Using Curricunet to View and/or Print Course Outline of Record (COR)

1. Go to www.curricunet.com/mission

    There is no need to enter a username or password. Course Outlines of Record (COR) are public.

2. Locate the **Search** menu, on the bottom left of the home screen.

3. Click on **Course** under the **Search** menu

4. A new window will appear in the center. This is the **Course Search** screen. To view all the courses for a department, select the appropriate subject from the **Subject** scroll-down menu on the bottom left.

5. Click **OK**.

6. To view the COR, click on the CO icon to the left of the course you wish to view.

    Approved CORs are listed in RED. They show A for approved. These are the current, legal COR to refer to while teaching a course.

    Proposals (revisions in progress) display in BLACK. They display D for draft, P for proposal, or NC for Active but incomplete.

    Inactivated COR show in BLUE. They display I for inactivated.

7. To print, simply select Print from your browser.

8. To save the COR as a document, **select all** in the COR and **cut and paste** it into a word processing document.