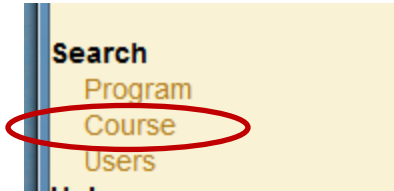


Instructions for Assignment of Proxy for Entry of Assessment Data in Courses

1. Log into CurricUNET
2. Scroll to bottom left of home page and click on Course under Search




3. In the Course Search window,
 - a. Select the status of the course that the assessment data is to be entered
 - b. Select the Department from the drop-down menu
 - c. You can enter the three-digit course number for a specific course, or just leave that space blank and all courses in that department will be listed in the search results

A screenshot of the 'Course Search' form. The form has a title bar 'Course Search' and several input fields. The 'Status' field is circled in red. The 'Department & Course Number' field is also circled in red and contains the text 'Athletics (ATH)'. The 'Discipline' field contains '--All--'. The 'Division' field contains '--All--'. The 'Course Title' field is empty. There is an 'OK' button at the bottom right. A red arrow points from the 'OK' button to the next step instruction.

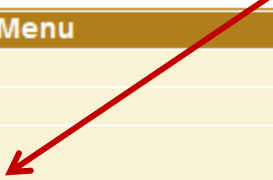
- d. Click on OK

4. Locate the course on the list and click on the pencil icon

Course Search Results			
Actions	Department	Course Number	Title
	Athletics	049	Golf Team: Women Course Revision (Major) Last Board Approval 12/15/2010 Renewal By 12/15/2015

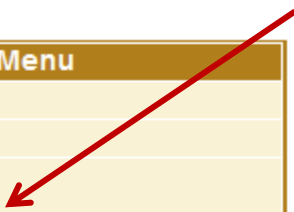
5. Click on the “Add a Co-Contributor” link on the Course Construction Main Menu

Course Construction Main Menu	
Course	ATH 049
Course Title	Golf Team: Women
Co-Contributor(s)	George, Nicki (edit) Add a Co-Contributor
<input type="checkbox"/> District GE	
Outcomes Proxy Users	There are no Outcome Proxy Users



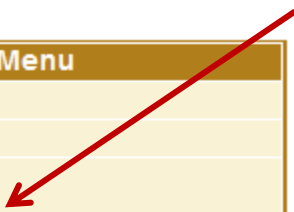
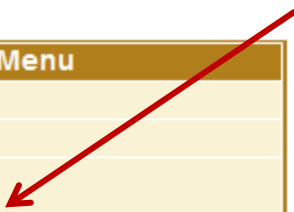
6. In the Create Co-Contributor window:
- Select the name of the faculty member from the drop-down list

Create Co-Contributor	
Course Title	Golf Team: Women
Co-Contributor	Able, Bruce
Screen Rights	Lang, Julie
Check All	Larson, John
Uncheck All	Lather, Fred
	Layland, Bucky
	Le-Tran, Tina
	LeBaron, Donna
	Leach, Christine



- Click on the Outcome Proxy check box

Outcomes Proxy	Give user rights to Evaluate and Modify Outcomes?
	<input checked="" type="checkbox"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	



- Click on OK

7. The assigned faculty member can now enter the assessment data. If the course is not on their list of courses, they will use the course search function to locate the course.