## How to Review Curriculum Proposals in Curriculog for Division or Faculty Senate Approval

- 1. Navigate to Curriculog in one of two ways:
  - On the Champlain College <u>Faculty & Staff dashboard</u> click on the link <u>Curriculog Curriculum Management</u>. OR
  - b. Copy and paste the Curriculog link into your browser: <u>champlain.curriculog.com</u>
- 2. Navigate to the upcoming Division Meeting or Faculty Senate Meeting Agenda
  - a. Click on the Agendas module button at the top of the page
  - b. Click on the Agendas tab
  - c. Scroll to the appropriate agenda





- 3. Open the Agenda
  - a. Click on the agenda title
  - b. Hover over the icons to the right of the title
  - c. Click on the View Agenda icon

Created: 1/ Sep 2018 by Iony Perriello	c
EHS Div Mtg, 4-2-18 Proposals: 1 Created: 02 Apr 2018 by Jean-Marie Severance	View Agenda
EHS Division Meeting, 10/2/17 Proposals: 6 Created: 29 Sep 2017 by Jean-Marie Severance	≅ Ó <b>4</b>
EHS Division Meeting, 10/30/17	

- 4. Read the Agenda and Review Proposals
  - a. Scroll through the text version of the agenda
  - b. Select and open individual proposals of interest for review
  - c. Use the comment feature to provide feedback or request answers to questions



