

Distance Education Only Proposal



CurricUNET

Quick Start Guide

1 Overview

This proposal type is for adding distance education only to a course. This unique proposal type allows you to create a distance education proposal regardless of whether another proposal for the course is progressing through the system. You will have access only to the data entry fields required for distance education. The approval process will include only your college (Curriculum Instructional Council and other colleges will be notified for information purposes only.)

2 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 the box "**Check if Search is for Distance Education**

Proposal" located below the course drop down menu. Click **[OK]**.

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

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

3 Course Checklist

Distance Education

Under the Course Checklist, click on Distance Education, click on the pencil next to your college and enter the proposed start year and semester. Fill out the next fields:

1. Delivery Methods: Select On-line Course
2. Other Methods
3. Techniques used to ensure quality
4. Evaluation Method

5. Additional Resources

Click **[Finish]**.

Contact Types

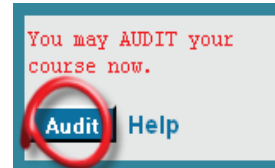
In the Distance Education page, click on **Contact Types**. You will need to enter each contact type and frequency individually. Select one type of contact and type the frequency of the contact. Click **[Add]**. When finish, click **[Done]**.

<http://www.sdccdcurricu.net/sdccd2/>

4 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 the distance education section.



5 Launch

Click the link to **My Approvals**.

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

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

Add comments (optional).

Click **[Submit]**.

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