



Governet

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 a circular logo with a sunburst pattern. To its right is the text "CurricUNET" in a blue, sans-serif font. Below the logo and text are two input fields: "Email" with a placeholder "ENTER AHC EMAIL" and "Password". Below the password field is a link "Forgot your password?". At the bottom left is a checkbox labeled "Remember me?". To the right of the checkbox is a green "Login" button. Below the button is the text "SSO".

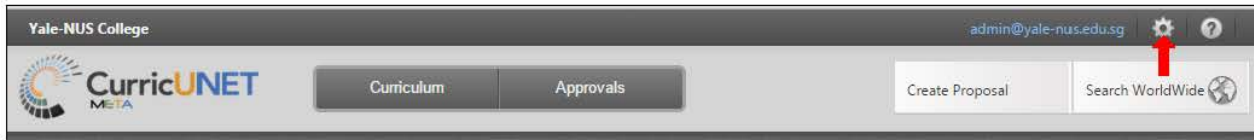
Note: This system is not linked with other AHC user accounts and those usernames and passwords are not recognized. If using the system for the first time:

- 1) enter your Hancock email address,
- 2) click on "Forgot your password"
- 3) follow the instructions for log-in

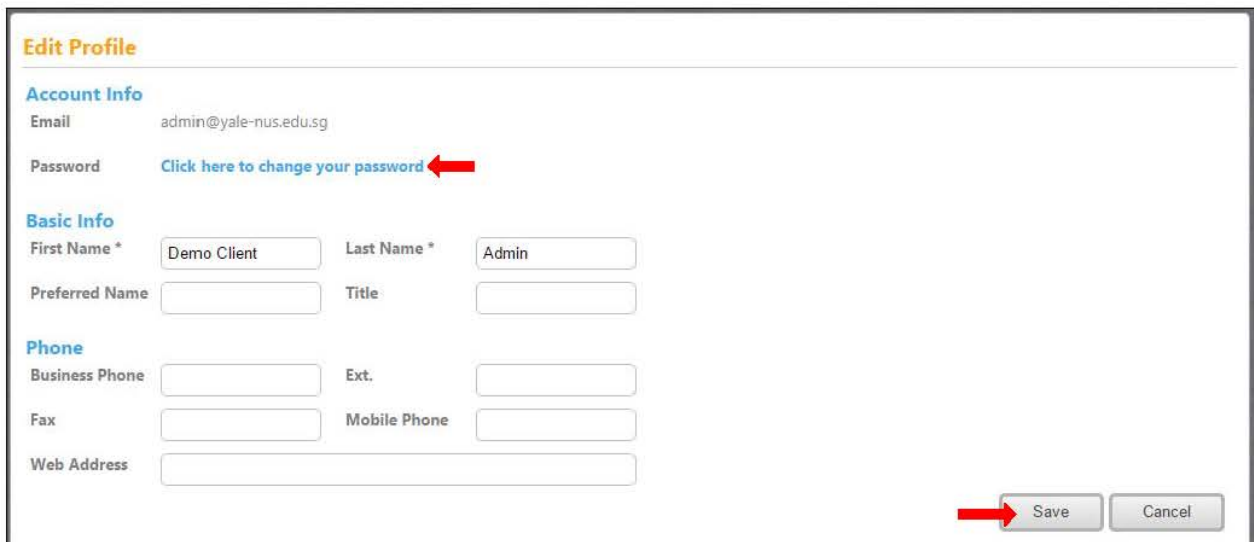
For assistance contact Academic Affairs at ext. 3246 or email randres@hancockcollege.edu.

Changing Your Password

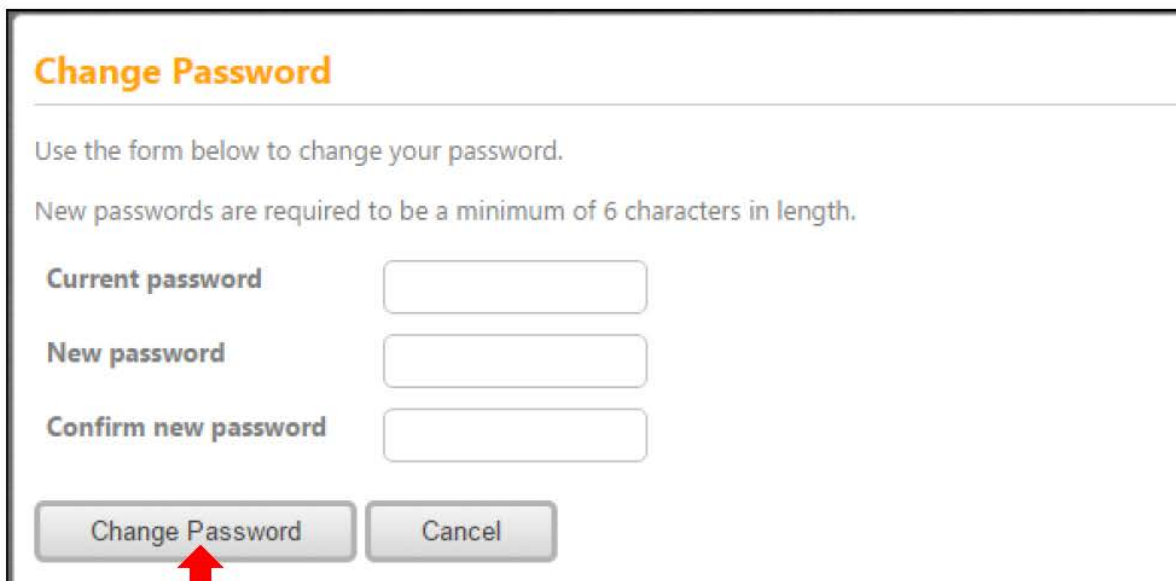
To change your password, click the **Gear Icon** at the top of any page, and select **Profile**.



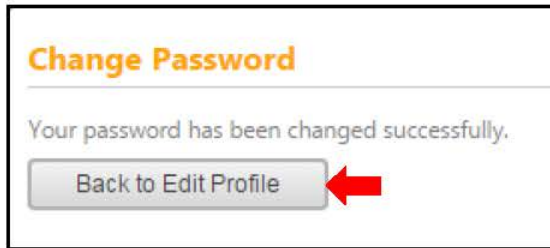
On the **Edit Profile** screen, you may make changes to or add any information except your email. The system uses your email to link you to all the proposals that you are involved with, so changing your email is not advised. To change your password, select **Click here to change your password**.

A screenshot of the "Edit Profile" form. The form is titled "Edit Profile" and has several 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. Under "Basic Info", there are input fields for "First Name *", "Last Name *", "Preferred Name", and "Title". Under "Phone", there are input fields for "Business Phone", "Ext.", "Fax", and "Mobile Phone". At the bottom, there is a "Web Address" field and two buttons: "Save" and "Cancel". A red arrow points 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" and contains the following text: "Use the form below to change your password." and "New passwords are required to be a minimum of 6 characters in length." Below this text are three input fields: "Current password", "New password", and "Confirm new password". At the bottom of the form are two buttons: "Change Password" and "Cancel". A red arrow points to the "Change Password" button.

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



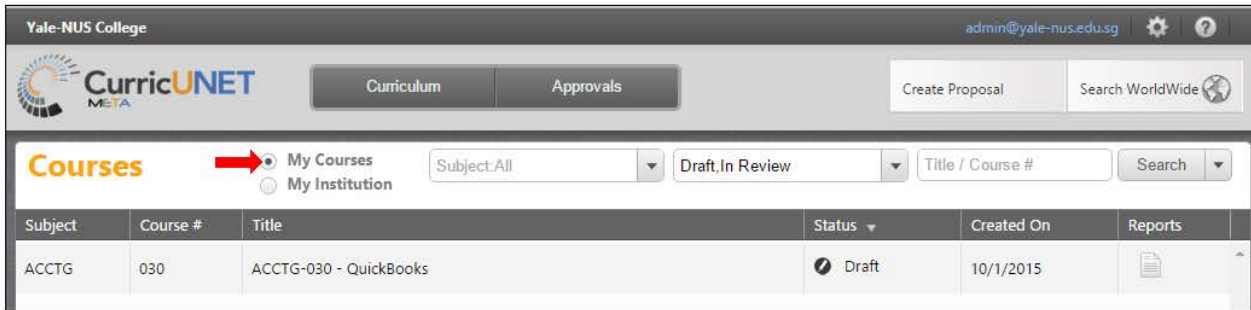
Click **Save** to verify any profile changes.

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

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.



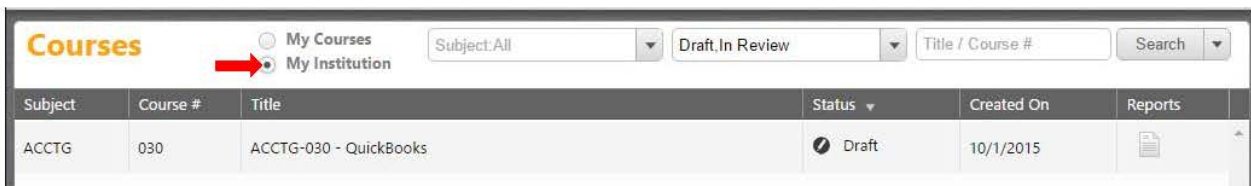
Yale-NUS College admin@yale-nus.edu.sg

Curriculum Approvals Create Proposal Search WorldWide

Courses My Courses My Institution Subject: All Draft, In Review Title / Course # Search

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

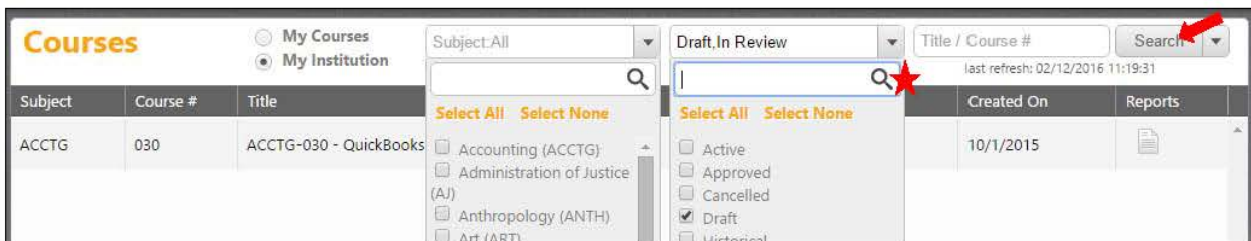
To expand your course search, select **My Institution**, and you will be able to view all courses at **Your Institution**. The default is **Draft** and **In Review**.



Courses My Courses My Institution Subject: All Draft, In Review Title / Course # Search

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**.



Courses My Courses My Institution Subject: All Draft, In Review Title / Course # Search

Select All Select None

- Accounting (ACCTG)
- Administration of Justice (AJ)
- Anthropology (ANTH)
- Art (ART)

Select All Select None

- Active
- Approved
- Cancelled
- Draft
- Historical

last refresh: 02/12/2016 11:19:31

Subject	Course #	Title	Created On	Reports
ACCTG	030	ACCTG-030 - QuickBooks	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, Search WorldWide button.
- Filters: My Courses (selected), My Institution, Subject: All, Draft, In Review, Title / Course # search box, Search button.
- Table with columns: Subject, Course #, Title, Status, Created On, Reports.
- Table Row 1: ACCTG, 030, ACCTG-030 - QuickBooks, Draft, 10/1/2015.

A red arrow points to the 'Title' column header.

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. The menu options are:

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

A red arrow points to the search button.

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

The screenshot shows the Microsoft Excel interface with a table containing the following data:

	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.

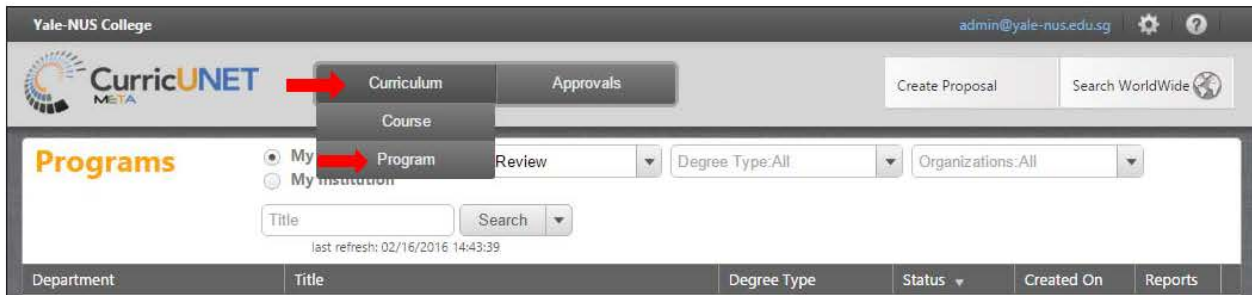
Course Summary Report		Yale-NUS College	
ACCTG-030 - QuickBooks		Draft	
Subject Code:	ACCTG	Created On:	10/1/2015
Course Number:	030	Last Modified:	

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:	

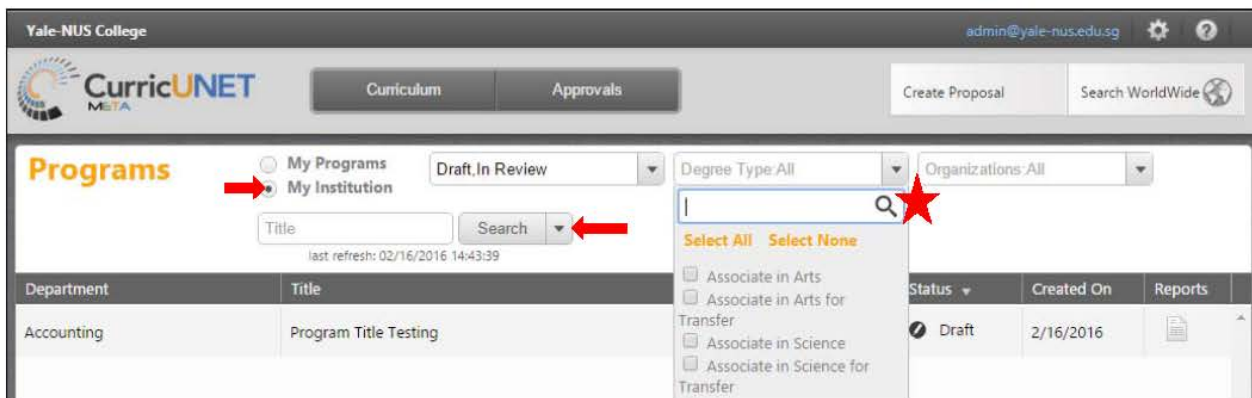
Viewing Programs

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).

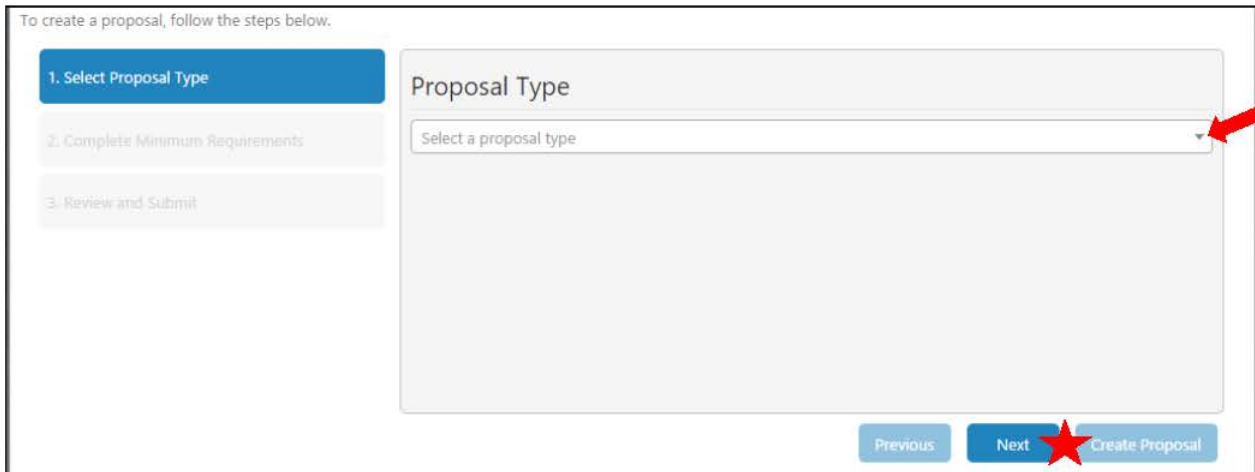


Create Proposal

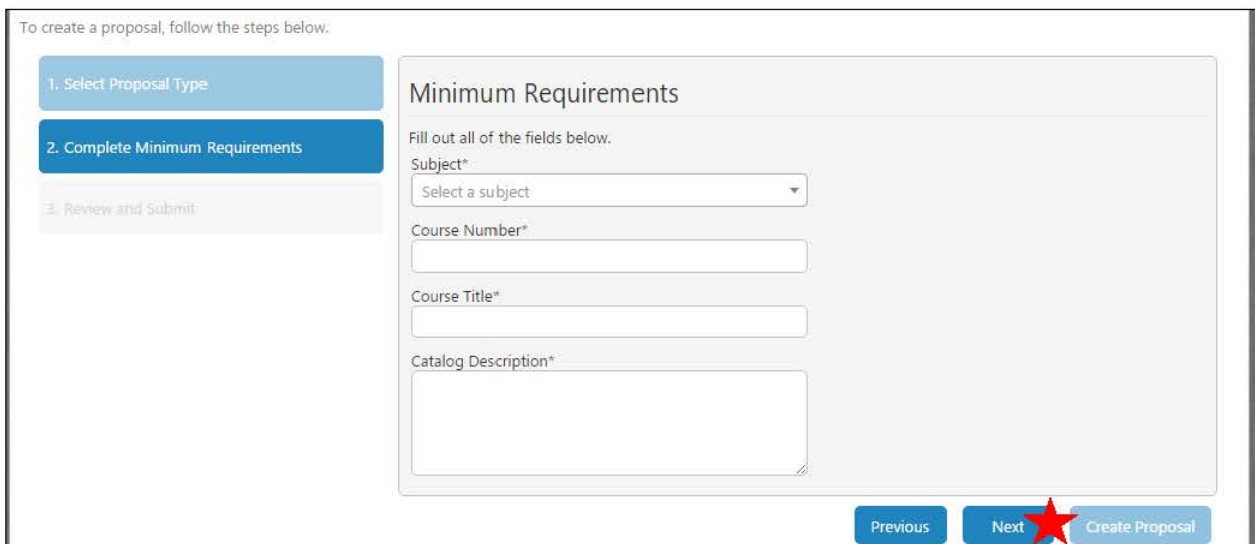
To create a **New Proposal**, select the **Create Proposal** button.



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

A screenshot of the 'Proposal Type' selection step. On the left, a vertical list of steps shows '1. Select Proposal Type' as the active step. 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. On the left, the step list shows '2. Complete Minimum Requirements' as the active step. The main area is titled 'Minimum Requirements' and contains the instruction 'Fill out all of the fields below.' followed by four input fields: 'Subject*' (a dropdown menu with 'Select a subject'), 'Course Number*', 'Course Title*', and 'Catalog Description*' (a text area). A red star is placed over the 'Next' button at the bottom right, which is next to 'Previous' and 'Create Proposal' buttons.

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 .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 to 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 , 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 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

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.

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.

Last updated by Demo Client Admin on 2/12/2016 at 2:00 PM	
Methods of Evaluation and Examination	0/1
Textbooks/Learning	
Advisory Reading and Writing Levels:	<input type="text"/>
Advisory Math Level:	<input type="text"/>

Click on the option to select it.

Last updated by Demo Client Admin on 2/12/2016 at 2:00 PM	
Methods of Evaluation and Examination	0/1
Textbooks/Learning Materials	
Advisory Reading and Writing Levels:	<input type="text"/>
Advisory Math Level:	<input type="text"/>
Recommended Preparation	<input type="text"/>

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	

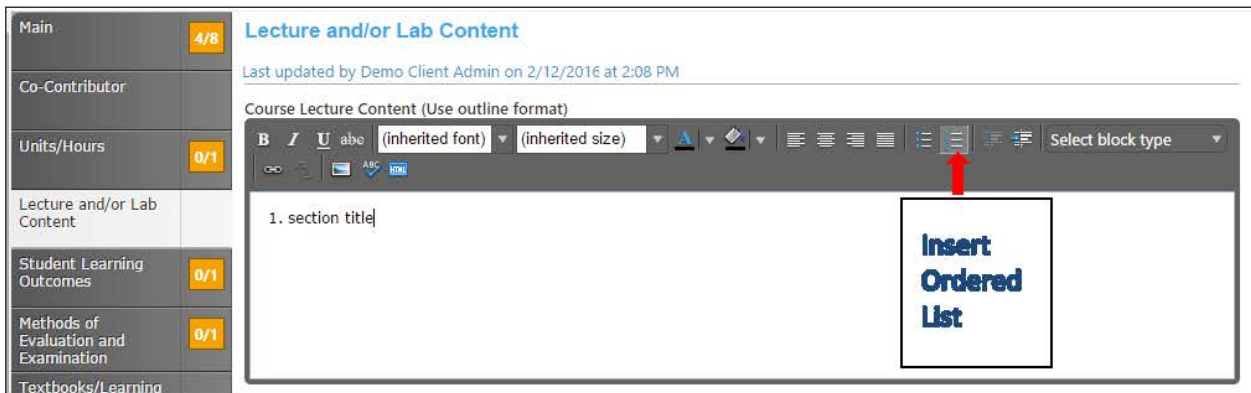
Rich text editors

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.

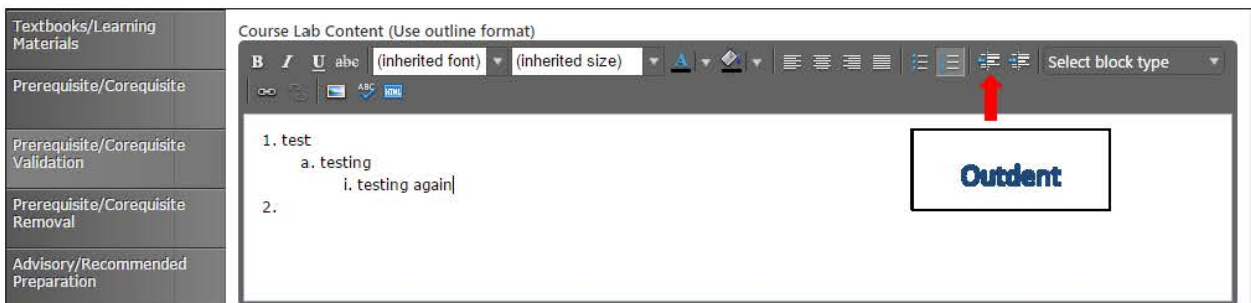


Main 4/8 **Lecture and/or Lab Content**
Last updated by Demo Client Admin on 2/12/2016 at 2:08 PM
Course Lecture Content (Use outline format)

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

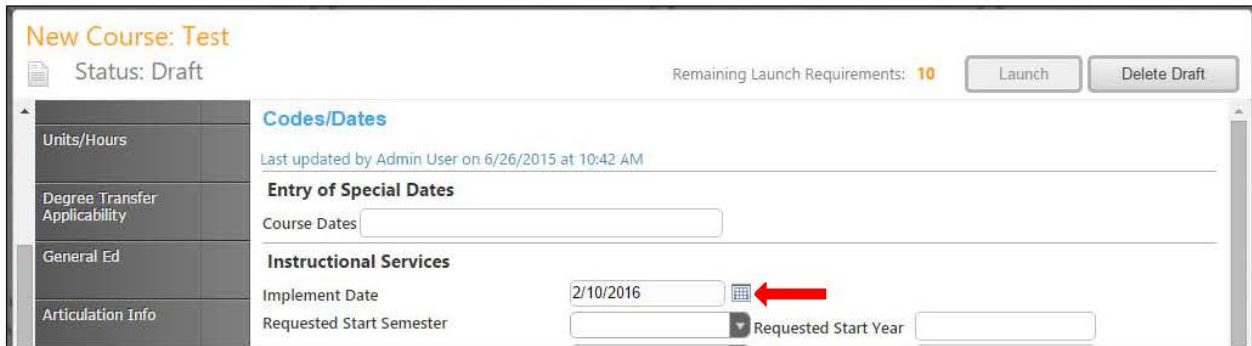
Course Lab Content (Use outline format)

1. test
 a. testing
 i. testing again

Outdent

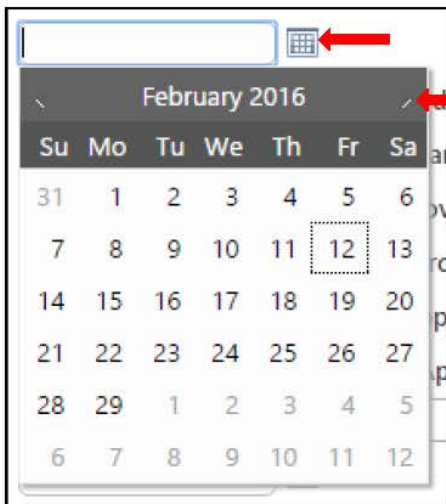
Date Picker

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



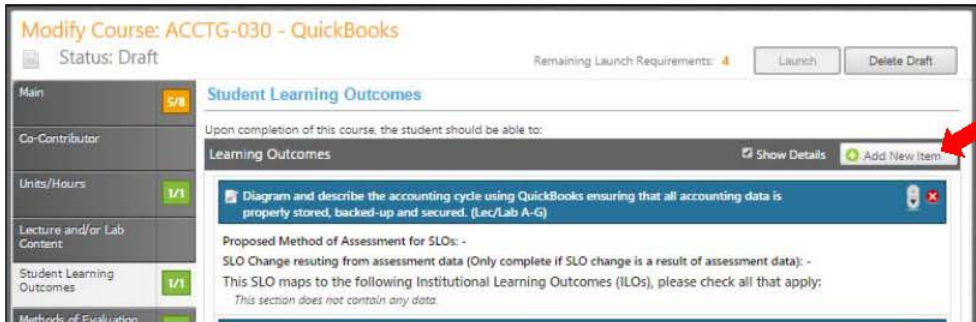
The screenshot shows a web interface for a "New Course: Test" in a "Draft" status. On the right side, there are buttons for "Launch" and "Delete Draft". Below these, the "Codes/Dates" section is visible, containing a "Course Dates" field. The "Instructional Services" section includes an "Implement Date" field with the value "2/10/2016" and a calendar icon to its right, which is highlighted with a red arrow. Below the "Implement Date" field is a "Requested Start Semester" field and a "Requested Start Year" field.

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.



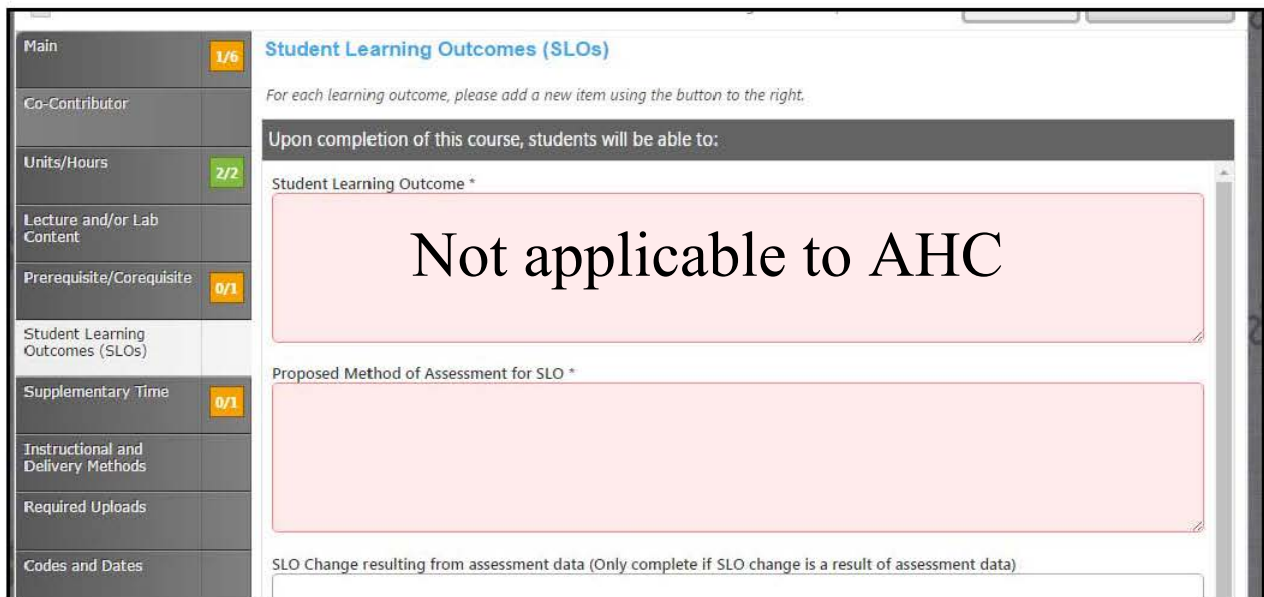
Ordered Lists

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' interface for 'ACCTG-030 - QuickBooks'. 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 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 'Student Learning Outcome' field is highlighted in red and contains the text 'Not applicable to AHC'. The 'Proposed Method of Assessment for SLO' field is also highlighted in red. The form includes a sidebar with various course details and a main content area with instructions and input fields.

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".

The screenshot displays a course management interface for 'New Course: Art today'. The status is 'Draft', and there are 5 remaining launch requirements. The interface includes a sidebar with progress indicators for various course components: 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), and Supplementary Time (0/1). The main area is titled 'Student Learning Outcomes' and shows two SLOs. SLO 1 has a proposed method of assessment 'Proposed Method 1' and is aligned with 'Program 1'. SLO 2 has a proposed method of assessment 'Method 2' and is aligned with 'Program 2'. Each SLO entry has a blue bar with a red 'X' icon for deletion and up/down arrows for reordering. Red arrows in the image point to these icons.

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

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

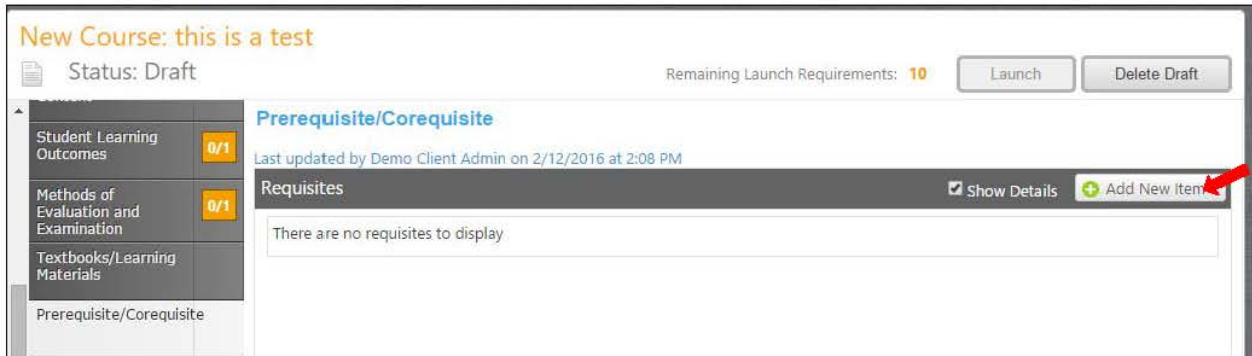
SLO 2

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.



New Course: this is a test

Status: Draft Remaining Launch Requirements: 10 Launch Delete Draft

Student Learning Outcomes 0/1

Methods of Evaluation and Examination 0/1

Textbooks/Learning Materials

Prerequisite/Corequisite

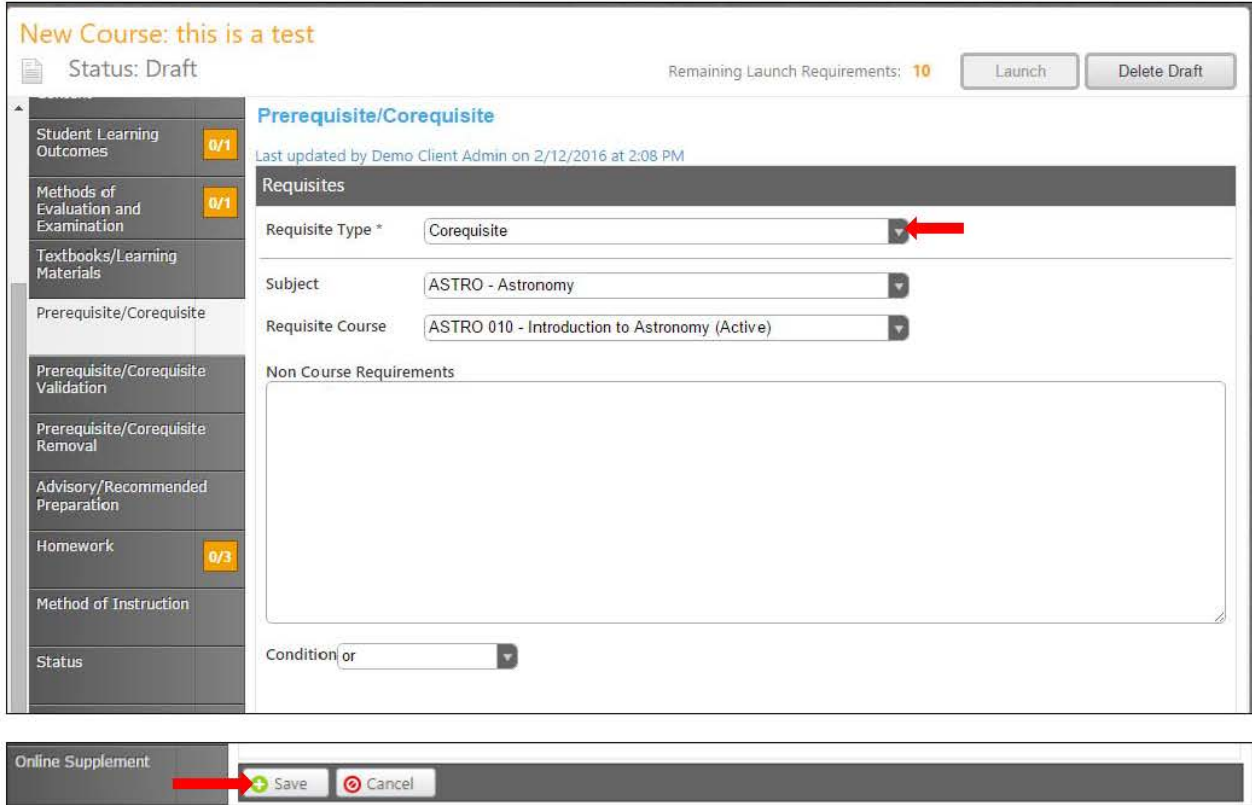
Prerequisite/Corequisite

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

Requisites Show Details Add New Item

There are no requisites to display

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.



New Course: this is a test

Status: Draft Remaining Launch Requirements: 10 Launch Delete Draft

Student Learning Outcomes 0/1

Methods of Evaluation and Examination 0/1

Textbooks/Learning Materials

Prerequisite/Corequisite

Prerequisite/Corequisite Validation

Prerequisite/Corequisite Removal

Advisory/Recommended Preparation

Homework 0/3

Method of Instruction

Status

Prerequisite/Corequisite

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

Requisites

Requisite Type * Corequisite

Subject ASTRO - Astronomy

Requisite Course ASTRO 010 - Introduction to Astronomy (Active)

Non Course Requirements

Condition or

Online Supplement Save Cancel

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

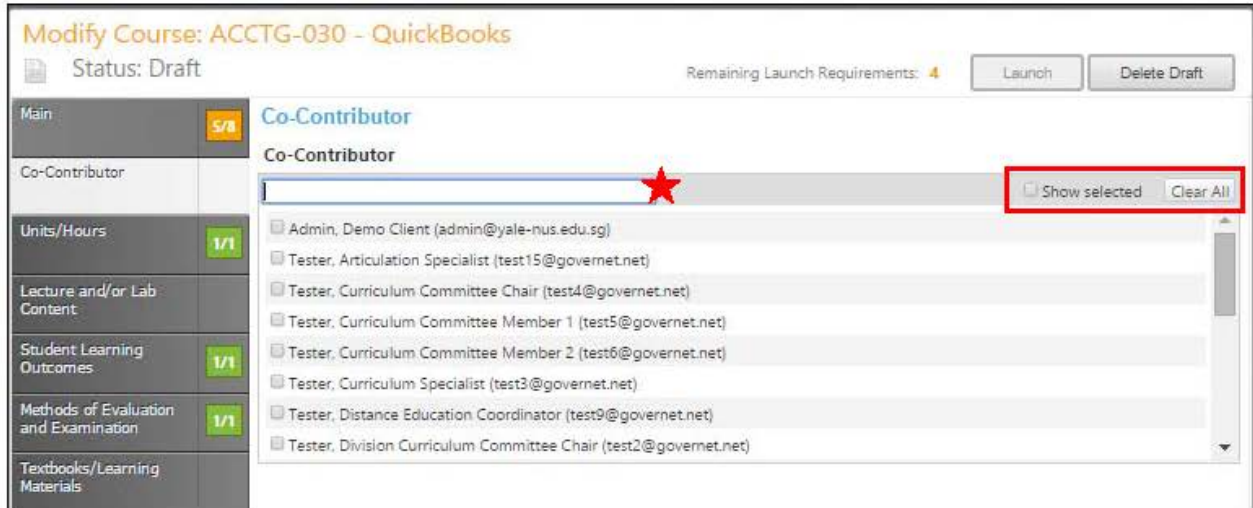
Condition []

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 []
 and
 or

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 shows a web interface for modifying a course titled "ACCTG-030 - QuickBooks". The status is "Draft". On the left, a sidebar lists various course components with progress indicators: 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), and Textbooks/Learning Materials. 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 potential contributors, each with a checkbox. The "Show selected" and "Clear All" buttons are highlighted with a red box.

Modify Course: ACCTG-030 - QuickBooks

Status: Draft Remaining Launch Requirements: 4 Launch Delete Draft

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 box with red star icon

Co-Contributor

- 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)

Show selected Clear All

CONTENT REVIEW and ENTRANCE SKILLS

ENTRANCE SKILLS = the skills/knowledge from the requisite course that are necessary for successful completion of the target course.

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

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

Under "content review" select the requisite course from the drop down field.

To map this courses' objectives to the requisite course objectives, select the "Objective To Objective" from the Content Review Type drop down.

Review both sets of course objectives listed for each course. The requisite course objectives that align to the current course objectives will serve as the entrance skills for the course.

Place a check in the check box for each requisite course that aligns. Only the requisite course objectives that align should be checked. Only the checked items will appear in "entrance skills on the COR.

The screenshot shows a web application interface for 'Content Review'. On the left is a sidebar with tabs: Cover (11/11), Co-Contributor, Division Planning, Course Objectives, Units/Hours, List Additional Variable Units, Degree Transfer Applicability, General Ed, Articulation Info, Core Competencies, Student Learning Outcomes, Requisites, and Content Review. The main content area is titled 'Content Review' and includes a timestamp 'Last updated by nonadmin user 5 on 1/20/2016 at 10:34 AM'. Below this are instructions: 'If you have any issues with this page Consider the following:' followed by a bulleted list of troubleshooting steps. A paragraph explains that for courses in a sequence, this section should be completed, and provides a link to 'Content Review'. The 'Content Review' section contains two dropdown menus: 'Requisite Course' (set to 'TEST 1120 - testing2 (In Review)') and 'Content Review Type' (set to 'Objective to Objective'). A red arrow points to the 'Content Review Type' dropdown. Below these are sections for 'Current Course Objectives' and 'Requisite Course Objective(s)', each with a heading, 'Objective Text 1', and a description: 'Organize, display, and analyze data to address a research question and communicate results.'

CONTENT REVIEW and ENTRANCE SKILLS cont.

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	
Cover	6/6
Units/Hours	3/3
Objectives	
Requisites	
Content Review	
Math & English Skills Advisories	
Degree Applicability	
Student Learning Outcomes	
Course Content	
Methods of Instruction	
Assignments	1/1
Methods of Evaluation	

Content Review

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.

Content Review

Requisite Course: PHOT 180 - Digital Darkroom (Active)

Content Review Type: Objective to Content

Current Course Objectives

- Identify which color space, CMYK or RGB, is most appropriate for optimum reproduction quality.
- Demonstrate an ability to calibrate color monitors and create ICC profiles.
- Demonstrate an ability to calibrate color scanners and create ICC profiles.
- Demonstrate an ability to calibrate color printers and create ICC profiles.
- Generate ICC profiles for a professional digital capture system.
- Demonstrate control with input-output curves for optimum reproduction quality.
- Operate professional high-end scanning tools for film and flat-art materials.
- Recognize the components of a good quality print.
- Generate large print output.
- Manage workflow automation and multiple device matching systems.

Requisite Content


Use of equipment
Operate scanners
Operate printers
Evaluate print quality and appropriate resolutions for printing

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	Attached Files
Program Requirements	Last updated by User 1 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

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

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

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.

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

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

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

Opened Distance Education page.

Status: Draft Remaining Launch Requirements: 9 Launch Delete Draft

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

Quality Assurance *

Evaluation Method *

Outcomes	
Content	
Sample Assignments	
Methods of Evaluation	
Methods of Instruction	
Distance Ed	0/2
Textbooks	
Supplies	
Course Resources	0/4
Requisite Types	

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 displays a web interface for creating a new course. The title is "New Course: test" and the status is "Draft". A sidebar on the left lists various sections: Proposal Resources, Cover (4/5), Co-Contributor, Cross Listed Courses, Description (6/9), Comparable Courses, Objectives, Outcomes, Content, Sample Assignments, and Methods of Evaluation. The main content area is titled "Description" and shows the course was last updated by Delta Admin on 1/28/2016 at 11:17 AM. Under the "Units/Hours" section, there are input fields for "Weekly Hours" (1.00) and "Semester Hours" (16). Below these are fields for "Lecture Hrs: Min" (1.00), "Lecture Hrs: Max" (1.00), "Lab Hrs: Min" (1.00), and "Lab Hrs: Max" (1.00). The "Total Semester Hrs Min" is 32 and "Total Semester Hrs Max" is 36. "Student Unit Min" and "Student Unit Max" are both 1.00. There is a checkbox for "Override Faculty Load" which is unchecked. At the bottom, "Faculty Load Lecture Units" is 1, "Faculty Load Lab Units" is 0.80, and "Total Faculty Load" is 1.80. Buttons for "Launch" and "Delete Draft" are visible at the top right.

Field	Value
Weekly Hours	1.00
Semester Hours	16
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.

New Course: this is a test

Status: Draft Remaining Launch Requirements: 10 Launch Delete Draft

Textbooks/Learning Materials
Last updated by Demo Client Admin on 2/12/2016 at 2:08 PM

Textbook (Minimum 3 recommended)

Author	Title	Publisher	Classic/Standard	Year	Rationale
No records to display.					
+ Add new record					

Displaying items 0 - 0 of 0

Manual

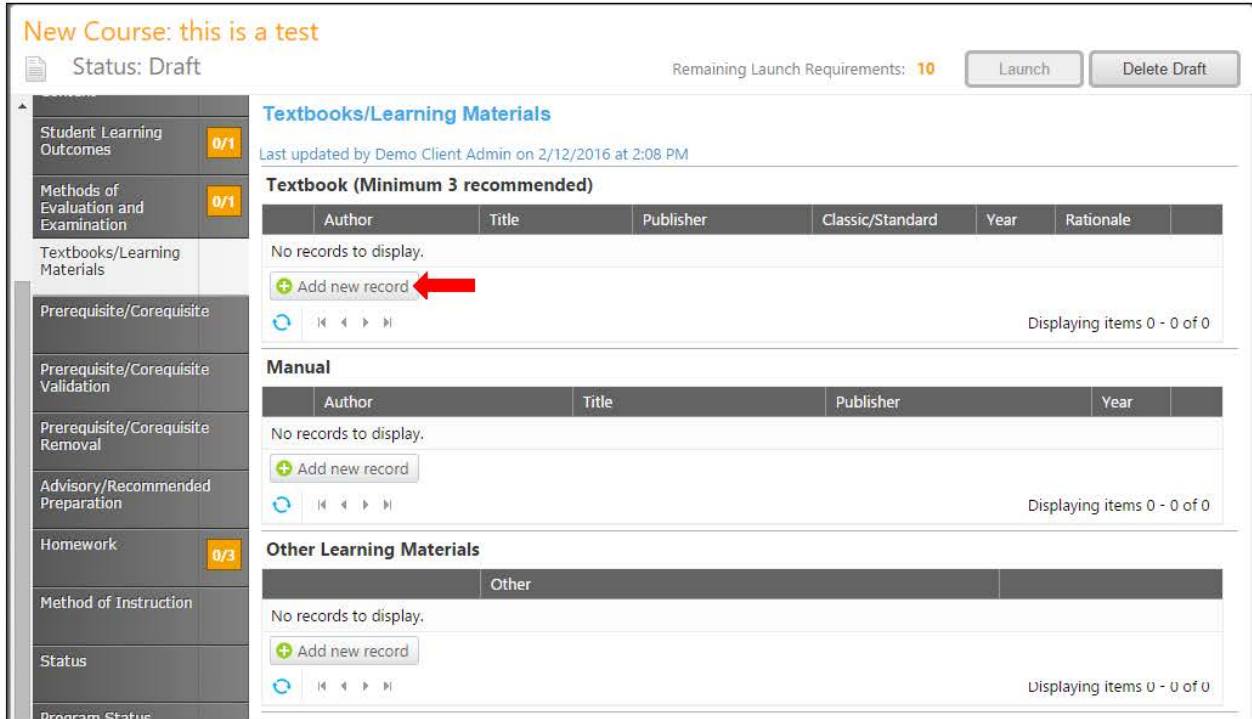
Author	Title	Publisher	Year
No records to display.			
+ Add new record			

Displaying items 0 - 0 of 0

Other Learning Materials

Other
No records to display.
+ Add new record

Displaying items 0 - 0 of 0



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

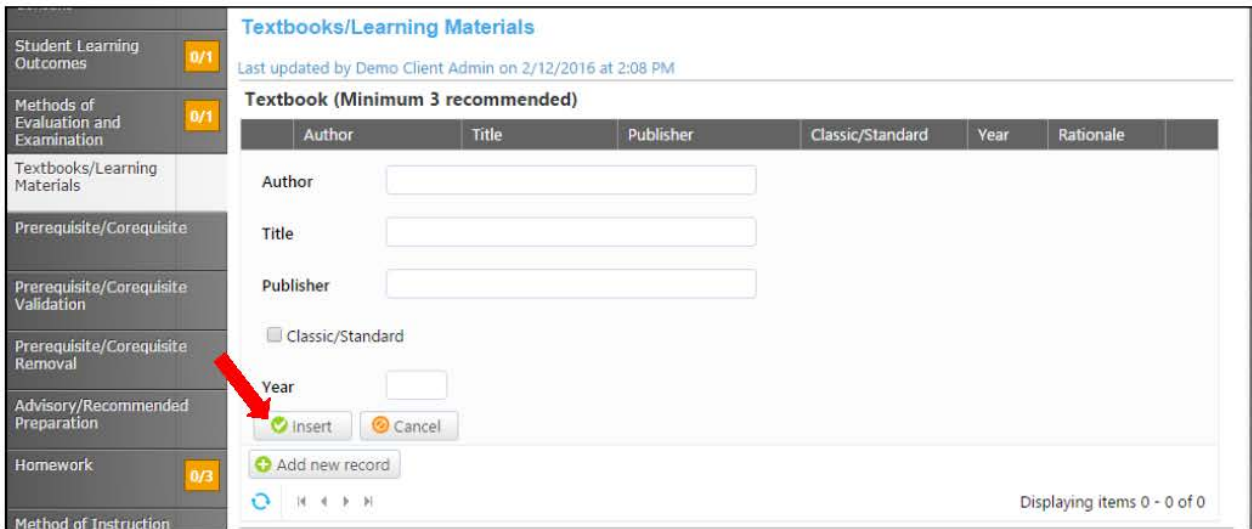
Textbooks/Learning Materials
Last updated by Demo Client Admin on 2/12/2016 at 2:08 PM

Textbook (Minimum 3 recommended)

Author	Title	Publisher	Classic/Standard	Year	Rationale
Author	<input type="text"/>				
Title	<input type="text"/>				
Publisher	<input type="text"/>				
<input type="checkbox"/> Classic/Standard					
Year	<input type="text"/>				
✓ Insert	✗ Cancel				

+ Add new record

Displaying items 0 - 0 of 0





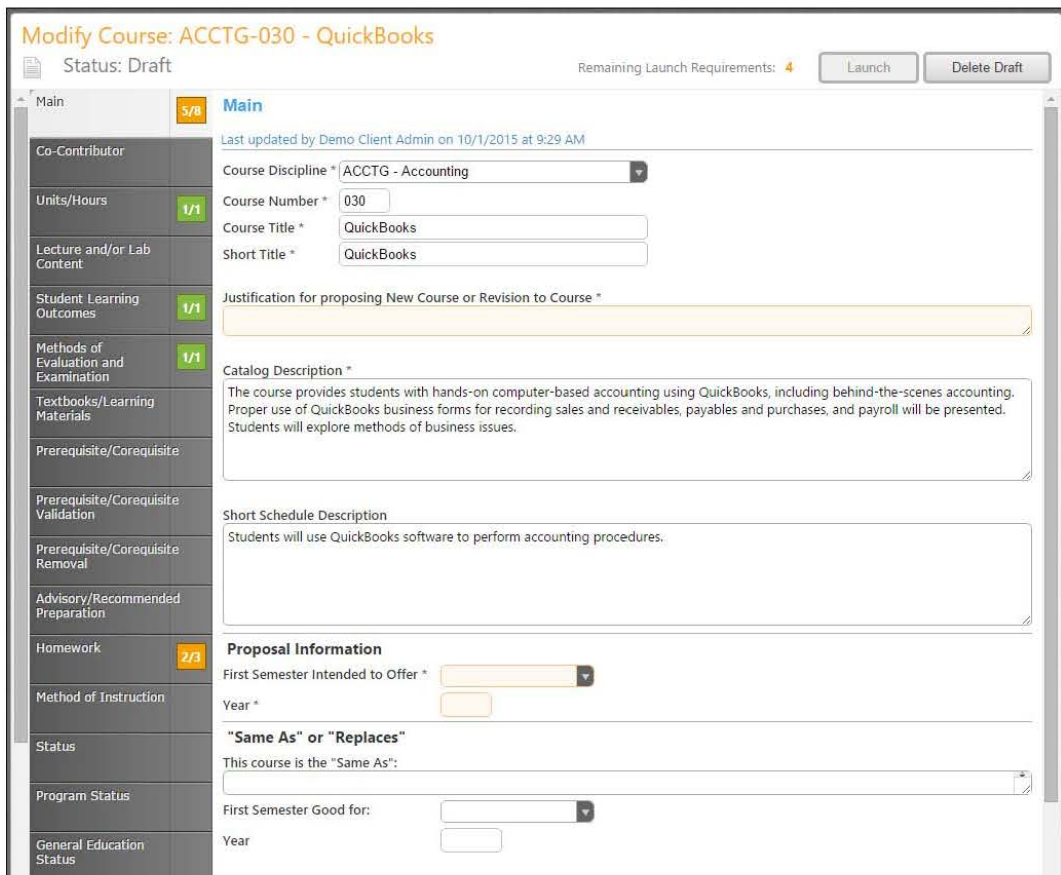
Program Proposals

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

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	<input type="text" value=""/>
		Months to Completion	<input type="text" value=""/>
		Reason for Proposing *	<input type="text" value=""/>

- Spring
- Summer
- Fall
- Intersession

Text Areas

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

Materials	Recommended Preparation
Prerequisite/Corequisite	
Prerequisite/Corequisite Validation	

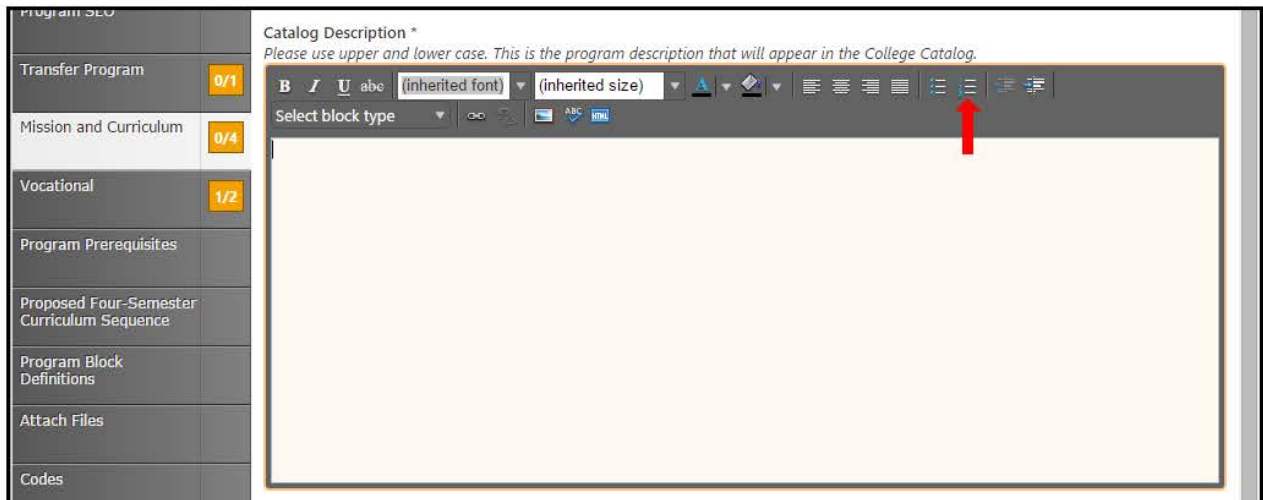
Rich Text Editors

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**.

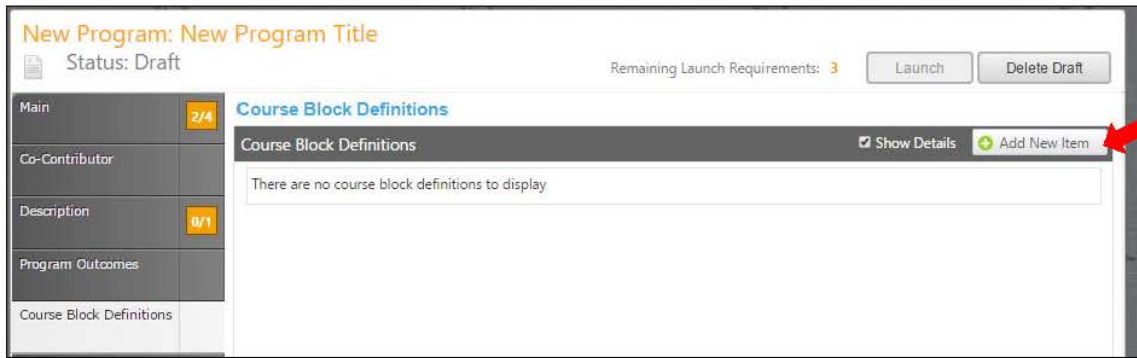
Main	0/2	Codes
Co-Contributor		Last updated by Demo Client Admin on 2/16/2016 at 12:48 PM
Description	0/1	Entry of Special Dates
Learning Outcomes		Board Approval Date <input type="text"/> 
		Originator <input type="text" value="Admin, Demo Client"/>

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.

<input type="text"/>						
February 2016						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5

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.



The screenshot shows a web interface for a new program. At the top, it says "New Program: New Program Title" and "Status: Draft". There are buttons for "Launch" and "Delete Draft", and a counter for "Remaining Launch Requirements: 3". On the left, there is a sidebar with sections: "Main" (2/4), "Co-Contributor", "Description" (0/1), "Program Outcomes", and "Course Block Definitions". The main content area is titled "Course Block Definitions" and contains a "Show Details" checkbox and an "Add New Item" button with a green plus icon. A red arrow points to the "Add New Item" button. Below the button, there is a text box that says "There are no course block definitions to display".

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.

New Program: It is warm, CERT
Status: Draft Remaining Launch Requirements: 1 Launch Delete Draft

Cover	2/2	<h3>Course Block Definitions</h3> <p>Last updated by nonadmin User on 2/17/2016 at 1:47 PM</p> <p>Course Block Definitions <input checked="" type="checkbox"/> Show Details + Add New Item</p> <div><p>Course Block Definition 1  </p><p>Program Courses Edit Program Courses</p><p>There are no program courses to display</p></div> <div><p>Course Block Definition 2  </p><p>Program Courses Edit Program Courses</p><p>There are no program courses to display</p></div>
Co-Contributor		
Description	0/1	
Program Outcomes		
Course Block Definitions		
Attach Files		
CCCCO Entry		

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

Main	3/4	<h3>Course Block Definitions</h3> <p>Program Courses <input checked="" type="checkbox"/> Show Details + Add New Item</p> <p>There are no program courses to display</p>
Co-Contributor		
Description	1/1	
Program Outcomes		
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 'Course Blocks' at 1/1. The main area is titled 'Course Blocks' and shows 'Program Courses'. Two courses are listed: 'AJ-112 - Introduction to Evidence 3.00 *Active*' and 'ACCTG-030 - QuickBooks 3.00 *Draft*'. Each course has a blue bar with an edit icon, up/down arrows, and a red 'X' delete icon. A red arrow points to the 'Done' button at the bottom left. At the bottom right, it shows 'Min Units 0' and 'Max Units 0'.

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

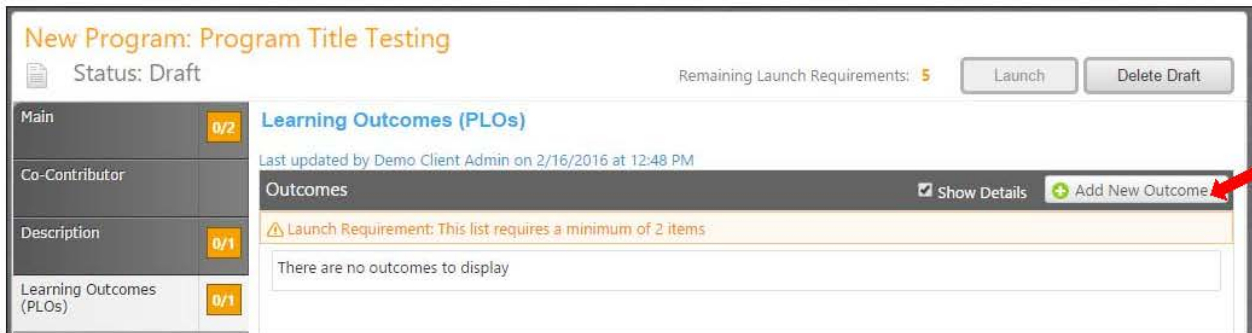
The screenshot shows the 'Course Blocks' overview interface. The main area is titled 'Course Block Definitions'. Two course block definitions are listed: 'Course block definition' and 'Course Block 2'. The 'Course block definition' block contains two program courses: 'AJ-112 - Introduction to Evidence 3.00 *Active*' and 'ACCTG-030 - QuickBooks 3.00 *Draft*'. The 'Course Block 2' block is empty, showing 'There are no program courses to display'. Red arrows from the previous screenshot are still visible, pointing to the edit, delete, and done buttons on the course blocks.

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

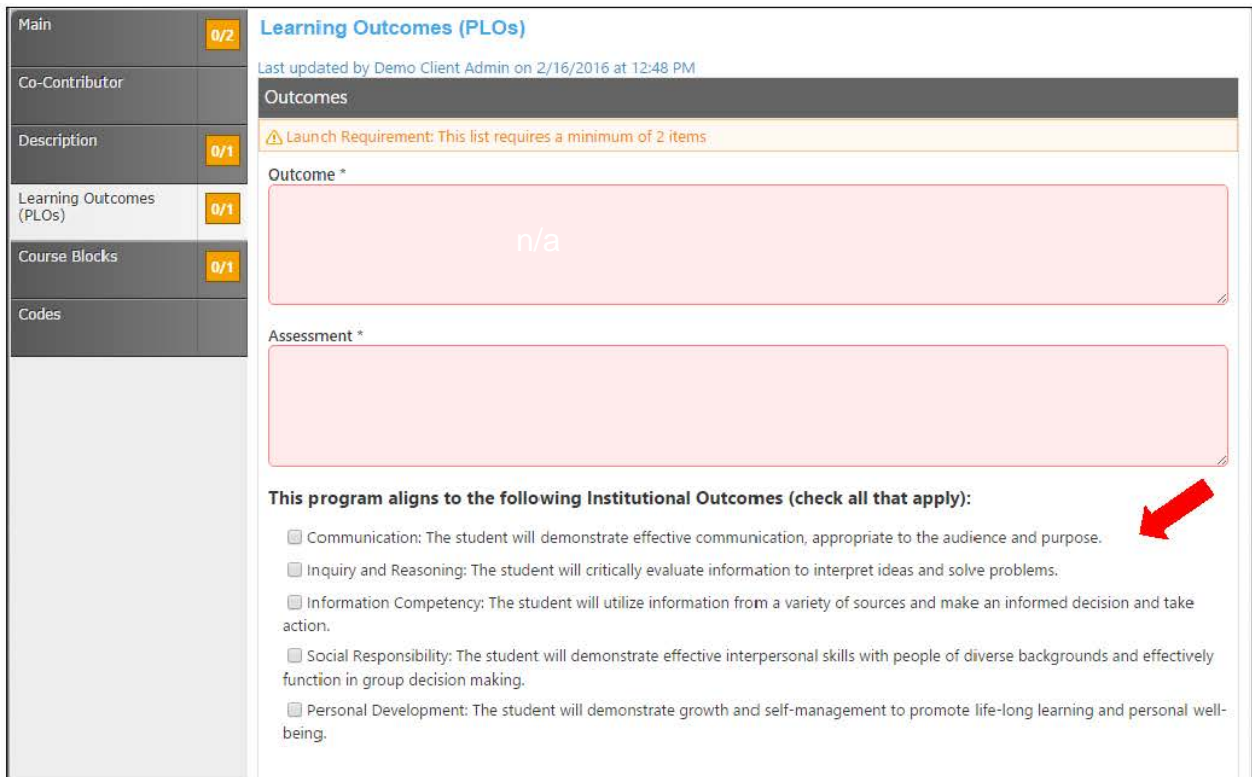
To add an **Outcome** click on the **Add New Item** button.



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

Main	0/2	Learning Outcomes (PLOs)
Co-Contributor		Last updated by Demo Client Admin on 2/16/2016 at 12:48 PM
Description	0/1	Outcomes <input checked="" type="checkbox"/> Show Details + Add New Outcome
Learning Outcomes (PLOs)	0/1	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**.



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

Main	0/2	Learning Outcomes (PLOs)
Co-Contributor		Last updated by Demo Client Admin on 2/16/2016 at 12:48 PM
Description	0/1	Outcomes <input checked="" type="checkbox"/> Show Details + Add New Outcome
Learning Outcomes (PLOs)	0/1	Launch Requirement: This list requires a minimum of 2 items
Course Blocks	0/1	Outcome *
Codes		Assessment *

There are no outcomes to display



n/a

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.

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	

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	  <div data-bbox="1161 955 1356 1060"><p>Course Outline</p><p>Impact</p><p>All Fields</p></div>
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  **Main**

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

Course Prefix *

Impact

Course Outline

All Fields

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	2218
Course Title	History
Rationale for Proposing New Course	rationale
Catalog Description	This is the description for History.
Proposed Effective Date	
Year	2018
First Semester Intended to Offer	Winter
Co-Contributor	
Co-Contributor	
Co-Contributor	
Units/Hours	
Minimum Credits	3.00
Maximum Credits	8.00
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: 2/3/2016 10:40:51 AM

Course Outline

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

Course Outline of Record	First Date of Approval
	Revision Approval
	Date
	[Redacted] 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

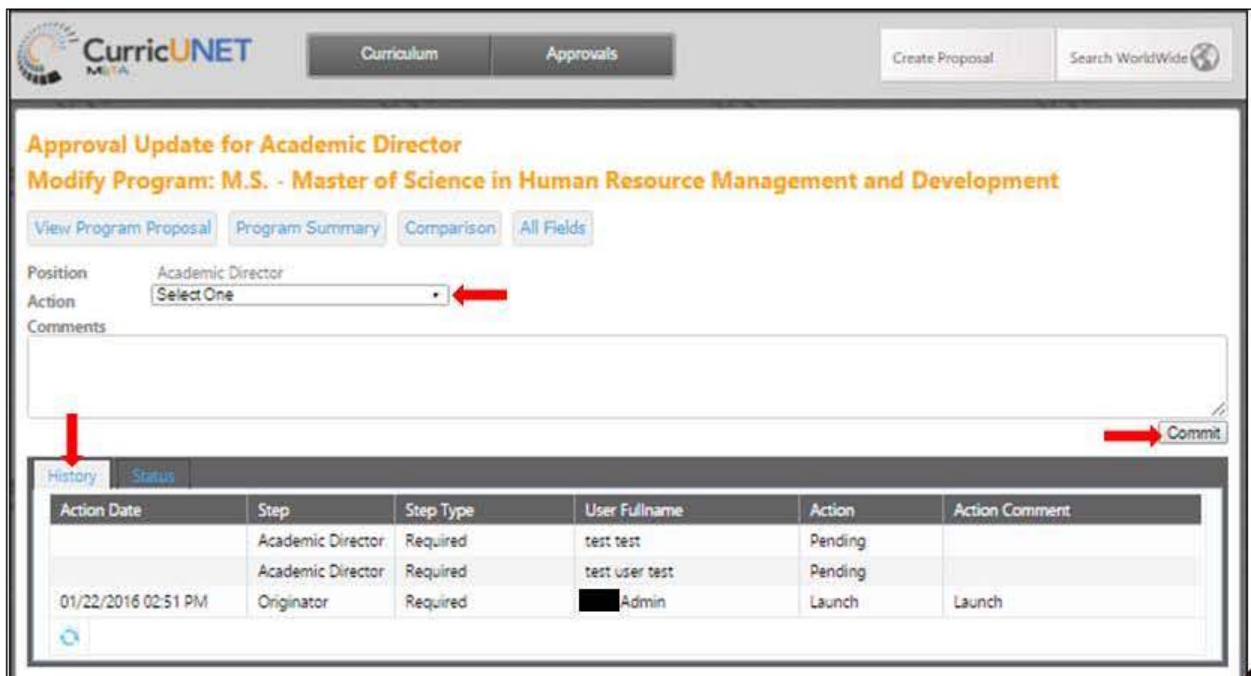
Approvals

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.



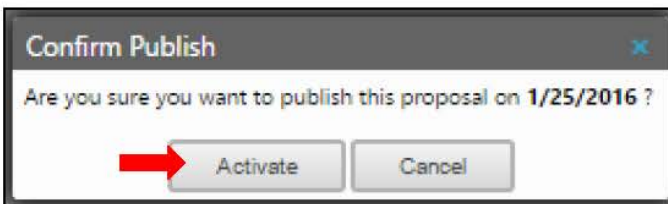
Make sure you see a confirmation message that will pop up on the screen to confirm that when you pressed **Commit**, the action was received. You must press **Close to continue** to ensure this. This is a vital action. *If you do not see this popup, your action has not been saved, and you must perform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

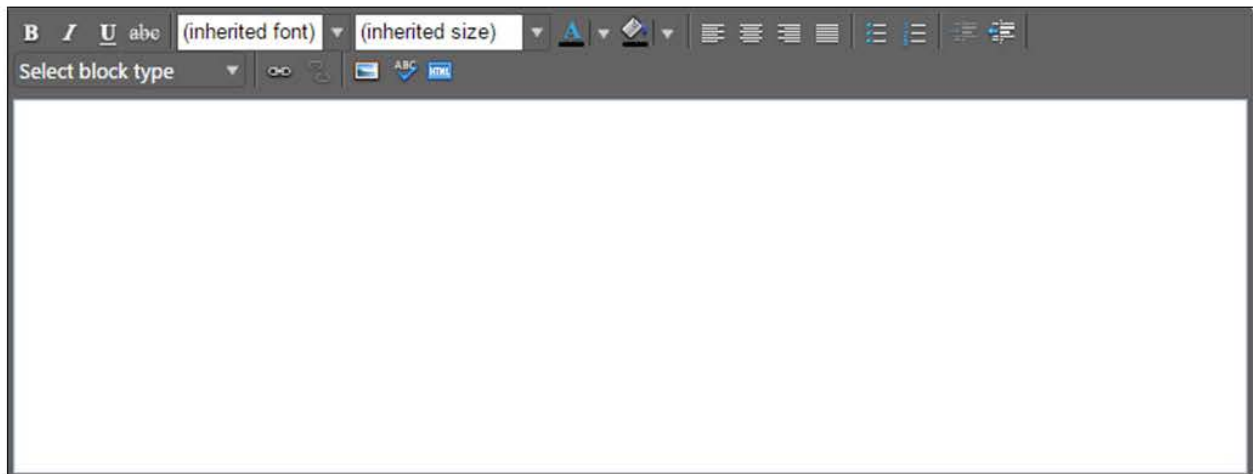


Rich Text Editor Detailed Instructions

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.

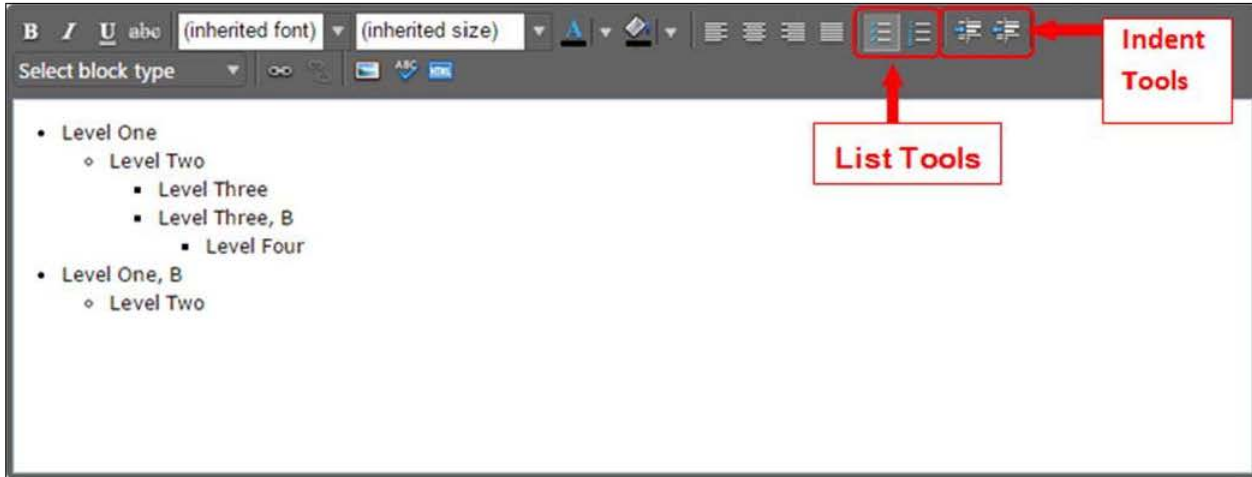
If pasting a paragraph of text (as you might for a **Course Description**) into the **Rich Text Editor**, you must paste it as plain text. On a **Windows** based computer, type **Ctrl+Shift+V**, or right click on your mouse, and select **Paste as Plain Text**. If you do not do this, hidden formatting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

An outline or list requires additional changes.

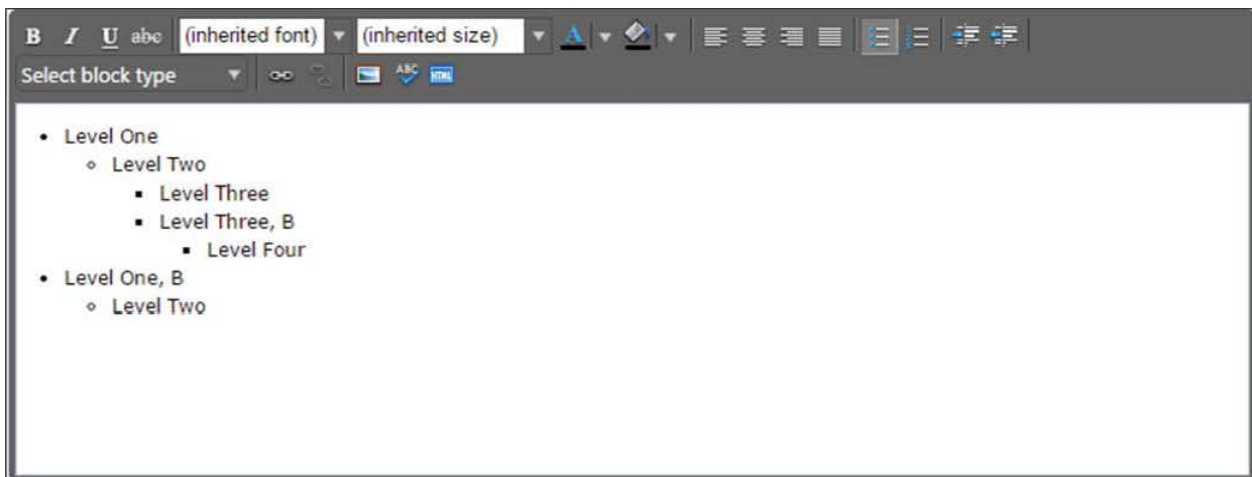


Creating An Outline Within The Rich Text Editor

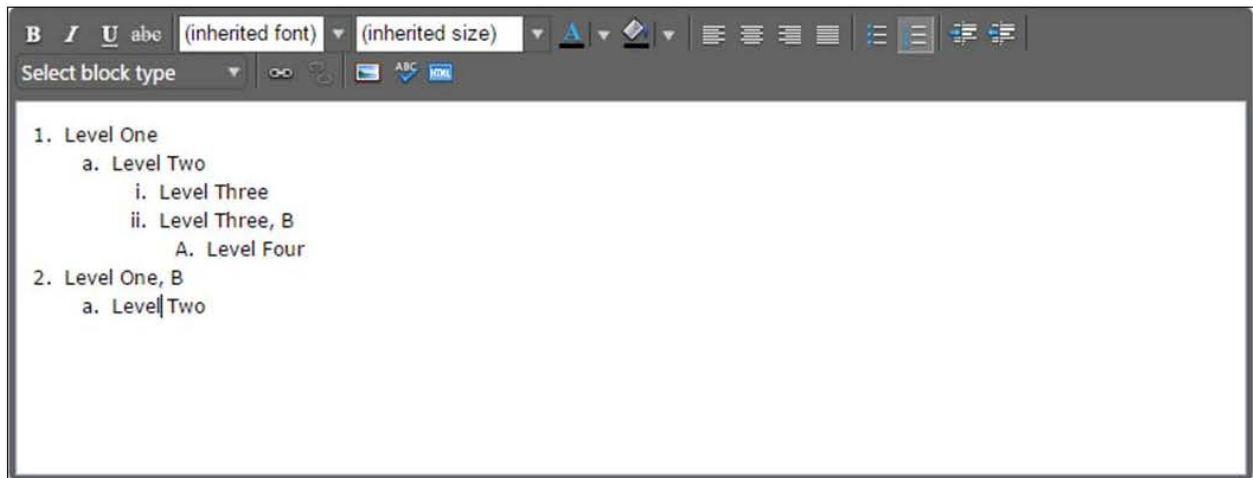
The best way to produce a properly formatted outline is directly in the **Rich Text Editor**. You may enter your line headings as you see fit, or use the built-in list tools. The left button creates a bulleted list, and the right button creates a numbered list. Use the indent tools to create levels within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



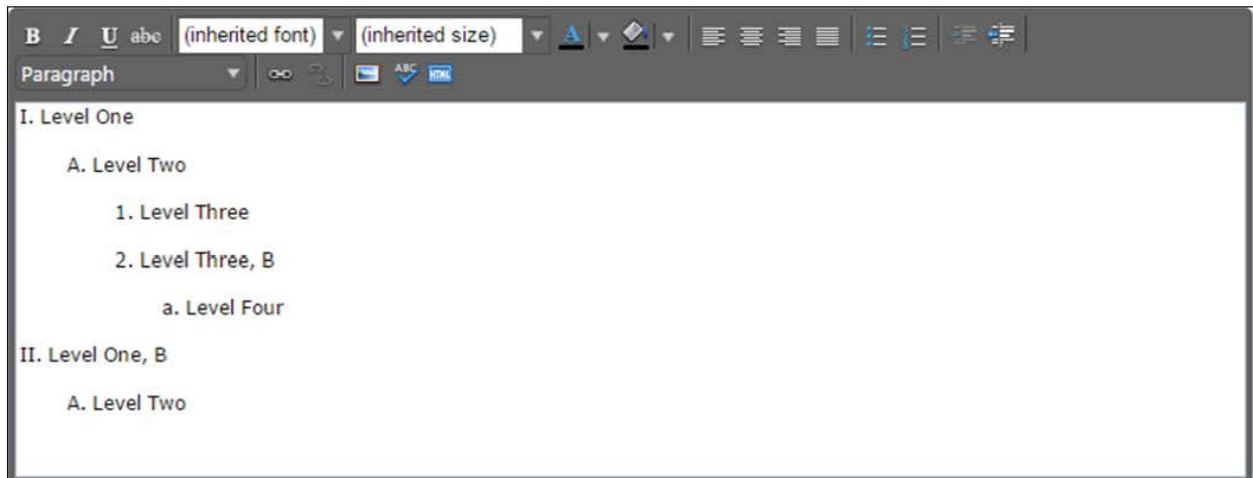
Below is an example of a bulleted list with several levels of indentation:



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.



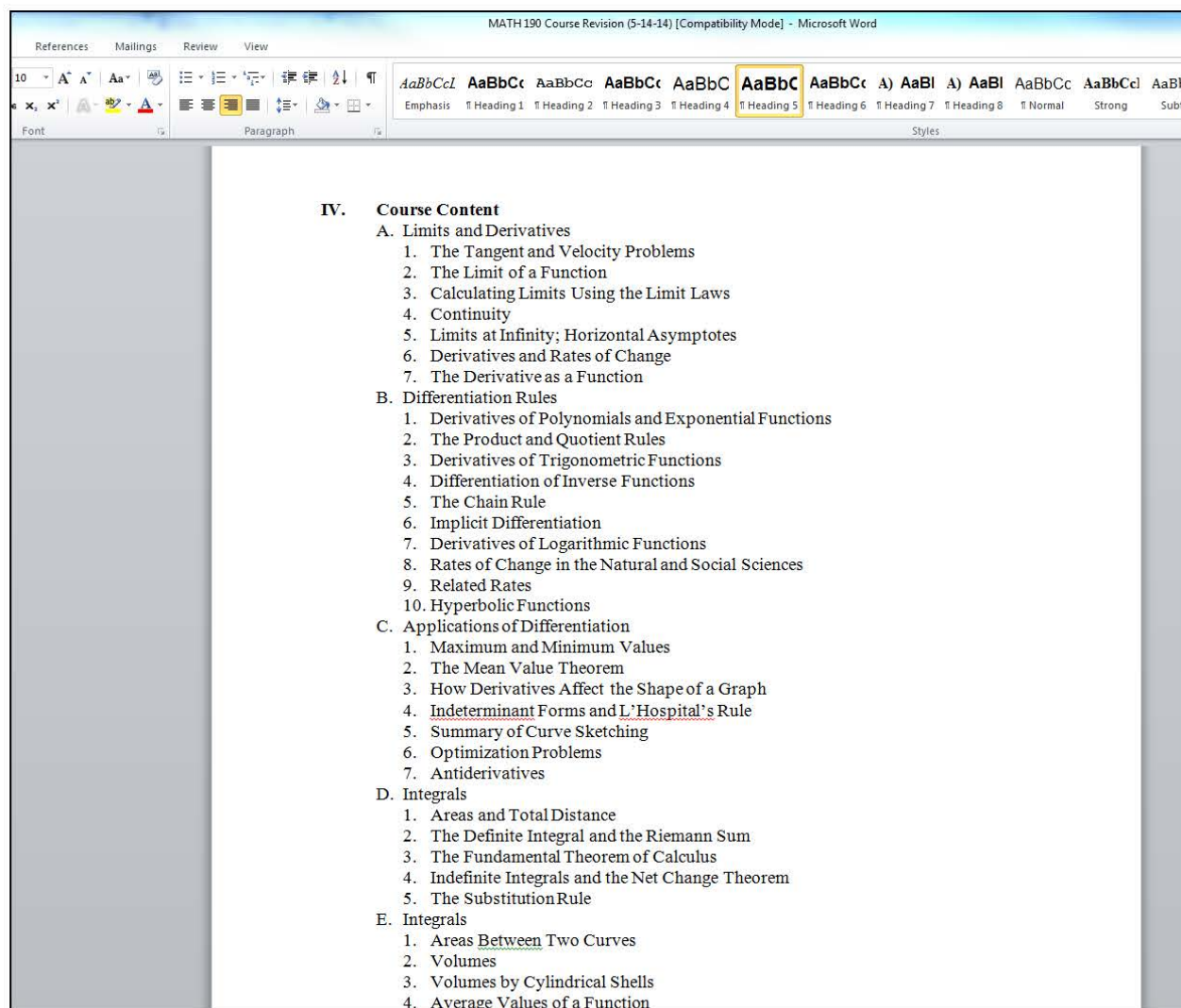
Creating an Outline in Microsoft Word, Notepad, or a PDF Reader

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**.



MATH 190 Course Revision (5-14-14) [Compatibility Mode] - Microsoft Word

References Mailings Review View

10 A Aa Font Paragraph Styles

AaBbCcL AaBbCc AaBbCc AaBbCc AaBbC AaBbC AaBbCc A) AaBI A) AaBI AaBbCc AaBbCcL AaBb

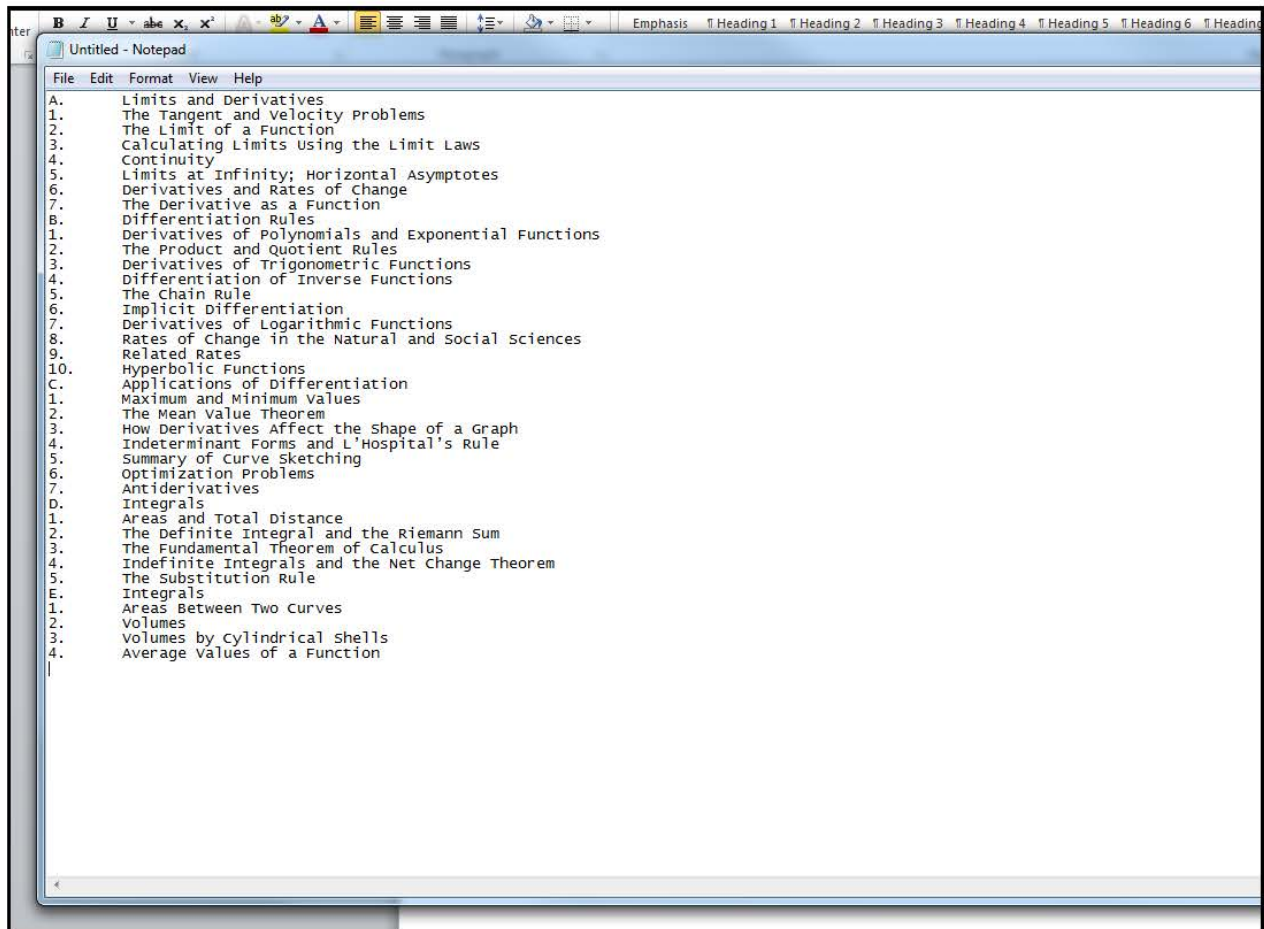
Emphasis ¶ Heading 1 ¶ Heading 2 ¶ Heading 3 ¶ Heading 4 ¶ Heading 5 ¶ Heading 6 ¶ Heading 7 ¶ Heading 8 ¶ Normal Strong Subti

IV. Course Content

- A. Limits and Derivatives
 1. The Tangent and Velocity Problems
 2. The Limit of a Function
 3. Calculating Limits Using the Limit Laws
 4. Continuity
 5. Limits at Infinity; Horizontal Asymptotes
 6. Derivatives and Rates of Change
 7. The Derivative as a Function
- B. Differentiation Rules
 1. Derivatives of Polynomials and Exponential Functions
 2. The Product and Quotient Rules
 3. Derivatives of Trigonometric Functions
 4. Differentiation of Inverse Functions
 5. The Chain Rule
 6. Implicit Differentiation
 7. Derivatives of Logarithmic Functions
 8. Rates of Change in the Natural and Social Sciences
 9. Related Rates
 10. Hyperbolic Functions
- C. Applications of Differentiation
 1. Maximum and Minimum Values
 2. The Mean Value Theorem
 3. How Derivatives Affect the Shape of a Graph
 4. Indeterminant Forms and L'Hospital's Rule
 5. Summary of Curve Sketching
 6. Optimization Problems
 7. Antiderivatives
- D. Integrals
 1. Areas and Total Distance
 2. The Definite Integral and the Riemann Sum
 3. The Fundamental Theorem of Calculus
 4. Indefinite Integrals and the Net Change Theorem
 5. The Substitution Rule
- E. Integrals
 1. Areas Between Two Curves
 2. Volumes
 3. Volumes by Cylindrical Shells
 4. Average Values of a Function

Copy to Notepad

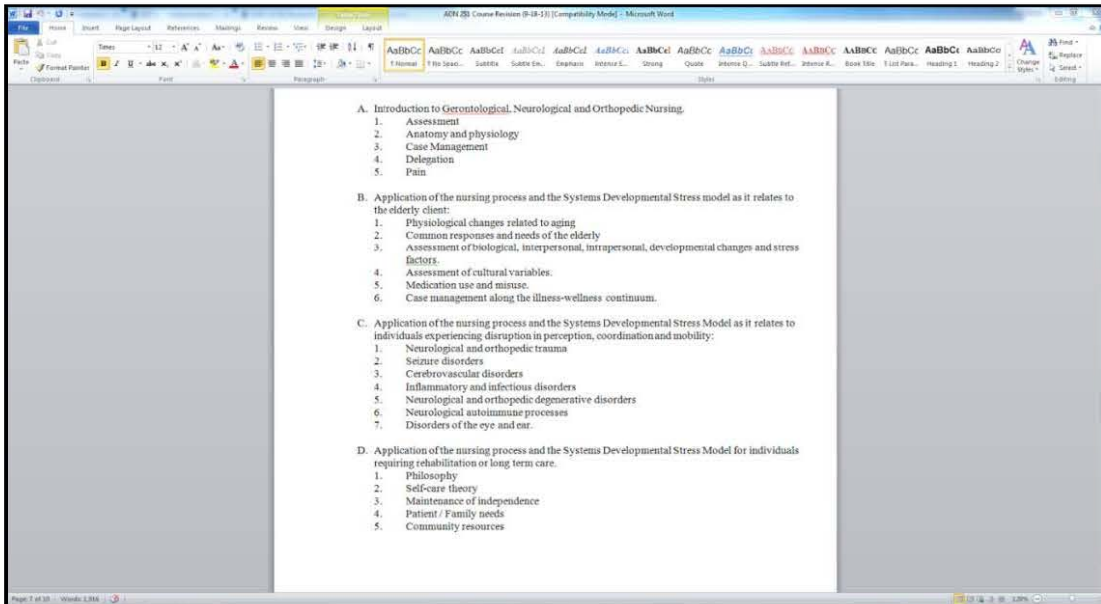
Copy the outline into **Notepad** (or a similar plain text writing program), which will strip out formatting. (You could also begin in **Notepad** and compose your outline within that program).



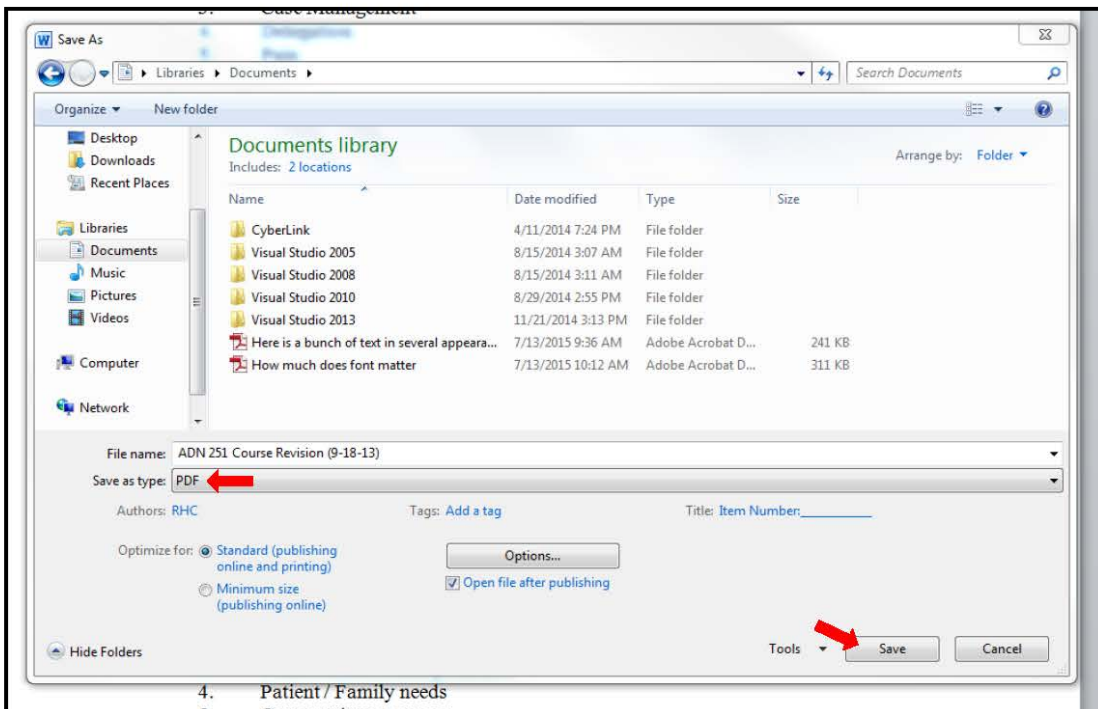
Save as a PDF

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**.

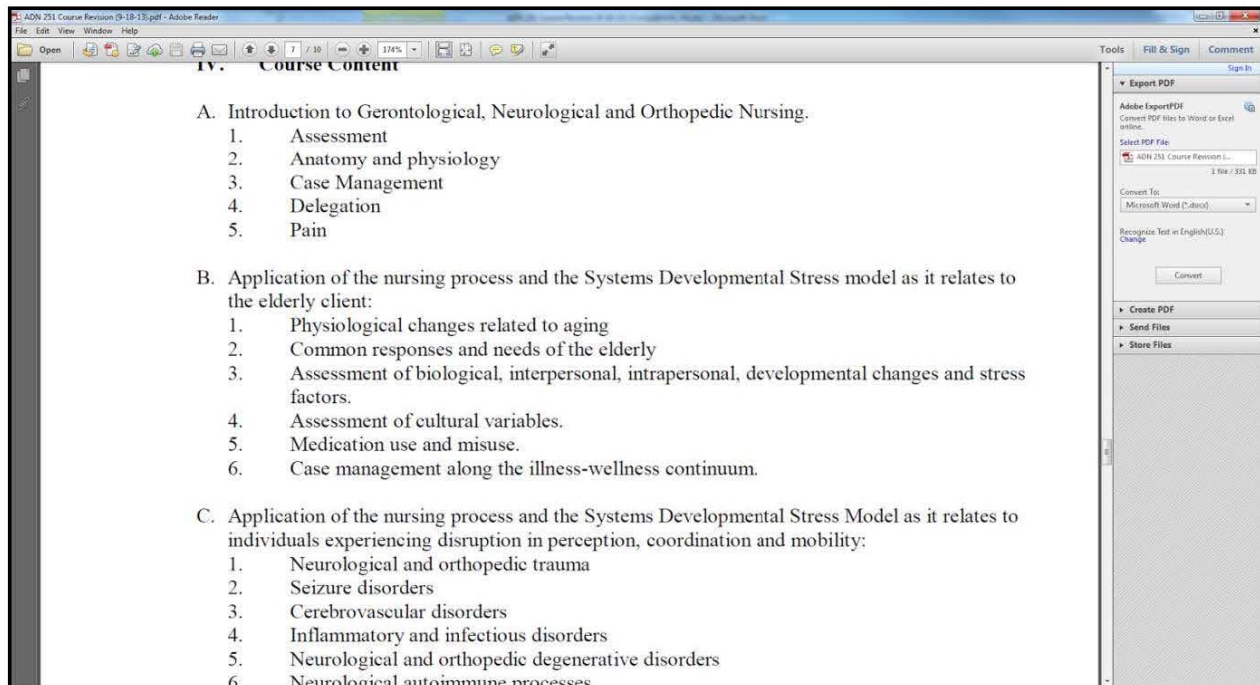


Enter/Edit the **File** name, then use the **Save As Type** dropdown menu to select **PDF**, and click **Save**.



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.

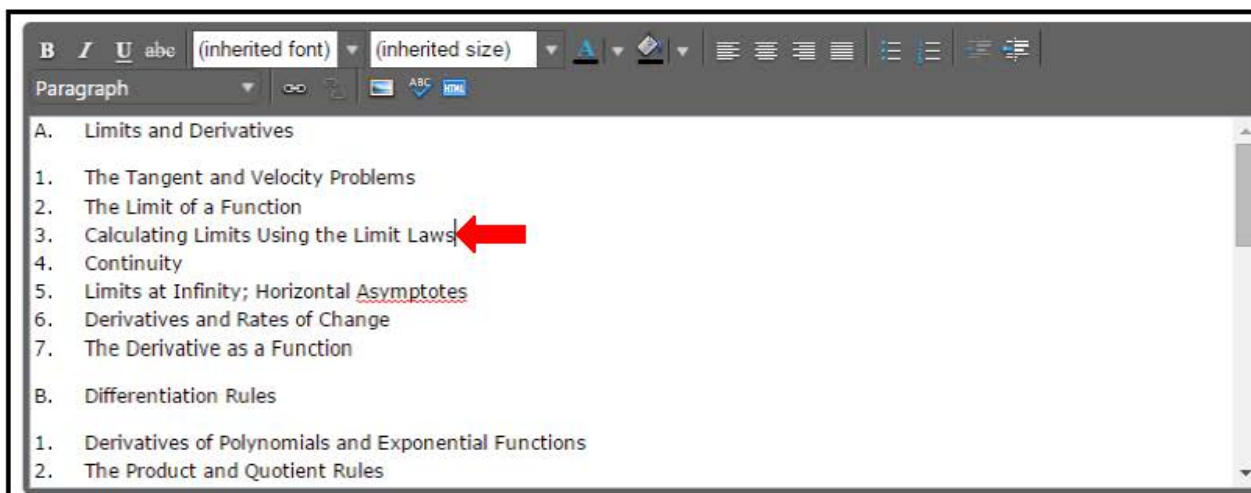
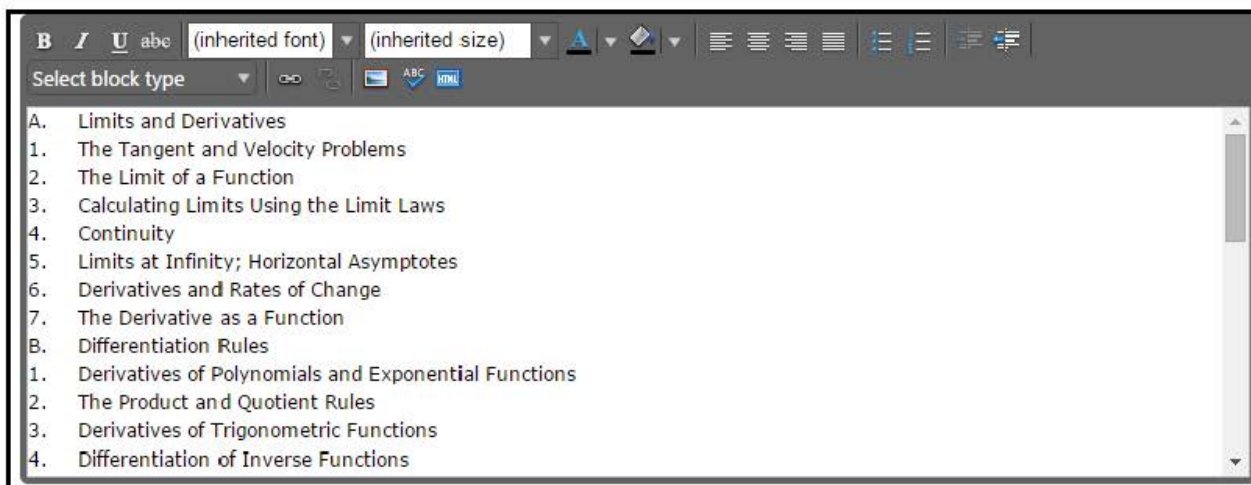


Using the RTE Tools

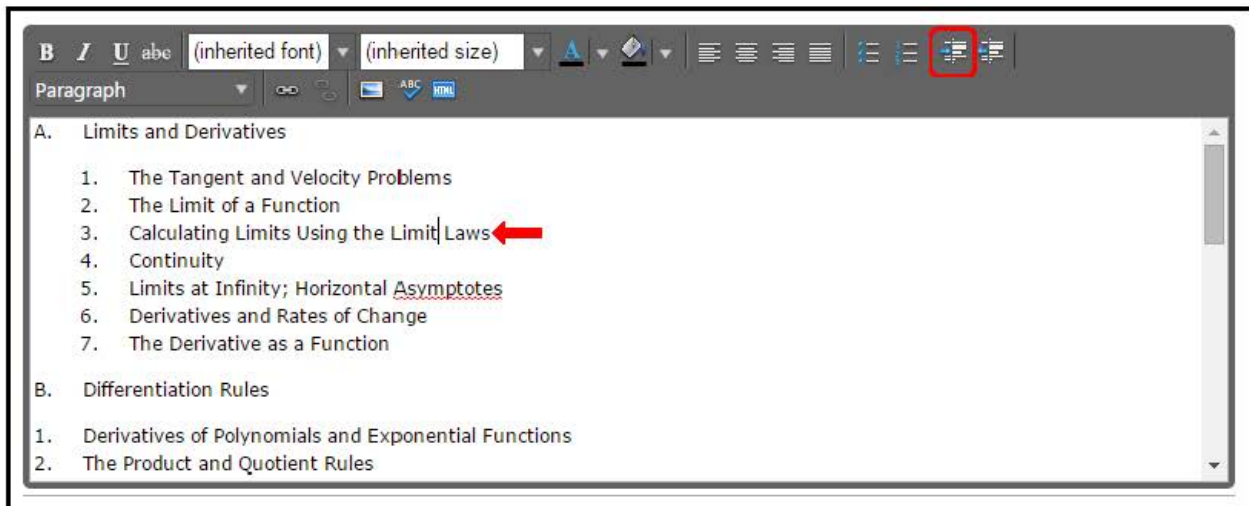
Copy the text from Notepad or a PDF reader and paste it into the Rich Text Editor.

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.

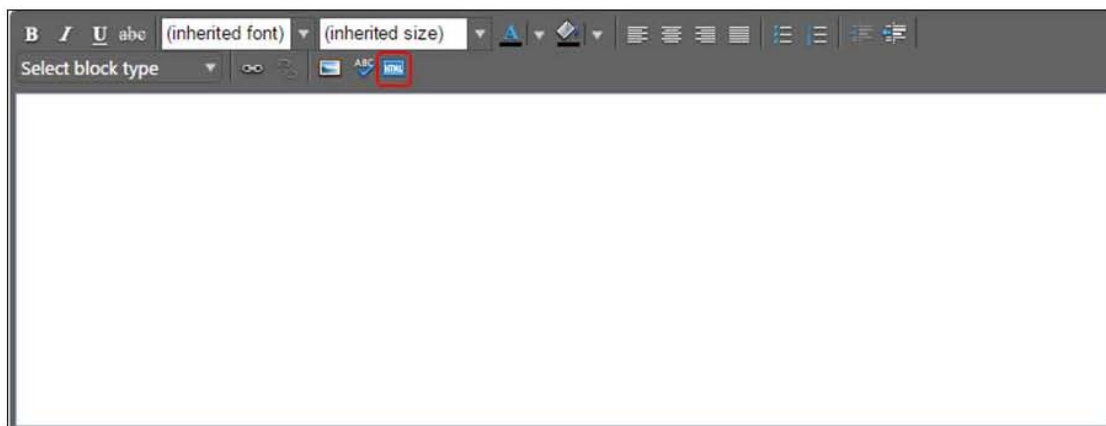


The screenshot shows a Rich Text Editor interface. The top toolbar includes buttons for Bold (B), Italic (I), Underline (U), text color (abc), font size ((inherited font)), and background color. The Paragraph section of the toolbar contains a red box around the Indent button. The main content area displays a list of topics:

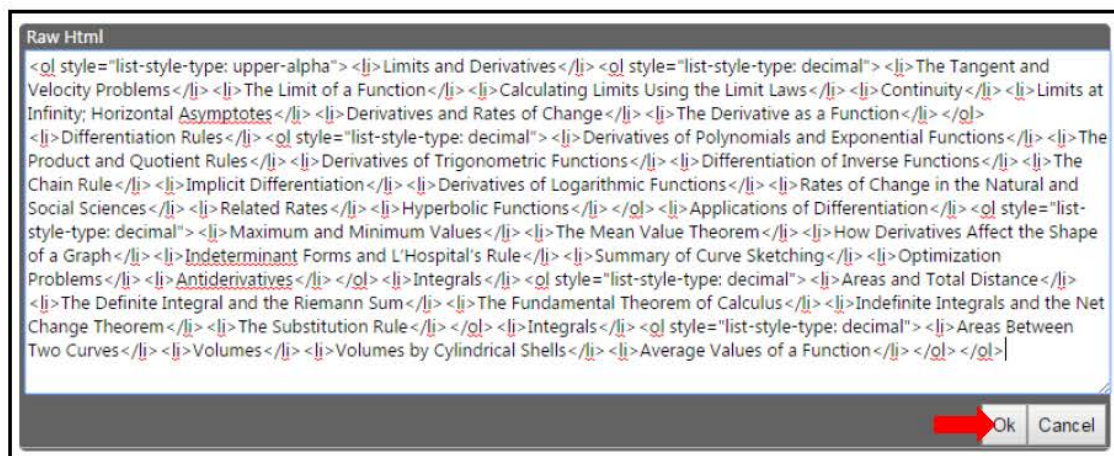
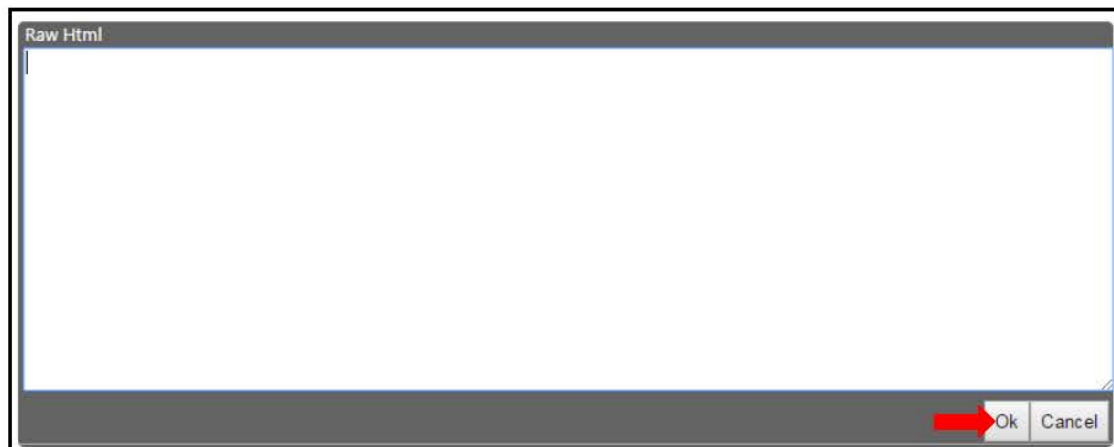
- A. Limits and Derivatives
 - 1. The Tangent and Velocity Problems
 - 2. The Limit of a Function
 - 3. Calculating Limits Using the Limit Laws ←
 - 4. Continuity
 - 5. Limits at Infinity; Horizontal Asymptotes
 - 6. Derivatives and Rates of Change
 - 7. The Derivative as a Function
- B. Differentiation Rules
 - 1. Derivatives of Polynomials and Exponential Functions
 - 2. The Product and Quotient Rules

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.

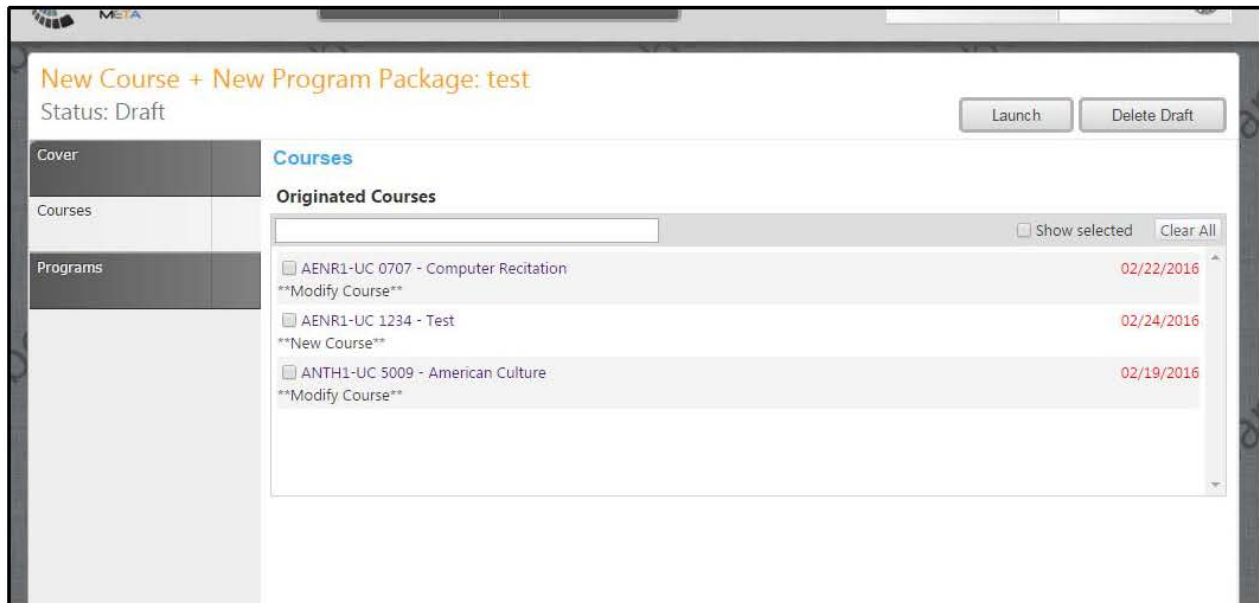
Subject*

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.

