

CurricUNET Instruction for College-wide CASCC

Revised January 21, 2011

Step 1

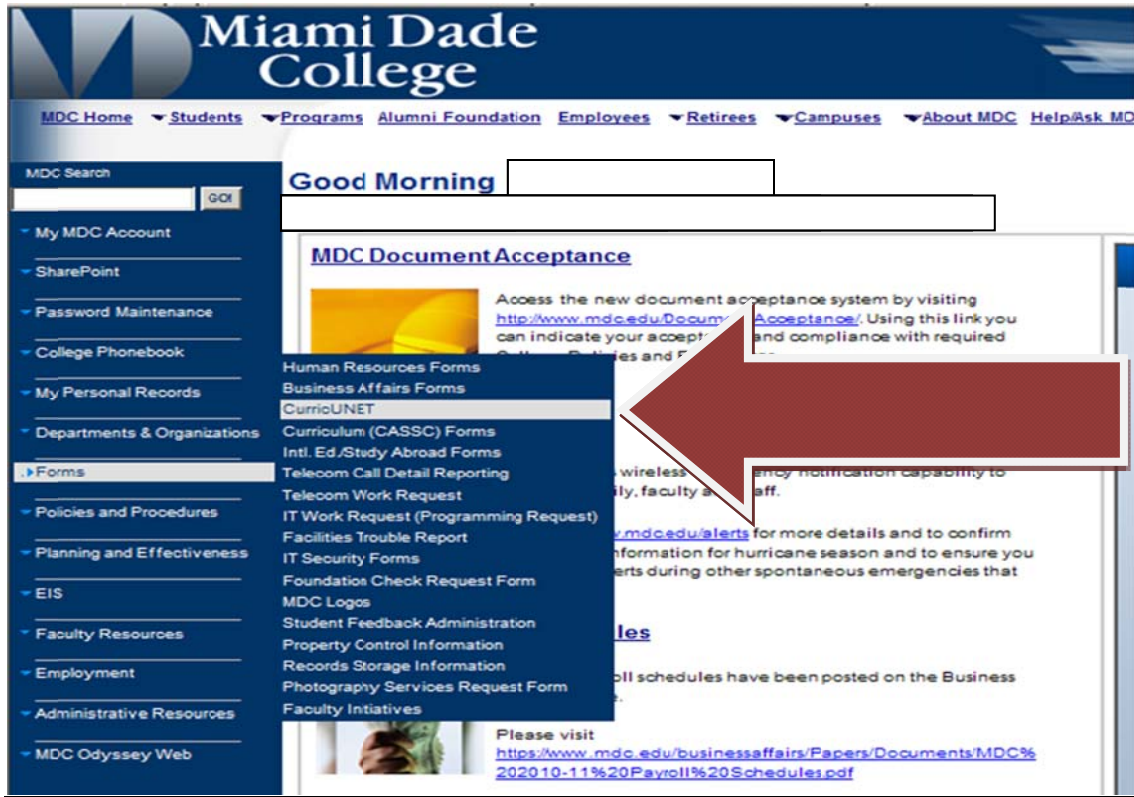
- Steps for accessing the CurricUNET Website
 - Access the MDC Homepage www.mdc.edu



- 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 College-wide CASSC members

- Your role is to approve curriculum which has been submitted by the various schools/disciplines, and approved by the CASSC Coordinating Committee.
- Please note that you will be notified through email alerts of any pending approvals.

Originator: Diane King

Jose Aragon

Action on College-Wide CASSC by College-Wide CASSC Committee member is required for COP 1332 Introduction to Visual Basic Programming.

Comments: Approved to proceed to College-Wide CASSC.

[Login on To Curricunet](#)

1. Click on link 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”**

CurricUNET Miami Dade College

Recent News
CurricUNET Release 2 is Currently in Implementation!

Admin
Users
Look-up Data
Approval Process
Help Screens
Reports
Extract

Notifications
Notification

Build
Courses
Programs

Track
My Proposals
My Approvals
All Proposals

Reports/Interfaces
SLO Matrix
Five Year Review
CASSC Agenda/Minutes
CASSC Process

Links
Academic Programs at MDC
Catalog 2010-2012
Course Competencies
Curriculum Report
FACTS.org
State Course Numbering System
Taxonomy


Search
Program
Course
Users

New users: Access to modify or propose curriculum (course and/or programs)
If your department has not requested access for you, Please [click here](#) to request access.

For additional questions, please email us at:
DistrictAcademicProg@mdc.edu

Note: Please allow 24 business hours for processing

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

Approval Process

Select Role: College-Wide CASSC

Next

Courses

 COP1332 Introduction to Visual Basic Programming

Curriculum Action Summary
Course Impact Report
Course Competencies
Course Comparison

Action

Programming C++ *Proposed*
Change Existing Course
Julian Chiu





Step: CASSC Coordinating
Committee Level: 6.00


Action

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	
COPI332	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

o 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.

Approval Process	
Select Role	College-Wide CASSC
	<input type="button" value="Next"/>

Courses	
	COP1332 Introduction to Visual Basic Programming *Proposed* **Change Existing Course** Diane King
Step: CASSC Coordinating Committee	Level: 6.00
	<input type="button" value="Action"/>

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

Approval Process	
Course	COP1332 Introduction to Visual Basic Programming
Proposal Type	Course Modification
Step	College Wide CASSC
Description	College Wide CASSC
Action	-- Select Action --
	<input type="button" value="Save"/>

Step 5

Instructions for College-wide CASSC Chair or Designee

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.

Approval Process	
Select Role	College-Wide CASSC Chair
	
	Next



Courses	
 	COP1332 Introduction to Visual Basic Programming *Proposed* **Change Existing Course** Diane King
Step: CASSC Coordinating Committee Level: 6.00	Action
 	COP1334 Introduction to Object Oriented Programming C++ *Proposed* **Change Existing Course** Julian Chiu
Step: CASSC Coordinating Committee Level: 6.00	Action
 	COP2335 Advanced Object Oriented Programming using C++ *Proposed* **Change Existing Course** Julian Chiu
Step: CASSC Coordinating Committee Level: 6.00	Action



- On the *Comments for College CASSC* field, please insert the appropriate statement if any
- 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).
 - Approve (will push the item forward to the next step in the approval path)
 - Disapprove (will remove the item from the approval path, and will automatically notify the Originator)

The screenshot shows a web form titled "Approval Process". The form contains the following fields:

Course	COP1332 Introduction to Visual Basic Programming
Proposal Type	Course Modification
Step	College Wide CASSC Chair
Description	CASSC Chair
Comments	<input type="text"/>
Action	-- Select Action -- -- Select Action -- Approve Disapprove

At the bottom right of the form is a "Save" button. A red arrow points from the right towards the "Comments" field, and another red arrow points from the left towards the "Action" dropdown menu.