**Adding Courses to Course Catalog**

You can add course offerings within Prism. A course is what a student will enroll in.  It is a stand-alone element that can be used time after time. You only have to create a course once.

1. Select Courses from your left menu or dashboard.  
   A logo of a book and a word

   Description automatically generated with medium confidence
2. You’ll be taken to the course offerings page. Select Course Catalog.  
   A screenshot of a computer

   Description automatically generated

## Adding Course

1. The page will display all existing courses. You can modify them by clicking on the pencil icon. Click +Add Course.  
   A screenshot of a computer

   Description automatically generated
2. A drawer will open where you will enter the course number, and course name, and mark whether this course will require placements. Once done, click Save.   
   A screenshot of a computer

   Description automatically generated

## Upload Course

1. The page will display all existing courses. You can modify them by clicking on the pencil icon. Click +Upload Course.  
   A screenshot of a computer

   Description automatically generated
2. A drawer will open where you can upload your course catalog data in bulk
3. You can click on the download button for the file format which will allow you to upload the courses in bulkA screenshot of a computer

   Description automatically generated
4. Click on Save