

To save course records:

1. Log in to Meta
2. Click the "Curriculum" button and choose "courses"

The screenshot shows the curriQūnet interface with the 'Curriculum' button selected. A dropdown menu is open, listing options: 'Course', 'Course (New Search Preview)', 'Program', 'Program (New Search Preview)', 'Package', 'Package (New Search Preview)', 'Catalog', and 'Catalog (New Search Preview)'. The background shows a table of courses with columns for Institution, Subject, Course, Program, Type, Status, and Reports.

3. Choose the "my institution" bubble

The screenshot shows the curriQūnet interface with the 'My Institution' radio button selected. An orange arrow points to this button. The 'Courses' table is visible with columns: Subject, Course #, Title, Status, Created On, and Reports. The table contains three rows of course data.

4. Select your discipline in the drop down menu

The screenshot shows the curriQūnet interface with the 'Subject' dropdown menu open. An orange arrow points to the dropdown menu, and another orange arrow points to the 'PSYCH' option. The dropdown menu lists various disciplines with checkboxes, including 'Administration', '(OSH) YC - Occupational Safety and Health', '(PE) YC - Physical Education', '(PHIL) YC - Philosophy', '(PHYS) YC - Physics', '(PHYSC) YC - Physical Science', '(PLSCI) YC - Plant Science', '(POLSC) YC - Political Science', and '(PSYCH) YC - Psychology'. The background shows the 'Courses' table with columns: Subject, Course #, Title, Status, Created On, and Reports.

5. Search for all active and approved courses using the drop down menus

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Courses My Courses My Institution Subject: All Status: All Search

Subject	Course #	Title	Status	Created On	Reports
MATH	52L	MATH 52L - Intermediate Algebra with Lab	Active	8/10/2017	
ESL	533	ESL 533 - High-Beginning Grammar	Historical	11/12/2016	
ANTHR	1	ANTHR 1 - Introduction To Physical Anthropology	Active	10/18/2016	
ECE	1	ECE 1 - Introduction to ECE Curriculum	Historical	9/6/2016	
FRNCH	1	FRNCH 1 - Elementary French, Part 1	Active	9/16/2016	

6. Click on the course title

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Courses My Courses My Institution PSYCH Active, Approved Title / Course # Search

Subject	Course #	Title	Status	Created On	Reports
PSYCH	12	PSYCH 12 - Human Sexuality & Sexual Behavior	Active	4/10/2017	
PSYCH	12	PSYCH 12 - Human Sexuality and Sexual Behavior	Approved	8/12/2019	
PSYCH	1A	PSYCH 1A - General Psychology	Approved	8/13/2019	
PSYCH	1A	PSYCH 1A - General Psychology	Active	3/9/2010	

NOTE: If there are is an "Active" and an "Approved" course, the "Approved" course is the one you want to click on as it is the **newer course.**

7. Choose the "all fields" report from the Report icon to the upper right

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YC - Revised Course: PSYCH 1A - General Psychology

View Course Proposal Unapprove Course Proposal

History Status

Action Date	Step	Step Type	User Fullname	Action	Action Cor
11/25/2019 09:33 AM	District Analyst (State Approval)	Required	Lani Aguinaldo	Approve	
11/18/2019 12:52 PM	District Analyst (Board Approval)	Required	Lani Aguinaldo	Approve	

Reports Course Outline Comparison Impact All Fields

8. Convert to PDF and save (will need to have Adobe installed on computer to do this) or print

9. Degrees and certificates can be saved/ the same way, just go to step 2, and choose "programs" instead of "courses."

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Courses Course (New Search Preview) Institution Subject Course Program

Proposals College Subject Proposal Type Status Sort Options Export

Keyword Search: Search

Type Status Reports