How to Import Course Content into Your Proposal

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

![Import button](image1)

2. From the pop-up window, click on “Acatalog / Import from Catalog”: Please be sure to select the current catalog.

![Import Data Into Your Proposal](image2)

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

![Import Data Into Your Proposal](image3)

3. From the dropdown “Filter by field”, select “Prefix”:

![Filter by field](image4)
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: