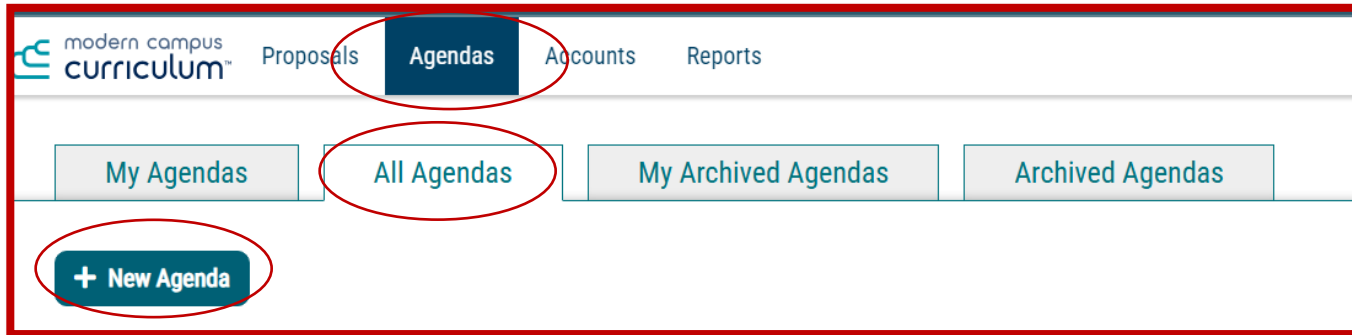


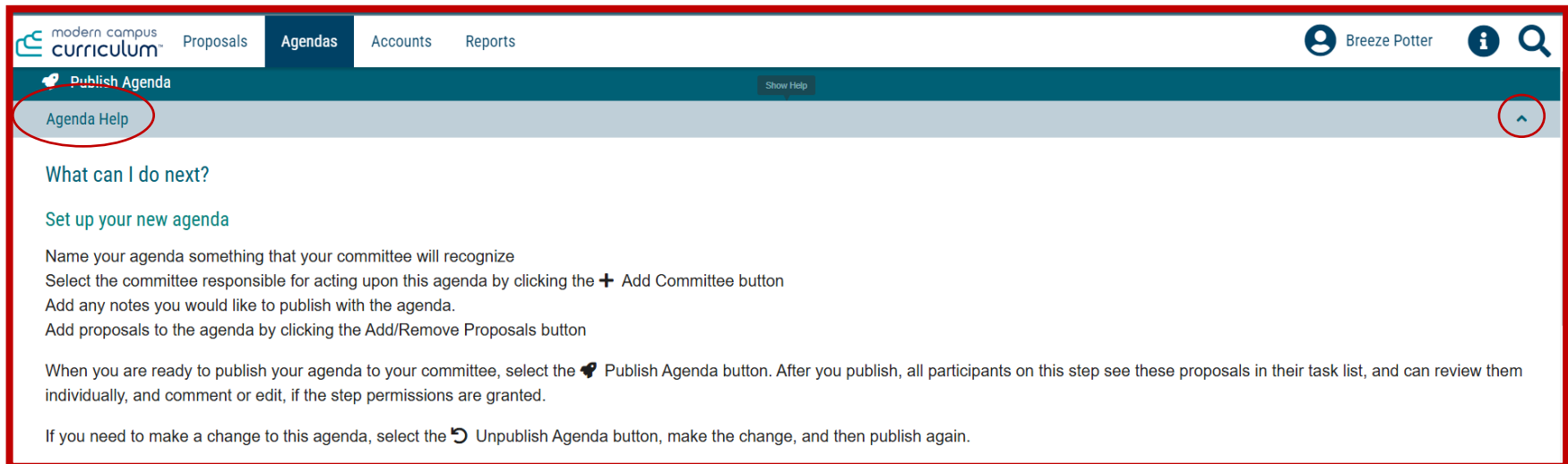
HOW-TO: COMMITTEE AGENDAS

STEP 1: Build Agenda

- Log in to Curriculum using the link in your portal. Click **Agendas** at the top toolbar, navigate to the **All Agendas** tab, and click the **+ New Agenda** button:



- This brings up a new agenda. At the top, click the expanding arrow to the right of **Agenda Help** to expand the instructions. This **Agenda Help** section contains tips for setting up and editing your agenda.



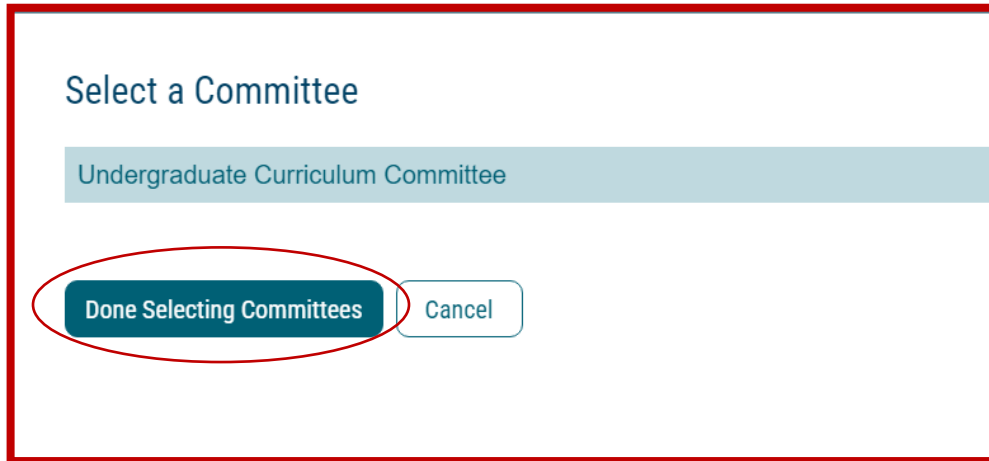
HOW-TO: COMMITTEE AGENDAS

- Name your agenda something specific so it is easy to identify later. Click the **+ Add Committee** button to choose which Committee the agenda will go to:

The screenshot shows the 'Agendas' section of the Modern Campus Curriculum system. At the top, there is a navigation bar with 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below this, the page title is 'New Agenda Jan 7, 2025' with a 'Manage Agenda' link. A 'Publish Agenda' button is visible. The main content area is titled 'Agenda Information' and contains two required fields: 'Agenda Name*' and 'Committee*'. The 'Committee*' field includes a '+ Add Committee' button. Below these fields is a 'Notes:' section with a rich text editor toolbar.

HOW-TO: COMMITTEE AGENDAS

- After clicking the + **Add Committee** button, a pop-up window will show you the committee options available to you as the Agenda Administrator. Select the appropriate committee by clicking on it (will highlight in blue as shown) and then click the **Done Selecting Committees** button:



- You may add any notes to the agenda you'd like in the **Notes** text box:



HOW-TO: COMMITTEE AGENDAS

- Add proposals to your agenda by clicking the **Add/Remove Proposals** button:

Status:

Unpublished

Created By:

Breeze Potter

Proposals

[Add/Remove Proposals](#)

No proposals are assigned to this agenda

HOW-TO: COMMITTEE AGENDAS

- After clicking the **Add/Remove Proposals** button, a pop-up window will show you a list of proposals available to add. Please note, if no proposals have reached your committee’s step in the workflow, there will not be anything for you to add to your agenda. You will need to wait to create your agenda until there are proposals in your queue. Once you’ve selected the proposals, click the **Done Selecting Proposals** button to return to your agenda:

Select Proposals for this Agenda

Sort by:
Proposal Name

Select: First | All Listed | None Listed

There are no proposals available for this committee. If you believe this to be an error, please contact a system administrator.

Done Selecting Proposals Cancel

- Proposals added to your agenda will appear under the **Proposals** heading:

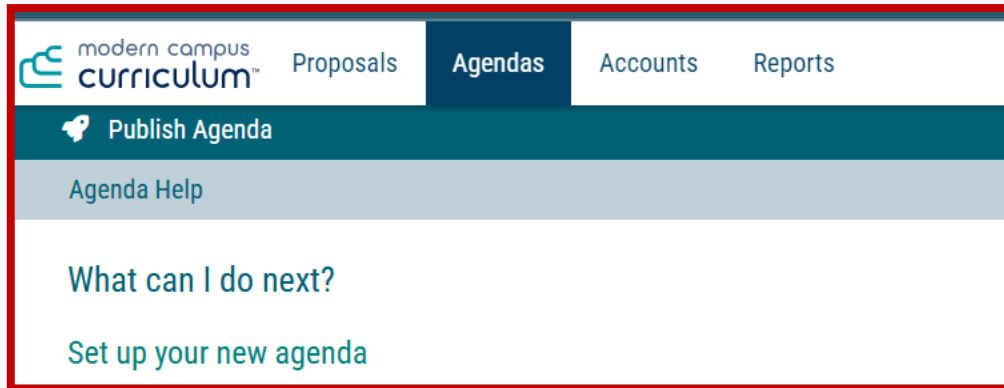
Proposals

1. English, B.A.

HOW-TO: COMMITTEE AGENDAS

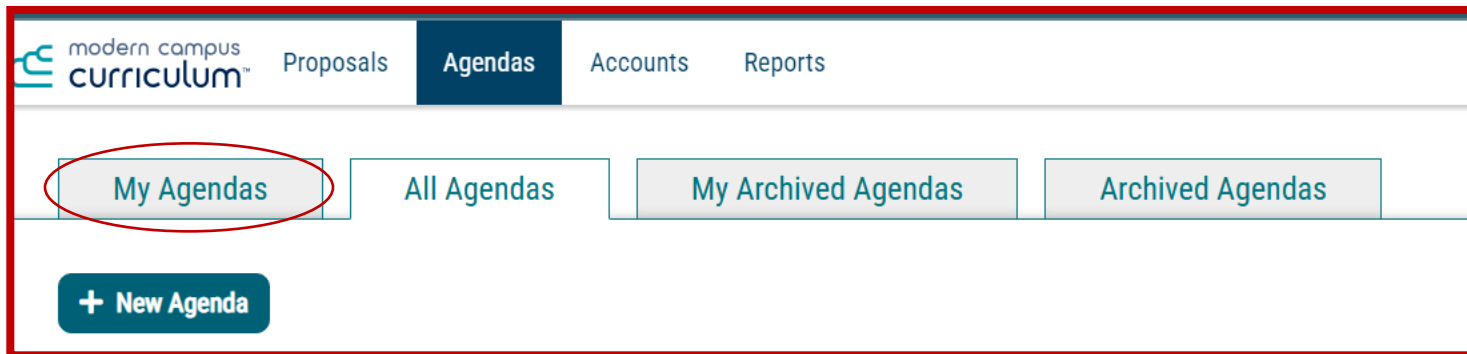
STEP 2: Publish Your Agenda

- Once you have added proposals to your agenda, you can publish it by clicking the rocket symbol (**Publish Agenda**) at the top of the page. Publishing your agenda sends it to your committee members for review:



STEP 3: View & Edit Your Agenda

- To view your agenda after publishing, click on the My Agendas tab:



- You can edit your agenda at any time. To edit your agenda, find it under the **My Agendas** tab. Click on the pencil icon to the right of the agenda name. This will bring up your agenda. At the top of your agenda, click the back button icon

HOW-TO: COMMITTEE AGENDAS

(Unpublish Agenda). Once you've made your edits, simply re-publish your agenda to make it available to your committee members again.