QUICK GUIDE TO USING CurricUNET

CurricUNET is not designed to handle a pasting of text formatted from word processor such as MS Word, PowerPoint or Word Perfect. When working on your courses in CurricUNET, please type in information directly or paste it from a text processor such as Notepad.

LOG ON:
- Go to www.curriculum.com/ventura.
- Log-on with username (first initial and last name) and password.
  (Contact Olivia Long x6037 if you need or have forgotten your access information)

HOW TO CREATE NEW COURSE:
- On the Left navigation, under “Build”, Click “Courses”.
- Select Create Course.
- Fill in the basics of your course on the “Create New Course” page and click “OK”.
- This will take you to “Course Construction Main Menu” page. Please see further instructions in COURSE CONSTRUCTION MAIN MENU section below.

HOW TO UPDATE, REVISE, OR DELETE A COURSE:
- On the Left navigation, under “Build”, Click “Courses”.
- Select Course Update/Revision/Delete.
- In the “Course Search” box, find your course by select the discipline in the “Discipline” pull-down menu. Click “OK”.
- Find the course you will be working on (Active in Red) and click on the copy icon.
  - Very Important!!! DO NOT use edit icon as you will be editing the existing active course!!!
- On the next screen, select the proposal type: Revision, Update, or Deletion. (Please refer to the “COURSE UPDATE AND REVISION SUBMISSION” document to identify the correct type of submission.
- On the next screen, explain your rationale for working on this course and click “OK”.
  - For example, it might be ‘course review’ or ‘change description’ or ‘update per new State requirements’ or ‘five-year review’.
  - This will take you to “Course Construction Main Menu” page. Please see further instructions in COURSE CONSTRUCTION MAIN MENU section below.

COURSE CONSTRUCTION MAIN MENU:
Here is where you are going to work on your course. Click on each item on the right-hand side under the “Course Checklist”. You must complete each item in order to submit for approval. If you do not have any information to add in a certain item, you must still click on that item. Click “Save” often. Click “Finish” when you have finished the screen. Once completed, each item will be marked. You must complete all items from “Cover” through “Representative Texts/Instructional Materials” in order for a “Submit” button to appear.

After you submit your course, faculty, Department Chair and Dean have 5 days to review your course. After that time, you will be notified to “launch” your course again in your “My Approvals” queue. The Department Chair will take action again, and then your course is on its way through the approval process.

Note: Please review the comments received on your course from your colleagues, making corrections as appropriate. The approval process will not move forward if it is in your required queue and no action has taken place.
HOW TO REVIEW A COURSE:

You will receive an email asking you to review a course indicating your review role (i.e. Originator, Faculty Review, Department Chair, or Division Dean). The email will be from System@governet.net and it will look something like this:

Daily messages from Curricunet for “YOUR NAME”

Curricunet

Following Approvals need your attention.

Proposal: “COURSE ID/NAME”
Originator: “ORIGINATOR NAME”

“YOUR NAME”

Action on “YOUR REVIEW ROLE” is required for “COURSE ID/NAME”.

Login on To Curricunet

Click on link titled "My Approvals" under Track on the left side of the page.

1. Select appropriate role from the drop down box. Click "Next".
2. A list of approvals waiting for you will be displayed.
3. Click on the "Action" Button next to the approval process you want to take action on.
4. Enter any comments related to the approval (remember everyone can view your comments).
5. Select action you wish to take and click save.
6. The "My approvals" page will be displayed, with any additional approvals for the select role.

- Log on.
- On the Left navigation, under “Track”, Click “My Approvals”.
- Select your “Role” on the Approval Process page drop down menu as indicated in the email and click “Next”.
- View and/or print the course outline by clicking on the desired icon (s).

Course Outline Report

- Course outline with proposed changes indicated
- Comprehensive course outline as well as all completed forms (i.e. Distance Ed, fees)
- Comprehensive course outline as well as all completed forms
- Shows actions and comments on this proposal

When you have completed your review, click on “Action”.

- Take action on the course: DO NOT SKIP THIS STEP!

On the Approval Process page, enter any comments, select an action from the “Action” menu, and click “Save”. Remember that everyone in the process can view your comments and that your comments are permanent.

Please contact Olivia Long at olivia_long1@vcccd.edu or ext. 6037 for assistance or for any clarification on the steps mentioned above.