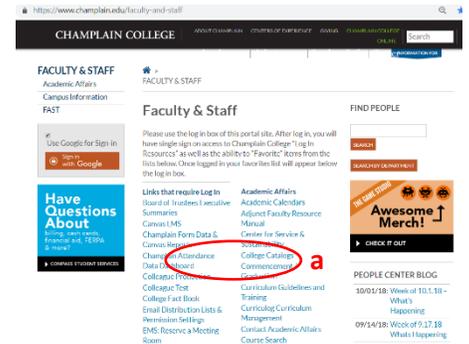# How to Review Curriculum Proposals in Curriculog for Division or Faculty Senate Approval

1. Navigate to Curriculog in one of two ways:

   a. On the Champlain College Faculty & Staff dashboard click on the link Curriculog Curriculum Management.
      OR
   b. Copy and paste the Curriculog link into your browser: champlain.curriculog.com

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

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