



CurricUNET User Guide

January 2016

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Security

Courses and programs are housed in the AHC CurricUNET site. While course and program listings are available to the public, accessing reports and all other functions is available to authorized AHC users. Each authorized user is assigned a user name and password. Your user name and password identify you to the CurricUNET system. Only the originator and other authorized users have the ability to view and edit a course proposal. Positions and roles are also assigned to each user. Your role as a faculty member allows you to create proposals specific to your teaching discipline. Your position as a department reviewer will allow you to review course proposals that are submitted by other faculty in your department.

Logging In

To get to the CurricUNET program, you need to enter the web address www.curricunet.com/hancock into your web browser. Internet Explorer works best for PC computers and Firefox works best for Macs. You can also access through the AP&P Curriculum Website <http://www.hancockcollege.edu/curriculum> accessible via Academic Senate, Standing Committees. Once on the CurricUNET site, you will need to log in, if you do not know your login or password, please contact the curriculum specialist and these will be given to you. Once logged in, you can change your login or password. If you ever forget your login or password, contact the Curriculum Specialist at ext. 3246 to reset your password.

Enter your **LOGIN** information:

> your User Name is first initial of your first name, then last name

> your Password is the default is the same as your user name, or
changeme

(User Name and Password are case sensitive.) Click on **OK**.

CurricUNET Home Page

The screenshot shows the CurricUNET Home Page for Allan Hancock College. At the top left is the AHC's CurricUNET logo and the text "Alan Hancock College's CurricUNET". Below this, it says "Welcome, Rebecca" and "Log Out". The main navigation menu on the left includes sections for Admin, Prefs, Build, Track, Reports/Interfaces, Links, and Search. The central content area features the CurricUNET logo (a blue circle with a green, blue, yellow, and red shape inside) and the text "Allan Hancock College" and "CurricUNET". Below the logo is a welcome message: "Welcome Allan Hancock College Faculty and Staff! This is 'Front Page' of your CurricUNET User Site. Stay tuned for more 'Front Page' news!". On the right, there is a "Recent News" section with a blue header and a white background, containing the text: "CurricUNET User Training will begin during the spring 2014 semester.".

Messages to faculty are also posted here.

Middle – The middle section includes an area where messages can be posted.

The left side of the home page is where the navigation of the site is done.



Navigation and Main Menu

CurricUNET Home

Returns you to the main page. Click on “home” if you get lost.

Admin

Not currently available to users.

Prefs

Personal Info - Allows you to add any information you wish to share with other users. Also, change log-in information (recommended after the first log-in).

Notification – Allows you to view your email notifications from CurricUNET.

Build

Articulation - n/a

Courses - Create and or modify a course proposal which has not yet been launched in the workflow. This is where to access your saved proposal

Program - Create and or modify a program proposal which has not yet been launched in the workflow.

Track

My Proposals - Lists any proposals you have created as an originator and launched into the workflow. It also lists any proposals for which you are a co-contributor.

My Approvals – lists all proposals which require you to take action

All Proposals – lists all proposals within the approval process. Only “launched” proposals are listed here.

Reports

Allows you to view different types of reports in CurricUNET.

Search

Allows you to search for Programs, Courses and Users using different search criteria. This is where you would search for a course or program and make a copy in order to activate, deactivate, revise, etc.

Help

Links to any additional help information on how to use CurricUNET

Links - Links to other helpful websites

The Search Area

CurricUNET allows you to search through existing course outlines using a variety of search criteria combinations.

CurricUNET Course Search interface showing search criteria (Status: All, Active, Approved, Historical, Launched, Pending) and search fields (Discipline, Course Number, Course Title). A Legend section explains the status categories: Active (currently offered), Historical (past outlines), and Pending (not approved).

The search area is broken into three categories: Course, Program, and Users. You can search each of these categories by clicking on the text link found in the Search section of the main menu. Scroll down to the Search area and enter criteria into one or more fields

CurricUSEARCH - Look for this link at the very bottom of the main menu to search the nationwide CurricUNET database. The link is only accessible if you have logged in with a user name and password.

Course Search Results Screen

After performing a course search, you will be brought to this screen. This screen will display a list of courses matching the search criteria you have entered. To the left of the course information, you will see several icons.

The **WR** icon is used to view and/or download the course outline of record.

Note: icons that appear below will not be visible to all users from the search area.

The screenshot displays the CurricUNET interface for Allan Hancock College. The main content area is titled "My Courses" and lists several automotive courses. Each course entry includes a set of icons (WR, CI, CC, A, F, C, pencil, and scissors) and the course name and instructor. A "Co-Contributing Courses" section at the bottom indicates that the user is not a co-contributor on any courses.

My Courses	
	AB 350 Skills U.S.A Preparation *Active* Desiree Biggs
	AB 351 Auto Body - Metal *Active* Jen Mackintosh
	AB 353 Auto Body - Repair *Active* Eric Mason
	AB 354 Selected Auto Body Paint Projects *Active* Jen Mackintosh
	AB 355 Selected Automotive Body Metal Projects *Active* Jen Mackintosh
	AB 356 Automotive Painting Techniques *Active* Jen Mackintosh
	AB 358 Automotive Refinishing *Active* Jen Mackintosh
	AB 360 Collision and Painting Repairs *Active* Jen Mackintosh
	AB 381 Industrial Mathematics *Active* Jen Mackintosh
	AB 389 Independent Projects *Active* Jen Mackintosh

Co-Contributing Courses
You are not a co-contributor on any courses.

Legend

- Course Impact Report
- Course Outline Report
- Course All Fields Report
- Course Changes Report
- Distant Learning Report Form
- Edit
- Remove/Delete

Help

To edit an existing course, click on the pencil.
The "WR" icon shows the existing course outline of record.
The "CI" icon shows the impact of the course on other courses and on programs.
The "CC" icon shows a comparison of the existing course outline of record and the proposal.
To submit a course into the curriculum review process, press the "Submit" button.

[Edit](#) [More](#)

Proposing a New Course

1. Under **Courses** on the left navigation bar, click on **Create Course**. The screen (or “page”) that now appears is entitled “Create New Course.” Select the “Proposal Type”

The screenshot shows the 'Create New Course' interface. On the left is a navigation menu with 'CurricUNET Home', 'Build', 'Courses', 'Links', 'Handbook', 'Guidelines', and 'Approval Handbook'. The main form has the following fields:

- Discipline*: TD (dropdown)
- Course Number*: (text input)
- Full Course Title*: (text input)
- Banner Course Title*: (text input)
- Catalog Description*: (text area)
- Proposal Type: New Course Proposal (dropdown)

At the bottom right of the form are 'OK' and 'Cancel' buttons. To the right of the form is a 'Legend' box with the following content:

- ? Help
- Spell Check
- * Indicates Required Field

Below the legend is a 'Help' section with the text: 'Schedule description does not have to be entered on this page. All other information must be added in order to continue.' Below this text are 'Edit' and 'More' buttons.

The Course Construction Screen

CurricUNET will process the information you just provided and display it on a screen entitled "Course Construction Main Menu". Notice the "Course Checklist" in the right margin. This is a list of all the screens that you will be completing, one at a time. This screen is available only while the course is in the development stage. Once a course has been launched, modifications can no longer be made.

HRC's CurricUNET

Welcome, Rebecca [Log Out](#)

Course Construction Main Menu

Course Number	199
Full Course Title	Special Topics in Biology
Banner Course Title	Special Topics in Biology
Co-contributors	There are no Co-Contributors for this course. Add Co-Contributors

Course Checklist

- Main**
- Proposal Information Screen
- Cover Screen
- Requisites
- Entrance Skills
- Comparable Transfer Courses
- Course Content
- Objectives
- Methods of Instruction
- Methods of Evaluation
- Outside Assignments
- Adopted Texts and Instructional Materials
- Student Learning Outcomes
- Institutional Learning Outcomes
- General Education
- Attached Files
- Codes/Dates
- Notes

Help

This page contains basic information for a course.

If you wish to add a co-contributor to help write this course, click on "Add a Co-contributor".

If you are ready to proceed, use the Course Checklist menu above to choose the next page.

[Edit](#) [More](#)

The construction screen consists of three sections. The left side of the screen contains descriptive information about the course or program such as the subject, course number and title, etc.

The right side of the screen contains the Course Checklist. This consists of the different areas of course/program development. Each checklist item has a checkbox. The box will be blank if the area **has not been** marked as complete and will show a checkmark if it **has been** marked as complete.

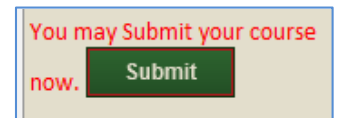
1. Click on the first screen in the Course Checklist: "Proposal Information". Complete all the data fields in this screen, remembering to pay attention to any default settings and choices available via drop-down menus.
2. When finished completing the screen, click on **Save**. Wait for CurricUNET to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

NOTES:

If your course has a prerequisite and/or corequisite, you will need to complete **content review and enter the information in “Requisites Justification” screen** found in the Course Checklist directly below **requisites**. The justification screen will only appear in the checklist if you have entered a requisite for the course.

If you are unclear about the information being requested for a given data field, click on the corresponding **Help icon** for more information. If that doesn't clear up your confusion, consult your AP&P representative, chairperson, or curriculum specialist.

When you are certain you have completed all the relevant screens and are ready to submit your new course proposal, click on the **Submit** button found in the left margin. The **Submit** button should be displaying a message that reads “You may submit your course now”. Your course will now go through the workflow process.



The proposed new course is sent to your AP&P representative for review. If corrections are not needed the proposal is forwarded to the LRC, articulation officer, and curriculum specialist. If the proposal is a distance learning request, the distance learning coordinator and adaptive technology internet access specialist will also review at this level.

Once the course has been reviewed at level 2 one of the following two actions on the proposal will be made from level 2:

- **Request Changes:** If changes are requested, you will be sent an email from System@governet.net with instructions on how to access your course to review comments.
- Requested changes from reviewers will put the course back in your queue. You will need to review all comments made by persons in level 3 and address them. Once you have addressed all of the comments and made any necessary adjustments, you will need to take action on the course in order to put it back on the approval queue.
- **Reviewed:** If no changes are requested, this action will put the course in the next level for review and continue till the proposal reaches level 5 where it will be placed on the AP&P agenda by the AP&P Chair.

The course will be placed on the agenda for 1st reading per the AP&P calendar. You can follow the progress of your course by clicking on **My Proposals** on the CurricUNET home page. After submitting your course, remember to log out of CurricUNET by clicking on **Log Out** in the upper right corner of the page.

WHAT TO EXPECT WHILE YOUR PROPOSAL IS GOING THROUGH THE APPROVAL PROCESS


Be sure to check on your proposal(s) in CurricUNET throughout the approval process!

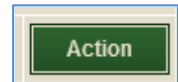
- Step 1:** Launch
- Step 2:** Wait for input (check back periodically) to review/make recommended changes.
- Step 3:** Review recommended changes and make them as appropriate
- Step 4:** Check to confirm approvals needed
- Step 5:** Wait for review to be completed (1 full week-you will receive an email)
- Step 6:** Review recommended changes and make corrections, explain reasons if there are recommendations you do not follow, and take action in CurricUNET to trigger an email to check your revisions.
- Step 7:** Proofread your course carefully to be sure there are no other edits needed and LAUNCH (locks course to any further changes).
- Step 8:** Wait for review by dept dean, and Curriculum Chair (about a week)
- Step 9:** Follow up and make sure your Dean and Department Chair review the launched course in CurricUNET and approve.
- Step 10:** Wait for Committee meeting and check for committee comments in the week prior to the next curriculum meeting.
- Step 11:** Attend Curriculum Committee meeting to answer questions about your proposal. If you cannot attend, **make sure your Rep is up to speed** and ready to answer committee questions (especially those posted in CurricUNET!)
- Step 12:** Follow up in CurricUNET to confirm approval process is completed

REQUESTED CHANGES

There are multiple steps after submitting a proposal that require you to review recommendations and/or make changes before the course can move forward. You, and any approvers in the approval process, will receive email notifications in your inbox from “Systems@governet.com”. Please don’t delete these emails, as they will guide and notify you of your course status and any action that you will need to take to move your course forward. See Notification and Approval Process Quick Reference Sheet.

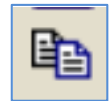
In order to take action on a course once you have made any requested changes based on comments made by reviewers, do the following:

- ◆ Log in to CurricUNET
- ◆ Click on “**My Approvals**”
- ◆ Select “**Originator**” and click **NEXT**
- ◆ Click on the  icon to access comments and list of approval steps.
- ◆ Scroll down to review completed steps...last action made will be in red.
- ◆ You can “**take action**” from this page (click appropriate “**Action**” button)
- Make any necessary comments in the comments box area.
- Select an appropriate action: **Requested changes made OR Reviewed.**
- Press the **Save** button.



MODIFY AN EXISTING COURSE

1. Once logged in, under **Build** on the left navigation bar of the CurricUNET home page, click on **Courses**.
2. Under **Courses** on the left navigation bar, click on **Course Modification**.
3. A screen will be displayed entitled "Course Search". Enter Discipline, and click on **OK**. (It is not necessary to type the course title.)
4. When the results are displayed, under **Actions**, click on the **Copy icon**. This creates a new working copy of the course that – once modified and approved – will replace the original version. (The original version will be archived for historical purposes.)

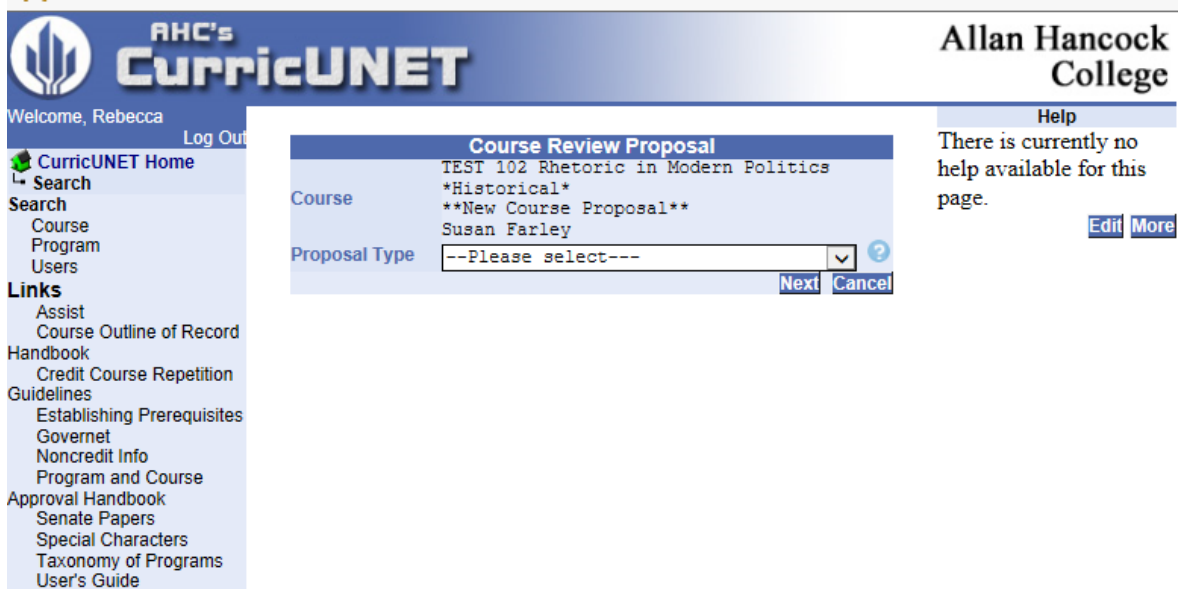


The screenshot displays the CurricUNET interface for Allan Hancock College. The main content area shows "Course Search Results" with a table of course entries. Each entry includes a "WR" icon, a course number, a title, and a user name. The table is as follows:

Discipline	Course Number	Title	User
WR	TEST 102	Rhetoric in Modern Politics *Historical* **New Course Proposal**	Susan Farley
WR	TEST 103	Peer Mentoring *Historical* **New Course Proposal**	Kerry Runkle
WR	TEST 104	Joy of Staff Development *Historical* **New Course Proposal**	Robert Mabry
WR	TEST 105	Baking treats for stressful meetings *Historical* **New Course Proposal**	Carmen Montanez-Rodriguez
WR	TEST 107	The Joy of AHC *Historical* **New Course Proposal**	Lydia V Maxwell
WR	TEST 108	This Course Will Never Fly *Historical* **New Course Proposal**	Michael Dempsey
WR	TEST 109	SoOnoBrokeDamout *Historical* **New Course Proposal**	Derek Mitchem
WR	TEST 111	CurricUNET Basics *Historical* **New Course Proposal**	Michael Messina
WR	TEST 112	My Fave January New Course *Historical* **New Course Proposal**	Sheri Bates
WR	TEST 113	bombastic bamblooiie *Historical* **New Course Proposal**	Robert Lennihan
WR	TEST 114	Predicting the Weather *Historical* **New Course Proposal**	Larry Manalo
WR	TEST 115	The History of Leap Year *Historical* **Minor Course Modification**	Dominic DalBello
WR	TEST 115	The History of Leap Year *Historical* **New Course Proposal**	David Degroot

The right sidebar contains a "Legend" section with icons for Course Impact Report, Course Outline Report, Course Changes Report, Edit, and Copy. Below the legend is a "Help" section with instructions: "Click on the WR icon to view a course outline. Click on the Copy icon to copy a course to edit. Click More for Guidelines on Course Revision." There are "Edit" and "More" buttons at the bottom of the help section.

- When the “Course Review Proposal” screen displays, and using the drop-down menu select Course Modification as the Proposal Type.



- 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 **Proposal Information** and update the appropriate fields.
- Click on **save**, then **finish**. The screen will again redisplay with a summary confirming that you have completed all the necessary information for that screen.
- You may now select other screens (one at a time) from the “Course Checklist” in the right margin that need to be completed. The screens that need to be completed depend on the modification(s) you are making. However, it is good practice to take this opportunity to go through all the screens in the checklist and make certain that current, accurate information exists for your course.

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

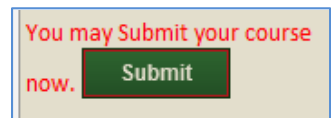
If you need to go back and make changes to other screens you have already worked on, simply select the appropriate screen from the right margin, click on **Unlock** and make your edits or changes and **Save**.

NOTES

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

If you are unclear about the information being requested for a given data field, click on the corresponding **Help icon** for more information. If that doesn't help, please contact the Curriculum Specialist at ext. 3246, or your AP&P Representative.

When you are finished making revisions and ready to submit your course modification for review click on the **Submit** button in the left margin.



Your course will now go through the workflow process. Depending on the proposal type, a proposal will be reviewed at various levels. *See Curriculum Procedures and Processes flow charts.*


Once the course has been reviewed and comments have been made, one of the following two actions will be made:

- **Request Changes:** If changes are requested, you will be sent an email from System@governet.net with instructions on how to access your course to review comments.
- Requested changes from reviewers will put the course back in your queue. You will need to review all comments made by persons in level 3 and address them. Once you have addressed all of the comments and made any necessary adjustments, you will need to take action on the course in order to put it back on the approval queue.
- **Reviewed:** If no changes are requested, this action will put the course in the next level for review and continue till the proposal reaches level 5 where it will be placed on the agenda by the AP&P Chair.
- Once the course is placed on the agenda, you will be sent an email inviting you to a committee meeting to discuss your proposal

Tracking Proposals

You can follow the progress of your course by clicking on **My Proposals** on the CurricUNET home page. After submitting your course, remember to log out of CurricUNET by clicking on **Log Out** in the upper right corner of the page.

- ◆ ****After Launch, to check on your proposal:**
- ◆ Log in to CurricUNET
- ◆ Click on **“My Proposals”**
- ◆ Click **“Check Status”** to access comments and list of approval steps.

- ◆ ****To make requested changes:**
- ◆ Log in to CurricUNET
- ◆ Click on **“My Approvals”**
- ◆ Select **“Originator” (or other role)** and click **NEXT**
- ◆ Click on the  icon to access comments and list of approval steps.
- ◆ Scroll down to review completed steps...last action made will be in red.
- ◆ You can **“take action”** from this page (click appropriate **“Action”** button)
- ◆ Until launch, you can make changes anytime (click on the pencil to open checklist on right).
- ◆ Be sure you are satisfied with your course and ALL corrections are made BEFORE you launch!

Approvals Overview

Once you create a course, it is automatically put into the approval process. The first step, Origination, will already be complete. You can stop the process at any time, up to the launch, by deleting the course. Once the course has been launched, you can no longer edit or delete the course.

There will be several individuals reviewing, approving, suggesting changes to and possibly disapproving your course. After each approval step is completed, an email will be sent to the appropriate people notifying them of the step completion. As the originator, you will need to launch the course once the Articulation Officer, Librarian Multimedia Specialist, Assigned Discipline Dean Review and Discipline Faculty Review approval steps have been completed. You will not be allowed to launch the course until all course entry screens have been marked complete. By launching, you send the created course into the final approval process.

You can track each step of the approval process by clicking the My Approvals text link on the main menu and selecting a role from the drop down list. Once you are at the approval screen, you will see a list displaying the steps needing processed. If all previous required steps have been approved, you will be able to click on the Action button and a pop-up window will appear where you can enter comments and select an action.

To get out of the screen, click the back button on your browser and you will be returned to the main approval screen.

Standard Approval

This is the standard approval screen for all the approval steps.

On this screen you will see important course, program and package identification information as well as an area to enter comments. The last item on the screen is a list of actions that can be taken on the approval step. This list changes depending on which step the approval process is in.

Select an Action from the drop down list and click on the Save button in the lower right hand corner of the screen. This will save your action and comment, move the course, program or package to the next approval step and return you to the Approval Process screen.

Note: You must select and save an Action or the approval process will not continue.

The screenshot shows the 'Approval Process' screen in CurricUNET. The header includes the RHC's CurricUNET logo and 'Allan Hancock College'. The user is logged in as 'Rebecca'. The main content area is titled 'Approval Process' and displays the following information:

- Course:** AG 160 Plant Propagation / Production
- Proposal Type:** New Course Proposal
- Step:** Curriculum Specialist
- Description:** Curriculum Specialist

Below this information is a 'Comments' section with a large text input area. At the bottom, there is an 'Action' dropdown menu with the following options: '-- Select Action --', 'Approve', 'Hold For Changes', and 'Disapprove'. A 'Save' button is located to the right of the dropdown menu. To the right of the main content area, there is a 'Help' section with the text: 'Make comments in the comment text box. Select action from the drop-down menu. Non-support or non-approval requires an explanation.' Below the help text are 'Edit' and 'More' buttons.

Left Navigation Menu:

- CurricUNET Home
- Track
- Approval Process
- Links
 - Assist
 - Course Outline of Record Handbook
 - Credit Course Repetition Guidelines
 - Establishing Prerequisites
 - Government
 - How To Create a New Course
 - Minimum Qualifications Handbook
 - Noncredit Info
 - Program and Course Approval Handbook
 - Special Characters
 - Taxonomy of Programs
 - Video Create a Major Modification Proposal

Email Notifications

CurricUNET is dependant on the roles and positions that have been assigned and the corresponding email notifications. It is very important for you to recognize the email notifications that are sent to your inbox from "System@Governet" and note to which role the email is being sent. Faculty will have at least two roles, an initiator of a proposal and department reviewer. The department reviewer will be notified via email whenever a faculty member in their department has submitted a proposal. As a member of a department you can log in to review proposals and make comments. Other faculty roles include AP&P Representative, Department Chair, AP&P Committee Member, and AP&P Committee Chair

From: System@governet.net [mailto:System@governet.net]

Sent: Tuesday, May 13, 2014 9:22 PM

To: Rebecca Andres

Cc: messages@governet.net

Subject: CurricUNET Messages - Hancock

Following Approvals need your attention.

Originator: Eric Mason

Rebecca Andres

Action on Curriculum Specialist by Curriculum Specialist is required for AB 300 Shop Math and Measurement.

Comments: OK. Got it. Department AP&P rep

[Login on To Curricunet](#)

1. Click on link titled "My Approvals" under Track on the left side of the page.
2. Select appropriate role from the drop down box. Click "Next".
3. A list of approvals waiting for you will be displayed.
4. Choose an icon to review the course:
 1. **WR** " a written report that only contains information needed for UC/CSU.
NOT APPROPRIATE FOR COURSE REVIEW.
 2. **AF** " an 'all fields' written report that includes every entry made into Curricunet for a given course.
APPROPRIATE FOR REVIEW OF ALL NEW COURSES.
 3. **CC** " Highlights and identifies all modifications made to a course.
APPROPRIATE FOR COURSE MODIFICATIONS AND UPDATES.
 4. **Pencil** " Allows review of every data entry screen.
MOST APPROPRIATE FOR COMPREHENSIVE REVIEW OF ALL NEW COURSES.
5. After reviewing the course click on the "Action" Button next to the approval process you want to take action on.
6. Enter any comments related to the approval (remember everyone can view your comments).
7. Select action you wish to take and click save.
8. The "My approvals" page will be displayed, with any additional approvals for the select role.



















Daily messages from Curricunet for Rebecca Andres

[Curricunet](#)

CurricUNET
Email Notification and Approval Process
Quick Reference Sheet

1. CurricUNET has sent an email prompting you to review and take action on a curriculum proposal. Click on the link “Log on To Curricunet” in the email notification, or go to <http://www.curricunet.com/Hancock> to enter the CurricUNET site.
2. Enter your **LOGIN** information:
 - > your User Name is first initial of your first name, then last name
 - > your Password is (User Name and Password are case sensitive.) Click on **OK**.
3. Left-hand column
 - > **Track > My Approvals**
4. **Approval Process** dropdown/selection box: Select your role from the list (**department faculty, department chair, dean, AP&P Rep, etc.**) and click on **NEXT**.
5. You may review the proposal in different ways.
 - **WR icon:** Course Outline
 - **AF icon:** All Fields
 - **CI icon:** Impact on other courses and programs
 - **CC icon:** For a proposal that is a revision of an existing course or program, this shows proposed changes
6. After reviewing the course proposal, click on the **Action** button
 - **Comments** are optional. Remember everyone can view your comments.
 - Select the **action** you wish to take from the dropdown/selection box. Click **Save**.
7. After taking action you will be presented back to the "My approvals" page, proposals will be displayed, with any additional approvals for the selected role.

ICONS AND DEFINITIONS

-  Indicates a required field.
-  This icon, when clicked, allows a user to view a Course Comparison Report.
-  This icon, when clicked, opens your word processing program so you can view a word format.
-  This icon opens the “course impact” report and identifies courses and programs affected by a proposal.
-  This icon opens the “all fields” report. Includes course proposal and some course outline fields.
-  This icon opens the “comments” made by reviewers in the review process.
-  This icon opens a visual chart of the review levels for a particular proposal process.
-  This icon, when click, allows you to view, edit or create user approval functions.
-  This icon, when click, allows you to view, edit or create user originator functions.
-  This icon, when click, allows you to view, edit or create user roles.
-  This icon, when clicked, allows you to view help pages
-  This icon, when click, allows you to spellcheck the information you have entered into a text area.
-  This icon signifies if a course or program area is complete.
-  This icon, when clicked, copies an existing course for modification and new course submission.
-  This icon, when clicked, deletes a course, program or other information.
-  This icon, when clicked, allows you edit general information.
-  This icon, when clicked, allows you to insert above.
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