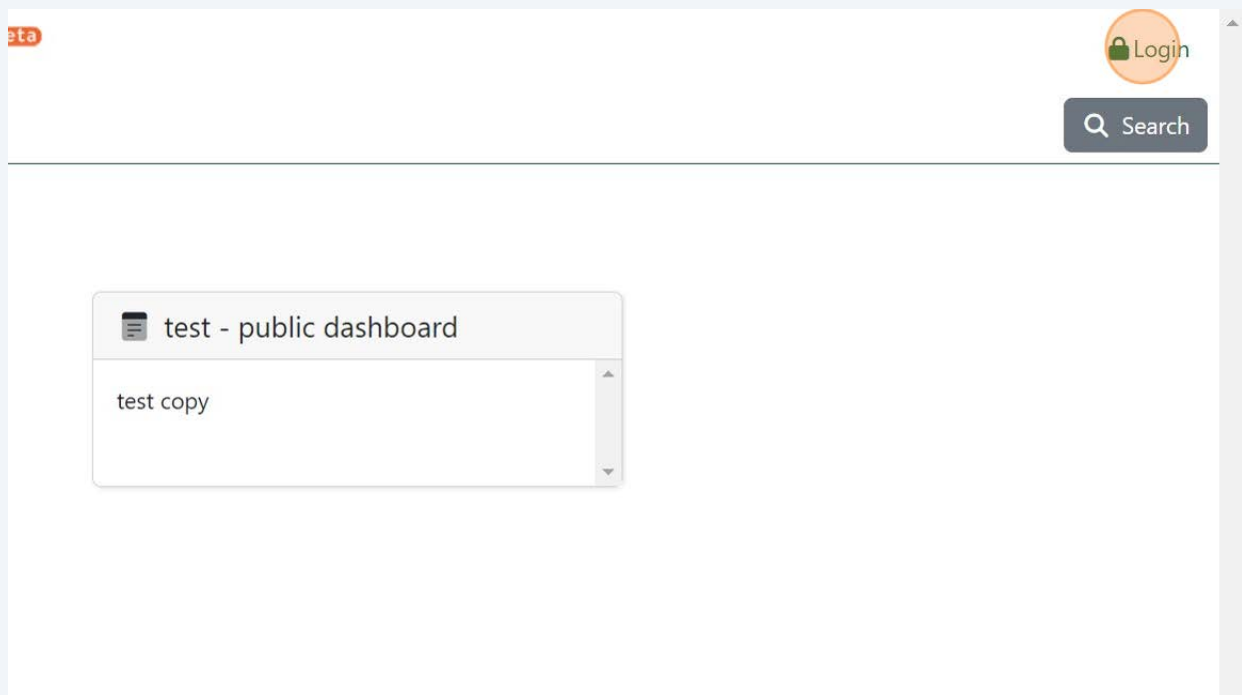


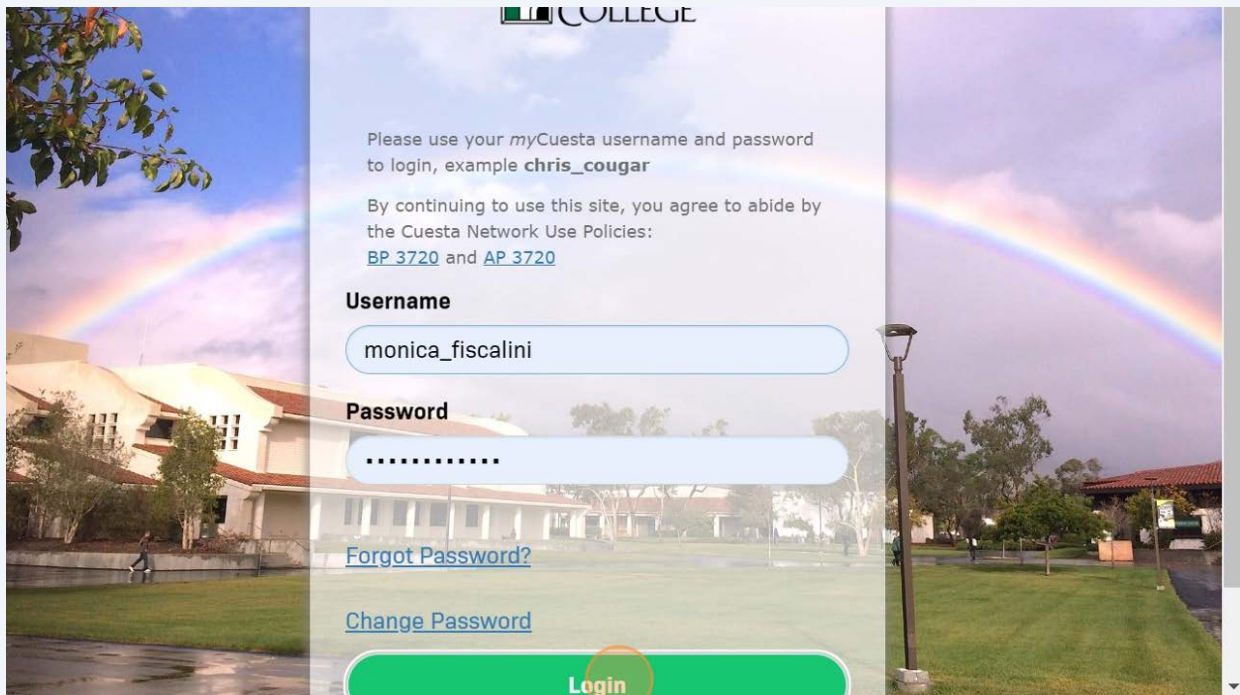
Create a course modification proposal

1 Navigate to <https://cuesta.curriqunet.com/>

2 Click "Login"



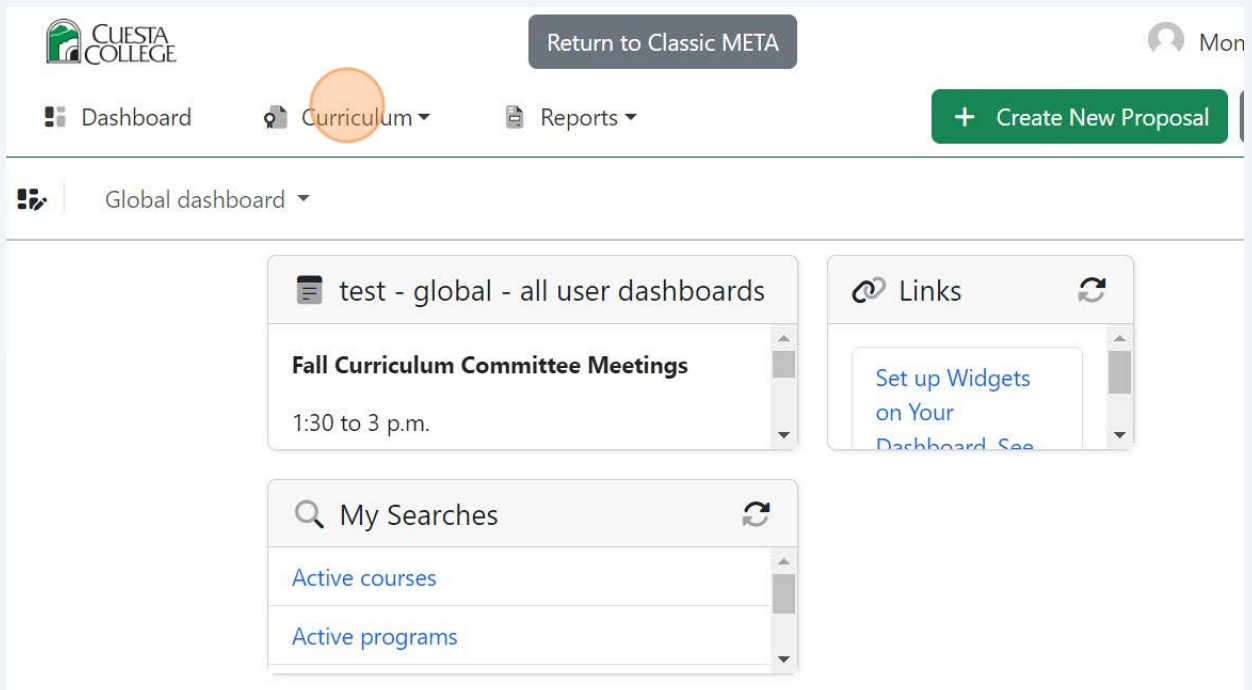
3 Click "Login"



The login page features a background image of a rainbow over a college building. The login form is centered and includes the following elements:

- Header:** CUESTA COLLEGE logo.
- Instructions:** "Please use your myCuesta username and password to login, example **chris_cougar**".
- Agreement:** "By continuing to use this site, you agree to abide by the Cuesta Network Use Policies: [BP 3720](#) and [AP 3720](#)".
- Username Field:** Labeled "Username", containing the text "monica_fiscalini".
- Password Field:** Labeled "Password", containing masked characters ".....".
- Links:** [Forgot Password?](#) and [Change Password](#).
- Login Button:** A green button labeled "Login" with an orange circle highlighting it.

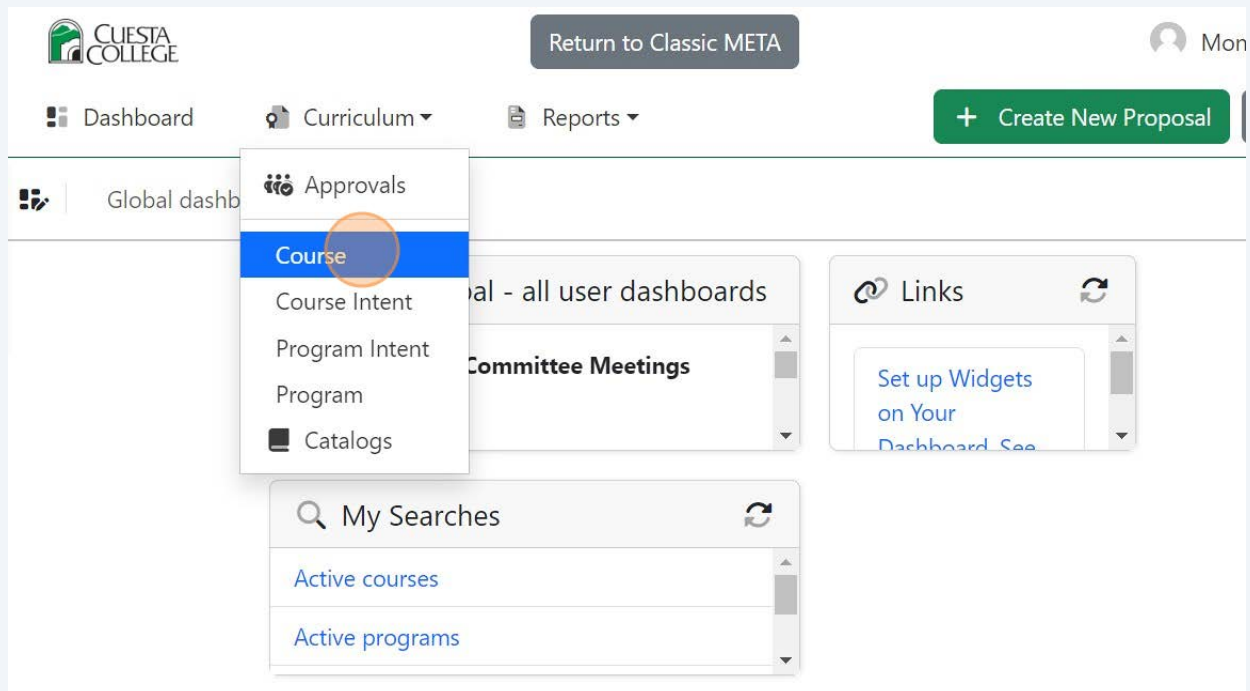
4 Click "Curriculum"



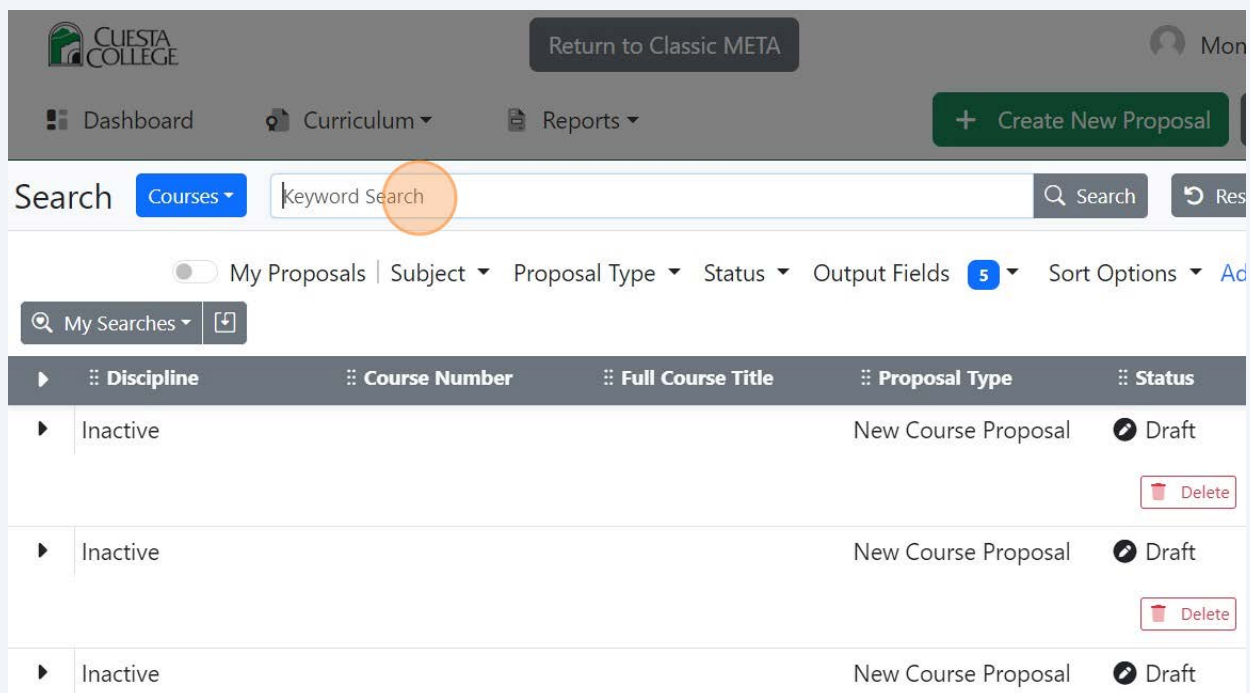
The dashboard interface includes the following components:

- Header:** CUESTA COLLEGE logo, a "Return to Classic META" button, and a user profile icon labeled "Mon".
- Navigation Bar:** Contains "Dashboard", "Curriculum" (highlighted with an orange circle), and "Reports" with dropdown arrows. A green button labeled "+ Create New Proposal" is on the right.
- Global dashboard:** A dropdown menu showing "Global dashboard".
- Widgets:**
 - test - global - all user dashboards:** Contains "Fall Curriculum Committee Meetings" (1:30 to 3 p.m.) and "My Searches" (Active courses, Active programs).
 - Links:** Contains a link to "Set up Widgets on Your Dashboard. See".

5 Click "Course"

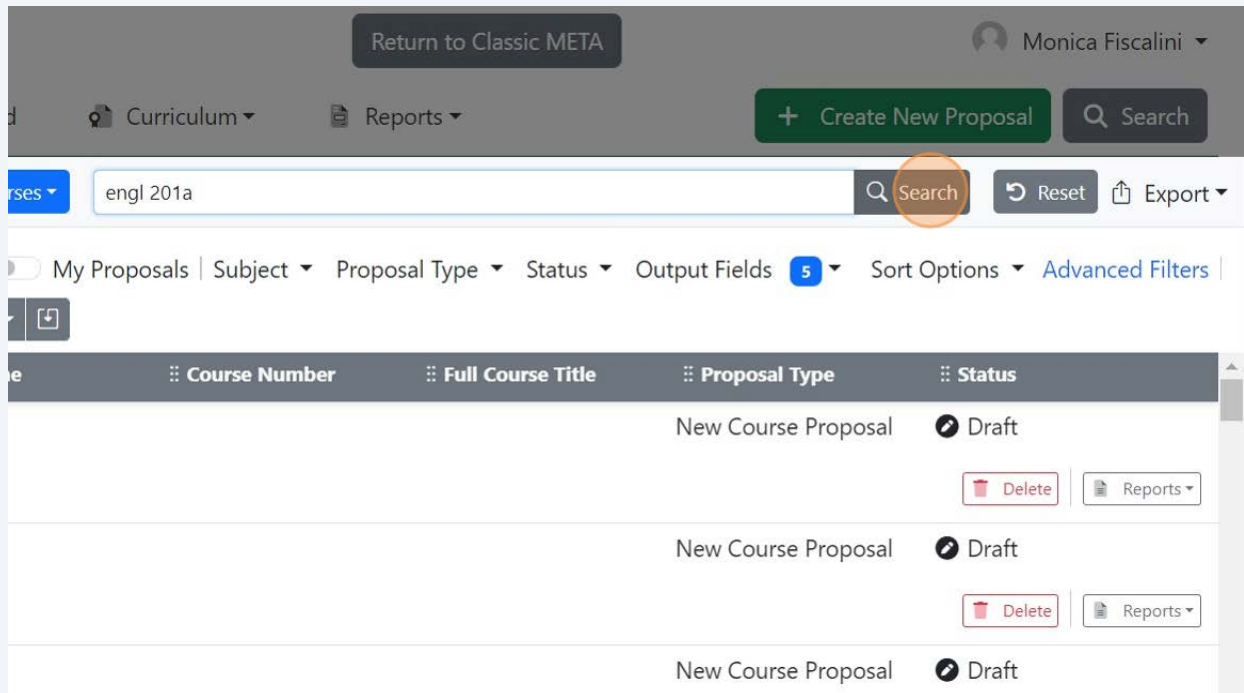


6 Click the "Keyword Search" field.



7 Type course to be modified

8 Click "Search"



The screenshot shows a web application interface for managing course proposals. At the top, there is a navigation bar with a 'Return to Classic META' button, a user profile for 'Monica Fiscalini', and a 'Curriculum' dropdown. Below this, there are buttons for 'Create New Proposal' and 'Search'. A search bar contains the text 'engl 201a', and the 'Search' button is highlighted with an orange circle. Below the search bar, there are filters for 'My Proposals', 'Subject', 'Proposal Type', 'Status', 'Output Fields' (set to 5), 'Sort Options', and 'Advanced Filters'. A table displays the search results with columns for 'Course Number', 'Full Course Title', 'Proposal Type', and 'Status'. The table shows three entries, all with 'New Course Proposal' as the type and 'Draft' as the status. Each entry has a 'Delete' button and a 'Reports' dropdown.

Course Number	Full Course Title	Proposal Type	Status
		New Course Proposal	Draft
		New Course Proposal	Draft
		New Course Proposal	Draft

9 Click "Status"

The screenshot shows the Cuesta College curriculum management interface. At the top, there is a navigation bar with 'Return to Classic META' and a user profile for Monica Fiscali. Below this is a dashboard with 'Curriculum' and 'Reports' tabs. A search bar contains 'engl 201a'. A filter bar includes 'My Proposals', 'Subject', 'Proposal Type', 'Status', 'Output Fields', 'Sort Options', and 'Advanced Filter'. The 'Status' dropdown is highlighted with an orange circle. Below the filter bar is a table with columns: Discipline, Course Number, Full Course Title, Proposal Type, and Status. The table lists two proposals for ENGL 201A: 'Major Modification Course Proposal' and 'New Course Proposal', both with a 'Historical' status. A 'Reports' button is visible at the bottom right of the table.

Discipline	Course Number	Full Course Title	Proposal Type	Status
ENGL	201A	ENGLISH COMPOSITION	Major Modification Course Proposal	Historical
ENGL	201A	ENGLISH COMPOSITION	New Course Proposal	Historical

10 Click the "Active" field.

The screenshot shows the Cuesta College curriculum management interface. The 'Status' dropdown menu is open, showing a list of status options: Active (checked), Approved, Draft, Cancelled, Historical, Launched, Deleted, Rejected, and Tabled. The 'Active' option is highlighted with an orange circle. The table below the dropdown shows the same two proposals for ENGL 201A: 'Major Modification Course Proposal' and 'New Course Proposal', both with a 'Historical' status. A 'Reports' button is visible at the bottom right of the table.

Discipline	Course Number	Full Course Title	Proposal Type	Status
ENGL	201A	ENGLISH COMPOSITION	Major Modification Course Proposal	Historical
ENGL	201A	ENGLISH COMPOSITION	New Course Proposal	Historical

11 Click "Search"

Return to Classic META

Monica Fiscalini

Curriculum Reports

+ Create New Proposal Search

Search Reset Export

My Proposals | Subject | Proposal Type | Status 1 | Output Fields 5 | Sort Options | Advanced Filters

Course Number Full Course Title Proposal Type Status

201A ENGLISH COMPOSITION Major Modification Course Proposal Historical

201A ENGLISH COMPOSITION New Course Proposal Historical

Active

Approved

Draft

Cancelled

Historical

Launched

Deleted

Rejected

Tabled

Reports

Reports

12 Click "Modify"

Search Reset Export

My Proposals | Subject | Proposal Type | Status 1 | Output Fields 5 | Sort Options | Advanced Filters

Course Number Full Course Title Proposal Type Status

201A ENGLISH COMPOSITION Major Modification Course Proposal Active

201C ENGLISH COMPOSITION: CRITICAL THINKING Distance Education Only Course Proposal Active

Modify Deactivate Reports

Modify Deactivate Reports

1-2 of 2

13 Choose proposal type from dropdown. Click "Create"

The screenshot shows a 'Modify Proposal' modal window. Inside, there is a 'Proposal Type' dropdown menu currently displaying 'Major Modification Course Proposal'. Below the dropdown are two buttons: 'Create' (highlighted with an orange circle) and 'Cancel'. The background shows a table of proposals with columns for Subject, Proposal Type, Status, Output Fields, Sort Options, and Advanced Filters. The first row is partially visible with 'CRITICAL THINKING' under the Subject column.

14 Click "Basic Course Information"

The screenshot displays the Cuesta College CurriQunet Meta interface. On the left, a sidebar titled 'Form Sections' lists various sections: 'Co-Contributor', 'Basic Course Information' (highlighted with an orange circle), 'Credits and Hours', 'Cross-Listed Courses', 'Minimum Qualifications', and 'Methods of Instruction'. The main content area is titled 'MAJOR MODIFICATION COURSE PROPOSAL: ENGL 201A - ENGLISH COMPOSITION'. It shows the proposal is in 'Draft' status, with buttons for 'Reset CB Codes', 'Complete' (green), 'Reports', 'Launch', and 'Delete'. Below this, there is a section for 'Co-Contributor' with a list of contributors. The first contributor is 'Adams, Liz (elizabeth_adams1@cuesta.edu)'. A search bar is visible above the list with the text 'Contributor5 of 330 selected'.

15 Update the "Proposal Rationale*" field.

MAJOR MODIFICATION COURSE
PROPOSAL: ENGL 201A - ENGLISH
COMPOSITION

Draft [Reset CB Codes](#) [Complete](#) [Form Properties](#)

[Reports](#) [Launch](#) [Delete](#)

Proposal Rationale*

[This field is required](#)

Catalog Description*

Please BEGIN Course Description WITH a verb

16 Make desired changes. See additional training documents for help on specific course elements, such as objectives and assignments

17

Click "Launch". Or come back later to finish the proposal; it will remain in "Draft" status.

