

## Courseleaf CAT for Catalog Page Edits

We can access the draft catalog Console by going to <https://courseleaf-next.canisius.edu/> (if you are not signed into MyCanisius, you will need to login). You can also click on the Courseleaf Icon on the right-hand side of the screen and choose Courseleaf CAT from the Courseleaf options.

If you are making changes to courses or to the curriculum, you will need to use courseleaf CIM system

- For changes to programs (majors, minors, graduate programs, etc) go to <https://courseleaf-next.canisius.edu/programadmin> (or click on the Courseleaf Icon and then choose CIM for Programs)
- For changes to courses (including deleting a course from the catalog) go to <https://courseleaf-next.canisius.edu/courseadmin> (or click on the Courseleaf Icon and then choose CIM for Courses)

To approve pages, you can click on the link sent to you in an email or you can go to the console at <https://courseleaf-next.canisius.edu/courseleaf/>

To prepare the catalog for publication, we need to have the appropriate people review/edit each page.

- Each page needs to be approved.
- You will edit the page by clicking on “edit page” bar at the top left. (Note, if you are not assigned to a page, you will get a message that says that you don’t have access. If you should have access, please contact Amy Beiter (beiter5@canisius.edu).
  - It will open the editing toolbar. Remember “page body” will allow making changes to the overview, any other individual tabs will be displayed to the right (you may need to use the arrow buttons to move to the right).
  - This is also where you can add additional key words for searching for the page (e.g., if you wanted your page to show up under a search for CPA and certified public accountant, not just accounting) – to add key words, click on “Set Up” and add the words to the key words box.
- **Each time you hit ok, it saves your changes.**
- Please verify all links.
  - External links – refer to things outside the catalog (e.g., things on canisius.edu) These must have the entire web address, beginning with http (please have external links open a new page). Please note that ALL external links must begin with http:// or https://
  - Internal links – these live within the catalog and we want these to be relative as the full page link will change once catalog is made live; therefore, only use the link after “catalog.canisius.edu”
    - Correct relative link: “/undergraduate/ college-arts-sciences/biology/”
    - Incorrect relative link: “https://catalog.canisius.edu/undergraduate/college-arts-sciences/biology/”
  - Email links – to add a link to an email address, type “mailto:” before the email address
    - For example: <mailto:beiter5@canisius.edu>
    - Note that there are no spaces between anything
  - Make sure to get rid of duplicated text for URLs (these will print automatically) by avoiding using the text “click here” instead use something more descriptive “information about psychology” or “visit the psychology web page” or similar
  - Linking to a course (code ###) and click on the “pancake” button (number 10 in my diagram below)
- If you need to check with someone else or continue editing later, you should save your work in the editing window; changes will be saved for you to come back to and submit or “start workflow”
- When you are completely done with a page, hit the green “Start Workflow” button at the bottom right (it only shows up after you have clicked the “edit page” bar in the top left). Note that once you hit the start workflow button it will move to the darker blue area, or if approved by the next person, it will move to the green area. If you need to make additional changes later, you will need to find it in one of those sections.

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Additional Notes on editing:

**We can use standard key strokes for editing:** Control+c = copy; Control+x = cut; Control+v = paste;  
Control+i = italics

**It is extremely important to use the correct text headers and nesting tools; this is particularly important for text readers and accessibility:**

- Header 1 = Title of the page
- Heading 2 make sure you are nesting the headings (don't change based on style, change based on nesting).
- The title of page is in the page "Set Up"

Cheat sheet for the buttons (each number correlates to the diagram below):

1. Paragraph format – please make sure you use these, it will allow us to update the catalog more easily in the future if we decide on a different style. In the curriculum section we rarely use anything other than Heading 2 or Normal
2. Styles – this is how you make toggle headers (or remove toggle headers) if you are using that feature.
3. Remove format (goes back to plain text)
4. Link – highlight the text you want to use and then click this button to make the link. Remember, we don't want to use the web address as the text that will be linked (because then the web address will print twice). Instead choose a word or phrase that is descriptive (e.g., the department's webpage).
  - Remember that the links in the catalog must be relative and should begin with /undergraduate/ or /graduate/
  - Links outside the catalog need the full URL (if we are linking to an external site, please check the open in a new window box).
  - To make an email link use mailto:xxx where xxx is the email address of the person (e.g. mailto:morriss@canisius.edu)
5. Unlink – this will remove a link
6. Anchor – this will allow you be able to "jump" down a page.
  - a. Place the cursor where an anchor should be added and click the Anchor button (do not highlight the text, just have the cursor in front of the text that should have the anchor)
  - b. Give the anchor a name
    - Try to give it one that relates to the content so users know which anchor to link to when a link is created
    - Do not use spaces
    - Only use \_ and - if you need to use special characters
  - c. Click OK
  - d. Now you can link it using the link button (Generally at the top of the page, you will type the text you want – I recommend the text of the header; highlight it; insert the link)
7. Insert Horizontal Line – don't use this one unless we agree there is a reason for it (it's not in our templates)
8. Insert special character (this can be used for foreign language characters or others not on a typical keyboard)
9. Manage selected content – this button allows us to create shared content (new shared page), to separate content onto a new tab, to create a whole new page, or to move content onto an existing tab.
  - a. The button will remain grayed out until you highlight some text.
  - b. Once you highlight the text you want (it can be headers, text, or a combination of the two), click the "manage selected content" button
  - c. Choose the appropriate option

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- i. New Page Tab – makes a new tab on that page, this should not be used for curriculum except in extremely rare situations (approved by the AVPAA)
  - ii. Existing Page Tab – information can be moved from one tab to another tab (you will have the option to move to the top or bottom of the tab – if you want it somewhere else, you will need to go to that tab to move it)
  - iii. New Shared Page – this is how we produce shared content. Although it is called a new shared page, it is really just part of a page. This is how we created the shared text about dual majors, the core curriculum, minors, etc.
  - iv. New Page – this creates a whole new page and should be used only for new programs or if we are making major changes to the “front matter” of the catalog.
- d. You will need to name the new page if you created one (think carefully about the name – if it is changed, we may have to delete the page and start again).
  - e. Hit the tab button to create the URL for your new page.
  - f. If you create a whole new page, you should copy the url to make sure we can link to it.
10. Insert/Edit database field
- a. This is how you can add a course “in line” meaning in the text.
  - b. It is easiest if you type the course number (subject number – note the space between the subject code and the course number), highlight the subject and number and click this button – it will create the link so it can do a course bubble.
11. Insert/Edit formatted table (this is also used for inserting shared content) – this is how you create a
- course list (like in the curriculum tab) – this will need to be done if the electives in a program aren’t listed
  - plan of study (road map with either by year or by semester scheduling)
  - program requirements (this is the approved curriculum)
  - other content (shared content)
  - borrowed content (if you want to show something online, but not have it printed multiple times), and
  - footnotes.
12. Source – this shows the html mark-up if you are interested.

