

Curriculum Manager

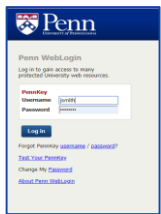
Propose New From Existing Course/Program



LOGIN TO COURSE OR PROGRAM MANAGEMENT

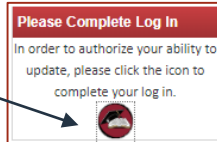


1. Access the [Curriculum Manager Resource Page](#) and click Course Management or Program Management

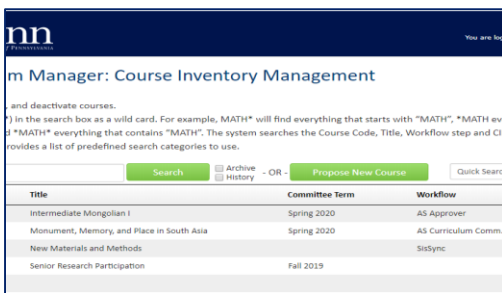


2. Enter your **PennKey** and **Password** then click **Log In**

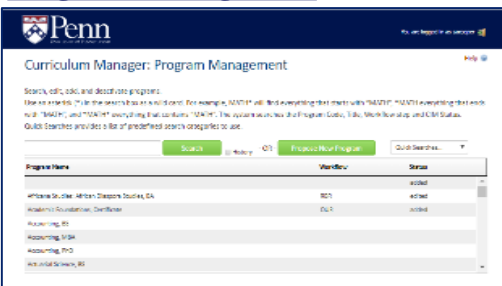
3. Click the red **Log In Icon**



Course Inventory Management



Program Management

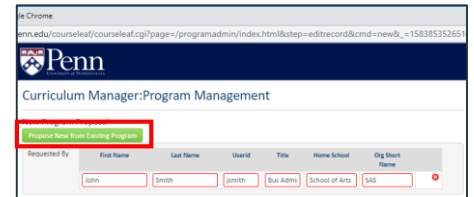
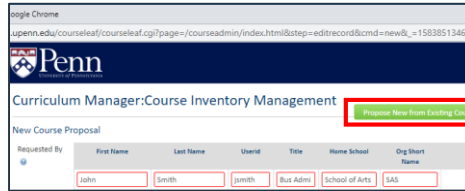


PROPOSE A NEW COURSE/PROGRAM FROM EXISTING

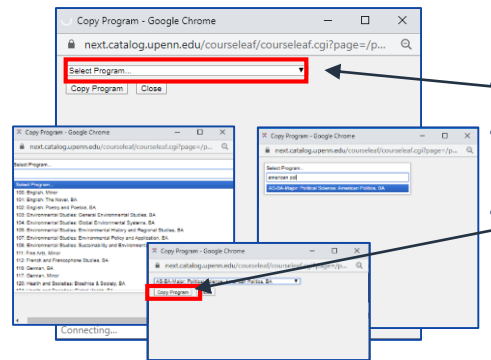
- Click the **Propose New Course** or **Propose New Program** button



- Click the **Propose New from Existing Course/Program** button

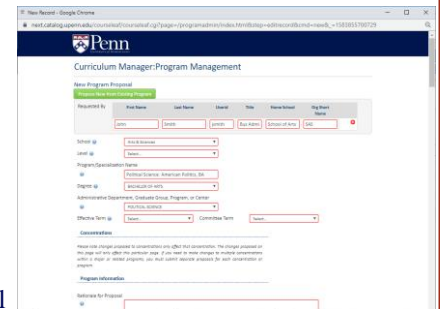
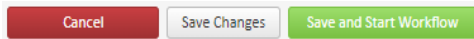


- A warning that any data entered in the blank form will be overwritten appears. Click Ok.
- The following steps apply to both Courses and Programs when proposing from an existing course/program. The example shown is using an existing Program.



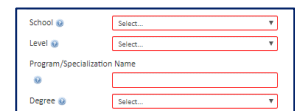
- Click on the **Select Program** dropdown
- Select a program from the list or begin typing the Program name being copied
- When the program is selected, click the **Copy Program** button

- Information from the Program has been copied into some of the form fields
- Complete remaining required fields and update populated content as needed for new proposal
- Once all information is complete, click **Start Workflow** to submit the proposal for approval



TIPS & TRICKS:

Click ? Icon for field level help



Any field boxed in **red** is **REQUIRED**