

COLLEGE CATALOG

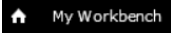
ACADEMIC APPROVER'S QUICK SHEET

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

Accessing Items Submitted For Your Review

- 1) Click My WorkBench located in the black toolbar in the upper left .
- 2) Click Needs Review. A list of existing courses/material you are responsible for reviewing are listed here.
- 3) Click on the heading Moderation State to sort the courses/materials by review status. This will group all the course/materials that need you attention together.
 - a) For **Department Chairs**, the state you manage is Academic Department Approval.
 - b) For the **Registrar**, the state you manage is Academic Approval.
 - c) For **Public Affairs**, the state you manage is Catalog Approval.
- 4) Listed under Set Moderation State are the actions you can take.
- 5) To view the data as it will appear in the catalog, click on the title of the class.
- 6) You can now choose to see specifically what changes had been made or edit the class information or approve it.

How to See the Edits Recently Made

1. Click on My Workbench.
2. Click on the Needs Review tab.
3. Click on the edit link at the far right of the course title.
4. At the top right of this screen, click on the Moderate tab.
5. At the top right of this screen, click on Compare Revisions.
6. Click on Show diff at the top of the screen.
7. The right hand side of this screen shows what changes have been made.

How to Edit a Course

8. If you need to make any edits, click on My Workbench.
9. Click on the Needs Review tab.
10. Click on edit at the far right and make necessary changes. Save.
11. Click on the title of the class to see how the course will look in the catalog.

Approving Documentation/Send It To Registrar for Review

- 1) Click My Workbench | Needs Review | Edit link next to the course/material
- 2) Scroll down to the bottom of the screen. Under Revision log message, enter any information you would like the reviewer or author to know about the changes that you made.
- 3) Under Moderation state change the status:
 - a) Academic approval will send the material to the Registrar to review.

- b) Draft will send the material back to the author of the material if more changes are necessary.
 - c) Once you select a new state. A new box will appear. This box is used if you are going to have the system automatically send an email out to the reviewer or author.
 - a) Academicgov will appear if you selected academic approval. By default None is select. If you wish the system to automatically email the Registrar select academicgov.
 - b) Acadauthor will appear if you selected draft. By default None is selected. If you wish the system to automatically email the author, select the appropriate author. For example, bioluser is the author of the Biology Department courses and the chemuser is the author of the Chemistry Department courses.
 - c) The subject line of the email will be Status Change with the name of the course.
 - d) The text of the email will be that the course has been updated and what ever you entered in the Moderation notes field.
- 4) Click Save.