



LAUNCHING COURSE PROPOSALS

Launching Course Proposals

STEP 1:

- ❖ Once the Course Checklist is complete, a submit button will appear.

Course Checklist

Main

- ☒ Cover
- ☒ Units/Hours
- ☒ Course Objectives
- ☒ Course Content
- ☒ Methods of Instruction
- ☒ Out of Class
- Assignments**
- ☒ Methods of Evaluation
- ☐ Distance Ed
- ☒ EQUATE
- ☒ Resources
- ☒ Other Supplies
- ☒ Requisites
- ☒ Requisite Analysis
- ☒ General Ed
- ☒ Attached Files
- ☒ Codes/Dates

STEP 2:

- ❖ To Launch a course, click on submit.

Submit

STEP 3:

- ❖ Once you click on submit this screen 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.

[My Approvals](#)

STEP 4:

- ❖ You will now see the course you were working on.
- ❖ Click on Action.

WARRANTY CODE

ACAD Enter #	Enter Course Title
Pending	
New Course With Distance Education	
Kay Dee Yarbrough	
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	<div>Change Action to Submit</div>
Action	<div>Submit</div>
<div>Save</div>	

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