Instructions for editing the online catalogs:

Once your page is ready for editing, you will receive an email from ***Catalog Editor*** (pacific@notify.courseleaf.com). You will need to select the second link that indicates: Please Visit.

1. The following browsers may be used to make your edits:
    a) Firefox
    b) Google Chrome
    c) Safari

2. After logging in, you will see a list of all the pages that require your approval. If you click on one, the page will appear at the bottom of your screen.
    a) If your page includes tabs at the top of the screen, be sure to click on all of these and proof the content there as well. **Under the "Courses" tab, you will not be able to make changes, but please make sure any changes submitted between catalog cycles are included**. If you find a grammatical error in the course description, please let Dinorah Feliciano (dfeliciano@pacific.edu) know right away to get it corrected.

3. While reviewing, if you have any changes to text you can do this by clicking the blue "edit" button in the top, right-hand corner. By clicking this button, the toolbar will display.
    a) Choose "Page Body". This will make the text editor appear. The toolbar is very similar to Microsoft Word and is just as easy to use. A few things to be aware of:
        i. Please make sure catalog edits are in present tense to be consistent throughout.
        ii. If you add a link that will lead outside the catalog, be sure the URL begins with http:// and choose the option "Open in a New Window".
        iii. When editing the page body, blue boxes indicates courses trace back to the database. Courses in red are not in the database (not active in Banner) and must be resolved. If you want to add a new course to the body of any paragraph, simply type in the course with the subject in all capital letters and a **three digit course number** (e.g. LAW 954), highlight the course, and click the "Insert/Edit Database Field" button. This will link the course back to the database so a person could click the course and see the course description.
    b) Along the toolbar, you will also find the "faculty list" option. This is broken down by title.
        i. If you need to edit a faculty member, highlight their name and click the "edit" button (the pencil icon next to the red "X").
        ii. If you need to add a new faculty member, find the proper title group, and click the green "+" button on the far right. You can enter their appropriate information (e.g. Name, Title, Hire Date, Degrees Earned) and click "OK". You can the reorder the list alphabetically using the up and down arrow buttons.
        iii. If you need to remove a faculty member, highlight their name and click the red "X" on the far right.
    c) Along the toolbar, you will also find the "learning outcomes" option. This is required for each department. Learning outcomes will display just below "Majors/Minors Offered" on the overview tab.
        i) Click "New Item"

    - ii) In the “Outcome Field” you will enter the number of the outcome in the list (e.g. 1.)
    - iii) In the “Objective” field, you will enter the text of the learning outcome
    - iv) If you have more outcomes to add, click the “new item” button again to proceed. When you are finished, click “OK” at the bottom of the page.
  - d) Also along the toolbar you will find the “Setup” option. This is where you can set up keywords to help students find your page using the search field.
    - i) NOTE: The search field can find your page based on the text already displayed. The keywords should be department-specific and not already included in the text of the page.
    - ii) Go to the keyword option and enter your keywords, separate by commas

4. If you have any changes to make to program requirements or other tables, please send them via email to Dinorah Feliciano at dfeliciano@pacific.edu. She will make the changes for you and will let you know when the change has been made so you can review.

5. After all revisions have been made, including the changes you have asked us to make, click the green “Start Workflow” button in the bottom, right-hand corner of the page. If this button is gray, then choose the “approve” button in the top, right-hand corner. These will send the documents to the next person to review.