CurricUNET FAQ’s

- **What is CurricUNET?**
  - CurricUNET is our online curriculum management software. This is a sustainable system that has replaced our paper process for development of courses.

- **How do I find CurricUNET?**
  - [www.curricunet.com/butte](http://www.curricunet.com/butte)

- **How do I log in?**
  - Enter your user name and password
    - User name is same as email: Last name plus first two letters of first name
    - Password starts as “changeme” which is supposed to prompt you to change it!
    - Click OK
    - If you are successful, the log in area will change to “Welcome, your first name”
    - If you do not have an account, contact Heather Rau 895-2462

- **How do I change my password?**
  - Log in
  - Under “Prefs” click on “Personal Info”
  - Type in your desired password into both “Password” and “Password confirm” fields
  - Click OK

- **What do I do if I forgot my password?**
  - Contact Heather Rau 895-2462

- **Icon Legend**
  - ![Course Outline Report](image)
    - This is the course outline of record
  - ![Course Changes Report](image)
    - This shows the changes you have made (red strike through is deleted info; green highlight is added info; black text hasn’t changed)
  - ![Copy (double paper icon)](image)
    - Click to create a course modifications and deletions
  - ![Edit](image)
    - In a modification use the pencil to access the data fields after clicking the double paper icon
    - In an active course, use the pencil to view the data fields in a course
  - ![Remove/Delete](image)
    - Deletes information
  - ![Comprehensive Course Report](image)
    - Shows all information on the outline and misc. fields together in one document
  - ![All Fields Report](image)
    - Shows all information on the outline and misc. fields together in one document

- **How do I create a new course?**
  - Under “Build” click on “Courses”
  - Click on “Create Course”
    - If you do not have the appropriate access of subjects contact Heather 895-2462
  - Complete the data fields as they are presented
- Click on '?' for HELP (some, but not all, are populated)
- Complete all the form fields (check marks will appear in the boxes as they are completed)
- Make sure you fill out the new course documentation (Course Need, Quality, Compliance, and Resource Feasibility) as well as all course outline components (otherwise your course will be returned to you)
- Click on WR icon to see the course outline at any time during the building process
- Click “submit” when you are finished with the process (you will be prompted to start the approval process – see below for help)

**How do I modify an existing course?**
- Under “Build” click on “Courses”
- Click on “Course Update/Modify”
- Pick the course you wish to modify, **click the double paper icon to start**
- Complete the data fields as they are presented
- Click on '?' for HELP (some, but not all, are populated)
- Complete all the form fields (check marks will appear in the boxes as they are completed)
- Click on WR icon to see the course outline at any time during the building process
- Click on CC icon to see a comparison between the old and new outlines
- Click “submit” when you are finished with the process (you will be prompted to start the approval process – see below for help)

**How do I start the approval process?**
- After you submit the course, take action as the initiator to start the approval process
- Under “Track” click on “My Approvals”, click NEXT
- Take action (launch) your course and click OK

**How do I know where my course is in the approval process?**
- Under “Track” click on “My Proposals”
- Click “Check Status”

**How do I make changes after I launch my course?**
- You can’t. You can only make changes if your course is returned to you by one of the steps in the approval process.

**How does the approval process work?**
- After you take action as the initiator, the course will work itself through a series of approval steps (chair, Academic Senate, SLO Coordinator, Dean, Tech Review, Curriculum Committee, Board, etc). The approver at each step is notified via email that they have an item in their queue. They will take action by moving it along, or sending it back to you with suggested changes. Each time it is sent back to you, you will need to log in, make changes (if desired) and take action again.

**How do I add a prerequisite?**
- First you must add an entrance skill
- Click on Entrance Skills – write an entrance skill, an entrance skill is what is the main point that the student learns from the prerequisite course that makes them successful in this course.
- Click add, now click on match objective, select the course that the entrance skills goes to (ex. ENGL 2), now check the objectives that make the students meet the entrance skill.
- You will need to write an entrance skill for each prerequisite that you want to add or change for this course outline.
Once entrance skills have been written now click on requisites, select a requisite type, click add, now select a type of requisite, now select your course number and title – these come from your entrance skills. The non course box if for a prerequisite that is not a course (ex. Age 17), add a condition if needed.

- **How do I add General Education to my course?**
  - You must modify your course to choose this option (see above)
  - Fill out the “General Ed” category (make sure to answer all questions)
  - All check boxes on all components of the course must be checked (even though you may not be changing any of the information) to get the submit button.

- **How do I add Distance Learning to my course?**
  - Under “Build” click on “Courses”
  - Click on “Course Update/Modify” (for new courses – you must create the course before you can add DE to it)
  - Pick the course you wish to modify
  - Click on the DE – Click on New DE proposal or Modify DE Proposal on the left side.
  - New DE Proposal – complete the form and answer the questions, click save when you are done, then go back to the bottom and click on the finish button. If you are completed you can click on the Audit button on the left side. Then follow the instruction to launch the DE proposal through the approval process.
  - Modify DE Proposal – **Click on Modify DE Proposal**

- **If I am modifying a course, do I have to enter information from the existing course outline?**
  - No. Information from the existing course outline has been auto-filled for you.

- **Do I have to fill in all parts of the “Course Checklist” or only the items I want updated?**
  - Yes, you must complete the entire course checklist before the system will allow you to submit your proposal.

- **Will CurricUNET create a mark-up version that shows all of the revisions I’m making?**
  - Yes, all revisions will be shown using the CC (course comparison) tool; strikethrough red colored ink will mark the deletions; highlighted green will show the additions.

- **What do the buttons at the bottom of each page do?**
  - SAVE saves information, but keeps the page open for information.
  - FINISH saves information and completes that section. You can always go back and unlock to edit finished data.
  - CANCEL erases all data entered and sends you back to the blank page.

- **For additional help:** Email: rauhe@butte.edu or phone: 895-2462