

New User Training Link: <https://ucdenver.zoom.us/rec/share/wYTKzzh-aJy0YRYK3fEMUTk59ggUmvL0se-ZjUpdMPes83gssCx2zUiUiVBlqBtA.4PI7Eb7kYhArNqCQ>  
Passcode: \$=8qs5UM

Refresher Training Link: <https://ucdenver.zoom.us/rec/share/7FkY-CP9Dta5Wo1K0b8paiuuManznAlKJSTAdqZg0ZB0bnl1iHxGx95azW9lf4b6.NSI4DDVotytwdH61>  
Passcode: 511pnf2V

Important Links referenced throughout training:

- **nextcatalog.ucdenver.edu**
  - This is the editing website where you can see your edits as you save them and as they go through the rest of the workflow process.
  - Users who have view only access will be able to log into this website, but will not have access to edit any pages.
  - This website has the bottom tool page and hyperlinks to edit within each tap
  - This website does not have the buttons to Approve or Rollback Pages
- **nextcatalog.ucdenver.edu/courseleaf/approve/**
  - This is the workflow website where you go to review/edit your pages
  - This website has the Approve and Rollback links which are critical in moving your pages forward to the next step of the workflow
  - This page does not have the bottom tool bar
- **Help.courseleaf.com**
  - This website has all of the content; it will soon be phased out and you will need to go to
- **<https://luc.courseleaf.com/help>**
  - New website for help information from CourseLeaf
  - Will Need to login
    - Scroll down to University of Colorado Denver
    - This is behind our Single Sign On (SSO)
- Forms-
  - Catalog Edit Submission Form-  
[https://ucdenverdata.formstack.com/forms/sso\\_reg\\_catalog\\_edit\\_submission\\_form?sso=617c149f34327](https://ucdenverdata.formstack.com/forms/sso_reg_catalog_edit_submission_form?sso=617c149f34327)
    - Used to make edits to pages you do not have access to, need to create a table, a particularly difficult edit that you are not sure how to make
  - Catalog Program Page Edit Form-  
[https://ucdenverdata.formstack.com/forms/catalog\\_program\\_page\\_updates?sso=617c14de6daf3](https://ucdenverdata.formstack.com/forms/catalog_program_page_updates?sso=617c14de6daf3).
    - Used to Create, Modify, or Remove catalog pages
  - CU-SIS Development and Curriculum Management Training Request Form  
[https://ucdenverdata.formstack.com/forms/sso\\_cm\\_training\\_request\\_form?sso=617c14f51ddac](https://ucdenverdata.formstack.com/forms/sso_cm_training_request_form?sso=617c14f51ddac)
    - Used to request additional training

- Goals
  - Current phase, Creating Consistency, Roles
    - We are in Phase 2 of the CAT implementation process
      - We just implemented CAT in early 2021 (Phase 1).
      - This is our second year, and we are working on establishing consistency in our catalog, building out workflows.
    - Course Leaf software (CAT)
    - Creating Consistency
      - A consistent catalog provides a better student experience. We do not want Students to feel lost or confused or to question where to find information in the catalog.
  - Your roles vs the Registrar's role
    - You are the content matter experts
    - The Registrar office is only her to make sure everyone is following style guides, training docs, using correct formatting, and checking for broken links. We will not try to change your content.
    - We will be sending out training documents and recording later this week.
- Access
  - Logging In and Out
    - Same username and password to get into your CU email/portal etc.
    - Everyone attending today should have access. If you believe you need access, email us at [catalog@ucdenver.edu](mailto:catalog@ucdenver.edu)
      - You will only have access to edit your specific school/colleges/office pages
  - Emails
    - Once a page has hit your step in the workflow, you will receive emails from courseleaf notifying you that your page is ready for editing.
    - Remember- do not click the link; copy and paste the link into your web browser removing the https://
- Navigation – Ways to navigate through the catalog
  - Nav Bar
    - Pages are nested beneath their parent page.
  - Breadcrumb Trail
    - Trail below the names of the various catalogs and above the page content
  - Search Box
    - Can use keywords or phrases.
      - This will populate all the results with the relevant term.
- Bottom Tool Bar
  - To view, click on Edit Page on the top left hand side.
  - Page owners and order each page goes through for final approval
  - Workflow
    - Blue hyperlink: This will pop open new window and give specific details of roles and the individual within that role including their email addresses.
  - Revision History – Clock Symbol

- Will show you editing history throughout the editing cycle. Able to see how pages looked like originally, and throughout the editing cycles year to year.
      - Page status and workflow step
- Workflow – The Approval Console -
  - Your role:
    - This will default to your role if you click through the email link.
      - If you have saved the website you will need to use the drop down to find your role
    - To change your role, use the drop down and scroll to find your role.
      - You will NOT find pages for approval listed under your name. Everyone has been assigned to a role therefore search for your role
    - If you do not seeing your role listed, this means you do not have pages currently in your queue
      - You have either finished your step in the editing process OR pages have not been routed to your queue yet
  - Page Info, Workflow Status, Attached Files, and Revision History tabs
    - Once in your role, and if you have any pending pages, you will see your pages show up on the left as links and page name
  - Page Review Printer Icon
    - Will allow you to print or Save As PDF and will show the red/green mark up
  - Hide Changes/Show Changes Button
    - View Changes By
      - Shows all users who have edited a page
        - If you see members from the Registrar’s Office listed, we may not have made visible changes that produce red/green mark up
          - This includes updating a workflow and routing pages into your queue
    - Red Green Markup
      - Red: Items removed from the page
      - Green: Items added/revised
  - Rollback
    - Rolling back does not undo any edits made
    - This is rejecting edits you made.
      - Other editors may need to you re-edit or clarify information on your pages
      - You may have approved a page by accident and you need this page back in your queue
  - Approve
    - Means the page is ready to go on to the next step of the workflow
    - No pop up asking if you are sure you want to approve, just approves the page
  - Edit
- Break/Questions
  - Rolling back does not undo edits

- Are you receiving Privacy error when clicking on links?
  - Remove https:// and copy&paste the rest.
- We will be sending out a training doc and style guide following the meeting
  
- Top Tool Bar – Click on Edit Page on top left hand side in NextCatalog website; Right hand side Edit button in the Approval website
  - Page Body
    - This is your main Overview page.
  - Accuracy Report
    - Used to check your courses are linking correctly from CU-SIS (and that they are active), and that they exist. Also checks that credit hours are accurate.
      - You will find the problem courses/item in a red box.
  - Show Differences
    - Similar to the “View By” changes in the approval console. However, this will show all the changes made to the page by everyone.
  - View As PDF
  - Help
    - Will take you to the Course Leaf Help site.
  - Tabs
    - Your various page tabs including the Overview, Degree Reqs etc. can be found on this top tool bar.
    - Tabs will only populate if there is content on the page. You will still access to the tab on the tool bar to re-add content.
    - You cannot make tabs on you own. For consistency, we try not to add new tabs. Email [catalog@ucdenver.edu](mailto:catalog@ucdenver.edu) if you want to inquire about adding and additional tab
  - Arrows
    - Move the toolbar to the left or right so you can access all icons for editing
  
- Page Body Editor
  - Save Icon
    - We recommend saving often just in case you get timed out of the CAT system. Your edits will not automatically save.
  - Headings
    - Try to following the heading order 2>3>4>5>6
    - Spacing
      - Course leaf will double space when you hit enter. Use Shift + Enter to make single space
    - Toggled Header (what we call accordions)
  - Numbers List and Bullet Lists
  - Links
    - External Link
      - Always select “Open in new window”
    - Internal Link

- Using Link URLs- redirect to relevant section in catalog
      - Copy link everything after ucdenver.edu/
    - Email link
      - mailto: example@ucdenver.edu
    - Link to PDF
  - Pre-defined tables
    - If you need help with tables or need one created, please email catalog@ucdenver.edu
  - Borrowed content
    - Allows users to copy over information that does not need to be edited or changes on full pages/tabs
      - Example- Faculty Lists that are the same for Undergrad and Grad catalogs
- Break/Questions; The rest of training is specifically for Editors in Schools/Colleges
    - Course List/ Tables
      - All course data comes directly from CUSIS, therefore any updates need to courses in the catalog need to be made in CUSIS first. This will require you work with you schools course coordinators to submit a Course Proposal Form to the Registrars office.
      - To create a brand new course list. Click on predefine table button and select Course List from the menu.
        - Course list box will popup
    - Foot Notes- type in number, click ok
    - Database field (3 buttons from 3)
    - Plan of Study Grid
    - Anchors