Basic CurricUNET Orientation – Self-Start

Outcomes:

- Each self-starter's account will be set up properly, with all appropriate originator and approval rights.
- Each self-starter will be able to log into CurricUNET successfully.
- Each self-starter will explore the generic training videos.
- Each self-starter will read through the new course pages, start a mock new course proposal, and generate questions that the self-starter will email qchapman@elcamino.edu.
- If possible, each self-starter will sign up for a scheduled face-to-face CurricUNET training session or gather a group of self-starters and set up a CurricUNET party.

Before you get started: In order for the self-start training to work well, I need to make sure your account is set up properly, with all appropriate originator and approval functions. Please send an email to qchapman@elcamino.edu with subject "CurricUNET Self-Start" and in the body of the email, include your name, your position, your El Camino email address (particularly if you are from Compton), your department, the subjects you normally teach, and any committees you are on that deal with curriculum.

Allow 24 hours for me to make sure your account is properly set up. But you don't need to wait to continue your self-start.

CurricUNET Login: While you wait from my email response, you can log into CurricUNET. Open a browser (any browser on a PC or a Mac) and go to www.curricunet.com/elcamino.
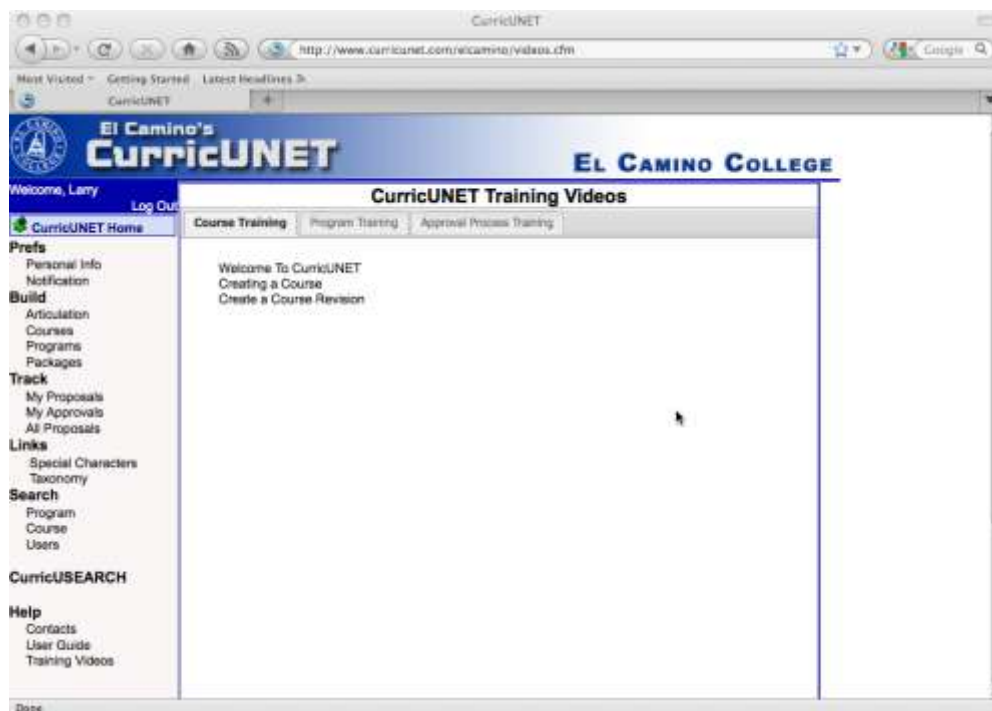

Log in using your El Camino College user name (the same one you use for the portal – but note that CurricUNET is NOT accessed through the portal). Everyone who has not undergone training has the same password: changeme.

See what happens when Larry Chessth logs in:
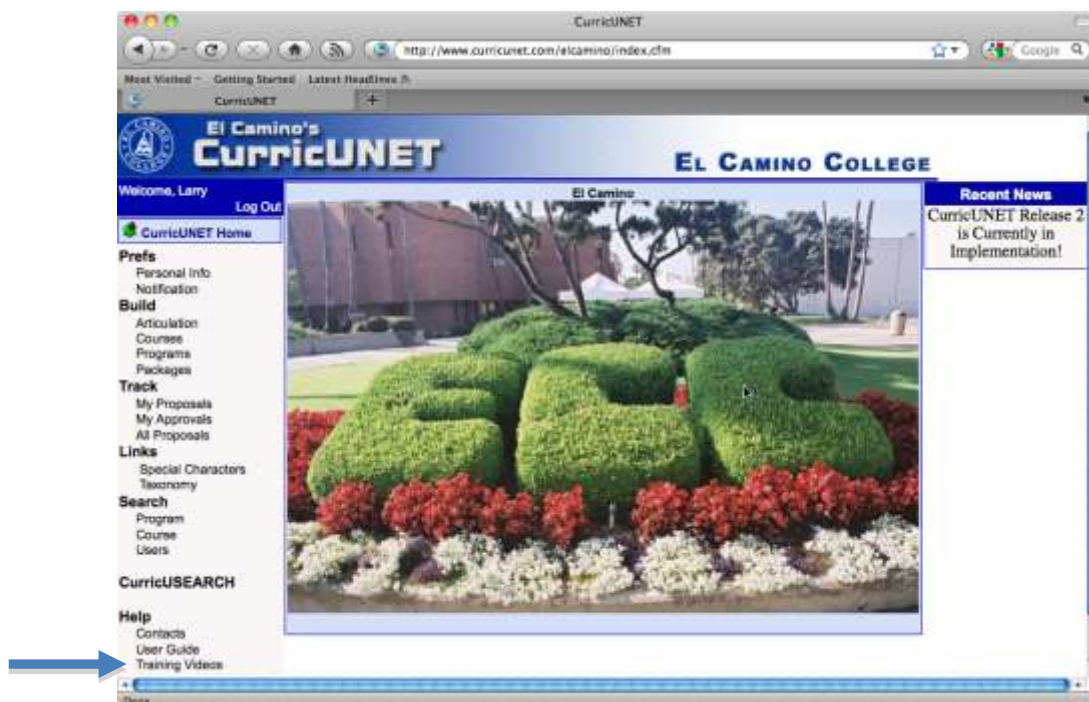
Click on Training Videos takes you to:

Watch the *"Welcome to CurricUNET"* video. The CurricUNET site you encounter in the video doesn't look exactly like our ECC CurricUNET, but it serves as a good introduction.

Follow the directions to changing your password by going to the Personal Info page. There are a lot of blank fields on the Personal Info page. You do not need to fill in any of the information below the Password Confirm field. When you change your password, make it something you can remember easily. You will never be asked to change this password and the only restriction is that it must be at least 5 characters long.

Watch the remainder of the *"Welcome to CurricUNET"* video, but be aware that some of the functions it describes are not yet live on the ECC CurricUNET site. But try anything you like – **you cannot break CurricUNET**.

Navigating within CurricUNET: The key to navigate within CurricUNET is to use the CurricUNET Home button (with the little green house):
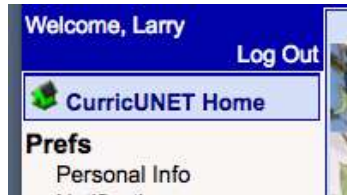
If you don't find a link you want on the page you are on, SAVE any work you are doing on that page and use the CurricUNET Home button to return to the main page.

Explore CurricUNET a bit. You will find that some links don't function yet. That is okay. Don't pass up the chance to look at CurricUSEARCH, which is a (clunky and slow) search engine that allows you to see current course and program outlines from all participating CurricUNET schools.

Hopefully by this time, you've received my return email. Please wait until you do before proceeding.

{Insert appropriate wait time here, to allow for my email reply. If necessary, Log Out and go about your day. When you get the email and at your convenience, return to CurricUNET, log in again and proceed.}

Return to the Training Videos page and watch the "Creating a Course" video. Again, this video has not been customized for the ECC CurricUNET, so don't try to imitate the steps in the video. Just watch it and absorb.

Then I strongly suggest reading the next section of this document before proceeding.

Introduction to New Course Proposals in CurricUNET: *Creating new courses* and *creating new degrees or certificates* are the two tasks in CurricUNET that require the most work. For technical reasons, beginning the rollout of CurricUNET with new course documents made sense. But as you adapt yourself to working within CurricUNET, don't forget that creating new courses is more involved than most other tasks.

Creating New Courses: In our current system, four to six documents are required to submit a new course proposal, depending on the nature of the course. But the information shared in these documents fits into two categories:

1. **What would the proposed course be?**
2. **How does the proposed course fit into the big picture?**

1. **What would the proposed course be?** This information is essentially the content of the integrated course outline of record (COR), without which, a credit or noncredit course may not be legally offered at a community college in California.

At ECC, the vast majority of the information in the COR is required by Title 5 regulation. The few that are not required by Title 5 are local standards: record-keeping conventions

(names of past three reviewers, for example) or accreditation-imposed or inspired content (student learning outcomes and assessment types, for example).

As educators, we know that we cannot capture the essence of a course in a one-size-fits-all document designed to satisfy legal regulations. So, in moving our curriculum document creation to CurricUNET, we examined our current COR, removed what we could (much of the record-keeping conventions that will not longer be needed), added what should be in the COR, but is presently in other forms (listing general education patterns, for example), and simplified the content as much as possible.

2. How does the proposed course fit into the big picture? In our current system, the other required forms contain information designed to help the college decide if its resources should be committed to the proposed new course: how the proposed course would be offered (and what wouldn't be offered as a result); what new resources would be needed (if any); feedback from stakeholders supporting the new course; the relation of the course to the mission of the college and to existing courses and programs; and the methods that would be used to measure the effectiveness of the new course. In CurricUNET, all of this information will be part of the New Course Proposal Report.

Start a New Course Proposal in CurricUNET

If you waited for my reply email, then you have been assigned Originator functions for at least one subject. Originator rights allow you to create a course in subjects for which you satisfy the minimum qualifications. If you have more than one subject you are qualified for, let me know.

Use the CurricUNET Home button to get back to the main screen:

Click on Courses and on the next page, select Create Course. You should see a screen that looks something like the page below, although your subjects should appear in the subjects box:

Govenet

Fill in the required fields (those with red asterisks).

Course Number: If you have decided to enter an ACTUAL new course you'd like to propose, select an appropriate Course Number. If you are just creating a pretend course, please use a number greater than 1000, so that we can remove it later on.

Catalog Description: You don't need to enter a complete draft of a catalog description. As long as there are some characters in the field, you can proceed. I suggest: "xxx" or "gobblety gook".

Click OK. You should get a screen that looks like the one below:

At this point, feel free to explore and try anything. In the panel on the right-hand side are the pages set up for inputting the new course information. On the next three pages, there is a table for taking notes and recording questions you have on the different pages.

The bold pages in the table below are largely used to populate the COR; the italicized pages are used primarily in the New Course Proposal Report.

New Course Pages

Course Summary	Notes and Questions:
Course Disciplines	
Proposal Information	
Course Resources	
General Education	
Course Units, Hours, Offerings	
Course Delivery Methods*	

Objectives	
Course Student Learning Outcomes	
Outline of Subject Matter	
Required Texts/Materials	
Evaluation Methods and Assignments	
Methods of Instruction	
Work Outside of Class	

Conditions of Enrollment	
Entry Skills	
Attached Files	
Outline Communication	

*We still need to find a home for this information, but it is required by Title 5. Also, this page is currently undergoing construction, so it may not behave properly.