

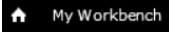
COLLEGE CATALOG ADMINISTRATIVE EDITOR

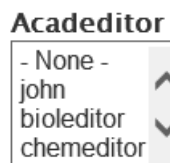
Preferred Browser: Mozilla Firefox

Login:

- 1) Go to <http://catalogedit.holycross.edu/>
 1. Click on [Log in using CAS](#)
 2. Click on Log In
 3. 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 pages that you add.)
- 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 admin_dept_approval to submit the course for your Director's review. If it is not ready to be submitted, leave the state as Current: Draft.
- 8) When you change the status from Draft to admin_dept_approval, a new box will appear called Acadeditor. By default None is selected. If you wish the system to automatically email the reviewer, select the appropriate person from the list.



- 9) Click Save.
- 10) 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 page
 - b) The text of the email will be that the page has been updated and whatever you entered in the Revision log message field will be included also.

NOTE: If the Director 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 Director can also send an email notifying you that changes need to be made.