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:
   - User Name is _________________
   - Password is _________________
   (User Name and Password are case sensitive.)
   (Your password is set to "changeme" until you login and create a new password)
   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