

CurricUNET
New Course Development Process
Quick Reference Sheet for entering the system and getting started

1. Click on <http://www.curricunet.com/saddleback> to enter the CurricUNET site.

2. Enter your **LOGIN** information:

M. MILLER > your User Name is _____
changeme > your Password is _____

(Your password is set to "changeme"
until you login and create a new password)

(User Name and Password are case sensitive.)

Click on **OK**.

3. Left-hand column

> **Create**

> **Courses**

(new screen)

> [Build] New Course

4. **Create Course**

- Complete the data fields as they are presented
- Click on ? for **HELP** (some, but not all, are activated)
- When completed, this information becomes the **Course Construction Main Menu**

5. **Course Checklist** (column on the right side)

- Complete the data fields as they are presented
- Click on ? for **HELP** (some, but not all, are activated)
- As each item on the checklist is completed, a check will appear in the box and title will be highlighted.

6. Buttons at the bottom of each item workpage:

- **SAVE** saves information, but keeps the page open for information
- **FINISH** saves information and completes that section. **FINISH** activates a summary text box that confirms you have completed all necessary information for that page. You can always go back later to "unlock" and edit.
- **CANCEL** erases all data entered and sends you back to the blank page

Note: the system does not save automatically when leaving a page.

7. When you have finished every item on the Course Checklist, you have entered all of the necessary information for the Course Outline. By clicking **AUDIT** in the left column, a text box will appear in the upper middle of the page, either confirming the entire Course Checklist as complete or listing items that remain incomplete.

8. Under **EDIT COURSE** in the left column, you can view various reports

- **CO** icon: Course Outline
- **CI** icon: Impact on other courses and programs
- **CC** icon: For a proposal that is a revision of an existing course or program, this shows proposed changes