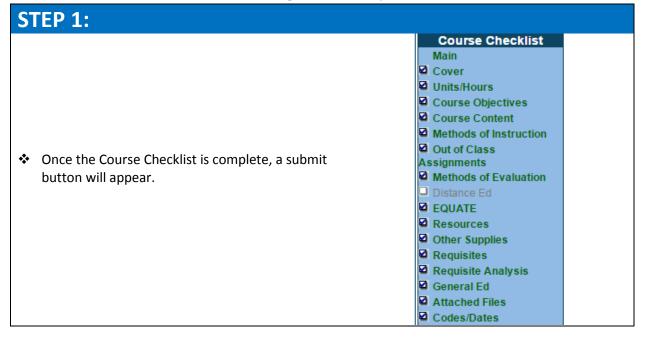


# LAUNCHING COURSE PROPOSALS

#### Launching Course Proposals



#### **STEP 2:**

To Launch a course, click on submit.

### **STEP 3:**

- Once you click on submit this scree will appear.
- Click on My Approvals for the next steps.

Your proposal is complete and the audit was successful. Now follow the link to "My Approvals", select "Originator" role, and approve the pre-launch. Approving the pre-launch step, will notify the next positions/steps.

Submit

My Approvals

STEP 4:	_	
You will now see the course you were working on.	∕warar (i € \s_C_1	ACAD Enter # Enter Course Title *Pending* **New Course With Distance Education** Kay Dee Yarbrough
<ul> <li>Click on Action.</li> </ul>	C: ACAD 001	Step: Originate Proposal Level: 1.00 Action

## STEP 5:

The final step is to change the Action to Submit. This will launch the course and begin the Approval Process. Click Save.

Approval Process		
Course	ACAD Enter # Enter Course Title	
Proposal Type	New Course With Distance Ed	
Step	Originate Proposal	
Description	Originate Proposal	
Comments	Change Action to Submit	
Action	Submit V	

Congratulations, your proposal has been launched into the Approval Process!