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.

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

4.) Select the name of the faculty member from the ‘Co-Contributor’ drop-down menu.
5.) Check the ‘Screen Rights’ you want the Co-Contributor to have permission to revise on the course outline and click [OK].

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

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