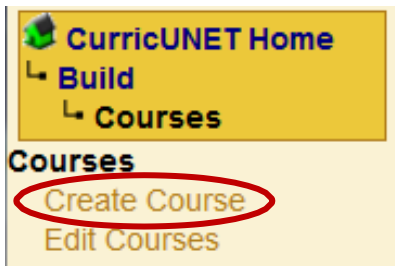**Creating a Course Revision**

1. Login to CurricUNET

2. Click on the word **Courses** under **Build** on the left side of the window

3. The **My Courses** window will display
   a. Click on **Create Course** in the left column

4. The **Course Proposal Type Selection** window will display
   a. Click on the **Course Revision/Topics Course** (copy of previous Topics Course) button
   b. Click on **Select**

5. In the Course Search window
   a. Select the department from the drop-down menu
   b. You can enter the three-digit course number for a specific course, or just leave that box empty and all courses in that department will be listed in the search results

Course Search

Department & Course Number	(OLD)Computer Science(C S) ▾ ?
Discipline	--All-- ▾ ?
Division	--All-- ▾
Course Title	?
	OK

Click on OK

6. In the **Course Search Results** window locate the course you want to copy
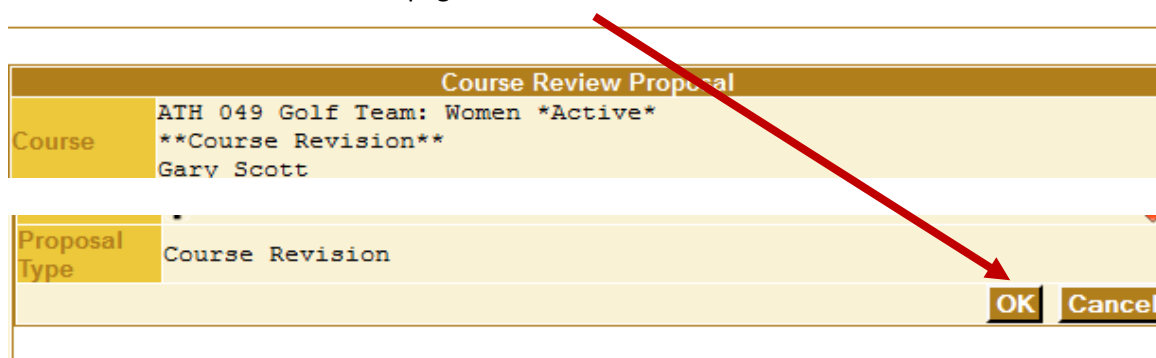   a. Click on the **Copy Icon**

Course Search Results

Actions	Department	Course Number	Title
⟲ ✏ 🗒 Ǥ A꜀ A꜀	Athletics	049	Golf Team: Women Course Revision (Major) Last Board Approval 12/15/2010 Renewal By 12/15/2015

7. The **Course Review Proposal** window will display the information for the course you copied (the dept/number, course title, status, the proposal type that last was approved, and the faculty member who last took the course through the curriculum process)
   a. Select the **Proposal Type you want to create** from the drop-down menu

Course Review Proposal

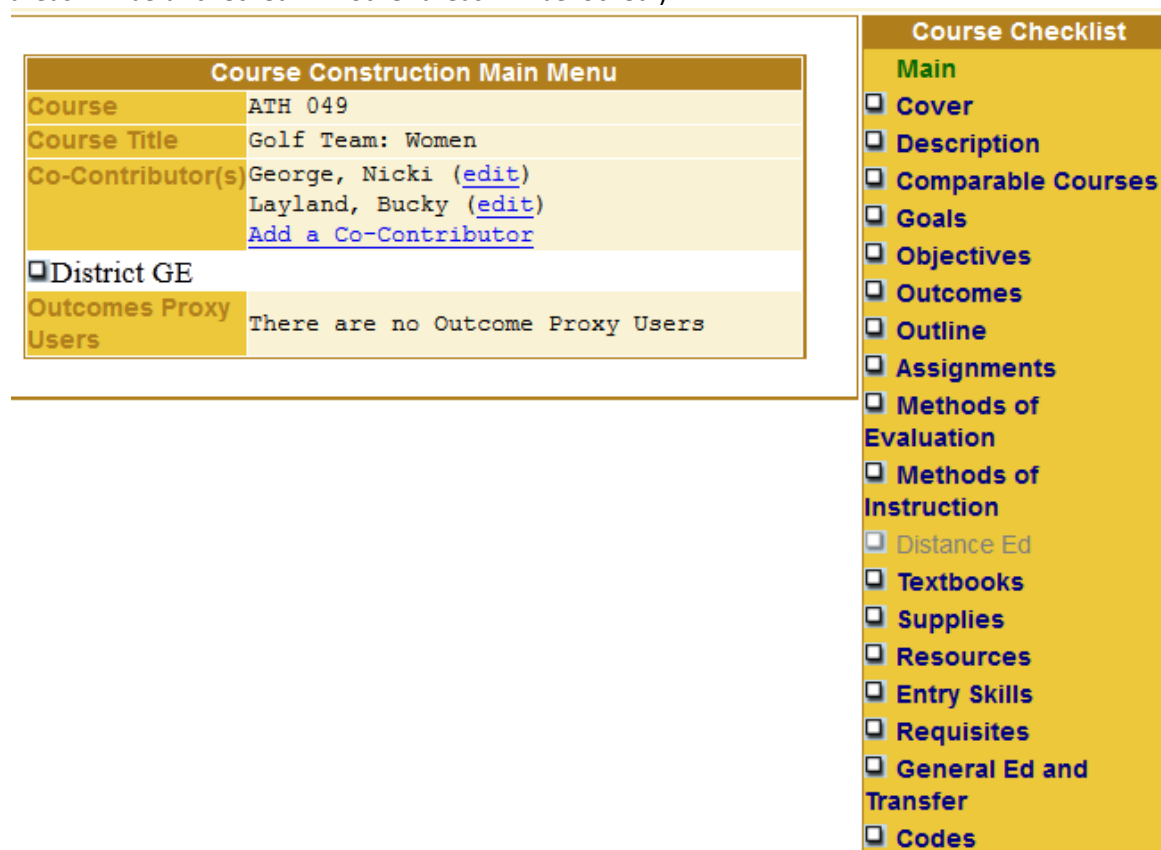| Course	ATH 049 Golf Team: Women *Active* **Course Revision** Gary Scott
Proposal Type	Course Revision ▾
	Next Cancel

   b. Click on **Next**

8. The Course Review Proposal window will display.
   a. Scroll to the bottom of the page and click **OK**

Course Review Proposal	
Course	ATH 049 Golf Team: Women *Active* **Course Revision** Gary Scott

Proposal Type	Course Revision
	OK Cancel

9. The **Course Construction Main Menu** window will be displayed showing all areas of the Course Checklist open for revision. (If you have selected the SLO/Textbook revision, only the Outcomes and Textbook areas will be unchecked. All other areas will be locked.)

Course Construction Main Menu	
Course	ATH 049
Course Title	Golf Team: Women
Co-Contributor(s)	George, Nicki (edit) Layland, Bucky (edit) Add a Co-Contributor
☐District GE	
Outcomes Proxy Users	There are no Outcome Proxy Users

Course Checklist

Main
☐ **Cover**
☐ **Description**
☐ **Comparable Courses**
☐ **Goals**
☐ **Objectives**
☐ **Outcomes**
☐ **Outline**
☐ **Assignments**
☐ **Methods of Evaluation**
☐ **Methods of Instruction**
☐ Distance Ed
☐ **Textbooks**
☐ **Supplies**
☐ **Resources**
☐ **Entry Skills**
☐ **Requisites**
☐ **General Ed and Transfer**
☐ **Codes**

10. Review each section and enter all changes. Be sure to click on Save before leaving each page or work will be lost. Click on Finish when you have completed entering all changes. This will place a check in the appropriate box on the Course Checklist indicating that you have completed working on that page. If you want to go back and make additional changes, just click on the page name on the checklist and then click Unlock on that page.