Steps to View Agenda

1. Go to the Curriculog website at this link which is also included on the Curriculum Committee website (linked on the MyDelhi Faculty &Staff page).
2. Log in with your Delhi SSO using the button on the upper right corner of the page.
3. On the landing page, select "Agendas" in the upper left menu.
4. If you are looking for a current active agenda for your area, navigate to the tab "My Agendas." If you are looking for a past agenda, including that required for Senate review, instead select the fourth option: "Archived Agendas."
5. Select the appropriate agenda. Click on the agenda to see a summary appear in a side panel. This summary will list all proposals. To see details of the full agenda, hit the "view agenda" button (🔗).
6. In the full agenda, you can review each individual proposal by selecting the "view proposal" button (🔗).

Steps to Create Agenda

If you are an agenda administrator, you can generate agendas for your committee within Curriculog.

1. Repeat above steps 1-3.
2. Select the button "New Agenda."
3. Give the agenda a name in the "Agenda Name" section. Title the agenda using this format: CommitteeName_SchoolYear_Month.
4. Select which committee the agenda is for with the "+ Add Committee" button. Schools and departments are considered committees for this step.
5. You may add notes to display at the top of the agenda in the space provided.
6. Use the "Add/Remove Proposals" button to add existing proposals to the agenda.
7. When finished, publish the proposal by clicking the "Publish Agenda" button. You may also print (to printer or pdf) if you wish to distribute the agenda as a file.

8. You can later edit the proposal by selecting the pencil icon.

9. The agenda will automatically archive once the agenda administrator has concluded the votes on the included proposals.