

# How to Access, Revise, and Return Courses Sent Back by Curriculum Rep

Step 1: Log in to CurricUNET and click on the TRACK My Approvals Link

The screenshot shows the CurricUNET homepage for Modesto Junior College. The header includes the college name and the tagline 'CURRICULUM, OUTCOMES, AND PROGRAM REVIEW AT MJC'. Below the header is a navigation menu with sections: 'Welcome, Todd', 'CurricUNET Home', 'Prefs', 'Build', 'Track', and 'Links'. A red arrow points to the 'Track' section, which contains 'My Approvals'. To the right, there is a 'Recent News' section with several announcements regarding curriculum review meetings and faculty submission deadlines. At the bottom, there is contact information for technical support and curriculum development assistance.

Step 2: The next screen will display the list of courses have been returned to you.

The screenshot shows the 'Approval Process' screen. At the top, there is a 'Select Role' dropdown menu with 'Author' selected and a 'Next' button. Below this is a table of courses. The table has columns for course ID, course name, instructor, and an 'Action' button. One course is listed: 'AGM 280 Mobile Machinery Hydraulic Systems' by 'Todd Conrado'. The course is marked as 'Step: Change Step' and 'Level: 3.50'. Below the table, there are sections for 'Programs', 'Catalog Descriptions', 'Outcome Assessments', and 'Program Reviews', each with the message 'You have no Approvals.'

Step 3: Click on Comments icon  to access approval stream comments.

**CURRICULUM, OUTCOMES, AND PROGRAM REVIEW AT MJC**

Welcome, Todd [Log Out](#)


[CurricUNET Home](#)

**Track**


My Proposals  
My Approvals  
All Proposals  
Completed Proposals

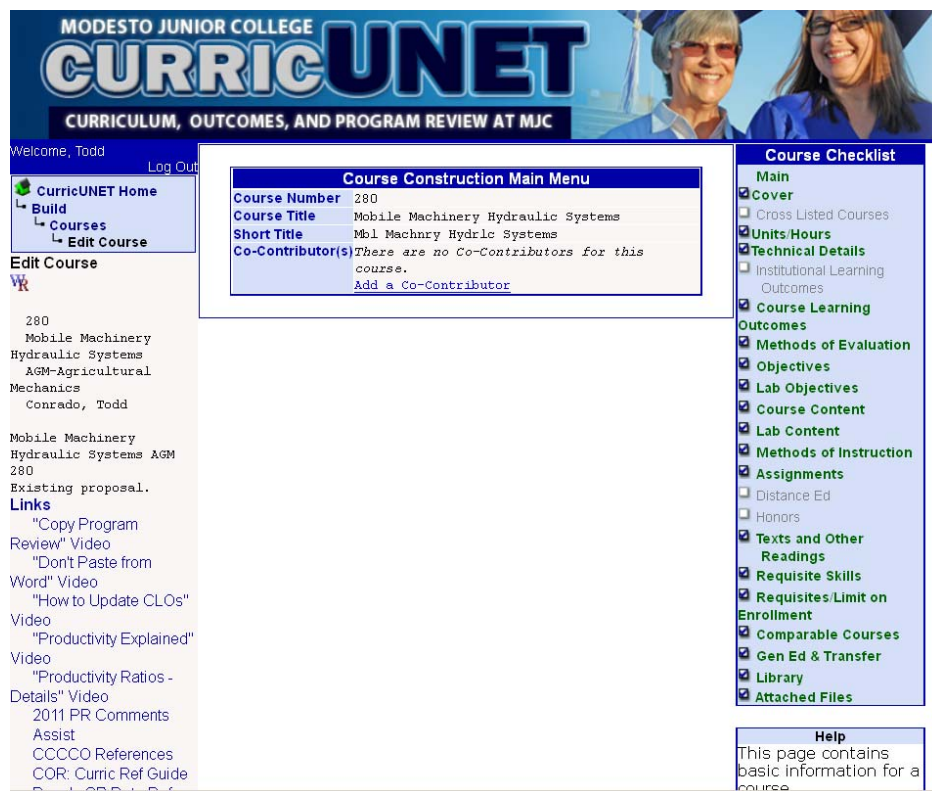
**Links**

"Copy Program Review" Video  
"Don't Paste from Word" Video  
"How to Update CLOs" Video  
"Productivity Explained" Video  
"Productivity Ratios - Details" Video  
2011 PR Comments Assist  
CCCCO References  
COR: Curric Ref Guide  
Dean's CB Data Defs  
MJC Curriculum Website  
Special Characters  
Student Fee Handbook  
TOP Codes (Rev 09/2012)  
Taxonomy

AGM 280 Mobile Machinery Hydraulic Systems	
Launch	2012-09-13 13:47:32.0
Process Version	Periodic Review
Visual	<a href="#">Visual</a>
	
<b>Author Submits 151</b>	<b>1 (required)</b>
Todd Conrado	Done 09/13/2012
Action: Launch	
Next Level: 2.00	
<b>Division Curriculum Rep 149</b>	<b>2 (required)</b>
Marlies Boyd	Done 09/18/2012
Action: Forward	
<b>Dean 152</b>	<b>3 (required)</b>
Mark Anglin	Done 10/08/2012
Action: Forward	
Everything appears to be in order.	
Next Level: 4.00	
Mark Anglin	Done 09/27/2012
Action: Hold For Changes	
Next Level: 3.00	
<b>Change Step 148</b>	<b>3.5 (required)</b>
Author	Awaiting Approval
<b>Articulation Officer 160</b>	<b>4 (required)</b>
Ruth Cranley	Done 10/12/2012
Action: Forward	
Reviewed	
<b>Technical Review Committee Chair 154</b>	<b>4 (required)</b>
Barbara Adams	Done 10/17/2012
Action: Request For Change	
Sending back to author to reformat content section using Outline tool, add discipline(s) to cover, and to address other technical review comments.	
Next Level: 3.50	

<b>Technical Review Committee Member 153</b>	<b>4 (optional)</b>
Ruth Cranley	Done 10/17/2012
Action: Reviewed	
1) You went from recommending three courses as requisites to no courses being recommended as requisites. Is this intentional or an error?	
2) Content needs to be formatted.	
3) "n bsp;" this appears near the end of the content section. What does it mean. It is probably a result of a cut and paste job.	
Barbara Adams	Done 10/17/2012
Action: Reviewed	
1. No discipline(s) selected on cover.	
2. Content section needs to be reformatted using Content tool.	
3. I reformatted lab content section using Outline tool.	
4. Assignments (quality) has one typical assignment. It seems it should include at least one or two exam questions or other assignments.	
5. Objectives section had required and recommended goals as headings. I removed these and changed the recommended objective from the "type" drop down so the objectives would display correctly in WR.	
6. Based on Amazon search, the text is most recent edition. I added into justification for outdated text the following: This is the most recent edition.	
Letitia Miller	Done 10/16/2012
Action: Reviewed	
PASSES INSTRUCTION OFFICE AUDIT	
<b>Course Comparison 307</b>	<b>4 (required)</b>
Lilia Gerasimchuk	Done 10/16/2012
Action: Reviewed	
Forward	
<b>Data Auditor 155</b>	<b>4 (optional)</b>
Data Auditor / Enrollment Restrictions	Awaiting Approval

Step 4: Click on Pencil icon  to start edit mode for the course and make necessary revisions.



**MODesto JUNIOR COLLEGE CURRICUNET**  
CURRICULUM, OUTCOMES, AND PROGRAM REVIEW AT MJC

Welcome, Todd [Log Out](#)

**Course Construction Main Menu**

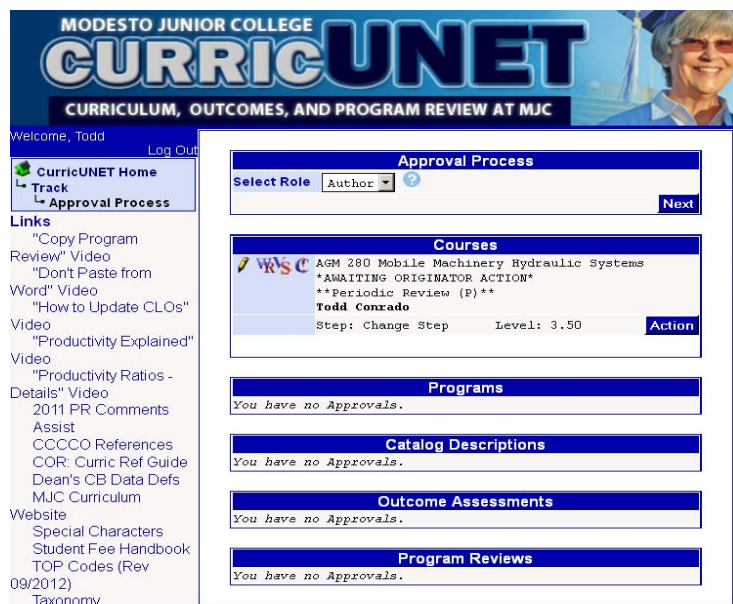
Course Number	280
Course Title	Mobile Machinery Hydraulic Systems
Short Title	Mbl Machnry Hydlrc Systems
Co-Contributor(s)	There are no Co-Contributors for this course. <a href="#">Add a Co-Contributor</a>

**Course Checklist**

- Main
- Cover
- Cross Listed Courses
- Units/Hours
- Technical Details
- Institutional Learning Outcomes
- Course Learning Outcomes
- Methods of Evaluation
- Objectives
- Lab Objectives
- Course Content
- Lab Content
- Methods of Instruction
- Assignments
- Distance Ed
- Honors
- Texts and Other Readings
- Requisite Skills
- Requisites/Limit on Enrollment
- Comparable Courses
- Gen Ed & Transfer
- Library
- Attached Files

**Help**  
This page contains basic information for a course.

Step 5: Once you have made the revisions, go back to the My Approvals box.




**MODesto JUNIOR COLLEGE CURRICUNET**  
CURRICULUM, OUTCOMES, AND PROGRAM REVIEW AT MJC

Welcome, Todd [Log Out](#)

**Approval Process**

Select Role:  [Next](#)

**Courses**

	AGM 280 Mobile Machinery Hydraulic Systems
*AWAITING ORIGINATOR ACTION*	
**Periodic Review (P)**	
Todd Conrado	
Step: Change Step	Level: 3.50 <a href="#">Action</a>

**Programs**  
You have no Approvals.

**Catalog Descriptions**  
You have no Approvals.

**Outcome Assessments**  
You have no Approvals.

**Program Reviews**  
You have no Approvals.

Step 6: Click on the blue Action Button.

The screenshot displays the CURRICUNET interface for Modesto Junior College. At the top, the header reads "MODESTO JUNIOR COLLEGE CURRICUNET CURRICULUM, OUTCOMES, AND PROGRAM REVIEW AT MJC" with a photo of a woman in a graduation cap. Below the header, a navigation menu includes "CurricUNET Home", "Track", and "Approval Process". A "Links" section lists various resources like "Copy Program Review" and "Productivity Ratios". The main content area is titled "Approval Process" and shows details for course "AGM 280 Mobile Machinery Hydraulic Systems". The "Proposal Type" is "Periodic Review" and the "Step" is "Change Step". The "Description" field is empty. Below this is a section for "Approval stream comments" with a text area. At the bottom, there is an "Action" dropdown menu with options "-- Select Action --" and "Reviewed and made changes", and a blue "Save" button.

Governet

Step 7: Enter any necessary comments, choose Reviewed and made changes from the dropdown, and hit the blue Save button. This will send the course back to the curriculum rep level.

#### HELPFUL TIPS:

1. You can view how your outline displays by hovering over the WR icon and choosing the Course Outline link. Technical review committee members and curriculum committee members review the outline in addition to the fields in the checklist.
2. You will NOT see a submit button when a course has been sent back to you from the curriculum rep level. You will need to relaunch it through the approval process, as the submit button is only available for the original submission.