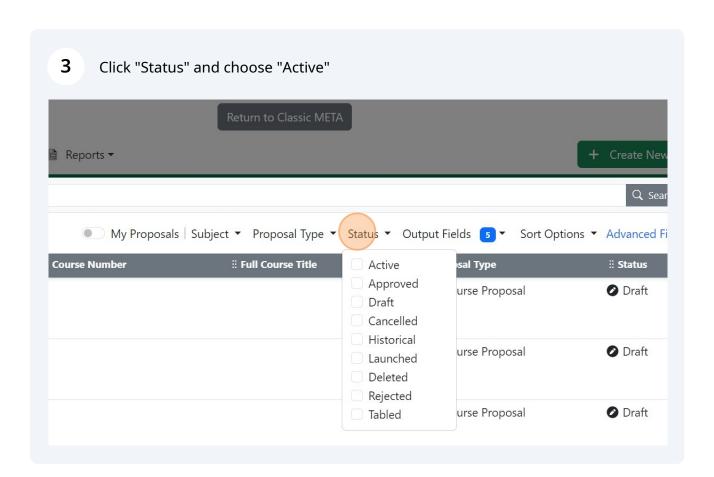# Creating a Minor Modification Course Proposal Maverick

Scribe

1 Navigate to **https://cuesta.curriqunet.com**

2 Click "Curriculum" and choose "Course"

3 Click "Status" and choose "Active"

Return to Classic META

Reports ▾

+ Create New

🔍 Sear

⬤ My Proposals | Subject ▾ Proposal Type ▾ Status ▾ Output Fields 5 ▾ Sort Options ▾ Advanced Fi

Course Number	⠿ Full Course Title	☐ Active	sal Type	⠿ Status
		☐ Approved	urse Proposal	✏ Draft
		☐ Draft		
		☐ Cancelled	urse Proposal	✏ Draft
		☐ Historical		
		☐ Launched		
		☐ Deleted	urse Proposal	✏ Draft
		☐ Rejected		
		☐ Tabled		

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4 Click the "Keyword Search" field and type the course that's being modified

Return to Classic META

📖 Curriculum ▾   📄 Reports ▾

ses ▾ | Keyword Search

⬤ My Proposals | Subject ▾ Proposal Type ▾ Status 1 ▾ Output Fields 5 ▾

line	⠿ Course Number	⠿ Full Course Title	⠿ Proposal Type
			New Course Propo
			New Course Propo
			New Course Propo

5 Click "Modify"

Full Course Title	Proposal Type	Status
RESEARCH SKILLS FOR INFORMATION AGE	Distance Education Only Course Proposal	✓ Active

Q Search   ↺ Reset   ⬆ Export ▾

ct ▾   Proposal Type ▾   Status **1** ▾   Output Fields **5** ▾   Sort Options ▾   Advanced Filters   🔍 My Searches ▾   ⬇

✎ Modify   ✎ Deactivate   📄 Reports ▾

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6 Select proposal type - Minor Modification and click "Create"

arch skills

○ My Proposals | Subject ▾ Proposal Type ▾ Status **1** ▾ Output Fields **5** ▾ Sort Option

Modify Proposal

Proposal Type

Distance Education Only Course Proposal   ▾

Create   Cance

Courses

Distance Education Only Course Proposal
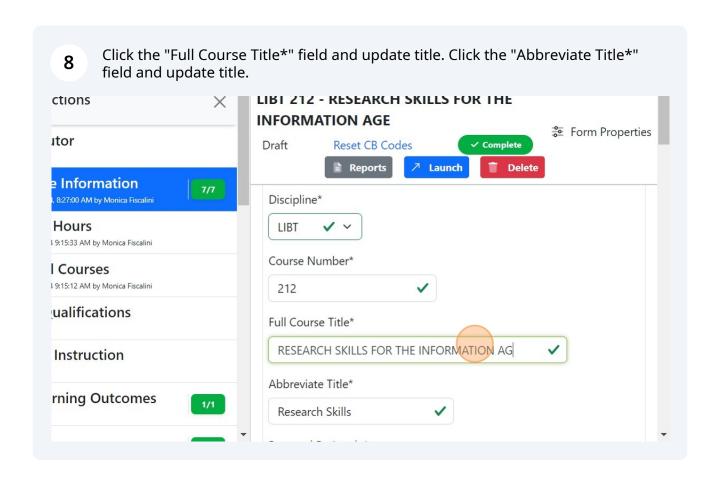Major Modification Course Proposal

7 In the "Basic Course Information" tab, click the "Proposal Rationale*" field and describe reason for minor modification. In this case, it's to update the title.

8 Click the "Full Course Title*" field and update title. Click the "Abbreviate Title*" field and update title.

9 When ready, click the Launch button.