

## Launching Curriculum into the Approval Workflow

Once you have entered all necessary data and completed all required fields, click the **Launch** button at the upper right of the proposal screen. This submits the proposal to the approval process. META will send an email notifying the person or people assigned to the first level of the workflow that there is a proposal waiting for their review.

## Proposal Functions and Features

If you are familiar with web-based applications, you will find curriQūnet META easy to use. The flexible nature of META means that there are numerous combinations of field types and functionalities to collect data in the format required. This guide will highlight specific field types and provide instruction on META-specific features, but does **not** instruct you on the step-by-step process of creating curriculum. Your institution may provide instructional materials that dive deeper into the specific proposal types you will encounter or include more specific instructions about the types of information they require.

## Navigating Proposals

Move between the sections of the proposal by using the **dark gray tabs** on the left of the page. Any required fields throughout the course proposal will be marked with an asterisk (\*) and highlighted light orange or blue. Sections with required fields also have an orange or blue box showing your progress (3/4), which will turn green (4/4) when you have completed all required fields. You will only be prompted to save when changes are made.

**NOTE:** Some clients will have an informational landing page that includes links to resources and contact information for the local admins. Some have extensive instructional text on that page. Your cover page may or may not, depending on your institution.

## Saving

When changes are made, it is important to click the **Save** button to commit your changes. In case information previously entered needs to be updated or corrected, **DO NOT** use your browser's back button. Instead use the **Back** button in the META window. Select the **Cancel** button to undo your changes.

## Proposal Resource Page Example

The **Proposal Resources** page provides links to this manual and the admin manual as well as contact information for curriQūnet support at your institution. For questions concerning the curriQūnet system, refer to these resources.

**New Course: This is a New Course**  
 Status: Draft Remaining Launch Requirements: 11 Launch Delete Draft

Proposal Resources	Proposal Resources
Cover <span>0/6</span>	<p><b>If you have any questions please consult one of the following resources:</b></p> <ol style="list-style-type: none"> <li><a href="#">CurricUNET User Guide</a></li> <li>[First and Last Name], Technical Support Specialist Phone: 555.555.1212 Email: [email address]</li> <li>[First and Last Name], Technical Writer Phone: 555.555.1212 Email: [email address]</li> <li>[First and Last Name], Transfer and Articulation Phone: 555.555.1212 Email: [email address]</li> <li><a href="#">CurricUNET Admin Guide</a></li> </ol>
Units/Hours <span>0/3</span>	
Objectives	
Requisites	
Content Review	
Math & English Skills Advisories	
Degree Applicability	

## Dropdown Menus

Use the down arrow on the right side of the textbox to display the dropdown menu to view your options.

Methods of Evaluation and Examination 0/1 Textbooks/Learning

Advisory Reading and Writing Levels:   

Advisory Math Level:

Click on the option to select it.

Methods of Evaluation and Examination 0/1 Textbooks/Learning Materials

Advisory Reading and Writing Levels:  

Advisory Math Level:

Recommended Preparation

- RW2 = compl of Engl 322 and (330 or 335) or equiv
- RW3 = compl Engl 102 or Read 101 and Engl (92 or 104)
- RW4 = compl of Engl 1A

## Text box/Text Area

Put your cursor into the textbox and enter information directly into the text area. Once you have finished entering in the applicable information, click **Save**.

## Date Fields

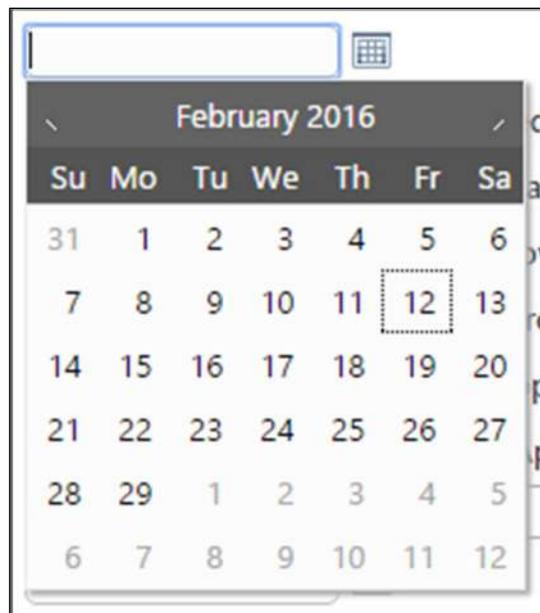
To select a date, either use the **Calendar** icon (📅) or type in the date using the format **M/D/Year**.

**New Course: Test**

Status: Draft Remaining Launch Requirements: 10

Units/Hours	<b>Codes/Dates</b> Last updated by Admin User on 6/26/2015 at 10:42 AM
Degree Transfer Applicability	<b>Entry of Special Dates</b> Course Dates <input type="text"/>
General Ed	<b>Instructional Services</b> Implement Date <input type="text" value="2/10/2016"/> <input type="button" value="Calendar"/> <span style="color: red;">←</span>
Articulation Info	Requested Start Semester <input type="text"/> Requested Start Year <input type="text"/>

When you click on the icon a popup of a calendar will appear, use the left and right arrows next to the month's name, to browse for another month.



### Attach Files

In the **Attach Files** section, you may attach files for additional documentation or support of your proposal. Use the **Select...** button to find files. Navigate to where your files are stored, select them, and then click **Upload Files** to attach them.

**New Program: This is for Program Deactivation , BS**

Status: Draft Launch Delete Draft

Program Description	<p><b>Attached Files</b></p> <p>Last updated by User1 Test on 10/12/2015 at 1:13 PM</p> <p>Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record.</p> <p>Select...</p> <p><b>Attachments</b></p> <p>There are no attachments to display. Press Select to browse for files to attach to this record.</p>
Program Requirements	
Program Learning Outcomes	
Program Planning	
Codes/Dates	
Attached Files	

## Checkbox

Checkboxes are used when selecting a single option for an item.

## Checklist

A checklist is a list of items where you may select multiple items. **Methods of Instruction** is an example of a checklist you will commonly encounter.

**New Course Proposal: DRFT 144 - Design Thinking and Research**

Status: In Review View Proposal History

Proposal Resources	<p><b>Methods of Instruction</b></p> <p><b>Methods</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Directed Study</li> <li><input checked="" type="checkbox"/> Discussion</li> <li><input type="checkbox"/> Distance Education</li> <li><input type="checkbox"/> Experiments</li> <li><input type="checkbox"/> Field Experience</li> <li><input checked="" type="checkbox"/> Field Trips</li> <li><input checked="" type="checkbox"/> Individualized Instruction</li> <li><input checked="" type="checkbox"/> Lab</li> <li><input checked="" type="checkbox"/> Lecture</li> <li><input type="checkbox"/> Mediated Learning</li> <li><input type="checkbox"/> Observation and Demonstration</li> <li><input checked="" type="checkbox"/> Projects</li> <li><input type="checkbox"/> Service Learning</li> <li><input checked="" type="checkbox"/> Visiting Lecturers</li> <li><input type="checkbox"/> Work Experience</li> </ul>
Cover <span>8/8</span>	
Units/Hours <span>3/3</span>	
Co-Contributor(s)	
Objectives	
Math & English Skills Advisories	
Requisites	
Content Review	
Degree Applicability	

## Repeater Checklist

A Repeater is a special kind of checklist. When items in the checklist are selected, additional fields appear requesting information about that selection. A common use for this function is course general education, where the user indicates which general education areas this new course will meet. Each selection will trigger a hidden field to appear, requesting a justification for this classification.

**Course - New: Herpetology of the Great Basin**

Status: Draft Remaining Launch Requirements: 5 Launch Delete Draft

Objectives	<b>General Ed</b>
Student Learning Outcomes	Last updated by [redacted]
Lecture Content	<b>General Education/Degree/Transfer Course</b>
Lab Content	[redacted]
Evaluation Methods <span>0/1</span>	<input checked="" type="checkbox"/> B Social and Behavioral Sciences
Methods of Instruction	Comments
Required Texts	<input type="text"/>
Entrance Skills	<input checked="" type="checkbox"/> C Humanities
Requisites	Comments
Content Review	<input type="text"/>
General Ed	<input checked="" type="checkbox"/> D Language and Rationality
Out of Class Assignments <span>0/4</span>	Comments
Attached Files	<input type="text"/>
Library	

## Multi-Select Lists

A multi-select list presents a very long checklist in a condensed, searchable format. You may scroll down to find the item you are looking for, or type the first few letters of the item you are looking for in the search box (indicated by the red arrow) to filter and shorten the available list. Click the checkbox next to each applicable item (outlined in red below). Select as many items as required. If you check the Show Selected box, you will see only the items you have selected. Click **Clear All** to start over with your selections.

**Modify Course: ACCTG-030 - QuickBooks**  
Status: Draft Remaining Launch Requirements: 4 [Launch] [Delete Draft]

**Co-Contributor**

Co-Contributor

[Show selected] [Clear All]

- Admin, Demo Client (admin@yale-nus.edu.sg)
- Tester, Articulation Specialist (test15@governet.net)
- Tester, Curriculum Committee Chair (test4@governet.net)
- Tester, Curriculum Committee Member 1 (test5@governet.net)
- Tester, Curriculum Committee Member 2 (test6@governet.net)
- Tester, Curriculum Specialist (test3@governet.net)
- Tester, Distance Education Coordinator (test9@governet.net)
- Tester, Division Curriculum Committee Chair (test2@governet.net)

## Grids aka Textbooks/Course Materials

Click **Add New Record** under the appropriate category to add materials to the course proposal. Add each item separately.

**New Course: this is a test**  
Status: Draft Remaining Launch Requirements: 10 [Launch] [Delete Draft]

**Textbooks/Learning Materials**  
Last updated by Demo Client Admin on 2/12/2016 at 2:08 PM

**Textbook (Minimum 3 recommended)**

Author	Title	Publisher	Classic/Standard	Year	Rationale
No records to display.					

[Add new record]

Displaying items 0 - 0 of 0

**Manual**

Author	Title	Publisher	Year
No records to display.			

[Add new record]

Displaying items 0 - 0 of 0

**Other Learning Materials**

Other
No records to display.

[Add new record]

Displaying items 0 - 0 of 0

Select the **Insert** button. This will open an area to describe each material.

**Textbooks/Learning Materials**  
Last updated by Demo Client Admin on 2/12/2016 at 2:08 PM

**Textbook (Minimum 3 recommended)**

Author	Title	Publisher	Classic/Standard	Year	Rationale
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	

Displaying items 0 - 0 of 0

To create a list of requisites, click the **Add New Item** button.

**New Course: this is a test**  
Status: Draft  
Remaining Launch Requirements: 10

**Prerequisite/Corequisite**  
Last updated by Demo Client Admin on 2/12/2016 at 2:08 PM

Requisites  Show Details

There are no requisites to display

Next, choose the **Requisite Type** by clicking the dropdown arrow on the right side of the textbox to view your options. If the requisite is a course, select **Subject** and **Requisite Course** from the subsequent dropdown menus. If the **Requisite** is not a course, describe that information in the **Non Course Requirements** field.

The **Condition** dropdown selector is only used if an “or” situation or a “nesting” situation applies, otherwise it is implied that an “and” statement exists between entries. The **Condition** dropdown menu allows you to specify if this course must be taken as well as (using “and”), or instead of (using “or”) the next requirement. Click **Save** to add the requisite to the program.

Requisite Condition and Type are illustrated below.

New Course: this is a test

Status: Draft Remaining Launch Requirements: 10 Launch Delete Draft

**Prerequisite/Corequisite**  
Last updated by Demo Client Admin on 2/12/2016 at 2:08 PM

**Requisites**

Requisite Type \* Corequisite

Subject ASTRO - Astronomy

Requisite Course ASTRO 010 - Introduction to Astronomy (Active)

**Non Course Requirements**

Condition or

As you enter and save each entry, you will see a screen similar to the one below. Edit, re-order, and delete items as you did on the SLO page.

New Course: this is a test

Status: Draft Remaining Launch Requirements: 10 Launch Delete Draft

**Prerequisite/Corequisite**  
Last updated by Demo Client Admin on 2/12/2016 at 2:08 PM

**Requisites** Show Details Add New Item

**Corequisite**

Subject: ASTRO - Astronomy  
Requisite Course: ASTRO 010 - Introduction to Astronomy (Active)  
Condition: or

**Prerequisite**

Subject: ACCTG - Accounting  
Requisite Course: ACCTG 030 - QuickBooks (Active)

### Student Learning Outcomes

**Student Learning Outcomes** often uses an Ordered List feature. To use this tool, first click **Add New Item**. Each outcome needs to be added individually.

Enter the information for each item and click **Save** after each entry.

**NOTE:** When you see text boxes highlighted in pink they are “save requirements.” These differ from “launch requirement,” because these are not necessarily required to launch the proposal, but these are required to save an item to the proposal. As shown in the example below, if you enter a **Student Learning Outcome (SLO)** you must also enter the **Proposed Method of Assessment** for that specific SLO.

Some Institutions will have the option to map course SLOs directly to Individual Learning Outcomes (ILOs). This is normally only done for stand-alone courses or for institutions that do not map their SLOs to their Program Learning Outcomes (PLOs) directly. If this is an option, users can indicate by checking the appropriate checkboxes as to which ILOs an SLO maps to. You can select multiple checkboxes.

**Modify Course: ACCTG-030 - QuickBooks**

Status: Draft Remaining Launch Requirements: 4 Launch Delete Draft

Main	1/1
Co-Contributor	
Units/Hours	1/1
Lecture and/or Lab Content	
Student Learning Outcomes	1/1
Methods of Evaluation and Examination	1/1
Textbooks/Learning Materials	
Prerequisite/Corequisite	
Prerequisite/Corequisite Validation	
Prerequisite/Corequisite Removal	
Advisory/Recommended Preparation	
Homework	2/3
Method of Instruction	
Status	
Program Status	
General Education Status	
Completed by Dean	
Material Fees	
Codes and Dates	
Online Supplement	

### Student Learning Outcomes

Upon completion of this course, the student should be able to:

**Learning Outcomes**

Outcome Text \*

[Rich Text Editor: Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, Font Size, Font Color, Font Family, Paragraph Style]

Select block type

Proposed Method of Assessment for SLOs \*

SLO Change resulting from assessment data (Only complete if SLO change is a result of assessment data)

**This SLO maps to the following Institutional Learning Outcomes (ILOs), please check  that apply:**

- Communication: The student will demonstrate effective communication, appropriate to the audience and purpose.
- Inquiry and Reasoning: The student will critically evaluate information to interpret ideas and solve problems.
- Information Competency: The student will utilize information from a variety of sources and make an informed decision and take action.
- Social Responsibility: The student will demonstrate effective interpersonal skills with people of diverse backgrounds and effectively function in group decision making.
- Personal Development: The student will demonstrate growth and self-management to promote life-long learning and personal well-being.

Save Cancel

When you have entered and saved the SLOs, you will see a screen similar to the one below. To edit a Student Learning Outcome, click the blue bar containing the outcome. You will be taken back to the detail page where you are able to make the changes. To re-order outcomes, use the up and down arrows to the right of the blue bar. Click the red **Delete** icon (✖) to delete individual outcomes.

**New Course: Art today**  
Status: Draft  
Remaining Launch Requirements: 5  
Launch Delete Draft

**Main** 7/7  
Co-Contributor  
Units/Hours 3/3  
Lecture and/or Lab Content 1/1  
Student Learning Outcomes  
Methods of Evaluation and Examination 0/1  
Prerequisite/Corequisite 0/1  
Supplementary Time 0/1

**Student Learning Outcomes**  
Last updated by Non-admin User on 2/2/2016 at 10:20 AM  
For each learning outcome, please add a new item using the button to the right.

Upon completion of this course, the student should be able to:  Show Details

**SLO 1**  
Proposed Method of Assessment for SLOs: Proposed Method 1  
To which program goal(s) is this course aligned?: Program 1

**SLO 2**  
Proposed Method of Assessment for SLOs: Method 2  
To which program goal(s) is this course aligned?: Program 2

### Condition

The **Condition** dropdown selector need only be used if an “or” situation or a “nesting” situation applies, otherwise it is already implied that an “and” statement exists between entries.

The **Condition** dropdown menu allows you to specify if this course must be taken as well as (using “and”) or instead of (using “or”) the next requirement.

Status  
Program Status  
General Education Status

Condition   
and  
or

### Course Blocks

Course blocks are nested ordered lists that hold the requirements for a program. The first level indicates categories of courses for the program, which may include Program Prerequisites, Core Courses, or Electives. Within each of those categories, the user will assemble the courses that will meet that requirement.

**Accounting AS, M: Major**  
 Status: Active View Proposal History

Main 4/6  
 Catalog Description 1/1  
 Program Blocks  
 Program Outcomes  
 Consultation  
 Codes and Notes  
 Originator and Dates  
 Co-Contributors

**Program Blocks**  
 Last updated by: [redacted]

Questions? Find answers in [CurricUNET Curriculum Handbook](#).  
 Create blocks for each group of required and/or optional courses and activities that are part of this program.

**Block Definitions**  Show Details [Add New Item](#)

**First Semester:**

**Block Elements** [Edit Block Elements](#)

ACCT 1 - Financial Accounting 5.000 \*Active\*  
**Subject:** ACCT - Accounting

MABS 60 - Introduction to Computer Applications for Business 3.000 \*Active\*  
**Subject:** MABS - Computer Applications

BSMA 68 - Mathematics of Business 3.000 \*Active\*  
**Subject:** BSMA - Business Mathematics

**Second Semester:**

**Block Elements** [Edit Block Elements](#)

ACCT 2 - Managerial Accounting 5.000 \*Active\*  
**Subject:** ACCT - Accounting

BSEN 74 - Written Business Communication 3.000 \*Active\*  
**Subject:** BSEN - Business English

ACCT 59 - Federal Income Tax 3.000 \*Active\*  
**Subject:** ACCT - Accounting

MABS 101 - Spreadsheets for Business/Excel 3.000 \*Active\*  
**Subject:** MABS - Computer Applications

### Content Review

To review the content, click **Add New Item**.

**New Course: testing2**  
Status: Draft  
Remaining Launch Requirements: 2 [Launch] [Delete Draft]

**Content Review**  
Last updated by nonadmin user5 on 1/20/2016 at 10:34 AM  
If you have any issues with this page Consider the following:

- If the Requisite Course dropdown is not populated then make sure that requisites courses have been added to the Requisites tab.
- If there are no Current Course Objectives listed make sure that objectives have been entered on the Objectives tab.
- If there are no Requisite Course Objectives listed make sure that:
  - A Requisite Course has been selected at the top of the page.
  - The Requisite Course that has been selected has objectives entered on its Objectives tab.

For courses in a sequence in the same discipline, complete this section for Content Review. For courses not in a sequence, or outside the discipline, please complete the Content Review form at this link: [Content Review](#) and attach the form and supporting documentation to the Attachments tab.

**Content Review** [Show Details] [Add New Item]

There are no content review to display

Use the dropdown menu to choose the **Requisite Course** and **Content Review Type**.

**Content Review**

Requisite Course [Dropdown]

Content Review Type [Dropdown]

### Objective and Content Mapping

To map this courses objectives to a requisite course’s objectives, select the **Content Review Type**, “**Objective To Objective**” from the **Content Review Type** menu. Select the current course objectives and the corresponding requisite course objectives from the check lists that will appear.

**NOTE:** Both courses must have objectives saved for items to appear in checklist.

Cover	11/11	<b>Content Review</b>
Co-Contributor		Last updated by nonadmin user 5 on 1/20/2016 at 10:34 AM <i>If you have any issues with this page Consider the following:</i>
Division Planning		<ul style="list-style-type: none"> <li>If the Requisite Course dropdown is not populated then make sure that requisites courses have been added to the Requisites tab.</li> <li>If there are no Current Course Objectives listed make sure that objectives have been entered on the Objectives tab.</li> <li>If there are no Requisite Course Objectives listed make sure that:             <ul style="list-style-type: none"> <li>A Requisite Course has been selected at the top of the page.</li> <li>The Requisite Course that has been selected has objectives entered on its Objectives tab.</li> </ul> </li> </ul>
Course Objectives		
Units/Hours		For courses in a sequence in the same discipline, complete this section for Content Review. For courses not in a sequence, or outside the discipline, please complete the Content Review form at this link: <a href="#">Content Review</a> , and attach the form and supporting documentation to the Attachments tab.
List Additional Variable Units		<b>Content Review</b>
Degree Transfer Applicability		Requisite Course: TEST 1120 - testing2 (In Review)
General Ed		Content Review Type: Objective to Objective 
Articulation Info		<b>Current Course Objectives</b>
Core Competencies		<input type="checkbox"/> Heading for this <input type="checkbox"/> Objective text 1 <input type="checkbox"/> Heading again <input type="checkbox"/> Organize, display, and analyze data to address a research question and communicate results.
Student Learning Outcomes		<b>Requisite Course Objective(s)</b>
Requisites		<input type="checkbox"/> Heading for this <input type="checkbox"/> Objective text 1 <input type="checkbox"/> Heading again <input type="checkbox"/> Organize, display, and analyze data to address a research question and communicate results.
Content Review		

### Objective to Content

To map this course’s objectives to items in a requisite course’s content, select **Content Review Type** menu, and then “**Objective to Content.**” Select the current course objectives from the check list that will appear, and enter the information from the requisite course’s content in the text area.

**NOTE:** The current course must have objectives saved for items to appear in checklist.

Proposal Resources		<h3>Content Review</h3> <p><i>If you have any issues with this page Consider the following:</i></p> <ul style="list-style-type: none"> <li>• If the Requisite Course dropdown is not populated then make sure that requisites courses have been added to the Requisites tab.</li> <li>• If there are no Current Course Objectives listed make sure that objectives have been entered on the Objectives tab.</li> <li>• If there are no Requisite Course Objectives listed make sure that:             <ul style="list-style-type: none"> <li>◦ A Requisite Course has been selected at the top of the page.</li> <li>◦ The Requisite Course that has been selected has objectives entered on its Objectives tab.</li> </ul> </li> </ul>
Cover	6/6	
Units/Hours	3/3	
Objectives		
Requisites		
Content Review		
Math & English Skills Advisories		
Degree Applicability		
Student Learning Outcomes		
Course Content		
Methods of Instruction		<h4>Content Review</h4> <p>Requisite Course: PHOT 180 - Digital Darkroom (Active)</p> <p>Content Review Type: Objective to Content</p>
Assignments	1/1	<h4>Current Course Objectives</h4> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify which color space, CMYK or RGB, is most appropriate for optimum reproduction quality.</li> <li><input type="checkbox"/> Demonstrate an ability to calibrate color monitors and create ICC profiles.</li> <li><input type="checkbox"/> Demonstrate an ability to calibrate color scanners and create ICC profiles.</li> <li><input checked="" type="checkbox"/> Demonstrate an ability to calibrate color printers and create ICC profiles.</li> <li><input type="checkbox"/> Generate ICC profiles for a professional digital capture system.</li> <li><input type="checkbox"/> Demonstrate control with input-output curves for optimum reproduction quality.</li> <li><input checked="" type="checkbox"/> Operate professional high-end scanning tools for film and flat-art materials.</li> <li><input type="checkbox"/> Recognize the components of a good quality print.</li> <li><input type="checkbox"/> Generate large print output.</li> <li><input type="checkbox"/> Manage workflow automation and multiple device matching systems.</li> </ul>
Methods of Evaluation		<h4>Requisite Content</h4> <ul style="list-style-type: none"> <li>Use of equipment</li> <li>Operate scanners</li> <li>Operate printers</li> <li>Evaluate print quality and appropriate resolutions for printing</li> </ul>

## Read Only Fields

If at any point you are unable to click into or make changes to a field's information, you do not have edit privileges for that field. If you need to make changes to such a field, contact your institution's curriQūnet administrators.

## Auto Calculations

Some institutions have automatically calculated fields on their Units/Hours pages. When users enter the base measurement into the white numerical fields the grayed out fields will automatically calculate.

**New Course: test**  
Status: Draft Remaining Launch Requirements: 10 [Launch] [Delete Draft]

**Description**  
Last updated by Delta Admin on 1/28/2016 at 11:17 AM

**Units/Hours**

Weekly Hours	Semester Hours
Lecture Hrs: Min * 1.00	Min 16
Lecture Hrs: Max * 1.00	Max 18
Lab Hrs: Min * 1.00	Min 16
Lab Hrs: Max * 1.00	Max 18

Total Semester Hrs Min 32  
Total Semester Hrs Max 36

Student Unit Min \* 1.00  
Student Unit Max \* 1.00

Override Faculty Load

Faculty Load Lecture Units 1  
Faculty Load Lab Units 0.80  
Total Faculty Load 1.80

## Show/Hide Pages

Show/Hide pages are used in areas where additional information is required because the proposal meets certain criteria. Responses on a field of any type may cause additional fields to appear.

Most frequently, the trigger field and the unlocked fields will be on the same proposal page. For example, on this proposal page, the user is to indicate that a list of materials to support the course has been provided to library staff.

**New Course: TS1-712 - Herpetology of the Great Basin**  
Status: Draft Remaining Launch Requirements: 10 [Launch] [Delete Draft]

**Library**

(Checking this box will allow you to attach a document.)  
 List of suggested materials has been given to Librarian ←

(If you leave the following box unchecked, then you must attach a suggested materials/course references document.)  
 Library has adequate materials to support course

**Additional Comments/Information**

Arranged Hours  
Instructional Activities  
Methods of Presentation  
Methods of Evaluation  
Appropriate Texts  
Sample Assignments 0/1  
Student Learning Outcomes  
Minimum Qualification 0/1  
Library

When a user selects this checkbox, an attachment tool appears to add a copy of this list to the proposal.

**NewCourse: TS1-712 - Herpetology of the Great Basin**

Status: Draft Remaining Launch Requirements: 10 Launch Delete Draft

**Library**

(Checking this box will allow you to attach a document.)  
 List of suggested materials has been given to Librarian

Press Select to browse for files. To attach selected files to this record, press Upload files.  
Select...

**Attachments**

There are no attachments to display. Press Select to browse for files to attach to this record.

(If you leave the following box unchecked, then you must attach a suggested materials/course references document.)  
 Library has adequate materials to support course

**Additional Comments/Information**

Library

Distance Education

Show/Hide triggers may also unlock a different proposal path. In the following example, when a user selects the Global Citizenship page, there is a message stating “This course is either not proposed for or already approved for Global Citizenship. Edit the global status of this course on the cover page.”

**NewCourse: TS1-712 - Herpetology of the Great Basin**

Status: Draft Remaining Launch Requirements: 14 Launch Delete Draft

- Arranged Hours
- Instructional Activities
- Methods of Presentation
- Methods of Evaluation
- Appropriate Texts
- Sample Assignments 0/1
- Student Learning Outcomes
- Minimum Qualification 0/1
- Library
- Distance Education
- Distance Education Interactions
- Distance Education Assessment
- Global Citizenship Application
- Attached Files

### Global Citizenship Application

This course is either not proposed for, or already approved for Global Citizenship ←

Edit the global status of this course on the cover page

If the user returns to the Cover page and selects the checkbox indicating this course is proposed for Global Citizenship status, upon returning to the Global Citizenship page, they will be able to edit this page.

**NewCourse: TS1-712 - Herpetology of the Great Basin**

Status: Draft Remaining Launch Requirements: 14

Proposal Resources	
Cover <span style="float: right;">4/7</span>	<b>This course is cross listed in:</b> This course has no crosslisted courses
Contributor	
Units/Hours <span style="float: right;">0/5</span>	Formerly <input type="text"/>
Course Characteristics <span style="float: right;">0/4</span>	Formerly Same As <input type="text"/>
Pre/Corequisites & Advisories	<b>Catalog Course Description *</b> sample for user manual
Requisite Validation	
Course Objectives	<b>Course Notes to Print in Catalog</b> <input type="text"/>
Arranged Hours Objectives	
Course Content	
Lab Content	<b>Rationale *</b> <i>For NEW courses, explain why this course should be added to the curriculum, explaining the "need" and the "target population" of the course. For course UPDATES, briefly explain what aspects of the course have been updated (especially any significant or substantial changes to items such as prerequisites, hours, units, ...)</i>
Arranged Hours Instructional Activities	<input type="text"/>
Methods of Presentation	
Methods of Evaluation	
Appropriate Texts	<b>Proposal Information</b> Proposed Start Year: * <input type="text"/> Proposed Start Semester: * <input type="text"/>
Sample Assignments <span style="float: right;">0/1</span>	<input type="checkbox"/> Proposed For Distance Education <input checked="" type="checkbox"/> Proposed For Global Citizenship

**NewCourse: TS1-712 - Herpetology of the Great Basin**

Status: Draft Remaining Launch Requirements: 14 Launch Delete Draft

Arranged Hours	
Instructional Activities	
Methods of Presentation	
Methods of Evaluation	
Appropriate Texts	
Sample Assignments	0/1
Student Learning Outcomes	
Minimum Qualification	0/1
Library	
Distance Education	
Distance Education Interactions	
Distance Education Assessment	
Global Citizenship Application	

**Global Citizenship Application**

Entity Global Citizenship Category

Global Citizenship Category

## Rich Text Editor

This feature is used in numerous places throughout META. The Rich Text Editor within the META system provides several tools to help you format text entries. It also allows you to add hyperlinks and insert images like word-processing programs.

Copying and pasting an outline straight from Microsoft Word or a similar word-processing program will **NOT** provide a properly formatted outline. The embedded formatting information word-processing programs include will cause issues within the editor.

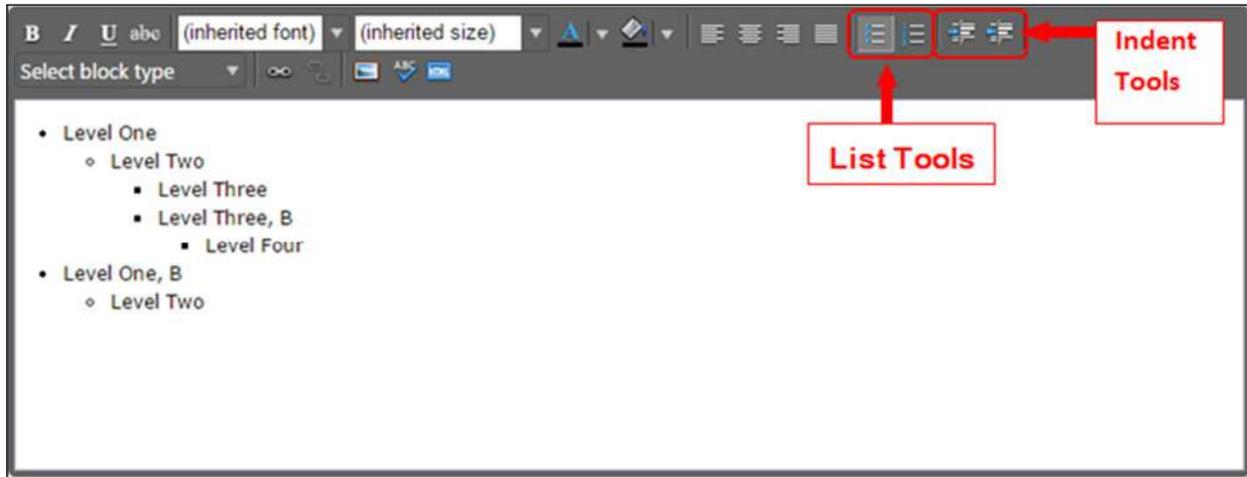
If pasting a paragraph of text (as you might for a Course Description) into the Rich Text Editor, you must paste it as plain text. Type **Ctrl+Shift+V** (in Windows), or right click on your mouse, and select **Paste as Plain Text**. If you do not do this, hidden formatting tags will interfere with the internal tools of the editor and cause problems with reports.

### Creating an Outline within the Rich Text Editor

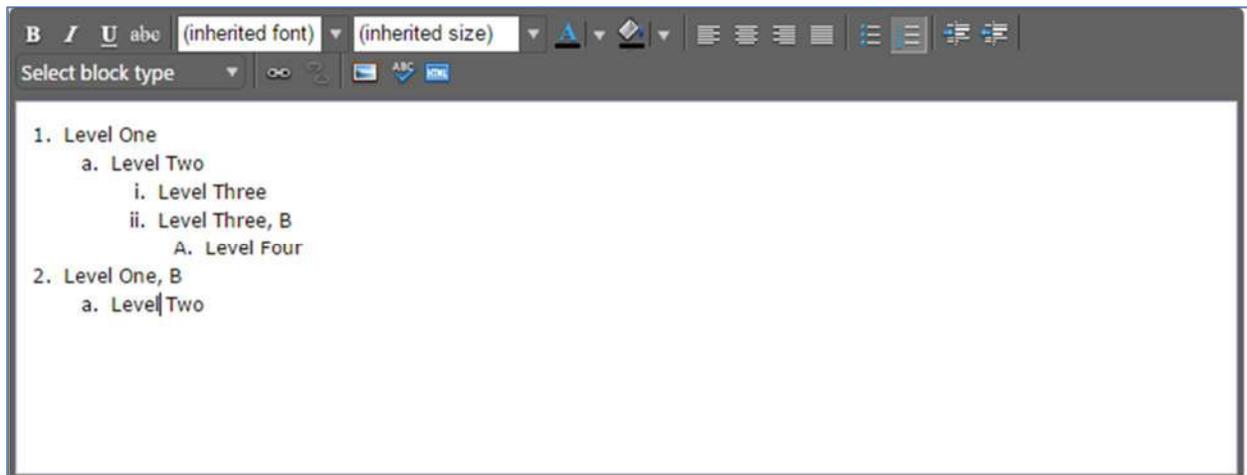
The simplest and best way to produce a properly formatted outline is directly in the Rich Text Editor. You may enter your line headings as you see fit, or use the built-in list tools.

The left **List Tools button** creates a bulleted list, and the right button creates a numbered list. Use the indent tools to create levels within the list. The button on the left (in the indent tools) will create an indent and the right side button will remove the indentation.

Below is an example of a bulleted list with several levels of indentation:

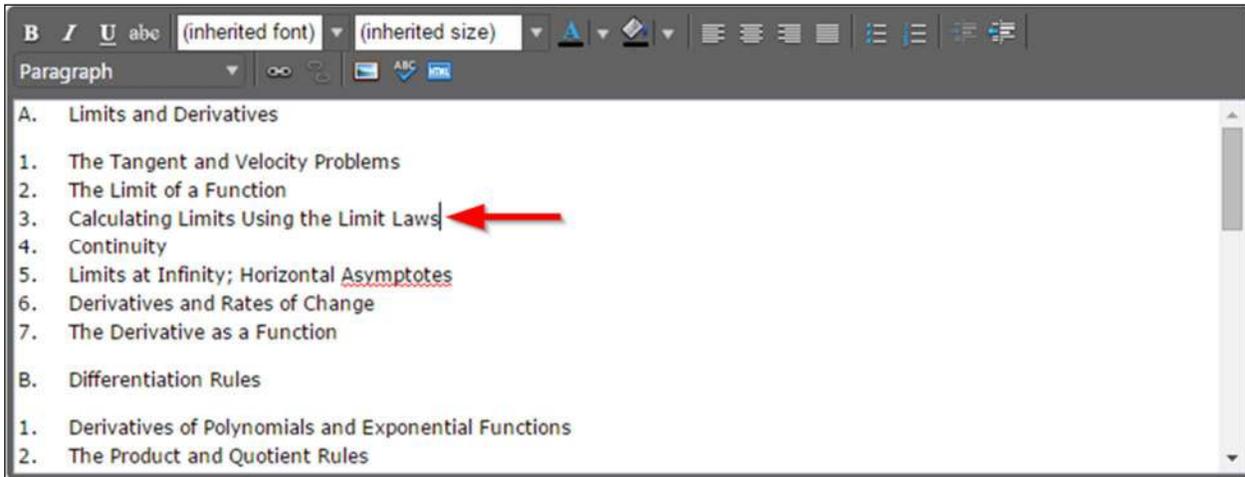


Below is an example of a numbered list with several levels of indentation:

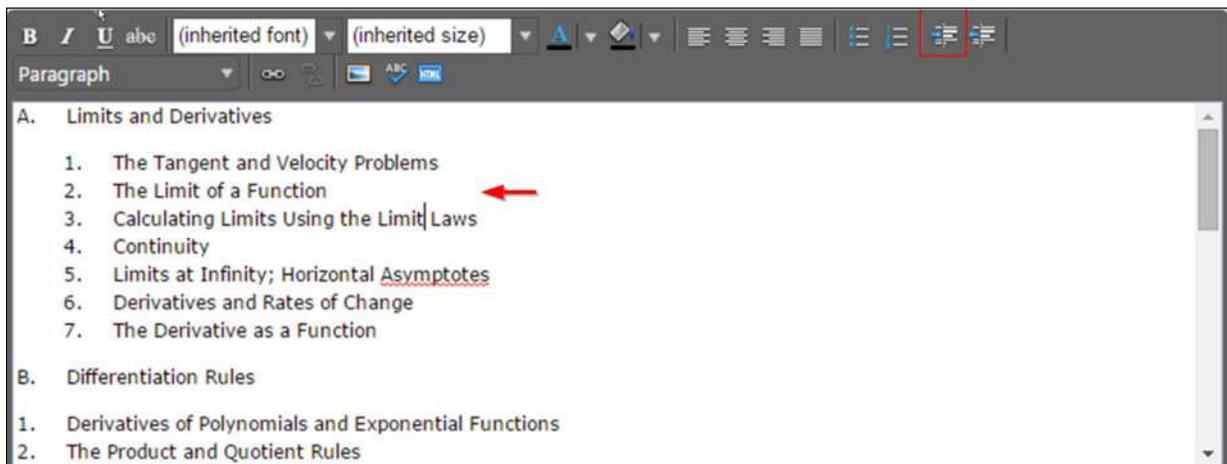


If you would prefer to specify your own level designations, you may do so as well, using the indentation tools as necessary.

To create indented levels, select the end of the last line before the indentation, and click **Enter**. Select the end of the last line of the indentation, and click **Enter** again. This will create a new block of text. You **MUST** add these additional hard returns to indent text.

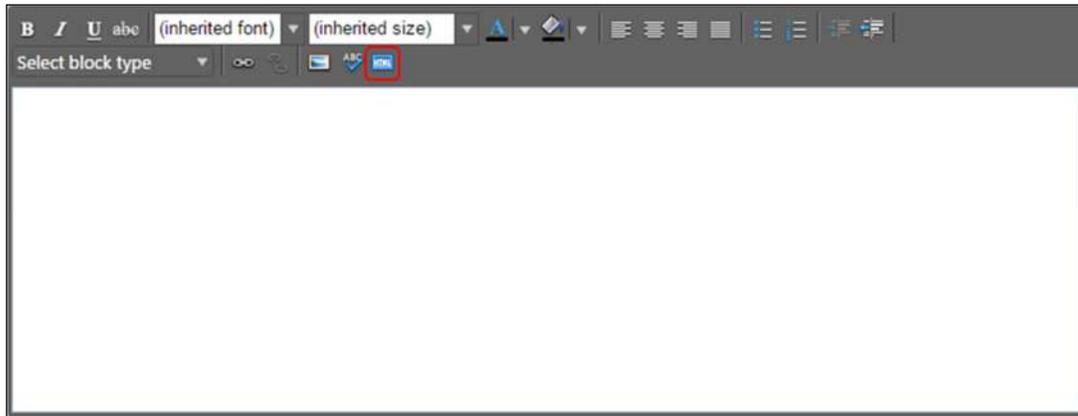


Click within the block to be indented, and click the **Indent** button. To indent a second level, click the button twice. For a third level, click three times, etc. Do this for each level.

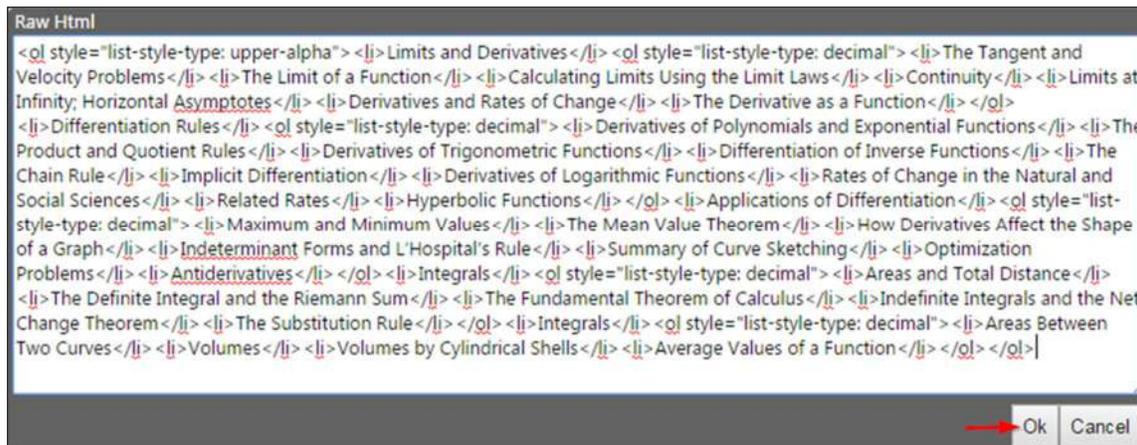


### Creating an Outline Using HTML

The third way to create a properly formatted outline requires knowledge coding HTML. If you know how to format your outline in this method, click the **HTML** button.



This will change the view of the Rich Text Editor. Enter or copy and paste your content and HTML code as desired. When finished, click OK to save your changes.



If done correctly, this will produce an outline in the Rich Text Editor.