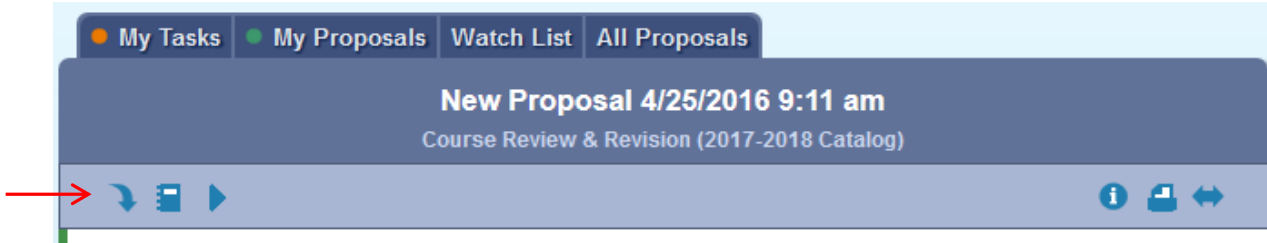


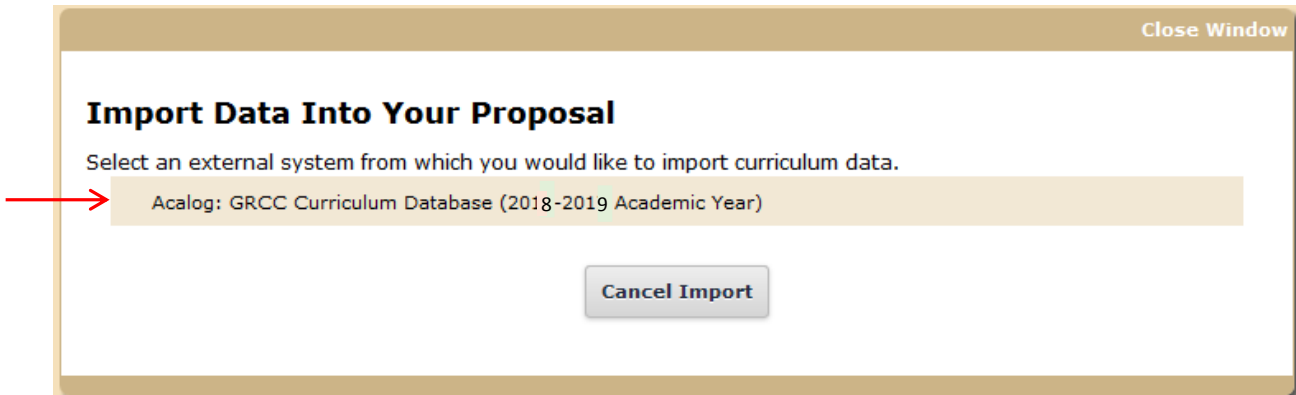
Importing Data from the Existing Course Document

To begin a Course Review & Revision proposal, you must first import the existing course information from the GRCC Curriculum Database.

To import information to the Course Review & Revision form, select the downward facing arrow icon in the upper left section of the form:



The following box will appear; please hover over and click on 'Acalog: GRCC Curriculum Database (2018-2019 Academic Year).'



The filter displayed below will appear allowing you to locate course information:

Search GRCC Curriculum Database (2016-2017 Academic Year)
Using the faceted search below, locate the course or program you would like to import into this proposal.

Filter Courses

Search all courses
Or add filter: Filter by field

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

Exclude previously imported items

Buttons: Search Available Curriculum | Select Another External System | Cancel Import

Callout boxes:

- Leave date fields blank (points to Start Date and End Date)
- Select 'Prefix' from drop down, and then type course prefix into text box that appears above. (points to Filter by field dropdown)
- Click to begin search (points to Search Available Curriculum button)

To locate programs, it is easier to refrain from using the filter function and simply click on 'Search Available Curriculum.'

After clicking 'Search Available Curriculum,' the 'Search Results' should appear below. Scroll down to select the course or program you are working on.

A window will then open that says 'Import Data Into Your Proposal'.

Import Data Into Your Proposal

Confirm the fields that will be imported into your proposal (only fields that are mapped will be listed here). If you would like to prevent the imported data from overwriting an existing field in your proposal, click "Import Field" to uncheck that 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
» Course Review & Revision Launch: Department	English	<input checked="" type="checkbox"/>
» Course Review & Revision Launch: GRCC Course Type	General Education- Offering designed to meet the specific criteria for a GRCC Distribution Requirement, Wellness, or Composition. The course should be designated by the requirement it fulfills.	<input checked="" type="checkbox"/>
» Course Review & Revision Launch: Current Course Format	Lecture- A course in which content is primarily delivered through presentations of facts, principles, context, or interpretation. Instruction takes place in a traditional classroom setting or online f... o Could not import the value "<p>Lecture- A course in which content is primarily delivered through presentations of facts, principles, context, or interpretation. Instruction takes place in a traditional classroom setting or online format. (1:1)</p>"	<input type="checkbox"/>
» Course Review & Revision Launch: Discipline	English o Could not import the value "English"	<input type="checkbox"/>

Scroll to the bottom on the page and click Import This Item.

» Associate Dean Approval: Maximum Course Enrollment	25	<input checked="" type="checkbox"/>
» Associate Dean Approval: Most Common Section Size	25	<input checked="" type="checkbox"/>

Click to begin import



Import This Item

Return to Search

Select Another External System

Cancel Import