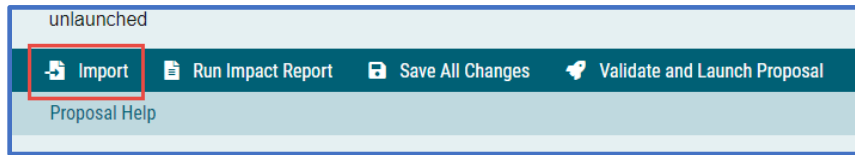
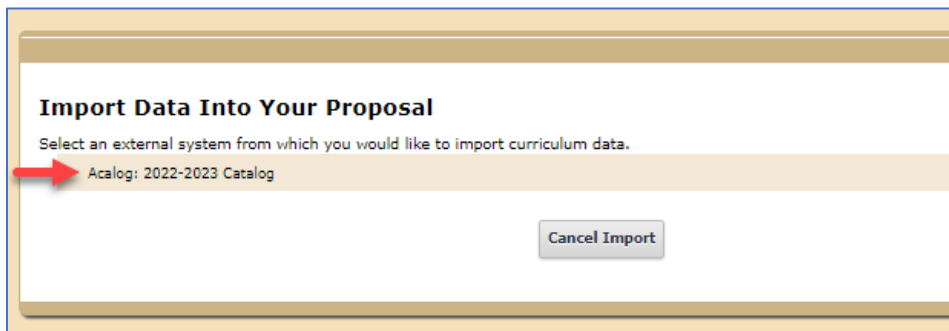


How to Import Course Content into Your Proposal

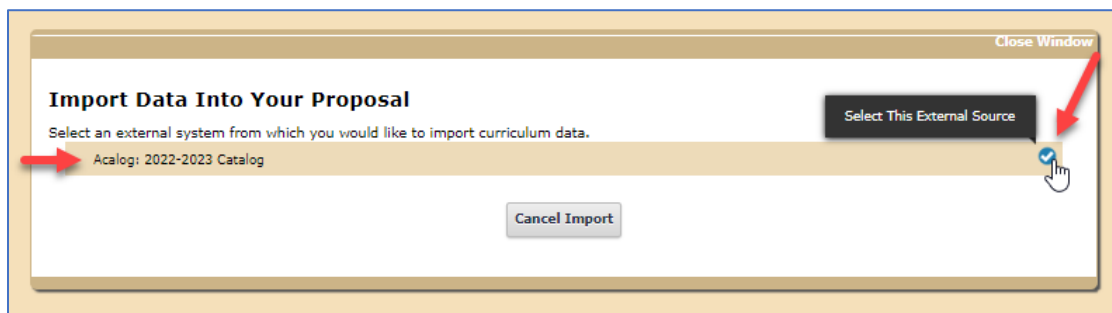
1. Click on the “Import” button on the top left panel of the proposal form:



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

Search 2022-2023 Catalog
Using the faceted search below, locate the course or program you would like to import into this proposal.

Filter Courses

Prefix = ANTH X

Add another filter Filter by field

Start Date: End Date: Sort Results By: Code X Name X Prefix X

Exclude previously imported items

Search Available Curriculum Select Another External System Cancel Import

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

Search 2022-2023 Catalog
Using the faceted search below, locate the course or program you would like to import into this proposal.

Filter Courses

Prefix = ANTH X

Add another filter Filter by field

Start Date: End Date: Sort Results By: Code X Name X Prefix X

Exclude previously imported items

Search Available Curriculum Select Another External System Cancel Import

Search Results (1 to 20 of 44)

- ANTH 200 Cultural Anthropology
- ANTH 205 Introduction to Medical Anthropology
- ANTH 215 Human Origins
- ANTH 240 Introduction to Biological Anthropology
- ANTH 280 Of Trowels and Trenches: An Introduction to Archaeology
- ANTH 301 Culture and Medicine: Healers and Healing Practices
- ANTH 302 Culture and Medicine: The Anthropology of Health Care
- ANTH 305 Medical Anthropology

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

Import Data Into Your Proposal Close Window

Confirm the fields that will be imported into your proposal. If you would like to prevent the imported data from overwriting an existing field in your proposal, click "Import Field" to uncheck the field. If you would like to prevent the imported data from overwriting an existing field in your proposal, click "Import Field" to uncheck the field.

Once you click Import, your data will be validated against the proposal. Any data that is incorrect will have a message telling you what is wrong with the data, and it will not be imported into the form to prevent errors.

Field Name	Data Preview	Import Field
» General Catalog Information: Course Subject Code:	LTWR	<input checked="" type="checkbox"/>
» General Catalog Information: Catalog Number:	100	<input checked="" type="checkbox"/>
» General Catalog Information: Course Title:	Introduction to Literature	<input checked="" type="checkbox"/>
» General Catalog Information: Abbreviated Course Title:	INTRO TO LITERATURE	<input checked="" type="checkbox"/>
» General Catalog Information: Department:	Literature and Writing Studies	<input checked="" type="checkbox"/>
» General Catalog Information: If this is a CoBA course, please indicate level:	N	<input type="checkbox"/>
	o No match was found	
	o The following option could not be imported: N	
» General Catalog Information: Number of Units:	3	<input checked="" type="checkbox"/>
» General Catalog Information: Minimum Units:	[no data]	<input type="checkbox"/>
» General Catalog Information: Maximum Units:	[no data]	<input type="checkbox"/>
» General Catalog Information: Course Description:	An inquiry into the basic nature of literature. Questions raised in this course may include: What prompts the creation of imaginative literature? What purpose does literature serve in the cultural life...	<input checked="" type="checkbox"/>
» Consent Required for Enrollment: Is consent required for enrollment?	N	<input checked="" type="checkbox"/>
» Repeat for Credit: May the course be repeated for graduation credit?	N	<input checked="" type="checkbox"/>
» Repeat for Credit: If yes, enter maximum units and total completions allowed:	3	<input checked="" type="checkbox"/>
» Cross-List: Is this course cross-listed with any other course?	N	<input checked="" type="checkbox"/>
» Cross-List: If “Yes,” please identify here any cross-listings besides those already given in course subject code/number:	[no data]	<input type="checkbox"/>
» Grading Basis: Grading Basis:	Graded + -	<input checked="" type="checkbox"/>
» Mode of Instruction (C/S Number): Primary Lecture Number of Credit Units:	3	<input checked="" type="checkbox"/>
» Mode of Instruction (C/S Number): Second Lecture (for courses with “breakout sections”) Number of Credit Units:	[no data]	<input type="checkbox"/>
» Mode of Instruction (C/S Number): Activity Number of Credit Units:	[no data]	<input type="checkbox"/>
» Mode of Instruction (C/S Number): Lab Number of Credit Units:	[no data]	<input type="checkbox"/>
» Mode of Instruction (C/S Number): Supervision Number of Credit Units:	[no data]	<input type="checkbox"/>
» Service Learning / Typically Offered / Special Fees: Is this a Service Learning Course?	N	<input checked="" type="checkbox"/>
» Service Learning / Typically Offered / Special Fees: How often will this course be offered once established?	Fall and/or Spring	<input checked="" type="checkbox"/>
» Service Learning / Typically Offered / Special Fees: Will there be any special fees associated with this course?	N	<input checked="" type="checkbox"/>

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

Course Subject Code:*

Catalog Number:*

Course Title*