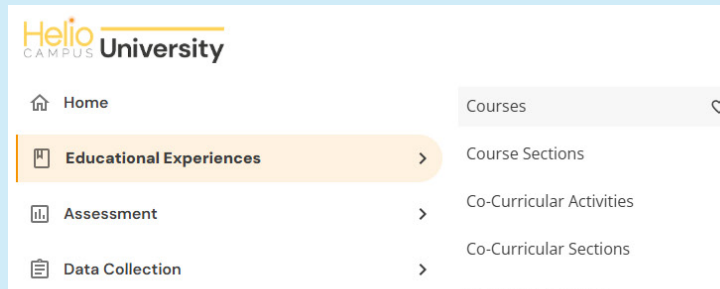


HelioCampus Course & Program Revision Quick Guide

Course Revision Form

1. Open the **Main Menu**.
2. Go to **Educational Experiences**
3. Select **Courses**.
4. Search for and open the applicable course.
5. On the course page, click **Propose**.
6. Select **Propose Course Revision**.
7. The Course Revision form will open.
8. Complete the required fields and submit the form when finished.



Program Revision Form

1. Open the **Main Menu**.
2. Go to **Assessment**.
3. Select **Programs**.
4. Search for and open the applicable program.
5. On the program page, click **Propose**.
6. Select **Propose Program Revision**.
7. The HPU Program Revision form will open.
8. Complete the required fields and submit the form when finished.

Note: Faculty should access revision forms from the specific course or program record itself, not from the general Data Collection Forms widget.

How to find submitted forms:

Course Revision submitted forms tracker:

1. Open the **Main Menu**.
2. Select **Educational Experiences**.
3. Select **Experience Proposals**.
4. Use the tracker to view submitted Course Revision forms.

Program Revision submitted forms tracker:

1. Open the **Main Menu**.
2. Select **Assessment**.
3. Select **Program Proposals**.
4. Use the tracker to view submitted Program Revision forms.