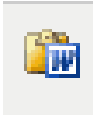


## Ohlone College Program Review Getting Started in CurricUNET

<p><b>CurricUNET Program Review</b></p>	<p><b>Link:</b> <a href="http://www.curricunet.com/ohlone_reviews/">http://www.curricunet.com/ohlone_reviews/</a></p> <p><b>Recommended Browsers:</b>  <b>PC:</b> Internet Explorer, Firefox, Safari. (Governet recommends Firefox)  <b>Mac:</b> Safari. (Governet recommends that Firefox is NOT used for the Mac, because it will not render PDFs)</p>
<p><b>User Name and Password</b></p>	<p>If you have access to the regular CurricUNET program (Curriculum Module):</p> <ul style="list-style-type: none"> <li>• Use the same user name and password.</li> </ul> <p>If you are new to CurricUNET:</p> <ul style="list-style-type: none"> <li>• The user name is the same as your Ohlone username:</li> <li>• First initial, last name.</li> <li>• The password is “password”. Once you log into the system, change your password by going to “Prefs – Personal Info”.</li> </ul> <p>If you can’t get in, contact Deb Parziale.</p>
<p><b>Icons</b></p>	<p><b>Pencil Icon:</b> Edit - for making revisions to your program review.  <b>WR Icon:</b> For viewing the program review as a “Word Report” (WR). This is actually a PDF file.  <b>Scissor Icon:</b> Delete - Use Carefully!  *: Required Field.  <b>S:</b> Spell Check  <b>?:</b> Help Box</p>
<p><b>Help Boxes</b></p>	<p><b>Help:</b> Click on “More” for information on how to complete each section.  <b>“?”:</b> Click on “?” for help related to each field box.</p>
<p><b>Getting Started</b></p>	<p><b>Program Reviews:</b> Once you have accessed the Program Review Module, click on “<i>Build Program Reviews.</i>” Then select either “<i>Create New Program Review</i>” or the program you wish to <i>edit</i> from the list that is displayed.  <b>Program Lists:</b> The list displayed is in alphabetical order <i>first</i> according to area (Administrative Services, Instruction/Disciplines, Instructional Services, Student Development, and President’s Office) and <i>then</i> according to program/department name.  <b>Originator/Co-contributors:</b> The “Originator” will add department members who want to make edits within CurricUNET as “Co-contributors.” The</p>

	<p>“Originator” or “Primary Writer” can be changed.</p>
<p><b>Save/Add/Finish</b></p>	<p><b>Save/Add:</b> <i>Always</i> use the “save” or “add” button to maintain all information entered. If you don’t, your work will be lost.</p> <p><b>Finish:</b> Use the “finish” button when you have completely entered all information on a page. Upon selection of “finish”, a check mark will be entered in the “Review Checklist” on the right side of the CurricUNET page. When all checklist areas have check marks, the “Audit” tab will appear and the Program Review is ready to enter the Approval Process.</p>
<p><b>Text Fields</b></p>	<p>Each “Text Field” has editing capabilities.</p> <ul style="list-style-type: none"> <li>The Text Editor has a feature that allows you to copy information from word into the text editor and then insert into CurricUNET. The icon has a W placed over a clipboard. Select this icon, click on the window, paste your word information in the text box, and select insert. This will allow a smooth transition from your word document into CurricUNET.</li> </ul> 
<p><b>Copy/Paste Issues</b></p> <p><b>Word</b></p> <p><b>PDF</b></p>	<p><b>To relieve formatting issues when copying from Word:</b></p> <ul style="list-style-type: none"> <li>The copy and paste feature from a word document to the CurricUNET data base creates a formatting issue in the WR. (HTML coding issue) <ul style="list-style-type: none"> <li>One method to relieve formatting issues when using a PC: <ul style="list-style-type: none"> <li>Copy from word document into “Notepad.” (Notepad is located by clicking on start menu, programs, accessories, and notepad.</li> <li>Save (This deletes HTML code)</li> <li>Copy from Notepad and paste into CurricUNET.</li> </ul> </li> <li>One method to relieve formatting issues when using a MAC, copy into Text Edit, Save, and then copy into CurricUNET.</li> </ul> </li> </ul> <p><b>How to Copy ‘Parts’ of a PDF File:</b></p> <p><b>PC:</b></p> <ul style="list-style-type: none"> <li>Save PDF to Desktop</li> <li>Open at 100% (with Adobe Reader)</li> <li>Go to ‘Tools’ – Select ‘Basic’ (or Select &amp; Zoom) – Select ‘Snapshot’</li> <li>Highlight section to be copied</li> <li>Save to clipboard</li> <li>Open word document and save.</li> </ul>

	<p><b>MAC</b></p> <ul style="list-style-type: none"> <li>• Hold down shift, command and 4 to highlight and make selection.</li> <li>• Let loose mouse button and a picture will be automatically saved to the desktop.</li> <li>• If you want to select an entire window, hold shift, command and 4, and then hit space bar to highlight the entire window. Press the mouse button to take a picture.</li> <li>• Selections will be automatically labeled as a screen shot – you may rename the selection.</li> </ul> <p>The word document can then be uploaded to CurricUNET as an attachment.</p>
<p><b>Attachments</b></p>	<ul style="list-style-type: none"> <li>• Use this option to attach any additional information to support your program review.</li> <li>• Many types of files can be attached including word, excel, power point, PDF, video, pictures.</li> <li>• Attach PDF files if attachment should not be modified by the viewer.</li> <li>• Add large tables to report as an attachment. Large tables will not fit within the module.</li> <li>• Attachments may be reordered using the drop and drag feature. Select the attachment to be moved and drag it to new location.</li> </ul>
<p><b>Approval Process Launch Process</b></p>	<p><b>Originator:</b></p> <ul style="list-style-type: none"> <li>• Complete all sections/pages of the program review. Select “Finish” at the bottom of each page to display a “check mark” in the “Review Checklist”.</li> <li>• You need to select “Finish” for all areas listed in the Review Checklist, even pages that are optional, e.g. Outside Review (for Instructional Areas) to display the check mark.</li> <li>• When all pages are completed, a green “Audit” Button will appear on the left side of the page. Click on the “Audit” button. You will receive the following message: “Your proposal is complete and the audit was successful. Now follow the link to “My Approvals”, select “Originator” role, and approve the first step of the approval. Approving this first step will notify the next positions/steps.”</li> <li>• Click on “My Approvals”</li> <li>• Select role: “Originator”</li> <li>• Select “Next”</li> </ul>

	<ul style="list-style-type: none"> <li>• Your program review will appear on a list.</li> <li>• Select “Action” and then select “Launch” and “Save”</li> <li>• Now your program has been launched into the Approval Process.</li> </ul> <p><b>Tracking your Proposal:</b></p> <ul style="list-style-type: none"> <li>• Go to the home page and click on track “My Proposals”. Click on “Check Status” next to your proposal and view comments.</li> </ul> <p><b>Dean/Director Review:</b></p> <ul style="list-style-type: none"> <li>• Log in and go to Track - My Approvals".</li> <li>• Select "Dean/Director" role and select "Next".</li> <li>• Select the “WR” icon to read the review report.</li> <li>• Select "Action" button next to the program.</li> <li>• Select “Revisions Needed” and write a comment about the revisions you would like to see in this review; <i>OR</i></li> <li>• Select "Approve" for action and hit save</li> </ul> <p>Once you have approved the review, an email will be automatically sent to the Vice President or President for review and approval.</p> <p><b>Vice President/President Review</b></p> <ul style="list-style-type: none"> <li>• Log in and go to Track - My Approvals".</li> <li>• Select correct role and select "Next".</li> <li>• Select the “WR” icon to read the review report.</li> <li>• Select "Action" button next to the program.</li> <li>• Select “Revisions Needed” and write a comment about the revisions you would like to see in this review; <i>OR</i></li> <li>• Select "Approve" for action and hit save</li> </ul> <p>Once this approval process has been completed, the Program Review is locked and no further revisions can be made.</p> <p>The review can then be copied, so edits can be made for the next review.</p>
<b>Personal Help!</b>	<p>Contact Deb Parziale:</p> <ul style="list-style-type: none"> <li>• <a href="mailto:dparziale@ohlone.edu">dparziale@ohlone.edu</a> 510-659-6026</li> </ul>

Possible issues:

1. **Loss of Data:** Some folks have reported loss of information put in CurricUNET. We have found that this can be caused by two reason:
  - a. Time-Out: One person worked on a section over a 4 hour period with long breaks to answer phone calls, talk with students etc. The work was not saved during that time. If CurricUNET sits

- idle it will log you out in about 20 minutes. I will work with the Programmers to extend this time. Remember to SAVE your work every 10 minutes to avoid a loss.
- b. If two people are working on the same page of the same review on two different computers. Be careful! Who ever hits save will save what is written on their page and the other info could be lost
  - c. Save and Finish should both save the content with one exception.....If you click on "Finish" and you get the message that you need to complete an area before the page is finished then the page will not be saved. You will need to click on save to save that content. If you find something other that this happens, let me know right away so it can be corrected.