University of Colorado Boulder

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Propose a New Course

1. **Log in to CourseLeaf.**

   a. Go to https://catdev.colorado.edu/courseadmin.

   b. To log in, enter your IdentiKey username and password, then click "Log In."
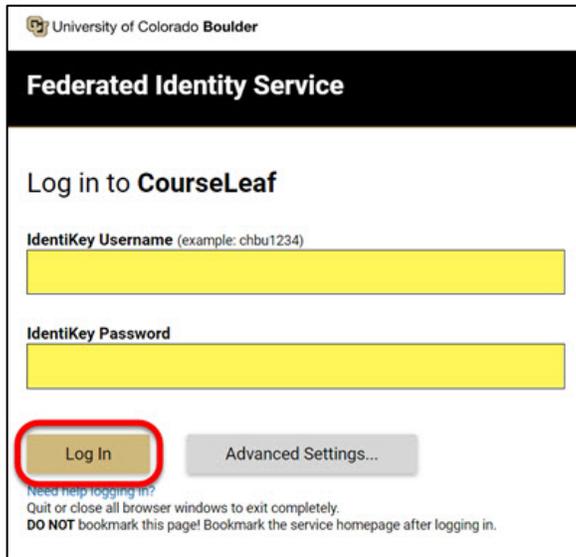
   c. Click the CourseLeaf icon to finish logging in.
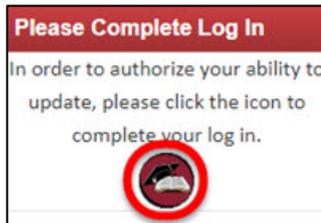
2. **Complete the new course proposal form.**

   a. On the "Course Inventory Management" page, click the "Propose New Course" button.
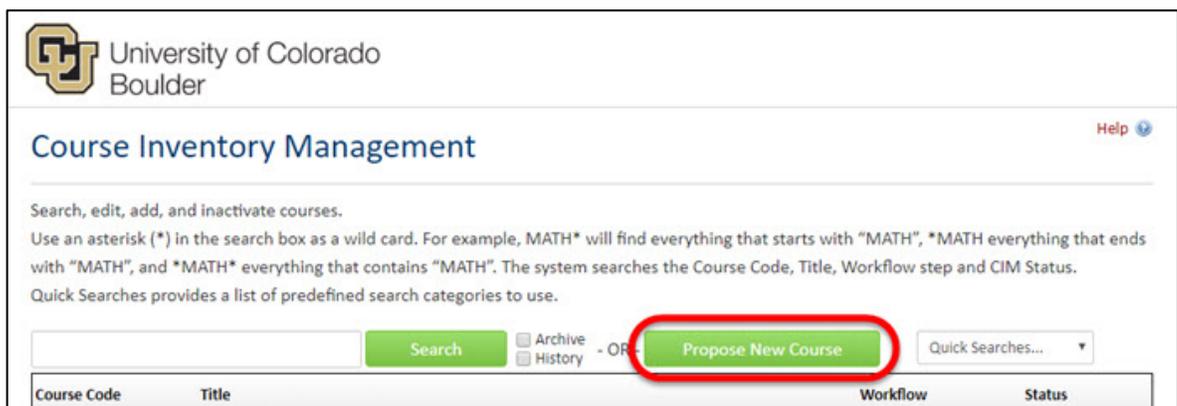
b. In the pop-up window, either click "Propose New from Existing Course" to use an existing course as a template or complete all required (outlined in red) and applicable fields.

Note: Please refer to our tips for completing the form on the next page.

c. When you're done editing, click the appropriate button to cancel, save or submit the form.

- **Cancel:** Discard your changes and return to the previous window.

- **Save Draft:** Save your changes as a draft so you can return to the form at a later time. *This does not submit your proposal for review. You can save the form without completing all the required fields.*

- **Submit for Approval:** Submit your changes for review and approval.

3. **To propose additional courses, return to course inventory management. To log out, close your browser window.**

Tips for Completing the Course Proposal Form

- **Save often.** This form does time out, so click **Save Draft** (bottom of form) at least once an hour to avoid losing your work.

- **"Course Type" table:** Click the green plus symbol ("Click to add a new row") to add another component type.

- **"First Term New Course or Changes Will Take Effect" drop-down:** This menu only lists available terms.
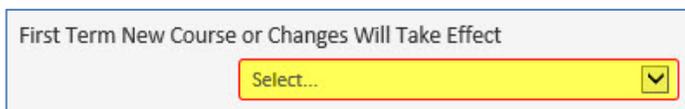
- **"Long Title (prints in catalog)" field:** If the title is more than 30 characters long, a required "Short Title" field will appear below it.
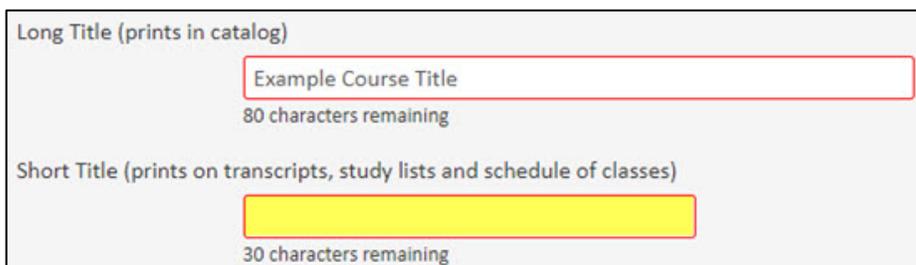
- **"Help" icon:** Hover over or click this for additional information about the form field.
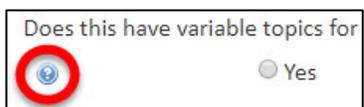
- **"Supporting Documents (Syllabus, etc.)" upload control:** If desired, click "Attach File(s)" and follow the prompts to upload supporting documentation (e.g., a course syllabus).