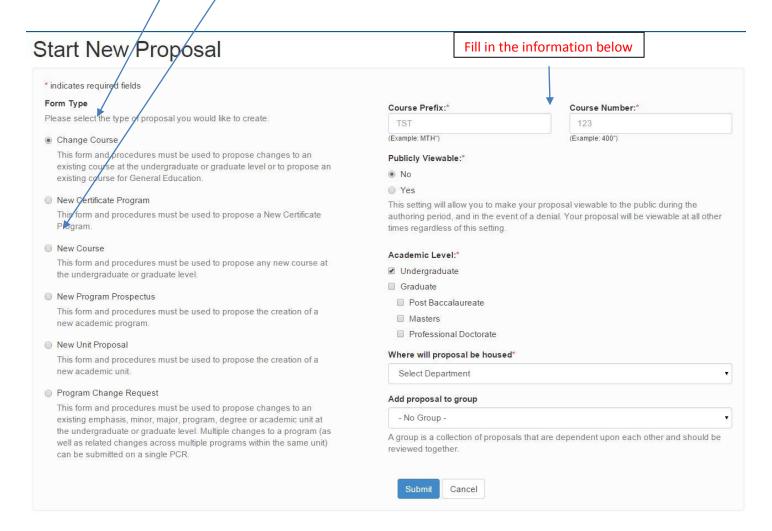
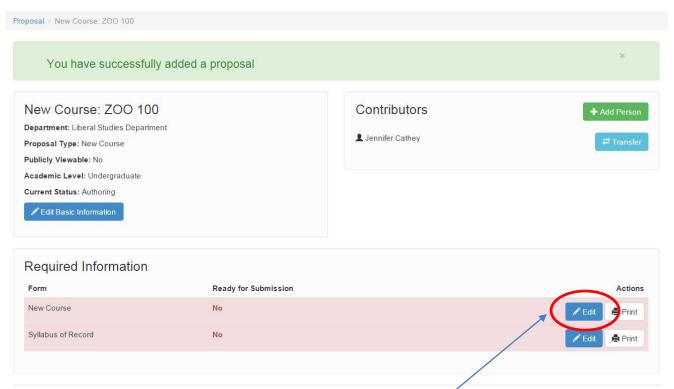


ONLINE CURRICULUM SYSTEM

- To enter a course in the online curriculum system, you must be a tenure track or affiliate faculty member.
- Be sure to save your work every 20 minutes. At the bottom of each page, you can click on "SAVE AND CONTINUE EDITING."
- You can edit the form at any time up until you click "SUBMIT PROPOSAL". The proposal will not move through the approval system until you click "submit."
- The translation of formatting from a Word document to the Curriculum Development online system can be tricky. For easiest cutting and pasting, keep special formatting to a minimum (e.g., do not use bullets). If you have any problems, don't hesitate to contact us at gened@gysu.edu.
- 1. Go to the online system and log in https://www.gvsu.edu/sail/proposal-index.htm
- 2. Go to the 3rd selection on the top –New Proposal.
- 3. Select either Change Course or New Course (if the course doesn't exist at GVSU). Follow the directions below for either Change Course or New Course. /

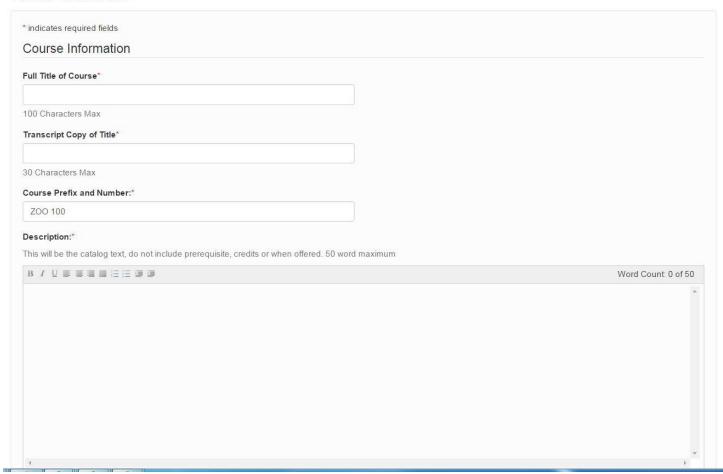


4. When complete click on Submit. You will see the following:



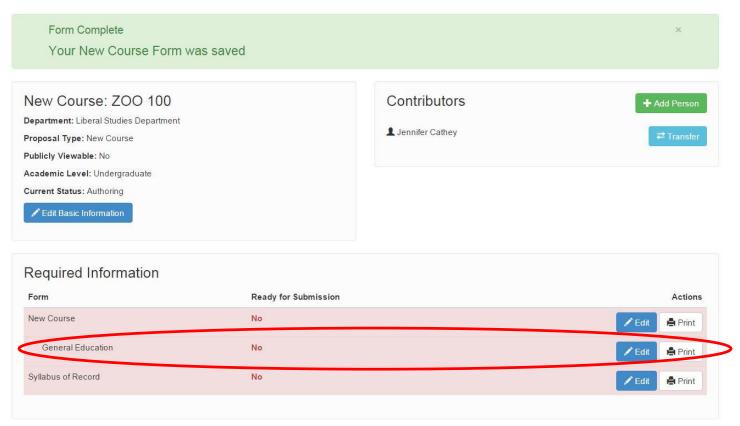
- 5. Click Edit next to New Course to enter information about your course and to choose General Education.
- 6. You will see the New Course form. Complete the necessary information and be sure to click General Education (circled in red below) to activate the General Education form.

New Course



Prerequisites:		
All GVSU courses allow registration by instru	actor permit. Only list if you need students to be specially aware of it.	
Banner cannot enforce prerequisites such a are unsure please contact the registrar's off	is "First-aid certification" or "50 hours of community service". Banner can only ice.	y enforce things that are typically found on a transcript. If you
BIU軍署署■日汪軍軍		Word Count: 0
.4		¥
Credits:*		
Offered:*		
□ Fall		
Winter		
Spring		
Summer		
If the course will only be offered a particu	ar semester, indicated which one:	
Grade Type:*		
Letter		
CR/NC		
□ PD/P/NC (thesis)		
Course is proposed as:*		
(Check all that apply)		
Required		
☐ Elective ☐ Capstone		
General Education		
☐ Used by another unit		
Activity, Scheduling & Enrolln	ent	
Course Delivery Method:*		
(Check all that apply)		
Face-to-faceHybrid		
□ Online		
Student contact hours per week:*		
	-to-face format, so please answer this question assuming the course will be	taught face-to-face.
Lecture/Discussion*	Field Study*	Internship*
Lecture*	Study Abroad*	Seminar*
	The state of the s	
Discussion*	Studio*	lah*

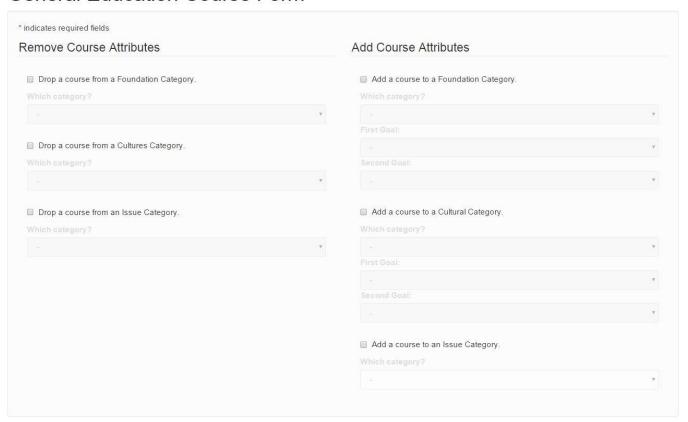
- 7. When completed with the form click Save and Return to Main.
- 8. You will be returned to the home screen and should now see the General Education form.



GENERAL EDUCATION FORM

1. Click Edit next to General Education

General Education Course Form



- 2. Choose the category or categories you would like to add the course to by placing a check in the box next to the appropriate attribute(s).
- 3. Choose the appropriate goals for the course.
- 4. Complete the remainder of the form.
- 5. Helpful tips
 - TEACHING is something you do or initiate (e.g., you are facilitating a discussion, explaining the rubric and handing it out, teaching students how to work in a group, handing out information).
 - ASSESS refers to the activities students do that you then assess (e.g., students are writing or speaking).

SYLLABUS OF RECORD

- 1. You will need to complete a new Syllabus of Record.
- 2. For a course change, whatever you changed on the Course Change form will automatically appear on the Syllabus of Record. Conversely, if you don't change an item, it will not appear on the Syllabus of Record (nor will you be able to change that item on the Syllabus of Record).
- 3. The syllabus of record is a very general guideline that is used as the framework for any faculty member with appropriate expertise to teach. The syllabus you give to students is much more detailed and particular to that instance of the class.
- 4. Click on Edit next to Syllabus of Record to access it.

