

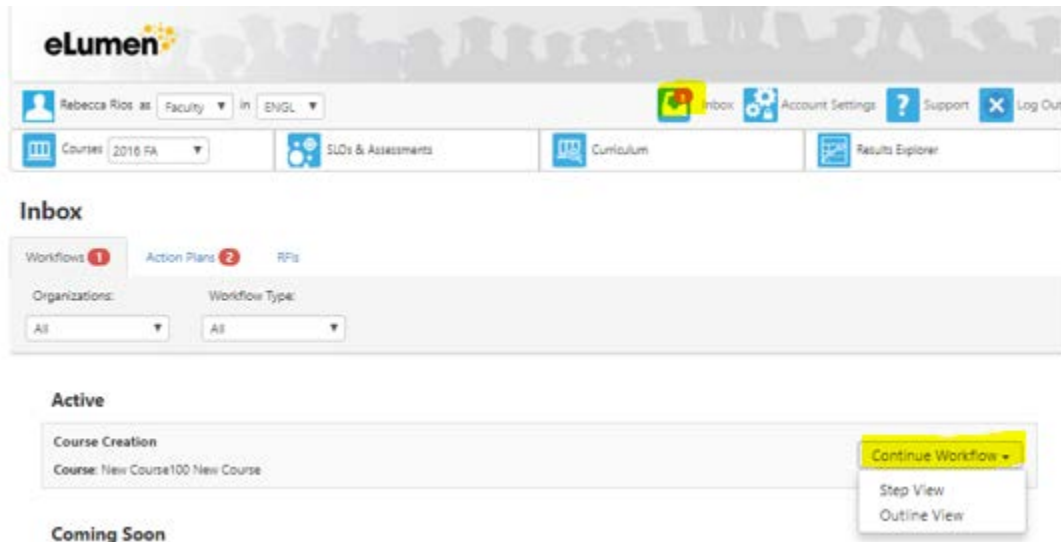
How to upload an Attachment to Courses

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:

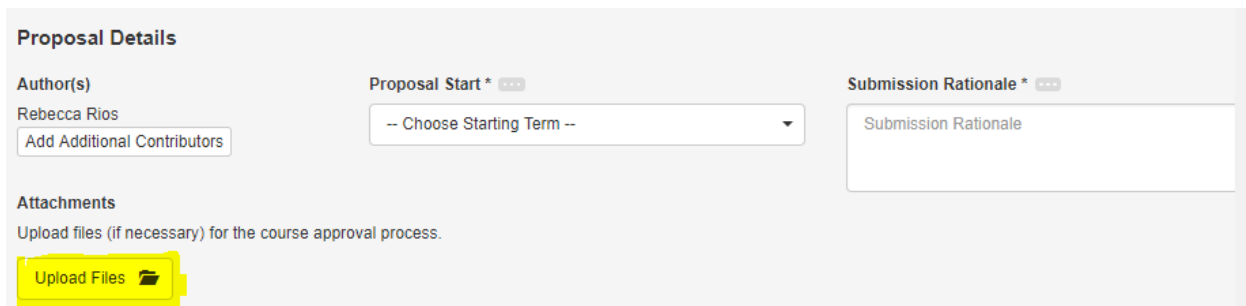
Step 0:

- 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



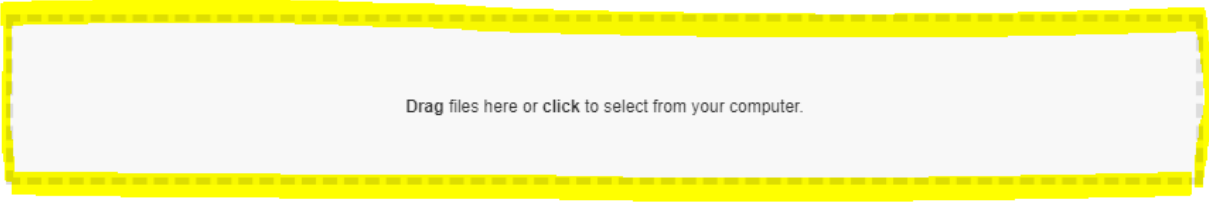
Step 1:

- Scroll down to the Proposal Details section and click on “Upload Files” button



Step 2:

- Drag and drop your file into the box



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



Cancel **Upload**

Step 4

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

Proposal Details

Author(s)
Rebecca Rios

Proposal Start *
-- Choose Starting Term --

Submission Rationale *

Attachments
Upload files (if necessary) for the course approval process.

ASSIST CSU LIST 16-17.pdf