

## How to 'Add a Co-Contributor to a Course'

1.) Adding a Co-Contributor allows other faculty members to assist the Faculty Originator with their course proposal. Only the Faculty Originator can add a Co-Contributor and he/she must have a CurricUNET account.

2.) To add a Co-Contributor, click on [Main] under the 'Course Checklist' on the right-hand side of the screen.

The screenshot shows the CurricUNET interface. On the left is a navigation menu with 'CurricUNET Home', 'Create', 'Courses', and 'Edit Course'. The 'Edit Course' section shows 'TEST101 CurricUNET Training in Courses' by 'Kris Bryant'. In the center is the 'Course Construction Main Menu' table:

Course Construction Main Menu	
Course	TEST101
Course Title	CurricUNET Training in Courses
Course Proposal Type	Modification
Co-Contributor(s)	There are no Co-Contributors for this course. <a href="#">Add a Co-Contributor</a>

On the right is the 'Course Checklist' with a green arrow pointing to the 'Main' option. The checklist items include: Program & Course Impact Consultation Form, Course Proposal, Entry Skills, Prerequisite/Corequisite/Advisories, Course Outline, Course Objectives, Core Content, Methods of Evaluation, and Assignments.

3.) Click [Add a Co-Contributor].

This screenshot is identical to the previous one, but a large green arrow points directly to the 'Add a Co-Contributor' link in the 'Co-Contributor(s)' row of the 'Course Construction Main Menu' table.

4.) Select the name of the faculty member from the 'Co-Contributor' drop-down menu.

The screenshot shows the 'Create Co-Contributor' dialog box. The 'course Title' is 'CurricUNET Training in Courses'. The 'Co-Contributor' field is a drop-down menu with a question mark icon and a green arrow pointing to it. The list of names includes: Rader, Kim; Repicky, Paul; Reyes, Jessie; Rhodes, Joseph; Ricasa, Arlie; Richards, David; Richison, Scott; Rieder, John; Rivaldi, Matthew; Rizzo, Anthony (highlighted in blue); Robbins, Don; Robinson, Jason; Robinson, R.; Rocha, Lina; Rock, Angela; Rodriguez, Lisa; Rodriguez, Lisa; Rogo, Tom; Romero, Sandra; Roof, Kevin; Rothschild, Sigmund. There is a 'Cancel' button at the bottom right.

5.) Check the 'Screen Rights' you want the Co-Contributor to have permission to revise on the course outline and click [OK].

The screenshot shows the 'Create Co-Contributor' dialog box. The course title is 'CurricUNET Training in Courses' and the co-contributor is 'Rizzo, Anthony'. The 'Screen Rights' section includes the following checked items: Course Proposal Form, Entry Skills, Prerequisite/Corequisite/Advisories, Course Outline, Course Objectives, Core Content, Methods of Evaluation, Assignments, Methods of Instruction, Minimum Qualifications, Distance Ed, Textbooks, Attached Files, and ISLO's. A green arrow points to the 'Course Outline' checkbox. The 'OK' button is highlighted.

6.) You have successfully added a Co-Contributor to your course! Repeat steps #3–5 to add another Co-Contributor to your course proposal.

The screenshot shows the 'Course Construction Main Menu' dialog box. The course is 'TEST101' with the title 'CurricUNET Training in Courses'. The course proposal type is 'Modification'. The co-contributor is 'Rizzo, Anthony' with an '(edit)' link. At the bottom, there is a link to 'Add a Co-Contributor'.

**\*\*Please note, Co-Contributors cannot pre-launch a course, only the Faculty Originator of the course proposal can pre-launch.**