1 Proposal

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.

Select Course Revision (May include Activation) as the proposal type.

If changes are based on six year review criteria, mark the Six Year Review box. Click [OK].

Select New Course under Proposal Type and click [OK].

Note: Refer to the Six Year Review quick guide for the criteria to assess your course for six year review. The Six Year Review Criteria is also posted as a link on the CurricUNET homepage. For additional information, contact your curriculum review committee co-chair.

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 *.

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].

Outline of Topics: 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. Remove any numbering. 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.

3 Audit

Once each page has been finished, the checklist is complete and 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].

Note: The proposal is sent to the next level. You will be notified by email when the proposal is ready to be launched.

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].

http://www.sdccdcurricu.net/SDCCD2/