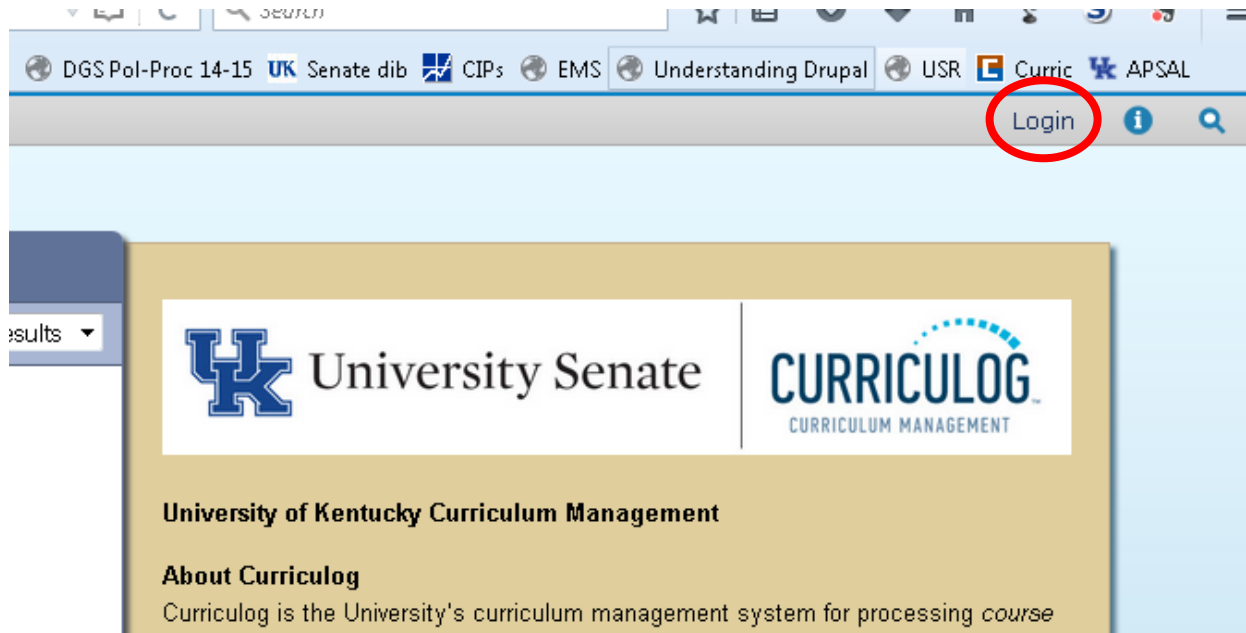


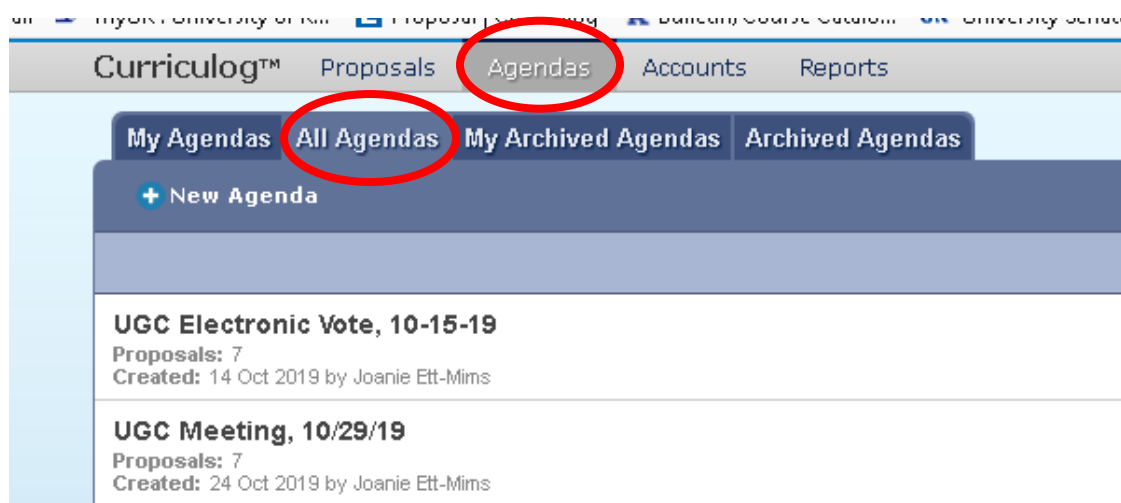
Reviewing an Agenda/Web Transmittal in Curriculog

1. **Follow this URL to access Curriculog:** <https://uky.curriculog.com/>.

2. In the top upper right-hand corner, near the magnifying glass, **click on the word “Login.”** You’ll be prompted for your UKID and password. (This is the same login as you use for myUK.)

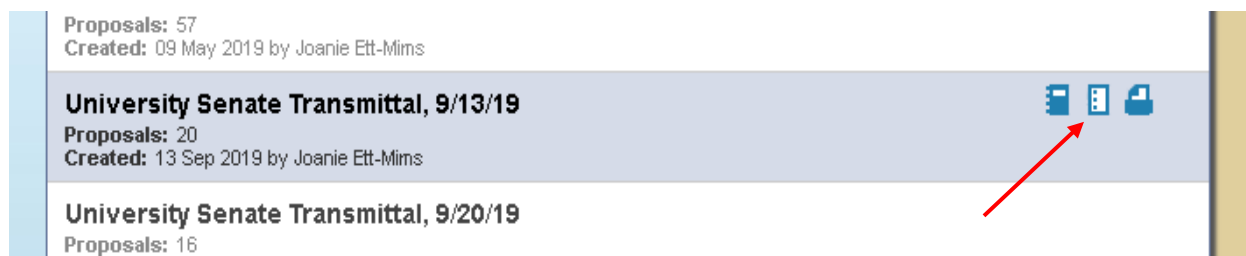


3. Once you are logged in, you will see a split screen. On the left-hand side of the screen, towards the upper left-hand corner of the page in the gray bar, you will see four words: “Proposals,” “Agendas,” “Accounts,” and “Reports.” **Click on “Agendas” and then choose “All Agendas.”**

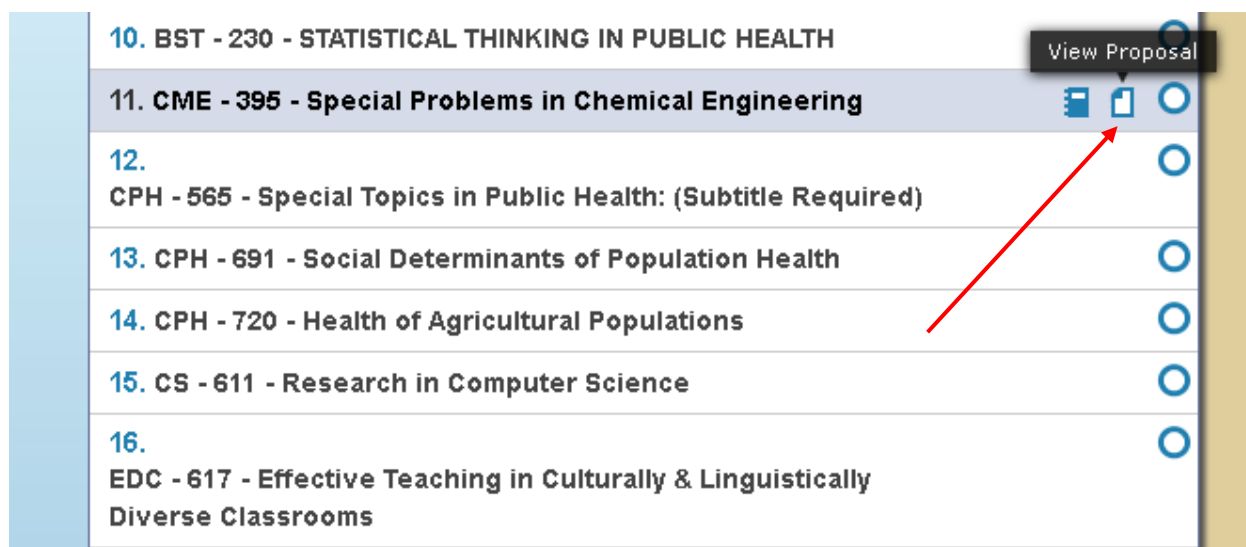


Reviewing an Agenda/Web Transmittal in Curriculog

4. You are looking for the entry entitled, "University Senate Transmittal, <date>." To be able to see details of each proposal, **use your computer mouse to hover over the agenda**. It will change color to indicate you are hovering over it and there will be three icons in this row, towards the end on the right side of the row. The icons are a little spiral notebook ("View Agenda Summary"), a piece of paper with three dots on it ("View Agenda"), and a printer ("Print Agenda"). **Click on the "View Agenda" icon (icon looks like a piece of paper with three dots on it)**.

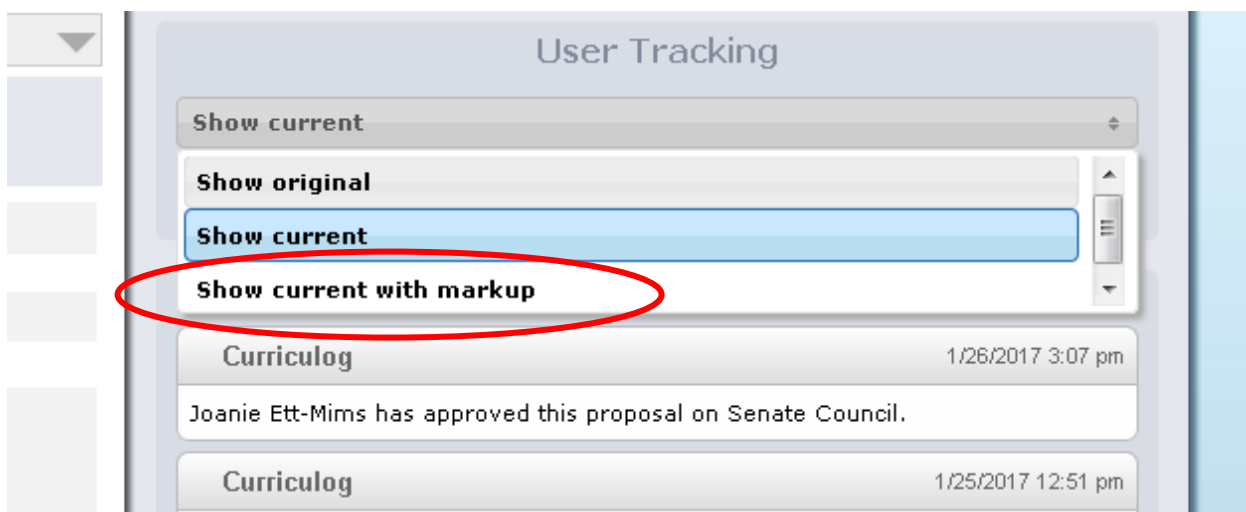
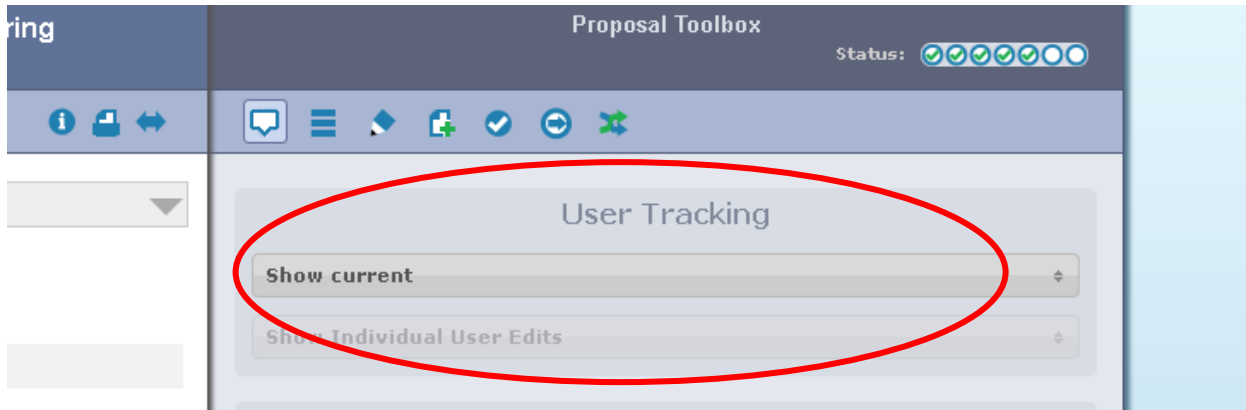


5. You will see, on the left-hand side of your screen, the Senate transmittal for <date>. Under the heading "Proposals" is the list of the courses and programs on the <date> transmittal. **In order to review the details of a proposal, hover over the row with the proposal you want to view and click on the "View Proposal" icon (icon looks like a piece of paper with the corner folded over)**.



Reviewing an Agenda/Web Transmittal in Curriculog

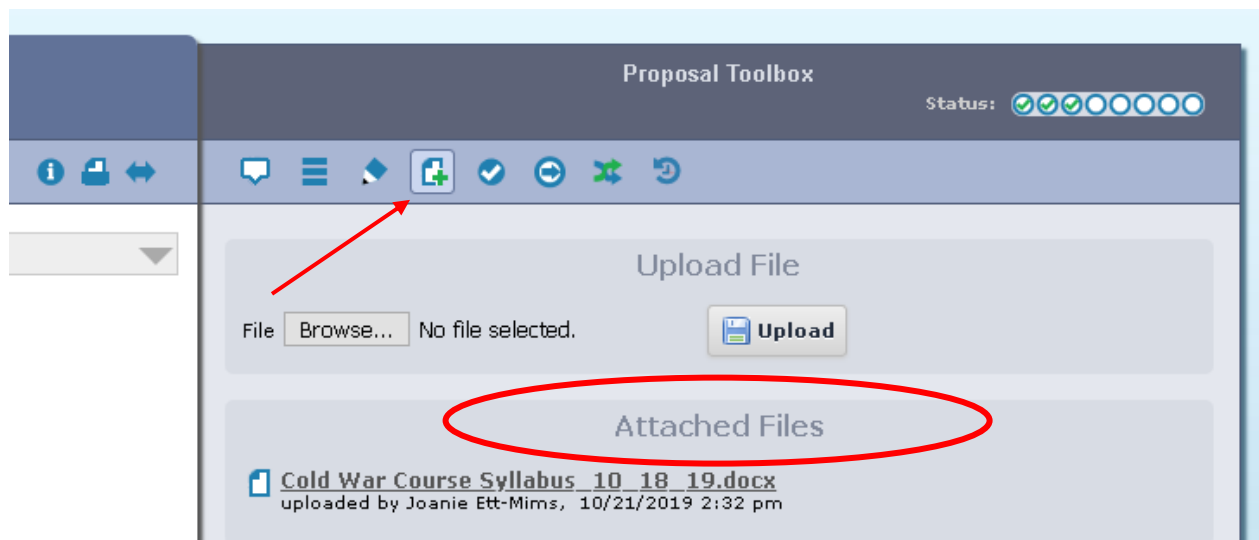
6. After clicking “View Proposal” and the proposal is open, on the right-hand side of the screen is your “Proposal Toolbox.” Under the row of buttons is a section entitled, “User Tracking.” **You can click on the drop-down list and change it from “Show current” to “Show current with markup.”**



7. As you scroll down the page to review the proposal, you should see marks, similar to Microsoft Word’s “track changes” functionality, that indicate what has changed. (If a proposal is a new proposal, there is no need to change “User Tracking.”)

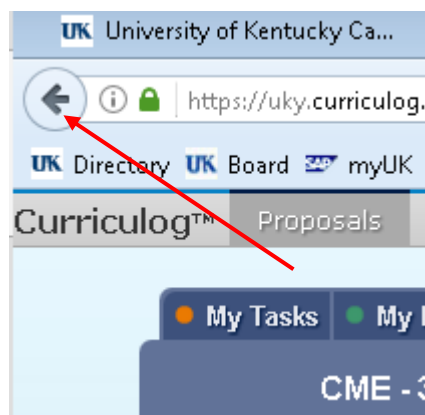
8. To review any files associated with the proposal, you will need to use an icon found in the “Proposal Toolbox,” on the right-hand side of the page. At the top of the Proposal Toolbox, there are eight small icons. **Click on the “Files” icon (icon looks like a piece of paper with the corner folded over with a green plus sign).**

Reviewing an Agenda/Web Transmittal in Curriculog



Under “Attached Files,” if there are files present, you can click on the file name to open up the corresponding file. If there are no files associated with the proposal, in the section entitled “Attached Files” it will have the following text: “There are no attached files.”

9. When you are finished reviewing a particular proposal, click the “back” button on your browser to return to the agenda with the list of courses.



Please contact Joanie Ett-Mims (joanie.ett-mims@uky.edu or 257-5871) or Sheila Brothers (sbrothers@uky.edu or 257-5872) if you have any questions.