Step-by-step instructions on how to enter a course modification in CurricUNET

To make revisions to an existing course, create a **Skyline Modified Course Proposal** by following these directions:

I. Logging In

- Go to CurricUNET: http://www.curricunet.com/SMCCCD/

- In the left margin, type your **user name.** Your user name is the first part of your district email address before the @.

- Type your **password**: "changeme" (one word).

  (NOTE: You should immediately change your password the first time you use CurricUNET. Instructions are given in the NOTE below.)

- Under **College**, select **Skyline College** from the pull-down menu.

- Click on the **Log In** button.

- You will now be brought to the CurricUNET home page.

  NOTE: 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's requested, and click on **OK.** Then return to the CurricUNET home page by clicking on the home icon in the left margin.

II. Modifying an Existing Course

- In the left margin of the CurricUNET home page, under **Build**, click on **Courses*.***

- In the left margin of the next screen, under **Courses**, click on **Revise Course.**

- A screen will be displayed entitled **Course Search**. Select the **College** (it should default to Skyline), **Discipline**, and type the **Course Number** of the course you wish to revise, and click on ***OK.*** (It's not necessary to type the course title.)

- The results of your search are displayed. You may see more than one entry for your course, since CurricUNET maintains all versions of courses and assigns them a "status," which include:

  Pending: a faculty member is working on a proposal (i.e. it has not been launched) OR a proposal is currently in the faculty member's queue for technical review corrections. The course has not yet been approved.

  Launched: a faculty member has finished a proposal and submitted ("launched") it into the approval process. The course is assigned a launched status only after the dean has reviewed it and sent it along into the approval process. The course, however, has not yet been through the entire approval process and is not yet approved.

  Approved: a course that has been approved by the Curriculum Committee but which has not yet reached the date (semester) of **Active** status.

  Active: a course listed in the College Catalog.

  Banked: a course that has been temporarily deactivated and removed from the College Catalog until further action is taken.

  Historical: past course outlines of record which are no longer current.

  Deleted: a course removed from the College Catalog, from any associated programs in which the course had been included, and from articulation with four-year colleges and universities.

  PLEASE NOTE: ONLY COURSES WITH **ACTIVE OR BANKED** STATUS CAN BE MODIFIED.

- From your results list, choose the entry for your course that has a status that allows for course modification (see note above). 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 Skyline), and using the pull-down menu for the **Proposal Type**, select **Skyline Modified Course Proposal.**

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 check the modification(s) you are proposing from the list of modifications provided.

- Finish updating the **Basic Course Information** screen. Be sure to select a **Proposed Start Date**, a **Proposed Curriculum Committee Meeting Date**, and **Justification for Board Report**.

- When finished with the **Basic Course Information** screen, click on **SAVE**. Wait for that command to be processed (2 to 20 seconds), then scroll to the bottom and click on **FINISH**.

- The **Basic Course Information** screen will redisplay, reformatted so that the information you provided for that screen is shown.

- 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, you should 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. When your changes have been saved, it will usually display a statement at the top that reads "Page Last Saved on: Date, Time, Your Name." If this statement does not appear, wait for the "spinning wheel" to stop. When it stops, your information has been saved. After the screen you're completing is redisplayed, click on **FINISH**.

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

- When you are finished making revisions and ready to submit your course modification to the Curriculum Committee, click on the

SUBMIT button in the left margin. **DO NOT CLICK SUBMIT UNLESS YOU ARE CERTAIN YOU ARE FINISHED MAKING REVISIONS.**

- **NOTE**: If you are not finished making your modifications and need to resume work later, log off. Then, when you're ready to continue work, go back to the CurricUNET home page and:

    * Under **Build**, click on **Courses.**
    * A list of courses appears. The course you have been modifying will be listed.
    * Click on the **pencil icon** to continue modifying your course.
    * Remember to **SAVE** your changes on each screen you revise.

- **NOTE**: If you wish to review the changes you are making, click on the **Reports** button, which appears to the right of each of your course proposals after you click on **Build/Courses**. Select the **Outline Comparison Report** to review your changes in a "Track Changes" format.

- After clicking on **SUBMIT**, your course will go through the Curriculum Committee workflow process. In general the workflow process follows this pattern:

    1) Proposed modification is sent to your Dean for his/her approval. If the Dean approves, your proposal is sent on to Technical Review.

    2) Proposed modification is reviewed by Technical Review members of the Curriculum Committee.

    3) You will be sent an email from System@governet.net with instructions on how to access your course to read comments made by the Technical Review members and edit your course appropriately. In addition, you will be sent an email from a representative of the Technical Review Committee describing any changes, additional information, or clarification that's needed. This email will also inform you of the deadline for submitting the requested changes.

    4) You will be sent an additional email inviting you to a Curriculum Committee meeting to discuss your course modification.

- **NOTE**: You can follow the progress of your course through the approval process by clicking on **My Proposals** on the CurricUNET home page.

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- After submitting your course modification, remember to log out of CurricUNET (click on "**Log Out**" in the upper right).