Import Program Data

1. On the task bar (at the top of the proposal page), hover your cursor on the icons for their descriptions:

2. Select [program] right below the **STEPS** area:

3. Import (the second icon on the proposal page)

4. Click on the check mark area

5. From the drop down, choose Program Type as a filter
6. Enter one of these types in the filter box, and hit Search Available Curriculum

7. Scroll down to reveal the Search Results. Click on the program you will work on.

8. Click Import This Item

Continue to the remaining **STEPS** on the proposal page.
Import Course Data

1. Import (the second icon on the tasks bar)

2. Click on the blue check mark area

3. From the drop down, choose Prefix as a filter.

4. Enter your prefix.

5. Click on Search Available Curriculum
6. Scroll down to reveal the Search Results. 
Click on the course you will work on.

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

Continue to the remaining **STEPS** on the proposal page