

Working on a SPECIAL TOPIC COURSE PROPOSAL

Understand the structure of the form and the icons

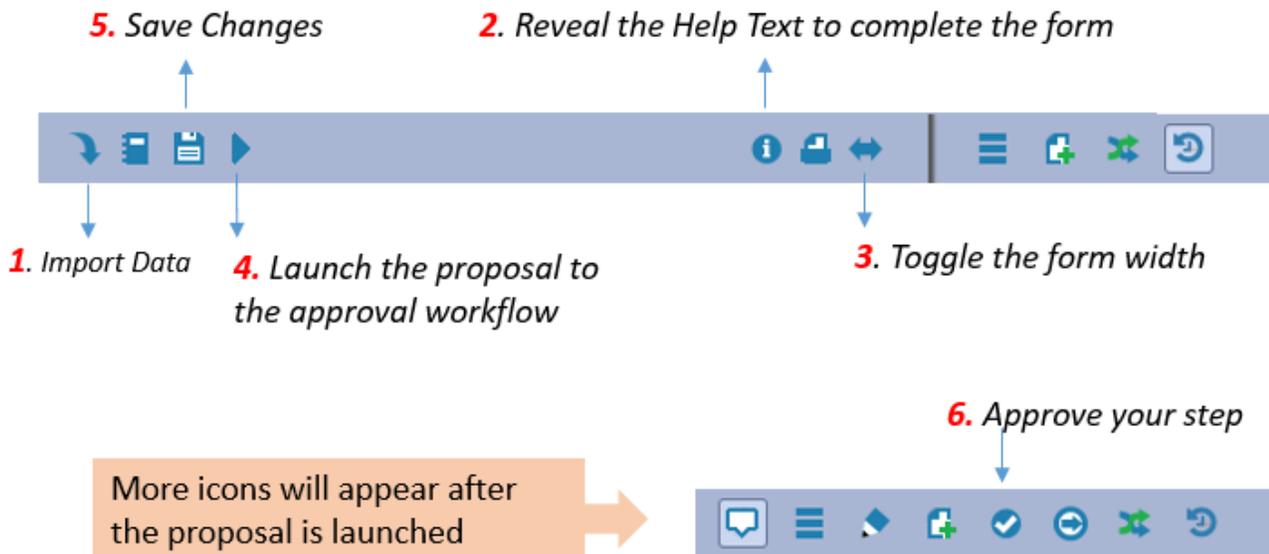
The proposal form has three parts.

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.



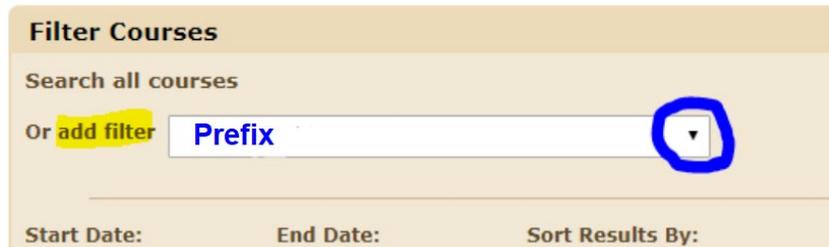
Continue to next page ...

1. Import Course Cell Data to the Proposal

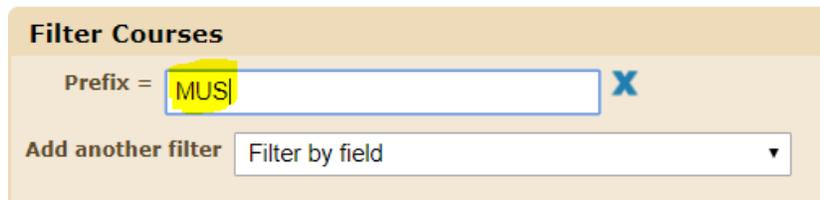
- a. Click on the **Import** icon  (the first icon on the task bar)
- b. Click on the blue check mark 



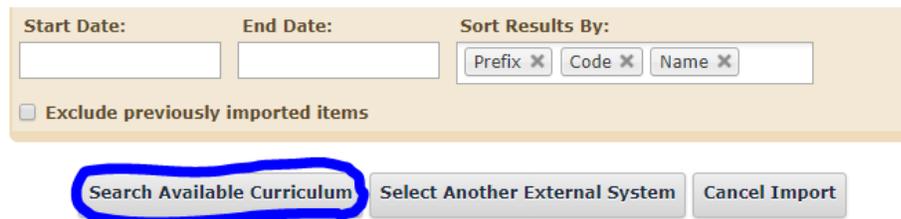
- c. From the drop down, choose **Prefix** as a filter.



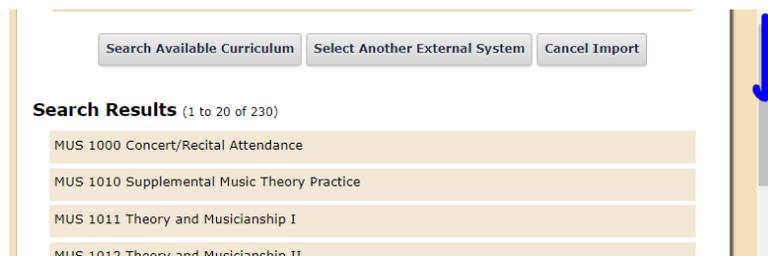
- d. Enter your prefix.



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

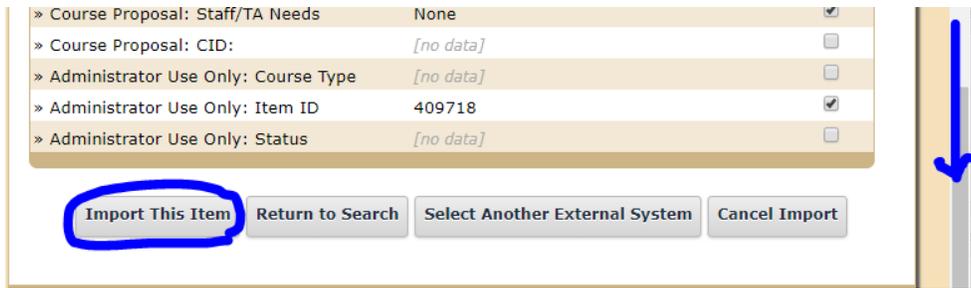


- f. Scroll down to reveal the **Search Results**. Click on the course you will work on.



Continue to next page...

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 above the proposal.

3. Collapse these 2 areas:

a. Click on the two  s.



b. You may expand Area A when you need to look up the course cell setting for reference.

c. Do not modify any populated data in **Area A**.

4. Validate the blank field

a. Click on , click "**show me**", select **Yes** or **No**, save, then click on .

b. **Warning:** DO NOT work on any other fields until you have launched the proposal, or your proposal will be rejected and you will need to start over on a new form.

5. Launch the proposal

A string of bubble should appear on the upper right corner as confirmation.



6. Work on Area B

a. Make sure to keep the help text on. (refer to step 2 above)

b. Follow the help text above each field.

c. Save your work.

7. Approve the proposal

When the proposal is complete, click  to move it to the workflow.

If you need more help guides, click [Here](#) to go to the Help Guide webpage.