


COLLEGE CATALOG ACADEMIC EDITOR

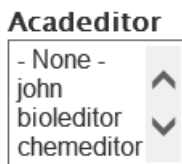
Preferred Browser: Mozilla Firefox

Login:

1. Go to <http://catalogedit.holycross.edu/>
2. Click on [Log in using CAS](#)
3. Click on Log In
4. Enter your network username and password

Editing:

- 1) Click My WorkBench located in the black toolbar in the upper left  .
- 2) Click My Content. A list of existing courses and material you are responsible for are listed here. (My Drafts will list any new courses that you added.)
- 3) Click the Edit link on the same line as the course you wish to edit.
- 4) All information from last year's catalog will be populated in the fields. Review this data and make the appropriate changes.
- 5) Scroll to the bottom of the screen.
- 6) Under Revision log message, enter any information you would like the reviewer to know about the changes that you made. For example, I added a second paragraph to the course description.
- 7) In the field Moderation State, select Academic Department Approval to submit the course for your Chair's or Director's review. If it is not ready to be submitted, leave the state as Current: Draft.
- 8) When you change the status from Current: New version to Academic Department Approval, a new box will appear called Acadeditor. By default None is select. If you wish the system to automatically email the reviewer, select the appropriate department editor. For example, bioeditor is the Biology Department Chair and the chemeditor is the Chemistry Department Chair.




- 9) If you made a selection in step 8 other than None, an email will be sent to that person.
 - a) The subject line of the email will be Status Change with the name of the course
 - b) The text of the email will be that the course has been updated and whatever you entered in the Revision log message field.
- 10) Click Save.

NOTE: If the Chair requests more changes to be made, it will be put back into Draft mode and you will be able to edit it and repeat above process. The Chair can also send an email notifying you that changes need to be made.

Archiving A Course:

If a course is not being offered currently, you can archive the course by selecting Archived from the Course Frequency pull down list. The course will no longer be viewable until the frequency is changed.

Adding A New Course:

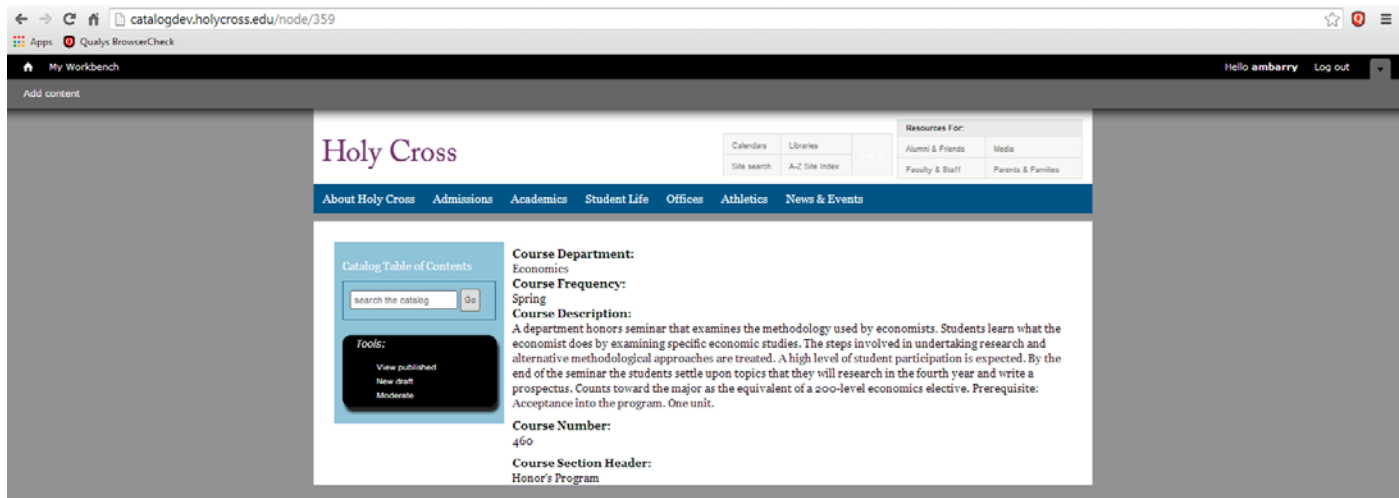
- 1) Click My WorkBench located in the black toolbar in the upper left .
- 2) Click Create Content. Select Course.
- 3) Complete the following information
 - a) Under section select the department that is responsible for reviewing the content. Most individuals will only have one selection in this drop down
 - b) Enter the title of the course under Title
 - c) Select the department who is offering the course from the Course Department drop down
 - d) Enter the catalog number of the course under Course Number
 - e) Select how frequently the course will be offered from the Course Frequency drop down
 - f) Enter a brief description of the course under Course Description
 - g) Scroll down and click Save
- 4) A screen will appear on how the material will appear for the regular user of the catalog.

Inserting Headers:

When entering courses, you may need to provide for a division header between groups of courses. There are two fields that can be used for this purpose: Course Section Header and Course Section SubHeader.

If these fields are populated, the contents of these fields will appear prior to the course title.

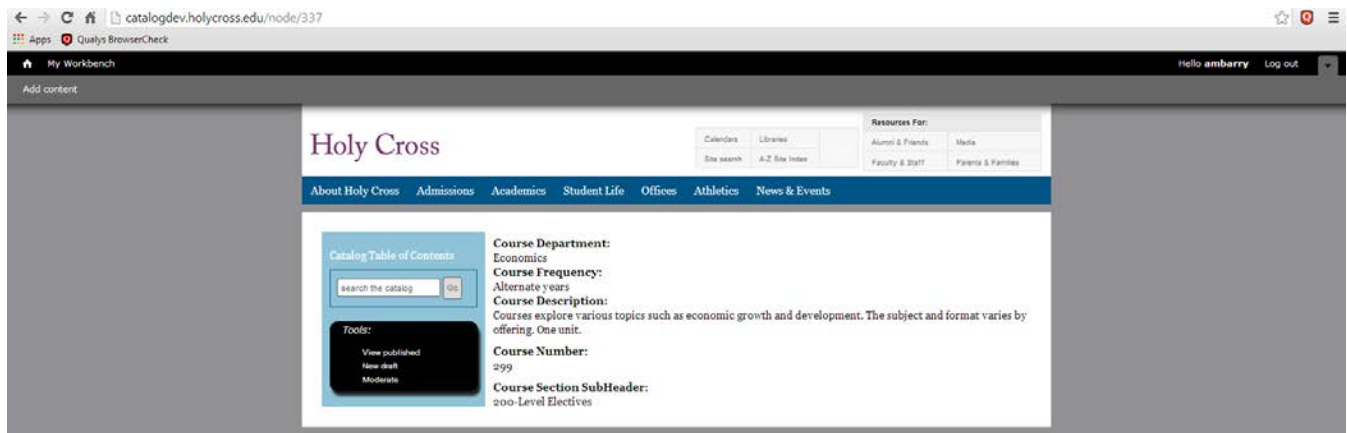
Course Section Header is typically used for major section headings, and will appear larger, and in bold. For example, Economics uses the Course Section Header for Honor's Programs.



The screenshot shows a web browser window with the URL catalogdev.holycross.edu/node/359. The page features the Holy Cross logo and navigation menu. On the left, there is a 'Catalog Table of Contents' sidebar with a search box and 'Tools' (View published, New draft, Moderate). The main content area displays the following course information:

- Course Department:** Economics
- Course Frequency:** Spring
- Course Description:** A department honors seminar that examines the methodology used by economists. Students learn what the economist does by examining specific economic studies. The steps involved in undertaking research and alternative methodological approaches are treated. A high level of student participation is expected. By the end of the seminar the students settle upon topics that they will research in the fourth year and write a prospectus. Counts toward the major as the equivalent of a 200-level economics elective. Prerequisite: Acceptance into the program. One unit.
- Course Number:** 460
- Course Section Header:** Honor's Program

Course Section SubHeader is typically used for smaller division, and appears as italicized text. For example, Economics uses Course Section SubHeader to specify the elective level of a class.



The screenshot shows a web browser window with the URL catalogdev.holycross.edu/node/337. The page features the Holy Cross logo and navigation menu. On the left, there is a 'Catalog Table of Contents' sidebar with a search box and 'Tools' (View published, New draft, Moderate). The main content area displays the following course information:

- Course Department:** Economics
- Course Frequency:** Alternate years
- Course Description:** Courses explore various topics such as economic growth and development. The subject and format varies by offering. One unit.
- Course Number:** 299
- Course Section SubHeader:** 200-Level Electives