

# COLLEGE CATALOG

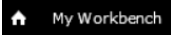
## ADMINISTRATOR'S APPROVAL

**Preferred Browser:** Mozilla Firefox

### Login:

- 1) Go to <http://catalogedit.holycross.edu/>
- 2)
- 3) Click on [Log in using CAS](#)
- 4) Click on Log In
- 5) 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 the tab labeled My Drafts. 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. The state you manage is admin\_dept\_approval. Listed under Set Moderation State are the actions you can take.
- 4) To view the data as it will appear in the catalog, click on the title of the class. To get back to the previous screen, click My Workbench.
- 5) You can now choose to see specifically what changes had been made, or you can edit the class information, or you can 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 Public Affairs for Review

- 1) Click My Workbench | My Drafts
- 2) Under Moderation state change the status:
  - a) Admin\_dept\_approval will send the material to the Public Affairs for publishing.
  - b) Draft will send the material back to the author of the material if more changes are necessary.
  - a) 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. By default None is selected, but you can change it to the appropriate person who should receive the email notifying them of your completed work. If you choose to send the email, the subject line of the email will be Status Change with the name of CAS of the course.
  - b) 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.