



COURSELEAF

CATALOG EDITING
GUIDE

Tulane



COURSELEAF CAT

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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.

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

ACCESSING THE CATALOG

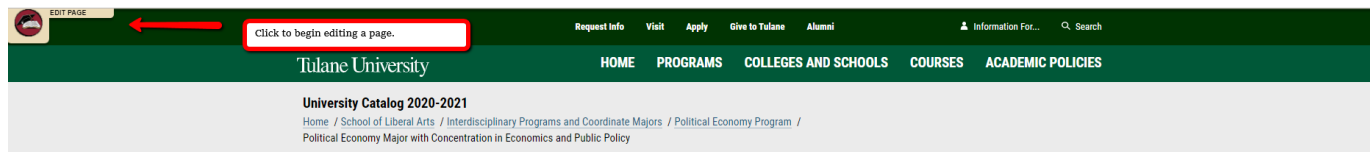
- Accessing the catalog
 - <https://nextcatalog.tulane.edu/>
 - Enter your Tulane Credentials
 - Chrome and Firefox are preferred browsers.
- Navigate to a page you own.
 - Click on Programs or Schools to open up the catalog content.
- All users can view the entire catalog while in editing mode but only edit pages assigned to them.

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.

HOW TO OPEN A PAGE FOR EDITING

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



Political Economy Major with Concentration in Economics and Public Policy

OVERVIEW REQUIREMENTS

Tulane University's most popular and acclaimed multidisciplinary major, the Political Economy major aims to promote sustained reflection on the multiple connections between political and economic activities and institutions.

The Political Economy major supports and promotes Tulane University's mission to create, communicate and conserve knowledge in order to enrich the capacity of individuals, organizations and communities to think, to learn, to act and to lead with integrity and wisdom.

The political economy major aims to promote sustained reflection on the interrelations of political and economic activities and institutions. It provides undergraduate students with the basic skills of economic analysis. The major is also based firmly on the view that the study of the interrelations of politics and economics has a rich humanistic tradition and that its pursuit can encourage sustained reflection on fundamental values. Political economy is a multidisciplinary major built on a core of eight required courses and five elective courses drawn from economics, political science, history and philosophy.

This major is designed to avoid the sometimes excessive specialization that characterizes more traditional undergraduate majors. While providing students basic skills of economic analysis, the political economy major at Tulane is distinctively based on the view that technical economic analysis

Print Options

Search catalog...

The University

Newcomb-Tulane College

Graduate Degrees and Professional Programs

School of Architecture

A.B. Freeman School of Business

School of Law

School of Liberal Arts

Department of Anthropology

Department of Art

Department of Classical Studies

TOOLBARS

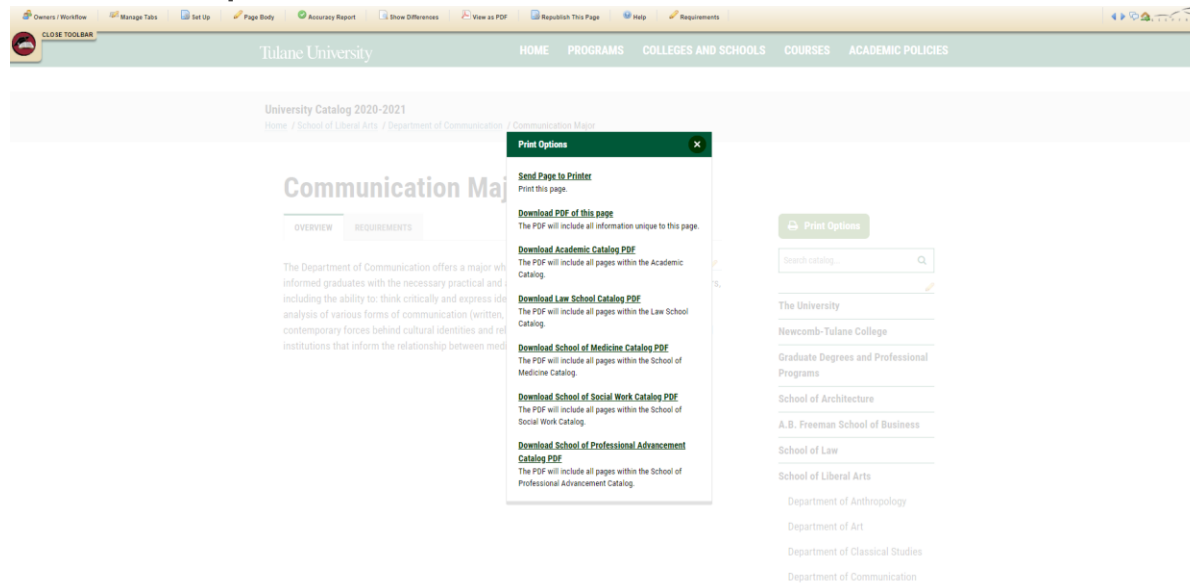
The image shows a screenshot of a web page editor interface. At the top, a toolbar contains various icons and labels: Owners / Workflow, Manage Tabs, Set Up, Page Body, Accuracy Report, Show Differences, View as PDF, Republish This Page, Help, and Requirements. A red box highlights the 'Page Body' icon, and a red arrow points from it to a message box that says 'Page edit tools available to end users.' Below the toolbar is a navigation menu with links for HOME, PROGRAMS, COLLEGES AND SCHOOLS, COURSES, and ACADEMIC POLICIES. The main content area features a header for 'University Catalog 2020-2021' and a breadcrumb trail: Home / School of Liberal Arts / Interdisciplinary Programs and Coordinate Majors / Political Economy Program / Political Economy Major with Concentration in Economics and Public Policy. The main heading is 'Political Economy Major with Concentration in Economics and Public Policy'. Below the heading are two tabs: 'OVERVIEW' and 'REQUIREMENTS'. The 'OVERVIEW' tab is active, showing a text block with an 'Edit Page Body' link and a timestamp 'Last Edited: Jan 15, 2019 11:29am'. To the right of the text is a 'Print Options' button and a search bar. Below the search bar is a list of navigation links: The University, Newcomb-Tulane College, Graduate Degrees and Professional Programs, School of Architecture, A.B. Freeman School of Business, School of Law, and School of Liberal Arts. At the bottom of the page, a footer contains user information: 'You are logged in as Traci Rees. Log Out', 'Translations: None', 'Page Owner(s): The Murphy Institute', and 'Workflow: School of Liberal Arts- Dean's Office, Catalog Editor'. A red box highlights the 'Page Owner is lister. Workflow of each page is identified.' message. Another red box highlights the 'Page Status: Done Last Edited: 01/28/18 by John Howard' message, with a red arrow pointing to it from a 'Page Status.' label above.

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

PRINT OPTIONS

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



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.

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/>

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.

PAGE BODY EDITOR

- To edit the overview, click Edit “Page Body”

Homeland Security Major

OVERVIEW

REQUIREMENTS

The Bachelor of Arts in Homeland Security Studies program covers a broad range of topics, from homeland security and border protections to emergency management, counterterrorism, and critical infrastructure protection. This unique program offers a practical and hands-on curriculum led by leaders in the industry.

[Edit "Page Body"](#) 

The School of Professional Advancement awards the Bachelor of Arts in Homeland Security Studies degree following the successful completion of 120 credits, including 30 credits in the major.

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.

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!

SAVING

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

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

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

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.*

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.

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.

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

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

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

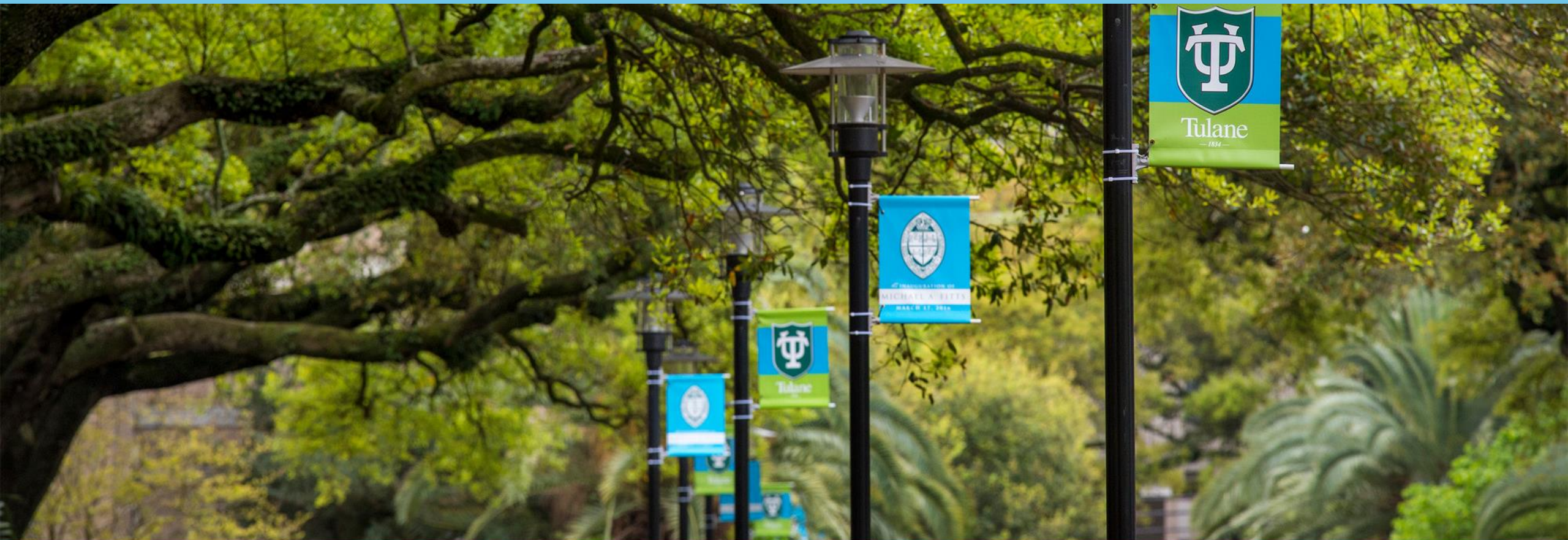
Press The Green Button To Send The Page For Approval (bottom right).

The screenshot shows the Tulane University catalog editor interface. At the top, there is a navigation bar with the Tulane University logo and menu items: HOME, PROGRAMS, COLLEGES AND SCHOOLS, COURSES, and ACADEMIC POLICIES. Below this is a breadcrumb trail: Home / Course Descriptions / Biology (PABI). The main content area displays the course title "Biology (PABI)" and a description for "PABI 1200 Humanistic Biology (3)". To the right of the description is an "Edit Page Body" link. Further right is a "Print Options" button and a search bar. Below the search bar is a list of navigation links: The University, Newcomb-Tulane College, Graduate Degrees and Professional Programs, School of Architecture, and A.B. Freeman School of Business. At the bottom right of the page, there is a green "Start Workflow" button. A large green arrow points to this button, and a tooltip above it reads: "When you are done working, click the 'Start Workflow' button to submit your page for review to go live." The bottom status bar shows the user is logged in as Traci Rees, with page status "Editing" and last edited on 09/27/19. The Windows taskbar at the bottom shows the time as 11:15 AM.

ADDITIONAL RESOURCES

- <https://help.courseleaf.com/cat/>
- <https://registrar.tulane.edu/faculty-staff-resources>

<https://registrar.tulane.edu/>



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