



CurricUNET User Manual

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Log In

Testing Website:

Live Website: your.institution.curricunet.com

Email: yourname@your.institution.edu

Password: When your system first goes live Governet will provide you with a temporary password and each user will change to their own unique password.

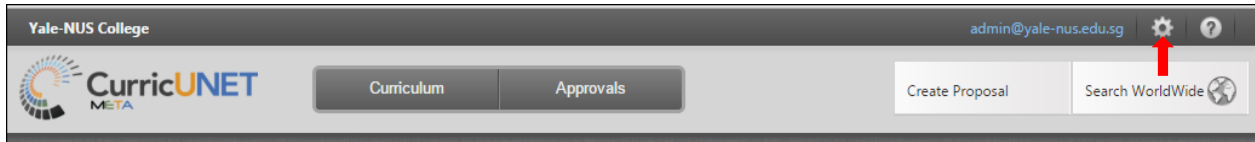
Enter your email and password credentials as shown below, and then click the green **Log In** button.



The image shows a login form for CurricUNET. At the top left is the CurricUNET logo, which consists of a stylized sunburst icon and the text "CurricUNET". Below the logo is the "Email" label and a text input field containing the placeholder text "ENTER AHC EMAIL". Below the email field is the "Password" label and a text input field containing the placeholder text "ChangeMe1". Below the password field is the text "Forgot your password?". At the bottom left is a checkbox labeled "Remember me?". At the bottom right is a green button labeled "Login". Below the "Login" button is the text "SSO".

Changing Your Password

To change your password, click the **Gear Icon** at the top of any page, and select **Profile**.



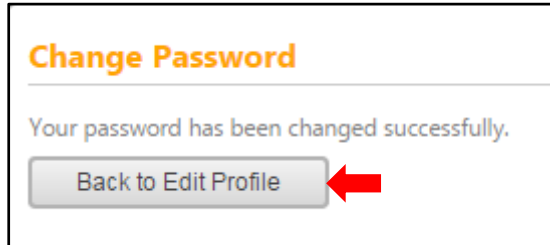
On the **Edit Profile** screen, you may make changes to or add any information except your email. The system uses your email to link you to all the proposals that you are involved with, so changing your email is not advised. To change your password, select **Click here to change your password**.

A screenshot of the 'Edit Profile' form. The form is titled 'Edit Profile' in orange. It has three main sections: 'Account Info', 'Basic Info', and 'Phone'. Under 'Account Info', the 'Email' field is filled with 'admin@yale-nus.edu.sg' and the 'Password' field contains a blue link 'Click here to change your password' with a red arrow pointing to it. The 'Basic Info' section has fields for 'First Name *' (filled with 'Demo Client'), 'Last Name *' (filled with 'Admin'), 'Preferred Name', and 'Title'. The 'Phone' section has fields for 'Business Phone', 'Ext.', 'Fax', and 'Mobile Phone'. At the bottom right, there are 'Save' and 'Cancel' buttons, with a red arrow pointing to the 'Save' button.

Enter your **Current password**, then your **New password**. Please note that passwords must be a minimum of 6 characters in length, and are case-sensitive. Confirm your **New Password**, and click **Change Password**.

A screenshot of the 'Change Password' form. The form is titled 'Change Password' in orange. It contains the instruction: 'Use the form below to change your password. New passwords are required to be a minimum of 6 characters in length.' Below this are three input fields: 'Current password', 'New password', and 'Confirm new password'. At the bottom, there are two buttons: 'Change Password' and 'Cancel', with a red arrow pointing to the 'Change Password' button.

Click **Back to Edit Profile** to confirm the password change.



Click **Save** to verify any profile changes.

A screenshot of the "Edit Profile" form. It has sections for "Account Info" (Email: admin@yale-nus.edu.sg, Password: Click here to change your password), "Basic Info" (First Name: Demo Client, Last Name: Admin, Preferred Name, Title), "Phone" (Business Phone, Ext., Fax, Mobile Phone), and "Web Address". At the bottom right, there are "Save" and "Cancel" buttons, with a red arrow pointing to the "Save" button.

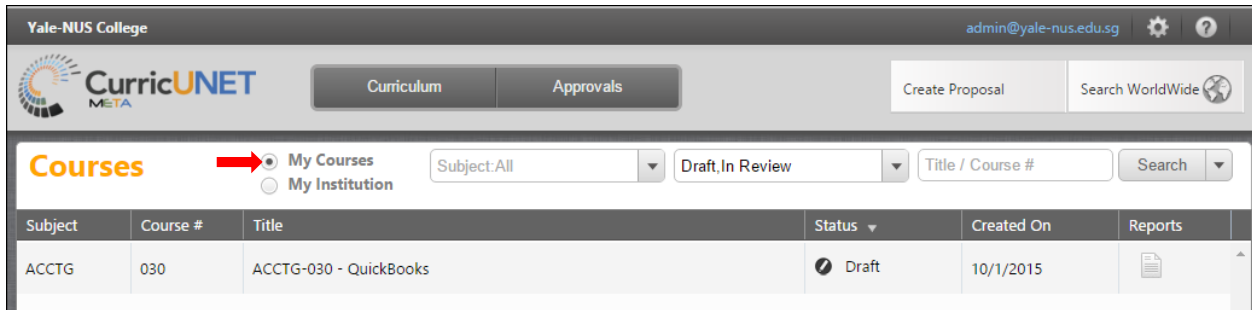
You will be returned to the **Courses** screen.

A screenshot of the "Courses" screen. It features a header with the CurricUNET logo, navigation tabs for "Curriculum" and "Approvals", and buttons for "Create Proposal" and "Search WorldWide". Below the header, there are filters for "My Courses" (selected) and "My Institution", a "Subject" dropdown set to "All", a "Status" dropdown set to "Draft, In Review", and a "Search" button. The main content is a table with columns: Subject, Course #, Title, Status, Created On, and Reports.


Subject	Course #	Title	Status	Created On	Reports
ACCTG	030	ACCTG-030 - QuickBooks	Draft	10/1/2015	

Viewing Courses

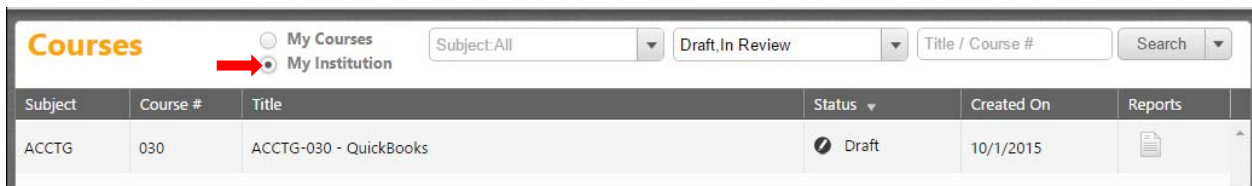
When you are successfully logged in, you will arrive at this screen. The default viewing selection will be **My Courses** that are in Draft or Review status. These are anything that you are currently working on, courses that you created, and courses for which you are a co-contributor.




The screenshot shows the CurricUNET interface for a user logged in as admin@yale-nus.edu.sg. The page title is 'Yale-NUS College'. The main navigation includes 'Curriculum' and 'Approvals' buttons, a 'Create Proposal' button, and a 'Search WorldWide' button. The 'Courses' section is active, with 'My Courses' selected (indicated by a red arrow) and 'My Institution' unselected. The search filters are set to 'Subject: All' and 'Draft, In Review'. A search box contains 'Title / Course #' and a 'Search' button. Below the filters is a table with the following data:

Subject	Course #	Title	Status	Created On	Reports
ACCTG	030	ACCTG-030 - QuickBooks	Draft	10/1/2015	

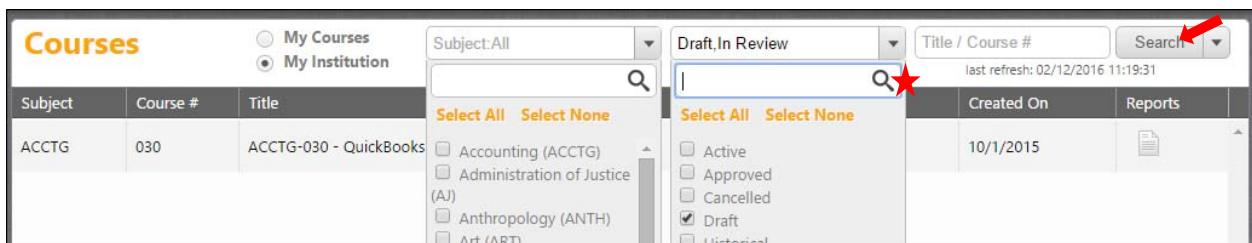
To expand your course search, select **My Institution**, and you will be able to view all courses at **Your Institution**. The default is **Draft** and **In Review**.




The screenshot shows the CurricUNET interface with 'My Institution' selected (indicated by a red arrow). The search filters remain 'Subject: All' and 'Draft, In Review'. The table below shows the same data as the previous screenshot:

Subject	Course #	Title	Status	Created On	Reports
ACCTG	030	ACCTG-030 - QuickBooks	Draft	10/1/2015	

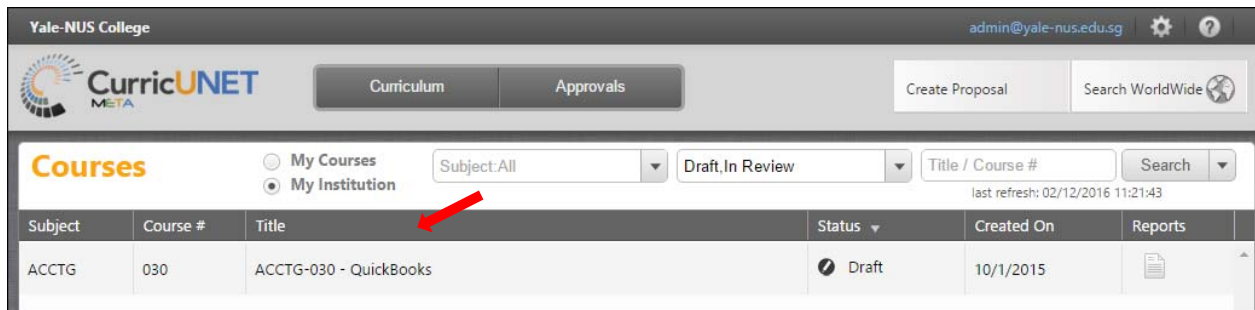
To search within courses, there are a variety of options. The user can search without selecting any designated filters, the user can enter information into every search filter box, or the user can select any combination of search features. Searches can be done in either the **My Courses** or **My Institution** pages. Use the dropdown menus that will appear when you click on the dropdown arrow, to select the course **Subject(s)** and **Status (es)**. You may also enter the **Title Course** or **Number** in the text box. After you make your selections, click **Search**.



The screenshot shows the CurricUNET interface with the search filters expanded. The 'Subject: All' dropdown is open, showing a list of subjects: Accounting (ACCTG), Administration of Justice (AJ), Anthropology (ANTH), and Art (ART). The 'Draft, In Review' dropdown is also open, showing a list of statuses: Active, Approved, Cancelled, Draft (checked), and Historical. A red star is placed over the search icon in the 'Draft, In Review' dropdown. The 'Search' button is highlighted with a red arrow. The table below shows the same data as the previous screenshots:

Subject	Course #	Title	Status	Created On	Reports
ACCTG	030	ACCTG-030 - QuickBooks	Draft	10/1/2015	

If you wish to reorder your search results, for example by **Title**, click on the category heading you want to reorder. Results will sort alphabetically (A-Z, 1-1000). To sort them reverse alphabetically (Z-A, 1000-1), click the heading a second time. Scroll through the list until you find the course you want, and then click on the course to select it.

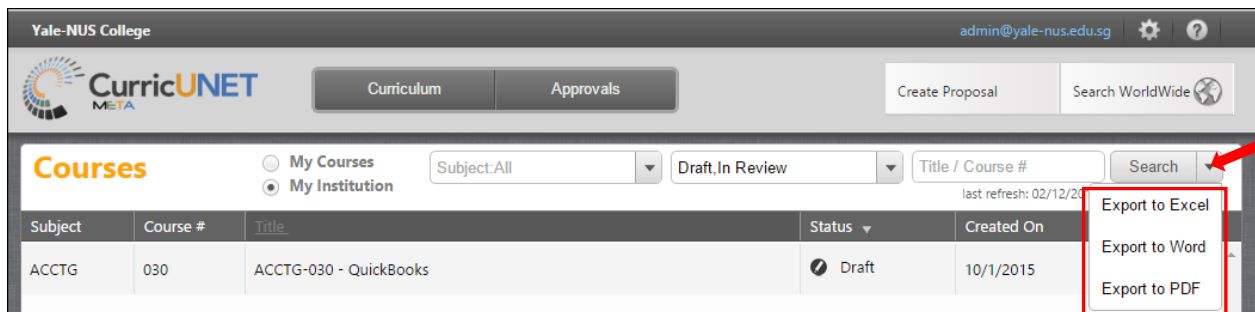


The screenshot shows the CurricUNET interface with the following elements:

- Header: Yale-NUS College, admin@yale-nus.edu.sg, CurricUNET META logo, Curriculum and Approvals tabs, Create Proposal button, and Search WorldWide button.
- Search Filters: My Courses (selected), My Institution, Subject: All, Draft, In Review, Title / Course #, and Search button.
- Table of Results:

Subject	Course #	Title	Status	Created On	Reports
ACCTG	030	ACCTG-030 - QuickBooks	Draft	10/1/2015	

You can also export your search results as a report that can be saved, printed, and shared outside the **CurricUNET** system. Click the **down arrow** on the **Search** button to display your option to export. Select the format you wish to have the report in from the dropdown that will appear. This report can take up to a few minutes to generate and download, depending on the format and the number of courses in the report.



The screenshot shows the CurricUNET interface with the search button dropdown menu open. A red arrow points to the dropdown arrow on the search button. The dropdown menu contains the following options:

- Export to Excel
- Export to Word
- Export to PDF

A report **Export to Excel** will look similar to the below example.

	A	B	C	D	E	G	H	I
1	Subject Code	Course #	Course Title	Created On	Status			
2	ACCTG	030	ACCTG-030 - QuickBooks	10/1/2015	Draft			
4								
5								
6								

A report **Export to Word** will look similar to the below example.

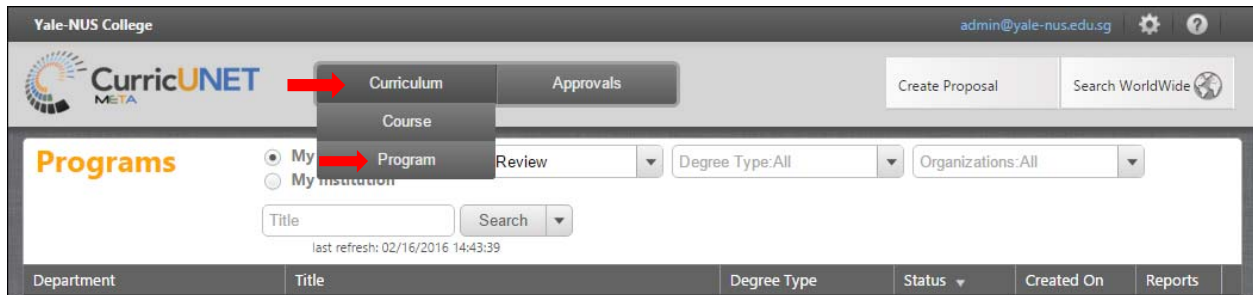
Course Summary Report		Yale-NUS College	
ACCTG-030 - QuickBooks		Draft	
Subject Code:	ACCTG	Created On:	10/1/2015
Course Number:	030	Last Modified:	

A report **Export to PDF** will look like the below example.

Course Summary Report		Yale-NUS College	
ACCTG-030 - QuickBooks		Draft	
Subject Code:	ACCTG	Created On:	10/1/2015
Course Number:	030	Last Modified:	

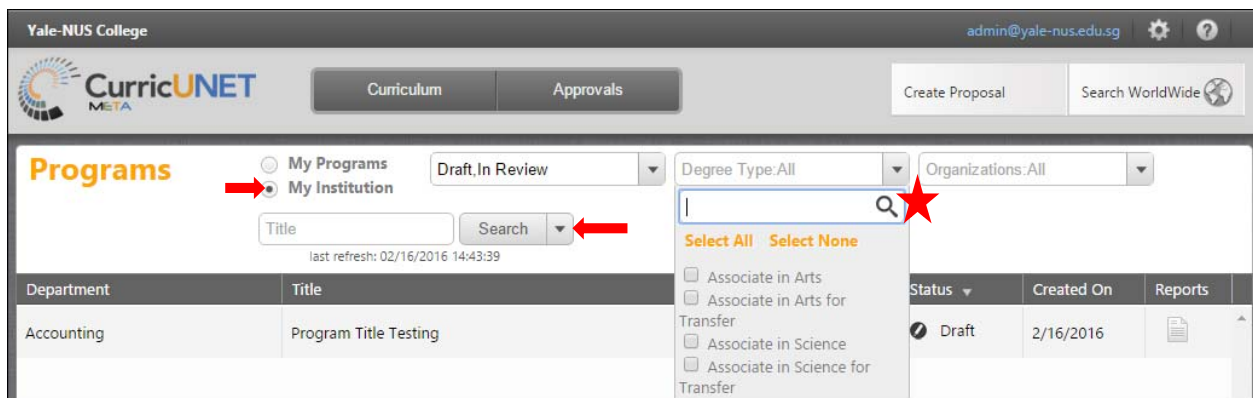
Viewing Programs

To view programs, click the **Curriculum** button at the top of your screen. You will see a dropdown menu from which you can select **Program**. To return to **Courses**, click **Curriculum** and select **Course**. These actions can be done from any screen on the site.



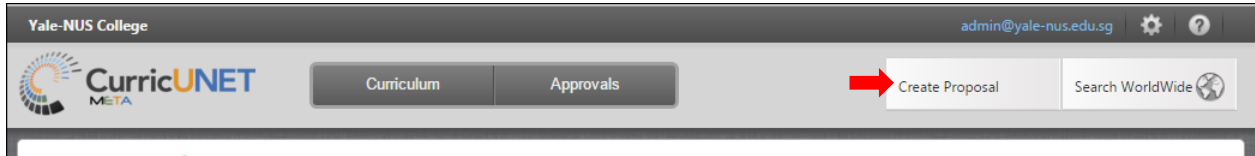
The default viewing selection will be **My Program**. These are anything that you are currently working on, programs that you created, and programs for which you are a co-contributor. The default status is **Draft** and **In Review**.

To expand your options, select **My Institutions**. There are a variety of search options. The user can search without selecting any designated filters, the user can enter information into every search filter box, or the user can select any combination of search features. To search within your programs, use the **drop down menus** or the search bar to enter your search information, and then click **Search**. You may need to scroll within the **drop down menus** to see all options, or type the word you are looking for in the drop down specific search box (next to the magnifying glass symbol).



Create Proposal

To create a **New Proposal**, select the **Create Proposal** button.



Choose your **Proposal Type** from the drop down menu, and then click **Next**.

A screenshot of the 'Select Proposal Type' step in the proposal creation process. On the left, there is a vertical list of three steps: '1. Select Proposal Type' (highlighted in blue), '2. Complete Minimum Requirements', and '3. Review and Submit'. The main area is titled 'Proposal Type' and contains a dropdown menu with the text 'Select a proposal type'. A red arrow points to the dropdown arrow. At the bottom right, there are three buttons: 'Previous', 'Next' (with a red star), and 'Create Proposal'.

For a **New Course Proposal** use the dropdown menu to choose the **Subject**, and then provide the **Course Number**, **Course Title** and **Catalog Description** of the new proposed course. Click **Next**.

A screenshot of the 'Minimum Requirements' step in the proposal creation process. On the left, there is a vertical list of three steps: '1. Select Proposal Type', '2. Complete Minimum Requirements' (highlighted in blue), and '3. Review and Submit'. The main area is titled 'Minimum Requirements' and contains the instruction 'Fill out all of the fields below.' followed by three required fields: 'Subject*' (a dropdown menu with 'Select a subject'), 'Course Number*' (a text input field), and 'Course Title*' (a text input field). Below these is a 'Catalog Description*' field (a larger text area). At the bottom right, there are three buttons: 'Previous', 'Next' (with a red star), and 'Create Proposal'.

For the **Modify Course** and the **Deactivate Course** proposals, use the dropdown menu to choose the **Subject**. Enter any search terms related to the **Course Title** you are searching for. If you do not know the title, press the **Search** button after making the **Subject** selection. When you select the **Search** button you will see a list in the **Course Search Results** textbox for that subject. It may be necessary to use the scroll bar to view all options. Mandatory fields are marked with an *. Click **Next**.

To create a proposal, follow the steps below.

1. Select Proposal Type
2. Complete Minimum Requirements
3. Review and Submit

Minimum Requirements

Enter search criteria and press Search. Select a proposal to modify from the search results.

Subject

Course Title*

Course Search Results

For the **Modify Program** proposals use the dropdown menus to select the **Division** and **Department**. Enter any search terms related to the **Program Title** you are searching for or if you do not know the title, press the **Search** button after making the **Subject** selection. When you select the **Search** button you will see a list in the **Program Search Results** textbox, for that subject. It may be necessary to use the scroll bar to view all options. Mandatory fields are marked with an *. Click **Next**.

To create a proposal, follow the steps below.

1. Select Proposal Type
2. Complete Minimum Requirements
3. Review and Submit

Minimum Requirements

Fill out all of the fields below.

Division*

Department*

Award Type*

Program Title*

Review the information on this screen. If this information is not correct, return to the step where the correction needs be made by selecting the appropriate blue box, to the left of the **Proposal Summary** box. Click the **Create Proposal** button.

To create a proposal, follow the steps below.


1. Select Proposal Type
2. Complete Minimum Requirements
3. Review and Submit

Proposal Summary

You have chosen to create a Deactivate Program proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

Program: **Accounting - Associate in Science**

If this is correct press Create Proposal to submit the new proposal to the Deactivate Program approval process.

[Previous](#) [Next](#) [Create Proposal](#) 

Course Proposals

Your system will have the data entry pages separated out into different tabs. You may have more or less features, that what are displayed in this manual, depending on your schools' configuration. For additional help or support contact your school administrator.

Cover or Main page

Here is an example of The **Main** or **Cover** section in the **Course Proposals** which are often the first section of the proposal.

*If you realize at any point that the information you provided to create the proposal was incorrect, **DO NOT** use your browser's back button to correct this. Make the changes on this screen, OR click **Delete Draft** and start over.*

Move between the sections of the proposal by using the **dark gray tabs** on the left of the page starting at the top and working your way to the last tab. Any required fields throughout the course proposal will be marked with an * and highlighted light orange. Sections with required fields also have an orange box showing your progress **3/4**, which will turn green **4/4** when you have completed all required fields. You will only be prompted to save when changes are made. If at any point you are unable to click into or make changes to a field's information, you do not have edit privileges for that field. If you need to make changes to such a field, contact your institutions **CurricUNET** administrators.

Modify Course: ACCTG-030 - QuickBooks

Status: Draft Remaining Launch Requirements: 4 [Launch] [Delete Draft]

Main 5/8 **Main**

Last updated by Demo Client Admin on 10/1/2015 at 9:29 AM

Co-Contributor

Units/Hours 1/1

Lecture and/or Lab Content

Student Learning Outcomes 1/1

Methods of Evaluation and Examination 1/1

Textbooks/Learning Materials

Prerequisite/Corequisite

Prerequisite/Corequisite Validation

Prerequisite/Corequisite Removal

Advisory/Recommended Preparation

Course Discipline * ACCTG - Accounting

Course Number * 030

Course Title * QuickBooks

Short Title * QuickBooks

Justification for proposing New Course or Revision to Course *

Catalog Description *

The course provides students with hands-on computer-based accounting using QuickBooks, including behind-the-scenes accounting. Proper use of QuickBooks business forms for recording sales and receivables, payables and purchases, and payroll will be presented. Students will explore methods of business issues.

Short Schedule Description

Students will use QuickBooks software to perform accounting procedures.

Proposal Resource Page Example

The **Proposal Resources** page provides links to this manual and the admin manual as well as contact information for **CurricUNET** support at your institution. For questions concerning the **CurricUNET** system, refer to these resources. The blue/underlined wordings are links to more information.

New Course: This is a New Course

Status: Draft Remaining Launch Requirements: 11

Proposal Resources	
Cover	0/6
Units/Hours	0/3
Objectives	
Requisites	
Content Review	
Math & English Skills Advisories	
Degree Applicability	

Proposal Resources

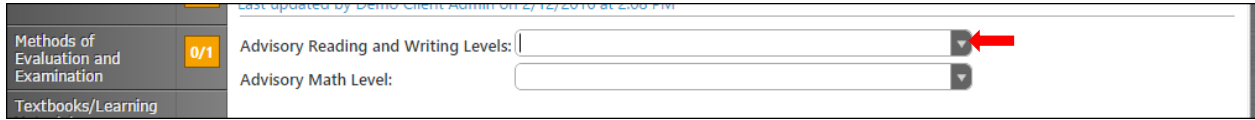
If you have any questions please consult one of the following resources:

- [CurricUNET User Guide](#)
- [First and Last Name], Technical Support Specialist
Phone: 555.555.1212
Email: [email address]
- [First and Last Name], Technical Writer
Phone: 555.555.1212
Email: [email address]
- [First and Last Name], Transfer and Articulation
Phone: 555.555.1212
Email: [email address]
- [CurricUNET Admin Guide](#)

Types of Features:


Dropdown menu

Use the down arrow on the right far side of the textbox to display a dropdown menu, to view your options.



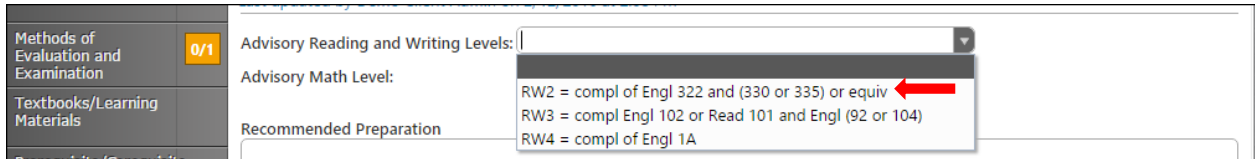
Methods of Evaluation and Examination 0/1
Textbooks/Learning

Last updated by Demo Client Admin on 2/12/2016 at 2:00 PM


Advisory Reading and Writing Levels: [dropdown menu] 

Advisory Math Level: [dropdown menu]

Click on the option to select it.




Methods of Evaluation and Examination 0/1
Textbooks/Learning Materials

Advisory Reading and Writing Levels: [dropdown menu] 

Advisory Math Level: [dropdown menu]

Recommended Preparation

- RW2 = compl of Engl 322 and (330 or 335) or equiv 
- RW3 = compl Engl 102 or Read 101 and Engl (92 or 104)
- RW4 = compl of Engl 1A

Text Areas

Put your cursor into the textbox and enter information directly into the text area. Once you have finished entering in the applicable information, click **Save**.

Materials	Recommended Preparation
Prerequisite/Corequisite	
Prerequisite/Corequisite Validation	

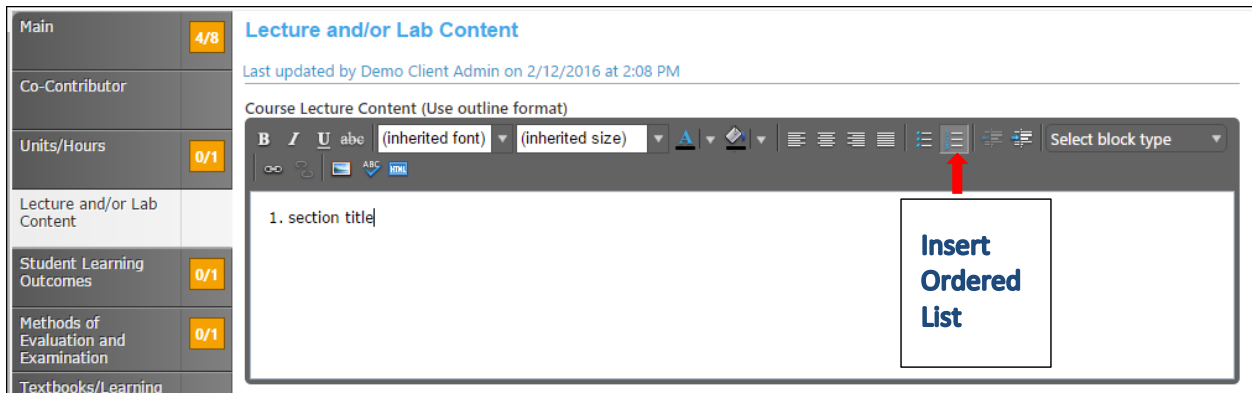
Rich text editors

This feature is used in the **Course/Lecture/Lab Content** and numerous other places.

The **Rich Text Editors** have formatting tools, which allow you to, among other things, italicize text or format information into an outline. If you are making lists, it is important to use the outline tools in order for the lists to appear correctly on reports.

To start an ordered list, place the cursor in the textbox and then select the **Ordered List** icon. Type in your entry and hit enter. To indent this line, click the indent button. Continue this process until you have the levels you are wanting.

It is not recommended to copy information directly from **Microsoft Word** or similar programs, as embedded formatting information will cause reporting, display, and HTML tag issues within the editor. For additional assistance, refer to the **Rich Text Editor Detailed Instructions** section on page 62 of this manual.



Main 4/8 **Lecture and/or Lab Content**
Last updated by Demo Client Admin on 2/12/2016 at 2:08 PM

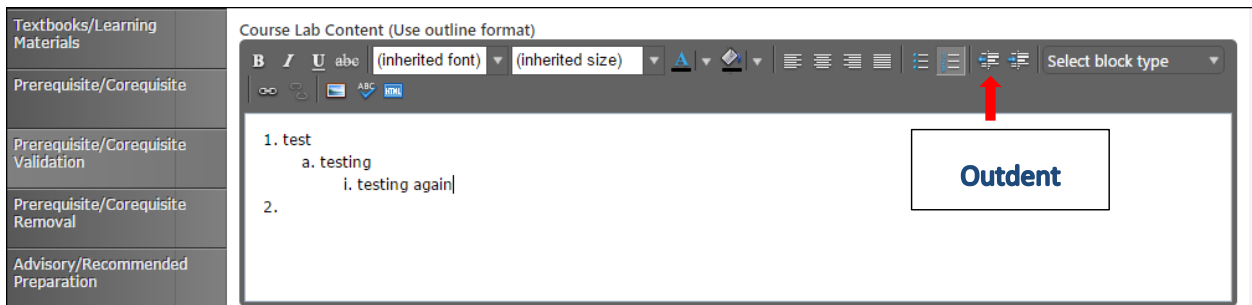
Course Lecture Content (Use outline format)

B I U abc (inherited font) (inherited size) A [background color] [text color] [bulleted list] [ordered list] [link] [unlink] Select block type

1. section title

Insert Ordered List

To get back to the first level, with your cursor at the end of the sentence, hit enter and then press the **Outdent** as many times as necessary to get to the level desired.



Textbooks/Learning Materials

Prerequisite/Corequisite

Prerequisite/Corequisite Validation

Prerequisite/Corequisite Removal

Advisory/Recommended Preparation

Course Lab Content (Use outline format)

B I U abc (inherited font) (inherited size) A [background color] [text color] [bulleted list] [ordered list] [outdent] [link] [unlink] Select block type

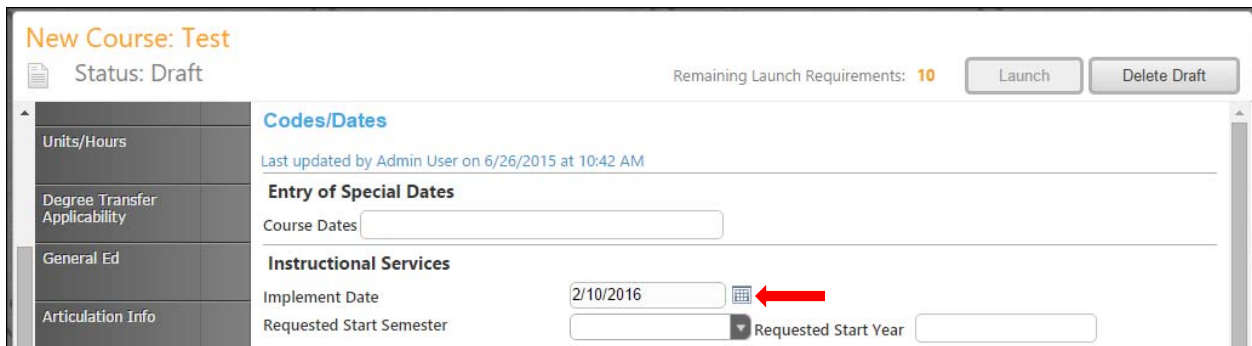
1. test
 a. testing
 i. testing again

2.

Outdent

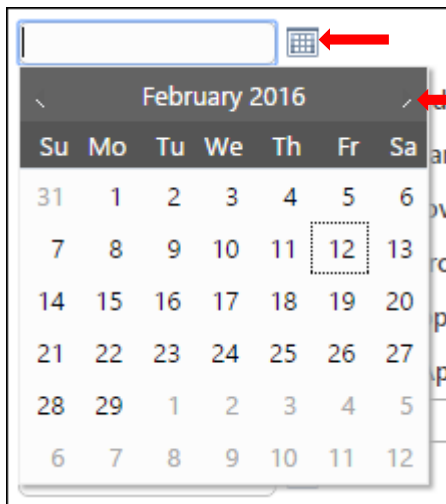
Date Picker

To select a date either use the **Calendar Icon** or you can type in the date using the format **M/D/Year**.



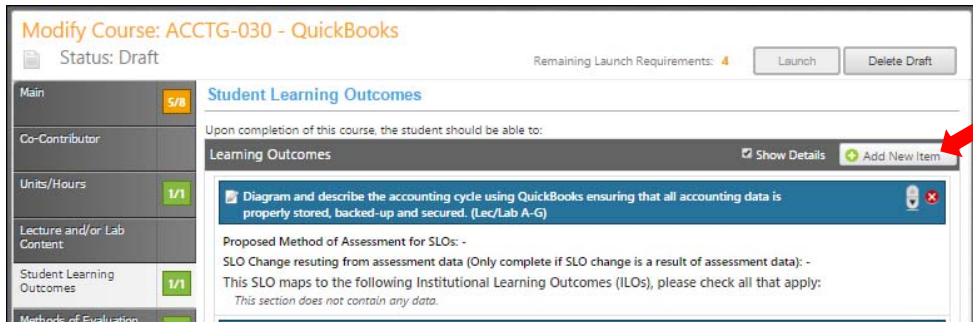
The screenshot shows a web form titled "New Course: Test" with a status of "Draft". It includes a "Remaining Launch Requirements: 10" indicator and "Launch" and "Delete Draft" buttons. The "Codes/Dates" section contains a "Last updated by Admin User on 6/26/2015 at 10:42 AM" message. Below this are sections for "Entry of Special Dates" (with a "Course Dates" field) and "Instructional Services" (with "Implement Date" and "Requested Start Semester" fields). A red arrow points to a calendar icon next to the "Implement Date" field, which currently contains the text "2/10/2016".

When you click on the icon a popup of a calendar will appear, use the left and right arrows, next to the month's name, to browse for another month.



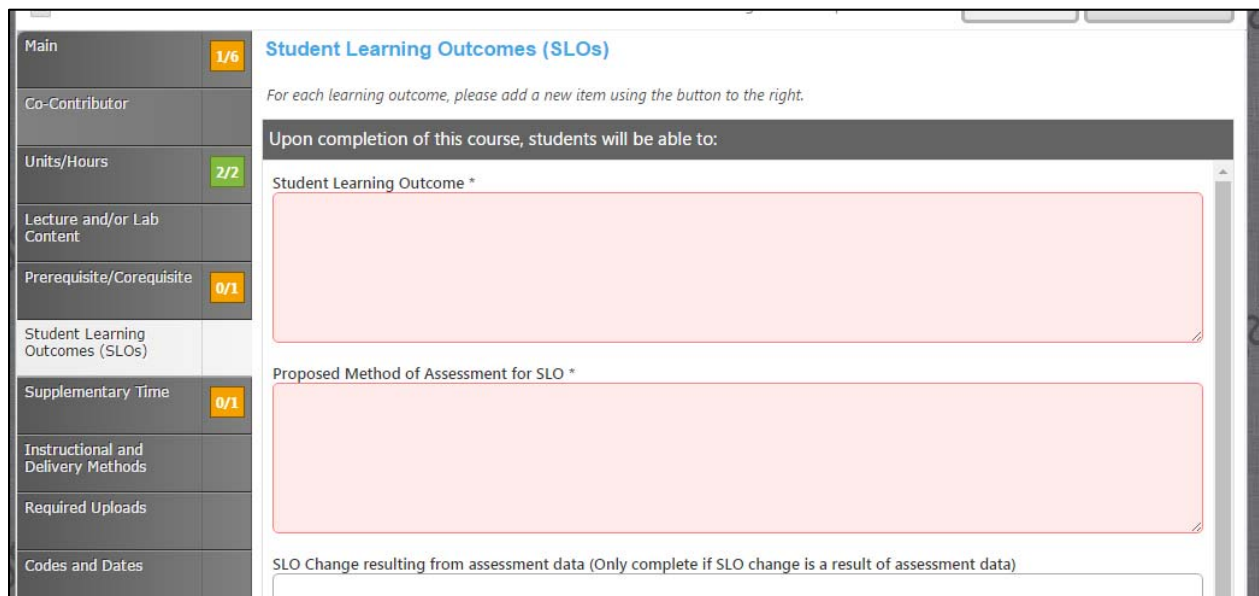
Ordered Lists

To list the **Student Learning Outcomes** often uses an Ordered List feature. With this tool you first click **Add New Item**. Each SLO needs to be added individually.



The screenshot shows the 'Modify Course: ACCTG-030 - QuickBooks' interface. The status is 'Draft'. The 'Student Learning Outcomes' section is active, showing a list of outcomes. One outcome is visible: 'Diagram and describe the accounting cycle using QuickBooks ensuring that all accounting data is properly stored, backed-up and secured. (Lec/Lab A-G)'. A red arrow points to the 'Add New Item' button in the top right corner of the 'Learning Outcomes' list.

Then enter the information for each item and press **Save** after each entry. Not that when you see text boxes that are highlighted in red those are “save requirements”. These differ from “launch requirement”, because these are not necessarily required to launch the proposal, but these are an all or nothing type of entry. Meaning, in the below example, if you enter an SLO you must also enter the Proposed Method of Assessment for that specific SLO.



The screenshot shows the 'Student Learning Outcomes (SLOs)' form. The form is mostly empty, with red highlights on the 'Student Learning Outcome' and 'Proposed Method of Assessment for SLO' fields, indicating they are required. The 'Student Learning Outcome' field is a large text area, and the 'Proposed Method of Assessment for SLO' field is a smaller text area. The 'SLO Change resulting from assessment data' field is also visible at the bottom.

Some Institutions will have the option to map SLO directly to ILO's on the course side. (This is normally only done for stand-alone courses or for institutions that do not map their SLO's to their PLO's directly). If this is an option users can indicate by checking the appropriate checkboxes as to which ILOs this SLO maps to. You can select multiple checkboxes.

Modify Course: ACCTG-030 - QuickBooks
Status: Draft Remaining Launch Requirements: 4 [Launch] [Delete Draft]

Student Learning Outcomes

Upon completion of this course, the student should be able to:

Learning Outcomes

Outcome Text *

Proposed Method of Assessment for SLOs *

SLO Change resulting from assessment data (Only complete if SLO change is a result of assessment data)

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

- Communication: The student will demonstrate effective communication, appropriate to the audience and purpose.
- Inquiry and Reasoning: The student will critically evaluate information to interpret ideas and solve problems.
- Information Competency: The student will utilize information from a variety of sources and make an informed decision and take action.
- Social Responsibility: The student will demonstrate effective interpersonal skills with people of diverse backgrounds and effectively function in group decision making.
- Personal Development: The student will demonstrate growth and self-management to promote life-long learning and personal well-being.

[Save] [Cancel]

When you have entered and saved the **SLOs**, you will see a screen similar to the one below. To edit a **SLO**, click the blue bar containing the outcome. You will be taken back to the detail page where you are able to make the changes. To reorder outcomes, use the up and down arrows to the right of the blue bar, or to delete, click the red "X".

New Course: Art today
Status: Draft
Remaining Launch Requirements: 5
Launch
Delete Draft

Main	7/7
Co-Contributor	
Units/Hours	3/3
Lecture and/or Lab Content	1/1
Student Learning Outcomes	
Methods of Evaluation and Examination	0/1
Prerequisite/Corequisite	0/1
Supplementary Time	0/1

Student Learning Outcomes

Last updated by Non-admin User on 2/2/2016 at 10:20 AM
For each learning outcome, please add a new item using the button to the right.

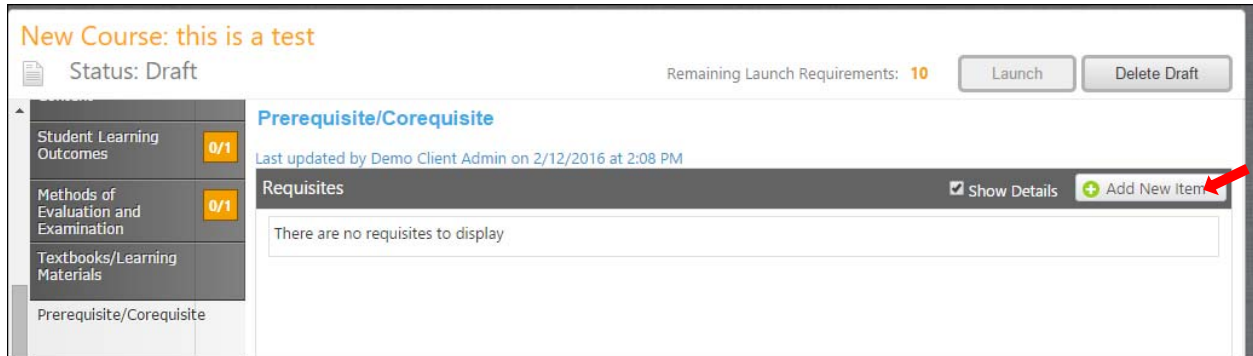
Upon completion of this course, the student should be able to: Show Details [+ Add New Item](#)

- SLO 1**
Proposed Method of Assessment for SLOs: Proposed Method 1
To which program goal(s) is this course aligned?: Program 1
- SLO 2**
Proposed Method of Assessment for SLOs: Method 2
To which program goal(s) is this course aligned?: Program 2

Ordered Lists Continued

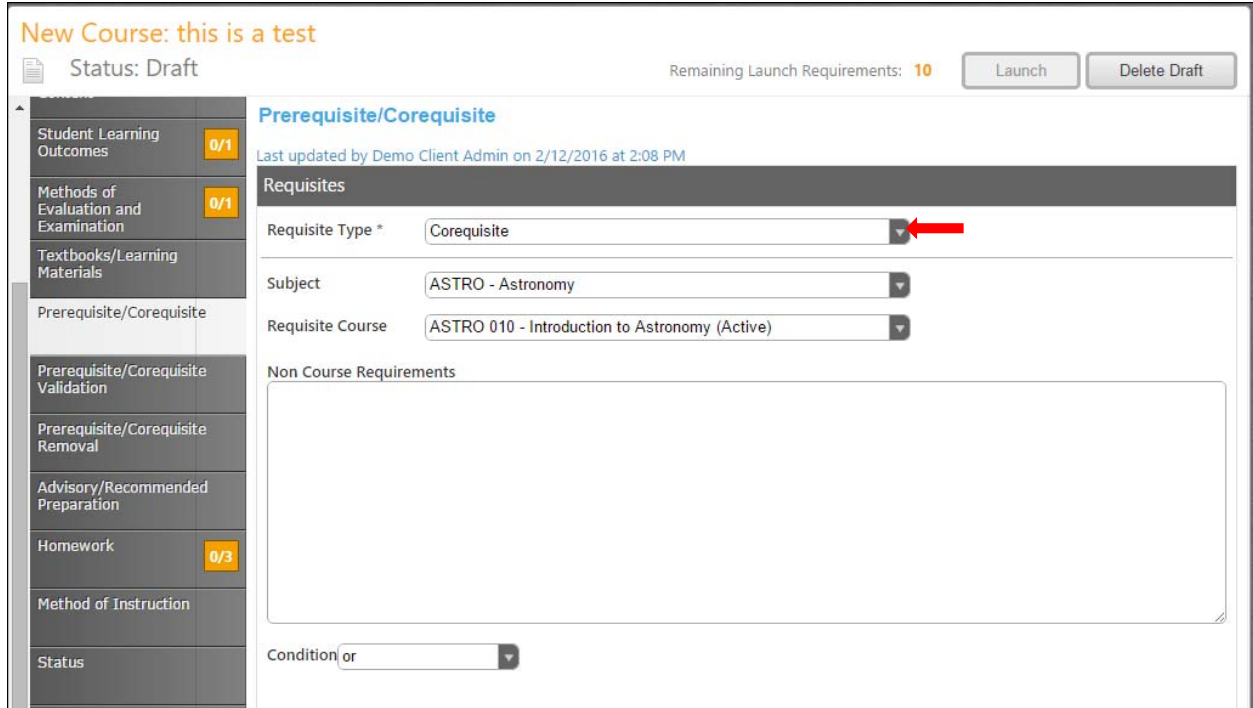
Another example of Ordered Lists is often seen with the entry of requisites.

To create an **Ordered List** you will first need to click on the **Add New Item** button.



The screenshot shows the 'New Course: this is a test' interface. The status is 'Draft' and there are 10 remaining launch requirements. The 'Requisites' section is active, showing a message: 'There are no requisites to display'. A red arrow points to the '+ Add New Item' button in the top right corner of the 'Requisites' section.

Then choose the **Requisite Type** by clicking the dropdown arrow, on the right side of the textbox, to view your options. If the requisite is a course, select the **Subject** and **Requisite Course** from the subsequent dropdown menus. If the **Requisite** is not a course, describe that information in the **Non Course Requirements** field. The **Condition** dropdown selector need only be used if an “or” situation or a “nesting” situation applies, otherwise it is already implied that an “and” statement exists between entries. The **Condition** dropdown menu allows you to specify if this course must be taken as well as (using “and”) or instead of (using “or”) the next requirement. Click **Save** to add the requisite to the program.



The screenshot shows the 'New Course: this is a test' interface. The status is 'Draft' and there are 10 remaining launch requirements. The 'Requisites' section is active, showing the following fields:

- Requisite Type *: Corequisite
- Subject: ASTRO - Astronomy
- Requisite Course: ASTRO 010 - Introduction to Astronomy (Active)

The 'Non Course Requirements' field is empty. A red arrow points to the dropdown arrow next to the 'Requisite Type' field.



The screenshot shows the 'Online Supplement' section. The 'Save' button is highlighted with a red arrow.

As you enter and save each entry, you will see a screen similar to the one below. To edit, select the entry by clicking on the blue bar. You will be taken to the details page for that item where you can make your corrections as needed. To reorder them, use the up and down arrows on the right of the blue bars. To delete, press the red "X".

New Course: this is a test
 Status: Draft
 Remaining Launch Requirements: 10
 Launch Delete Draft

Prerequisite/Corequisite
 Last updated by Demo Client Admin on 2/12/2016 at 2:08 PM

Requisites Show Details [+ Add New Item](#)

- Corequisite**
 - Subject: ASTRO - Astronomy
 - Requisite Course: ASTRO 010 - Introduction to Astronomy (Active)
 - Condition: or
- Prerequisite**
 - Subject: ACCTG - Accounting
 - Requisite Course: ACCTG 030 - QuickBooks (Active)

Condition

The **Condition** dropdown selector need only be used if an **“or”** situation or a **“nesting”** situation applies, otherwise it is already implied that an **“and”** statement exists between entries

Condition

The **Condition** dropdown menu allows you to specify if this course must be taken as well as (using **“and”**) or instead of (using **“or”**) the next requirement.

Condition

Multi Select Lists

You may need to scroll down to find the item you are looking for or type the first few letters of your search criteria in the search box to filter and shorten the available list. Click the checkbox next to each applicable item. Select as many items as necessary. If you check the **Show Selected** box you will see only the items you have selected. Click **Clear All** to start over with your selections. Save and continue to the next tab.

The screenshot displays the 'Modify Course: ACCTG-030 - QuickBooks' interface. At the top, it shows 'Status: Draft' and 'Remaining Launch Requirements: 4'. There are 'Launch' and 'Delete Draft' buttons. A sidebar on the left lists course components with progress indicators: 'Main' (5/8), 'Units/Hours' (1/1), 'Student Learning Outcomes' (1/1), and 'Methods of Evaluation and Examination' (1/1). The main content area is titled 'Co-Contributor' and features a search box with a red star icon. Below the search box is a list of eight potential contributors, each with a checkbox. At the top right of the list, there are 'Show selected' and 'Clear All' buttons, with 'Show selected' highlighted by a red box.

Component	Progress
Main	5/8
Co-Contributor	
Units/Hours	1/1
Lecture and/or Lab Content	
Student Learning Outcomes	1/1
Methods of Evaluation and Examination	1/1
Textbooks/Learning Materials	

Co-Contributor

Search: ★ Show selected

- Admin, Demo Client (admin@yale-nus.edu.sg)
- Tester, Articulation Specialist (test15@governet.net)
- Tester, Curriculum Committee Chair (test4@governet.net)
- Tester, Curriculum Committee Member 1 (test5@governet.net)
- Tester, Curriculum Committee Member 2 (test6@governet.net)
- Tester, Curriculum Specialist (test3@governet.net)
- Tester, Distance Education Coordinator (test9@governet.net)
- Tester, Division Curriculum Committee Chair (test2@governet.net)

Content Review

To review the content, click the **Add New Item**.

New Course: testing2
Status: Draft
Remaining Launch Requirements: 2
Launch Delete Draft

Content Review
Last updated by nonadmin user5 on 1/20/2016 at 10:34 AM
If you have any issues with this page Consider the following:

- If the Requisite Course dropdown is not populated then make sure that requisites courses have been added to the Requisites tab.
- If there are no Current Course Objectives listed make sure that objectives have been entered on the Objectives tab.
- If there are no Requisite Course Objectives listed make sure that:
 - A Requisite Course has been selected at the top of the page.
 - The Requisite Course that has been selected has objectives entered on its Objectives tab.

For courses in a sequence in the same discipline, complete this section for Content Review. For courses not in a sequence, or outside the discipline, please complete the Content Review form at this link: [Content Review](#), and attach the form and supporting documentation to the Attachments tab.

Content Review Show Details Add New Item

There are no content review to display

Use the dropdown menu to choose the **Requisite Course** and **Content Review Type**.


Content Review

Requisite Course

Content Review Type

Objective and Content Mapping

To map this courses objectives to a requisite course's objectives, select the **Content Review Type "Objective To Objective"** from the **Content Review Type** menu. Select the current course objectives and the corresponding requisite course objectives from the check lists that will appear. Please note that both courses must have objectives saved for items to appear in check list.

Cover	11/11	<h3>Content Review</h3>
Co-Contributor		Last updated by nonadmin user 5 on 1/20/2016 at 10:34 AM
Division Planning		<i>If you have any issues with this page Consider the following:</i>
Course Objectives		<ul style="list-style-type: none">• If the Requisite Course dropdown is not populated then make sure that requisites courses have been added to the Requisites tab.• If there are no Current Course Objectives listed make sure that objectives have been entered on the Objectives tab.• If there are no Requisite Course Objectives listed make sure that:<ul style="list-style-type: none">◦ A Requisite Course has been selected at the top of the page.◦ The Requisite Course that has been selected has objectives entered on its Objectives tab.
Units/Hours		For courses in a sequence in the same discipline, complete this section for Content Review. For courses not in a sequence, or outside the discipline, please complete the Content Review form at this link: Content Review and attach the form and supporting documentation to the Attachments tab.
List Additional Variable Units		<h4>Content Review</h4>
Degree Transfer Applicability		Requisite Course: TEST 1120 - testing2 (In Review)
General Ed		Content Review Type: Objective to Objective 
Articulation Info		<h4>Current Course Objectives</h4>
Core Competencies		<input type="checkbox"/> Heading for this
Student Learning Outcomes		<input type="checkbox"/> Objective text 1
Requisites		<input type="checkbox"/> Heading again
Content Review		<input type="checkbox"/> Organize, display, and analyze data to address a research question and communicate results.
		<h4>Requisite Course Objective(s)</h4>
		<input type="checkbox"/> Heading for this
		<input type="checkbox"/> Objective text 1
		<input type="checkbox"/> Heading again
		<input type="checkbox"/> Organize, display, and analyze data to address a research question and communicate results.

Objective to Content

To map this course's objectives to items in a requisite course's content, select the **Content Review Type "Objective To Content"** from the **Content Review Type** menu. Select the current course objectives from the check list that will appear, and enter the information from the requisite course's content in the text area. Please note that the current course must have objectives saved for items to appear in check list.


Proposal Resources		Content Review
Cover	6/6	<i>If you have any issues with this page Consider the following:</i> <ul style="list-style-type: none">• If the Requisite Course dropdown is not populated then make sure that requisites courses have been added to the Requisites tab.• If there are no Current Course Objectives listed make sure that objectives have been entered on the Objectives tab.• If there are no Requisite Course Objectives listed make sure that:<ul style="list-style-type: none">◦ A Requisite Course has been selected at the top of the page.◦ The Requisite Course that has been selected has objectives entered on its Objectives tab.
Units/Hours	3/3	Content Review
Objectives		Requisite Course: PHOT 180 - Digital Darkroom (Active)
Requisites		Content Review Type: Objective to Content
Content Review		Current Course Objectives <ul style="list-style-type: none"><input type="checkbox"/> Identify which color space, CMYK or RGB, is most appropriate for optimum reproduction quality.<input type="checkbox"/> Demonstrate an ability to calibrate color monitors and create ICC profiles.<input type="checkbox"/> Demonstrate an ability to calibrate color scanners and create ICC profiles.<input checked="" type="checkbox"/> Demonstrate an ability to calibrate color printers and create ICC profiles.<input type="checkbox"/> Generate ICC profiles for a professional digital capture system.<input type="checkbox"/> Demonstrate control with input-output curves for optimum reproduction quality.<input checked="" type="checkbox"/> Operate professional high-end scanning tools for film and flat-art materials.<input type="checkbox"/> Recognize the components of a good quality print.<input type="checkbox"/> Generate large print output.<input type="checkbox"/> Manage workflow automation and multiple device matching systems.
Math & English Skills Advisories		Requisite Content
Degree Applicability		Use of equipment
Student Learning Outcomes		Operate scanners
Course Content		Operate printers
Methods of Instruction		Evaluate print quality and appropriate resolutions for printing
Assignments	1/1	
Methods of Evaluation		

Attached Files

In the **Attach Files** section, you may attach files for additional documentation or support of your proposal. Use the **Select...** button to find files, and then press **Upload Files** to attach them.

New Program: This is for Program Deactivation , BS

Status: Draft Launch Delete Draft

Program Description	<h3>Attached Files</h3> <p>Last updated by User1 Test on 10/12/2015 at 1:13 PM Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record.</p> <p>Select... </p> <h3>Attachments</h3> <p>There are no attachments to display. Press Select to browse for files to attach to this record.</p>
Program Requirements	
Program Learning Outcomes	
Program Planning	
Codes/Dates	
Attached Files	

Show/Hide

Show/Hide pages are often used in areas where the user must first answer a question about how this data piece applies to their proposal. If this particular data piece will apply the user will select the checkbox and the entire page will then appear. The selections that cause pages to open may be right on the page itself or often the checkbox that drives the page will actually be on another page such as the cover page. Examples of this would be Distance Education.

In this example the when a user goes to the Distance Education page there is a message indicating that they need to define the DE status earlier in the proposal form.

New Course: test
Status: Draft
Remaining Launch Requirements: 7
Launch Delete Draft

Distance Ed
Last updated by Delta Admin on 1/28/2016 at 10:03 AM

This page only applies if the Distance Education Checkbox has been checked and saved on the Methods if instruction Page.

Methods of Evaluation
Methods of Instruction
Distance Ed
Textbooks
Supplies
Course Resources

When the Distance Ed checkbox is selected on the other form page it drives the DE page to open.

New Course: test
Status: Draft
Remaining Launch Requirements: 7
Launch Delete Draft

Methods of Instruction
Last updated by Delta Admin on 3/23/2016 at 2:54 PM

Course Methods of Instruction

- Community Service
- Field Experience
- Independent Study
- Lab
- Lecture
- Tutoring
- Work Based Learning
- Work Experience
- Distance Ed

Other Methods

Cross Listed Courses
Description 7/9
Comparable Courses
Objectives
Outcomes
Content
Sample Assignments
Methods of Evaluation
Methods of Instruction

Opened Distance Education page.

The screenshot displays a course management interface. At the top left, it shows 'Status: Draft' and 'Remaining Launch Requirements: 9'. There are 'Launch' and 'Delete Draft' buttons. A sidebar on the left lists various course components: Outcomes, Content, Sample Assignments, Methods of Evaluation, Methods of Instruction, Distance Ed (0/2), Textbooks, Supplies, Course Resources (0/4), and Requisite Types. The main content area is titled 'Distance Ed' and shows 'Last updated by Delta Admin on 1/28/2016 at 10:03 AM'. Below this, there are two large, empty text input fields labeled 'Quality Assurance *' and 'Evaluation Method *'.

Auto Calculations

Some institutions have automatically calculated fields on their Units/Hours pages.

When users enter the base measurement into the white numerical fields the greyed out fields will automatically calculate.

The screenshot shows a web interface for creating a new course. The title is "New Course: test" and the status is "Draft". There are "Launch" and "Delete Draft" buttons. The "Remaining Launch Requirements" are 10. The interface is divided into a left sidebar with menu items and a main content area. The "Description" section is active, showing a timestamp and a "Units/Hours" section. The "Units/Hours" section has a "Weekly Hours" field set to 1.00. Below it are "Lecture Hrs: Min" and "Lecture Hrs: Max" fields, both set to 1.00. To the right of these are "Semester Hours" fields for "Min" (16) and "Max" (18). Below these are "Lab Hrs: Min" and "Lab Hrs: Max" fields, both set to 1.00, with corresponding "Min" (16) and "Max" (18) "Semester Hours" fields. Further down are "Total Semester Hrs Min" (32) and "Total Semester Hrs Max" (36) fields. Below these are "Student Unit Min" and "Student Unit Max" fields, both set to 1.00. There is an "Override Faculty Load" checkbox which is unchecked. At the bottom are "Faculty Load Lecture Units" (1), "Faculty Load Lab Units" (0.80), and "Total Faculty Load" (1.80) fields.

Field	Value
Weekly Hours	1.00
Lecture Hrs: Min	1.00
Lecture Hrs: Max	1.00
Lab Hrs: Min	1.00
Lab Hrs: Max	1.00
Total Semester Hrs Min	32
Total Semester Hrs Max	36
Student Unit Min	1.00
Student Unit Max	1.00
Faculty Load Lecture Units	1
Faculty Load Lab Units	0.80
Total Faculty Load	1.80

Textbooks/Course Materials

Click **Add new record** under the appropriate category to add materials to the course proposal. Add each item separately.

The screenshot shows the 'New Course' interface with the title 'New Course: this is a test' and a status of 'Draft'. The 'Textbooks/Learning Materials' section is active, showing a table with columns: Author, Title, Publisher, Classic/Standard, Year, and Rationale. The table is currently empty, and a red arrow points to the 'Add new record' button. Below the table, there are navigation controls and a status indicator 'Displaying items 0 - 0 of 0'. Other sections like 'Manual' and 'Other Learning Materials' are also visible, each with their own 'Add new record' buttons.

Select the **Insert** button. This will open an area to describe each material.

The screenshot shows the 'New Course' interface with the title 'New Course: this is a test' and a status of 'Draft'. The 'Textbooks/Learning Materials' section is active, showing a form for adding a new record. The form includes fields for Author, Title, and Publisher, a checkbox for Classic/Standard, and a Year field. A red arrow points to the 'Insert' button. Below the form, there are navigation controls and a status indicator 'Displaying items 0 - 0 of 0'. Other sections like 'Manual' and 'Other Learning Materials' are also visible, each with their own 'Add new record' buttons.

Links

The blue/underlined wordings are links to external information concerning the section you are working on. When you click on the link a new page will open in a new tab. This links may contain instructions, look ups, examples, etc.



Methods of Evaluation and Examination	0/1	Accommodations regarding disabled student accessibility to online content must be made as prescribed in the Distance Education Guidelines regarding Section 508, as published by the California Community College Chancellor's office. For further information, please visit: http://www.htctu.fhda.edu/dlguidelines/dlg_index.html ←
Textbooks/Learning Materials		
Prerequisite/Corequisite		
Prerequisite/Corequisite Validation		Fully Online In accordance with Title 5 Regulations, "A course in which 100% of the in-class seat time is replaced by work within the online course site."
Prerequisite/Corequisite Removal		This course has no required face to face meetings; however, instructors are required to schedule regular virtual meetings. Instructors must coordinate with respective divisions to schedule their weekly virtual contact hours equivalent to number of units taught per week, to be published each semester in the schedule of classes.
Advisory/Recommended Preparation		<u>Fully Online Delivery Requirements</u>
Homework	0/3	<ul style="list-style-type: none"> Any planned face-to-face meetings, such as an orientation or study session, must be optional. An orientation to the class is required, but may be done online. Students must be notified via the EVC Schedule of Classes and the syllabus for the class, if proctored exams are required for this course. The Curriculum Committee requires the use of asynchronous discussion as a component of every fully online course. Accommodations regarding disabled student accessibility to online content must be made as prescribed in the Distance Education Guidelines regarding Section 508, as published by the California Community College Chancellor's office. For further information, please visit: http://www.htctu.fhda.edu/dlguidelines/dlg_index.html ←
Method of Instruction		
Status		

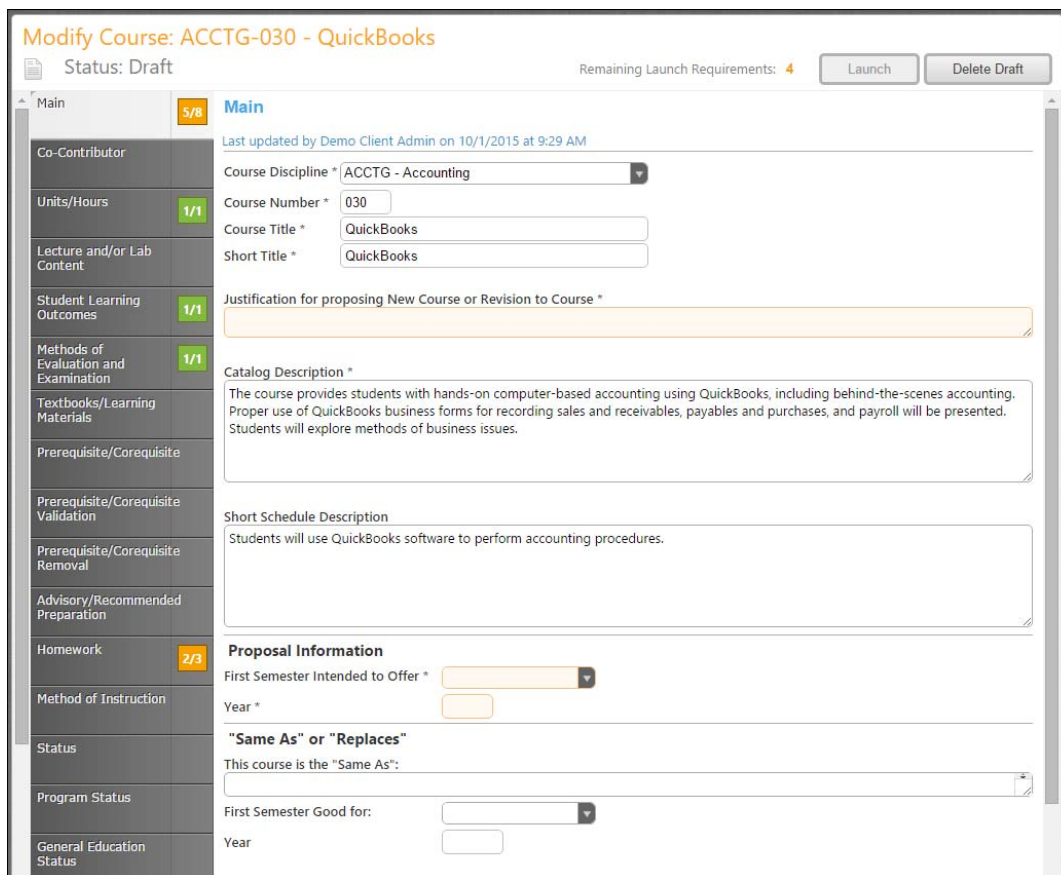
Program Proposals

Your system will have the data entry pages separated out into different tabs. You may have more or less features depending on your institutions configuration. For additional help or support contact your school administrator. This manual will demonstrate the different page and feature types that are commonly used in Program forms.


Cover /Main/General Information/ Program Description





The **Cover** page is the first section of these proposals. *If you realize at any point that the information you provided to create the proposal was incorrect, **DO NOT** use your browser's back button to correct this.* Make the changes here on the **Cover/Main/General Information/Program Description** page, OR click **Delete Draft** and start over. Any required fields throughout the proposal will be marked with an * and highlighted light orange. Move between the sections of the proposal by using the **dark gray tabs** on the left of the page, starting from the top tab working your way down to the last tab.

Sections with required fields also have an orange box showing your progress  , which will turn green  when you have completed all required fields. You will only be prompted to save when changes are made. If at any point you are unable to click into or make changes to a field's information, you do not have edit privileges for that field. If you need to make changes to such a field, contact your university's **CurricUNET** administrators.



Modify Course: ACCTG-030 - QuickBooks
Status: Draft Remaining Launch Requirements: 4 Launch Delete Draft

Main  **Main**
Last updated by Demo Client Admin on 10/1/2015 at 9:29 AM

Co-Contributor
Units/Hours  Course Discipline * ACCTG - Accounting
Lecture and/or Lab Content Course Number * 030
Student Learning Outcomes  Course Title * QuickBooks
Methods of Evaluation and Examination  Short Title * QuickBooks
Textbooks/Learning Materials
Prerequisite/Corequisite
Prerequisite/Corequisite Validation
Prerequisite/Corequisite Removal
Advisory/Recommended Preparation
Homework  **Proposal Information**
Method of Instruction
Status
Program Status
General Education Status

Justification for proposing New Course or Revision to Course *

Catalog Description *

Short Schedule Description

First Semester Intended to Offer *
Year *
"Same As" or "Replaces"
This course is the "Same As":
First Semester Good for:
Year

Proposal Resources

The **Proposal Resources** page provides links to this manual and the admin manual as well as contact information for **CurricUNET** support at your institution. For questions concerning the **CurricUNET** system, refer to these resources.

Testing New Course Mod 10/9

Status: Active View Proposal History


Proposal Resources	Proposal Resources
Cover	<p>If you have any questions please consult one of the following resources:</p> <ol style="list-style-type: none">CurricUNET User Guide[First and Last Name], Technical Support Specialist Phone: 555.555.1212 Email: [email address][First and Last Name], Technical Writer Phone: 555.555.1212 Email: [email address][First and Last Name], Transfer and Articulation Phone: 555.555.1212 Email: [email address]CurricUNET Admin Guide
Units/Hours	
Objectives	
Requisites	
Content Review	
Math & English Skills Advisories	
Degree Applicability	
Student Learning Outcomes	
Course Content	
Methods of Instruction	
Assignments	
Methods of Evaluation	
Attached Files	
Distance Education	
Appropriate Textbooks	
General Education / Transferability	
Codes/Dates	

Using The Dropdown Menu

Use the down arrow on the right far side of the textbox to display the dropdown menu to view your options.

Main	0/2	Last updated by Demo Client Admin on 2/16/2016 at 12:48 PM	
Co-Contributor		Program Information	
Description	0/1	Degree/Certificate Name	<input type="text" value="Program Title Testing"/>
Learning Outcomes (PLOs)	0/1	Department	<input type="text" value="Accounting"/>
		Award Type	<input type="text" value="Associate in Science"/>
		Proposal Information	
		Proposed Implementation Term	<input type="text"/>

Click on the option to select it.

Learning Outcomes (PLOs)	0/1	Proposal Information	
Course Blocks	0/1	Proposed Implementation Term	<input type="text" value=""/> 
Codes		Year	<div style="border: 1px solid gray; padding: 2px;"><ul style="list-style-type: none">SpringSummerFallIntersession</div>
		Months to Completion	
		Reason for Proposing *	<input type="text"/>

Text Areas

Put your cursor into the textbox and enter information directly into the text areas.

Materials	Recommended Preparation
Prerequisite/Corequisite	
Prerequisite/Corequisite Validation	

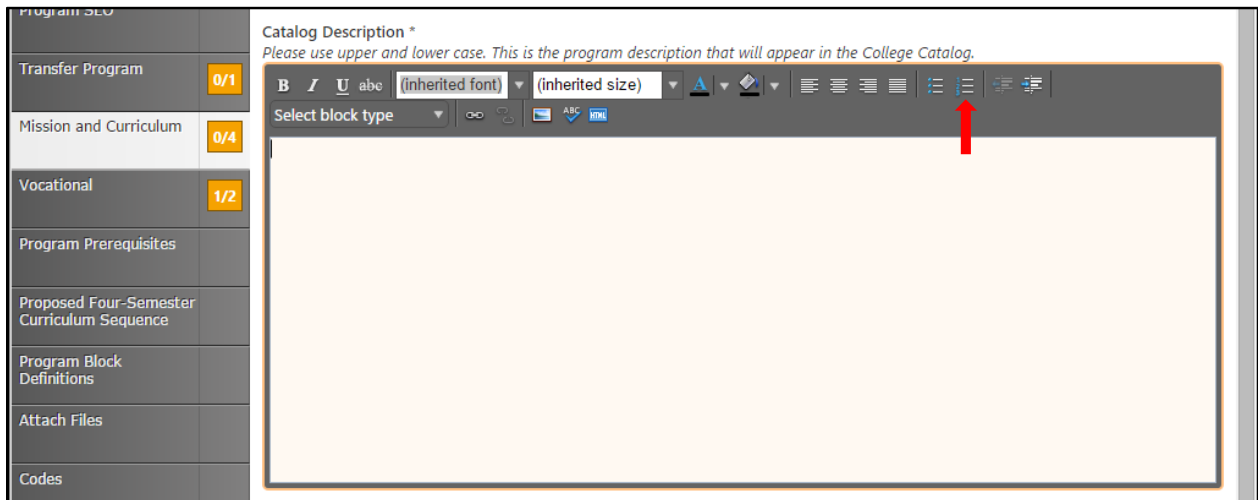
Rich Text Editors

This feature is used in the **Catalog Description** and numerous other places.

The **Rich Text Editors** have formatting tools, which allow you to, among other things, italicize text or format information into an outline. If you are making lists, it is important to use the outline tools in order for the lists to appear correctly on reports.


To start a numbered list place the cursor in the textbox and then select the **number list** icon. Type in your entry and hit the **Enter** key. To indent this line, click the indent button. Continue this process until you have the levels you are wanting.

It is not recommended to copy information directly from **Microsoft Word** or similar programs, as embedded formatting information will cause reporting, display, and HTML tag issues within the editor. For additional assistance, refer to the **Rich Text Editor Detailed Instructions** section on page 62 of this manual.

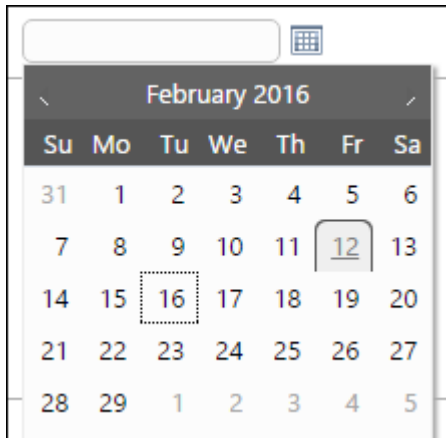


Date Selector

To select a date either use the **Calendar Icon** or you can type in the date using the format M/D/Year.

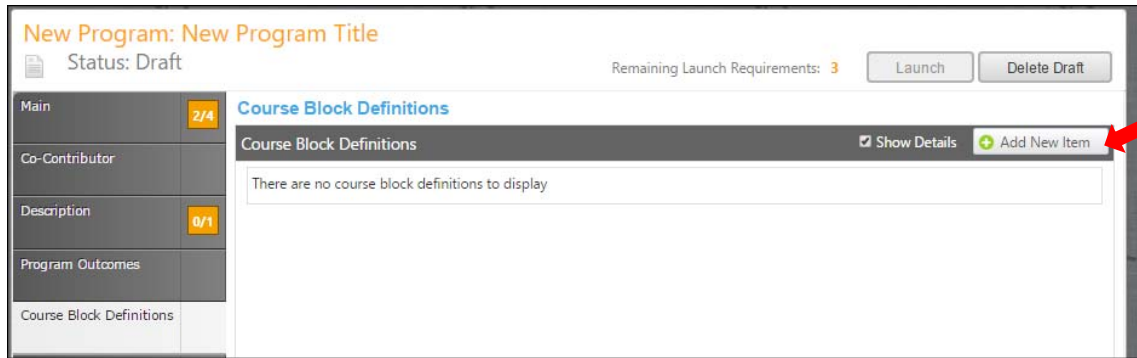
Main	0/2	Codes
Co-Contributor		Last updated by Demo Client Admin on 2/16/2016 at 12:48 PM
Description	0/1	Entry of Special Dates
Learning Outcomes		Board Approval Date <input type="text"/> 
		Originator <input type="text" value="Admin, Demo Client"/>

When you click on the icon a popup of a calendar will appear, use the left and right arrows, next to the month's name, to browse for another month.



Course Block Definitions

Courses and other requirements are added to the program in **Course Blocks** that define the requirements of the program. You may add as many course blocks as needed, according to your institution or department's requirements for program planning. Examples of **Course Blocks** might include "**Semester 1**" and "**Semester 2**," or "**Required Courses**" and "**Elective Courses**." To add a **Course Block** to the program, click the **Add New Item** button.



Enter the **Course Block Definition** (for example, required courses, electives, community involvement prerequisites, etc.). You have the option to enter **Block Headers** and **Block Footers** for additional information (grade requirements, number of units required, etc.). Headers and footers only appear on reports.

New Program: New Program Title

Status: Draft

Remaining Launch Requirements: 3

Launch

Delete Draft

Main	2/4
Co-Contributor	
Description	0/1
Program Outcomes	
Course Block Definitions	
Attached Files	
Codes	

Course Block Definitions

Course Block Definitions

Course Block Definition

Header

Footer

Override Default Unit Calculations

Unit Min

Unit Max

To **Edit Program Courses** click on the button.

The screenshot shows a web interface for a new program titled "New Program: It is warm, CERT". The status is "Draft". On the left, a sidebar lists various fields: Cover (2/2), Co-Contributor, Description (0/1), Program Outcomes, Course Block Definitions, Attach Files, and CCCCC Entry. The main content area is titled "Course Block Definitions" and shows two entries. Each entry has a "Program Courses" section with the text "There are no program courses to display" and an "Edit Program Courses" button. A red arrow points to the "Edit Program Courses" button for the second entry. At the top right of the main content area, there are buttons for "Launch" and "Delete Draft", and a "Remaining Launch Requirements: 1" indicator.

Click on the **Add New Item** button to add a course.

The screenshot shows the "Course Block Definitions" interface with a single "Program Courses" section. The text "There are no program courses to display" is visible. A red arrow points to the "Add New Item" button at the top right of the section. The sidebar on the left shows "Main" (3/4), "Co-Contributor", "Description" (1/1), "Program Outcomes", and "Course Block Definitions".

Use the dropdown menu or type in the first few letters of the item you are searching for. When you select a specific subject before you open the course drop down, the course dropdown will be filtered to only show courses for that selected subject. If the requirement is not a course, enter that information in the **Non-Course Requirements** text area. The **Condition** drop down selector need only be used if an “or” situation or a “nesting” situation applies, otherwise it is already implied that an “and” statement exists between entries. The **Condition** drop down menu allows you to specify if the course must be taken as well as (using “and”) or instead of (using “or”) the next requirement to be entered.

If a course is offered at variable units, you can also specify the range that will meet this requirement in the **Units Low** and **Units High**. If this requisite has any special circumstances (such as a grade requirement, approval of an advisor, etc.), add a number or symbol in the **Exception Identifier**, and describe the circumstances in the **Exception** text box. Click **Save** to add the course. When all information is entered click **Save**.

Main	0/2	Course Blocks
Co-Contributor		Last updated by Demo Client Admin on 2/16/2016 at 12:48 PM
Description	0/1	Program Courses
Learning Outcomes (PLOs)	0/1	Subject <input type="text"/>
Course Blocks	1/1	Course <input type="text"/>
Codes		Non-Course Requirements <input type="text"/>
		Condition <input type="text"/>
		Unit Range
		Units Low <input type="text"/>
		Units High <input type="text"/>
		Exception Identifier <input type="text"/>
		Exception <input type="text"/>

The below screen shot is an example of what will appear when you have added a few **Program Courses** into a specific course block. To edit a course, click on the blue bar. Use the up and down arrows on the right of the blue bars to reorder. Clicking on the red "X" will delete the requirement. You will be asked to confirm your decision to delete this item. Once all of the requirements have been entered for that course block, click the **Done** button


The screenshot shows the 'Course Blocks' interface. On the left is a sidebar with a progress indicator for 'Main' (0/2), 'Description' (0/1), 'Learning Outcomes (PLOs)' (0/1), and 'Course Blocks' (1/1). The main area is titled 'Course Blocks' and shows 'Program Courses' being added to a course block. Two blue bars represent the courses: 'AJ-112 - Introduction to Evidence 3.00 *Active*' and 'ACCTG-030 - QuickBooks 3.00 *Draft*'. Each bar has a red 'X' icon for deletion and up/down arrows for reordering. A 'Done' button is at the bottom left, and 'Min Units 0 Max Units 0' is at the bottom right. Red arrows highlight the 'Done' button, the course bars, and the delete 'X' icons.

Once you have selected **Done** on the detail screen you will be brought back to the overview of the **Course Blocks**.

The screenshot shows the 'Course Blocks' overview interface. The sidebar is the same as in the previous screenshot. The main area is titled 'Course Block Definitions' and shows two course block definitions. The first definition, 'Course block definition', contains the two program courses: 'AJ-112 - Introduction to Evidence 3.00 *Active*' and 'ACCTG-030 - QuickBooks 3.00 *Draft*'. The second definition, 'Course Block 2', is empty and shows 'There are no program courses to display'. Both definitions have an 'Edit Program Courses' button and a delete 'X' icon. The 'Done' button from the previous screenshot is no longer visible.

Outcome Mapping

When you check the box indicating that this **Course is required in Outcome map** then the outcomes for this specific course will show up as options on the Program Learning Outcomes page to be mapped to PLO's and ILO's (depending on your institution).

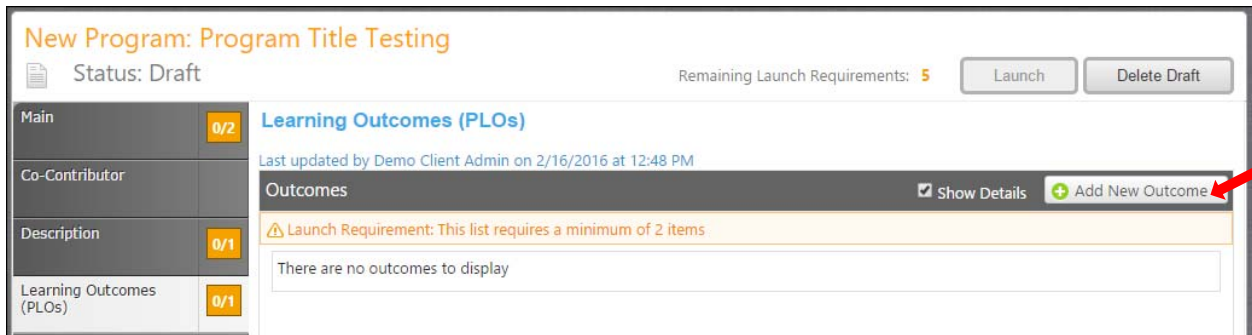
Main	3/8	Course Blocks
Co-Contributor		Last updated by Non-admin User on 2/2/2016 at 1:07 PM
Description	0/1	Program Courses
Course Blocks		Subject <input type="text"/>
Program Goals and Outcomes	0/1	Course <input type="text"/>
Program Review and Assessment	0/1	Non-Course Requirements <input type="text"/>
Format	0/1	<input type="checkbox"/> Course is Required in Outcome map 
Relation to Other NYU Programs	0/1	Condition <input type="text"/>
Required Uploads		Unit Range
Codes and Dates		Units Low <input type="text"/>
		Units High <input type="text"/>
		Exception Identifier <input type="text"/>
		Exception <input type="text"/>

Once you have clicked the **Done** button on the detail screen, you will be brought back to the overview of the course blocks.

Main	2/4	Course Block Definitions
Co-Contributor		Course Block Definitions <input checked="" type="checkbox"/> Show Details + Add New Item
Description	0/1	Click on this item to modify its details.
Program Outcomes		Program Courses Edit Program Courses
Course Block Definitions		AH-13 - Renaissance to Mid-19th Century 3.00 *Active* Subject: AH - Art History and ACCT-12345 - frosted animal crackers 0.00 *Draft* Subject: ACCT - Accounting
Attached Files		Course Block Definitions
Codes		Override Default Unit Calculations: true
		Program Courses Edit Program Courses
		There are no program courses to display

Program Student Learning Outcomes

To add an **Outcome** click on the **Add New Item** button.



New Program: Program Title Testing
Status: Draft
Remaining Launch Requirements: 5
Launch
Delete Draft

Main	0/2	Learning Outcomes (PLOs)
Co-Contributor		
Description	0/1	
Learning Outcomes (PLOs)	0/1	

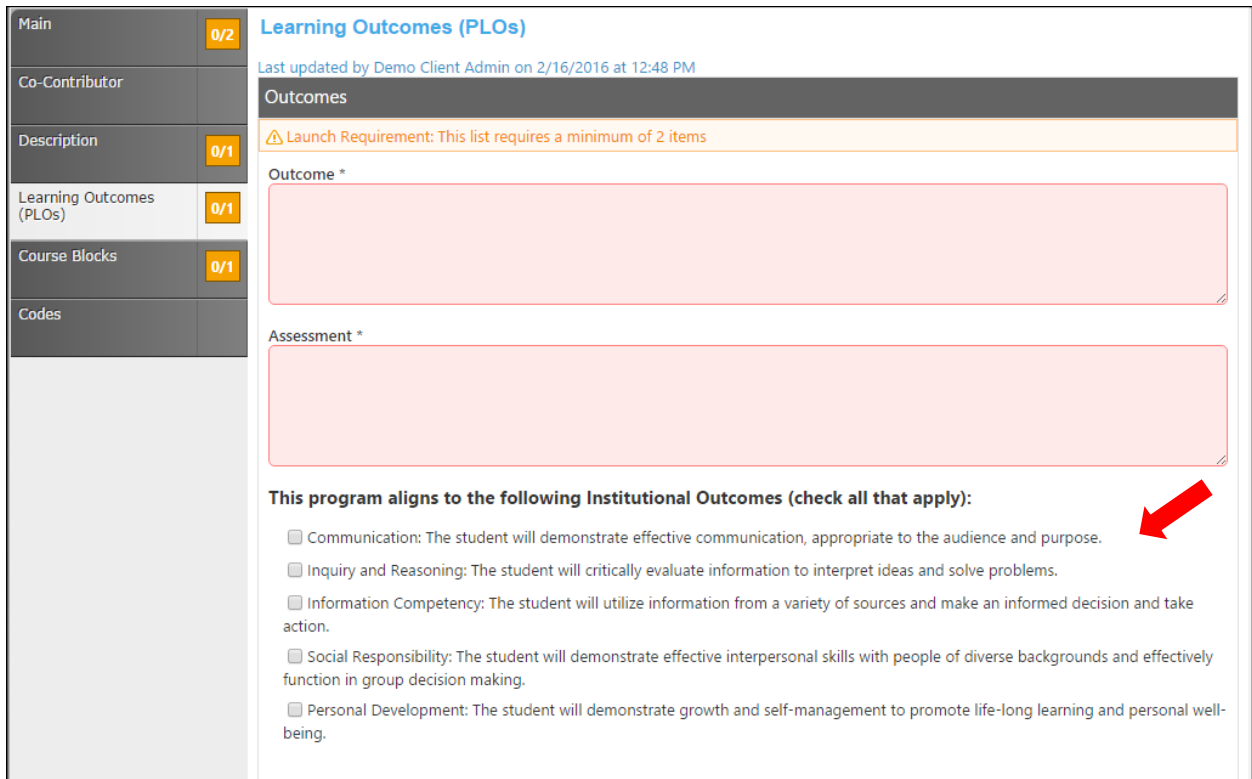
Last updated by Demo Client Admin on 2/16/2016 at 12:48 PM

Outcomes Show Details **+ Add New Outcome**

⚠ Launch Requirement: This list requires a minimum of 2 items

There are no outcomes to display

Enter the **Outcome** and **Assessment** in the appropriate textboxes. Check the Institutional Outcomes that this aligns with this program. Check all that apply. Click **Save**.



Main	0/2	Learning Outcomes (PLOs)
Co-Contributor		
Description	0/1	
Learning Outcomes (PLOs)	0/1	
Course Blocks	0/1	
Codes		

Last updated by Demo Client Admin on 2/16/2016 at 12:48 PM

Outcomes

⚠ Launch Requirement: This list requires a minimum of 2 items

Outcome *



Assessment *

This program aligns to the following Institutional Outcomes (check all that apply):

- Communication: The student will demonstrate effective communication, appropriate to the audience and purpose.
- Inquiry and Reasoning: The student will critically evaluate information to interpret ideas and solve problems.
- Information Competency: The student will utilize information from a variety of sources and make an informed decision and take action.
- Social Responsibility: The student will demonstrate effective interpersonal skills with people of diverse backgrounds and effectively function in group decision making.
- Personal Development: The student will demonstrate growth and self-management to promote life-long learning and personal well-being.

Multi Select Lists

You may need to scroll down to find the item you are looking for or type the first few letters of your search criteria in the search box to filter and shorten the available list. Click the checkbox next to each applicable item. Select as many names as necessary. If you check the **Show Selected** box you will see only the entries you have selected. Click **Clear All** to start over with your selections.

Main	0/2	Co-Contributor
Co-Contributor		<input type="text"/>  <input type="checkbox"/> Show selected <input type="button" value="Clear All"/>
Description	0/1	<input type="checkbox"/> Admin, Demo Client (admin@yale-nus.edu.sg)
Learning Outcomes (PLOs)	0/2	<input type="checkbox"/> Tester, Articulation Specialist (test15@governet.net) 
Course Blocks	0/1	<input type="checkbox"/> Tester, Curriculum Committee Chair (test4@governet.net)
Codes		<input type="checkbox"/> Tester, Curriculum Committee Member 1 (test5@governet.net)
		<input type="checkbox"/> Tester, Curriculum Committee Member 2 (test6@governet.net)
		<input type="checkbox"/> Tester, Curriculum Specialist (test3@governet.net)
		<input type="checkbox"/> Tester, Distance Education Coordinator (test9@governet.net)
		<input type="checkbox"/> Tester, Division Curriculum Committee Chair (test2@governet.net)

Attached Files

In the **Attach Files** section, you may attach files for additional documentation or support of your proposal. Use the **Select...** button to find files, and then press **Upload Files** to attach them.

The screenshot shows a web interface for a 'New Program' draft. The title is 'New Program: This is for Program Deactivation , BS'. The status is 'Draft'. There are two buttons: 'Launch' and 'Delete Draft'. The interface is divided into a left sidebar and a main content area. The sidebar contains a table with the following rows: 'Program Description', 'Program Requirements', 'Program Learning Outcomes', 'Program Planning', 'Codes/Dates', and 'Attached Files'. The main content area has a heading 'Attached Files' and a sub-heading 'Attachments'. Below the sub-heading, there is a message: 'There are no attachments to display. Press Select to browse for files to attach to this record.' A red arrow points to the 'Select...' button.

New Program: This is for Program Deactivation , BS	
Status: Draft	Launch Delete Draft
Program Description	Attached Files
Program Requirements	Last updated by User1 Test on 10/12/2015 at 1:13 PM Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record. Select...
Program Learning Outcomes	Attachments
Program Planning	There are no attachments to display. Press Select to browse for files to attach to this record.
Codes/Dates	
Attached Files	

Show/Hide

Select the “Other” checkbox

New Program: Humanities, A.A.
Status: Draft Remaining Launch Requirements: 9 Launch Delete Draft

Main	4/3	Format
Co-Contributor		Last updated by NYU Admin on 2/12/2016 at 12:15 PM
Description	0/1	Additional information about various formats as defined by NYSED can be found here: Format Definitions
Course Blocks		Check all that apply
Program Goals and Outcomes		<input type="checkbox"/> Evening: All requirements for the award must be offered during evening study.
Program Review and Assessment	0/1	<input type="checkbox"/> Weekend: All requirements for the award must be offered during weekend study.
Format	0/1	<input type="checkbox"/> Evening/Weekend: All requirements for the award must be offered during a combination of evening and weekend study.
Relation to Other NYU Programs	0/1	<input type="checkbox"/> Day Addition: For programs having EVENING, WEEKEND, or EVENING/WEEKEND formats, indicates that all requirements for the award can also be completed during traditional daytime study.
Required Uploads		<input type="checkbox"/> Not Full-Time: The program cannot be completed on a full-time basis, e.g., an associate degree that cannot be completed within two academic years. Such programs are not eligible for TAP payments to students.
Codes and Dates		<input type="checkbox"/> Accelerated: The program is offered in an accelerated curricular pattern which provides for early completion. Semester hour requirements in Commissioner's Regulations for instruction and supplementary assignments apply.
		<input type="checkbox"/> Standard Addition: For programs having Independent, Distance Education, External, OR Accelerated formats, indicates that all requirements for the award can also be completed in a standard, traditional format.
		<input type="checkbox"/> Bilingual: Instruction is given in English and in another language. By program completion, students are proficient in both languages. This is not intended to be used to identify programs in foreign language study.
		<input type="checkbox"/> Language Other Than English: The program is taught in a language other than English.
		<input type="checkbox"/> Distance Education: 50% or more of the course requirements for the award can be completed through study delivered by distance education. Note: This includes Hybrid, Asynchronous, Synchronous, and Blended courses.
		<input type="checkbox"/> Traditional: All requirements for program can be completed in a full-time day schedule.
		<input checked="" type="checkbox"/> Other

I have checked all possible options from above that apply to this program. * ▼

When you select the **Other** checkbox you will see this additional text area requesting you to **Explain** what that other is.

Format	0/2	requirements in Commissioner's Regulations for instruction and supplementary assignments apply.
Relation to Other NYU Programs	0/1	<input type="checkbox"/> Standard Addition: For programs having Independent, Distance Education, External, OR Accelerated formats, indicates that all requirements for the award can also be completed in a standard, traditional format.
Required Uploads		<input type="checkbox"/> Bilingual: Instruction is given in English and in another language. By program completion, students are proficient in both languages. This is not intended to be used to identify programs in foreign language study.
Codes and Dates		<input type="checkbox"/> Language Other Than English: The program is taught in a language other than English.
		<input type="checkbox"/> Distance Education: 50% or more of the course requirements for the award can be completed through study delivered by distance education. Note: This includes Hybrid, Asynchronous, Synchronous, and Blended courses.
		<input type="checkbox"/> Traditional: All requirements for program can be completed in a full-time day schedule.
		<input checked="" type="checkbox"/> Other

Please explain. *

I have checked all possible options from above that apply to this program. * ▼

Blue/Underline

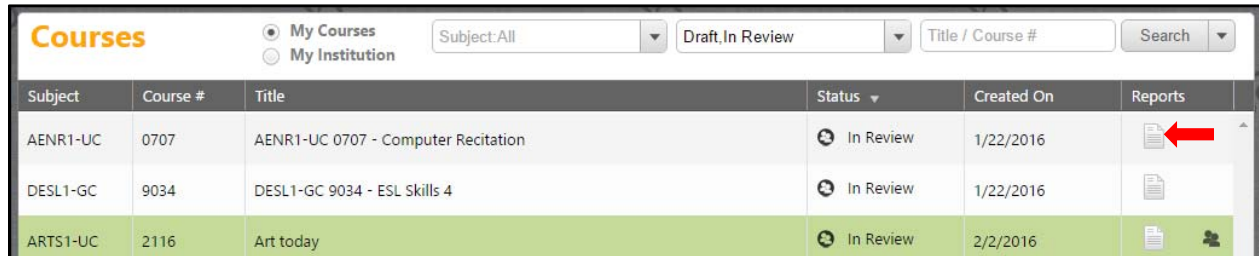
The blue/underlined wordings are links to more information concerning the section you are working on. When you click the link a new page will open in a new tab.




Main	11/11	Program Need
Curriculum Guide	1/1	Last updated by New Client Admin on 9/11/2015 at 2:34 PM
Description	1/1	Narrative summary of need, including sources. *
Program Need	0/4	
Program Learning Outcomes		
Advisory Committee		
Workload Impact		http://www.sbctc.ctc.edu/college/e_skillstandards.aspx https://fortress.wa.gov/esd/employmentdata/ http://www.careerbridge.wa.gov/ http://www.bls.gov/ooh/
Ripple Effect	0/2	Potential career progression, including job titles and employment opportunities including wage data. Need studies or indication of need from employers should support new and emerging occupations not covered by standard forecasts or data. *
Attach Files		
Codes/Dates		

Reports

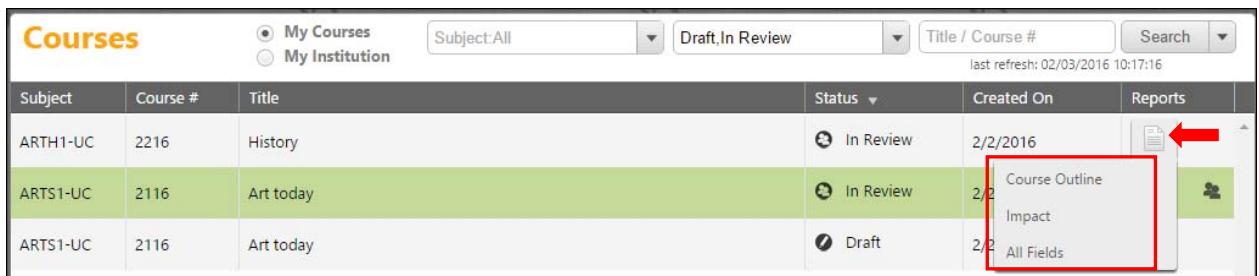
Reports show a summary of any proposal, in any status. There are three ways to access reports, and they are identical for all course and program proposals. At this time, there are no reports for packages. Each type of proposal has slightly different report options, but the process of accessing them is the same. Each report will open in a new tab within your internet browser.




In the **Search** screen, click the page icon in the **Reports** column. You will have to click on the icon again to close it.



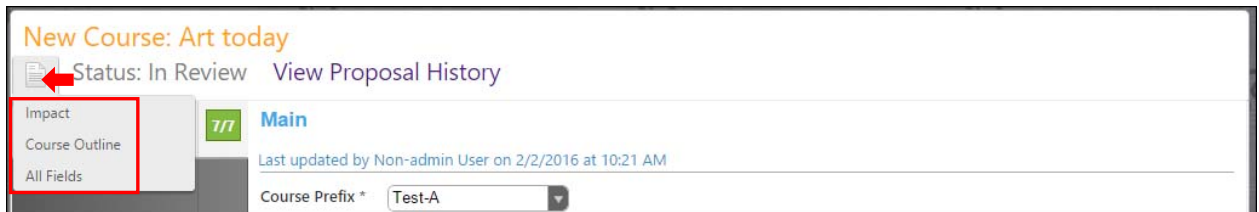
Subject	Course #	Title	Status	Created On	Reports
AENR1-UC	0707	AENR1-UC 0707 - Computer Recitation	In Review	1/22/2016	
DESL1-GC	9034	DESL1-GC 9034 - ESL Skills 4	In Review	1/22/2016	
ARTS1-UC	2116	Art today	In Review	2/2/2016	

A menu will appear with the report options. Select the report you wish to view.




Subject	Course #	Title	Status	Created On	Reports
ARTH1-UC	2216	History	In Review	2/2/2016	 Course Outline Impact All Fields
ARTS1-UC	2116	Art today	In Review	2/2/2016	
ARTS1-UC	2116	Art today	Draft	2/2/2016	

When in the proposal itself, click the page icon under the orange proposal name.




New Course: Art today
Status: In Review [View Proposal History](#)

 Impact
Course Outline
All Fields

Main
Last updated by Non-admin User on 2/2/2016 at 10:21 AM
Course Prefix *

If a proposal has been launched or approved, clicking the proposal name in the search results will present this screen. Select the report you wish to view from the buttons at the top of the screen.



Deactivate Course: DESL1-GC 9034 - ESL Skills 4

[View Course Proposal](#) [Course Outline](#) [Comparison](#) [Impact](#) [All Fields](#)

[History](#) [Status](#)

Course Reports

All Fields

An **All Fields** report shows all the fields and information in the proposal.

Main	
Course Prefix	Test-B
Course Number	2216
Course Title	History
Rationale for Proposing New Course	rationale
Catalog Description	This is the description for History.
Proposed Effective Date	
Year	2016
First Semester Intended to Offer	Winter
Co-Contributor	
Co-Contributor	
Co-Contributor	
Units/Hours	
Minimum Credits	3.00
Maximum Credits	6.00
Unit Increment	3.00
Lecture Credits	
Lab Credits	
<i>Per [redacted] regulations, each course must have a minimum of 750 minutes of instructional time per credit. Note that a contact hour is based on a 50 minute hour.</i>	
Lecture and/or Lab Content	
Course Lecture Content (Use outline format)	
Course lecture	
Course Lab Content (Use outline format)	
Student Learning Outcomes	
Upon completion of this course, the student should be able to:	

Comparison

A **Comparison** report shows all the fields in the proposal, with changes between this proposal and the most recent active version of the course highlighted. Information removed will be highlighted pink, with a strikethrough the words, while new information will be highlighted green and italicized.

Main	
Course Discipline	ARTH1-UC
Course Prefix	
Course Number	5404
Course Title	Seminar in Art History
Rationale for Proposing Changes to Course	<i>this is the rationale</i>
Brief Summary of Proposed Changes	
Catalog Description	This seminar provides the opportunity for intensive study of a narrowly focused topic. The course schedule for the semester indicates the specific subject, which is chosen from the previous year's art history course topics.
Proposed Effective Date of Changes	
Year	
First Semester Intended to Offer	<i>Winter</i>

Impact

An **Impact** report shows the courses for which *this* course is a requisite, and programs that include this course.

Proposal Impact Report	
BUSN1-UC 0174 - Budgetary Process **New Course**	
Course Requisites This course is not being used as a requisite for any course	
Programs This course is incorporated into the following program(s): 1. New Program-Associate in Arts "Draft" Publishing 1	

Generated on: 202016-10-10 11:44

Course Outline

A **Course Outline** report shows a brief summary of the course.

Course Outline of Record	First Date of Approval
	Revision Approval
	Date
	Approval
	Date
	Effective Term: Winter, 2016
1. Course Discipline and Number: ARTH1-UC 2216	
2. Course Title: History	
3. Units:	
Lecture Units:	
Lab Units:	
4. Catalog Description:	
This is the description for History.	
5. Instruction Methodology:	
6. Lecture Hours:	
Lab Hours:	
Total Contact Hours: 0	
7. Grading: Graded	
8. Course Prerequisite:	
9. Course Corequisite:	
10. Course Recommendation:	
11. Repeatability:	
12. Transfer Status:	
13. Learning Outcomes:	
a. SLO	
14. Course Lecture Content	
Course lecture	
15. Course Lab Content	
16. Methods of Evaluation	
a. Essays	
Critical thinking example(s):	
17. Textbooks	
18. Assignments	
Critical thinking example(s):	
Generated on: 2/3/2016 10:34:53 AM	

Program Reports

All Fields

An **All Fields** report shows all the fields and information in the proposal.

[REDACTED] - All Fields Program Report	
Main	
Program Information	
Award Type	M.S.: Master of Science
Degree/Certificate Name	Master of Science in Human Resource Management and Development
Department	Leadership and Human Capital Management
Rationale for Proposing New Program	
Educational and Career Objectives	
Relationship to the mission of the school and university	
Proposed Effective Date	
Year	2005
First Semester Intended to Offer	Spring
Co-Contributor	
Co-Contributor	
Co-Contributor	
Description	
Catalog Description	
Course Blocks	
Course Block Definitions	
Program Goals and Outcomes	
Outcomes	
Program Review and Assessment	
Description of Periodic Program Review and Assessment Plan	

Program Summary

The **Program Summary** shows a summary of the program.

PUBLISHING 1	
ASSOCIATE IN ARTS	
Program Learning Outcomes	
Upon successful completion of this program, students will be able to:	
1. They will be able to do this.	
2. The student will be able to write this.	
Degree Requirements:	
ARTS1-UC5414	The Arts: Photography: The World Through the Lens
or	
BUSN1-UC0174	Budgetary Process
<small>Generated on: 2/3/2016 10:51:13 AM</small>	

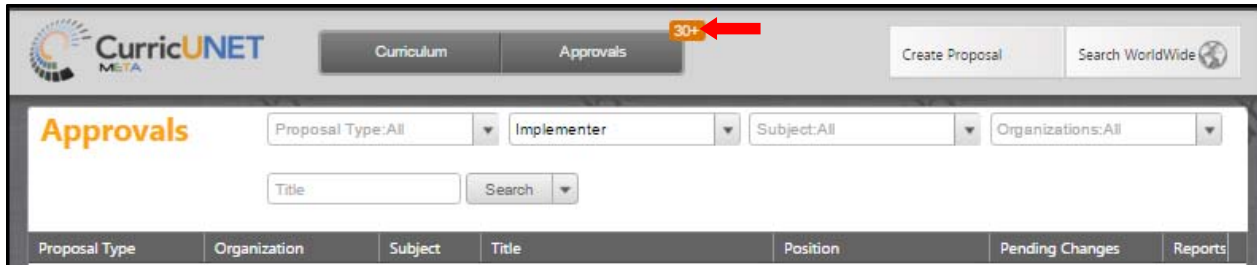
Comparison Report

For **Program Amendment** or **Program Deactivation** proposals, a **Comparison Report** will show all fields and information in the proposal, with changes between this proposal and the most recent previous version of the program highlighted. Information removed will be highlighted pink with a strike-through, and information added will be highlighted green and italicized.

[REDACTED] - All Fields Program Report	
Main	
Program Information	
Award Type	G.C.: Graduate Certificate
Degree/Certificate Name	Graduate Certificate in Peacebuilding
Department	<i>Center for Publishing</i> Center for Global Affairs
Rationale for Proposing Changes to Program	<i>rationale</i>
Educational and Career Objectives	<i>Educational</i>
Relationship to the mission of the school and university	<i>Relationship</i>
Proposed Effective Date	
Year	2013
First Semester Intended to Offer	Fall

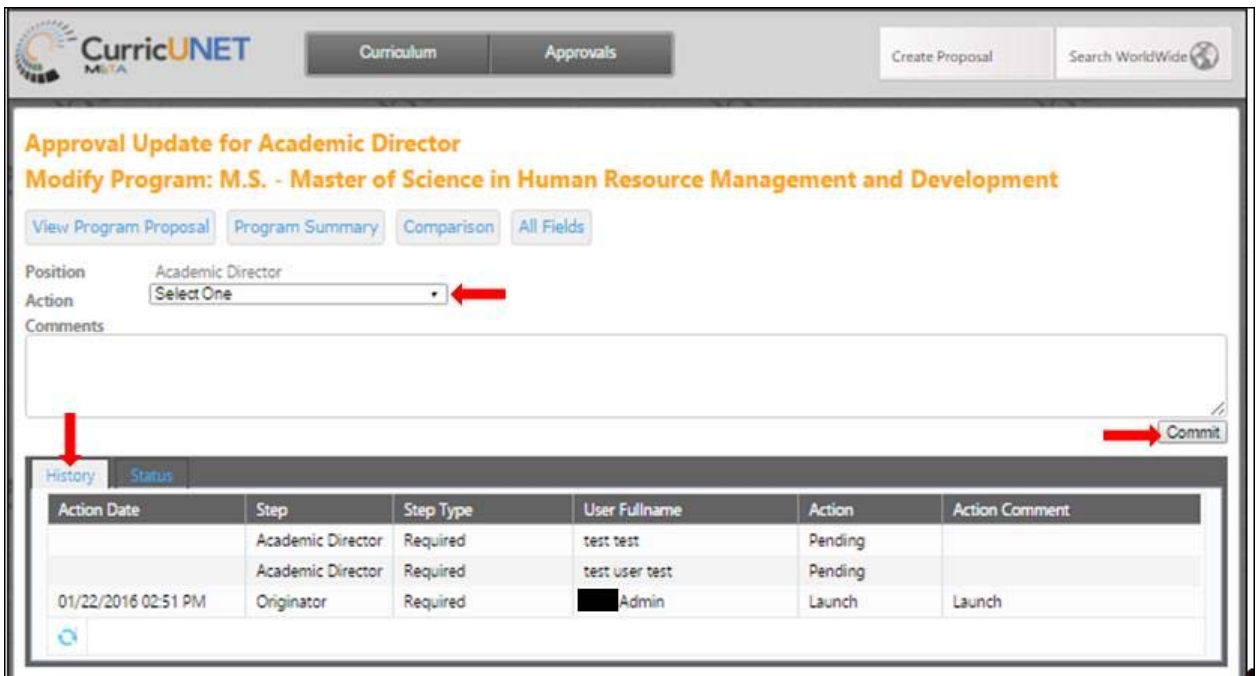
Approvals

To view pending approvals, click the **Approvals** button at the top of any page. If you have any approvals waiting for you, there will be an orange box with a number in it attached to the **Approvals** button. The process is similar for all proposal types. To view a pending approval, click on the proposal. The process is similar for all proposal types. The standard user without administrative privileges will not be able to see the all approvals option. They will only be able to see approvals for which they are the originator or the next member of the approval process.

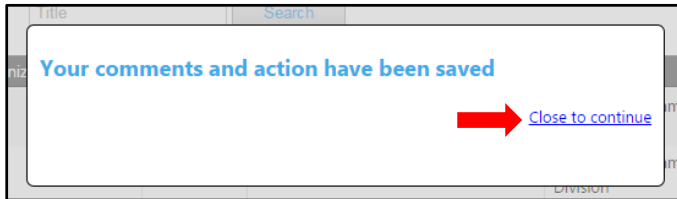


If you are the next user in the approval process, you will see this screen. If you wish to view the course, you can select **View Proposal**. You may also view any available reports by clicking the name of the report. Use the **Action** drop down menu to select the action you wish to take on the proposal, add any **Comments** (when you make a comment it will become a permanent part of the comments once you click commit) and then click **Commit**. This will move it to the next part of the approval process. If you reject the proposal, it will remove the proposal from the system. If you request changes, it will send the proposal back to the originator. Once these changes have been made, the proposal will return to the person who requested the changes.

The **History** shows what has happened in the approvals process for this proposal and who is next in line, the time and date. It also shows the actions that have been taken on this proposal and are permanent history of comments.



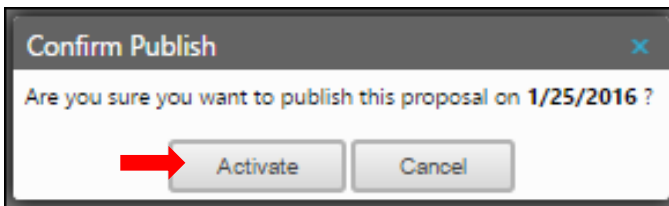
Make sure you see a confirmation message that will pop up on the screen to confirm that when you pressed **Commit**, the action was received. You must press **Close to continue** to ensure this. This is a vital action. *If you do not see this popup, your action has not been saved, and you must perform your action again.*



To implement the course and add it to the college's offerings, the last user in the approval process (or an administrator) must select **Implement** from the action menu. Select the **Publish date** (the date the course will become active) by clicking on the **Calendar Icon**. Add any comments and click **Commit**.



You must confirm the final action by clicking **Activate**. This is a vital action. If you do not see this popup, your action has not been saved, and you must perform your action again.

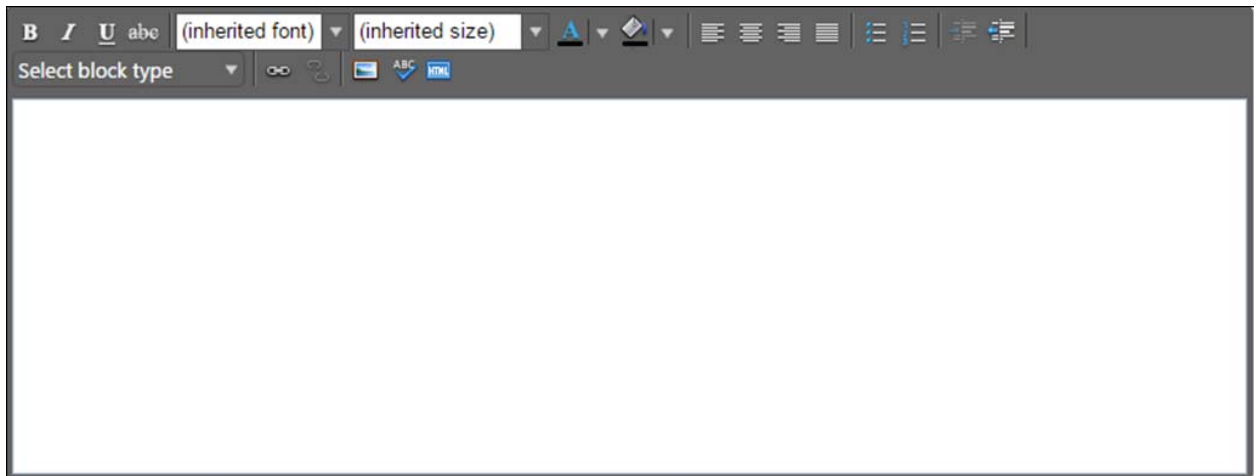


Rich Text Editor Detailed Instructions

The **Rich Text Editor** within the **CurricUNET** system provides several tools to help you format your information. Unfortunately, copying and pasting an outline straight from **Microsoft Word** or a similar program will **NOT** provide a properly formatted outline. There are a few ways to create an outline that will be properly formatted. Please note that the **Rich Text Editors** do not currently support tables or charts.

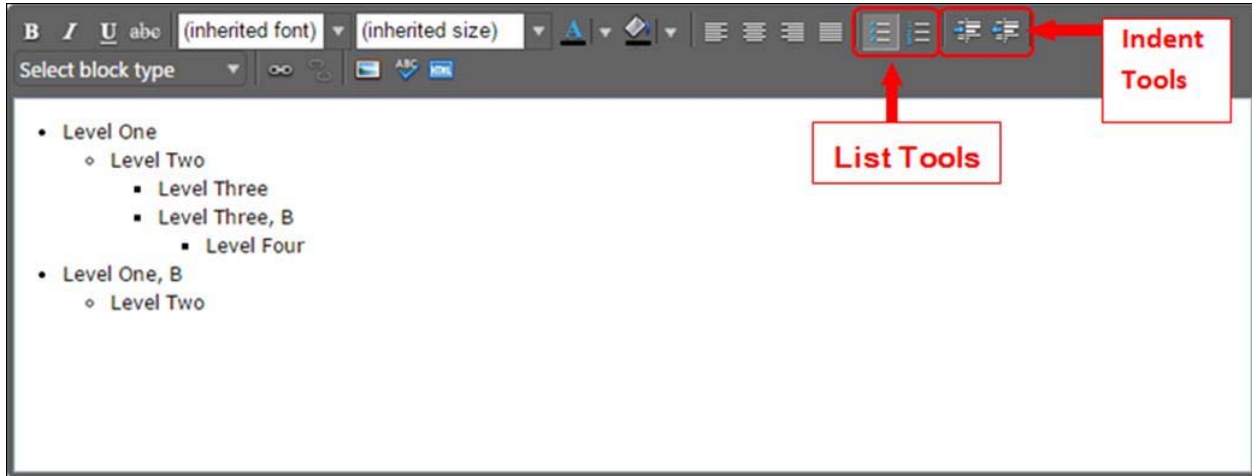
If pasting a paragraph of text (as you might for a **Course Description**) into the **Rich Text Editor**, you must paste it as plain text. On a **Windows** based computer, type **Ctrl+Shift+V**, or right click on your mouse, and select **Paste as Plain Text**. If you do not do this, hidden formatting tags will interfere with the internal tools of the editor and cause problems with reports.

An outline or list requires additional changes.

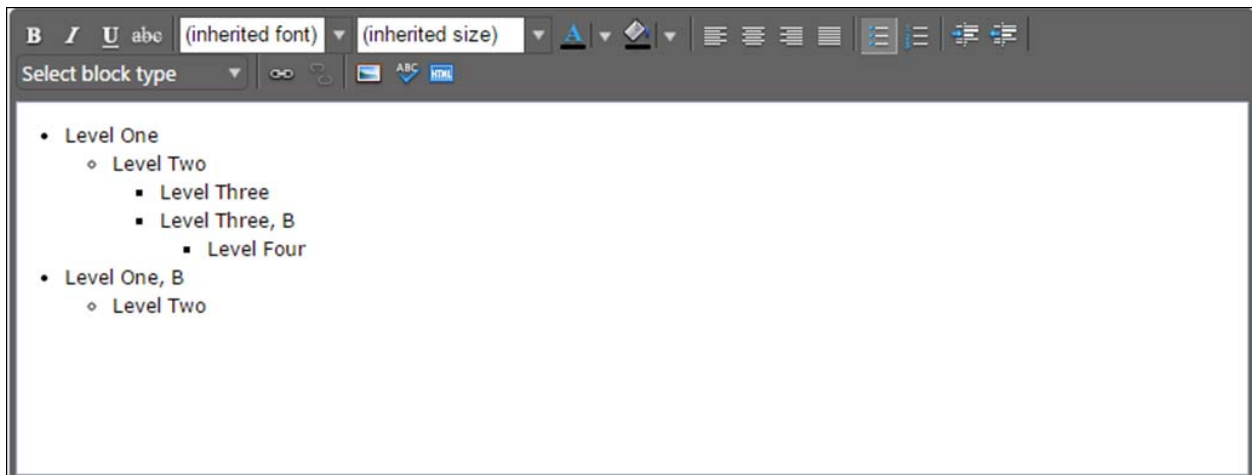


Creating An Outline Within The Rich Text Editor

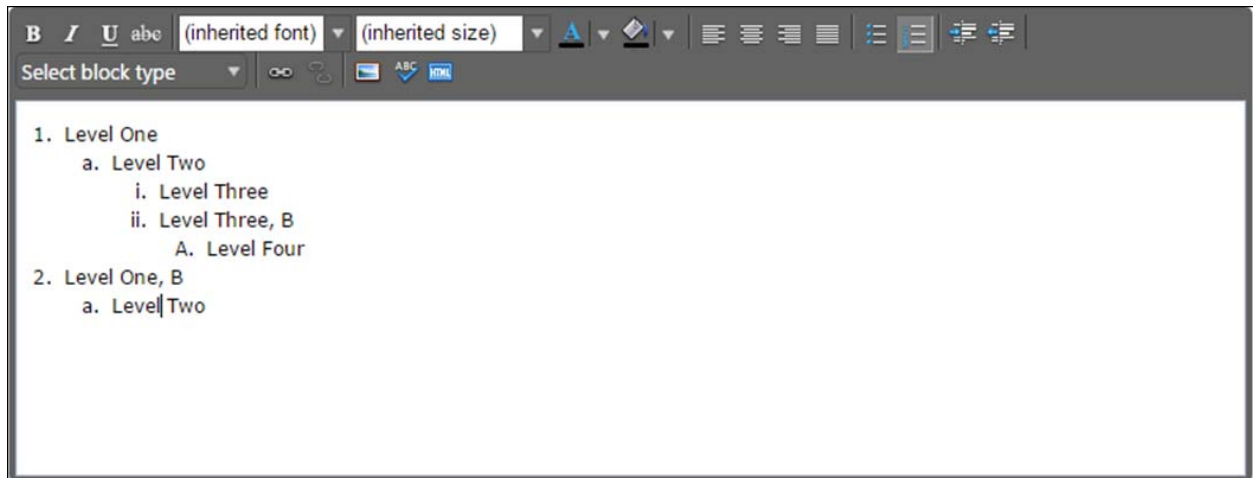
The best way to produce a properly formatted outline is directly in the **Rich Text Editor**. You may enter your line headings as you see fit, or use the built-in list tools. The left button creates a bulleted list, and the right button creates a numbered list. Use the indent tools to create levels within the list. The button on the left (in the indent tools) will create an indent and the right side button will remove the indentation.



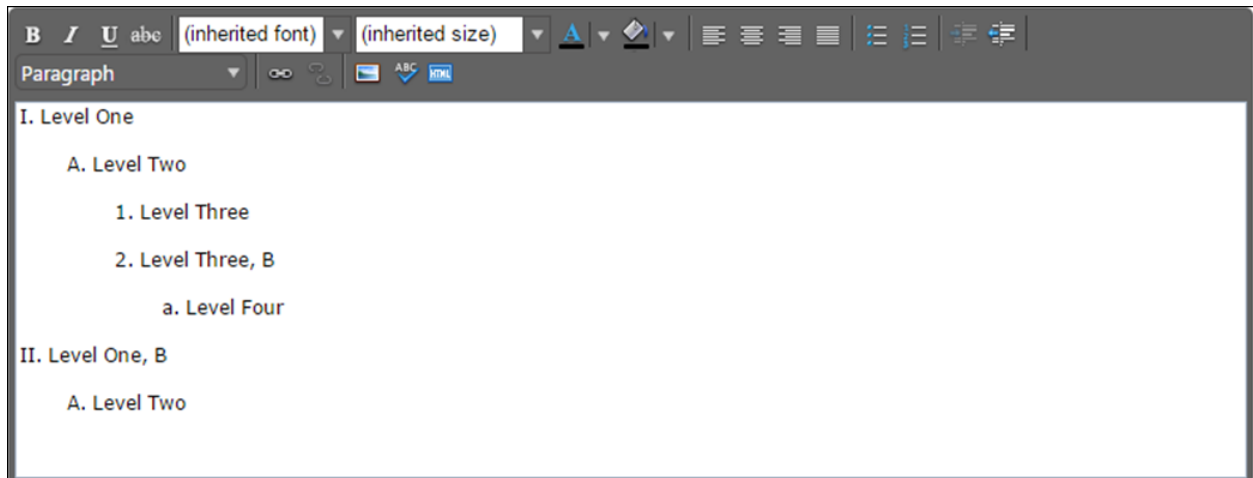
Below is an example of a bulleted list with several levels of indentation:



And an example of a numbered list with several levels of indentation:



If you choose to not use the list tools because you would prefer to specify your own level beginning designations, you may do so as well, using the indentation tools as needed.



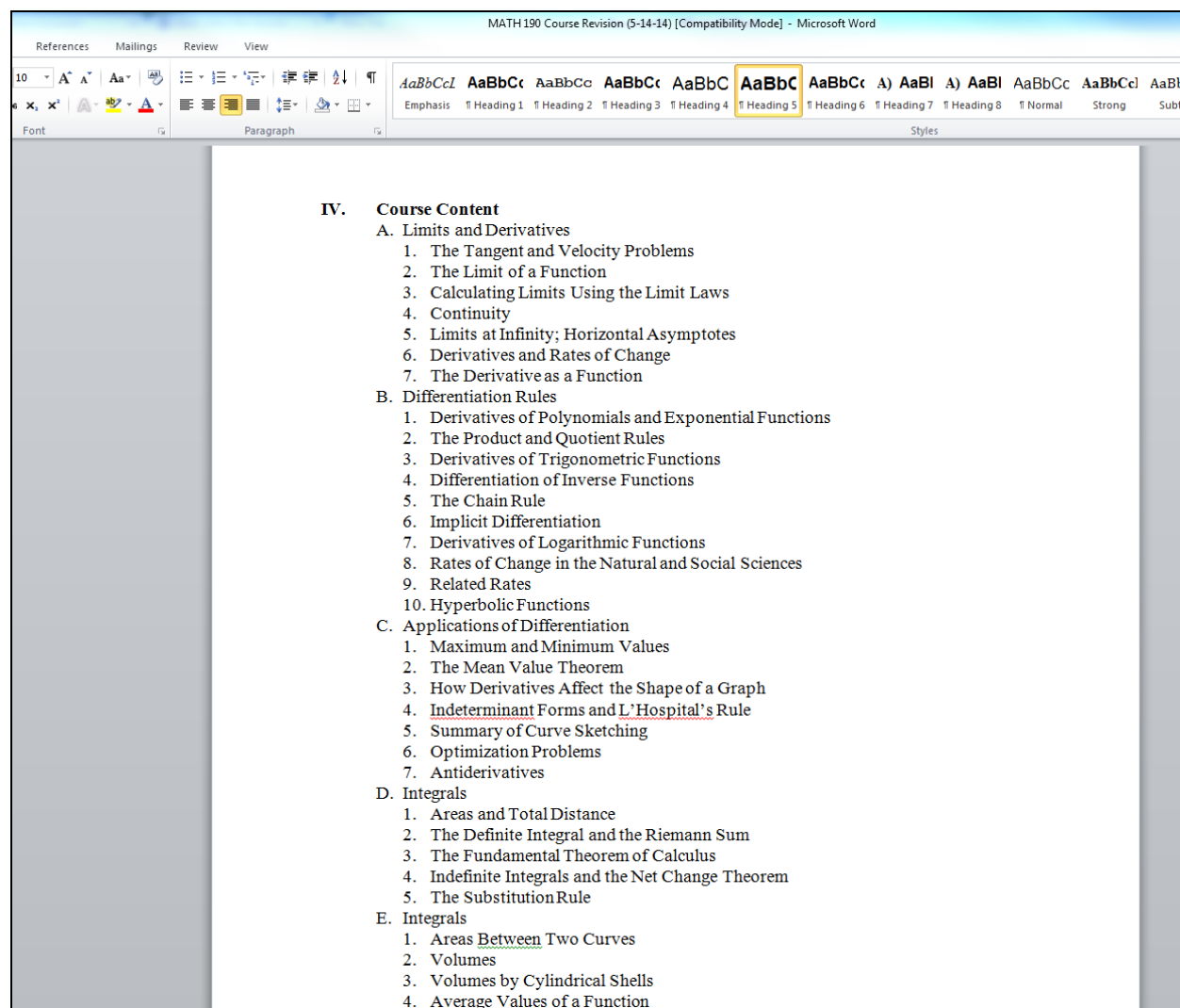
Creating an Outline in Microsoft Word, Notepad, or a PDF Reader

If you wish to use **Microsoft Word** or a similar program to create the initial outline, you must follow several steps to produce a properly formatted outline or text.

If you use **Microsoft Word**, or a similar program, you must first copy the outline into a program such as **Notepad**, which will strip out the internal formatting within the text, or as a **PDF** file.

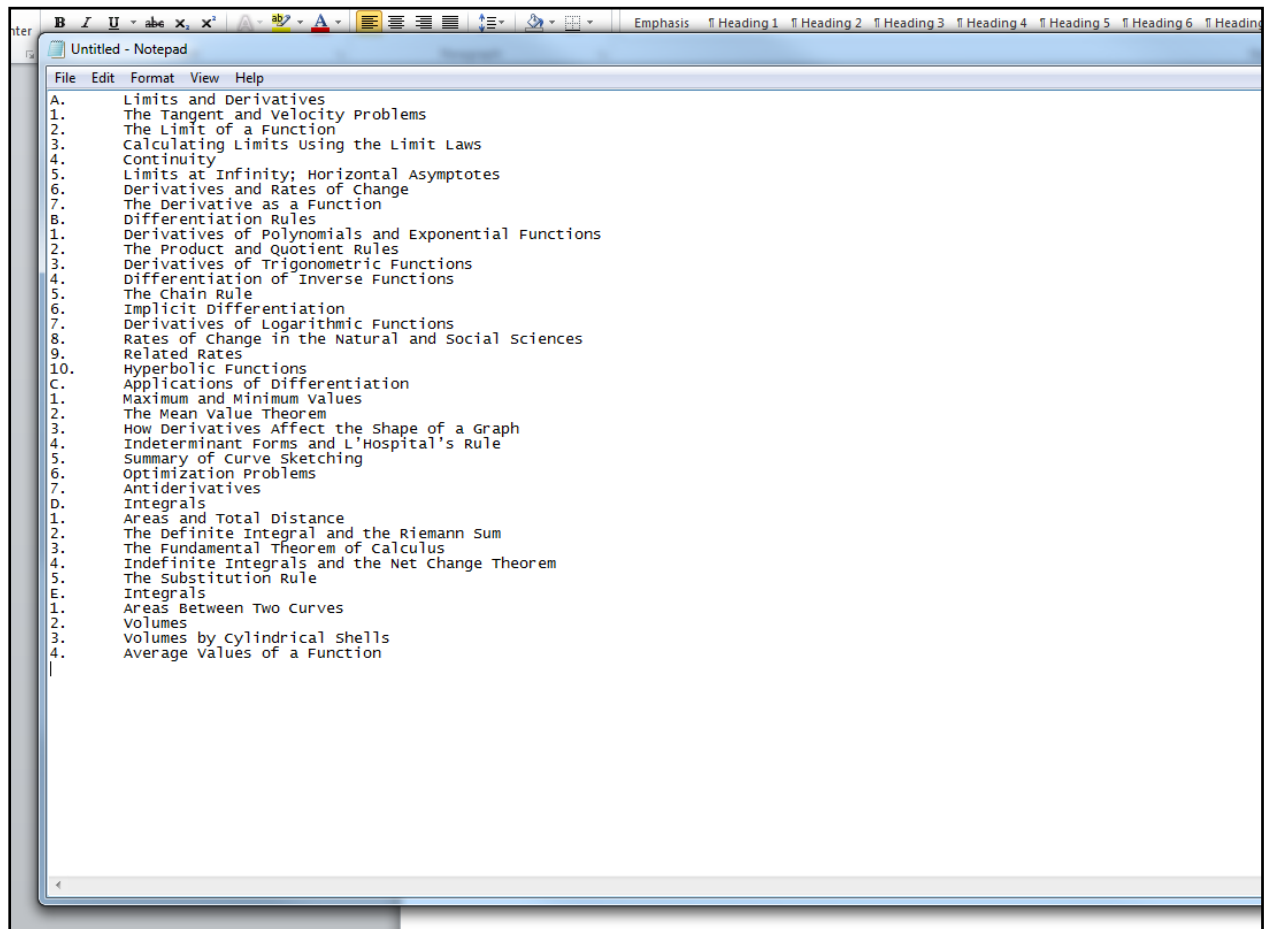
Create your outline

As an example, here is a course outline created in **Microsoft Word**. After your outline is created, you may either copy the file to **Notepad** or save it as a **PDF**.



Copy to Notepad

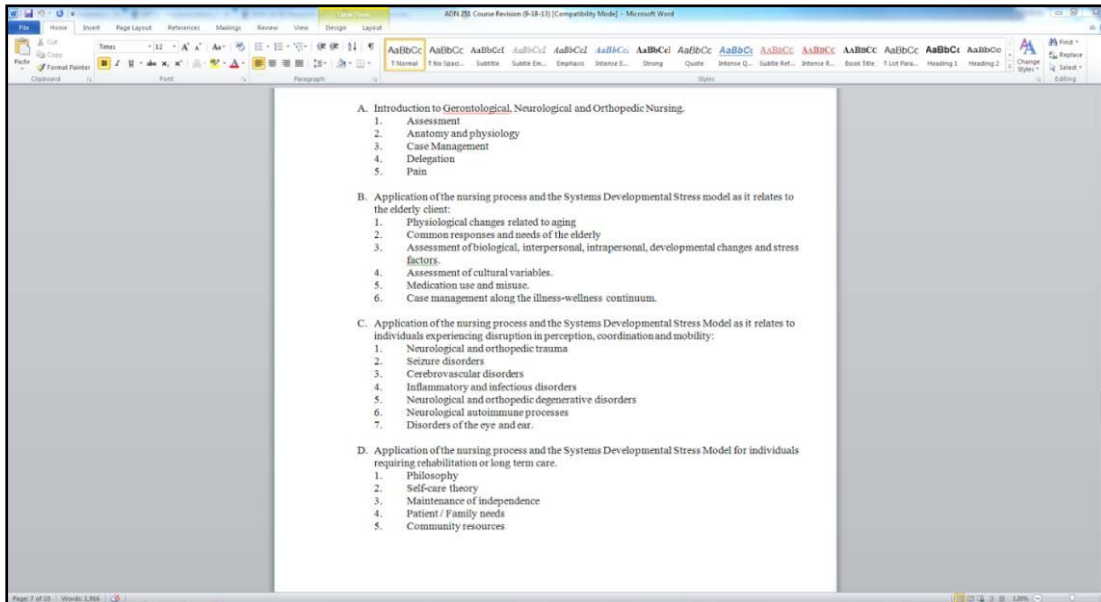
Copy the outline into **Notepad** (or a similar plain text writing program), which will strip out formatting. (You could also begin in **Notepad** and compose your outline within that program).



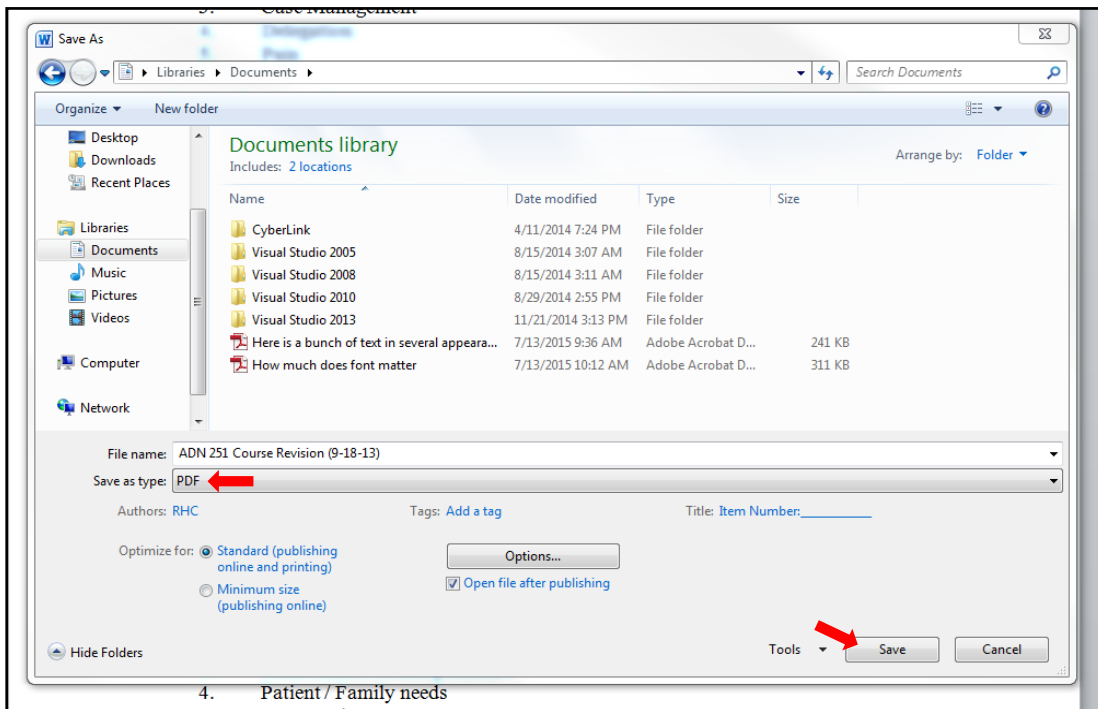
Save as a PDF

Please note that with this method, using a **Sans Serif Font** (such as **Helvetica** or **Arial**) tends to provide the best results. Using a **Serif Font** such as **Times New Roman** or **Georgia** is possible, but may require some additional proofreading to make sure that all spaces and letters copied correctly.

You can save your **Word** files as a **PDF**. On **Microsoft 2010** and newer, do this by clicking **File** and **Save As**.



Enter/Edit the **File** name, then use the **Save As Type** dropdown menu to select **PDF**, and click **Save**.



You will now be able to open this file in your **PDF reader** (such as **Adobe Acrobat** or **Adobe Reader**).

You can also scan a hard copy of a document to get to this point, but be sure to **Save** it as a text **PDF** file, not an image.

ADN 251 Course Revision 09-18-13.pdf - Adobe Reader

File Edit View Window Help

Open [Icons] 7 / 10 174%

Tools Fill & Sign Comment

IV. Course Content

A. Introduction to Gerontological, Neurological and Orthopedic Nursing.

1. Assessment
2. Anatomy and physiology
3. Case Management
4. Delegation
5. Pain

B. Application of the nursing process and the Systems Developmental Stress model as it relates to the elderly client:

1. Physiological changes related to aging
2. Common responses and needs of the elderly
3. Assessment of biological, interpersonal, intrapersonal, developmental changes and stress factors.
4. Assessment of cultural variables.
5. Medication use and misuse.
6. Case management along the illness-wellness continuum.

C. Application of the nursing process and the Systems Developmental Stress Model as it relates to individuals experiencing disruption in perception, coordination and mobility:

1. Neurological and orthopedic trauma
2. Seizure disorders
3. Cerebrovascular disorders
4. Inflammatory and infectious disorders
5. Neurological and orthopedic degenerative disorders
6. Neurological autoimmune processes

Export PDF Sign In

Adobe ExportPDF
Convert PDF files to Word or Excel online.

Select PDF File:
ADN 251 Course Revision [...]
1 file / 331 KB

Convert To:
Microsoft Word (*.docx)

Recognize Text in English(U.S.)
Change

Convert

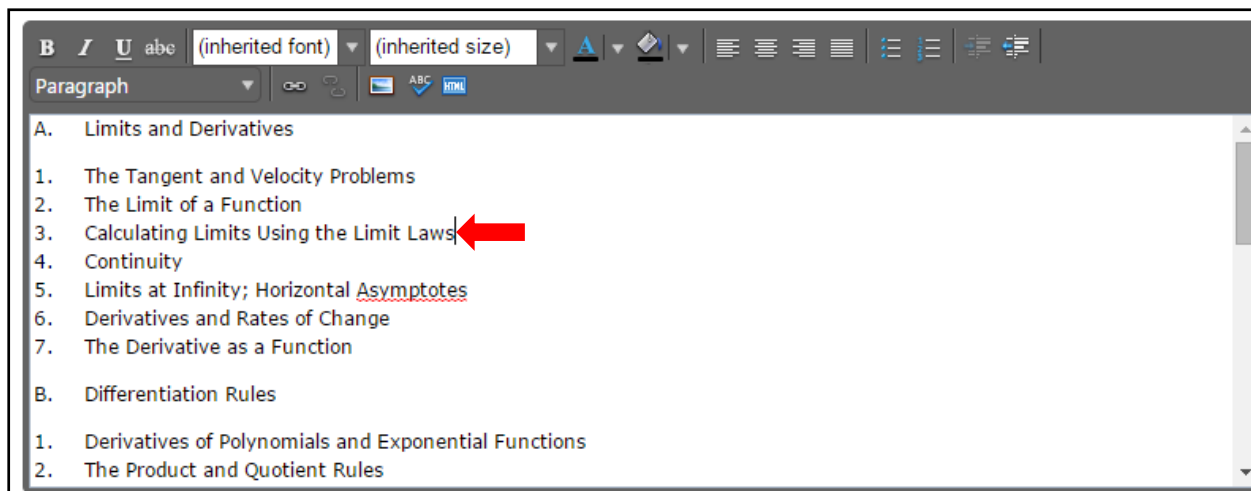
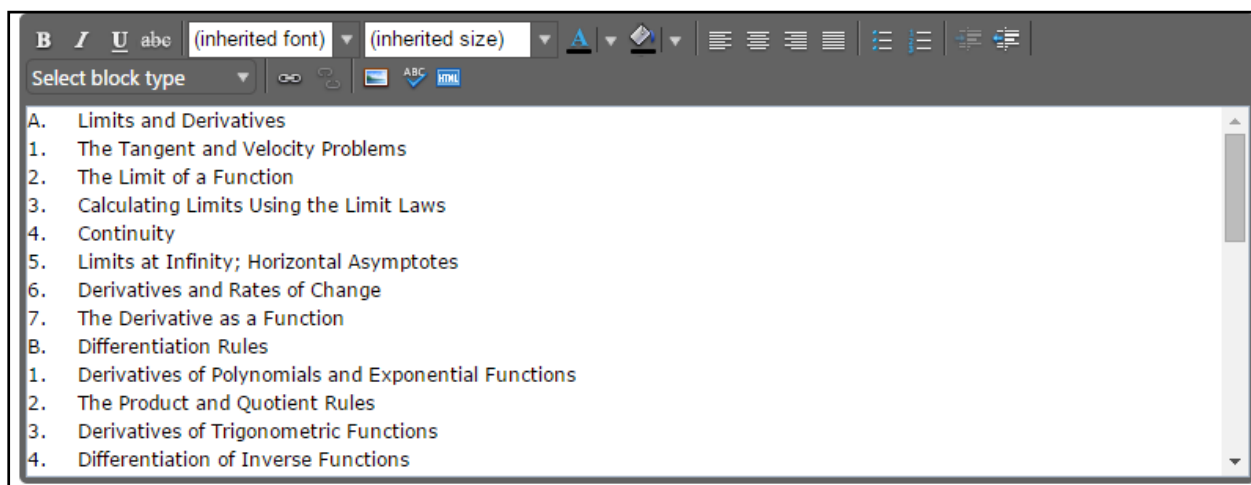
Create PDF
Send Files
Store Files

Using the RTE Tools

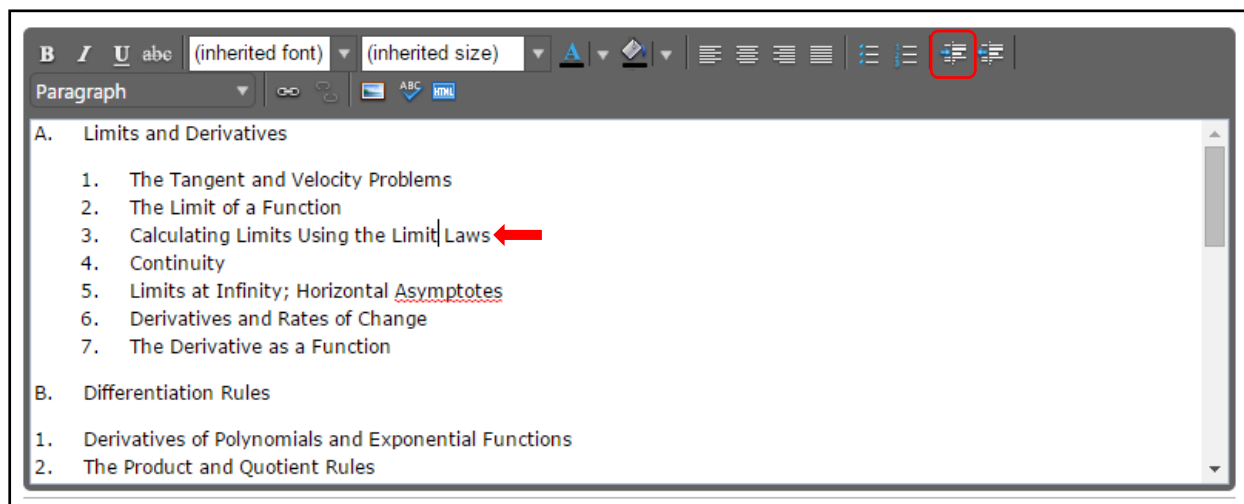
Copy the text from **Notepad** or a **PDF** reader and paste it into the **Rich Text Editor**.

Proofread carefully to make sure that there are not any unnecessary line breaks copied over and that all spaces and characters copied correctly.

To create indented levels, select the end of the last line before the indentation, and press **Enter** on your keyboard. Select the end of the last line of the indentation, and press **Enter** again. This will create a new block of text. You **MUST** add these additional hard returns to indent text.

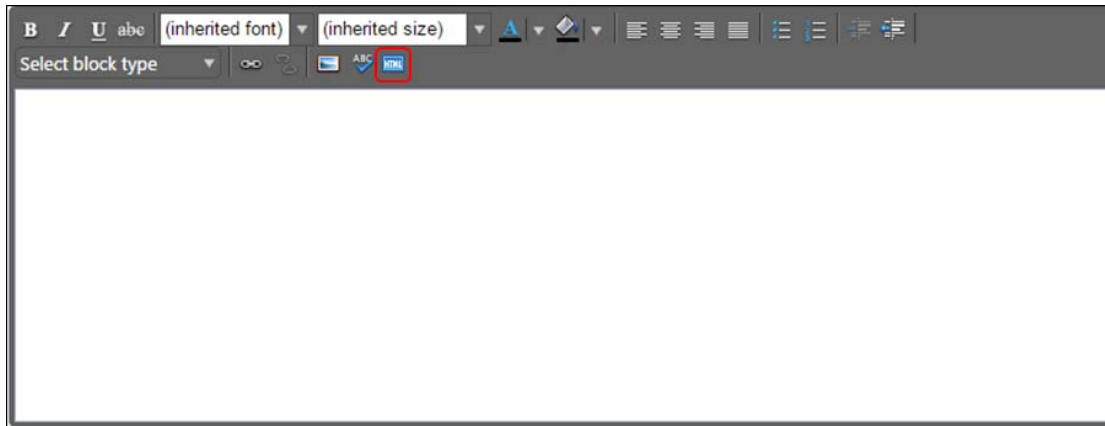


Click within the block to be indented, and click the “**Indent**” formatting influence on the **Rich Text Editor**. To indent a second level, click the button once. For a third level, click twice, etc. Do this for each level.

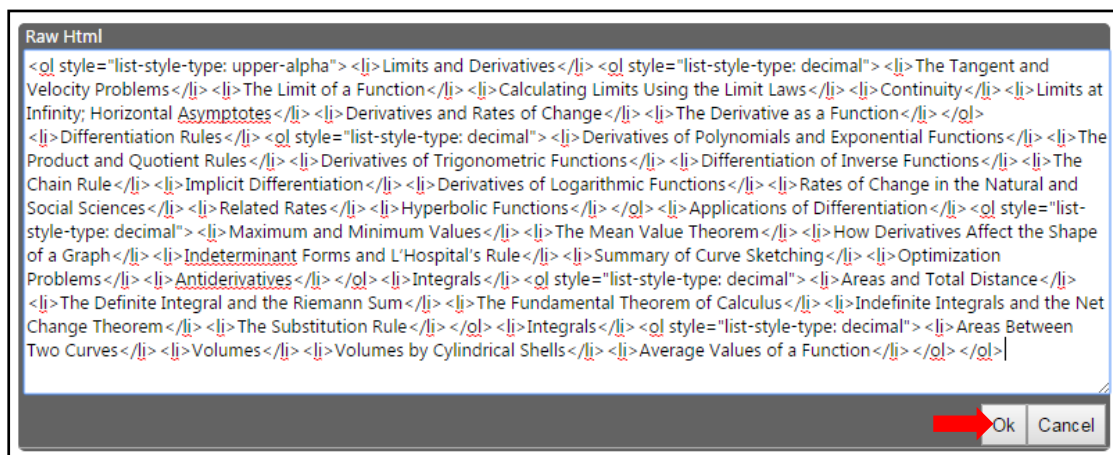
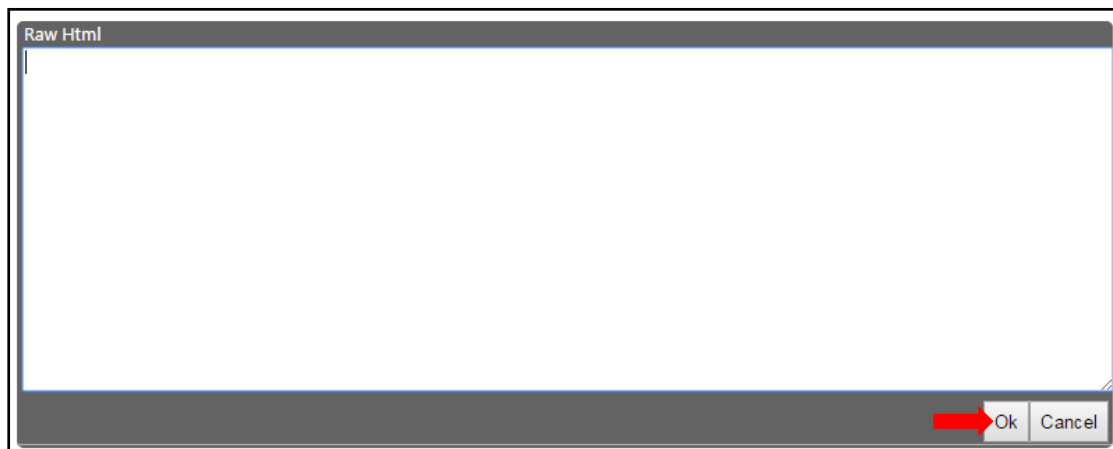


Creating an Outline using HTML

The third way to create a properly formatted outline requires **HTML** skills. If you have the **HTML** skills to write your outline in this method, click the **HTML** button.



This will change the view of the **Rich Text Editor**. Enter the **HTML** in this field, and then click **Ok**.



If done correctly, this will produce an outline in the **Rich Text Editor**.

Packages

Packages are used by some institutions for approving multiple proposals at a time. Users with access to this feature can submit multiple courses at a time, or submit courses along with their proposed program so that they can all be approved together.

Before creating a Package you will need to make sure that all of the courses/programs that you will be adding to the package are in “draft” status. If you are creating a new course/program then create that first, before creating the package, and then leave that course/program in “draft” without launching it.

To create a Package you will use the same process as for courses and programs. Select “Create Proposal” from the top of the Meta screen. Scroll down to the Package proposal types and select with type of action your package needs to take. Options may include to create a New, Modification, or Deactivation Package.

CurricUNET META Curriculum Approvals Create Proposal Search WorldWide

Create Proposal

This page allows you to create a new draft proposal. While in draft state, the proposal is only available to you and any co-contributors you specify.

Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be submitted for review. While under review, changes to a proposal are only allowed when requested by a reviewer.

To create a proposal, follow the steps below.

1. Select Proposal Type
2. Complete Minimum Requirements
3. Review and Submit

Proposal Type

Select a proposal type

Program

- Deactivate Program
- Modify Program
- New Program

Package

- New Course + Modify Program Package
- New Course + New Program Package**

Previous Next Create Proposal

The Subject you select in Step 2 of the Creation screens will determine which people this package will go to in the Approval Process. Package Title is the name you are giving this particular package, and catalog description is a summary of what changes or new items that package will contain.

Create Proposal

This page allows you to create a new draft proposal. While in draft state, the proposal is only available to you and any co-contributors you specify.

Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be submitted for review. While under review, changes to a proposal are only allowed when requested by a reviewer.

To create a proposal, follow the steps below.

1. Select Proposal Type
- 2. Complete Minimum Requirements**
3. Review and Submit

Minimum Requirements

Fill out all of the fields below.

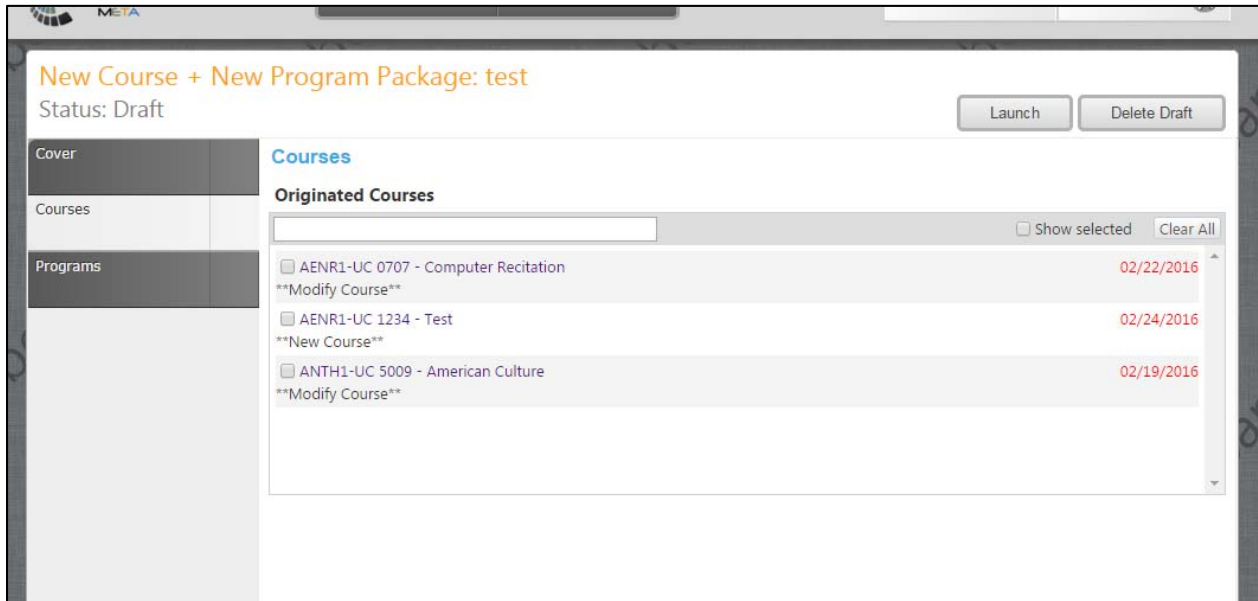
Subject*

Package Title*

Catalog Description*

[Previous](#) [Next](#) [Create Proposal](#)

Once inside the Package screen you will see the information you already entered on the Cover page. You will have two other pages. One for adding Courses and one for adding Programs. Both the Course and Program pages function similarly. These are multi-select lists that allow users to check the items you need. Users can either scroll up and down the list with the scroll bar on their right side of the list, or just start typing the item you are looking for in the search box. The list will filter according to what you type while you are typing. Users are able to make multiple selections on both the Course and Program pages if necessary. After you have made selections and saved the pages select “Launch” from the upper right corner, just as you would for any other proposal, to launch this Package into the Approval Process.



After pressing launch make sure to select “OK” on the confirmation pop up.

