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Log In

Live Site URL: columbusstate.curricunet.com

User Name: Your Current Email Address name@columbusstate.edu

Password: yourpassword
Choosing Access Area

After you login you will be presented with a screen for Courses

From this screen you can view courses you are working on or switch to a “My Institution” view to access all of the courses for your college.

You can switch between Courses and Programs by clicking on the “Curriculum” button

This will then give you a menu to select between Courses and Programs

Once switched to Program, you will have the same ability to view “My Programs” or “My Institution” within the search area
Proposal Creation

In CurricUNET Meta when you want to create a proposal you will click on the “Create Proposal” button in the upper right of the screen. From this area you will be able to create all proposal types (New Course, New Program, Course Revision etc...)

Once the Create Proposal button is clicked, you will be directed to the following Create Proposal screen

From this screen you can select the type of proposal being created. In this example we will use “New Course”.
Select “New Course” from the drop down and click the “Next Step” button. Once that is completed the following screen will appear:

![Create Proposal](image)

When you reach this screen answer the questions presented. Once you have completed the questions, you will then click the “Next Step” button.
After you have clicked on “Next Step” the following screen will appear.

If your selections are accurate then click the “Create Proposal” button. Please keep in mind that you will be able to continue to make changes on future screens.
**Entering Course/Program Details**

Once you “Create Proposal” You will then be in the main course information entry area.

Fill out the desired information in the specified text areas. The tabs along the left side contain additional fields. Click on each tab to access each different area.

Required elements of the course are identified with “*” and color cues. You will be prompted for remaining required elements that must be completed by visual cues.
Launch into Approval Process

Once you have completed the required course fields you will be able to launch into the approval process. Push on the “Launch” button in the upper right section of the screen.

Once you have successfully launched the proposal into the workflow, you will get this screen:
 Approval Process and Approval Actions

The next section discusses how the approval process functions. The system has predefined workflows dependent on the type of proposal that has been launched into the workflow. When you have an action to take you will receive an email notification.

Daily CurricUNET notifications for User
Notifications contain all activity in the system related to you since your last notification.

Action Needed
You are a participant in the approval process for the following proposals
Proposal Type: Graduate Program Modification  
Title: MASTER OF BUSINESS ADMINISTRATION  
Originator: User  
Your action as School Academic Affairs Committee is optional

You will then Log In with your credentials and click on the “Approvals” button on the top part of the screen. Once you do this you will be presented with this screen:
You can then click on the Course Record to be reviewed and you will be presented with this screen:

![Course Record Screen]

From this screen you will be able to make comments and take an action. You can also view comments made by previous reviewers. To take action click on the drop down menu next to “Action” and select your decision. After you have made your selection and added any desired comments click “Commit”. The proposal will then be sent to the next person in the approval process.

This covers the basic input process as well as the workflow usage.
**Standard Reports:**
Standard reports are reports that can be used by all users. There are separate reports that can only be accessed by administrators, which will be covered in the Columbus State University Administrator User Guide.

**Course Reports**

To view the standard course reports press push on the paper icon to the right of the course listing. Each course will have its own paper icon on the right side that when selected will run the report that is directly related to that particular course. When you push on the paper icon two course reports options will display, “Course Outline” and “Impact”. On certain courses, a third report option, “Comparison”, will be available. Press on the one you would like run.

![Course Outline](image)

This is an example of a “Course Outline” report. This report is a summary of the course proposal.
This is an example of the “Impact” report. This will show if the course selected is a requisite of another course, if it is cross listed with another course, or if it is a part of a program.

This is an example of a “Comparison” report. It shows a comparison to the previous version of the course.
To view the standard program report press on the paper icon to the right of the program listing. Each program will have its own paper icon on the right side that when selected will run the report that is directly related to that particular program. When you push on the paper icon the “Program Summary” report link will display.

Press “Program Summary”.

This is an example of a Program Summary.