Washtenaw Community College

**CHANGE or REVIEW COURSES**

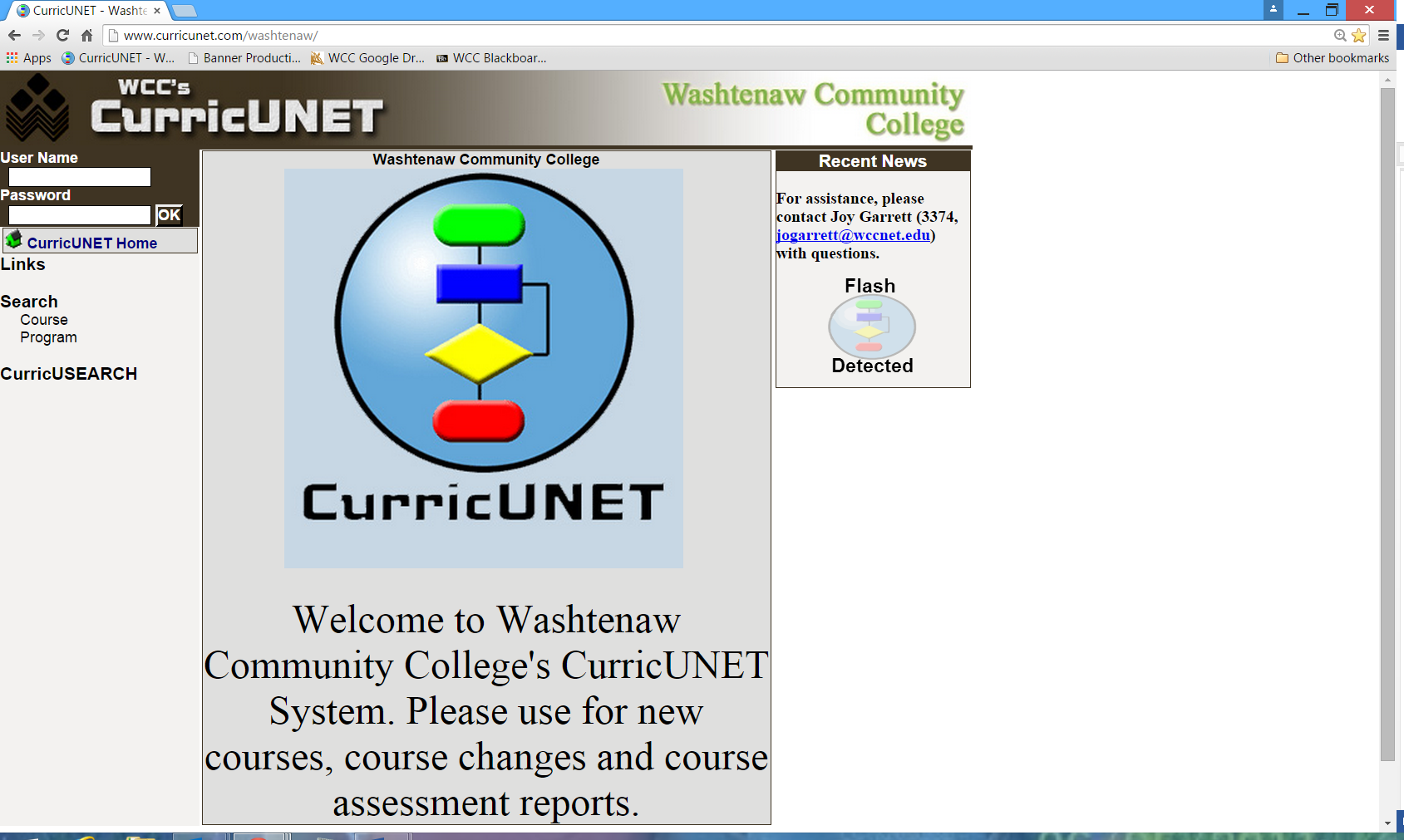
CurricUNET Training

Revised July, 2015

Welcome to Washtenaw Community College’s CurricUNET system. In this document, we will explain how the system will be used to revise a master syllabus.

**Sign on to CurricUNET.**

1. Open a web browser.
2. Type [www.curricunet.com/washtenaw](http://www.curricunet.com/washtenaw) to bring up the WCC CurricUNET homepage.
3. Type in your **User Name** (same as your WCC net id) and **Password**.
4. Click **OK**



**Main Menu Bar**

|  |  |
| --- | --- |
|  | **Log Out** – Logs you out of CurricUNET.  **CurricUNET Home** – The     CurricUNET Home button takes you to the Home Page, main menu, of CurricUNET. This page provides an entry point into the system.  **Courses** – You may build a new course, update an existing course or inactive a course.  **Programs** – This is a future feature to be implemented at a later date.  **Assessment Reports** – Create or edit an assessment report.  **Submitted Work** – You may see your submitted work or college-wide submitted work.  **Approvals** – Area where you can track your approvals and proposals.  **Prefs** – Edit your personal information.  **Help** – The Help area contains important contact information and the CurricUNET User Guide and training videos.  **Search** – The Search area is where all WCC course searches are conducted.  The **CurricUSEARCH** area allows you to search for course outlines at other nationwide campuses that utilize CurricUNET. |

**Explanation of Symbols**

|  |
| --- |
| **Legend** |
| **Spell Check Help Help**  **Copy Copy Edit Edit Remove/Delete Delete Move Up Move Item Up Move Down Move Item Down \* Indicates Required Field**  **Course Impact Course Impact Report  Course Outline Course Outline Report  Course Changes Course Changes Report**  **Syllabus Course Syllabus** |



**Spell Check** – Located in most boxes requiring you to enter information, click this symbol in the body of the screen to initiate spell checking.

**HelpHelp** – Click this symbol to read additional information about the section or task being completed.

**EditEdit** – Click this symbol to edit the listed item.

**Remove/DeleteDelete** – Click this symbol to delete the listed item. The system will ask you to confirm that you want to delete the item. **If you confirm, it is permanently deleted and cannot be retrieved.**

**Move UpMove Item Up  
Move DownMove Item Down** – Use these arrows to move an item up or down in a listing.

**\* Indicates Required Field** – You will not be able to save your data or move on to the next area unless you fill in all required fields.

** CopyCopy** – Click this symbol to copy the listed item and begin to edit the course. A new version of the master syllabus is created for your use.

** Course OutlineCourse Outline Report** – Click this symbol to view the CurricUNET version of the WCC Master Syllabus.

** Course ChangesCourse Changes Report** – Click this symbol to view the Course Changes Report.

**Course ImpactCourse Impact Report** – Click this symbol to view the Course Impact Report.

Syllabus **Course Syllabus** – Click this symbol to view the Course Syllabus.

 Add – Adds an item and allows to to add a second item without close the current screen.

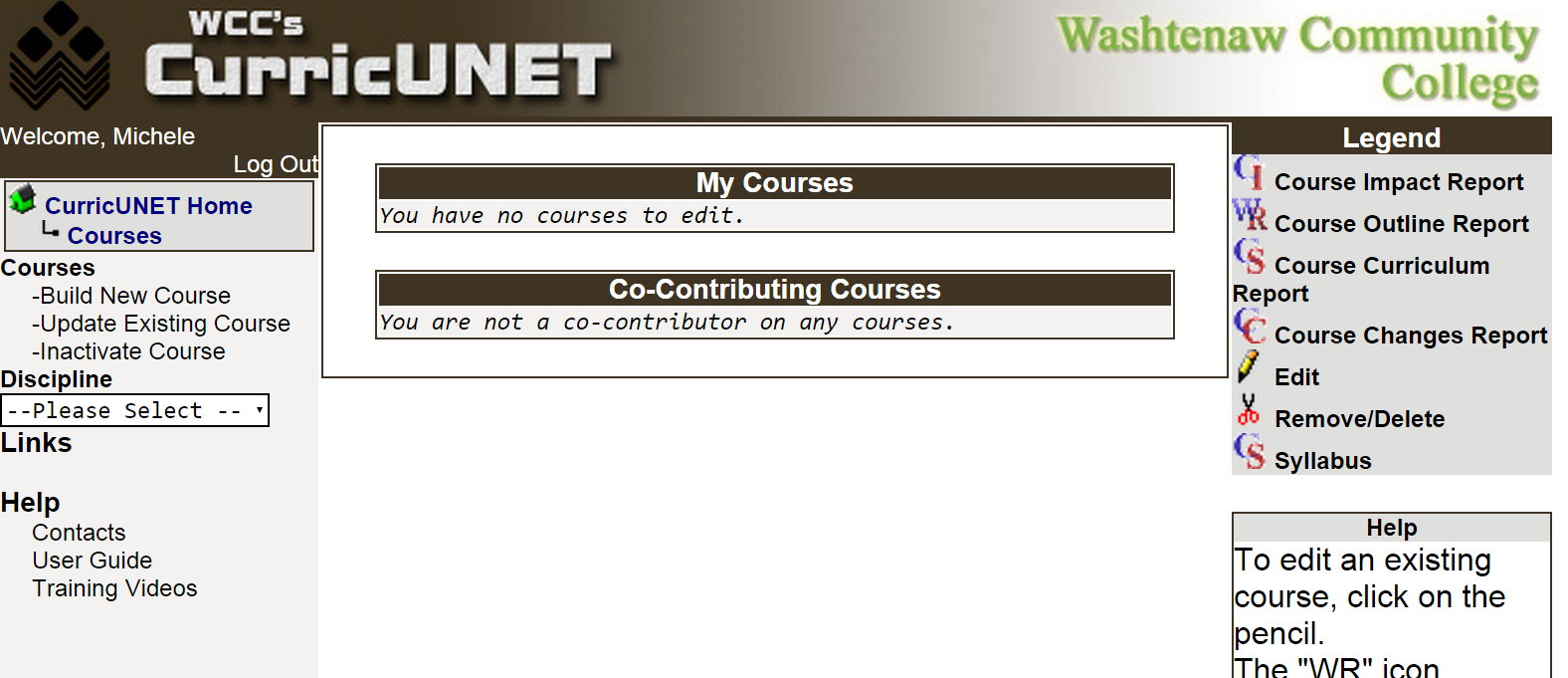
 Save – Saves your work without closing the current screen.

 Finish – Closes the current screen and completes the current section.

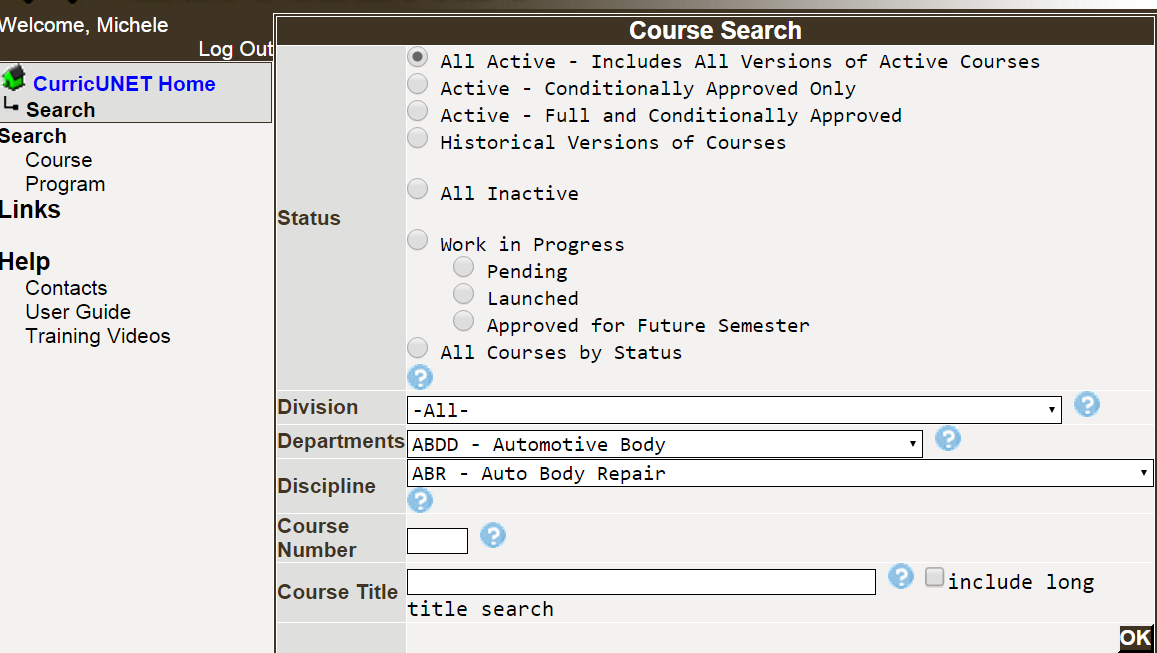
 Unlock – Allows you to edit the previously finished/saved section.

**Change/Revise a Current Course**

1. Click on **Courses** from the main menu to access the Course Submenu.
2. In this example, select **Update Existing Course** from the Course Submenu. Below are the actions that you may perform in the Course Submenu:
3. **Build New Course** (see New Course Submission Training Manual)
4. **Update Existing Course** – this includes a 3-year review or course change
5. **Inactivate Course** – Change a course that is not currently in use to an inactive status. Courses can be reactivated using a process similar to update existing course.

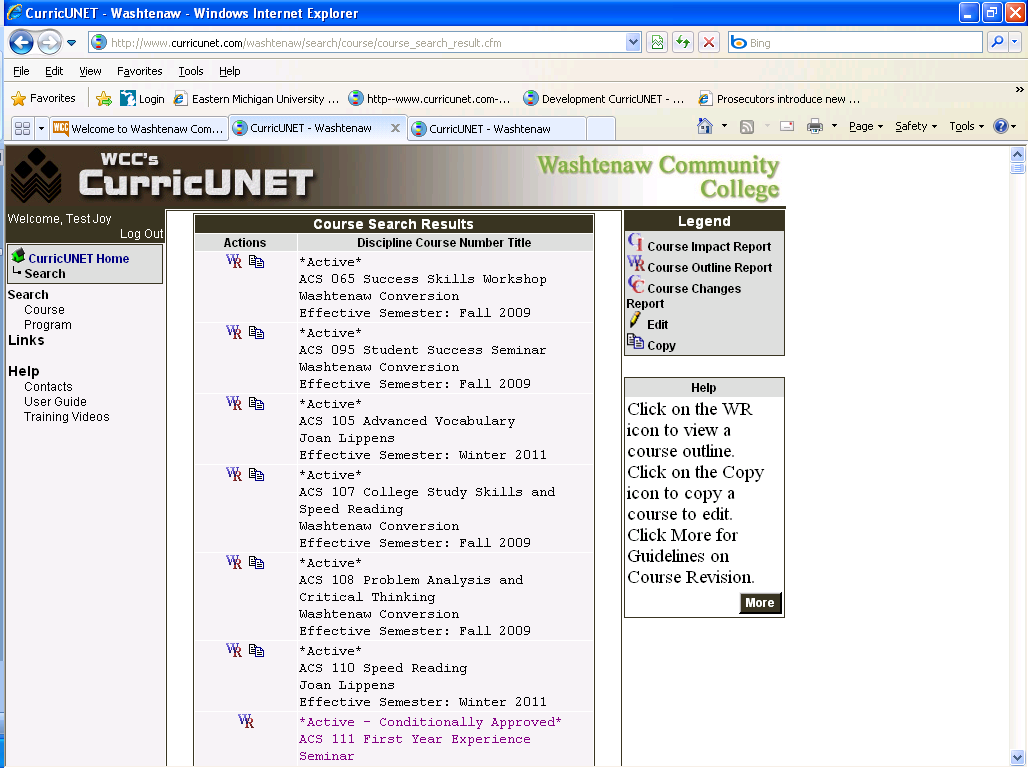


1. Select the appropriate **Discipline** from the dropdown boxes.
2. Once the discipline has been selected, click **OK**.



**Copy the Course to be Changed/Revised**

1. Copy the Course you wish to update, inactive, change or revise by clicking on the Copy  Copy icon.

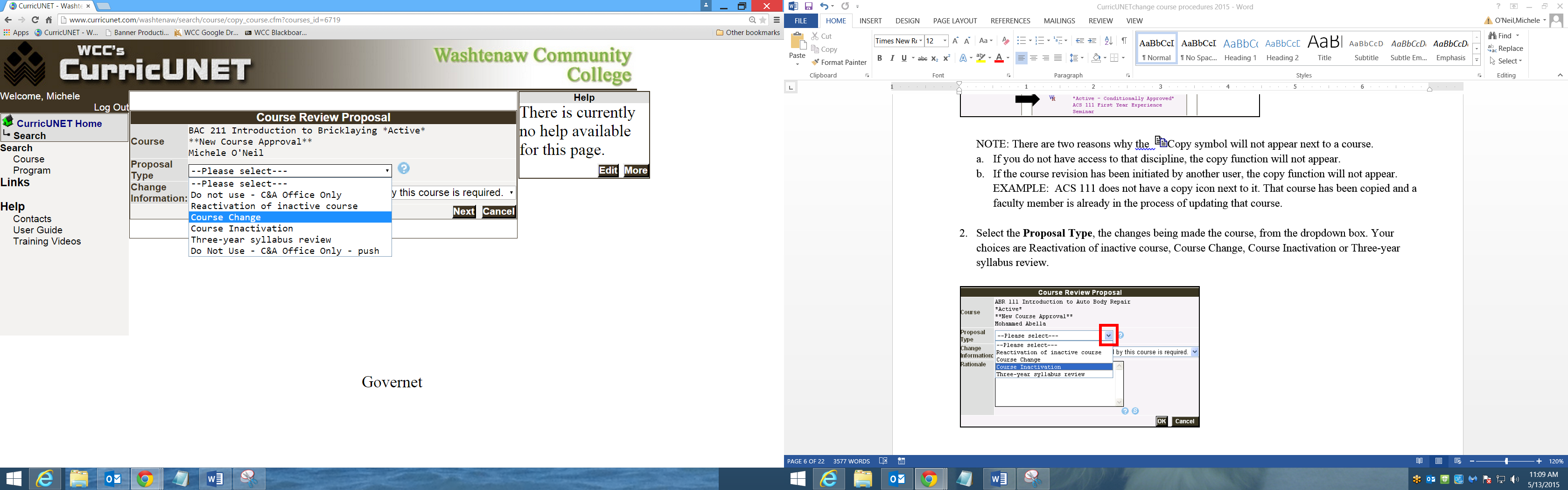


NOTE: There are two reasons why the  CopyCopy symbol will not appear next to a course.

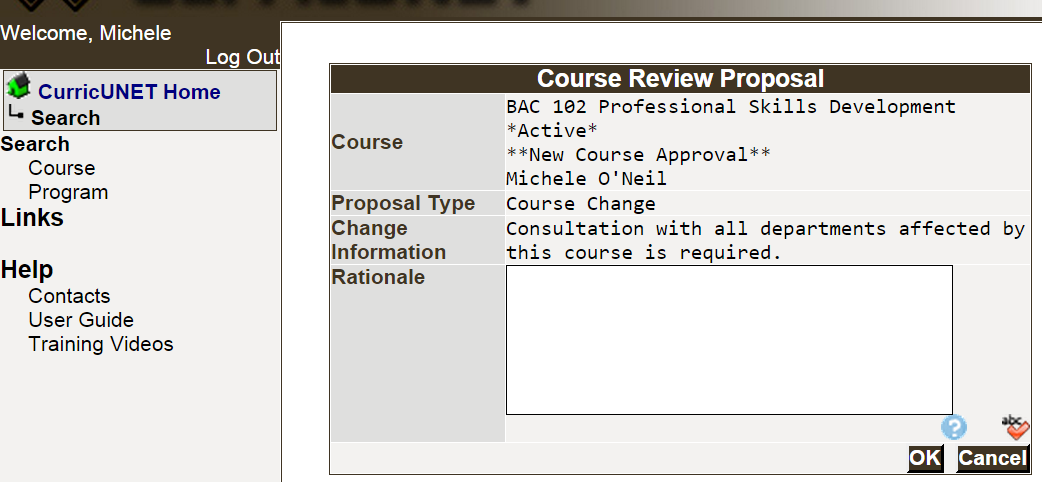
* 1. If you do not have access to that discipline, the copy function will not appear.
  2. If the course revision has been initiated by another user, the copy function will not appear.

EXAMPLE: ACS 111 does not have a copy icon next to it. That course has been copied and a faculty member is already in the process of updating that course.

1. Select the **Proposal Type**, the changes being made the course, from the dropdown box. Your choices are Reactivation of inactive course, Course Change, Course Inactivation or Three-year syllabus review.
2. Leave the **Change Information** with the default information. These values will be updated by the Office of Curriculum and Assessment.
3. Click **Next**.



1. Explain the **Rationale** behind the changes being initiated. Spell check is available by clicking   
    the Spell Check icon.
2. Click **OK**.

1. Because the system is now copying the complete course, you may experience a brief delay. Do not panic.



* 1. If the copy were to fail, you will receive an error message.
  2. Once the course has been successfully copied, the next screen to appear is the **Course Construction Main Menu**.

**Course Construction Main Menu**

On the **Build Course Main Menu**, you can add a co-contributor. This would be an individual that you want to have update access to the new course you are building. You will click on the **Add a Co-Contributor** link, and it will prompt you to select a user name and identify the screens/sections that the individual will be allowed to update. You are not required to add a co-contributor.

**Course Checklist**

Use the Course Checklist on the right side of the Build Course Main Menu to select the next action you wish to take. It is your navigation through the update/revise a course process. You are encouraged to follow this checklist in order. Each time that you **Finish** a section/item in the Course Checklist, a check will appear to indicate that section has been completed. Below is a summary of the required and optional sections:

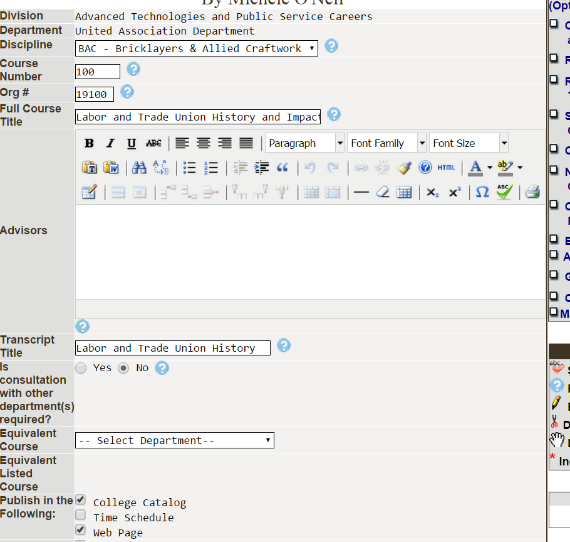
|  |  |
| --- | --- |
| Course Checklist Section/Item | Optional or Required |
| Course Cover | Required |
| Course Credit/Hours | Required |
| College-Level Math | Optional |
| College-Level Reading and Writing | Required |
| Requisites | Optional |
| Request Course Transfer | Optional |
| Student Learning Outcomes | Required |
| Course Objectives | Required |
| New Resources for Course | Optional |
| Course Textbooks/Resources | Optional |
| Equipment/Facilities | Optional |
| Attached Files | Optional |

Begin the Course Cover by clicking on the **Course Cover** link in the Course Checklist. *Hint: Do not click on the checkbox next to the link.*

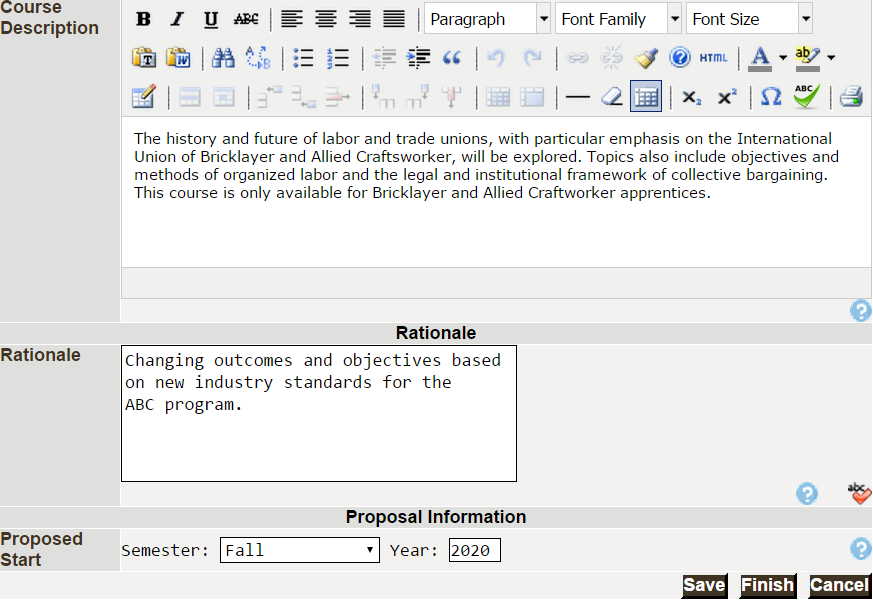


**Edit Course Cover Information**

All information currently stored in the database will appear. You will edit only the information that has changed or was not available to the conversion.

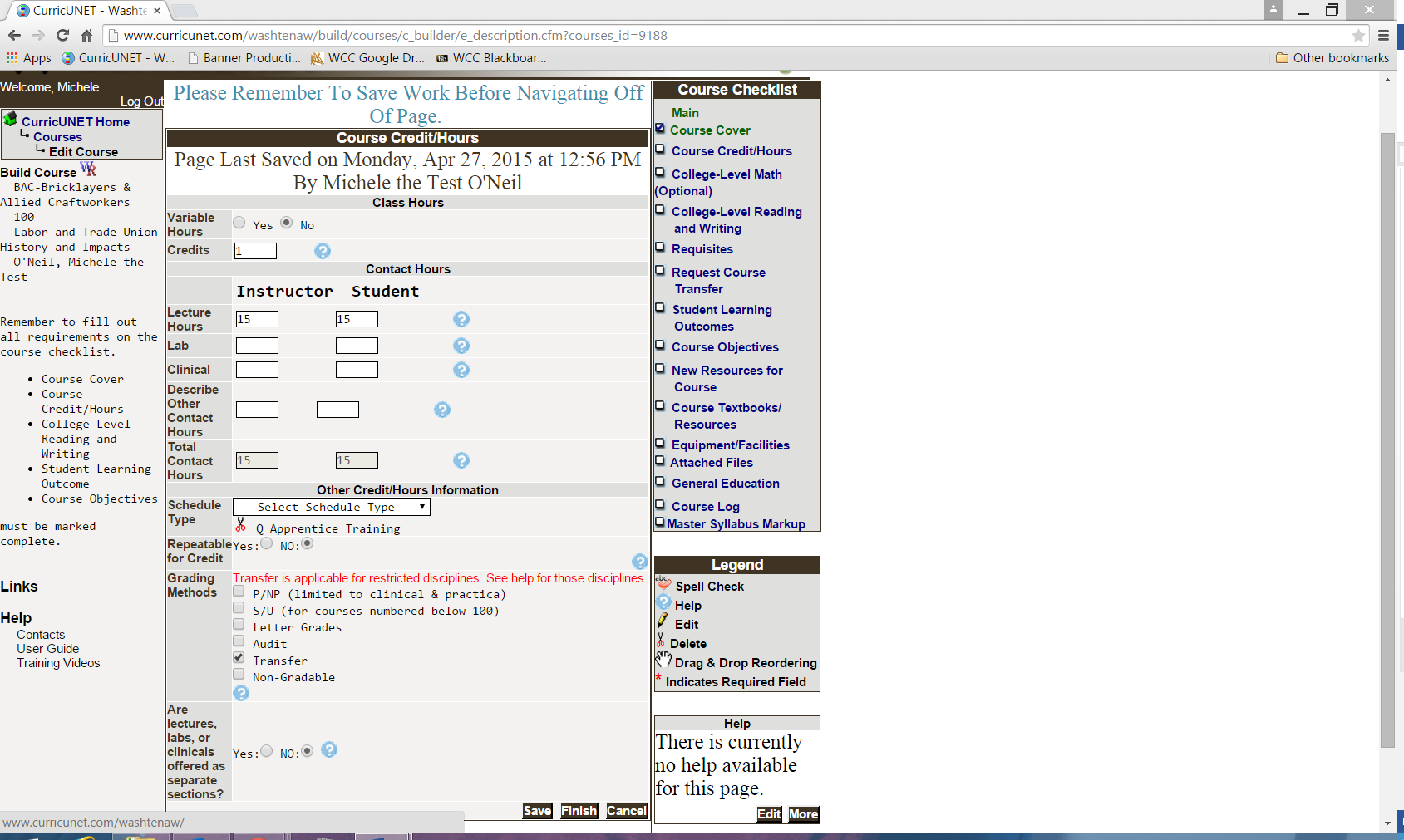
1. OneRevise **Org. #** (Banner Org number). Contact your department chair or dean with questions.
2. TwoRevise the **Full Course Title** and the **Transcript Title** if needed.
3. If there is an **Equivalent Course**, select it from the dropdown box.
4. TwoCheck the appropriate boxes in the **Publish in the Following** if the courseshould be published in the catalog, time schedule or on the web page. Most courses should appear in all three.

FourThree*NOTE: The Curriculum and Assessment Office will input the Reason for Submission and Change Information.*

1. Revise the **Course Description** if needed. Use the **Spell Check** icon to initiate the spell check function.
2. Edit the **Rationale.** Include how the course will fit into an existing program(s) if appropriate. Click on the **Spell Check** icon to initiate the spell checker.
3. Select the **Proposed Start** Semester from the drop down and type the proposed start Year.
4. **Save** before you navigate from this page. When you are satisfied with the information on this page, you should click **Finish.** This will result is a check appearing next to Course Cover in the Course Checklist.
5. SixPrior to launching the course, you will be able to **Unlock** the page to make additional changes or corrections. 

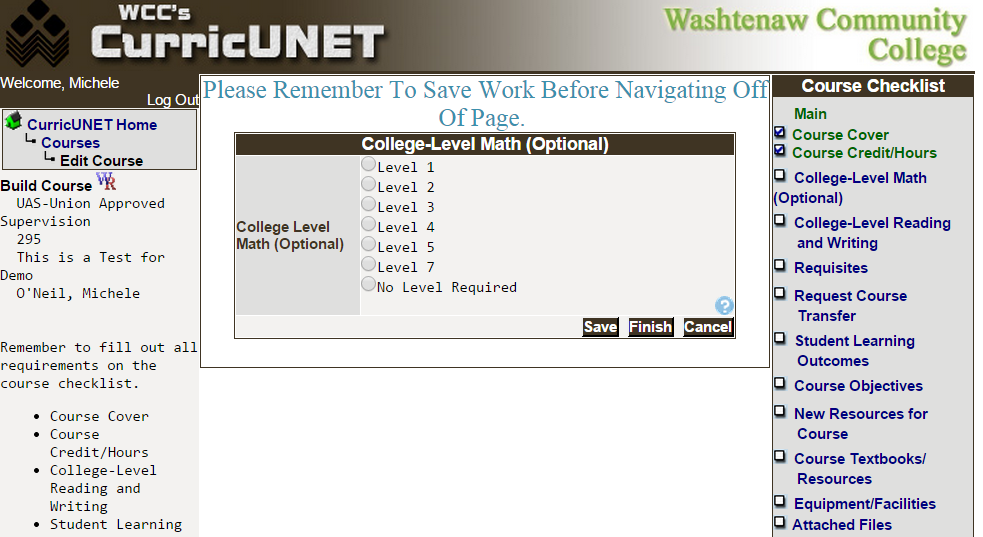
**Edit Credit and Contact Hours and Grading Options**

If the course can be offered for variable credit, please contact the Office of Curriculum and Assessment.

1. The system will default to **No** for **Variable Hours**.
2. Revise the credit hours in **Credits** as needed.
3. Contact Hours for standard (not variable) credit:
   1. Revise the **Contact Hours** as needed for both the student and instructor boxes according to the guidelines below:
      * **Lecture Hours** (generally 1 credit hour = 15 contact hours of lecture)
      * **Lab** hours if used (generally 1 credit hour = 45 contact hours of lab)
      * **Clinical** hours if used
      * For **Describe Other Contact Hours**, type the hours for both the student and the instructor if they do not fall under one of the categories above. A textbox will appear for you to explain the hours.
   2. The **Total Contact Hours** will be calculated by the system. To adjust the total hours, you must change a value in either lecture, lab, clinical or other.
4. Review the **Schedule Type**. A reminder that the **Remove/DeleteDelete** icon permanently removes the option.
5. The default is **NO** for **Repeatable for Credit**. Click YES and a box will appear in which to record the number of times the course can be repeated for credit. A course that can be repeated for credit does not allow students the opportunity to repeat a course for a better grade.
6. Review the **Grading Methods**. Most courses 100 or above are taught for **Letter Grades** and can be audited. Do not use Transfer.
7. Indicate if the lecture and lab are taught in separate sections. The system will default to **NO**.
8. Click on **Save** before you navigate from this page. When you are satisfied with the information on this page, click **Finish**. This will result in a check appearing next to Course Credit/Hours in the Course Checklist. Prior to launching the course, you will be able to **Unlock** the page to make additional changes.

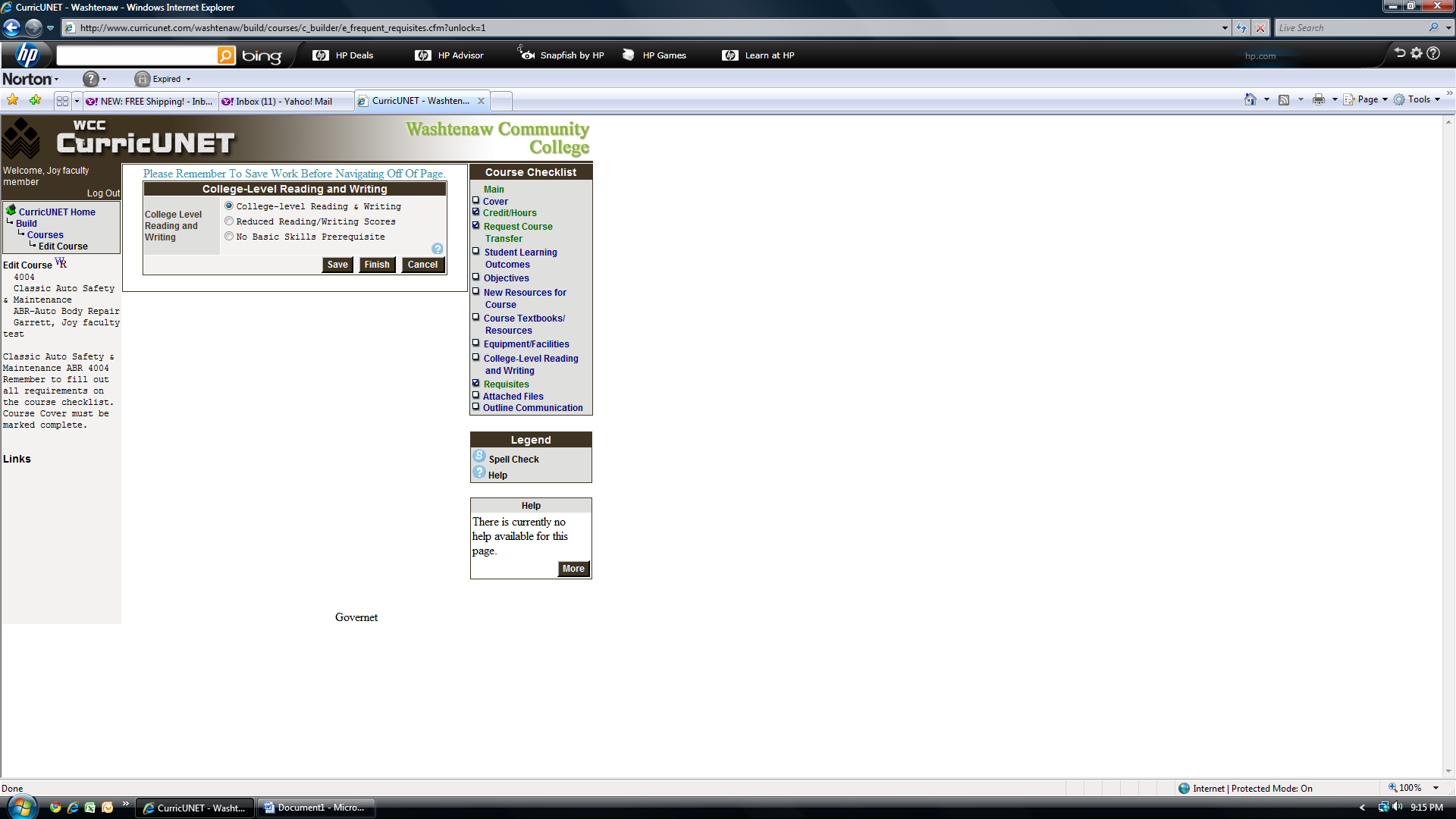
**Optional College-Level Math**

For courses that have a math level requirement, you may enter those in the **College-Level Math (Optional)** section. For a description of math placement scores and courses, access the Math Department’s web site at <http://departments.wccnet.edu/math/>.



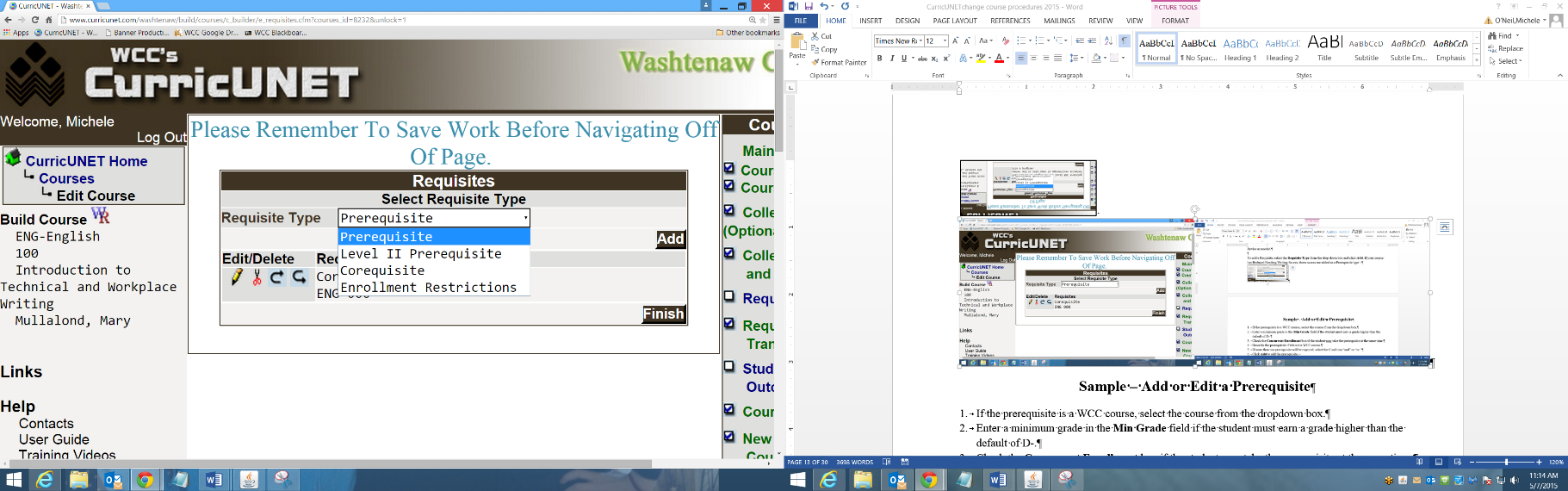
Be sure to click on **Save** before you navigate from this page. When you are satisfied with the information on this page, click **Finish**.

**Modify Reading and Writing Levels**

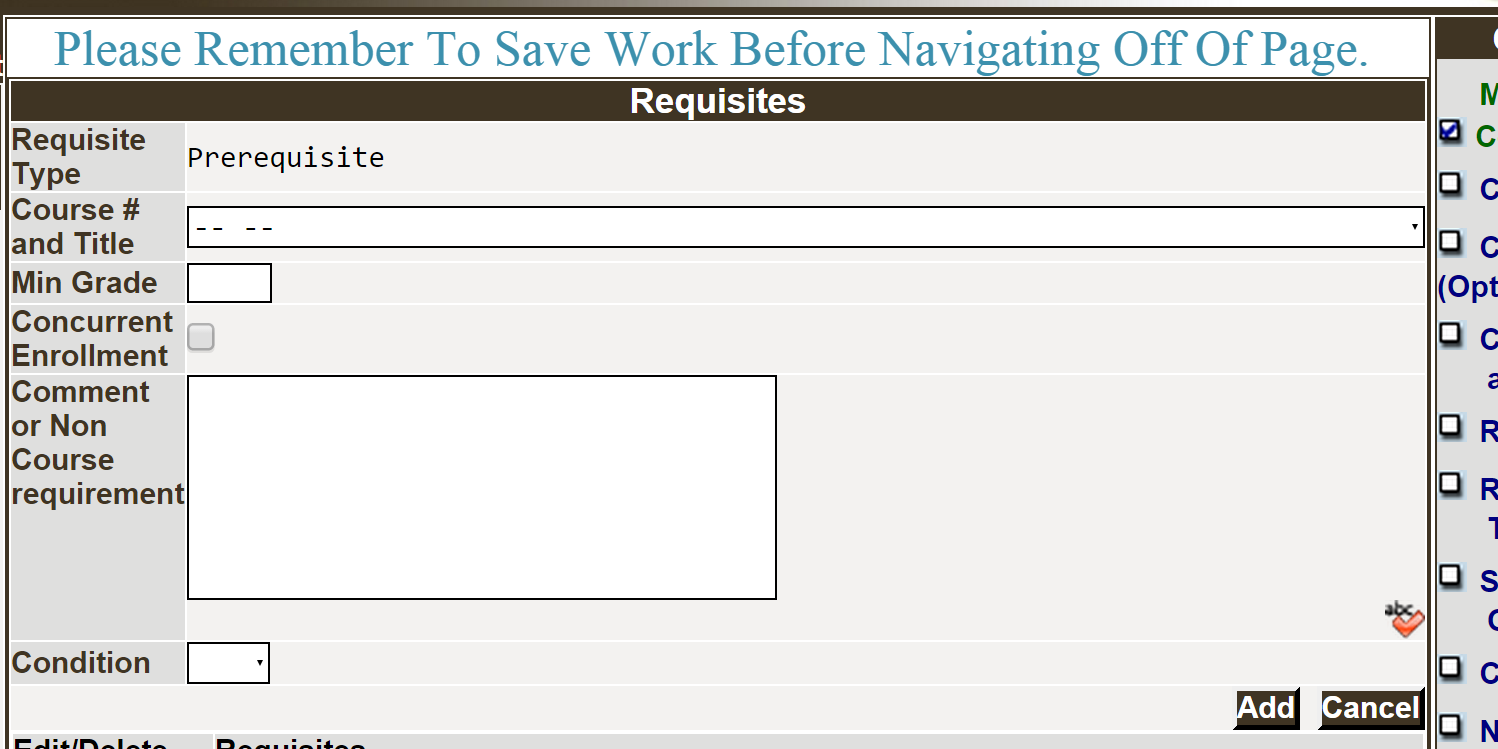
1. Select the appropriate reading and writing level to edit. Only one level may be selected. If the level that applies to your course is Reduced Reading/Writing Scores, you will enter those scores in the Requisites section of the Course Checklist.
2. Click **Save** before you navigate from this page.
3. When you are satisfied with the information on this page, click **Finish**. This will result in a check appearing next to College-Level Reading and Writing in the Course Checklist.

**Requisites – Prerequisites, Co-requisites and Enrollment Restrictions**

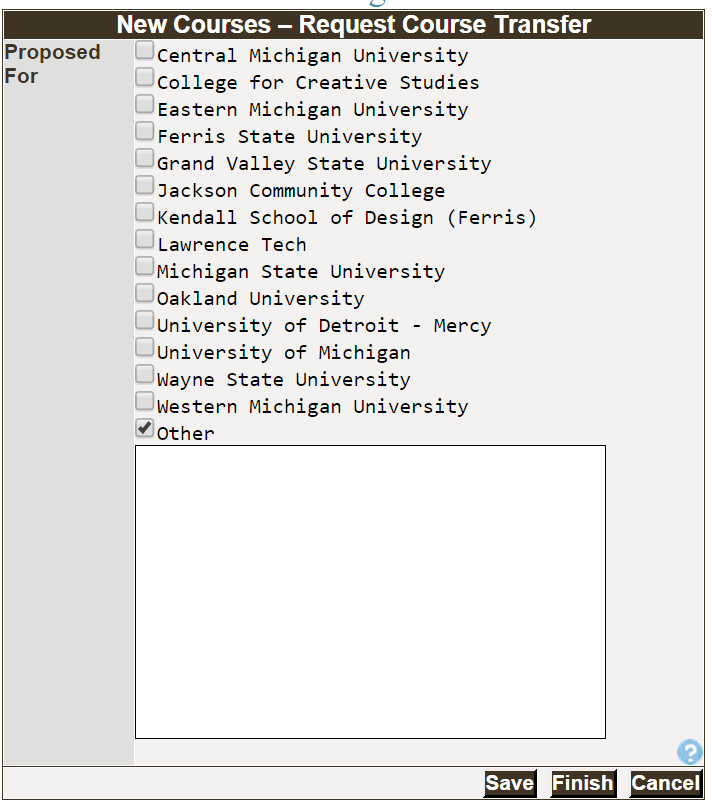
To modify an existing requisite, click on the **EditEdit** option next to the Requisite that you want to edit. Revise as needed.

To add a Requisite,select the **Requisite Type** from the drop down box and click **Add**. If your course has Reduced Reading/Writing Scores, those scores are added as a Prerequisite type. A sample for adding a Prerequisite is in the next section.

**Sample – Add or Edit a Prerequisite**

1. Select **Prerequisite** as the Requisite Type from the Requisites menu and click on **Add** if you have not already done so.
2. If the prerequisite is a WCC course, select the course from the dropdown box.
3. Enter a minimum grade in the **Min Grade** field if the student must earn a grade higher than the default of D-.
4. Check the **Concurrent Enrollment** box if the student may take the prerequisite at the same time.
5. Describe the prerequisite if it is not a WCC course.in the **Comment or Non Course requirement** textbox. An example for when to use this textbox is providing Reduced Reading/Writing Scores.
6. If more than one prerequisite will be required, select the Condition “and” or “or.”
7. Click **Add** to add the prerequisite.   
   ­
8. Click **Finish.** This will result in a check appearing next to Requisites in the Course Checklist. You will be able to **Unlock** the page to make additional changes prior to launching the course.

**Optional Request Course Transfer Equivalency Review**

1. For courses with a significant change to the content, please select schools where the course might transfer.
2. If a school is not listed, click **Other** and a textbox will appear to input the name of the school.
3. Click **Save**.
4. When you are satisfied with the information on this page, you should click **Finish**. This will result in a check appearing next to Request Course Transfer in the Course Checklist. You will be able to **Unlock** the page to make additional changes prior to launching the course.

**Add or Revise Student Learning Outcomes**

An important note when working with this section: student learning outcomes are added one at a time in CurricUNET. A description of outcome language, tools and scoring methods can be found by clicking on the **Taxonomy** link in the Course Checklist. The Taxonomy document will open in a new window. You will either Add or Edit the student learning outcomes. Remember, use the **Spell Check** icon to check spelling as needed.

|  |  |
| --- | --- |
| 1. To Add an outcome, type the outcome, using measurable language, in the **Outcome Text** box. Click **Add** to add the outcome. |  |
| 1. To Edit an outcome, click the **EditEdit** option. The text will appear in the Outcome Text Box. Revise as needed and then click the **Save** button. |  |

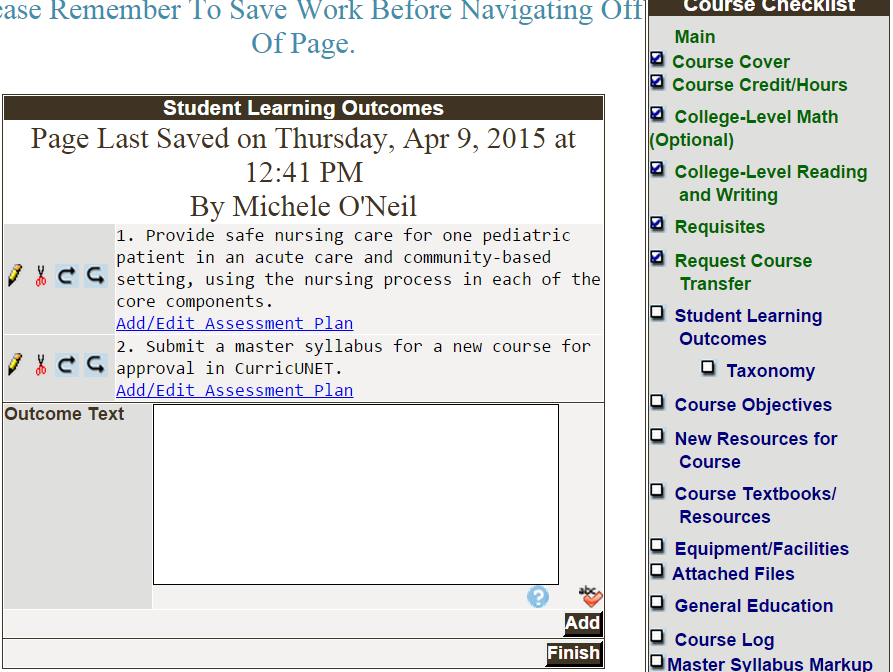
1. Repeat adding and/or editing the outcomes as needed.

Once all of your student learning outcomes are correct, you will add the assessment plan information in the next section.

**Revise or Add Assessment Plan Details for Each Outcome**

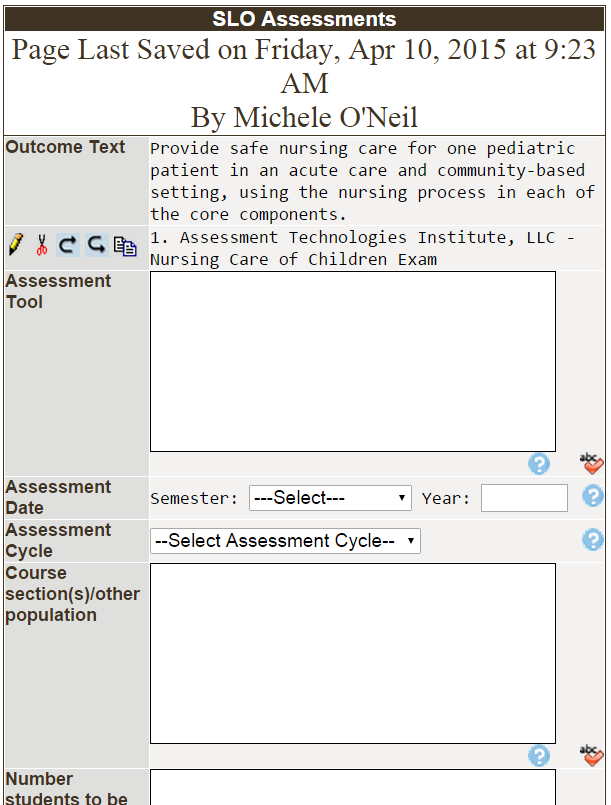
1. Click on the **Student Learning Outcomes** link in the Course Checklist if necessary to access the Assessment Plan.

*Note that you can change the order of the outcomes, edit an outcome or delete it by clicking on the appropriate edit icons.*

1. TwoTwoWhether you are adding an assessment plan or editing, it is the same process. Click on the **Add/Edit Assessment Plan** link below the Student Learning Outcome.  
   

|  |  |
| --- | --- |
| EightSixSevenFiveFourFourThree | Remember to use **Spell Check** as needed when typing in the textboxes.  The **Outcome Text** appears above the Assessment Tool.   1. Enter the **Assessment Tool** that will be used to assess the outcome (e.g., test, written essay, performance, etc.). 2. Indicate the **Assessment Date (Semester** and **Year)** when you plan to assess the course. 3. Select the **Assessment Cycle** from the dropdown box. 4. Identify the **Course section(s) or other population** you will select to assess. 5. Indicate the **Number of students to be assessed**. 6. Indicate **how the assessment will be scored and evaluated** (e.g. departmentally-developed rubric, external evaluation, other). 7. Indicate the **standard of success** to be used for this assessment. 8. Indicate **who will score and analyze the data** (data must be blind-scored whenever possible). 9. When you are satisfied with the information on this page, click **Add**. |

1. Assessment Plan:
   1. The Assessment Tool that was entered will appear under the **Outcome Text**.
   2. To see the details of that Assessment Plan, click on the EditEdit icon and the boxes will be populated. Assessment data that was previously submitted was available in the old system for conversion. If an assessment method was converted, it will appear at the bottom of this page. To see the details of that method, click on the **EditEdit** and the boxes will be populated.
   3. To copy the Assessment Plan to another outcome, select the ** Copy** copy icon.

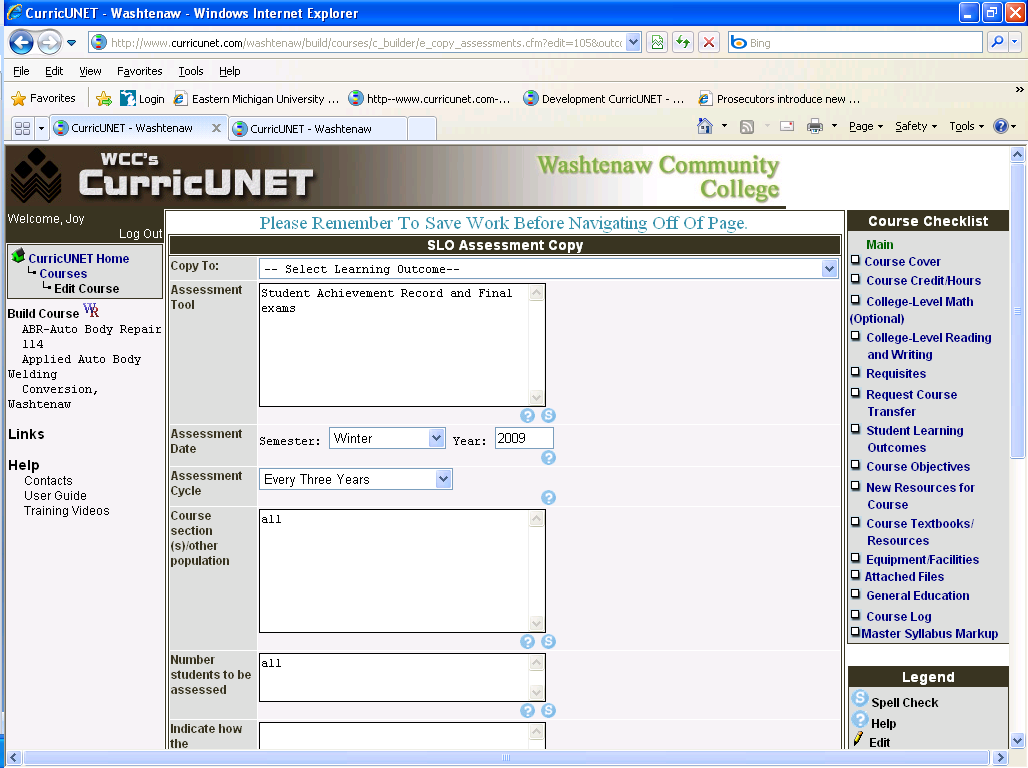


1. Add another assessment tool if needed to the appropriate Student Learning Outcome.
2. When all assessment tools have been added for an outcome, click **Done**. You will return to the **Student Learning Outcomes** page.
3. When you have updated all outcomes and the associated assessment information, click **Finish**.This will result in a check appearing next to **Student Learning Outcomes**. You will be able to **Unlock** the page to make additional changes prior to launching the course.

**Copy Assessment Plan to Another Outcome**

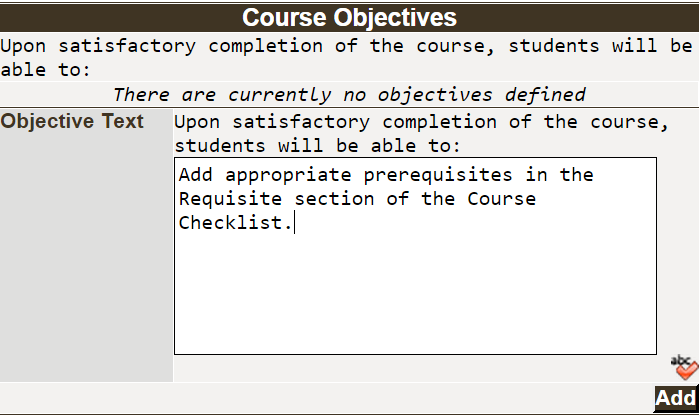
An enhancement to the CurricUNET system allows faculty to copy an assessment plan from one outcome to another. This feature will save significant input time when the plans are substantially the same.

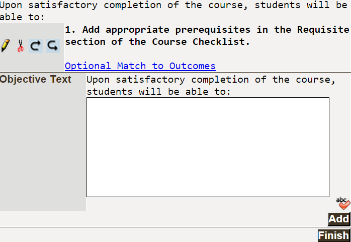
1. After using the ** Copy** copy function on the SLO Assessments screen, the SLO Assessment Copy screen will appear.
2. Select the outcome from the dropdown menu to which you want to copy the assessment plan to.

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1. Click **Save** (not shown here - at the bottom of the screen).
2. You will return to the original SLO Assessments page, which will display the original outcome and the original assessment plan (not the one that you copied to). You may copy the assessment plan to another outcome and repeat the process until completed.
3. Click the **Done** button when finished and you will return to the Student Learning Outcomes section.

**Add or Edit Course Objectives**

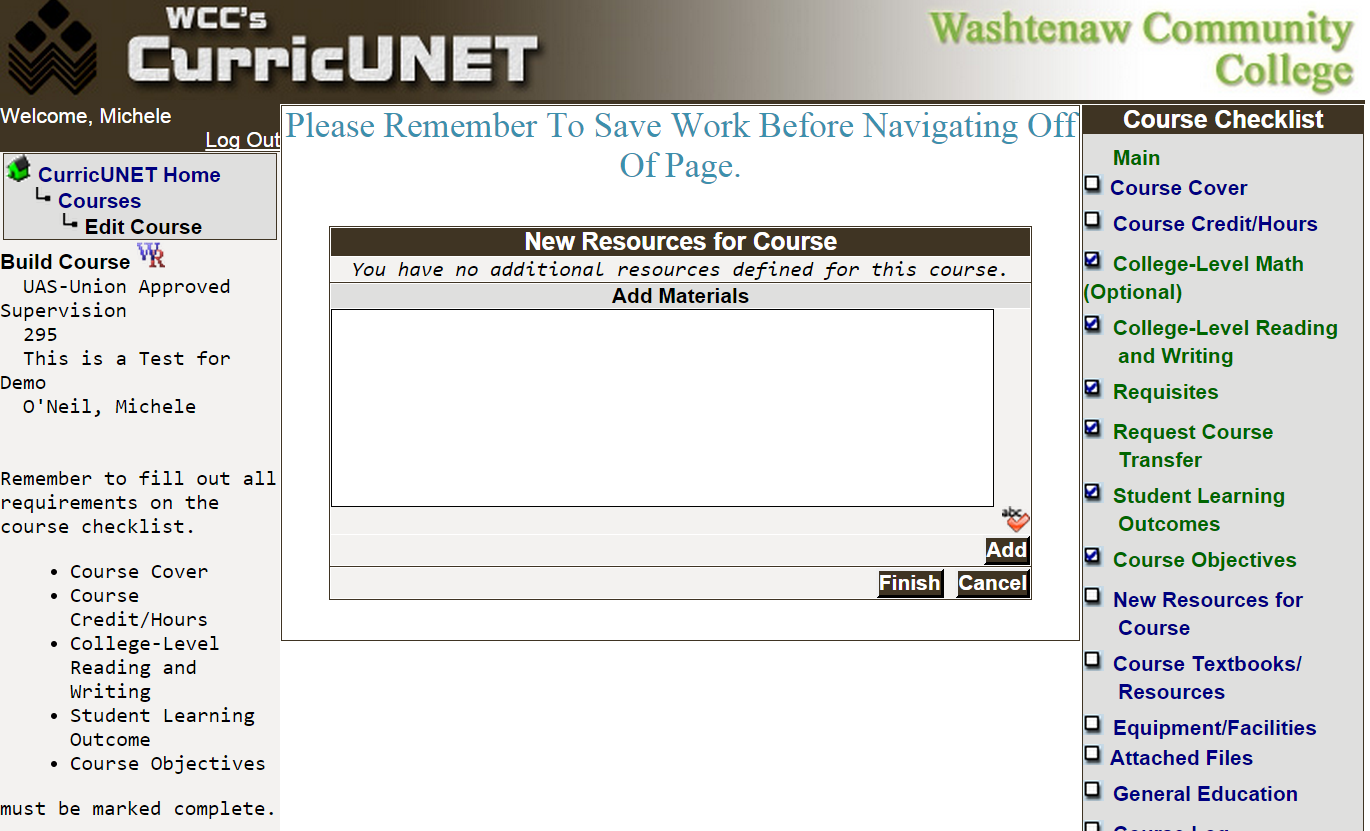
Course Objectives are added one at a time. Click the Course Objectives link in the Course Checklist if necessary to access. There is also a link to Taxonomy document in the Course Checklist.

1. Type the first objective using measurable language in the **Objective Text** box. Use the **Spell Check** icon to check spelling.
2. Click the **Add** button. Repeat the process of adding each course objective individually.
3. You may edit the Course Objectives by using the Edit icons.
4. When you have finished adding all of your course objectives, click **Finish**. A check will appear next to Course Objectives in the Course Checklist. Remember, you can edit any section of the Course Checklist by clicking on the section link and **Unlock**.
5. It is important to note that we are no longer matching the course objectives to the outcomes.

**Identify New or Edit Existing Resources for Course (Optional)**

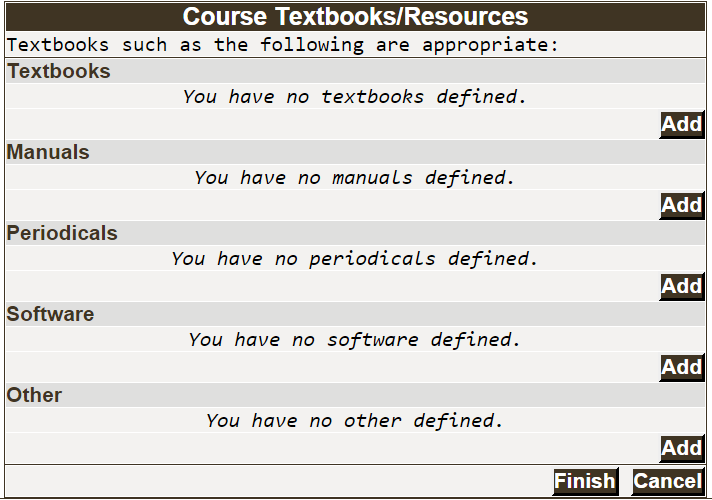
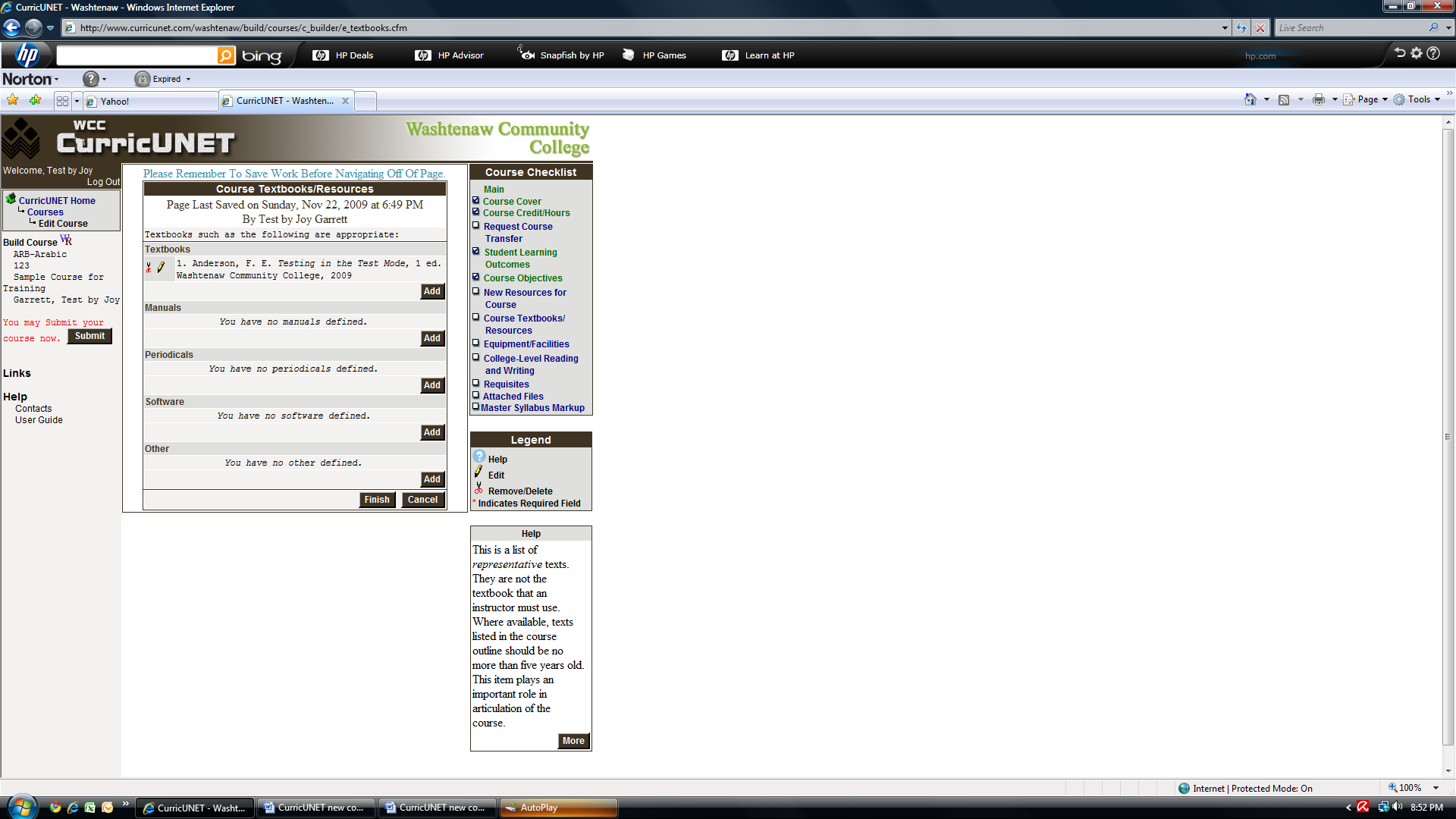
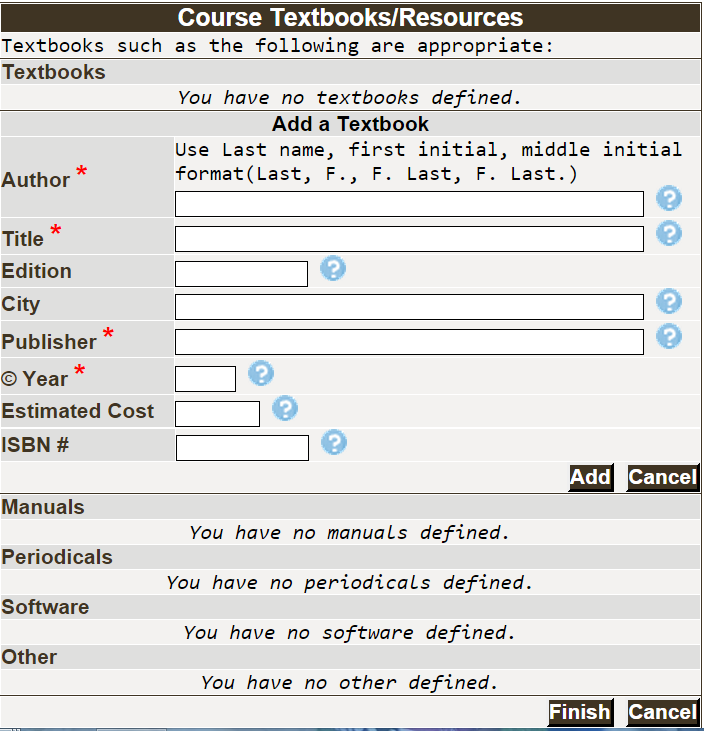
You may use this text box to identify new resources (equipment, faculty, learning resources material, etc.) that are required in order to teach this course. You must still follow the regular procedures to request resources through your department.

1. Click on the **New Resouces for Course** link on the Course Checklist if necessary.
2. When all information has been added in the **Add Materials** textbox, click **Add**.
3. Click **Finish**.This will result in a check appearing next to New Resources for Course. You will be able to **Unlock** the page to make additional changes prior to launching the course.

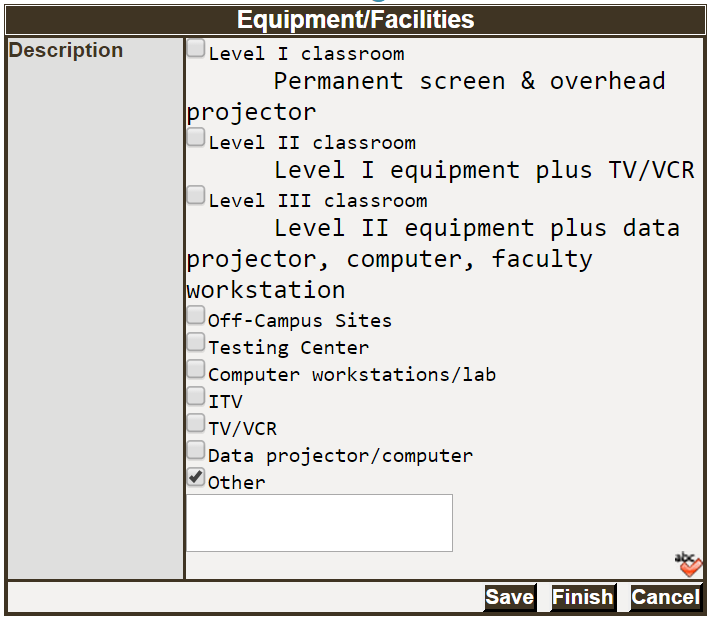


**Add or Edit Course Textbooks and Other Resources (Optional)**

In the **Course Textbook/Resources** screen, you will identify or edit textbooks, manuals, periodicals, software and “other” resources for your course.

1. Click the **Course Textbooks/Resources** link on the Course Checklist if necessary.
2. Select the option for materials that are required for the course.
3. Click **Add** to open a detailed information section. You may add multiple items in each section by clicking **Add** again.  
   
4. We will begin with inputting the textbook information.
   1. Click **Add** to enter the required textbook(s) for your course. You will need to add each textbook individually.
5. You are encouraged to input all information but must fill fields with **\* Indicates Required Field**.
6. Input whole dollar amounts only in the Estimated Cost field. If you input the $ dollar sign, it will result in an error. The system will default to $.00 cents.
7. Click **Add** to add the textbook information to the Master Syllabus.
8. To edit, click on the edit icon next to item you wish to edit.
9. When all materials have been updated, click **Finish**.This will result in a check appearing next to Course Textbooks/Resources. You will be able to **Unlock** the page to make additional changes prior to launching the course.  
   

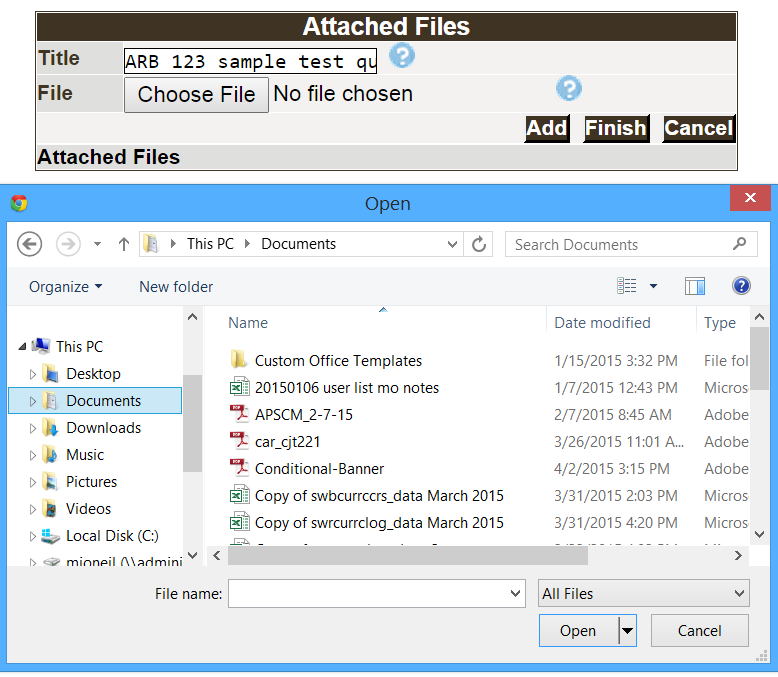
**Request Equipment and Room Type (Optional)**

Use the **Equipment/Facilities** screen to identify room type and equipment that are required in order to teach this course.

1. Click on the Equipment/Facilities link in the Course Checklist if necessary.
2. Check all boxes that apply. If equipment or room type is not listed, check **Other** and a text box will become available for you to enter the necessary information.
3. When all information has been updated, click **Save**.
4. Click **Finish**.This will result in a check appearing next to Equipment/Facilities in the Course Checklist. You will be able to **Unlock** the page to make additional changes prior to launching the course.

**Adding Attachments – Optional Sample Questions or Rubrics (Optional)**

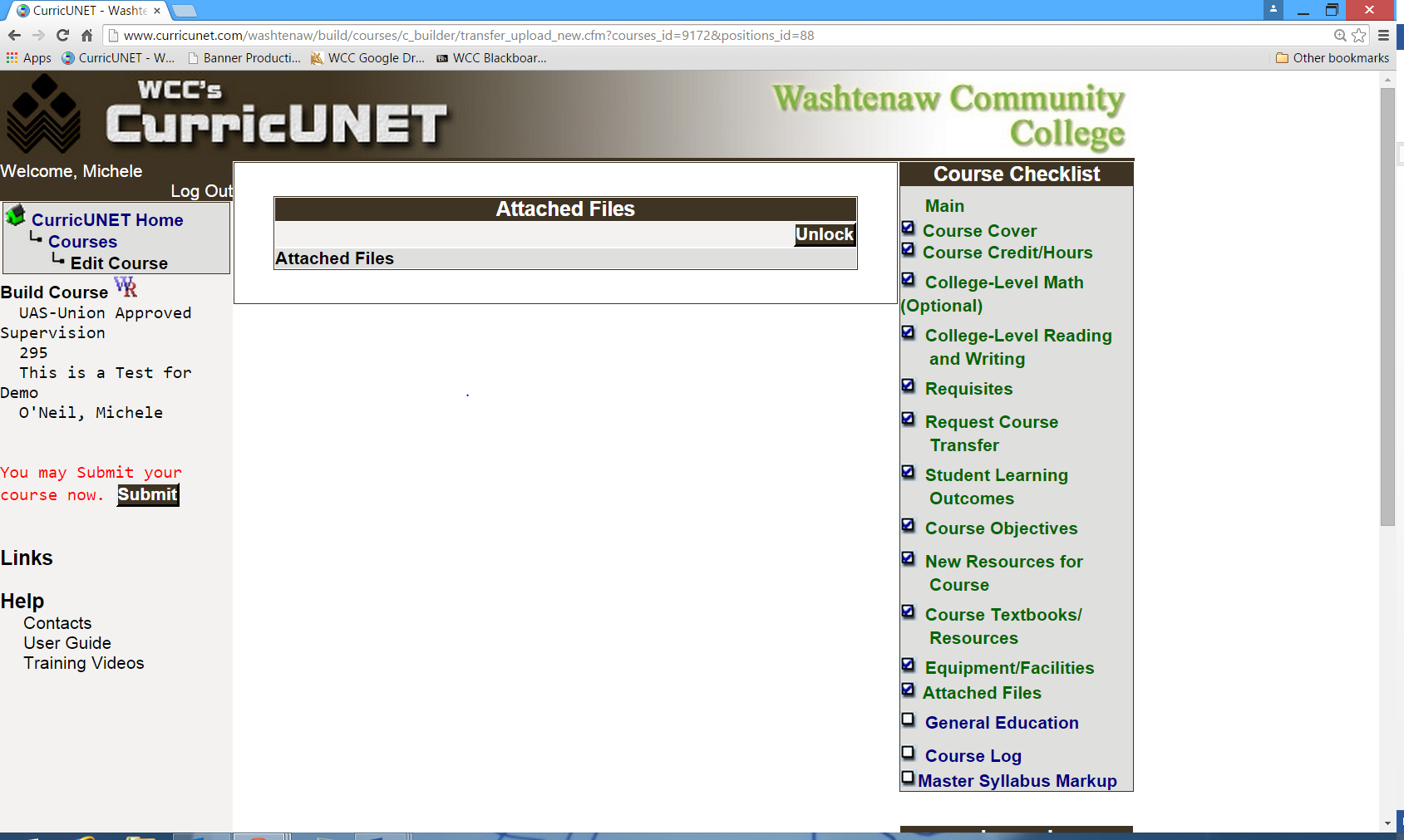
Use the **Attached Files** screen to attach sample questions, rubrics or other required materials.

1. Click on the **Attached Files** link on the Course Checklist if necessary.
2. Give the document that you will be attaching a meaningful name (e.g. ARB 123 sample test questions) in the **Title** textbox.
3. Click on the **Choose File** button.
4. Use the browse feature of your software to locate the saved file.
5. Click **Add** to add the file.
6. Repeat the steps above until you have added the necessary files.
7. Click **Finish** when all items have been added. This will result in a check appearing next to Attached Files in the Course Checklist. You will be able to **Unlock** the page to make additional changes prior to launching the course.

**Submit Course into Workflow**

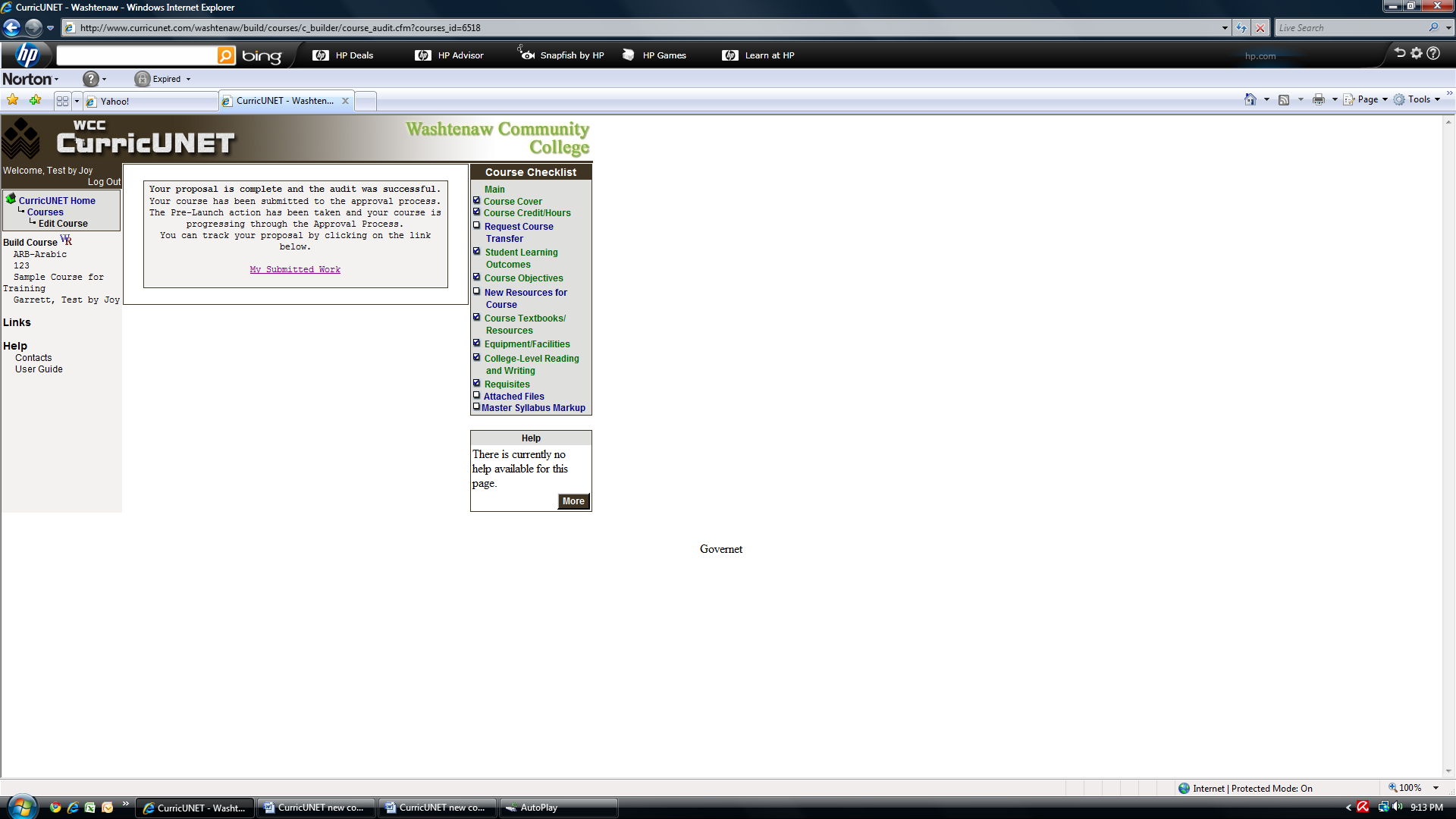
Once you have “Finished” the Course Checklist, you will see a **You may Submit your course now** message with the Submit button.

It is important to note that the Submit button appears after you have completed the *required* sections in the Course Checklist: Course Cover, Course Credit/Hours, College-Level Reading and Writing, Student Learning Outcomes and Course Objectives.



The checks next to the items in the Course Checklist indicate it is complete.

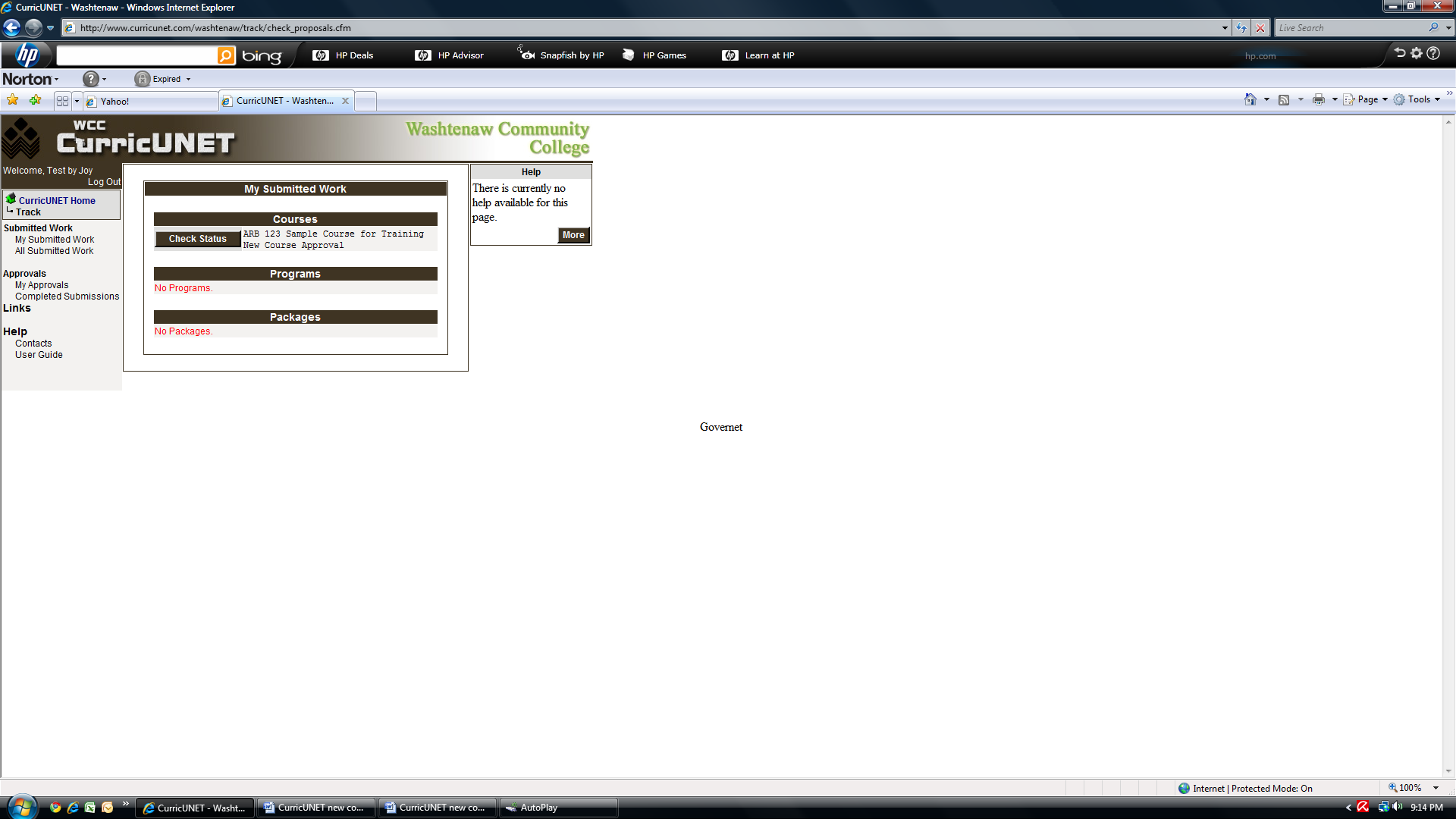
When you click the **Submit** button, the system will perform an audit and respond with the screen below:



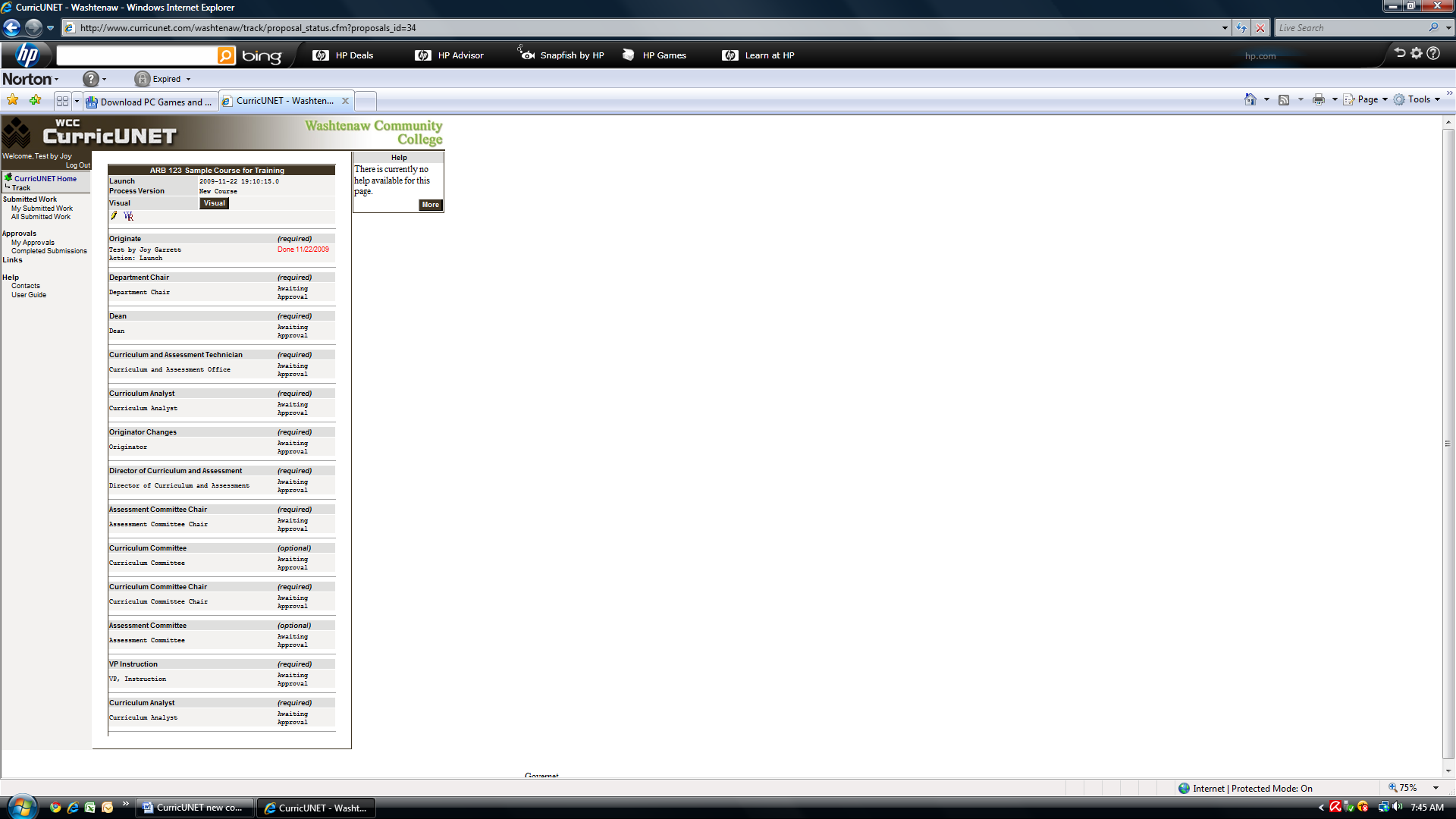
**Check the Status of Your Submission**

When the course is submitted, the department chair will be notified via e-mail that there is an approval that requires his/her attention and the approval/review process will begin.

Click on the **My Submitted Work** link on the Main Menu and then click **Check Status** to see the status of the course in the approval/review process.



Below is a sample of a course submitted for approval/review and is waiting for the department chair to review and approve it.



**Changes Requested by Faculty Preparer**

During the approval process, the Curriculum and Assessment Committees may request changes. You will be notified and can select **My Approvals** under the **Approvals** link in the Main Menu.

Click **Action** for a list of possible responses.

The Pencil icon is available when you need to make changes or corrections to this request.

