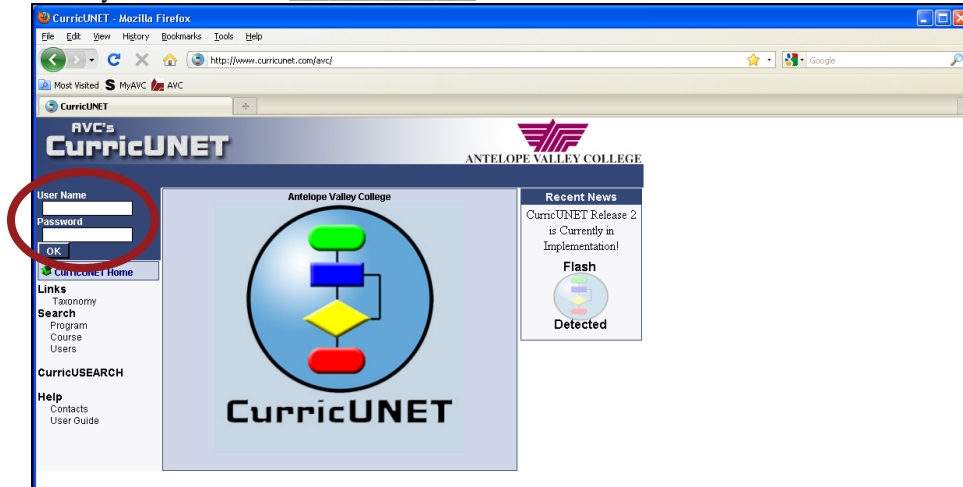
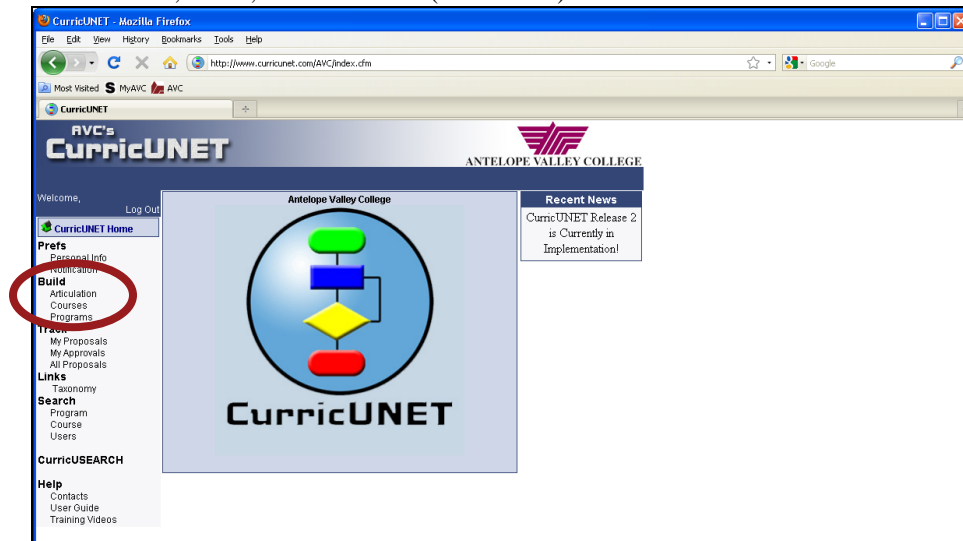


# CurricUNET Quick Guide: New Course Development

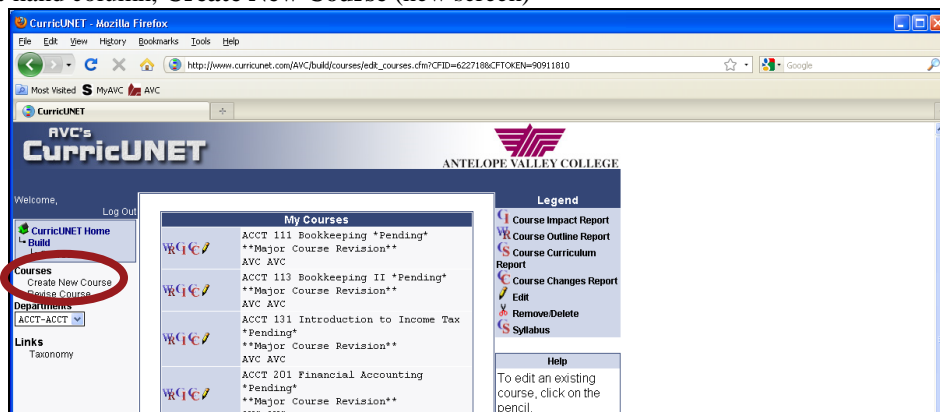
1. Go to <http://www.curricunet.com/AVC> to enter the CurricUNET site.
2. Enter your **LOGIN** information, Click **OK**: (User Name and Password are case sensitive)
  - > your User Name is \_\_\_\_\_
  - > your Password is \_\_\_\_\_



3. Left-hand column, **Build**, select **Courses** (new screen)



4. Left-hand column, **Create New Course** (new screen)



## 5. Create Course

- Complete the data fields as they are presented by choosing the correct **Discipline**, enter a **Course Number** and **Course Title** as well as a **Catalog Description** of the course.
- **Proposal Type** should say New Course Proposal
- Click on ? for **HELP** (some, but not all, are activated)

The screenshot shows a web form titled "Create New Course". It contains the following fields:

- Discipline\***: A dropdown menu with "ABDY" selected and a blue question mark icon to its right.
- Course Number\***: An empty text input field with a blue question mark icon to its right.
- Course Title\***: An empty text input field with a blue question mark icon to its right.
- Catalog Description\***: A large empty text area with a blue question mark icon to its right.
- Proposal Type**: A dropdown menu with "New Course Proposal" selected and a blue question mark icon to its right.
- At the bottom right, there are two buttons: "OK" and "Cancel". The "OK" button is circled in red.

- Click OK when complete, this information becomes the **Course Construction Main Menu**

## 6. Course Checklist (column on the right side)

- Complete the data fields as they are presented
- Click on ? for **HELP** (some, but not all, are activated)
- As each item on the checklist is completed, a check will appear in the box to the left of the title within the checklist and changes the color of the title to green.
- Additional help for each item is provided in the 2010-11 AP&P Handbook, which can be found on the Web at <http://www.avc.edu/administration/organizations/app/documents.html>

The screenshot shows the CurricUNET web interface. The main content area is divided into two sections:

- Course Construction Main Menu**: A table with the following data:

Course Number	999
Course Title	test course
Short Title	
Co-Contributor(s)	There are no Co-Contributors for this course. <a href="#">Add a Co-Contributor</a>
- Course Checklist**: A vertical list of items, each with a checkbox and a title. The entire checklist is circled in red. The items are:
  - Course Proposal
  - Course Cover
  - Units/Hours
  - General Education/Transfer Course
  - Library
  - Expenditures
  - Course Classification
  - Discipline Qualifications
  - Proficiencies
  - Requisites
  - Content Review
  - Material Fee
  - Course Outline of Record
    - Objectives
    - Course Content
    - Homework
    - Methods of Instruction
    - Methods of Evaluation
    - Textbooks/Resources
    - Additional Materials
  - Distance Ed
    - Online Only
    - Hybrid
    - ITV
  - Additional Items
    - Attached Files
    - Notes
    - Student Learning

## 6. Once all items are completed within a link under the Course Checklist, notice the Buttons at the bottom of each work page:

- **SAVE**: saves information, but keeps the page open for additional information

- **FINISH:** saves information and completes that section. **FINISH** activates a summary text box that confirms that all necessary information for that page is completed. Clicking **FINISH** on a work page notifies CurricUNET to check the box to the left of the title within the **Course Checklist** and changes the color of the title to green. You can always go back and edit that section by clicking the appropriate title within the **Course Checklist** and then **UNLOCK**.
- **CANCEL:** erases all unsaved data entered to the page.

**Note: CurricUNET does NOT save automatically when leaving a section.**

7. Finish every applicable item on the Course Checklist by entering all the necessary information for the Course Proposal and Course Outline of Record. By clicking **AUDIT** in the left column, a text box will appear in the upper middle of the page, either confirming the entire Course Checklist is complete or listing items that remain incomplete.
8. Left-hand column, **Build**, select **Courses**, under the **My Courses** list next to the course that is being edited, you can view various reports
  - **WR** icon: Course Outline
  - **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 through a Track Changes view

