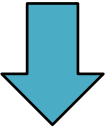




# Catalog System **How-To Guide**

<https://nextcatalog.tamut.edu> – Login with your computer credentials

- For access to catalog pages email [catalog@tamut.edu](mailto:catalog@tamut.edu), copying college dean.
- Catalog program works best with Mozilla Firefox and Google Chrome, not Internet Explorer.



## Anatomy of a PAGE:

The screenshot shows the TAMU-TEXARKANA catalog system interface. At the top, there is a navigation bar with links for 'Current Students', 'Future Students', 'Faculty & Staff', 'Visitors & Community', and 'Alumni & Friends'. Below this is a secondary navigation bar with 'About', 'Admissions', 'Academics', 'Campus Life', and 'Athletics'. The main content area is titled 'Criminal Justice' and includes a search bar, a '2016-2017 Catalog' sidebar, and a main text area. The 'EDIT PAGE' button is highlighted in a red box in the top left corner. A blue arrow points to this button. Another blue arrow points to the 'Edit Page Body' link on the right side of the page content. A 'Start Workflow' button is visible in the bottom right corner.

Above is what a typical page looks like after you click **EDIT PAGE** in the top left corner.

- **Catalog:** Click **Edit "Page Body"** for 1. Overview tab changes or, 2. editing descriptive text on the Degree Requirements tab. Once **ALL** edits have been made click **Start Workflow** to begin the approval process.
- End users will have fewer options on the menu bar (top of the screen)- screen shot shows admin mode.



## Catalog (Courseleaf)

The **Catalog (also known as Courseleaf)** material is edited directly in the pages of the online catalog. You navigate to the page of the catalog you want to make edits on, click **EDIT PAGE** at the top left.

**Catalog Toolbar:** After clicking **EDIT PAGE**, edit catalog content (such as “Overview” tab)



- **Set Up:** Edit the page title, college & department, departmental website, keywords.
- **Page Body:** Edit the “descriptive text” of the catalog material (**excluding degree requirements, coursedescriptions, and faculty list**). You will be given an editor that looks much like a word processor. Program information will be in blue boxes, which you **CANNOT** edit in the Page Body. **Do not delete these blue boxes without permission from the Registrar.**
- **Accuracy Report:** Checks the page for errors
- **Show Differences:** Shows the “mark-up” changes with red and green text, much like Word’s “track changes.”
- **View as PDF:** See the PDF version of that page, and how it would appear in the printed catalog.
- **Help:** Online help area contains training videos and other helpful documentation

### Bottom Catalog Toolbar:



- **Page Owners:** Users who have **EDIT** privileges to the “descriptive content” of the catalog page. Usually, the first person who makes the edits starts the workflow.
- **Workflow:** Indicates who the next person in the workflow is once the page has been submitted into workflow and approved. Each user in the workflow has the ability to make edits to the page. **All workflows will end with the Registrar’s Office.**
- **Last Edited:** This will tell you who edited the page last and when.
- **Start Workflow:** Once you have finished making your edits to the catalog content, click this button to begin the approval process.

\*\*For more tips and information go to  in your Toolbar or contact [catalog@tamut.edu](mailto:catalog@tamut.edu).

## Catalog Approval Workflow

All catalog changes go through a predefined approval workflow. After a catalog page has been placed in workflow, the system will send **email notifications** to the person(s) at the next approval step. The email will contain a link directly to the item, but if you want to go directly to the main approvals console, go here: <https://nextcatalog.tamut.edu/courseleaf/approve/>.

This is what the **Approvals page** looks like:

The screenshot shows the Courseleaf interface. At the top left, the 'COURSELEAF' logo is visible. A red circle highlights the 'Pages Pending Approval' section. Below it is a table with two columns: 'PAGE' and 'USER'. The table lists several catalog items, with the 'Grants' item selected. A red arrow points to the 'Role' dropdown menu at the top right, which is currently set to 'Registrar's Office'. Another red arrow points to the 'Grants' row in the table, with the text 'Select Catalog page' below it. To the right of the table is a 'Page Info' panel with tabs for 'Page Info', 'Workflow Status', 'Attached Files', and 'Revision History'. A red arrow points to the 'Page Info' tab, with the text 'Other info on item (click tabs for more)' below it. At the bottom of the page, there is a 'PAGE REVIEW' section with a 'View Changes By' dropdown menu set to 'All Changes'. A red circle highlights this dropdown, and a red arrow points to the 'Actions' button (Edit, Rollback, Approve) next to it. The bottom of the page features the Texas A&M University logo and navigation links for 'About', 'Admissions', 'Academics', 'Campus Life', 'Athletics', and 'Quicklinks'.


Your **ROLE** can be selected at the top of the screen (if it does not default upon logging in). Then, the **pages pending approval** will be listed under **PAGE** in the top left box. Once you select an item, you will see the details in the **PAGE REVIEW** screen at the bottom.

In the **VIEW CHANGES BY** drop down menu, you can select how to view the edits that were made on the page. You can select **ALL CHANGES** which will show all changes made with **green (additions/changes)** and **red (deletions)** markups. Or you can select to view by the individual user to see what edits that user made.



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Actions that can be taken are **EDIT**, **ROLLBACK**, or **APPROVE**. To make an edit yourself click the edit icon. This will open the user tool bar. You will then select the Page Body icon  to edit the page. To **ROLLBACK** to a previous user, select the Rollback icon. A comment/reason is required in order to roll back the page. The Rollback function will open the page back up for edits and must be submitted through workflow again. If all information is correct, and no edits need to be made, select the **APPROVE** icon to approve the page and move it forward in the workflow.

You can also view other information about the item, such as workflow status, in the top right corner under the tabs.

*\*\*For any questions related to the catalog, contact [catalog@tamut.edu](mailto:catalog@tamut.edu).*

## **Important Information and Tips:**

- All revisions to the catalog must be submitted and approved through workflow by **April 1**.
- The catalog that is open for changes is <https://nextcatalog.tamut.edu/>.
- The **PUBLISHED** (frozen) catalog and archive of previous catalogs will be available at <http://catalog.tamut.edu/>.