**CurricUNET/SAC: Users Guide Create Course (New)**

Logging on:

1. Log onto the internet using; Internet Explorer, Firefox, Safari or Chrome for PC and Firefox, Safari or Chrome for MAC.
2. Go to: [www.curricunet.com/sac](http://www.curricunet.com/sac).
3. Enter your login information: lowercase.

a. Username; last name\_first name.

b. Password; last name1.

 4. Click on **OK**.

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Create New Course:

1. On the left side of the screen you will see a list of tools.
2. Under the heading “**Build**” click on “**Courses**”.
3. You will see two (2) choices:
4. Course Revision: Changing or modifying an existing course.
5. Create Course: Create a New Course.
6. Since you are “**creating a new**” course, click on “**Create Course”**.
7. You will see the “**Create New Course**” screen.
8. Subject: Only the subject(s) you have originator functions will be in the pull down menu.
9. Course Number: Check with your curriculum secretary for available new course numbers.
10. Course Title: Enter new course title.
11. Catalog Description: Enter in, or cut & paste from a word document, the catalog description.
12. Proposal Type: Choose **New Course Proposal**.
13. Click on **OK**.
14. You will see the “**Course Construction Main Menu**”.
15. It contains the course number, title, short title and co-contributor.
16. If you’d like a Co-Contributor, this is the time to add one. (If you do not want a co-contributor skip to # 8)
17. In the “**Course Construction Main Menu**”
18. Click on **Add a Co-Contributor(s)**.
19. You will see the “**Co-Contributor Screen.**” Here you will choose a Co-Contributor(s) from a pull down menu. You will also choose what areas in the Co-Contributor will be able to access.
20. On the right side of the screen you see the “**Course Check List**”. These are the pages of the course outline you will be populating.

a. Click on the page you wish to begin populating. You do not have to go in order.

b. You may cut & paste from an existing word document.

c. If you are missing any required information when you “save” the page, a message will appear in **red** either at the location or top of the page.

1. When you have finished populating that entire page, you have two choices; **Save** or **Finish**.

a. **Save**: Saves the information you entered and allows you to continue the revision at another time.

b. **Finish:** Saves the information you entered and completes (locks) that page. You can always go back later to “**unlock**” and edit, then “**finish**” again.

c. **Finish** also activates a summary text box at the top of the page that confirms you have completed all necessary information for that page.

d. As each page is “**Finished**”, a green check mark will appear on the “**Course Check List**” in the corresponding box(es). Indicating that page is complete.

1. The **SUBMIT** button will appear on the left side of the screen.

a. Click on **SUBMIT** only when you are absolutely sure you have completed the entire course and it is ready to go to the next level.

1. The new course outline has moved forward to your department chairs’ queue.
2. **IMPORTANT NOTE**: Please email your new course Budget Code, Classification Code, Transfer Code, Method of Instruction Code, SAM Code, and Top Code to your curriculum secretary.

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