

FAQ about the new OLLI Proposal Form

Current proposal form can be found at <https://www.yc.edu/ollisvproposals>

- Course types:
 - Workshops - 1 session, typically 3 hours
 - Learning Groups: 4-6 sessions typically once per week for 1.5 hours each session
 - Special Interest Group (SIG): Must be previously approved by OLLI Director
- Preferred Times and Days
 - Pre-determined day/time combinations are specific to location and type of course.
- Proposal may be edited by clicking the link at the bottom of the email received after submission until the deadline.

Where you might get stuck

- **SKUs are case sensitive.** Any alphabetic character must be capitalized
- **Email addresses are lower case only**
- After entering either your SKU or email, click the giant green box. 😊

Returning Facilitators

Your personal data, with the EXCEPTION of your biography, is READ ONLY.

Copying prior terms' proposals

- SKU required (case sensitive)
 - Example: **S-XXX-20** or **V-XXX-SP20**
- SKUs can be found in Instructor login via <https://www.campusce.net/ycadmin/>
- After logging in, go to My Profile **(1)**, Reports **(2)**, and locate the SKU **(3)**. (see below)

Version

My Settings

- My Settings
- > My Profile **1**

Edit Instructor Profile (Denny Fanter)

Instructor Profile

- Instructor Profile
- Schedule
- Holiday
- Calendar
- Expertise
- Reports **2**

Reports

Show 10 entries

| Status | SKU | Term | Start Date | End Date | Start Time | End Time | Days | Enrolled |
|--------|----------------------|------|------------|------------|------------|----------|------|----------|
| Active | 3 V-593-20 | WS20 | 03/04/2020 | 03/04/2020 | 9:00AM | 12:00PM | W | 0 |

- Once you've located the SKU, type it in the box below and press the square that says "**Enter SKU from prior term and CLICK HERE.**"

Submitting Multiple Proposals

This form has the option to prepopulate certain fields for the next submission. Before pressing submit, the last required question on the form will ask you to choose one of the following:

- **Duplicate:** to teach this course at a different time or location this term.
 - After pressing submit, the way you answered the form the first time will be prepopulated. Some fields may be hidden since they were updated on the first submission.
- **Create:** to teach another (completely different) course this term.
 - Only the facilitator-specific details of the primary facilitator on the new form will be pre-populated with information from this form.
- **All course submissions are complete:** you have no further proposals to submit.