



Curriculum Super

You will learn in this introduction:

- The audience this documentation addresses
 - General guidelines
 - Software notes
- Introductory Screen
 - Date Integrity

A. Audience

This document is addressed to the person who is entering data into the Curriculum Software Program and has access to the Curriculum Super functions.

For lookup functions, see *Curriculum Software Users Manual: Lookup*.

For course developer functions, see *Curriculum Software Users Manual: Course Developer*.

B. General Guidelines

- First, review the Speedware Overview to familiarize yourself with the Speedware Menus, Screens, and Function Keys.
- Remember that users of the Curriculum Program have different types of access. This means that some of the guidelines provided will not be applicable to your task(s).
- The Curriculum Program which you use could be customized for your school. Therefore, some of the information in this manual may not apply.
- See the Quick Reference chapter for explanations of key usage.

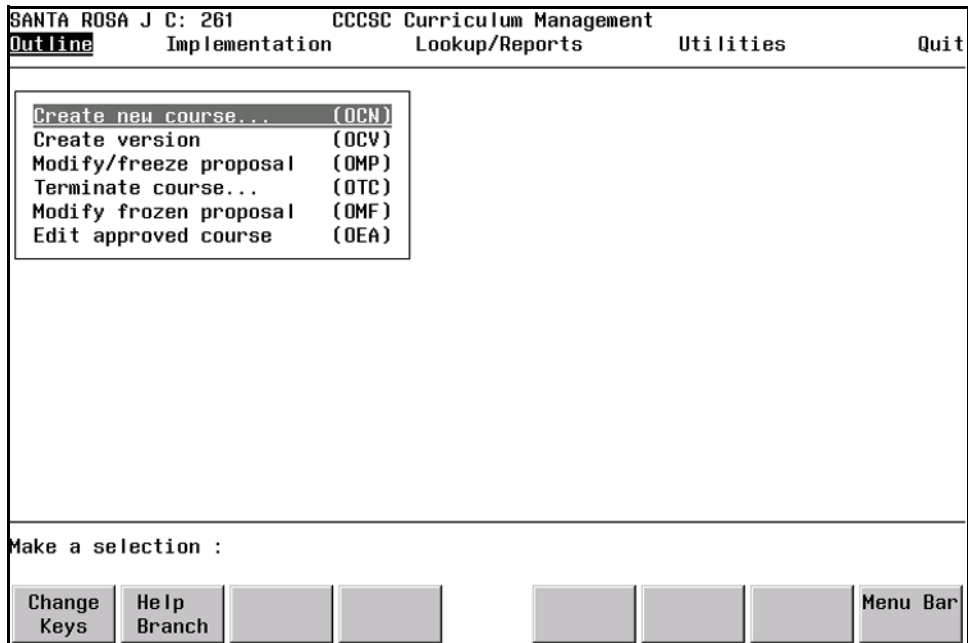
C. Software Notes

Adobe® FrameMaker® 7.0 software was used to write the Curriculum Software Users Manual. At first glance, this software is very similar to PageMaker, but FrameMaker is more suitable for publishing long, content-rich documents across multiple channels.

In addition, SnagIt® 5 Advanced Screen Capture and Adobe® Photoshop® 7.0 software, were utilized. SnagIt was used to capture the different screens in the program and save them in a graphic file. Photoshop was used to modify the graphic and optimize them for the web.

D. Introductory Screen

The screen below is the introductory screen to the Curriculum Program for the Curriculum Super. The screen will look different if you have a different level of access. Because this manual is directed towards those with curriculum super access, all screens reflect that access type.



Introductory Screen for the Curriculum Super

E. Your Data Entry Makes a Difference!

The information that you input into the curriculum system has a big impact on your college. It affects the schedule of classes, the college catalog, and instructors' workload. The outlines of approved courses are immediately available on the Web. Researchers use curriculum data to analyze your college's course offerings. The California Community Colleges Chancellor's Office uses the data when determining funding. That is why it is critical that the data entered is accurate.



Figure 0.6 Data Entry Inspector

When you use the curriculum program and are uncertain about what data should be entered into a particular field, here's what to do:

- 1 Use the On-Line Help Screen and Help Field functions in the application. The Help Screen function explains the fields on the screen and their use. The Help Field function provides a list of values to select from.
- 2 In addition to the On-Line Help functions, in this manual there is an appendix of frequently used codes. Although the codes are the same as those in the Help Field function pick list, the printed list may contain explanatory notes to help you determine the correct code to use. We encourage you to put any codes specific to your college in this appendix for ease of reference. Examples of college specific codes would be: Faculty Service Areas, Prerequisite Types, Advisory Codes, PACS Program Codes, etc.,
- 3 If you have further questions, you can also:
 - Ask your supervisor for assistance.
 - Refer to the list of frequently asked questions on the CCCSC Website under the documentation link: <http://www.santarosa.edu/ccsc>
 - Post a question to the CCCSC Curriculum/Scheduling List-Serv. If you want to sign up for the list-serv, go to: <http://www.santarosa.edu/mailman/listinfo/ccsc-cs> and follow the instructions.