COURSELEAF

CATALOG EDITING GUIDE

Tulane

COURSELEAF CAT

Tulane

IMPORTANCE OF THE CATALOG

- The catalog of the University is the document of authority for all students.
- All academic policies and student requirements must be included.

Tulane

CAT OVERVIEW FOR PAGE OWNERS

- Overview
- Page Body Editor
- Help Bubbles
- Links
- Tables
  - Course Lists
  - Plan of Study Grids
- Footnotes
- Start Workflow
- Additional Resources

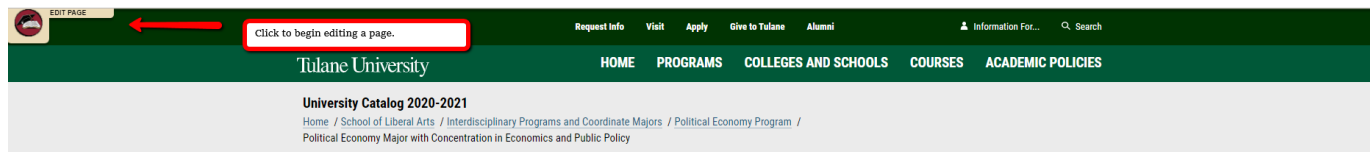SAMPLE URL@tulane.edu

Tulane

ACCESSING THE CATALOG

- Accessing the catalog
  - https://nextcatalog.tulane.edu/
    - Enter your Tulane Credentials
  - Chrome and Firefox are preferred browsers.

- Navigate to a page you own.
  - Click on Programs or Schools to open up the catalog content.

- All users can view the entire catalog while in editing mode but only edit pages assigned to them.

Tulane

NAVIGATION

- There are three ways to navigate through the catalog
  - The Nav Bar
    - Will expand depending on the page to show relationship to other areas in the catalog
  - Breadcrumb Trail
    - The bread crumbs are another way to show relationship to rest of catalog by showing the path taken to get there
    - Allows you to click back to a previous area of the catalog

  - Search Box
    - SiteSearch is the search engine for CourseLeaf CAT. It allows CourseLeaf to direct users to preferred pages by using keywords. Pages that are set up with keywords appear at the top of the search results, allowing CourseLeaf to more directly influence search results.

Tulane

HOW TO OPEN A PAGE FOR EDITING

- To edit a page, click on the Edit Page put in the top left hand corner.

TOOLBARS

TOOLBARS

- Accuracy Report
  - Will identify any errors found on page
    - Courses not found in Banner
    - Course information doesn't match what is in Banner

- Show Differences
  - If any text was deleted and replaced with new text, the old text will still be visible in red with strike through. The new text will be displayed in green

- View as PDF
  - Allows user to export copy of catalog page without unnecessary features on the webpage

Tulane

PRINT OPTIONS

- Users have the ability to download and print the entire catalog, or individuals pages.
- Click Print Options

Tulane
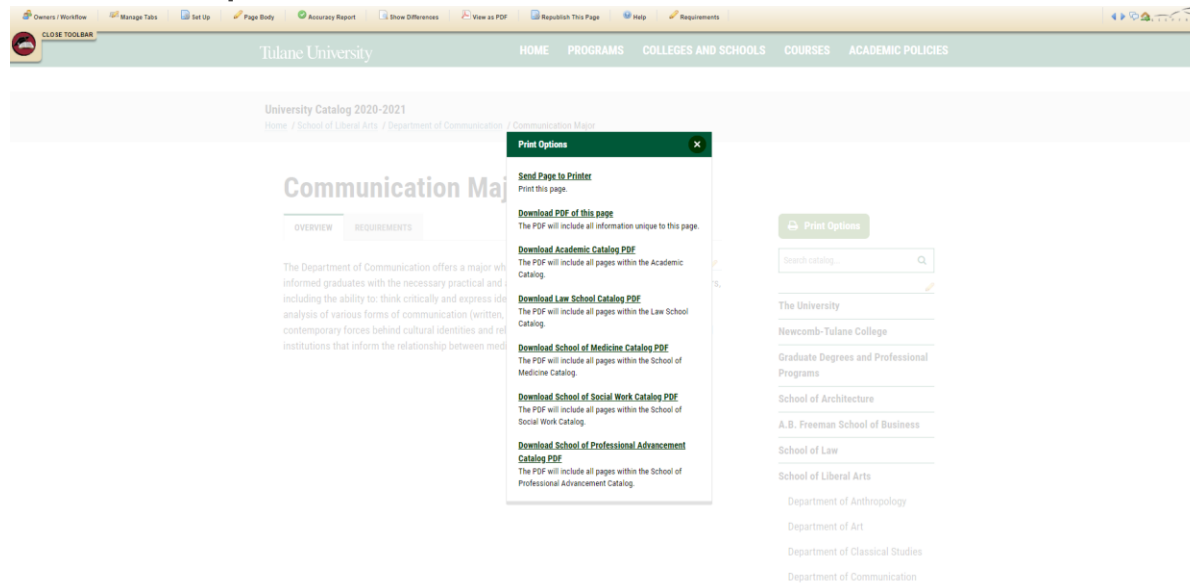
COURSE BUBBLES

- Students read the catalog to find about courses.

- Course bubbles pull directly from Banner.
  - If course description need to be updated, please send the information to the Registrar's Office to update in Banner.

Tulane

HELP BUBBLES

- Every page in the catalog has a help bubble.
- This button will direct you to tutorials and step by step instructions related to the task you are currently working on.
- As a CourseLeaf user, you are also eligible to attend webinars scheduled through Lilypad University.
    - https://help.courseleaf.com/addt-resources/lilypadu/

Tulane

PAGE BODY EDITOR

- Required Tabs
  - Schools
    - Departments
    - Academic Policies
    - Degree Requirements
  - Departments
    - Programs
  - Programs
    - Overview- Information about program and why a student would be interested
    - Requirements- **ALL** requirements to complete the major and/or earn degree.

***Hyperlinking any of this information to websites outside of the catalog is not acceptable.

Tulane

PAGE BODY EDITOR

- To edit the overview, click Edit "Page Body"

Tulane

PAGE BODY EDITOR (CONT.)

- Styling tools
- Paragraph alignment
- List and bullet icons
- Headers
  - Start at H2. If using subheadings, continue with H3, then H4, and so forth.

Tulane

PAGE BODY EDITOR (CONT.)

- If copying text, paste into Notepad to remove any formatting before using paste feature.
- Don't forget about the Help Bubble!

Tulane

SAVING

- You can save two ways:
  - Click to Save button in the toolbar
  - Click Ok.

Tulane

HOW TO CREATE LINKS

- Open the toolbar

- Open the page body editor for the page you want to work on

- Highlight the text or image that is desired to be turned into a hypertext link

- Click the Insert/Edit Link button

- Type the destination web address into the text box labeled **URL**
  - To link to a website or another page outside of the catalog, simply type http://somepage.com. *For example: http://google.com*
  - For links to pages within the catalog, use the relative url by entering the portion of the URL following .com or .edu. *For example, to link to this page a user would enter:/cat/page-body/links*

- To open the link in a new window, click the check box next to Open in a New Window

- Click OK

- Click OK on the Page Body Editor to save your changes

Tulane

HOW TO LINK TO AN EMAIL ADDRESS

- Open the toolbar

- Open the page body editor for the page you want to work on

- Highlight the text or image that is desired to be turned into a hypertext link

- Click the Insert/Edit Link button

- Type mailto: into the text box labeled **URL**

- Immediately following mailto: type the email address with no spaces. *For example, mailto:department@tulane.edu*

- Click OK

- Click OK on the Page Body Editor to save your changes

- **Note:** Using a mailto: link will open a blank email addressed to the linked address in the user's default mail client when the user clicks the hyperlink

Tulane

INLINE COURSE

- Click Edit Page
- Click Page Body or the pencil icon corresponding to the tab on which you want to insert the inline course
- Click Insert/Edit Database Field or press Ctrl+D (as to link the course code back to the source
- Type in the Course or select the school and subject. Click Ok
- ***Note:*** *If the course code does not link back to the source, a red box will appear around the course. Check to make sure the correct course code has been entered which may be case and/or spacing sensitive.*

Tulane

COURSE LISTS

- Click on Edit Requirements
- If a course lists exists, double click inside blue area to open to begin editing.
- To create a course list, click on Insert Formatted Table. Select Course List. Press Ok.
- Begin selecting courses by choosing School/subject or the Quick Add field.
- Click >> to move to course list. Click << to move out.

Note- If you indent courses, the credits will not sum.

Tulane

COMMENT ENTRY

- To make headers or separate groups of requirements, click Add Comment Entry

- To Bold, click Area Header.

- Move up or down in course list with arrows.

Tulane

PLAN OF STUDY

- Click Edit Page
- Open the page body editor
- Place cursor in page body where you would like to insert the Plan of Study Grid in the Page Body
- Click Insert/Edit Formatted Table
- Select Plan of Study Grid from the drop down menu
- Enter the course information. Begin with Year 1 and desired Term.
- Click OK to save your table
- Click OK to save your changes

Tulane

FOOTNOTES

- Create a course list or plan grid or open the table editor
- Click on the course that should have the indicator
- Enter the indicator in the footnote field
- Click OK to save the table
- Click OK to save the page

Tulane

FOOTNOTES

- Place cursor in the page body where the footnote table is to be placed
- Click Insert/Edit Formatted Table
- Select Footnotes from the drop-down menu and click OK
- In the Footnotes editor, click New Footnote.
- Enter the footnote symbol
- Enter the footnote content
- Repeat to add more footnotes as necessary
- Click OK to save the table
- Click OK to save the page

START WORKFLOW

Press The Green Button To Send The Page For Approval (bottom right).

ADDITIONAL RESOURCES

- https://help.courseleaf.com/cat/

- https://registrar.tulane.edu/faculty-staff-resources

Tulane

https://registrar.tulane.edu/

Tulane

Tulane