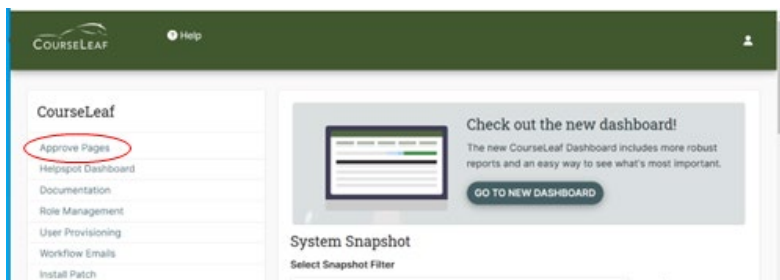# Instructions for Accessing and Approving Pages in CourseLeaf

1. Navigate to the Catalog Console using the link sent via email.
2. Log in using your Net ID and password.

3. If you don't have a link, go to nextcatalog.uic.edu/courseleaf. Log in and click **Approve Pages**.

4. Select the correct role (i.e. UCAT Biology Dept) from the Pages drop-down menu. A list of the pages ready for review will populate the Page box. *Note: Click the refresh icon if the list doesn't contain an expected page.*

5. Select a page to edit and review content in the Page Review area on the right side of the screen. To view changes made by prior editors, **c**lick 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 like Track Changes in MS Word. Click **HIDE CHANGES** to view the document as is without markup.

6. Choose one of the following actions on the page: **Edit** 🖉 **Rollback** ↺ or **Approve**.
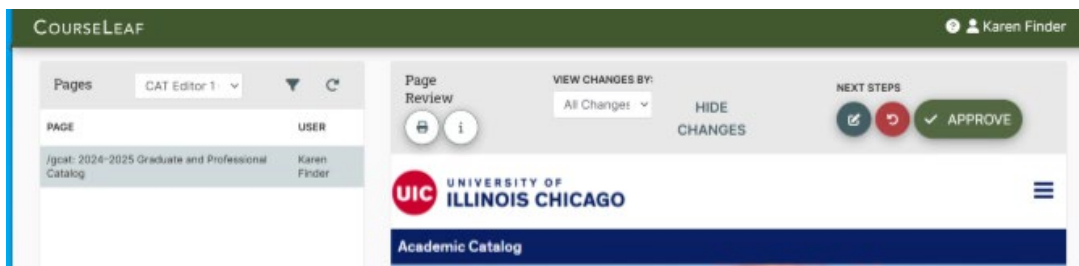
• **Edit**—Click **Edit** to make changes to the page. This will produce a tool bar at the top of the Page Review window. See the *Editing Guide* below for instructions on editing content. Once edits are complete, click **Approve** to send the page to the next step in workflow.

• **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.

Guide to Editing Sections

Please note: All changes to admission and degree requirements must be approved by campus governance before they can be added to the catalog.

- Editing General Content
- Editing Summary of Requirements
- Editing Course Lists
- Editing Footnotes
- Editing Plan of Study Grids

Editing General Content

1. To make edits to a page, click the edit icon ⊘ on the Page Review screen. The editing tool bar shown below will open.

2. Click the **Page Body** icon on the editing toolbar.
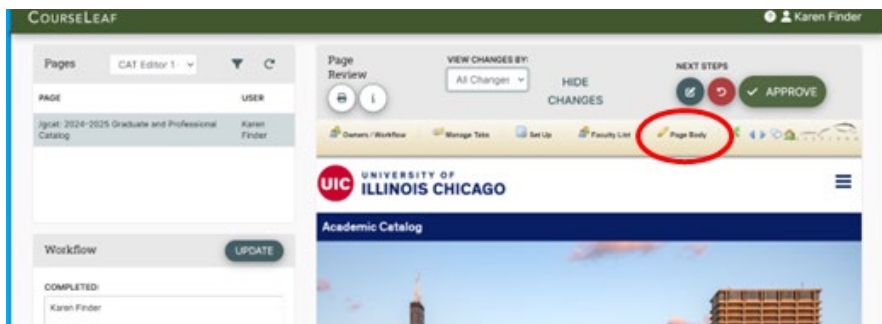
3. You will be given a pop-up screen (shown below) with the content on the page with an editing toolbar. After you finish making edits, click the green OK button to save your changes.
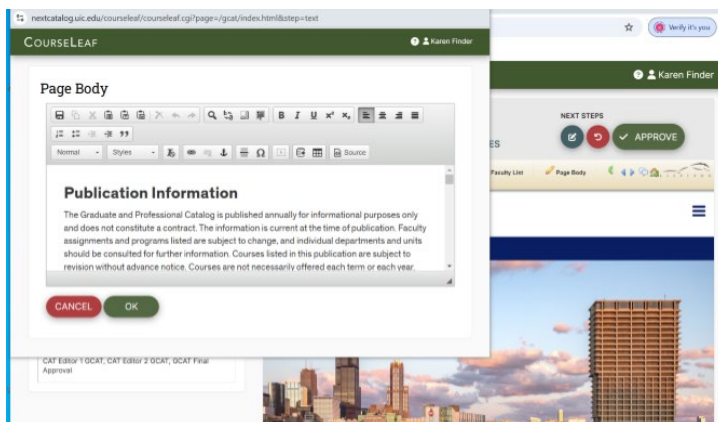
4. Click the green Approve Button to send the page to the next person in workflow.

Editing Summary of Requirements (for Undergraduate Catalog)

1. Click the **Page Body** icon. A pop-up window with the editing interface will appear.

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 ───

Summary of Requirements

Major Requirements	35-36
General Education and Electives to reach minimum Total Hours	84-85
Total Hours	**120**

└───

3. You will be shown the following pop-up window. Select the line to be edited and enter edits in the fields provided. The total hours displayed on the catalog page are auto calculated by CourseLeaf.

Course List

Select College...

Summary of Requirements
Major Requirements
General Education and Electives to reach minimum Total Hours

Comment: Major Requirements
Sequence:
Cross Reference:
Or Class:
Hours: 35-36:36
Footnote:

☐ Indent   ☐ Area Header

Quick Add: Add Course

Add Comment Entry   Move Up   Move Down

OK   Cancel

> 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

NOTE: Course descriptions cannot be edited through CourseLeaf. Please use CRS for changes to course descriptions.

1. Click the **Page Body** icon. A pop-up window with the editing interface will appear.
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.

Descriptions of Course List Fields

Descriptions

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

❷ >> and << Buttons
Use these buttons to add or remove entries from the course list.

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

❹ 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 text such as "Four additional courses, at least two at the 300-level".

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

❻ Fields
(See descriptions to the left)

❼ 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.

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

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

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❻ Fields

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.

Hours
This field is automatically populated when a course is inserted into the course list.

Footnote
Enter the letter of the footnote associated with the course. The text will be added to the Footnote table displayed after the Course List.

Editing Footnotes

1. Click the **Page Body** icon. A pop-up window with the editing interface will appear.
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.
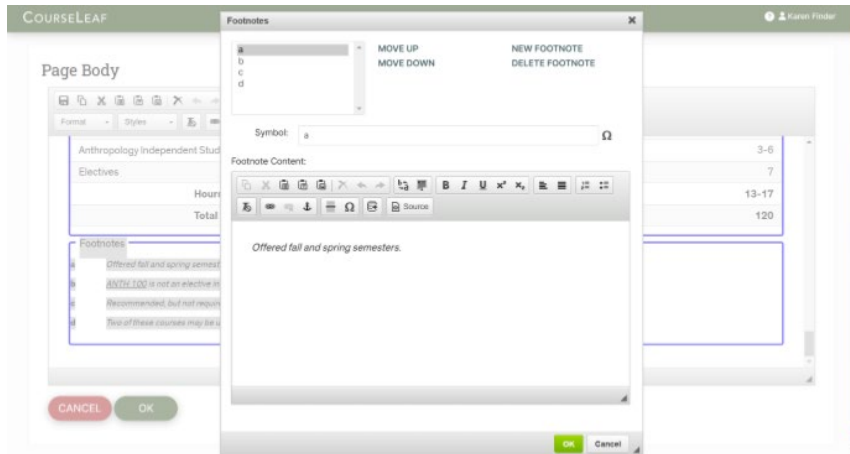
Editing Plan of Study Grids (Undergraduate Catalog)

1. Click the **Page Body** icon. A pop-up window with the editing interface will appear.
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.