Curriculog University - Admin   Curriculog University

My Dashboard

[Click here to view manual navigation.](#)

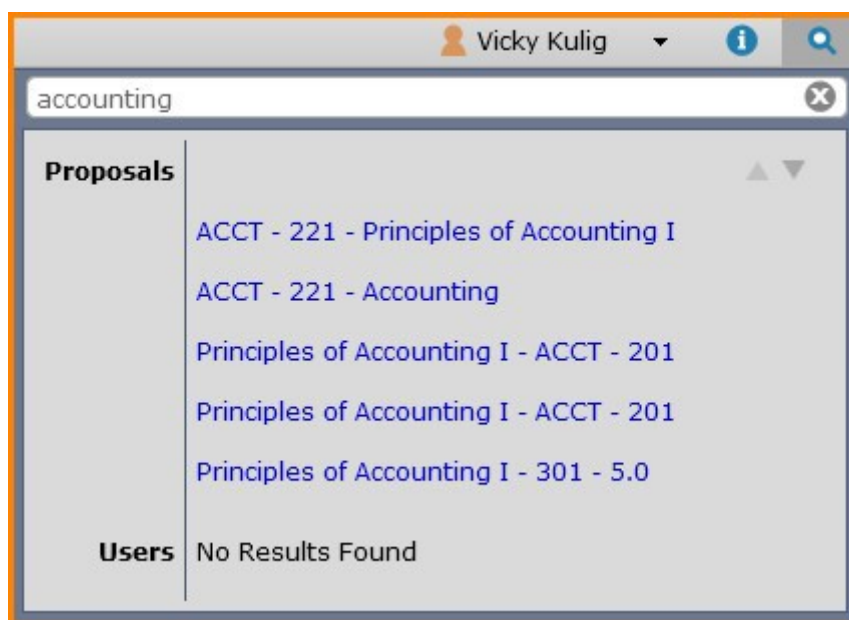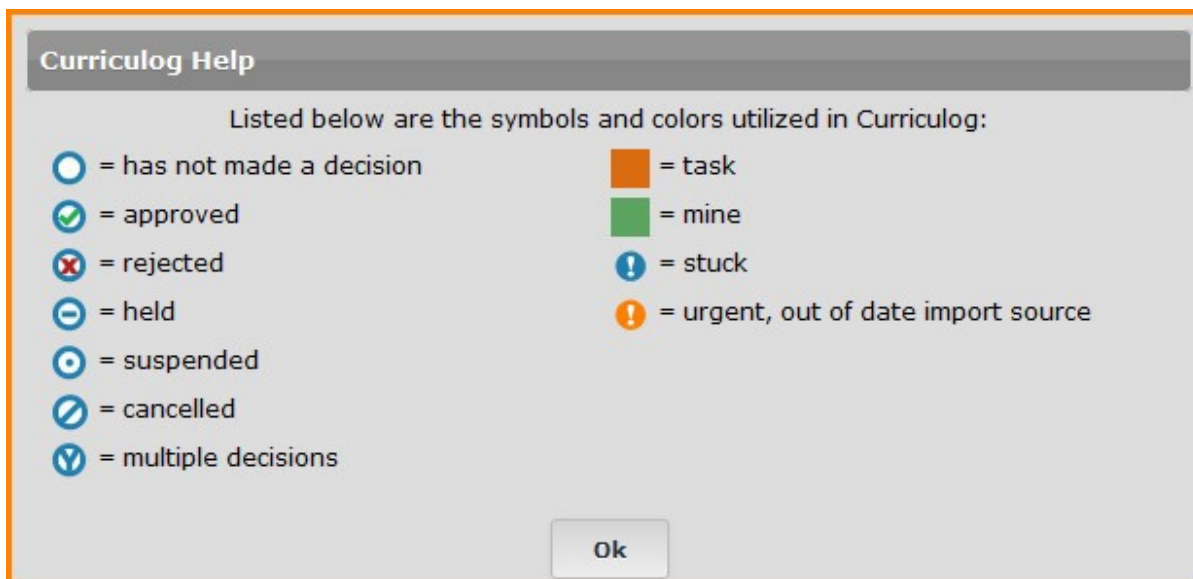- [My Recent Notifications](#)
- [My Upcoming Events](#)

Once you have logged into Curriculog, the first screen a user will see is the 'My Dashboard'. This dashboard will serve as their gateway to Curriculog, and allow them to manage their proposals and see recent notifications and upcoming events at a glance.

Once a user has logged in, they'll find several items within their dashboard. Across the top of the page you will find a persistent toolbar, from which you may access the Proposals, Agendas, Accounts , and Reports Modules.
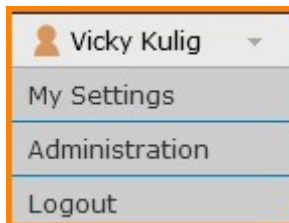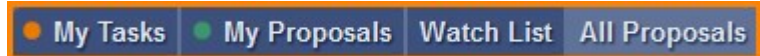
In the upper right corner, there are options for your own user account listed below the dropdown menu, giving you options for My Settings (selecting My Settings will redirect you to the Accounts Module from the top menu), Administration (only available if you are also an Administrator) and Logout.

Following your name are "Help" and "Search" icons. Selecting "Help" will display a window featuring symbols and colors utilized in Curriculog.

Curriculog Help

Listed below are the symbols and colors utilized in Curriculog:

○ = has not made a decision   ■ = task

⊘ = approved   ■ = mine

⊗ = rejected   ❶ = stuck

⊖ = held   ❶ = urgent, out of date import source

⊙ = suspended

⊘ = cancelled

Ⓨ = multiple decisions

Ok

👤 Vicky Kulig   ▾   ❶   🔍

accounting   ⊗

Proposals   ▲ ▼

ACCT - 221 - Principles of Accounting I

ACCT - 221 - Accounting

Principles of Accounting I - ACCT - 201

Principles of Accounting I - ACCT - 201

Principles of Accounting I - 301 - 5.0

Users No Results Found

The search function may be used to locate proposals or users throughout the system.

The right pane will display My Recent Notifications and My Upcoming Events. The left pane will update based on the tab selected.

If tasks are waiting to be completed, or if any of those tasks are marked as urgent, clickable links will appear just under the My Dashboard header. Selecting either the number following Tasks or Urgent will display the My Tasks tab in the left pane.

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 e-mailed to users based on their e-mail settings - some users choose to receive an e-mail notification as soon as the event occurs, while others choose to compile them into a digest to limit the number of e-mails received.

The My Recent Notifications section of the Dashboard will show you the five most recent notifications. If additional actions are required, there may be a link provided within that notification. To scroll through more options, select the arrow in the upper right corner to scroll through them.

My Recent Notifications

Oct 5 — **Edit:** Vicky Kulig has made an edit on the Description field for your proposal, Accounting B.B.A. Summary Display Test. **Click here** to view the proposal.

Sep 29 — **Agenda Unpublished:** The agenda, test 1, has been unpublished by the Agenda Administrator, Kandis Hamrick. The agenda is currently unavailable for review.

Sep 29 — **Agenda Published:** The agenda, test 1, has been published by the Agenda Administrator, Kandis Hamrick, and is now available for review. **Click here** to view the agenda at your convenience.

Sep 29 — **Eligible for Agenda:** The proposal, ACCT - 442 - Advanced Cost Accounting, has reached the Review Committee step and is eligible for inclusion within an agenda. As an Agenda Administrator, you are responsible for making a decision on the behalf of your committee. You may make your decision on the proposal or you may place this proposal on an agenda for the next committee meeting. **Click here** to view the proposal or **click here** to create an agenda now.

Sep 29 — **Eligible for Agenda:** The proposal, MONT - 204 - Project Start Meeting Course, has reached the Department Review step and is eligible for inclusion within an agenda. As an Agenda Administrator, you are responsible for making a decision on the behalf of your committee. You may make your decision on the proposal or you may place this proposal on an agenda for the next committee meeting. **Click here** to view the proposal or **click here** to create an agenda now.

My Upcoming Events

My Upcoming Events will list the next five upcoming items. Events may include deadlines within your proposals, or events that the Administrator has placed on the calendar. To view the full calendar, select the calendar icon in the upper right corner. Please note, only an administrator has the ability to add events to the calendar.

My Upcoming Events

6 Oct	13 Oct	20 Oct	27 Oct	3 Nov
Meeting	Meeting	Meeting	Meeting	Meeting
Show More	Show More	Show More	Show More	Show More

Selecting one of the upcoming events will expand and show additional details.

The calendar included with Curriculog is built to manage deadlines and track timeframes within the system. It will not export or import information, and it will not sync with any external calendar application.