

TO MAKE CHANGES REQUESTED BY YOUR DEAN AND RETURN THE COURSE TO YOUR DEAN:

1. Go to the CurricUNET home page.
2. Under TRACK, click on MY APPROVALS.
3. Using the pull-down menus:
College: SKYLINE
Role: COURSE AUTHOR
Proposal type: Select correct type from pull-down menu
4. Your course(s) will appear.
5. To begin making edits to the course, click on the pencil icon, which will bring you to the COURSE CONSTRUCTION MAIN MENU.
6. In the right margin is the COURSE CHECKLIST, which is a list of CurricUNET screens. Click on the screen(s) you want to edit.
7. IMPORTANT: Scroll to the end of a screen and click on **UNLOCK** in order to enter a screen and make changes. After making changes to a screen, click on **SAVE**, pause for the screen to redisplay, then click on **FINISH**. Do this for each screen you've edited.

8. After you have completed ALL of your corrections, return to the CurricUNET home page (use the home link in the upper left margin).
9. Under Track, click on My Approvals. A list of the course(s) you've been working on will appear.
10. Click on the ACTION button and select **LAUNCH**. Then click on **SAVE**.
11. Repeat this process if your dean has asked you to make corrections to additional courses.

These steps will return the course to your Dean.