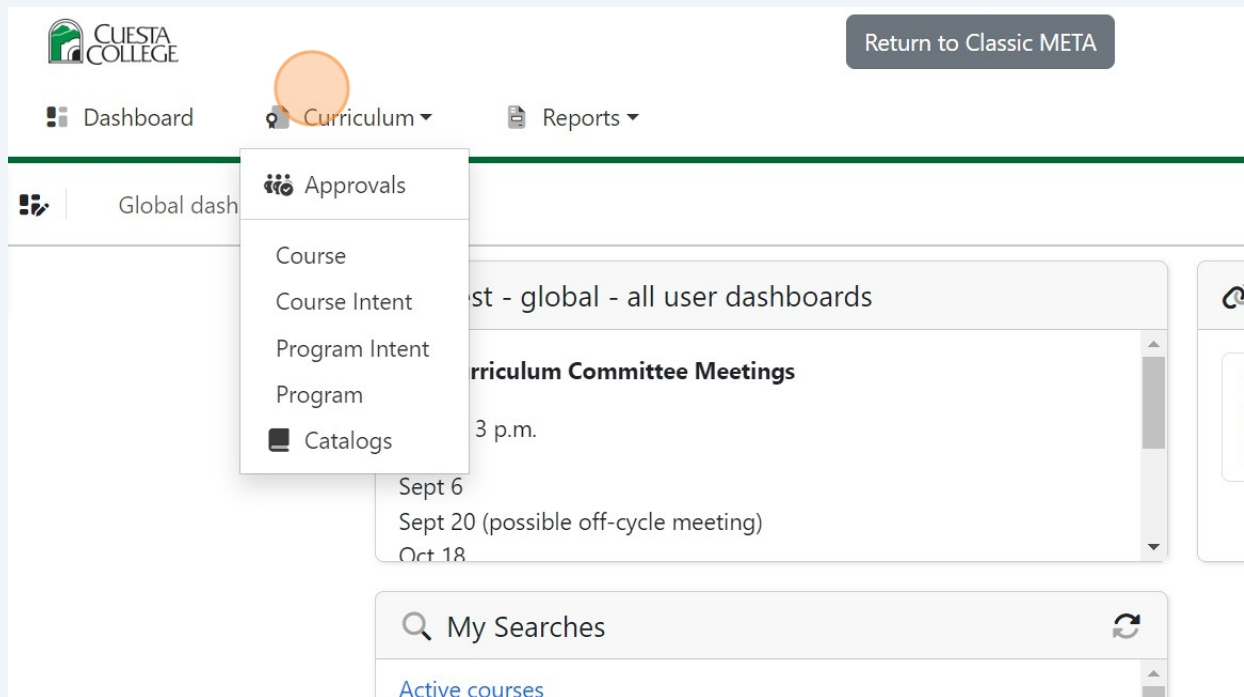


Creating a Minor Modification Course Proposal Maverick

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

2 Click "Curriculum" and choose "Course"



3 Click "Status" and choose "Active"

The screenshot shows the 'My Proposals' table interface. At the top, there is a 'Return to Classic META' button and a 'Reports' dropdown menu. Below the table header, there are filters for 'My Proposals', 'Subject', 'Proposal Type', 'Status', 'Output Fields' (set to 5), 'Sort Options', and 'Advanced Filter'. The 'Status' dropdown menu is open, displaying a list of status options: Active, Approved, Draft, Cancelled, Historical, Launched, Deleted, Rejected, and Tabled. The table itself has columns for 'Course Number', 'Full Course Title', 'Proposal Type', and 'Status'. The 'Status' column shows 'Draft' for the visible rows.

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

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

The screenshot shows the 'My Proposals' table interface. At the top, there is a 'Return to Classic META' button and a 'Curriculum' dropdown menu. Below the table header, there is a 'Keyword Search' field, which is highlighted with an orange circle. Below the search field, there are filters for 'My Proposals', 'Subject', 'Proposal Type', 'Status' (set to 1), 'Output Fields' (set to 5), and 'Advanced Filter'. The table itself has columns for 'Course Number', 'Full Course Title', and 'Proposal Type'. The 'Proposal Type' column shows 'New Course Propo' for the visible rows.

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

5 Click "Modify"

The screenshot shows a web application interface with a table of proposals. At the top, there are search and filter controls: a search bar, a 'Reset' button, an 'Export' button, and a 'My Searches' dropdown. Below these are tabs for 'Full Course Title', 'Proposal Type', 'Status', 'Output Fields', 'Sort Options', and 'Advanced Filters'. The table has three columns: 'Full Course Title', 'Proposal Type', and 'Status'. The first row shows 'RESEARCH SKILLS FOR INFORMATION AGE' under 'Full Course Title', 'Distance Education Only Course Proposal' under 'Proposal Type', and 'Active' under 'Status'. To the right of the 'Active' status, there are three buttons: 'Modify' (circled in orange), 'Deactivate', and 'Reports'.

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

The screenshot shows a 'Modify Proposal' modal form. At the top, there is a title bar 'Modify Proposal'. Below it, there is a 'Proposal Type' dropdown menu. The dropdown is open, showing two options: 'Distance Education Only Course Proposal' (which is selected and circled in orange) and 'Major Modification Course Proposal'. At the bottom right of the modal, there are two buttons: 'Create' (highlighted in blue) and 'Cancel' (greyed out). Below the modal, there is a section titled 'Courses' with a list of two items: 'Distance Education Only Course Proposal' and '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.

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Basic Course Information 7/7

Hours

Related Courses

Qualifications

Instruction

Learning Outcomes 1/1

LIBT 212 - RESEARCH SKILLS FOR THE INFORMATION AGE

Draft Reset CB Codes Complete Reports Launch Delete

RESEARCH SKILLS FOR THE INFORMATION AGE ✓

Abbreviate Title*

Research Skills for the Information Age ✓

Proposal Rationale*

updating SLOs ✓

Catalog Description*

8

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

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Basic Course Information 7/7

Hours

Related Courses

Qualifications

Instruction

Learning Outcomes 1/1

LIBT 212 - RESEARCH SKILLS FOR THE INFORMATION AGE

Draft Reset CB Codes Complete Reports Launch Delete

Discipline*

LIBT ✓

Course Number*

212 ✓

Full Course Title*

RESEARCH SKILLS FOR THE INFORMATION AGE ✓

Abbreviate Title*

Research Skills ✓

Catalog Description*

9

When ready, click the Launch button.