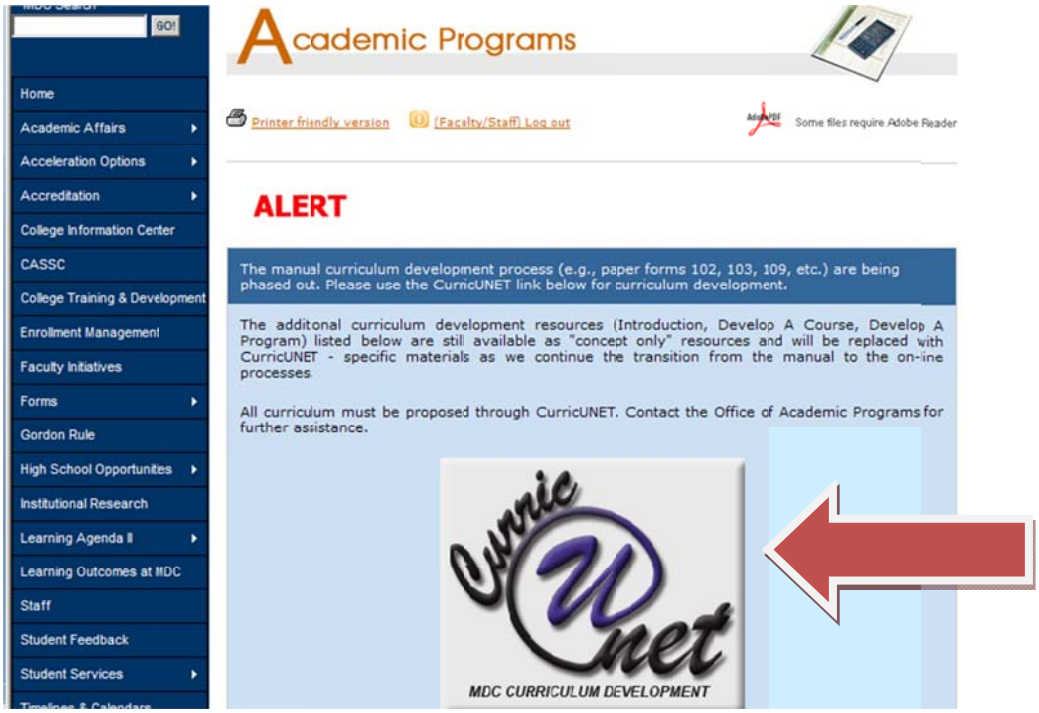
CurricUNET Instruction for Campus CASCC

Revised January 21, 2011

Step 1

- Steps for accessing the CurricUNET Website
  - Access the MDC Homepage www.mdc.edu

  - Click on the address bar and enter the address to the Academic Programs page www.mdc.edu/asa/academic_programs.asp
  - Click on the CurricUNET link
    - Note: When signing-in through the MDC system you are automatically logged-in to CurricUNET. When signing-in from an outside location (non-MDC system) you will be required to enter your *User Name & Password* to gain access to CurricUNET.



- Congratulations you are now ready to use CurricUNET!

Note: You can also access CurricUNET from your employee portal, by placing your cursor on **"Forms"**, and selecting "**CurricUNET**" from the drop down menu.

Step 2

Instructions for Campus CASSC members

- Your role is to review curriculum which has been submitted by the various schools/disciplines, and approved by the Academic Leadership Council (ALC)
- Please note that you will be notified through email alerts of any pending approvals

Originator: Diane King

Emily Adams

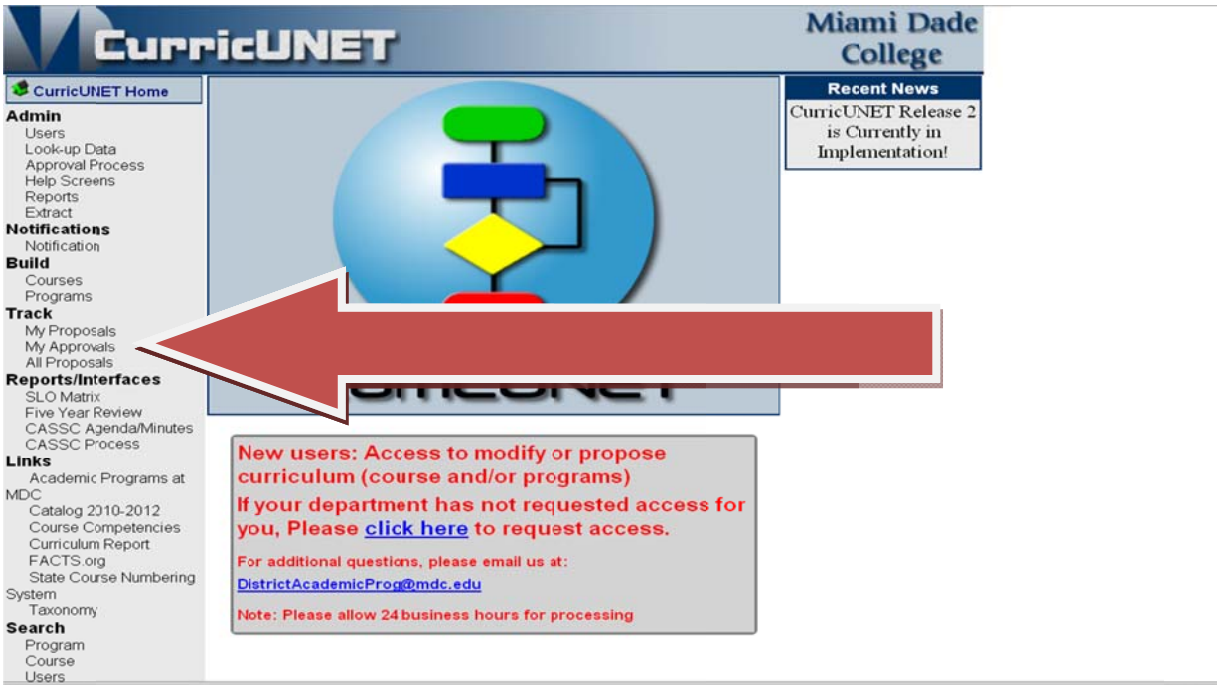
Action on Campus CASSC Committee by Campus CASSC Committee is required for COMP 1332 Introduction to Visual Basic Programming.

Comments: Approved to proceed to Campus CASSC.

Login on To Curricunet

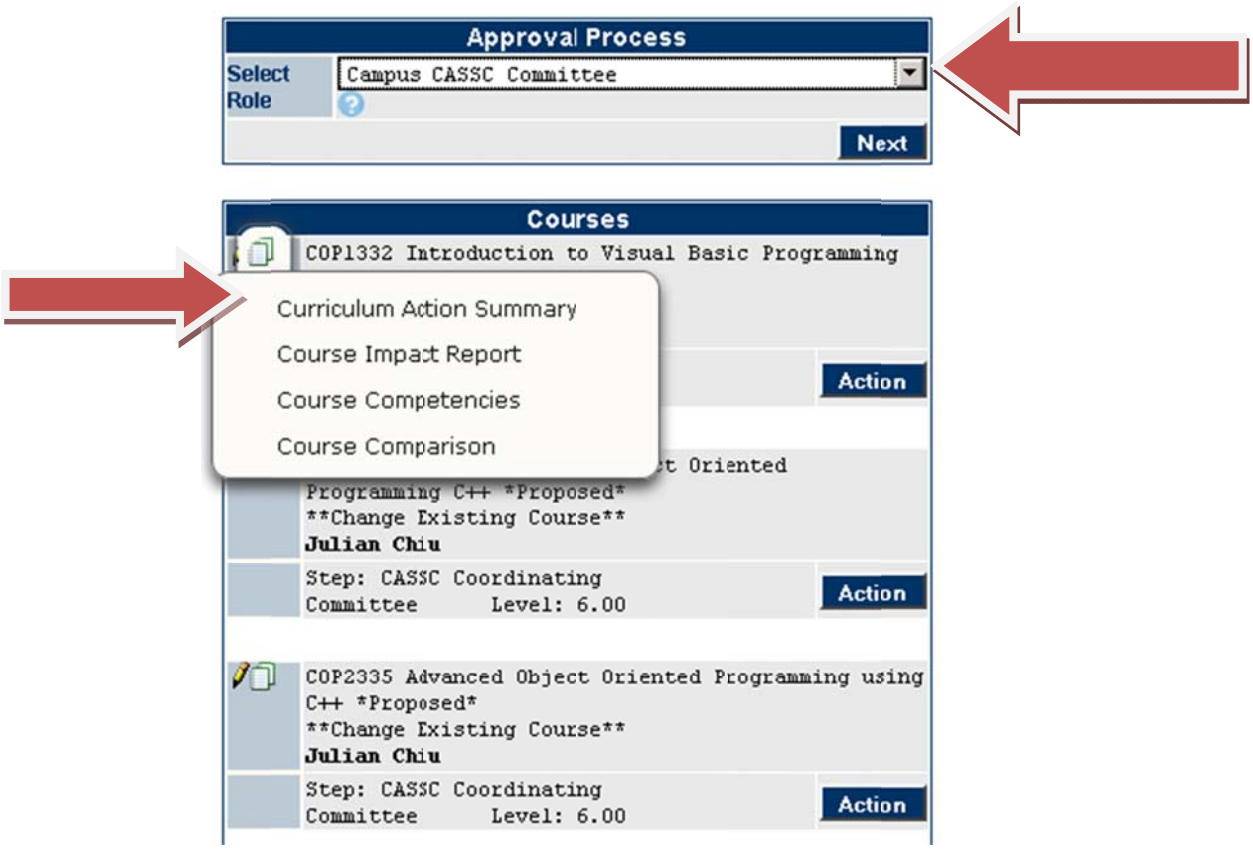
1. Click on lirk titled "My Approvals" under Track on the left side of the page.
2. Select appropriate role from the drop down box. Click "Next".
3. A list of approvals waiting for you will be displayed.
4. Click on the "Action" Button next to the approval process you want to take action on.
5. Enter any comments related to the approval (remember everyone can view your comments).
6. Select action you wish to take and click save.
7. The "My approvals" page will be displayed, with any additional approvals for the select role.

To begin reviewing go to "***TRACK***" on the menu bar to the left and click on "***My Approvals***"

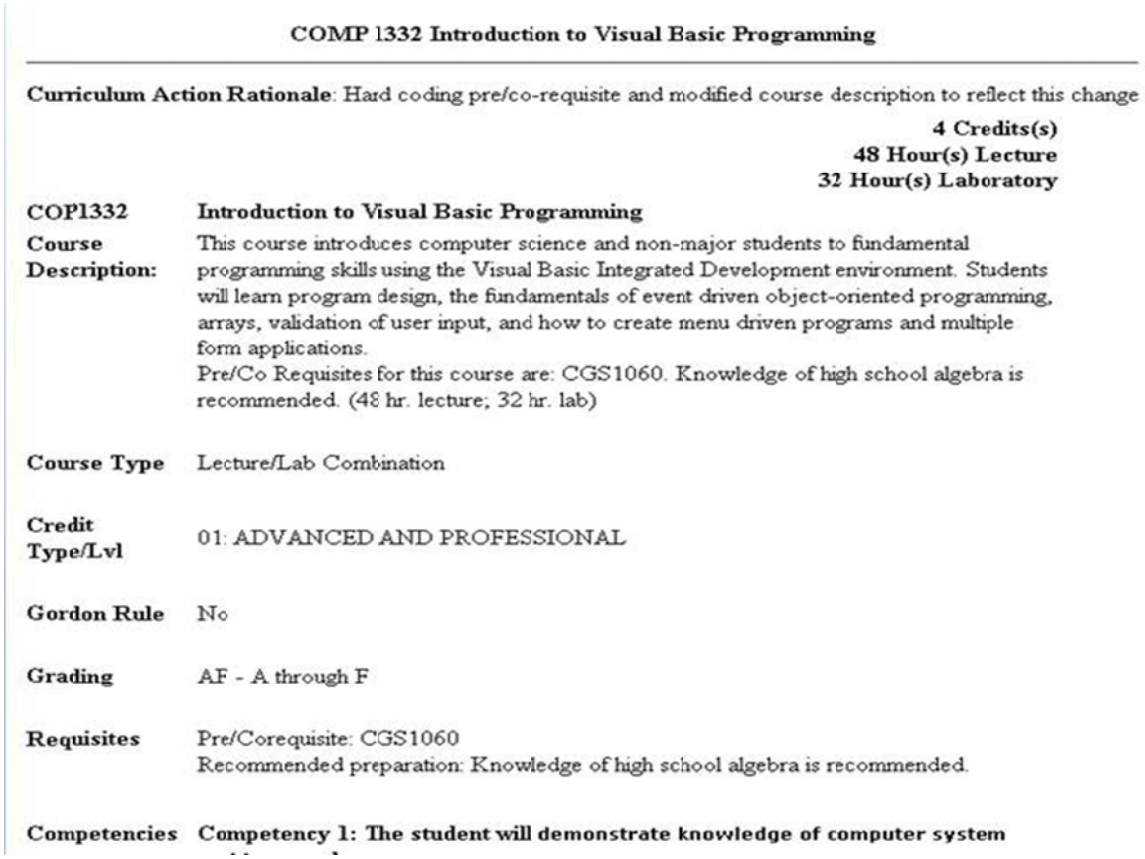


Step 3

Select your role from the drop down menu shown. Followed by a Click on the ***"Summary"*** icon to review the course or program information



Below is a sample screen shot of the "Curriculum Action Summary."



COMP 1332 Introduction to Visual Basic Programming

Curriculum Action Rationale: Hard coding pre/co-requisite and modified course description to reflect this change

4 Credits(s)
48 Hour(s) Lecture
32 Hour(s) Laboratory

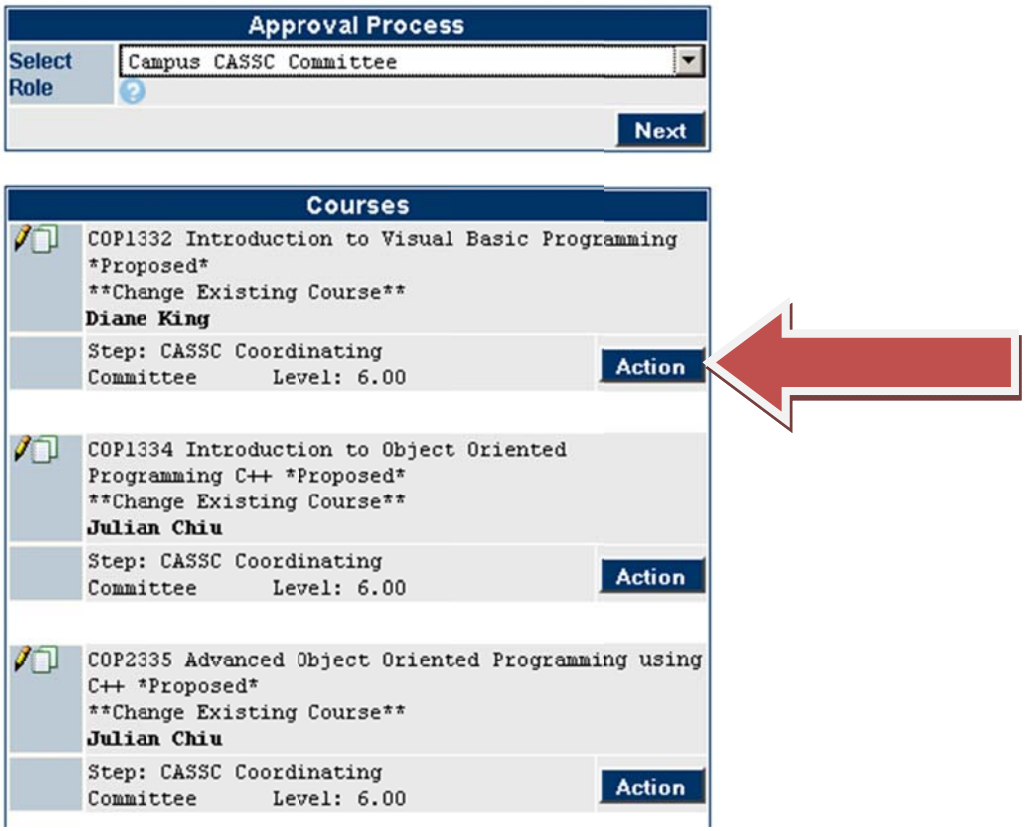
COP1332	**Introduction to Visual Basic Programming**
Course Description:	This course introduces computer science and non-major students to fundamental programming skills using the Visual Basic Integrated Development environment. Students will learn program design, the fundamentals of event driven object-oriented programming, arrays, validation of user input, and how to create menu driven programs and multiple form applications. Pre/Co Requisites for this course are: CGS1060. Knowledge of high school algebra is recommended. (48 hr. lecture; 32 hr. lab)
Course Type	Lecture/Lab Combination
Credit Type/Lvl	01: ADVANCED AND PROFESSIONAL
Gordon Rule	No
Grading	AF - A through F
Requisites	Pre/Corequisite: CGS1060 Recommended preparation: Knowledge of high school algebra is recommended.
Competencies	**Competency 1: The student will demonstrate knowledge of computer system**

- To view specific information from the Summary Icon select the following:
  - Curriculum Action Summary – Provides a summary of curriculum action
  - Course Competencies – Displays course competency and LOCC information
  - Course Comparison – Tracks changes to show comparison of new/old information
  - Course Impact Report – Displays a listing of programs which are affected by the course addition/modification. (Currently under construction)

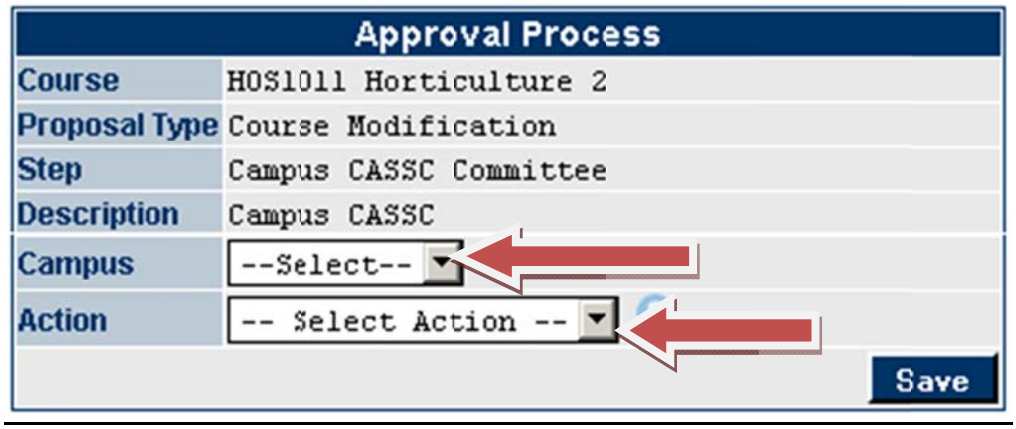
Note: For ***Programs*** only (not courses): All Field Report – Provides a view of all program information.

Step 4

To take action, close the pop-up window, and click the "**Action**" button.



- On the "***Action***" field select the appropriate action from the dropdown menu:
  - Select the appropriate campus.
  - Click "**Reviewed**" and click "**Save**" (This action will push the item forward to the next step in the approval path).



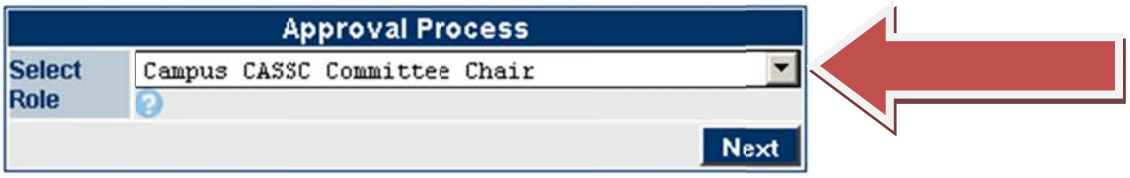
Step 5

Instructions for Campus CASSC Chair or Designee

The following process replaces the Campus CASSC Feedback form-114.

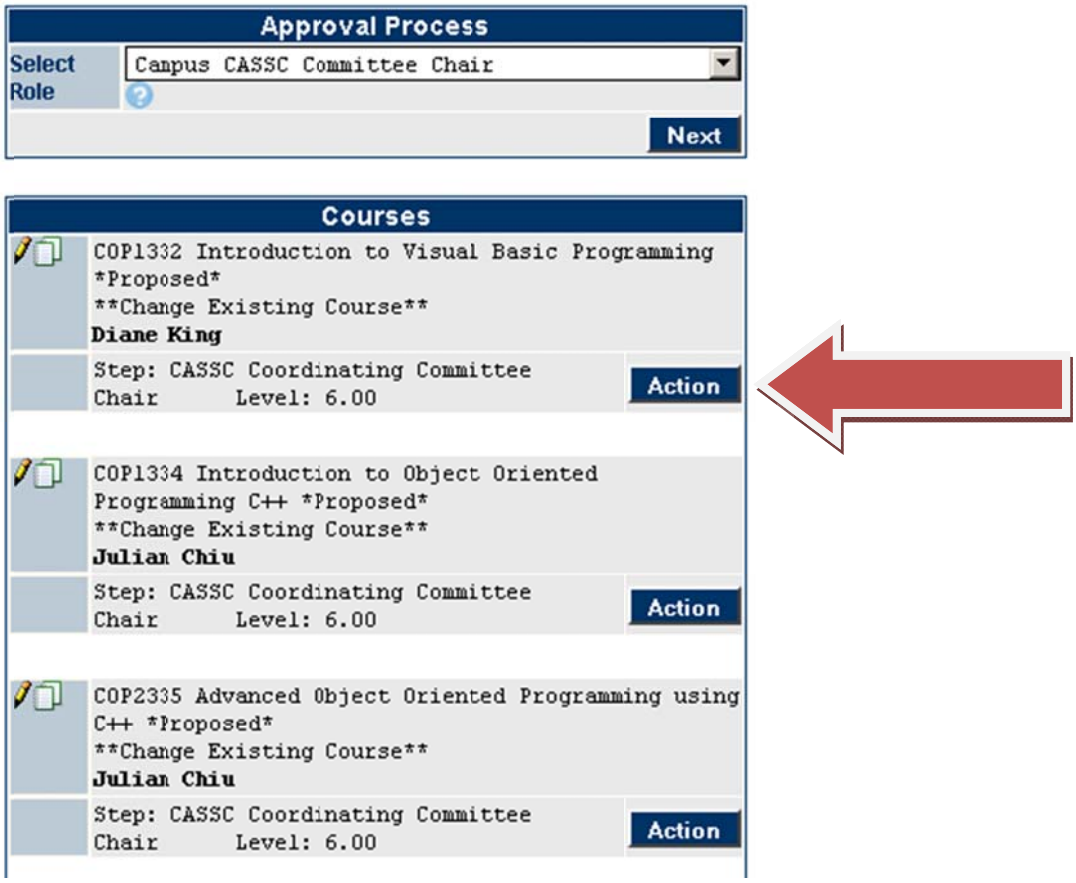
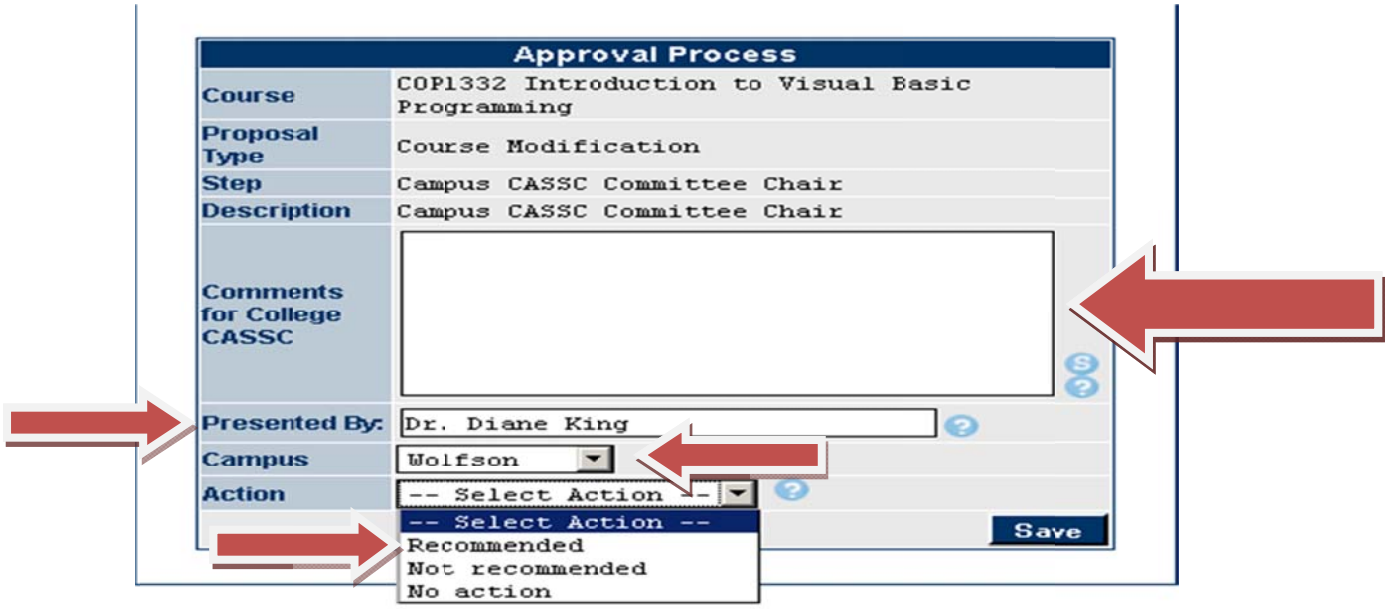
Follow previous steps 1 and 2 listed above.

- To take action go to "***TRACK***" on the menu bar to the left and click on "***My Approvals***" and select your role from the drop down menu.



Note: For summary information follow step 3.

To take action, close the pop-up window and click the "**Action**" button.



- On the *Comments for College CASSC* field, please insert the appropriate statement for College CASSC as applicable.
- Please insert the name of the presenter in the appropriate field
- On the"***Action***" field select the appropriate action from the dropdown menu and click "**Save**" (This action will push the item forward to the next step in the approval path).
    - Recommended
    - Not Recommended
    - No Action