# My Dashboard

Client Education Team
October 26, 2017 14:31

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

Once you have logged in, you will find several items within your 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.
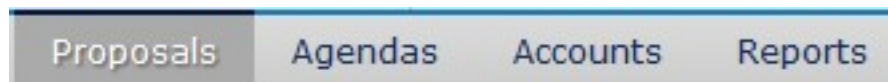
In the upper right corner, there are options for your own user account listed below the drop-down menu, giving you options for My Settings (selecting My Settings will

redirect you to the Accounts Module from the top menu), Administration (only available if you are also an administrator) and Logout.
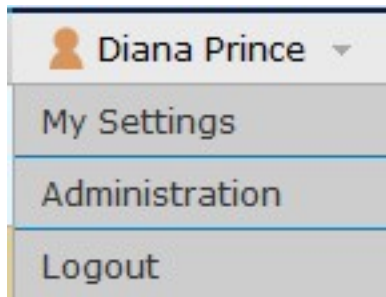
Following your name are "Help" and "Search" icons. If you select "Help," a window featuring symbols and colors utilized in Curriculog will display.
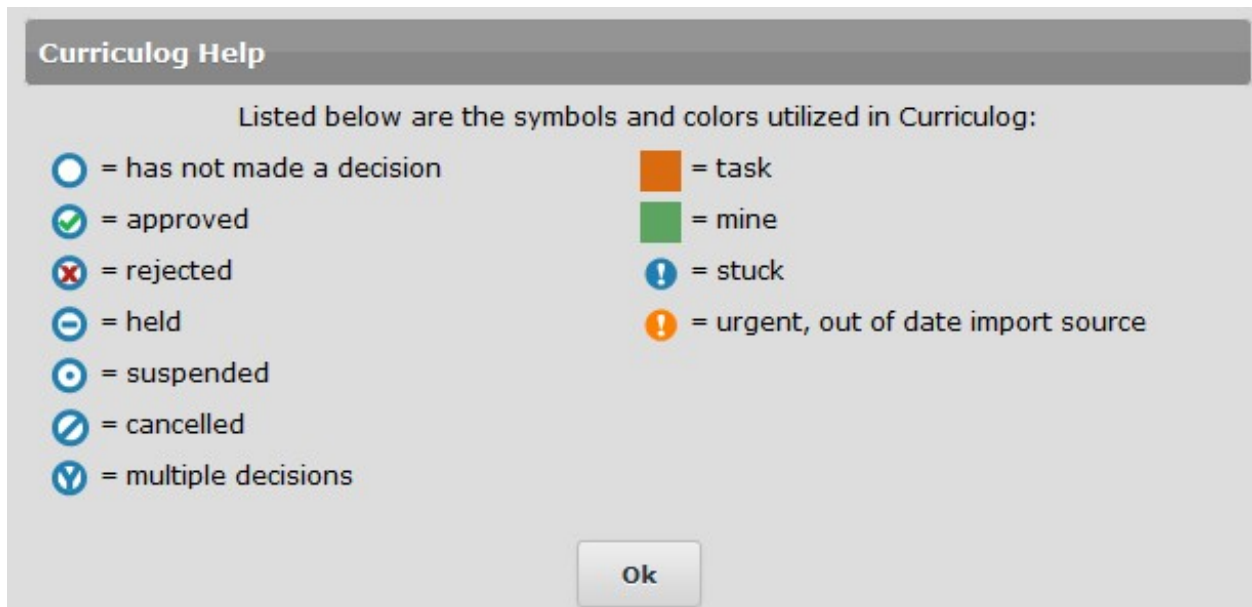
The search function may be used to locate proposals based on their titles or users throughout the system.

accounting ⊗

Proposals	▲ ▼
	ACCT - 221 - Principles of Accounting I
	ACC - 401 - Advanced Accounting
	ART - 400 - Contemporary Methods in Art Education
	ACCT - 221 - Principles of Accounting I
	ACCT - 421 - Advanced Accounting
Users	No Results Found

 Note:

For more effective searching, we recommend using the Advanced Filter within the All Proposals tab.

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.

RECENT NOTIFICATIONS

You 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 you based on your 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. In some cases, the Administrator may choose the e-mail settings on your behalf.

My Recent Notifications

Apr 9 — **Agenda Unpublished:** The agenda, Art department PSM agenda, has been unpublished by the Agenda Administrator, Diana Prince. The agenda is currently unavailable for review.

Apr 6 — **Agenda Completed:** All proposals on agenda, UCF PSM, have moved on to the next step. This agenda is now complete and is ready to be archived. **Click here** to archive the agenda now.

Apr 6 — **Next Step:** The proposal, ART - 310 - Electronic Media, is moving on to the next step and has become your new task. **Click here** to view the proposal in Curriculog and complete your task.

Apr 6 — **Approved:** The proposal, ART - 310 - Electronic Media, with the step of Committee Step has been approved and is moving on to the Department Chair step. **Click here** to view the proposal.

Apr 6 — **Decision:** Diana Prince has decided to approve your proposal, ART - 310 - Electronic Media. **Click here** to view the proposal.

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 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. Events relating to your deadlines will be visible to you only; events placed by administrators will be visible to all users. To view the full calendar, select the calendar icon in the upper right corner.

My Upcoming Events

1 May	6 May	31 May	1 Jun	6 Jun
Testing	Administrator Meeting	Curriculum Committee Meeting	Testing	Administrator Meeting
Show More	Show More	Show More	Show More	Show More

Note:

Only an administrator can add events to the calendar.

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

The calendar included within 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.