New courses only:

A new course must first be saved in order for the "Upload Files" button to appear. After the new course has been saved:

Step 0:

- Click on your "Inbox"
- Find your saved course and "Continue Workflow"
 - You have two option to view your course:
 - Step Outline Template is separated in sections
 - Outline View Template is one long form

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Step 1:

• Scroll down to the Proposal Details section and click on "Upload Files" button

Proposal Details							
Author(s)	Proposal Start * 🚥	Submission Rationale *					
Rebecca Rios	Choose Starting Term	Submission Rationale					
Add Additional Contributors							
Attachments							
Upload files (if necessary) for the course approval process.							
Upload Files 🚘							

Step 2:

• Drag and drop your file into the box

Drag files here or click to select from your computer.		
	Cancel	Upload

Step 3

After dragging and dropping your file into the designated area, your file will appear below the box.

• Click on the "Upload" button

Drag files here or click to select from your computer.	
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Step 4

- Click on "Cancel"
 - This will close out the box
 - o The file will now appear in the "Proposed Details" section under "Attachments"

Proposal Details					
Author(s)	Proposal Start * 🚥	Submission Rationale * 🚥			
Rebecca Rios Add Additional Contributors	- Choose Starting Term 🔻	Submission Rationale			
Attachments					
Upload files (if necessary) for the course approval process.					
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Cancel

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