



Office of the Registrar

UNIVERSITY OF COLORADO **DENVER**

Catalog Training Guide

For use with the Catalog Style Guide



Version Control Table

Version #	Author	Purpose/Change	Date
1.0	Marissa Tornatore	Initial Draft	10/26/2021



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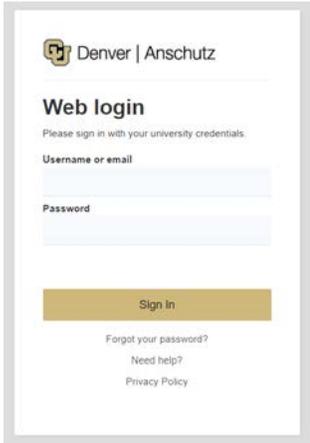
Glossary 30



Access

Single Sign On

Access to the editing version of the catalog is behind a user’s CU Denver Single Sign On (SSO). Users will be prompted to enter their standard username and password (same used for logging into Email, UCDAccess Portal, etc) in order to gain entry to the NEXT Catalog or Approval Workflow environments.



Navigation

There are three main ways to navigate through the catalog site:

The Navbar

Navbar will expand depending on the page to show relationship to other areas in the catalog and can be used to jump within the catalog. Our Navbar is located on the lefthand side of the screen

- CU Denver** 
- About the Catalog and Archive Information

- About CU Denver 

- Undergraduate 

- Graduate 

- CU Anschutz** 

- Search Courses**



Breadcrumb Trail

The breadcrumbs are another way to show relationships to the rest of the catalog by showing the path taken to get there. The breadcrumb trail is located at the top of the screen

2022-2023 Academic Catalog

Home	CU Denver Undergraduate Catalog	CU Denver Graduate Catalog	CU Anschutz Catalog	F
------	---------------------------------	----------------------------	---------------------	---

Home > CU Denver > About CU Denver > Test Page for Training

Search box

The search engine for CourseLeaf CAT. It allows CourseLeaf to direct users to preferred pages by using keywords. The search functionality will look for exact matches and then bring up all relative results from Word in the Title, Page with word in heading, sub-headings, and finally text. The search box is in the top right hand corner.

To use the search, enter the keyword or course, then click the magnifying glass or hit enter.



2022-2023 Academic Catalog

Search results will then populate.

Search Results

MATH 1401 Calculus I

MATH 1401 - Calculus I (4 Credits)

First course of a three-semester sequence (MATH 1401, 2411, 2421) in calculus. Topics covered include limits, derivatives, applications of derivatives, and the definite integral. Note: No co-credit with MATH 1080. Prereq: MATH 1109 or MATH 1070 or MATH 1110 with a C- or higher and MATH 1120 with a C- or higher or MATH 1130 with a C- or higher or MATH 1401 with a C- or higher OR entry into the MA01 Student Group OR ALEKS PPL score 76-100. If you have any questions or concerns about this requisite, please notify MATH.Placement@ucdenver.edu. Max Hours: 4 Credits.

Grading Basis: Letter Grade

MATH 1109 or MATH 1070 or MATH 1110 with a C- or higher and MATH 1120 with a C- or higher or MATH 1130 with a C- or higher or MATH 1401 with a C- or higher OR entry into the MA01 Student Group OR ALEKS PPL score 76-100.

Additional Information: GT courses GT Pathways, GT-MA1, Mathematics; Denver Core Requirement, Mathematics.

Mathematics, 4+1 Year BS/ Applied Mathematics, MS

<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-liberal-arts-sciences/mathematical-statistical-sciences/5-year-mathematics-bs-applied-mathematics-ms/>

This is a unique program where a student can obtain both a BS in Mathematics and MS in Applied Mathematics in five years through a specialized course sequence. The program requires 12 fewer credits than if both degrees were earned separately.

Mathematics, 4+1 Year BS/ Statistics, MS

<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-liberal-arts-sciences/mathematical-statistical-sciences/5-year-mathematics-bs-statistics-ms/>

This is a unique program where a student can obtain both a BS in Mathematics and MS in Statistics in five years through a specialized course sequence. The program requires 12 fewer credits than if both degrees were earned separately.

Mathematics - Applied Option, 4 +1 BS/ Applied Mathematics, MS

Print

The Printer Icon allows users to print a singular page, download a PDF (which is unique to the page), and download full catalogs.

To print or download, click on the Printer icon next to the Search Box. A new window will open with print options.




Print Options ✕

[Send Page to Printer](#)
Print this page.

[Download Page \(PDF\)](#)
The PDF will include all information unique to this page.

[Undergraduate Catalog](#)
A PDF of the entire Undergraduate catalog.

[Graduate Catalog](#)
A PDF of the entire Graduate catalog.

[Anschutz Catalog](#)
A PDF of the entire Anschutz catalog.

Bottom Toolbar

Bottom bar shows who owns the page, how it will travel from person to person until it is published, and its current status. To view the bottom toolbar, click Edit Page in the top left corner of the screen.



Both the top and bottom toolbars will display at this point.

Page Owner(s): CU Denver Registrar 1

Workflow: CU Denver SEHD Asst Dean, CU Denver SEHD Dean, SEHD Editing, CU Denver Grad Cert, CU Denver Catalog, SEHD Editing fyi

Page Status: In Workflow 3
Next: CU Denver SEHD Asst Dean @UCDENVER.EDU 2

- 1) This area shows the roles in the current workflow for a catalog page. To determine which users are in these roles, click the Blue hyperlinked Workflow. This will generate a new page to preview the workflow.

Preview Workflow - Google Chrome

nextcatalog.ucdenver.edu/courseleaf/courseleaf.cgi?page=/cu-denver/undergraduate/school...

 **COURSELEAF** Help User: Shakira Anderson

Preview Workflow

Note: The actual workflow may vary based on data within the proposal itself, such as field selections, which fields have been modified, and other items. This workflow preview represents the workflow based on the current state of the proposal.

Manually Assigned Workflow: CU Denver SEHD Asst Dean, CU Denver SEHD Dean, SEHD Editing, CU Denver Grad Cert, CU Denver Catalog, SEHD Editing fyi

- CU Denver SEHD Asst Dean

- 2) Clock icon displays the revision history of a catalog page. The Revision History tool allows a user to see a record of all past approved versions of a page since it was first migrated into the CAT software. Each listing will show the date the page was approved, the name of the person who started the workflow, and a "View" link to a historical version of the page complete with red and green markup to show what was changed during that editing cycle. Each time a page is fully approved through workflow, a new Revision History item will be listed.



3) This shows the current status of a given page and the role editing the page.

Workflow

Also known as Approve Pages allows users who are part of the workflow to edit, rollback, or approve a page.

The Page Approval Window Has Three Main Sections

- Pages Pending Approval (upper left):** Use this list to select the page desired to review. The page selected will appear in the Page Review window. Click the **Your Role** drop-down to select a role to view/edit. When a role is selected, the Pages Pending Approval list will be populated with pages that require review, editing, or approval from the selected role. Click **Refresh List** to see if new pages have been added since last visited or if the list doesn't contain an expected page
- Page Info/Status (upper right):** Review basic page information and the selected page's workflow status. Click the various tabs to view different reports.
- Page Review (bottom):** Review the selected page here, then approve it, edit it, or send it back to a previous editor in the workflow. Review changes made by various editors in the workflow by clicking the **View Changes By** drop-down and selecting the editor to review

How to Access Approve Pages

- Navigate to nextcatalog.ucdenver.edu/courseleaf/approve or click the **Page Approval** link from the automated email
 - This email is auto-generated by our vendor and this is something we have been actively investigating so that editors all will not receive that warning message. For now, you will want to copy/paste the link without the **https://** in order to go to the correct secure site
- Click the **Your Role** drop-down menu at the top of the page and select the account for which you want to review and approve pages



- If you use the link from the automated email, your role will be pre-selected for you
- **Note:** Click the *Refresh List* button to see if new pages have been added since your last visit or if the list doesn't contain an expected page

How to Take Action on a Page

1. Navigate to nextcatalog.ucdenver.edu/courseleaf/approve or click the **Page Approval** link from the automated email
 - This email is auto-generated by our vendor and this is something we have been actively investigating so that editors all will not receive that warning message. For now, you will want to copy/paste the link without the **https://** in order to go to the correct secure site
2. Click the **Your Role** drop-down menu at the top of the page and select the account for which you want to review and approve pages
 - If you use the link from the automated email, your role will be pre-selected for you
 - **Note:** Click the **Refresh List** button to see if new pages have been added since your last visit or if the list doesn't contain an expected page
3. Scroll through the Pages Pending Approval list and select the page to edit
 - When a page is selected, the reports and workflow status window and the Page Review window will be populated with information
 - To filter your pages, click the **Filter List** button, then enter text to filter on. You may filter on any text in the URL or title shown in the Pages Pending Approval window. To reset the filter to show all, click Filter, then click **OK** with the filter field blank
4. Review content in the Page Review window:
 - **View changes made:** Click the **View Changes By** drop-down menu and select an editor whose changes you wish to review
 - The selected editor's changes are shown in red and green: red for deleted text, green for new text. If there are multiple tabs on a page, the user will need to click on each tab to view all changes
 - Important note: changes made by the Registrar's Office Catalog Team to create/update roles and workflows AND to route pages into the first step of the workflow are also considered edits. These changes will not have red/green markup.
 - Remember that any number of page editors can be in a workflow. Each editor reviews or edits content sent from the editor directly before them in the queue. The changes seen here are changes the selected author made compared to the document they received
 - **Hide Changes:** View the document without color-coding or markup
5. Choose an action on the page. One of four actions may be taken after reviewing the page. To edit, rollback, or approve the page, click the appropriate button in the upper right of the Page Review window. The page may also be left alone and returned to later
 - **Edit the page:** Click **Edit** to make changes to the page. This will produce a toolbar at the top of the Page Review window. After editing the page, approve the page to send it to the next step in the workflow



- **Roll back the page:** Click **Rollback** to send the page back to a previous editor. This does not mean the user is rejecting or denying a page. The rollback feature is utilized to have users in previous steps in the workflow make an edit themselves. A prompt will appear to make comments about why the page is being rolled back. Make comments in the space provided and click Rollback in the new window
 - An email will be generated and sent to the user(s) in the role along with the comment generated
- **Approve:** Click **Approve** to send the page on to the next step in the workflow
 - **No warning is generated when a page is approved asking if the user is sure they want to approve a page.**
 - Only approve pages when the page would be considered ready for publishing.
- **Leave the page for another time:** The page may be left for another time. Select another page to review, or click **Logout**

Top Toolbar

The top toolbar will contain the functions that are available for that page and user role. In order to navigate the toolbar from left to right, use the blue arrow icons as needed to see additional controls for that page. To access this toolbar, click on Edit Page in the top left hand corner of the page.



Page Body

Page Body tends to be the center of activity for a page. The Page Body tool works like a standard word processor tool. Allows the user to edit the Overview/ Main tab. The Page Body editor is handicap accessible. Press Alt-0 to see the accessible features of the Page Body Editor. Alt-F10 will allow keyboard navigation of the Page Body Editor toolbar.

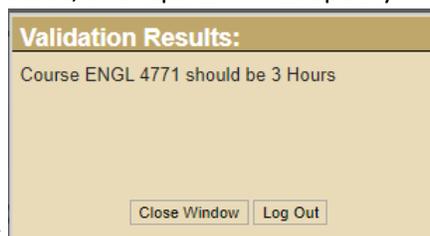
For more information on how to edit a page, please visit the Page Body Editor section of this training guide.

Accuracy Report

The Accuracy Report generates a list of errors when there are red boxes and unapproved shared content on a catalog page; the report includes errors for all tabs on the page.

How to Run an Accuracy Report

1. Click Edit Page
2. Click Accuracy Report
3. Results will be automatically generated in a new window that says Validation Results
 - a. If multiple tabs, this report will not specify which tab the error was on



- b. Example:



4. Click Close Window to leave the report

Show Differences

The **Show Differences** view presents a version of the current page with red/green mark-up to show any changes that have been made to the page. Green text indicates an addition; red text with a strike-through indicates a deletion. The page being edited will show the most recently edited content whether it is approved or not.

How to Show Differences

1. Click Edit Page
2. Click the Show Differences tool and a new window will open
3. If any text was deleted and replaced with new text, the old text will still be visible in red with strike-through. The next text will be displayed in green.
4. To return to the previous screen, click the red X to close the Show Differences will.

View as PDF

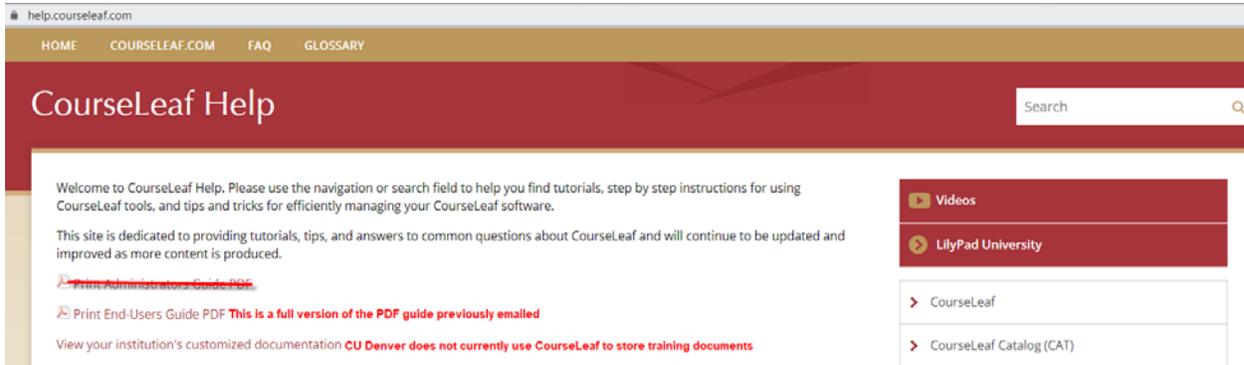
View as PDF allows a user to view the current page as a PDF in a new window. A user cannot make any changes to the catalog page in the PDF. Updates to the catalog page must be made in the Page Body.

Help

The Help button allows a user to access the CourseLeaf Help guide with step by step instructions. This is a general help guide and not customized to CU Denver.

How to Access Help

1. Click the Help tab and a new window will open.
2. Users can use the Search box or the CourseLeaf (CAT) accordion to view or search for topics

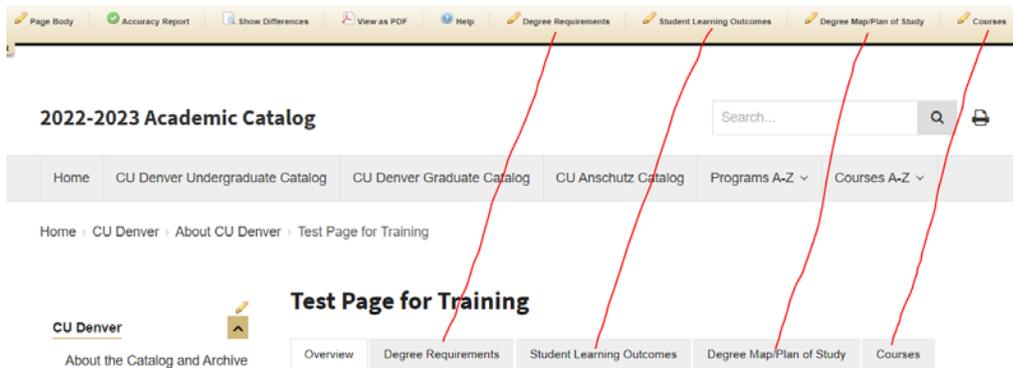


- 3.
4. Important Note: CourseLeaf provides multiple types of software. When viewing search results, look for results that contain CAT or Catalog.

Tabs

The tabs that show on a catalog page are edited through the heading titles in the top toolbar. A Tab will only show in viewable area of a catalog page if there is content created on that tab. If there is no content, the tab name will remain in the toolbar, but will not show in the live version of the catalog.

Please note, in most cases, Page Body tab is equivalent to the first tab on a given page.



Scroll Arrows

Allows users to move the toolbar to the left or right to view more tabs.

Editing Catalog Pages

Following sections will discuss how to edit catalog pages that are relevant to all catalog pages. There is a specific section for editing as it relates to courses under the Course Specific Catalog Editing- Schools/Colleges

Red/Green Markup

Red/Green Markup is available throughout CourseLeaf to show the differences between the last approved content and the current edited content, red for deleted text, green for new text. A blue bar also indicates a change in a table that cannot be displayed with red/green mark-up. It is also used in some specific situations to show the differences between CU-SIS and the data in CourseLeaf.

Junior Year		
Fall		
CHEM 470	Thermodynamics & Kinetics	3
CHEM 454	Inorganic Chemistry II	3
CHEM 454L	Inorganic Chemistry II Laboratory	1
CHEM 466	Fundamentals of Physical and Biophysical Chemistry	4
CHEM 443	Instrumental Analysis III - Chromatography/Mass Spectrometry ³	2

All Changes

When viewing All Changes in the approval screen or when viewing the Show Differences tool in CAT, the differences being shown are from the last approved content and the current edits. With this in mind, there are some things to consider:

1. When the catalog completes multiple workflows for one catalog edition the red/green mark-up will only show the differences from the last approval and the current edits, not all changes from the last catalog.
2. The red/green mark-up does not show all of the individual changes that may have taken place in the midst of the approval process. That is if one person deleted a word and the next person added the same word back, it will not

appear as a deletion and addition, it will just appear as normal text. Nothing actually changed from the last approved content and the current edits.

View Changes Per Editor

In the approval screen, the View Changes by drop-down menu lists all editors in the order in which they edited the content. Select an editor whose changes you wish to review. The changes seen here are changes the selected author made compared to the document they received from the previous editor.

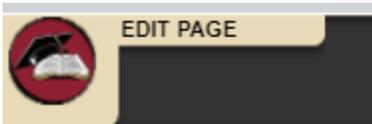
Note: some changes can be made in the catalog that are not readily visible, such as creating a workflow or the initial routing of pages into the workflow queues. It may appear that the editor made no changes when in reality they did make a change, just not one that can be seen.

Page Body Editor

Page Body tends to be the center of activity for a page. Page Body is where most of the text and structured content can be added or edited. The Page Body tool works like a standard word processor tool.

This is also the “Overview” tab OR first tab listed on most catalog pages.

1. To begin the editing process in the nextcatalog.ucdenver.edu , click on Edit Page in the top left hand portion of the screen.

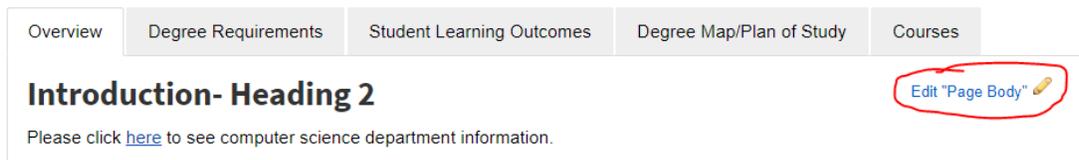


- a.
2. To begin the editing process in the nextcatalog.ucdenver.edu/courseleaf/approve link or via a link from the auto generated emails, click on Edit in the Page Review section on the right hand portion of the screen.



3. To edit, click on Page Body in the top toolbar and a new window will open for editing.
 - a. When in the nextcatalog.ucdenver.edu site, users may click on the blue hyperlink that says Edit “Page Body” (or Edit [Corresponding Tab Name]) with a pencil icon in the top right portion of the tabbed page

Test Page for Training



- i.
4. This new window is where editors will complete the editing process.

Editing Toolbar



Save Icon- This will save the edits in the page body editor. To have these changes show on the catalog page, click the OK.



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

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

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

For more detailed information on how to use each of these functions, please visit- help.courseleaf.com/cat/page-body/

Useful Tips/Tricks for Editing:

- 1) Type in your content headers as needed.



Graduation Requirements

Graduation Requirements

School of Public Affairs Residency Requirement

A minimum of 30 credits must be taken through CU Denver. At least 21 of the final 30 credits of the degree must be earned through CU Denver. Please refer to your major program page for any additional major-specific residency requirements.

School of Public Affairs Social Sciences Requirement

SPA requires students to select three courses from the Social Sciences area of the CU Denver Core Curriculum. Please see your advisor for guidance on which courses will be most beneficial for your individual major.

Upper-Division

Students must complete a minimum of **forty-five** upper-division credits.

Foreign Language Requirement

School of Public Affairs students must demonstrate proficiency in a foreign language at the second semester college level prior to graduation. This is accomplished through course work, by examination, or through documented evidence that the student has attained the equivalent proficiency in a language other than English.

OK Cancel

- After you enter your content (or if the content is present), adjust headings as needed. Highlight the word or words and then select your heading size from the left hand drop down menu. You can also put your cursor at the end of the word.

Graduation Requirements

Paragraph Format

- Normal
- Heading 2
- Heading 3
- HEADING 4
- Heading 5

School of Public Affairs Residency Requirement

A minimum of 30 credits must be taken through CU Denver. At least 21 of the final 30 credits of the degree must be earned through CU Denver. Please refer to your major program page for any additional major-specific residency requirements.

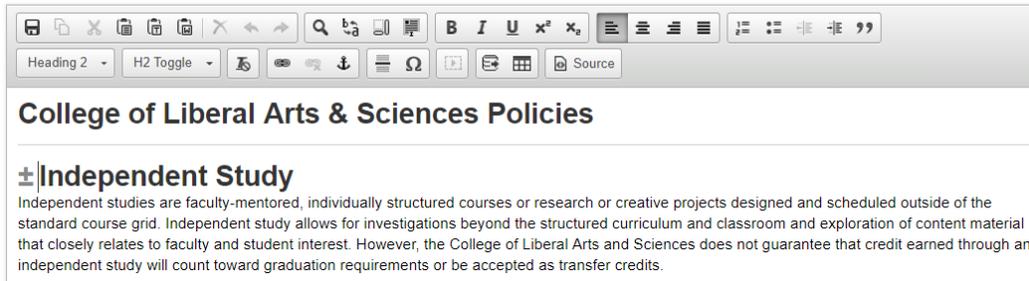
School of Public Affairs Social Sciences Requirement

SPA requires students to select three courses from the Social Sciences area of the CU Denver Core Curriculum on which courses will be most beneficial for your individual major.

- To make Toggle Headers (for heading 2 and 3 only) Put your cursor in front of the word/phrase you would like as the header. In the first drop-down box, select Heading 2, OR Heading 3. In the Styles box, select H2 Toggle for Heading 2, and H3 Toggle for Heading 3.



Policies

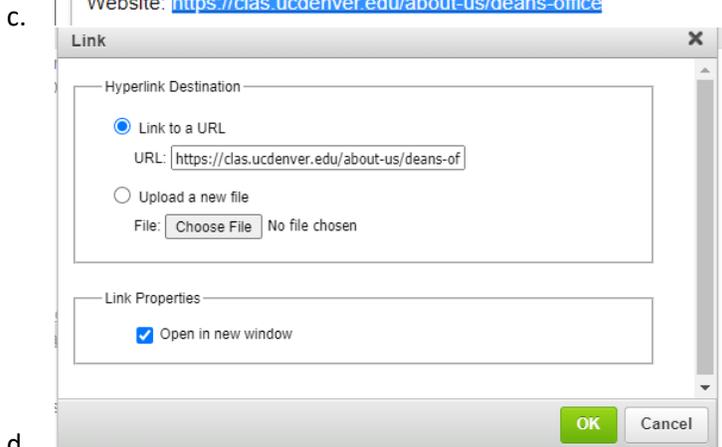
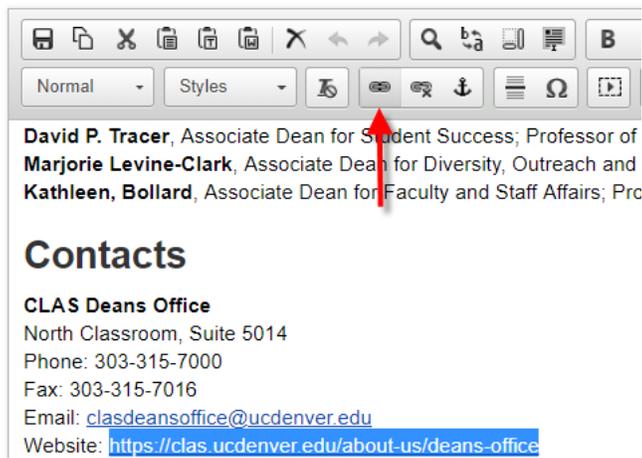


All words underneath that heading will fall into that toggle/accordion.

Please note: you cannot mix and match toggles.

- 4) To create/update links:
 - a. Highlight the word/phrase you would like to link.
 - b. Click on the Link icon

Page Body



d.

There are 3 Types of links-

- **External Link-** used to link to websites outside of the catalog
 - Highlight selected content
 - Click on chain link



- Link to URL
 - Type in URL and make sure you type in the http://
 - Click Open in new window box
- **Internal Link AKA Relative URL-** used to link to other pages within the catalog
 - Determine the relative URL
 - Select everything after the .edu- /rest/of/url= relative URL.
 - Example: catalog.ucdenver.edu/cu-denver/undergraduate/admissions
 - Highlight selected content
 - Click on chain link
 - Copy into URL area
 - Select Open in new window
- **Email Link-** used to send an email
 - mailto:[insert email address here with no spaces]; e.g. mailto:clasdeansoffice@ucdenver.edu
 - Do not need to select Open in new window; new window will generate
- **Link to PDF-** Used to open a new PDF while viewing the catalog
 - Highlight selected content
 - Click on chain link
 - Click Upload a new file
 - Choose file and click ok (it will also save your previous files here)
 - The linked PDFs will be linked out of the catalog

Overall Structure for Content and Headings

Major Concepts- Heading 2

Minor Concepts that fall within a major concept- Heading 3

Additional minor concepts that fall within the previous minor concept- Heading 4

Example:

Administrative Drop Policy **Heading 2**

An administrative drop is processed by university officials in the registrar's office by approval of a school/college dean's office. A student may be administratively dropped from one or more classes or withdrawn from all classes for any of the following reasons:

- failure to meet certain preconditions, including but not limited to:
 - class cancellations
 - failure to meet course prerequisites
- whenever the safety of the student, faculty member or other students in a course would be jeopardized
- academic suspension, including but not limited to failure to attain or maintain a required GPA
- as a potential sanction for a violation of the code of student conduct
- disruptive behavior determined by the chair and/or associate dean or Office of Student Conduct and Community Standards to be detrimental to the progress of the course and the education of other students

School/College Specific Policy **Heading 3**

COLLEGE OF ARTS & MEDIA **Heading 4**

Students who miss the first two class sessions of a College of Arts & Media course can be administratively dropped. Students who never attend class should not assume that they will be automatically dropped from the course. The student is responsible for dropping courses by published deadlines. Failure to do so will result in a charge of tuition and/or fees for the class and a final grade of "F".

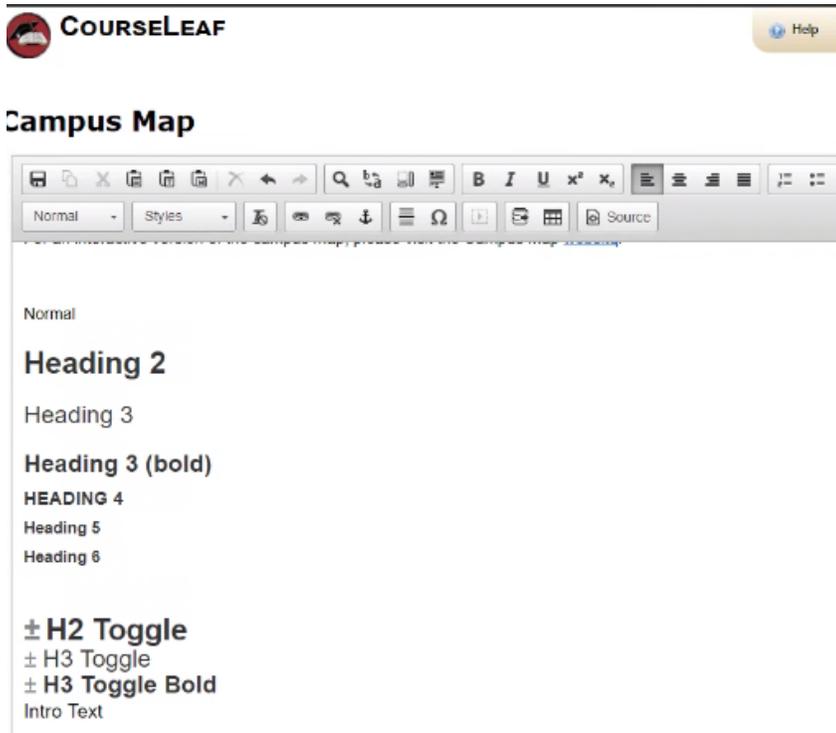
Helpful Tips for using Headings

Headings should be properly *nested*. That is, every page should follow a logical structure of headings, and not jump around. I.e., Heading 3's should be under a Heading 2, Heading 4's under Heading 3, etc.. Headings not nested in this way will not meet most ADA compliance standards. CourseLeaf does not require this nesting, but it is best practice.



Further, since the title of a page is Heading 1, there should never be another Heading 1 used in a page body.

Here is what the various headings look like in the Page Body Editor Tool:



Tables

Footnotes

Footnotes have two parts within CourseLeaf: a footnote indicator (¹²) and a footnote table. Footnote indicators go next to the text or course item, and footnote tables are used to articulate footnotes. Footnote indicators and entries in the footnote table are not automatically linked. This means that when a new indicator is added, an entry must also be added to the table. Likewise, if an entry in the table is deleted, the indicator must also be deleted.

How to Insert a Footnote Indicator within Text

1. Place cursor in the page body editor where the footnote indicator is to be placed
2. Type the number, or use the **Insert Special Characters (Omega) tool** to add the footnote symbol
3. Highlight the character and click the **Superscript tool**
4. Click **OK** to save the page

How to Insert a Footnote Table

1. Place cursor in the page body where the footnote table is to be placed
2. Click **Insert/Edit Formatted Table**
3. Select **Footnotes** from the drop-down menu and click **OK**
4. In the Footnotes editor, click **New Footnote**
5. Enter the footnote symbol
6. Enter the footnote content



7. Repeat to add more footnotes as necessary
8. Click **OK** to save the table
9. Click **OK** to save the page

How to Edit or Delete a Footnote

1. Double-click the **footnote table blue box**
2. Select the **footnote indicator**
3. Enter the footnote content **OR** click **Delete**
4. Click **OK** to save the table
5. Click **OK** to save the page

Note: Be sure to also edit the corresponding footnote entry in the footnote table.

On This Page Navigation

On This Page Navigation automatically generates a list of anchor links, which allow users to jump to a specific part of the page.

On This Page Navigation Fields

The screenshot shows a dialog box titled "On This Page Navigation" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- Title:** A text box containing "On This Page".
- Elements to Link:** A checked checkbox followed by a text box containing "H2".
- Tabs to Show Links:** A checked checkbox followed by a text box containing "Overview".
- Show Tab Name:** A dropdown menu currently set to "None".
- Nest Links:** A checked checkbox.
- Sort Alphabetically:** An unchecked checkbox.
- Maxitems Before Depth Drop:** A text box containing "0".

At the bottom of the dialog are two buttons: "OK" (highlighted in green) and "Cancel".

1. **Title:** Identify the title heading above the link list
2. **Elements to Link:** Identify each heading level that should display in the anchor list
3. **Tabs to Show Links:** Identify which tabs should display in the anchor list
4. **Show Tab Name:** Identify the tab organization (choose whether the name of each tab will display as a heading above the anchors from that tab)
5. **Nest Links:** Identify the indentation style. When selected, subheadings will be indented
6. **Sort Alphabetically:** Identify the ordering of links. Should items display in alphabetical order or in the order they appear on the page
7. **Max items Before Depth Drop:** Identify the number of total links for display before removing all nested links at a certain depth. This is useful when linking to all headings on a page would produce a long list of anchor links. If you'd like a maximum of ten links, place "10" in the Max items Before Depth Drop field. Links will display based on the hierarchy of their heading level. (i.e., if there are 12 links on a page: two H2, six H3, and four H4, and the depth drop is set to 10. Then all H2 and H3 headings will display, and all of the H4s will be dropped)



How to Add On This Page Navigation

1. Open the toolbar and click **Edit Page**
2. Place cursor in page body where the links are to be placed
3. Click **Insert/Edit Formatted Table**
 - **Note:** using the Ctrl+T keyboard shortcut will also bring up the Insert/Edit Formatted Table interface
4. Select **On This Page Navigation** from the drop-down menu
5. Click **OK**
6. Select the field options for display
7. Click **OK** to generate the structured content
8. Click **OK** in the page body editor to save

Tuition Classification

ON THIS PAGE
Initial Residency <ul style="list-style-type: none">▪ Deferred Action for Childhood Arrivals (DACA) and Colorado ASSET
Residency Classification for Tuition Purposes
Basic Requirements
Establishing Domicile
Resident Tuition for Military-Connected Students
Western Undergraduate Exchange (WUE)

How to Edit On This Page Navigation

1. Open the toolbar and click **Edit Page**
2. Double click on the **On This Page Navigation**
3. Edit the field options
4. Click **OK** to generate the structured content
5. Click **OK** in the page body editor to save

Pre-Defined Tables

Pre-Defined Tables have been already pre-designed for CU Denver using tables that previously existed in prior catalogs. With all pre-defined tables, the format is determined by the kind of table selected, but the content of the table is created by the user. If you need a new pre-defined table option added to your list of tables, please contact let the Catalog Team (catalog@ucdenver.edu).

How to Insert a Pre-Defined Table

1. Click **Edit Page**
2. Open the page body editor
3. Place cursor in the page body where the table is to be placed
4. Click **Insert/Edit Formatted Table**
5. Select **Pre-Defined table** from the drop-down menu and click **OK**
6. To add a new row to the table, click **New Row**, then enter desired content in the fields. Repeat as necessary
7. Rows may be moved up or down with the **Move Up** or **Move Down** buttons
8. Click **OK** to save your table



9. Click **OK** to save your changes

Tables from outside sources may not be pasted into CourseLeaf. Formatting carried over from word processing programs rarely translate into proper HTML markup. All tables must be built with the Formatted Tables editor.

Anchors

An anchor link allows users to jump to a specific part of the webpage by clicking on a link.

Note: *Anchor links within tabs on another page cannot be a linked.*

Place the anchor:

1. Place the cursor where an anchor should be added and click the Anchor button.
 - You should not highlight text to set the link. Simply click where in front of the text that should have the anchor.
2. 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
3. Click OK

This anchor will now be available as a link destination

Link to the anchor:

1. Type and highlight the desired link text
2. Click the Insert/Edit Link button
3. Click the Insert/Edit Link to an Anchor option, select the desired anchor from the drop down list, and click OK

Borrowed Content-

Borrowed Content is content that is edited on one catalog page and displayed on another catalog page. Both pages with the borrowed content are published and visible in your live catalog. This functionality is particularly useful when all of the information located on one page will be the exact same as another page (such as Faculty Lists for Undergraduate and Graduate Departments).

<https://help.courseleaf.com/cat/borrowedcontent/>

Course Specific Catalog Editing- Schools/Colleges

Following sections will discuss how to edit catalog pages that are relevant to information as it relates to courses. There is a specific section for editing as it relates to all catalog editing under Editing Catalog Pages.

Inline Courses

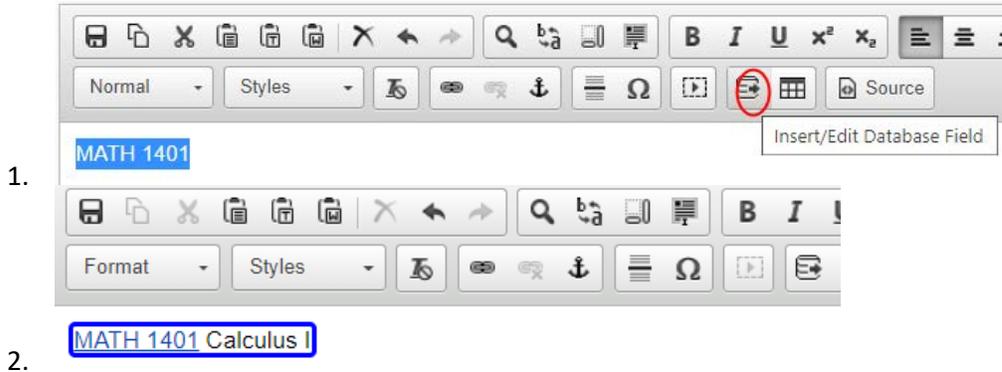
Inline Course is a tool used to link a course listed within a body of text in your page body editor back to the course database. This is done to create a Course Bubble with additional information about the course on your catalog page.

How to Insert an Inline Course

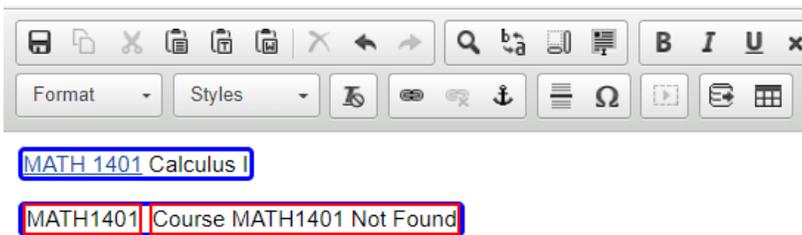
1. Click **Edit Page**
2. Click **Page Body** or the **pencil icon** corresponding to the tab on which you want to insert the inline course



3. Type in a course code (Four Letters SPACE Four digits- example MATH 1401)
4. Highlight the course code
5. Click **Insert/Edit Database Field** or press Ctrl+D (as a shortcut) to link the course code back to the source



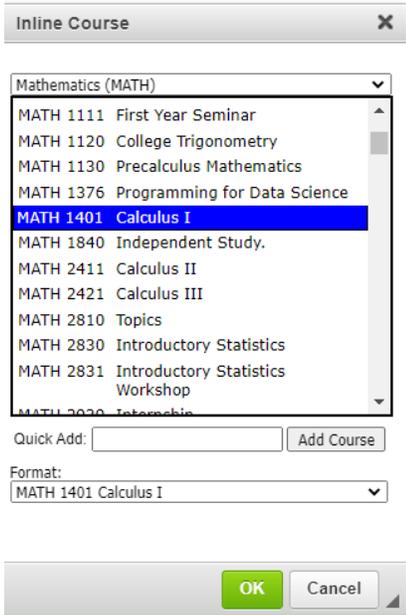
Note: If the course code does not link back to the source, a red box will appear around the course. Check to ensure the correct course code has been entered, which may be case and/or spacing-sensitive.



No space was inserted which caused the red box

How to Insert an Inline Course with the Course Picker

1. Click **Edit Page**
2. Click **Page Body** or the **pencil icon** corresponding to the tab on which you want to insert the inline course
3. Click in the page body where the course should display
4. Click **Insert/Edit Database Field**
5. Choose a College and/or Department, then click a course from the Course Picker



6.
 1. Alternating, editors may type in the course in the Quick Add Field and click Add Course (the box will be blank and you won't see your selection) and then OK. If your course was formatted correctly and is active, it will then show in the Page Body.
7. Choose a format (this will default to the correct format)
8. Click **OK**

Tables

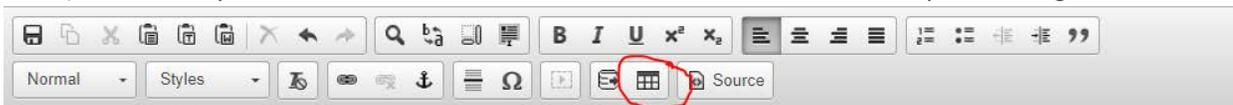
Course Lists

A Course List is a type of table within CourseLeaf. Courses in a Course List are linked to data exported from CU-SIS to provide immediate access to course information. A course list provides information in a pre-formatted table structure and is different from a Plan of Study Grid in that it does not require the selection of a year or term. Course lists primarily are used to display Program of Study requirements (majors, minors, certificates, etc.) and are unique to the institution. If a course is Active AND has Catalog Print turned on in CU-SIS, the course will generate in the Course List.

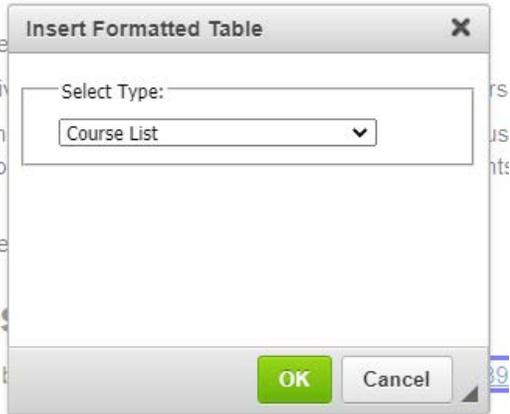
How To Insert a Course List

If a course list does not already exist on your Degree Requirements page, follow these steps:

- 1) To add in your Course List, click on the Insert Formatted Table icon in your editing toolbar-



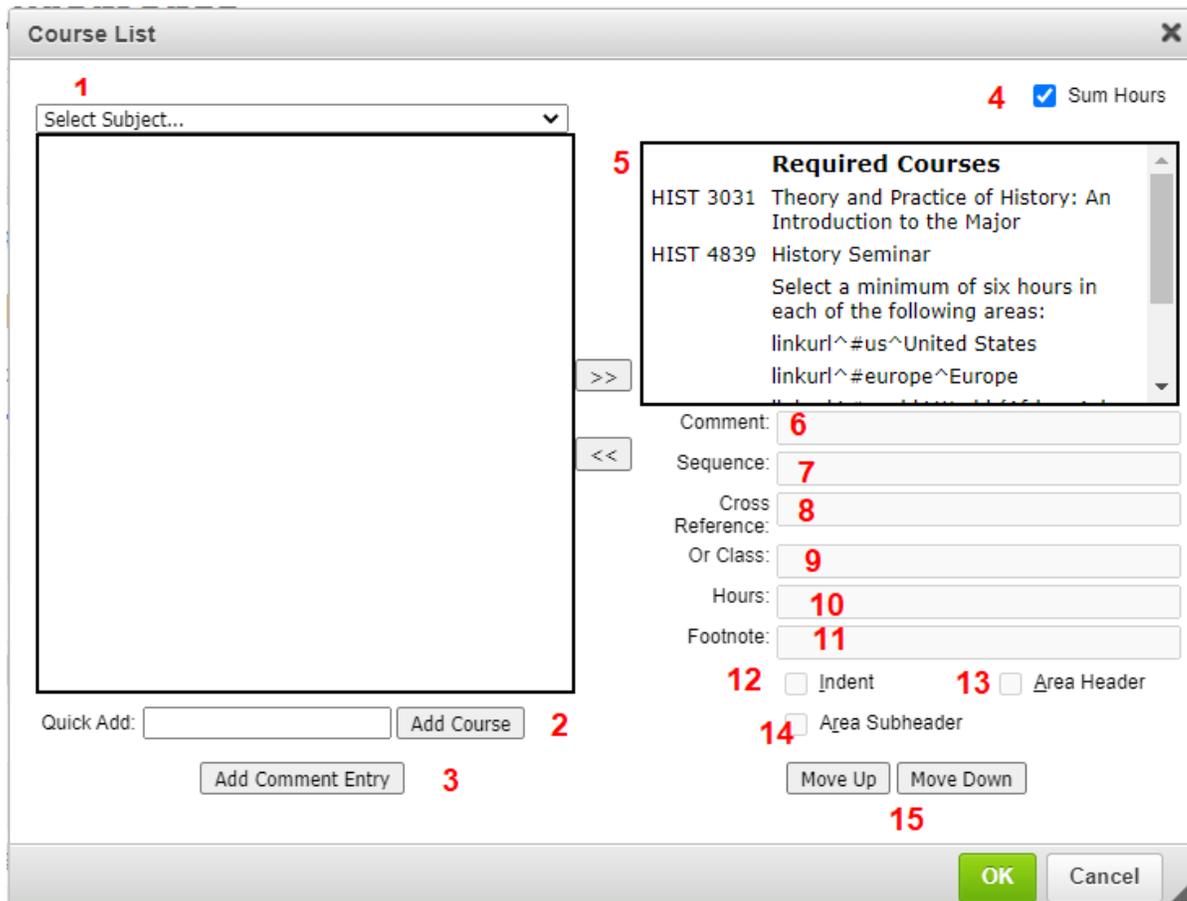
- 2) A new window will open, and will default to Course List in the dropdown menu



Editing Existing Course Lists

If a course list already exists, double click within the Course List to begin editing.

Course List Fields



- 1) The Select Subject dropdown has all subject codes that are in CU-SIS (Course Inventory). When the user selects one of these subject codes, the list of courses will populate.
 - From here, highlight a course to add to the list on the right hand side (#5) and click the arrows pointing to the right (>>).



- Alternately, the user can double click on the desired course from the Course Inventory section
 - To Remove a course from the course list on the right hand side, highlight the course on the right and click the arrows pointing to the left (<<)
- 2) If you know the name of the course you would like to add, type in the subject code, space, catalog number (ex- ENGL 1020) and click Add Course. The course will then show at the bottom of the list on the right hand side (#5).
 - 3) To make Headers in your course list such as “Required Courses,” “Take one of the following”, etc., Click Add Comment Entry, enter your text and click OK.
 - 4) Clicking the box for “Sum Hours” will total the credit hours automatically at the end of the Course List
 - 5) This is your Course List that will display in the catalog
 - 6) Comment:
 - To add additional information about a course that will show in parenthesis next to the course, highlight the course in your list above (#5) and type in your comment.
 - This comment will only show for this course
 - As footnotes are being utilized, this functionality will most likely be used infrequently
 - Also shows Anchor information
 - More about this in the Create Anchor section below
 - 7) Sequence: used for AND courses, such as a lecture and lab combination. Highlight the first course in the list above and type in the course that also needs to be taken. This can also be done for multiple courses by separating the courses with a comma.

The screenshot shows two examples of a course selection interface. Each example consists of a scrollable list of courses, a 'Comment:' text input field, and a 'Sequence:' text input field.

Example 1:

- Course list (highlighted): PHYS 2311 General Physics I: Calculus-Based
- Course list: PHYS 2331 General Physics II: Calculus-Based Sequence B
- Course list: PHYS 2010 College Physics I
- Course list: PHYS 2020 College Physics II
- Comment: [Empty]
- Sequence: PHYS 2321

Example 2:

- Course list (highlighted): MATH 4830 Applied Statistics
- Course list: MATH 1080
- Course list: MATH 1110 College Algebra
- Course list: MATH 1120 College Trigonometry
- Course list: MATH 1120 Precalculus Mathematics
- Comment: [Empty]
- Sequence: MATH 1108, MATH 1109



Sequence B

PHYS 2010 & PHYS 2321	College Physics I and Intro Experimental Phys Lab I
PHYS 2020 & PHYS 2341	College Physics II and Intro Experimental Phys Lab II
Ancillary Math Courses or Sets	
Select one of the following:	
Option One	
MATH 1401	Calculus I
Option Two	
Select one of the following:	
BIOL 3763	Biostatistics
MATH 4830 & MATH 1108 & MATH 1109	Applied Statistics and Stretch College Algebra-Part 1 and Stretch College Algebra-Part 2

- This is the final product:

8) Cross Reference is for cross listed courses. Highlight the course that has a cross listing, and in the cross reference box, type in the cross listed course.

BIOE 4053 Optics and Microscopy in Biomedical Research
BIOE 4063 3D Modeling for Bioengineers
BIOE 4064 Advanced MatLab For Bioengineers And Life Scientists
BIOE 4065 Introduction to iOS Apps
BIOE 4066 Advanced Topics in iOS Apps
BIOE 4068 Introduction to Medical Imaging
BIOE 4069 Advanced Biomechanics for
Comment: <input type="text" value="Spring"/>
Sequence: <input type="text"/>
Cross Reference: <input type="text" value="BIOE 5053"/>

Approved Bioengineering Technical Electives

BIOE 4053/5053	Optics and Microscopy in Biomedical Research (Spring)	3
BIOE 4063/5063	3D Modeling for Bioengineers (Fall)	3
BIOE 4064/5064	Advanced MatLab For Bioengineers And Life Scientists (Fall)	3
BIOE 4065/5065	Introduction to iOS Apps (Fall)	3

9) Or Class: Used when a student has a choice between two different courses. Highlight the course that the student can choose between, and in the Or Class box, type in the other course option.

Ancillary Courses	
CHEM 2031 General Chemistry I	
CHEM 2038 General Chemistry Laboratory I	
CHEM 2061 General Chemistry II	
CHEM 2068 General Chemistry Laboratory II	
CHEM 3411 Organic Chemistry I	
Comment: <input type="text"/>	
Sequence: <input type="text"/>	
Cross Reference: <input type="text"/>	
Or Class: <input type="text" value="CHEM 2061"/>	

CHEM 2031	General Chemistry I
or CHEM 2081	Honors General Chemistry I

- This is the final product:



10) Hours: Used to display credit hours

- For courses: This box populates the credit hours from CU-SIS
- For Area Headings: Used when a student picks a certain amount of courses from a longer list. Highlight your area heading and in the hours box, enter in the amount of credits the student will need to complete in this section

American Literature

Select one of the following:

ENGL 3700 American Literature to the Civil War

ENGL 3750 American Literature after the Civil War

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

- This is the final product-

American Literature	
Select one of the following:	3
ENGL 3700 American Literature to the Civil War	
ENGL 3750 American Literature after the Civil War	

11) Foot Note: Used to give notes about a subject header and/or course(s). See the How To below for creating.

BIOE 5010 Cell and Molecular Biology for Bioengineers

BIOE 5011 Systems Physiology for Bioengineers

BIOE 5020 Analytic Methods for Engineering Analysis

BIOE 5021 Numerical Methods for Engineering Analysis

BIOE 5420 Special Topics in Bioengineering

BIOE 5420 Special Topics in Bioengineering

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

- Example:
- This is the final product:

Graduate

BIOE 5010	Cell and Molecular Biology for Bioengineers (Fall) ¹	3
BIOE 5011	Systems Physiology for Bioengineers (Spring)	3
BIOE 5020	Analytic Methods for Engineering Analysis (Fall) ¹	3
BIOE 5021	Numerical Methods for Engineering Analysis (Spring)	3
BIOE 5420	Special Topics in Bioengineering (Stem Cell and Regenerative Medicine (Fall))	1-6
BIOE 5420	Special Topics in Bioengineering (Graduate Biodesign (Fall))	1-6

¹ Required for BS/MS students



- 12) Indent: Used to distinguish courses that a student can pick from. If a course is not indented, it will be implied that a student is required to take a certain course from a list.
- 13) Area Header: Check this box to make the headers in the course list bold
- 14) Area Subheader: Check this box if there are multiple subheaders you would like bolded and italicized
 - Rarely used
- 15) Move Up Move Down buttons: to rearrange the order of your courses in the list above (#5), highlight the course or header that needs to be moved and click these buttons.

Linking to Any Catalog Page from the Course List

1. Open the toolbar and click Edit Page.
2. Double click on the course list to which you want to add your comment entry.
3. Select in the right-hand list where **Comment Entry** is to be placed.
4. Click Add Comment Entry. A text window will open.
5. Enter: `linkurl^/relative-url-path/^text to display`
Example: `linkurl^/undergraduate-information/core-curriculum/^Theology`
6. Click OK in the Course List editor to save your change back to the Page Body Editor.
7. Click OK on the Page Body Editor to save all of your changes.

Anchors in Course Lists

Creating Anchors:

This functionality can only be used with in the same tab. This functionality is useful if a program requires students to select courses in certain concentrations with long lists of classes to choose from.



Select a minimum of six hours in each of the following areas: ⁴	18
United States	
Europe	
World (Africa, Asia, Latin America)	
Electives	
Select a minimum of 12 additional hours of HIST electives ³	12
Total Hours	36

Students must complete [HIST 3031](#) Theory and Practice of History: An Introduction to the Major with a grade of C- (1.7) or better before enrolling in [HIST 4839](#) History Seminar.

At least three credit hours in each area must be upper-division (3000 and 4000 level).

Can be satisfied by a combination of additional history courses, history internships, or history honors independent study for eligible students. **Note:** Any courses listed above may be used to fulfill the elective requirements once the area distributions have been met.

United States Distribution	+
Europe Distribution	+
World Distribution	-

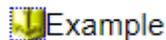
HIST 1016	World History to 1500	3
HIST 1026	World History Since 1500	3
HIST 3121	The World at War, 1914-1945	3
HIST 3350	Colonial Latin America	3

- 1) Create the headings where each course list will reside.
 - After the heading title is created, ensure that your cursor is blinking in front of the heading.
- 2) Click on the Anchor Icon

- A new window will open. Give your anchor a name and click ok



- Anchor names can be shorter than the heading name.



- This is the final product:

- 3) Next, edit the Course List
- 4) Click Add Comment Entry and type in the following
 - `Linkurl^#[your anchor name you created]^[name of your heading]`



- 5) Use the Move Up, Move Down buttons to rearrange your Course Listing as needed

Footnotes

Creating Footnotes

Footnotes are used to add additional notes about a course or courses. Here are the steps to take to create footnotes in CourseLeaf:

- 1) In your Course List, highlight the course (on the right hand side table) that needs the footnote and enter in the first available number for the footnote (in the example below, this is the number 1). If you have multiple courses that need the same note, you can enter in the same number for each course. If you are adding in a different note, select the next available number.

BIOE 5010	Cell and Molecular Biology for Bioengineers
BIOE 5011	Systems Physiology for Bioengineers
BIOE 5020	Analytic Methods for Engineering Analysis
BIOE 5021	Numerical Methods for Engineering Analysis
BIOE 5420	Special Topics in Bioengineering
BIOE 5420	Special Topics in Bioengineering

Comment:

Sequence:

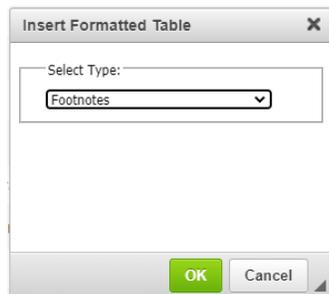
Cross Reference:

Or Class:

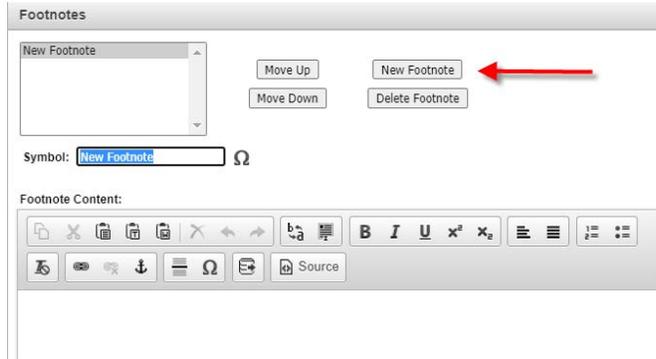
Hours:

Footnote:

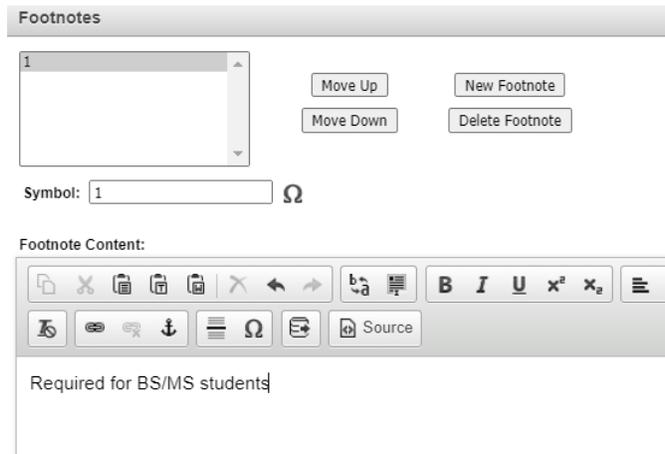
- 2) Click OK to save the table and then OK to save the page.
- 3) To add the table where the Footnotes, will be displayed, place cursor in the page body where the footnote table is to be placed
- 4) Click Insert/Edit Formatted Table
- 5) Select Footnotes from the drop-down menu and click OK



- 6) In the Footnotes editor, click New Footnote.



- 7) Enter the footnote you entered in your Course List in the Symbol Box
- 8) Enter the footnote content



- 9) Repeat to add more footnotes as necessary

Graduate

BIOE 5010	Cell and Molecular Biology for Bioengineers (Fall) ¹	3
BIOE 5011	Systems Physiology for Bioengineers (Spring)	3
BIOE 5020	Analytic Methods for Engineering Analysis (Fall) ¹	3
BIOE 5021	Numerical Methods for Engineering Analysis (Spring)	3
BIOE 5420	Special Topics in Bioengineering (Stem Cell and Regenerative Medicine (Fall))	1-6
BIOE 5420	Special Topics in Bioengineering (Graduate Biodesign (Fall))	1-6

- 10) Final Product: ¹ Required for BS/MS students

Plan of Study Grids

CU Denver has not yet officially implemented Plan of Study Grids as on the 2022-2023 catalog. For more information about how to use this tool, please visit- <https://help.courseleaf.com/cat/tables/plan-grids/>

Glossary of CourseLeaf Terms

Term	Definition
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Administrator	An Administrator has full access to the next and current (curr) catalog sites. Most of the tools an Administrator will use are located in the Catalog Console but some will display in the CourseLeaf toolbar. The Administrator tools in the CourseLeaf toolbar will only display for users who have been set up as Administrators in Account Management on the console.
Approve	An action that can be taken by an end user in workflow to send an approval item to the next step in the workflow.
Approver	A user who is part of the workflow and has the capability to edit, rollback, or approve a page from the Approve Pages screen.
At Rest	A course or program is considered at rest when it is not being edited and it is not in workflow.
Authentication	The process of identifying an individual, usually based on a username and password.
Bread Crumbs	The navigation trail that shows the path taken to arrive on the page at which you are currently looking.
CAT	CourseLeaf Catalog. Update, manage, and publish catalog.
Catalog Console	An administrative console that can be customized to display various tools and reports pertaining to CAT, CIM, and CLSS.
Course Bubbles	Pop-up bubbles that appear when course links are clicked. These bubbles display pre-defined course information and are customized for each client.
Course Code	The subject code and number that at one time uniquely identify a course.
Course List	Course List is a type of table within CourseLeaf used to articulate a list of courses. Courses in a Course List are linked to a central database in order to provide immediate access to course information. A course list provides information in a pre-formatted table structure and is different from a Plan of Study Grid in that it does not require the selection of a year or term. Course lists are primarily used to display Program of Study requirements (Majors, minors, certificates, etc.)



Cross-reference/Cross-listed Course	A course that is represented by two or more course codes. For instance, Introduction to Biology is offered as both BIOL 455 for Biology undergraduates and BIOL 655 for Biology graduates, or CHEM 455 for Chemistry undergraduates.
Curr Catalog Site	The Curr Catalog Site publishes to Live once you are ready to start using Next to work on the next edition of your catalog. Moving Next to Curr allows administrators to make necessary updates to the Live site.
Edit Level Access	Users may view without logging in but must log in to make edits. All people have the ability to view, provided they know the URL.
Edit Mode	When the Next site is not publishing to the Live site, it is in Edit Mode. Changes will only be reflected on the Next site. See Publishing Mode for more information.
Edit Page	The tab located at the top left corner of the catalog. Clicking it will prompt the user to log in or hide and display toolbars if the user is already logged in.
Live Site	The version of your catalog that is available to the public.
Next Catalog Site	The Next Catalog Site is where the catalog currently being edited is stored. This site is published to your live catalog once your catalog editing cycle is complete.
Page Owner	A user who is permitted to initiate changes to a page. The user may be entered as a user name or a Role.
Plan of Study Grid	Plan of Study Grid is a type of table within CourseLeaf used to articulate a suggested sequence of required courses.
Programmatic	When something is done programmatically, it means CourseLeaf is formatting that content for display from either another data source or from CourseLeaf data without user interaction. For instance, the Course Draw is programmatic because it is drawn from course data and formatted in CourseLeaf.
Publish	Moving your completely approved next catalog site to your public catalog url. For more information about publishing please see Publishing .



Red Boxes	<p>Red boxes may appear around courses that are missing from the CourseLeaf database or around credit hours that do not match the credits listed in the CourseLeaf database. The CourseLeaf database is populated by a regular extract from your Student Information System (SIS).</p> <p>A red box would appear around a course that is not found in the student information system (SIS) because it is no longer being offered, the course code was not entered in correctly, or an updated course import into the system may need to be run.</p>
Rollback	<p>An action that can be taken by an end user in workflow to send a catalog page or CIM form back to a previous point in the workflow. Rollback does not undo any changes that have been made, it only reassigns access to a previous step in the workflow.</p>
SIS	<p>Student Information System</p>
User Provisioning	<p>A database that stores user ID information. It is not necessary for all institutions and is set up where necessary during implementation. User Provisioning is used to display names in place of User ID's in the bottom toolbar, to override email addresses that do not fit the @school.edu format, to manage access for catalogs that are configured with view level access, or to explicitly grant access by subject, department, or college for CIM.</p>
View Level Access	<p>Users must log in to view CourseLeaf. Therefore, all users must be identified in User Provisioning to view or edit.</p>
Workflow Template	<p>A standardized sequence of steps that CourseLeaf content may follow for approval. The steps in the sequence can be individual user names, roles, or other workflows. The CourseLeaf content will progress through each step in the workflow, and can be reviewed using the approve pages screen. By itself, a workflow template does not do anything until it is attached to content, either explicitly or by rule.</p>