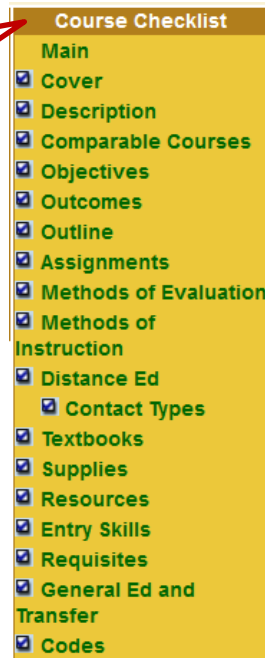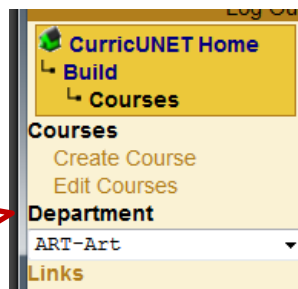# How to Prelaunch a Draft

1.

Once you have completed your Draft and all pages in the Course Construction List are checked, you are ready to prelaunch the course into the approval process.
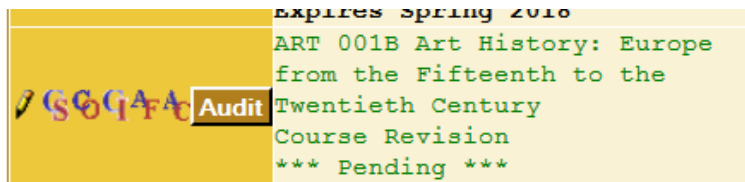
Course Checklist
Main
☑ Cover
☑ Description
☑ Comparable Courses
☑ Objectives
☑ Outcomes
☑ Outline
☑ Assignments
☑ Methods of Evaluation
☑ Methods of Instruction
☑ Distance Ed
   ☑ Contact Types
☑ Textbooks
☑ Supplies
☑ Resources
☑ Entry Skills
☑ Requisites
☑ General Ed and Transfer
☑ Codes

2. Go To Build>Courses.

Make sure the Department is set correctly. Hit Enter or Refresh the page.

🔲 **CurricUNET Home**
  ↳ **Build**
     ↳ **Courses**
Courses
   Create Course
   Edit Courses
Department
ART-Art ▾
Links

3. You should now see an Audit button. Click it and you will then see Prelaunch.

Expires Spring 2018
ART 001B Art History: Europe from the Fifteenth to the Twentieth Century
Course Revision
*** Pending ***

🖊 C S C G A A **Audit**

4. Click on Prelaunch, enter any notes you wish reviewers to see and then OK.

Ready for launch
This course is complete and is ready for launch.
Pre-launch