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Log In

**Testing Website:** your institution.sandbox.curricunet.com

**Live Website:** your institution.curricunet.com

**Email:** yourname@your institution.edu

**Password:** When your system first goes live Governet will provide you with a temporary password and each user will change to their own unique password.

Enter your email and password credentials as shown below, and then click the green **Log In** button.

![Login Screen](image)
Changing Your Password

To change your password, click the Gear Icon at the top of any page, and select Profile.

On the Edit Profile screen, you may make changes to or add any information except your email. The system uses your email to link you to all the proposals that you are involved with, so changing your email is not advised. To change your password, select Click here to change your password.

Enter your Current password, then your New password. Please note that passwords must be a minimum of 6 characters in length, and are case-sensitive. Confirm your New Password, and click Change Password.
Click **Back to Edit Profile** to confirm the password change.

![Change Password](image)

Click **Save** to verify any profile changes.

![Edit Profile](image)

You will be returned to the **Courses** screen.

![Courses](image)
Viewing Courses

When you are successfully logged in, you will arrive at this screen. The default viewing selection will be **My Courses** that are in Draft or Review status. These are anything that you are currently working on, courses that you created, and courses for which you are a co-contributor.

To expand your course search, select **My Institution**, and you will be able to view all courses at **Your Institution**. The default is **Draft** and **In Review**.

To search within courses, there are a variety of options. The user can search without selecting any designated filters, the user can enter information into every search filter box, or the user can select any combination of search features. Searches can be done in either the **My Courses** or **My Institution** pages. Use the dropdown menus that will appear when you click on the dropdown arrow, to select the course **Subject(s)** and **Status(es)**. You may also enter the **Title Course or Number** in the text box. After you make your selections, click **Search**.
If you wish to reorder your search results, for example by **Title**, click on the category heading you want to reorder. Results will sort alphabetically (A-Z, 1-1000). To sort them reverse alphabetically (Z-A, 1000-1), click the heading a second time. Scroll through the list until you find the course you want, and then click on the course to select it.

You can also export your search results as a report that can be saved, printed, and shared outside the **CurricUNET** system. Click the **down arrow** on the **Search** button to display your option to export. Select the format you wish to have the report in from the dropdown that will appear. This report can take up to a few minutes to generate and download, depending on the format and the number of courses in the report.
A report **Export to Excel** will look similar to the below example.

![Excel example](image1)

A report **Export to Word** will look similar to the below example.

![Word example](image2)

A report **Export to PDF** will look like the below example.

![PDF example](image3)
Viewing Programs

To view programs, click the Curriculum button at the top of your screen. You will see a dropdown menu from which you can select Program. To return to Courses, click Curriculum and select Course. These actions can be done from any screen on the site.

The default viewing selection will be My Program. These are anything that you are currently working on, programs that you created, and programs for which you are a co-contributor. The default status is Draft and In Review.

To expand your options, select My Institutions. There are a variety of search options. The user can search without selecting any designated filters, the user can enter information into every search filter box, or the user can select any combination of search features. To search within your programs, use the drop down menus or the search bar to enter your search information, and then click Search. You may need to scroll within the drop down menus to see all options, or type the word you are looking for in the drop down specific search box (next to the magnifying glass symbol).
Create Proposal

To create a New Proposal, select the Create Proposal button.

Choose your Proposal Type from the drop down menu, and then click Next.

For a New Course Proposal use the dropdown menu to choose the Subject, and then provide the Course Number, Course Title and Catalog Description of the new proposed course. Click Next.
For the **Modify Course** and the **Deactivate Course** proposals, use the dropdown menu to choose the **Subject**. Enter any search terms related to the **Course Title** you are searching. If you do not know the title, press the **Search** button after making the **Subject** selection. When you select the **Search** button you will see a list in the **Course Search Results** textbox for that subject. It may be necessary to use the scroll bar to view all options. Mandatory fields are marked with an *. Click **Next**.

For the **Modify Program** proposals use the dropdown menus to select the **Division** and **Department**. Enter any search terms related to the **Program Title** you are searching for or if you do not know the title, press the **Search** button after making the **Subject** selection. When you select the **Search** button you will see a list in the **Program Search Results** textbox, for that subject. It may be necessary to use the scroll bar to view all options. Mandatory fields are marked with an *. Click **Next**.
Review the information on this screen. If this information is not correct, return to the step where the correction needs be made by selecting the appropriate blue box, to the left of the Proposal Summary box. Click the Create Proposal button.
Course Proposals

Your system will have the data entry pages separated out into different tabs. You may have more or less features, that what are displayed in this manual, depending on your schools’ configuration. For additional help or support contact your school administrator.

Cover or Main page

Here is an example of The Main or Cover section in the Course Proposals which are often the first section of the proposal.

*If you realize at any point that the information you provided to create the proposal was incorrect, DO NOT use your browser’s back button to correct this.* Make the changes on this screen, OR click Delete Draft and start over.

Move between the sections of the proposal by using the dark gray tabs on the left of the page starting at the top and working your way to the last tab. Any required fields throughout the course proposal will be marked with an * and highlighted light orange. Sections with required fields also have an orange box showing your progress, which will turn green when you have completed all required fields. You will only be prompted to save when changes are made. If at any point you are unable to click into or make changes to a field’s information, you do not have edit privileges for that field. If you need to make changes to such a field, contact your institutions CurricUNET administrators.
Proposal Resource Page Example

The **Proposal Resources** page provides links to this manual and the admin manual as well as contact information for **CurricUNET** support at your institution. For questions concerning the **CurricUNET** system, refer to these resources. The blue/underlined wordings are links to more information.
Types of Features:

Dropdown menu

Use the down arrow on the right far side of the textbox to display a dropdown menu, to view your options.

Click on the option to select it.
Text Areas

Put your cursor into the textbox and enter information directly into the text area. Once you have finished entering in the applicable information, click Save.
Rich text editors

This feature is used in the Course/Lecture/Lab Content and numerous other places.

The Rich Text Editors have formatting tools, which allow you to, among other things, italicize text or format information into an outline. If you are making lists, it is important to use the outline tools in order for the lists to appear correctly on reports.

To start an ordered list, place the curser in the textbox and then select the Ordered List icon. Type in your entry and hit enter. To indent this line, click the indent button. Continue this process until you have the levels you are wanting.

It is not recommended to copy information directly from Microsoft Word or similar programs, as embedded formatting information will cause reporting, display, and HTML tag issues within the editor. For additional assistance, refer to the Rich Text Editor Detailed Instructions section on page 62 of this manual.

To get back to the first level, with your curser at the end of the sentence, hit enter and then press the Outdent as many times as necessary to get to the level desired.
**Date Picker**

To select a date either use the **Calendar Icon** or you can type in the date using the format **M/D/Year**.

When you click on the icon a popup of a calendar will appear, use the left and right arrows, next to the month’s name, to browse for another month.
Ordered Lists

To list the Student Learning Outcomes often uses an Ordered List feature. With this tool you first click Add New Item. Each SLO needs to be added individually.

Then enter the information for each item and press Save after each entry. Not that when you see text boxes that are highlighted in red those are “save requirements”. These differ from “launch requirement”, because these are not necessarily required to launch the proposal, but these are an all or nothing type of entry. Meaning, in the below example, if you enter an SLO you must also enter the Proposed Method of Assessment for that specific SLO.
Some Institutions will have the option to map SLO directly to ILO’s on the course side. (This is normally only done for stand-alone courses or for institutions that do not map their SLO’s to their PLO’s directly). If this is an option users can indicate by checking the appropriate checkboxes as to which ILOs this SLO maps to. You can select multiple checkboxes.
When you have entered and saved the SLOs, you will see a screen similar to the one below. To edit a SLO, click the blue bar containing the outcome. You will be taken back to the detail page where you are able to make the changes. To reorder outcomes, use the up and down arrows to the right of the blue bar, or to delete, click the red “X”.

![Image of SLO screen with annotations]
Ordered Lists Continued

Another example of Ordered Lists is often seen with the entry of requisites.

To create an Ordered List you will first need to click on the Add New Item button.

![Add New Item button](image)

Then choose the Requisite Type by clicking the dropdown arrow, on the right side of the textbox, to view your options. If the requisite is a course, select the Subject and Requisite Course from the subsequent dropdown menus. If the Requisite is not a course, describe that information in the Non Course Requirements field. The Condition dropdown selector need only be used if an “or” situation or a “nesting” situation applies, otherwise it is already implied that an “and” statement exists between entries. The Condition dropdown menu allows you to specify if this course must be taken as well as (using “and”) or instead of (using “or”) the next requirement. Click Save to add the requisite to the program.

![Requisite fields](image)
As you enter and save each entry, you will see a screen similar to the one below. To edit, select the entry by clicking on the blue bar. You will be taken to the details page for that item where you can make your corrections as needed. To reorder them, use the up and down arrows on the right of the blue bars. To delete, press the red “X”.

**Condition**

The **Condition** dropdown selector need only be used if an “or” situation or a “nesting” situation applies, otherwise it is already implied that an “and” statement exists between entries.

The **Condition** dropdown menu allows you to specify if this course must be taken as well as (using “**and**”) or instead of (using “**or**”) the next requirement.
**Multi Select Lists**

You may need to scroll down to find the item you are looking for or type the first few letters of your search criteria in the search box to filter and shorten the available list. Click the checkbox next to each applicable item. Select as many items as necessary. If you check the **Show Selected** box you will see only the items you have selected. Click **Clear All** to start over with your selections. Save and continue to the next tab.
Content Review

To review the content, click the Add New Item.

Use the dropdown menu to choose the Requisite Course and Content Review Type.
**Objective and Content Mapping**

To map this courses objectives to a requisite course’s objectives, select the **Content Review Type “Objective To Objective”** from the **Content Review Type** menu. Select the current course objectives and the corresponding requisite course objectives from the check lists that will appear. Please note that both courses must have objectives saved for items to appear in check list.
Objective to Content

To map this course’s objectives to items in a requisite course’s content, select the Content Review Type “Objective To Content” from the Content Review Type menu. Select the current course objectives from the check list that will appear, and enter the information from the requisite course’s content in the text area. Please note that the current course must have objectives saved for items to appear in check list.
**Attached Files**

In the **Attach Files** section, you may attach files for additional documentation or support of your proposal. Use the **Select...** button to find files, and then press **Upload Files** to attach them.
Show/Hide

Show/Hide pages are often used in areas where the user must first answer a question about how this data piece applies to their proposal. If this particular data piece will apply the user will select the checkbox and the entire page will then appear. The selections that cause pages to open may be right on the page itself or often the checkbox that drives the page will actually be on another page such as the cover page. Examples of this would be Distance Education.

In this example the when a user goes to the Distance Education page there is a message indicating that they need to define the DE status earlier in the proposal form.

When the Distance Ed checkbox is selected on the other form page it drives the DE page to open.
Opened Distance Education page.
**Auto Calculations**

Some institutions have automatically calculated fields on their Units/Hours pages.

When users enter the base measurement into the white numerical fields the greyed out fields will automatically calculate.
Textbooks/Course Materials

Click **Add new record** under the appropriate category to add materials to the course proposal. Add each item separately.

Select the **Insert** button. This will open an area to describe each material.
Links

The blue/underlined wordings are links to external information concerning the section you are working on. When you click on the link a new page will open in a new tab. This links may contain instructions, look ups, examples, etc.

<table>
<thead>
<tr>
<th>Methods of Evaluation and Examination</th>
<th>5/1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbooks/Supplemental Materials</td>
<td></td>
</tr>
<tr>
<td>Prerequisite/Corequisite Validation</td>
<td></td>
</tr>
<tr>
<td>Prerequisite/Corequisite Removal</td>
<td></td>
</tr>
<tr>
<td>Advisory/Recommended Preparation</td>
<td></td>
</tr>
<tr>
<td>Homework</td>
<td>5/1</td>
</tr>
<tr>
<td>Method of Instruction</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td></td>
</tr>
</tbody>
</table>

Accommodations regarding disabled student accessibility to online content must be made as prescribed in the Distance Education Guidelines regarding Section 508, as published by the California Community College Chancellor’s office. For further information, please visit: [http://www.htctu.fhda.edu/diguidelines/dig_index.html](http://www.htctu.fhda.edu/diguidelines/dig_index.html)

Fully Online

In accordance with Title 5 Regulations, “A course in which 100% of the in-class seat time is replaced by work within the online course site.”

This course has no required face to face meetings; however, instructors are required to schedule regular virtual meetings. Instructors must coordinate with respective divisions to schedule their weekly virtual contact hours equivalent to number of units taught per week, to be published each semester in the schedule of classes.

**Fully Online Delivery Requirements**

- Any planned face-to-face meetings, such as an orientation or study session, must be optional.
- An orientation to the class is required, but may be done online.
- Students must be notified via the EVC Schedule of Classes and the syllabus for the class, if proctored exams are required for this course.
- The Curriculum Committee requires the use of asynchronous discussion as a component of every fully online course.
- Accommodations regarding disabled student accessibility to online content must be made as prescribed in the Distance Education Guidelines regarding Section 508, as published by the California Community College Chancellor’s office. For further information, please visit: [http://www.htctu.fhda.edu/diguidelines/dig_index.html](http://www.htctu.fhda.edu/diguidelines/dig_index.html)
Program Proposals

Your system will have the data entry pages separated out into different tabs. You may have more or less features depending on your institution's configuration. For additional help or support contact your school administrator. This manual will demonstrate the different page and feature types that are commonly used in Program forms.

Cover/Main/General Information/Program Description

The Cover page is the first section of these proposals. If you realize at any point that the information you provided to create the proposal was incorrect, DO NOT use your browser’s back button to correct this. Make the changes here on the Cover/Main/General Information/Program Description page, OR click Delete Draft and start over. Any required fields throughout the proposal will be marked with an * and highlighted light orange. Move between the sections of the proposal by using the dark gray tabs on the left of the page, starting from the top tab working your way down to the last tab.

Sections with required fields also have an orange box showing your progress, which will turn green when you have completed all required fields. You will only be prompted to save when changes are made. If at any point you are unable to click into or make changes to a field's information, you do not have edit privileges for that field. If you need to make changes to such a field, contact your university’s CurricUNET administrators.
Proposal Resources

The Proposal Resources page provides links to this manual and the admin manual as well as contact information for CurricUNET support at your institution. For questions concerning the CurricUNET system, refer to these resources.
Using The Dropdown Menu

Use the down arrow on the right far side of the textbox to display the dropdown menu to view your options.

Click on the option to select it.
**Text Areas**

Put your cursor into the textbox and enter information directly into the text areas.

<table>
<thead>
<tr>
<th>Materials</th>
<th>Recommended Preparation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisites/Corequisites</td>
<td></td>
</tr>
<tr>
<td>Prerequisites/Corequisites Validation</td>
<td></td>
</tr>
</tbody>
</table>
Rich Text Editors

This feature is used in the Catalog Description and numerous other places.

The Rich Text Editors have formatting tools, which allow you to, among other things, italicize text or format information into an outline. If you are making lists, it is important to use the outline tools in order for the lists to appear correctly on reports.

To start a numbered list place the cursor in the textbox and then select the number list icon. Type in your entry and hit the Enter key. To indent this line, click the indent button. Continue this process until you have the levels you are wanting.

It is not recommended to copy information directly from Microsoft Word or similar programs, as embedded formatting information will cause reporting, display, and HTML tag issues within the editor. For additional assistance, refer to the Rich Text Editor Detailed Instructions section on page 62 of this manual.
**Date Selector**

To select a date either use the *Calendar Icon* or you can type in the date using the format M/D/Year.

When you click on the icon a popup of a calendar will appear, use the left and right arrows, next to the month’s name, to browse for another month.
Course Block Definitions

Courses and other requirements are added to the program in Course Blocks that define the requirements of the program. You may add as many course blocks as needed, according to your institution or department’s requirements for program planning. Examples of Course Blocks might include "Semester 1" and "Semester 2," or "Required Courses" and "Elective Courses." To add a Course Block to the program, click the Add New Item button.

Enter the Course Block Definition (for example, required courses, electives, community involvement prerequisites, etc.). You have the option to enter Block Headers and Block Footers for additional information (grade requirements, number of units required, etc.). Headers and footers only appear on reports.
To **Edit Program Courses** click on the button.

Click on the **Add New Item** button to add a course.
Use the dropdown menu or type in the first few letters of the item you are searching for. When you select a specific subject before you open the course drop down, the course dropdown will be filtered to only show courses for that selected subject. If the requirement is not a course, enter that information in the Non-Course Requirements text area. The Condition drop down selector need only be used if an “or” situation or a “nesting” situation applies, otherwise it is already implied that an “and” statement exists between entries. The Condition drop down menu allows you to specify if the course must be taken as well as (using “and”) or instead of (using “or”) the next requirement to be entered.

If a course is offered at variable units, you can also specify the range that will meet this requirement in the Units Low and Units High. If this requisite has any special circumstances (such as a grade requirement, approval of an advisor, etc.), add a number or symbol in the Exception Identifier, and describe the circumstances in the Exception text box. Click Save to add the course. When all information is entered click Save.
The below screen shot is an example of what will appear when you have added a few Program Courses into a specific course block. To edit a course, click on the blue bar. Use the up and down arrows on the right of the blue bars to reorder. Clicking on the red “X” will delete the requirement. You will be asked to confirm your decision to delete this item. Once all of the requirements have been entered for that course block, click the Done button.

Once you have selected Done on the detail screen you will be brought back to the overview of the Course Blocks.
Outcome Mapping

When you check the box indicating that this Course is required in Outcome map then the outcomes for this specific course will show up as options on the Program Learning Outcomes page to be mapped to PLO’s and ILO’s (depending on your institution).
Once you have clicked the **Done** button on the detail screen, you will be brought back to the overview of the course blocks.

![Course Block Definitions](image-url)
Program Student Learning Outcomes

To add an Outcome click on the Add New Item button.

Enter the Outcome and Assessment in the appropriate textboxes. Check the Institutional Outcomes that this aligns with this program. Check all that apply. Click Save.
Multi Select Lists

You may need to scroll down to find the item you are looking for or type the first few letters of your search criteria in the search box to filter and shorten the available list. Click the checkbox next to each applicable item. Select as many names as necessary. If you check the Show Selected box you will see only the entries you have selected. Click Clear All to start over with your selections.
**Attached Files**

In the **Attach Files** section, you may attach files for additional documentation or support of your proposal. Use the **Select...** button to find files, and then press **Upload Files** to attach them.
Show/Hide

Select the “Other” checkbox

When you select the Other checkbox you will see this additional text area requesting you to Explain what that other is.
Blue/Underline

The blue/underlined wordings are links to more information concerning the section you are working on. When you click the link a new page will open in a new tab.
Reports

Reports show a summary of any proposal, in any status. There are three ways to access reports, and they are identical for all course and program proposals. At this time, there are no reports for packages. Each type of proposal has slightly different report options, but the process of accessing them is the same. Each report will open in a new tab within your internet browser.

In the Search screen, click the page icon in the Reports column. You will have to click on the icon again to close it.

A menu will appear with the report options. Select the report you wish to view.

When in the proposal itself, click the page icon under the orange proposal name.

If a proposal has been launched or approved, clicking the proposal name in the search results will present this screen. Select the report you wish to view from the buttons at the top of the screen.
**Course Reports**

**All Fields**

An **All Fields** report shows all the fields and information in the proposal.

<table>
<thead>
<tr>
<th>Main</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Prefix: Test-E</td>
</tr>
<tr>
<td>Course Number: 2216</td>
</tr>
<tr>
<td>Course Title: History</td>
</tr>
<tr>
<td>Rationale for Proposing New Course</td>
</tr>
<tr>
<td>Catalog Description: This is the description for History.</td>
</tr>
<tr>
<td>Proposed Effective Date</td>
</tr>
<tr>
<td>Year: 2018</td>
</tr>
<tr>
<td>First Semester Intended to Offer: Winter</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Co-Contributor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Contributor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Units/Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Credits: 3.00</td>
</tr>
<tr>
<td>Maximum Credits: 0.00</td>
</tr>
<tr>
<td>Unit Increment: 3.00</td>
</tr>
<tr>
<td>Lecture Credits</td>
</tr>
<tr>
<td>Lab Credits</td>
</tr>
</tbody>
</table>

*Per regulations, each course must have a minimum of 750 minutes of instructional time per credit. Note that a contact hour is based on a 50 minute hour.*

<table>
<thead>
<tr>
<th>Lecture and/or Lab Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Lecture Content (Use outline format)</td>
</tr>
<tr>
<td>Course Lecture</td>
</tr>
<tr>
<td>Course Lab Content (Use outline format)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon completion of this course, the student should be able to:</td>
</tr>
</tbody>
</table>
Comparison

A **Comparison** report shows all the fields in the proposal, with changes between this proposal and the most recent active version of the course highlighted. Information removed will be highlighted pink, with a strikethrough the words, while new information will be highlighted green and italicized.

Impact

An **Impact** report shows the courses for which *this* course is a requisite, and programs that include this course.
Course Outline

A Course Outline report shows a brief summary of the course.
Program Reports

All Fields

An **All Fields** report shows all the fields and information in the proposal.
Program Summary

The Program Summary shows a summary of the program.

Comparison Report

For Program Amendment or Program Deactivation proposals, a Comparison Report will show all fields and information in the proposal, with changes between this proposal and the most recent previous version of the program highlighted. Information removed will be highlighted pink with a strike-through, and information added will be highlighted green and italicized.
Approvals

To view pending approvals, click the Approvals button at the top of any page. If you have any approvals waiting for you, there will be an orange box with a number in it attached to the Approvals button. The process is similar for all proposal types. To view a pending approval, click on the proposal. The process is similar for all proposal types. The standard user without administrative privileges will not be able to see the all approvals option. They will only be able to see approvals for which they are the originator or the next member of the approval process.

If you are the next user in the approval process, you will see this screen. If you wish to view the course, you can select View Proposal. You may also view any available reports by clicking the name of the report. Use the Action drop down menu to select the action you wish to take on the proposal, add any Comments (when you make a comment it will become a permanent part of the comments once you click commit) and then click Commit. This will move it to the next part of the approval process. If you reject the proposal, it will remove the proposal from the system. If you request changes, it will send the proposal back to the originator. Once these changes have been made, the proposal will return to the person who requested the changes.

The History shows what has happened in the approvals process for this proposal and who is next in line, the time and date. It also shows the actions that have been taken on this proposal and are permanent history of comments.
Make sure you see a confirmation message that will pop up on the screen to confirm that when you pressed **Commit**, the action was received. You must press **Close to continue** to ensure this. This is a vital action. *If you do not see this popup, your action has not been saved, and you must perform your action again.*

To implement the course and add it to the college’s offerings, the last user in the approval process (or an administrator) must select **Implement** from the action menu. Select the **Publish date** (the date the course will become active) by clicking on the **Calendar Icon**. Add any comments and click **Commit**.

You must confirm the final action by clicking **Activate**. This is a vital action. If you do not see this popup, your action has not been saved, and you must perform your action again.
Rich Text Editor Detailed Instructions

The Rich Text Editor within the CurricUNET system provides several tools to help you format your information. Unfortunately, copying and pasting an outline straight from Microsoft Word or a similar program will NOT provide a properly formatted outline. There are a few ways to create an outline that will be properly formatted. Please note that the Rich Text Editors do not currently support tables or charts.

If pasting a paragraph of text (as you might for a Course Description) into the Rich Text Editor, you must paste it as plain text. On a Windows based computer, type Ctrl+Shift+V, or right click on your mouse, and select Paste as Plain Text. If you do not do this, hidden formatting tags will interfere with the internal tools of the editor and cause problems with reports.

An outline or list requires additional changes.
Creating An Outline Within The Rich Text Editor

The best way to produce a properly formatted outline is directly in the Rich Text Editor. You may enter your line headings as you see fit, or use the built-in list tools. The left button creates a bulleted list, and the right button creates a numbered list. Use the indent tools to create levels within the list. The button on the left (in the indent tools) will create an indent and the right side button will remove the indentation.

Below is an example of a bulleted list with several levels of indentation:
And an example of a numbered list with several levels of indentation:

1. Level One
   a. Level Two
      i. Level Three
      ii. Level Three, B
   A. Level Four
2. Level One, B
   a. Level Two

If you choose to not use the list tools because you would prefer to specify your own level beginning designations, you may do so as well, using the indentation tools as needed.
Creating an Outline in Microsoft Word, Notepad, or a PDF Reader

If you wish to use Microsoft Word or a similar program to create the initial outline, you must follow several steps to produce a properly formatted outline or text.

If you use Microsoft Word, or a similar program, you must first copy the outline into a program such as Notepad, which will strip out the internal formatting within the text, or as a PDF file.

Create your outline

As an example, here is a course outline created in Microsoft Word. After your outline is created, you may either copy the file to Notepad or save it as a PDF.
Copy to Notepad

Copy the outline into Notepad (or a similar plain text writing program), which will strip out formatting. (You could also begin in Notepad and compose your outline within that program).
Save as a PDF

Please note that with this method, using a Sans Serif Font (such as Helvetica or Arial) tends to provide the best results. Using a Serif Font such as Times New Roman or Georgia is possible, but may require some additional proofreading to make sure that all spaces and letters copied correctly.

You can save your Word files as a PDF. On Microsoft 2010 and newer, do this by clicking File and Save As.

Enter/Edit the File name, then use the Save As Type dropdown menu to select PDF, and click Save.
You will now be able to open this file in your PDF reader (such as Adobe Acrobat or Adobe Reader).

You can also scan a hard copy of a document to get to this point, but be sure to Save it as a text PDF file, not an image.
Using the RTE Tools

Copy the text from Notepad or a PDF reader and paste it into the Rich Text Editor. 

Proofread carefully to make sure that there are not any unnecessary line breaks copied over and that all spaces and characters copied correctly.

To create indented levels, select the end of the last line before the indentation, and press Enter on your keyboard. Select the end of the last line of the indentation, and press Enter again. This will create a new block of text. You MUST add these additional hard returns to indent text.

![Image of RTE tools with indented levels]
Click within the block to be indented, and click the “Indent” formatting influence on the Rich Text Editor. To indent a second level, click the button once. For a third level, click twice, etc. Do this for each level.
Creating an Outline using HTML

The third way to create a properly formatted outline requires HTML skills. If you have the HTML skills to write your outline in this method, click the HTML button.

This will change the view of the Rich Text Editor. Enter the HTML in this field, and then click Ok.

If done correctly, this will produce an outline in the Rich Text Editor.
Packages

Packages are used by some institutions for approving multiple proposals at a time. Users with access to this feature can submit multiple courses at a time, or submit courses along with their proposed program so that they can all be approved together.

Before creating a Package you will need to make sure that all of the courses/programs that you will be adding to the package are in “draft” status. If you are creating a new course/program then create that first, before creating the package, and then leave that course/program in “draft” without launching it.

To create a Package you will use the same process as for courses and programs. Select “Create Proposal” from the top of the Meta screen. Scroll down to the Package proposal types and select with type of action your package needs to take. Options may include to create a New, Modification, or Deactivation Package.
The Subject you select in Step 2 of the Creation screens will determine which people this package will go to in the Approval Process. Package Title is the name you are giving this particular package, and catalog description is a summary of what changes or new items that package will contain.
Once inside the Package screen you will see the information you already entered on the Cover page. You will have two other pages. One for adding Courses and one for adding Programs. Both the Course and Program pages function similarly. These are multi-select lists that allow users to check the items you need. Users can either scroll up and down the list with the scroll bar on their right side of the list, or just start typing the item you are looking for in the search box. The list will filter according to what you type while you are typing. Users are able to make multiple selections on both the Course and Program pages if necessary. After you have made selections and saved the pages select “Launch” from the upper right corner, just as you would for any other proposal, to launch this Package into the Approval Process.

After pressing launch make sure to select “OK” on the confirmation pop up.