



How to Download and Print a Course or Program (9.9.17)

<http://www.curricunet.com/elcamino/>

1. Go to **Main Menu** on left and scroll down to **SEARCH** and click on **Course**.



2. Fill out the information for the course you wish to locate. If you want the most current version, click on **Active**. *Otherwise, select the version you wish to review.* Select the department from the pull-down menu and then fill in course number. It is not necessary to add the Course Title. **Click OK**

Course Search	
Status	<input type="radio"/> All <input checked="" type="radio"/> Active <input type="radio"/> Approved <input type="radio"/> Deleted <input type="radio"/> Historical <input type="radio"/> Inactivated <input type="radio"/> Launched <input type="radio"/> Past Draft <input type="radio"/> Pending ?
Subject	CDEV - Child Development ?
Course Number	103 ?
Course Title	<input type="text"/> ? <input type="checkbox"/> include long
title search	
OK	

Statuses

Active Official Course Outline

Approved Board approved but not active yet because of catalog timeline

Historical Past version

Inactivated Course no longer offered, stays in Curriculum Inventory, may be reactivated later

Launched Course has been "submitted" and is working through approval process

Pending Faculty is working on the course within the department. Not formally launched into the approval process.

3. Click on **WR** (Written Report) and the course outline will open.

Course Search Results		
Actions	Discipline	Course Number Title
WR	CDEV	103 Child Growth and Development
		Active Janet Young

4. On your computer, hit **"Control and P"** to open your printer.
5. To **DOWNLOAD** an outline and save it to your desktop or send it to someone else, you have to open it and copy and paste it into a WORD document. If you figure out another way, please let Janet Young know so she can update this User Guide.

Need help?

Have a suggestion for improving this guide?

Contact Janet Young at jyoung@elcamino.edu