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 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 AN EXISTING COURSE OR PROGRAM

- On the left navigation under “Build” --> Select “Courses” or “Programs”
- Select “Course Modification” or “Program Modification”
- Using the search, find the course or program you would like to modify
- 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 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: Red = Active)
- 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 AN 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 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
- Under Action, select either “Requested Changes Made” or “Pre-Launch” and SAVE

Need Assistance?

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