HOW TO LAUNCH A DE PROPOSAL FOR A COURSE IN CURRICUNET

1. Log onto Curricunet (the curriculum side, NOT the PSR side of Curricunet): www.curricunet.com/chaffey
2. Log on: first initial + last name
3. Password: changeme (unless you changed it!)
4. Under “BUILD” click on Courses

5. On the next window, use the drop down menu to select your discipline,

And then and then enter the course number into the space provided, and click “ok.”

6. On this next screen, find the RED (active) version of your course and click on the little paper icon.
7. On the next screen, you will see a drop down menu from Which to select the type of proposal you are making to your course. The obvious choice here is “Distance Ed.” Then click “NEXT.”

8. The next screen will give you a blank box in which to type the rationale for offering this course via Distance Education. This rationale should reflect faculty dialogue within the department regarding the reason why DE has been chosen to deliver this course to students. Additionally, this rationale should reflect issues of student access, enrollment and scheduling, and should be in line with the college’s mission statement. Click “OK” when you have finished your rationale.

9. This next screen will start looking familiar if you have done previous course modifications. You will see a “Course Checklist” in the upper right corner. Click through the items in the course checklist. The goal here is to turn everything from blue to green upon completion of each page in this course checklist. Remember to SAVE and FINISH when done with each page from this checklist.

10. The fourth item down in that Course checklist is Distance Education. Upon clicking on this “Distance Education” link, the next page will give you this page. Click where it says “Delivery Method” and you will get a drop-down menu that provides the three delivery methods currently in use here at Chaffey College: CIW, Hybrid or completely online. Click on the appropriate delivery format. Indicate the semester and year you would like this DE course to begin. You can repeat the rationale you used in step 8, or elaborate further on your rationale. Sorry for the repeated steps from the Consultation/Description page! Click ADD and then FINISH when completed.
11. At this point, you will see your Course Checklist expand to include items needing to be completed for the DE course checklist. Again, click on each link and when complete, make sure to click on FINISH. This will turn these links from blue to green.

If on any of the following pages for Methods of Evaluation, Methods of Instruction, etc., you feel an item is not applicable to your DE course, please type in “NA” – do not leave any screens blank.

12. Advance yourself through the last two screens, “DE: Admin Codes/Dates” and Codes Dates. Do not worry about filling these 2 pages in – the curriculum office will complete those pages. Upon completing these pages, you should see the familiar “AUDIT” button on the left column of the screen. Advance yourself through this audit process 3 screens until you get to a screen with a drop-down menu that says “pre-launch.” Please click on this pre-launch button and this proposal will enter the Curricunet queue.

Thank you for your curriculum oversight!