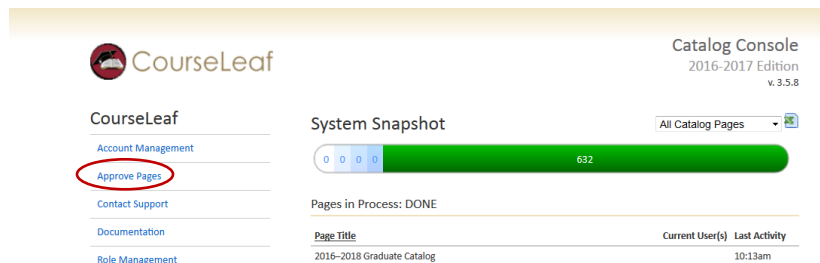
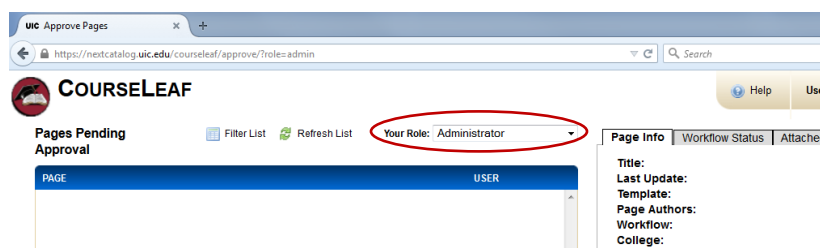


Graduate Catalog - Instructions for Editing in Courseleaf

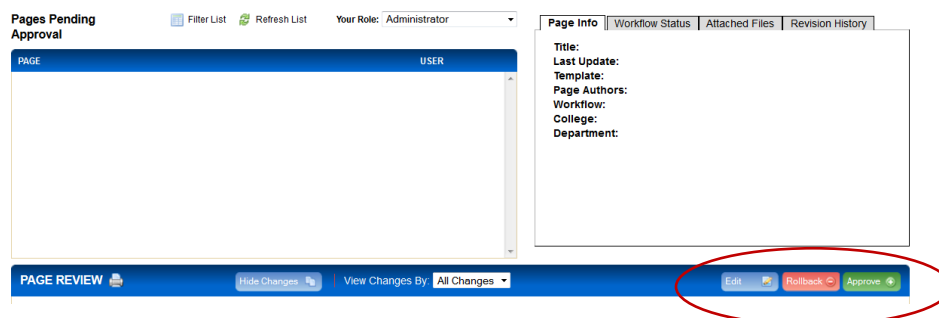
1. Navigate to the Catalog Console through the "Page Approval" link sent via email or at nextcatalog.uic.edu/courseleaf
2. Log in using your Net ID and password.
3. Under "Courseleaf" in the left hand navigation, click **Approve Pages**.



4. Click the **Your Role** drop down menu at the top of the page and select the correct role (i.e. GCAT Biology). A list of pages assigned to that role and ready for review will populate. *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**.



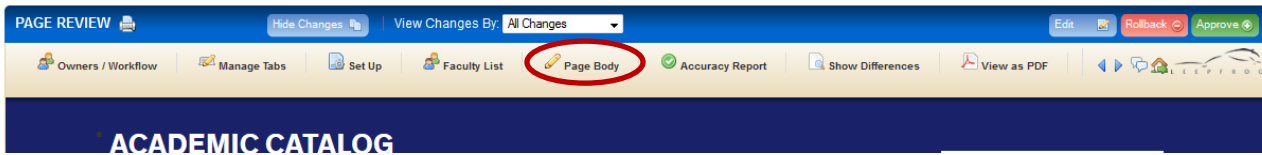
- **Edit**—Click **Edit** to make changes to the page. This will produce a tool bar at the top of the Page Review window. See the *Editing Guide* for instructions on editing contact information, course lists, plans of study, and other content. Once edits are complete, click **Approve** to send the page 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 for re-edits.
- **Approve**—Click **Approve** to send the page to the next step in workflow if you have no changes.

Editing Guide

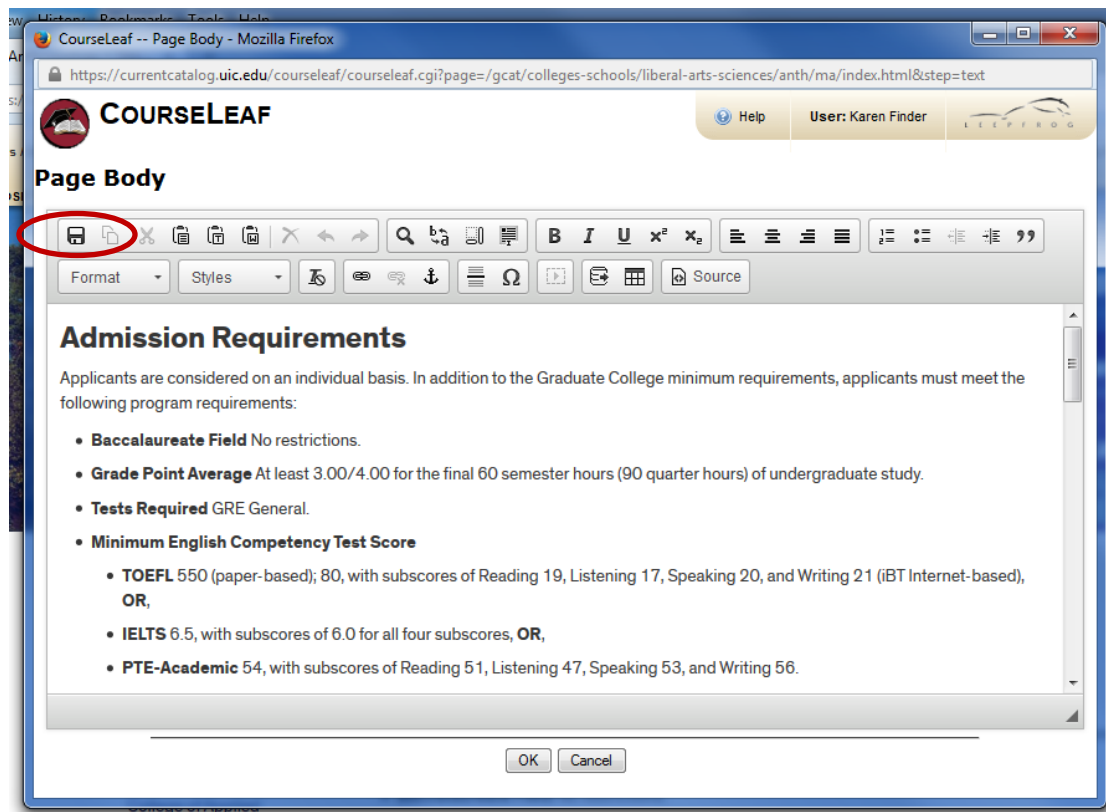
- [Editing General Content](#)
- [Editing Contact Information](#)
- [Editing Course Lists](#)
- [Editing Footnotes](#)

Editing 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.

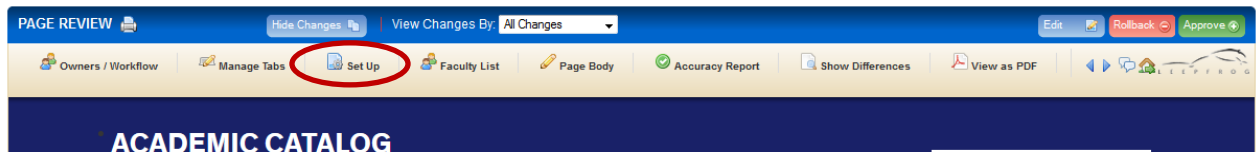


3. You will be given a pop up screen (shown below) with the content on the page with an editing toolbar. The Page Body editor works like a standard word processor.
4. After you finish making edits, either click the **SAVE** button (the disk symbol on the left) to save your changes or the green **APPROVE**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



Editing Contact Information

1. To edit contact information, click the **Set Up** icon on the toolbar.



2. You will be given a pop up screen (shown below) with the contact information currently on the page.
3. Make edits and click **OK** to save changes.

A screenshot of the 'Set Up' form in CourseLeaf, titled 'Set Up - Mozilla Firefox'. The form is for the 'Anthropology' department. It includes fields for 'College' (Liberal Arts & Sciences), 'Department' (Anthropology (ANTH)), 'Page Description', 'Keywords', 'Contact Fields' (Mailing Address, Contact Information, Department Phone, Department Website, Department Email), 'Administration' (Head of the Department, Director of Graduate Studies), 'Program Codes' (20FS0340MA (MA), 20FS0340PHD (PhD)), and 'Special Content' (Course Inventory). The 'Set Up' icon from the previous screenshot is circled in red. The form has 'OK' and 'Cancel' buttons at the bottom.

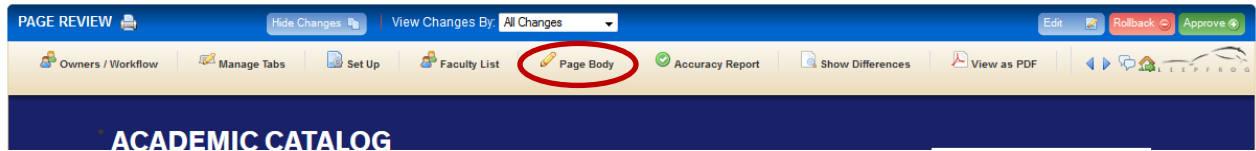
Use http:// when entering URLs. Courseleaf will automatically create hyperlinks.

Separate multiple email addresses with commas.

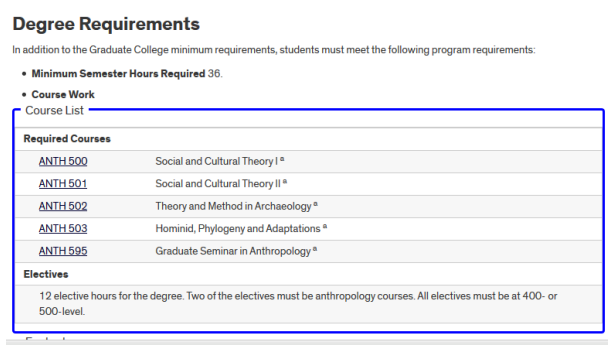
Editing Course Lists

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

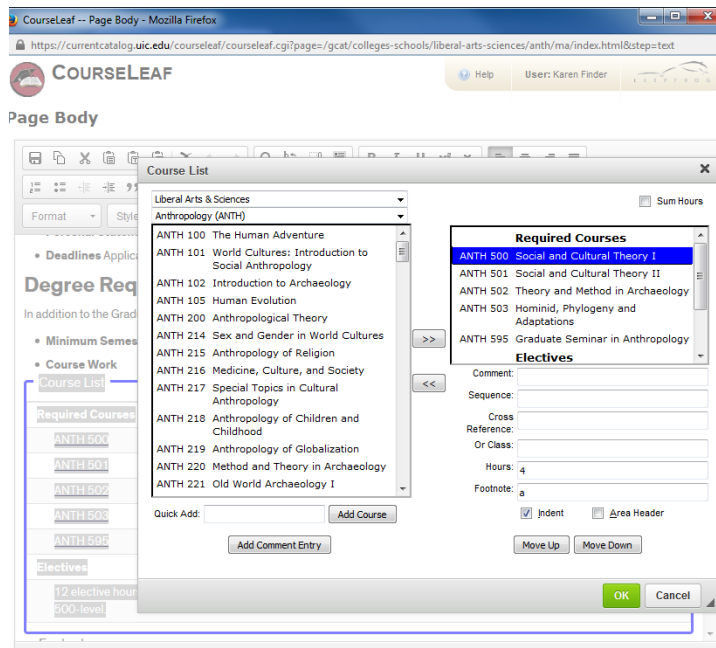
1. Click the **Page Body** icon.



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 in a rubric and can be used to add courses to the Course List.



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 to add the course. 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.

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

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

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.

Course List

Liberal Arts & Sciences
Anthropology (ANTH)

ANTH 100 The Human Adventure
ANTH 200 Anthropological Theory
ANTH 214 Sex and Gender in World Cultures
ANTH 215 Anthropology of Religion
ANTH 216 Medicine, Culture, and Society
ANTH 217 Special Topics in Cultural Anthropology
ANTH 218 Anthropology of Children and Childhood
ANTH 219 Anthropology of Globalization
ANTH 223 Southwestern Archaeology
ANTH 229 Special Topics in Archaeology
ANTH 234 Modern Human Variation and Adaptation
ANTH 239 Special Topics in Physical Anthropology
ANTH 241 Culture and Personality

Quick Add: Add Course

Add Comment Entry

Required Courses

ANTH 101 World Cultures: Introduction to Social Anthropology
ANTH 102 Introduction to Archaeology
ANTH 105 Human Evolution
Select one of the following courses in physical anthropology:
ANTH 231 Fossil Humans

Comment:
Sequence:
Cross Reference:
Or Class:
Hours: 3
Footnote: a,b

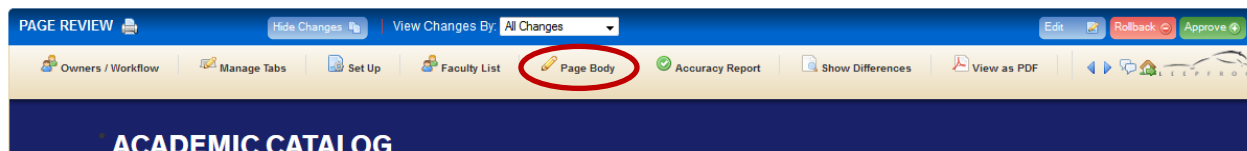
☐ Indent ☐ Area Header

Move Up Move Down

OK Cancel

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.

A screenshot of the 'Footnotes' editor window. It features a list of footnotes on the left, with the first one selected. To the right of the list are buttons for 'Move Up', 'Move Down', 'New Footnote', and 'Delete Footnote'. Below the list is a 'Symbol' field containing the letter 'a' and a 'Footnote Content' text area. The text area contains the following text: 'Candidates must complete ANTH 500, ANTH 501, ANTH 502, and ANTH 503 with grades of B or better and ANTH 593 with an S. Courses must be completed within the first two semesters of the program.' The text is formatted with blue boxes around the course numbers. At the bottom right of the window are 'OK' and 'Cancel' buttons.