# Curriculum Manager (CM)

## HOW TO PROPOSE FROM AN EXISTING COURSE OR PROGRAM

This guide outlines the steps to propose from an Exiting Course or Program. through Curriculum Manager: Program Management or Course Inventory Management. For additional information on CM, please click here.

#### Propose New from Existing Course or Program - Login

- Navigate to the Curriculum Manager: Program Management page or **Course** Inventory Management <u>page</u>
- Enter your Username and Password
- Click on **[Log in]**
- Click on the Log In icon



### Propose New from an Existing Course or Program

• Click on [Propose New Program] or [Propose New Course]

Curriculum Manager: Program Management					
earch, edit, add, and deactivate program	15.				
Jse an asterisk (*) in the search box as a	wild card. For example, MATH* will find eve	rything that starts with "MA	TH", *MATH everything that		
vith "MATH", and *MATH* everything the	at contains "MATH". The system searches th	e Program Code, Title, Work	flow step and CIM Status.		
Luick Searches provides a list of predefin	ed search categories to use.				
	Search History OR -	Propose New Program	Quick Searches ~		
Program Name		Workflow	Status		
Accounting, BS					
Accounting, MBA					
Accounting, PhD		RBR	edited		
			deleted		
Accounting: Non Sub, MBA					
Accounting: Non Sub, MBA Actuarial Science, BS					
Accounting: Non Sub, MBA Actuarial Science, BS Actuarial Science, MBA			deleted		

QRG - Curriculum Manager - How to Propose from an Existing Course or Program Last Updated August 27, 2019

# Curriculum Manager (CM)

- The New Program Proposal form is open.
- Click on [Propose New from Existing Program] or [Propose New from Existing Course]
  - Note: Field level help is available by click on the '?' icon.
- A warning that copying from an existing program will overwrite any information currently in the form.
- From the Copy Program window, click on Select Program... or Select Subject...
- From the list of programs/courses you will select the program/course to copy/add.
- Click on [Copy Program] for Programs or [Add] for Courses.
- Information from the Course/Program has been copied into some of the form fields.
- Complete the rest of the proposal as needed.
- Once all information is complete, submit the proposal for approval.

:11.	Curriculum Manager:Program Management								
lew	New Program Proposal								
ram] 🤇	Propose New from Existing Program								
om	Requested By	First Name	Last Name	Userid	Title	Home School			
		John	Smith	jsmith	Bus Adm	SAS			
elp is	School 😡	Select		~					
the <b>'?</b> '	Level 😡	Select		$\sim$					
150 .	Program/Specialization Name								
	0								
	Degree 😡	Select		~					
	Administrative Department, Graduate Group, Program, or Center								
ng ,	$\Theta$	Select		~					
gram	Loading data from another proposal will overwrite any values currently in the form.								
	Do you wish to	continue?							
y in the				OK	Can	cel			

enn

Program Information







Org Short Name