Catalog Editing Helpful Hints

URL: The url for editing the catalog is https://nextcatalog.missouri.edu.

Browsers: CourseLeaf works best in Mozilla Firefox, Google Chrome, or Internet Explorer 10 (IE10). If you are using a MAC, it works best with Mozilla.

Log-in: You will be asked to log in at some point before being allowed to edit. You should use your MU assigned userid and password.

Admins: You may see reference to the term Admins. An Admin is a staff member in the Registrar's Office who has top level security to the catalog pages.

Navigation: Use the left hand menu to navigate to the page you are to edit. Note that while you can navigate to any page in the catalog, you only have access to edit certain pages.

Editing Toolbars: To see the editing toolbars at the top and bottom of a page, click on the Edit Page icon in the top left corner.

Online Help: The online help tool that is available at any time. The help tool, built by CourseLeaf, provides detailed instructions on how to use the editing toolbars and tools, as well as instructions on starting workflow and approving pages. If you don't see the help tool, it may be off to the right. To scroll the toolbar, use the blue arrows on the right side of the toolbar.
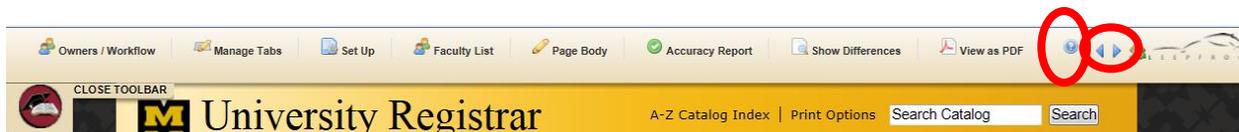
To Open Editing Page: Once you are on the page you wish to edit, click Edit Page (if you haven't already). Next click on Edit Page Body in the upper right corner of the page's text area.
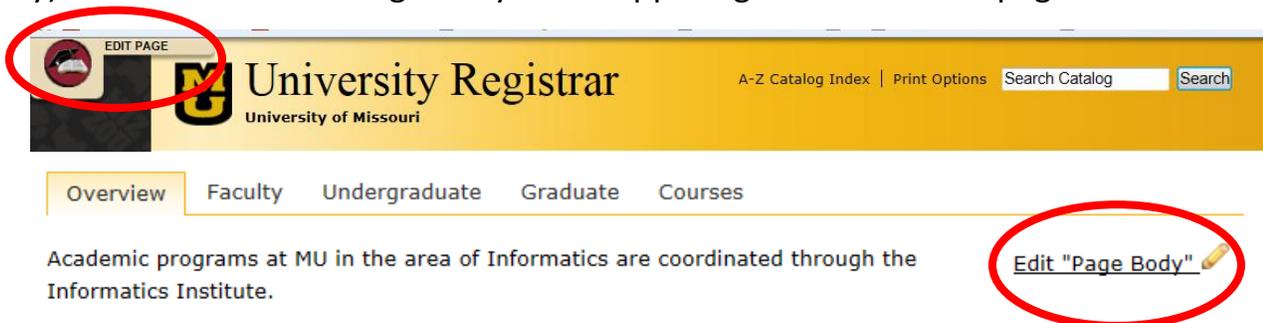
WARNING - Be patient when loading the editing pages --- you may see a white box indicating "Loading". Just let it load and don't click anything else until that white box closes on its own and the editing page appears.

To Edit a Page

You may want to reference the document "Catalog Editing Page Toolbar", which gives a picture of the editing toolbar and a description of the most commonly used buttons. Other general editing information is below. And the online help also provides instructions.

Bulleted Lists of degree programs: Do NOT remove or change items in the bulleted lists of approved degrees, emphasis areas, minors and certificates.

Copy and Paste: You can copy and paste text from within the catalog, from another website, or from another document such as a word document. You can also copy blue courseleaf tables within the catalog from one page to another (Note this is a change from the 2013-14 catalog editing when you were instructed not to copy blue tables). You should not, however, copy and paste tables from Word documents, as the formatting may not be retained. If you have a table in another document that you need built in the catalog, and it does not follow the format of a course list table or plan of study table, contact the OUR catalog staff at muregistrarcatalog@missouri.edu to inquire about options.

Text Format and Styles: Two drop down lists are provided in the editing toolbar. Format options include Normal, Heading 1, Heading 2, etc. The majority of the text on any page is in Normal format. Heading 1 should not be used by editors in the academic units, as that format is solely used for the titles of the pages as edited by Admins. Style options are only necessary to select if you are inserting a "Back to Top" on the page (see section below on Back to Top).

Anchored Lists: At the top of some pages, you will see a bulleted list of items that function like a table of contents for that page. Note this is not the same as the bulleted lists of degree programs on the undergraduate and graduate tabs that link to other catalog pages. The bulleted list of
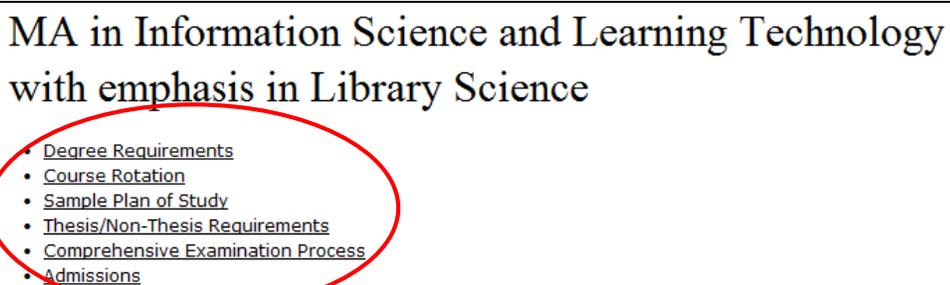
anchors link to text further down, but on the same page. Sometimes, if the list of anchors is short such that when the page displays the first section of text also displays, then including the heading for that section in the list is optional. Creating an anchored list has 3 steps.

Step 1: Type the list at the top of the page. Highlight it. Click on the bulleted list tool.

Step 2: For any heading that is not part of the list, simply type the heading on the page. Highlight it. In the toolbar, click on the dropdown for Format and choose Header 2 (or smaller). For any heading that IS part of the list, you will need to create it inside of a Text Header box in order for the 3rd step in the anchor process to work. Put your cursor where you want your

header located. Click on the Insert/Edit Formatted Table tool ⊞ in the toolbar. In the dropdown,select Text Header. Click OK. For Header Size, choose Header 2 (or smaller). In the Header field, type the name of your header (for instance, type "Sample Plan of Study"). In the Hash Tag field, type a short name for the header (for instance, for Sample Plan of Study, simply type in "Sample"). Note that each header on this page needs a unique hash tag. Hash tags can be reused on other pages, so long as on any one page, each hash tag is unique. Click OK. Repeat as necessary to create all of your Text Header boxes.

Step 3: Go back to the top of the page to your list. Highlight one item in the list. In the toolbar, click on the Link tool ✇. In the "Link to an Anchor" section, use the dropdown to find the hashtag you set up for the corresponding Text Header and choose it. Click OK. Repeat the process for the other items in the list and their corresponding hashtags.

Back To Top: Another navigation tool that is helpful to users of the online catalog is the Back To Top link, especially on long pages with many sections of text. The Back To Top link takes them back up to the top of the page, possibly back to the anchored list, to allow them easy access to the other sections without excessive scrolling. To create a Back To Top link, start by typing in the phrase "Back To Top" in the location where you want the link. Highlight it. In the toolbar, click on the dropdown for Styles and choose Back To Top. Highlight your Back To Top again (if it isn't still highlighted) and in the toolbar, click on the Link tool ✇. In the "Link to a URL" section, in the URL box type "#top". Click OK.

Creating a link to another webpage or email: You have the ability to make any word or phrase a link to another page, or to make an email address link to a new email. You find this often on web pages, and recognize it by the fact that the word or phrase is usually underlined. To create such a link, first type the word or phrase or address that is to be the link. Then highlight it. Then click on the Link icon ✇ on the editing toolbar. The window that opens will help you build the link. You have three options – internal webpage links, external webpage links, and emails. See below for additional instructions for each.
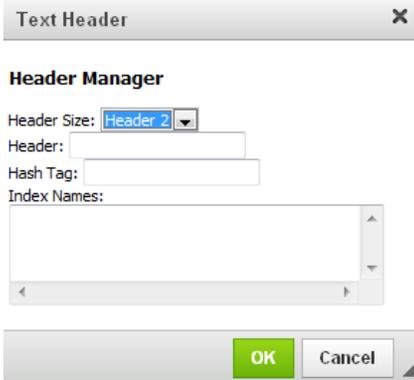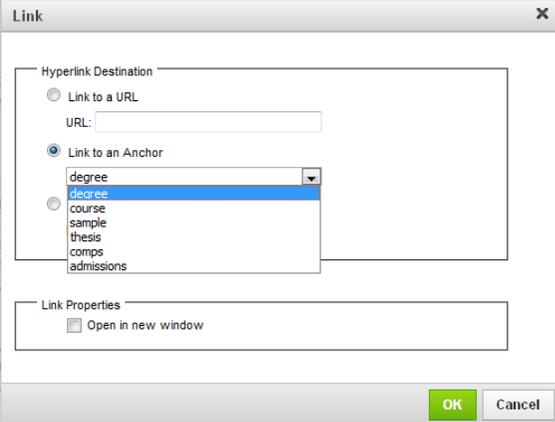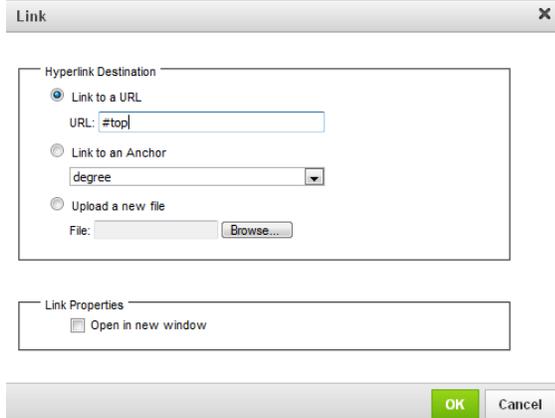
Internal webpage links: These are links that navigate the user to another page within the catalog. For the url, only use the portion of the web address after the .edu. For example if you want to link to https://nextcatalog.missouri.edu/academicpolicies/ then you would enter /academicpolicies/ in the URL field. Also, **do not** check the "Open in new window" box.
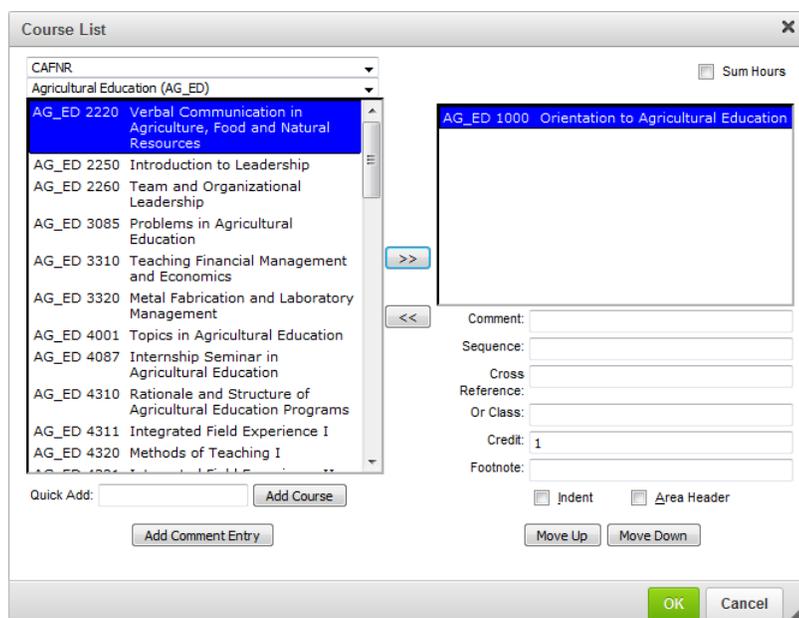
External webpage links: These are links that navigate the user to another page outside of the catalog. For the url, include the full address. For example if you want to link to www.missouri.edu, then you would enter http://www.missouri.edu. Also, you **do** need to check the box to "Open in a new window".

Email link: These are links that open a new email message window. For the url, first type in "mailto:" then follow it immediately by the email address. For example, if you want to link to the email address of muregistrarcatalog@missouri.edu, then you would enter "mailto:muregistrarcatalog@missouri.edu". Also, you **do** need to check the box to "Open in a new window".

## Working with Tables & Database Fields

Create a Table (general): Note that tables built in the catalog are also referred to as blue boxes, because once they are built, on the editing page they show with a blue box around them. The three most common types of tables used in the catalog are the Course List, Plan of Study Grid, and Footnotes. To insert any of these, place your cursor where you want the table located. In the editing toolbar, click on the Insert/Edit Formatted Table icon⊞ . From the dropdown, select the type of table you want to build, and click OK. Follow the steps below.

Create a Course List: The window that opens is referred to as a Course Picker. It will help you select the courses you want to be displayed in your list. The box on the right is where you build your list. It starts off blank when you first create the table. On the left, select the College and Subject Area from the drop down to see a list of active courses. You can continue to switch the College and Subject Area as needed to grab courses from other areas to add to your list. To move courses from the left into your list on the right, either double click a course, or click it once to highlight and then click on the double right arrow [>>], or type the curriculum designator and course number (ex. AG_ED 4001) into the Quick Add box and click Add Course. You can also add a comment to the list. For example you may want to list "Elective". To do this, click Add Comment Entry. In the pop up box, add the text and click OK. To remove an entry from your list on the right, click on it once and then click on the double left arrow [<<]. This will move it out of your list and back to the list on the left. Do not worry about order or placement of the left hand list, as the system will clean it up when you are done. For each course or comment you have added to your list, you can edit details in the area below it (i.e. comment, sequence, cross reference, indent, area header, etc). For more explanation on how these work, refer to the online help. [Help] Once you are finished with your list, click OK.

Create a Plan of Study Grid: The window that opens is referred to as a Course Picker. It functions almost identically to the Course Picker in a Course List table (see above) with the following exceptions. Before selecting a course on the left, you need to first select the year and term on the right into which the course should go. You can move between the years and terms as needed, and your work will be saved. Once you are finished with your list, click OK.
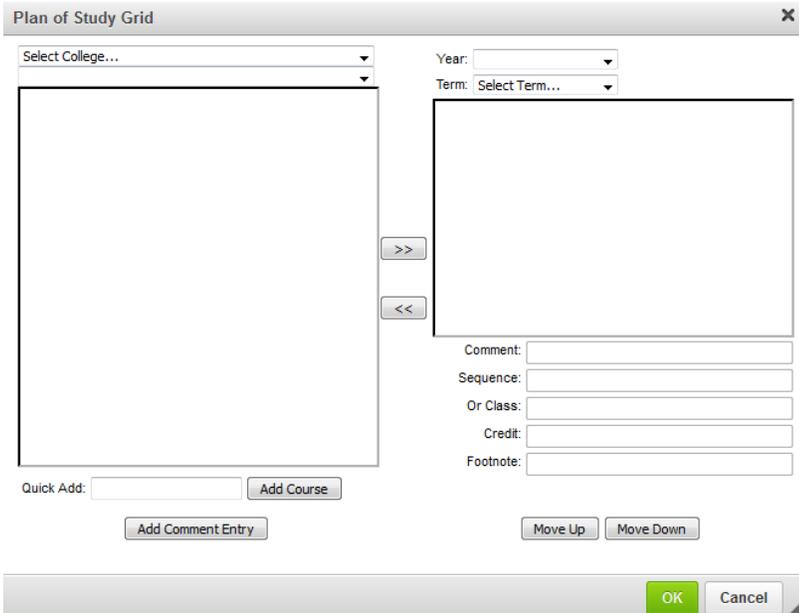
Create a Footnote: If you have added a footnote symbol in a course list or plan of study, and need to now add the explanation, you would use a footnote table. The window that opens looks similar to a regular editing page, and functions much the same. For more explanation on how these work, refer to the online help. Once you are finished with your footnote, click OK.
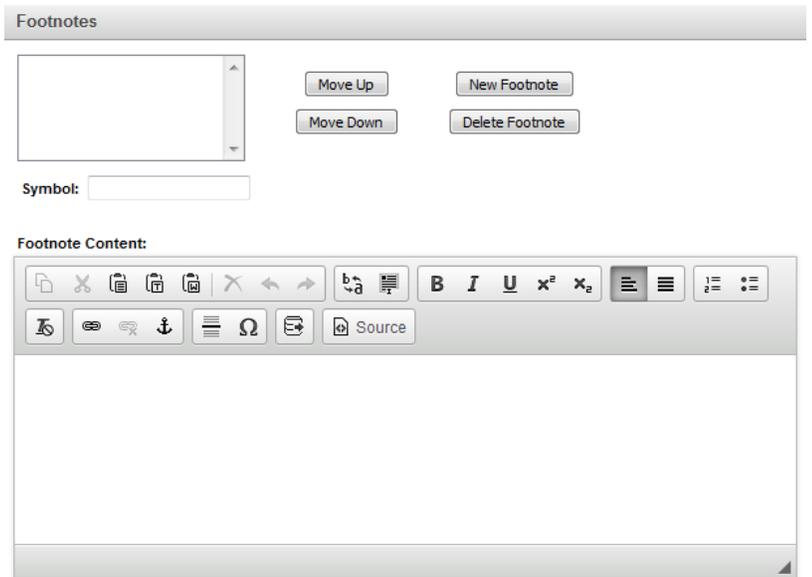
Edit an existing table:

There are two ways to open an existing table (one surrounded by a blue box) in order to do additional editing. The first way is to double click anywhere on the table. The second way is to click once on the table so that the content of the blue box is highlighted, and then select the Insert/Edit Formatted Table icon from the editing toolbar.

Major Core Requirements

In addition to the University general education and graduation requirements, the Department of Mechanical and Aerospace Engineering requires the

Course List

CHEM 1320	College Chemistry I
ENGINR 1100	Engineering Graphics Fundamentals
ENGINR 1110	Solid Modeling for Engineering Design

Insert an Inline Course: When listing a course in a paragraph of text (example shown below), instead of just typing the text, you need to insert an Inline Course. The advantage of using the Inline Course is that it is automatically linked to the course description, and will automatically be updated when the course is changed in myZou. To use the Inline Course, place your cursor where you want the course to be entered. Click the icon for Insert/Edit Database Field ⮓. The window that opens is similar to the Course Picker used when building a table. Select the College and Subject Area to assist in finding your course. Select the course. Choose from the format options. Click OK.
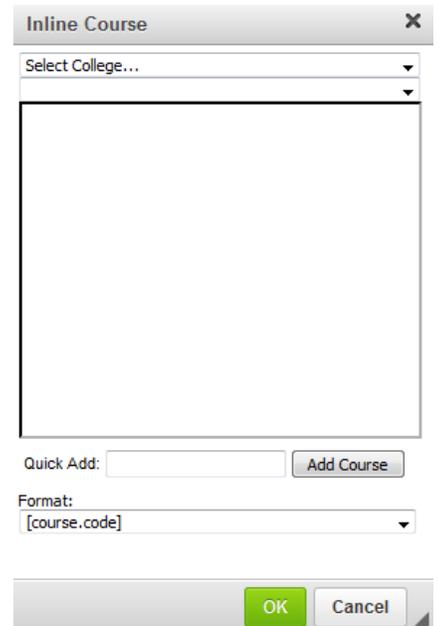
Example:

Elective credits must be in formal courses numbered above 2000 and must include at least one 3000- or 4000-level laboratory course, one 4000-level course, and one WI course at the 3000 or 4000 level in a natural science. BIO_SC 2010, BIO_SC 2060, and BIO_SC 2100 may not be used to satisfy this requirement. MICROB 3200 may not be used to satisfy the laboratory course requirement.

Insert space between boxes/tables: If you have two boxes or tables on the page one right under the other, it is difficult to get your cursor in between in order to add space and make room for additional text. A new tool is available to assist, and it is referred to as the "magic line." When in the edit page, click somewhere on the page within an area of text to set the cursor on the page. Then scroll to where the two boxes/tables are on the page, and hover your mouse between the two boxes. When you do, a dotted red line will appear between the boxes, with an arrow in the right margin. If you hover over the white arrow in the red box, a pop-up indicates the function is to "Insert paragraph here."
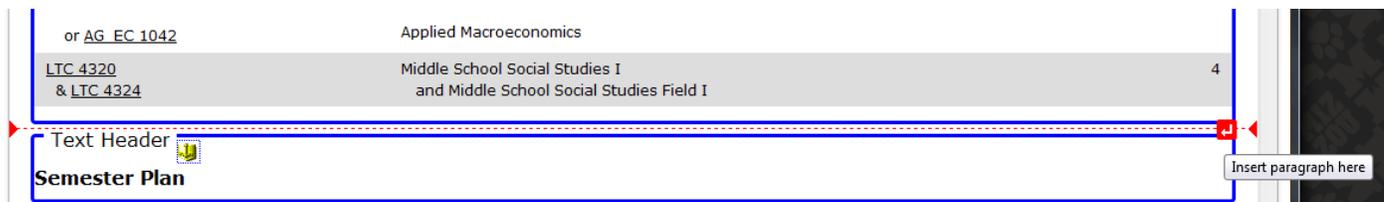
If you click on the white arrow in the red box, space will be inserted between the boxes and your cursor will be placed in that space, as shown below.
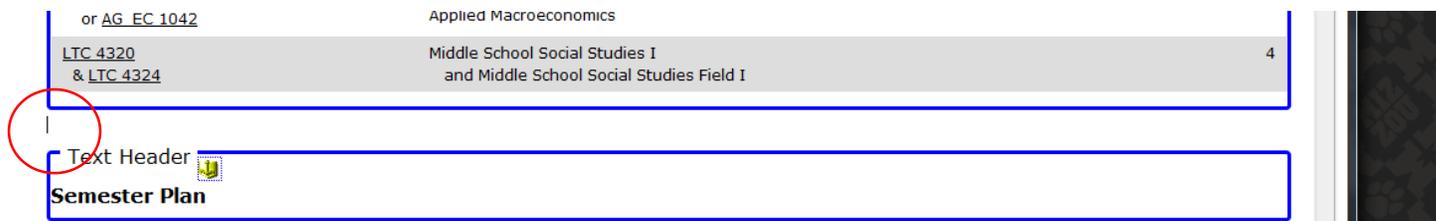
After Editing

Saving your work: There are two ways to save your work – with the Save icon 💾 and the OK button ⌈ OK ⌋. They both save your work. The difference is that Save will save your work and leave you in the editing page, while OK will save your work and close the editing page. If you are making lots of changes, it is recommended that you often use the Save icon to periodically save your work, just as you would in any other computer work you are doing. When editing the 2013-14 catalog, you were also instructed to do two other steps before saving – click spell check icon, and html clean-up icon. Those icons are no longer available. Your browser should show you spelling errors on the page, and the html clean-up is built in to the Save and OK buttons. Also when you save your work, extra spaces between lists, paragraphs and boxes is automatically cleaned up and removed. While the white space may look good on the web, it is not good for mobile devices and the pdf, and so will automatically be edited out.

Tabbed pages are considered one page: Keep in mind that pages showing as tabs are considered ONE page. Below is an example of a tabbed set of pages. So all of the content on the

Forestry

| Overview | Faculty | Undergraduate | Graduate | Courses |

Overview tab, Faculty tab, Undergraduate tab, Graduate tab, and Courses tab is considered one page. Do not click Start Workflow or Approve until you are finished editing all pages in the tabbed set. Clicking the Start Workflow or Approve buttons on any of the tabs will move forward the entire set of tabbed pages to the next step.

Workflow: If you are the first person to edit the pages (what we refer to as the Page Owner), then when you are finished making edits and ready for the next person to have access for edits, click the green Start Workflow button **Start Workflow** in the bottom right corner of the page. This starts the workflow for this page only (or if on a tabbed page, for this set of tabbed pages only – see above section on tabbed pages). Once you click Start Workflow, this will turn off your editing access, email the next person in the workflow, and turn on his/her access.

If you are the second person to edit the pages, or third, fourth, etc, when it is your turn to edit you will receive an email with the url of the page, and a url for you to use to access your edit/approval queue. Use that second url for the queue. In the example below for the role of ANTHRO chair, the url would look something like this:

https://nextcatalog.missouri.edu/courseleaf/approve/?role=ANTHRO_chair

Wait for the queue to load (it could take 2-3 minutes). If your RoleName is not in the top menu, use the drop down to choose it. From the queue you can work your list of pages. When you have finished with a page and are ready for the next person to edit, click on the green Approve button. Again, remember that tabbed pages are considered one set, so don't click Approve until you are done with the set (see above section on tabbed pages). Once you click on Approve, this will turn off your access, email the next person in the workflow, and turn on his/her access.

What information goes on which tabs?

At the College or School Level:

You will see that there are three tabs at every College or School Level page. These tabs are Overview, Undergraduate and Graduate. The following is a guideline to what information belongs on each of the tabs.

Overview Tab: Administration and Contact Information that is relevant to both undergraduate and graduate programs (i.e. Deans, Associate Deans, etc.). This is also a place where colleges or schools can convey general information about themselves (i.e. historical information, mission statement, accreditations, websites, etc.)

Undergraduate Tab: Specific Undergraduate Contact Information, Admissions information, College-Level requirements, College or School Honors requirements, Academic Standing, Advising, Student Services Information, etc. NOTE: Be sure that this information is applicable to all undergraduate students within the College or School.

Graduate Tab: Specific Graduate Contact Information, Admissions Information, College-level graduation requirements, Student Services Information, etc. NOTE: Be sure that this information is applicable to all graduate students within the College or School.

At the Degree Program Level:

You will see that there are five tabs at every degree program level page. These tabs are Overview, Faculty, Undergraduate, Graduate and Courses. The following is a guideline to what information belongs on each of the tabs.

Overview Tab: Contact Information, General Program Information, websites, etc. NOTE: Be sure that this information is applicable to all students regardless of academic level.

Faculty Tab: This is the editable faculty list that departments may update as needed. Only include teaching roles, not administrative roles. Please format in the same manner as the existing faculty are listed. The Graduate School will come in after all departmental edits

and confirm the accuracy of the footnotes designating whether a faculty member is a Graduate or Doctoral Faculty Member.

Undergraduate Tab: You will notice there is a bulleted list at the top of each page. This list includes all approved undergraduate degrees and their official approved emphasis areas, any approved minors that share the same name as the degree program, and any approved undergraduate certificates that share the same name as the degree program. These bulleted lists (further explained below) **should not be altered**. If you believe there is an error or recently approved degree additions/changes, please email muregistrarcatalog@missouri.edu. The rest of this page can be used for specific undergraduate information for the department such as department level requirements for the degrees, departmental honors information, departmental GPA requirements, advising information, contact information, scholarship information, general information about double majors or dual degrees, etc.

Approved Undergraduate Degree Page: Each approved undergraduate degree will have their own page. At the top of each of these pages are links to both the semester plan and the degree audit. These links take you farther down the page to the actual semester plans and degree audit links. If the degree program has any semester plans they should be listed here. If they do not, or the semester plans belong to approved emphasis areas, you may link text to those appropriate pages. The degree audit information is shared text that cannot be altered regardless if the program has an active degree audit or not.

Underneath these links start the major program requirements. If the degree program does not have an emphasis area or a student does not have to choose an emphasis, relevant courses lists should be listed here. If the degree program has a required emphasis area, list only the course requirements that are applicable to the entire degree regardless of the emphasis area.

Approved Undergraduate Emphasis Area Page: Each approved undergraduate emphasis area will have their own page. At the top of each of these pages are links to both the semester plan and the degree audit. These links take you farther down the page to the actual semester plans and degree audit links. If the approved emphasis area has any semester plans they should be listed here. If they do not, or the semester plans belong to degree program, you may link text to those appropriate pages. The degree audit information is shared text that cannot be altered regardless if the program has an active degree audit or not.

Underneath these links start the major program requirements specific to the emphasis area. Relevant course lists should be listed here.

Approved Undergraduate Minor Page: Each approved undergraduate minor will have their own page. List all relevant requirements or course lists necessary for obtaining the undergraduate minor here.

Approved Undergraduate Certificate Page: Each approved undergraduate certificate will have their own page. List all relevant requirements or course lists necessary for obtaining the undergraduate certificate here.

Graduate Tab: You will notice there is a bulleted list near the top of each page. This list includes all approved graduate degrees, official approved emphasis areas, any approved minors that share the same name as the degree program, and any approved graduate certificates that share the same name as the degree program. These bulleted lists (further explained below) **should not be altered**. If you believe there is an error or recently approved degree additions/changes, please email muregistrarcatalog@missouri.edu. The rest of this page can be used for specific graduate information for the department such as advising information, contact information, funding information, general information about facilities and resources, etc.

Approved Graduate Degree Page: Each approved graduate degree will have their own page. This page can be used to list degree requirements, specific degree program admissions information, thesis or dissertation information, etc. You may also list any semester plans here. The semester plans on this page should be specific to the degree. If there is a semester plan for an approved emphasis area, those may be listed on their appropriate pages.

Approved Graduate Emphasis Area Page: Each approved graduate emphasis area will have their own page. This page can be used to list specific emphasis area requirements. All relevant course lists should be listed here.

Approved Graduate Minor Page: Each approved graduate minor will have their own page. List all relevant requirements or course lists necessary for obtaining the minor here.

Approved Graduate Certificate Page: Each approved graduate certificate will have their own page. List all relevant requirements or course lists necessary for obtaining the graduate certificate here.

Courses Tab: This tab lists all approved courses (undergraduate and graduate). The courses on this tab are not editable. These courses will be fed in from myZou right before the catalog is published. If you believe there is an error or recently approved course additions/changes, please email muregistrarcatalog@missouri.edu.

If the curriculum designator (subject area) does not match, or is not similar to, the approved degree program, there will not be any courses listed on the courses tab. If this is the case for your degree program, you may link to other courses tabs in the catalog, or refer students to the cumulative list of MU courses. There are also some curriculum designators (subject areas) that do not belong to an approved degree program. These courses can be found in the cumulative list of MU courses.

How to contact the Catalog Staff:

MURegistrarCatalog@missouri.edu