Quick-Start Guide to Revising and Creating Courses in CurricUNET

The public has access to CurricUNET using the **Search** function. If you just need to view a course or program outline, use **Search**.

Outlines in **blue** are active.
Outlines in **black** are pending (drafts somewhere in the review process).
Outlines in **red** are archived (inactive).

I.   GETTING STARTED:
If you don't have an account, contact the Curriculum Committee Faculty Co-Chair. Indicate your department/subject area(s).

Note: Part-Time Faculty access needs to be requested by their Department/Program Coordinator, Faculty Chair, or Division Dean.

II.   REVISING COURSES:
  A. **Login**.
       • Your username is your first initial and last name.
       • The default password is changeme (all one word, all lowercase). Please change the default to a unique password, and write it down. (If you forget your password, ask the Curriculum Committee Faculty Co-Chair or the Curriculum Analyst to reset it to the default.)

     1. Scroll down to **Build**, and select **Courses**.
       • If you have access to only one subject area, the courses will appear on the next screen. If you have access to more than one subject area, use the dropdown menu at the left side to switch from one to another.

     2. **Select COURSE MODIFICATION to begin a new course outline revision.**
       • Scroll down to the desired course, and click on the copy icon to copy the course.
            o Do NOT click on the pencil icon and start editing as you will overwrite the active course.
            o If no copy icon appears, someone probably already created a copy, and a pending outline exists in CurricUNET.
            o You can decide to continue editing the existing outline, OR you can request that the Curriculum Analyst delete it, so you can start a new revision.
       • Remember to click **save** and **finish** after editing each screen.
       • When you have finished enough screens, the **Submit** button will appear. Press **Submit** only when you are done with your revisions.

     3. **Select EDIT COURSES to continue editing a course outline.**
       • Scroll down to the desired course, and click on the pencil icon to continue editing.
       • Save and finish after editing each page, and press submit when you are done.

TIPS:
1. Submit an outline that is complete and as clean as possible. See the Checklist for Faculty Authors.
2. Do NOT copy and paste from MS-Word into CurricUNET. It will mess up formatting.
3. Consult the resources available to you throughout the process: your Curriculum Committee Representative, your Faculty Chair, your Division Dean, the Curriculum Analyst, the Articulation Officer, and the Curriculum Committee Faculty Co-Chair.

III.   CREATING COURSES:
    A. Select **Build**. **Courses**. **Create Course**.
    B. Fill out the fields, and select the appropriate option from dropdown menus.
    C. Remember to click **ok** or **save** and **finish** when you complete each page.
    D. After you've completed enough screens, the Submit button will appear. Press Submit to move your course to the next step (the Dean's Step).

IV.   KEEP TRACK OF YOUR PROPOSALS GOING THROUGH CURRICULUM REVIEW
    A. **Check your email for messages from Governet.** These look like but are NOT spam. Faculty Authors get messages only about courses they have authored. These messages indicate when action is needed on your proposals. You will get only one email about a proposal needing action (after each step). The proposal will sit at your step until you take action. This is often where proposals get stalled (seem to go missing).
    B. Go to **Track**. **My Proposals** and click on **Check Status** to read the requested changes.
    C. Select the pencil icon to go in and make the changes. Remember to press **save** and **finish** after editing each screen.
    D. Go back to **Track**. **My Proposals** and click on the **Check Status** button. Find the **Action** button, and use the dropdown menu to select "Requested Changes Made" or (for Faculty Review) "Requested Changes Reviewed and Appropriate Changes Made."
    E. For Faculty Review, if authors decide some or all of the changes are inappropriate, they need to consult with other discipline faculty, their Curriculum Committee representative, their Faculty Chair, and/or the Division Dean. After making the appropriate changes, faculty authors again need to take action, (see D) using the dropdown menu to select "Requested changes reviewed and appropriate changes made." If all or some changes weren't made, authors need to fill out the text box indicating whom they consulted.
         o **Changes requested by the division dean, for Technical/Documentation Review, and/or Articulation Review** need to be addressed before the course can be moved forward in the review process as those changes pertain to compliance and often external factors (such as UC articulation and/or GE designation), which if not made can prevent the course from being offered.
         o **Changes requested during Distance Education Review and Faculty Review** are suggestions aimed at ensuring a course will be approved by the full Curriculum Committee. However, faculty authors, as discipline experts, in consultation with other discipline faculty, their Curriculum Committee representative, their Faculty Chair, and/or the Division Dean, make the ultimate decision about what changes to make.

V.   THE ROLE OF FACULTY REVIEWERS IS TO:
- Guide and coach faculty authors, making suggestions for changes that will help ensure the proposals they've submitted will be approved by the Curriculum Committee.
- Pay attention to detail, including grammar, spelling, capitalization, and formatting, according to their abilities and inclination. It is not necessary nor expected that the reviewer make edits or catch all errors. Pointing out the need to proofread is sufficient to guide the author.
- Direct faculty authors to available resources, as needed.

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