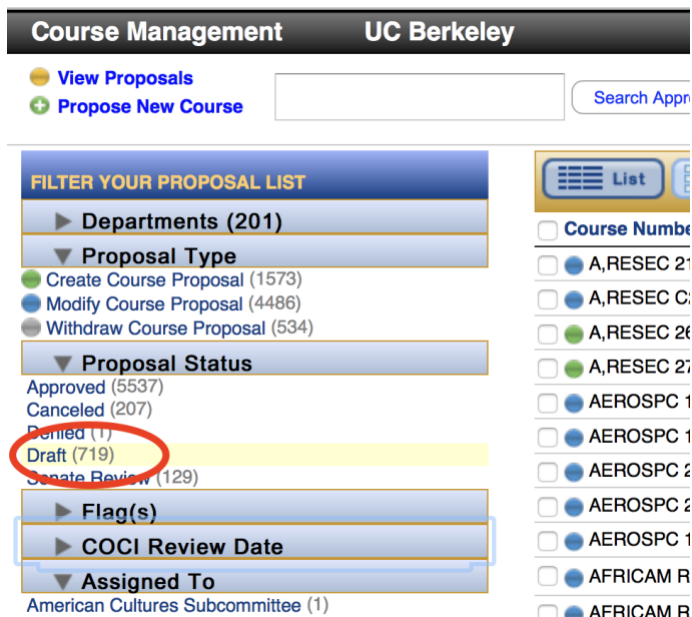


How To: Delete Draft Proposals in CMS

While most all proposals ultimately get submitted to the Academic Senate for review, sometimes draft proposals linger with the department. In these cases, if there are no immediate plans to move the proposal forward to review, it is a good idea to delete the draft. Saving drafts indefinitely can cause confusion and version control issues. *Deleting drafts will not have any impact on the approved version of the course or withdraw the course in any way.*

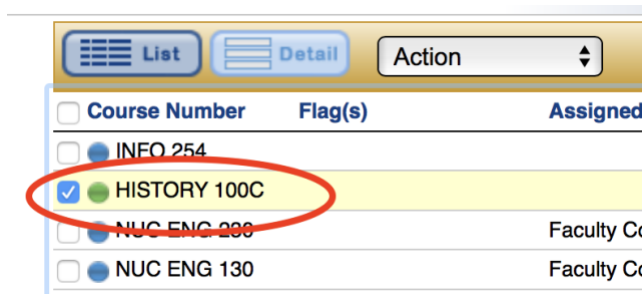
To delete any draft proposals, take the following steps:

1. Access your "Drafts" from the Proposal Status filter.



The screenshot shows the 'Course Management' interface for UC Berkeley. At the top, there are buttons for 'View Proposals' and 'Propose New Course', along with a search box. Below this is a 'FILTER YOUR PROPOSAL LIST' section. Under 'Proposal Status', the 'Draft (719)' option is highlighted with a red circle. Other status options include Approved (5537), Canceled (207), Denied (1), and Senate Review (129). To the right, there is a 'List' button and a series of radio buttons for filtering by course number and department.

2. To the left of the course title, check-mark the draft you want to delete.



The screenshot shows a table of course proposals. The table has columns for 'Course Number', 'Flag(s)', and 'Assigned'. The 'HISTORY 100C' row is highlighted in yellow, and its checkbox is checked with a blue checkmark, circled in red. Other rows include 'INFO 254', 'NUC ENG 200', and 'NUC ENG 130'. Above the table, there are 'List' and 'Detail' buttons, and an 'Action' dropdown menu.

3. From the "Action" drop down that is just above the proposals, select "Delete".

Search Approved Courses

Proposals

List Detail Action Sort by: Last Mod (new)

<input type="checkbox"/> Course Number	Flag(s)	Assigned To	Proposal
<input type="checkbox"/> INFO 254			Draft
<input checked="" type="checkbox"/> HISTORY 100C			Draft
<input type="checkbox"/> NUC ENG 230		Faculty Committee	Draft
<input type="checkbox"/> NUC ENG 130		Faculty Committee	Draft

4. When prompted, confirm the delete.

Department Chair Draft

Faculty Committee Draft

Delete proposals?

Do you really want to delete the selected course proposals?

Faculty Committee Draft

Faculty Committee Draft

CMS will refresh and you will be able to proceed.