

How to 'Pre-launch a Course'

1.) Now that you are done entering everything into CurricUNET it is time to Pre-launch your course which starts the approval process. Only the Faculty Originator can Pre-launch a course; Co-Contributors cannot Pre-launch.


2.) To 'Pre-launch' a course you must click on each active section under the 'Course Checklist' and click [Finish].

The screenshot displays the CurricUNET interface with three main panels:

- Left Panel (Navigation):** Includes 'Welcome, Kris', 'Log Out', 'CurricUNET Home', 'Create Courses', 'Edit Course', 'Edit Course TEST101', 'Training in Courses', and a 'Links' section with various resources like '2018-2019 Curriculum Submission Calendar' and 'Chancellor's Office Hours-to-Units'.
- Center Panel (Course Outline):** Shows 'Page Last Saved on Friday, May 3, 2019 at 4:00 PM By Kris Bryant'. It includes a 'Semester Units' table with input fields for Lecture, Lab, and Units (Min/Max), a 'Materials Fee?' section with radio buttons for 'NO' (selected) and 'YES', a 'Course Description' text area, and 'Transfer Status' options (Transfer to UC, CSU, Both, SWC-Degree, Non-transfer).
- Right Panel (Course Checklist):** Lists various sections to be checked, including 'Main', 'Course Proposal', 'Entry Skills', 'Prerequisite/Corequisite/Advisories', 'Course Outline', 'Course Objectives', 'Core Content', 'Methods of Evaluation', 'Assignments', 'Methods of Instruction', 'Minimum Qualifications', 'Distance Ed', 'Course Information', 'Recommended Preparation To Submit This Proposal', 'Validation That Course Is Appropriate For Distance Education Delivery Mode', 'Assignments In The Distance Education Delivery Mode', 'Accessibility And Universal Design', and 'Regular Effective Contact'. A green arrow points to the 'Course Outline' checkbox.

At the bottom of the center panel, there is a message: 'Please click save before clicking finish and clicking on to the next page' and three buttons: 'Save', 'Finish', and 'Cancel'. A green arrow points to the 'Finish' button.

3.) Once you clicked [Finish] the font color of that section in the 'Course Checklist' will turn green and have a checkmark next to it as demonstrated in the Course Outline section below. Repeat step #2 for each section under the 'Course Checklist.'

Welcome, Kris	Course Outline		Course Checklist
Log Out	Page Last Saved on Friday, May 3, 2019 at 4:28 PM		Main
CurricUNET Home Create Courses Edit Course	By Kris Bryant		<input type="checkbox"/> Course Proposal
Edit Course TEST101 CurricUNET Training in Courses Kris Bryant	Student Units		<input type="checkbox"/> Entry Skills
Links	Semester Units	Chancellor's Office Hours-to-Units Worksheet	<input type="checkbox"/> Prerequisite/ Corequisite/ Advisories
<ul style="list-style-type: none"> ▪ 2018-2019 Curriculum Submission Calendar ▪ ASSIST ▪ Amazon.com for Textbooks ▪ Blooms Taxonomy ▪ Budget Impact Consultation Form ▪ CCCC Inventory of Approved Programs ▪ California Education Code ▪ Chancellor's Office Hours-to-Units ▪ College Source: College Catalogs ▪ Course Outline of Record (COR) ▪ CurricUSEARCH ▪ Curriculum Committee Handbook ▪ Curriculum 	Materials Fee? Course Description	? Lecture: Min: Max: 3.00 Lab: Min: Max: 0 Units: Min: Max: 3.00	<input checked="" type="checkbox"/> Course Outline 
	Transfer Status	NO Provides environmental biology with a global emphasis. Investigates environmental interrelationships and impacts of human and animal activities on ecosystems and on global quality of life. Focuses on population dynamics, biological diversity, global environmental change, pollution, natural resources, impacts of agriculture, industrialization, technology, and energy use. Field trips may be required. [D; CSU; UC]	<input type="checkbox"/> Course Objectives
	Non Transfer Status	Transfer to Both UC/CSU	<input type="checkbox"/> Core Content
	Please click save before clicking finish and moving on to the next page		<input type="checkbox"/> Methods of Evaluation
	Unlock		<input type="checkbox"/> Assignments
			<input type="checkbox"/> Methods of Instruction
			<input type="checkbox"/> Minimum Qualifications
			<input type="checkbox"/> Distance Ed
			<input type="checkbox"/> Course
			Information
			<input type="checkbox"/> Recommended
			Preparation To
			Submit This
			Proposal
			<input type="checkbox"/> Validation That
			Course Is
			Appropriate For
			Distance
			Education
			Delivery Mode
			<input type="checkbox"/> Assignments In
			The Distance
			Education
			Delivery Mode
			<input type="checkbox"/> Accessibility And
			Universal Design
			<input type="checkbox"/> Regular Effective

4.) Once you clicked [Finish] on all of the active sections, the section headers in the 'Course Checklist' will be in green font and a Prelaunch icon will populate on the left-hand side of the screen. Click [Prelaunch] and you are done!

Welcome, Kris [Log Out](#)

[CurricUNET Home](#)

- ↳ [Create](#)
- ↳ [Courses](#)
- ↳ [Edit Course](#)

Edit Course

TEST101
CurricUNET
Training in Courses
Kris Bryant

You may Prelaunch your course now.

Prelaunch

Links

- 2018-2019 Curriculum Submission Calendar
- ASSIST
- Amazon.com for Textbooks
- Blooms Taxonomy
- Budget Impact Consultation Form
- CCCCCO Inventory of Approved Programs
- California Education Code
- Chancellor's Office Hours-to-Units
- College Source: College Catalogs
- Course Outline of Record (COR)
- CurricUSEARCH
- Curriculum Committee Handbook
- Curriculum Flowchart
- Instructional Support Services Website
- Minimum Faculty Qualifications (2014-16)
- CES Occupational

Course Construction Main Menu	
Course	TEST101
Course Title	CurricUNET Training in Courses
Course Proposal Type	Course Modification
Co-Contributor(s)	Rizzo, Anthony (edit) Add a Co-Contributor

Course Checklist

Main

- Course Proposal**
- Entry Skills**
- Prerequisite/ Corequisite/ Advisories**
- Course Outline**
- Course Objectives**
- Core Content**
- Methods of Evaluation**
- Assignments**
- Methods of Instruction**
- Minimum Qualifications**
- Distance Ed
- Course Information
- Recommended Preparation To Submit This Proposal
- Validation That Course Is Appropriate For Distance Education Delivery Mode
- Assignments In The Distance Education Delivery Mode
- Accessibility And Universal Design
- Regular Effective Contact
- Use Of Websites And Applications Outside Of The CMS
- Required Instructional Material Fees And Access Codes