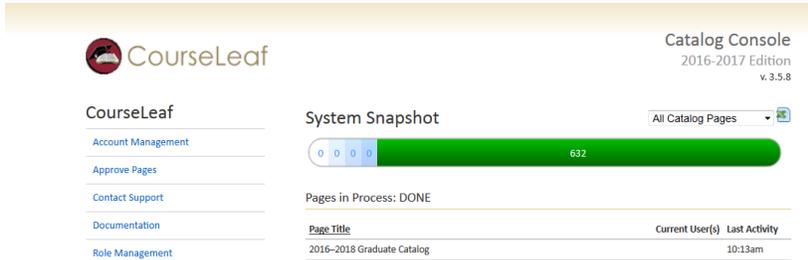
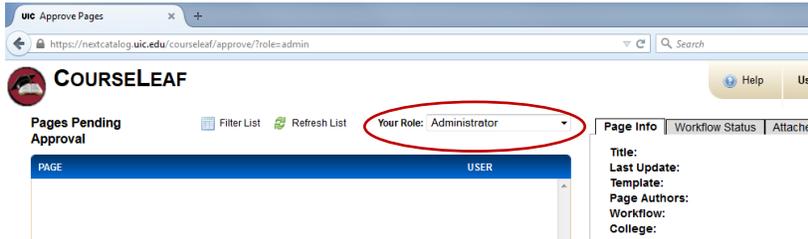


# Instructions for Editing in Courseleaf: Overview

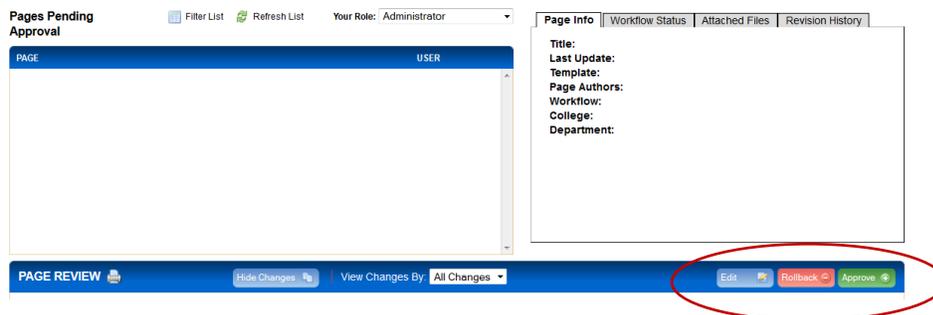
1. Navigate to the Catalog Console using the link sent via email or at [nextcatalog.uic.edu/courseleaf](http://nextcatalog.uic.edu/courseleaf).
2. Log in using your Net ID and password.
3. Under the left navigation menu, click **Approve Pages**.



4. Click the **Your Role** drop down menu at the top of the page and select the correct role (i.e. UCAT Biology Dept). A list of the pages ready for review will populate the Pages Pending Approval box. *Note: Click Refresh List if the list doesn't contain an expected page.*



5. Select a page to edit from the Pages Pending Approval list.
6. Review content in the Page Review area:
  - To **view changes made by prior editors**, click the **View Changes By** drop down menu and select an editor whose changes you wish to review. Changes are shown using red and green markup similar to Track Changes in MS Word. Click **Hide changes** to view the document as is without markup.
7. Choose one of the following actions on the page: **Edit**, **Rollback**, or **Approve**.



- **Edit**—Click **Edit** to make changes to the page. This will produce a tool bar at the top of the Page Review window. See the *Editing Guide* below for instructions on editing content. Once edits are complete, click **Approve** to send the page to the next step in workflow.
- **Rollback**—Click **Rollback** to return the page to a previous editor. A prompt will appear with space to make comments about why the page is being returned.
- **Approve**—Click **Approve** to send the page to the next step in workflow if you have no changes.

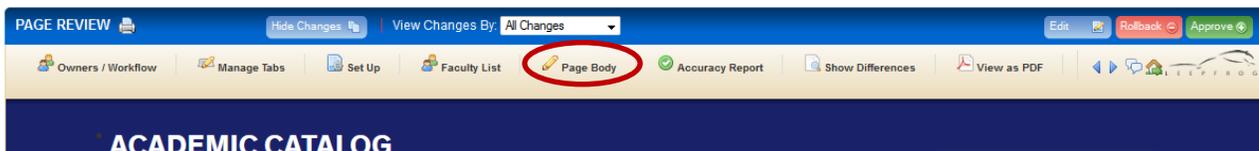
# Editing Guide

Please note: The catalog office will enter program revisions after the approval process is complete. All changes to admission and degree requirements must be approved by campus governance before they can be added to the catalog.

- [Editing Contact Information and General Content](#)
- [Editing Summary of Requirements](#)
- [Editing Course Lists](#)
- [Editing Footnotes](#)
- [Editing Plan of Study Grids](#)

## Editing Contact Information and General Content

1. To make edits to a page, click **Edit** on the Page Review screen. The tool bar shown below will appear.
2. Click the **Page Body** icon on the editing toolbar.

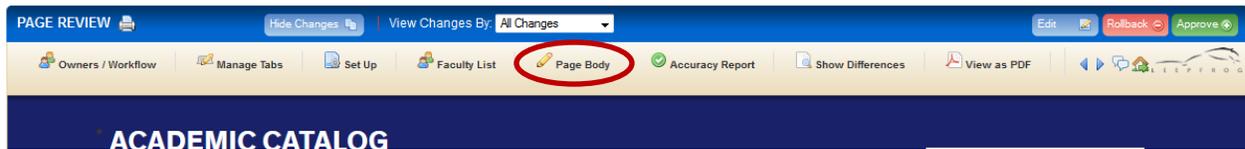


3. You will be given a pop-up screen (shown below) with the content on the page with an editing toolbar. The Page Body editor works like a standard word processor.
4. After you finish making edits, either click the **Save** button (the floppy disk symbol on the left) to save your changes or the green **Approve** button at the top of the page to send the page to the next reviewer.

A screenshot of the COURSELEAF 'Page Body' editor. The editor has a top navigation bar with 'COURSELEAF' on the left and 'Help' and 'User: Karen Finder' on the right. Below the navigation bar is the 'Page Body' title. The main editing area contains a rich text editor toolbar with various icons for text formatting, alignment, and insertion. The 'Save' button (floppy disk icon) is circled in red. Below the toolbar is the content of the page, which is a 'Degree Requirements' section. The content includes a paragraph of text and a table with a blue border. The table has three rows: 'Major Requirements' with '35-36' hours, 'General Education and Electives to reach minimum Total Hours' with '84-85' hours, and 'Total Hours' with '120' hours. Below the table is a 'General Education' section with a paragraph of text.

# Editing Summary of Requirements

1. Click the **Page Body** icon.



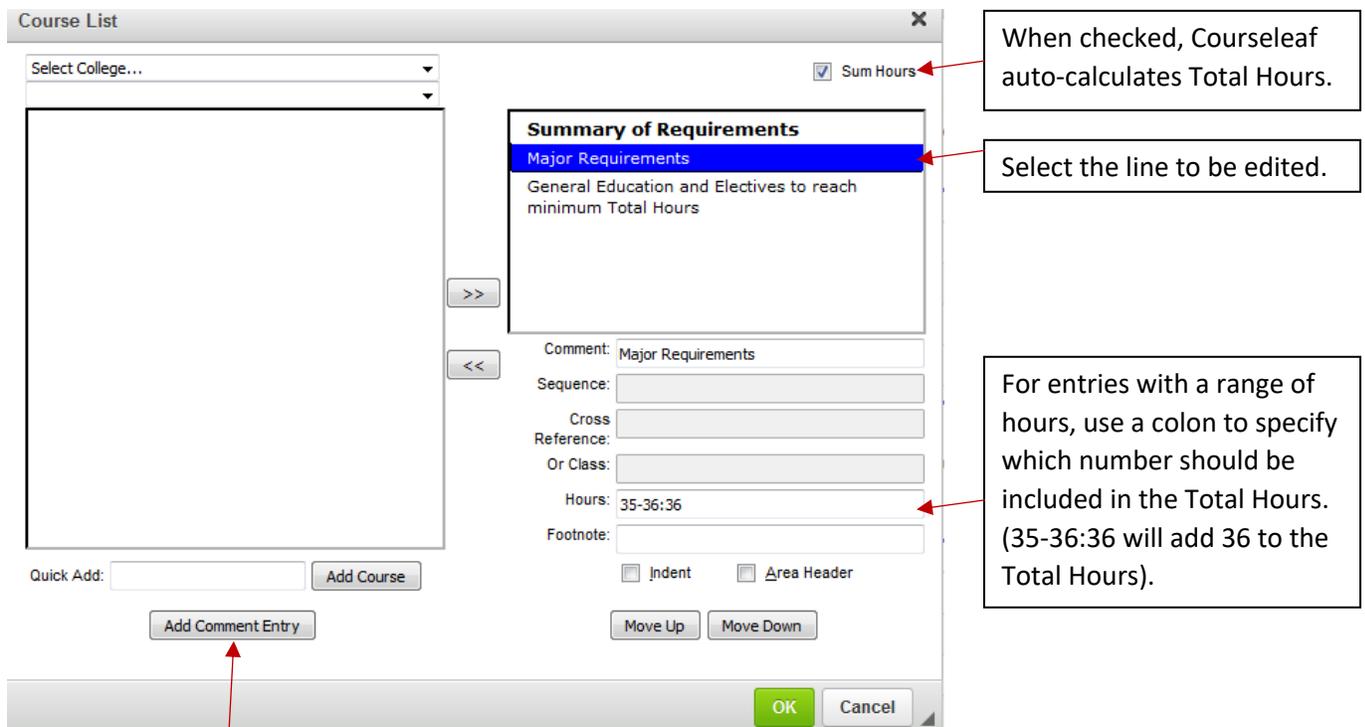
2. Double-click the content within the blue box.

## Degree Requirements

To earn a Bachelor of Arts in Liberal Arts and Sciences degree from UIC, students must complete University, college, and department degree requirements. The Department of Anthropology degree requirements are outlined below. Students should consult the [College of Liberal Arts and Sciences](#) section for additional degree requirements and college academic policies.

Course List	
<b>Summary of Requirements</b>	
Major Requirements	35-36
General Education and Electives to reach minimum Total Hours	84-85
<b>Total Hours</b>	<b>120</b>

3. You will be shown the following pop-up window. Select the line to be edited and enter edits in the fields provided. **Note:** Total Hours is automatically calculated by Courseleaf. If a requirement has a range of hours (35-36 for example), you may need to specify which number should be included in the total hours with a colon (e.g., 35-36:36 will add 36 hours to the total hours). Using the colon function allows the catalog to display the correct hours required for the degree, rather than a range.



The screenshot shows a 'Course List' pop-up window. On the right, a 'Summary of Requirements' table is displayed with 'Major Requirements' selected. Below the table are input fields for 'Comment', 'Sequence', 'Cross Reference', 'Or Class', 'Hours', and 'Footnote'. The 'Hours' field contains '35-36:36'. At the bottom right, there are 'Move Up' and 'Move Down' buttons. A 'Sum Hours' checkbox is checked. At the bottom of the window are 'OK' and 'Cancel' buttons. Annotations with arrows point to the 'Sum Hours' checkbox, the 'Major Requirements' row, the 'Hours' field, and the 'Add Comment Entry' button.

When checked, Courseleaf auto-calculates Total Hours.

Select the line to be edited.

For entries with a range of hours, use a colon to specify which number should be included in the Total Hours. (35-36:36 will add 36 to the Total Hours).

Add new lines using the "Add Comment Entry" button.

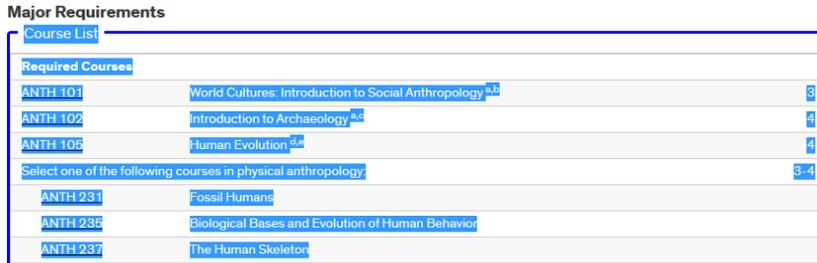
# Editing Course Lists

**\*\* Please note: Course descriptions cannot be edited through Courseleaf. Please use CRS for changes to courses.**

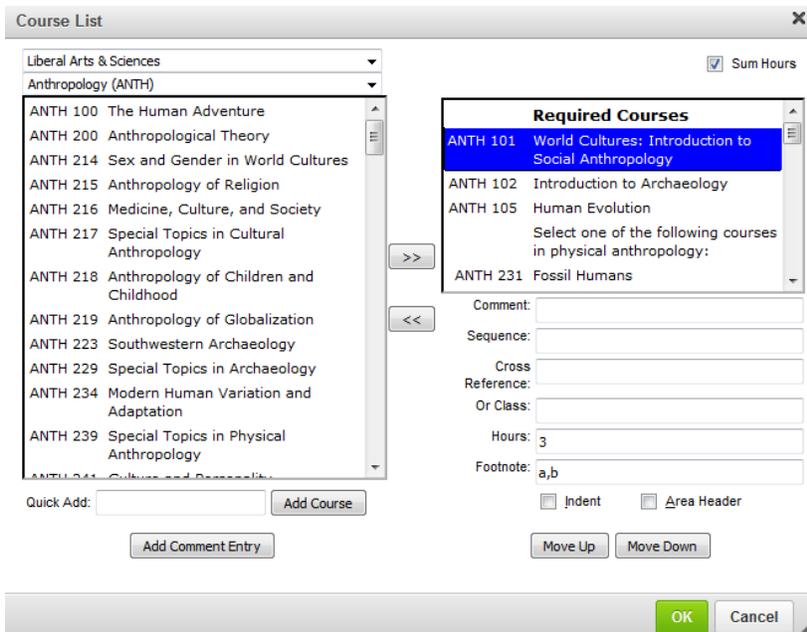
1. Click the **Page Body** icon.



2. Double click the content within the blue border.



3. You will be shown the following pop-up screen. The Course List content is displayed in the upper right box and can be edited using the fields below it. The left column displays the courses by rubric.



3. **Adding a course** — *Option 1)* Enter the course in the Quick Add box and click **Add Course**. *Option 2)* Select the course from the box in the left column and click the >> button. Use the Move Up/Move Down buttons to place it in the correct order.
4. **Deleting a course** — Select the course and click the << button to remove it from the Course List.
5. **Adding and editing selectives/electives** — Click the **Add Comment Entry** button and enter the appropriate language (e.g. Select two of the following:) in the pop-up field provided. Add the total hours for the group of electives/selectives in Hours field. Next, add the courses and check the indent button for each course. The Indent button not only indents the text, but it also causes the hours to not be counted twice in the total hours.

# Course List Fields

**<< Button**  
Select course and click the << button to remove course or comment from list.

**Sum Hours**  
When checked, the Total Hours are auto-calculated and displayed.

**Comment**  
Text entered in the comment field is displayed in parentheses after selected course.

**Sequence**  
Used for required course sequences (e.g., CHEM 122 & CHEM 123). The next course in the sequence should be entered here. Multiple courses can be sequenced together with a comma or ampersand (&) between course codes.

**Cross Reference**  
Used to display both course names for a cross-listed course. (e.g. ANTH 275/LALS 255).

**Or Class**  
This field allows an editor to specify that a student must take one course or another. To add multiple courses, enter in the courses separated with a comma. If there are more than three classes to be listed as an Or Class, it is recommended to use a series of Indented courses with a comment entry at the beginning of the indented series, such as "Select one of the following".

**Hours**  
This field is automatically populated when a course is inserted into the course list, however editors have the

**Footnote**  
Enter the letter of the footnote associated with the course. The text will be added to the Footnote table

**Rubrics**  
Select College and Department to display rubrics of courses. To add courses, select course and click the >> button.

The screenshot shows a 'Course List' window with a dropdown menu for 'Liberal Arts & Sciences' and 'Anthropology (ANTH)'. Below this is a list of courses including ANTH 100 through ANTH 239. To the right is a 'Required Courses' editor with a list of selected courses: ANTH 101 (highlighted), ANTH 102, ANTH 105, and ANTH 231. Below the list are fields for 'Comment', 'Sequence', 'Cross Reference', 'Or Class', 'Hours' (set to 3), and 'Footnote' (set to a,b). There are also checkboxes for 'Indent' and 'Area Header', and 'Move Up' and 'Move Down' buttons. At the bottom are 'OK' and 'Cancel' buttons.

**Quick Add**  
Enter the course number in the box and click the Add Course button to add a course to the list.

**Add Comment Entry**  
The Add Comment Entry button allows editors to add a new line of text to the Course List. For example, if this button would be used to add a line such as "Four additional courses, at least two at the 300-level".

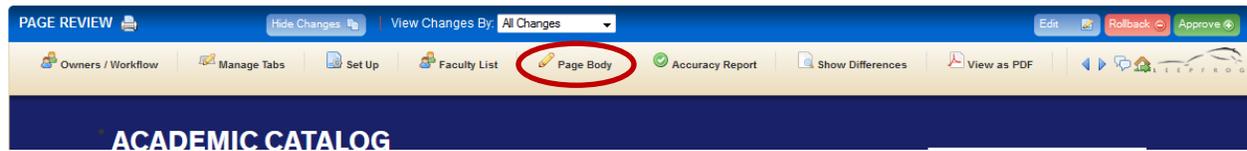
**Indent**  
Checking the Indent box will create a left margin moving the course visually to the right. Hours are not displayed on indented courses. Courses listed under a comment such as "Select one of the following" should always be indented.

**Area Header**  
Checking this box will make the selected course or comment larger and bolder.

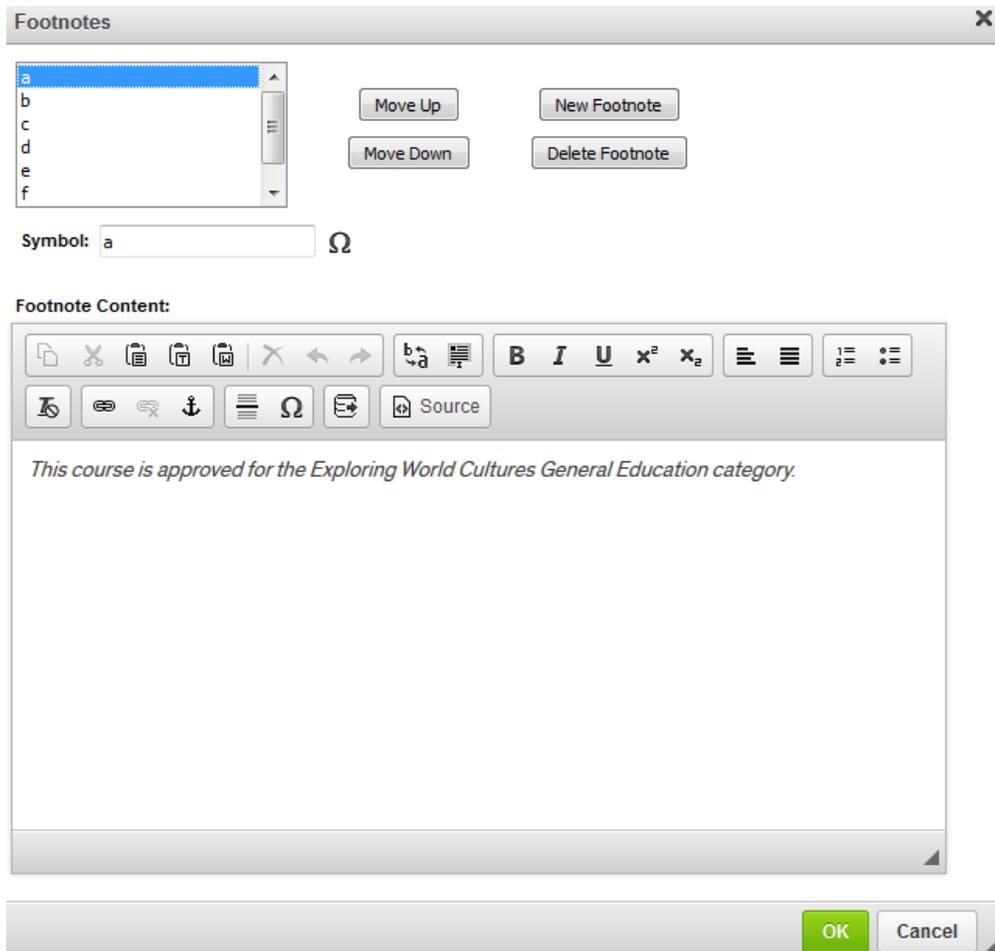
**Move Up/Move Down**  
Used to change the order of courses and comments on Course List.

## Editing Footnotes

1. Click the **Page Body** icon.



2. **Double-click the content within the blue border.** You will be given the pop-up screen shown below with the footnotes that are currently in the table.
3. Click the letter of the footnote and enter edits in the content box.
4. Use the New Footnote and Delete Footnote buttons to add/delete footnotes and the Move Up and Move Down buttons to arrange the order of footnotes.
5. Click the green **OK** button, then click **OK** on the Page Body editor screen to save changes.



## Editing Plan of Study Grids

1. Click the **Page Body** icon.
2. Double-click the content within the blue border of the Plan of Study Grid. You will be given a pop-up screen with fields that can be edited.
3. Using the pull down menus, select the **Year** and **Term** for the semester you wish to edit.
4. Add and delete courses using the Quick Add tool or using the >> and << buttons.
5. When entering a requirement in the Comment field (e.g. General Education Requirement) the Hours field must be entered manually.
6. The semester hour totals and Total Hours displayed in the catalog are automatically calculated by Courseleaf.
7. Click the green **OK** button, and then the **OK** button in the Page Body editor to save changes.

Plan of Study Grid

Select College...

Sum: 120

Year: First Year

Term: Fall Semester

ENGL 160 Academic Writing I: Writing in Academic and Public Contexts

ANTH 101 World Cultures: Introduction to Social Anthropology

Foreign Language

General Education Requirement course

General Education Requirement course

Comment:

Sequence:

Or Class:

Hours: 3

Footnote:

Indent

Move Up Move Down

Quick Add: Add Course

Add Comment Entry

OK Cancel