HOW TO PROPOSE FROM AN EXISTING COURSE OR PROGRAM

This guide outlines the steps to propose from an Existing 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 page
- 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]
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.