

Course Modification Instructions (10/22/2015): I HAVE TRIED TO MAKE THIS EASY ...
CONTACT ME IF YOU HAVE PROBLEMS BY E-MAIL (Jchurch@chabotcollege.edu)

After logging in... (contact me should you have problems logging into Curricunet)

1. Under **BUILD, > Select Courses** and then **Select> Course Modification**.
2. The Course Search screen appears. **Select> Active** . Using drop down menu titled "Discipline"...(in the Middle of the screen), ... **select your discipline** from the drop down menu (most will have only one, some faculty will have more than one). (select the one where the course is located). *If you don't find that you are not "attached to your discipline" let me know.*
3. Put in the course number you are modifying in the Course Number box..Hit **[OK]** (The title will fill in). If you don't specify a particular course all active courses will appear.
4. When the Course appears (you will see three) iconsA "WR", a pencil, and two overlapping sheets of paper. The icon Legend is on the right hand side of the screen.
5. You will **select the COPY** icon (two little overlapping sheets of paper). If you want to see what the current course outline looks like select the "WC" and print it out. In selecting the COPY icon , the system makes a copy and keeps the current version in the history files. Later you can select the CC icon and see the changes you made in highlights.
6. You will see a box "Course Review Proposal" with a Drop down menu... Select the appropriate approval process for your proposal. **There are 3 distinct approval processes from which to choose** : (Shared Modified Course proposal (if this course has the same rubric and course number as a LPC course then you would select this approval process), Modified Course Proposal or Deactivate a course (if you want to "delete/deactivate" a course.
7. Rationale: **Need to complete**. This is similar to the "Rationale explanation" the way we did it previously...type in reason for the modifications. Doesn't have to be an extensive explanation..but the committee should understand clearly what is being modified and the necessity for the changes. *If you plan to use an older textbook, please mention this in the Rationale and the reason you are using the older textbook. Textbooks shouldn't be older than 6 years.* Hit **[OK]**

8. You can add a co-contributor who can share in the development/modification of this proposal, if you want. This step is not required. If you do want to add a co-contributor use the Select All allowing the person to access ALL elements of the COR or limit access to whatever box you check. Regardless of who you add YOU will ALWAYS be the Course Author and any update messages will only come to you.
9. You will see a menu on the right with a series of boxes, (**COURSE CHECKLIST**). Each item represents a separate element of the proposal. You will also see a list of directives on the left side of the screen...telling you which elements (boxes) have to be completed (checked off). You access the element by selecting the item with the cursor, ex COVER

The COVER page will appear... scroll down the page and see what is included in the cover page... you will need to write up a Class Schedule Description...this can be identical to the Catalog Description or you can write up an abbreviated Class Schedule description (I would suggest using the catalog description for now). There is a limit of 75 words for the Class Schedule description. At the bottom you will need to select the start/effective date **Proposals submitted in the Fall are effective the following Fall. Proposals submitted in the Spring are effective the following Spring.**

The Shared course box remains NO... If it says YES, check the NO box. If you are modifying a course with the same rubric/course number as a LPC course you are using the wrong process. Exit this one and select the Shared Course Modified Course Proposal. Contact me for assistance.

Select **SAVE** and **FINISH** You will notice that when you select FINISH the "COVER" box has been checked off (menu on the right)...the page is now LOCKED. If you need to modify this page later you have to UNLOCK it first.

10. **Proceed down the entire list.** You will be presented with a editing tool at the top for some of the elements...works very much like a word processor.. just type your changes (add or delete) to the outline. Remember to SAVE ... and when finished with the page select **FINISH**
11. **If there are no changes to the page you still have to scroll to the bottom and select FINISH to get that box checked off.** If you modifying just one or two elements on the COR, just quickly go to the bottom of the screen and select the Finish button.
12. **The ATTACH SLOs Files element on the Course Check list is also important. Currently there is a requirement to attach PLO and CLO documents to the proposal. You use the "ATTACH SLOs for this purpose. You will not be able to submit your proposal until the**

SLO documents are attached. For all other attachments, use the ATTACH files element.

13. When all the boxes are checked off you will see the directives on the left disappear.. a red SUBMIT box by your proposal directive will appear on the left of the screen. You are ready to SUBMIT your proposal into the approval process that you selected. Once you submit your proposal you will not be able to use the pencil icon to edit. You will need to ask your Cur Div Rep or contact me to return your proposal.

14. You will be able to monitor the progress of your proposal by logging in. Under **TRACK** select **MY PROPOSALS**. This will tell you where your proposal is in the approval process.

15. Once your proposal is submitted you may receive notifications from any of the reviewers. Those notifications will be e-mailed to you and will show up in your in box as System@governet.net CurricUNET Messages – Chabot. Some are comments from curricula area faculty and some are directing you to make changes to your proposal and resubmit it into the approval process.

16. Please contact me directly if you encounter any problems or have questions. Your feedback will assist me in correcting errors in the CurricUNET system.