Import Data to Program Proposal

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 first icon on the task bar)

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 Data to Course Proposal

1. Import (the first 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.

   ![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

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

   ![Import Item](image)

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