To save course records:

1. Log in to Meta

2. Click the "Curriculum" button and choose "courses"

3. Choose the "my institution" bubble

4. Select your discipline in the drop down menu

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

6. Click on the course title

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

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."