

MY DASHBOARD

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

The screenshot shows the top navigation bar with the Modern Campus Curriculum logo and menu items: Proposals, Agendas, Accounts, and Reports. The user's name, Emily Ralston, is displayed in the top right corner. Below the navigation bar, there are four tabs: My Tasks, My Proposals, Watch List, and All Proposals. The My Proposals tab is active. On the left, there is a 'Filter by:' section with a dropdown menu set to 'All Tasks' and an 'Advanced Filter' button. A '+ New Proposal' button is also visible. The main content area displays two proposal cards. The first card is for 'PSY - 444 - Training - Psychology of Art', showing a status of 'Training - Undergraduate New Course Form' and 'Last Activity: Jul 25, 2024 11:21 AM by Emily Ralston'. The second card is for 'Psychology Minor', showing a status of 'TRAINING - Undergraduate Program Modification Form' and 'Last Activity: Jul 24, 2024 11:21 AM by Emily Ralston'. On the right side, there is a 'My Recent Notifications' section with a dropdown arrow. It lists two notifications: one from Jul 25 regarding a decision to cancel a proposal, and another from Jul 25 regarding a comment on a proposal.



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.

The screenshot shows a horizontal toolbar with four buttons: Proposals, Agendas, Accounts, and Reports. The Proposals button is highlighted with a dark blue background, while the other buttons are light blue.

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.












The screenshot shows a user account dropdown menu. At the top, there is a dark blue header with a user profile icon and the name 'Mara Sansolo'. Below the header, there are three menu items: 'My Settings', 'Administration', and 'Logout', all in a light blue font.

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Following your name are “Help”  and “Search”  icons. If you select “Help,” a window featuring symbols and colors utilized in Modern Campus Curriculum will display.

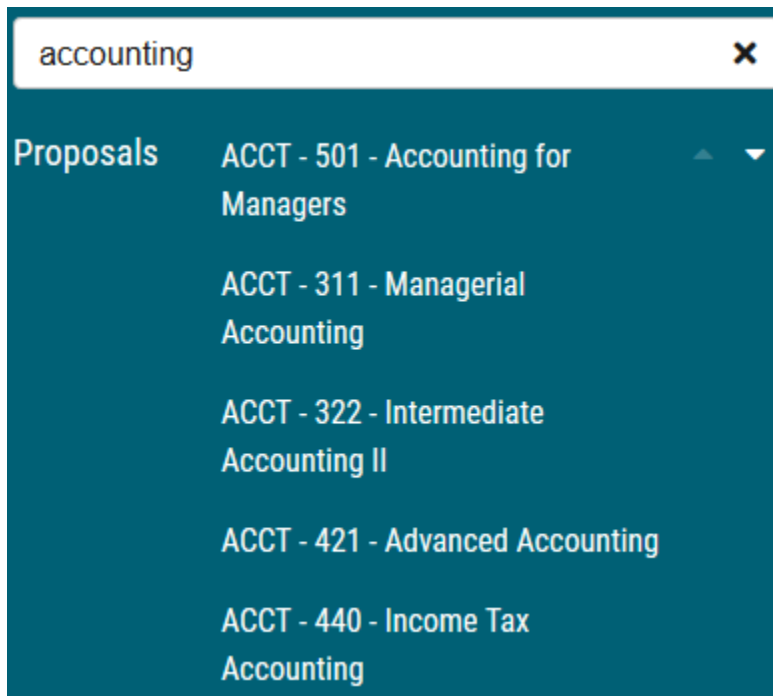
Curriculum Help

Listed below are the symbols and colors utilized in Curriculum:

-  = has not made a decision
-  = task
-  = approved
-  = mine
-  = rejected
-  = stuck
-  = held
-  = urgent, out of date import source
-  = suspended
-  = cancelled
-  = multiple decisions

Ok

The search function may be used to locate proposals based on their titles or users throughout the system.



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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.

My 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



- Jun 9** **Urgent:** *Your proposal, Biological Sciences B.A., is now urgent. It has been on your tasklist for 40 days without activity. At your earliest convenience, [click here](#) to review this proposal and complete your task.*

- Jun 9** **Urgent:** *Your proposal, ECE - 366 - Learning Environments, is now urgent. It has been on your tasklist for 90 days without activity. At your earliest convenience, [click here](#) to review this proposal and complete your task.*

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.

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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



26 Jun	Curriculum Meeting Show More ▼
17 Jul	Curriculum Deadline Show More ▼
14 Aug	Curriculum Deadline 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 Modern Campus Curriculum 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.