QUICK GUIDE TO USING CURRICUNET

- **Log On**:
  - Go to: http://www.curricunet.com/laspositas/
  - Log on with username (first initial and last name) and password
    - Please contact Madeline Wiest for access information
- **How to Create a New Course:**
  - On the left navigation under "Build" select "Courses"
  - Select "Create Course"
  - Fill in "Create New Course" information and select "OK"
  - Complete Course Checklist: All sections of the checklist on the right hand side must be selected and "Finished"
  - Select the help buttons in throughout the course checklist for helpful hints
  - Once completed select the "Submit" button that has appeared on the left hand side
  - **PLEASE NOTE:** CurricUNET is not designed to have text copied and pasted into the system accurately. Please type information directly in CurricUNET
- **How to Revise or Deactivate a Course:**
  - On the left navigation under "Build" select "Courses"
  - Select "Course Modification"
  - Find the course you would like to modify using the "Course Search"
  - Next to the course select the copy icon (**Note: Active Courses are in Red**)
  - Select the correct "Proposal Type". "Shared" course proposal types indicate that the course descriptor and number are shared with Chabot. *(Note: Please do not select Administrative Course Revision)*
  - On the "Course Review Proposal" select "OK"→ Course will then Copied
  - Complete Course Checklist: All sections of the checklist must be "Finished"
  - Select the help buttons in throughout the course checklist for helpful hints
  - Once completed select the "Submit" button that has appeared on the left hand side
  - **PLEASE NOTE:** CurricUNET is not designed to have text copied and pasted into the system accurately. Please type information directly in CurricUNET
- **How to find a Unfinished Course Proposal**
  - On the left navigation under "Build" select "Courses"
  - Under "My Courses" select the pencil icon next the unfinished course proposal
  - Complete Course Checklist: All sections of the checklist must be on the right hand side must be selected and "Finished"
  - Once completed select the "Submit" button that has appeared on the left hand side
- **CurricUNET Email Message Received: Proposal Revision Requested**
  - On the left navigation under "Track" select "My Approvals"
  - Select Role "Course Author"
  - Select the comments button to see requested revisions
  - Select the pencil icon to make any needed changes
  - Once completed on the left navigation under "Track" select "My Approvals"
  - Select Role "Course Author", Select "Action" next the course
  - Use the common box to describe any changes made
  - Select under action either "Requested Changes Made" or "Pre-Launch" and SAVE