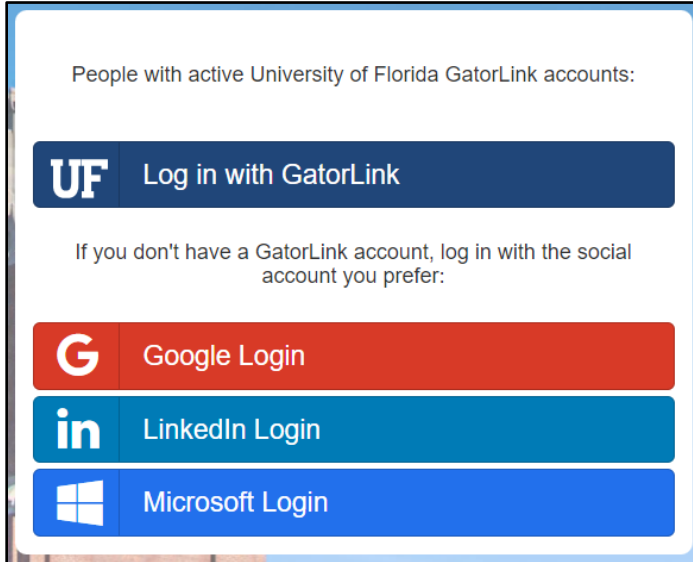
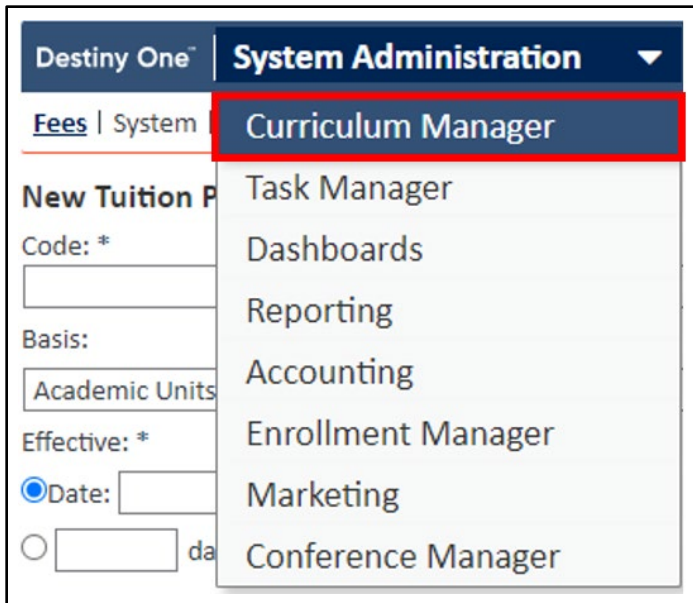


1. Log into Destiny One: uflsv.destinyone.moderncampus.net



2. At the top left of your screen, use the dropdown menu to switch to the "Curriculum Manager".



3. Click the green “Propose New Course” button.

The screenshot shows the 'Destiny One Curriculum Manager' interface. At the top, there is a navigation bar with 'Destiny One' and 'Curriculum Manager' (with a dropdown arrow). Below this is a menu with links: 'Courses', 'Calendar', 'Certificates', 'Instructors', 'Locations', 'Associations', and 'Application Manager'. The main content area has a green 'New Session' button and the text 'No Course Selected'. Below this is a 'Course / Section Search' section with input fields for 'Course No.', 'Section No.', and 'Custom Section No.', each followed by a 'Search' button. There are also input fields for 'Keyword:', 'Title:', and 'Search Type:' (with a dropdown menu set to 'Contain'). A link 'Show advanced search options' is present. At the bottom, there are two buttons: a dark blue 'Search' button and a green 'Propose New Course' button, which is highlighted with a red rectangular box.

4. Enter the following required information:
- Course Number: Let the system autogenerate a number or enter a desired number. This category becomes uneditable once the status is changed to “Final Approved”.
 - Course Title: The name of your course.
 - Program Office¹: Select the approved option for your course.
 - Costing Unit²: Select the appropriate option for your course.
 - Course Hours: Total number of hours for the course. Do not including lunch breaks.
 - Continuing Education Units: If your course has CEUs check the “Course is available for CEUs” checkbox. If your course does not have CEUs, uncheck the checkbox.
 - Fixed CEUs: Enter the maximum number of CEUs available.
 - Variable CEUs: Enter the minimum and maximum number of CEUs available. Depending on the Section Schedule, the system will auto-adjust the CEUs within the provided range of CEUs.

¹ Program Office: Groupings used for internal organization with regard to responsibility and financial reporting.

² Costing Unit: A subsection of a Program Office and is used as a more specific level of organization for courses, certificates, programs, bundles, search filtering, reporting, and budgeting.

Destiny One | Curriculum Manager
Help | Log Off

New Session **No Course Selected**

Streamlined View

Course No.:

Program Code:

Course Title: *

University Main Campus Course (bypass approval)

Program Office: *

Costing Unit: *

Program Director(s): N/A

Program Coordinator(s): N/A

Course Hours

Maximum Number of Course Hours: *

Academic Units

Course is available for credit Calculated Override

Minimum Academic Units:

Maximum Academic Units:

Continuing Education Units

Course is available for CEUs

Fixed CEUs Variable CEUs

Maximum CEUs:

Calculated Override

New Until Date:

Revised Until Date:

Former Nos.

Sections
Nothing found to display.

Course Availability

Restrict section enrollments to the following groups with contracts. Selecting this option will hide this course from the Public View

Certificate Applicability

No certificates associated.

International Students

Is this course intended for international students? Y N

Alternative view for Variable CEUs

Continuing Education Units

Course is available for CEUs

Fixed CEUs Variable CEUs

Calculated Override

Minimum CEUs: 0.0

Maximum CEUs:

Note: The “New Until Date” and the “Revised Until Date” is related to a course catalog feature. You can ignore this section entirely.

g. **Course Description (Public):** Description of course that will be displayed on the Public View.

Course Description (Public) *

Q A B I U x² x₂ I_x | List Bulleted Numbered | Indent | Undo Redo

Link Unlink | Styles | Format | Source

body Paragraphs: 0, Words: 0, Characters (with HTML): 0

- h. Program Areas/Streams³: Select all Program Areas and Streams that apply. Selecting a Parent Program Area does not automatically select the Child Streams underneath.



5. Enter the following recommended (but not required) information:
- Official Description (Internal): Description of the course and any details you wish to share with staff.
 - Prerequisites (Public): Enter any details pertaining to course prerequisites. This does not set up system logic for prerequisites and simply displays text on the Public View.
 - Instructors: Add instructors to the course as needed. Instructor profiles will need to be set up prior to adding them. Sections also have the option to add instructors if you wish to add the information there.
6. Enter information as needed for the following optional features:
- Former Nos.: Add any course numbers previously used.
 - Course Availability: The availability controls if the course is offered only as part of a contract with specified groups.
 - International Students: Selecting this option will enable the international subform on the Student Profile on the Public View in order for additional information to be collected.
 - Featured Image: Creates a thumbnail for the course on the Course Search Results page and next to the course name within the shopping cart on public view.
 - Featured Video & Video Caption: Appears on the Course Profile page in the Public View above the course description.
 - Course Content Expiration Date: If course content is licensed for use for a limited period of time you can use this subform to capture the expiration date.
 - Course Certificate Completion Report: A file that can be used as a background image for the Course Certificate Completion Report.
 - Learner Outcome (Public), Notes (Public), Recommendations (Public), Testimonials (Public), Additional Information (public, shown when there are no available sections): Textboxes that can be utilized to provide additional information about the course.
 - Associated Application: Allows you to associate an application with the course. The application needs to be set up prior to adding them.
 - Key Words: Keywords associated with the course and are used when using the Course or Section search or a Public View search.
 - Web Page Meta Subject & Description: If you want to create unique "description" meta data for this course profile's web page.

³ Program Area: The secondary marketing organization category for course sections within Destiny One. The primary category is Course Categories and the tertiary category is Program Streams.

- l. Areas of interest: Data collection on student interests, categorized courses, and certificate offerings.
- m. Course Categories: Available selections as based on the Course Categories defined in Marketing > Categories > Course Categories.
- n. Association/Professional Credits: For informational purposes (shown in the Public View) and act as a template for new sections of the course.
- o. Comments: Communicates internal information about a course.

Note: Be mindful about the amount of information provided in the Public View information sections. All the information will be added to the course Public View and can become quite lengthy. Consider using a customized UF course webpage to host the information and only highlight key information within Destiny One.

- 7. Once all information is entered, click the navy “Save” button at the bottom of the page. If there is an error, it will be displayed at the top of the screen. Your progress will not be saved until all errors are corrected.

Course Approval Status History
Nothing found to display.

SaveReset

Example of an Error Notification

Validation error.

You must correct the following error(s) before proceeding:

- Program Office must be specified.
- Costing Unit must be specified.
- Maximum Number of Course Hours must be specified.
- Course Title must be specified.
- At least one program area must be specified.

8. Once saved, the “Course Approval Status” will appear at the top of your screen. Select the “Bypass Approval” button. **Note:** Creating a course does not require approval from TNT Finance.

Course No.: 10006

Program Code: [dropdown]

Course Status: Active [dropdown]

Applicability: * Public [dropdown]

Course Title: * OPWD Example

Course Approval Status: Initiated [dropdown] **Bypass Approval**

Set to Final Approval: Manually On Publish Date :

Former Nos. [input] [input] [input]

Sections
Nothing found to display.
Add New Section

9. The “Course Approval Status” will be updated to “Final Approval”.

Course Approval Status: Final Approval [dropdown] **Bypass Approval**

10. Scroll down to the bottom and click the navy “Save” button.

Course Approval Status History

Name	Status Changed To	Date Changed
	Initiated	09 Dec 2021 01:44:20 PM

Save Reset Print Course Profile

Created By:
Created Date: 09 Dec 2021 01:44:20 PM
Last Modified By:
Last Modified Date: 09 Dec 2021 01:44:20 PM