

Course Activation Proposal



CurricUNET Quick Start Guide

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1 Proposal Type

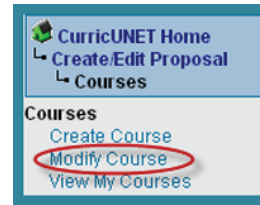
Log in and click **Courses** under Create/Edit Proposal on the main menu.

Click **Modify Course** on the left.

Fill out the search fields in the **Course Search** menu and click **[OK]**.

Click the  **Modify Icon** next to your course listing.

Select **Course Activation** under Proposal Type and click **[OK]**.



2 Course Checklist


Main: The first page of Course Checklist after completing step one. Click the link to **add a Co-Contributor** (optional).

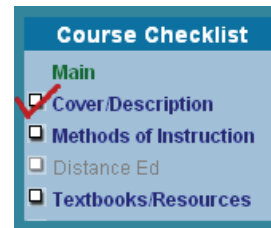
Cover/Description: Only fill out these four fields.

1. **Colleges:** Check your college (leave other colleges checked).
2. **Proposed Start:** Enter year and select semester.
3. **Reason for Proposed Action:** Provide a brief statement explaining why you are activating the course.
4. **Costs:** Identify any costs this course will create for the college. If none then state none. Click **[Finish]** when done to save the page.

Methods of Instruction: If adding Distance Education, check the box on the list and click **[Finish]**. Otherwise, click **[Finish]** to complete this step.

Distance Education: Accessible only if Distance Education is selected in the previous step. For details see **Distance Education Quick Guide**.

Textbooks/Resources: Update/enter textbook and other reference materials here. To edit existing entries, click the  **Edit Icon** next to the entry. Click **[Save]** when finished. To create a new entry, click **[Add]**. Fill out the required fields and when finished click **[Add]** one more time. Click **[Finish]** when all entries are completed.

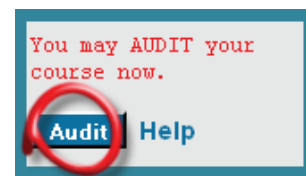


WARNING Be careful to only add the check mark to your college. Removing the check mark to any other college will result in deactivation at that respective college.

3 Audit

Once the checklist is completed, the **[Audit]** button appears on the left side of the screen.

Click **[Audit]**.



Note: The course checklist is complete when a check mark appears next to each section.

4 Pre-Launch

Click the link to **My Approvals**.

Select Originator role and click **[Next]**.

Click **[Action]** next to the proposal you want to pre-launch.

Add comments or leave fields blank.

Click **[Submit]**.

Note: The proposal is sent to the next level. You will be notified notified by email when the proposal is ready to be launched.

5 Launch

Once you receive an email to launch, log into the CurricUNET site.

Click **My Approvals** under the main menu.

Select Originator role and click **[Next]**.

Click **[Action]** next to the proposal you want to launch.

Add comments or leave the field blank.

Click **[Submit]**.