



# CURRIQUNET META QUICK REFERENCE GUIDE



*Link to Training Videos*

## **LOGGING INTO META**

This short video will show you step-by-step instructions on how to log into Meta.

## **COURSE PROPOSALS**

[New Courses](#)  
[Course Modifications](#)

## **PROGRAM PROPOSALS**

Coming Soon!

## **APPROVING CURRICULUM**

This short video will show you step-by-step instructions on how to approve proposals in Meta.



## **LOGGING INTO META**

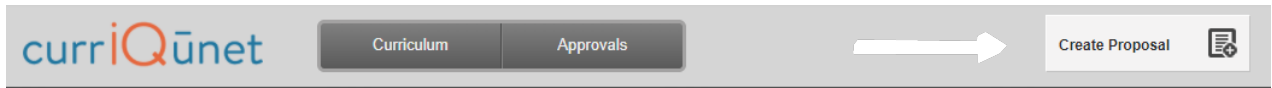
1. Go to [valleycollege.curriqunet.com](http://valleycollege.curriqunet.com)
2. Click Login (located at the top right of the page).
3. You will then see the SBCCD Portal Page.
4. Log in using your computer username and password.
5. For access to Meta, please contact the Curriculum Faculty Co-Chair or Curriculum Coordinator.



# CURRIQUNET META QUICK REFERENCE GUIDE

## BUILDING NEW COURSES AND PROGRAMS

After logging into Meta, click on Create Proposal



### Select a Proposal Type and click Next

Course Options Include:

- Content Review
- Course Deletion
- Course Modification
- Honors Course Modification
- New Course
- New Honors Course

Program Options Include:

- Certificate Deletion
- Certificate Modification
- Degree Deletion
- Degree Modification
- New Certificate
- New Degree

### Proposal Type

Select a proposal type

### Complete Proposal Requirements and click Next

For new courses add the following:

- Subject
- Course Number
- Course Title
- Description

For new programs add the following:

- Division
- Department
- Award Type
- Program Title

### Proposal Requirements

Valley - New Course

Fill out all of the fields below.

Subject\*

(ACAD) Academic Advancement

Course Number\*

101

Course Title\*

Introduction to CurriQunet Meta

Description

This course is designed to help faculty navigate the wonderful world of Meta!

### Review Proposal Requirements and click Create Proposal

- Double check that the information from the previous section is accurate.
- If information is inaccurate, click previous to repeat the previous step.

### Complete each item on the checklist and Click Launch.

Proposal Resources	
Co-Contributor(s)	
Cover	4/11
Cross Listed Course	
Program Impact	
Equity and Cultural Responsiveness	2/2

- Refer to the Meta Technical Manual for assistance with each item.
- Items in an orange box on the checklist are required, once the requirements are completed, the box turns green.
- Once the Remaining Launch Requirements is at 0, you can launch the course into the approval process.
- If at any point you would like to delete the entire draft, click on Delete Draft. Please note: if you delete the draft, your work will be lost and there's no going back.

Remaining Launch Requirements: 0

Launch

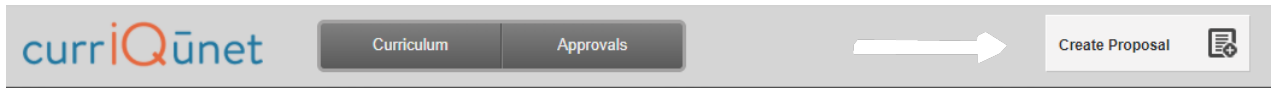
Delete Draft



# CURRIQUNET META QUICK REFERENCE GUIDE

## MODIFYING COURSES AND PROGRAMS

After logging into Meta, click on Create Proposal



Select a Proposal Type and click Next

- Certificate Deletion
- Certificate Modification
- Degree Deletion
- Degree Modification
- New Certificate
- New Degree

Proposal Type

Click on Find Proposal

- Click on the course or program that you would like to modify.
- Click Select Proposal.
- Click Next.
- Review Proposal Summary and click Create Proposal.

Proposal Requirements

Valley - Course Modification

Use "Find Proposal" to search the proposal you want to update.

Find Proposal Source:

Complete each item on the checklist and click Launch.

Cover	4/7
Co-Contributor(s)	
Description	0/1
Narrative	0/17
Program Courses	
Program Mapper	
Program Learning Outcomes	0/1

- Refer to the Meta Technical Manual for assistance with each item.
- Items in an orange box on the checklist are required, once the requirements are completed, the box turns green.
- Once the Remaining Launch Requirements is at 0, you can launch the course into the approval process.
- If at any point you would like to delete the entire draft, click on Delete Draft. Please note, if you delete the draft, your work will be lost and there's no going back.

Remaining Launch Requirements: 0

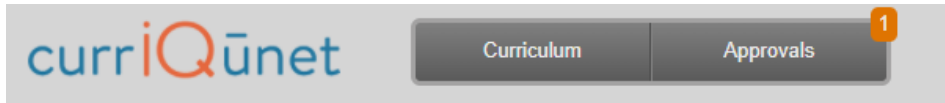
Launch Delete Draft



# CURRIQUNET META QUICK REFERENCE GUIDE

## APPROVALS

After logging into Meta, click on Approvals Tab



Note: If you have approvals, you will see the number of approvals on this Tab.



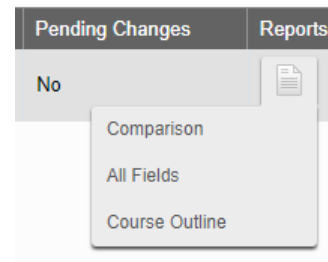
My Approvals will already be selected in this area, you will see all of the proposals to review below.

- Click on the Proposal Type you'd like to review.
- Click View Course/Program Proposal to review the completed checklists.
- Or Click on the Reports Button > Comparison
- Select Comparison Target (Choose the proposal with the most recent implementation date).
- Click Run Report and Review the Changes, side by side.
- Close Tab once you've reviewed proposal.
- You can also review the entire course/program outline by clicking Reports > All Fields or Course Outline.

Select Comparison Target

Please select the version to compare against

Please select...



To Approve or Leave Comments:

- Select Action > And Choose Your Action
- Leave a Comment.
- Select Commit.
- This will clear out your queue.

Action

Comments

Complete the steps above for each proposal you have to review.

To see all proposals in the queue, select All Approvals at the top of the page and click Search. You can also filter through proposals in the Approvals Section.

Approvals  My Approvals  All Approvals

Proposal Type:All Position:All Subject:All

Organizations:All Title Search