

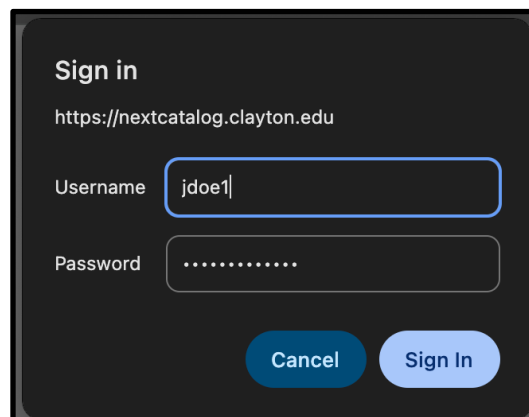
# CourseLeaf CAT Guide:

## Step-by-Step Guide to Editing the Academic Catalog

The **CourseLeaf CAT (Catalog Management System)** is used to manage and update the academic catalog at Clayton State University.

### Accessing CourseLeaf CAT

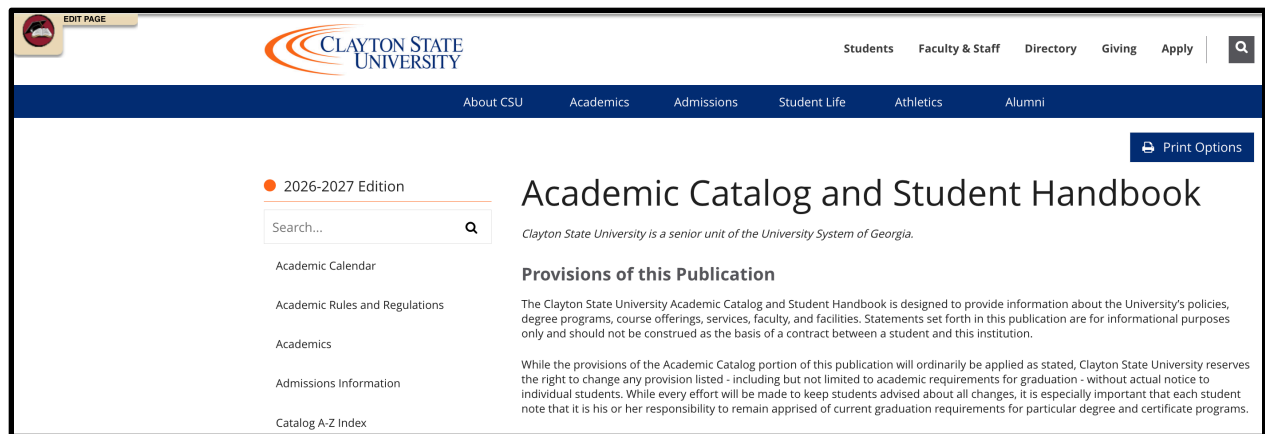
1. Go to the to the CourseLeaf CAT login page:  
<https://nextcatalog.clayton.edu>
2. Enter your **CSU username and password** (the same credentials you use for outlook).
3. Click **“Sign In.”**

A screenshot of the CourseLeaf CAT login portal. The interface is dark-themed. At the top, it says "Sign in" followed by the URL "https://nextcatalog.clayton.edu". Below this are two input fields: "Username" with the text "jdoe1" and "Password" with a masked password ".....". At the bottom right, there are two buttons: a dark blue "Cancel" button and a light blue "Sign In" button.

*(The login portal)*

**If you are unable to log in or do not have access:**

Contact **CELT@clayton.edu** to request access.



*(The catalog homepage)*

## Understanding User Roles and Permissions

Each user is assigned a **role** that determines their level of access.

- **Editor**  
Can edit catalog pages within their assigned department or area.
- **Reviewer/Approver**  
Reviews proposed edits and either approves or returns them for revision.
- **Admin**  
Has full system access, including page creation, user management, and global settings.

## Editing the Catalog Page

CourseLeaf CAT allows authorized users to directly edit catalog pages through a web based interface. This allows for the catalog content to be updated accurately and efficiently.

### Steps to Edit a Catalog Page

1. **Access the Catalog Page:**
  - Log into **CourseLeaf CAT** and use the **Search Box** or navigation menu to locate the page you wish to edit.

● 2026-2027 Edition

Search...

Q

Academic Calendar

Academic Rules and Regulations

Academics

Admissions Information

Catalog A-Z Index

Catalog Archive

Catalog Contents

Courses

Search Courses

Degree Programs

Financial Information

General Information

Graduation Requirements

Student Handbook

## 2. Open the Page for Editing:

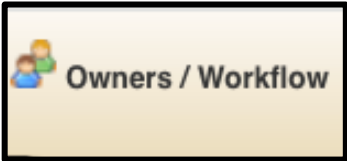
- Once you have made it to the desired page appears, click the **“Edit Page”** button at the top left corner.



## Editing Toolbar Overview

When you open a catalog page in **Edit Mode**, CourseLeaf displays an editing toolbar at the top of the page. Each tool provides specific functionality to help you manage content, workflow, formatting, and page accuracy. Below is a description of each item:

### Owner/Workflow



This button displays the users who own the page and are responsible for making changes and who is included in the workflow.

- **Allows you to view, add or remove page owners:** Lets you see who currently owns the page and gives you the option to assign or remove individuals who can edit or manage the page.
- **Allows you to view, add or remove workflow participants:** Shows all current reviewers and approvers in the workflow and provides the ability to add or remove participants as needed before the page is submitted into the workflow.

Owners / Workflow

Add a user

Remove a user

Move the position up

Move the position down

Owners:

ID	Name
----	------

Workflow:

ID	Name
----	------

OK

Cancel

## Manage Tabs *(Administrators ONLY)*

If you need a new tab added, please reach out to **CELT@clayton.edu** for assistance.



Opens the tab editor for the current catalog page.

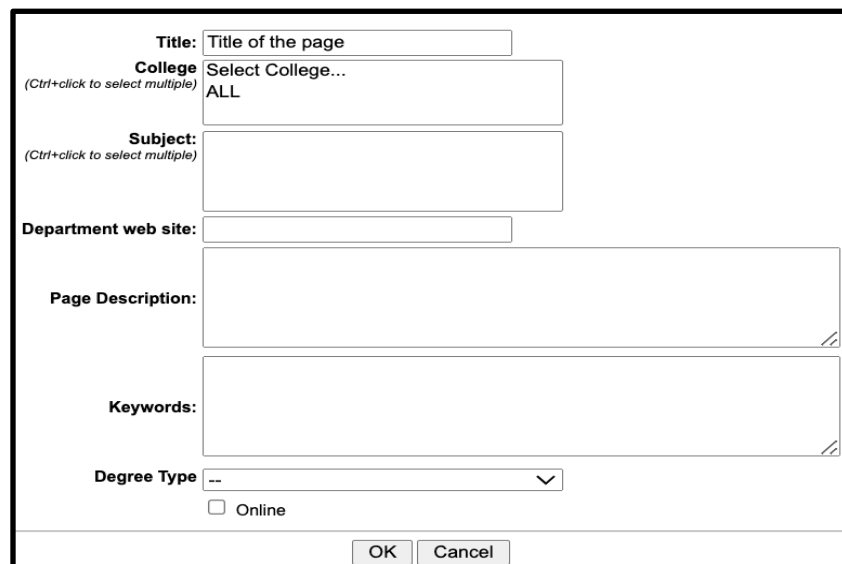
- Allows you to **add**, **rename**, **reorder**, or **delete** tabs.
- Helps organize long pages by separating content into labeled sections.
- Any tab changes must be saved before leaving the page.

## Set Up



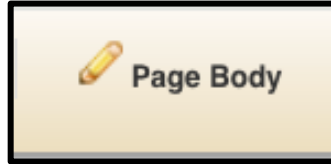
Controls page-level settings and configuration options.

- Displays technical details such as page path, metadata, and template settings.
- Usually managed by catalog administrators, but available for viewing to editors.

A dialog box with a white background and a black border. It contains several form fields and a checkbox. At the bottom are "OK" and "Cancel" buttons.

<b>Title:</b>	<input type="text" value="Title of the page"/>
<b>College</b> <small>(Ctrl+click to select multiple)</small>	<input type="text" value="Select College..."/> <input type="text" value="ALL"/>
<b>Subject:</b> <small>(Ctrl+click to select multiple)</small>	<input type="text"/>
<b>Department web site:</b>	<input type="text"/>
<b>Page Description:</b>	<input type="text"/>
<b>Keywords:</b>	<input type="text"/>
<b>Degree Type</b>	<input type="text" value="--"/>
<input type="checkbox"/> Online	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

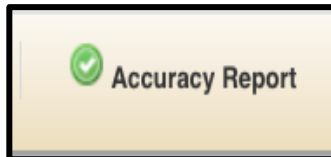
## Page Body



Shows the content area of the catalog page where all text, lists, tables, and curriculum items are stored.

- Clicking this button brings focus directly to the editable content area.
- This is where you add or edit program descriptions, requirements, learning outcomes, etc.

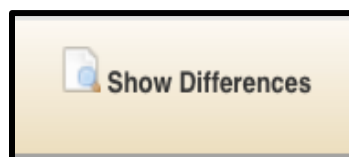
## Accuracy Report



Helps ensure the page meets catalog standards before submitting it through workflow. Runs a system generated report to check for:

- Broken links
- Incorrect course references
- Missing course descriptions
- Catalog errors or inconsistencies

## Show Difference



Displays the changes made to the page compared to the previously saved or published version.

- **Red text** shows deleted content.
- **Green text** shows new or modified content.

## Accessibility



Runs an accessibility check on the page content.

- Flags issues such as missing alt text, heading order errors, or contrast issues.
- Ensures the catalog meets accessibility and ADA compliance standards.

## View as PDF



Generates a PDF version of the current catalog page.

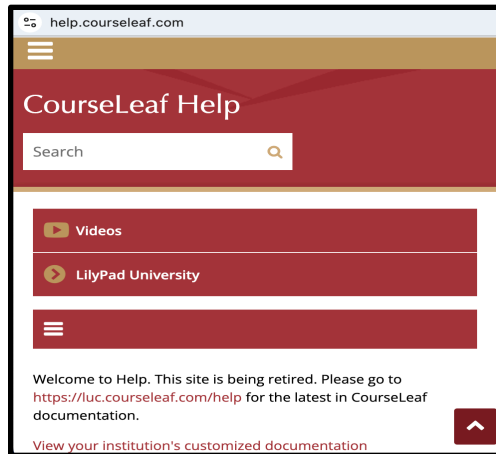
- Allows you to preview how the content will display in PDF format.
- Useful for proofreading or sharing a static version with others.

## Help

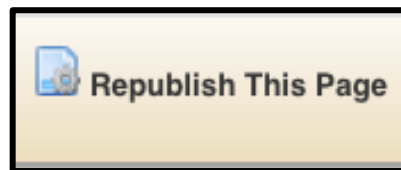


Provides access to CourseLeaf documentation and support resources.

- Includes guides, definitions, and instructions related to CAT editing tools.
- Helpful for troubleshooting or learning more about advanced features.



## Republish This Page



For administrators or users with permissions:

- Republishes the catalog page to update it across the live or preview environment.
- Used when changes or corrections must be pushed through without full workflow.

### 3. Edit Text or Content Areas:

- The page will switch to **edit mode**, and editable text boxes will appear highlighted.

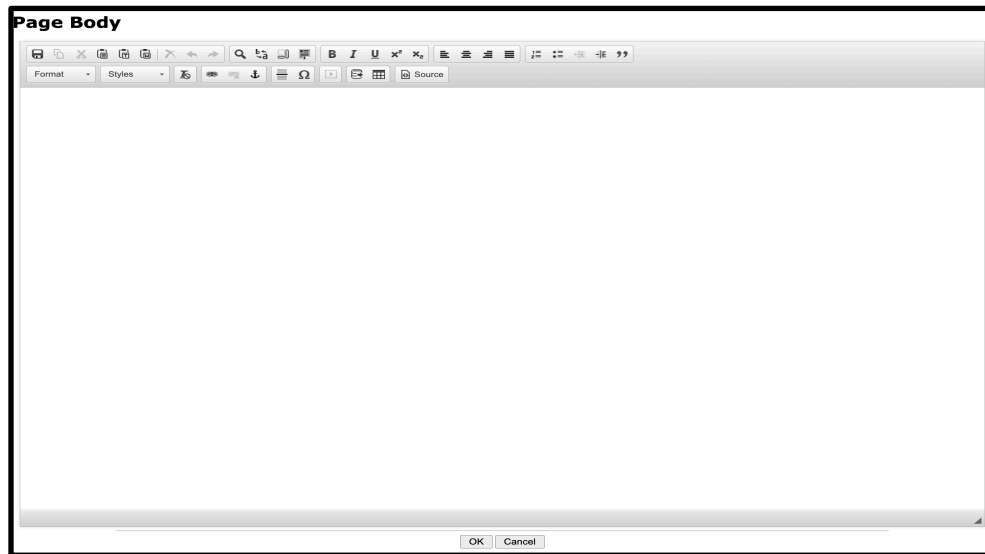


*(If there is a pencil icon next to the item it can be edited.)*

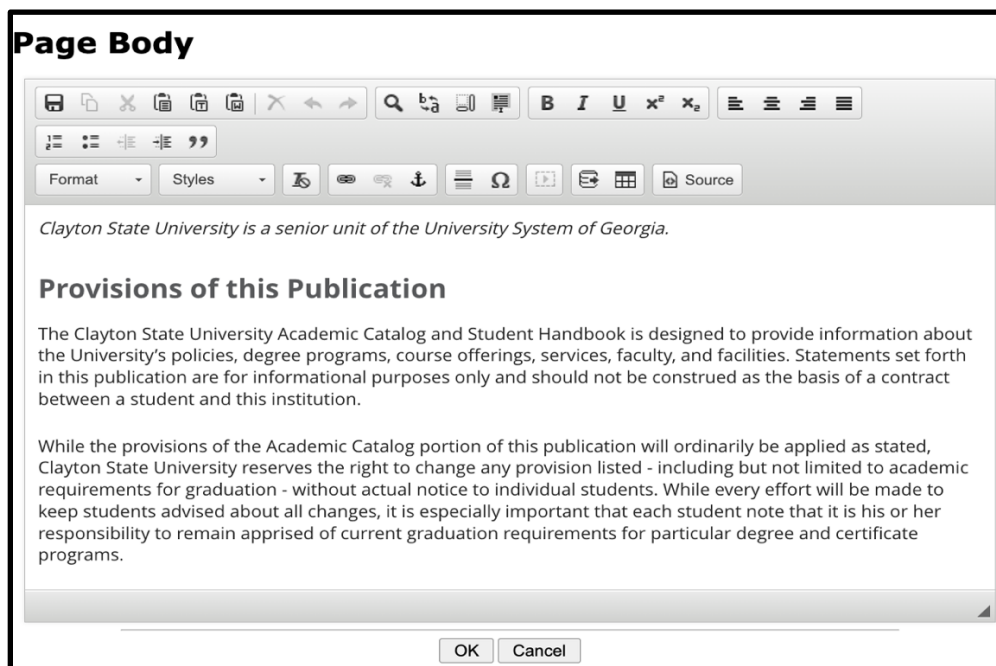
- You can also click directly inside a text box to begin editing content such as:
  - Program descriptions
  - Admission requirements



- Course details or degree notes



*(A window like this will open for a new page.)*



*(A window like this will open for an existing page.)*

#### 4. Use the Text Editor Toolbar:

- The text editor toolbar allows you to format text (bold, italics, lists, links, etc.).
- Use the **"Clear Formatting"** tool if you notice inconsistent fonts or spacing.
- ***Avoid*** pasting text directly from formatted documents. (Word, PDF etc.)



### Cut, Copy, Paste, Delete

- Copy selected text (Ctrl+C)
- Cut selected text to paste elsewhere (Ctrl+X)
- Paste copied or cut text (Ctrl+V)
- Paste as plain text, removing original formatting
- Paste from Microsoft Word
- Delete selected text

### Undo / Redo

- Undo last content block (Ctrl+Z)
- Redo last removed block (Ctrl+Y)

### Find, Replace, Reveal

- Find / Replace a phrase (Ctrl+F)
- Reveal content blocks
- Highlight all (Ctrl+A)

### Manage Selected Content

- Manage Selected Content
- Manage Selected Content to make Shared Content

### Insert/Edit Database Field

- Insert/Edit Database Field (Inline Course)

### Edit HTML

- Source

### Insert/Edit Formatted Tables

- Insert/Edit a Formatted Table

### Format Text

- Bold (Ctrl+B)
- Subscript text
- Underline (Ctrl+U)
- Superscript text
- Italicize (Ctrl+I)
- Align left (Ctrl+L)
- Align right (Ctrl+R)
- Center (Ctrl+E)
- Justify
- Numbered list
- Bulleted list
- Blockquote
- Increase Indent
- Decrease Indent

Remove Formatting

Link (Hyperlink)

Unlink (Hyperlink)

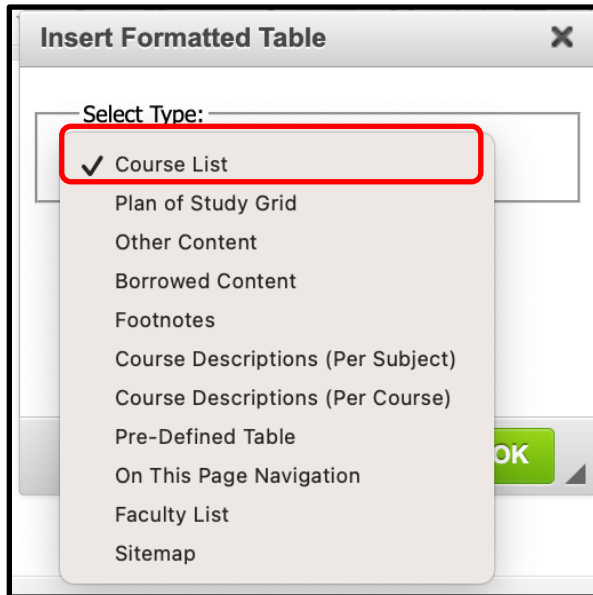
Anchor

Insert Horizontal Line

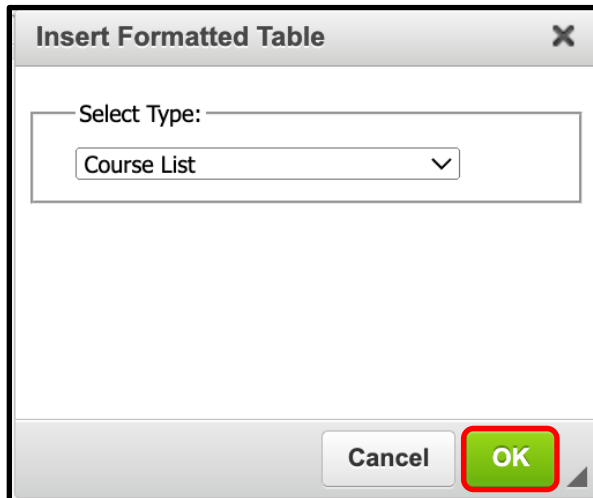
Insert Special Character

5. **Add or Edit Course Lists and Footnotes:**

- Click Insert/Edit a Formatted Table in the toolbar.
  - Select “**Course List**” to open the course list editor.
  - Use **Add Course**, **Remove Course**, and **Subtotal** tools as needed.
- Select **Course List** from the drop down under Select Type.

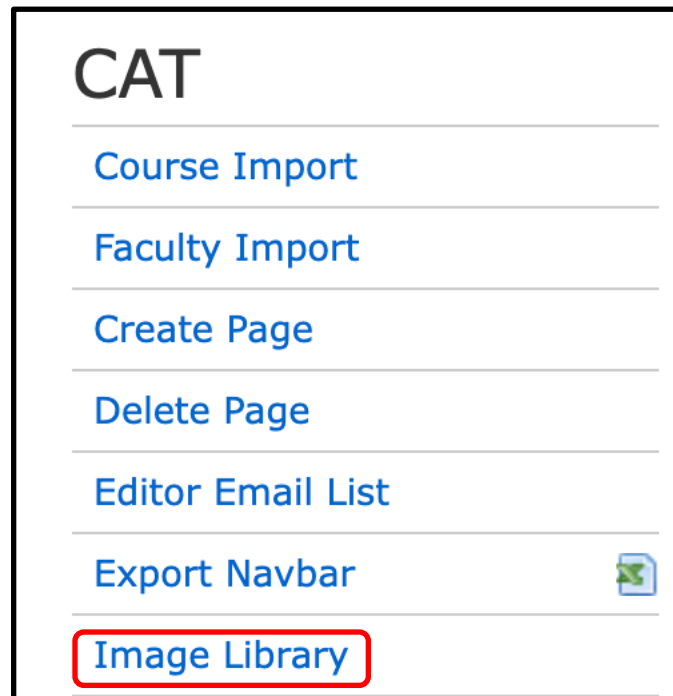


- Hit “OK”.

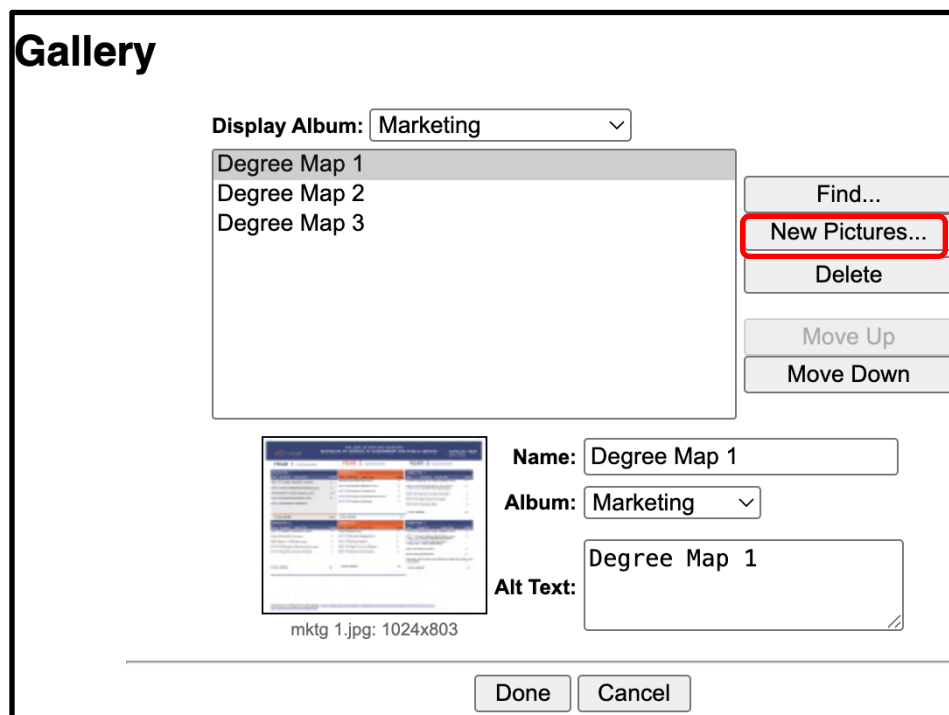


## Adding an Image to the Image Library (**ADMINS ONLY**)

1. **Log in** to CourseLeaf as an admin.
2. Navigate to the **Image Library** section under CAT.



3. Click **New Pictures**.



4. **Browse** and select the image file from your computer.

- Ensure the image is **optimized** (resolution, format, size).
5. **Enter metadata and organize:**
    - **Name:** Give the image a descriptive filename (e.g., *Marketing\_BA\_DegreeMap\_2026.jpg*).
    - **Alt Text:** Give the image an alternative description.
    - **Move** it to its designated Album.
  6. Click **Done** to add the image to the library.

### Additional Buttons

- **Find:** Search for images by keywords or tags.
- **Delete:** Removes an image from the library permanently.
- **Move Up/Down:** Reorder images in the library list.

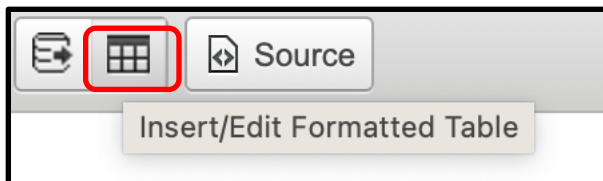
## Adding an Image to a Catalog Page

**\*\*Note:** Only degree maps are allowed in the image library.\*\*

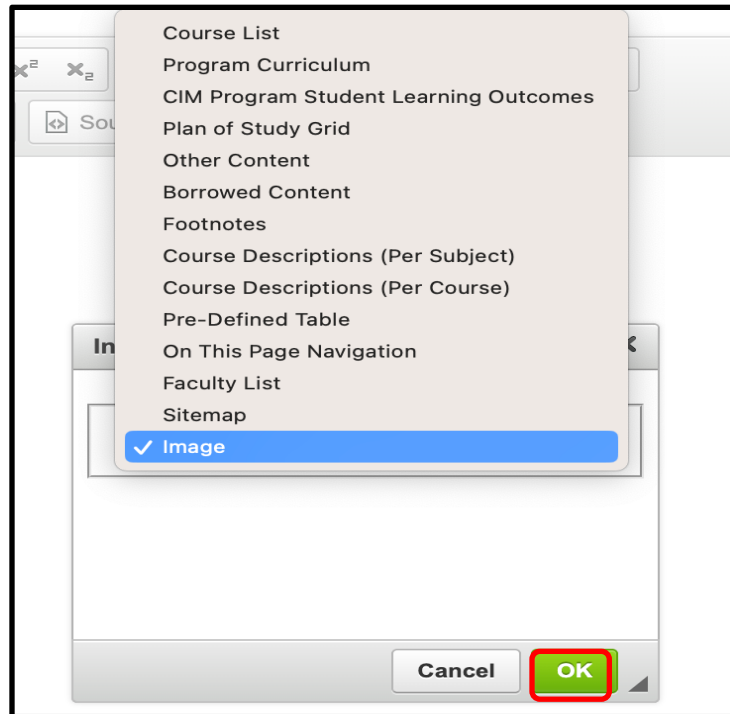
1. Open the catalog page and click **Edit**.
2. Click Edit “**Page Body**”



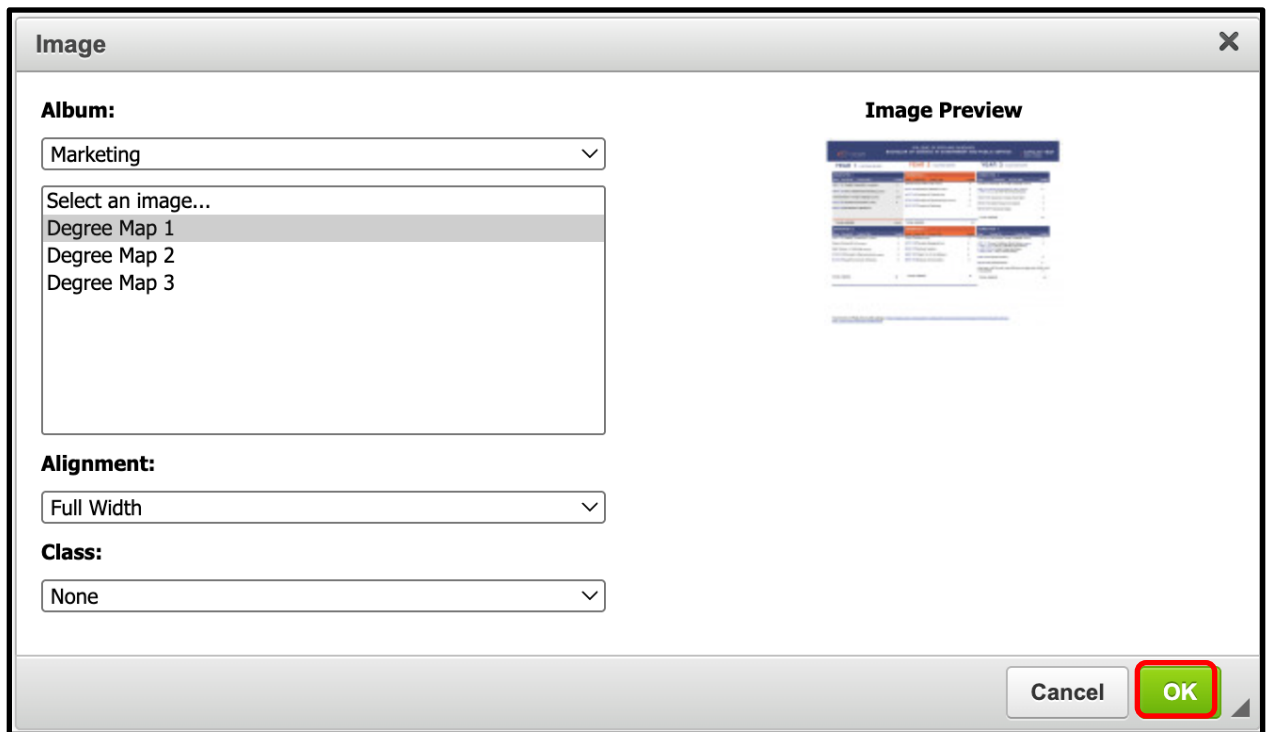
3. Click **Insert Edit Formatted Table** in the editor toolbar.



4. Choose **Image** from the list and select “**OK**”



5. Choose the image from the **Image Library** or a selected **Album**. *(Make sure it has been added to the library first)*



6. Click **“OK”** to insert the image.

# Images

**B**

**I**

**U**

**x<sup>2</sup>**

**x<sub>2</sub>**

Normal

Styles

Source

Image

COLLEGE OF ARTS AND SCIENCES

BACHELOR OF SCIENCE IN GOVERNMENT AND PUBLIC SERVICE

CATALOG YEAR  
2025-2026

YEAR 1 COURSEWORK

YEAR 2 COURSEWORK

YEAR 3 COURSEWORK

SEMESTER 1

Area	Course ID*	Course Title	Credits
ENGL	1101	English Composition I <small>coreqs</small>	3
MATH	1101	Intro to Mathematical Modeling <small>coreqs</small>	3
		Communication or Foreign Language <small>coreqs</small>	2-3
POLS	1101	American Government <small>coreqs</small>	3
BUSA	1105	Introduction to Business 3	
TOTAL CREDITS			14-15

SEMESTER 2

Area	Course ID*	Course Title	Credits
ENGL	1102	English Composition II <small>coreqs</small>	3
		Science Course with Lab <small>coreqs</small>	4
		Math, Science, or Technology <small>coreqs</small>	3
ECON	2105	Principles of Macroeconomics <small>coreqs</small>	3
BLAW	2105	Legal Environment of Business	3
TOTAL CREDITS			16

SEMESTER 3

Area	Course ID*	Course Title	Credits
		Science Course without Lab <small>coreqs</small>	3
MATH	1401	Elementary Statistics <small>coreqs</small>	3
ACCT	2101	Principles of Financial Acct.	3
ECON	2109	Principles of Microeconomics <small>coreqs</small>	3
MKTG	3101	Principles of Marketing	3
TOTAL CREDITS			15

SEMESTER 4

Area	Course ID*	Course Title	Credits
		Critical Thinking <small>coreqs</small>	3
ACCT	2102	Principles Managerial Acct.	3
BUSA	2101	Business Analytics	3
MGMT	3101	Mgmt. Prin. & Org. Behavior	3
MGMT	3102	Business Communication	3
TOTAL CREDITS			15

SEMESTER 5

Area	Course ID*	Course Title	Credits
		Literature, Philosophy, or Foreign Language <small>coreqs</small>	3
HIST	2111	Survey of US History to 1877 <small>coreqs</small>	3
		or HIST 2112 or US HIST Since Reconstruction	
SCM	3102	Operations & Supply Chain Mgmt.	3
MKTG	4104	Market Research & Analytics	3
MKTG	4207	Professional Selling	3
TOTAL CREDITS			15

SEMESTER 6

Area	Course ID*	Course Title	Credits
		Fine Arts or Intermediate Foreign Language <small>coreqs</small>	3
HIST	1111	Survey PreModern World History <small>coreqs</small>	3
		or HIST 1112 or Survey of Modern World History	
		or HIST 2700 or Global Trends and Issues	
		or POLS 2401 or Intro to Global Issues	
FINA	3101	Corporate Finance	3
MKTG	3420	Global Business	3
Must have a MKTG prefix at the 3000 level or higher (also SCM 3105 is acceptable)			3
TOTAL CREDITS			15

Government and Public Service, BS catalogue: <https://catalog.clayton.edu/academic/catalog/arts-sciences/social-sciences/government-and-public-service>

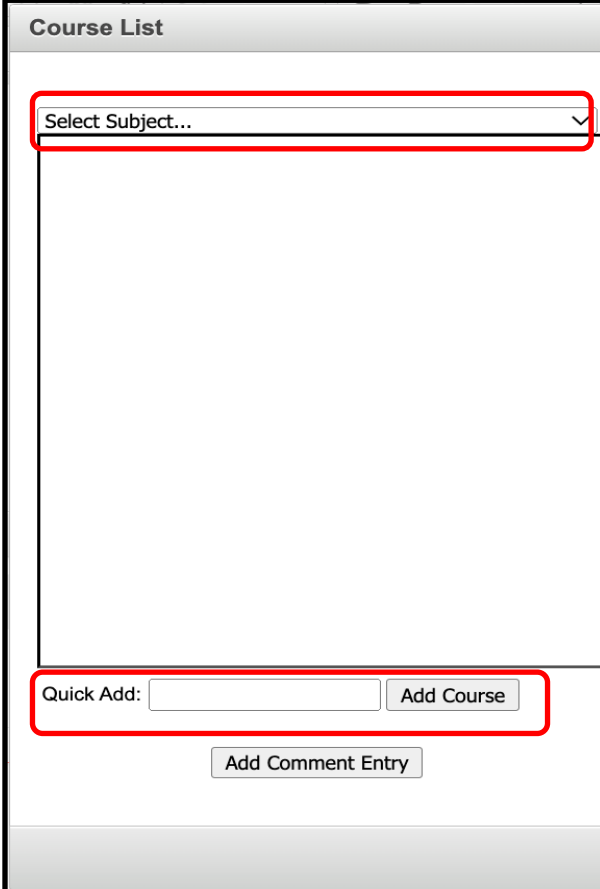
<https://catalog.clayton.edu/academic/catalog/arts-sciences/social-sciences/government-and-public-service>

OK

Cancel

**IMPORTANT:** It is important to use the Course List table to keep program information consistent across catalog pages. The Plan of Study Grid should **ONLY** be used as a suggested sequence of courses, while the course list clearly displays the actual program requirements.

## Editing the Course List



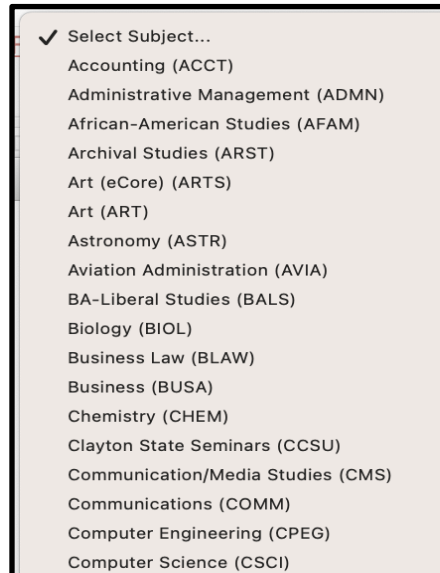
The screenshot shows a web interface titled "Course List". At the top, there is a dropdown menu labeled "Select Subject..." with a checkmark icon on the right. Below this is a large, empty rectangular area. At the bottom of the interface, there is a "Quick Add:" label followed by a text input field and an "Add Course" button. Below these elements is an "Add Comment Entry" button. Red rectangular boxes highlight the "Select Subject..." dropdown and the "Quick Add:" input field and button.

You can either **click on the subject list** to select a course prefix or **type the full course code next to Quick Add** (for example, *ENGL 1101*) directly into the search box to locate and add the course.

Once you select a subject from the list, all courses under that subject that are assigned to the program will be displayed. From here, you can **review the available courses** and **add the appropriate ones** to your course list.



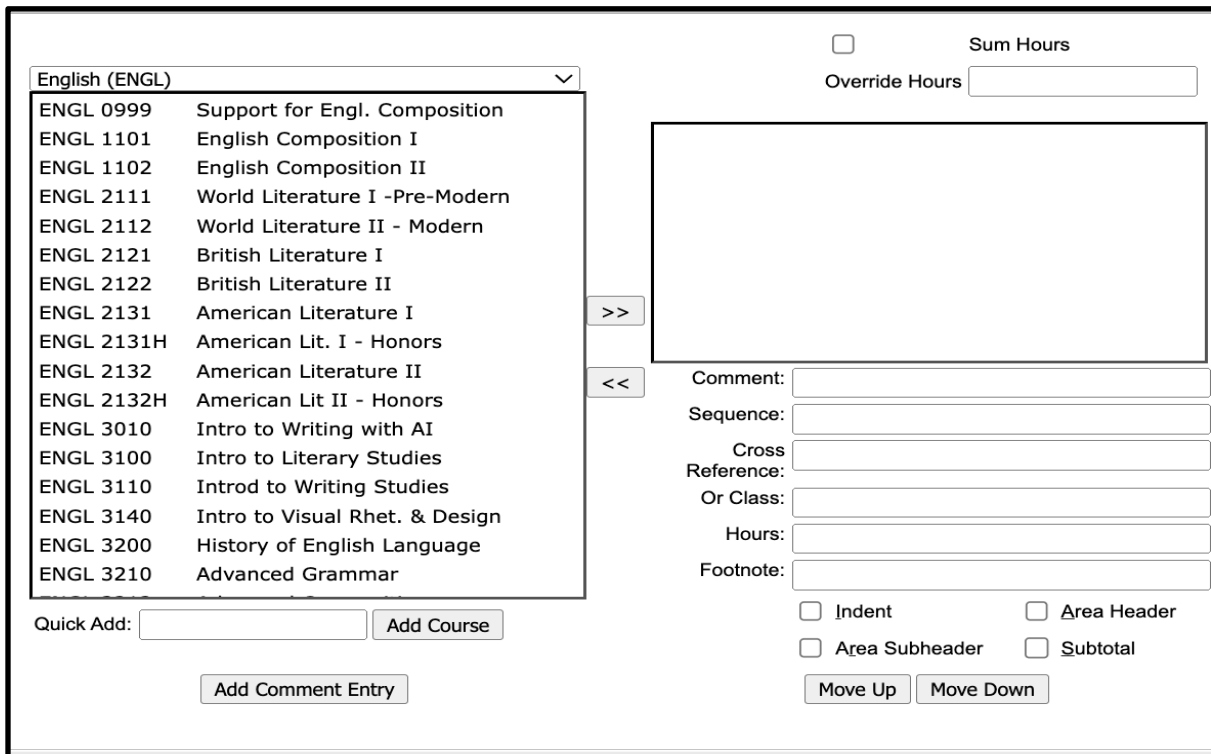
*(Below is an example image showing some of the subjects you can select from in the Course List Editor.)*



A screenshot of a dropdown menu titled "Select Subject...". The menu lists various academic subjects, each followed by its abbreviation in parentheses. The subjects are: Accounting (ACCT), Administrative Management (ADMN), African-American Studies (AFAM), Archival Studies (ARST), Art (eCore) (ARTS), Art (ART), Astronomy (ASTR), Aviation Administration (AVIA), BA-Liberal Studies (BALS), Biology (BIOL), Business Law (BLAW), Business (BUSA), Chemistry (CHEM), Clayton State Seminars (CCSU), Communication/Media Studies (CMS), Communications (COMM), Computer Engineering (CPEG), and Computer Science (CSCI).

- ✓ Select Subject...
- Accounting (ACCT)
- Administrative Management (ADMN)
- African-American Studies (AFAM)
- Archival Studies (ARST)
- Art (eCore) (ARTS)
- Art (ART)
- Astronomy (ASTR)
- Aviation Administration (AVIA)
- BA-Liberal Studies (BALS)
- Biology (BIOL)
- Business Law (BLAW)
- Business (BUSA)
- Chemistry (CHEM)
- Clayton State Seminars (CCSU)
- Communication/Media Studies (CMS)
- Communications (COMM)
- Computer Engineering (CPEG)
- Computer Science (CSCI)

*(The image below is an example of the ENGL subject course offerings. These are some of the courses associated with the program that can be added to the course list.)*



A screenshot of a web interface for managing English (ENGL) course offerings. On the left, a dropdown menu is set to "English (ENGL)". Below it is a list of course offerings, each with a course number and a title. To the right of this list are two buttons: ">>" and "<<". Further right is a large empty rectangular box. Below the box are several input fields: "Comment:", "Sequence:", "Cross Reference:", "Or Class:", "Hours:", and "Footnote:". To the right of these fields are checkboxes for "Indent", "Area Header", "Area Subheader", and "Subtotal". At the bottom right are two buttons: "Move Up" and "Move Down". At the bottom left, there is a "Quick Add:" field, an "Add Course" button, and an "Add Comment Entry" button. At the top right, there is a "Sum Hours" checkbox and an "Override Hours" input field.

English (ENGL) ▼

- ENGL 0999 Support for Engl. Composition
- ENGL 1101 English Composition I
- ENGL 1102 English Composition II
- ENGL 2111 World Literature I -Pre-Modern
- ENGL 2112 World Literature II - Modern
- ENGL 2121 British Literature I
- ENGL 2122 British Literature II
- ENGL 2131 American Literature I
- ENGL 2131H American Lit. I - Honors
- ENGL 2132 American Literature II
- ENGL 2132H American Lit II - Honors
- ENGL 3010 Intro to Writing with AI
- ENGL 3100 Intro to Literary Studies
- ENGL 3110 Introd to Writing Studies
- ENGL 3140 Intro to Visual Rhet. & Design
- ENGL 3200 History of English Language
- ENGL 3210 Advanced Grammar

Quick Add:  Add Course

Add Comment Entry

Sum Hours ☐

Override Hours

>> <<

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

☐ Indent ☐ Area Header

☐ Area Subheader ☐ Subtotal

Move Up Move Down

## To Add

English (ENGL)

ENGL 1101	English Composition I
ENGL 1102	English Composition II
ENGL 2111	World Literature I -Pre-Modern
ENGL 2112	World Literature II - Modern
ENGL 2121	British Literature I
ENGL 2122	British Literature II
ENGL 2131	American Literature I
ENGL 2131H	American Lit. I - Honors
ENGL 2132	American Literature II
ENGL 2132H	American Lit II - Honors

>>

Add Selected to Course List

ENGL 0999	Support for Engl. Composition
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## To Remove

English (ENGL)

ENGL 1101	English Composition I
ENGL 1102	English Composition II
ENGL 2111	World Literature I -Pre-Modern
ENGL 2112	World Literature II - Modern
ENGL 2121	British Literature I
ENGL 2122	British Literature II
ENGL 2131	American Literature I
ENGL 2131H	American Lit. I - Honors
ENGL 2132	American Literature II
ENGL 2132H	American Lit II - Honors
ENGL 3010	Intro to Writing with AI
ENGL 3100	Intro to Literary Studies
ENGL 3110	Introd to Writing Studies
ENGL 3140	Intro to Visual Rhet. & Design

>> <<

Remove Selected from Course List

Sequence:   
Reference:   
Or Class:

ENGL 0999	Support for Engl. Composition
-----------	-------------------------------

## Sum Hours

☐ Sum Hours

The **Sum Hours** field in CourseLeaf automatically calculates the **total credit hours** for the courses included in a course list or curriculum section. This helps ensure that program and degree requirements are accurate and consistent.

- As you **add or remove courses**, the Sum Hours value updates automatically to reflect the new total.

(Result of Sum Hours being added)

Course List		
This is a comment		
ENGL 5710	Modern and Contemporary Poetry	3
ENGL 5720	Contemporary American Lit	3
Total Credit Hours		6

Comments

Add Comment Entry

In the **Course List Editor**, the **Comment Entry** allows users to leave notes about the courses or the program in the table.

(Example of a comment )

This is a comment

ENGL 5710 Modern and Contemporary Poetry

ENGL 5720 Contemporary American Lit

Comment: This is a comment

Sequence:

(Result of the comment being added)

Course List		
This is a comment		
ENGL 5710	Modern and Contemporary Poetry	3
ENGL 5720	Contemporary American Lit	3

## Formatting Options in Course Lists

When editing a course list, you can use the following options to organize courses:

- **Indent:** Shifts a course to the right to show it's part of a subgroup.
- **Area Header:** Creates a bold main heading for a group of courses (e.g., **Core Requirements**).
- **Area Subheader:** Adds a secondary heading under a main header (e.g., ***Science Electives***).
- **Subtotal:** Displays the total credit hours for a section or category of courses.

Select the corresponding check box.

<input type="checkbox"/> Indent	<input type="checkbox"/> Area Header
<input type="checkbox"/> Area Subheader	<input type="checkbox"/> Subtotal
<input type="button" value="Move Up"/>	<input type="button" value="Move Down"/>

*(Examples)*

<b>Area Header</b>
<b><i>Area Subheader</i></b>
Indent

The **Move Up** and **Move Down** buttons allow you to **reorder courses or rows** within a course list, curriculum table, or plan of study grid.

- **Move Up:** Moves the selected course or row one position higher.
- **Move Down:** Moves the selected course or row one position lower.
- Useful for arranging courses in the correct **sequence** for semesters, prerequisites, or electives.

<input type="button" value="Move Up"/>	<input type="button" value="Move Down"/>
--	--

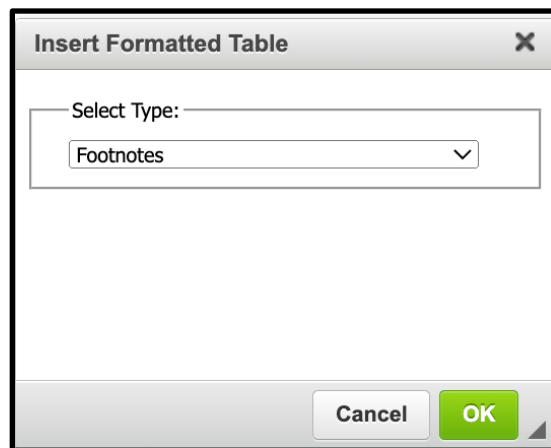
## Creating a Footnote

Footnotes are used to provide additional explanations or clarifications about courses, requirements, or special program details. They appear directly below the course list in the catalog.

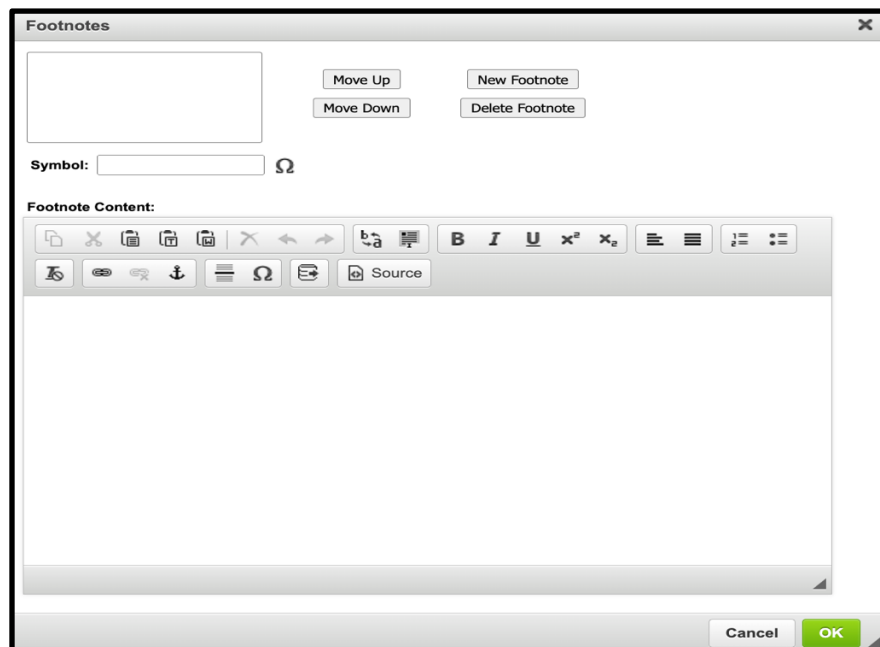
### Steps to Create a Footnote

#### 1. To Add or Edit Footnotes:

- Click Insert/Edit a Formatted Table in the toolbar.
- Select **“Footnotes”** and select **“OK”** to open the editor.

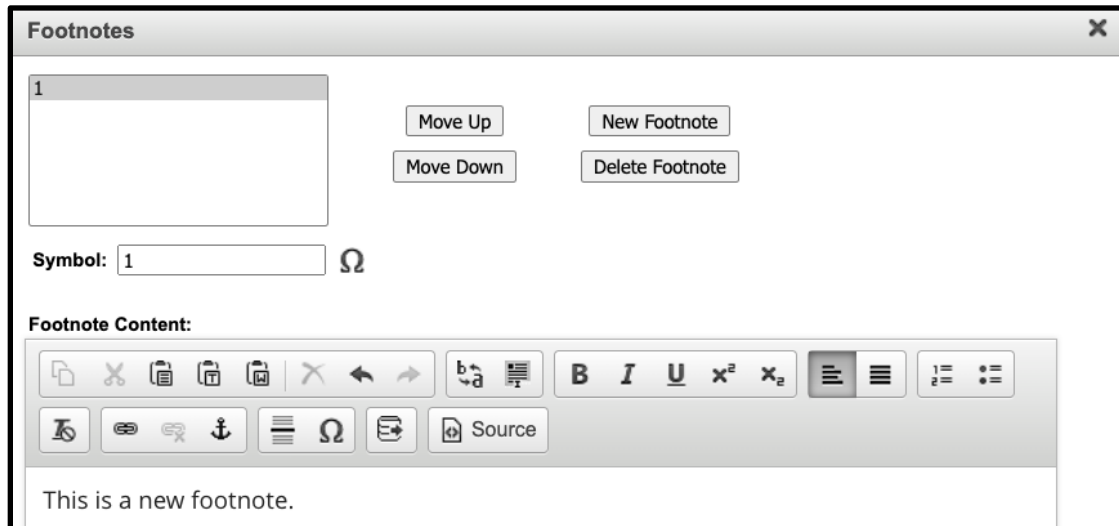


*(Footnote Editor)*



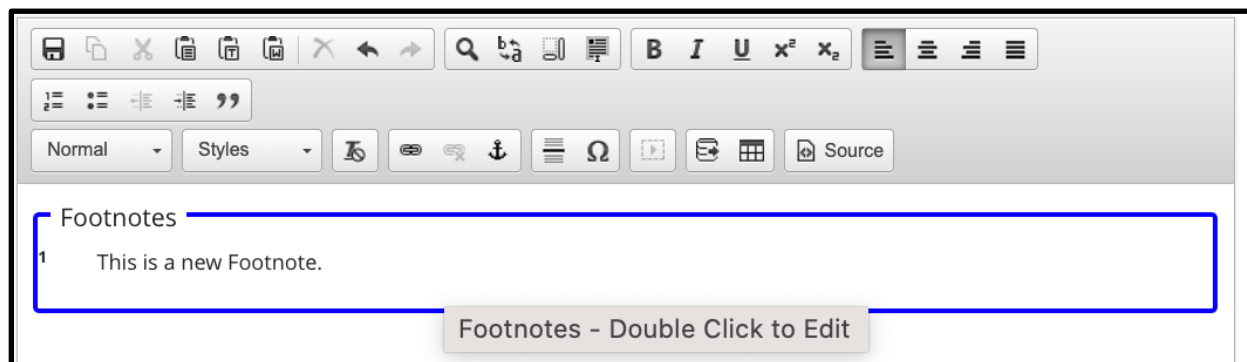
## 2. Create a New Footnote:

- Click **“New Footnote”** to create a new entry.
- In the text box that appears, type the explanatory note or statement.
- Example: *“Students must earn a minimum grade of C in all major courses.”*



## 3. Editing a Footnote

- Find the footnote you want to edit.
- Double Click the footnote text box directly to make your changes.



## 4. Delete an existing Footnote

- Select the footnote you want to delete.
- Click **“Delete Footnote”** to remove the entry.

## 5. To Link the Footnote to a Course

- In the main Course List editor, select the course you want to add the footnote to.
- Type the correct footnote number from the list that is offered

ACCT 2101 Principles of Financial Acct.	
Comment:	<input type="text"/>
Sequence:	<input type="text"/>
Cross Reference:	<input type="text"/>
Or Class:	<input type="text"/>
Hours:	3
Footnote:	1

*(Example of a footnote being linked to a course.)*

Course List	
ACCT 2101	Principles of Financial Acct. <sup>1</sup>
Footnotes	
<sup>1</sup>	This is a new Footnote.

**6. Select Ok to save and Preview Changes:**

- Click **"OK"** to close the Course List Editor.
7. Review the course list on the page to confirm that the footnote appears correctly at the bottom.

*(The footnote on a published page)*

ACCT 2101	Principles of Financial Acct. <sup>1</sup>	3
<sup>1</sup>	This is a new footnote.	

## Tips for Creating Footnotes

- Keep footnotes concise and relevant to the course or section.
- Use consistent numbering (CourseLeaf automatically maintains numbering order).
- Avoid repeating information already included in the main course list.
- Always preview before submitting to confirm formatting and placement.

## Font and Formatting Options

### Why Heading Styles Must Follow the Correct Order

CourseLeaf uses a structured system to organize catalog content. Each **heading style** (Normal, Heading 2, Heading 3, etc.) represents a specific level in that structure. (Similar to an outline)

When headings are applied **out of order**, the system can't properly interpret the hierarchy of the page. This can lead to:

- **Formatting errors** that prevent the page from publishing correctly.
- **Misaligned navigation links** in the catalog menu.
- **Broken table of contents or anchors**, making it difficult for users to navigate between sections.
- **Validation errors** during the approval or publishing process.

Using headings in the correct sequence starting with **Heading 2** for section headings, and **Heading 3** for subsections, and so on ensures that the catalog structure remains clean, accessible, and compatible with CourseLeaf's formatting rules.

*\*\*(**Normal** is the only exception because it is used as the default body text)\*\**



Normal

Heading 2

HEADING 3

Heading 4

HEADING 5

Heading 6

Pre-Formatted

*(How the respective font styles look on a catalog page)*

Manage Tabs

Move Up

Move Down

Section Name:

ID (no spaces):

Type:

Program Code:

New Item

Delete Item

OK

Cancel

## Managing Tabs on a Catalog Page

Tabs in CourseLeaf CAT help organize large amounts of information on a single catalog page. Each tab can contain unique sections, such as **Program Requirements**, **Admission Criteria**, **Suggested Course Sequence**, or **Learning Outcomes**, allowing users to navigate easily between related content without scrolling through long pages.

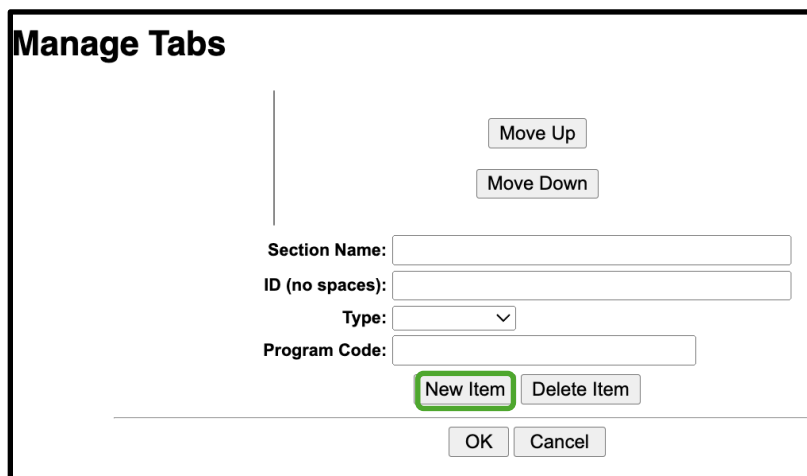
The **Manage Tab** feature within a catalog page allows editors to add, rename, reorder, or delete tabs as needed.

### Creating a New Tab

- Open the catalog page in **Edit Mode** by clicking “**Edit Page.**”
- Locate the **Manage Tabs** at the top of the content area.



- Click the “**New Item**” button.

A dialog box titled "Manage Tabs" with a black border. Inside, there is a vertical line on the left side. To the right of the line are two buttons: "Move Up" and "Move Down". Below these are four input fields: "Section Name:", "ID (no spaces):", "Type:" (with a dropdown arrow), and "Program Code:". At the bottom of the input fields are two buttons: "New Item" (highlighted with a green border) and "Delete Item". At the very bottom of the dialog box are two buttons: "OK" and "Cancel".

- Enter a tab name in “**Section Name**” - keep it short, clear, and descriptive (e.g., “Program Overview” or “Requirements”).

## Manage Tabs

New Item

Move Up

Move Down

Section Name:

ID (no spaces):

Type: HTML/Text ▾

Program Code:

New Item

Delete Item

OK

Cancel

- A new Tab will appear at the end of the Edit Page Toolbar.



- Once you select the new tab from the tool bar a blank section will appear where you can add text, course lists, or footnotes etc.

## New Item

**B**
*I*
U
<sup>x²</sup>
<sub>x₂</sub>

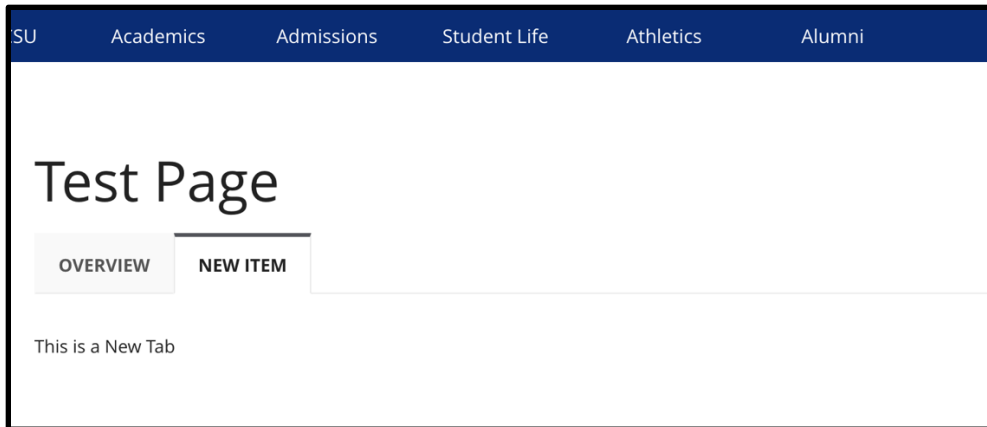
Normal ▾
Styles ▾

This is a New Tab

OK

Cancel

- Click “**OK**” to apply the change.



***IMPORTANT: A tab will not appear on the published catalog page unless there is content inside its editor box.***

### **Editing or Renaming a Tab**

- Select the **Manage Tabs** at the top of the content area.
- Select the **"Tab Name"** you want to edit or rename.
- Type the new name and press **Enter**.
- Click **"OK"** to keep the new tab order.

**Tip:** Use consistent naming conventions that match the catalog's existing format (e.g., "Program Requirements," not "Requirements for Program").

### **Reordering Tabs**

- Select the **Manage Tabs** at the top of the content area.
- Select the **"Tab Name"** you want to move.
- Click the **"Move Up"** or **"Move Down"** button to change its order.
- Click **"OK"** to keep the new tab order.

## Manage Tabs

New Item 2  
New Item

Move Up  
Move Down

Section Name:

ID (no spaces):

Type:

Program Code:

*(The new order will appear on the Edit tool bar also.)*



### Deleting a Tab

- Select the **Manage Tabs** at the top of the content area.
- Select the **“Tab Name”** you want to delete.
- Click the **“Delete Item”** button.
- Click **“OK”** to apply the change.

**Important:** Deleting a tab will also delete any content inside it. Always review and copy content to a safe location (such as a text editor or Notepad) before deletion.

### Manage Tabs

New Item

Move Up

Move Down

Section Name:

New Item

ID (no spaces):

newitemtext

Type:

HTML/Text ▾

Program Code:

New Item

Delete Item

OK

Cancel

6. **Save Changes:**

- Click **"OK"** to save your edits.

OK

Cancel

7. **Submit for Workflow:**

- Once edits are complete, click **"Start Workflow"** to send the page through the approval process.
- The proposal will move through the assigned reviewers for validation and publishing.

When you are done working, click the "Start Workflow" button to submit your page for review to go live.

Page Status: New

Start Workflow

### **Important Tips for Editing Catalog Pages**

- Make sure all content follows university style and formatting guidelines.
- Use consistent terminology.
- Always review for spelling, grammar, and program accuracy before submitting.
- Save frequently to avoid losing progress but remember that saving does **not** start the workflow.