

Las Positas College

CurricUNET Training

Creating a New Course

Modifying an Existing Course

Deactivating a Course

Note on Using This Document

This document is a tutorial on the technical aspects of using CurricUNET at Las Positas College. It is recommended that this document be used in conjunction with the Las Positas College Curriculum Handbook (found on the Curriculum Development web site at LPC, as well as in the links on the main CurricUNET screen). While this document will help you with the technical aspects of creating your course proposal, the Curriculum Handbook is designed to help with the expectations that the Library, Articulation, Division Tech Review, The DE Committee, the Curriculum Committee, The State Chancellor's Office, and our accrediting body have relative to the content of your proposal. Proposals developed without reference to the Curriculum Handbook will typically require several revisions by the author on their way to approval. Other valuable resources include your division Dean, your Division Technical Review Committee, and the LPC Articulation officer.

Logging On to CurricUNET

1. Open an Internet browser, e.g., IE, Safari, Firefox, etc.
2. Type www.curricunet.com/laspositas
3. Enter your user name in the User Name box (first initial and last name; all one word, all lowercase).
4. Enter your password. (Default password is changeme.)
5. To change password, select **Personal Info** (located under Prefs on the left side of window). Enter new password in the Password and Confirm Password text boxes. Click OK.



What the Icons Mean?



View the course outline (Word report).



View the course impact report (what course could be impacted by changes to this course)



Report showing information that has been entered for all fields (all pages).



Edit



Delete



Ordered List (A., B., C., etc.)



Indent (demote level)



Outdent (promote level)

Deciding if your course is New or Modified


The first step is to decide if the course is new or revised, consider these questions:

1. If the course already exists in the catalog, and you are making moderate changes that will replace the existing course in the College Catalog, then you will use these instructions to modify a course.
2. If there are very substantial changes, or this course will continue to exist alongside the course that currently exists in the catalog, do not use this process.

If you are unsure, please contact the LPC articulation officer at (925) 424-1427 for advice; choosing the wrong path will cause problems later on.

Modifying an Existing Course

If the course is determined to be a modification of an existing course, we start by making a copy of the existing course. Then we change, update, modify, etc. The old course outline stays in the CurricUNET system and is available if needed at a later date.

1. Select the **Course** option in the Search section of the Home page in CurricUNET.
Or, select **Course** in the Build section and then choose **Course Modification**.
2. Choose the discipline for your course.
3. Select **OK** to see all courses in the discipline or type in a **Course #** and/or **Course Title** to limit the search.
Then select **OK**.
4. Browse the list of courses and locate the one that you want to modify.
5. Select the **Copy** button .
6. Select the Proposal Type, e.g., Modified Course Proposal or Modified Shared Course Proposal (if course is shared with Chabot). (See the Curriculum Handbook, page 27 in the November 2012 edition, for information on determining if this is a shared course. Shared courses must be developed or modified in tandem with faculty at Chabot).
7. Select **Next**.
8. Type in the Rationale for the proposal, indicating the purpose, benefit, and relation to program planning. (See Curriculum Handbook for more details on these requirements, page 16 in November 2012 edition.)
9. Select **OK**.

Creating a New Course

If the course is determined to be a new course:

1. Select the **Course** option in the Build section of the Home page in CurricUNET.
2. Select **Create Course**.
3. Select Discipline (if you have rights to more than one discipline).
4. Enter **XX** as the course # (or XX1, XX2, etc. if you are going to be creating multiple new classes). (A real course number will be attached to the course by the Office of Academic Services when the course has been approved by the Curriculum Committee.
5. Enter in a **Course Title**.
6. Enter the **Course Description**.
7. Select the Proposal Type, e.g., New Course Proposal or New Shared Course Proposal (if course is shared with Chabot). (See the Curriculum Handbook, page 27 in the November 2012 edition, for information on determining if this is a shared course. Shared courses must be developed or modified in tandem with faculty at Chabot).
8. Select **OK**.

Deactivating a Course

If the course is determined to be a new course:

1. Click on **Build/Courses**.
2. Select **course modification**
3. Select the course discipline from pull down menu and click **ok...**
4. Click on the **course copy** icon (a picture of two pages next to each other)
5. Under proposal type select **course deletion** and click **next...**
6. In the rationale box, enter the reason for deleting the course and click **ok**.

You will now encounter all of the screens found in the "[Processes for Both Shared and Modified Courses](#)" section below. Even though you are planning to deactivate this course, you will still have to run through the list on the right hand side of the proposal as described in that section just as you would for a regular course modification, except that all you will need to do is simply fill in "course deletion" any place that it asks for additional information. The only fields that will need to be filled in are the **rationale** box and the **proposed start date** both on the **course cover** page.

Processes for Both Modified and Shared Courses

Course Cover

The Course Cover page is used to provide basic information about the proposal that you are developing.

If this is a new course, the Discipline, Course Number, Full Course Title, and Catalog Course Description will be transferred from the Course Construction Main Menu page.

1. Fill in remaining items on the Cover page
 - a. Rational for proposal—why this course; how does it fit into your discipline, degree, certificate, college mission, etc. For modifications, what are the main changes you are making, and briefly describe their purpose, benefit, and relation to program planning
 - b. If offered for the first time as a DE course, briefly explain the reasons for offering the course DE.
 - c. When do you plan to start offering the course? (Usually this will have to be at least 1 year from the current semester. Contact Articulation Officer or Curriculum Chair for more information.)
 - d. Is this course shared with Chabot (same rubric and number)? If not, is there a similar course at Chabot? What is it? (Similar courses share the same basic content, measurable objectives and GE statuses as the course at Chabot but have different rubrics, numbers or both. This is very important for counseling and enrollment purposes. Contact Curriculum Chair with any questions.)
2. **Save** what you have entered. Saving doesn't lock the form; you can come back and edit at any time.

Note: *If you don't save, you will lose what you entered on this page*

3. When you have completed the page and do not believe that you will have additional changes, click **Finish**. Selecting Finish saves and locks the page. As the originator, you will be able to unlock the page to make changes, if necessary. Selecting Finish also places a checkmark in the Course Checklist indicating that the page is completed.

Course Cover
Page Last Saved on Sunday, Aug 14, 2011 at 9:45 PM
By CurricUNET Trainer

Division	
Discipline	CTRN - CurricUNET Training
Course Number	xlh
Full Course Title	Using CurricUNET
Cross Course	-- Select Department--
Cross Listed Course	
Catalog Course Description	This course will introduce faculty to the wonders of CurricUNET. Create, edit, track, and view course outlines. Develop and edit programs.

Rationale
Faculty and staff will need to be trained to use this curriculum management tool. Development o curriculum is an important function of a faculty member.

Proposal Information

Proposed Start Year: 2012 Semester: Fall

Yes No

Shared with Chabot

You have indicated that you are revising a course that is shared with Chabot College. If you are planning to change any of the following items, you will need to coordinate with your colleagues at Chabot.

- Title
- Course description
- Units/Hours
- Advisories/pre-requisites, co-requisites, strongly recommended
- Transfer patterns
- Grade option
- Placement in local (LPC or Chabot) AA/AS degree pattern
- Substantive in Measurable Objectives, Course Content, and Evaluation areas

If you change any of the above items, agreement on the changes must be reached and a proposal created at by your colleagues at Chabot before your proposal can be submitted to the Curriculum Committee.

Save **Finish** **Cancel**

Units/Hours

1. If this is not a variable unit course, skip the Variable units section. If the course is a variable unit course, click **Yes** in the Variable Unit section.

Note: If you click “yes” A max section will be added so that you can add the maximum number of units for lecture/lab.

2. Enter # of Lecture units. **Note:** The number of lecture hours will automatically displays in the hours column.
3. If needed, enter # of Lab units. **Note:** The number of lab hours will automatically displays in the hours column.
4. If the course has a no unit value lab (18 hours of lab for which student do not pay), click **Yes** in the No Unit Value Lab section. **Note:** 18 hours will be automatically be inserted into the Hours box when the page is saved.

Note: You will need to complete the No Unit Lab Addendum page after you have saved the Units/Hours page. The link to the No Unit Value Lab Addendum will become available after you have saved the Units/Hours page.

5. The total number of units and hours displays in the Total area. **Note:** The hours for no unit value lab will be added when you save the page.
6. If the course can be taken for credit more than 1 time, select the desired # of times that the course can be taken.
 - a. Also, if a course can be taken more than once, provide rationale for repeating the course. (Title 5 rules on repeatability quite restrictive; see Curriculum Chair or Curriculum Handbook for details).
7. Select the desired Grading Method, i.e., Letter Grade, Letter or P/NP, P/NP only, or Non-Credit.
8. Save and Finish the page. **Note:** Remember to complete the No Unit Value Addendum, if necessary.

Course Units/Hours		
Page Last Saved on Monday, Aug 15, 2011 at 3:05 PM By CurricUNET Trainer		
Units/Hours		
Variable Units	<input checked="" type="radio"/> No <input type="radio"/> Yes ?	
Type	Min	
	Units	Hours
Lecture	1.00	18
Lab	0.50	27
No Unit Value Lab	<input checked="" type="radio"/> No <input type="radio"/> Yes ?	0 <small>(Hours update on Save)</small>
Total	1.5	45
Repeatability	May be taken 1 time ?	
If Repeatable, Rationale:	<div style="border: 1px solid #ccc; height: 40px;"></div>	
Grading Methods	Letter or P/NP ?	
		<input type="button" value="Save"/> <input type="button" value="Finish"/> <input type="button" value="Cancel"/>

General Ed

1. Select each type of transfer/GE pattern that you believe the course satisfies.
2. For each option that you select, complete the rationale form providing information to the reviewers on why you believe the course satisfies the specific option. Select **Save** to return to the main General Education/Degree/Transfer Course page.
3. When you have completed all transfer/GE pattern information, select **Finish**.

Is this course already approved for transfer/GE?

If this course was previously approved for this GE status before CurricUNET was implemented: please select every transfer status that this course currently has and write “**already approved**” under the rationale. If you are unsure of which transfer statuses are already approved for a course, the LPC college catalog will include all GE and transfer information in the catalog description. The 2012-2014 college catalog is currently available at this link, though link location may change: <http://www.laspositascollege.edu/students/documents/CatalogLPC2012-14.pdf>

Is the transfer/GE being requested for the first time for this course?

For any GE/transfer status that is being requested for the first time for this course, you will need to plan your rationale for each section carefully. The Curriculum Handbook gives specific information on how to request each type of GE/transfer status that might be requested, as well as samples of what a rationale might look like. The faster reference these instructions, as well as samples, are also posted to the “General Ed” screen of curricUNET in the help section. You may have to scroll down to the bottom of your screen to see these help files.

The screenshot shows the top section of the CurricUNET form titled "General Education/Degree/Transfer Course". It features a "Proposed For" dropdown menu with a red asterisk, which is currently open, displaying a list of options: "-Select-", "CSU Transfer Course", "IGETC Area 1: English Communication", "IGETC Area 2: Mathematical Concepts and", "IGETC Area 3: Arts and Humanities", "IGETC Area 4: Social and Behavioral Scie", "IGETC Area 5: Physical and Biological Sc", "IGETC Area 6: Language other than Englis", and "CSU GE Area A: Communication in the Engl".

This screenshot shows the "Proposed For" dropdown menu selected to "IGETC Area 1: English Communication". Below it, the "Categories" section is visible, with a checked box for "A: English Composition". A text area for the rationale is present, containing the text: "Please explain why the course should be considered for this area. My course fits the published IGETC standards for English composition courses in the following ways...".

The "Help" section provides information on requirements for various GE Criteria. It includes links to "Sample GE Rationale", "KIN Activity Sample Rationale", "CSU GE Criteria", "UC Transfer Criteria", "IGETC Criteria", and "LPC GE Criteria". At the bottom, there are "Edit" and "More" buttons.

Click on "skills analysis" This section must be completed for each advisory requisite.

Advisory Requisites

1. Select the type of requisite, e.g., Prerequisite, Strongly Recommended, or Corequisite.
2. Select **Add** to choose the advisory course.
3. Click on the drop down list area for the Course # and Title and select the desired advisory course.
4. Enter the minimum grade, e.g., C.
5. For Prerequisites, specify if the courses can be taken concurrently.
6. If there will be other advisory course, select a **Condition** (and, or, or and/or) if necessary.

Examples: Student can take CIS 8 or CIS 50

Student must take CHEM 1 and MATH 55.

7. Select **Add**.
8. Click the **Skills Analysis** button next to the advisory course.
9. For each listed skill, select **Critical**, **Very Helpful**, **Desirable**, or **Not Necessary**. (Only skills ranked as Critical or Very Helpful will be transferred to the course outline.)
10. Select **Save** to save your selections.
Note: If you do not select Save, your selections will be lost!
11. Select **Done** when you have completed the skills analysis for your advisory course.
12. If there are additional advisory courses, repeat steps 1-11.
13. When all advisory courses have been added, select **Finish**.

Requisites		
Select Requisite Type		
Requisite Type	Prerequisite	<input type="button" value="Add"/>
Edit/Delete	Requisites	Analysis
	Strongly Recommended	Skills Analysis
	CIS 8 with a minimum grade of C	
	or	
		<input type="button" value="Finish"/>

Content Review	
Requisite Type	Strongly Recommended
Course Number	CIS 8
Skill From Requisite Course	Degree of Importance
Identify the major components of a computer and their functions	Critical
Use a personal computer and its Graphical User Interface (GUI) effectively	Very Helpful
Initiate and terminate a computer work session (e.g. "powering-on" a computer, successfully logging into a computer network, and shutting down a computer)	Desirable
Manage the desktop (e.g. starting and exiting application programs, manipulating windows)	Desirable
Multitask (e.g. switch between multiple concurrent application programs, transfer information between two documents and/or applications)	Critical
Use word processing software at a basic-level including	Not Necessary
Use a computer keyboard to enter text into a document	Critical
Use the appropriate commands to edit text (e.g. add new text to an existing document, delete text, move text)	Desirable

Distance Education

If you selected Distance Education on the Cover page, the Distance Education link will be available in the Course Checklist.

1. Click on the **Distance Ed** link in the Course Checklist.
2. Select desired Delivery Method(s).
3. Check Accessibility options that apply to your course.
4. Click **Save**.
5. Click **Finish**.

Distance Ed—Course Interaction

For all distance education course, you need to complete the Course Interaction page. You need to specify the types of interaction that will be used in the course, Student-Instructor, Student-Student, and Student-Content. Several options are available under each type of interaction. Choose and describe all that are applicable to your course.

1. Click on the **Course Interaction** link in the Course Checklist.
2. Click on the down arrow beside the Contact Type text box and select a type of interaction.
3. Write a brief description of how the selected interaction will occur.
4. Click **Add**.
5. When you have added all the course interaction details, select **Finish**.

Distance Education Proposal
Page Last Saved on Sunday, Aug 14, 2011 at 9:31 PM
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Delivery Methods
Check all that apply

- Web-Hybrid (Instruction will include both online and face-to-face delivery)
- Web-Based (Instruction will be delivered completely online)
- Other (explain)

If Other, describe here

Accessibility
All materials must be accessible to students with disabilities

- Close-captioning for videos
- Transcription for Audio
- Alt labels for images
- Text descriptions for detailed visuals
- Formatting and coding for tables
- Links to plug-ins where necessary

Buttons: Save, Finish, Cancel

Student-Instructor Interaction

- Announcements
- Chatroom
- Webconferencing
- Web logs
- Other

Student-Student Interaction

- Email
- Group Work
- Web logs
- Chatroom
- Other

Student-Content Interaction

- Class Discussion Board
- Group Work
- Internet research
- Quizzes, tests/exams
- Practice quizzes
- Journal writing
- Mini-lectures
- Simulations
- Other

Contact Type: Announcements

Comments:

Buttons: Add, Finish

Measurable Objectives

1. To enter Measurable objectives for your course, click the Measurable Objectives link in the Course Checklist.
2. To enter a Top Level Objective (A., B., C., etc.), click the **Top Level Objective** button (a checkmark should display).
3. Type the objective text in the Objective Text box. You do not need to type a letter at the beginning of the sentence. The list will be numbered for you automatically.

NOTE: Objectives are entered one at a time. Click **Add** after each objective is entered.

4. Click **Add**. You will see your text in the list at the bottom of the page.
5. To add a second level objective (e.g., 1., 2., 3., etc.), **deselect** the **Top Level Objective** box. Type the text of the second level objective in the Objective Text box. Select **Add**.
The objective will be added in the list at the bottom of the page.
6. When you have entered all the measurable objectives for the course, click **Finish**.

Measurable Objectives
Page Last Saved on Sunday, Aug 14, 2011 at 11:50 PM
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Upon completion of this course, the student should be able to:

Top Level Objective

Objective Text

advanced.path


Add

Finish


Upon completion of this course, the student should be able to:

- A. Create a new course outline
- 1.
- Enter course information into appropriate screens.
- B.
- Submit course proposal to workflow process

Delete an Objective

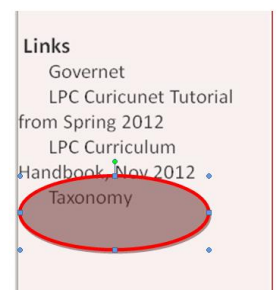
1. To delete an objective, click the Scissors icon  beside the objective in the bottom section of the page.
2. Select **OK** to the message box asking if you wish to delete the objective.

Edit an Objective

1. To edit an objective, click the Pencil icon  beside the objective in the bottom section of the page.
2. Make desired changes in the Objective Text box. Select **Save**.




Tip:

Title 5 requires that college-level courses show critical thinking and active verbs in the measurable objectives. Click on “taxonomy” in the left hand taskbar for a list of “higher level” verbs.




Course Content

On the Course Content page, you can create a multi-level listing of the materials to be covered. The text entry is similar to the creation of a numbered list in Word.



The Ordered List , Indent , and Outdent  buttons are used to create a multi-level outline as show in the screen to the right. Currently there are three levels available. Additional levels will be defined if needed.

Also note to enlarge the display of the text on the screen, press CTRL and + (to reduce the display, press CTRL and -). This may be necessary depending upon the size and resolution of your monitor.

Save frequently!!

1. To begin the listing of the contents of the course, click on the **Ordered List** button . Type the text for the first major topic to be covered in the course and press **Enter**.

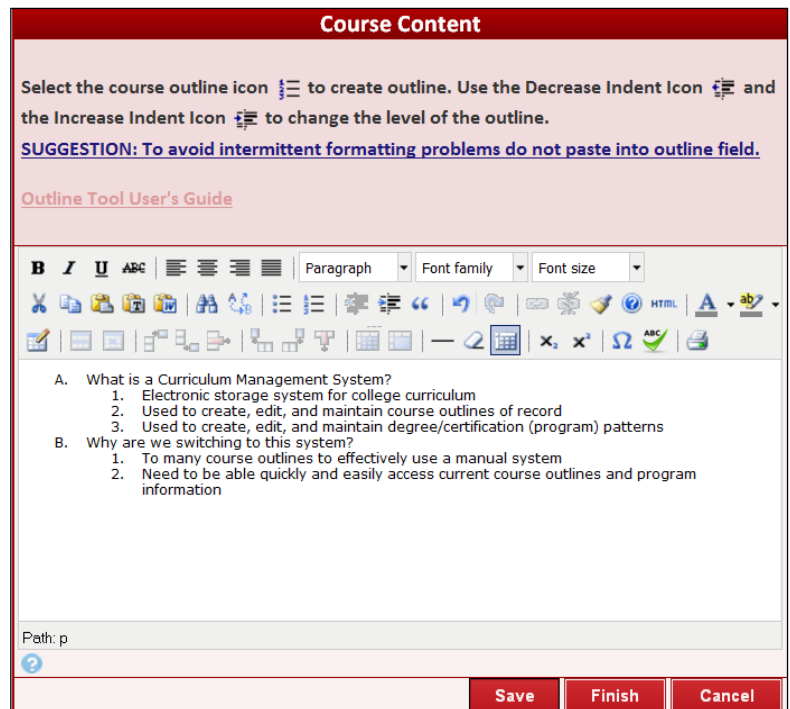
Note: When you press Enter, B. displays and you are ready to enter the second major topic of the course.

2. To create a second level topic, click the **Indent** button . Type the text for the second level topic. When you press enter another second level topic. You can click the **Outdent** button  to promote your outline level to the previous level.

Note: Each time you click the Indent button, the level is demoted; each time you click the Outdent button the level is promoted.

3. When you have entered all the main topics and subtopics, press **Finish**.

Note: Save as you go along so that you don't accidentally lose text.



Methods of Instruction

1. Click on the down arrow at the end of the Method of Instruction text box and select the desired method. If you don't see a listing for the method that you want to use, select Other, and then type a description of the method in the Comments box.

Note: The Comments box can be used to add more specific details about any of the methods of instruction that you choose.


2. Select **Add** to enter the selected Method of Instruction and comment (if specified).



Note: Selecting Add saves the method of instruction that you just selected.

3. When you have selected all the desired Methods of Instruction, click **Finish**.

Assignments

The Typical Assignment page is similar in function to


the Course Content page. The Ordered List ,

Indent , and Outdent  buttons are used to create a multi-level outline as show in the screen to the right. Currently there are three levels available.



Additional levels will be defined, if needed.

Save frequently!!

1. To begin the listing of typical assignments, click

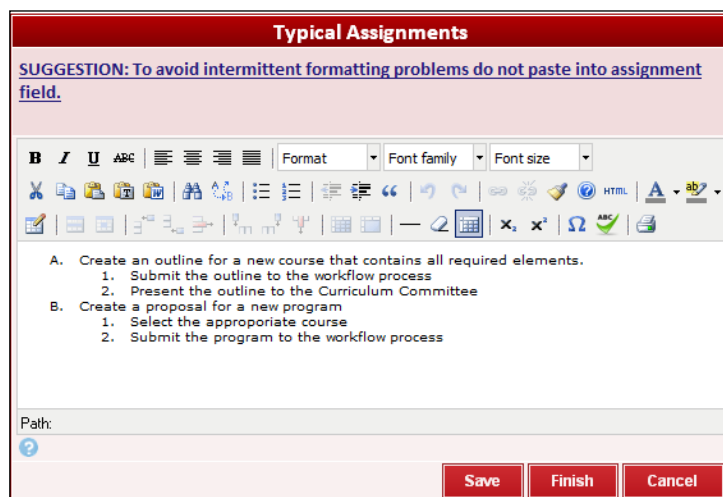
on the **Ordered List** button . Type the text for the assignment and press **Enter**.

Note: When you press Enter, B. displays and you are ready to enter the second typical assignment.

2. To create a sub-level, click the **Indent** button . Type the text for the sub-level. When you press enter another entry at the same level. You can click the **Outdent** button  to promote your outline level to the previous level.

Note: Each time you click the Indent button, the level is demoted; each time you click the Outdent button the level is promoted.

3. When you have entered all typical assignments, press **Finish**.



The screenshot shows a web interface titled "Typical Assignments". At the top, there is a red header with the title. Below the header, a pink box contains a suggestion: "SUGGESTION: To avoid intermittent formatting problems do not paste into assignment field." Below this is a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, font color, background color, text color, font family, font size), alignment, bulleted and numbered lists, indentation, and other editing tools. The main content area displays a multi-level outline:


- A. Create an outline for a new course that contains all required elements.
 - 1. Submit the outline to the workflow process
 - 2. Present the outline to the Curriculum Committee
- B. Create a proposal for a new program
 - 1. Select the appropriate course
 - 2. Submit the program to the workflow process

At the bottom of the form, there is a "Path:" label with a question mark icon, and three buttons: "Save", "Finish", and "Cancel".

Methods of Evaluation

The Methods of Evaluation page allows you to check off multiple ways that students will be evaluated. For each method selected, you need to enter the frequency for the method, e.g., approximately how many quizzes will there be during the semester, how many research papers and their length, etc.

If you want to add a method of evaluation that isn't in the list, select the "Other" option and enter the method in the text box below the "Other" checkbox.

1. Click each method of evaluation that you anticipate using for the course.
2. In the Frequency box, use the **Ordered List** , to describe the frequency of each method you have selected.
3. When you have completed the page, select **Finish**.

Tip:

Be sure that each method of instruction has a corresponding frequency. A range of frequencies is fine to, for example, "1-3 times per course."

Methods of Evaluation
Page Last Saved on Monday, Aug 15, 2011 at 4:43 PM
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This section defines the ways students will demonstrate that they have met the student learning outcomes.

Student grades will be based on multiple measures of student performance. Instructors will develop appropriate classroom assessment methods and procedures for calculating student grades, including the final semester grade. The following list displays typical assessment methods appropriate for this course. The actual assessment methods used in a particular classroom and section will be listed in the instructor's syllabus.

Multiple measures may include, but are not limited to, the following:

Methods Typical classroom assessment techniques

- Exams/Tests
- Quizzes
- Research Projects
- Portfolios
- Papers
- Oral Presentation
- Projects
- Field Trips
- Simulation
- Group Projects
- Class Participation
- Class Work
- Home Work
- Lab Activities
- Class Performance
- Final Class Performance
- Final Performance
- Final Public Performance
- Other (Please Explain)

Path:

Frequency

A. Oral Presentation--1 or more oral presentations to the Curriculum Committee
B. Projects--3-4 complete proposals must be submitted
C. Lab assignments--Weekly

Path: ol

Save **Finish** **Cancel**

Typical Text

The Typical Text page is used to enter information about several possible texts (textbooks, manuals, etc.) that might be used when teaching the course. MLA is the default format.

To add a Textbook/Resource

1. Click **Add** in the desired resource area, e.g., click Add in the Textbooks area.
Note: A second page displays requesting information about the specific resource.
2. Enter data for the resource, e.g., author, title, edition, etc.
3. When you have completed the requested information, click **Add** to save the data you have entered.
4. Repeat steps 1-3 for each textbook, manual, etc.
5. When you have entered all the desired resources, select **Finish**.

Tip:

CSU generally requires textbooks to be less than 6 years old. If an older book is necessary in your case, briefly describe why in the rationale section and be sure to include newer examples as well. At least 3 sources should be listed in the typical texts section.

Please Remember To Save Work Before Navigating Off Of Page.

Course Textbooks/Resources

To create a textbook or instructional resources listing, click the Add button in the appropriate section of this screen.
Textbooks such as the following are appropriate:

Specify Formatting Style: APA MLA

Textbooks
You have no textbooks defined.

Manually
You have no manuals defined.

Periodicals
You have no periodicals defined.

Software
You have no software defined.

Other
You have no other defined.

Course Textbooks/Resources

To create a textbook or instructional resources listing, click the Add button in the appropriate section of this screen.
Textbooks such as the following are appropriate:

Specify Formatting Style: APA MLA

Textbooks
You have no textbooks defined.

Add a Textbook

Author *
Use Last name, first initial, middle initial format (Last, F., F. Last, F. Last.)
Really, Smart

Title *
CurricUNET for the Average Faculty Member

Edition
1st

City
Livermore, CA

Publisher *
Right on Time Publishing

1/2 Year *
2012

ICDM #

Legacy Textbook Transfer Data (Admin only)

Manually
You have no manuals defined.

Periodicals
You have no periodicals defined.

Software
You have no software defined.

Other
You have no other defined.

Course Textbooks/Resources

Page Last Saved on Monday, Aug 15, 2011 at 5:23 PM
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To create a textbook or instructional resources listing, click the Add button in the appropriate section of this screen.
Textbooks such as the following are appropriate:

Specify Formatting Style: APA MLA

Textbooks
1. Really, Smart. *CurricUNET for the Average Faculty Member*, 1st ed. Livermore, CA: Right on Time Publishing, 2012

Manually
You have no manuals defined.

Periodicals
You have no periodicals defined.

Software
You have no software defined.

Other
You have no other defined.

Other Materials Required of Students

If students need to have other materials for the course, e.g., storage media, safety glasses, a GoPrint card, etc. you need to enter that information into the Other Materials Required of Students page.

1. Enter the item that students will need.
2. Press **Add**.
3. If needed, enter a second item,
4. Press **Add**.
5. Repeat until all needed items have been entered.
6. When all items are entered, press **Finish**.

Additional Materials
Page Last Saved on Monday, Aug 15, 2011 at 5:31 PM
By CurricUNET Trainer

GoPrint Card

Enter Required Material below and select Add

Add

Finish Cancel

Library

If library/learning resources are needed for your course, e.g., texts, databases, CDs, e.g., the needed resources should be listed in the Library/Learning Resources Review page.

1. If resources are sufficient, click **Yes** and select **Finish**.
2. If additional resources are needed, click **No**.
3. Listed the additional needed resources and/or database.
4. Select **Finish**.

Please Remember To Save Work Before Navigating Off Of Page.

Library/Learning Resources Review

Please schedule an appointment to meet with a LPC Librarian to discuss Library/Learning Resources to support your course and student success

Sufficient Resources Yes No

Additional Resources Needed

New Databases Needed

Save Finish Cancel

College Resources

If additional college resources will be needed for the course, e.g., lab space, software, or hardware, the College Resources page allows you to identify the need. Entering this information does not guarantee that the resources will be provided. It is information only.

1. List the resource need, e.g., 30 station computer lab.
2. When all needed resources have been listed, select **Finish**.

The screenshot shows a web form titled "Needed College Resources" with a red header. The form is divided into four sections, each with a red header and a large text area for input:

- Computer Lab**: The first section, currently empty.
- Specialized Hardware**: The second section, currently empty.
- Specialized Software**: The third section, currently empty.
- Other**: The fourth section, currently empty.

Each section has a question mark icon on the left and a red heart icon on the right. At the bottom right of the form, there are three buttons: "Save", "Finish", and "Cancel".

Submitting a course:

When a course is ready, the author will click the “submit” button to submit that course. The submit button will not appear until every section of your proposal is completed. You will know that every section of a proposal is completed because check mark will appear beside each of the sections that are completed, with the possible exception of “codes and dates.” The example here illustrates a proposal ready to submit.

LAS POSITAS COLLEGE

Course Checklist

- Main**
- Cover
- Units/Hours
- Advisory Requisites
- General Ed
- Distance Ed
 - Course Interaction
- Measurable
- Objectives**
- Course Content
- Methods of Instruction
- Assignments
- Methods of Evaluation
- Typical Texts
- Other Materials
- Required of Students**
- Library
- College Resources
- Attached Files
- Codes/Dates

Last action taken on course proposal

Tracking your course through CurricUNET:

If you want to track your course as it is evaluated and approved through the CurricUNET process, you can click on “Track” “my proposals” in the left hand task bar. From there click “check status” for any course that you want to track. The last location of your proposal will be indicated in **red**, along with a date that the proposal was moved. The current location of the proposal will be indicated in **red**, but with no date in red indicating that the action has taken place. In the example to the right, the originator of the course resubmitted that course, and Library, Articulation, and Distance Education are now reviewing that course.

Carlyce Kraschus	Done
Action: Reviewed	02/04/2013
Originator Change	(required)
	Done 02/28/2013
Jeremiah Bodnar	NEXT LEVEL
Action: Requested Changes Made	Distance
Hi, I changed the start date to Fall 2013.	Education
Thanks! Jeremiah	Library
	Articulation
	Officer
	Done
Jeremiah Bodnar	02/20/2013
Action: Requested Changes Made	
This course is no longer requesting GE. I was thinking it was already approved, but if we don't already have it, we don't need it. I made a note in the DE section. -- Jeremiah	
Jeremiah Bodnar	Done
Action: Requested Changes Made	02/16/2013
Start date now spring 2014	
Library	(required)
Library Coordinator	Action
Articulation Officer	(required)
Articulation Officer	Action
Distance Education	(required)
Scott Vigallon	Done
Action: Revisions Requested	02/21/2013

Groups now reviewing this proposal

After a course is submitted:

After a course is submitted, it will go through several levels of review and approval before it is presented to the curriculum committee. In that process reviewers may ask for various revisions to ensure that the course proposal meets the various expectations set by the College, the Curriculum Committee, Title 5, the Chancellor’s Office, our accrediting body, and transfer institutions.

Responding to requested revisions:

If a reviewer decides to request a revision to a course, they will make comments in CurricUNET and submit a request for revisions. Information for this request will be emailed to you by CurricUNET. That message will come from through the LPC email system and it will come from a sender simply indicated as “**system**” with a subject heading “**CurricUNET Messages – Las Positas**”. The instructions below cover how to respond to that request, make revisions, and resubmit your course for approval. Because of the many approvals required for a course, some times more than one reviewer will make a request for revisions.

How to make changes to a course that has been returned with “revisions requested”

1. Log into Curricunet
2. In the left hand task bar choose "Track/My Approvals"
3. Select "Course Author" as the role.
4. Find the course you want to edit and click the pencil icon.
5. Make any changes by editing the course proposal.

How to resubmit a course when changes have been completed:

1. In the left hand task bar choose "Track/My Approvals"
2. Select "Course Author" as the role.
3. Then select the course and choose "Action"
4. In the “comments” box briefly describe any changes you have made.
5. From this screen he will need to click "Select Action" and then "prelaunch" or “requested changes made.”
6. Then click on the “save” button.

The screenshot shows the 'Approval Process' form in CurricUNET. The form has a red header with the title 'Approval Process'. Below the header, there are several fields:

- Course:** PHIL 2 Ethics
- Proposal Type:** Course Modification
- Step:** Originator Change
- Description:** Originator Change
- Comments:** A text area containing the text: "Requested change to measurable objectives was fixed: I replaced "understand" with "describe and "evaluate"" and "I updated the textbook as requested by library, and included equivalent courses in the UC transfer section".
- Action:** A dropdown menu with "-- Select Action --" selected. Below it, a blue button labeled "Requested Changes Made" is visible.
- Save:** A red button labeled "Save" is located at the bottom right of the form.