CURRICUNET DIRECTIONS
HTTP://WWW.CURRICUNET.COM/LASPOSITAS/

Building Courses & Programs

CREATE A NEW COURSE OR PROGRAM

- On the left navigation under "Build" select "Courses" or "Programs"
- Select "Create Course" or "Create Program"
- Fill in "Create New Course" or "Create Program Course" information and select "OK"
- Complete Checklist: All sections of the checklist on the right hand side must be selected and "Finished"
  - Select the help buttons in throughout the 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

REVISE A EXISTING COURSE OR PROGRAM

- On the left navigation under "Build" select "Courses" or "Programs"
- Select "Course Modification" or "Program Modification"
- Find the course or program you would like to modify using the search
- Next to the course or program select the copy icon (Note: Red = Active)
- Select the correct "Proposal Type"
- For Courses Only: On the "Course Review Proposal" select "OK"
- Complete 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
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HOW TO DEACTIVATE A COURSE

- On the left navigation under "Build" select "Courses"
- Select "Course Modification"
- Find the course you would like to deactivate using the "Course Search"
- Next to the course select the copy icon (Note: Active Courses are in Red)
- Select the correct Course Deactivation "Proposal Type"
- On the "Course Review Proposal" select "OK"
- Finish the first page of the Course Checklist
- Once completed select the "Submit" button that has appeared on the left hand side

Course or Program Proposal In Progress

FIND A UNFINISHED COURSE OR PROGRAM PROPOSAL

- On the left navigation under "Build" select "Courses" or "Programs"
- Under "My Courses" or "My Programs" select the pencil icon next the unfinished proposal
- Complete 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

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 proposal
- Use the comment box to describe any changes made
- Select under action either "Requested Changes Made" or "Pre-Launch" and SAVE

Need Assistance?

Contact Madeline Wiest, Curriculum & SLO Specialist

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