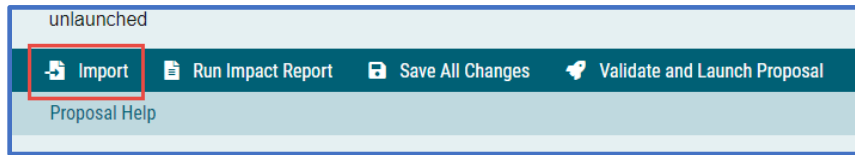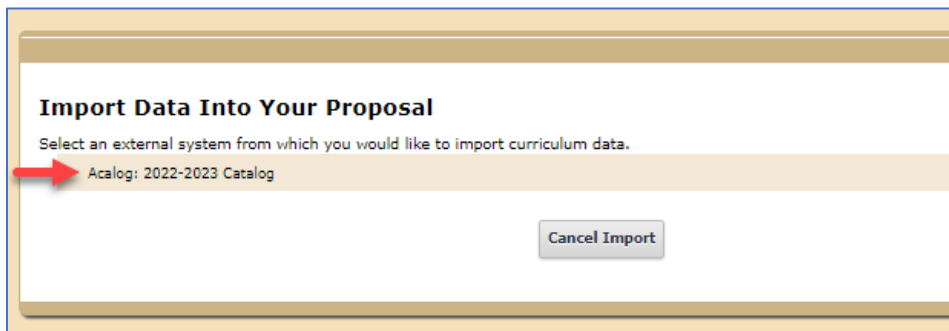# How to Import Course Content into Your Proposal
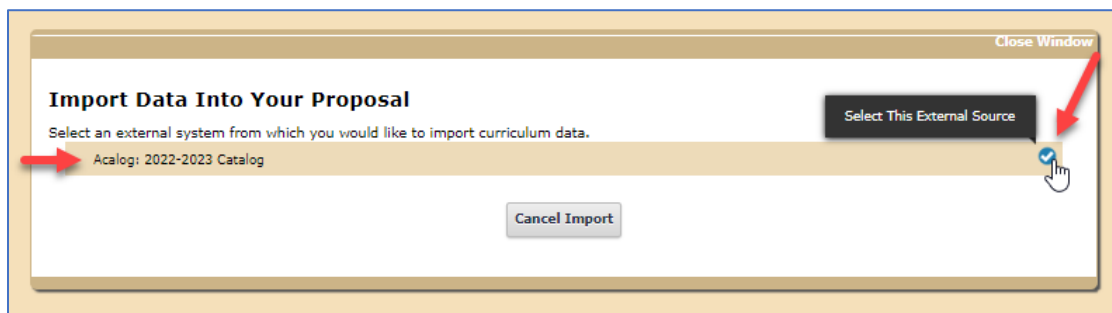
1. Click on the "Import" button on the top left panel of the proposal form:

2. From the pop-up window, click on "**Acalog" / Import from Catalog**": **Please be sure to select the current catalog.**

If your new course or courses changes are not reflected in the current catalog, please contact Academic Programs for assistance.

3. From the dropdown "Filter by field", select "**Prefix**":

4. The Prefix field will appear, enter your Prefix or Course Subject Code
*Be sure to UNCHECK the "Exclude Previously Imported Items" box

5. From the Search Results, **select your course**:

5. **Ignore** all the rows of text, scroll to the bottom, and click "Import this Item":

And you will see that some of the fields in your proposal have been populated with current, approved content: