**CurricUNET/SAC: Users Guide Course Revision**

Logging on:

1. Log onto the internet using; Internet Explorer, Firefox, Safari or Chrome for PC and Firefox, Safari or Chrome for MAC.
2. Go to: [www.curricunet.com/sac](http://www.curricunet.com/sac).
3. Enter your login information: lowercase.

a. Username; last name\_first name.

b. Password; last name1.

 4. Click on **OK**.

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Course Revision:

1. On the left side of the screen you will see a list of tools.
2. Under the heading “**Build**” click on “**Courses**”.
3. You will see two (2) choices:
4. Course Revision: Changing or modifying an existing course.
5. Create Course: Create a New Course.
6. Since you are “**revising**” a course, click on “**Course Revision**”.
7. You will see the “**Course Search**” screen.
8. Status: A bullet should appear in either ALL or ACTIVE.
9. Discipline: From the pull down menu choose your **department**.
10. Course Number: You can enter the course number you wish to revise or leave blank.
11. Course Title – You can enter the course title you wish to revise or leave blank.
12. Click on **OK**.
13. You will see the “**Course Search Results**”screen.
14. You will see either the single course you searched for or all the courses in that department.
15. You will see two (2) icons on the left side under “actions”;
16. WR: Course Outline Report, the actual outline.
17. 2 sheets of paper: Copy the original.
18. You will be using the **2 sheets of paper (copy icon)** to revise this course.
19. Click on the **2 sheets of paper** (copy icon).
20. You will see the “**Course Update Screen**”.
21. The course information will automatically appear.
22. Proposal Type: From the pull down menu you will choose “**Revised Course Proposal”**.
23. Click on **NEXT**.
24.
25. You will see the “**Course Update Screen**” with a **rationale text box**.
26. “**Quadrennial Revision**” can be entered into this textbox.
27. Click on **OK**.
28. You will see the “**Course Construction Main Menu**”.
29. It contains the course number, title, short title and co-contributor.
30. If you’d like a Co-Contributor, this is the time to add one. (If you do not want a co-contributor skip to # 20.)
31. In the “**Course Construction Main Menu**”
32. Click on “**Add a Co-Contributor(s)”**.
33. You will see the “**Co-Contributor Screen.**” Here you will choose a Co-Contributor(s) from a pull down menu. You will also choose what areas in the Co-Contributor will be able to access.
34. On the right side of the screen you see the “**Course Check List**”. These are the pages of the course outline you will be revising.

a. If this is the first time the course has been revised in curricUNET (conversion was July 2010), you should look at all the pages.

b. If you are revising a course that has already been through curricUNET, you may not need to revise all the pages.

c. Click on the **page** you wish to revise from the “**Course Check List**” on the right side of the screen.

d. When making your revisions donot strike through or underline.

e. You should delete words, sentences, and numbers that are no longer part of the content.

f. You can cut & paste from an existing word document.
g. If you are missing any required information when you “save” the page, a message will appear in red either at the location or top of the page.

1. When you have finished your revision on that entire page, you have two choices; **Save** or **Finish**.

a. **Save**: Saves the information you entered and allows you to continue the revision at another time.

b. **Finish:** Saves the information you entered and completes (locks) that page. You can always go back later to “**unlock**” and edit, then “**finish**” again.

c. **Finish** also activates a summary text box at the top of the page that confirms you have completed all necessary information for that page.

d. As each page is “**Finished**”, a green check mark will appear on the “**Course Check List**” in the corresponding box(es). Indicating that page is complete.

1. The **SUBMIT** button will appear on the left side of the screen.
2. Click on **SUBMIT** only when you are absolutely sure you have completed your entire course revision and it is ready to go to the next level.
3. Your revised course outline has entered the approval process and moved forward to your department chairs’ queue.
4. **IMPORTANT NOTE**: Please email any changes to: Budget Code, Classification Code, Transfer Code, Method of Instruction Code, SAM Code, or Tops Code to your curriculum secretary.

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