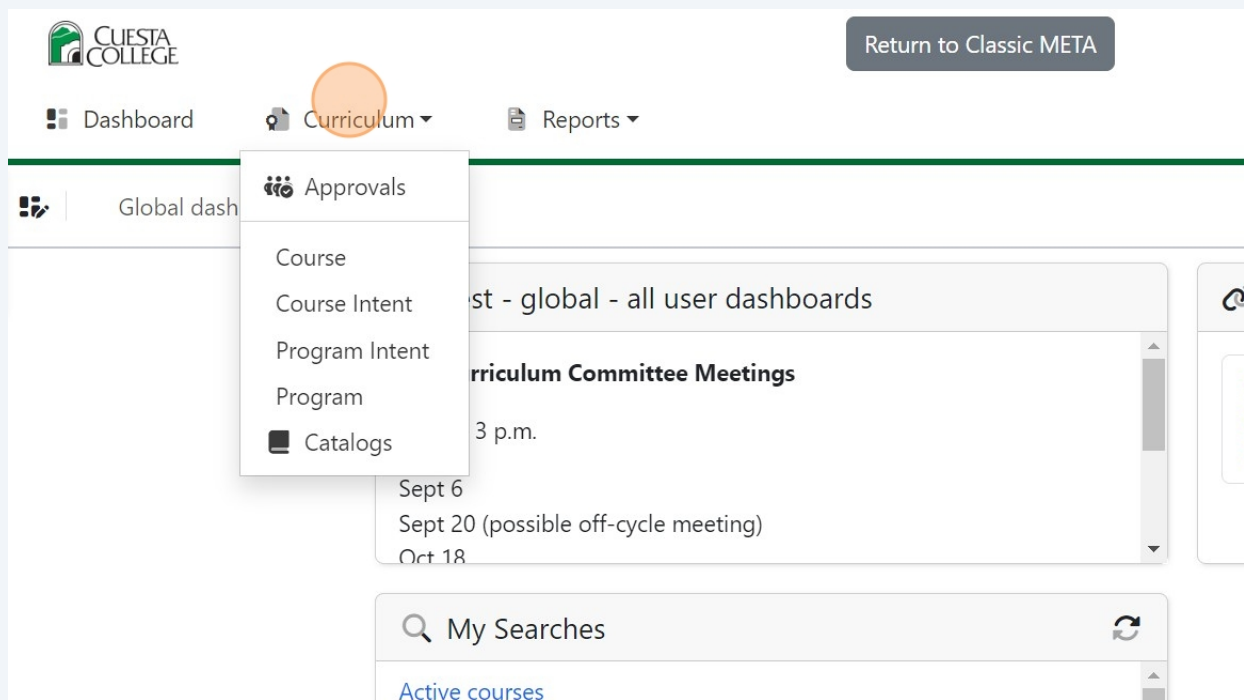


Creating a Course Reactivation Proposal

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

2 Click "Curriculum"



3 Click "Course"

The screenshot shows the Cuesta College curriculum management interface. At the top, there is a navigation bar with the Cuesta College logo, a 'Return to Classic META' button, and links for 'Dashboard', 'Curriculum', and 'Reports'. Below the navigation bar is a search section with a 'Search' label, a 'Courses' button (highlighted with an orange circle), and a 'Keyword Search' input field. To the right of the search section are filters: a toggle for 'My Proposals', and dropdown menus for 'Subject', 'Proposal Type', 'Status', and 'Output Fields'. Below the filters is a table with columns: 'Discipline', 'Course Number', and 'Full Course Title'. The table contains three rows, all labeled 'Inactive'. A loading spinner is visible in the second row.

4 Click "Proposal Type"

The screenshot shows the Cuesta College curriculum management interface with the 'Proposal Type' dropdown menu open. The dropdown menu lists the following options: 'New Course Proposal', 'New Special Topics Course', 'Test Proposal (Inactive)', 'Course Reactivation', 'Distance Education Only Course Proposal', 'Major Modification Course Proposal', 'Minor Modification Course Proposal', 'Student Learning Outcomes only', and 'Course Deletion'. The 'Test Proposal (Inactive)' option is highlighted with an orange circle. The background shows the same navigation bar and search section as the previous screenshot, with the 'Proposal Type' dropdown menu open.

5 Click the "Course Deletion" field.

word search


☐ My Proposals | Subject ▾ | Proposal Type **1** ▾ | Status ▾ | Output Fields **5** ▾ | Sort Optic

Course Number	Type
	<input type="checkbox"/> New Course Proposal
	<input type="checkbox"/> New Special Topics Course
	<input type="checkbox"/> Test Proposal (Inactive)
	<input type="checkbox"/> Course Reactivation
	<input type="checkbox"/> Distance Education Only Course Proposal
	<input type="checkbox"/> Major Modification Course Proposal
	<input type="checkbox"/> Minor Modification Course Proposal
	<input type="checkbox"/> Student Learning Outcomes only
	<input checked="" type="checkbox"/> Course Deletion

new course 1 New Course Proposal

1-25 of 8967

6 Enter desired course in the "Keyword Search" field. Click "Search".

 [Return to Classic META](#)

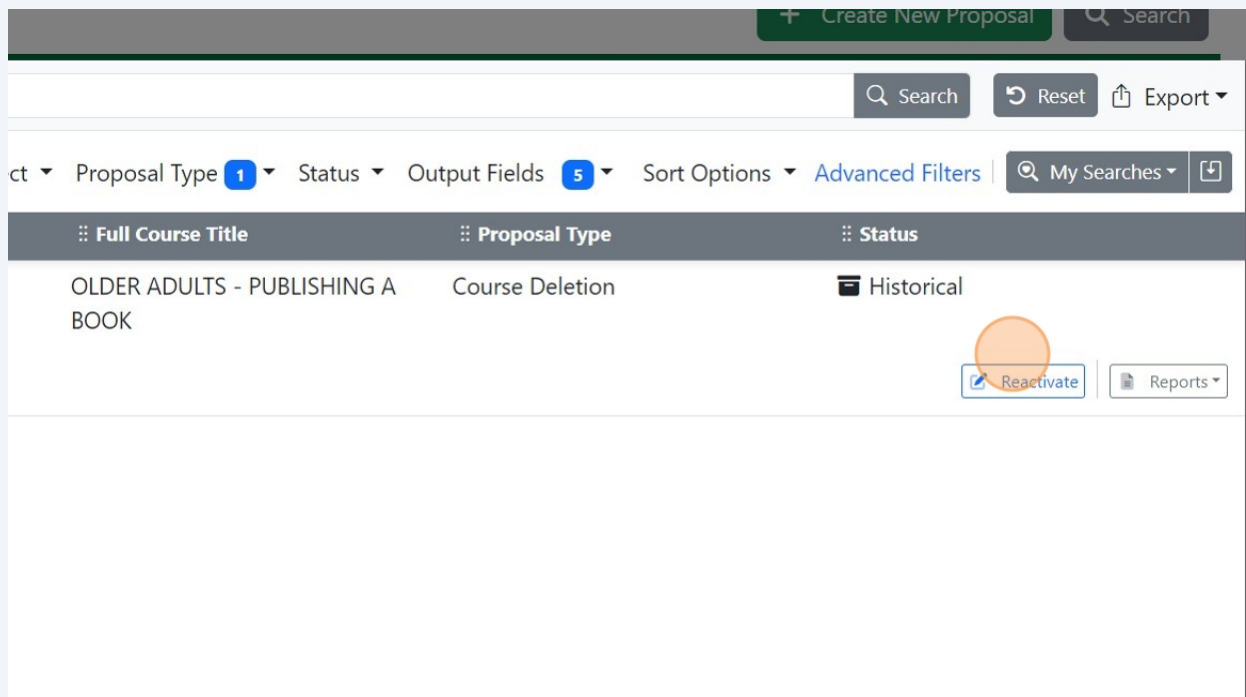
[Dashboard](#) | [Curriculum ▾](#) | [Reports ▾](#)

Search [Courses ▾](#)

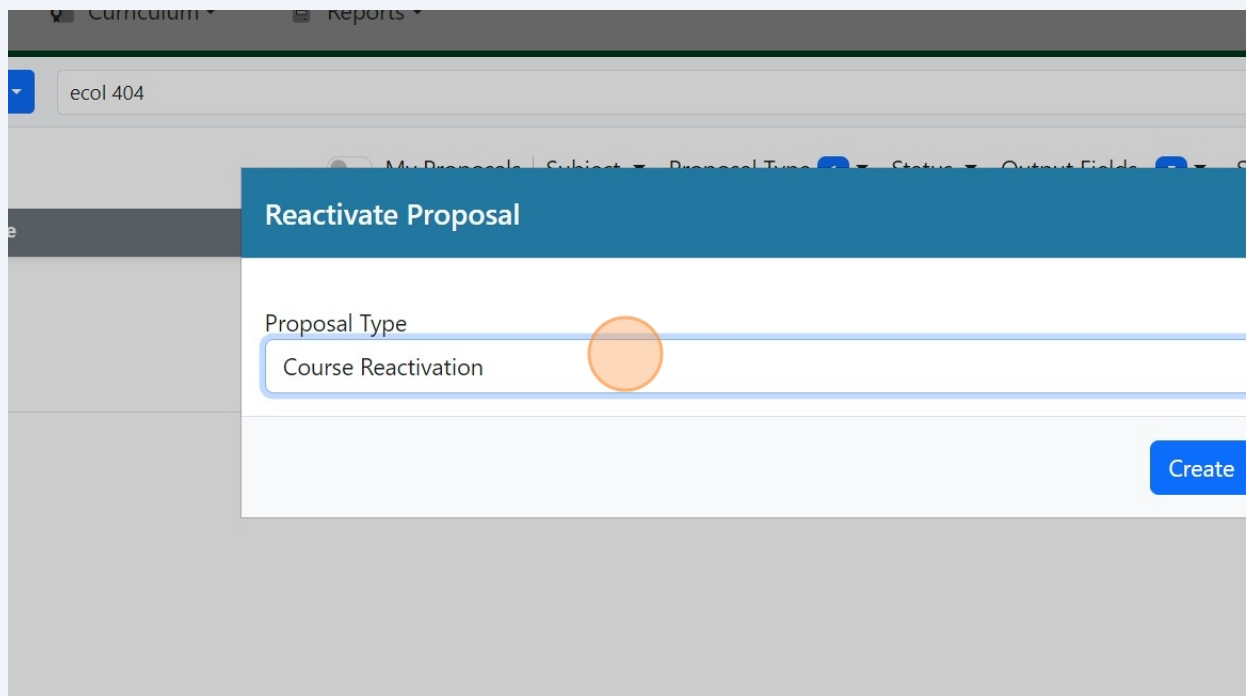
☐ My Proposals | Subject ▾ | Proposal Type **1** ▾ | Status ▾ | Ou

▶ Discipline	Course Number	Full Course Title
▶ Inactive		
▶ Inactive		
▶ Inactive		

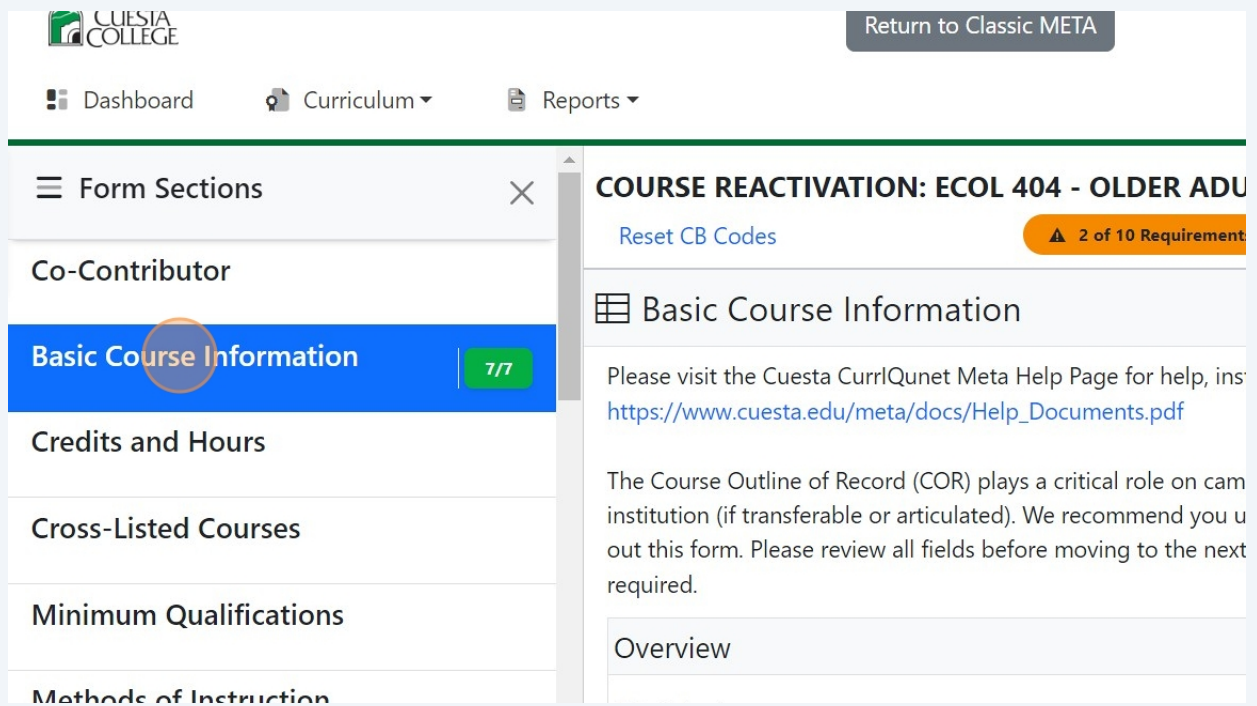
7 Click "Reactivate"



8 Select "Course Reactivation" from dropdown. Click "Create".

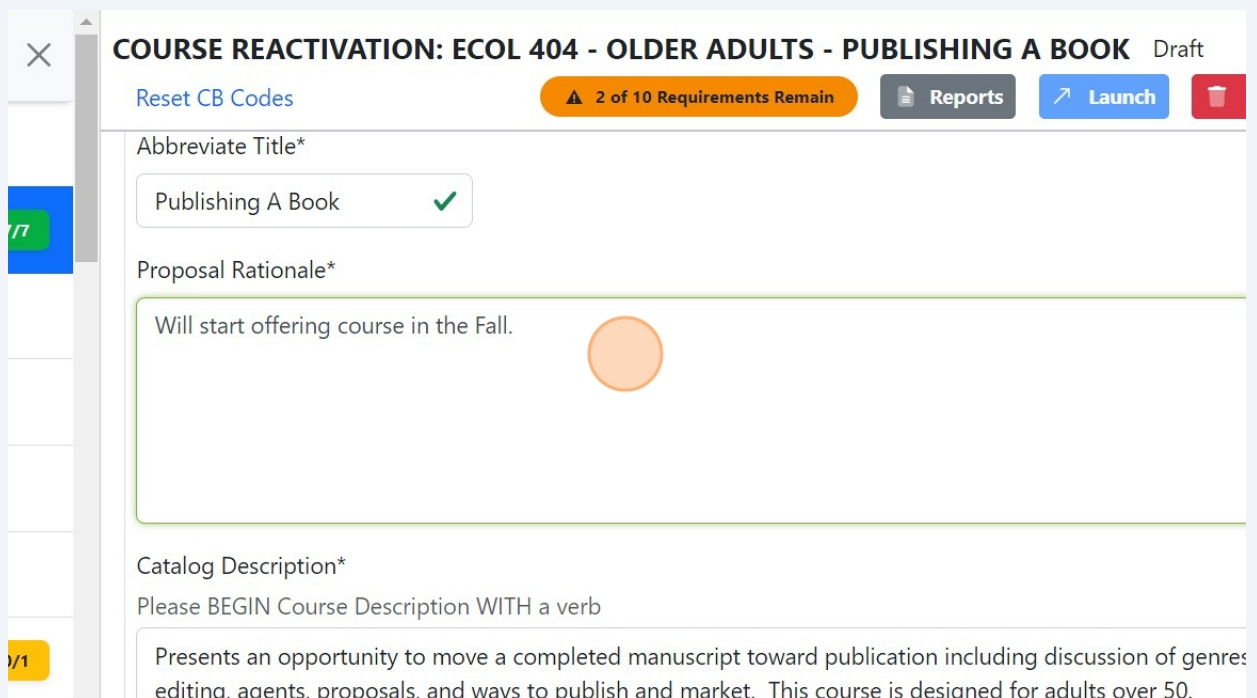


9 Click "Basic Course Information"



The screenshot shows the Cuesta College CurriQunet Meta interface. At the top, there is a header with the Cuesta College logo, a 'Return to Classic META' button, and navigation links for 'Dashboard', 'Curriculum', and 'Reports'. A sidebar on the left contains a 'Form Sections' menu with options: 'Co-Contributor', 'Basic Course Information' (highlighted with a blue background and a green '7/7' badge), 'Credits and Hours', 'Cross-Listed Courses', 'Minimum Qualifications', and 'Methods of Instruction'. The main content area is titled 'COURSE REACTIVATION: ECOL 404 - OLDER ADU' and includes a 'Reset CB Codes' link and a '2 of 10 Requirement' warning. Below this, the 'Basic Course Information' section is expanded, showing a help link and a paragraph about the Course Outline of Record (COR). An 'Overview' tab is visible at the bottom of the section.

10 Update the "Proposal Rationale*" field.



The screenshot shows the 'COURSE REACTIVATION: ECOL 404 - OLDER ADULTS - PUBLISHING A BOOK' form in 'Draft' mode. The sidebar on the left shows the 'Basic Course Information' section highlighted. The main content area has a 'Reset CB Codes' link, a '2 of 10 Requirements Remain' warning, and buttons for 'Reports', 'Launch', and a trash icon. The 'Abbreviate Title*' field contains 'Publishing A Book' with a green checkmark. The 'Proposal Rationale*' field is highlighted with a green border and contains the text 'Will start offering course in the Fall.' with an orange circle next to it. The 'Catalog Description*' field contains the text 'Presents an opportunity to move a completed manuscript toward publication including discussion of genres editing, agents, proposals, and ways to publish and market. This course is designed for adults over 50.'

11 Fill in additional tabs as necessary. Refer to training documents for help.

12 Launch proposal or leave in "Draft" status to return to later.