



Governet

*Feather River College*  
*CurricUNET User Manual*

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## Log In

Testing Website: [frc.sandbox.curricunet.com](http://frc.sandbox.curricunet.com)

Live website: [frc.curricunet.com](http://frc.curricunet.com)

Email: [yourname@frc.edu](mailto:yourname@frc.edu)

Password: ChangeMe57

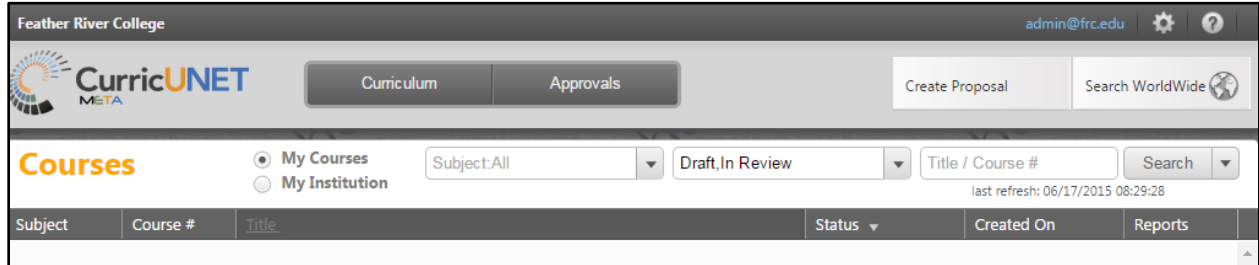
Enter your email and password credentials as shown below, and then click the green **Login** button.



The image shows a login form for CurricUNET. At the top left is the CurricUNET logo, which consists of a stylized sunburst icon and the text "CurricUNET". Below the logo are two input fields: "Email" containing "admin@frc.edu" and "Password" containing four dots. Below the password field is a link "Forgot your password?". At the bottom left is a checkbox labeled "Remember me?". To the right of the checkbox is a green button labeled "Login". Below the "Login" button is a link labeled "SSO".

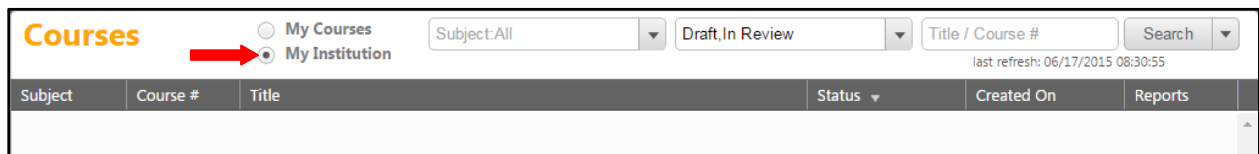
## Viewing Courses

When you are successfully logged in, you will arrive at this screen. The default viewing selection will be **My Courses**. These are anything that you are currently working on, courses that you created, and courses for which you are a co-contributor.



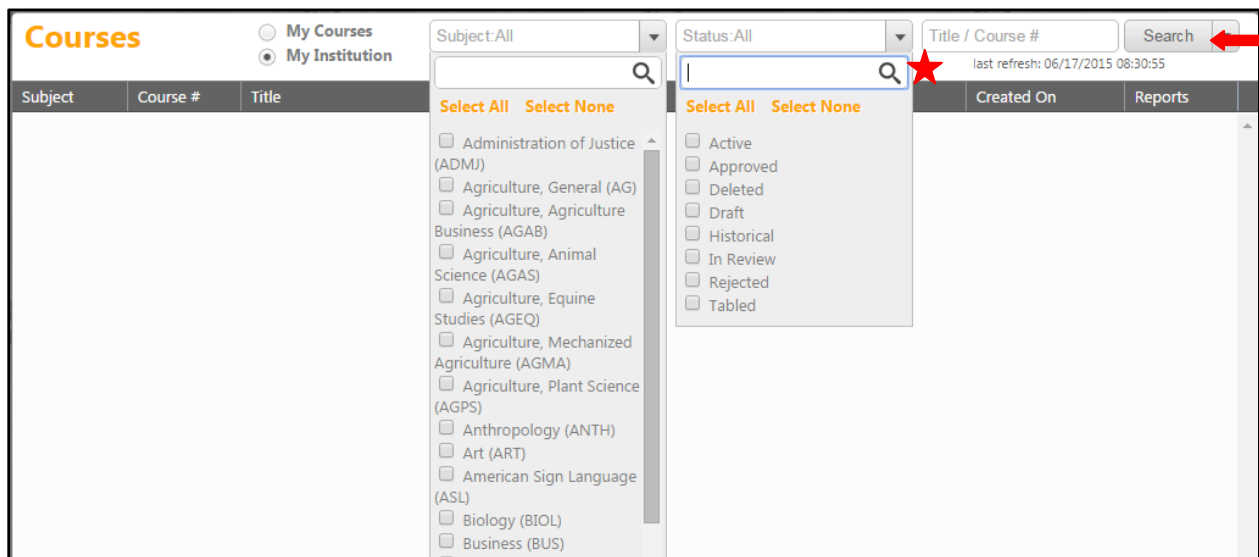
The screenshot shows the CurricUNET interface for Feather River College. At the top, there is a navigation bar with 'Curriculum' and 'Approvals' buttons, and a 'Create Proposal' button. Below this, the 'Courses' section is active, with 'My Courses' selected. The interface includes a search bar with a 'Search' button and a 'Search WorldWide' button. The main content area is a table with columns for Subject, Course #, Title, Status, Created On, and Reports. The status is set to 'Draft, In Review'.

To expand your course search, select **My Institution**, and you will be able to view all courses at Feather River College., the default is **Draft** and **In Review** courses.



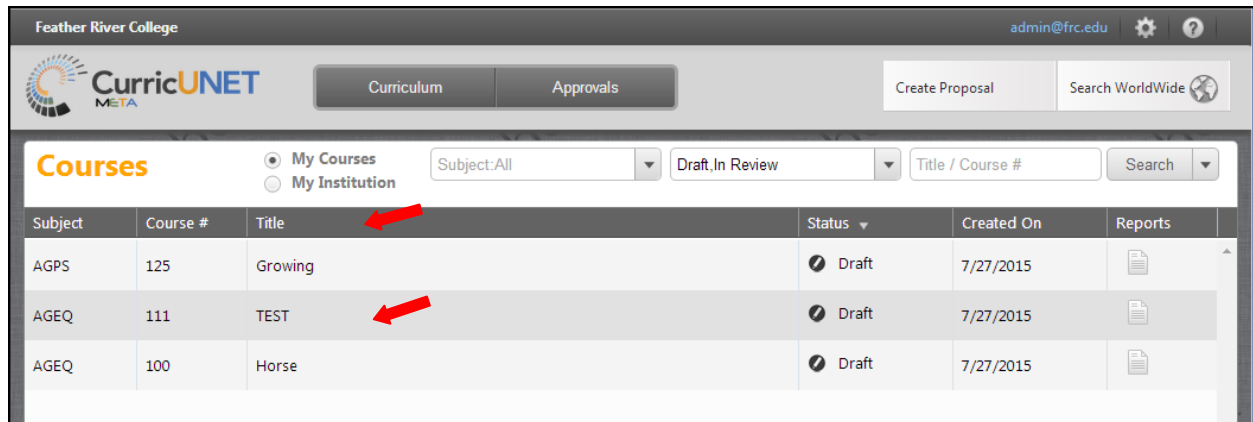
This screenshot shows the same CurricUNET interface, but with 'My Institution' selected instead of 'My Courses'. A red arrow points to the 'My Institution' radio button. The search bar and table structure remain the same, but the status is still 'Draft, In Review'.

To search within courses, there are a variety of options. The user can search without selecting any designated filters, the user can enter information into every search filter box, or the user can select any combination of search features. Searches can be done in either the **My Courses** or **My Institution** pages. Use the dropdown menus to select the course **Subject(s)** and **Status (es)**. You may also enter the **Course Number** or **Title** keywords in the **Search** text box. After you make your selections, click **Search**.

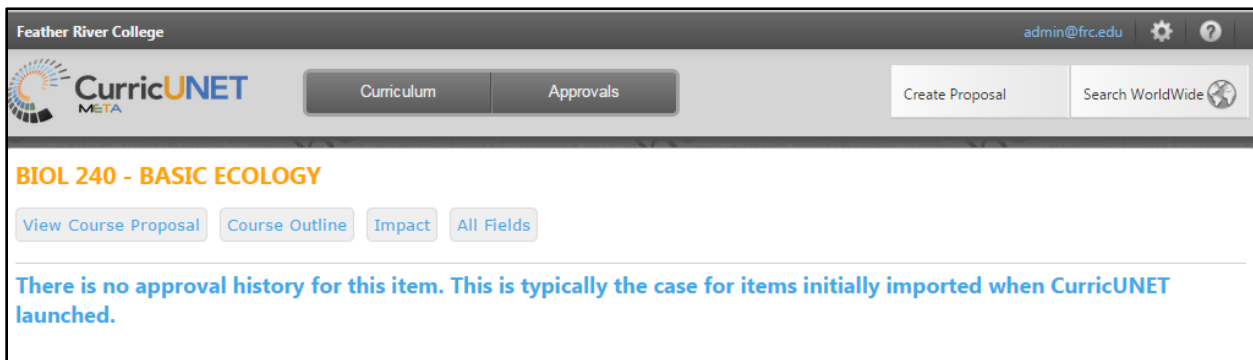


This screenshot shows the search filters expanded. The 'Subject' dropdown menu is open, displaying a list of subjects with checkboxes and 'Select All' and 'Select None' options. The 'Status' dropdown menu is also open, showing a list of statuses with checkboxes and 'Select All' and 'Select None' options. A red star is placed over the search bar, and a red arrow points to the 'Search' button.

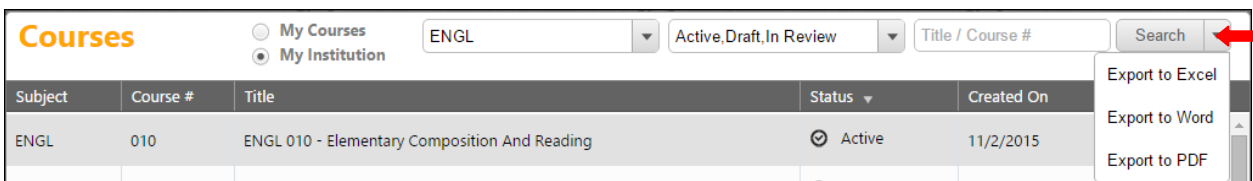
In this example, we searched for courses with **Test** in their title, in any **Subject** or **Status**. If you wish to reorder your search results, for example, by **Title**, click on the category heading you want to reorder. Results will sort alphabetically (A-Z, 1-1000). To sort them reverse alphabetically (Z-A, 1000-1), click the heading a second time. Scroll through the list until you find the course you want, and then click on the course to select. When you hover the mouse over any selection it will turn dark grey and you can click anywhere on that selection to open it.



When you select your course, the course will open in a new tab within your internet browser. **Draft** and **In Review** courses will open as below. To view the course proposal, click **View Course Proposal**. You can also view the **Course Outline**, **Impact**, and **All Fields** reports by selecting those buttons.



You can also export your search results as a report that can be saved, printed, and shared outside the CurricUNET system. Click the down arrow on the **Search** button to export. Select the format you wish to have the report in from the dropdown that will appear. This report can take up to a few minutes to generate and download, depending on the format and the number of courses in the report.



A report **exported to Excel** will look similar to the below example.

	A	B	C	D	E
	Subject Code	Course #	Course Title	Created On	Status
1	ENGL	010	ENGL 010 - Elementary Composition And Reading	11/2/2015	Active
2	ENGL	011	ENGL 011 - Reading For Information	11/2/2015	Active

A report **exported to Word** will look similar to the below example.

Course Summary Report		Feather River College	
<b>ENGL 010 - Elementary Composition And Reading</b>		<b>Active</b>	
Subject Code:	ENGL	Created On:	11/2/2015
Course Number:	010	Last Modified:	
<b>ENGL 011 - Reading For Information</b>		<b>Active</b>	
Subject Code:	ENGL	Created On:	11/2/2015
Course Number:	011	Last Modified:	
<b>ENGL 101 - Composition And Reading</b>		<b>Active</b>	

A report **exported to PDF** will look like the below example.

Course Summary Report		Feather River College	
<b>ENGL 010 - Elementary Composition And Reading</b>		<b>Active</b>	
Subject Code:	ENGL	Created On:	11/2/2015
Course Number:	010	Last Modified:	
<b>ENGL 011 - Reading For Information</b>		<b>Active</b>	
Subject Code:	ENGL	Created On:	11/2/2015
Course Number:	011	Last Modified:	
<b>ENGL 101 - Composition And Reading</b>		<b>Active</b>	

**Draft** proposals will open to the **Course** Proposal as below. To view each section of the proposal, select the dark gray section headings on the left to move between sections. When viewing an **Active** or **In Review** proposal you are only viewing and not able to make edits. If you want to edit a course, it has to go through the proper approval process, as described in the **Modify Course** section on page 35 of this manual.

test

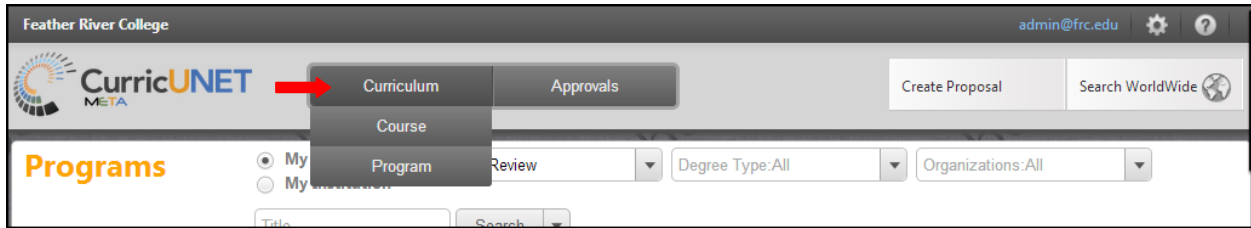
Status: Active [View Proposal History](#)

Cover	<b>Cover</b>
Units/Hours	Last updated by Admin Admin on 7/16/2015 at 2:09 PM
Requisites	Subject * TEST - Example Subject Code
Grading Method	Course Number * 6578
Topic Outlines	Title * test
Assignments	Semester
Student Learning Outcomes	Start Year
Methods of Instruction	Catalog Description *
Textbooks	test
Attached Files	Justification for this course *
Transfer Status	test
Distance Education	
Codes/Dates	

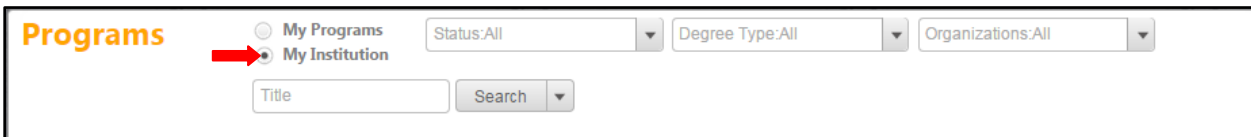


## Viewing Programs

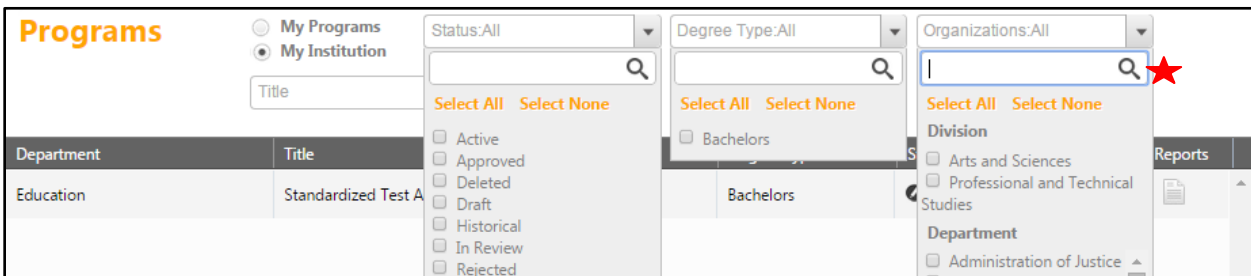
To view programs, click the **Curriculum** button at the top of your screen, and select **Program**. (To return to courses, click **Curriculum** and select **Course**. These actions can be done from any screen on the site.)



The default viewing selection will be **My Program**. These are anything that you are currently working on, programs that you created, and programs for which you are a co-contributor. The default status is **Draft** and **In Review** programs.



To expand your options, select **My Institutions**. There are a variety of search options. The user can search without selecting any designated filters, the user can enter information into every search filter box, or the user can select any combination of search features. To search within your programs, use the drop down menus or the search bar to enter your search information, and then click **Search**. You may need to scroll within the drop down menus to see all options, or type the word you are looking for in the drop down specific search box (next to the magnifying glass symbol).



In this example, we searched for programs with **Test** in their title, in any **Status**, **Degree Type**, or **Organization**. If you wish to reorder your search results, for example, by **Title**, click on the category heading you want to reorder. Results will sort alphabetically (A-Z, 1-1000). To sort them reverse alphabetically (Z-A, 1000-1), click the heading a second time. Scroll through the list until you find the course you want, and then click on the course to select. When you hover the mouse over any selection it will turn dark grey and you can click anywhere on that selection to open it.

**Programs**

My Programs    Status: All    Degree Type: All    Organizations: All  
 My Institution

   Search

last refresh: 09/30/2015 15:12:29

Department	Title	Degree Type	Status	Created On	Reports
Test Department	np test 7/17, BS	Bachelors	Historical	7/17/2015	
Test Department	Testing, BS	Bachelors	Historical	7/17/2015	
Test Department	ncp test, BS	Bachelors	Draft	7/16/2015	
Test Department	nad test, BS	Bachelors	Draft	7/16/2015	
Test Department	nbd test, BS	Bachelors	Draft	7/16/2015	
Test Department	test, BS	Bachelors	Draft	6/5/2014	
Test Department	test2, BS	Bachelors	Draft	6/5/2014	
Test Department	test, BS	Bachelors	Draft	8/5/2014	
Test Department	test, BS	Bachelors	Draft	9/4/2014	
Test Department	test, BS	Bachelors	Draft	12/10/2014	
Test Department	test, BS	Bachelors	Draft	12/12/2014	
Test Department	test it, BS	Bachelors	Draft	3/27/2015	
Test Department	Pre-Live testing fixes test 7/9/15, BS	Bachelors	Draft	7/9/2015	
Test Department	np test, BS	Bachelors	Draft	7/10/2015	
Test Department	Testing 7/23, BS	Bachelors	Draft	7/23/2015	

When you select your program, the program will open in a new tab within your internet browser. **Active**, **Historical**, and **In Review** programs will open as below. To view the course proposal, click **View Course Proposal**. You can also view the **Program Summary** and **All Fields** reports by selecting those buttons.

**Testing 7/16, BS**

[View Program Proposal](#)    [Program Summary](#)    [All Fields](#)

History		Status			
Action Date	Step	Step Type	User Fullname	Action	Action Comment
07/16/2015 01:45 PM	Class Scheduler	Required	Admin Admin	Implement	
	Class Scheduler	Required	No users assigned		
07/16/2015 01:45 PM	Originator	Required	Admin Admin	Launch	Launch

**Draft** proposals will open to the Program Proposal as below. To view each section of the proposal, select the dark gray section headings on the left to move between sections. When viewing an **Active** or **In Review** proposal you are only viewing and not able to make edits. If you want to edit a course, it has to go through the proper approval process, as described in the **Modify Program** section on page 49 of this manual.

### Testing 7/16, BS

Status: Historical [View Proposal History](#)

Cover	<b>Cover</b>
Program Learning Outcomes	Last updated by Admin Admin on 7/16/2015 at 1:22 PM
Course Sequencing	Division/School <input type="text" value="Test Division"/>
Attached Files	Department <input type="text" value="Test Department"/>
Codes/Dates	Subject <input type="text"/>
CCCCO Entry	Award Type <input type="text"/>

Description

Justification

Career Opportunities

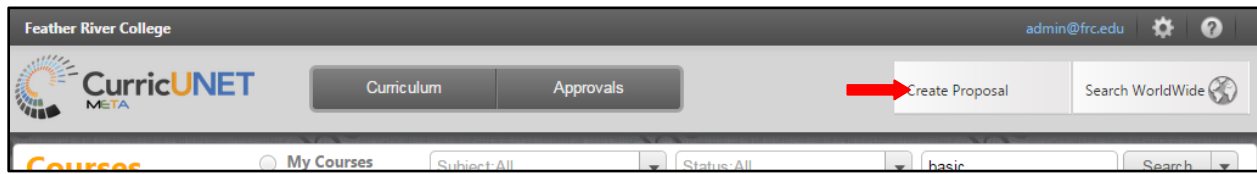
**Proposed Semester of Implementation**

Semester

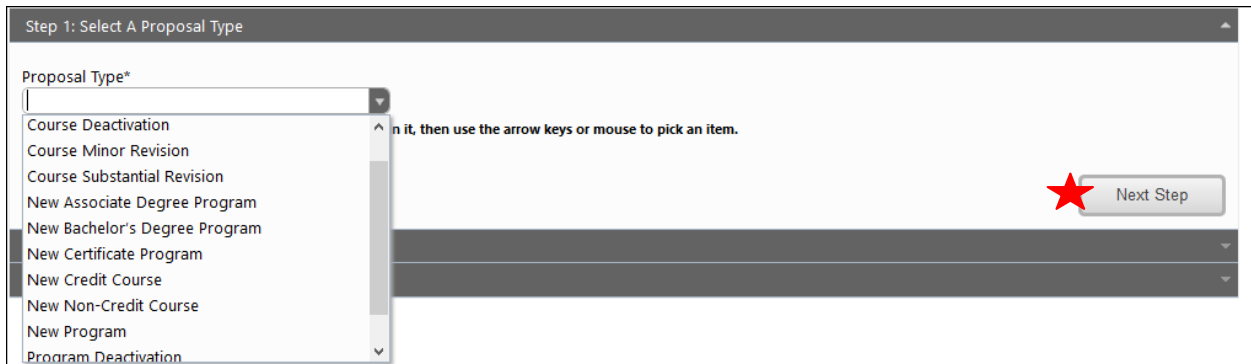
Year

## Create Proposal

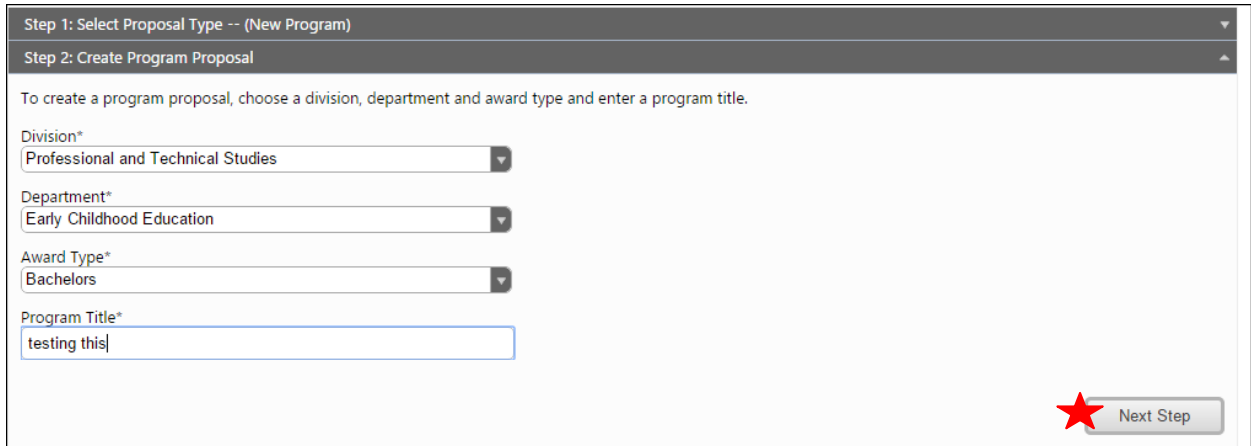
To create a new proposal, select the **Create Proposal** button.



Choose your **Proposal Type** from the drop down menu, and then click **Next Step**.



Use the dropdown menu to choose the **Division**, **Department**, and **Award Type** and then fill in the **Program Title**. Click **Next Step**.




Review the information on this screen. If this information is not correct, return to the previous steps to make corrections. Click the **Create Proposal** button.

Step 1: Select Proposal Type -- (New Program)	▼
Step 2: Create Program Proposal	▼
Review and Create	▲

You've chosen to create a New Program proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

**Division: Professional and Technical Studies**  
**Department: Early Childhood Education**  
**Award Type: Bachelors**  
**Program Title: testing this**

If this is correct press Create Proposal to submit the new proposal to the New Program approval process.



## New Credit Course

## New Non Credit Course

To begin creating a **New Credit Course Proposal** or **New Non Credit Course Proposal**, refer to the **Create Proposal** section on page 12 of this manual. Select the appropriate proposal from the **Proposal Type** dropdown menu. In this example, we will use the **New Credit Course** proposal type, but the procedure is identical for both credit and non-credit courses.

Step 1: Select A Proposal Type

Proposal Type\*  
New Credit Course

Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.

Next Step

Step 2: To be determined

Choose the **Subject** from the dropdown menu, enter the required information, and then click **Next Step**. Choose the Subject from the dropdown menu; enter the Course Number, Course Title and Catalog Description in the textboxes. Mandatory fields are marked with an \*. Click **Next Step**.

To create a course proposal choose a subject, enter a course number, title, and catalog description.

Subject\*  
(TEST) Example Subject Code

Course Number\*  
12345

Course Title\*  
A Retrospective of Test Manuals

Catalog Description\*  
Catalog Descriptions are usually a few sentences long and provide information about the course.

Next Step

You will then be brought to a review screen. If this information is not correct, return to the previous steps to make corrections. If it is, click **Create Proposal** button.

Step 1: Select Proposal Type -- (New Credit Course)

Step 2: Create Course Proposal These are the bars to click on to make changes.

Review and Create



You've chosen to create a New Course proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

Subject: (TEST) Example Subject Code  
Course Number: 12345  
Course Title: A Retrospective of Test Manuals  
Course Description: Catalog Descriptions are usually a few sentences long and provide information about the course.

If this is correct press Create Proposal to submit the new proposal to the Create New Course approval process.

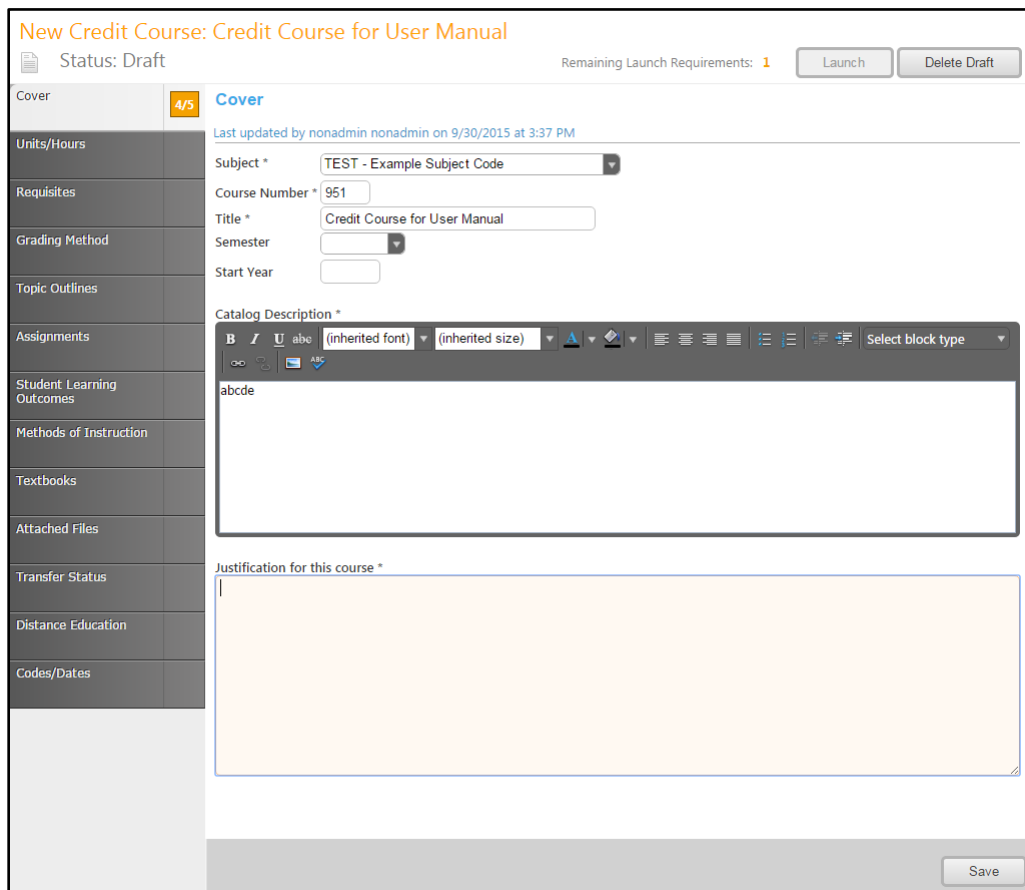
Create Proposal

## Cover

You will be brought to the **Cover** section of the **New Course Proposal**. *If you realize at any point that the information you provided to create the proposal was incorrect, **DO NOT** use your browser's back button to make corrections.* Make the changes on the **Cover** screen, **OR** click **Delete Draft** and start over. Any required fields throughout the proposal will be marked with an \* and highlighted light orange. Move between the sections of the proposal by using the dark gray tabs on the left of the page. Sections with required fields also have an orange box showing your progress  , which will turn green  when you have completed all required fields. Throughout the proposal, you will only be prompted to **Save** when changes are made.

On the **Cover** page, the **Subject**, **Course Number**, **Title**, and **Catalog Description** will pull from the **Create Proposal** process. You may edit these as needed. Use the dropdown menu to select the **Semester** and enter the **Start Year**. Provide a **Justification** for this course.

These textboxes contain formatting tools that allow you to, among other things, italicize text or format information into an outline. If you are making lists, it is important to use the outline tools in order for the lists to appear correctly on reports. You can NOT copy information directly from **Microsoft Word** or similar programs, as embedded formatting information will cause problems with the editor. For additional information, see the **Rich Text Editor Detailed Instructions** on page 61 of this manual. Save this page, and continue to the **Units/Hours** tab.



The screenshot shows a web form titled "New Credit Course: Credit Course for User Manual". The status is "Draft" and there is one remaining launch requirement. The "Cover" tab is active, showing a progress indicator of 4/5. The form includes fields for Subject (TEST - Example Subject Code), Course Number (951), Title (Credit Course for User Manual), Semester, and Start Year. A rich text editor is used for the Catalog Description, and a text area is provided for the Justification for this course. A Save button is located at the bottom right.

## Units/Hours

On the **Units/Hours** tab, enter the **Total Instructional Hours**, and enter the number of **Minimum Units**. Complete the **Method of Instruction** area by adding the number of hours spent on each method. If the course has **Distance Ed** components, click the checkbox indicating this. In this case, you will later complete the **Distance Education** tab. If the course is **Repeatable**, click the **Repeatability** checkbox, and enter the **Max Repeatable Units** and **Repeat Justification**.

### New Credit Course: A Retrospective of Test Manuals

Status: Draft Launch Delete Draft

Codes/Dates	
Cover	5/5
Units/Hours	
Requisites	
Grading Method	
Topic Outlines	
Assignments	
Student Learning Outcomes	
Methods of Instruction	
Textbooks	
Attached Files	
Transfer Status	
Distance Education	

#### Units/Hours

Last updated by Admin Admin on 6/17/2015 at 8:47 AM

Total Instructional Hours

Has Distance Ed If Distance Education is checked, please complete Distance Education Tab

Variable

Minimum Units

#### Method of Instruction

Minimum Lecture

Minimum Lab

Minimum Field

Minimum Other

#### Repeatability

Is Repeatable

Max Repeatable Units

Repeat Justification



If the course has **Variable** units, click the checkbox indicating so. Additional fields will appear for **Maximum Units** and **Method of Instruction hours**. **Save** this page and continue to the **Requisites** page.

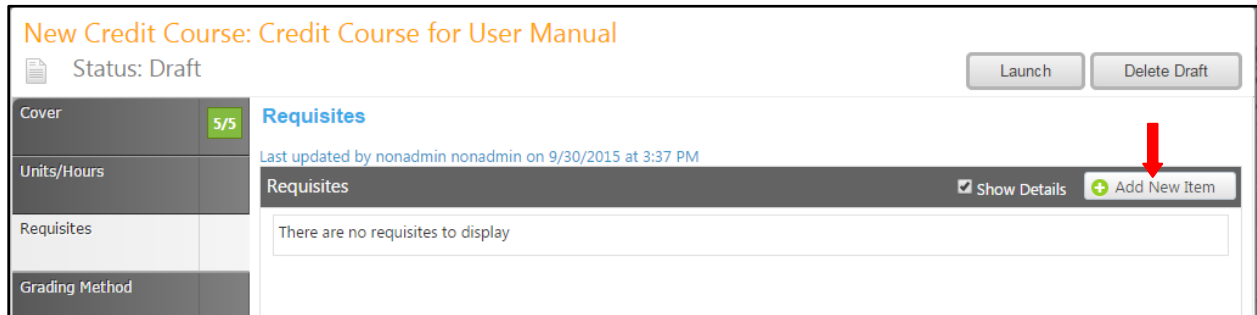
### New Credit Course: Credit Course for User Manual

Status: Draft Launch Delete Draft

Cover <span>5/5</span>	<b>Units/Hours</b> Last updated by nonadmin nonadmin on 9/30/2015 at 3:37 PM
Units/Hours	Total Instructional Hours <input type="text"/>
Requisites	<input type="checkbox"/> Has Distance Ed <span>If Distance Education is checked, please complete Distance Education Tab</span>
Grading Method	<input checked="" type="checkbox"/> Variable
Topic Outlines	Minimum Units <input type="text"/>
Assignments	Maximum Units <input type="text"/>
Student Learning Outcomes	<b>Method of Instruction</b>
Methods of Instruction	Minimum Lecture <input type="text"/>
Textbooks	Minimum Lab <input type="text"/>
Attached Files	Minimum Field <input type="text"/>
Transfer Status	Minimum Other <input type="text"/>
Distance Education	Maximum Lecture <input type="text"/>
Codes/Dates	Maximum Lab <input type="text"/>
	Maximum Field <input type="text"/>
	Maximum Other <input type="text"/>
	<b>Repeatability</b>
	<input type="checkbox"/> Is Repeatable
	Max Repeatable Units <input type="text"/>
	Repeat Justification <input type="text"/>

## Requisites

In the **Requisites** section, you will list the prerequisites and other requisites for enrollment in the course. To add an item, select **Add New Item**. Enter each requisite individually.



New Credit Course: Credit Course for User Manual

Status: Draft

Launch Delete Draft

Cover 5/5 Requisites

Last updated by nonadmin nonadmin on 9/30/2015 at 3:37 PM

Requisites Show Details Add New Item

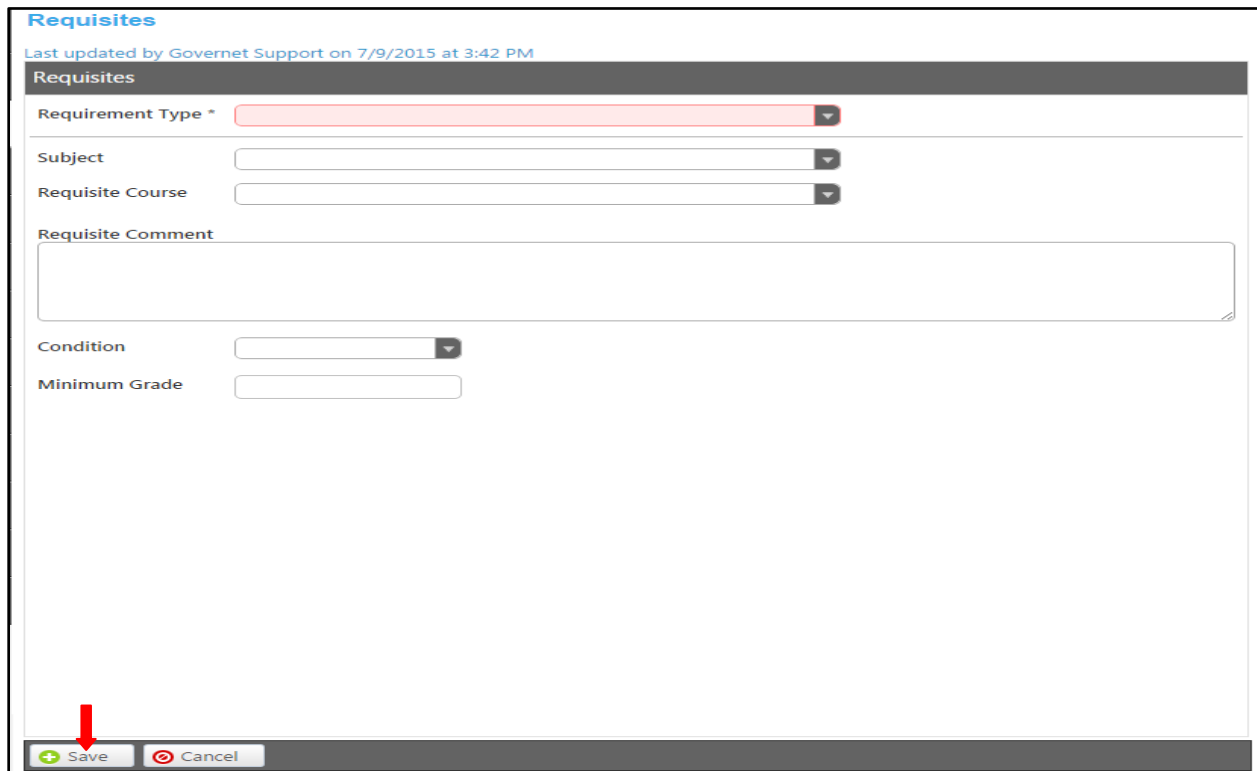
There are no requisites to display

Units/Hours

Requisites

Grading Method

Choose the **Requisite Type** from the dropdown menu. If the requisite is a course, select the **Subject** and **Requisite Course** from the subsequent dropdown menus. If it is a non-course requirement, enter that information in the **Requisite Comment** textbox. Any additional information (grade requirements of the requisite, reasoning for the requisite, etc.) should also be entered in this textbox. The **Condition** dropdown menu allows you to specify this requisite's relationship to the next. When you do not select a specific condition the **"and"** is already implied. If you select **"or"** you are indicating that a student may use this course **"or"** the next course, to qualify for the course. Following this **"or"** selection with an **"and"** is only used when nesting needs to be present. For example; ART 101 or ART 102 and 101 A. Click on **Save** to add the requisite.



Requisites

Last updated by Governet Support on 7/9/2015 at 3:42 PM

Requisites

Requirement Type \*

Subject

Requisite Course

Requisite Comment

Condition

Minimum Grade

Save Cancel

To edit a Requisite, select the Requisite by clicking on the blue bar. You will be taken to the previous screen, where you can make your corrections as needed. To reorder Requisite, use the up and down arrows on the right of the blue bars. To delete, press the red "X". When you have entered all requisites in the correct order, move to the **Grading Method** tab.

The screenshot shows the 'New Credit Course: Growing' interface. At the top, it says 'Status: Draft' and 'Remaining Launch Requirements: 1'. There are 'Launch' and 'Delete Draft' buttons. On the left, there are tabs for 'Cover' (4/5), 'Units/Hours', 'Requisites', and 'Grading Method'. The 'Requisites' tab is active, showing a list of requisites. The first requisite is 'Advisory' with the subject 'AGAS - Agriculture, Animal Science'. A red arrow points to the blue bar for this requisite, and another red arrow points to a red 'X' icon on the right side of the bar, indicating a delete action.

## Grading Method

On the **Grading Method** tab, use the dropdown menu to select the **Grade Option**. Click **Save** to save this information, and then continue to the **Topic Outlines** tab.

The screenshot shows a web interface for a course titled "New Credit Course: Growing". The status is "Draft". There are two buttons: "Launch" and "Delete Draft". The "Remaining Launch Requirements" are 1. On the left, there is a sidebar with a "Cover" section showing "4/5" and several other sections: "Units/Hours", "Requisites", "Grading Method", "Topic Outlines", and "Assignments". The main content area is titled "Grading Method" and contains a "Grade Option" dropdown menu. A red arrow points to the dropdown arrow. The dropdown menu is open, showing the following options: "Letter", "Pass/No Pass", "Letter or P/NP", "Non-credit", and "By Examination".

## Topic Outlines

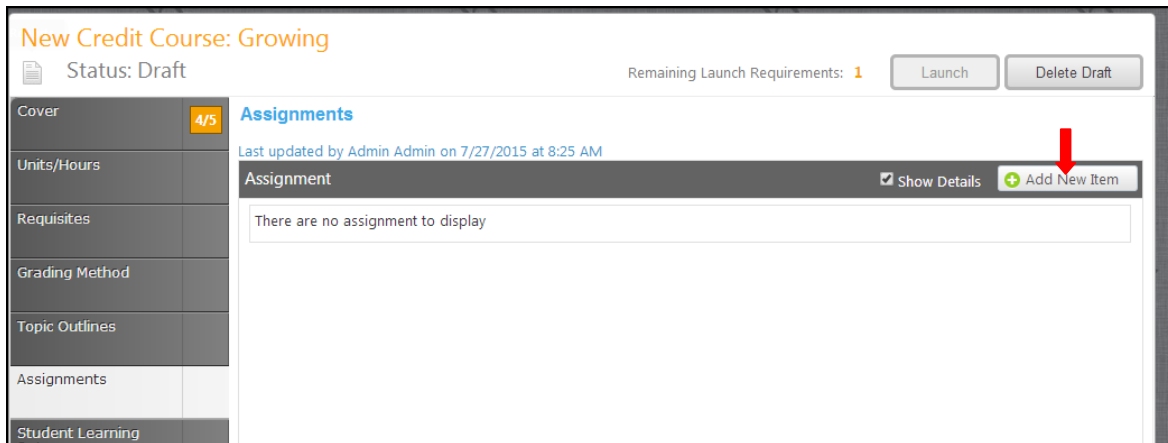
On the **Topic Outlines** page, enter the **Course Topic Outline** and the **Lab Topic Outline** for this course in the textboxes.

These textboxes contain formatting tools that allow you to, among other things, italicize text or format information into an outline. If you are making lists, it is important to use the outline tools in order for the lists to appear correctly on reports. It is recommended that you do **NOT** copy information directly from **Microsoft Word** or similar programs, as embedded formatting information will cause problems with the editor. For assistance using the **Rich Text Editor Detailed Instructions** see page 61 of this manual. **Save** this page, and continue to the **Assignments** tab.

The screenshot displays a web interface for a new credit course titled "New Credit Course: A Retrospective of Test Manuals". The page status is "Draft". On the left is a sidebar menu with options: Codes/Dates, Cover (5/5), Units/Hours, Requisites, Grading Method, Topic Outlines, Assignments, Student Learning Outcomes, Methods of Instruction, Textbooks, Attached Files, Transfer Status, and Distance Education. The main content area is titled "Topic Outlines" and shows it was last updated by Admin Admin on 6/17/2015 at 8:47 AM. There are two "Launch" and "Delete Draft" buttons. Below the title are two rich text editors: "Course Topic Outline" and "Lab Topic Outline". Each editor has a toolbar with icons for bold, italic, underline, font color, background color, text color, text size, font family, bulleted list, numbered list, link, and unlink. The textboxes are currently empty.

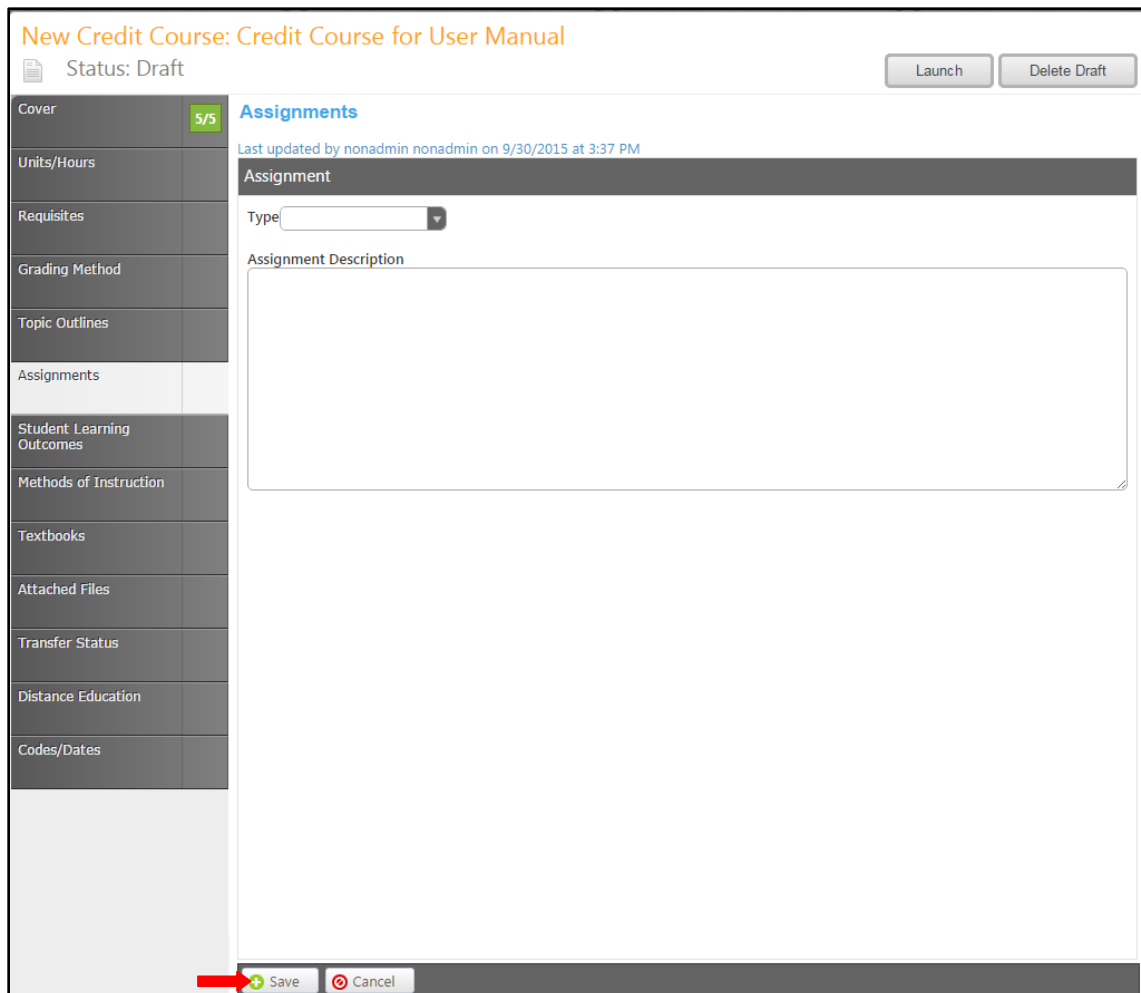
## Assignments

In the **Assignments** tab, you will create a list of the assignments students will be assigned. To add an item, select **Add New Item**. Enter each assignment individually.



The screenshot shows the 'New Credit Course: Growing' interface. The status is 'Draft' and there is 1 remaining launch requirement. The 'Assignments' tab is active, showing a message 'There are no assignment to display'. A red arrow points to the '+ Add New Item' button in the top right corner of the assignment list area.

Use the dropdown menu to select the assignment **Type**, then provide details in the **Assignment Description** textbox, and click **Save** to add the assignment to the proposal.



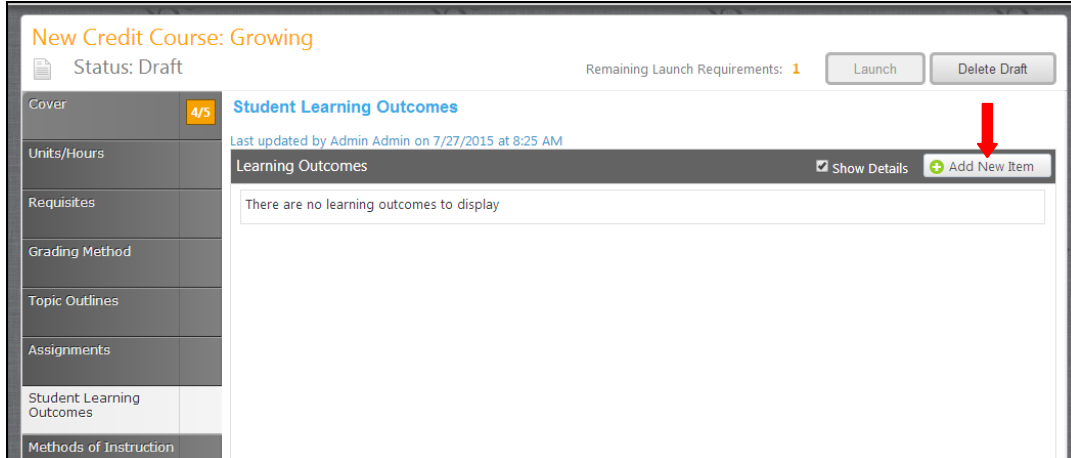
The screenshot shows the 'New Credit Course: Credit Course for User Manual' interface. The status is 'Draft'. The 'Assignments' tab is active, showing a 'Type' dropdown menu and an 'Assignment Description' text area. A red arrow points to the '+ Save' button at the bottom left of the form.

To edit an **Assignment**, click the blue bar containing the assignment. You will be taken to the previous screen, where you can make your corrections as needed. To reorder assignments, use the up and down arrows to the right of the blue bar, or to delete, click the red "X". When all assignments are in the correct order, continue to the **Student Learning Outcomes** tab.

The screenshot displays a course management interface for a "New Credit Course: Credit Course for User Manual". The status is "Draft". On the left, a sidebar contains navigation tabs: Cover (5/5), Units/Hours, Requisites, Grading Method, Topic Outlines, Assignments, and Student Learning Outcomes. The main area is titled "Assignments" and shows two items: "In class" (Assignment Description: Discussions) and "Out of class assignment" (Assignment Description: Essays). Each item has a blue bar with up/down arrows and a red "X" delete icon. Red arrows point to these controls. A "Show Details" checkbox and "Add New Item" button are also visible.

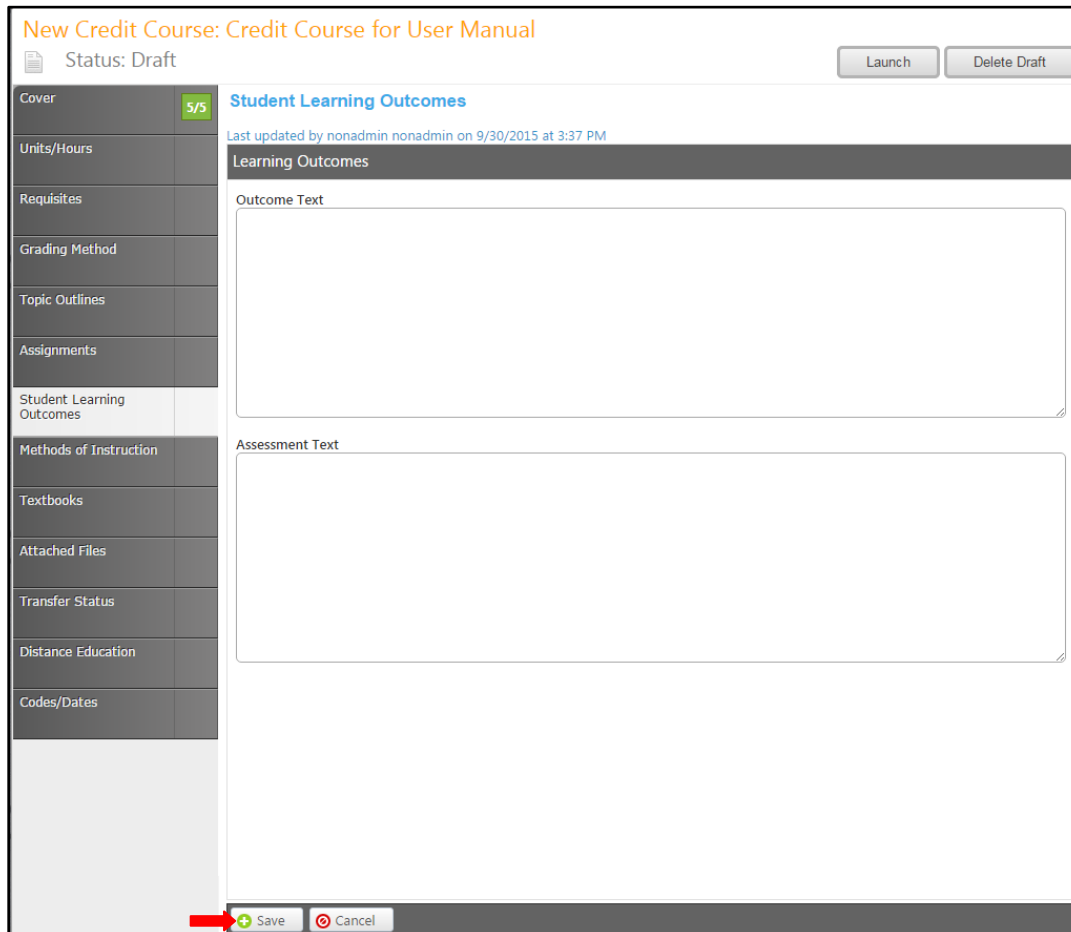
## Student Learning Outcomes

In the **Student Learning Outcomes** tab, you will list the new knowledge a student will gain by completing this course. To add an **Outcome**, click the **Add New Item** button. Enter the outcome information on this screen. **Save** your work.



The screenshot shows the 'New Credit Course: Growing' interface. The status is 'Draft' and there is one remaining launch requirement. The 'Student Learning Outcomes' tab is active, showing a list of outcomes. The 'Add New Item' button is highlighted with a red arrow.

Describe each outcome in the **Outcome Text** box, and describe how the outcome will be **Assessed**, and click **Save** to add the outcome to the proposal.



The screenshot shows the 'New Credit Course: Credit Course for User Manual' interface. The status is 'Draft'. The 'Student Learning Outcomes' tab is active, showing a form for adding a new outcome. The 'Outcome Text' and 'Assessment Text' fields are visible. The 'Save' button is highlighted with a red arrow.



To edit a **Student Learning Outcome**, click the blue bar containing the outcome. To reorder outcomes, use the up and down arrows to the right of the blue bar, or to delete, click the red "X". When all outcomes are in the correct order, continue to the **Methods of Instruction** tab.

New Credit Course: Credit Course for User Manual

Status: Draft Launch Delete Draft

Cover 5/5 **Student Learning Outcomes**

Units/Hours

Requisites

Grading Method

Topic Outlines

Assignments

Student Learning Outcomes

Methods of Instruction

Last updated by nonadmin nonadmin on 9/30/2015 at 3:37 PM

Learning Outcomes  Show Details + Add New Item

**Achieve great things** ↑ ↓ ✕

Assessment Text: Outcome will be assessed by...

**Describe things** ↑ ↓ ✕

Assessment Text: Students will be assessed by...

## Methods of Instruction

On the **Methods of Instruction** page, select the **Instruction Type(s)** that will be used to teach this course. If any other methodologies will be used, list them in the **Other Instruction Type** textbox. Click **Save** and continue to the **Textbooks** tab.

New Credit Course: Credit Course for User Manual

Status: Draft Launch Delete Draft

Cover <span>5/5</span>	<h3>Methods of Instruction</h3> <p>Last updated by nonadmin nonadmin on 10/1/2015 at 1:50 PM</p> <p><b>Instruction Type</b></p> <p><input type="checkbox"/> Lecture</p> <p><input type="checkbox"/> Lab</p> <p><input checked="" type="checkbox"/> Projects</p> <p><input type="checkbox"/> Work Experience</p> <p><input type="checkbox"/> Internship</p> <p><input checked="" type="checkbox"/> Independent Study</p> <hr/> <p><b>Other Instruction Type</b></p> <div style="border: 1px solid #ccc; height: 100px;"></div>
Units/Hours	
Requisites	
Grading Method	
Topic Outlines	
Assignments	
Student Learning Outcomes	
Methods of Instruction	
Textbooks	
Attached Files	

## Textbooks

In the **Textbook** section, enter materials individually with books under **Textbook**, journals and periodicals under **Journal** and any other materials under **Text Other**. Click **Add New Record** to add items to the lists.

New Credit Course: A Retrospective of Test Manuals  
Status: Draft [Launch] [Delete Draft]

Codes/Dates

Cover 5/5

Units/Hours

Requisites

Grading Method

Topic Outlines

Assignments

Student Learning Outcomes

Methods of Instruction

Textbooks

Attached Files

### Textbooks

Title	Publisher	Author	ISBN	Year	Rationale
No records to display.					
+ Add new record					
Displaying items 0 - 0 of 0					

### Journal

Journal Title	Author	Publication Year	Article Title	Pages
No records to display.				
+ Add new record				
Displaying items 0 - 0 of 0				

### Text Other

Required	Other
No records to display.	
+ Add new record	
Displaying items 0 - 0 of 0	

Enter as much information as possible about the needed materials, and then click **Insert**.

### Textbook

Title	Publisher	Author	ISBN	Year	Rationale
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Insert] [Cancel]

### Journal

Journal Title	Author	Publication Year	Article Title	Pages
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Insert] [Cancel]

+ Add new record

### Text Other

Required	Other
<input type="checkbox"/>	<input type="text"/>

[Insert] [Cancel]

+ Add new record

You can sort materials within their categories by clicking on the heading by which you wish to sort them. To edit a material, click the **Edit** button to the left of the item. To remove an item from your list, click the **Delete** button to the right of the item. If you have lots of materials, you can move between pages with the arrows at the bottom of each category. Move to **Attached Files** when your materials list is complete.

### New Credit Course: Credit Course for User Manual

Status: Draft
Launch
Delete Draft

Cover 5/5

Units/Hours

Requisites

Grading Method

Topic Outlines

Assignments

Student Learning Outcomes

Methods of Instruction

Textbooks

Attached Files

Transfer Status

Distance Education

Codes/Dates

#### Textbooks

	Title	Publisher	Author	ISBN	Year	Rationale	
Edit	Scholarly Book of Great Importance	Prestigious Press	Very Important Person				Delete

+ Add new record

↻
⏪
⏩
⏴
⏵
←
Displaying items 1 - 1 of 1

#### Journal

	Journal Title	Author	Publication Year	Article Title	Pages	
Edit	Peer Reviewed	Dr Smarty Pants	2014	A Discussion on Adult Napping Habits in North America	2-36	Delete

+ Add new record

↻
⏪
⏩
⏴
⏵
Displaying items 1 - 1 of 1

#### Text Other

	Required	Other	
Edit	false	graphing calculator	Delete

+ Add new record

↻
⏪
⏩
⏴
⏵
Displaying items 1 - 1 of 1

## Attached Files

In the **Attached Files** section, you may attach files for additional documentation or support of your proposal. Use the **Select...** button to find files, and then press **Upload Files** to attach them. After any files are attached, move to the **Transfer Status** section.

New Credit Course: Credit Course for User Manual

Status: Draft Launch Delete Draft

Cover	5/5	<b>Attached Files</b>
Units/Hours		Last updated by nonadmin nonadmin on 9/30/2015 at 3:37 PM Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record.
Requisites		<input type="button" value="Select..."/>
Grading Method		<b>Attachments</b>
Topic Outlines		There are no attachments to display. Press Select to browse for files to attach to this record.
Assignments		
Student Learning Outcomes		
Methods of Instruction		
Textbooks		
Attached Files		
Transfer Status		

## Transfer Status

In the **Transfer Status** section, you will provide information about the course's **Transfer Status**. Use the check boxes to specify the classification. You will need to scroll down to access all the categories. When this section is complete, click on the **Distance Education** tab. Remember to **Save** your work.

**New Credit Course: Credit Course for User Manual**

Status: Draft Launch Delete Draft

Cover <span>5/5</span>	<h3>Transfer Status</h3> <p>Last updated by nonadmin nonadmin on 9/30/2015 at 3:37 PM</p> <hr/> <p><b>University of Nevada, Reno</b></p> <p><input type="checkbox"/> UNR General Education <input type="checkbox"/> UNR major preparation <input type="checkbox"/> Meet FRC General Education</p> <hr/> <p><b>General Education</b></p> <hr/> <p><b>FRC General Education</b></p> <p><input type="checkbox"/> A: Communication A1:English <input type="checkbox"/> A: Communication A2:Critical Thinking <input type="checkbox"/> B: Natural Science B1:Life or Physical Science <input type="checkbox"/> B: Natural Science B2:Mathematics <input type="checkbox"/> C: Humanities <input type="checkbox"/> D: Social and Behavioral Science <input type="checkbox"/> E: American Institutions <input type="checkbox"/> F: Health and Exercise Studies</p> <hr/> <p><b>CSU Area A</b></p> <p><input type="checkbox"/> A1 - Oral Communication <input type="checkbox"/> A2 - Written Communication <input type="checkbox"/> A3 - Critical Thinking</p> <hr/> <p><b>CSU Area B</b></p> <p><input type="checkbox"/> B1 - Physical Science <input type="checkbox"/> B2 - Life Science <input type="checkbox"/> B3 - Laboratory Activity <input type="checkbox"/> B4 - Mathematics/Quantitative Reasoning</p> <hr/> <p><b>CSU Area C</b></p> <p><input type="checkbox"/> C1 - Arts <input type="checkbox"/> C2 - Humanities</p> <hr/> <p><b>CSU Area D</b></p> <p><input type="checkbox"/> D0 - Sociology and Criminology <input type="checkbox"/> D1 - Anthropology and Archeology <input type="checkbox"/> D2 - Economics <input type="checkbox"/> D3 - Ethnic Studies <input type="checkbox"/> D4 - Gender Studies <input type="checkbox"/> D5 - Geography <input type="checkbox"/> D6 - History <input type="checkbox"/> D7 - Interdisc Social and Behavioral Science <input type="checkbox"/> D8 - Political Science Govt and Legal Institutions <input type="checkbox"/> D9 - Psychology</p> <hr/> <p><b>CSU Area E</b></p> <p><input type="checkbox"/> E - Lifelong Understanding</p> <hr/> <p><b>IGETC</b></p> <p><input type="checkbox"/> 1A - Engl Composition <input type="checkbox"/> 1B - Critical Thinking-Engl. Comp.</p>
Units/Hours	
Requisites	
Grading Method	
Topic Outlines	
Assignments	
Student Learning Outcomes	
Methods of Instruction	
Textbooks	
Attached Files	
Transfer Status	
Distance Education	
Codes/Dates	

## Distance Education

On the **Distance Education** tab, if you selected the **Distance Education** option on the **Units/Hours** page, use the dropdown menu to select the **Proposed Modes of Delivery**. Complete each textbox about the quality of the Distance Education course, following the prompts.

Click **Add New Record** to describe **Distance Education Contact** types.

New Credit Course: Credit Course for User Manual  
Status: Draft

Launch Delete Draft

Cover 5/5 Distance Education  
Last updated by nonadmin nonadmin on 9/30/2015 at 3:37 PM

Units/Hours  
Proposed Modes of Delivery

Requisites  
Need/Justification

Grading Method  
Fostering and Maintaining Student Engagement

Topic Outlines  
Course Quality

Assignments  
Student Identity Verification

Student Learning Outcomes  
SLO Assessment

Methods of Instruction  
Accommodating Students with Disabilities

Textbooks  
Additional Resources

Attached Files

Transfer Status

Distance Education

Codes/Dates

**Distance Education Contact**

Contact Type	Contact Types Percent	Description
No records to display.		

+ Add new record

Displaying items 0 - 0 of 0

Use the dropdown menu to select the **Contact Type**, and then enter the **Contact Types Percent** and a brief **Description**. Click **Insert** to add the contact type to the proposal.

**Distance Education Contact**

Contact Type	Contact Types Percent	Description
Contact Type	Contact Types Percent	Description

+ Add new record

Insert Cancel

You can sort contacts by clicking on the heading by which you wish to sort them. To edit a contact, click the **Edit** button to the left of the item. To remove an item from your list, click the **Delete** button to the right of the item. If you have lots of contact types, you can move between pages with the arrows at the bottom of each category. **Save** this page and continue to the **Codes/Dates** tab.

## New Credit Course: A Retrospective of Test Manuals

Status: Draft

Launch Delete Draft

Codes/Dates

Cover 5/5

Units/Hours

Requisites

Grading Method

Topic Outlines

Assignments

Student Learning Outcomes

Methods of Instruction

Textbooks

Attached Files

Transfer Status

Distance Education

### Distance Education

Last updated by Admin Admin on 6/17/2015 at 8:47 AM

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Proposed Modes of Delivery

Need/Justification

Fostering and Maintaining Student Engagement

Course Quality

Student Identity Verification

SLO Assessment

Accommodating Students with Disabilities

Additional Resources

---

#### Distance Education Contact

	Contact Type	Contact Types Percent	Description
<span>Edit</span>		15	abcdefg
<span>Edit</span>		35	hijklmnop

+ Add new record

↺ ⏪ ⏩ ↻

Displaying items 1 - 2 of 2



## Codes/Dates

In the **Codes/Dates** section, you will use the dropdown menus to specify the classifications and codes apply to this course. Enter as much information as possible. Add any **Notes** about the proposal, and select the **Discipline** required to teach the course.

The **Codes/Dates** tab is the last section of the proposal. At this point, you may wish to review the proposal by moving back through the tabs, or by viewing the **Reports** on page 51 of this manual.

### New Credit Course: Credit Course for User Manual

Status: Draft Launch Delete Draft

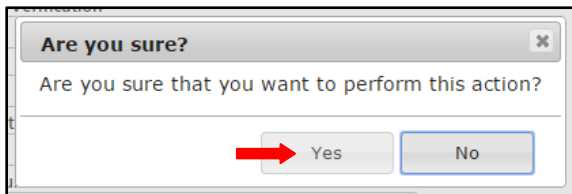
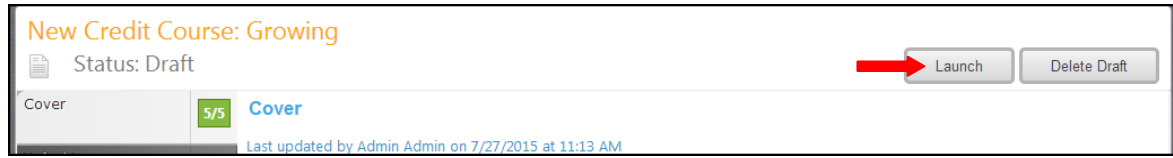
Cover <span>5/5</span>	<b>Codes/Dates</b>
Units/Hours	Last updated by nonadmin nonadmin on 9/30/2015 at 3:37 PM
Requisites	Top Code <input type="text"/>
Grading Method	CIP Code <input type="text"/>
Topic Outlines	SAM Code <input type="text"/>
Assignments	Classification Code <input type="text"/>
Student Learning Outcomes	Notes
Methods of Instruction	
Textbooks	
Attached Files	
Transfer Status	
Distance Education	
Codes/Dates	

**Discipline**  
 Show selected Clear All

**Date**

## Proposal Launch

When you are satisfied with the information in the proposal, select the **Launch** button. This will move the proposal into the approval process. You may also choose **Delete Draft**, and the draft will be deleted. You will be prompted to confirm your decision in a popup box.



## Course Minor Revision

## Course Substantial Revision

## Course Deactivation

To make changes to a course or deactivate a course, select **Course Minor Revision**, **Course Substantial Revision**, or **Course Deactivation** from the drop down menu of Step 1 of the **Create Proposal** process (see page 12 of this manual), then click **Next Step**. In this example, we will use a **Course Substantial Revision** proposal, but the process is the same for all revision or deactivation proposals.

Step 1: Select A Proposal Type

Proposal Type\*

Course Substantial Revision

Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.

Next Step

Step 2: To be determined

Review and Create

Use the drop down menu and search bar to filter the courses to find the course you wish to modify. Select the course and click **Next Step**.

Step 1: Select Proposal Type -- (Course Substantial Revision)

Step 2: Select a Course From the Catalog

To create a course proposal expiration, click on search to retrieve the active courses and then choose a course from the search results list. You can filter the list of courses by entering any combination of values for subject, course number, and course title and clicking search to retrieve the list of courses.

Subject

Course Title

Search Courses

Courses\* Top 50 Active Courses

- test
- test
- test
- nc test 7/16
- Testing Course Minor Mod 9/4
- Testing Course Substantial Modification 9/4
- Credit Course for User Manual

Next Step

Review and Create

When you are sure the information is correct, choose **Create Proposal**.

Step 1: Select Proposal Type -- (Course Substantial Revision)

Step 2: Select a Course From the Catalog

Review and Create

You've chosen to create a Modify Course proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

Course: **Credit Course for User Manual**

If this is correct press Create Proposal to submit the new proposal to the Course Substantial Modification approval process.

Create Proposal

If, at this point, you realize you have selected the wrong proposal type or course, **DO NOT** use your browser's back button. Instead, select **Delete Draft** to remove this draft from the system, and initiate the **Create Proposal** process again.

When this screen appears, make any proposed changes to the course, moving around the course proposal through the dark gray tabs on the left. For details about the tab contents, see the **New Credit Course/New Non-Credit Course Proposal** section on page 14 of this manual. Some fields may appear grayed out and you will not be able to click into the field. These fields are locked in that proposal type for users with your origination rights.

Course Substantial Revision: Credit Course for User Manual

Status: Draft

Launch Delete Draft

Cover

Units/Hours

Requisites

Grading Method

Topic Outlines

Assignments

Student Learning Outcomes

Methods of Instruction

Textbooks

Attached Files

Transfer Status

Distance Education

Codes/Dates

Cover

Subject TEST - Example Subject Code

Course Number 951

Title Credit Course for User Manual

Semester Summer

Start Year 2036

Catalog Description

B I U abc (inherited font) (inherited size) Select block type

Describe the course in an appealing manner

Justification for this course

Students need to learn.

## New Program

## New Certificate Program

## New Associate Degree Program

## New Bachelors' Degree Program

To create a **New Program** proposal of any kind, select **New Program** from the dropdown menu in Step 1, then click **Next Step**. In this example, we will use a **New Program** proposal, but the process is the same for all program types.

### Create Proposal

To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

Step 1: Select Proposal Type

Proposal Type\*

New Program

Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.

Next Step

Step 2: To be determined

Review and Create

Use the dropdown menus to select the **Division**, **Department**, and **Award Type**, then enter the **Program Title**, and select **Next Step**. Mandatory fields are marked with an \*.

Step 1: Select Proposal Type -- (New Program)

Step 2: Create Program Proposal

To create a program proposal, choose a division, department and award type and enter a program title.

Division\*

Test Division

Department\*

Test Department

Award Type\*

Bachelors

Program Title\*

New Program for User Manual

Next Step

Review and Create

In Step 3, review the information, and if correct, click **Create Proposal**. If the information is inaccurate, click on any of the previous steps to correct the information.

Step 1: Select Proposal Type -- (New Program) ▾


Step 2: Create Program Proposal These are the bars that you click on to make changes. ▾

Review and Create ▴

You've chosen to create a New Program proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.



**Division: Arts and Sciences**  
**Department: Education**  
**Award Type: Bachelors**  
**Program Title: Standardized Test Administration**

If this is correct press Create Proposal to submit the new proposal to the Create New Course approval process.



## Cover

If, at this point, you realize you have selected the wrong proposal type or course, **DO NOT** use your browser's back button. Instead, select **Delete Draft** to remove this draft from the system, and initiate the **Create Proposal** process again.

You will be brought to the **Cover** section of the **New Program Proposal**. Any required fields throughout the proposal will be marked with an \* and highlighted light orange. Some fields include prompting text to help you enter the correct information. Move between the sections of the proposal by using the dark gray tabs on the left of the page. Sections with required fields also have an orange box showing your progress , which will turn green  when you have completed all required fields.

In the **Cover** section, use the dropdown menus to select the **Division/School**, **Department**, **Subject**, and **Award Type**. Enter the **Description**, **Justification**, and **Career Opportunities** for the new program. Select the **Proposed Semester of Implementation**. **Save** this page, and click the **Program Learning Outcomes** tab.

### New Program: New Program for User Manual, BS

Status: Draft Launch Delete Draft

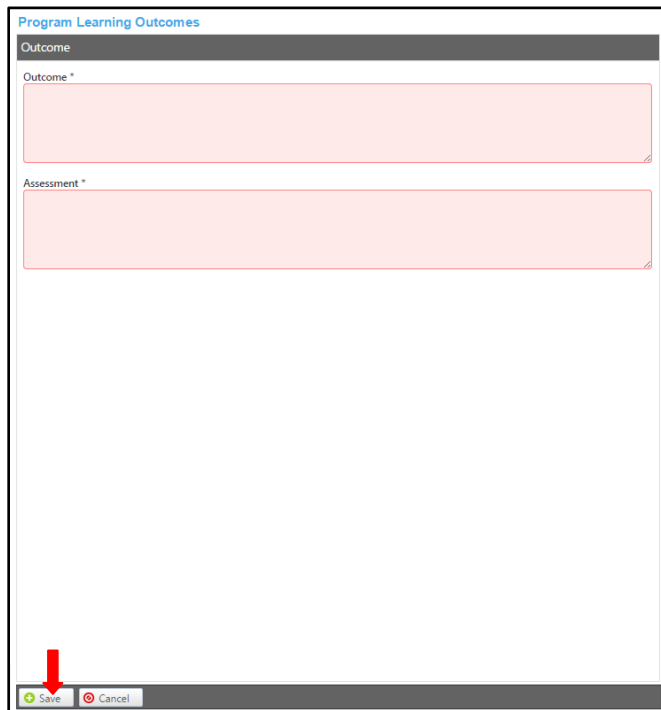
Cover	<b>Cover</b> Last updated by nonadmin nonadmin on 10/2/2015 at 2:26 PM
Program Learning Outcomes	Division/School <input type="text" value="Test Division"/>
Course Sequencing	Department <input type="text" value="Test Department"/>
Attached Files	Subject <input type="text"/>
Codes/Dates	Award Type <input type="text" value="BS: Bachelors"/>
CCCCO Entry	Title <input type="text" value="New Program for User Manual"/>
	Description <input type="text"/>
	Justification <input type="text"/>
	Career Opportunities <input type="text"/>
	<b>Proposed Semester of Implementation</b> Semester <input type="text"/> Year <input type="text"/>

## Program Learning Outcomes

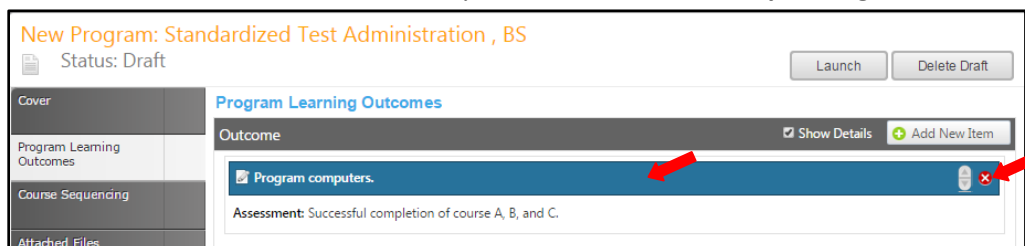
In the **Program Learning Outcomes** tab, you will create a list of the new knowledge and skills a student will gain by completing this program. To add an **outcome**, click the **Add new item** button.



Enter the **Outcome** information on this screen, describing the **Outcome** and **Assessment** of this goal. You will need to add each outcome individually. Required fields are highlighted and marked with an \*. **Save** your work.



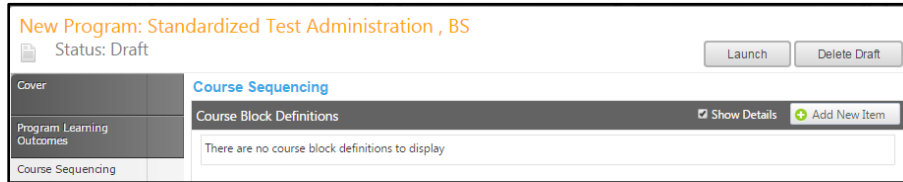
After saving, outcomes will look like the below example. To reorder outcomes, use the up and down arrows on the right of the blue bars. To delete, press the red "X". You will be prompted to confirm deletion. To edit an outcome, select the outcome by clicking on the blue bar. You will be taken to the previous screen, where you can make your corrections as needed. When all **Program Learning Outcomes** have been entered correctly, move to the **Course Sequencing** tab.





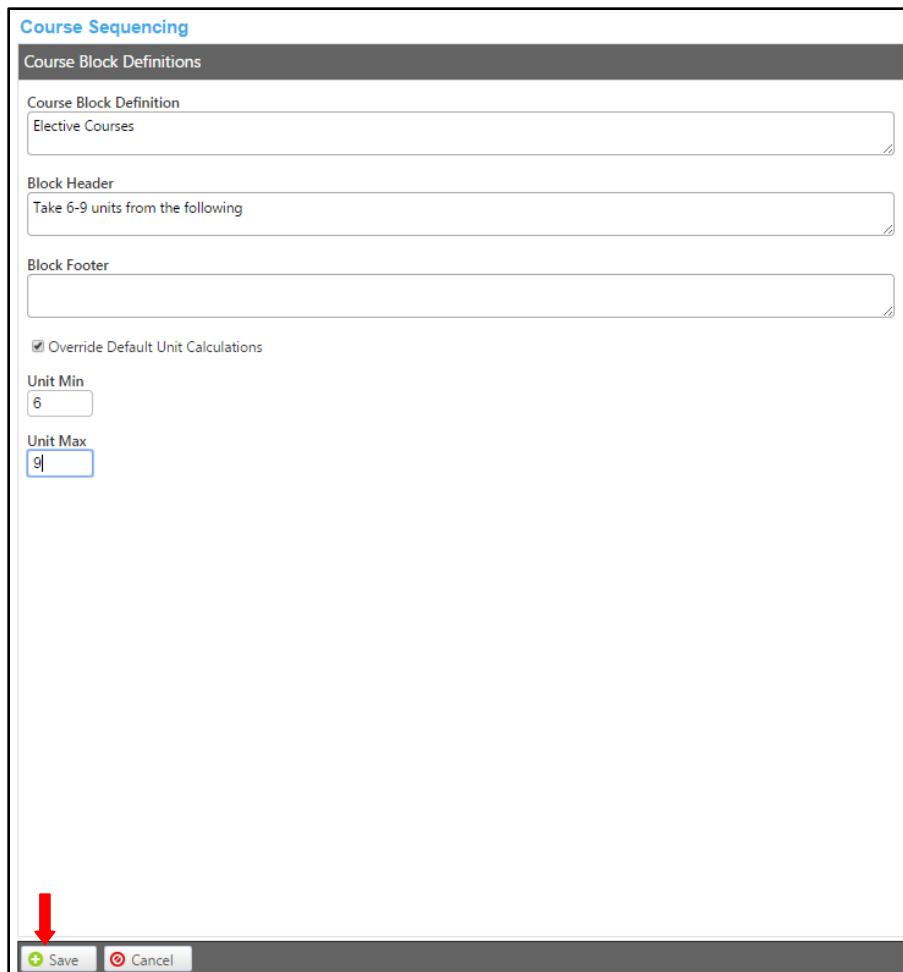
## Course Sequencing

Course and other requirements are added to the program in **Course Blocks** that define the requirements of the program. To add a **Course Block**, click **Add New Item**.



The screenshot shows a web interface for a new program titled "Standardized Test Administration, BS". The status is "Draft". There are "Launch" and "Delete Draft" buttons. A sidebar on the left has tabs for "Cover", "Program Learning Outcomes", and "Course Sequencing". The "Course Sequencing" tab is active, showing a "Course Block Definitions" section with a "Show Details" checkbox and an "Add New Item" button. Below this, it states "There are no course block definitions to display".

Enter the **Course Block Definitions** (for example, required courses, electives, community involvement prerequisites, etc.). **Block Headers** and **Footers** allow you to provide additional information (grade requirements, number of units to be taken, etc.). The headers and footers only appear on reports. If you wish to specify a range of units for the block, select the **Override Default Unit Calculations** box, and enter the unit minimum and maximum in the following fields. The **Unit Max** must always be equal to or greater than the **Unit Min**.



The screenshot shows the "Course Sequencing" form. It has a "Course Block Definitions" header. Below it are three text input fields: "Course Block Definition" (containing "Elective Courses"), "Block Header" (containing "Take 6-9 units from the following"), and "Block Footer". There is a checked checkbox for "Override Default Unit Calculations". Below this are two input fields: "Unit Min" (containing "6") and "Unit Max" (containing "9"). At the bottom left, a red arrow points to a "Save" button, with a "Cancel" button next to it.

To add an item to the course block, select **Edit Program Courses**.

The screenshot displays the 'Course Sequencing' interface. On the left is a sidebar with menu items: Cover, Program Learning Outcomes, Course Sequencing, Attached Files, Codes/Dates, and CCCC Entry. The main content area is titled 'Course Sequencing' and contains 'Course Block Definitions'. At the top right of this section are 'Show Details' and 'Add New Item' buttons. Below this, there are two main sections: 'Required courses' and 'Elective Courses'. Each section has a header bar with a checkmark icon and a close icon. Under 'Required courses', there is a 'Program Courses' header with an 'Edit Program Courses' button and a message 'There are no program courses to display'. A red arrow points to the 'Edit Program Courses' button. The 'Elective Courses' section has a 'Block Header: Take 6-9', 'Override Default Unit Calculations: true', 'Unit Min: 6', and 'Unit Max: 9'. It also has a 'Program Courses' header with an 'Edit Program Courses' button and a message 'There are no program courses to display'.

Click **Add New Item** to add a course.

The screenshot shows the 'New Program' interface for 'New Program for User Manual, BS'. The status is 'Draft'. At the top right are 'Launch' and 'Delete Draft' buttons. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Course Sequencing' and contains 'Program Courses'. At the top right of this section are 'Show Details' and 'Add New Item' buttons. A red arrow points to the 'Add New Item' button. Below this is a message 'There are no program courses to display'.

Use the dropdown menus to select the **Subject** and **Course** of the required course. If the requirement is not a course, enter that information in the **Non-Course Requirements** textbox. The **Condition** drop down selector need only be used if an “or” situation or a “nesting” situation applies, otherwise it is already implied that an “and” statement exists between entries. The **Condition** drop down menu allows you to specify if the course must be taken as well as (using “and”) or instead of (using “or”) the next requirement. If a course is offered at variable units, you can also specify the range that will meet this requirement in the **Units Low** and **Units High**. If this requisite has any special circumstances (such as a grade requirement, approval of an advisor, etc.), add a number or symbol in the **Exception Identifier**, and describe the circumstances in the **Exception** text box. Click **Save** to add the requisite to the program.

The screenshot shows a web interface for creating a new program. The title is "New Program: New Program for User Manual, BS" and the status is "Draft". There are "Launch" and "Delete Draft" buttons in the top right. A sidebar on the left contains navigation links: Cover, Program Learning Outcomes, Course Sequencing (selected), Attached Files, Codes/Dates, and CCCC Entry. The main content area is titled "Course Sequencing" and contains the following fields:

- Program Courses** (Section Header)
- Subject**: A dropdown menu.
- Course**: A dropdown menu.
- Non-Course Requirements**: A text input field.
- Condition**: A dropdown menu.
- Unit Range**: A section header.
- Units Low**: A text input field.
- Units High**: A text input field.
- Exception Identifier**: A text input field.
- Exception**: A large text area.

At the bottom of the form are "Save" and "Cancel" buttons.

To reorder requirements within the course block, use the up and down arrows on the right of the blue bar. To delete a requirement, select the red "X". When you are satisfied with the courses/non-course requirements, and their order, click **Done**.

New Program: New Program for User Manual, BS  
Status: Draft

Launch Delete Draft

Course Sequencing

Program Courses  Show Details + Add New Item

TEST 4444 - Testing Course Substantial Modification 9/4 \*Active\*  
Subject: TEST - Example Subject Code

TEST 123 - 123 \*Draft\*  
Subject: TEST - Example Subject Code

To edit a **Course** click the blue bar containing the outcome. To reorder outcomes, use the up and down arrows to the right of the blue bar, or to delete, click the red "X". When all requirements are in the correct order, click **Done**. When all Blocks and Courses are in the correct place, continue to the **Attached Files** tab.

New Program: Standardized Test Administration, BS  
Status: Draft

Launch Delete Draft

Course Sequencing

Course Block Definitions  Show Details + Add New Item

Required courses

Program Courses  Edit Program Courses

Volunteer 36 hours per term.

ART 166 - ART OF MODERN PERIOD 3.00 \*Active\*  
Subject: ART - Art

Elective Courses

Block Header: Take 6-9  
Override Default Unit Calculations: true  
Unit Min: 6  
Unit Max: 9

Program Courses  Edit Program Courses


There are no program courses to display

## Attached Files

In the **Attached Files** section, you may attach files for additional documentation or support of your proposal. Use the **Select...** button to find files, and then press **Upload Files** to attach them. After any files are attached, move to the **Codes/Dates** section.

New Program: New Program for User Manual, BS

Status: Draft Launch Delete Draft


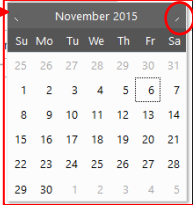

Cover	<b>Attached Files</b> <i>Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record.</i>
Program Learning Outcomes	<span>Select...</span> 
Course Sequencing	<b>Attachments</b> There are no attachments to display. Press Select to browse for files to attach to this record.
Attached Files	
Codes/Dates	

## Codes/Dates

Use the dropdown menus or key in the first few letters of your search criteria to fill in the **Originator** and the **Semester** that this program will be implemented. Select the dates **Origination Date** by clicking the calendar icon. In the calendar icon pop up, use the left and right arrows next to the month's name to browse for another month. Use the dropdown arrow to select the **Originator**. Select the **Actual Implementation Semester**. Save this page, and then continue to the **CCCCO Entry** tab.

**New Program: Pre-Live testing fixes test 7/9/15, BS**

Status: Draft Launch Delete Draft

Cover	<b>Codes/Dates</b>
Program Learning Outcomes	Last updated by Admin Admin on 7/9/2015 at 4:28 PM
Course Sequencing	<b>Date</b>
Attached Files	Origination Date <input type="text"/>  
Codes/Dates	Originator <input type="text" value="Admin, Admin"/> 
CCCCO Entry	<b>Actual Implementation Semester</b>
	Semester <input type="text"/> Year <input type="text"/>

## CCCCO Entry

On the **CCCCO Entry** tab, provide additional detailed information about the program to assist with state approval, following each prompt. **Save** this information.

The **CCCCO Entry page** is the last section of the proposal. At this point, you may wish to review the proposal by moving back through the tabs, or by viewing the reports in the **Reports** section on page 51 of this manual.

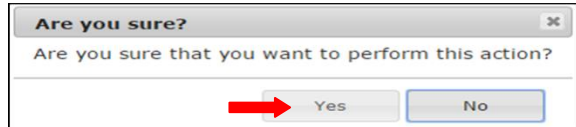
### New Program: Standardized Test Administration , BS

Status: Draft Launch Delete Draft

Cover	<b>CCCCO Entry</b> Last updated by Admin Admin on 6/17/2015 at 11:08 AM
Program Learning Outcomes	<input type="checkbox"/> College has submitted all courses with C-ID descriptors to C-ID
Course Sequencing	Program Goal <input type="text"/>
Attached Files	SP01: TOP Code <input type="text"/>
Codes/Dates	Units for Degree Major or Area of Emphasis (Minimum) <input type="text"/>
CCCCO Entry	Units for Degree Major or Area of Emphasis (Maximum) <input type="text"/>
	Total Units for Degree (Minimum) <input type="text"/>
	Total Units for Degree (Maximum) <input type="text"/>
	Annual Completers <input type="text"/>
	Faculty Workload <input type="text"/>
	New Faculty Positions <input type="text"/>
	New Equipment <input type="text"/>
	New/Remodeled Facilities <input type="text"/>
	Library Acquisitions <input type="text"/>
	Program Review Date <input type="text"/>
	Apprenticeship <input type="text"/>
	Distance Education Percentage <input type="text"/>
	District Governing Board Approval Date <input type="text"/>

## Proposal Launch

After reviewing the program proposal, from any page within the proposal, you may launch the proposal into the approval process by clicking the **Launch** button. You may also click **Delete Draft** and your proposal will be permanently deleted. You will be asked to confirm either decision.





## Program Revision

### Program Deactivation

To make changes to a course or deactivate a program, select **Program Revision**, or **Program Deactivation** from the drop down menu of Step 1 of the **Create Proposal** process (see page 12 of this manual), then click **Next Step**. In this example, we will use a **Program Deactivation** proposal, but the process is the same for all revision or deactivation proposals.

**Create Proposal**  
To create a proposal, follow the steps below.

This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributors you specify. Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.

**Step 1: Select Proposal Type**

Proposal Type\*  
Program Deactivation

**Tip:** The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.

**Next Step**

**Step 2: To be determined**

Review and Create

To filter the programs, use the dropdown menus to select the **Division** and **Department** of the program you wish to amend. Enter any keywords in the **Program Title** textbox, click the **Search Programs** box and the top 50 active programs will be listed to choose from. Make your selection and click **Next Step**.

**Step 1: Select Proposal Type -- (Program Deactivation)**

**Step 2: Select a Program From the Catalog**

Division  
Department  
Program Title

Search Programs

Programs\* Top 50 Active Programs

- Testing 7/16, BS
- Testing form fixes2, BS
- New Program for User Manual, BS

**Next Step**

Review and Create

Next you will see the screen below where you can review the proposal to be amended. If you need to make changes, click any previous step to edit. If the program selected is correct, click **Create Proposal**.

**Step 1: Select Proposal Type -- (Program Deactivation)**

**Step 2: Select a Program From the Catalog** These are the bars to click on to make changes.

Review and Create

You've chosen to create a Deactivate Program proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

Program: **New Program for User Manual, BS**

If this is correct press Create Proposal to submit the new proposal to the Program Deactivation approval process.

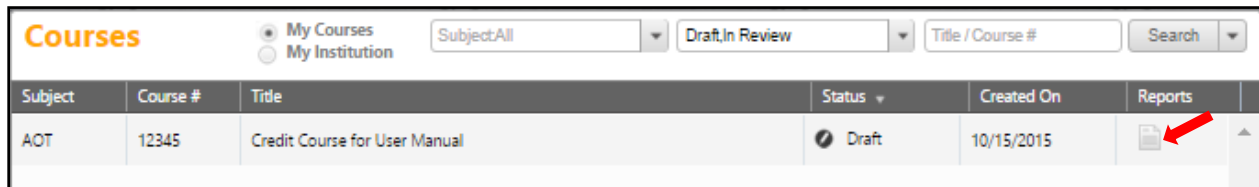
**Create Proposal**

For details about the tab contents, see the **New Program Proposal** section on page 37 of this manual. Some fields may appear grayed out and you will not be able to click into the field. These fields are locked in that proposal type for users with your origination rights.

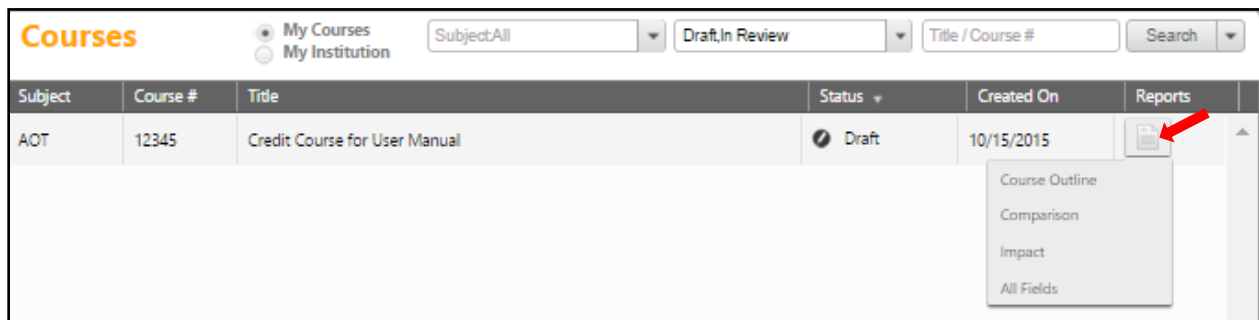
## Reports

Reports show a summary of any proposal, in any status. There are three ways to access reports, and they are identical for all course and program proposals. At this time, there are no reports for packages. Each type of proposal has slightly different report options, but the process of accessing them is the same. Each report will open in a new tab within your internet browser.

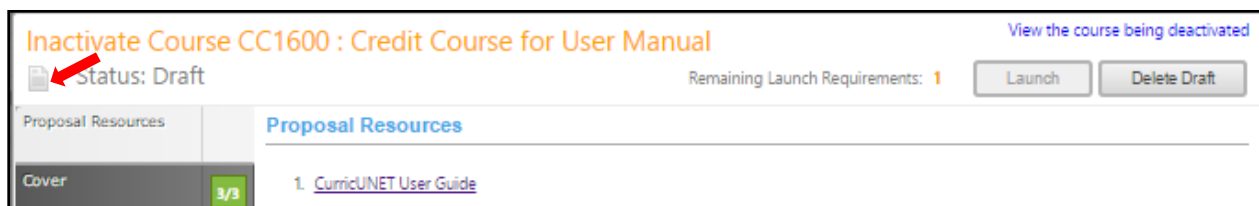
In the **Search** screen, click the page icon in the **Reports** column.



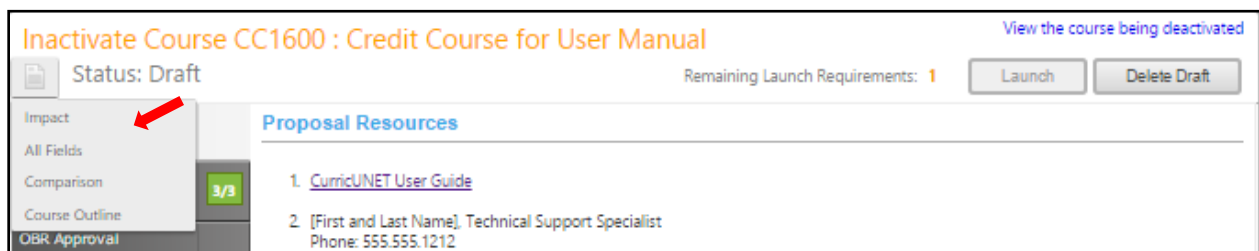
A menu will appear with the report options. Select the report you wish to view.



When in the proposal itself, click the page icon under the orange proposal name.



A menu will appear with the report options. Select the report you wish to view.



If a proposal has been launched or approved, clicking the proposal name in the search results will present this screen. Select the report you wish to view from the buttons at the top of the screen.

### Credit Course for User Manual

[View Course Proposal](#) [Course Outline](#) [Comparison](#) [Impact](#) [All Fields](#) 

Action Date	Step	Step Type	User Fullname	Action	Action Comment
	Division Administrative Assistants	Optional	No users assigned		
10/15/2015 01:29 PM	Registrar	Required	Stark State Admin	Implement	
10/15/2015 01:29 PM	Registrar	Required	Pam Arrington	Skipped	
10/15/2015 01:28 PM	Department Chair	Required	Rene Eneix	Skipped	
10/15/2015 01:27 PM	Originator	Required	Stark State Admin	Launch	Launch

## Course Reports

### All Fields

An **All Fields** report shows all the fields and information in the proposal.

Feather River College - All Fields Course Report	
Cover	
Subject	ENGL
Course Number	010
Title	Elementary Composition And Reading
Semester	Spring
Start Year	1989
Catalog Description	Pre-college level composition and reading intended to prepare students for college-level work. Reading: emphasis on reading rate, retention, comprehension and vocabulary. Composition: emphasis on grammar, structure and usage, paragraph construction, short essays. Completion of ENGL 303 with a "C" grade or higher or appropriate assessment test score.

### Comparison

A **Comparison** report shows all the fields in the proposal, with changes between this proposal and the most recent active version of the course highlighted. Information removed will be highlighted pink, with a strikethrough the words, while new information will be highlighted green and italicized.

Feather River College - All Fields Course Report	
Cover	
Subject	TEST
Course Number	951
Title	Credit Course for User Manual
Semester	Summer
Start Year	2036
Catalog Description	<del>Describe the course in an appealing manner</del> <i>Course Descriptions tend to be a few lines summarizing the course.</i>
Justification for this course	Students need to learn.

## Course Outline

A **Course Outline** report shows a brief summary of the course, focusing on requisites and the course description.

<b>Course Outline</b> <b>Feather River College</b>	
<b>Course Title:</b> A Retrospective of Test Manuals <b>Course Number:</b> TEST 12345 <b>Credit Hours:</b> 1.00 - 5.00 Lecture: 3.00 - 80.00 hours Lab: 15.00 - 100.00 hours <b>Pre-requisite:</b> ART 100 or <b>Corequisite:</b> ART 132 and <b>Advisory:</b> None	
Catalog Descriptions are usually a few sentences long and provide information about the course.	
<b>Student Learning Outcomes:</b> By the end of this course, a student should: <ol style="list-style-type: none"><li>1. Collect eggs</li><li>2. Discuss collapse of agricultural prices during the lead up to the Great Depression.</li></ol>	
<b>Course Content</b> Topics will be based on materials found.	
Generated on: 8/17/2015 10:56:22 AM	

## Impact

An **Impact** report shows the courses for which *this* course is a requisite, and programs that include this course.

<b>Proposal Impact Report</b>	
<b>ENGL 101 - Composition And Reading</b> <b>**New Non-Credit Course**</b> Feather River College	
<b>Course Requisites</b> <i>This course is a requisite for the following course(s):</i> <ol style="list-style-type: none"><li>1. <b>Advisory:</b> ART 166 - Art Of The Modern Period *Active*</li><li>2. <b>Pre-requisite:</b> ENGL 102 - Introduction To Literature *Active*</li><li>3. <b>Pre-requisite:</b> ENGL 103 - Critical Thinking And Writing *Active*</li><li>4. <b>Pre-requisite:</b> ENGL 170 - Creative Writing *Active*</li><li>5. <b>Pre-requisite:</b> ENGL 246 - Women's Literature *Active*</li><li>6. <b>Advisory:</b> ENGL 252 - American Literature I *Active*</li><li>7. <b>Advisory:</b> ENGL 254 - American Literature II *Active*</li><li>8. <b>Advisory:</b> ENGL 256 - Survey Of British Literature I *Active*</li><li>9. <b>Advisory:</b> ENGL 257 - Survey Of British Literature II *Active*</li></ol>	
<b>Programs</b> This course is a stand-alone course and is not incorporated into any programs	

Program Reports

Program Summary Report

The **Program Summary** summarizes the program's Degree Requirements.

<b>Standardized Test Administration Bachelors</b>			
<b>Program Learning Outcomes</b>			
Upon successful completion of this program, students will be able to:			
1. Program computers.			
<b>Degree Requirements:</b>			
<b>Required courses</b>			
			Course Credits
Volunteer 36 hours per term.			
ART	166	ART OF MODERN PERIOD	3
<b>Elective Courses</b>			
			Course Credits

*All Fields Report*

The **All Fields Report** summarizes all the fields and information in the proposal.

<b>Feather River College - All Fields Program Report</b>	
<b>Cover</b>	
<b>Division/School</b>	Arts and Sciences
<b>Department</b>	Art
<b>Subject</b>	AG
<b>Award Type</b>	BS: Bachelors
<b>Title</b>	Testing this again
<b>Description</b>	
<b>Justification</b>	there is a justification for this course
<b>Career Opportunities</b>	
<b>Proposed Semester of Implementation</b>	
<b>Semester</b>	Spring
<b>Year</b>	2016
<b>Program Learning Outcomes</b>	
<b>Outcome</b>	
<b>Outcome</b>	There are outcomes for this program
<b>Assessment</b>	
<b>Assessment</b>	There will be an assessment



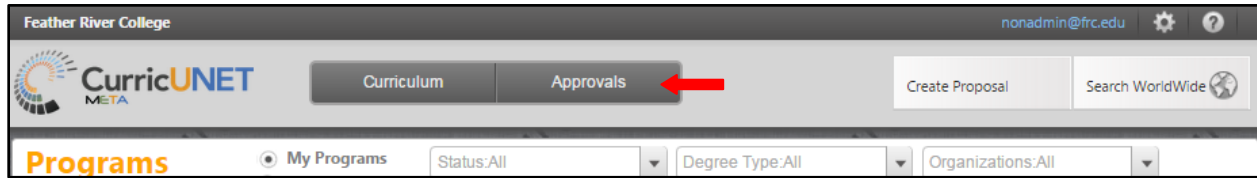
*Comparison Report*

For **Program Amendment** or **Program Deactivation** proposals, a **Comparison Report** will show all fields and information in the proposal, with changes between this proposal and the most recent previous version of the program highlighted. Information removed will be highlighted pink with a strike-through, and information added will be highlighted green and italicized.

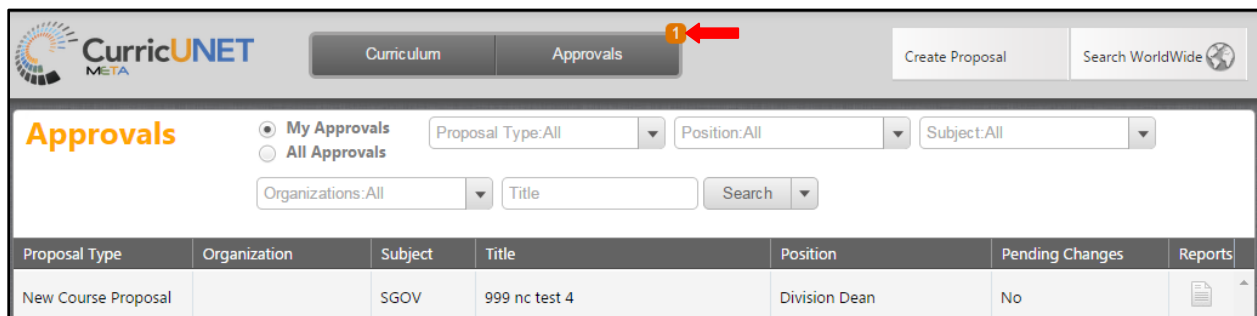
Feather River College - All Fields Program Report	
<b>Cover</b>	
Division/School	Arts and Sciences
Department	Art
Subject	<i>AG</i>
Award Type	BS: Bachelors
Title	<del>testing</del> <i>Testing this again</i>
Description	
Justification	<i>there is a justification for this course</i>
Career Opportunities	
<b>Proposed Semester of Implementation</b>	
Semester	<i>Spring</i> <del>Winter</del>
Year	<del>2015</del> <i>2016</i>

## Approvals

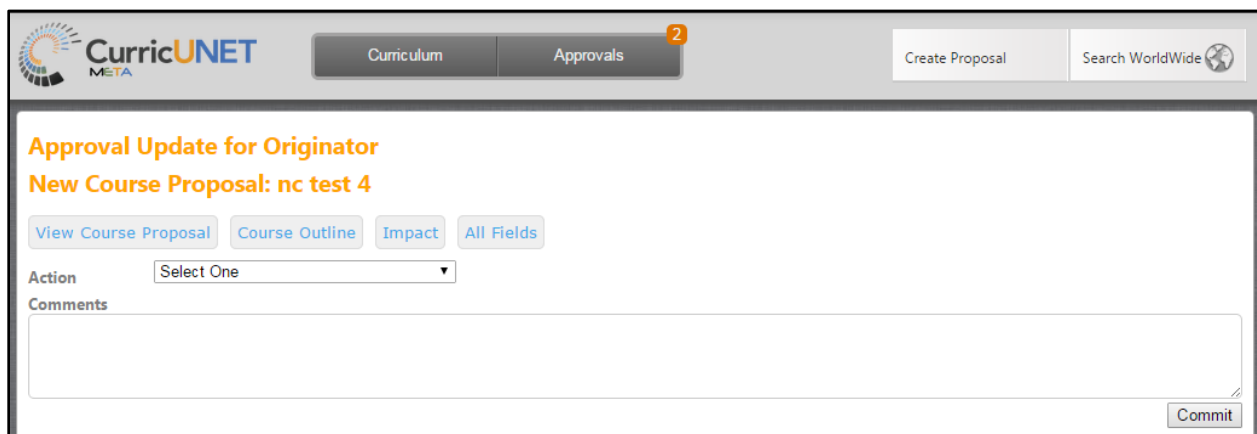
To view pending approvals, click the **Approvals** button at the top of any page. If you have any approvals waiting for you, there will be an orange box with a number in it attached to the **Approvals** button.



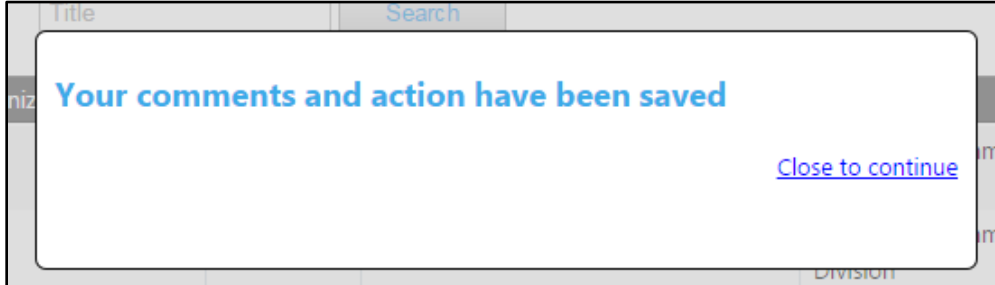
To view a pending approval, click on the proposal. The process is similar for all proposal types. The standard user without administrative privileges will not be able to see the **All Approvals** option. They will only be able to see approvals for which they are the originator or the next member of the approval process.



If you are the next user in the approval process, you will see this screen. If you wish to view the course, you can select **View Course Proposal**. You may also view any available reports by clicking the name of the report. Use the **Action** drop down menu to select the action you wish to take on the proposal, add any **Comments**, and then click **Commit**. This will move it to the next part of the approval process. If you reject the proposal, it will remove the proposal from the system. If you request changes, the Meta System will send the proposal back to the originator. Once these changes have been made, the proposal will return to the person who requested the changes.



Make sure you see a confirmation message that will pop up on the screen to confirm that when you pressed **Commit**, the action was received. You must press **Close to continue** to ensure this. This is a vital action. *If you do not see this popup, your action has not been saved, and you must perform your action again.*



To implement the course and add it to the college's offerings, the last user in the approval process (or an administrator) must select **Implement** from the **Action** menu. Select the **Publish date** (the date the course will become active), using the calendar icon. Add any comments, and click **Commit**.

Action Date	Step	Step Type	User Fullname	Action	Action Comment
07/09/2015 03:45 PM	Class Scheduler	Required	BRYON HUGHES	Pending	
07/09/2015 03:36 PM	Division Chair	Required	JESSE SEGURA	Skipped	
07/09/2015 03:36 PM	Class Scheduler	Required	BRYON HUGHES	Skipped	
07/09/2015 03:17 PM	Originator	Required	Governet Support	Launch	Launch

You must confirm the final action by clicking **Activate**. This is a vital action. *If you do not see this popup, your action has not been saved, and you must perform your action again.*

Confirm Publish

Are you sure you want to publish this proposal on 7/9/2015 ?

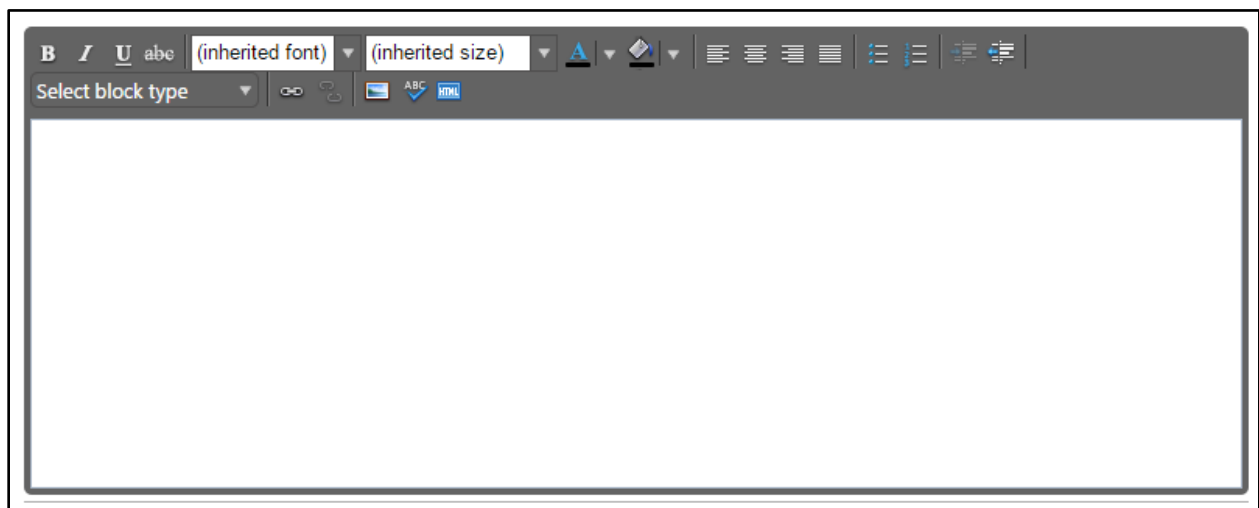
Activate Cancel

## Rich Text Editor Detailed Instructions

The **Rich Text Editors** within the **CurricUNET** system provide several tools to help you format your information. Unfortunately, copying and pasting an outline straight from **Microsoft Word** or a similar program will **NOT** provide a properly formatted outline. There are a few ways to create an outline that will be properly formatted. Please note that the **Rich Text Editors** do not currently support tables or charts.

If pasting a paragraph of text (as you might for a **Course Description**) into the **Rich Text Editor**, you must paste it as plain text. On a Windows based computer, type **Ctrl+Shift+V**, or right click on your mouse, and select **Paste as Plain Text**. If you do not do this, hidden formatting tags will interfere with the internal tools of the editor and cause problems with reports.

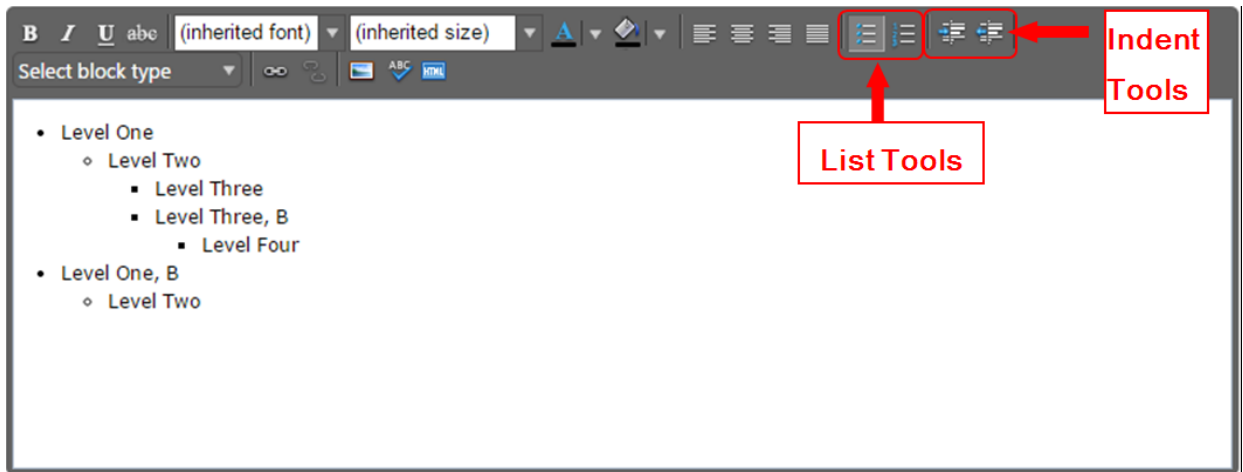
An outline or list requires additional changes.



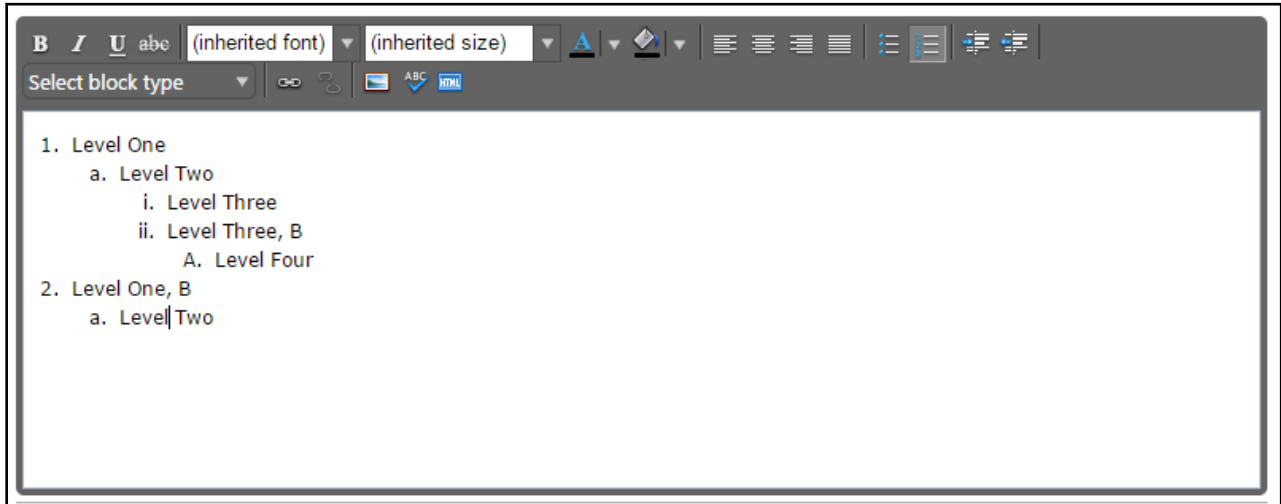
## Creating an Outline within the Rich Text Editor

The best way to produce a properly formatted outline is directly in the Rich Text Editor. You may enter your line headings as you see fit, or use the built-in list tools. The left button creates a bulleted list, and the right button creates a numbered list. Use the indent tools to create levels within the list. Click the far right button to indent, or the left indent button to remove an indentation.

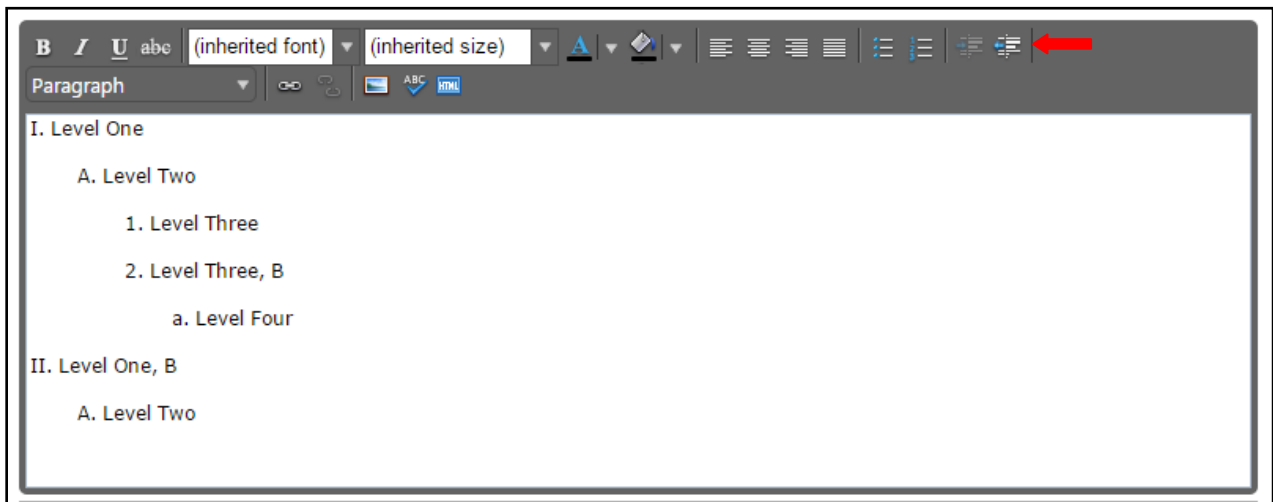
Below is an example of a bulleted list with several levels of indentation:



And an example of a numbered list with several levels of indentation:



If you choose to not use the list tools because you would prefer to specify your own level beginning designations, you may do so as well, using the indentation tools as needed.



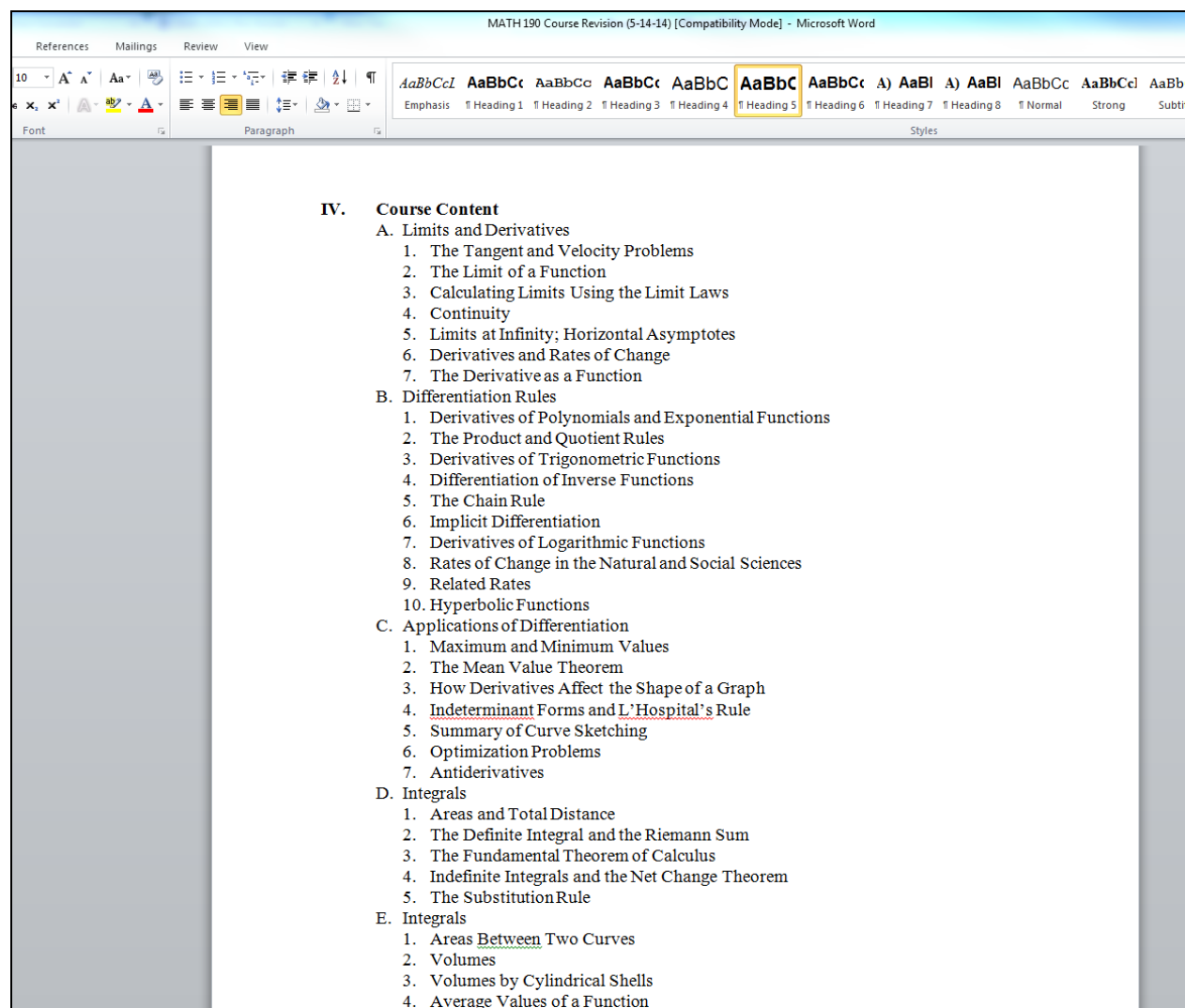
## Creating an Outline in Microsoft Word, Notepad, or a PDF Reader

If you wish to use **Microsoft Word** or a similar program to create the initial outline, you must follow several steps to produce a properly formatted outline or text.

If you use **Microsoft Word**, or a similar program, you must first copy the outline into a program such as **Notepad**, which will strip out the internal formatting within the text, or as a **PDF** file.

### Create your outline

As an example, here is a course outline created in Microsoft Word. After your outline is created, you may either copy the file to Notepad or save it as a **PDF**.



MATH 190 Course Revision (5-14-14) [Compatibility Mode] - Microsoft Word

References Mailings Review View

10 Font Paragraph Styles

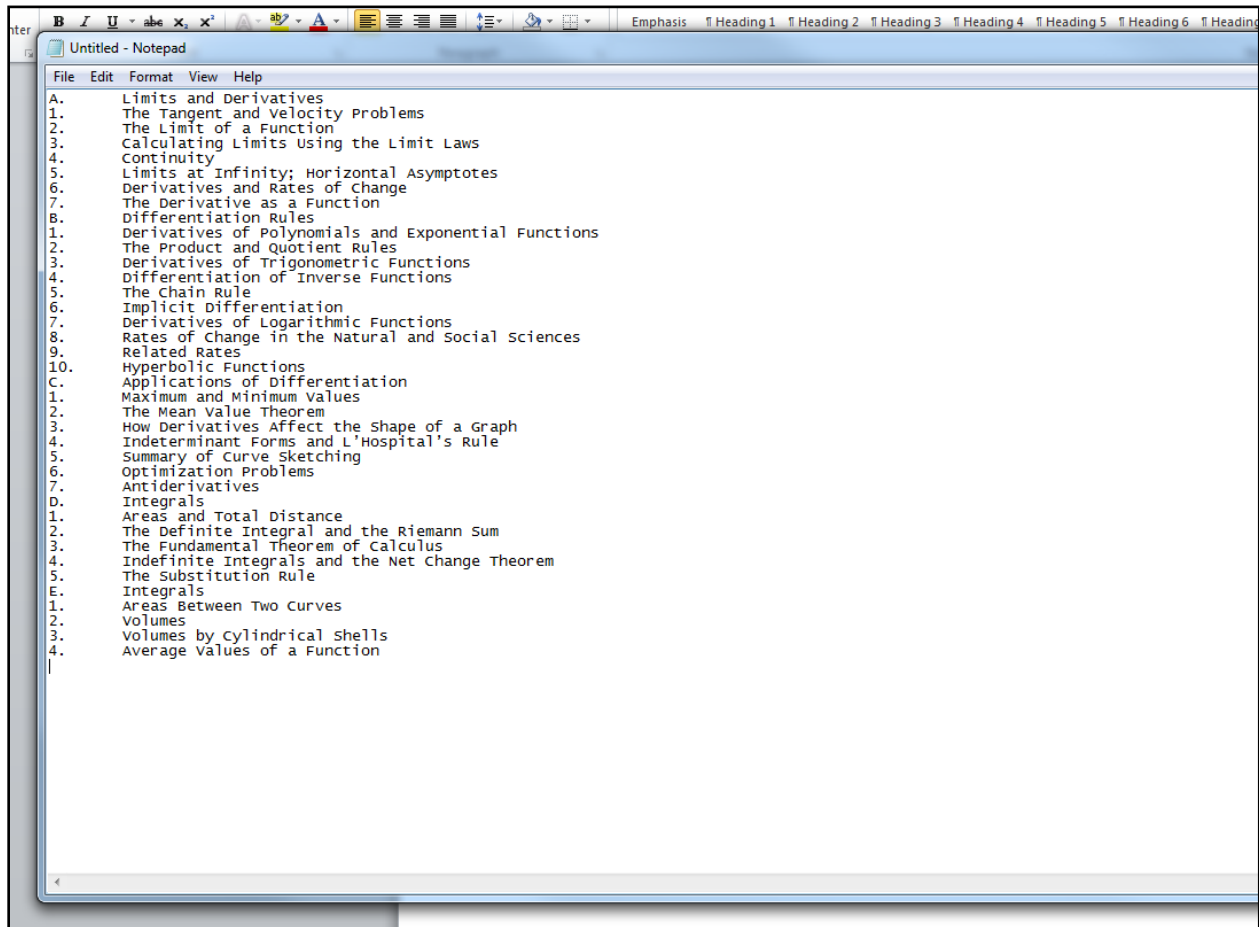
**IV. Course Content**

- A. Limits and Derivatives**
  1. The Tangent and Velocity Problems
  2. The Limit of a Function
  3. Calculating Limits Using the Limit Laws
  4. Continuity
  5. Limits at Infinity; Horizontal Asymptotes
  6. Derivatives and Rates of Change
  7. The Derivative as a Function
- B. Differentiation Rules**
  1. Derivatives of Polynomials and Exponential Functions
  2. The Product and Quotient Rules
  3. Derivatives of Trigonometric Functions
  4. Differentiation of Inverse Functions
  5. The Chain Rule
  6. Implicit Differentiation
  7. Derivatives of Logarithmic Functions
  8. Rates of Change in the Natural and Social Sciences
  9. Related Rates
  10. Hyperbolic Functions
- C. Applications of Differentiation**
  1. Maximum and Minimum Values
  2. The Mean Value Theorem
  3. How Derivatives Affect the Shape of a Graph
  4. Indeterminant Forms and L'Hospital's Rule
  5. Summary of Curve Sketching
  6. Optimization Problems
  7. Antiderivatives
- D. Integrals**
  1. Areas and Total Distance
  2. The Definite Integral and the Riemann Sum
  3. The Fundamental Theorem of Calculus
  4. Indefinite Integrals and the Net Change Theorem
  5. The Substitution Rule
- E. Integrals**
  1. Areas Between Two Curves
  2. Volumes
  3. Volumes by Cylindrical Shells
  4. Average Values of a Function



## Copy to Notepad

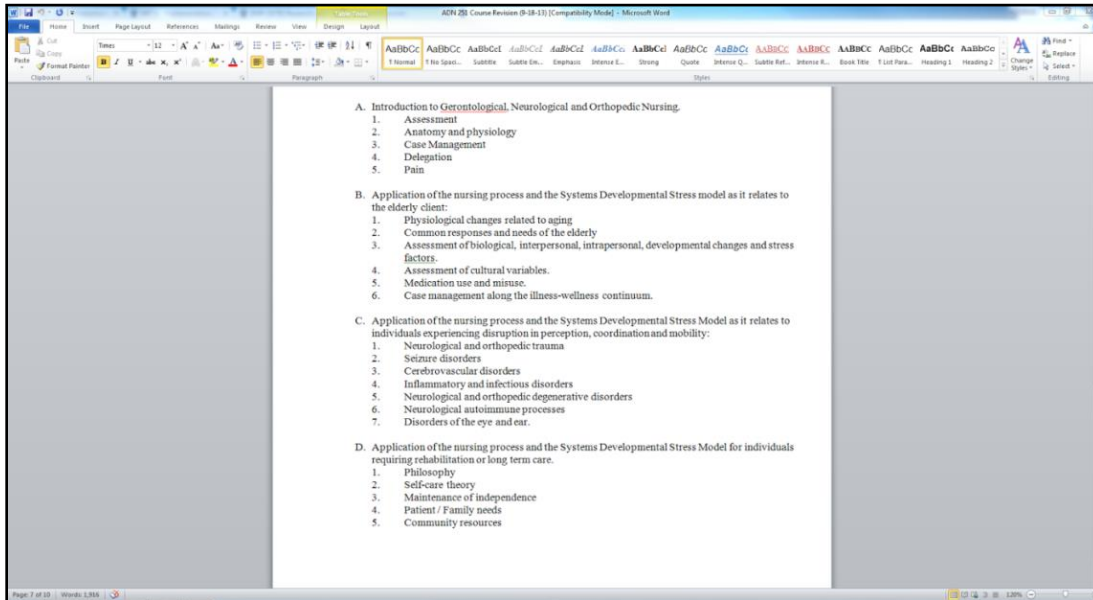
Copy the outline into **Notepad** (or a similar plain text writing program), which will strip out formatting. (You could also begin in **Notepad** and compose your outline within that program).



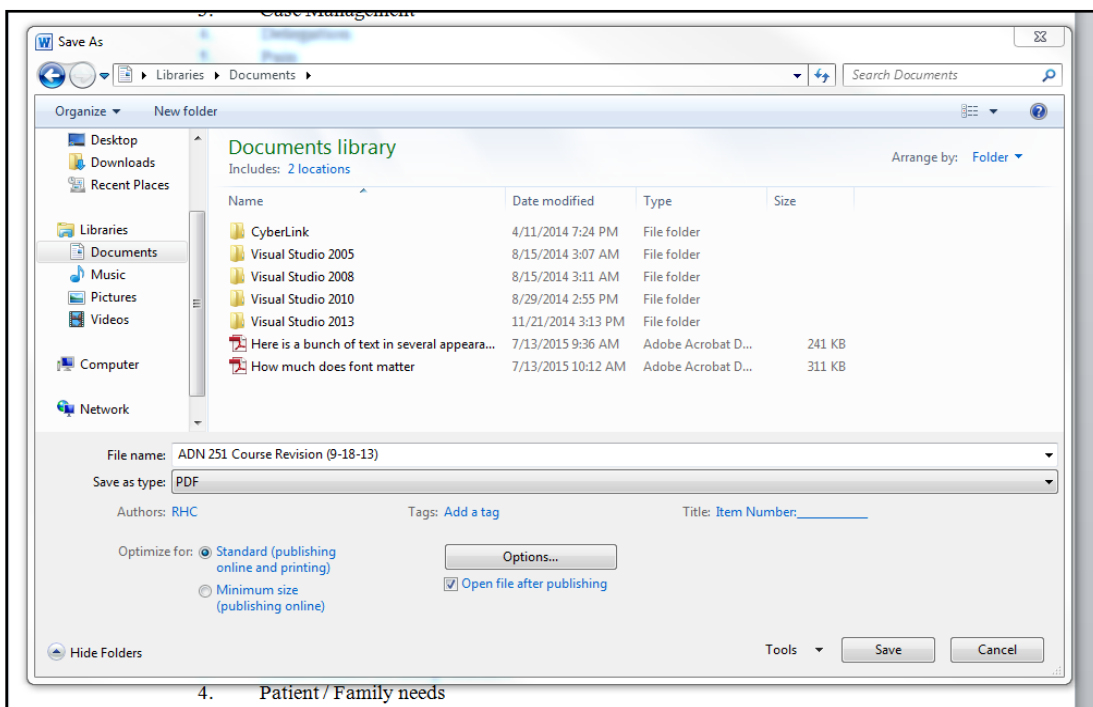
## Save as a PDF

Please note that with this method, using a **Sans Serif** font (such as **Helvetica** or **Arial**) tends to provide the best results. Using a **Serif** font such as **Times New Roman** or **Georgia** is possible, but may require some additional proofreading to make sure that all spaces and letters copied correctly.

You can save your Word files as a **PDF**. On **Microsoft 2010** and newer, do this by clicking **File** and **Save As**.



Enter/Edit the **File** name, then use the **Save as type** dropdown menu to select **PDF**, and click **Save**.



You will now be able to open this file in your **PDF** reader (such as **Adobe Acrobat** or **Adobe Reader**).

You can also scan a hard copy of a document to get to this point, but be sure to save it as a text **PDF** file, not an image.

ADN 251 Course Revision 9-18-13.pdf - Adobe Reader

File Edit View Window Help

Open [Icons] 7 / 30 174%

Tools Fill & Sign Comment

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Convert To:  
Microsoft Word (\*.docx)

Recognize Text in English(U.S.)  
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#### IV. Course Content

A. Introduction to Gerontological, Neurological and Orthopedic Nursing.

1. Assessment
2. Anatomy and physiology
3. Case Management
4. Delegation
5. Pain

B. Application of the nursing process and the Systems Developmental Stress model as it relates to the elderly client:

1. Physiological changes related to aging
2. Common responses and needs of the elderly
3. Assessment of biological, interpersonal, intrapersonal, developmental changes and stress factors.
4. Assessment of cultural variables.
5. Medication use and misuse.
6. Case management along the illness-wellness continuum.

C. Application of the nursing process and the Systems Developmental Stress Model as it relates to individuals experiencing disruption in perception, coordination and mobility:

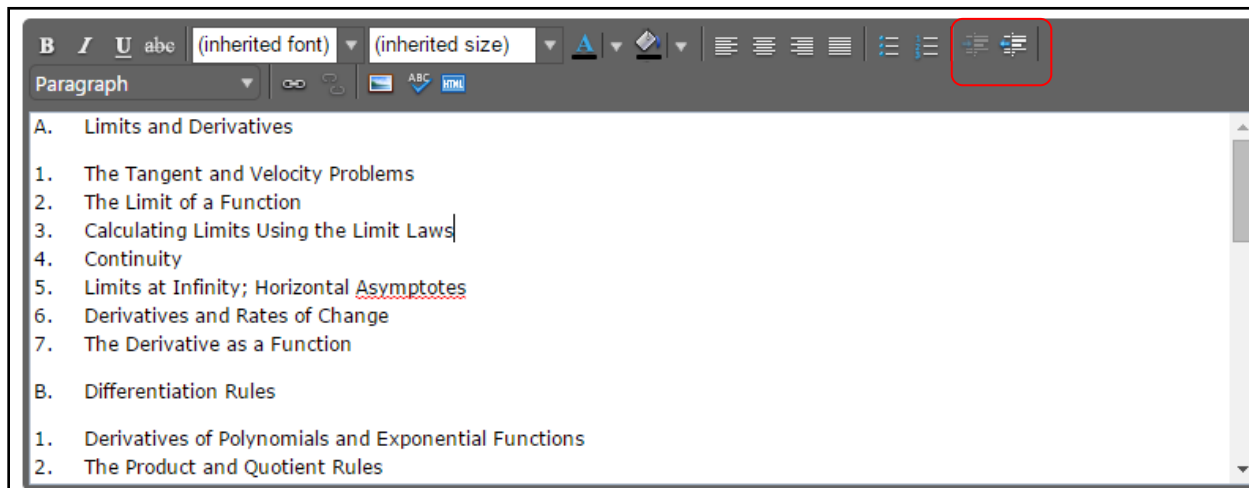
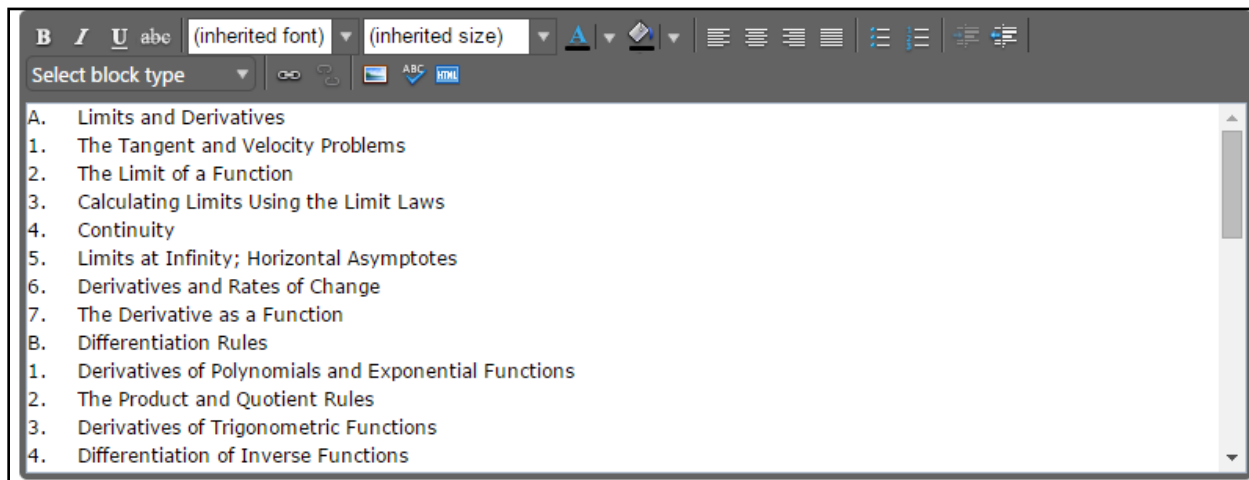
1. Neurological and orthopedic trauma
2. Seizure disorders
3. Cerebrovascular disorders
4. Inflammatory and infectious disorders
5. Neurological and orthopedic degenerative disorders
6. Neurological autoimmune processes

## Using the RTE Tools

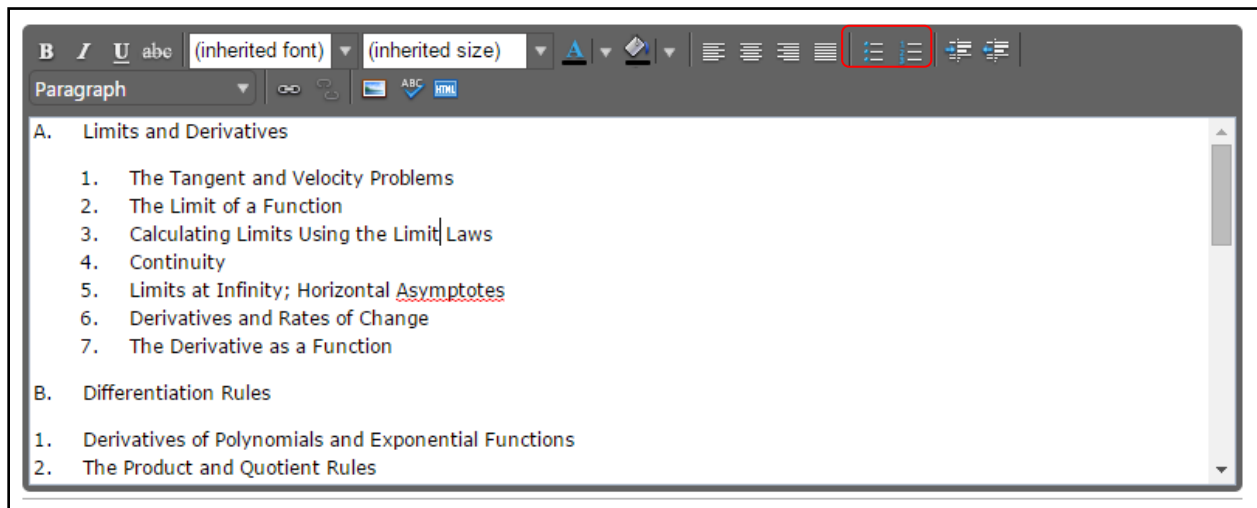
Copy the text from **Notepad** or a **PDF** reader and paste it into the **Rich Text Editor**.

Proofread carefully to make sure that there are not any unnecessary line breaks copied over and that all spaces and characters copied correctly.

To create indented levels, select the end of the last line before the indentation, and press **Enter** on your keyboard. Select the end of the last line of the indentation, and press **Enter** again. This will create a new block of text. You **MUST** add these additional hard returns to indent text.

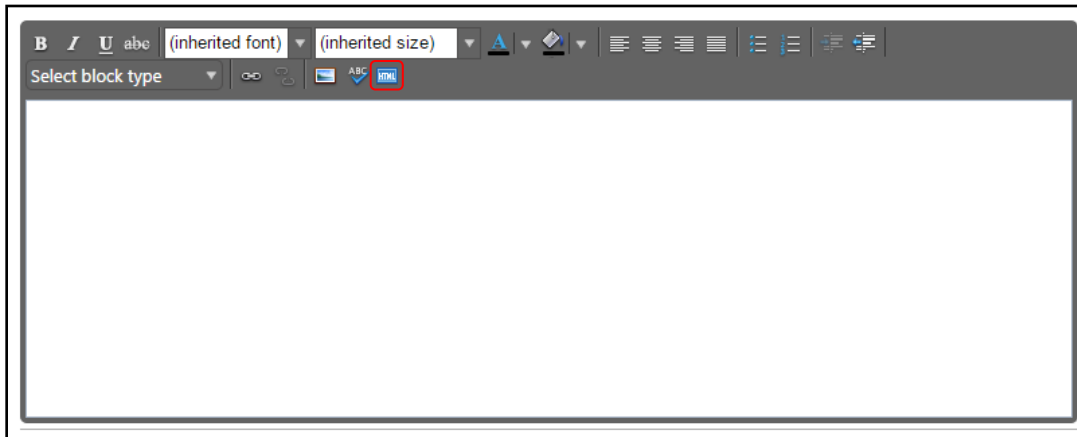


Click within the block to be indented, and click the “**Right Indent**” formatting influence on the Rich Text Editor. This is the button to the far right of the top line of the Editor. To indent a second level, click the button once. For a third level, click twice, etc. Do this for each level.

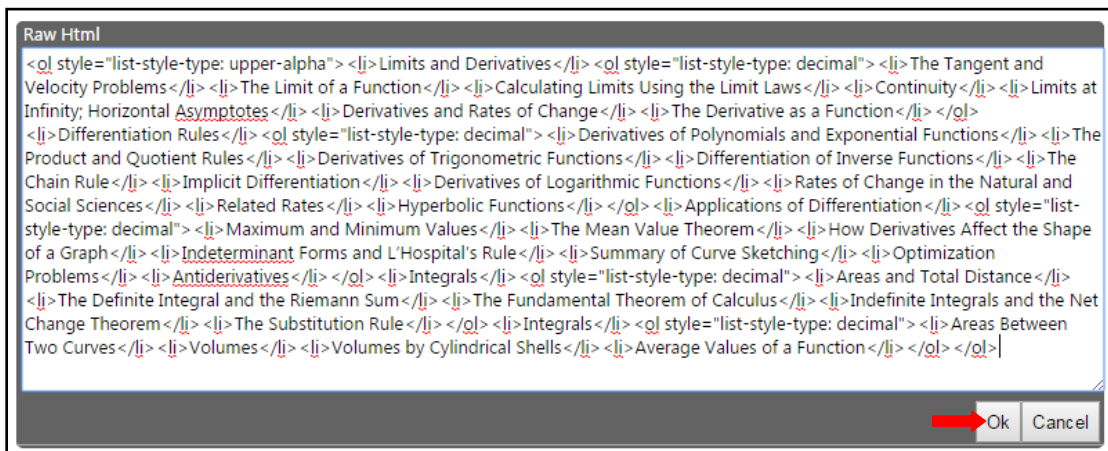
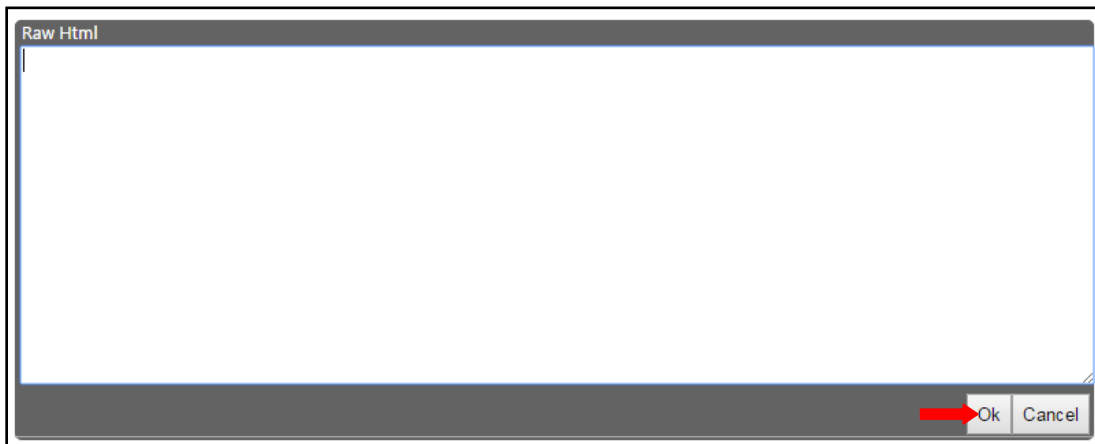


## Creating an Outline using HTML

The third way to create a properly formatted outline requires HTML skills. If you have the HTML skills to write your outline in this method, click the HTML button.



This will change the view of the Rich Text Editor. Enter the HTML in this field, and then click **Ok**.



If done correctly, this will produce an outline in the Rich Text Editor.