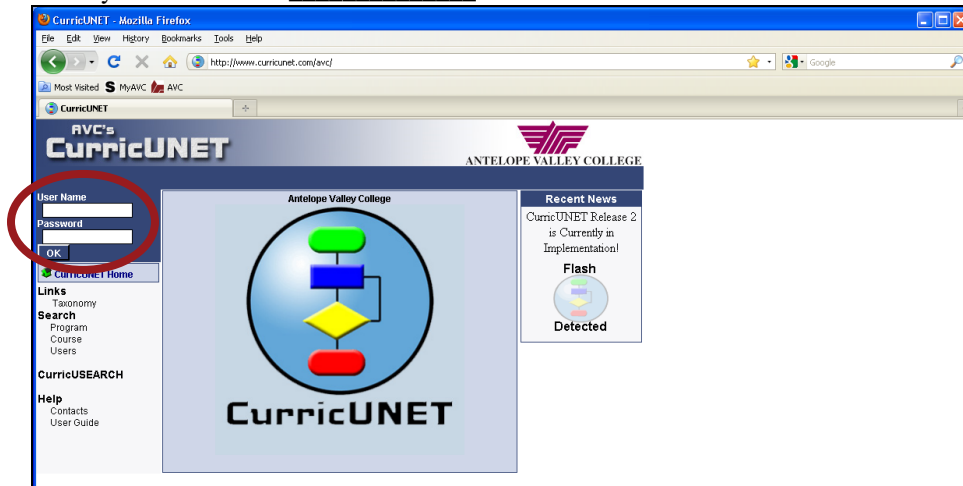


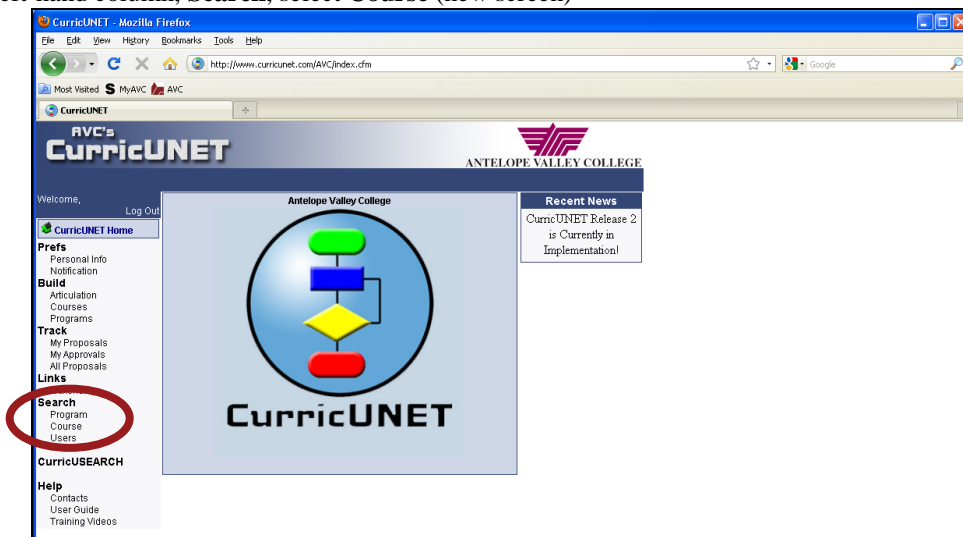
CurricUNET Quick Guide: Non-Substantial Course Changes

Non-Substantial Course Changes are revisions made only to the Homework, Method of Instruction, Method of Evaluation, and/or Textbooks, which appears on the Course Outline of Record. All other course revisions would be done through a different course revision type.

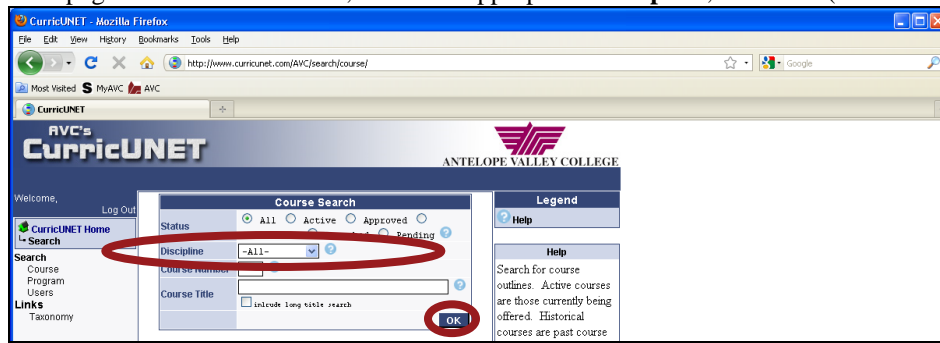
1. Go to <http://www.curricunet.com/AVC> to enter the CurricUNET site.
2. Enter your **LOGIN** information, Click **OK**: (User Name and Password are case sensitive)
> your User Name is _____
> your Password is _____



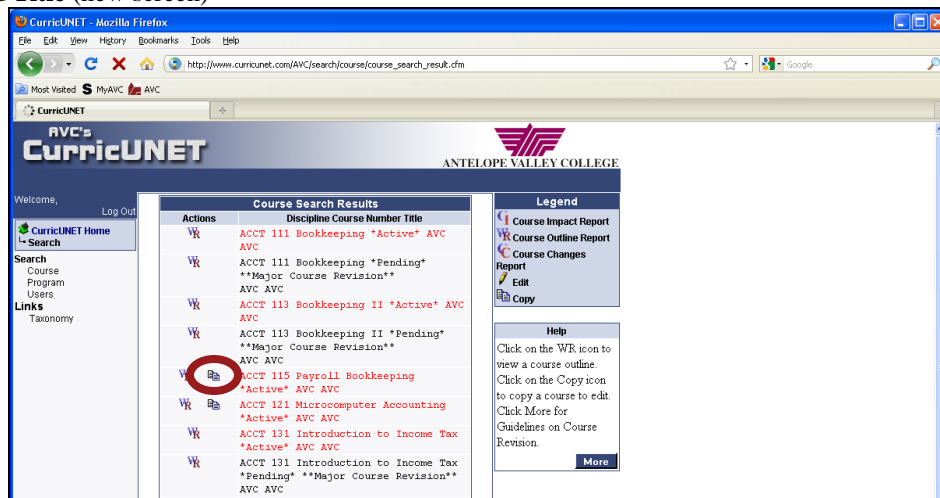
3. Left-hand column, **Search**, select **Course** (new screen)



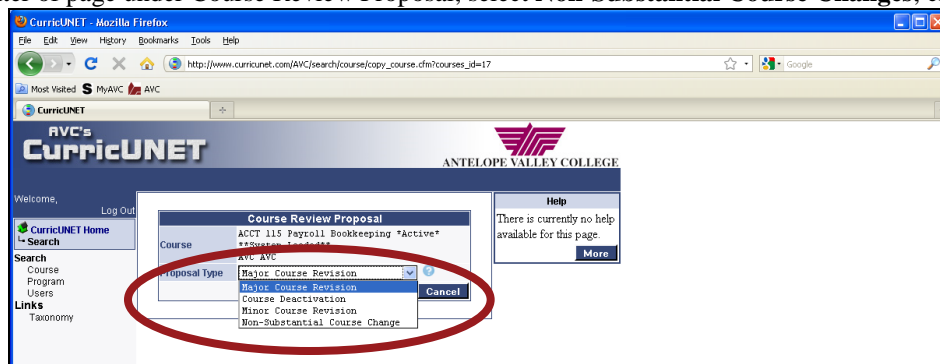
- Center of page under Course Search, select the appropriate **Discipline**, click **OK** (new screen)



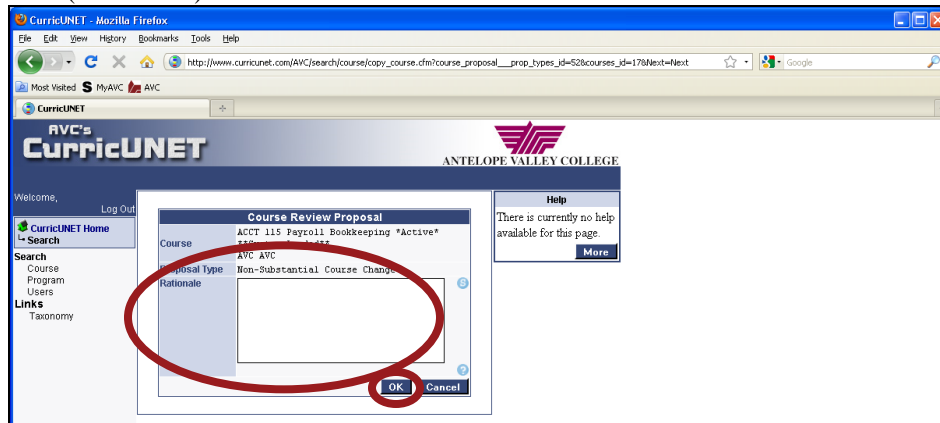
- Center of page under Course Search Result, locate the appropriate Course, click the **Paper Icon** to the left of the **Red Title** (new screen)



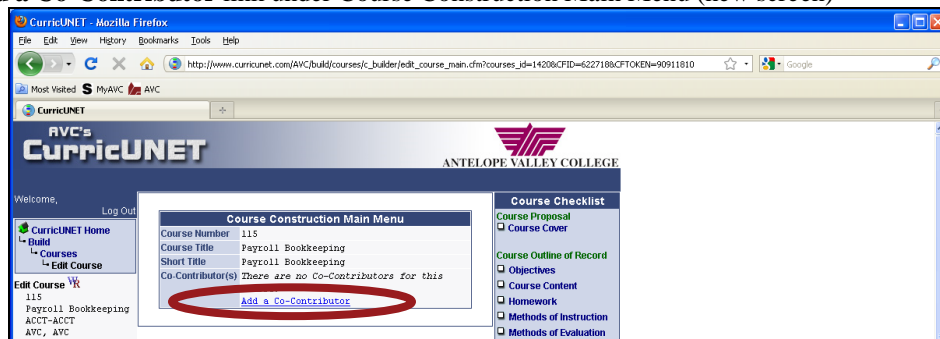
- Center of page under Course Review Proposal, select **Non-Substantial Course Changes**, click **OK** (new screen)



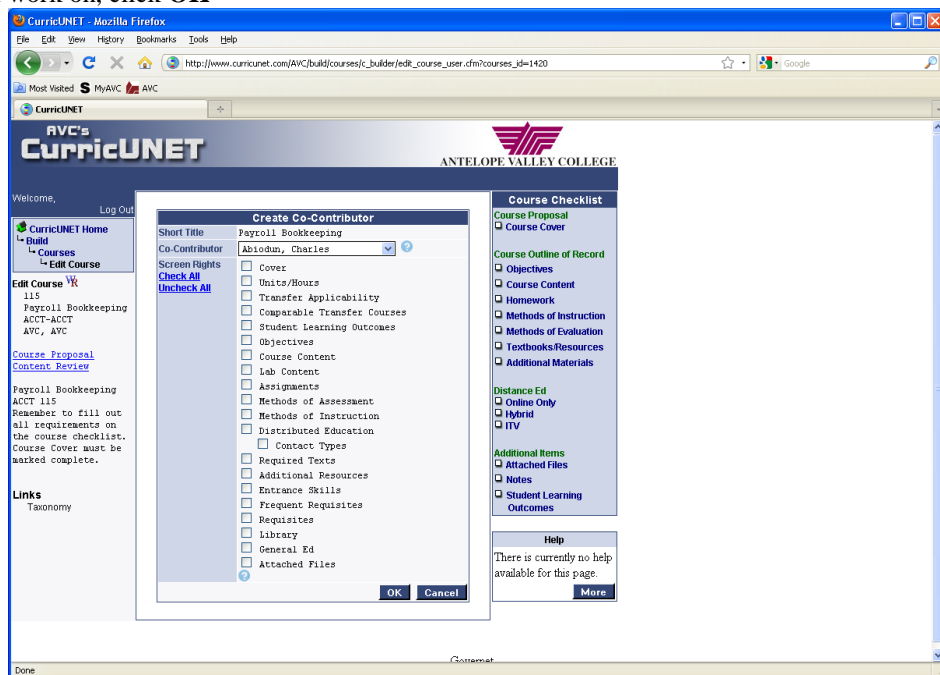
7. Center of page under Course Review Proposal, in the Rationale box, describe the type of changes being proposed, click **OK** (new screen)



8. To add a Co-Contributor, a fellow faculty member who will assist in the revision process for this course, click the **Add a Co-Contributor** link under Course Construction Main Menu (new screen)

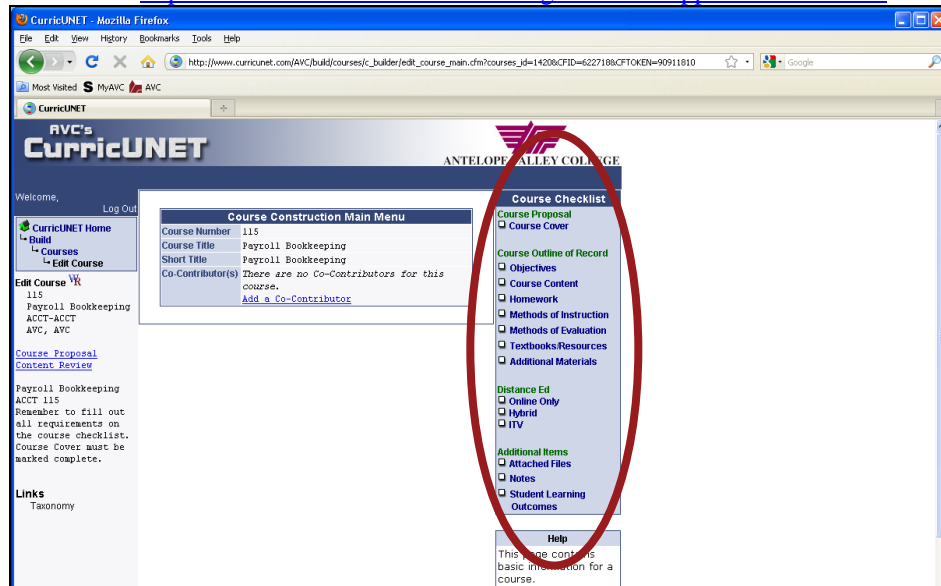


Select the **Co-Contributor** from the drop-down menu, click the boxes next to the areas that the Co-Contributor will work on, click **OK**



9. **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>

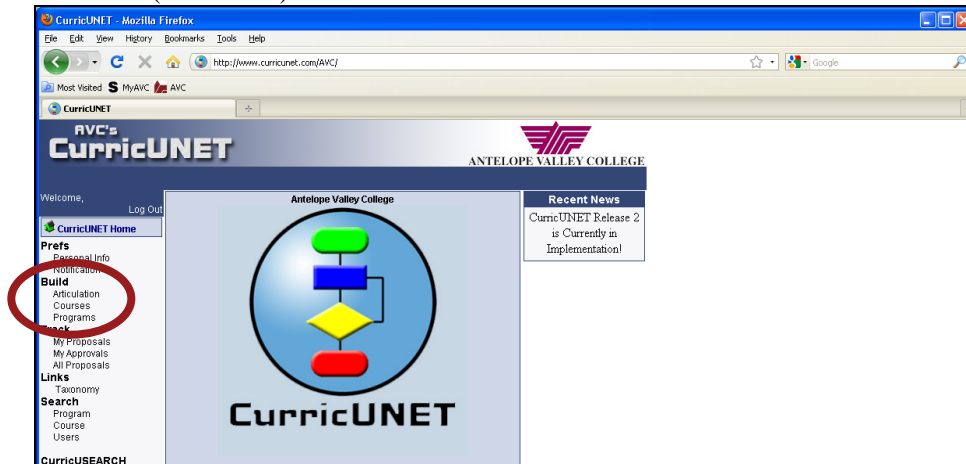


10. Once all items are completed within a link under the Course Checklist, notice the Buttons at the bottom of each work page:

- **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.**

11. 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.

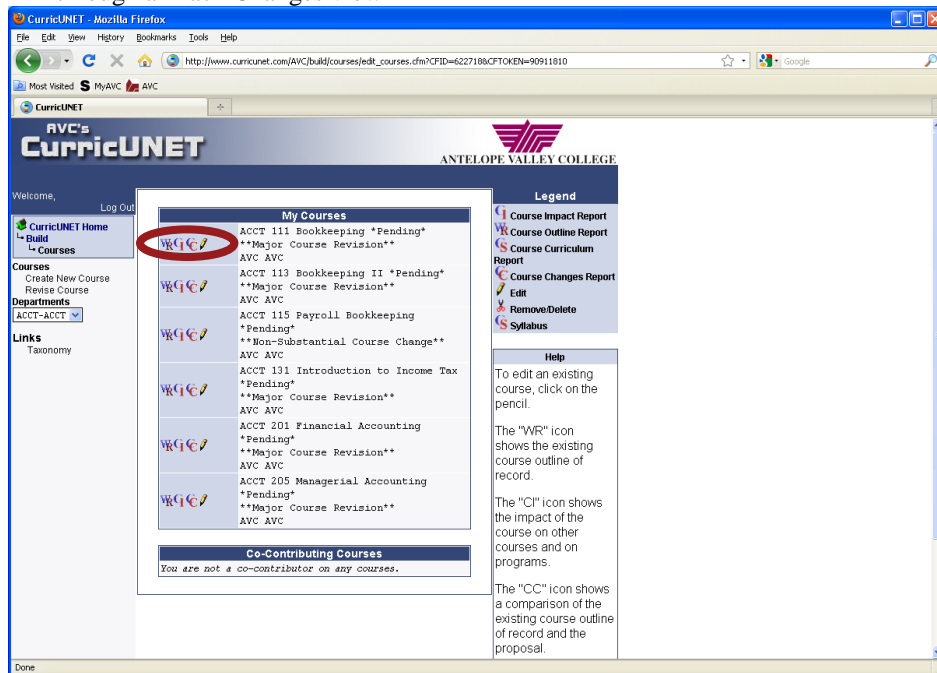
12. When returning to the Course to make additional revisions after leaving the Website, Left-hand column, **Build**, select **Courses** (new screen)



Select the appropriate Department (Discipline) from the drop down menu, click the Pencil Icon to the left of the course title (new screen), return to step 9 and resume course revisions.

Or next to the course that is being edited, you can view various reports by clicking an icon by the Pencil:

- **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



For additional information, contact your AP&P Representative by phone/email or contact the AP&P Office.