

CourseLeaf Tips and Tricks for 2022-23

- Automated emails will be generated from our vendor from **General Catalog Update** and the email address will be **courseleaf@notify.courseleaf.com**
- When using the links in emails that were generated to you for pages added into your workflow, copy/paste the URL **EXCEPT** the “**https://**” into your browser; this will then lead you to the page safely.
 - We are investigating this issue
- Bookmark the following websites:
 - **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.
 - **nextcatalog.ucdenver.edu/courseleaf/approve/**
 - This is the workflow website where you go to review/edit your pages
- Your login for the Next Catalog and Workflow Approval websites is your Single Sign On (SSO) username and password (what you use to sign into the portal, email, your computer, etc.)
 - If you are unable to login, please email catalog@ucdenver.edu so that we may further troubleshoot.
- **ALL Pages**, even those you do not need to make changes to, must go through the review process
 - We suggest working on those pages first to clear them out of your workflow
- In the workflow, you will want to go to your role in the drop down menu, not your actual name, to see what pages you have to work on
 - If you do not have pages to review, your role will not appear in the dropdown
- If there are multiple users assigned to your step in the workflow, please communicate internally with each other. Only one person needs to Approve a page in order for the page to go to the next step of the workflow.
 - If you have approved a page by accident, you can either
 - Contact the people in the next step of the workflow or
 - Email catalog@ucdenver.edu and send us a copy of the link and let us know which page to send back to you (also known as Rolling a Page Back)
- If you are the first step of the workflow, please do not roll your back page! Contact catalog@ucdenver.edu if you have questions or concerns about your page.

- If you have questions or concerns about Edits made and you are still in the first step of the workflow, that most likely means there are other catalog editors assigned to this step with you.
 - If you a faculty or staff member from a school/college, work with your Catalog Editor from your school/college
 - If you are in an administrative office, please email catalog@ucdenver.edu to verify fellow role members
- As you are editing, you can save change with the Save icon. This will not approve the page, but will save your work if you need to step away from your current edit. Saving your work prevents losing your work if you do get kicked out.
 - We recommend saving your work every 20-30 minutes
- If you need a table inserted that does not already exist, please email catalog@ucdenver.edu and we will work on making sure it is created
- If you need to add, remove, or modify the name of a current program page, please submit the following form- https://ucdenverdata.formstack.com/forms/catalog_program_page_updates
 - This is for the main Catalog Editors for each school/college/administrative office to submit
- If you need to edit information on a page you do not have editing access to please submit the following form- https://ucdenverdata.formstack.com/forms/sso_reg_catalog_edit_submission_form