

Guidelines to Originate a Course Proposal using CurricUNET

Welcome to CurricUNET! To originate a course, please follow the following steps:

1. Go to www.curricunet.com/ohlone (Use Internet Explorer)
 - a. Enter user name (same as Ohlone user name) and your password. If you have not entered a specific password, the default password is "password". Then change your password as soon as you can.
2. For major or minor revisions
 - a. On the CurricUNET home page, click on "Build – Courses"
 - b. On next page, click on "Modify Active Course"
 - c. On "Course Search" page, enter department name.
 - d. On next page, click on copy course icon – Make all edits on copied course (pink)
3. For new course
 - a. On the CurricUNET home page, click on "Build – Courses"
 - b. On next page, click on "Create Course"
 - c. Complete the course outline.
4. To *launch* the course into the approval process, complete these *two steps*:
 - a. On the CurricUNET home page, click on "Build - Courses"
 - i. On next page, click on 'Audit' – located next to course number and name
 - ii. Complete the indicated steps.
 - b. On the CurricUNET home page, click on "Track - My Approvals".
 - i. Select role (*Originator*) from the look-up table and then hit the "next" button.
 - ii. Select the "WR" icon to review the word report version of the course outline.
 - iii. Summarize the key revisions made in the "comment" section.
 - iv. Click on the "action" button.
 - v. Select an "action" from the look-up table (originate course) and click "save".
5. To track the progress of your course through the approval process, go to the CurriUNET home page and select "Track - All Proposals". Find your course and click on "check status".
6. To send the course along the approval path after revisions have been made in response to feedback from a person who has reviewed the course complete steps in 3 b (as stated above).

Select "VS" to view the Visual Screen of the Curricunet approval process. When a step is completed, it will be colored. You will only be able to open this screen if IS has installed "flash" on your computer. If needed, place a requisition to IS to complete the "flash" installation. This step is optional.