Assessment Level Validation By Content Review

CurricUNET

Quick Start Guide
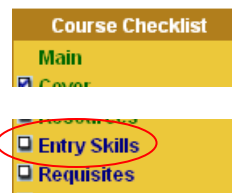
1. **Entry Skills**

2. **Enter Assessment Type/Level and Enter Content Review Summary Data**

3. **Finish**

4. **Unlock**

Placing an assessment level on a course requires faculty to follow the steps for the selected type of assessment outlined in the **Content Review Summary Guidelines** (available in DocuShare. The Content Review Summary is entered in CurricUNET. The process for entering the data is outlined in this quick start guide.

1 Entry Skills

At the right side of the screen under **Course Checklist** click on **Entry Skills.**

Right Side of Screen →

2 Enter Assessment Level

At the left side of the screen in the **Entry Skills** box enter the assessment type/level, for example, Reading Level II. **Be sure to enter only Assessment type/level at a time.** Enter the Content Review Summary data after the assessment type/level.
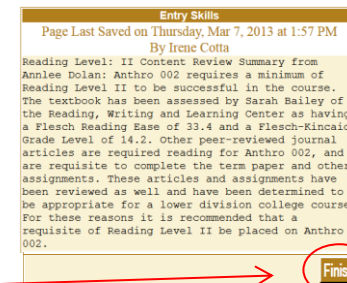
Left Side of Screen

Click **Add**.

Additional **requisite assessment levels** for the course can be entered by following the steps above.

If additional **course** requisites are needed for the course they are to be entered following the steps outlined Enter Content Review Summary Data and Match Objectives for Requisite Course(s) located in the 1. CurricUNET Quick Start Guides

3 Finish

When you have completed entering all requisite information go to the bottom right of the Screen and click

Finish.

4 Unlock

At the right side of the screen the **Entry Skills** page will display Unlock and **Entry Skills** under **Course Check List** will now be **checked** indicating it has been completed And the page will now be locked.

Right Side of Screen →

If you need to revise any of the data entered, or add additional requisites and content review summaries, just click on **UNLOCK** and you will be able to edit the contents by clicking on the pencil icon for that requisite.