


**SOUTHWESTERN
COLLEGE
CURRICUNET
TRAINING MANUAL**



SOUTHWESTERN COLLEGE

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Introduction

CurricUNET is an Internet-based software application designed to automate and enhance the development and approval of curriculum. Faculty use simple menus and a text entry to develop course and program proposals online. These data entry screens are supported by diverse Help resources, such as Bloom's Taxonomy and TOP Codes.

An automated workflow process permits curriculum approvals by curriculum committees, administrators, and other authorities included in the process (such as Library). An email notification system notifies authorities when curriculum is in queue for their approval. Databases of course outlines and programs and tables of recognized approval authorities are integral to the operation of the system. Articulation and transfer to other educational institutions is facilitated by inclusion of courses required as preparation for majors.

The system permits tracking of curriculum proposals and provides status reports on demand. It serves as a repository for archival course outlines, as well as current ones; status reports reveal when programs and courses were last revised, permitting improved curriculum management by the College.

What is CurricUNET?

CurricUNET is intended to replace the various manually prepared forms, review and approval processes that are carried out by College personnel and to provide a curriculum management capability on the Web for more accurate and expedient data entry, processing, review, and approval. In this release of the version, the system becomes the warehouse and source for curriculum course and program information, historical, active and proposed. It will also contain the articulation information of other colleges and universities that have agreements with the College when it is first fully implemented.

Listed below are a number of key features of the current CurricUNET product:

- The system is fully web-based. All of the entry, review, reporting and approvals are done via web pages that are accessible via the world wide web. Although data can be easily captured from and downloaded to a number of Office products (such as MS Word), the data is maintained exclusively in CurricUNET. Old cumbersome manual forms are eliminated.
- Data entry and processing is interactive. As web pages are submitted to the system, they are immediately processed and appropriate source information is updated. Error conditions are reported in real time.
- Data entry is table driven, i.e. specific codes, and conditions are selected from lookup tables that are maintained in the system. This reduces the chance of error input. It also provides a ready list of options for the user.
- All data elements are kept in a state-of-the-art relational database. This allows for easy access and processing, especially in developing and processing reports. Databases eliminate redundant data and make for a higher level of accuracy.
- The system provides an intelligent access to the various web pages, providing a sequenced navigation. Not only can a user select various web pages in a random fashion, the user can follow a

system control of the sequence of web pages that provides the normal workflow steps of a given activity.

- The system provides interactive Help instructions. When a user needs help, an icon on the screen or by the specific field can be clicked and a pop up screen with appropriate instructions are displayed. These instructions are developed and maintained by College personnel and can contain text, diagrams, example screens and hyperlink to other help sources such as reference manuals.
- All of the review and approval processes are done within specific approval windows. That means that approval actions for a specific function can only be accomplished in a specified window or span of time. When a previously defined approval step is accomplished, the next step's function must initiate approval within a set number of work days. This window is controlled by the system and can only be changed by the system's designated administrator.
- When various actions are taken through an approval workflow, automatic notifications are emailed to appropriate recipients. These messages can be accumulated or sent real time according to the recipient's wishes.
- The progress of course and program change proposals can be process tracked, i.e. as a proposal proceeds through an established series of review and approval steps, the various steps that it has been through and the actions taken can be viewed on a web-based workflow diagram.
- The system provides curriculum version control. As course and program change proposals are approved, they become active in the appropriate term year as approved and become history if replaced. All versions of the course or program are maintained: active, history or pending approval. Even if a course number is changed for a given course, the ability to track history of the course is maintained.
- As data is input, field edits are performed. Not only do data fields have to comply with specific data requirements, other fields companion to the input field may influence the type of error checking that is performed.
- The system maintains a transaction log. Specific fields are tracked and the date/time and user that made the change is maintained in the system. This tracking is used to alert the system of changes that were made after various approval steps are made and provide notification of the change.

This by no means is a complete list of the system's features. But it does illustrate the broad and robust capability of the system that is not normally found in most web-based systems.

Basic Functions

- CurricUNET was developed to replace the manual preparation of forms, review and approval processes of the College curriculum for both courses and programs. CurricUNET is a data warehouse and source for courses and program information; historical, active and proposed.
- It provides management capability on the web to expedite data entry.
- CurricUNET allows for easy access in developing and processing reports. Data entry and processing are interactive and based on real-time development.
- CurricUNET provides automatic notifications when various actions are taken through an approval workflow.

- The process of each curricular change is tracked, and the user can check each step of the approval flow to see where his/her proposal is at any given time.

The Three Steps of the Curriculum Approval Process

In CurricUNET the Curriculum Approval Process has three phases: *Proposal Creation*, *Proposal Audit*, and *Proposal Approval Process*. The Proposal Approval Process has two stages within it, *pre-launch* and *launch*.

Step 1— Proposal Creation

Creating a proposal is the first phase of the Curriculum Approval Process. This is where you create a new course or program or create a proposal by modifying a course or program already in CurricUNET. There are detailed instructions to walk you through this process. See the user guide and on-screen help to guide you through this phase of the process. *Note— Throughout this guide, the person who creates a proposal is called an ‘originator.’*

Step 2— Proposal Audit

The Proposal Audit function is the final step after creating the proposal to ensure all required data fields have been entered. The Audit is automatically done internally by the CurricUNET program. If the proposal passes the audit the originator is instructed how to go to the Approval part of the system to pre-launch the proposal. If the audit fails, error messages instruct the originator what needs to be completed in order for the proposal to pass the audit. This audit function also assigns the correct approval process to the proposal based on the proposal type selected by the originator. Assigning the correct approval process ensures that the proposal, when pre-launched, goes to the correct people involved in that process. There are detailed instructions in the user guide and on-screen help to walk you through the audit phase of the process.

Step 3— Proposal Approval Process

The approval process has two stages, pre-launch and launch. The approval process begins once the originator pre-launches his/her proposal.

Pre-Launch:

Pre-launching sends the proposal to a group of people who are meant to review the proposal before it continues through the process to make sure all the information is accurate and fulfills the College’s intent. At this stage of the approval process the originator is able to make any changes to the proposal requested by the reviewers. *Note that the originator still has another step to take in the approval process after pre-launch.* Once the people who review the proposal in pre-launch are satisfied with the proposal the originator is instructed to launch the proposal.

Launch:

Launch is the second stage in the approval process. Once the originator launches the proposal it is sent through the rest of the approval process and is signed off by the various people required for the proposal type. There are detailed instructions in the user guide and the on-screen help to walk you through the approval process phase of the system. *Note: If the originator does not launch the proposal s/he will receive reminder messages to launch the proposal after 30 and 60 days. If the proposal has not been launched after 90 days the proposal will be sent back to the originator to start the approval process over again. If the proposal is not launched the proposal will never be approved.*

Frequently Asked Questions

Do I have to log on to CurricUNET to get a course outline?

No, anyone can get an outline from CurricUNET for a course offered by Southwestern. You need not log on. Under the 'Search' heading select 'Course' which will display the 'Course Search' page. Enter the criteria for the course for which you want the outline. For a broader search select 'All.' Once you locate the desired course click on the 'CO' icon to display the Course Outline.

How do I log on to CurricUNET?

Go to www.CurricUNET.com/southwestern then log on by entering your user name and password. Note that user names and passwords are case sensitive. Your user name and password are assigned by the College when you are first set up as a user, but you have the option to change them at any time by going to the Personal Info screen from the CurricUNET Home Menu. If you have lost or forgotten your user name or password call the CurricUNET help line at 482-6340.

I've never used CurricUNET before. What do I do?

First be sure you have a User Name and Password so you can log in. If you do not have a User Name and Password contact your dean to request access from Shelly Hess at 482-6340, Susan Soy at ext. 5487, and Gloria Castro at ext. 5801. Once you have access to the CurricUNET system, reference this user guide to learn how to use the system. Contact your curriculum committee chair for help. If you still have questions contact the CurricUNET help line at 482-6340. Also look for online video tutorials that will be available in the future to guide you through CurricUNET.

How do I get reports from CurricUNET?

From the CurricUNET Home Page select 'Reports.' From the 'Reports Type' drop down menu select the type of report you want. To view the report, click on the report number.

What are entry skills and how do I match them?

Entry skills are skills that the student will need to have in order to succeed in the course you are proposing. Entry Skills are required when you intend to have a requisite (i.e. prerequisite, co-requisite or advisory) for the course. The entry skills are generally the student learning outcomes of the course required as the requisite. (See Page 18 for instructions)


What does "Audit" mean?

The [Audit] button will appear when you have completed your proposal. This indicates that the course or program is now ready to pre-launch. How do I pre-launch my proposal?



Welcome, Ken [Log Out](#)

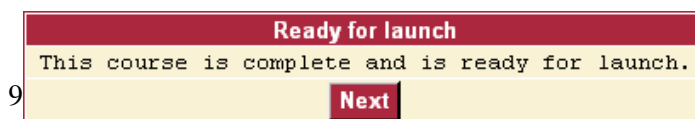
- CurricUNET Home
 - Create
 - Courses
 - Edit Course

Edit Course 
GEOG160
Geography in
California
Ken Yanow
You may **AUDIT** your
course now.

[Audit](#)
[Links](#)

Once your proposal is complete you will select the [Audit] button. The CurricUNET Program will internally audit the course to make sure it is complete.

If the proposal is complete you will need to click on "NEXT".



Ready for launch
This course is complete and is ready for launch.
9 [Next](#)

Audit	
Process	Course Modification To launch proposal click on OK.
Launch Overview	<div style="border: 1px solid black; height: 100px;"></div>
Launch Notes	<div style="border: 1px solid black; height: 100px;"></div>
OK	

A screen will come up that will have two textboxes for you to type any information in that you would like (optional). Then click on the “OK” button at the bottom of that screen. You will be told that your Audit was successful and you can now pre-launch your course.

You will be directed to click on ‘My Approvals’.

Audit Complete
Your proposal is complete and the audit was successful.
Now follow the link to "My Approvals", select "Faculty Originator" role, and approve the pre-launch.
Approving the pre-launch step, will notify the next positions/steps.
My Approvals

Select the role of ‘Originator’ from the drop down and then select the [Next] button.

Approval Process	
Select Role	Faculty Originator
Next	

Approval Process	
Select Role	Faculty Originator
Next	

The proposal you intend to pre-launch will appear under the appropriate heading ‘Courses’ or ‘Programs’. Select the [Action] button.

Courses	
	GEOG 160 Geography in California
Step: Pre-Launch	Level: 1
Action	

Enter any comment you may have regarding the proposal (optional), highlight the Action of Pre-Launch then select the [Submit] button. Your proposal has now been pre-launched.

Approval Process	
Course	Geography in California 160-GEOG
Step	Pre-Launch
Description	Pre-Launch
Comments	<div style="border: 1px solid black; height: 60px;"></div>
Action	-- Select Action -- Pre-Launch
Submit	

How do I launch my proposal?

1. From the CurricUNET HOME PAGE select 'My Approvals'.
2. Select 'Originator' from the drop down menu and click 'Next'. Any course you have that is ready for launch will be listed.
3. Select the [Action] button for the proposal you want to launch. In the comments text box you have the opportunity to enter any comments regarding the proposal if desired. In the dropdown list select "Launch" and then click the [Submit] button and your proposal will be launched.

How do I make changes to my proposals?

Prior to launch—You can go into your proposal to make changes by:

1. Select 'Courses' or 'Programs' under the 'Create/Edit Proposal' heading on the home page.
2. Click on the pencil icon next to the course or program you want to edit marked "Pending". You will now be able to access all of the pages under the 'Course/Program Checklist' on the right hand side of the screen.
3. Select the [Edit] or [Unlock] button to open that page for editing.
4. Once your editing is complete select the [Finish] button at the bottom of the page. To edit other pages continue with this same procedure.

After Launch—You cannot edit a proposal after it has been launched. If changes need to be made, contact Susan Soy or Gloria Castro in the Office of Instruction.

How can I find out where my proposal is in the approval process?

1. From the CurricUNET Home Page under the 'Status' heading select 'My Proposals.' A list of proposals you have pre-launched or launched will appear.
2. Select 'Check Status' next to the proposal you want to check. When the screen refreshes you will see a list of all the actions taken on your proposal and any comments made as well as the actions still pending.
3. To hide/view the comments select [Hide/View] button; however, it is best to leave on View.
4. To see the approval flow chart, select the [Visual] button. You may also view the other reports associated with the proposal (Course Outline "CO", Program Report, Curriculum Report, Program Impact or Course Changes) from the 'Check Status' area.

Why isn't my proposal moving through the approval process?

There are several reasons why your proposal may not be moving forward in the approval process.

1. The proposal may have been completely signed off in the pre-launch phase and just needs for you to launch it.
2. The proposal may be on hold for corrections or additional information that is required. Remember that each level of review or approval has at least a ten day period in which to sign off on the proposal (except for the original college curriculum committee which can hold the proposal indefinitely). Check the 'Status' of your proposal to read the comments, see what step the proposal is currently on and if there have been any requests that you need to address. If you have any questions or concerns Call the CurricUNET help line at 482-6340.

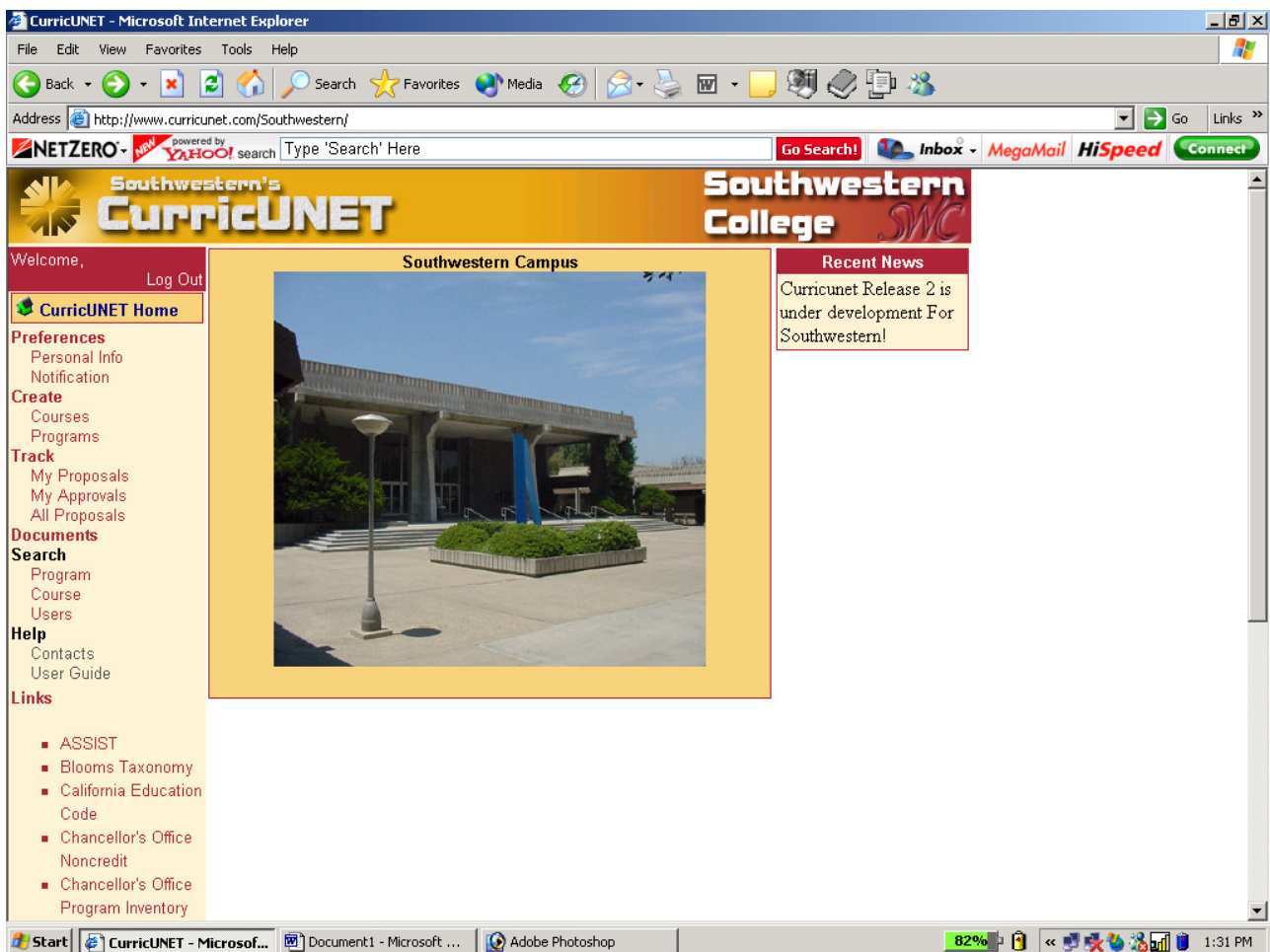
Getting Started

To create proposals or take actions in the approval process in CurricUNET you must be a registered user. To get a User Name and Password, contact Shelly Hess, 482-6340 at the Office of Instruction.

CurricUNET is best viewed using Internet Explorer 5.0 and higher. Make sure your cookies are enabled.

Log In—Enter your User Name and Password and click [OK]. The screen will say “Welcome” with your name.

The various menu items available to you will display on the left hand side of the screen. Use them to navigate through CurricUNET to perform the various functions you need.



Overview of Main Menu



CurricUNET Home— Returns you to main page.

Preferences

Personal Info—Allows you to add any information you wish to share with other users.

Notification—Allows you to view your email notifications from CurricUNET.

Create

Courses— Allows you to create or edit courses.

Programs— Allows you to create or edit programs.

Track

My Proposals—lists all proposals you have created as an originator

My Approvals—lists all proposals which require you to take action

All Proposals—lists all proposals within the approval process.

Note— Courses which have not been “Audited” in the “Create Proposal” section will not appear in this section of CurricUNET.


Documents

Allows you to view different types of documents in CurricUNET

Search

Allows you to search for Programs, Courses and Users using different search criteria. This is where you would search for a course or program and make a copy in order to activate, deactivate, revise, etc.

Help

Links to any additional help information on how to use CurricUNET and contact people for help. In addition, throughout the screens in CurricUNET you will find several areas that offer help. Most help will have icons that look like this:  To retrieve help on a specific field, click on the icon. If you need further help, call the CurricUNET Help Desk in the Office of Instruction, 482-6340. Our staff will gladly help you with your questions and concerns.

If you should have any specific issues with CurricUNET or any suggestions that you feel would enhance CurricUNET, you can click on the Issues/Suggestions under the Help link and enter the information. Your message will go directly to Governet and they will address you personally.

Links

Lists links to other helpful websites.

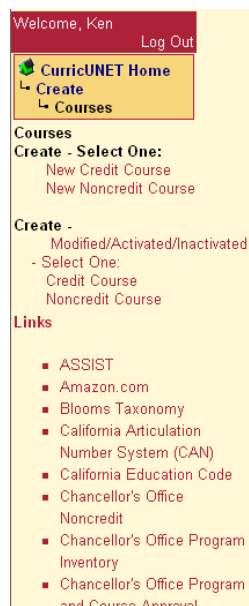
Step 1—Proposal Creation

Creating a proposal is the first phase of the Curriculum Approval Process. This is where you create a new course or program or create a proposal to modify a course or program already in CurricUNET.

Create a Course

After logging in, click ‘Courses’ under ‘Create’ on the main menu.

Now, select either ‘New Credit Course’ or ‘New Noncredit Course’:



After you have begun the process of a course proposal, your course will be listed under ‘My Courses.’ As the originator of these courses, you can view reports and edit course proposals

The center section of your screen changes to the ‘Create Course’ heading, as seen below. This is where you will give your course its main identity—course number, title, and description. Fields marked with an asterisk ‘*’ are required.

School

Using the pull-down menu, select the appropriate school.

Department

Using the pull-down menu, select the appropriate Department.

A screenshot of the 'New Credit Course Proposal' form. The form has a title bar 'New Credit Course Proposal'. It contains several fields: 'School' (pull-down menu with 'Mathematics, Science, and Engi' selected), 'Department' (pull-down menu with 'Physical Sciences' selected), 'Discipline & Course Designator' (pull-down menu with 'GEOG' selected), 'Course Title *' (text input field), and 'Course Desc' (text area). There are question marks next to the School, Department, and Course Title fields. At the bottom right, there are 'OK' and 'Cancel' buttons.

Discipline and Course Designator

Using the pull-down menu, select the Discipline for the course you are creating. The list only includes subject areas you are authorized to create. If you need rights to an additional subject area or a new subject area needs to be created, contact the Office of Instruction at 482-6340. Enter the course number. Before you create or change a course number, you need to call Gloria Castro, ext. 5801 or Susan Soy, ext.5487.

Course Title

Enter the course title. The course title should accurately reflect the course content, and typed in upper-lower case. (Example: Geography in California)

Course Description

Enter the course description in a brief paragraph of approximately 600 characters or less (typically, 50 words) that summarizes student learning outcomes and content. The course description will appear in the college catalog, in class schedules, and on the official course outline. You must use fragmented sentences. However, the first word should begin with an action (i.e.: “Introduces the student to”..., rather than “Introductory course...”).

Click ‘OK’ to Save and Continue

Course Construction Main Menu	
Course	GEOG10x
Course Title	test
Course Proposal Type	New Credit Course Proposal
Co-Contributor(s)	There are no Co-Contributors for this course. Add a Co-Contributor

When you are satisfied with your entries, Click 'OK' to save the information and continue the process of creating a course. (At this point, your course is saved with minimal information.)

If you would like to add one or more co-contributors (colleagues who will be working on the course with you), click 'Add a Co-Contributor' and fill in the prompts. If you decide to delete any co-contributor, return to "Main" at the top of your Course Checklist. Otherwise proceed to the 'Course Checklist' below.

Course Checklist

You are now ready to enter the necessary data to complete your course proposal. This data entry is done using the 'Course Checklist' menu on the right of your screen. In order to complete your course proposal, you must enter all the information requested under each of the headings listed under the Course Checklist. As you finish each section, a checkmark will appear next to it on this menu. When all sections are checked, you have completed your proposal creation and can move to Step 2, Proposal Audit. The Course Checklist is available throughout the data entry process and you can click on each page in any order you want. This manual will follow entry for each page in order from top to bottom.

Course Checklist	
Main	
<input type="checkbox"/>	Course Proposal Form
<input type="checkbox"/>	Entry Skills
<input type="checkbox"/>	Prerequisite/ Corequisite/ Advisories
<input type="checkbox"/>	Course Outline
<input type="checkbox"/>	Course Objectives
<input type="checkbox"/>	Core Content
<input type="checkbox"/>	Methods of Evaluation
<input type="checkbox"/>	Assignments
<input type="checkbox"/>	Methods of Instruction
<input type="checkbox"/>	Distance Ed
<input type="checkbox"/>	Textbooks
<input type="checkbox"/>	Supplies
<input type="checkbox"/>	Library
<input type="checkbox"/>	General Ed
<input type="checkbox"/>	Attached Files

Course Proposal Form

From the Course Checklist click on 'Course Proposal Form'. The following screen will appear:

School, Department, and Discipline and Course Designator

This information should already exist when you created your course.

Interdisciplinary (Same As)

If the course will be common to another discipline, then select that other discipline from the pull-down menu.

Course Title and Course Description

This information should already exist when you created your course. However, you can make changes if needed

Transferable

Check mark all that apply. If you checked "other" please specify in the space given.

Community College

If the course is the same course given at another community college, check this box. It is highly recommended that the appropriate research be done to see whether or not this course exists at another community college. Enter the name of the 2-year institution and the title of their same course. Example: Grossmont College: CD 107-Preschool Observation and Experience

Four-Year Institution

Check-mark the box if a same course exists at a four-year institution. It is highly recommended that the appropriate research be done to see whether or not this course exists at another community college. For transferability purposes, it is generally necessary to include this information. Contact Veronica Burton (Articulation Officer) with any questions.

FSA Codes

Select the appropriate FSA code. For help on selecting an FSA code, contact the Instructional Support Services Office.

Course Classification Codes

Select the appropriate course classification codes. 0-3 will all have the same description. To locate the description for A-D, click on the “?” to the right of the text box. If you need help on selecting the code, contact the Office of Instruction.

Effective Date

Enter the effective date the course is to be activated. Example: Fall 2007

Catalog Date

Enter the effective catalog year (i.e., Start =2007; End = 2008).

New Course Rationale

Select all that apply. Under ‘New Course Rationale Other’, enter any rationale not found on the list in the text box.

Stand Alone Course

Enter ‘Yes’ if the course is not part of a program. Enter ‘No’ if it is part of a program. If you have any uncertainty, select ‘uncertain’. Stand Alone courses will have paperwork completed by the Office of Instruction and sent to the Chancellor’s Office for approval. These courses cannot be offered until approval has been received.

Grade/Credit Type

From the pull-down menu, select the grading type for the class. If you are uncertain, check with your Department Chair or Curriculum Representative.

Course Offered

From the pull-down menu, select what semester(s) the course will be offered.

Petition Required

If the course requires a petition to take, select 'Yes' (the 'No' box will typically be selected).

Repeatable?

If the course is repeatable, select 'Yes' and then (from the pull-down menu), select how many times the course can be taken. You will have 0-4 and 99. If the course can be repeated an unlimited number of times, click on 99. This will print out on the cover sheet as "unlimited". If the course is not repeatable, you must enter the 'Rationale' in the empty box.

The screenshot shows a web form with the following sections:

- Challengeable:** Radio buttons for 'Yes' and 'No'. A question mark is next to the 'No' button.
- Rationale*:** A text input box with a question mark. A note says: "Required only if 'NO' is selected for Challengeable".
- How does this course fit into the student's program? ***: A dropdown menu with options: Degree, Non-degree, Elective, Certificate, Basic Skills, Precollegiate. A question mark is next to the dropdown.
- Codes:** A section header above a dropdown menu.
- TOP Code:** A dropdown menu with options: 0101.00 - Agriculture Technology an, 0102.00 - Animal Science Operation, 0102.10 - Animal Health Technician, 0102.20 - Artificial Inseminator (L), 0102.30 - Dairy, 0102.40 - Equine. A question mark is next to the dropdown.
- SAM Code Select One:** Radio buttons for A - Apprenticeship, B - Advanced Occupational, C - Clearly Occupational, D - Possibly Occupational, E - Non Occupational. A question mark is next to the options.
- Buttons:** Save, Finish, Cancel.

Challengeable

If the course is challengeable by exam, select 'Yes'. If the course is not challengeable by exam, select 'No' and in the empty box provide a rationale as to why the course is not challengeable.

How does this course fit into the students program?

Select all that are applicable. By holding down the "Ctrl" button on your computer, you can click on more than one item.

TOP Code

Select the appropriate TOP Code. For help, contact the Office of Instruction.

Sam Code

Select one of the listed choices that best describes your course.

Save

Click on the [Save] button to save the information you have entered. If you should click on the "Save" button and at the top of the page and it says that you have an error, scroll down the page until you see red writing. This is an indication that you did not fill out this area. Complete all areas of error and click on the "Save" button again.

Finish

Click on the [Finish] button when you have completed filling out the page. Once you have clicked "Finish", a check mark will appear in the checklist window.

Note— In order to edit a page *after* you have clicked the [Finish] button, simply click on the topic in the Course Checklist window. Click the **Unlock** button (that will be found at the bottom of the page). You will now be able to make any changes to the page that you like.

Entry Skills

Entry Skills	
You have not defined entry skills.	
Add an Entry Skill	
Opt Heading	<input type="text"/>
Entry Skill	<input type="text"/>
	S ?
	Add
	Finish

Entry Skills	
Page Last Saved on Thursday, Jan 26, 2006 at 2:35 PM By Susan Soy	
	Basic reading
Edit Entry Skill	
Opt Heading	<input type="text"/>
Entry Skill	Basic reading
	S ?
	Save Cancel
	Finish

From the Course Checklist click on 'Entry Skills'. The following screen will appear. Input the requested information such as "Basic reading", "Math", or any other skill that you require and then click "Add". You may add an **Optional Heading** for the entry skill if you like, but not necessary. The screen to the right will then come up. Click on "Match Objectives". Select the discipline by clicking on the blue check mark. This will take you to the screen on your right where you will select the course.

Match Skill to Objectives	
Skill	Basic reading
Discipline	- SELECT - ?

Match Skill to Objectives	
Skill	Basic reading
Discipline	BIOL ?
Course	- SELECT - ?

You can then choose the objectives that match the skills you are looking for by clicking on the check boxes. At the bottom of the objectives, there is an "Add" button. Click on the "Add" button to complete the process. If you would like to add more skills, you may add more by going through the same process. When you have finished, just click "Finish". By completing this process, you will then be able to add your requisites.

Match Skill to Objectives	
Skill	Basic reading
Discipline	BIOL ?
Course	BIOL 143 08-APR-05 ***Active*** ?
Objectives	<input type="checkbox"/> compare and contrast primary similarities and differences in geology, geologic history, plate tectonics, and geography throughout Baja California and Southern California north to the Santa Barbara area. <input type="checkbox"/> compare and contrast the physical oceanography of both coasts of Baja California (Gulf of California and Pacific Ocean). <input type="checkbox"/> analyze the biodiversity of the

Course Prerequisite/Corequisite/Advisories

From the Course Checklist click on 'Course Prerequisite/Corequisite/Advisories'. The following screen will appear.

Please Remember To Save Work Before Navigating Off Of Page.

When choosing a prerequisite, you will be asked to select a "Type". Once you click on the type you will have two text boxes. The first one will ask you to fill in information regarding the type you have selected.

From the pull-down menu, select what you would like to add; either Corequisite, Limitation on Enrollment, Prerequisite, Recommended Concurrent Enrollment, or Recommended Preparation. Once you have selected the appropriate designator you will be prompted to fill out additional, necessary information. When you have completed entering this information, you can 'Add' another advisory or 'Save' and 'Finish'.

Choose your condition. This is terminology that is used for our prerequisites and recommended preparation. This terminology is shown in our catalogs. If you need help, call the Office of Instruction.

Course Outline

From the Course Checklist click on 'Course Outline'. The following screen will appear:

Course Outline	
Student Units	
Semester Units *	Lecture: Min: <input type="text"/> Max: <input type="text"/>
	Lab: Min: <input type="text"/> Max: <input type="text"/>
	Units: Min: <input type="text"/> Max: <input type="text"/> ?
Maximum Class Size *	<input type="text"/> ?
Transfer Status *	<input type="radio"/> Transfer to UC
	<input type="radio"/> Transfer to CSU
	<input type="radio"/> SWC-Degree/Non-transfer
	<input type="radio"/> Non-Degree/Non-transfer
	<input type="radio"/> Transfer to Both UC/CSU
?	
<input type="button" value="Save"/> <input type="button" value="Finish"/> <input type="button" value="Cancel"/>	

Semester Units

Enter lecture/lab hours in minimum and maximum number area (if the maximum is not different than the minimum, you only need to enter the maximum. If you have 1-3 lecture or lab hours, enter "1" in the minimum and "3" in the maximum and so on). If you have "0" lecture/lab hours, enter a "0". Total the number of units and enter them in the 'Units' window.

Note: 1 lecture hour = 1 unit; 3 lab hours = 1 unit.

Maximum Class Size

Enter the maximum class size. If necessary, contact your School Dean or the Office of Instruction for guidance.

Transfer Status

Select all that apply.

Save

Click on the [Save] button to save the information you have entered.

Finish

Click on the [Finish] button when you have completed filling out the page. Once you have clicked "Finish", a check mark will appear in the checklist window.

Note: In order to edit a page *after* you have clicked the [Finish] button, simply click on the topic in the Course Checklist window. Click the **Unlock** button (that will be found at the bottom of the page). You will now be able to make any changes to the page that you like.

Course Objectives

From the Course Checklist click on 'Course Objectives'. The following screen will appear:

Course Objectives	
There are currently no objectives defined	
Create Heading	<input type="checkbox"/> ?
Objective Type	NONE ?
Objective Text *	Student will: <input type="text"/>
\$?	
<input type="button" value="Add"/>	

Enter the requested information. When developing "Objective Text" you *must* be certain that the objective is *measurable*. We have adopted Blooms Taxonomy. A copy of Blooms Taxonomy can be found under the 'Links' heading as well as directly under Course Objectives in your Checklist. Note: the term "understanding" is not measurable nor a part of Blooms Taxonomy. You do not need to enter anything in the Create Heading and the Objective Type area. When you type your objective, remember "Student will" is already entered for you above the textbox, so continue from that point on. Click on

“Add” and continue with another course objective.

Core Content

From the Course Checklist click on ‘Core Content’. The following screen will appear:

Core Content
There are currently no content defined

Create Heading ?

Content Text *

Percent of Course * % ?

Add

Content Text

When entering the core content, you do not need to use the Create Heading checkbox. To enter the core content, type in the subject matter, click on “Enter” and “Tab” on your keyboard. This will create a bullet for you. Begin to type in your bulleted item. After each item, “Enter” and “Tab” to create each bullet. You will not see the bullet until you have clicked on “Add”. Remember to enter your percent (%) of course in the “Percent of Course” box. Once you click on “Add” you can enter another content. Keep adding until you have completed your entries. CurricUNET will make sure

that 100% is reached.

Methods of Evaluation

Course Methods of Evaluation

Methods of Evaluation

- Case studies
- Class Activity
- Class Critiques
- Competency-based written and pr
- Computer Assignments
- Essay
- Homework
- Individual Activity
- Lab Activity
- Objective Test
- Oral Assignments
- Oral presentations
- Portfolios
- Problem Solving
- Quizzes
- Reports notebooks
- Role-playing participation in c
- Service Learning
- Skill Demonstration
- Special projects
- Student Knowledge
- Subjective
- Term papers
- Written Assignments

?

Select ‘Methods of Evaluation’ from the Course Checklist window. A list of evaluation methods will appear. Click on each of the items that will be used for your class:

Other Methods

Enter any other methods of evaluation that will be used for this class in the text box provided.

Save

Click on the [Save] button to save the information you have entered.

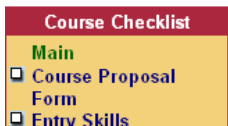
Finish

Click on the [Finish] button when you have completed filling out the page. Once you have clicked “Finish”, a check mark will appear in the checklist window.

Note: In order to edit a page *after* you have clicked the [Finish] button, simply click on the topic in the Course Checklist window. Click the **Unlock** button (that will be found at the bottom of the page). You will now be able to make changes to the page.

Course Assignments

Under the assignment(s) assignments,



A vertical menu titled "Course Checklist" with a red header. It contains four items: "Main" (highlighted in green), "Course Proposal Form" (with a checkbox), and "Entry Skills" (with a checkbox).

“Course Assignments” page you must input example(s) of course forReading, Writing, and Critical Thinking. When typing in your type this as though you were talking to the student and be

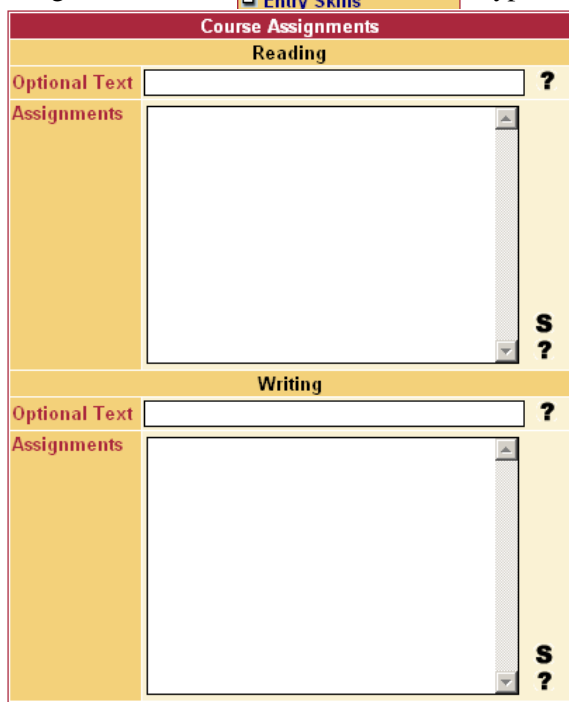
specific such as; read what and how many pages, write about what and how long, etc. Do not enter anything in the Optional Text area as this is not used.

Reading Assignments

Assignments—Provide an example of the kind of reading assignment that will achieve the objectives of this course. It should be evident that this reading assignment relates specifically to the topics in the outline.

Writing Assignments

Assignments —Provide an example of the kind of writing assignment that will achieve the objectives of this course. It should be evident that this writing



The screenshot shows a web form titled "Course Assignments" with a red header. It is divided into two sections: "Reading" and "Writing". Each section has a yellow background and contains an "Optional Text" field (a small white box with a question mark) and a larger "Assignments" text area (a white box with a vertical scrollbar). To the right of each "Assignments" area are two icons: a bold "S" and a question mark. A "Course Checklist" menu is visible at the top left of the form area.

assignment relates specifically to the topics in the outline.

The image shows two identical form sections. The top section is titled 'Critical Thinking' and the bottom section is titled 'Group Activity'. Each section contains a yellow header bar with the title, a white 'Optional Text' input field with a question mark icon, a large white 'Assignments' text area with a vertical scrollbar, and a yellow footer bar with a 'Save' button (represented by an 'S' icon) and a 'Help' button (represented by a '?' icon).

Critical Thinking Assignments

Assignments—List an example of a critical thinking assignment that stresses independent, higher order thinking. Examples of words which convey critical thinking are: analyze, appraise, calculate, experiment, test, compare, contrast, criticize, diagram, debate, question, solve, examine, categorize, compose, plan, propose, design, formulate, create, construct, organize, prepare, judge, appraise, evaluate, rate, compare, value, score, select, choose, estimate, measure, assess. It should be evident that this other assignment relates specifically to the topics in the outline.

Group Activity Assignments

Assignments—Provide an example of the kind of group activity assignment that will achieve the objectives of this course. It should be evident that this group assignment relates specifically to the topics in the outline.

Other Assignments

Assignments —Provide an example of the kind of other assignment that will achieve the objectives of this course. It should be evident that this other assignment relates specifically to the topics in the outline.

Save

Click on the [Save] button to save the information you have entered.

Cancel

Click on the [Cancel] button to cancel the entries on this page.

The 'Course Checklist' window has a red header bar with the title. Below it is a list of course components, each with a checkbox. The 'Assignments' checkbox is checked. The list includes: Main, Course Proposal Form, Entry Skills, Prerequisite/Corequisite/Advisories, Course Outline, Course Objectives, Core Content, Methods of Evaluation, Assignments, Methods of Instruction, Distance Ed, Textbooks, Supplies, Library, General Ed, and Attached Files.

Finish

Click on the [Finish] button when you have completed filling out the page. Once you have clicked “Finish”, a check mark will appear in the checklist window.

Note: In order to edit a page *after* you have clicked the [Finish] button, simply click on the topic in the Course Checklist window. Click the **Unlock** button (that will be found at the bottom of the page). You will now be able to make any changes to the page that you like.

Methods of Instruction

Select ‘Methods of Instruction’ from the Course Checklist window. A list of instruction methods will appear. Click on each of the items that will be used for your class:

Course Methods of Instruction	
Methods	<input checked="" type="checkbox"/> Audiovisual <input checked="" type="checkbox"/> Computer Assisted <input checked="" type="checkbox"/> Demonstration <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Distance Education <input checked="" type="checkbox"/> Group Activity <input checked="" type="checkbox"/> Individual Assistance <input type="checkbox"/> Instructional aide <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Lecture series <input type="checkbox"/> Lecture, demonstration, discussion <input type="checkbox"/> Lecture/Lab <input type="checkbox"/> Other Methods <input checked="" type="checkbox"/> Requires a minimum of three (3) hours of work per unit, including class time. <input type="checkbox"/> Workshop ?
Other Methods	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
S ?	
<input type="button" value="Save"/> <input type="button" value="Finish"/> <input type="button" value="Cancel"/>	

Methods

Check the box for each method of instruction that you wish to include.

Note: You need to check the distance education box in order for you to be able to define distance education options later on.

Other Methods

If you check the checkbox for “Other Methods”, enter any other methods of instruction that will be used for this class in the textbox provided.

Save

Click on the [Save] button to save the information you have entered.

Cancel

Click on the [Cancel] button to cancel the entries on this page.

Finish

Click on the [Finish] button when you have completed filling out the page. Once you have clicked “Finish”, a check mark will appear in the

checklist window.

Note: In order to edit a page *after* you have clicked the [Finish] button, simply click on the topic in the Course Checklist window. Click the **Unlock** button (that will be found at the bottom of the page). You will now be able to make any changes to the page that you like.

Course Checklist	
Main	
<input type="checkbox"/>	Course Proposal Form
<input type="checkbox"/>	Entry Skills
<input type="checkbox"/>	Prerequisite/ Corequisite/ Advisories
<input type="checkbox"/>	Course Outline
<input checked="" type="checkbox"/>	Course Objectives
<input checked="" type="checkbox"/>	Core Content
<input checked="" type="checkbox"/>	Methods of Instruction
<input checked="" type="checkbox"/>	Evaluation
<input checked="" type="checkbox"/>	Assignments
<input checked="" type="checkbox"/>	Methods of Instruction
<input type="checkbox"/>	Distance Ed
<input type="checkbox"/>	Textbooks
<input type="checkbox"/>	Supplies
<input type="checkbox"/>	Library
<input type="checkbox"/>	General Ed
<input type="checkbox"/>	Attached Files

Distance Education

To access the Distance Education worksheet, you will need to click on the Distance Education checkbox under Methods of Instruction. Fill in the appropriate information. For help with Distance Education entries, contact the Instructional Support Services Office.

Samples:

Distance Education Rationale - The course addresses the online initiative to expand online courses and degrees. It also addresses consistent wait list needs when facilities are not available.

Lab Component (how will this be handled in DE format?) –

Lab assignments will be submitted via the course management system instructor drop box.

Writing Component (how will this be handled in DE format?) –

Students will conduct research and submit a research paper using the course management system digital drop box.

Group Interaction Component (how will this be handled in DE format?) -

Oral Presentation Component (how will this be handled in DE format?) –

Students with Disabilities –

please obtain this statement from Instructional Support Services.

Security –

The course management system is password protected with security features installed. Only enrolled students may login with their assigned password.

Student Progress –

The course management system includes a grade book where the student can monitor his/her grade throughout the semester.

Textbooks

Select “Textbooks” from the Course Checklist window. The following window (or something very similar to it) will appear:

To add a textbook, manual, periodical, or other text click on the appropriate [Add] button. If you click on the [Add] button for a textbook (for example), you will see the following window:

Input the requested information. *Note: CurricUNET will automatically format the information to MLA format. Do not add punctuation at the end of your information as CurricUNET will do this for you.*

Add Manuals, Periodicals, other text (including software)

Perform the same steps to add another textbook, a manual, periodical, or other text.

If any of the information is incorrect or needs revision than click on the pencil icon to edit or the scissors to delete the entire reference.

Cancel

Click on the [Cancel] button to cancel the entries on this page.

Finish

Click on the [Finish] button when you have completed filling out the page. Once you have clicked “Finish”, a check mark will appear in the checklist window.

Note: In order to edit a page *after* you have clicked the [Finish] button, simply click on the topic in the Course Checklist window. Click the **Unlock** button (that will be found at the bottom of the page).

You will now be able to make any changes to the page that you like.



Supplies

This section allows you to input the needed supplies for your course.

Note: Enter supplies one at a time

Description — Enter the supply item and click on the [Add] button. You can now either ‘Add’ another supply item or press the [Finish] button.

Note: If no supplies are required leave the entry field blank and click [Finish]


To edit a supply click the  pencil icon. To delete a supply click the  scissors icon.

Cancel

Click on the [Cancel] button to cancel the entries on this page.

Finish

Click on the [Finish] button when you have completed filling out the page. Once you have clicked “Finish”, a check mark will appear in the checklist window.

Note: In order to edit a page *after* you have clicked the [Finish] button, simply click on the topic in the Course Checklist window. Click the  button (that will be found at the bottom of the page). You will now be able to make any changes to the page that you like.

Library

If you have any materials on loan in the library or want to direct students to a particular resource, then indicate it here.



List all of your resources in the one box and click [Save]. Contact your library representative for help (or, contact the Office of Instruction).


Note: If no library resources are required leave the entry field blank and click [Finish]

Cancel

Click on the [Cancel] button to cancel the entries on this page.

Finish

Click on the [Finish] button when you have completed filling out the page. Once you have clicked “Finish”, a check mark will appear in the checklist window.

Note: In order to edit a page *after* you have clicked the [Finish] button, simply click on the topic in the Course Checklist window. Click the  button (that will be found at the bottom of the page). You will now be able to make any changes to the page that you like.

General Education (This field is not being used at this time)

This is where you will enter/edit district and transfer general education information for your course. Click on the General Ed screen from the checklist and fill out the necessary information.

Note: This screen is only available if a “Transfer Option” is selected on the Cover/Description page or if “District general education” is selected on the “Proposed For” entry field on the Cover/Description page.

Proposed For—Click on the drop-down menu for “Proposed For” to select the general education area the course is being proposed for.

Categories—The different categories for the general education area will display.

Select the appropriate categories for the general education area. (For help in determining the appropriate category consult your articulation officer.)

When all the necessary categories have been selected click [Save]

Note: If the course is transferable to another proposed area (i.e., IGETC and CSU GE), use the ‘Proposed For’ dropdown menu to select *another* area for which the course will be proposed. Follow the same steps as above to fill in the ‘categories’.

To edit an area’s categories after they have been selected use the dropdown menu to select that area again. Then check and uncheck the categories as needed. Click [Save] when you have finished making changes.

To remove an area you selected completely, select the area from the dropdown menu and uncheck all categories and click ‘Save.’ The area will be removed from the list.

Cancel

Click on the [Cancel] button to cancel the entries on this page.

Finish

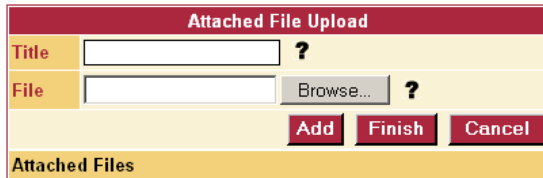
Click on the [Finish] button when you have completed filling out the page. Once you have clicked “Finish”, a check mark will appear in the checklist window.

Note: In order to edit a page *after* you have clicked the [Finish] button, simply click on the topic in the

Course Checklist window. Click the  button (that will be found at the bottom of the page). You will now be able to make any changes to the page that you like.

Attached Files

This section enables you to view, add, or drop files which correspond to the course (i.e., syllabi, sample assignments, advisory board minutes, etc.). This is an optional section



Title—Enter a title for your document.

File—Click on the [BROWSE] button and locate your document. Once located, highlight the document you wish to attach and click on the [OPEN] button.

Click on [Add] to attach it to the course proposal.

You may add another file at this point or click [Finish] to complete this section.

Note: acceptable file formats are MS Word, MS Excel, HTML (web pages), .jpg and .gif images.

If you wish to un-attach any files from your list then click on the [DROP] button that will be found next the file name.

Cancel

Click on the [Cancel] button to cancel the entries on this page.

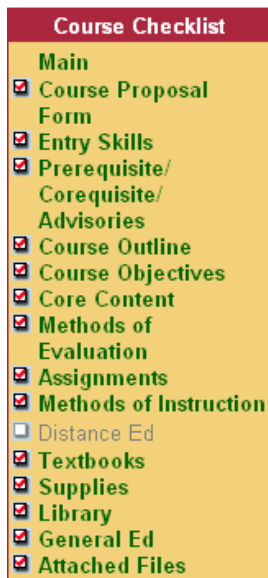
Finish

Click on the [Finish] button when you have completed filling out the page. Once you have clicked “Finish”, a check mark will appear in the checklist window.

Note: In order to edit a page *after* you have clicked the [Finish] button, simply click on the topic in the

Course Checklist window. Click the **Unlock** button (that will be found at the bottom of the page).

You will now be able to make any changes to the page that you like.



Completed Course Checklist

After all the entry fields are finished and are checked off the proposal is ready for the ‘Audit’ process.

Go to the “Audit to Pre-launch” section of the user guide for detailed instructions on how to proceed with your proposal.

Revise a Course

A course revision is very similar to creating a new course. You will be required to complete the “course checklist,” and also be required to provide the same

information.


When you revise a course, you are creating a “copy” of an active or historical course for which you have origination rights. The required fields from the course you copy will have already been filled out; you

have the option to edit and delete this information to modify the course as you choose. Look at the screens below to give you a detailed example of revising a course.


1. Login to CurricUNET.
2. From the home page of CurricUNET click on “Courses” found under the sub-menu “Search.”
3. You can either enter the course number and enter the course title, and click on Department and highlight the designator, or just click on Department, highlight your designator and click OK. This will give you a complete list of all the courses in that designator.

Your Screen will now look like this:

Course Search	
Status	<input checked="" type="radio"/> All <input type="radio"/> Historical <input type="radio"/> Pending <input type="radio"/> Launched <input type="radio"/> Inactivated <input type="radio"/> Approved <input type="radio"/> Active <input type="radio"/> Tabled ?
Course Number	<input type="text"/> ?
Course Title	<input type="text"/> ? <input type="checkbox"/> include long title search
Department	-All- ?
OK	

When your search is complete, you will be given a list of classes. If a class has the  icon (‘copy’ icon) adjacent to it, it means that the course can be copied. You will only be able to copy subjects assigned

to you by the Office of Instruction:

Course Search Results	
Actions	Department/Course Number/Title
	GEOL 100 Principles of Geology 09/17/2004 *Active* -- Modify --

After you have selected your course to copy (by clicking the copy icon) from your course search listing, you will then go through the course checklist screens as if you were creating a new course. The process to creating a new course and modifying a course is basically the same process. *Note: The course checklist will only display the pages that are allowed to be changed based on the proposal type you choose.*

Types of Proposal Reports

There are several different types of reports associated with course and program proposals. Following is a list of the different types of proposal reports. Wherever you see the associated icon, you may click on it to view the type of report indicated. The report will open in a new window on your browser.



Course Outline

The course outline is the official outline for the course. It provides detailed information about the course.



Course Curriculum Report

This report gives the technical information about the course proposal or describes the modifications that you have made in your course outline.



Program Impact Report

The program impact report is an important report for deans to view. It lists all the courses and programs that are impacted by a specific course if you were inactivating a course or program.




Course Changes Report

The course changes report is a new report in CurricUNET. It is only available for course proposals that are revisions of already existing courses. The information on the course changes report is a combination of information from the course outline and the course curriculum report. This report shows changes from the previous course and the newly proposed course.

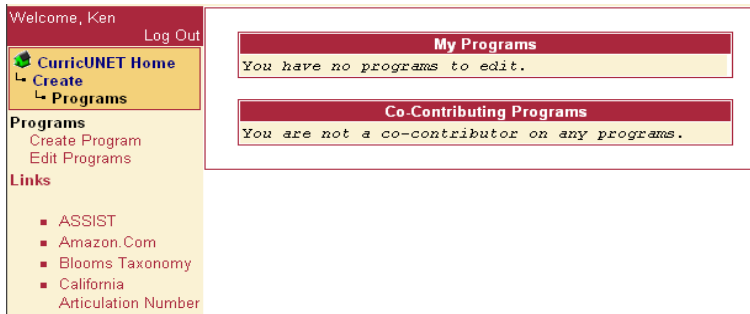
Now, edit and modify the course as needed.

Create a Program

Log on to CurricUNET: Type in user name and password. Click .

After logging in, on the main menu find and click “Programs”.

On the next screen click ‘Create Program.’



The following window (or something very similar to it) will appear:

Program Title— Enter the title of the new program.

School(s)— Check box the school or schools that the program will fall under (the list of schools that you see is limited to those that you have “rights” to. If you do not see the appropriate school, contact the Office of Instruction.

Discipline— From the pull-down menu, select the program discipline.

Program Rational— Enter the program rational.

Click the [Save] button when you have entered the aforementioned information. You will now be on the

Program Construction Main Menu. If you would like to add one or more co-contributors, click on ‘Add a Co-Contributor’ and follow these instructions:

Co-Contributor— Select the co-contributor from the drop down list

Screen Rights— Click the box next to each screen the co-contributor will have rights to. Click ‘OK’. You will now return to the Program Construction Main Menu where you can continue with your program proposal.

On the right side of the screen is the 'Program Checklist'.

Program Checklist	
Main	
<input type="checkbox"/>	Cover
<input type="checkbox"/>	Description
<input type="checkbox"/>	Award
<input type="checkbox"/>	Semesters
<input type="checkbox"/>	Emphasis
<input type="checkbox"/>	Electives

Cover

On the 'Program Checklist' click on 'Cover':

Program Cover	
Program Title	TESTING ?
School(s) <small>(ctrl) + Click selects/deselects</small>	Academic Information Services Arts and Communication Business and Information Systems Continuing Education, Economic and ?
Discipline	TEST ?
Proposal Information	
Proposed Start *	Year: [] ? Semester: Fall ?
Program Type	<input checked="" type="radio"/> Career\Technical <input type="radio"/> Transfer Preparation ?
Program Goals *	[] S ?
Program Needs *	[] S ?

Note: use the **S** icon to engage the spell check

Proposed Start— Enter the year and select the semester in which you want the new program to start.

Program Type— Click on the appropriate Program Type.

Program Goals— Enter the goals of the program.

Program Needs— Enter the needs for this program.

Program Rational	Explain at a general conceptual level what role the proposed program, given its stated goals and objectives, would fulfill in the curriculum. ? S
Program Notes	[] S ?
Proposal Type	New Program ?
<input type="button" value="Save"/> <input type="button" value="Finish"/> <input type="button" value="Cancel"/>	

Program Rational— Enter the rationale of the program.

Program Notes—

Enter any additional notes

Save

Click on [Save] to save the information you have entered. The data entry fields remain available for data entry.

Cancel

Click on the [Cancel] button to cancel the entries on this page.

Finish

Click on the [Finish] button when you have completed filling out the page. Once you have clicked “Finish”, a check mark will appear in the checklist window.

Note: In order to edit a page *after* you have clicked the [Finish] button, simply click on the topic in the Course Checklist window. Click the **Unlock** button (that will be found at the bottom of the page). You will now be able to make any changes to the page that you like.



Description

On the ‘Program Checklist’ click on ‘Description’. Enter the requested information. Periodically, click the [Save] button. In addition, use the **S** icon to engage the spell check. When you have finished entering all of the requested information, click the [Save] button then the [Finish] button. You can press the [Cancel] button to clear the fields. Once you have pressed the [Finish] button, a check mark will appear in the checklist window.

Award

On the ‘Program Checklist’ click on ‘Award’.

Note: You may only add one Award Type. For additional Awards, you will have to submit another Program Proposal.

Award Type— Select the Award Type from the drop down menu.

Award Title— Enter the Award Title in the data entry field.

Award Note— Enter any Award Notes you want to add to the program.

Save

Click on the [Save] button to save the information you have entered. The data entry fields remain available for data entry.

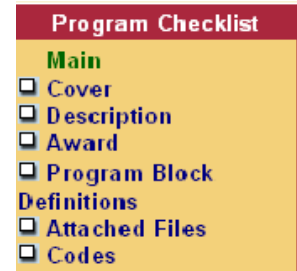
Cancel

Click on the [Cancel] button to cancel the entries on this page.

Finish

Click on the [Finish] button when you have completed filling out the page. Once you have clicked “Finish”, a check mark will appear in the checklist window.

Note: In order to edit a page *after* you have clicked the [Finish] button, simply click on the topic in the Course Checklist window. Click the **Unlock** button (that will be found at the bottom of the page). You will now be able to make any changes to the page that you like.



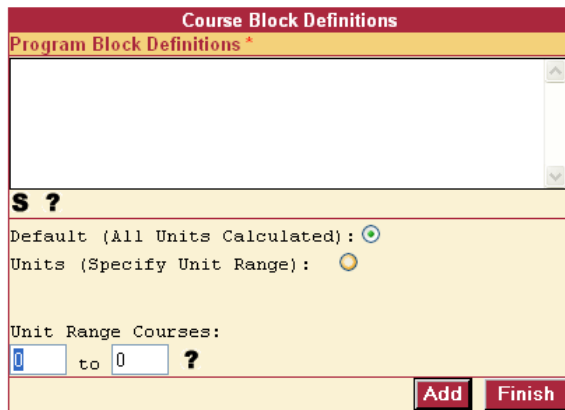
Program Block Definitions

The **Program Block Definitions** screen is where you will enter the program rules and add courses, i.e., prerequisites, semesters, emphasis, electives, etc. Click on ‘Program Block Definitions’ from the

Program Checklist:

Program Block Definitions— Type in your program block definition to define the courses taken within the program. *Admissions Requirements* are requirements needed to enter the program. *Prerequisites* are prerequisite courses need for the program. *Common Core Courses* are courses common to all program emphases.

Default (All Units Calculated)— Click here for all of the course units to be calculated in the total number of units for the program.



Units (Specify Unit Range) Click here to select a unit range for the courses.

Unit Range Courses Click on ‘Add’ to add a program block definition.

Finish

Click on the [Finish] button when you have completed filling out the page. Once you have clicked “Finish”, a check mark will appear in the checklist window.













Note: In order to edit a page *after* you have clicked the [Finish] button, simply click on the topic in the Course Checklist window. Click the **Unlock** button (that will be found at the bottom of the page). You will now be able to make any changes to the page that you like.

Save

Click on [Save] to save the information you have entered. The data entry fields remain available for data entry.

Program Block Definitions List

The Program Block Definitions list will display the areas that you have added from the ‘Program Block

Edit	Block Definition	Add Courses
 	Prerequisites	Courses
 	Second Semester	Courses
 	Summer Session	Courses
 	Third Semester	Courses
 	Fourth Semester	Courses
 	First Semester	Courses

Definitions’ window . In order to access a page, click on the page of choice (using the example below, the next page that we will open is the ‘First Semester’ course listings):

To add a course, click on the [Courses] button. You can cancel at anytime by pressing the [Cancel] button.

First Semester

Discipline: ACCT (ACCT) ?

Course: 101 Principles of Accounting I Active 4

Condition: and ?

ORDERED_SEMESTER: -- Select Semester-- ?

Comments:
 S ?

Unit Range: Make sure values are blank, unless you want to specify a value other than the actual course Unit Range, or the value should be 0. Unit Range:
 to ?

Exception exists: ?

Exception:
 S ?

Add Done

Total Hours = 0

Discipline— Select the discipline from the drop down menu.

Courses— Select the course from the drop down menu.

Condition— Select the condition (relationship the new course has to the one below it). If this is the first course in a series, leave the condition box empty. For additional courses choose:





- ‘and’: Example: ACCT 101 and ACCT 102 (Says that both of these are required).
- ‘or’: Example: ACCT 101 or ACCT 102 (says that one or the other is required.)

Comment— Enter any comments. For example: “Courses required for the major”, “Select six courses

(units) from the following”, “Required courses that form the Business core”. See catalog for additional examples.

Exception exists— Click ‘No’ if there are no exceptions to the aforementioned rule. Click ‘Yes’ if there is an exception. If you click ‘Yes’ describe the exception in the **Exception** text box.

Add— Click on the [Add] button when you are finished adding the course entries.

Second Semester Courses			
Edit/Delete	Disc/Course #	Hours	Condition
   	PHS 101	3	and
Total Hours		3	
<input type="button" value="Add Course"/>			
<input type="button" value="Finish"/> <input type="button" value="Cancel"/>			

You can now either add another course to the list: ‘Add Course’ or ‘Done’. Continue through each section of ‘Block Program Definitions’ until you have finished the entire section.

Attached Files

The **Attached Files** screen is where you will view, add, or drop files which correspond to the program (i.e., syllabi, sample assignments, advisory board minutes, etc.). This step is optional.

1. Enter the file Title in the text box
2. Click [Browse...] to search your computer for the file you want to attach then click [Open] to select the file.
3. Click [Add] to add the file to the proposal. The title will display on the screen as a hyperlink in blue.

Attached File Upload

Title: ?

File: Browse... ?

Attached File Upload

Title: ?

File: Browse... ?

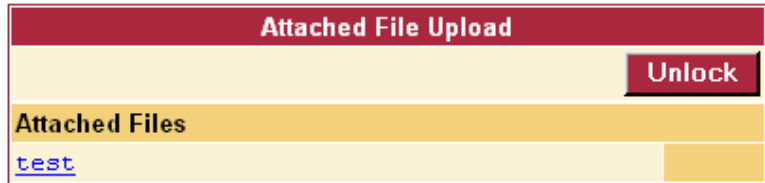
Attached Files

[test](#)

4. To remove an attached file click [Drop]

Click on [Finish] when you are completely done filling out all required fields. When you have finished a page a summary of the information entered will display. Also a check mark will appear in the checklist that shows that this page is complete.

To edit a page after you have clicked [Finish] click on the page from the checklist and then click [Unlock] to display the entry fields.

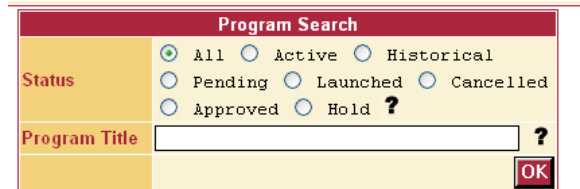


After all the entry fields are finished and are checked off the proposal is ready for phase 2 of the process “Audit”. Refer to the “Audit to Pre-launch” section of the user guide for detailed instructions on how to proceed with your proposal.




Revise/Modify a Program

To modify a program:

1. Click the Program text link under the ‘Search’ submenu.
2. Select Program area from the dropdown menu. Select **Active** for Programs currently offered. Select **Historical** for Programs no longer offered. Select **All** to view active, inactive, and current proposed programs.
3. Type in the Program Title
4. Click [OK]



5. Click the *copy* icon (📄) that corresponds to the program you will be modifying.

Course Search Results		
Actions	Program	Status
  	test	Pending

This will take you to the Revise a Program screen where you will select the “Program Proposal Type”. Click [Copy] to continue or [Cancel] to cancel your action. You will then be taken to the Program Construction Main Menu where you will continue modifying the program using the Program Checklist located to the right of the screen.

Cover

Click on [Cover]

Review and complete all appropriate sections on the Program Cover page.

1. Enter a proposed start semester (effective term).
2. Enter the program goals and objectives
3. Enter the rationale for the revision. Use [Help] buttons for assistance.
4. Enter any additional notes.

Click on [Save] to save the information you have entered. The data entry fields remain available for data entry. The [Save] icon will appear throughout the checklist pages with the same purpose, to save the information you have entered.

Click on [Finish] when you are completely done filling out all required fields. When you have finished a page a summary of the information entered will display. Also a check mark will appear in the checklist that shows that this page is complete.

To edit a page after you have clicked [Finish] click on the page from the checklist and then click [Edit] to display the entry fields.

Description

Review and complete all sections on Program Description page

1. Review and revise Program Emphasis if required
2. Review General Program TOP Code for appropriateness and change if necessary. Note: There is a new edition for TOP Codes, which is available by clicking the [More] button from the onscreen help area.
3. Select OES code if known.

Program Description	
Page Last Saved on Friday, Mar 18, 2005 at 3:40 PM By Shelly Hess	
Emphasis *	Recommended Electives: BUS 148 Developing & Starting a New Business BUS 149 Operating & Managing a Business Certificate of Achievement - S ?
Top Code	- none - ?
OES Codes <small>[ctrl] + Click selects/deselects</small>	13002.00 Financial Managers 13005.00 Personnel, Training, and L 13008.00 Purchasing Managers 13011.00 Marketing, Advertising, an 13014.00 Administrative Services Ma ?
Save Finish Cancel	

Program Checklist

- Main**
- Cover
- Description
- Award
- Semesters
- Emphasis
- Electives
- Attached Files
- Codes

Legend

- S** Spell Check
- ?** Help
- *** Indicates Required Field


Help

There is currently no help available for this page.

Click on [Finish] when you are completely done filling out all required fields. When you have finished a page a summary of the information entered will display. Also a check mark will appear in the checklist that shows that this page is complete.

To edit a page after you have clicked [Finish] click on the page from the checklist and then click [Edit] to display the entry fields.

Program Award(s)

1. Add additional Awards by filling out the required fields and clicking [Save]
2. To edit an existing award click on Edit () icon of the award name. Make the necessary changes and click [Save].

Click on [Finish] when you are completely done filling out all required fields. When you have finished a page a summary of the information entered will display. Also a check mark will appear in the checklist that shows that this page is complete.

To edit a page after you have clicked [Finish] click on the page from the checklist and then click [Edit] to display the entry fields.

Program Block Definitions List

1. To add a 'Program Block Definition', type in the new definition and click on the [Add] button.
2. To edit an existing 'Program Block Definition' click on the scissor icon.
3. To edit an existing 'Program Block Definition' click on the pencil icon.

Rules/Courses

1. To add new 'Program Block Definition' click on the "Program Block Definitions" hyperlink from the drop down menu, enter the rule in the text rule box.
2. Select the Default (All Units Calculated):
 - If you want CurricUNET to display the total number of units of all individual courses entered for the rule leave the Default option selected. Leave "Unit Range/Number Courses" boxes blank.
 - If you want CurricUNET to display a specific number of units for the program block definition click Units (specify unit range) and enter number of units in the "Unit Range/Number Courses" box.
 - If you want CurricUNET to display a specific number of courses for the rule click [Courses] button and enter the number of courses in the "Unit Range/Number Courses" box.
3. To revise an existing rule click on the (✎) edit pencil to the left of the course/program block definition you want to revise. Make necessary changes and click [Update]
4. To delete an existing course/program block definition click on the (✂)scissors next to the area you want to delete.
5. To Add/Revise courses to an existing block program definition, find the program definition in which you want to add the courses and click on the [Courses] button.
6. To add a course select subject area using the drop down menu. Note: You can add Active, Pending and Launched courses to a program block definition.
7. After you select the subject area another drop down menu displays. Select the course number and title you want to add
8. Select the condition (relationship the new course has to the one below it). If this is the first course in a series, leave the condition box empty. For additional courses choose:
 - and,or—used for non-grouping items. Example: ACCT 101 and ACCT 102 (Says that both of these are required). Example: ACCT 101 or ACCT 102 (says that one or the other is required.)
 - :or, ;and—is used for grouping items. Example: BIOL 105 and BIOL 106; or BIOL 107 (says that BIOL 105, BIOL 106 are required or you can take BIOL 107 and meet both of these requirements.
 - Not—is used for situations when no substitution is allowed.
9. Enter any comments for this course you want to display.

10. Leave Exception Exists marked as “NO” if not exception exists. If an exception does exist select “YES”
11. If you select “YES” for an existing exception describe the exception in the text box provided.
12. To edit existing courses for a program block definition, use the [Arrow] buttons to move courses up or down in the series. Use the pencil icon to edit the course or the scissors icon to delete the course.
13. After all edits/additions are complete click [Done]
14. Continue to enter/revise courses for all program block definitions.

Click on [Finish] when you are completely done filling out all required fields. When you have finished a page a summary of the information entered will display. Also a check mark will appear in the checklist that shows that this page is complete.

Attached Files

The **Attached Files** screen is where you will view, add or drop files which correspond to the program. This step is optional.

1. Enter the file Title in the text box
2. Click [Browse] to search your computer for the file you want to attach then click [Open] to select the file.
3. Click [Add] to add the file to the proposal. The title will display on the screen in blue.
4. To remove an attached file click [Drop]

Click on [Finish] when you are completely done filling out all required fields. When you have finished a page a summary of the information entered will display. Also a check mark will appear in the checklist that shows that this page is complete.

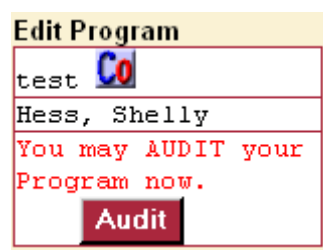
To edit a page after you have clicked [Finish] click on the page from the checklist and then click [Edit] to display the entry fields.

After all the entry fields are finished and are checked off the proposal is ready for phase 2 of the process “Audit”. Go to the “Audit to Pre-launch” section of the user guide for detailed instructions on how to proceed with your proposal.

Step 2—Audit to Pre-Launch


Audit

The Proposal Audit function is the final step after creating the proposal to ensure all required data fields have been entered. The Audit is automatically done internally by the CurricUNET program when the [Audit] button is pressed. If the proposal passes the audit the originator is instructed how to go to the Approval part of the system to pre-launch the proposal. If the audit fails error messages instruct the originator what needs to be completed in order for the proposal to pass the audit. The audit function also assigns the correct approval process to the proposal based on the proposal type selected by the originator. Assigning the correct approval process ensures that when pre-launched the proposal goes to the correct people involved in that process.



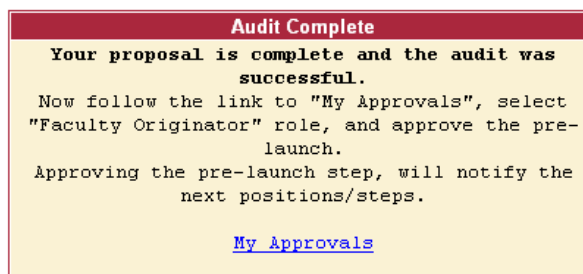
The screenshot shows a web form titled "Edit Program". It contains a text input field with "test" and a dropdown menu with "Co" selected. Below that is a text input field with "Hess, Shelly". A red message is displayed: "You may AUDIT your Program now." At the bottom of the form is a red button labeled "Audit".

After you have completed your course (or program) proposal, and the Checklist is completed (all required pages have check marks), you are ready to Audit and Pre-Launch your proposal. The following icon and message in red will be displayed on the left hand side of the screen:

Click on the **AUDIT** icon,  for CurricUNET to do an internal audit of your proposal. If the audit is successful, your proposal will be assigned an approval flow and be ready for you to pre-launch it.

Note: If the audit is unsuccessful, you will receive an error message indicating what needs to be done to have a successful audit. Make the necessary corrections and try your audit again. You can not pre-launch a proposal if it has not successfully passed the audit.

When the audit is completed, you will be prompted to click on 'My Approvals.' 'My Approvals' takes you to the approval section of CurricUNET where you can Pre-launch your proposal into the approval flow.



The screenshot shows a message box with a red header "Audit Complete". The text inside reads: "Your proposal is complete and the audit was successful. Now follow the link to "My Approvals", select "Faculty Originator" role, and approve the pre-launch. Approving the pre-launch step, will notify the next positions/steps." At the bottom is a blue link "My Approvals".

Pre-Launch

Clicking on 'My Approvals' will display the screen below.

Note: You are now in the 'Status' section of the CurricUNET program, where all approval actions are taken. (Pre-launch is considered an approval action)

Approval Process	
Select Role	Faculty Originator
	?
Next	

Click on the [Next] icon, **Next** to see the list of proposals that require an action by you as the

originator. Find the proposal you created and click on 'Action.' **Action** to Pre-launch. Notice how this proposal is at the 'Step: Course Pre-Launch.' After you click on [Action], the following screen will display. As you can see, the course title, the step you're taking action on and a description is displayed on the screen.

Approval Process	
courses_id	Child Development Field Practicum 282A-CD
Step	Pre-Launch
Description	Pre-Launch
Comments	<div style="border: 1px solid black; height: 80px; width: 100%;"></div> S ?
Action	-- Select Action -- ?
Submit	


In the 'Comments' field, add any comments if any about this proposal you want to share with those involved in the approval process. If you have no comments leave the field blank.










When you are ready, click **Submit** to complete the action. Your proposal has now successfully been **Pre-Launched** and will be sent to the next level of approvals before you are required to **Launch**.

Note: When the proposal is ready to be Launched (you will be notified by email) you will go to "My Approvals" in the "Track" section of the program to Launch your proposal. (See the Approval Process section of the user guide for more information).

Track
My Proposals
My Approvals
All Proposals

After your proposal has been submitted, your screen should look like this example (unless you have other proposals that require an action in which case they will be displayed here).

Approval Process	
Select Role	Faculty Originator 
	?
Next	

Courses	
  	Course: CD 282A Child Development Field Practicum Step: Pre-Launch Level: 1 Action
  	Course: ESL 27B ESL for Child Development: Positive Guidance & Observation Step: Launch Level: 3 Action
  	Course: ESL 27C ESL for Curriculum I Step: Launch Level: 3 Action

Step 3–Proposal Approval Process

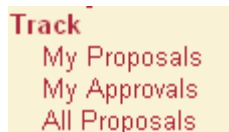
The approval process in CurricUNET is separate from the proposal creation process, which allows for faster approval screens and the comments/workflow will now be saved/archived. Pre-Launch and Launching by the proposal originator takes place in the approval process.

Email notifications are sent out to positions in the approval process. Proposals that require your attention will be in red text. Black text messages are for your information (FYI) only. FYI messages update you of actions taken. You do not take action on these proposals and they **will not be in your approval queue**. For example after the Department Chair approves a course, they will be notified of approvals by other positions (ex. School Dean) further down the approval process.

Note: The best way to know if you have an action to take on a proposal is to login to CurricUNET when you get an email message to check the Status and go to “My Approvals” to see if there are proposals in your approval queue.

Following are the general instructions/features of the approval process, which will be followed by more specific information for each individual approval position.

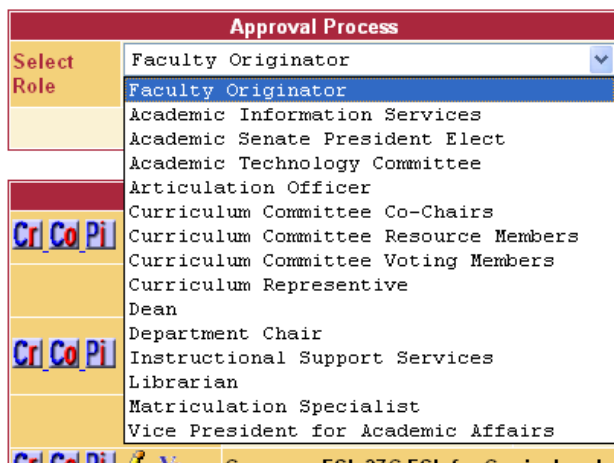
My Approvals



To take action on a proposal, login to CurricUNET and click on ‘My Approvals’ under ‘Track’ from the main menu.

Selecting Your Position/Role

Click the “Select Role” drop down menu on the ‘Approval Process’ screen and select the position you hold for the proposal you are taking action on. *(Most of the time you only hold one position. Some people have more than one position in the approval process; therefore they need to select the correct role.)* As an example, say the Department Chair receives an email message to take action. He/She would then select the Department Chair Position and click [Next]:



Viewing/Selecting Proposals

A list of proposals ready for action by the position selected is displayed (your approval queue). Click [Action] to take action on each proposal. *Note: all positions do not take the same types of action. For example, some positions “approve” proposals while others “review” proposals (see the end of this section for more details).*

Level

Several positions review/approve the same proposal multiple times at different levels. Be sure to check the ‘Level’ of the step you are approving. These levels coincide with the levels of the approval flowchart

Viewing Reports/Visual/Comments

Note that you have access to various reports [i.e. course outline, curriculum report, program impact, course changes (if applicable), comments and the approval flowchart]. The flowchart will show you the dates of previous approval steps.

To access reports, click on the appropriate icon:



Types of Proposal Reports

There are several different types of reports associated with course and program proposals. Following is a list of the different types of proposal reports. Wherever you see the associated icon, you may click on it to view the type of report indicated. The report will open in a new window on your browser.



Course Outline

The course outline is the official outline for the course. It provides detailed information about the course.



Course Curriculum Report

This report gives the technical information about the course proposal.



Program Impact Report

The program impact report is an important report for deans to view. It lists all the courses and programs that are impacted by a specific course.

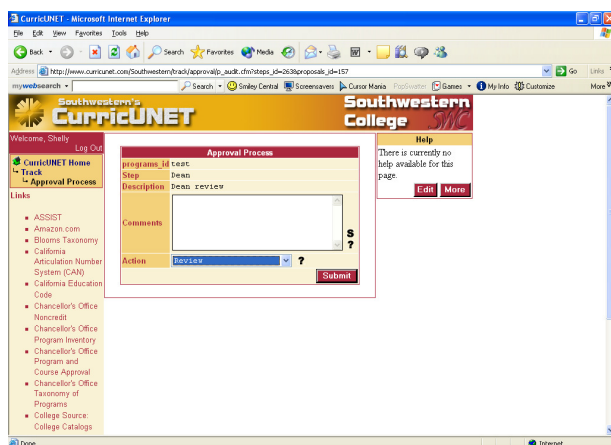


Course Changes Report

The course changes report is a new report in CurricUNET. It is only available for courses proposals that are revisions of already existing courses. The information on the course changes report is a combination of information from the course outline and the course curriculum report. This report shows changes from the previous course and the newly proposed course.

Selecting Action, Making Comments, and Submitting Action

Click on the 'Action' drop down menu for a list of possible actions you can take. (If you can only take one action it will be displayed). Select the appropriate action, type any comments you wish in the 'Comments' text box, and then click [Submit].



Once action is taken, the course is no longer in your approval queue:

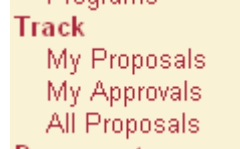
Check Status

How to Check the Status on Your Proposals

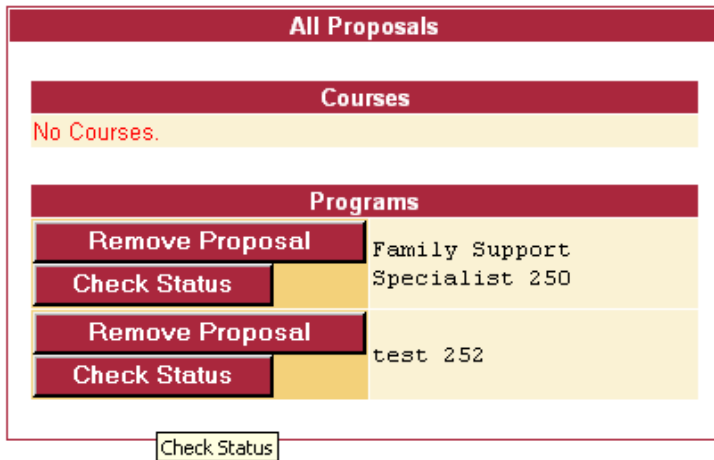
Login—Login to CurricUNET.

Track—From the CurricUNET home page select ‘Status.’

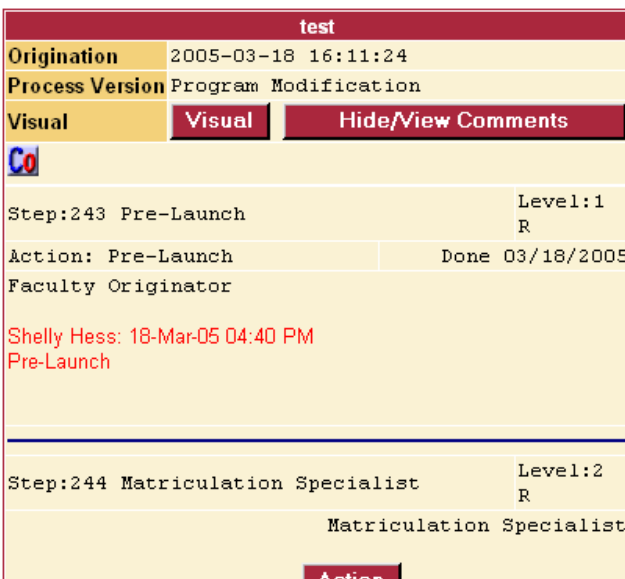
My Proposals—Select ‘My Proposals.’



Check Status—Once the screen refreshes select the [Check Status] button next to the course or program proposal you want to check.

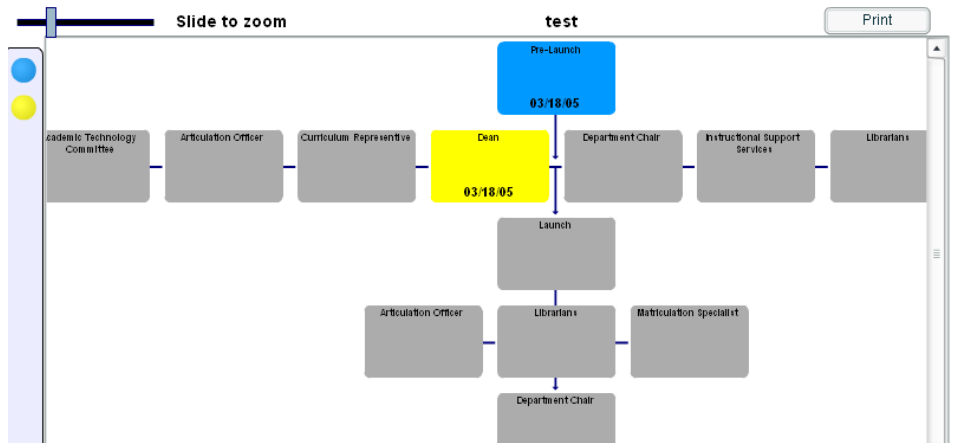


The next screen will show you which levels in the approval process have been signed off and which levels are still pending. Comments made regarding your proposal are visible to read. The course reports and visual are available to view.



Hide/View Comments—To hide/view the comments by those who have signed off on the proposal select the [Hide/View Comments] button.

Visual—To view the approval flow chart, select the [Visual] button.



How to Check the Status on All Proposals

Track—From the CurricUNET home page select ‘Status.’

All Proposals—Select ‘All Proposals.’

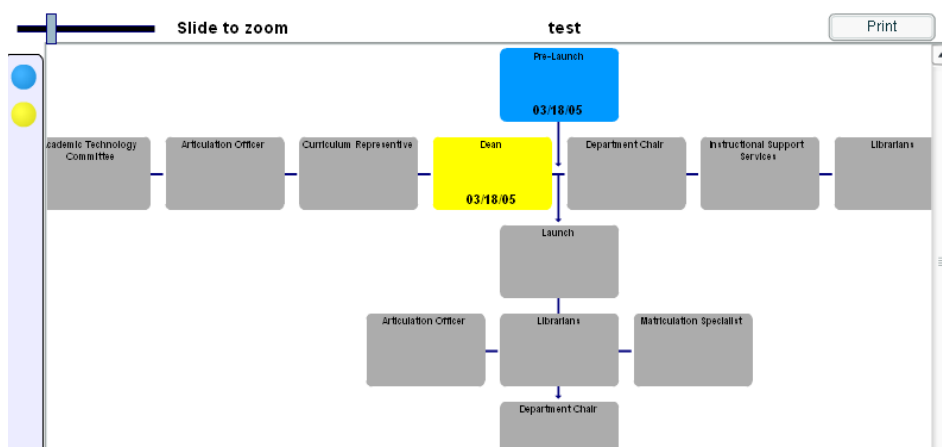
Check Status—Once the screen refreshes select the [Check Status] button next to the course or program proposal you want to check.

The next screen will show you which levels in the approval process have been signed off and which levels are still pending. Comments made regarding the proposal are visible to read. The course reports and visual are available to view.

All Proposals		
Courses		
Remove Proposal		AJ 188 Community Relations 6245
Check Status		
Remove Proposal		AJ 216 Latent Fingerprint Examiner 6206
Check Status		
Remove Proposal		ART 100 Drawing I 6243
Check Status		
Remove Proposal		ART 101 Design I 6249
Check Status		
Remove Proposal		ART 102 Drawing II 6284
Check Status		
Remove Proposal		ART 103 Design II 6321
Check Status		

Hide/View Comments –To hide/view the comments by those who have signed off on the proposal select the [Hide/View Comments] button.

Visual—To view the approval flow chart, select the [Visual] button.



Historical Proposals

Historical Proposals is where the original approval work flow for proposals that have been sent back to the originator are stored until the new approval flow is completed and the course or program is implemented. Proposals are stored in order to have a record of why the proposal was sent back to the originator. To view the work flow and comments follow the same procedures as stated above for My Proposals and All Proposals.

Places to view Proposal Reports

The reports associated with course and program proposals can be viewed from several different places in CurricUNET. After navigating to the screens detailed below you may view an available report by clicking on the corresponding icon. There is a legend on the screen to help. Here is a list of the various places:

Create/Edit Proposal > Courses (or Programs) > My Courses (or Programs)

Search (*logged in*) > Course (or Program) > Search Results

Search (*not logged in*) > Program (or Course) > Search Results

Track > My Proposals (or All Proposals) > Check Status

Track > My Approvals > Select Role

Searching

Search Function

The search function is used to locate course(s), program(s) or user(s) based on certain criteria. Usually searches are done for a course or program in order to copy it to create a new proposal. A user can search to locate other CurricUNET users. You can be very specific in your search or broad. Following are instructions on how to search for courses, programs or users.

Search for Course(s)

From the CurricUNET Main Menu select 'Course' under the 'Search' menu heading.

Note: The search function is available whether you login to CurricUNET or not.

After clicking 'Course' the following screen appears:

Course Search	
Status	<input checked="" type="radio"/> All <input type="radio"/> Historical <input type="radio"/> Pending <input type="radio"/> Launched <input type="radio"/> Inactivated <input type="radio"/> Approved <input type="radio"/> Active <input type="radio"/> Tabled <input type="radio"/> Hold ?
Course Number	<input type="text" value="101"/> ?
Course Title	<input type="text"/> ? <input type="checkbox"/> include long title search
Department	<input type="text" value="ART"/> ?
<input type="button" value="OK"/>	

Select the criteria to narrow your search by filling in the corresponding fields. For a broader search select 'All' for the criteria you want to use.

Status—Indicates what type of proposal you are looking for in your search. For example if you only want to view historical proposals (no longer active) click "Historical".

Course Number—If you know the course number you are searching for enter it here. This field is usually used with the Subject Area field and/or Course Title field

Course Title—If you want to include the course title in your search enter it here. Check the box if you want to include the long course title in your search

Department—To search for a course by Subject Area click on the drop down menu to select the specific subject area for your search. This is the most popular way to search for a course.

Search Results—Your results will display the course(s) that are found based on the criteria you select. From the list of displayed courses you are able to view the proposal reports.

Search for Programs

From the CurricUNET Main Menu select 'Programs' under the 'Search' menu heading.

Note: The search function is available whether you login to CurricUNET or not.

After clicking 'Program' the following screen appears:

Program Search	
Status	<input checked="" type="radio"/> All <input type="radio"/> Active <input type="radio"/> Historical <input type="radio"/> Pending <input type="radio"/> Launched <input type="radio"/> Cancelled <input type="radio"/> Approved <input type="radio"/> Hold ?
Program Title	<input type="text"/> ?
<input type="button" value="OK"/>	


Select the criteria to narrow your search by filling in the corresponding fields. For a broader search select 'All' for the criteria you want to use.

Status—Indicates what type of proposal you are looking for in your search. For example if you only want to view historical proposals (no longer active) click “Historical”.

Program Title—If you know the title of the program you are searching for you can enter in the data entry field.

After you select the college the page will refresh and you will be able to select a Program Area by using the drop down menu. Select the Program Area and click [OK]

A list of proposals based on your search criteria will display. You can view the available proposal reports.



Course Search Results		
Actions	Program	Status
  	Business Management: eBusiness	Pending
  	Central Service Technology	Pending
  	Legal Office Professional (MOUS) Word Processing Specialty	Pending
  	Baja California Studies	Pending

Searching for User(s)

From the CurricUNET Main Menu select 'Users' under the 'Search' menu heading.

Note: The search function is available whether you login to CurricUNET or not.

After clicking 'Users' the following screen appears:

User Search	
Name	<input type="text"/> ?
System Role	ALL  ?
Positions	ALL  ?
<input type="button" value="OK"/>	

Name—If you know the name of the user for which you are searching enter it in the data entry field.

System Role—If you are searching for a user that has a specific system role use the drop down menu to select the system role for your search.

Positions—If you are looking for users that hold

specific positions in the approval process select the position type by using the drop down menu.

Select the criteria for your search then click [OK].

User Search Results—A list of users that meet the select criteria will display as well as any information they have made available about themselves.

To download a 'Vcard' for a specific user to your Outlook Contacts click on [Download] for that user.

Note: a 'vCard' is a type of virtual business card. Supported by most email programs including Microsoft Outlook, it is the Internet standard for creating and sharing virtual business cards.

Personal Profile

All CurricUNET users have a personal profile, which stores a user's personal information (ex. name, email address, CurricUNET password, phone number, etc).

To add, edit, or change your personal profile:


Log in to CurricUNET

Preferences > Personal Info

Click the 'Personal Info' link under the 'Preferences' menu item on the CurricUNET homepage:

The following 'Personal Information' Screen is displayed:

Personal Information	
First Name	<input type="text" value="Shelly"/> ?
Last Name	<input type="text" value="Hess"/> ?
Preferred Name	<input type="text" value="Shelly"/> ?
Job Title	<input type="text" value="Director of Instructional Services"/> ?
E-Mail Address	<input type="text" value="shess@swc.cc.ca.us"/> ?
User Name	<input type="text" value="shess"/> ?
Password	<input type="password" value="....."/> ?
Password Confirm	<input type="password" value="....."/>
Address	<input type="text" value="900 Otay Lakes Road
Chula Vista, CA 91910"/> ?
Business Phone	<input type="text" value="619-482-6340"/> ?

Add or edit/change any text box and then click "OK." For typing conventions, click on help fields  (question mark icons) next to each, individual text box. Note: Some of the personal information you enter on your profile will be shared with other users who may search for your information. The fields that display during a user search include: Name, Job Title, Address, Business, Fax, Home and Mobile Phone numbers, Web address, IM Service name and Email address. If you do not want this information shared with other users DO NOT enter these on your profile.

Contact Information

Office of Instruction

Shelly L. Hess, Director of Instructional Services
 Gloria Castro, Instructional Operations Technician
 Susan Soy, Instructional Operations Technician

619-482-6340
 619-421-6700 ext. 5801
 619-421-6700 ext. 5487

Curriculum Committee

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