

Curricula & Course Development Policy Developer 1.0

Software Walkthrough

First of all, Thanks a bunch for choosing Curricula & Course Development Policy Developer software. We hope that our software helps you get through the tedious process of developing course development policies easily. This objective of this guide is to go through the process of filling out the policies and printing/saving them in an easy manner. This is a guide under construction. Please bear with us as this guide does not give any visual aid.

Please enjoy!

Steps

- In the first form, you will have three options. Select 'Check for updates' if you want to find out if a new version of the software has been released. Select 'Register' to register for product updates and news (you have to fill out your name, email and version info). Select 'Already registered or Register Later' if you don't want to register or if you have already registered (refer image).



- In the next page, Click on the 'continue' button to start the program or 'Read Me' to open the guide. If you have a saved file with your progress, click on 'Load Progress' button and select the file to load. (Refer pictures for example)



- Once the program has been started, the main form will appear on screen. There are a couple of areas that you might have to know. (refer image)

Curriculum and Course Development Policies (Page 2 of 10)

5-1:2 Minimum Number of Faculty per Major/Minor

b. There must be at least one faculty available to the department for each minor offered in a field of study in which a major is not offered.

Are the requirements met?

Type in a detailed description of how the requirement is met: HELP

5-1:3 Faculty Expertise

There must be at least one faculty with advanced course work and/or demonstrable experience with a given area in order to offer a major, minor and/or emphasis in that area. One faculty can be counted for a maximum of two areas of expertise.

Are the requirements met?

Type in a detailed description of how the requirement is met: 9 HELP

1

8 Save As **7** Save **4** Back **3** Next

The area marked '1' is the area where you will enter your answers.

The area marked '2' is the exit button. Click on this to exit the program.

The area marked '3' is the Next button. Use this button to finish the current form and go to the next.

The area marked '4' is the Back button. This can be used to go back to another form which you have finished.

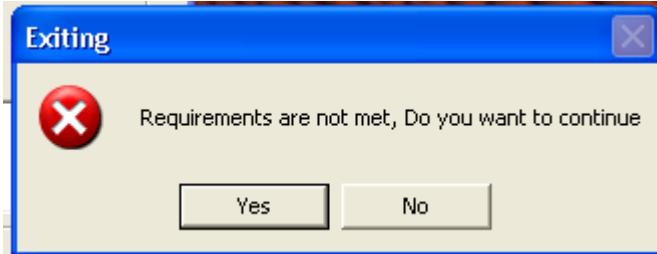
The areas marked '5' and '6' are Maximize and Minimize buttons which can be used to maximize the form and Minimize it.

If you have any questions when you are answering the standards, you can instantly press the area marked '9' and get a sample answer.

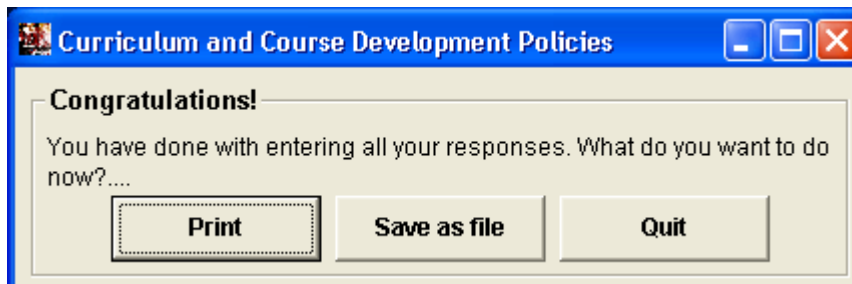
7 & 8 will be discussed later in this guide.

- Enter all your responses in the textbox given below each standard and click 'Next' to go to the next page.
- If you want to save your progress at any time, you can click on the 'save' button (area marked '7' in the previous image) and give a filename to save into. You can use this file to load up your progress when you start the program. However Clicking on the 'save' button the first time pops out a Save dialog box asking for a filename, after that clicking on the save button only saves the progress to the existing file you opened. During your progress if you want to save the contents to a different file other than the one you already specified, use the 'Save As' button ((area marked '8' in the previous image)).
- If you have not filled out any of the responses or if any of the standards have not been met, the program will issue a warning message (refer image). You can click

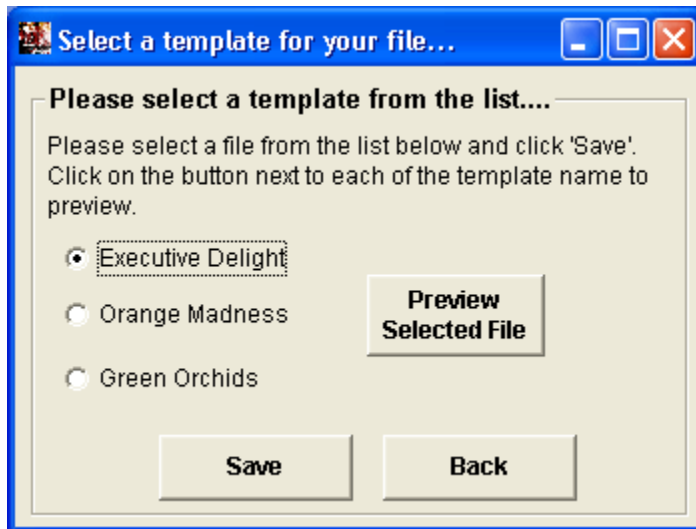
'yes' to keep going on or click 'no' to quit the program.



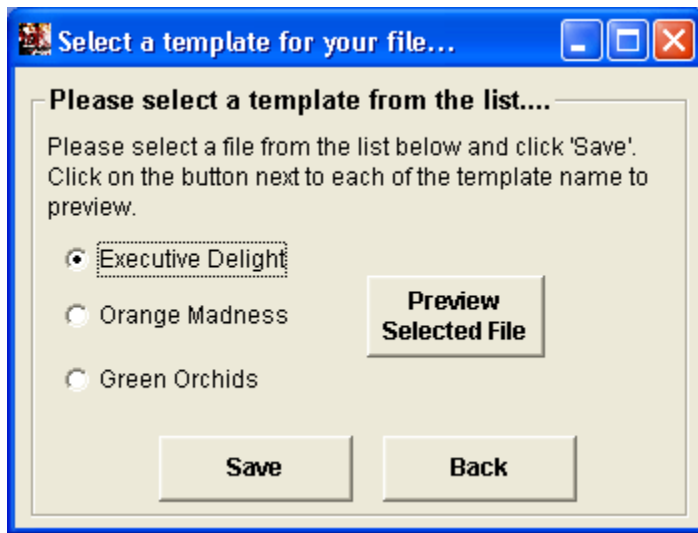
- Once you have entered all information, you will be given a form in which you can choose to save or print your work (refer image).



- If you choose Print, the document will be printed out of the default printer.
- If you choose Save, then you will be given a list of templates to choose from. You can preview the templates by clicking on the preview button (refer image).



- Once you have selected the template, you can save by clicking on the save button. This will open up a dialog box to choose a location for your file to be saved (refer image).



- We hope this guide have helped you to get a clear understanding of the Software's working and how to go about filling in your responses. Thanks again for choosing my software and Have fun!