Working on a
SPECIAL TOPIC COURSE PROPOSAL

Know the features and icons of the form

The proposal form has three parts.
Each part can be collapsed by clicking the to shorten the form,
or the to expand the section for information.

The task bar (at the top of the proposal page):
Hover your cursor on each icon for a description.

The icons below are numbered in use sequence.

1. Import Data
2. Reveal the Help Text to complete the form
3. Toggle the form width
4. Launch the proposal to the approval workflow
5. Save Changes
6. Approve your step

More icons will appear after the proposal is launched

Continue to next page ...
1. Import Course Cell Data to the Proposal

a. Click on the **Import** icon (the first icon on the task bar)

b. Click on the blue check mark

c. From the drop down, choose **Prefix** as a filter.

d. Enter your prefix.

e. Click on **Search Available Curriculum**.

Continue to next page....
f. Scroll down to reveal the **Search Results**. Click on the course you will work on.

![Search Results](image)

**Search Results** (1 to 20 of 230)
- MUS 1000 Concert/Recital Attendance
- MUS 1010 Supplemental Music Theory Practice
- MUS 1011 Theory and Musicianship I
- MUS 1012 Theory and Musicianship II

![Import This Item](image)

g. Scroll down and click **Import This Item** to import the selected course.

2. **Click on these icons**: Help Text 📚 and Toggle (optional)
   The icons are on the task bar.

3. **Collapse** the **Information for Originator** section after you read the lines.
   a. Make sure: the special topic you are to propose is not an existing topic.
      ![Information for Originator](image)

   b. Do not modify anything in **Area A**. The course cell data is for your reference. You may collapse **Area A**.

4. **Launch the proposal**
   Click on 🔄, click “show me”, answer **Yes** or **No**, then launch again 🔄.

5. **Start working on Area B**
   a. Read the help text. Save your work.
   b. When the proposal is complete, click ✔️ to move it on the workflow.

If you need more help guides, click **Here**.