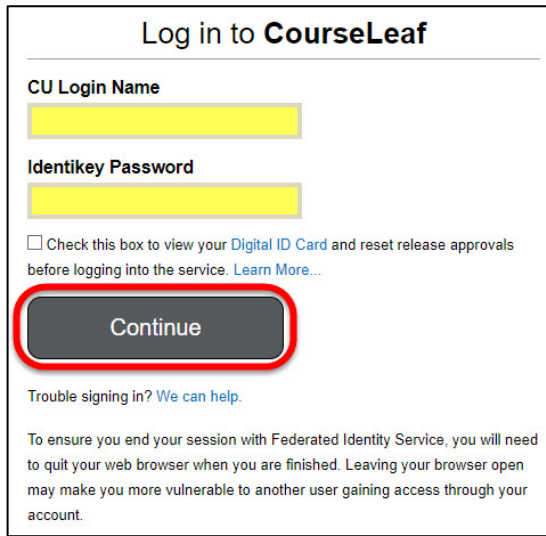


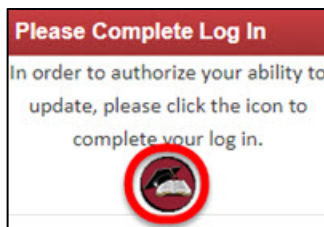
## Propose a New Course

### 1. Log in to CourseLeaf.

- a. Go to <https://catdev.colorado.edu/courseadmin>.
- b. To log in, enter your IdentiKey and password, then click **Continue**.

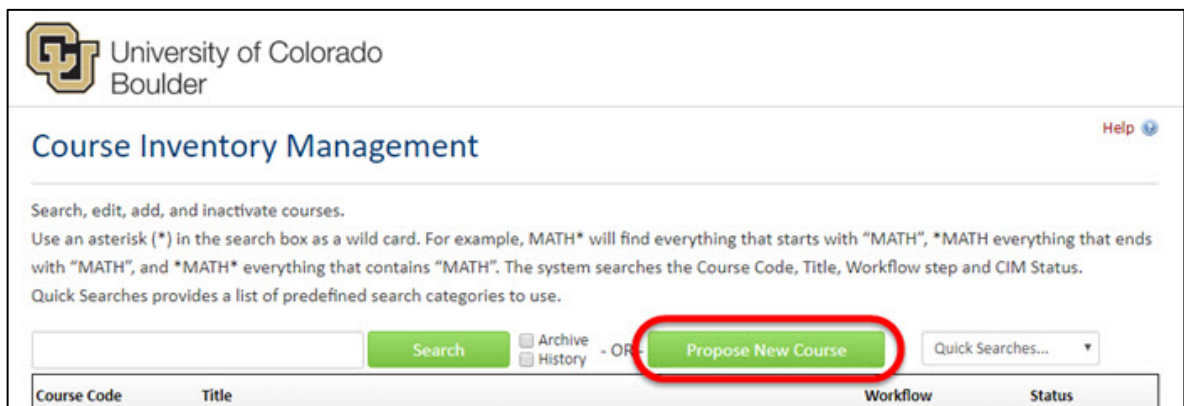


- c. Click the **CourseLeaf icon** to finish logging in.



### 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.

University of Colorado  
Boulder

### Course Inventory

New Course Proposal

**Propose New from Existing Course**

Primary Contact Name	<input type="text" value="Test Admin"/>	Primary Contact Email	<input type="text" value="cu-admin@colorad"/>	Primary Contact Phone	<input type="text" value="303-492-6970"/>
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- 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.

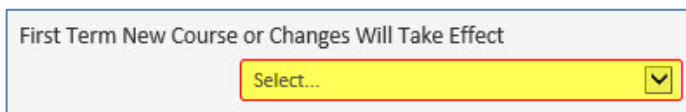
3. To propose additional courses, return to the Course Inventory Management screen. To log out, close your browser window.

## Tips for Completing the Course Proposal Form

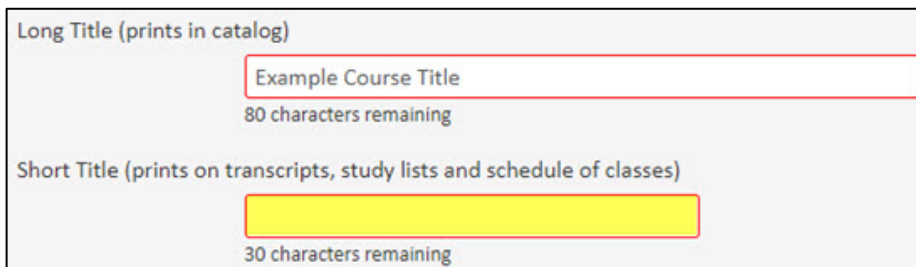
- **Save often.** This form does time out, so click **Save Draft** (bottom of form) at least once an hour to avoid losing your work.
- **Course Type table:** Click the green plus symbol (“Click to add a new row”) to add another component type.



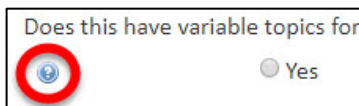
- **First Term New Course or Changes Will Take Effect:** This drop-down menu lists available terms only.



- **Long Title (prints in catalog):** 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:** If desired, click **Attach File(s)** and follow the prompts to upload supporting documentation (e.g., a course syllabus).

