Step 1 – Go to Build Course then course update (in left side menu), choose the **SLO Only** proposal type from the drop down box.

![Course Update](image1)

Step 2 – Choose your discipline from the drop down box and enter the course number (select “active” in the status section)

![Course Search](image2)

Step 3 – Click on the copy icon ( ) on the left side of the GREEN /ACTIVE course.

![Course Search Results](image3)

Step 4 – In text box, write what you are doing: revising, adding, fixing errors, deleting, etc. Then select OK.

![Course Update](image4)
Step 5 – Select Student Learning Outcomes from right menu

Step 6 – Make changes to existing SLOs

Please Remember To Save Work Before Navigating Off Of Page.

Step 7 – Submit your proposal

Please Remember To Save Work Before Navigating Off Of Page.
Step 8 – Click on the blue “my approvals”

Your proposal is complete and the audit was successful. Now follow the link to “My Approvals”, select “Originator” role, and approve the pre-launch. Approving the pre-launch step, will notify the next positions/steps.

My Approvals

Step 9 – The program should automatically take you to the originator role (course author) on the approval process page.

Step 10 – Scroll down and find your course

Step 11 – Select the action button and this text box will appear
Step 12 – From the drop down box, select “launch” and save

Note: You can check the progress by going to “my proposals” then “check status”

*Note 3: For Hartnell, the notification process should include the faculty initiator, discipline faculty, area dean, SLO dean (Kathy), SLO coordinator (Cheryl), curriculum chair (Carol), and C-NET administrative assistant (Ruby). Effective date should be set for start the following semester so that syllabus construction can reflect current SLOs.