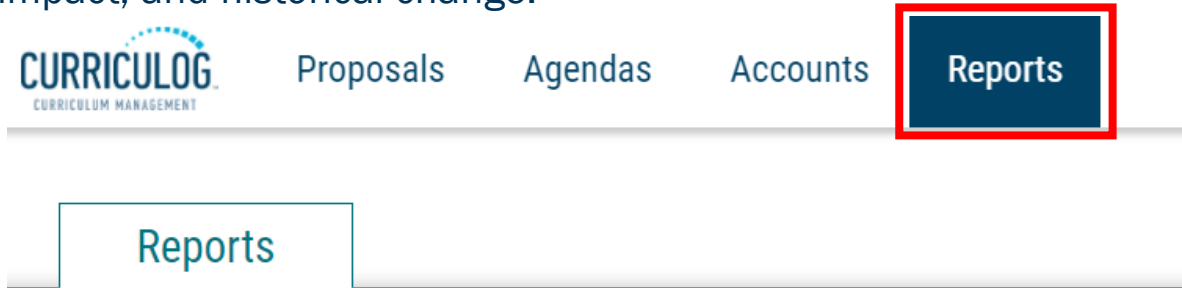
Under Accounts you will see all the users of Curriculog and can message them, if desired.

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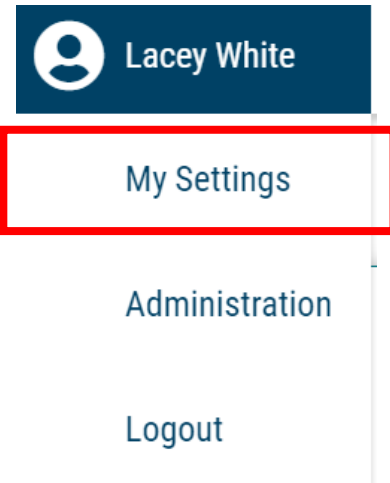
REPORTS

The Reports area allows users to create reports on proposals, curriculum impact, and historical change.



ACCOUNT SETTINGS

Users may access their account information under My Settings, accessed by clicking the user name after a successful login.



The user account summary contains personal information, user roles, and user rights. If your personal information is incorrect, contact curriculog@augusta.edu.

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If you have a user role on a committee or as an approver it will be shown in your account summary. Your user rights have been set by the system administrators based on your role and cannot be changed.

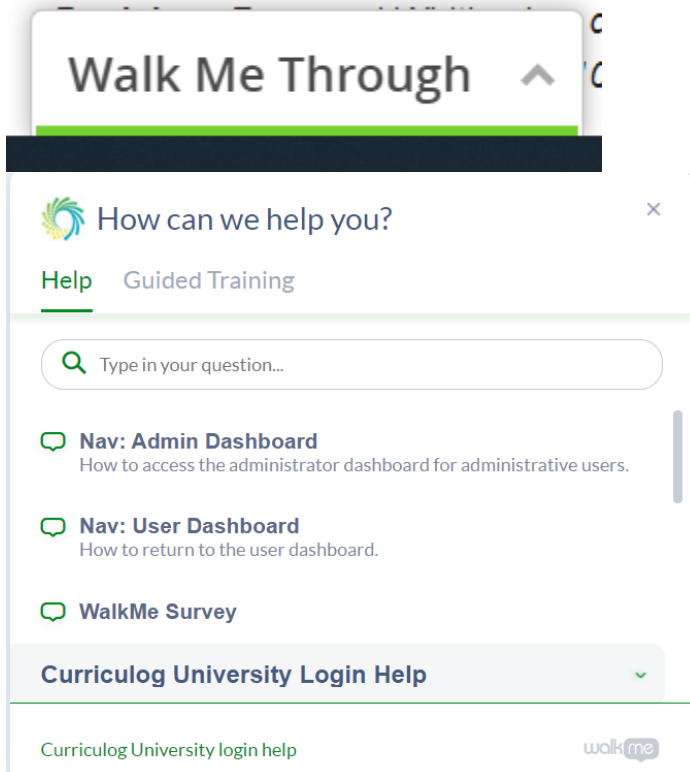
The Email Options default setting is for you to receive emails each Tuesday and Thursday with information regarding the proposals that are associated with your user account. This will serve as a reminder to review, comment on, or approve proposals. If you are not associated with a proposal, but require notifications regarding all program or course proposals, contact curriculog@augusta.edu.

HELP

The Help icon is available on most pages and will provide support for the corresponding page.

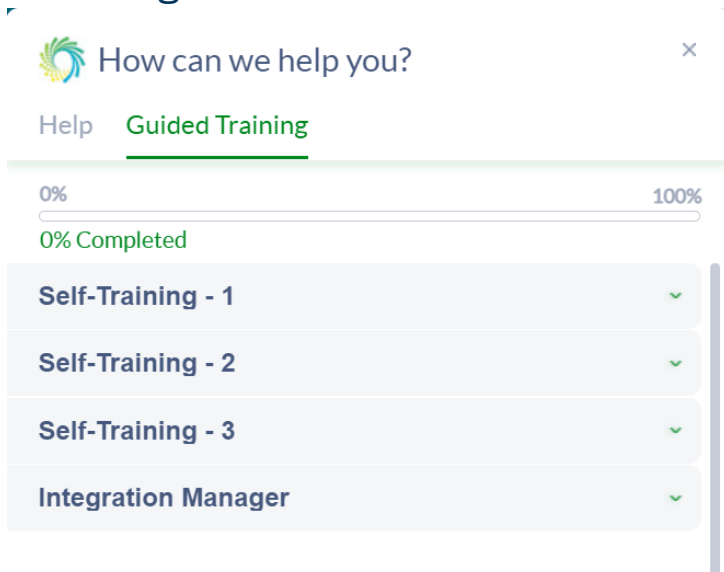


Curriculog offers a Help tab for general questions and provides WalkMe training for in-depth user assistance. The WalkMe training icon is located at the bottom right of the Curriculog screen.



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Curriculog offers a Guided Training tab for hands on training within the Curriculog interface.



CONTACT

If you have any additional questions, please contact our office at curriculog@augusta.edu.