1 Overview
This proposal type is only for adding distance education to a course. If other changes are needed, use the course revision proposal type. This unique proposal type allows you to create a distance education proposal regardless of whether another proposal for the course is progressing through the system. You will have access only to the data entry fields required for distance education. The approval process will include your college only (Curriculum Instructional Council and other colleges will be notified for information purposes only).

2 Proposal Type
On the left, log in and click Courses under Create/Edit Proposal on the main menu.
On the left, click Modify Course.
Fill out the search fields in the Course Search menu and click the box “Check if Search is for Distance Education Proposal” located below the course drop down menu. Click [OK].
Click the Modify Icon next to your course listing.
Select Distance Education Learning-No Other Action under Proposal Type and click [OK].

3 Course Checklist
Distance Education
Under the Course Checklist, click on Distance Education; information will appear in the middle of the screen.
Click on the pencil next to your college and enter the fields:
1. Delivery Methods: Select On-line Course
2. Other Methods
3. Techniques used to ensure quality
4. Evaluation Method
5. Additional Resources
Click [Finish].
Contact Types
At the top of the Distance Education page, click on Contact Types, located in the middle of the screen. You will need to enter each appropriate contact type and frequency individually. Select a contact from drop down and type the frequency of the contact in the field. Click [Add]. When finished, click [Done].

4 Audit
Once each page has been finished, the checklist is complete and the [Audit] button appears on the left side of the screen.
Click [Audit].

5 Launch
Click the link to My Approvals.
Select Originator role and click [Next].
Click [Action] next to the proposal you want to Launch.
Add comments (optional).
Click [Submit].