

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 currlQūnet META easy to use. The flexible nature of META means that there 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 (, which will turn green (, when you have completed all required fields. You will only be prompted to save when changes are made.

Status: Draft			Remaining Launch Req	arrements: 14	Launch	Delete Draft
Main	Main					
Paulo and a start of the	Last updated by G	Sovemet Support on 6/13/2017 at	18:54 AM			
Cross Listed	Credit Course	(Degree Applicable)				
Units/Hours	Questions? Find a	answers in <u>CurricUNET Curriculum</u>	Handbook.			
	Profix *	ACCT Accounting				
Requisites	Course Number *	613				
Consultations	Title *	Sample Course				
Cornalitations	Short Title *					
Course Applicability	Maximum Length	: 30 Characters				
	Catalog Descripti	ion *				
Field Trips	Maximum Length:	: 500 Characters				
Method of Grading	Lorem ipsum dol penatibus et mag Nulla consequat	lor sit amet, consectetuer adipisci gnis dis parturient montes, nascet massa quis enim. Donec pede jui	ng elit. Aenean commodo ligula tur ridiculus mus. Donec quam fi to, fringilla vel, aliquet nec, vulp	eget dolor. Aene elis, ultricies nec, j utate eget, arcu. I	an massa. Cum soc sellentesque eu, pri n enim justo, rhono	iis natoque etium quis, sem. sus ut, imperdiet
Method of Grading Discipline(s)	Lorem ipsum dol penatibus et maj Nulla consequat a, venenatis vitae	lor sit amet, consectetuer adipisci gnis dis parturient montes, nascet massa quis enim. Donec pede juz e, justo. Nullam dictum felis eu pe	ng elit. Aenean commodo ligula tur ndiculus mus. Donec quam f to, fringilla vel, aliquet nec, vulp de mollis pretium. Integer tincic	eget dolor. Aene elis, ultricies nec, j utate eget, arcu. l lunt.	an massa. Cum soc bellentesque eu, pro n enim justo, rhono	iis natoque etium quis, sem. us ut, imperdiet
Method of Grading Discipline(s) Student Learning Outcomes	Lorem ipsum dol penatibus et ma Nulla consequat a, venenatis vitae	lor sit amet, consectetuer adipisci gnis dis parturient montes, nasce massa quis emin. Dones pende jui e, justo. Nullam dictum felis eu pe	ng elit. Aenean commodo ligula fur ndiculus mus. Donec quam f to, fringilla ve, aliquet nec, vulg de mollis pretium. Integer tincic	eget dolor. Aene elis, ultricies nec, j utate eget, arcu. I lunt.	an massa. Cum soc sellentesque eu, pro n enim justo, rhono	iis natoque etium quis, sem. uus ut, imperdiet
Method of Grading Discipline(s) Student Learning Outcomes Content	Lorem ipsum dol penatibus et ma 2022 Nulla consequat a, venenatis vitae	lor sit amet, consectetuer adipisci gnis dis parturient montes, nasce massa qui enim. Donec pede juy e, justo. Nullam dictum felis eu pe	ng elit. Aenean commodo ligula ur ridiculus mus. Donec quan fi to, fingillo vel, aliquet nec. vuly de mollis pretium. Integer tincic	eget dolor. Aene elis, ultricies nec, j utate eget, arcu. I unt.	an massa. Cum soc Jellentesque eu, pri n enim justo, rhono	is natoque etium quis, sem. vs ut, imperdiet
Method of Grading Discipline(s) Student Learning Outcomes Content	Lorem ipsum dol penatibus et mig Nulls consegue a, venenatis vitae Anticipated Si	for sit amet, consecteure adigisci gnis dis parturiten monte, nasce massa quie enim. Donce pede jui e, justo. Nullam dictum felis eu pe	ng ett. Aerean commodo ligula ur ridicular sunz Donec quam to, fringilla vet, aliquet nec: vulp de moliis pretium. Integer fincio	eget dolor. Aene elis, ultricies nec, j utate eget, arcu. I unt.	an massa. Cum soc bellentesque eu, pri n enim justo, rhono	iis natoque etium quis, sem. uus ut, imperdiet
Method of Grading Discipline(s) Student Learning Outcomes Content Assignments	Lorem ipsum doi penatibus et may hulla consequent a, venenatis vitae Anticipated Si Semester *	for sit amet, consecteure adigiso gini dis parturite monte, nasce massa quie enim. Donce pede jui e, justo. Nullam dictum felis eu pe tart Vear +	ng ett. Aerean commodo ligula ur ridiculas mus Donec quam to, fringilla vet, aliquet nec: vulp de mollis pretium. Integer tincio	eget dolor. Aene elis, ultricies nec, ultate eget, arcu. I unt.	an massa. Cum soc vellentesque eu, pro- n enim justo, rhono	iis natoque etium quis, sem. us ut, imperdiet
Method of Grading Discipline(s) Student Learning Curtemes Content Assignments Evaluation Methods	Anticipated Si Semester *	tor sit amet, consectetuer adigisci gnis dis parturient montes, nacci nasca qui enim. Donec pede jui nasca qui enim. Donec pede jui nasca qui enim. Sone de parture nasca qui enim. Sone de parture tart tart tart enim. Sone de parture de parture verse fit into your overall programi	ng elit. Aerean commodo ligul ur ndiculus mus. Donec quan fi de mollis pretum. Integer tinci de mollis pretum. Integer fincio	eget dolor. Aene elis, ultricies nec, j utate eget, arcu. I unt.	an massa. Cum soc Jellentesque eu, prin n enim justo, rhois	iis natoque etium quis, sem. usu ut, imperdiet
Method of Grading Discipline(s) Student Learning Outcomes Content Assignments Evaluation Methods Textbooks	Course Justificati Anticipated Si Semester	lor sit amet.consecteure adigisc gins dis partitute monte, nasce massa auie enim. Donce pade jui e, justo. Nullam dictum felis eu pe tart vere fit into your overall programi	ng etit. Aerean comnodo ligula ur ridiculus mus. Donce quam fi ak, fringiti avat, aliquet nec vulg de mollis pretium. Integer tinco	eget dolor. Aene lis, ultricies nec, utate eget, arcu-l unt.	an massa. Cum soc ellentesque eu n enim justo, rhono	iis natoque tium quis, sem. us ut, imperdiet
Method of Grading Discipline(s) Student Learning Outcomes Content Assignments Evaluation Methods Textbooks Textbooks	Corren ipsum do do penatibus et may hulla consequet a venenatis vitae Anticipated Si Semester * Course Justificati How does your co	lor sit amet. consectetuer adipto: gnis dis parturism tomotes, nasce massa qui enim. Donce pede jui e, justo. Nullam dictum felis eu pe tart tart on * urse fit into your overail programi	ng ett. Aerean commodo ligula ur nicioulas mus Donec quam to, fringilla vet, aliquet nec vulg de mollis pretium. Integer tinclo	eget dörör. Aene Bis uthröse ner, dis uthräse ner, dis uthräse oget, arcu, i unt.	an massa. Cum so ellentesque eu n enim justo, rhono	is natoque tium quis, sem. vus ut, imperdiet



Status: Dra	11		Remaining Launch Requirements: 4 Launch Delete Draf
Main	5/8	Main Last updated by De	mo Client Admin on 10/1/2015 at 9/29 AM
Co-Contributor		Course Discipline *	ACCTG - Accounting
Units/Hours	1/1	Course Number * Course Title *	030 QuickBooks
Lecture and/or Lab Content		Short Title *	QuickBooks
Student Learning Dutcomes	I II	Justification for pro	oposing New Course or Revision to Course *
Methods of Evaluation and Examination	1/1	Catalog Descriptio	n*
Textbooks/Learning Materials		The course provide Proper use of Quic Students will explo	es students with hands-on computer-based accounting using QuickBooks, including behind-the-scenes accounting, skBooks business forms for recording sales and receivables, payables and purchases, and payroll will be presented, sre methods of business issues.
Prerequisite/Corequisite			
Prerequisite/Corequisite		Short Schedule De	scription
Prerequisite/Corequisite Removal		Students will use §	Quick@ooks software to perform accounting procedures
Advisory/Recommender Preparation	a		

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 currlQūnet support at your institution. For questions concerning the currlQūnet system, refer to these resources.



New Course: Thi	s is a New Course
Status: Draft	Remaining Launch Requirements: 11 Launch Delete Draft
Proposal Resources	Proposal Resources
Cover	If you have any questions please consult one of the following resources:
Units/Hours	2. [First and Last Name], Technical Support Specialist Phone: 555.555.1212
Objectives	Email: [email address]
Requisites	3. [First and Last Name]. Technical Writer Phone: 555.555.1212 Email: [email address]
Content Review	4. [First and Last Name], Transfer and Articulation Phone: 555.555.1212
Math & English Skills Advisories	Email: [email address] 5. <u>CurricUNET Admin Guide</u>
Degree Applicability	

Dropdown Menus

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

		cost opported by werter cherry sommer an at ray as to be also cite	
Methods of Evaluation and	0/1	Advisory Reading and Writing Levels:	B•
Examination		Advisory Math Level:	
Textbooks/Learning			

Click on the option to select it.

Methods of Evaluation and	0/1	Advisory Reading and Writing Level	s:	
Examination	· · · · · · · · · · · · · · · · · · ·	Advisory Math Level:		
Taythooke/Loaming			RW2 = compl of Engl 322 and (330 or 335) or equiv	
Materials		Person and Ad Dress section	RW3 = compl Engl 102 or Read 101 and Engl (92 or 104)	
		Recommended Preparation	RW4 = compl of Engl 1A	-
normal talk of the second	212		A pairte and a state of the sta	

Text box/Text Area

Put your curser 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 (**m**) or type in the date using the format **M/D/Year**.



New Course: Test			Remaining Launch Requirements:	10 [Launch	Delet	te Draft
Units/Hours	Codes/Dates	015 at 10:42 AM					
Degree Transfer Applicability	Entry of Special Dates Course Dates						_
General Ed	Instructional Services	2/10/2016					
Articulation Info	Requested Start Semester		Requested Start Year				- 1

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.

]		
~		Febr	uary 2	2016			d
Su	Мо	Tu	We	Th	Fr	Sa	aı
31	1	2	3	4	5	6	5
7	8	9	10	11	12	13	rc
14	15	16	17	18	19	20	p
21	22	23	24	25	26	27	ľ
28	29	1	2	3	4	5	F
6	7	8	9	10	11	12	h
9				27			-

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: Th	is is for Program Deactivation , BS		
Status: Draft		Launch	Delete Draft
Program Description	Attached Files		
Program Requirements	Last updated by User1 Test on 10/12/2015 at 1:13 PM Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record. Select.		
Program Learning Outcomes	Attachments		
Program Planning	There are no attachments to display. Press Select to browse for files to attach to this record.		
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 Propo	sal: DRFT 144 - Design Thinking and Research View Proposal History
* Proposal Resources	Methods of Instruction
Callor	Methods
8/8	Directed Study
linite/Houre	C Discussion
3/3	Distance Education
Co. Contributor(s)	Experiments
Co-Contributor(s)	Field Experience
Objectives	🖉 Field Trips
Objectives	Individualized Instruction
	🖉 Lab
Math & English Skills Advisories	☑ Lecture
	Mediated Learning
Requisites	Observation and Demonstration
	Projects
Content Review	Service Learning
Degree Applicability	Work Experience

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.



Status: Draft		Remaining Launch Requirements: 5	Launch Delet	e Draft
bjectives	General Ed			
	Last updated by			
udent Learning utcomes	General Education/Degree/Transfer Course			
ecture Content				
	B Social and Behavioral Sciences			
ab Content	Comments			_
valuation Methods	M			
ethods of struction				10
equired Texts				
trance Skills	Comments			_
quisites				
ontent Review				
eneral Ed	☑ D Language and Rationality			
t of Class	Comments			
signments	<u>M4</u>			
and a landa we				

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.



Status: Draf	t	Remaining Launch Requirem	ents: 4	Launch Dei	ete Draft
Main	5/8	Co-Contributor			
		Co-Contributor			
Co-Contributor				G Show selected	Clear All
Units/Hours	-	Admin, Demo Client (admin@yale-nus.edu.sg)			*
		Tester, Articulation Specialist (test15@governet.net)			
Lecture and/or Lab		Tester, Curriculum Committee Chair (test4@governet.net)			
Content		Tester, Curriculum Committee Member 1 (test5@governet.net)			
Student Learning	1/1	Tester, Curriculum Committee Member 2 (test6@governet.net)			
Outcomes		Tester, Curriculum Specialist (test3@governet.net)			
Methods of Evaluation	1/1	Tester, Distance Education Coordinator (test9@governet.net)			
and examination	- Balance	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	s a test				
Status: Draft			Remaining L	aunch Requirements: 10	Launch Delete Draft
	Textbooks/Learnin	ng Materials			
Outcomes 0/1	Last updated by Demo Cli	ent Admin on 2/1	2/2016 at 2:08 PM		
Methods of	Textbook (Minimum	3 recommend	ied)		
Evaluation and Examination	Author	Title	Publisher	Classic/Standard	Year Rationale
Textbooks/Learning	No records to display.				
Materiais	O Add new record 🔫				
Prerequisite/Corequisite	O 14 4 9 91				Displaying items 0 - 0 of 0
Prerequisite/Corequisite	Manual				
Valluation	Author		Title	Publisher	Year
Prerequisite/Corequisite Removal	No records to display.				
Advisory/Recommended	Add new record				
Preparation	🖸 14 4 5 51				Displaying items 0 - 0 of 0
Homework 0/3	Other Learning Mate	erials			
Mathed of Testevelies		Other			
Method of Instruction	No records to display.				
Status	O Add new record				
	О ККУН				Displaying items 0 - 0 of 0
PROPERTY AND A CONTRACTOR					

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



Student Learning Outcomes	Textbooks/Learn	ing Materials Client Admin on 2/12/3	2016 at 2:08 PM			
Methods of	Textbook (Minimu	Textbook (Minimum 3 recommended)				
Examination	Author	Title	Publisher	Classic/Standard	Year	Rationale
Textbooks/Learning Materials	Author					
Prerequisite/Corequisite	Title					
Prerequisite/Corequisite Validation	Publisher					
Prerequisite/Corequisite Removal	Classic/Standard					
Advisory/Recommended Preparation	S Insert 00 C	ancel				
Homework	Add new record					
Mathead of Testeviction					D	isplaying items 0 - 0 of 0

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

New Course: this is	a test Remaining Launch Requirements: 10	Launch	Delete Draft
Student Learning Outcomes of Evaluation and Examination Textbooks/Learning Materials Prerequisite/Corequisite	Prerequisite/Corequisite Last updated by Demo Client Admin on 2/12/2016 at 2:08 PM Requisites There are no requisites to display	Show Details	Add New Item

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		
Student Learning Outcomes	Prerequisite/Co	requisite o Client Admin on 2/12/2016 at 2:08 PM		
Methods of	Requisites			
Evaluation and Examination	Requisite Type *	Corequisite		
Textbooks/Learning Materials Prerequisite/Corequisite	Subject Requisite Course	ASTRO - Astronomy		
Prerequisite/Corequisite Validation	Non Course Require	ements		
Prerequisite/Corequisite Removal				
Advisory/Recommended Preparation				
Homework 0/3				
Method of Instruction				
Status	Condition or	D		

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 Status: Draft	a test Remaining Launch Requirements: 10	Launch Delete Draft
Student Learning 0/1	Prerequisite/Corequisite Last updated by Demo Client Admin on 2/12/2016 at 2:08 PM	
Methods of Evaluation and	Requisites	Show Details 📀 Add New Item
Examination	S Corequisite	ê 😣
Materials	Subject: ASTRO - Astronomy	
Prerequisite/Corequisite	Requisite Course: ASTRO 010 - Introduction to Astronomy (Active) Condition: or	
Prerequisite/Corequisite Validation	S Prerequisite	8
Prerequisite/Corequisite Removal	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.



Status: Draft	Remaining Launch Requirements: 4	Launch	Delete Draft
Main 5/8	Student Learning Outcomes		
Co-Contributor	Upon completion of this course, the student should be able to:	1	
	Learning Outcomes	A Show Details	O Add New Item
Units/Hours	Diagram and describe the accounting cycle using QuickBooks ensuring that all accounting property stored, backed-up and secured. (Lec/Lab A-G)	ng data is	ê 8
Lecture and/or Lab Content	Proposed Method of Assessment for SLOs: -		
Student Learning Outcomes	SLO Change resuting from assessment data (Only complete if SLO change is a result of asses This SLO maps to the following Institutional Learning Outcomes (ILOs), please check This section does not control any data	ssment data): - k all that apply:	

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.

		_
Main 1/6	Student Learning Outcomes (SLOs)	
Co-Contributor	For each learning outcome, please add a new item using the button to the right.	
	Upon completion of this course, students will be able to:	
Units/Hours 2/2	Student Learning Outcome *	
Lecture and/or Lab Content		Н
Prerequisite/Corequisite		Ц
Student Learning Outcomes (SLOs)		18
Supplementary Time	Proposed Method of Assessment for SLO *	Ш
Instructional and Delivery Methods		Ш
Required Uploads		
Codes and Dates	SLO Change resulting from assessment data (Only complete if SLO change is a result of assessment data)	

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: ACC	CTG-030 - QuickBooks Remaining Launch Requirements: 4 Launch Delete Draft
Main	Student Learning Outcomes
Co-Contributor	Upon completion of this course, the student should be able to: Learning Outcomes
Units/Hours	Outcome Text*
Lecture and/or Lab Content	Select block type
Student Learning Outcomes 1/1	
Methods of Evaluation and Examination	
Textbooks/Learning Materials	
Prerequisite/Corequisite	Proposed Method of Assessment for SLOs *
Prerequisite/Corequisite Validation	
Prerequisite/Corequisite Removal	
Advisory/Recommended Preparation	
Homework 20	
Method of Instruction	SLO Change resulting from assessment data (Only complete if SLO change is a result of assessment data)
Status	
Program Status	
General Education Status	
Completed by Dean	This SLO maps to the following Institutional Learning Outcomes (ILOs), please check wat apply:
Material Fees	Communication: The student will demonstrate effective communication, appropriate to the audience and purpose.
Codes and Dates	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.
Online Supplement	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.
	O Save O 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 (\bigotimes) to delete individual outcomes.



Status: Draft		Remaining Launch Requirements: 5	Launch	Delete Draft
Main	Student Learning Outcomes			
Co-Contributor	Last updated by Non-admin User on 2/2/2010 For each learning outcome, please add a new	5 at 10:20 AM item using the button to the right.	Jp and Down Arrows for re-ordering	1
Units/Hours	Upon completion of this course, the st	udent should be able to:	Show Details	O dd New Item
Lecture and/or Lab Content	SLO 1			e (
Student Learning Outcomes	Proposed Method of Assessment for SLO To which program goal(s) is this course a	s: Proposed Method 1 ligned?: Program 1	c	Delete SLO
Methods of Evaluation and Examination	SLO 2			<u>e</u> s
Prerequisite/Corequisite	Proposed Method of Assessment for SLO To which program goal(s) is this course a	s: Method 2 ligned?: Program 2		
Supplementary Time				

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	Condition Condition
Program Status	and or
General Education Status	

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.



Main 🚺	6 Program Blocks	
Catalog Description	Last updated by	
1	Questions? Find answers in <u>CurricUNET Curriculum Handbook.</u>	
Program Blocks	Create blocks for each group of required and/or optional courses and activities	that are part of this program.
	Block Definitions	Show Details O Add New Ite
Program Outcomes	First Semester:	9 8
onsultation	Block Elements	Zedit Block Elements
	ACCT 1 - Financial Accounting 5.000 "Active" Subject: ACCT - Accounting	
odes and Notes	MABS 60 - Introduction to Computer Applications for Business 3.000 *Active* Subject: MABS - Computer Applications	
o-Contributors	BSMA 68 - Mathematics of Business 3.000 "Active" Subject: BSMA - Business Mathematics	
	Second Semester:	€ 8
	Block Elements	P 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**.



Status: Draft	Remaining Launch Requirer	ments: 2	Launch	Delete Draft
Cover 11/	Content Review			
Co-Contributor	Last updated by nonadmin user5 on 1/20/2016 at 10:34 AM If you have any issues with this page Consider the following:			
Division Planning	If the Requisite Course dropdown is not populated then make sure that requisites courses I If there are no Current Course Objectives listed make sure that objectives have been enten If there are no Requisite Course Objectives listed make sure that:	have been odd red on the Obje es tob.	led to the Requisiti ctives tob.	es tob.
Units/Hours	For courses in a sequence in the same discipline, complete this section for Content Revie discipline, please complete the Content Review form at this link: <u>Content Review</u> and att Attachments tab.	ew. For course tach the form	is not in a seque and supporting	nce, or outside the documentation to th
List Additional Variable Units	Content Review	E	Show Details	O Add New Item
Degree Transfer	There are no content review to display			
Appreciability General Ed				
Articulation Info				
Core Competencies				
Student Learning Outcomes				
Student Learning Outcomes Requisites				

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

Content Review			
Requisite Course		V	
Content Review Type	[

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	Content Review	Content Review Last updated by nonadmin user 5 on 1/20/2016 at 10:34 AM If you have any issues with this page Consider the following:				
Co-Contributor	Last updated by non- If you have any issue					
Division Planning	 If the Requisite If there are no If there are no A Requisite 	Course drapdown is not populated then make sure that requisites courses have been added to the Requisites tab. Current Course Objectives listed make sure that objectives have been entered on the Objectives tab. Requisite Course Objectives listed make sure that: Isite Course has been selected at the top of the page.				
Course Objectives	• The Se	guisite Course that has been selected has objectives entered on its Objectives tab.				
Units/Hours	For courses in a sequ discipline, please con Attachments tab.	ence in the same discipline, complete this section for Content Review. For courses not in a sequence, or outside the nplete the Content Review form at this link: <u>Content Review</u> , and attach the form and supporting documentation to the				
List Additional Variable Units	Content Review	Content Review				
Degree Transfer Applicability	Requisite Course	TEST 1120 - testing2 (In Review)				
General Ed	Type	Objective to Objective				
	Current Course Objectives					
Articulation Info						
Core Competencies	Heading again Organize, display, and analyze data to address a research question and communicate results.					
Student Learning	Student Learning Requisite Course Objective(s)					
Outcomes	Heading for this					
Requisites	Upjective text 1 Heading again Openite display and analyze data to address a research question and communicate results					
Content Review		n an man na mart ann an an an an an 1993 ann an Aonra a an t-ann an t-ann ann an t-ann an t-ann an t-ann an t-a				

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	Content Review			
	If you have any issues with this page Consider the following:			
Cover 65 Units/Hours 3/3	 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 been related at the top of the page. The Requisite Course that been selected has objectives entered on its Objectives tab. 			
Objectives	Content Review			
Requisites	Requisite Course PHOT 180 - Digital Darkroom (Active)			
Content Review	Content Review Objective to Content V			
Math & English Skills Advisories	Current Course Objectives Identify which color space, CMYK or RGB, is most appropriate for optimum reproduction quality. Demonstrate an ability to collecte color monitors and create ICC mofiles			
Degree Applicability	Demonstrate an ability to calibrate color scanners and create ICC profiles. Demonstrate an ability to calibrate color printers and create ICC profiles.			
Student Learning Outcomes	Generate ICC profiles for a professional digital capture system. Demonstrate control with input-output curves for optimum reproduction quality. Operate professional high-end scapping tools for film and flat-art materials.			
Course Content	Generate Jarge print output.			
Methods of Instruction	Manage workflow automation and multiple device matching systems. Requisite Content			
Assignments	Use of equipment Operate scanners Operate printers			
Methods of Evaluation	Evaluate print quality and appropriate resolutions for printing			

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.



Status: Draft		Remaining Launch Requirements: 10	Launch Delete Draf
Proposal Resources	Description	2	
Couar	Last updated by Delta Admin on 1/28/2016 at	11:17 AM	
	Units/Hours		
Co-Contributor	Weekly Hours Semester Hours		
	Lecture Hrs: Min * 100 Min 16		
Cross Listed Courses	Lecture Hrs: Max * 1.00 Max 18		
Description	Lab Hrs: Min * 1.00 Min 16		
Description 6/	Lab Hrs: Max * 1.00 Max 18		
Comparable Courses	Total Semester Hrs Min 32		
Objectives	Total Semester Hrs Max 36		
	Student Unit Min * 1.00		
Outcomes	Student Unit Max * 1.00		
Content	Override Faculty Load		
Sample Assignments	Faculty Load Lecture Units		
outple resignments	Faculty Load Lab Units 0.80		
Methods of Evaluation	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.

1	NewCourse: TS1-7	12 - Herpetology of the Great Basin
1	Status: Draft	Remaining Launch Requirements: 10 Launch Delete Draft
•	Arranged Hours Instructional	Library
	Methods of Presentation	(Checking this box will allow you to attach a document.)
	Methods of Evaluation	(If you leave the following box unchecked, then you must attach a suggested materials/course references document.) [] Library has adequate materials to support course
	Sample Assignments	Additional Comments/Information
	Student Learning Outcomes	
	Minimum Qualification	
	Library	



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

NewCourse: TS1-7	12 - Herpetology of the Great Basin				
Status: Draft	Remaining Launch Requirements: 10 Launch Delete Draft				
Arranged Hours Instructional Artivities	Library				
Methods of Presentation	(Checking this box will allow you to attach a document.)				
Methods of Evaluation	Press Select to browse for files. To attach selected files to this record, press Upload files. Select				
Appropriate Texts	Attachments				
Sample Assignments	There are no attachments to display. Press Select to browse for files to attach to this record.				
Student Learning Outcomes	(If you leave the following box unchecked, then you must attach a suggested materials/course references document.) Library has adequate materials to support course				
Minimum Qualification	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."



1	NewCourse: TS1-7	12 - Herpetology of the Great Basin
-	Status: Draft	Remaining Launch Requirements: 14 Launch Delete Draft
*	Arranged Hours Instructional	Global Citizenship Application
	Methods of Presentation	This course is either not proposed for, or already approved for Global Citizenship Edit the global status of this course on the cover page
	Methods of Evaluation	
	Appropriate Texts	
	Sample Assignments	
	Student Learning Outcomes	
	Minimum Qualification	
	Library	
	Distance Education	
	Interactions	
	Assessment	
	Application Attached Files	
	Dipwontermen	

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.



	Remaining Launch Requirements: 14 Launch Delete Draft
Proposal Resources	
lover	This course is cross listed in: This course has no crosslisted courses
Contributor	
Inits/Hours	Formerly Same As
Course Characteristics	Catalog Course Description *
re/Corequisites & Advisories	sample for user manual
equisite Validation	
ourse Objectives	Course Notes to Print in Catalog
rranged Hours bjectives	
ourse Content	
ab Content	Rationale * 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 substantia
	changes to items such as pressourcitor, hours, units
vrranged Hours nstructional vctivities	changes to items such as prerequisites, hours, units,)
rranged Hours nstructional ctivities lethods of resentation	changes to items such as prerequisites, hours, units,)
rranged Hours nstructional ctivities lethods of resentation lethods of valuation	Changes to items such as prerequisites, hours, units,) Proposal Information
rranged Hours nstructional ctivities lethods of resentation lethods of valuation ppropriate Texts	Changes to items such as prerequisites, hours, units,) Proposal Information Proposed Start Year: * Proposed Start Semester: *



vewCourse: 15	I-112 - Herpetology of the Grea	at Basin			
Status: Draft		Remaining Launch Requirements:	14	Launch	Delete Draft
Arranged Hours Instructional	Global Citizenship Application				
Activities	Entity Global Citizenship Category				
Presentation	Global Citizenship Category	¥			
Methods of Evaluation					
Appropriate Texts					
Sample Assignments	DTL .				
Student Learning Outcomes					
Minimum Qualification	N				
Library					
Distance Education					
Distance Education Interactions					
Distance Education Assessment					
Global Citizenship Application					

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:



B I U abe (inherited font) ▼ (inherited size) Select block type ▼ ∞	• ▲ • ▲ • ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
 Level One Level Two Level Three Level Three, B Level Four Level One, B Level Two 	List Tools

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.



B Z U Select bloc	i abc (inherited t	font) 🔻 (inherited size) 🗢 🛸 📼 🍄 🔤	▼ <u>A</u> ▼ <u>Ø</u> ▼	₣⋷३∎	医白 塗症	

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.

Raw Html

: <u>ol</u> style="list-style-type: upper-alpha"> Limits and Derivatives <u>ol</u> style="list-style-type: decimal"><u>li</u>>The Tangent and (elocity Problems <u>li</u>> <u>li</u>> The Limit of a Function <u>li</u>> <u>li</u>> Calculating Limits Using the Limit Laws <u>li</u>> <u>li</u>> Continuity <u>li</u>> <u>li</u>> Limits at nfinity; Horizontal <u>Asymptotes</u> <u>li</u>> Derivatives and Rates of Change <u>li</u>> The Derivative as a Function <u>li</u>> <u>li</u>> <u>li</u>> Derivatives and Rates of Change <u>li</u>> Differentiation Rules <u>li</u>> <u>li</u>> Derivatives of Trigonometric Functions <u>li</u>> <u>li</u>> Differentiation of Inverse Functions <u>li</u>> <u>li</u>> Implicit Differentiation <u>li</u>> <u>li</u>> Derivatives of Trigonometric Functions <u>li</u>> <u>li</u>> Rates of Change in the Natural and Social Sciences <u>li</u>> Related Rates <u>li</u>> Hyperbolic Functions <u>li</u>> <u>li</u>> Applications of Differentiation <u>li</u>> <u>li</u>> Hyperbolic Functions <u>li</u>> <u>li</u>> Applications of Differentiation <u>li</u>> <u>li</u>> <u>li</u>< <u>li</u>> Hore States of Change in the Natural and Social Sciences <u>li</u>> <u>li</u>> Rates of Change in the Natural and Social Sciences <u>li</u>> <u>li</u>> Rates dates <u>li</u>> <u>li</u>> Hyperbolic Functions <u>li</u>> <u>li</u>> Applications of Differentiation <u>li</u>> <u>li</u>> <u>li</u>< <u>li</u>> <u>li</u>< <u>style="list-style-type</u>: decimal">< li><u>li</u>> <u>li</u>< <u>style="list-style-type</u>: decimal">< li><u>li</u>> <u>li</u>< <u>style="list-style-type</u>: decimal">< li><u>li</u>> <u>li</u>< <u>style="list-style-type</u>: decimal">< li><u>li</u>> <u>Derivatives</u> <u>li</u>> <u>li</u>< <u>li</u>> <u>li</u>< <u>style="list-style-type</u>: decimal">< li><u>li</u>> <u>Derivatives</u> <u>li</u>< <u>li</u>> <u>li</u>< <u>style="list-style-type</u> <u>li</u>< <u>li</u>> <u>Derivatives</u> <u>li</u>< <u>li</u>> <u>li</u>< <u>style="list-style-type</u> <u>li</u>< <u>li</u>> <u>Derivatives</u> <u>li</u>< <u>li</u>> <u>Derivatives</u> <u>li</u>< <u>li</u>< <u>Derivatives</u> <u>li</u>< <u>li</u>< <u>Derivatives</u> <li<u>li< <u>li</u>< <u>Derivatives</u></li<u> <u>li</u>< <u>Li</u>< <u>Derivatives</u><!--</th-->

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