Course Reactivation (with Integration) Proposal

1 Proposal Type
On the left, log in and click Courses under Create/Edit Proposal on the main menu.

On the left, click Modify Course.

Fill out the search fields in the Course Search menu. Click OK.

Click the Modify Icon next to your course listing; this will take you to the “Course Modification” page, make sure only the college(s) reactivating the course are checked.

Select Course Reactivation (with Integration) as the proposal type. Click OK. Reactivation (with Integration) is only for a course that is not currently active at any college.

2 Course Checklist
The Course Checklist is located on the right and the entry fields are in the middle of the screen.

Main: The first page of Course Checklist after completing step one. Click the link to add a Co-Contributor (optional).

Cover/Description: Fill out all required fields marked by a red asterisk *. Need for proposal field should include rationale for reactivation of the course.

Hours/Units: Make changes to the page (if any) and click [Finish].

Student Learning Objectives: Make changes to the page (if any) and click [Finish]. **DO NOT COPY AND PASTE FROM WORD, THE Formatting IS NOT COMPATIBLE**

Assignments: Make changes (if any) to each assignment: Reading, Writing, Outside and Critical Thinking (automatic formatting will display when you click [Finish]), you may enter additional information in the optional text box. Click [Finish].

Methods of Evaluation: Make changes (if any) to the page and click [Finish].

Methods of Instruction: Check the box for each method you want to include, if you don't want to make changes, click [Finish].

Distance Education: Accessible only if Distance Education is selected as a method of instruction. For details see Distance Education Quick Guide.

Textbooks/Resources: Make changes (if any) to the page and click [Finish]. To create a new entry, click [Add]. Fill out the required fields marked by a red asterisk *. when finished click [Add] one more time. Click [Finish].

*WARNING* Be careful to only add the check mark to the college reactivating the course.

Supplies: Make changes (if any) to the page and click [Finish].

Entry Skills: If you are not making changes to the page, click [Finish], otherwise, follow these instructions: Entry skills are only required if you intend to add a prerequisite, co-requisite or advisory; add entry skills one at a time, click [Add] after each one. When finished, click [Match Outcomes] to match the entry skill to outcomes from a course or courses that fulfill the entry skill. The course(s) will be the prerequisite, corequisite or advisory. Select the subject area and the course from drop down menus. Click on the box to select the outcomes and click [Add]. Click [Finish].

Requisites: Select requisite type, click [Add]. Click on the type. The course(s) will be the prerequisite, corequisite or advisory. Select the transferability option from the drop down menu and click [Add]. Click [Finish].

3 Audit
Once each page has been finished, click the [Audit] button appears on the left side of the screen.

Click [Audit].

Note: The course checklist is complete when a check mark appears next to each section.

4 Pre-Launch
Click the link to My Approvals. Select Originator role and click [Next].

Click [Action] next to the proposal you want to pre-launch.

Add comments or leave field blank. Click [Submit].

5 Launch
Once you receive an email to launch, log into CurricUNET. Click My Approvals under the main menu. Select Originator role and click [Next].

Click [Action] next to the proposal you want to launch. Add comments or leave the field blank. Click [Submit].

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