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].

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

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].

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

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