Step-by-step instructions on how to create a new course in CurricUNET

To create a <u>new</u> course, follow 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).

  (<u>NOTE</u>: 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.

  <u>NOTE</u>: 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. Creating a New Course

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

- Under **Courses** on the left navigation bar, click on **Create Course***.*

- A screen will be displayed entitled **Create New Course**. Fill out the required information. *(NOTE: After consultation with your Dean regarding the appropriate placement of your new course within the department's existing course numbers, please obtain an available course number from Maria Norris in the Instruction Office prior to beginning your new course entry.)* In the **Proposal Type** field, select **Skyline College – Skyline New**

Course. When finished, click on **OK**.

- CurricUNET will digest 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. 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**.

  <u>NOTE</u>: If an error messages appears after clicking on **SAVE**, it's probably because you didn't complete one or more required fields. Supply the requested information and click on **SAVE** again. Then click on **FINISH**.

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

- Select other screens (one at a time) from the **Course Checklist** in the right margin that need to be completed.

- <u>NOTE</u>: 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 <u>not</u> 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 screens you've already worked on, simply click on the appropriate screen from the right margin, click on **UNLOCK**, and make your edits or changes.

- Notice that as you complete each screen in the Course Checklist from 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 and **unlock** to edit a screen.)

- When you are finished and ready to submit your new course proposal to the Curriculum Committee, click on the **SUBMIT** button in the left margin. **DO NOT CLICK SUBMIT UNLESS YOU ARE CERTAIN YOU ARE FINISHED.**

- <u>**NOTE**</u>: If you are not finished with your new course proposal 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 are in the process of creating will be listed. Its status will be **Pending**.
    * Click on the **pencil icon** to continue creating your course.
    * Remember to **SAVE** your changes on each screen.

- By completing all the relevant screens for your new course, you have entered all the necessary information for CurricUNET to create a *Course Outline of Record (COR)*.

- <u>**NOTE**</u>: If you are unclear about the information being requested for a given field, click on the corresponding help icon (🔵 Help) for more information. If that doesn't clear up the confusion, consult your Curriculum Committee division representative or CC chair.

- When you're certain you've completed all the relevant screens and are ready to submit your new course proposal to the Curriculum Committee, 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.")

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

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

    2) Proposal 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. Please note that the proposal will not be available in your queue for you to make corrections until you receive the email from the Technical Review Committee representative.

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

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

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