

STEPS FOR IMPORTING EXISTING COURSES & BUILDING A NEW PROGRAM

To create your program core requirements, you first build a list of available courses to select from

1. Click the “View Curriculum Course” icon in the Curricular Requirements field. If you are only adding new courses to your program, skip to STEP

2. Click the “Import Course” button to import existing catalog courses into your proposal.

3. Click on the title of the catalog you will import from

Acalog: 2019-2020 Cal State East Bay Catalog (DRAFT)

4. In the “Or add filter field”, click the “Filter by field” drop down.

5. Select “Prefix” from the dropdown list

6. Enter the course prefix in the field of the courses you want to search.

Filter Courses

Prefix = ECON

7. Uncheck the “Exclude previously imported items” check box

Exclude previously imported items

8. Click the “Search Available Curriculum” button.

Scroll down to see search results.

9. Select courses to import by clicking on each course. (Repeat steps 6-8 for multiple prefixes.)

10. Scroll down to view “Selected Courses,” then click the “Add Courses to Proposal” button.

(If you are not adding new courses to your proposal, skip to STEP 13.)

11. To add new courses (not in the current catalog) to your program, click the “Add Course” button.

TMNote: Although you can add new courses here, you will still need to complete the (2019) New Course Request form in Curriculog if you haven’t already done so.

12. Enter the course information into the field then click the “Add Course” button. Repeat steps 1-12 for each new course.

Follow these steps to create your program Core Requirements, Electives or Other Areas

13. Click the “View Curriculum Schema” icon .

14. Click the “Add Core” button .

15. Click the gray “New Core” bar to expand this section.



16. Complete the “Title” and “Description” fields as appropriate. Please enter total units in each core header.

Minor/Concentration/Certificate/SMPP Requirements (30 units)

* You may add courses, or custom text to this section.

17. Repeat steps 14-16 to add additional courses course listings (e. Upper Division Courses, Electives).

18. Click the “Preview Curriculum” icon  to preview your catalog listing.

19. Click the “Save All Changes” button at the bottom of the screen.