

CurricUNET INSTRUCTIONS FOR LOGGING IN, CREATING A NEW COURSE, MODIFYING AN EXISTING COURSE, AND RESUBMITTING A PROPOSAL AFTER REQUESTED CHANGES HAVE BEEN MADE

A. HOW TO LOG IN TO CurricUNET

- Go to CurricUNET at <http://www.curricunet.com/SMCCD/>
 - To log in, follow these four steps (case sensitive – use all **lowercase** letters):
 - 1) In the left margin, type your user name. Your user name is the first part of your district email address before the @. For example, for the email address smithers@smccd.edu, the user name is smithers.
 - 2) Type your password: “changeme” (one word, if you have NOT yet changed it).
- NOTE:** You should immediately change your password the first time you use CurricUNET. If you haven’t already done so, change your password. Under **Prefs**, click on **Personal Info**. Type your new password in the two fields where it is requested, and click on **OK**. Then return to the CurricUNET home page by clicking on the **Home icon**  **CurricUNET Home** in the left margin.
- 3) Under “College,” make sure that “College of San Mateo” is selected.
 - 4) Click on the **Log In** button found below the college selection area.
- You are now signed in to the CurricUNET home page.

Notice that question mark icons appear to the right of each data entry field on this screen. These are **Help icons**  and they appear on all CurricUNET screens. When you are unclear about the information being requested for a given field, click on the corresponding **Help icon** for more information. Please note that not all of the help screens have been populated.

B. HOW TO CREATE A NEW COURSE

- Once logged in, on the left navigation bar on the CurricUNET home page, under **Build**, click on **Courses**.
- Under **Courses** on the left navigation bar, click on **Create Course**.
- The screen (or “page”) that now appears is entitled “Create New Course.” Fill out the required information. In the “Proposal Type” field, be sure to select “College of San Mateo – CSM New Course.” When finished with this screen, click on **OK**. (**Please obtain an available course number from Ada Delaplaine in the Instruction Office prior to beginning your new course entry.**)

- CurricUNET will process the information you just provided and display it on a screen entitled “Course Construction Main Menu”. Notice the “Course Checklist” in the right margin. This is a list of all the screens that you will be completing, one at a time.
- Click on the first screen in the Course Checklist: “Basic Course Information”. Complete all the data fields in this screen, remembering to pay attention to any default settings and choices available via drop-down menus.
- When finished completing the screen, click on **Save**. Wait for CurricUNET to save your work. (This can take from 2 to 20 seconds.) When it has saved, it will usually display a statement at the top of the screen that reads “Page Last Saved on: Date, Time, Your Name”. If this statement does not appear, wait for the Microsoft “spinning wheel” to stop spinning. When it stops, your information has been saved.
- If no error message appears, click on **Finish**. (Be sure that your information has been saved before clicking **Finish**.)
- If an error message appears, it is probably because you did not complete one or more required data fields. Supply the requested information and click on **Save** again. After correcting your errors and saving the work, click on **Finish**.
- After clicking on **Finish**, a screen appears that summarizes the information you provided. This serves as a confirmation that you provided all the necessary information for that screen. You can always go back later to “unlock” and edit a screen.
- Notice that as you complete each screen in the Course Checklist on the right margin, the title of that screen will be check marked and appear in bold. This is a visual cue that you have saved and finished that screen. (Remember, you can always go back later to “unlock” and edit a screen.)
- By completing all the relevant screens for your new course on the Course Checklist, you have entered all the necessary information for CurricUNET to create a Course Outline.

NOTES:

If your course has a prerequisite and/or corequisite, you will need to complete the **Content Review** area found in the Course Checklist directly below **Prerequisites/Corequisites**.

If you are unclear about the information being requested for a given data field, click on the corresponding **Help icon** for more information. If that doesn’t clear up your confusion, consult your Dean or Committee on Instruction division representative.

- When you are certain you have completed all the relevant screens and are ready to submit your new course proposal to the Committee on Instruction, click on the **Submit** button found in the left margin. (The **Submit** button should be displaying a message that reads “You may submit your course now.”)



Your course will now go through the workflow process. In general the workflow process follows this pattern:

- a) The proposed new course is sent to your Dean for his/her approval. If approved by your Dean, the proposal is sent on to the Technical Review Committee.
- b) The Technical Review Committee members of the Committee on Instruction then review the new course proposal.
- c) Once the course has been reviewed by all the members and comments have been made, the Technical Review Committee Chair will take one of the following two actions on the course:
 - i. **Request Changes:** This action will put the course back in your queue. You will need to review all comments made by the Technical Review Committee members and address them. Once you have addressed all of the comments and made any necessary adjustments, you will need to take action on the course in order to put it back into the approval workflow (refer to section D of this document).

If changes are requested, you will be sent an email from System@governet.net with instructions on how to access your course to review comments made by the Technical Review Committee members.

- ii. **Reviewed:** If no changes are requested, this action will put the course in the Committee on Instruction members' queue for their review, and place the course on the agenda.

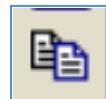
Once the course is placed on the agenda, you will be sent an email inviting you to a Committee on Instruction meeting to discuss your course proposal.

You can follow the progress of your course by clicking on **My Proposals** on the CurricUNET home page.

After submitting your course, remember to log out of CurricUNET by clicking on **Log Out** in the upper right corner of the page.

C. HOW TO MODIFY AN EXISTING COURSE

- Once logged in, under **Build** on the left navigation bar of the CurricUNET home page, click on **Courses**.
- Under **Courses** on the left navigation bar, click on **Revise Course**.
- A screen will be displayed entitled “Course Search”. Select the College (it should default to College of San Mateo), Discipline, and type the Course Number of the course you wish to revise, and click on **OK**. (It is not necessary to type the course title.)
- When the results are displayed, under **Actions**, click on the **Copy icon**. This creates a new working copy of the course that – once modified and approved – will replace the original version. (The original version will be archived for historical purposes.)



- When the “Course Review Proposal” screen displays, select the College (it should default to College of San Mateo), and using the drop-down menu for the Proposal Type, select the following:

CSM Modified Course Proposal – Used to modify an existing active course. You can also choose to reactivate or deactivate (bank or delete) a course.

Click on **Next**. Wait for that command to be processed, and then click on **OK**.

- A window will appear that reads “Your course is being created. Please wait.”
- When the copying process is complete (usually less than one minute), a screen will appear entitled “Course Construction Main Menu”.
- On the right margin is a list of screens called the “Course Checklist”. Begin by clicking on **Basic Course Information**. When that screen appears, scroll to the bottom and click on the modification(s) you are proposing from the list of modifications that are provided. Click on **Save**. Wait for that command to be processed (2 to 20 seconds), and then click on **Finish**.
- The **Basic Course Information** screen will again redisplay with a summary confirming that you have completed all the necessary information for that screen.
- You may now select other screens (one at a time) from the “Course Checklist” in the right margin that need to be completed. The screens that need to be completed depend on the modification(s) you are making. However, it is good practice to take this opportunity to go through all the screens in the checklist and make certain that current, accurate information exists for your course.

NOTE: After completing each appropriate screen, remember to click on **Save** and wait for CurricUNET to accept your changes and redisplay them. This may take from 2 to 20 seconds. When your changes have been saved, it will usually display a statement at the top of the screen that reads “Page Last Saved on: Date, Time, Your Name”. If this statement does not appear, wait for the Microsoft “spinning wheel” to stop spinning. When it stops, your information has been saved. After the screen you are completing is redisplayed, click on **Finish**.

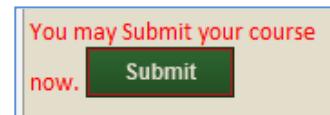
- If you need to go back and make changes to other screens you have already worked on, simply select the appropriate screen from the right margin, click on **Unlock** and make your edits or changes and **Save**.

NOTES:

If your course has a prerequisite and/or corequisite, you will need to complete the **Content Review** area found in the Course Checklist directly below **Prerequisites/Corequisites**.

If you are unclear about the information being requested for a given data field, click on the corresponding **Help icon** for more information. If that doesn’t clear up your confusion, consult your Dean or Committee on Instruction division representative.

- When you are finished making revisions and ready to submit your course modification to the Committee on Instruction, click on the **Submit** button in the left margin.



Your course will now go through the workflow process. In general the workflow process follows this pattern:

- The proposed modification is sent to your Dean for his/her approval. If approved by your Dean, the proposal is sent on to the Technical Review Committee.
- The Technical Review Committee members of the Committee on Instruction then review the proposed modification.
- Once the course has been reviewed by all the members and comments have been made, the Technical Review Committee Chair will take one of the following two actions on the course:
 - Request Changes:** This action will put the course back in your queue. You will need to review all comments made by the Technical Review Committee members and address them. Once you have addressed all of the comments and made any necessary adjustments, you will need to take action on the course in order to put it back on the approval queue (refer to section D of this document).
 - Reviewed:** If no changes are requested, this action will put the course in the Committee on Instruction members' queue for their review, and place the course on the agenda.

If changes are requested, you will be sent an email from System@governet.net with

instructions on how to access your course to review comments made by the Technical Review Committee members.

Once the course is placed on the agenda, you will be sent an email inviting you to a Committee on Instruction meeting to discuss your course proposal.

You can follow the progress of your course by clicking on **My Proposals** on the CurricUNET home page.

After submitting your course, remember to log out of CurricUNET by clicking on **Log Out** in the upper right corner of the page.

D. HOW TO RESUBMIT A COURSE THROUGH THE APPROVAL WORKFLOW AFTER REQUESTED CHANGES HAVE BEEN MADE

In order to take action on a course once you have made any requested changes based on comments made by your Dean or the Technical Review Committee members, do the following:

- Go to **My Approvals**.
- Select **College of San Mateo** from the drop-down menu.

- Click on the green **Action** button for the course you are working on.
- Make any necessary comments in the comments box area.
- Select an appropriate action: **Requested changes made OR Reviewed.**
- Press the **Save** button.

