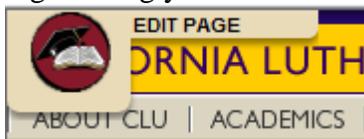
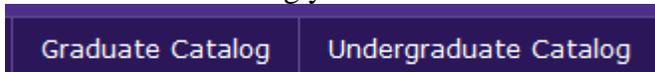


# Course Leaf Instructional Guide

1. Log in at <http://nextcatalog.callutheran.edu>
2. Log in by clicking the **Edit Page Button** at the top left corner. You will get a pop up box and you will log in using your CLU username and password.



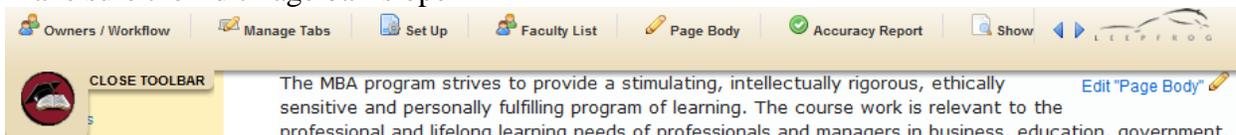
3. Click on which catalog you would like to make changes to.



4. For Undergraduate click on **Courses of Instruction** in the left table to see the full listing of Departments. For Graduate you will click on the appropriate School or Department from the left table.

## To propose or make a change to a Program:

1. Make sure the Edit Page bar is open



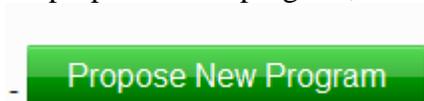
2. To change the body of the page, click on the **Edit "Page Body"** link which has a pencil symbol next to it.

[Edit "Page Body"](#) 

3. This will then bring up a box with all the page body inside. This acts very similar to Word, and you can make changes in the box. Please make sure if you copy and paste from a Word document that after you have pasted into the **Page Body** box, you click the rake tool  located on the third row of the tool bar. Once you have finished editing, click the **OK** box at the bottom.

4. To make changes to the Program Requirements, click the **Edit CIM Program Requirements** link [Edit CIM Program Requirements](#) . This will open a new window.

5. To propose a new program, click on the green Propose New Program button

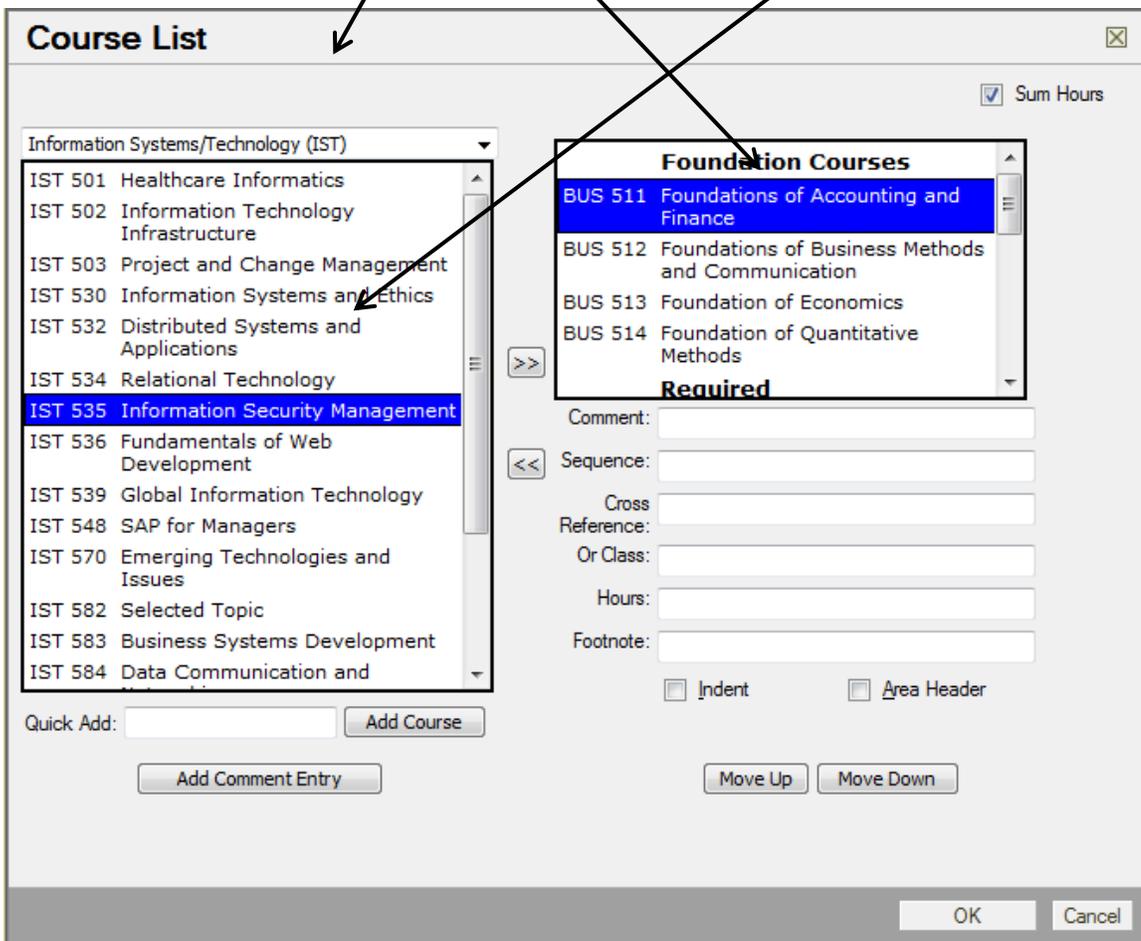


This will open the New Program Proposal Form.

6. To edit the program, click on the **Edit Program** button. [Edit Program](#) This will open a new window.

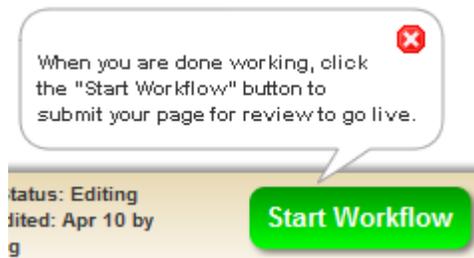


7. Whether proposing a new program or editing a program, please make sure you work from the top of the form all the way to the bottom. Any question box that is highlighted in red is a required question. You will not be able to submit if you leave one blank. Click on the help bubbles next to the questions to get more information.
8. To make changes to the course list, double click on the Blue Bar surrounding the course list . This will open a new window.
9. To make changes to the **Course List**
  - a. First choose the department of courses you need to see. Then click on the course you would like to add. Then click the >> button to move it into the course list. You can also move the courses up and down the list by using the **Move Up and Move Down** buttons at the bottom. Once you have the courses where they need to be, click the **OK** button.



10. Once you have completed all items on the form, click the green **Save & Submit** button. You can also save this form at any time by clicking the green **Save Changes** button.

11. Once you have made all the changes to the program, click the green **Start Workflow** button at the



bottom of the Program Page

## To propose or make a change to a course:



1. Click on the Courses Tab in the purple bar at the top of the program page.
2. Make sure your Edit Page toolbar is open.
3. Find the course you want to edit and click on the pencil next to the title. This will open a new window. If you want to propose a new course, click any course to edit to open the new window.  
**BUS 501. Introduction to Financial Planning. (3).**
4. To propose a new course, click the green **Propose New Course** button at the top. This will open a new window.
5. To edit the course, click the green **Edit Course** button. This will open a new window.
6. Whether proposing a new course or editing a course, please make sure you work from the top of the form all the way to the bottom. Any question box that is highlighted in red is a required question. You will not be able to submit if you leave one blank. Click on the help bubbles next to the questions for more information.
7. If you choose **Yes** to the following questions: “Are you adding/deleting a travel component?” or “Are you changing the face to face time?” you will need to fill out more information. Make sure you wait for the information box to appear.
8. Upload your syllabus and any other supporting documents by clicking on the green **Attach Syllabus** button or green **Attach Files** button.
9. Once you have completed all items on the form, click the green **Save & Submit** button. You can also save this form at any time by clicking the green **Save Changes** button.
10. Once you have made all the changes to the program, click the green **Start Workflow** button at the bottom of the Program Page

# When you get an email to approve/review items:

1. When you receive an email from **Catalog Editor**, please open and review your message. Your email will look something like this:

From: Catalog Editor [mailto:callutheran@notify.courseleaf.com]  
Sent: Tuesday, May 08, 2012 5:01 AM  
To: McCabe, Shannon  
Subject: [Catalog] Review Request: smccabe

smccabe:

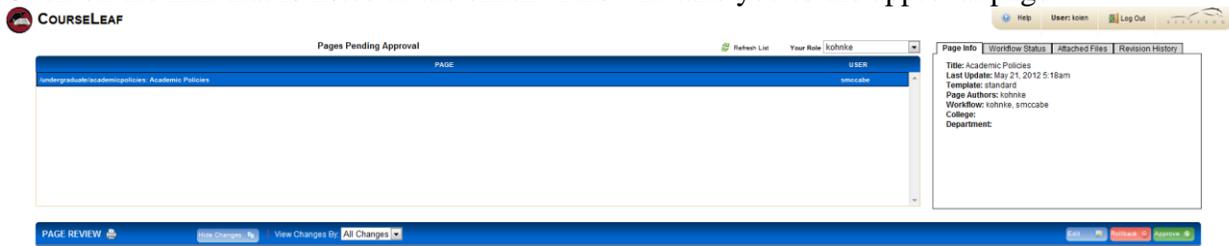
The catalog has pending changes for your review, including /undergraduate/coursesofinstruction/exercisescience/index.html.  
Please visit:  
<http://nextcatalog.callutheran.edu/courseleaf/approve/?role=smccabe>  
to review pages and provide your feedback.

For questions or information regarding this email, please reply to this email ([koien@callutheran.edu](mailto:koien@callutheran.edu)) or contact Karissa Oien (805-493-3148).

Thank you.

-- CourseLeaf

2. Click on the link that is listed in the email. This will take you to the approval page.



3. You will be able to see any pages that need your approval. Click on the page you would like to review and you will see it appear below the approval box. You can then review the changes that were made and at that point choose to **Edit**, **Rollback**, or **Approve** by clicking the appropriate



button.

4. You will need to do this with all the pages in your approval box.

If you have any questions, please contact Maria Kohnke ([Kohnke@callutheran.edu](mailto:Kohnke@callutheran.edu)) or Karissa Oien ([koien@callutheran.edu](mailto:koien@callutheran.edu)).