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## Introduction

curriQūnet is now offering a new way to create and modify catalogs for institutions. The new catalog feature is more user-friendly and intuitive, and functions such as adding and editing pages and content have been greatly improved and streamlined.

Users are also able to view what their catalog will look like as they are working on it, rather than having to wait to view the finished product.

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## Conventions in This Tutorial

Actions to be taken in this tutorial include either actions by keyboard or actions by pointing device. Where possible these actions are shown as follows:

 *Keyboard Action*

 *Pointing Device Action*

Information of particular importance is shown as:

 NOTE: Additional information of note.

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# Terminology

## Content Panels

Content panels can be shown or hidden. There are five types of content panels that can be shown on a page (also see below diagram):

### Header

A heading at the top of a page. Text is much larger and bolder by default than any other text.

### Body

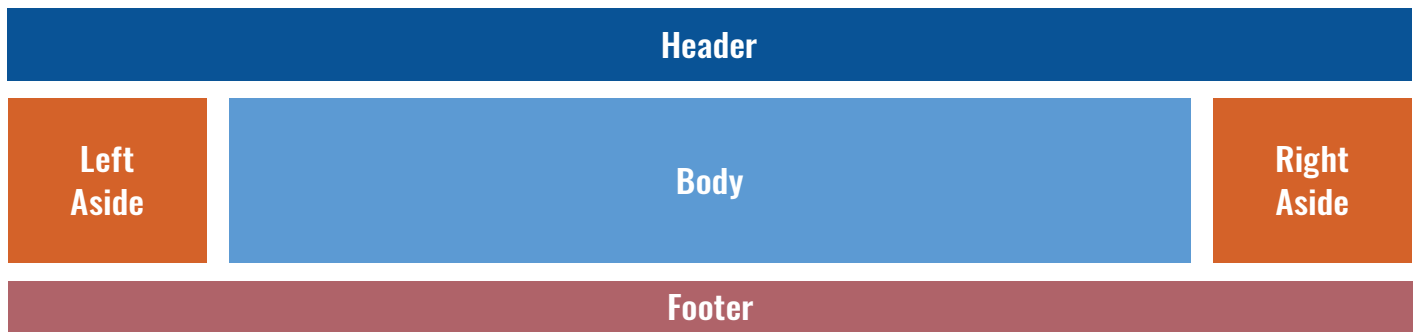
The main body of text on a page.

### Left & Right Aside

Text in its own section off to the side of the page (either on the left or the right, depending on which aside is chosen).

### Footer

A line of text at the bottom of a page. This could include any additional information about the institution, such as contact or copyright information.



## Terminology - continued

### Content Types

Content types can be added to content panels. The following content can be added to content panels:

#### Curriculum

Allows the user to add programs or courses from META. Types of curriculum panels include **Course Summary** (a summary of courses - these can be all courses in a **Subject** or all courses that have a certain **Course Number**), **Program Requirements** (all courses required to complete a program), and **Program Summary** (a summary of a specific program).

#### Formatted Text

Text that the user can format. Text can be bolded or italicized, and the font and size of the text can be changed; links, images, and tables can be added, etc.

#### Link List

Allows the user to add a list of links to a page which is organized in alphanumerical order. Each link comprises its own page.

#### Plain Text

Simple text which cannot be formatted by the user.

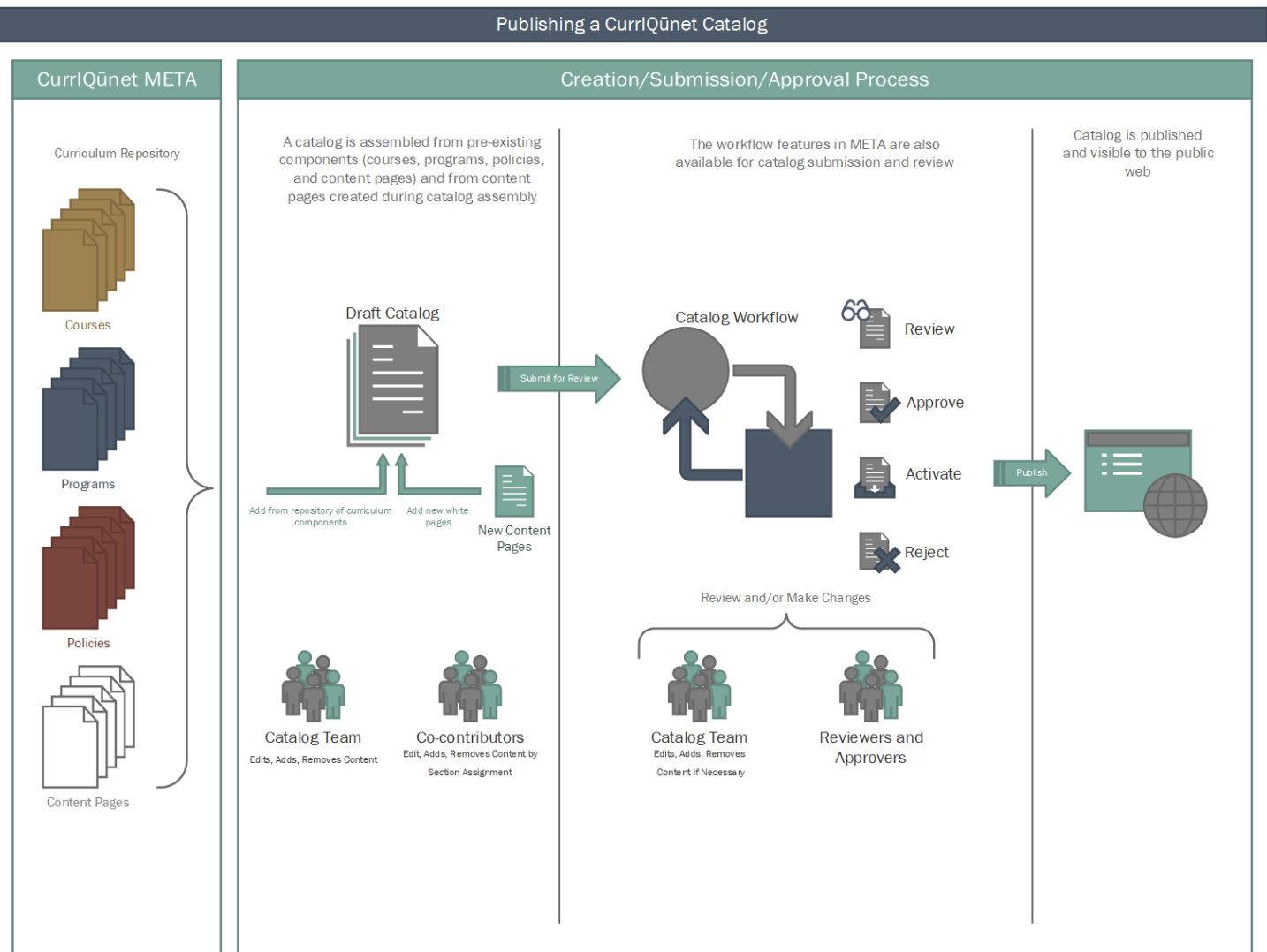
#### Tab Panel

Allows the user to add and organize content on a page into different tabs, each of which show different content when clicked. Each tab is functionally a page-within-a-page.

Content panels, content types, and how to add, edit, or delete them will be discussed in greater detail later in the guide.

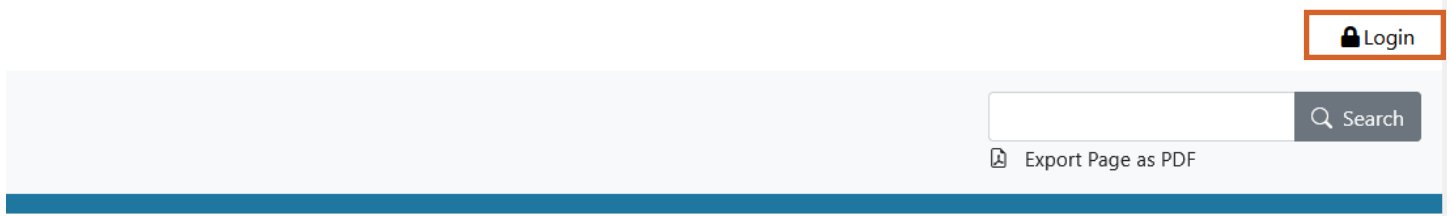
## Terminology - continued

Below is a diagram which illustrates the process a catalog proposal will go through in META before being published. These steps will be discussed in greater detail later in the guide.



## Logging In and Out

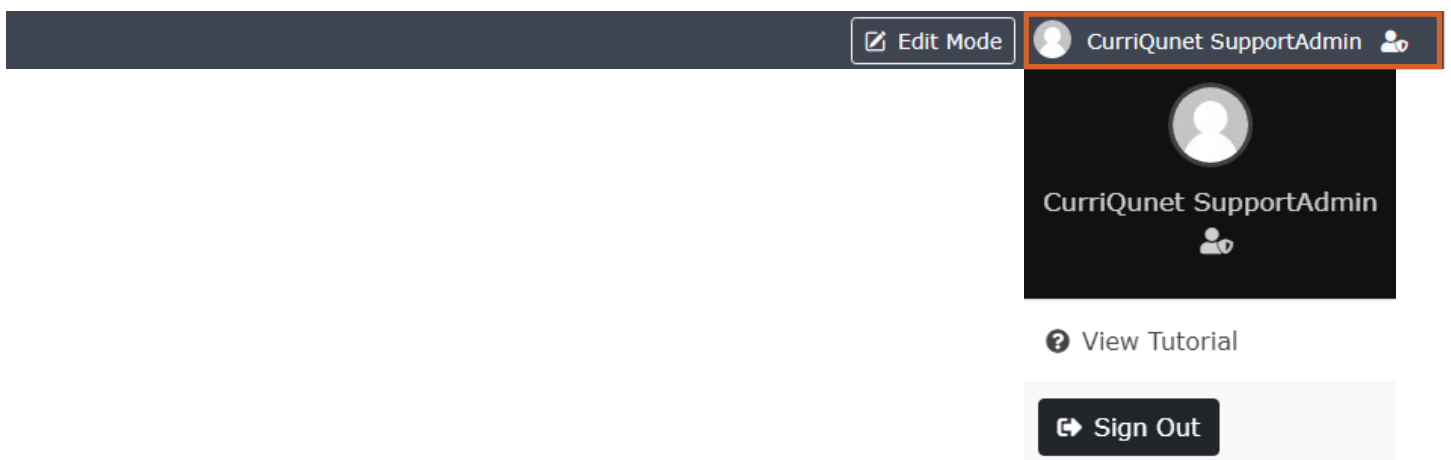
It is possible for anyone to view the most recent active catalog for your institution without logging in by simply navigating to your institution's catalog URL. However, if you want to modify an existing catalog, view past versions of the catalog, or create a new catalog, you must be logged in to do so.



➤ When you reach your institution's catalog page, click **Login** at the top righthand corner.

A screenshot of a login form titled 'Sign in to curriQūnet META Catalog Editor'. The form has a close button (X) in the top right corner. It contains two input fields: 'Email' with the placeholder text 'email@domain.com' and 'Password' with the placeholder text 'Password'. Below the password field is a blue 'Sign in' button. At the bottom of the form, there are two links: 'Forgot your password?' on the left and 'Request access' on the right.

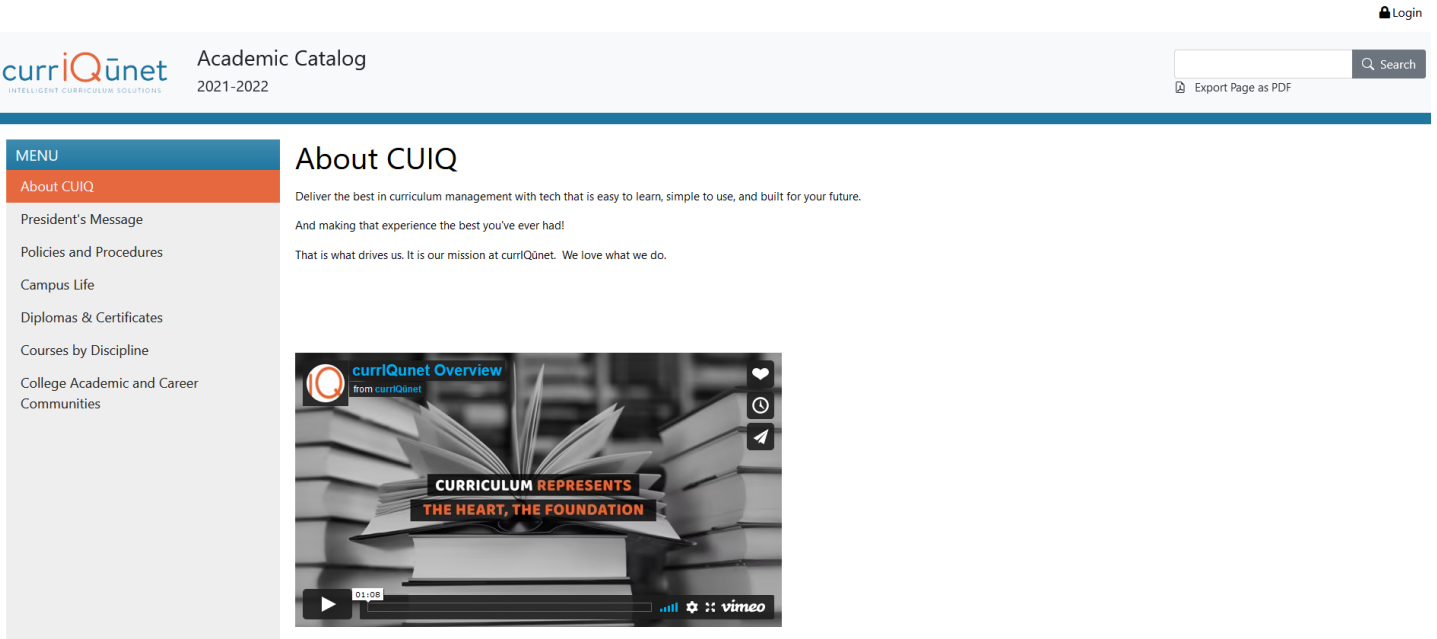
➤ Just as you would when logging into META, enter your email address and password and click **Sign in**.



➤ To log out once you are logged into the catalog, click your profile name and picture at the top righthand corner of the page and choose **Sign Out** from the dropdown.

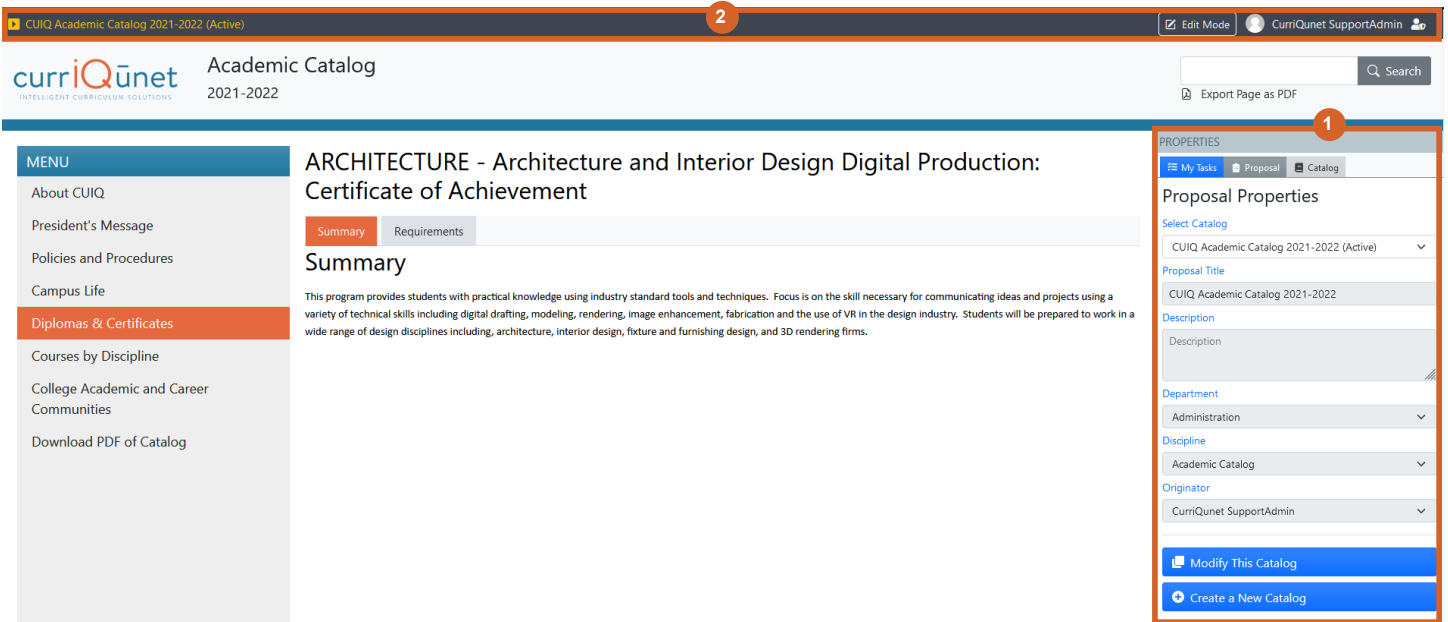
# View the Catalog

Below is an example of what the main catalog page would look like when accessed directly by URL without logging in:



Below is what the main catalog page would look like when logged in. By default, the main page is still that of the current active catalog for the institution, but there is an additional **Properties** sidebar (1) with several options for users to view past and current catalogs, modify an existing catalog, and create a new catalog. There is also a gray bar at the very top of the page (2) which lets you know which catalog version you are currently viewing. It also contains an **Edit Mode** button and the user's username and profile picture.

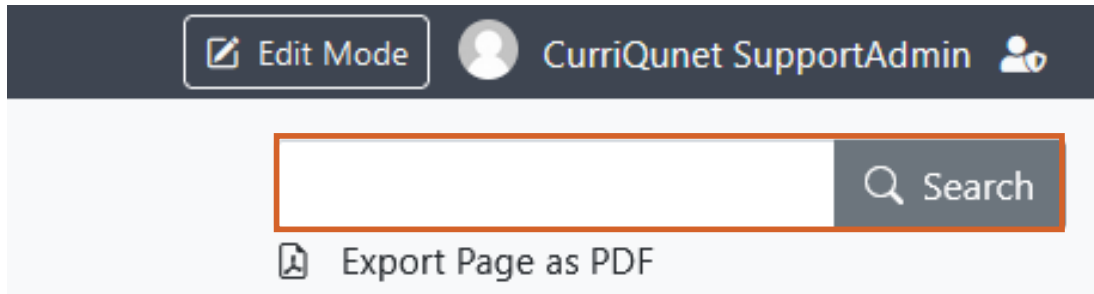
The **Properties** sidebar is explained in more detail on pp. 12-14, and **Edit Mode** is explained in more detail on pp. 15-16.




## View the Catalog - continued

### Search Function


You can search for a specific word, phrase, page title, etc. in the catalog. This can be useful when you are not sure what page contains the information you are looking for and you need to find it quickly without browsing through every page.



 In the upper right corner, type what you are looking for in the **Search bar** and click **Search**.

Your search results will populate in a slide-out menu on the right side of the page. The number of results will show near the top of the menu.



 In the **Search Results** menu, click the result that has the information you want to view. To exit out of the **Search Results** menu without selecting a result, click the **X** at the top righthand corner of the menu. To clear search results and refresh the page, click the refresh button (🔄) on the left side of the Search bar at the top of the page. To show or hide search results, click the menu button (☰) on the far right side of the Search bar.



# View the Catalog - continued

## Search Function - continued

After clicking on a search result, you will be taken to that page, where your search term(s) will be highlighted on the page for quick access.

The screenshot shows the 'curriQūnet' Academic Catalog for 2021-2022. A search bar at the top right contains the term 'studio' and has a search icon and a PDF export button. A left-hand menu is visible with 'Courses by Discipline' selected. The main content area is titled 'ARC-ARCHITECTURE' and lists several courses with their descriptions and prerequisites. The search term 'studio' is highlighted in blue in the course titles and descriptions.

**MENU**

- About CUIQ
- President's Message
- Policies and Procedures
- Campus Life
- Diplomas & Certificates
- Courses by Discipline**
- College Academic and Career Communities

### ARC-ARCHITECTURE

**ARC 10—Studio 1 (3)**  
An introduction to studio and design theory through exploration in concepts of space, form, function, materials and creative construction. Emphasis is placed on critical thinking and conceptualization as a basis for designing projects through sketching, model making, and other media. (GC) Effective: Fall 2020.

**ARC 11—Design Communication 1 (3)**  
Three dimensional drawing for interior and architectural designers with an emphasis on simplified systems of linear perspective drawing and the fundamentals of quick sketching. Studies include an introduction to perspective and rendering of interior installations using size, scale, and shading to show depth and 3D form. (GC) Effective: Fall 2020.

**ARC 20—Studio 2: Architecture (3)**  
Prerequisite(s): ARC 10; ARC 11. A studio course which focuses on the development of context and precedent while designing spaces and architectural forms. Simple built environments are developed using design principles in context with spatial relationships, human interaction, and materiality. Emphasis is placed on the design process and human experience. Visual and oral presentations are used in the development of a course portfolio. (GC) Effective: Fall 2020.

**ARC 21—Design Communication 2 (3)**  
This course develops the fundamentals of communicating ideas through the integration of computer graphics and traditional drawing. Emphasis is placed on developing skills in 2D drafting and architectural drawings. (GC) Effective: Fall 2020.

**ARC 30—Studio 3: Architecture (3)**  
Prerequisite(s): ARC 20; ARC 21. An architectural studio course which focuses on an understanding of how environment and building systems informs architectural concepts. This course explores questions of concept, sustainability, culture, and social responsibility within the context of buildings which are responsive to the environment and people utilizing them. Students will also give visual and oral presentations which are used in the development of a course portfolio. (GC) Effective: Fall 2020.


**ARC 31—Design Communication 3 (3)**  
Develop advanced skills in two-dimensional and three-dimensional digital drafting and rendering for Interior and Architectural designers. (GC) Effective: Fall 2020.

**ARC 88B—Independent Studies in Architecture (2)**  
Independent study is intended for advanced students interested in doing independent research on special study topics in independent studies discipline. NOTE: The student must receive approval from the Department Chair prior to enrolling in this course. (GC) Effective: Spring 2021.

**ARC 88C—Independent Studies in Architecture (3)**  
Independent study is intended for advanced students interested in doing independent research on special study topics in independent studies discipline. NOTE: The student must receive approval from the Department Chair prior to enrolling in this course. (GC) Effective: Spring 2021.

**ARC 90A—Architecture Internship (1)**  
Students become acquainted with the career fields related to the discipline of the internship by working in a professional setting. Students spend a minimum of 60 hours during the term under the supervision of a professional in the field. Learning objectives and exit internship evaluation are required. Limited availability. [NON-OCCUPATIONAL] NOTE: Students must complete a minimum of 6 units in the previous fall or spring semester at CUIQ and should receive a letter grade of C or better in coursework attempted. The next steps are: (1) find an internship, (2) attend an internship orientation session, (3) complete and submit the internship application forms to the Internship Coordinator and (4) enroll in a general internship course. [OCCUPATIONAL] NOTE: Students must complete a minimum of 6 units in the previous fall or spring semester at CUIQ and should receive a letter grade of C or better in coursework attempted. The next steps are: (1) Find an internship, (2) attend an internship orientation session through the Career Services Center, (3) contact the instructor who teaches the Occupational Internship Course to see if you meet the occupational internship course prerequisites (each occupational internship course has different requirements), (4) complete and submit the internship application forms to the Internship Coordinator at the CSC, (5) enroll in an occupational internship course, if pre-approved by the occupational internship instructor. If you do not meet the qualifications for the occupational internship course, feel free to enroll in a General Internship Course. (CR) Effective: Spring 2021.

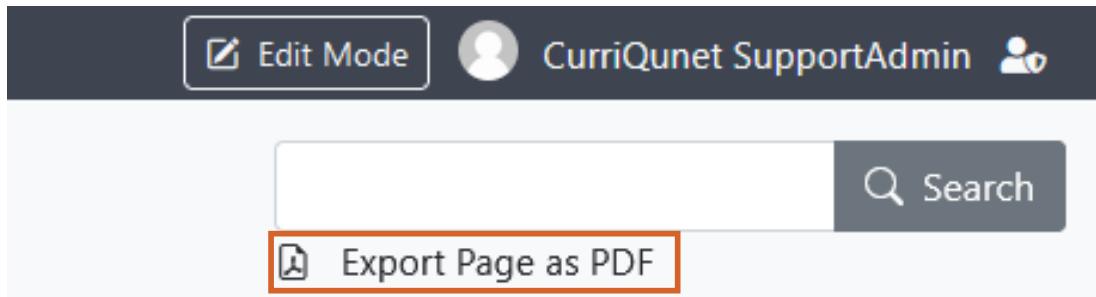
**ARC 90B—Architecture Internship (2.5)**  
Students become acquainted with the career fields related to the discipline of the internship by working in a professional setting. Students spend a minimum of 120 hours during the term under the supervision of a professional in the field. Learning objectives and exit internship evaluation are required. Limited availability. [NON-OCCUPATIONAL] NOTE: Students must complete a minimum of 6 units in the previous fall or spring

Toggle the highlighter on or off by clicking the highlighter button (  ) next to the Search button at the top of the page. To show or hide search results, click the menu button (  ) next to the highlighter button.

## View the Catalog - continued

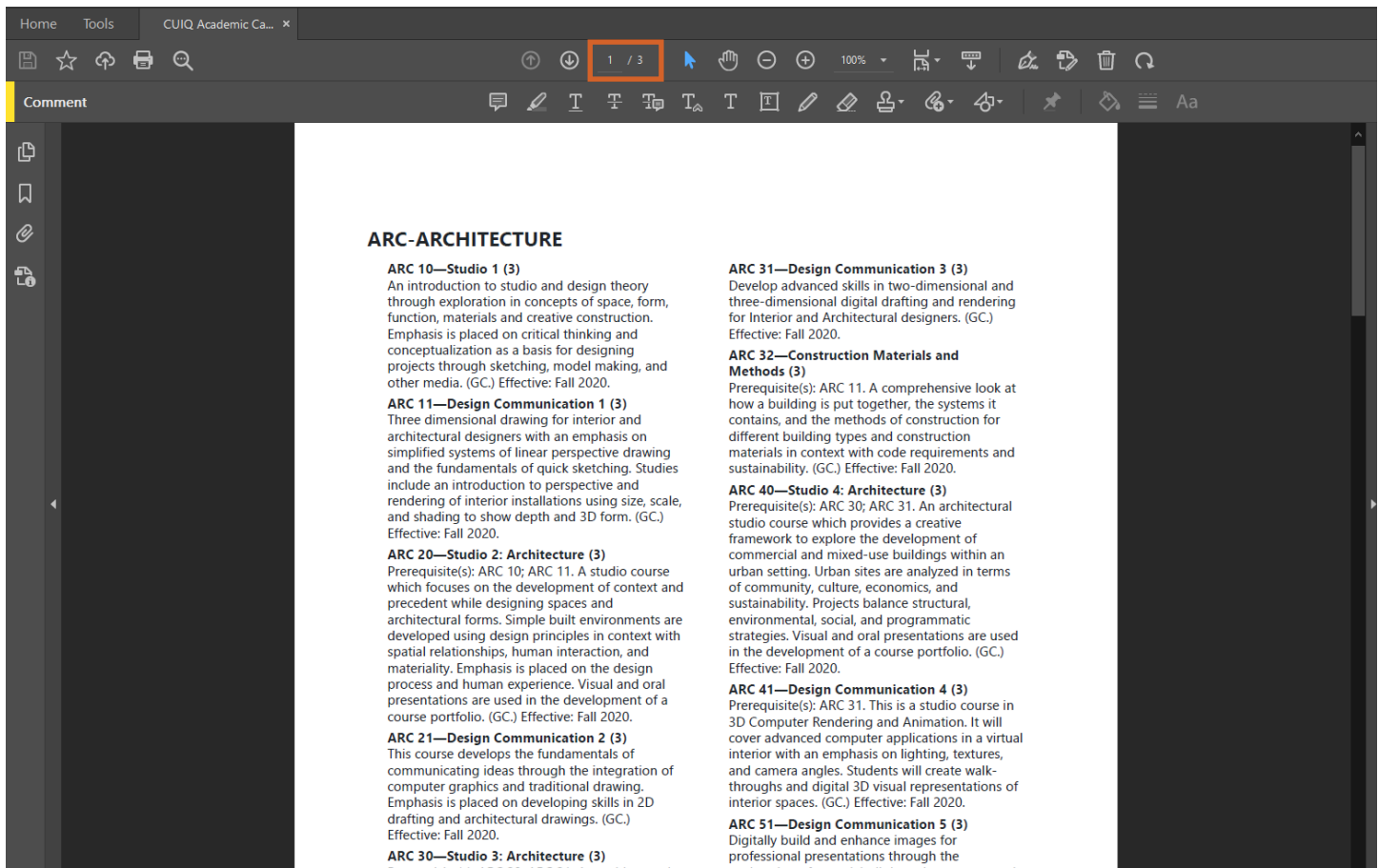
### Export Page as PDF/Download Entire Catalog

Any page in the catalog can be exported as a PDF. This can be useful if you need to save a particular page or pages for offline view.



➤ In the upper right corner, below the **Search bar**, click '**Export Page as PDF**'.

The PDF will download in the browser, and when clicked, will open in the browser. The number of pages is shown at the top. The PDF can be downloaded to your local device and can be printed.



# View the Catalog - continued

## Export Page as PDF/Download Entire Catalog - continued

Many institutions have an option to download the entire catalog as a PDF. This option will generally be on a specific page.

curriQūnet Academic Catalog 2021-2022

Download PDF of Catalog 1

Download PDF of complete catalog 2

⏪ Navigate to the correct page (1). Your institution's catalog download page may have a different name. Click the link (2) to download the entire catalog. It may take several minutes for the catalog to download in your browser because of the size of the file.

The PDF will download in the browser, and when clicked, will open in the browser. The number of pages is shown at the top. The PDF of the entire catalog can be downloaded to your local device and can be printed.

Home Tools CUIQ Academic Ca... x

Comment

Bookmarks

- About CUIQ
- President's Message
- Polices and Procedures
  - Attendance Procedures
  - Refund Policy
  - Class Drop and Withdrawal
  - Class Scheduling
- Campus Life
  - Explore Campus
- Diplomas & Certificates
  - ARCHITECTURE - Architecture and Interior Design Digital Production: Certificate of Achievement
    - Summary
    - Requirements
- Courses by Discipline
  - ARC-Architecture
  - College Academic and Career Communities
  - Download PDF of Catalog

### President's Message

Designing, building, and managing your curriculum is mission critical to your success. curriQūnet META is the foremost curriculum-centric, fully integrated platform that allows you to manage your curriculum your way – The Best Way!

We believe our solution should not limit your curriculum needs – today and into the future.

Our proven higher education experience and technical know-how combine to create the most feature rich curriculum management offering in the market.

Experience the best in curriculum management –

1

curriQūnet META  
Curriculum Unleashed!

### Polices and Procedures

The academic year is divided into four 12-week quarters, each comprised of three sessions. Students may enroll in classes in most programs any month of the year.

The start-date of a session is the first Monday of the new course term. If the first Monday is a holiday, the start-date of the session will be the first Tuesday. For example, if the first class meeting offered in the September session meets on Mondays and Wednesdays, and Monday is the holiday, then that first Tuesday is the start-date for the session. The term start date (whether a Monday or Tuesday) is the start date of the session and not the day students meet for their first class. Students are considered officially enrolled in a class at midnight (PST) of the ninth (9th) day of the session.

All students must be officially enrolled in order to attend class and to receive a grade. This means that the course must be added to the student's schedule prior to the ninth (9th) day of the session. University instructors will not permit non- enrolled students to attend a class or be issued a grade. The Office of the Registrar will not post grades for students who are not officially enrolled.

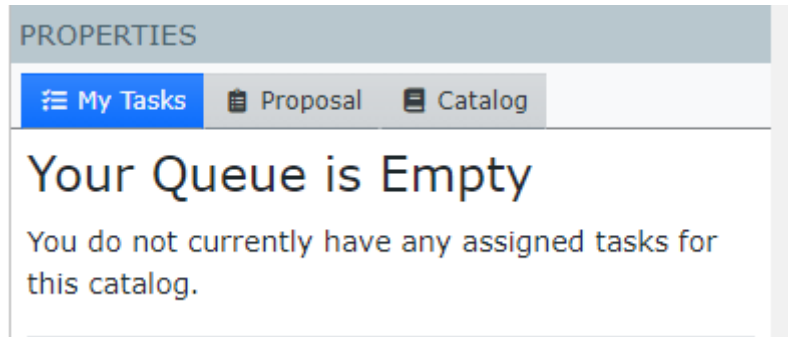
Students are expected to attend all scheduled classes of a course. An absence is recorded each time a student does not attend a regularly scheduled class, whether or not it is an excused absence. Students who have more

## Properties

The **Properties** sidebar has three tabs: **My Tasks**, **Proposal**, and **Catalog**.

### My Tasks

The **My Tasks** tab shows a logged-in user any tasks that have been assigned to them for the selected catalog. When there are currently no tasks assigned to the user for the selected catalog, the queue will show as empty (see below).



When there are one or more tasks assigned to the user (e.g. review or approval is needed for a catalog or section of a catalog), those tasks will be listed in the tab.

## Properties - continued

### Proposal

The **Proposal** tab allows you to select a certain catalog to view or edit. It also allows you to **modify** an existing active catalog (see pp. 68-71) or to **create** a new catalog (see pp. 17-20).

The grayed-out fields cannot be edited unless you are in **Edit Mode** (see pp. 15-16).

PROPERTIES

My Tasks Proposal Catalog

### Proposal Properties

Select Catalog

CUIQ Academic Catalog 2021-2022 (Active) ▼

Proposal Title

CUIQ Academic Catalog 2021-2022

Description

Description

Department

Administration ▼

Discipline

Academic Catalog ▼

Originator

CurriQunet SupportAdmin ▼

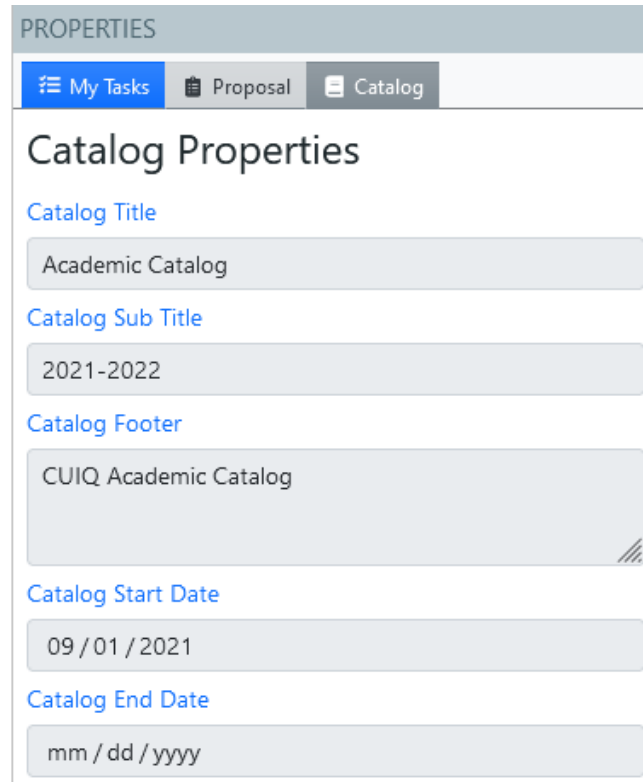
Modify This Catalog

Create a New Catalog

## Properties - continued

### Catalog

The **Catalog** tab shows the Catalog Title (note that this is different from the Proposal Title), subtitle, footer, and start and end date for the catalog. The grayed-out fields cannot be edited unless you are in **Edit Mode** (see next page).



PROPERTIES

My Tasks Proposal Catalog

### Catalog Properties

Catalog Title

Academic Catalog

Catalog Sub Title

2021-2022

Catalog Footer

CUIQ Academic Catalog

Catalog Start Date

09 / 01 / 2021

Catalog End Date

mm / dd / yyyy

Below is an example of the difference between the **Catalog Title** (something everyone will see when they access the current catalog) and the **Proposal Title** (something only logged-in users can see).

The **Proposal Title** (1) is shown in the gray bar at the top of the page, indicating which *version* of the catalog (i.e. which catalog proposal) is being viewed. This could be an active proposal, a historical proposal, or a draft or in review proposal.

The **Catalog Title** (2), the name of the catalog itself, is shown a little farther down. The **subtitle** (3) is beneath it and in this example indicates which school year this particular version of the catalog is for.



CUIQ Academic Catalog 2021-2022 (Active) 1

curriQūnet INTELLIGENT CURRICULUM SOLUTIONS

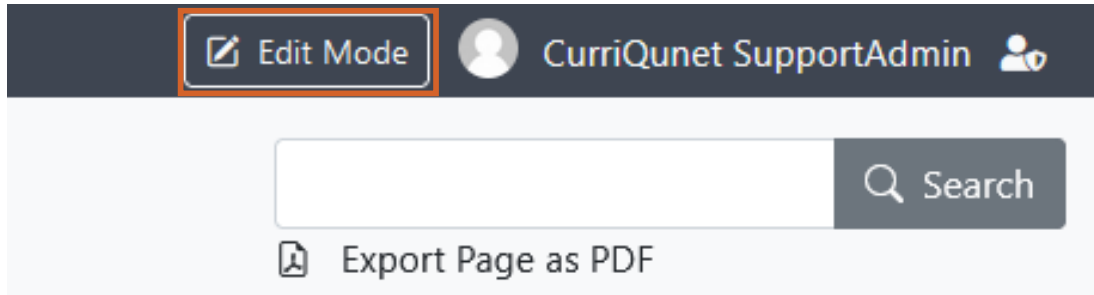
Academic Catalog 2

2021-2022 3

## Edit Mode

There are two modes in the new catalog: **View Mode**, which is the default setting and allows users to view but not edit, and **Edit Mode**, which allows users to view and edit. **Edit Mode** must be activated in order to add content or make any changes.

Any time the browser is refreshed while in Edit Mode, the entire catalog will default to View Mode, and Edit Mode must be activated again in order to continue adding content or making changes.



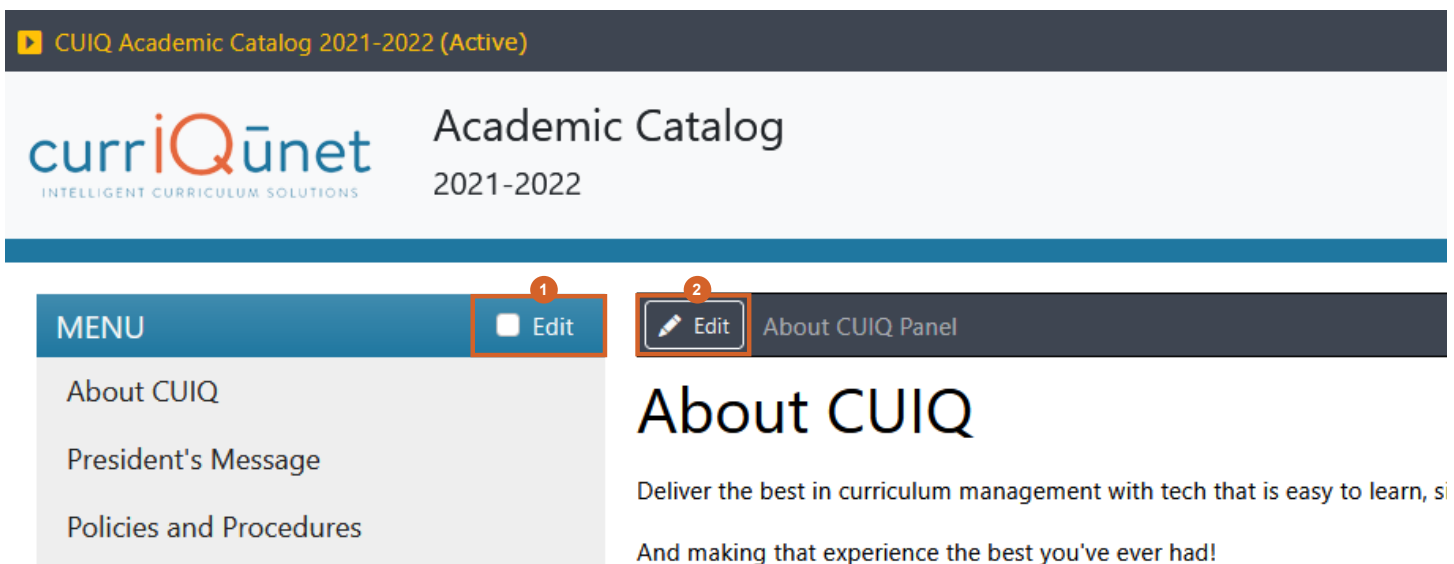
➤ *To activate Edit Mode for the catalog, click the Edit Mode button at the very top of the screen next to your profile picture and name. To deactivate Edit Mode for the catalog and return to View Mode, click the Edit Mode button again or refresh your browser.*

To access **Edit Mode** for the menu or pages, Edit Mode must be activated for the entire catalog and then individually activated for the menu and/or pages.

An **Edit checkbox** (1) will appear in the **Menu** on the far left side, which when checked will activate Edit Mode for the menu and allow you to add new pages and/or edit page titles. Unchecking the box will deactivate Edit Mode for the menu.

If any pages exist, an **Edit button** (2) will also appear within each page. Clicking this button within a page will activate Edit Mode for all pages and allow you to add new content to pages and/or edit any existing content. Clicking the button again on a page will deactivate Edit Mode for all pages.

When **Edit Mode** is deactivated for the catalog or the browser is refreshed, the entire catalog will revert to **View Mode** and the **Edit buttons** and **Edit checkbox** will disappear from the pages and menu until catalog Edit Mode is activated again.



▶ CUIQ Academic Catalog 2021-2022 (Active)

curriQunet  
INTELLIGENT CURRICULUM SOLUTIONS

Academic Catalog  
2021-2022

MENU

- About CUIQ
- President's Message
- Policies and Procedures

Edit

About CUIQ Panel

## About CUIQ

Deliver the best in curriculum management with tech that is easy to learn, s

And making that experience the best you've ever had!

## Edit Mode - continued

While in Edit Mode, the **Proposal** and **Catalog** tabs in the Properties sidebar no longer have grayed-out fields; all fields can be edited.

PROPERTIES

My Tasks Proposal Catalog

### Proposal Properties

Select Catalog

Proposal Title

Description

Division

Department

Originator

Modify This Catalog

Create a New Catalog

PROPERTIES

My Tasks Proposal Catalog

### Catalog Properties

Catalog Title

Catalog Sub Title

Catalog Footer

Catalog Start Date

Catalog End Date

In the next section, we will discuss creating a new catalog and filling out these fields while using Edit Mode. Adding and editing pages and content will be discussed later in the guide.



## Create a New Catalog

A new catalog can be created from the **Properties** sidebar in the **Proposal** tab.

PROPERTIES

My Tasks Proposal Catalog

### Proposal Properties

Select Catalog

CUIQ Academic Catalog 2021-2022 (Active) ▼

Proposal Title

CUIQ Academic Catalog 2021-2022

Description

Description

Department

Administration ▼

Discipline

Academic Catalog ▼

Originator

CurriQunet SupportAdmin ▼

Modify This Catalog

Create a New Catalog

Click 'Create a New Catalog' to create a brand-new catalog proposal.

## Create a New Catalog - continued

Once a new catalog proposal is created by clicking 'Create a New Catalog', a new draft proposal will appear in the **Select Catalog** dropdown, with a default name of "null" (this can be changed in **Edit Mode**).

A new catalog proposal is completely empty until content is added. All fields in the Proposal and Catalog tabs are blank, and there are no pages. Fields can be edited and pages and content can be added in **Edit Mode**.

When you are in a draft catalog proposal, the options at the bottom of the **Proposal** tab are now **Submit for Approval** (which launches the draft proposal into the workflow and should only be selected when the draft is completed) and **Delete This Draft** (which deletes the draft proposal without launching it).

The screenshot shows the 'Proposal Properties' form with the following fields and controls:

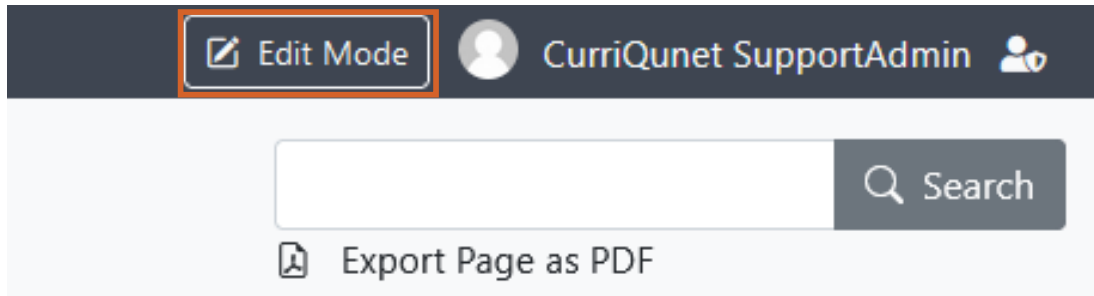
- Select Catalog:** A dropdown menu showing 'null (Draft)' with a downward arrow. This field is highlighted with a red box.
- Proposal Title:** A text input field containing 'Proposal Title'.
- Description:** A text area containing 'Description'.
- Division:** A dropdown menu.
- Department:** A dropdown menu.
- Originator:** A dropdown menu showing 'CurriQunet SupportAdmin'.
- Buttons:** At the bottom, there are two buttons: a blue 'Submit for Approval' button and a red 'Delete This Draft' button. Both buttons are highlighted with a red box.

At the top of the screen, the **Proposal Title** (1) is now showing as "null" and has a status of (Draft), indicating that this catalog is a brand-new draft proposal. The **Catalog Title** (2) and **subtitle** (3) are blank until they are edited in **Edit Mode**.

The screenshot shows the top header area of the proposal form with the following elements:

- Header Bar:** A dark blue bar containing a yellow play button icon, the text 'null (Draft)', and a red circle with the number '1'.
- Logo:** The 'curriQūnet' logo with the tagline 'INTELLIGENT CURRICULUM SOLUTIONS'.
- Input Fields:** Two empty text input fields are shown to the right of the logo. The top field is highlighted with a red box and a red circle with the number '2'. The bottom field is highlighted with a red box and a red circle with the number '3'.

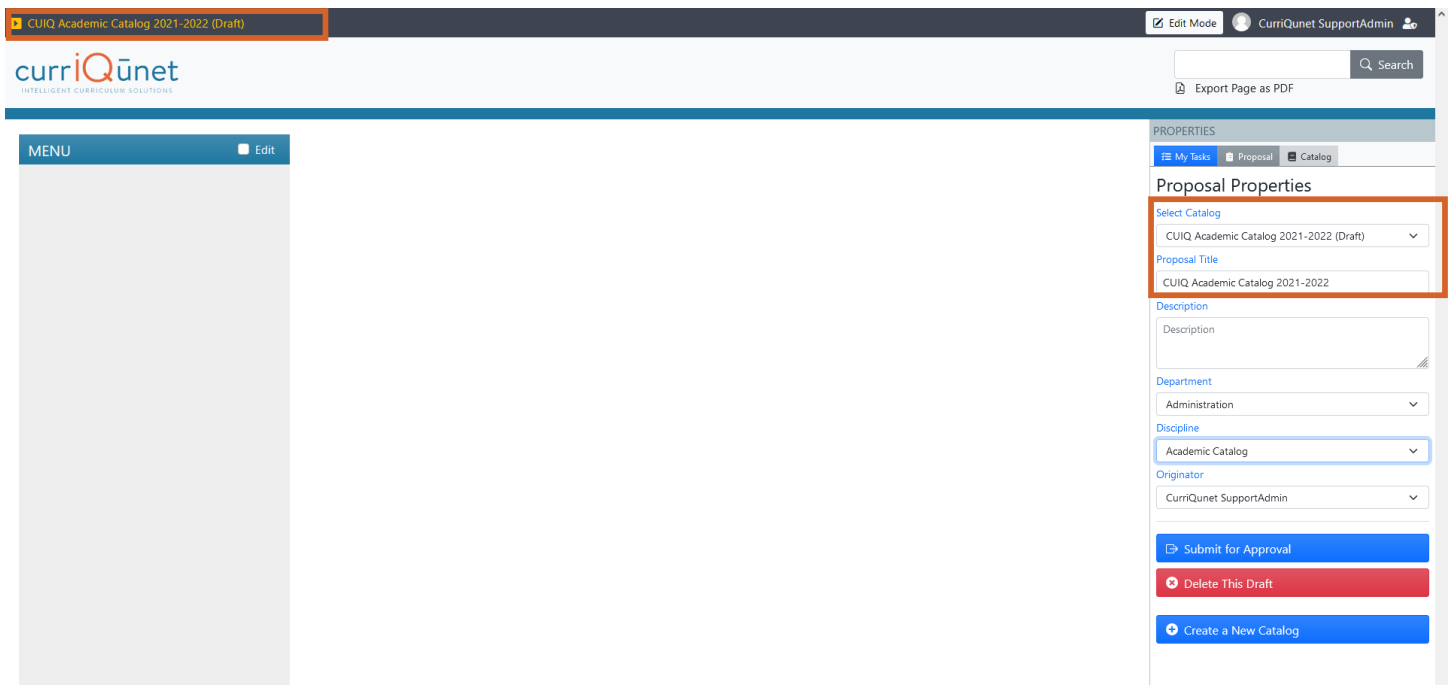
## Create a New Catalog - continued



➤ To activate *Edit Mode* for the catalog, click the *Edit Mode* button at the very top of the screen next to your profile picture and name.

Once you are in **Edit Mode**, you can fill out the fields in the Proposal and Catalog tabs in the Properties sidebar.

When you have filled out the Proposal Title field and refreshed the page, the proposal name for your draft in the Select Catalog dropdown - and the gray bar - will update (see below).



➤ Fill out the fields and select from the dropdowns in the Proposal tab.

## Create a New Catalog - continued

When you have filled out the Catalog Title and Catalog Sub Title fields, the catalog name and subtitle will also update at the top (see below).

The screenshot shows the CurriQūnet Academic Catalog editor interface. The top navigation bar displays "CUIQ Academic Catalog 2021-2022 (Draft)" and "Edit Mode". The main header area shows the CurriQūnet logo and "Academic Catalog 2021-2022", which is highlighted by an orange box. A search bar and "Export Page as PDF" button are visible. On the left, a "MENU" sidebar is shown. On the right, the "PROPERTIES" panel is open, showing "Catalog Properties" with fields for "Catalog Title" (Academic Catalog), "Catalog Sub Title" (2021-2022), "Catalog Footer" (CUIQ Academic Catalog), "Catalog Start Date" (09 / 01 / 2021), and "Catalog End Date" (mm / dd / yyyy). The "Catalog Title" and "Catalog Sub Title" fields are highlighted by an orange box.

 *Fill out the fields and select start and end dates in the Catalog tab.*

In the next section, we will discuss adding and editing pages in the main navigation **Menu**.

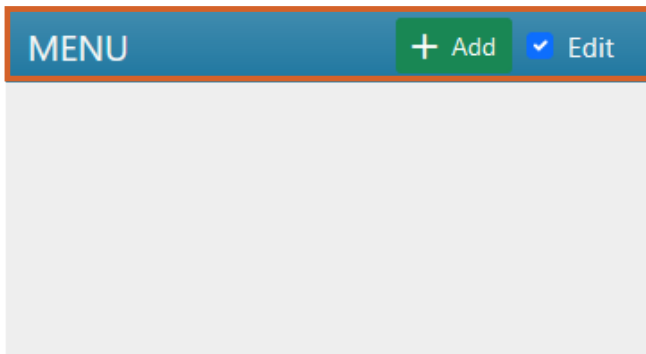
## Main Navigation (Menu)

The **Menu** is the navigation sidebar where pages in the catalog are added, edited, and accessed.

▶ CUIQ Academic Catalog 2021-2022 (Draft)



Academic Catalog  
2021-2022

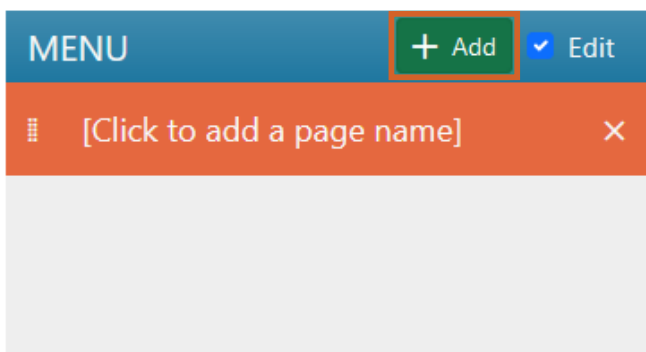


➤ When **Edit Mode** is activated for the catalog, click the **Edit checkbox** in the **Menu** to activate Edit Mode for the menu. An **'+Add'** button for adding pages will appear.

▶ CUIQ Academic Catalog 2021-2022 (Draft)



Academic Catalog  
2021-2022



➤ Click the **'+Add'** button to add a page. The page will be blank with placeholder text that says **'[Click to add a page name]'**.

## Main Navigation (Menu) - continued

▶ CUIQ Academic Catalog 2021-2022 (Draft)



Academic Catalog  
2021-2022

MENU + Add ✓ Edit

About CUIQ

Click the page to edit the page title. Enter a name for the page. Add and name as many pages as necessary.

▶ CUIQ Academic Catalog 2021-2022 (Draft)



Academic Catalog  
2021-2022

MENU + Add ✓ Edit

- President's Message ×
- Policies and Procedures ×
- Campus Life ×
- Diplomas & Certificates ×
- Courses by Discipline ×
- About CUIQ ×

Edit About CUIQ Panel

To move a page up or down the list, hold the drag button () and drag the page to a different spot in the list. To delete the page, press the X button next to the page name ()

## Main Navigation (Menu) - continued

When the **Edit checkbox** in the menu is unchecked, Edit Mode for the menu will be deactivated and the **'+Add'** button will disappear along with the ability to edit page titles or to drag or delete pages.

The Edit checkbox can be checked at any time while in catalog Edit Mode to make changes to the order of the pages or to their titles, or to delete or add more pages.

 CUIQ Academic Catalog 2021-2022 (Draft)



Academic Catalog  
2021-2022

MENU

Edit



Edit

About CUIQ Panel

About CUIQ

President's Message

Policies and Procedures

Campus Life

Diplomas & Certificates

Courses by Discipline

College Academic and Career  
Communities

In the next section, we will discuss adding different types of content to pages.

## Adding Content to Pages

To add content to an empty page, make sure **Edit Mode** is enabled for the catalog and that the **Edit checkbox** at the top of the **Menu** is *unchecked*. (When the box is checked, clicking on a page in the menu will give you the ability to edit the page title. When the box is unchecked, clicking on a page in the menu will navigate you to that page in the catalog.)

▶ CUIQ Academic Catalog 2021-2022 (Draft)



Academic Catalog  
2021-2022

MENU  Edit

- About CUIQ 1
- President's Message
- Policies and Procedures
- Campus Life

Edit 2 About CUIQ Panel

Click on a page in the menu to navigate to it (1). When you are at the correct page, click the **Edit button** at the top of the page panel (2).



# Adding Content to Pages

## Creating a Page with a Heading and Formatted Text

When the **Edit** button on the page panel is clicked, a **Body content panel** will appear by default on the page. (See **Terminology** on pp. 3-5 for definitions of content panels and content types.)

CUIQ Academic Catalog 2021-2022 (Draft)



Academic Catalog  
2021-2022



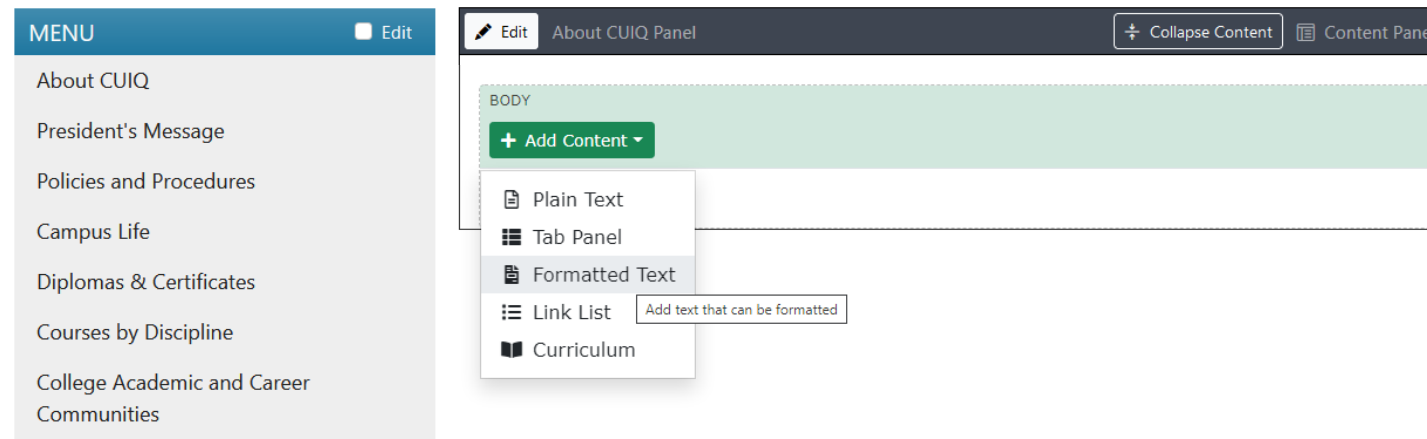
Click the '+Add Content' button in the **Body** panel to add a content type.

The '+Add Content' button has a dropdown containing content types that can be added to the panel. Hovering over each content type with your mouse will cause a tooltip to appear explaining what the content type is for (see below).

CUIQ Academic Catalog 2021-2022 (Draft)



Academic Catalog  
2021-2022

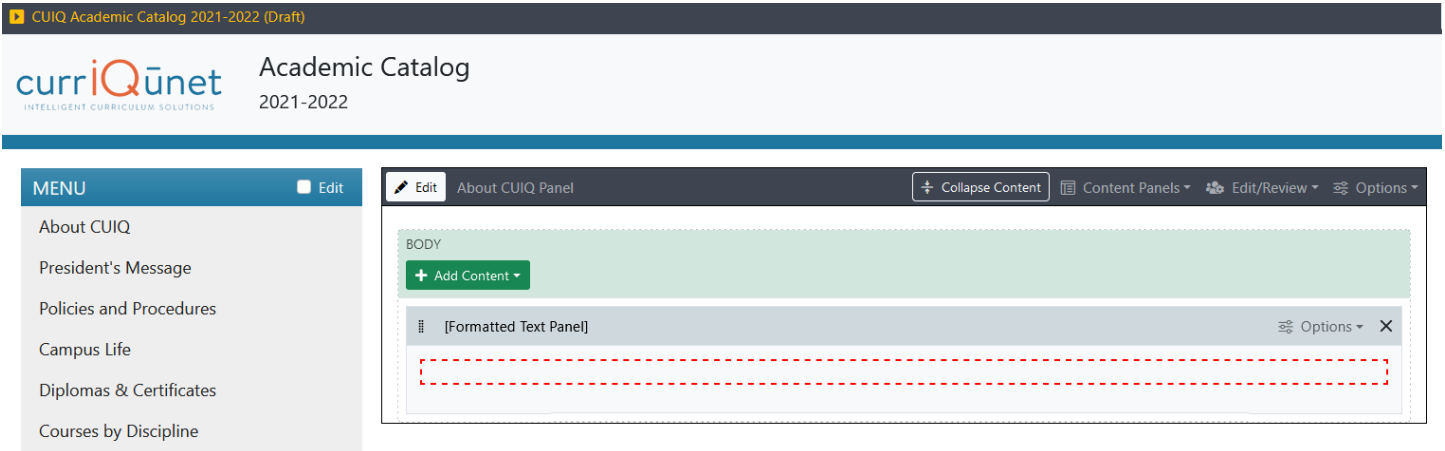


Click on a content type in the dropdown to add it. For this example, we'll be adding a **Formatted Text** panel.

# Adding Content to Pages - continued

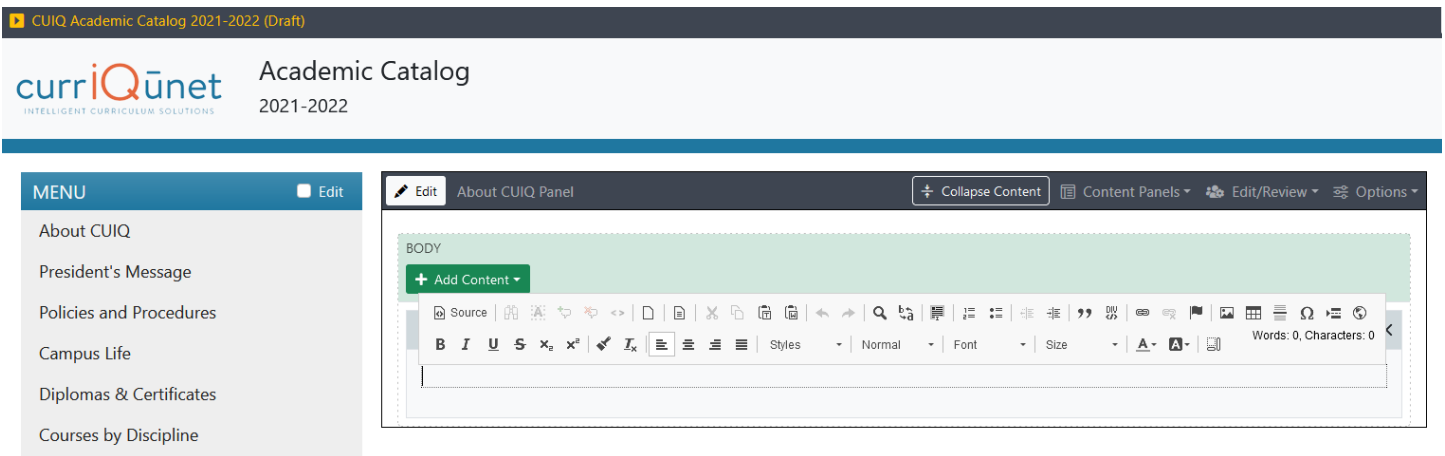
## Creating a Page with a Heading and Formatted Text - continued

This is how a **formatted text** panel will initially appear when added to the **Body** panel (or any other content panel).



Click inside the red dotted line to add text.

When you click inside the formatted text panel, a menu with several different formatting options and tools will appear above the cursor.

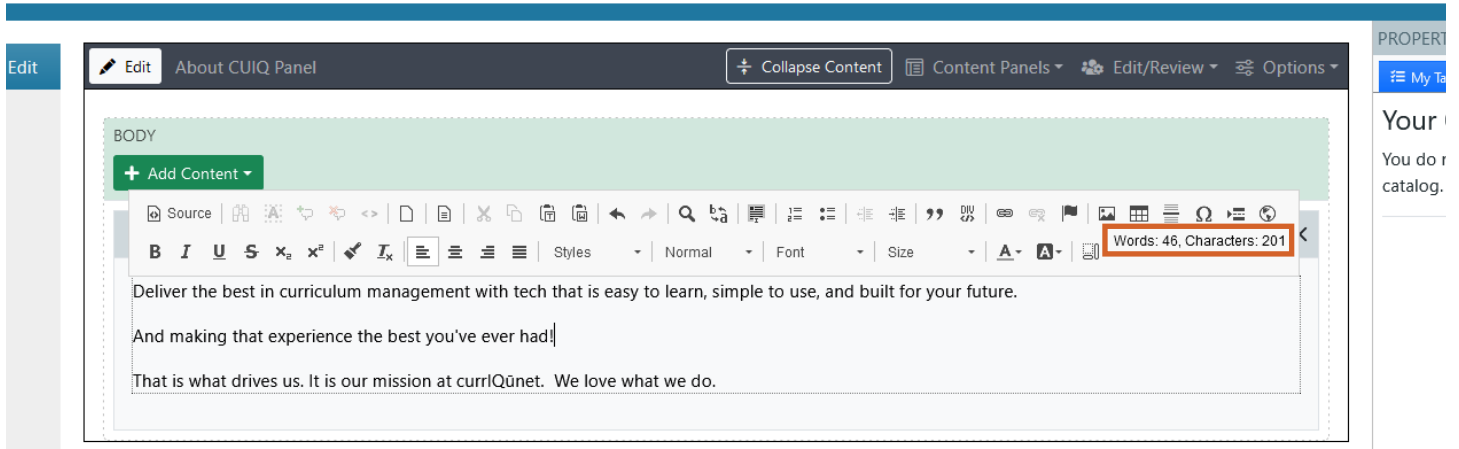


Type the desired text and format as needed using the tools in the menu.

## Adding Content to Pages - continued

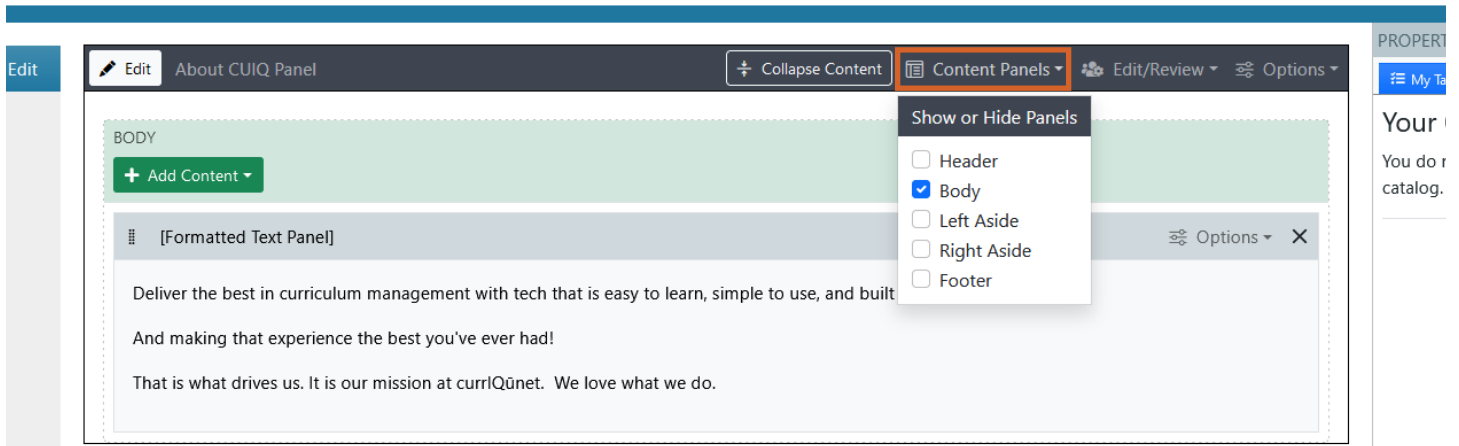
### Creating a Page with a Heading and Formatted Text - continued

As you type, you will see a **Word and Character count** in the menu above your text.



The screenshot shows the CUIQ Panel editor interface. At the top, there is a toolbar with buttons for 'Edit', 'Collapse Content', 'Content Panels', 'Edit/Review', and 'Options'. Below the toolbar is a green 'BODY' content panel with a '+ Add Content' button. A rich text editor toolbar is visible, containing various formatting options like bold, italic, underline, strikethrough, subscript, superscript, link, unlink, bulleted list, numbered list, indent, outdent, quote, unquote, table, link, unlink, and a word/character count box. The count box shows 'Words: 46, Characters: 201'. The text in the editor reads: 'Deliver the best in curriculum management with tech that is easy to learn, simple to use, and built for your future. And making that experience the best you've ever had! That is what drives us. It is our mission at curriQūnet. We love what we do.'

More content panels can be accessed by clicking **Content Panels** at the top of the page you are editing, which will give you the option to show or hide each content panel by checking or unchecking the checkbox next to each panel type.



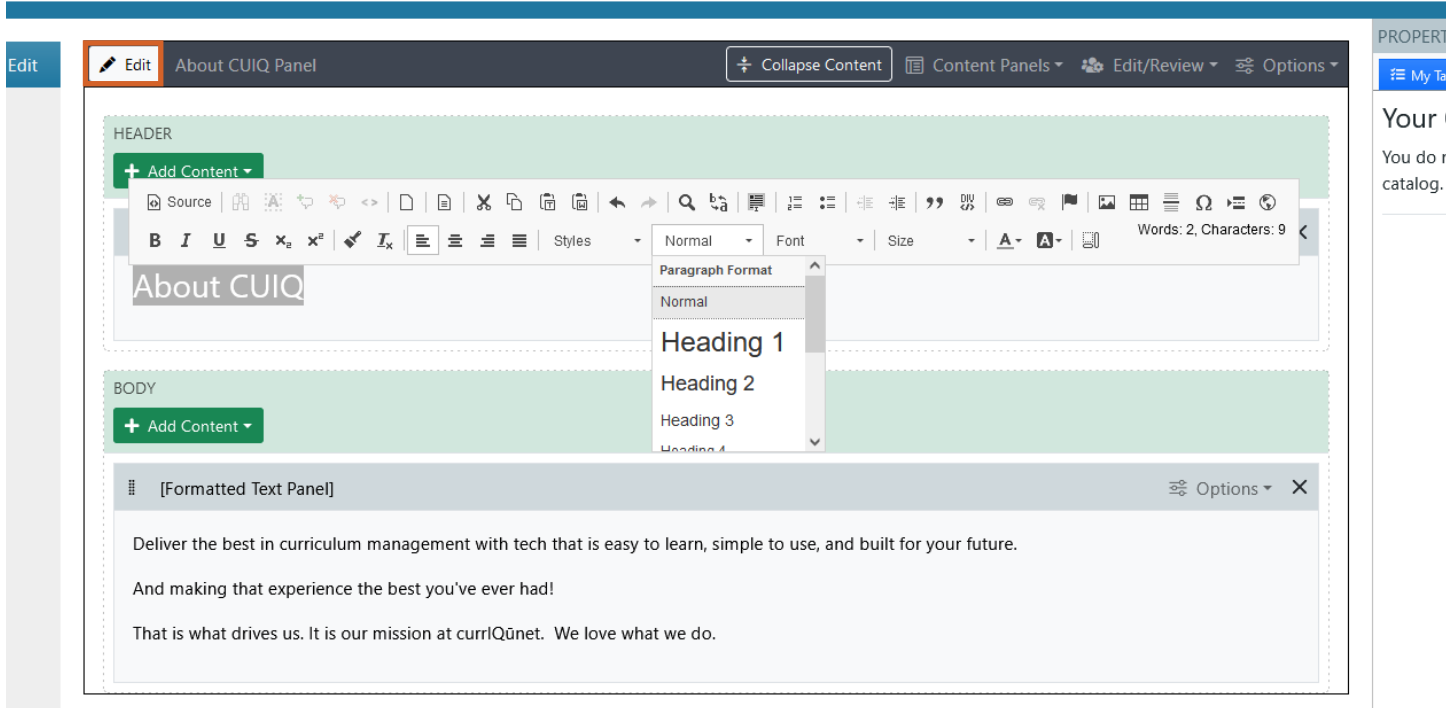
The screenshot shows the CUIQ Panel editor interface with the 'Content Panels' dropdown menu open. The dropdown menu is titled 'Show or Hide Panels' and contains the following options: 'Header' (unchecked), 'Body' (checked), 'Left Aside' (unchecked), 'Right Aside' (unchecked), and 'Footer' (unchecked). The main editor area shows the same text as the previous screenshot, but with a '[Formatted Text Panel]' label above the text. The 'Content Panels' button in the toolbar is highlighted with a red box.

Click on **Content Panels** to show the dropdown containing all content panel types. Check or uncheck boxes next to each panel type to show or hide panels.

# Adding Content to Pages - continued

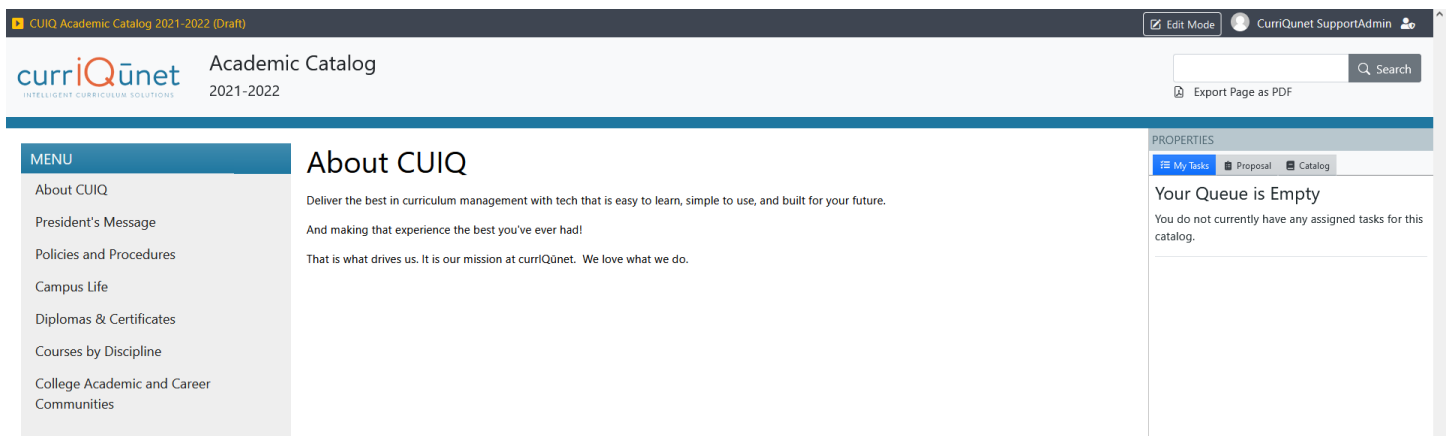
## Creating a Page with a Heading and Formatted Text - continued

In the below example, we've shown the **Header content panel** on the page and added a **formatted text panel** to it with some header text. The Header content panel always shows above the Body content panel.



 *Type the desired text and format as needed using the tools in the formatted text menu. To exit out of Edit Mode for the page and to view what the finished page will look like, click the **Edit** button at the top of the page.*

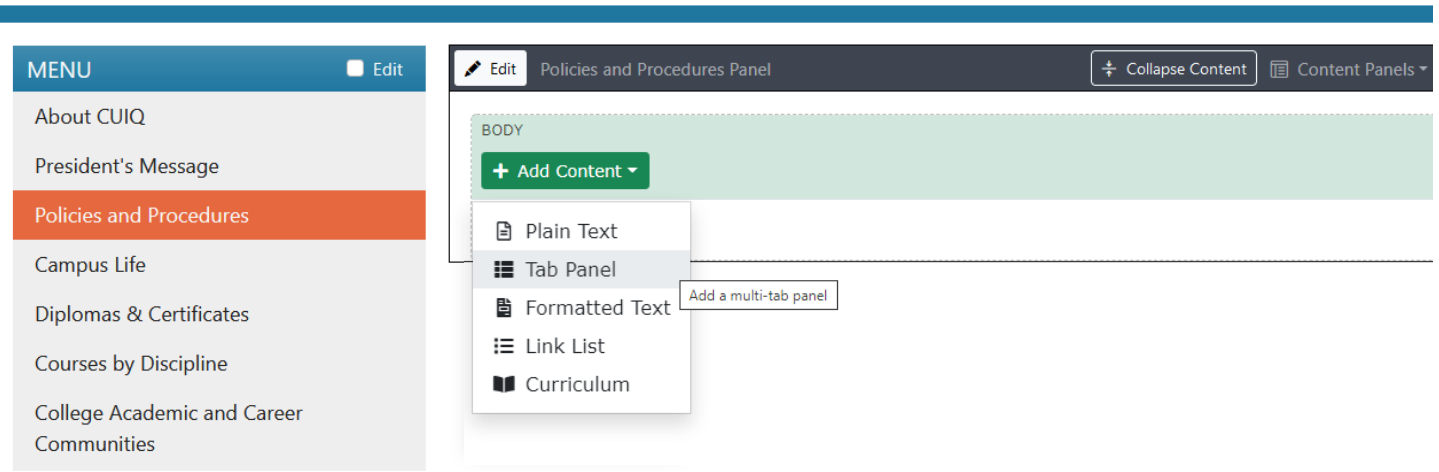
After exiting out of Edit Mode, the page will look like the following:



# Adding Content to Pages - continued

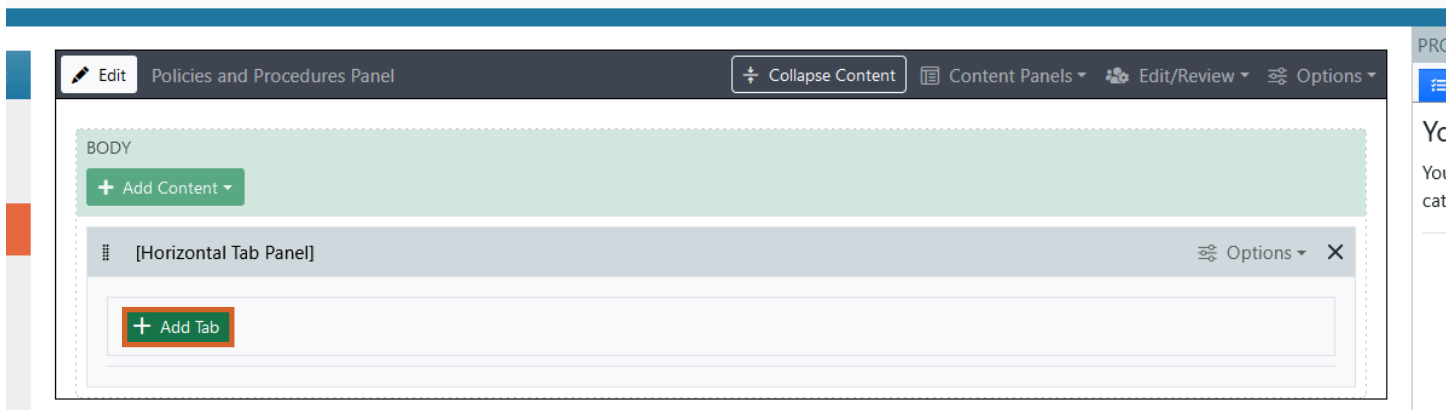
## Creating a Tabbed Page

In this example, we will add a **Tab Panel** content type to a **Body content panel**.



Click the '+Add Content' button in the **Body** panel to add a content type. Click on a content type in the dropdown to add it. For this example, we'll be adding a **Tab Panel**.

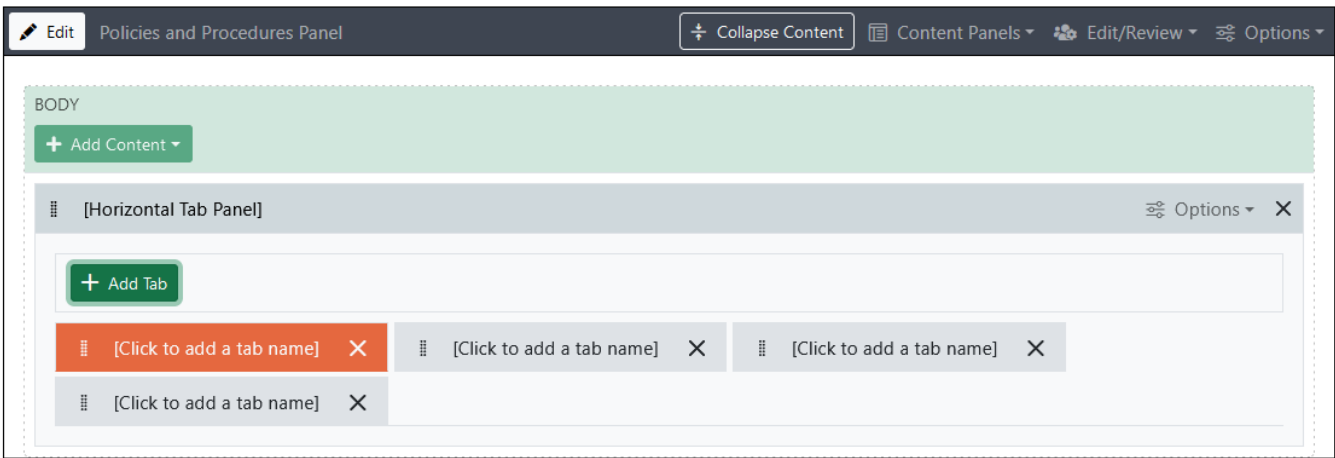
Once a **Tab Panel** content type is added to a content panel, no other content types can be added to that content panel. (See the below example - once the Tab Panel has been added, the '+Add Content' button in the **Body content panel** is no longer clickable.)



Click the '+Add Tab' button in the **Body** panel to add a tab to the Tab Panel. You may add multiple tabs.

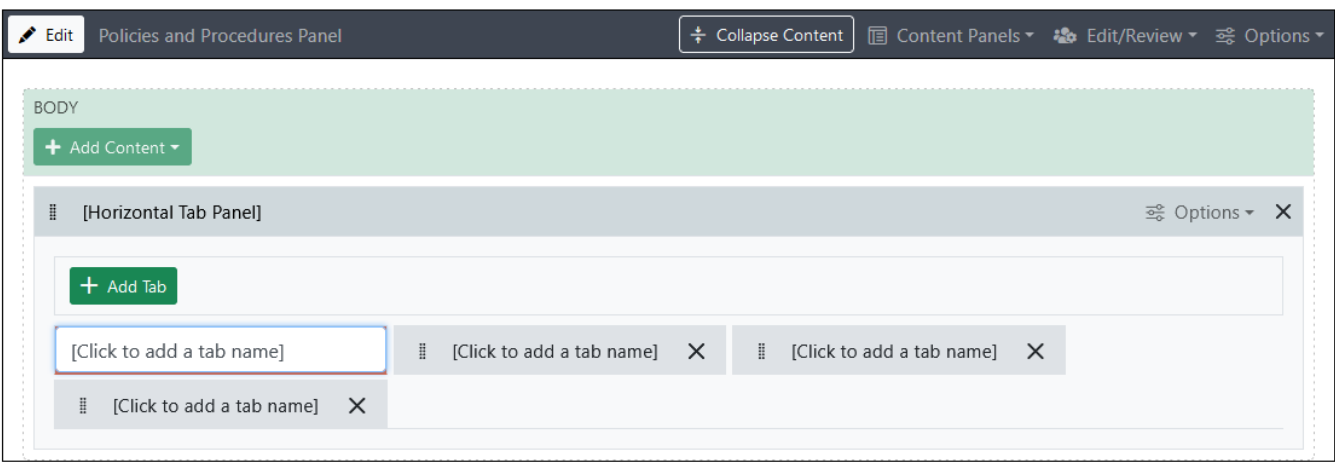
## Adding Content to Pages - continued

### Creating a Tabbed Page - continued




The screenshot shows a web editor interface for a "Policies and Procedures Panel". At the top, there is an "Edit" button, a "Collapse Content" button, and a "Content Panels" dropdown menu. Below this is a "BODY" section with an "Add Content" button. The main content area is a "[Horizontal Tab Panel]" with an "Add Tab" button and four tabs. Each tab has a placeholder text "[Click to add a tab name]" and a close button. The first tab is highlighted in orange.

 The tab(s) will be blank with placeholder text that says '[Click to add a tab name]'. Click a tab to edit the tab title.



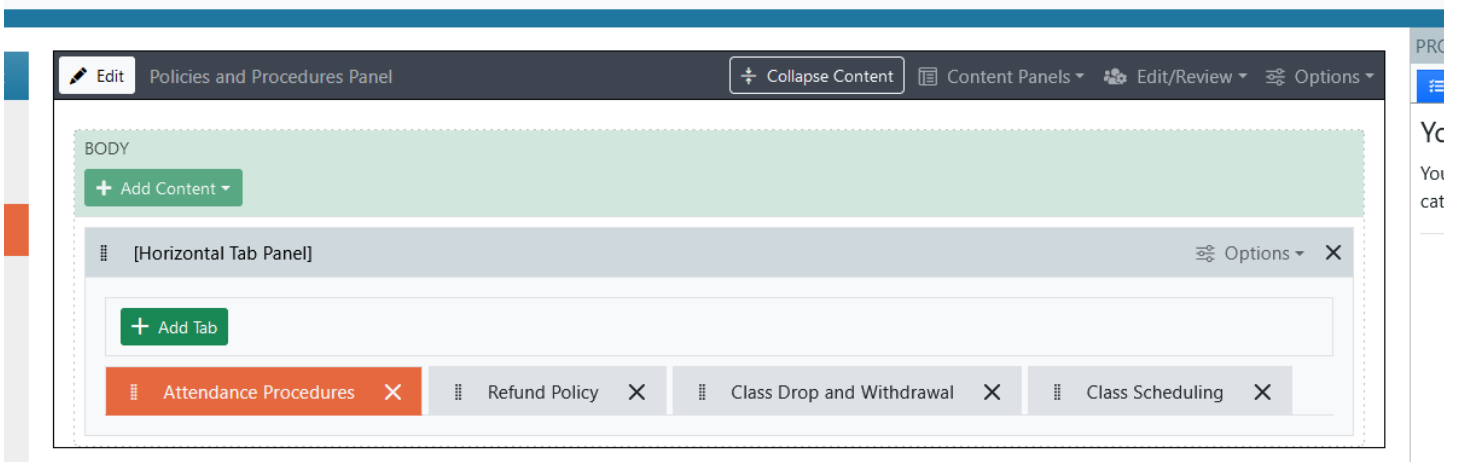
The screenshot shows the same web editor interface. The first tab is now named "Click to add a tab name" and is highlighted with a blue border. The other three tabs remain blank with the placeholder text.

 Enter a name for each tab.

 **NOTE:** All tabs must be named in order to display properly on a page. If a tab is not named, it will display on the page as 'Invalid Tab'.

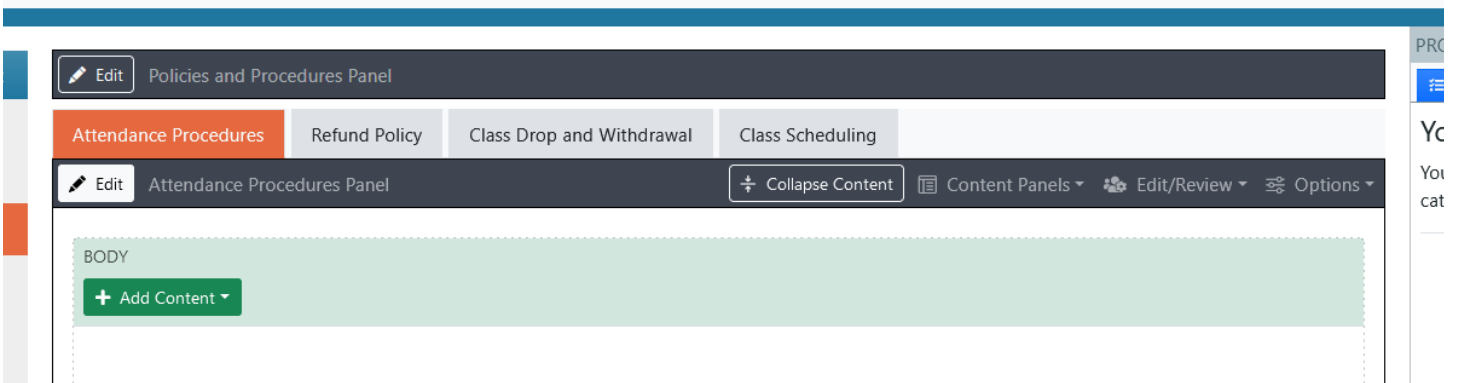
## Adding Content to Pages - continued

### Creating a Tabbed Page - continued



➤ To move a tab to a different position, hold the drag button (☰) and drag the page to a different spot in the list. To delete the tab, press the X button next to the tab name (✕).

Each tab functions as a nested page, and content panels and types can be shown and added to tabs just as with normal pages. **Edit Mode** must be individually activated for each tab in order to add or edit content within the tabs.

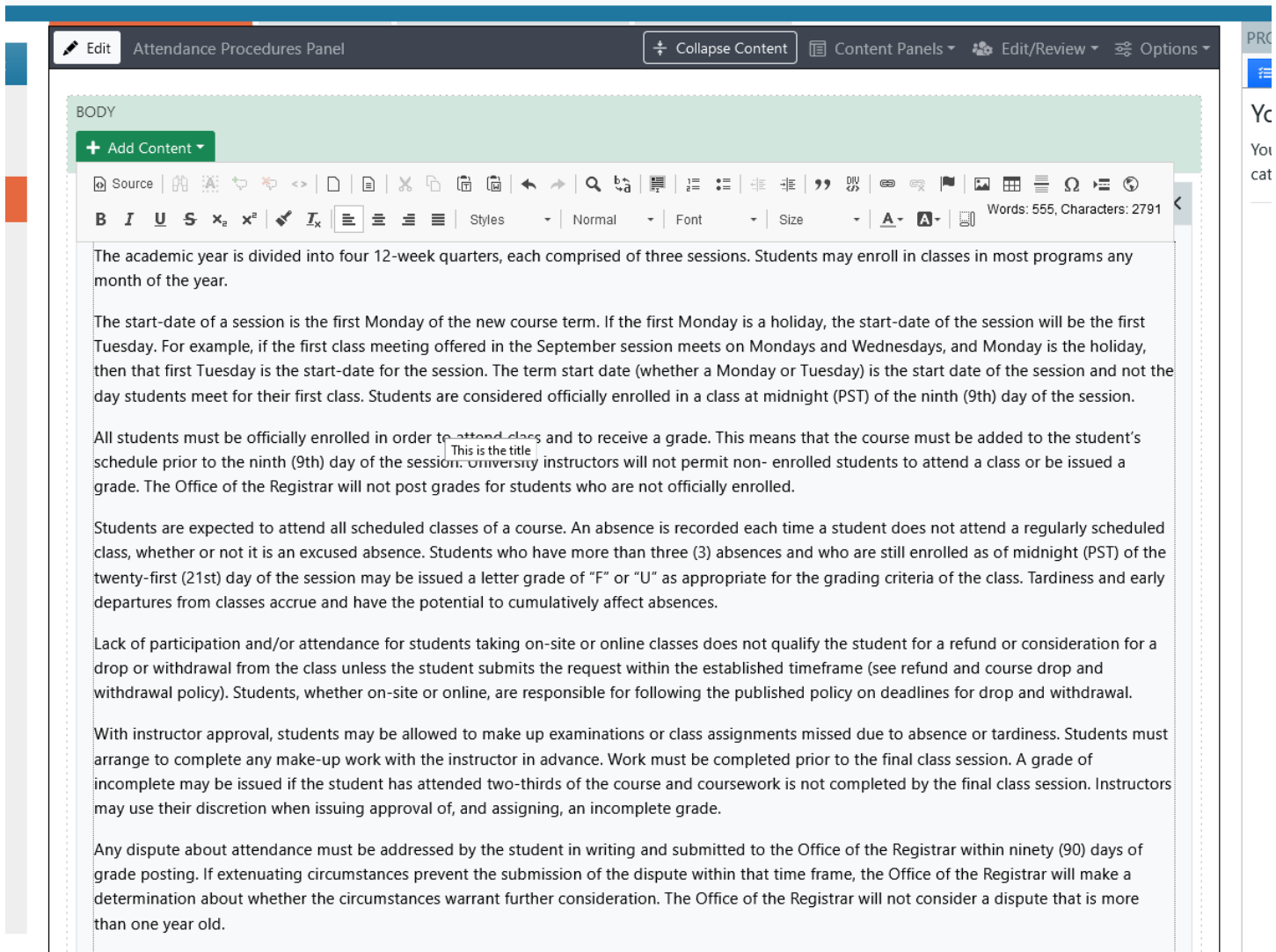


➤ Click on a tab and activate **Edit Mode** for the tab page. Just as with a normal page, a Body content panel will appear. Click **+Add Content**.

## Adding Content to Pages - continued

### Creating a Tabbed Page - continued

In the below example, a formatted text panel has been added to the 'Attendance Procedures' tab.



The screenshot shows a web editor interface with a tabbed page. The active tab is titled "Attendance Procedures Panel". The editor's toolbar includes options for "Edit", "Collapse Content", "Content Panels", "Edit/Review", and "Options". The main content area, labeled "BODY", contains a green "+ Add Content" button and a rich text editor toolbar with various formatting options like bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, table, and more. The text content within the editor is as follows:

The academic year is divided into four 12-week quarters, each comprised of three sessions. Students may enroll in classes in most programs any month of the year.

The start-date of a session is the first Monday of the new course term. If the first Monday is a holiday, the start-date of the session will be the first Tuesday. For example, if the first class meeting offered in the September session meets on Mondays and Wednesdays, and Monday is the holiday, then that first Tuesday is the start-date for the session. The term start date (whether a Monday or Tuesday) is the start date of the session and not the day students meet for their first class. Students are considered officially enrolled in a class at midnight (PST) of the ninth (9th) day of the session.

All students must be officially enrolled in order to attend class and to receive a grade. This means that the course must be added to the student's schedule prior to the ninth (9th) day of the session. <sup>This is the title</sup> university instructors will not permit non-enrolled students to attend a class or be issued a grade. The Office of the Registrar will not post grades for students who are not officially enrolled.

Students are expected to attend all scheduled classes of a course. An absence is recorded each time a student does not attend a regularly scheduled class, whether or not it is an excused absence. Students who have more than three (3) absences and who are still enrolled as of midnight (PST) of the twenty-first (21st) day of the session may be issued a letter grade of "F" or "U" as appropriate for the grading criteria of the class. Tardiness and early departures from classes accrue and have the potential to cumulatively affect absences.

Lack of participation and/or attendance for students taking on-site or online classes does not qualify the student for a refund or consideration for a drop or withdrawal from the class unless the student submits the request within the established timeframe (see refund and course drop and withdrawal policy). Students, whether on-site or online, are responsible for following the published policy on deadlines for drop and withdrawal.

With instructor approval, students may be allowed to make up examinations or class assignments missed due to absence or tardiness. Students must arrange to complete any make-up work with the instructor in advance. Work must be completed prior to the final class session. A grade of incomplete may be issued if the student has attended two-thirds of the course and coursework is not completed by the final class session. Instructors may use their discretion when issuing approval of, and assigning, an incomplete grade.

Any dispute about attendance must be addressed by the student in writing and submitted to the Office of the Registrar within ninety (90) days of grade posting. If extenuating circumstances prevent the submission of the dispute within that time frame, the Office of the Registrar will make a determination about whether the circumstances warrant further consideration. The Office of the Registrar will not consider a dispute that is more than one year old.

➤ *Add content panels and types to each tab the same way you would add content to a normal page. Additional content panels (such as a Header) can also be added to the parent page.*



# Adding Content to Pages - continued

## Creating a Tabbed Page - continued

After adding a heading to the page and exiting out of Edit Mode, the tabbed page will look like the following:

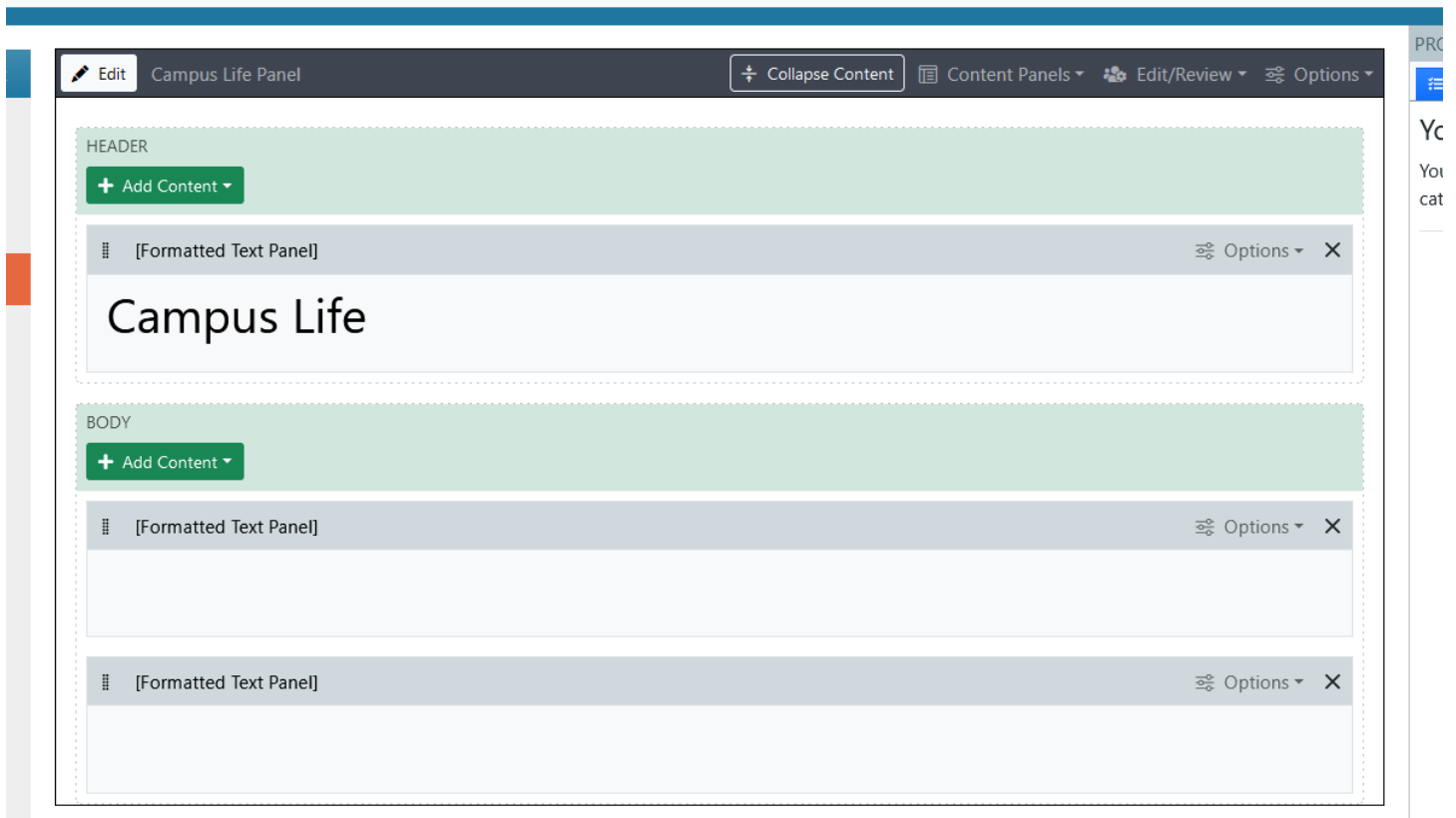
The screenshot displays the CurriQūnet Academic Catalog interface. At the top, there is a navigation bar with the site name, a search bar, and user information. Below this is a main header with the page title 'Policies and Procedures'. A horizontal tabbed menu is visible, with 'Attendance Procedures' selected and highlighted in orange. Other tabs include 'Refund Policy', 'Class Drop and Withdrawal', and 'Class Scheduling'. The main content area contains several paragraphs of text detailing academic policies. On the left, a 'MENU' sidebar lists various navigation options. On the right, a 'PROPERTIES' panel shows 'My Tasks' and a message stating 'Your Queue is Empty'.

 *The default view on the page will be the first tab. Click on each tab to view the content in each of the tabs.*

## Adding Content to Pages - continued

### Adding an Image, Link and Inline Frame to a Page

While smaller images may be pasted into a formatted text panel, larger images in the catalog should be linked from a URL. This can be done using the Image tool in a formatted text panel.

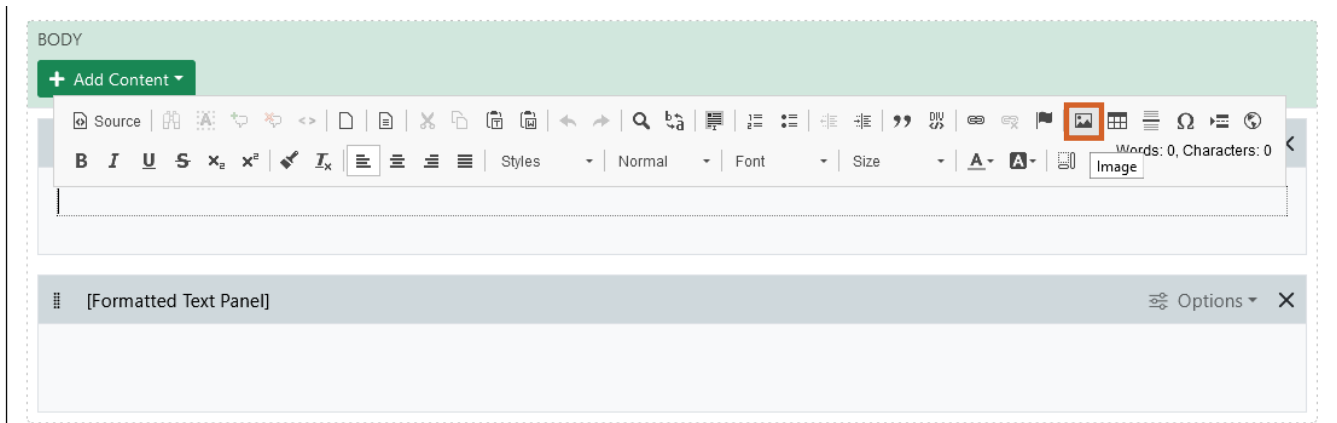


The screenshot shows a content editor interface for a 'Campus Life Panel'. The interface is divided into a 'HEADER' section and a 'BODY' section. The 'HEADER' section contains a green '+ Add Content' button and a single 'Formatted Text Panel' containing the text 'Campus Life'. The 'BODY' section also contains a green '+ Add Content' button and two empty 'Formatted Text Panel' blocks. Each 'Formatted Text Panel' has a three-line menu icon on the left and an 'Options' dropdown menu with a close 'X' icon on the right. The top of the editor has a dark grey toolbar with buttons for 'Edit', 'Collapse Content', 'Content Panels', 'Edit/Review', and 'Options'. On the right side of the editor, there is a vertical sidebar with a blue header 'PRC', a blue icon, and the text 'Yc' and 'You cat'.

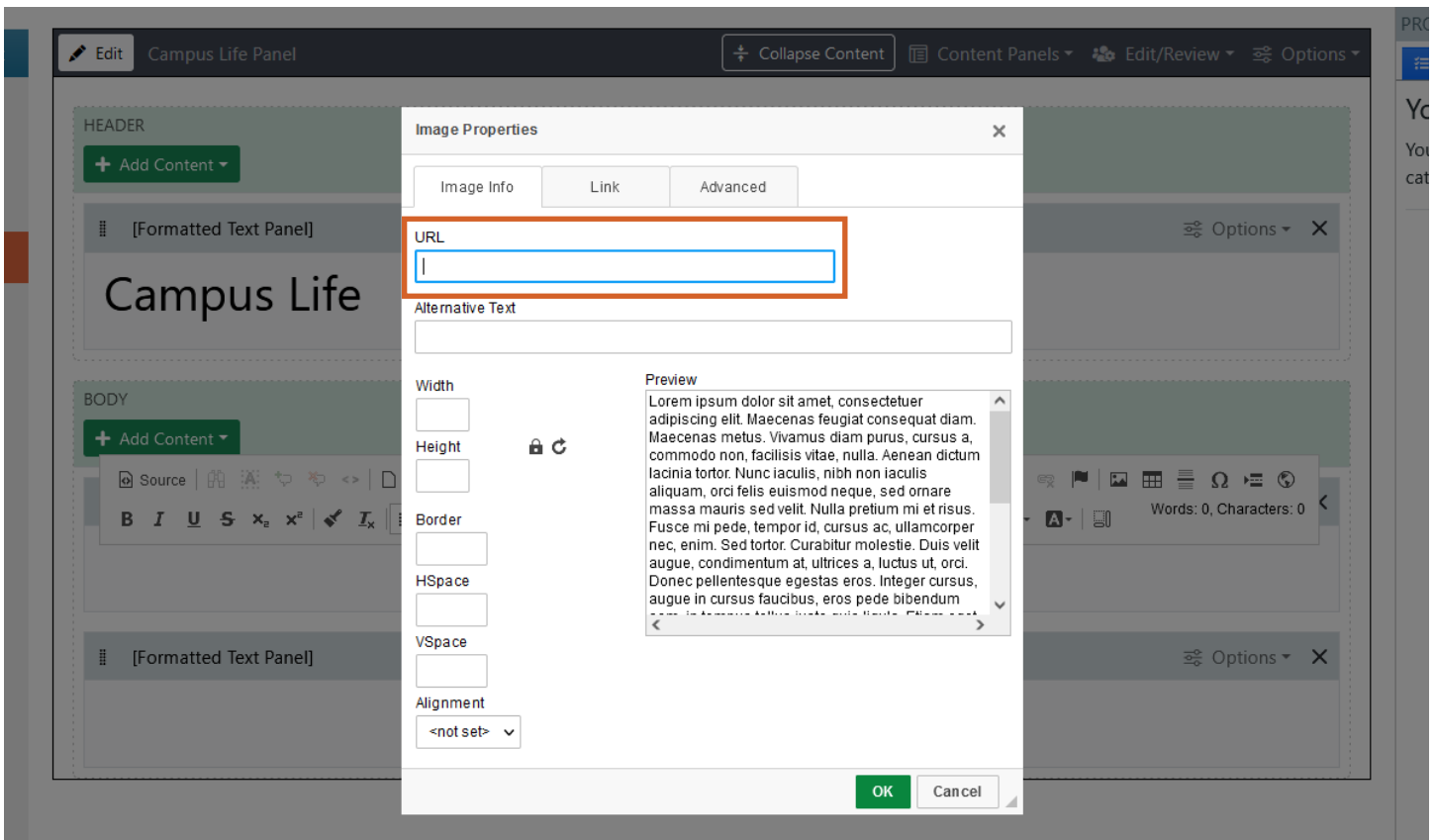
 *Add one or more formatted text panels to a page. Click on one of the formatted text panels to bring up the tools and options menu.*

## Adding Content to Pages - continued

### Adding an Image, Link and Inline Frame to a Page - continued



Click on the **Image** tool to access the **Image Properties** manager.

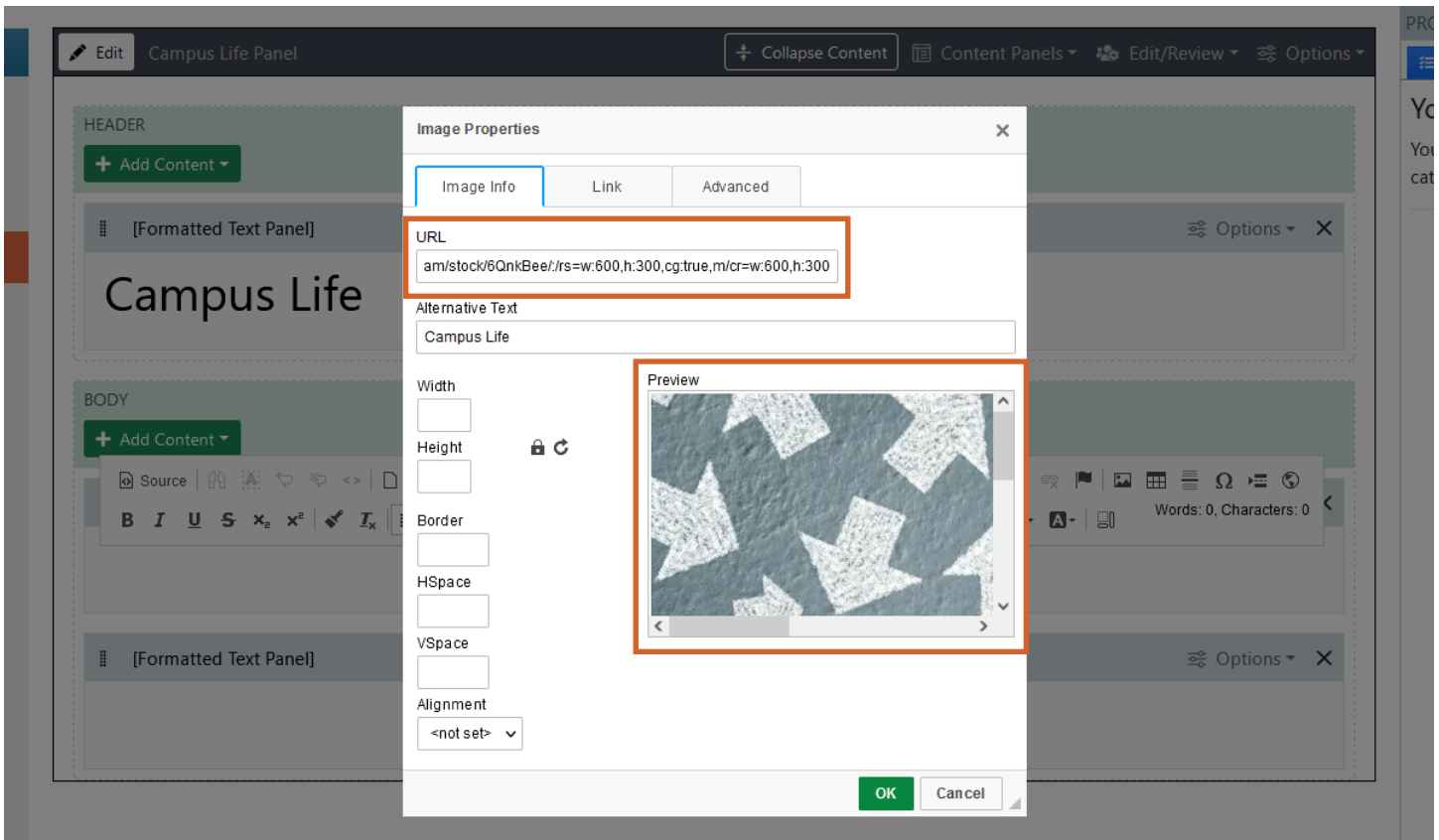




In the **Image Info** tab, type in the **URL** of the image you are linking to the page.

## Adding Content to Pages - continued

### Adding an Image, Link and Inline Frame to a Page - continued

After you have typed the URL, a preview of the image will appear.

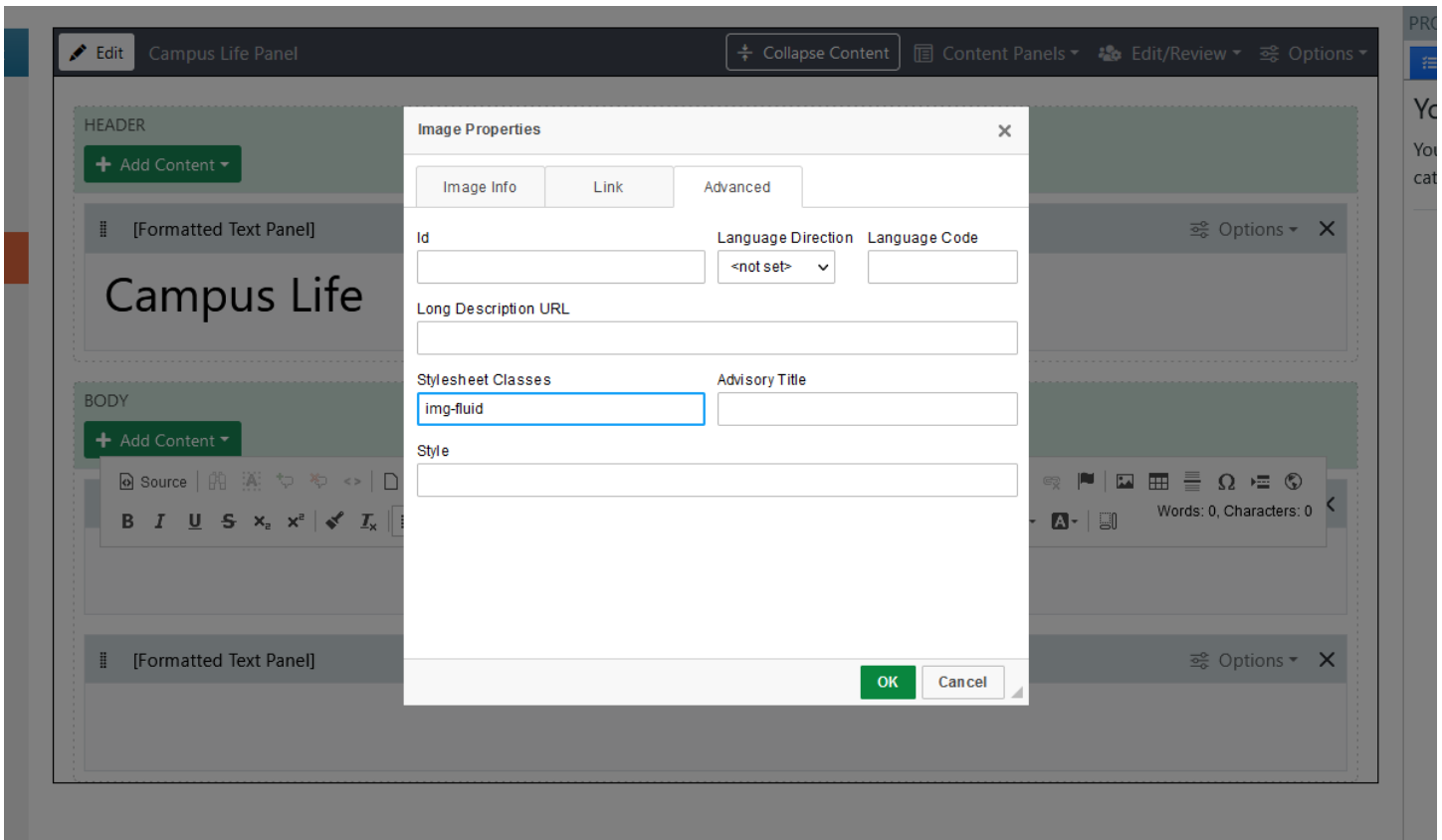




  Make any necessary adjustments to the image using the Width, Height, Border, HSpace (horizontal space around the image), VSpace (vertical space around the image), and Alignment tools. Add alt text for screen readers in the Alternative Text textbox.

## Adding Content to Pages - continued

### Adding an Image, Link and Inline Frame to a Page - continued

The Advanced Options can be used if you are familiar with HTML and CSS. In the below example, a stylesheet class has been added to the image.

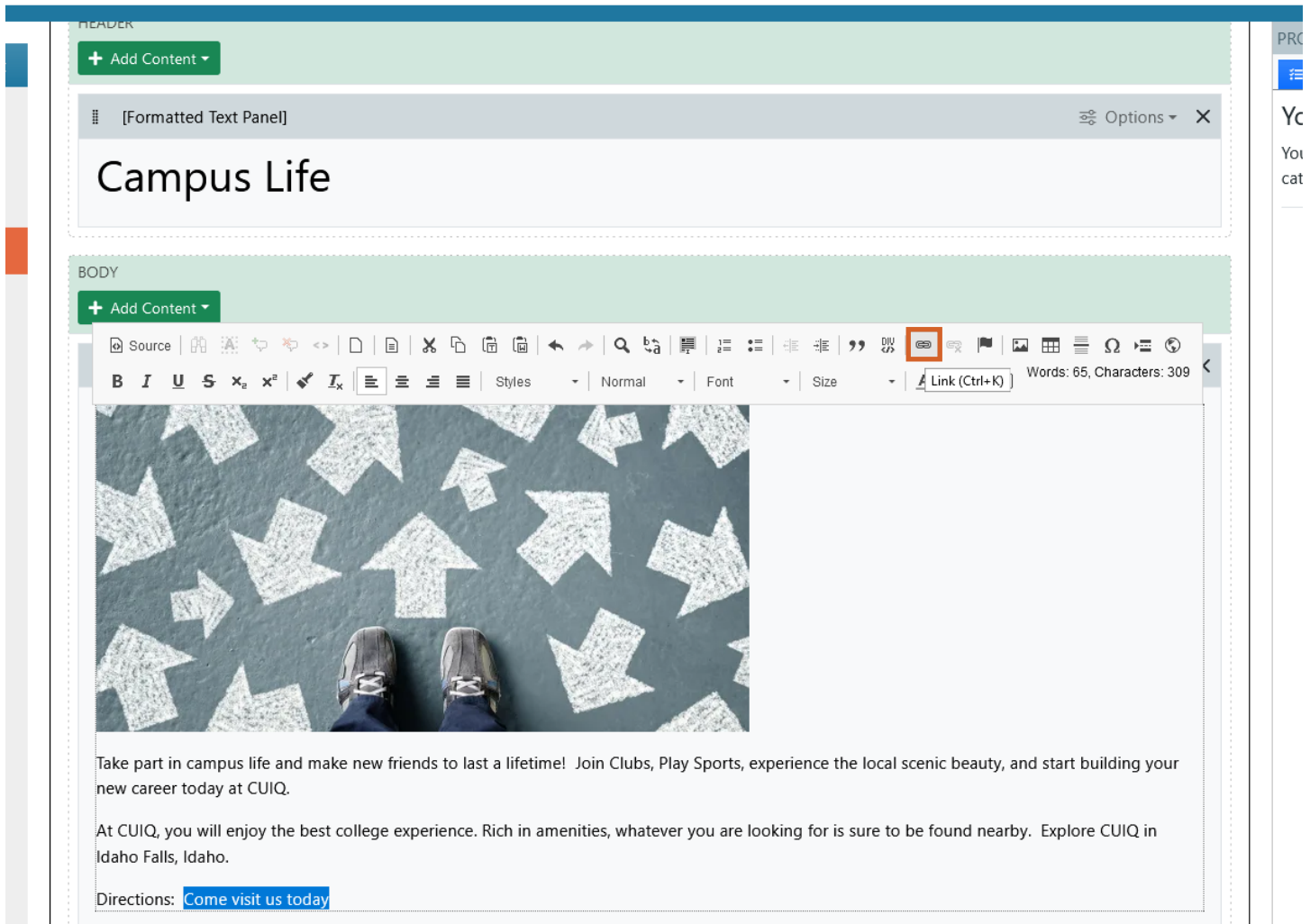


  Use the Advanced tab to add more specifications to the image.

## Adding Content to Pages - continued

### Adding an Image, Link and Inline Frame to a Page - continued

A link can be added to the formatted text panel using the Link tool.



The screenshot shows a web editor interface. At the top, there is a 'HEADER' section with a '+ Add Content' button. Below it is a 'Formatted Text Panel' containing the text 'Campus Life'. The main content area is labeled 'BODY' and also has a '+ Add Content' button. A rich text editor toolbar is visible, with the 'Link' tool (represented by a chain link icon) highlighted with a red box. Below the toolbar, there is an image of a person's feet standing on a dark carpet with white arrows pointing in various directions. Underneath the image, there is text: 'Take part in campus life and make new friends to last a lifetime! Join Clubs, Play Sports, experience the local scenic beauty, and start building your new career today at CUIQ.' followed by 'At CUIQ, you will enjoy the best college experience. Rich in amenities, whatever you are looking for is sure to be found nearby. Explore CUIQ in Idaho Falls, Idaho.' and 'Directions: [Come visit us today](#)'.

 Highlight the text you would like to turn into a link and click on the **Link** tool to access the **Link** manager.

## Adding Content to Pages - continued

### Adding an Image, Link and Inline Frame to a Page - continued

The screenshot shows a web editor interface. At the top, there's a 'HEADER' section with a '+ Add Content' button. Below it is a '[Formatted Text Panel]' containing the text 'Campus Life'. The main content area is labeled 'BODY' and contains a large image of a person's feet on a patterned carpet. Below the image, there's a paragraph of text: 'Take part in campus life and make new friends to last a lifetime! Join Clubs, Play Sports, experience the local scenic beauty, and start building your new career today at CUIQ.' A link is visible in the text: 'Directions: Come visit us today'. A 'Link' dialog box is open over the page. The dialog has three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Link Info' tab is selected. It contains a 'Display Text' field with the value 'Come visit us today', a 'Link Type' dropdown menu set to 'URL', and a 'Protocol' dropdown menu set to 'http://'. The URL input field is highlighted with an orange border. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

 If you highlighted text before clicking on the **Link** tool, the **Display Text** will automatically populate. (You can also add or edit the **Display Text**.) Type the **URL** for the link.

## Adding Content to Pages - continued

### Adding an Image, Link and Inline Frame to a Page - continued

The screenshot shows a web editor interface. At the top, there's a 'HEADER' section with a '+ Add Content' button. Below it is a '[Formatted Text Panel]' containing the title 'Campus Life'. The main content area is labeled 'BODY' and also has a '+ Add Content' button. A 'Link' dialog box is open in the center, with three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Link Info' tab is selected. It contains the following fields:

- 'Display Text': 'Come visit us today'
- 'Link Type': 'URL' (dropdown menu)
- 'Protocol': 'http://' (dropdown menu)
- 'URL': A long alphanumeric string: '0x2311c9fc094c49c9f8m2l3d43.4926607l4d-112.0407584|' (highlighted with a blue border)

At the bottom of the dialog are 'OK' and 'Cancel' buttons. The background page content includes a patterned image of arrows and text: 'Take part in campus life and make new friends to last a lifetime! Join Clubs, Play Sports, experience the local scenic beauty, and start building your new career today at CUIQ. At CUIQ, you will enjoy the best college experience. Rich in amenities, whatever you are looking for is sure to be found nearby. Explore CUIQ in Idaho Falls, Idaho. Directions: Come visit us today'.

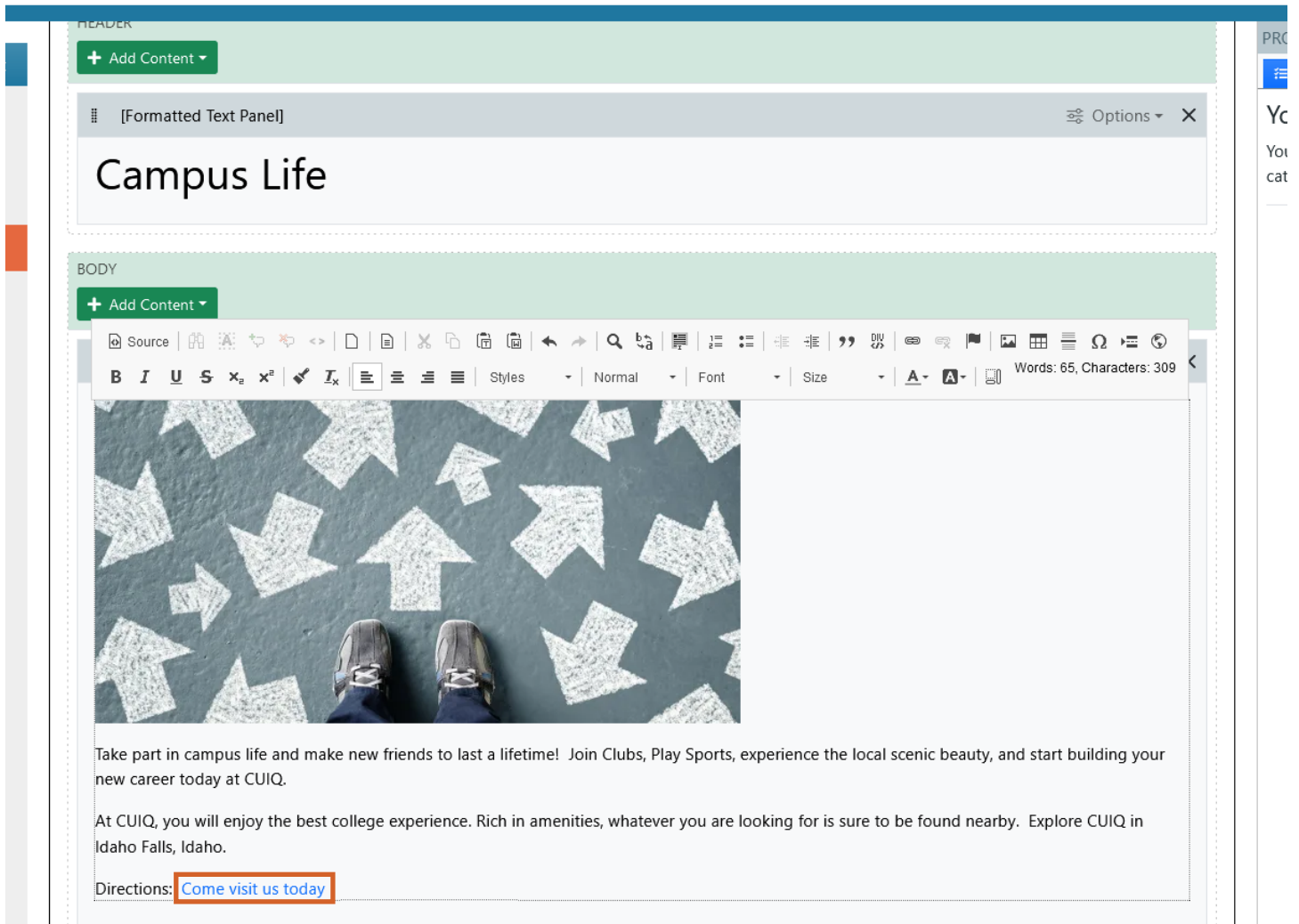
➤ After the URL has been added, click **OK**.



## Adding Content to Pages - continued

### Adding an Image, Link and Inline Frame to a Page - continued

After adding the URL, the link text on the page will look like the following:

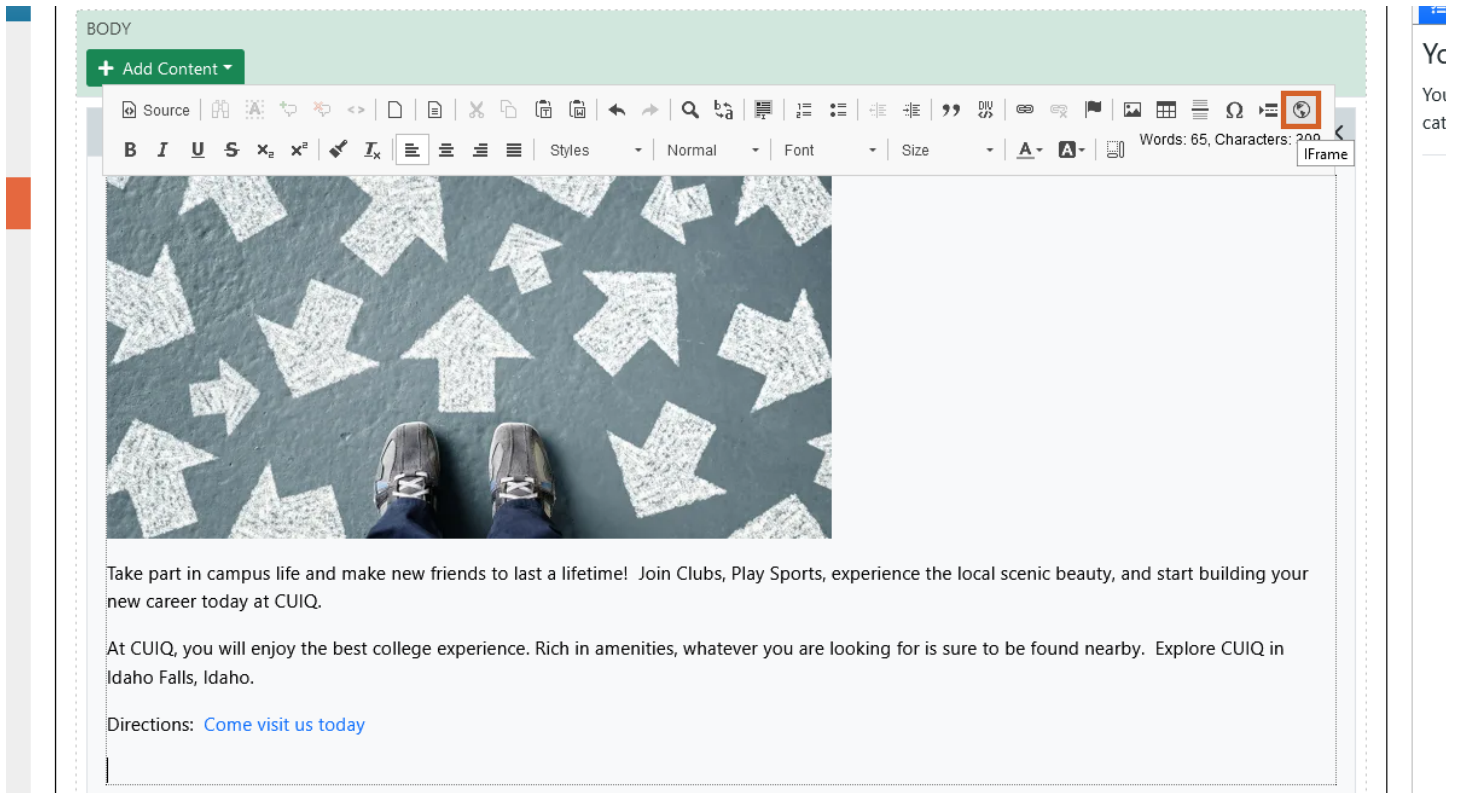


The screenshot displays a web editor interface. At the top, there is a 'HEADER' section with a green background and a '+ Add Content' button. Below this is a 'Formatted Text Panel' with a title bar '[Formatted Text Panel]' and an 'Options' dropdown. The main content of the header is the text 'Campus Life'. Below the header is the 'BODY' section, also with a green background and a '+ Add Content' button. The body contains a rich text editor with a toolbar showing various editing options like bold, italic, underline, and link. The main content of the body is an image of a person's feet wearing brown shoes, standing on a dark green carpet with a pattern of white arrows. Below the image, there is a paragraph of text: 'Take part in campus life and make new friends to last a lifetime! Join Clubs, Play Sports, experience the local scenic beauty, and start building your new career today at CUIQ.' This is followed by another paragraph: 'At CUIQ, you will enjoy the best college experience. Rich in amenities, whatever you are looking for is sure to be found nearby. Explore CUIQ in Idaho Falls, Idaho.' The final line of text is 'Directions: [Come visit us today](#)', where the link text is highlighted with a red border.

## Adding Content to Pages - continued

### Adding an Image, Link and Inline Frame to a Page - continued

An inline frame can be added to the page using the IFrame tool.

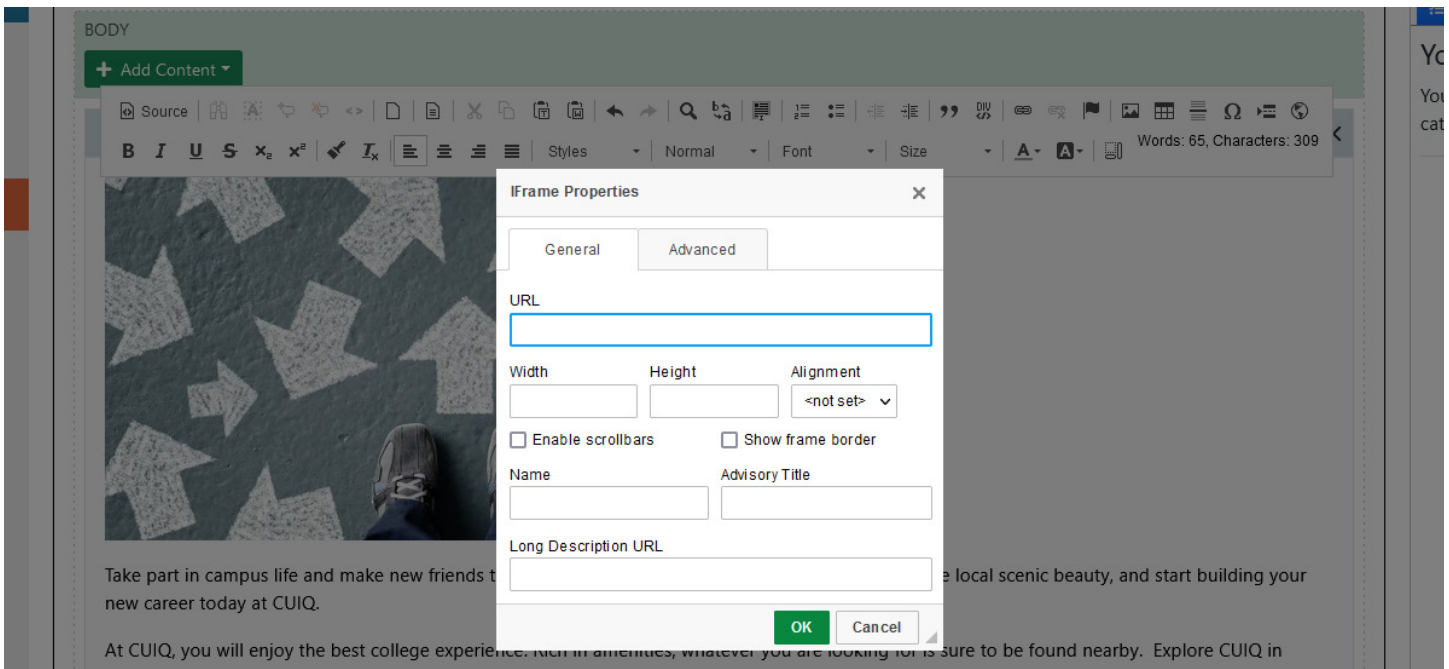


The screenshot shows a web editor interface. At the top, there is a green bar with the text "BODY" and a "+ Add Content" button. Below this is a toolbar with various icons for editing content. The "IFrame" icon, which is a square with a circular arrow, is highlighted with a red box. Below the toolbar, there is a large image of a person's feet wearing brown shoes, standing on a dark green carpet with white arrows pointing in various directions. Below the image, there is a text area containing the following text: "Take part in campus life and make new friends to last a lifetime! Join Clubs, Play Sports, experience the local scenic beauty, and start building your new career today at CUIQ." "At CUIQ, you will enjoy the best college experience. Rich in amenities, whatever you are looking for is sure to be found nearby. Explore CUIQ in Idaho Falls, Idaho." "Directions: [Come visit us today](#)"

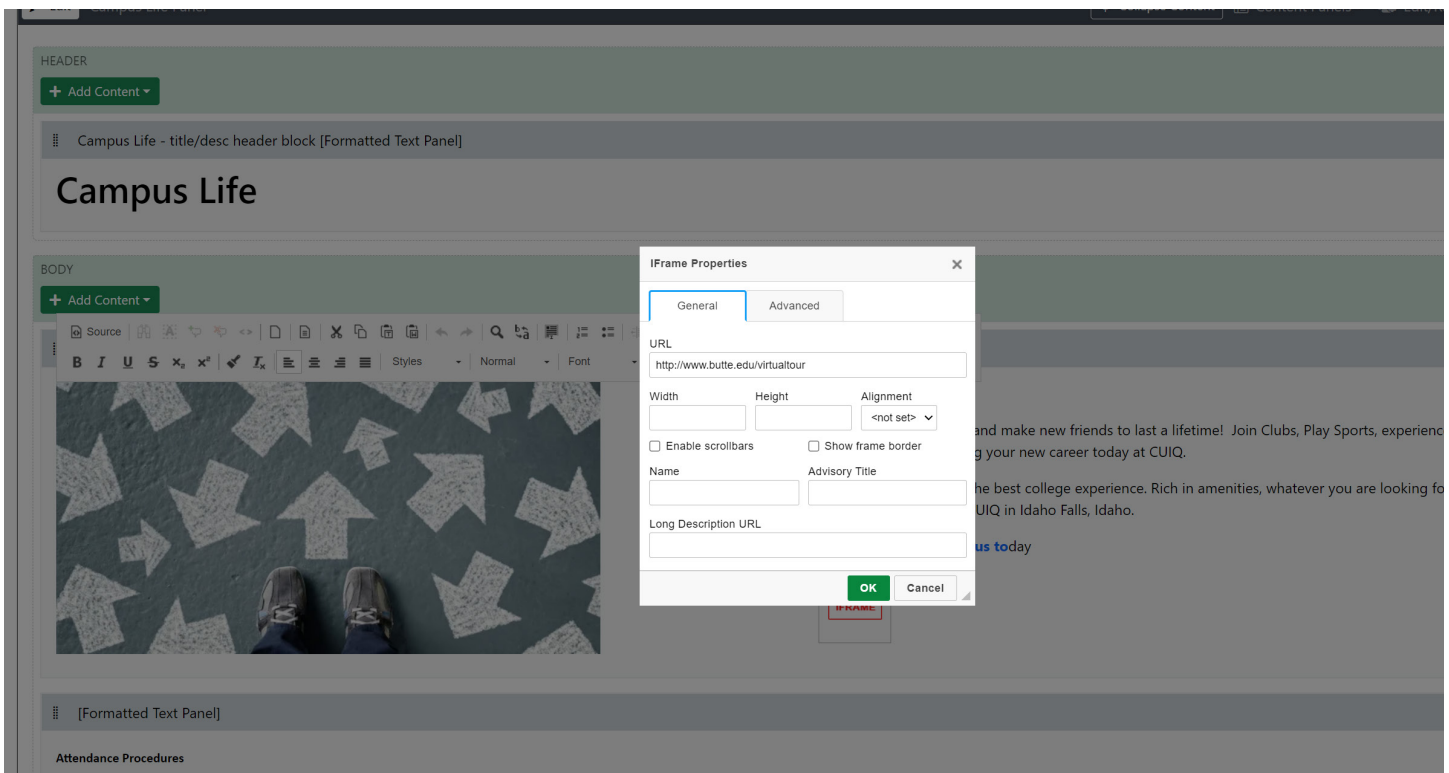
Click the **IFrame** tool to access the **IFrame Properties** manager.

## Adding Content to Pages - continued

### Adding an Image, Link and Inline Frame to a Page - continued



 In the **General** tab, type the **URL** for the IFrame you are linking to the page.



 Make any necessary adjustments to the IFrame using the other options, and click **OK**.

# Adding Content to Pages - continued

## Adding an Image, Link and Inline Frame to a Page - continued

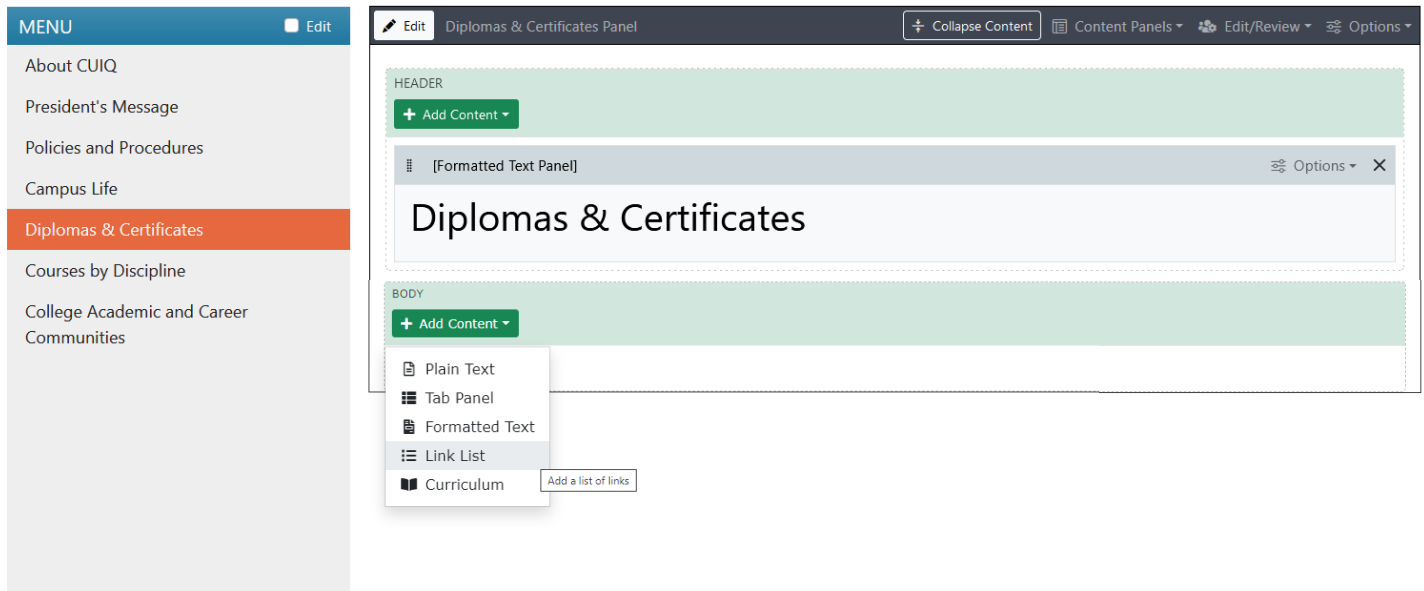
After exiting out of Edit Mode, the page will look like the following:

The screenshot displays the CurriQūnet Academic Catalog interface. At the top, the header includes the CurriQūnet logo, the text 'Academic Catalog 2021-2022', and a search bar. A navigation menu on the left lists various categories, with 'Campus Life' highlighted. The main content area features a large image of a person's feet on a patterned carpet, followed by a paragraph about campus life and a link to visit the website. A black box with white text announces 'Winter/Spring 2022 Registration for Currently Enrolled Students is open!'. On the right, a 'PROPERTIES' panel shows 'My Tasks' and a message stating 'Your Queue is Empty'.

# Adding Content to Pages - continued

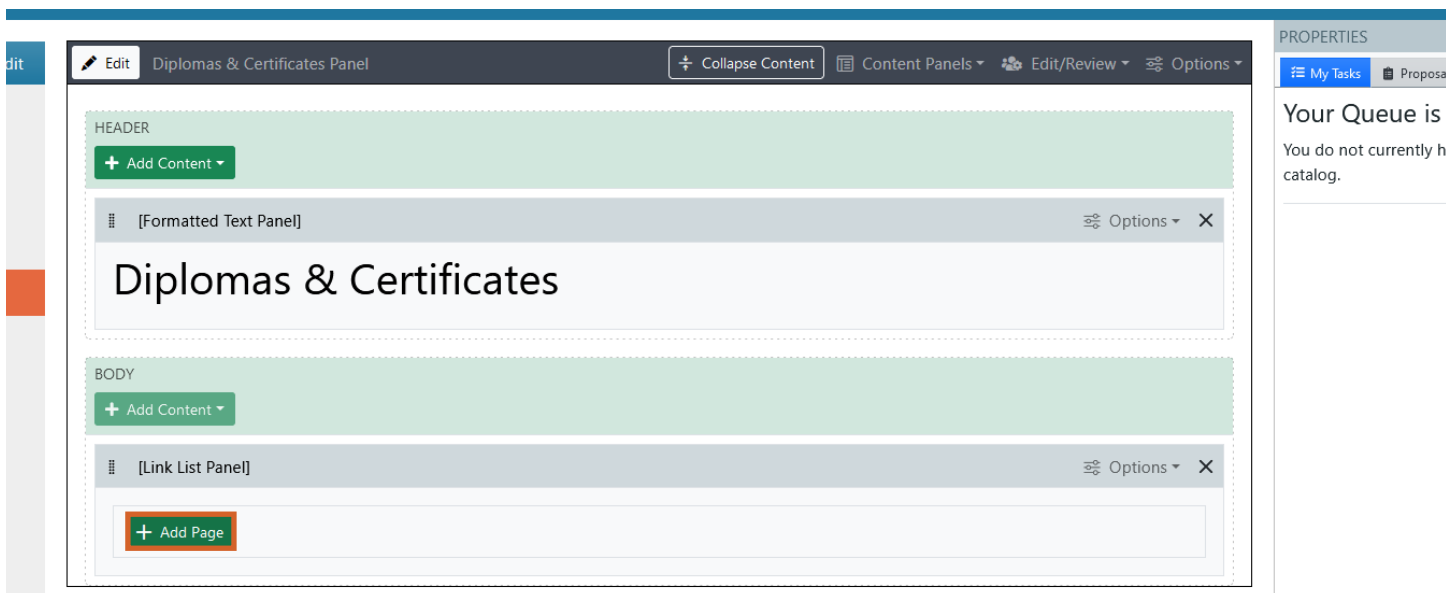
## Creating a Page with a Link List

In this example, we will add a **Link List** content type to a **Body content panel**.



Click the '+Add Content' button in the **Body** panel to add a content type. Click on a content type in the dropdown to add it. For this example, we'll be adding a **Link List**.

Like the Tab Panel, once a **Link List** content type is added to a content panel, no other content types can be added to that content panel. (See the below example - once the Link List has been added, the '+Add Content' button in the **Body content panel** is no longer clickable.)



Click the '+Add Page' button in the **Body** panel to add a linked page to the Link List Panel.

## Adding Content to Pages - continued

### Creating a Page with a Link List - continued

 The link will be blank with placeholder text that says '[Click to add a page name]'. Click the link to edit the link title.

Link lists are organized and displayed in alphanumerical order according to the first character in a link title.

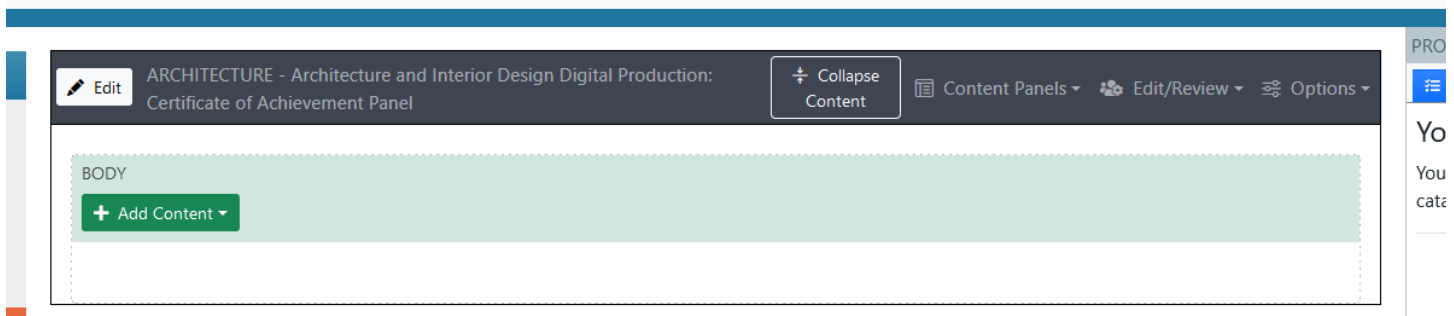
As in the below example, if a link title starts with "A", it will be displayed under an "A" section which will include all links which start with "A." In this case, the linked page is for a certificate program.

 Click the link to add content to the linked page.

## Adding Content to Pages - continued

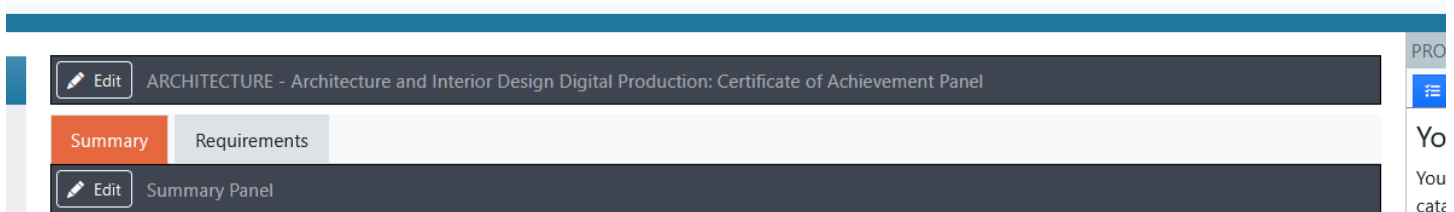
### Creating a Page with a Curriculum Panel

In this example we will be adding curriculum panels to the linked page created in the previous example.



➤ Activate Edit Mode for the page. Click the '+Add Content' button in the **Body** panel to add a content type to the linked page.

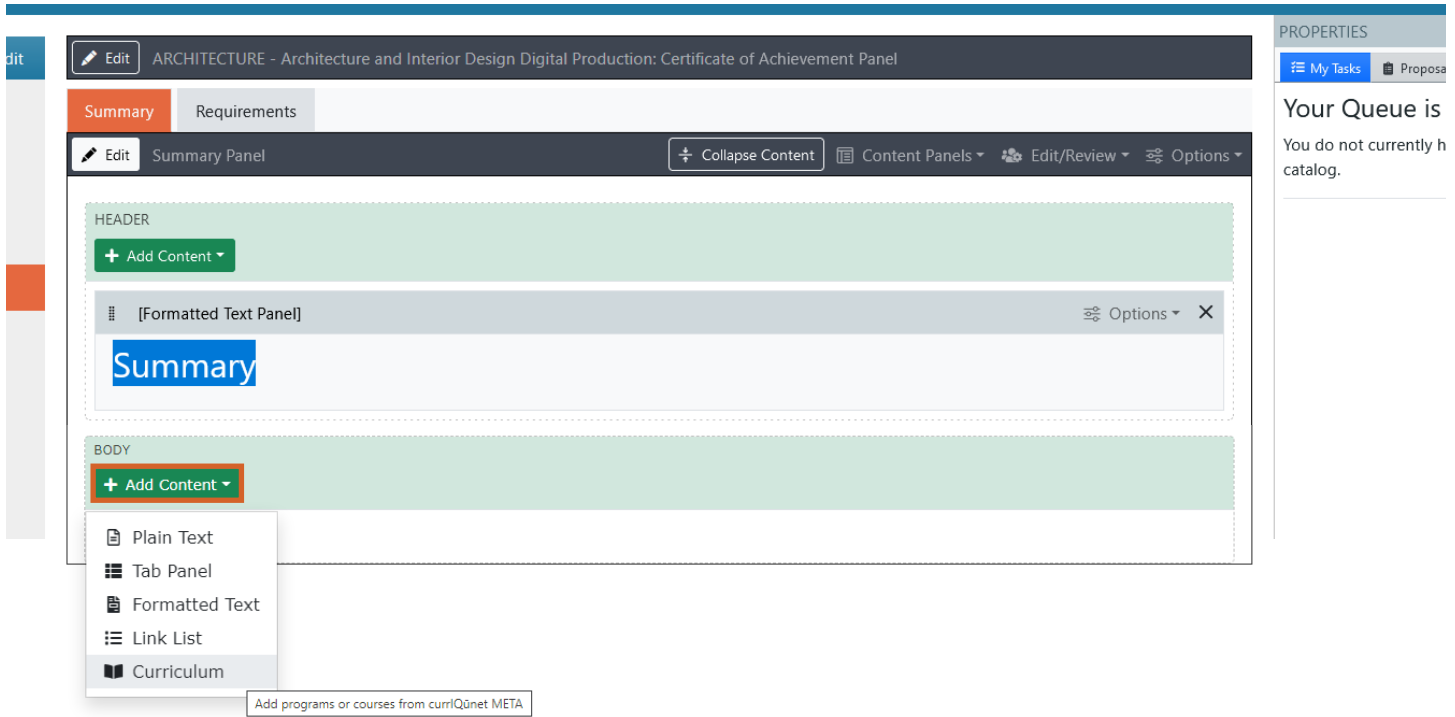
In the below screenshot, a tab panel with two tabs has been added to the linked page - 'Summary' and 'Requirements'.



➤ Click on one of the tabs to add content to it, and activate Edit Mode for the tab.

# Adding Content to Pages - continued

## Creating a Page with a Curriculum Panel - continued



Click the '+Add Content' button in the **Body** panel to add a **Curriculum** panel.



Click the '**Edit**' button in the **Curriculum** panel to add a specific curriculum.

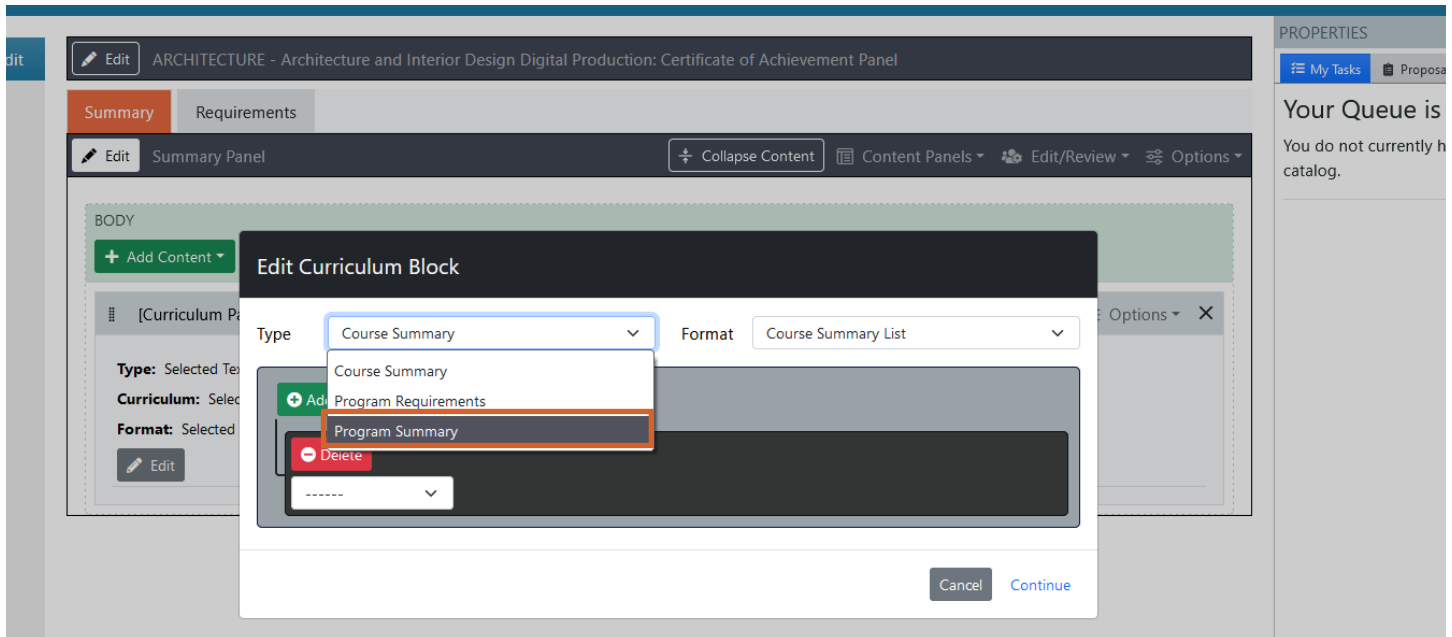


## Adding Content to Pages - continued

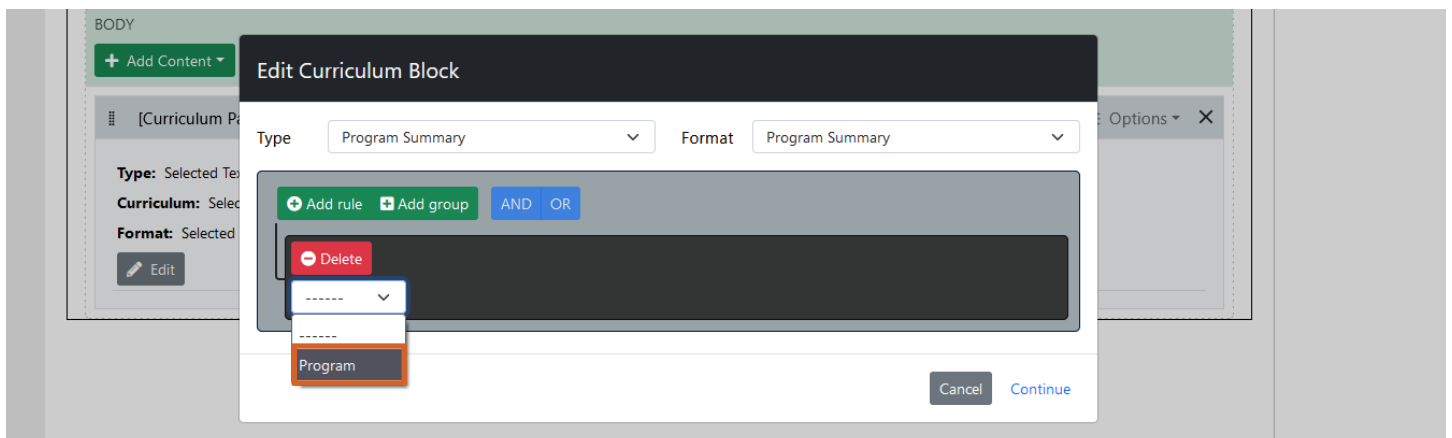
### Creating a Page with a Curriculum Panel - continued

#### Program Summary

When adding curriculum, a popup will appear allowing you to choose the type of curriculum and the format. In this example, we will be adding a **Program Summary**.



Click the **Type** dropdown and choose **Program Summary**.



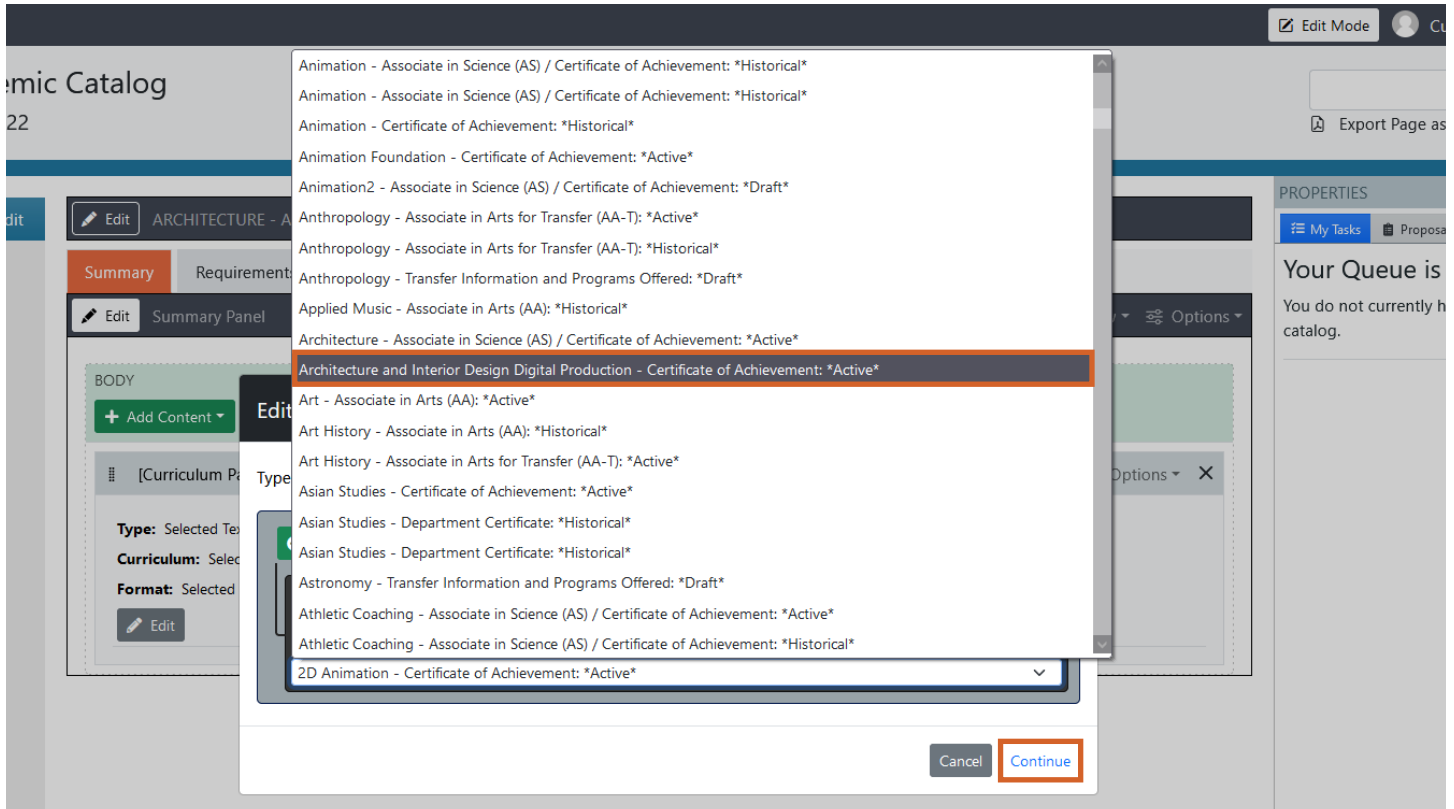
Choose **Program** from the dropdown.

## Adding Content to Pages - continued

### Creating a Page with a Curriculum Panel - continued

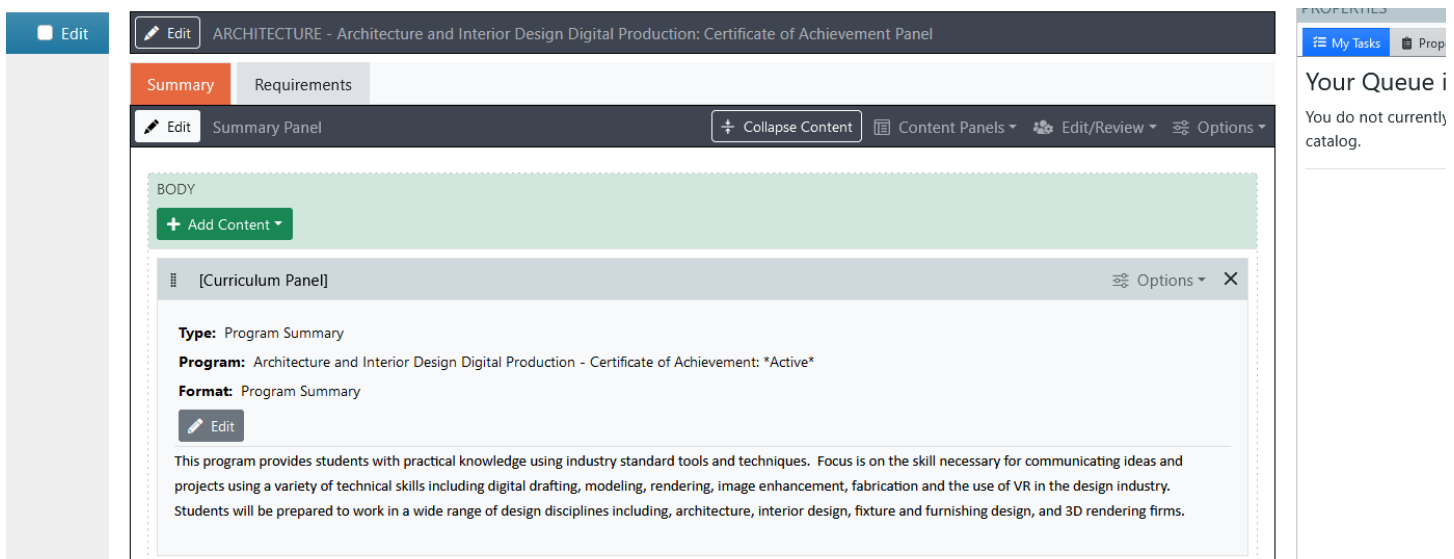
#### Program Summary - continued

Another dropdown will appear with a list of programs to choose from.



Choose the appropriate program from the dropdown to display a summary for that program and click **Continue**.

After adding a program summary, the curriculum panel will look like the following:



# Adding Content to Pages - continued

## Creating a Page with a Curriculum Panel - continued

### Program Requirements

Now we will add a **Program Requirements** curriculum panel to the Requirements tab.

Click on the **'+Add Content'** button to add content to the **Body panel**. Add a **Curriculum** panel.

## Adding Content to Pages - continued

### Creating a Page with a Curriculum Panel - continued

#### Program Requirements - continued

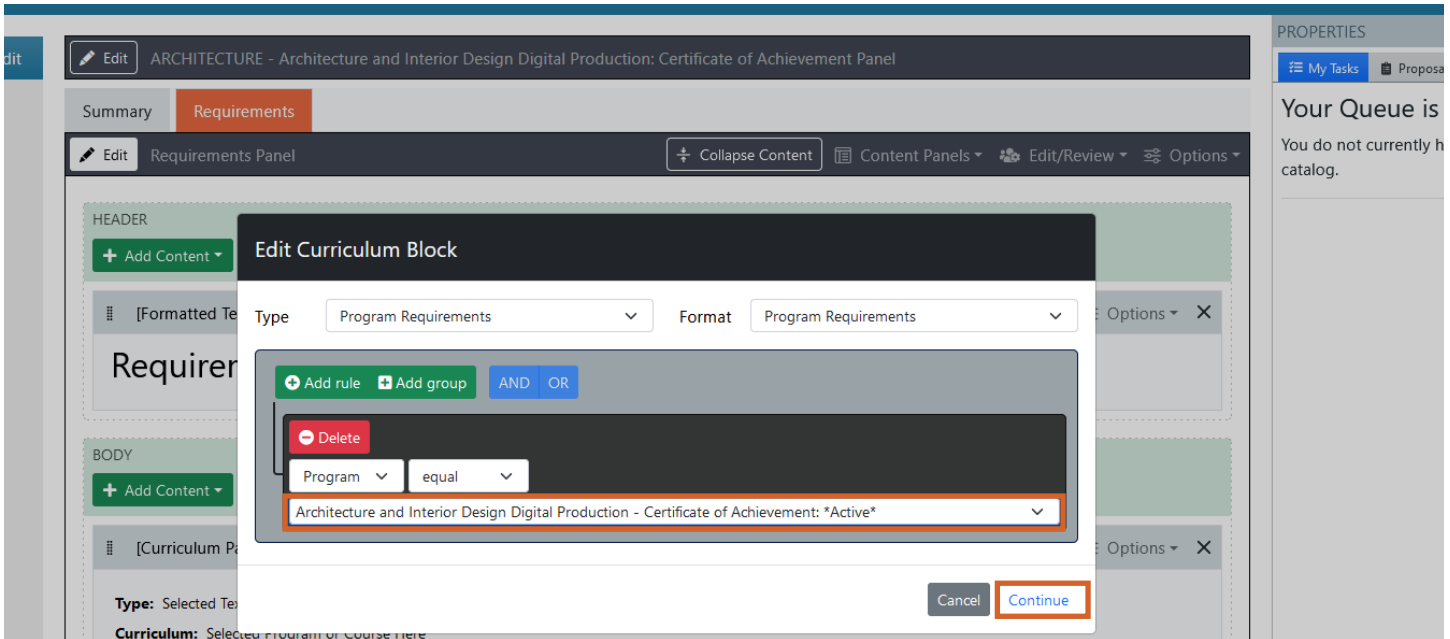
Click the **Type** dropdown and choose **Program Requirements**.

Choose **Program** from the dropdown.

# Adding Content to Pages - continued

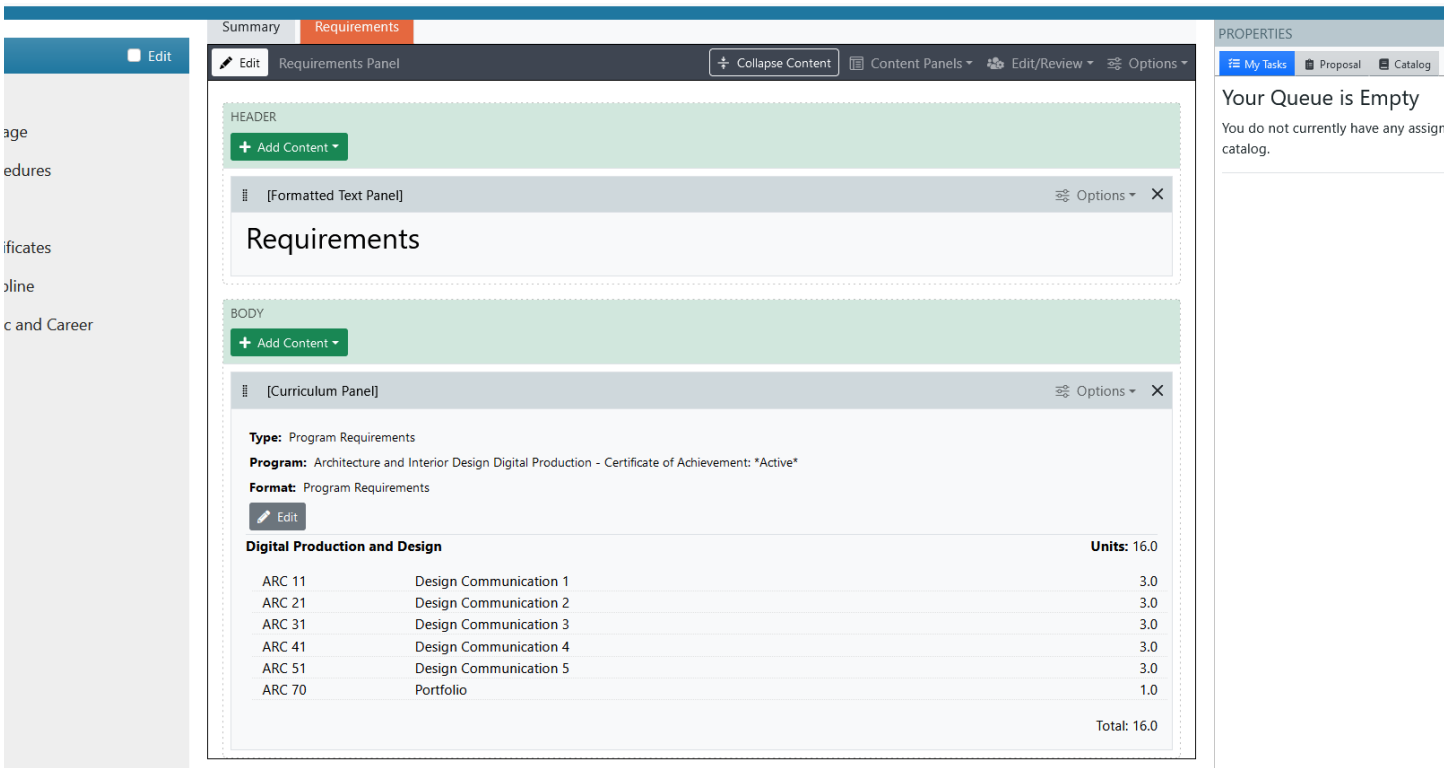
## Creating a Page with a Curriculum Panel - continued

### Program Requirements - continued



Choose the appropriate program from the dropdown in order to display requirements for that program and click **Continue**.

After adding program requirements, the curriculum panel will look like the following:



# Adding Content to Pages - continued

## Creating a Page with a Curriculum Panel - continued

### Program Requirements - continued

The finished page for the program will look like the following after exiting out of Edit Mode:

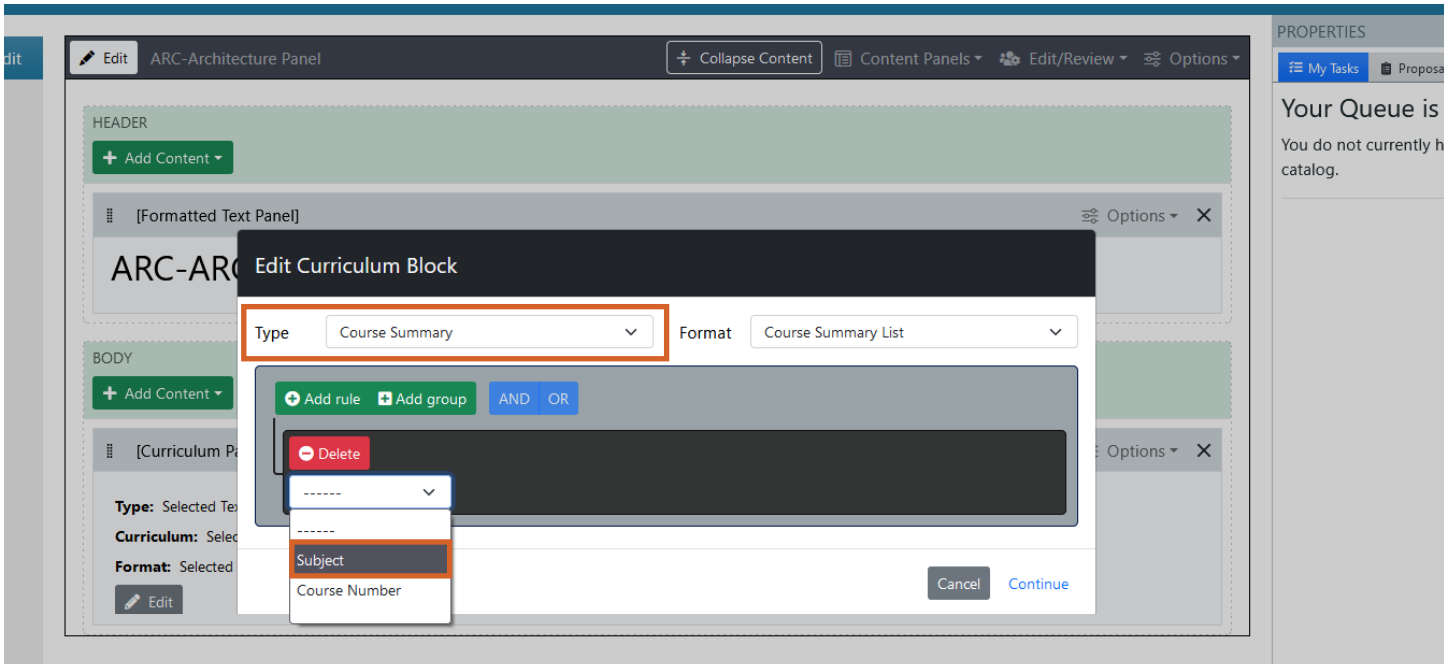
The screenshot displays the CurriQūnet Academic Catalog interface. At the top, there is a dark navigation bar with 'CUIQ Academic Catalog 2021-2022 (Draft)' on the left, 'Edit Mode' and 'CurriQūnet SupportAdmin' on the right, and a search bar. Below this is a header section with the CurriQūnet logo and 'Academic Catalog 2021-2022' on the left, and an 'Export Page as PDF' button on the right. The main content area is divided into three sections: a left-hand 'MENU' sidebar, a central content area, and a right-hand 'PROPERTIES' sidebar. The 'MENU' sidebar lists various navigation options, with 'Diplomas & Certificates' highlighted in orange. The central content area features the title 'ARCHITECTURE - Architecture and Interior Design Digital Production: Certificate of Achievement' and two tabs: 'Summary' (active) and 'Requirements'. The 'Summary' tab contains a paragraph of text describing the program's focus on practical knowledge and technical skills. The 'PROPERTIES' sidebar shows a 'My Tasks' section with the message 'Your Queue is Empty'.

## Adding Content to Pages - continued

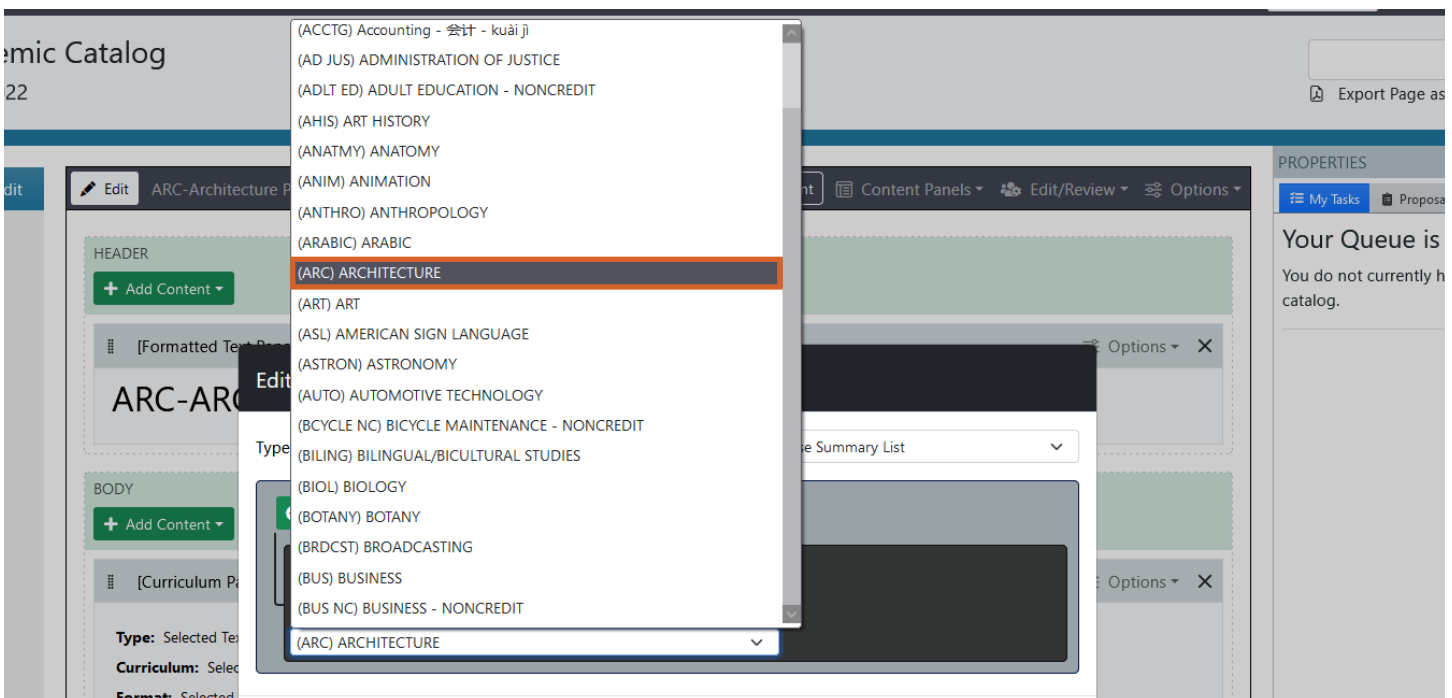
### Creating a Page with a Curriculum Panel - continued

#### Course Summary

A **Course Summary** can be added for courses. First we will add a course summary that is organized by **Subject**.



Choose **Course Summary** as the **Type**, then choose **Subject** from the dropdown.



Choose the appropriate subject from the Subject dropdown in order to display a summary of all courses from that subject.

# Adding Content to Pages - continued

## Creating a Page with a Curriculum Panel - continued

### Course Summary - continued

After adding a course summary of all courses in a subject, the curriculum panel will look like the following:

The screenshot displays a web editor interface for editing a page titled 'ARC-ARCHITECTURE'. The interface is divided into several sections:

- Header:** A green bar with a '+ Add Content' button and a '[Formatted Text Panel]' containing the text 'ARC-ARCHITECTURE'.
- Body:** A green bar with a '+ Add Content' button and a '[Curriculum Panel]' containing a list of course summaries.
- Properties Panel:** On the right, a 'PROPERTIES' panel with tabs for 'My Tasks', 'Proposal', and 'Catalog'. It displays the message 'Your Queue is Empty' and 'You do not currently have any assign catalog.'

The curriculum panel lists the following courses:

- ARC 10—Studio 1 (3)**  
An introduction to studio and design theory through exploration in concepts of space, form, function, materials and creative construction. Emphasis is placed on critical thinking and conceptualization as a basis for designing projects through sketching, model making, and other media. (GC.) Effective: Fall 2020.
- ARC 11—Design Communication 1 (3)**  
Three dimensional drawing for interior and architectural designers with an emphasis on simplified systems of linear perspective drawing and the fundamentals of quick sketching. Studies include an introduction to perspective and rendering of interior installations using size, scale, and shading to show depth and 3D form. (GC.) Effective: Fall 2020.
- ARC 20—Studio 2: Architecture (3)**  
Prerequisite(s): ARC 10; ARC 11. A studio course which focuses on the development of context and precedent while designing spaces and architectural forms. Simple built environments are developed using design principles in context with spatial relationships, human interaction, and materiality. Emphasis is placed on the design process and human experience. Visual and oral presentations are used in the development of a course portfolio. (GC.) Effective: Fall 2020.

The steps are similar to add a course summary organized by **Course Number**, which would display all courses that have a specific course number (e.g. 101 or 300).






# Adding Content to Pages - continued

## Changing Columns on a Page

Content on a page is organized into only one column by default, but can be organized into two or up to three columns if desired. Column count can be changed by accessing the **Options** dropdown in a content type (such as a formatted text panel). Column count can be changed for the web display (**Web View**), for the PDF display (**PDF Output**), or for both.

The screenshot shows a page editor interface. At the top, there is a blue 'Edit' button. Below it is a large image of a person's feet on a green carpet with white arrows. Underneath the image is a paragraph of text: 'Take part in campus life and make new friends to last a lifetime! Join Clubs, Play Sports, experience the local scenic beauty, and start building your new career today at CUIQ.' This is followed by another paragraph: 'At CUIQ, you will enjoy the best college experience. Rich in amenities, whatever you are looking for is sure to be found nearby. Explore CUIQ in Idaho Falls, Idaho.' Below that is a link: 'Directions: [Come visit us today](#)'. There is also a red 'IFRAME' placeholder box. The main content area is titled '[Formatted Text Panel]'. It contains two sections: 'Attendance Procedures' and '28. Preservation of Evidence'. The 'Attendance Procedures' section has three paragraphs of text. The '28. Preservation of Evidence' section has a paragraph of text and a numbered list of three items. An 'Options' dropdown menu is open over the '28. Preservation of Evidence' section. The menu has two tabs: 'Web View' and 'PDF Output'. Both tabs have a 'Columns (1, 2, or 3)' dropdown set to '2'. There are also checkboxes for 'Show Column Separator', 'Show Section Separator', 'Start On New Page', and 'Exclude From Full PDF Output'.

 Click **Options** on the top right of the content type. In the dropdown, either type in the number of columns or use the up and down arrows (  ) to increase or decrease the number of columns for web and/or PDF display. The number of columns is limited to 1, 2, or 3 columns.

 **NOTE:** Column count can be changed on all content types, but the option should only be used for plain text, formatted text, and curriculum panel content types. Changing the column count on a link list or a tab panel content type causes display issues.

# Adding Content to Pages - continued

## Changing Columns on a Page - continued

Below is what the page would look like with the second formatted text panel divided into two columns:

The screenshot displays the CUIQ Academic Catalog 2021-2022 (Draft) interface. The top navigation bar includes 'Edit Mode' and 'CurriQnet SupportAdmin'. The main header shows the 'curriQnet' logo and 'Academic Catalog 2021-2022'. A search bar and 'Export Page as PDF' button are also present.

The left sidebar contains a 'MENU' with the following items: About CUIQ, President's Message, Policies and Procedures, **Campus Life** (highlighted), Diplomas & Certificates, Courses by Discipline, and College Academic and Career Communities.

The main content area is titled 'Campus Life' and features a large image of a person's feet on a patterned carpet. Below the image, the text reads: 'Take part in campus life and make new friends to last a lifetime! Join Clubs, Play Sports, experience the local scenic beauty, and start building your new career today at CUIQ. At CUIQ, you will enjoy the best college experience. Rich in amenities, whatever you are looking for is sure to be found nearby. Explore CUIQ in Idaho Falls, Idaho. Directions: [Come visit us today](#)'.

A black banner with white text states: 'Winter/Spring 2022 Registration for Currently Enrolled Students is open!'.

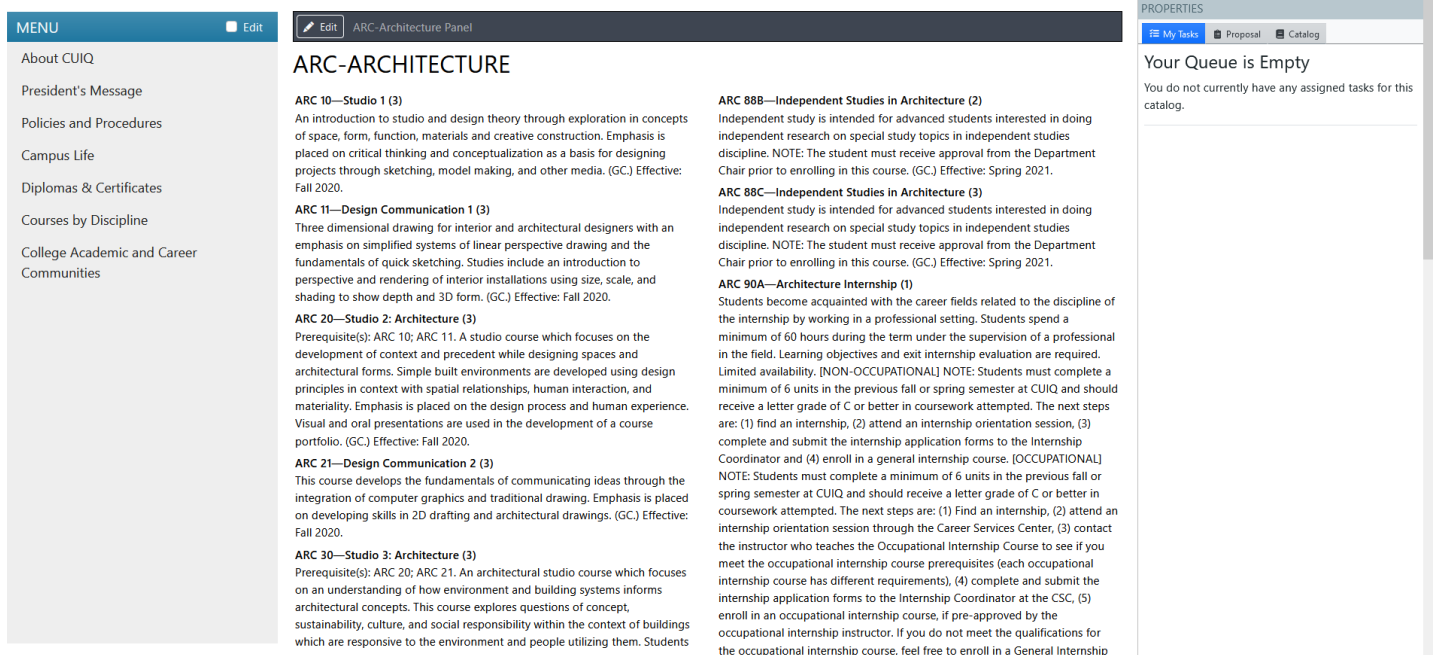
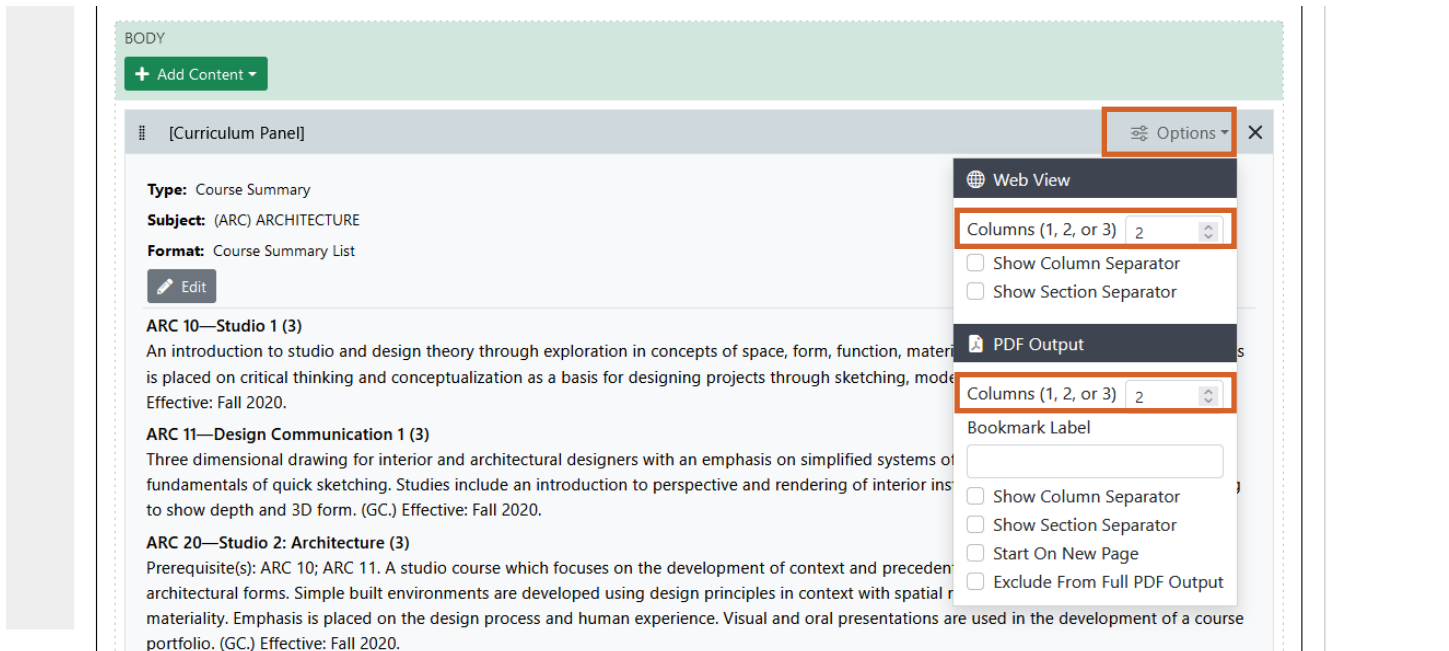
The 'Attendance Procedures' section is divided into two columns. The left column contains two paragraphs: 'The academic year is divided into four 12-week quarters, each comprised of three sessions. Students may enroll in classes in most programs any month of the year.' and 'The start-date of a session is the first Monday of the new course term. If the first Monday is a holiday, the start-date of the session will be the first Tuesday. For example, if the first class meeting offered in the September session meets on Mondays and Wednesdays, and Monday is the holiday, then that first...'. The right column contains a numbered list starting with '4. If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence) or secure evidence container. Please contact the Title IX Coordinator, for information regarding how and where to secure evidence.' and '5. Seeking medical treatment can be essential even if it is not for the purposes of collecting forensic evidence. During the initial meeting between the Complainant and the Title IX Coordinator, the importance of taking these actions will be reiterated, if timely.'

The right sidebar, titled 'PROPERTIES', shows 'My Tasks' and 'Your Queue is Empty' with the message: 'You do not currently have any assigned tasks for this catalog.'

# Adding Content to Pages - continued

## Changing Columns on a Page - continued

Changing the column count on a curriculum panel follows the same process as a plain text or formatted text panel.



In the next section we will discuss how to delete pages and/or content within pages.

## Deleting Pages and Content

Content on a page can be immediately deleted by clicking the **X** button on the content type.

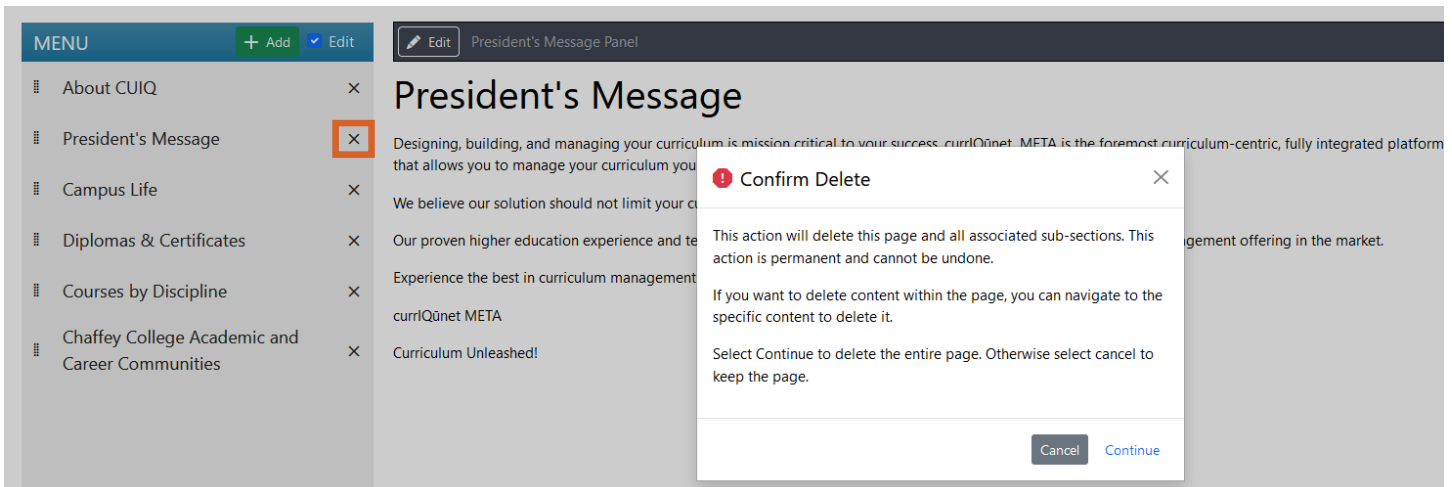


It is important to note that page and content deletion cannot be undone.

When content types (plain text, formatted text, curriculum panels, tab panels, and link lists) are deleted, there is no warning message; the content is deleted immediately.

Deleting a page, on the other hand, triggers a warning message that the page and all of its content will be deleted. This message will trigger when deleting a page from the **menu**, deleting a **tab** in a tab panel, and deleting a **link** from a link list.

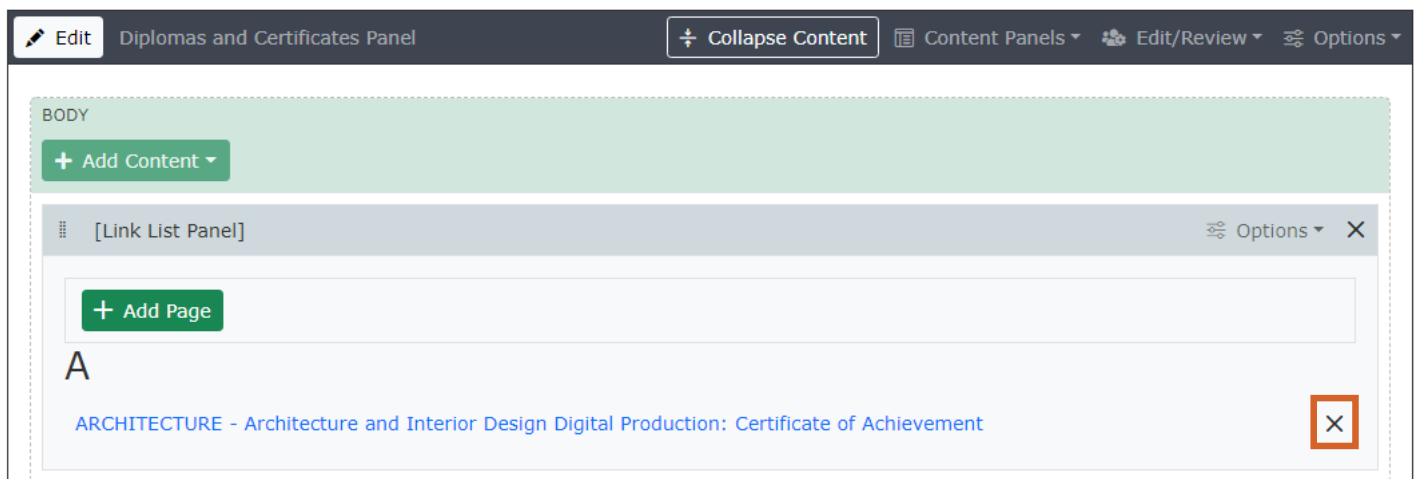
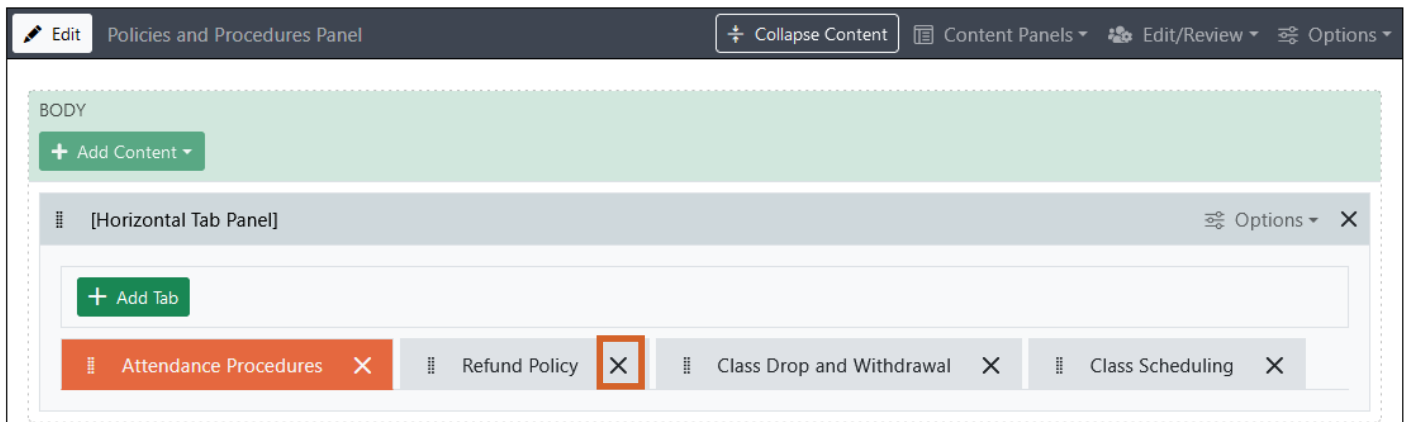
Pages can be deleted from the Menu by clicking the **X** next to the page name. This will trigger the warning message asking you to confirm that you wish to delete the page.



Click **Continue** to continue deleting the page. Click **Cancel** to cancel deleting the page.

## Deleting Pages and Content - continued

Tabs can be deleted from tab panels by clicking the **X** next to the tab name, and links can be deleted from link lists by clicking the **X** next to the link name. Deleting a tab or link will also trigger the warning message, since tabs and links are pages.



- ⚠ NOTE: While the warning message will trigger when deleting a tab **within** a tab panel, and deleting a linked page **within** a link list, the message will **not** trigger when deleting the entire tab panel or the entire link list, even if there are tabs or links within those content types.

In the next section we will discuss how to submit a catalog draft proposal for approval in order to launch it into the workflow for review and implementation.

# Submit Catalog for Approval

When the catalog is completed to your satisfaction, you must submit it for approval so that it can be reviewed.

The screenshot shows the CurriQunet Academic Catalog 2021-2022 interface. The main content area displays 'About CUIQ' with a video player showing a curriculum overview. The right sidebar, titled 'PROPERTIES', contains 'Proposal Properties' with fields for 'Select Catalog', 'Proposal Title', 'Description', 'Department', 'Discipline', and 'Originator'. A 'Submit for Approval' button is highlighted in orange, with a tooltip that says 'Launch this proposal into the workflow for approval'. Other buttons include 'Delete This Draft' and 'Create a New Catalog'.

➤ In the **Properties** sidebar, click **Submit for Approval** to launch the catalog proposal into the workflow.

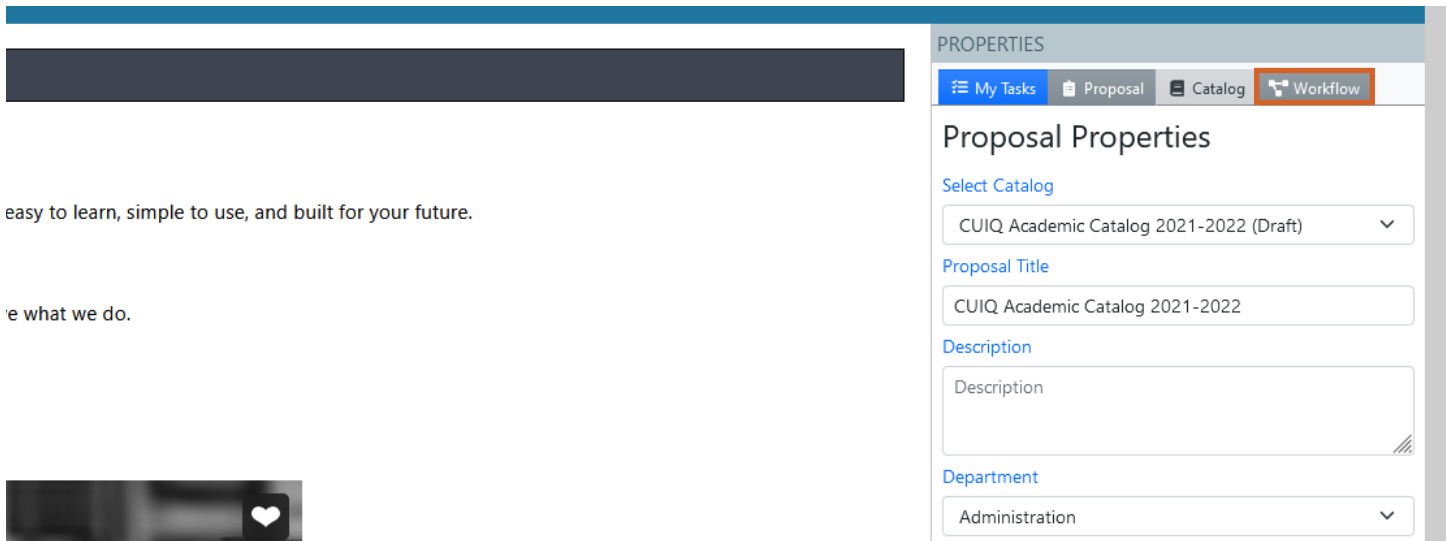
After you have submitted the catalog for approval, wait for it to launch. This may take a minute or two. While it is processing there will be a loading indicator on the right side of the **Submit for Approval** button.

This close-up shows the 'Submit for Approval' button in the CurriQunet interface. The button is blue and features a white loading spinner on its right side, indicating that the system is processing the submission. Above the button are dropdown menus for 'Discipline' (set to 'Academic Catalog') and 'Originator' (set to 'CurriQunet SupportAdmin'). Below the button are 'Delete This Draft' and 'Create a New Catalog' buttons.

# Submit Catalog for Approval - continued

## Workflow

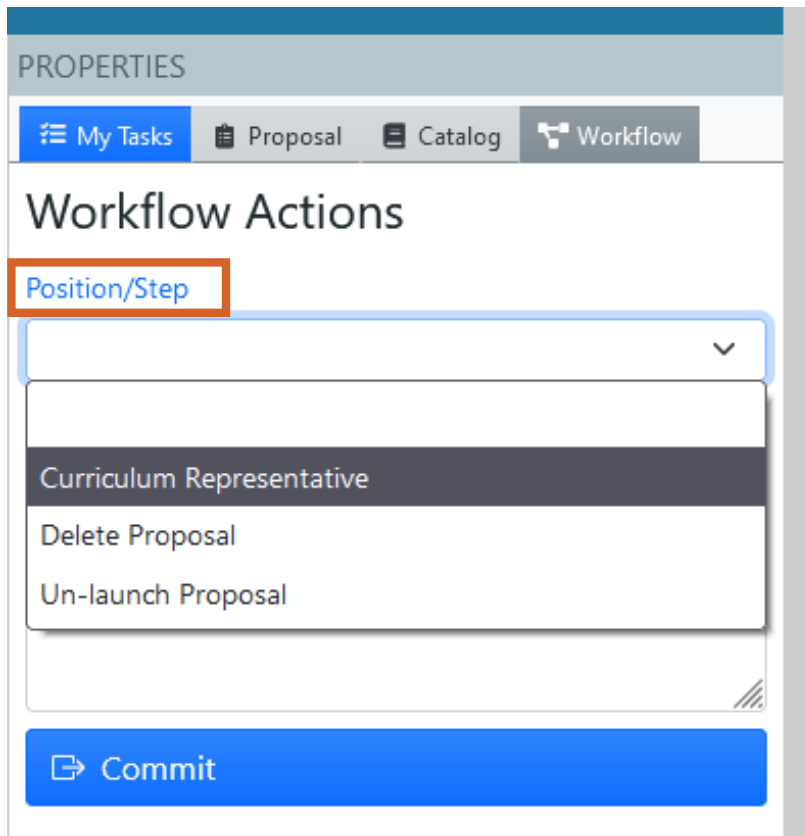
When the catalog has launched, an additional tab will populate in the **Properties** sidebar - the **Workflow** tab.




easy to learn, simple to use, and built for your future.

what we do.

 In the **Properties** sidebar, click the **Workflow** tab to access the workflow for the catalog.



 Choose a position or step from the **Position/Step** dropdown. The proposal can also be deleted or unlaunched from this dropdown if necessary.

## Submit Catalog for Approval - continued

### Workflow - continued

PROPERTIES

My Tasks Proposal Catalog Workflow

### Workflow Actions

Position/Step

Curriculum Representative

Action

Approve; forward to Dept Chair (no DE)

Request Changes

Approve; forward to 508 Review (DE)

Commit

Choose an action to take from the **Action** dropdown. Actions for a particular position may vary depending on the institution.



## Submit Catalog for Approval - continued

### Workflow - continued

PROPERTIES

My Tasks Proposal Catalog Workflow

### Workflow Actions

Position/Step

Curriculum Representative

Action

Approve; forward to Dept Chair (no DE)

Comments

This looks good

Commit

Commit the selected workflow action

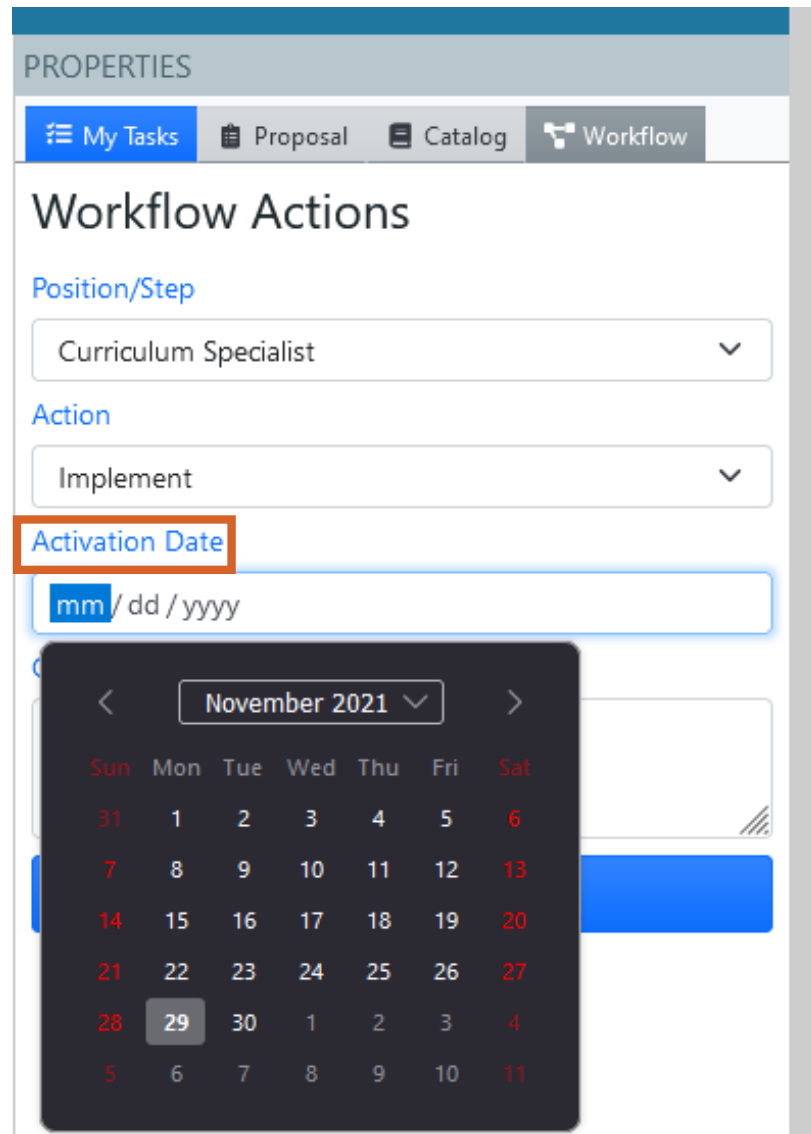


Any comments can be added in the **Comments** textbox. When you have chosen a position, added an action, and added any comments, click **Commit** to push the proposal to the next step in the workflow.

## Submit Catalog for Approval - continued

### Workflow - continued

When the catalog has reached the Implement step in the workflow, an activation date must be chosen.



The screenshot shows a web interface for 'Workflow Actions'. At the top, there are tabs for 'My Tasks', 'Proposal', 'Catalog', and 'Workflow'. Below the tabs, the title 'Workflow Actions' is displayed. Underneath, there are two dropdown menus: 'Position/Step' with 'Curriculum Specialist' selected, and 'Action' with 'Implement' selected. The 'Activation Date' field is highlighted with a red box and contains the placeholder text 'mm / dd / yyyy'. A date picker calendar is open, showing the month of November 2021. The calendar grid shows days from 1 to 31, with the 29th highlighted in grey. The days of the week are labeled at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat.

➤ Choose an activation date from the **Activation Date** datepicker. The activation date can be the current date or a date in the future.

## Submit Catalog for Approval - continued

### Workflow - continued

PROPERTIES

My Tasks Proposal Catalog Workflow

### Workflow Actions

Position/Step

Curriculum Specialist

Action

Implement

Activation Date



11 / 29 / 2021

Comments

This looks good

Commit

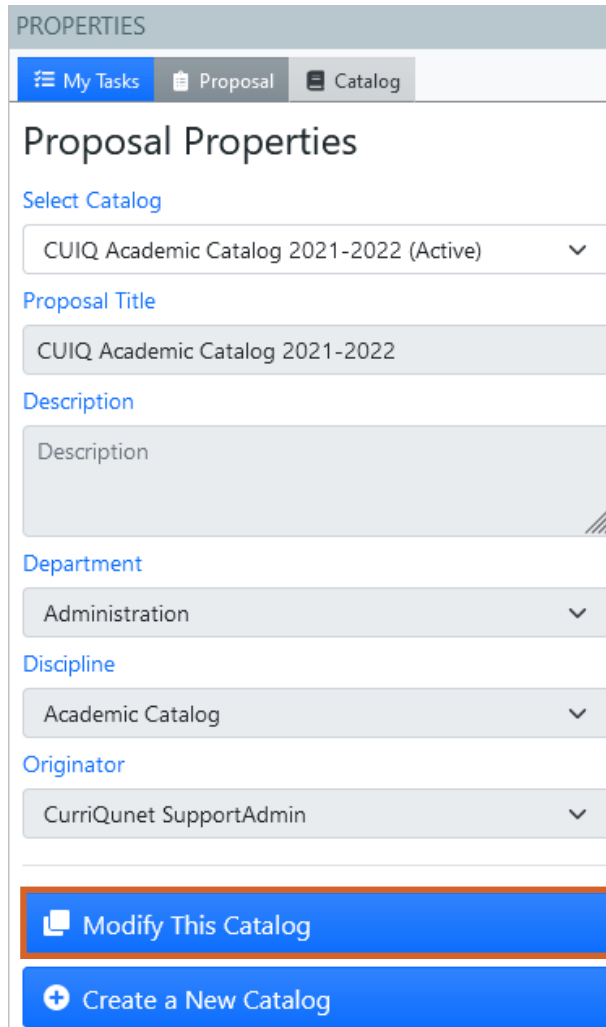
Commit the selected workflow action

  The activation date can also be typed into the textbox. When you are finished selecting an activation date, click **Commit** to activate the catalog for public viewing on the selected date.

In the next section we will discuss how to create a modification proposal for an active catalog.

## Create a New Modification Proposal

An existing catalog proposal can be modified from the **Properties** sidebar in the **Proposal** tab.



PROPERTIES

My Tasks Proposal Catalog

### Proposal Properties

Select Catalog

CUIQ Academic Catalog 2021-2022 (Active) ▼

Proposal Title

CUIQ Academic Catalog 2021-2022

Description

Description

Department

Administration ▼

Discipline

Academic Catalog ▼

Originator

CurriQunet SupportAdmin ▼

Modify This Catalog

Create a New Catalog

Click 'Modify This Catalog' to create a catalog modification proposal for an existing catalog.

- NOTE: Just as with other proposals in META, direct editing of a catalog proposal should only be performed when a proposal is in draft or in review status and has not yet been launched or activated. If a catalog proposal is active and changes to it need to be made, creating a modification catalog proposal rather than directly editing the existing active catalog proposal is ideal in order to maintain a record of changes made.

## Create a New Modification Proposal - continued

There can be multiple draft, in review or historical proposals, but there can only be one active version of a catalog at a time.

Options at the bottom for the **active** proposal (1) include modifying it or creating a brand-new proposal. If a **historical** version (2) is selected, these two options do not show.

PROPERTIES

My Tasks Proposal Catalog

### Proposal Properties

1

Select Catalog

- CUIQ Academic Catalog 2021-2022 (Active) ✓
- CUIQ Academic Catalog 2020-2021 (Historical)
- CUIQ Academic Catalog (Draft)
- CUIQ Academic Catalog 2021-2022 (Active)

Description

Department

Administration

Discipline

Academic Catalog

Originator

CurriQunet SupportAdmin

Modify This Catalog

Create a New Catalog

PROPERTIES

My Tasks Proposal Catalog

### Proposal Properties

2

Select Catalog

- CUIQ Academic Catalog 2020-2021 (Historical) ✓
- CUIQ Academic Catalog 2020-2021 (Historical)
- CUIQ Academic Catalog (Draft)
- CUIQ Academic Catalog 2021-2022 (Active)

Description

Department

Administration

Discipline

Academic Catalog

Originator

CurriQunet SupportAdmin

## Create a New Modification Proposal - continued

Once a modification proposal is created by clicking 'Modify This Catalog' on the active proposal, a new draft proposal will appear in the **Select Catalog** dropdown with the same name and layout as the active catalog. Changes to all fields and pages can be made in **Edit Mode**.

When you are in a draft catalog proposal, the options at the bottom of the **Proposal** tab are now **Submit for Approval** (which launches the draft proposal into the workflow and should only be selected when the draft is completed) and **Delete This Draft** (which deletes the draft proposal without launching it).

The screenshot shows the 'Proposal Properties' form. At the top, there are tabs for 'My Tasks', 'Proposal', and 'Catalog'. The 'Proposal' tab is active. Below the tabs, the form is titled 'Proposal Properties'. A red box highlights the 'Select Catalog' dropdown menu, which is set to 'CUIQ Academic Catalog 2021-2022 (Draft)'. Below this, there are input fields for 'Proposal Title' (CUIQ Academic Catalog 2021-2022), 'Description' (Description), 'Department' (empty), 'Discipline' (empty), and 'Originator' (CurriQunet SupportAdmin). At the bottom, two buttons are highlighted with red boxes: a blue 'Submit for Approval' button and a red 'Delete This Draft' button.

At the top of the screen, the **Proposal Title** (1) is now showing a status of (Draft), indicating that this catalog is a draft modification proposal rather than the active proposal. The **Catalog Title** (2) and **subtitle** (3) remain the same as the active proposal unless they are edited in **Edit Mode**.



# Create a New Modification Proposal - continued

Unlike a new catalog proposal, which is initially empty, a draft modification proposal will be a copy of the current active catalog, and all pages and content from the active catalog will already exist.

The screenshot displays the CurriQūnet Academic Catalog 2021-2022 (Draft) interface in Edit Mode. The top navigation bar includes the CurriQūnet logo, the text 'Academic Catalog 2021-2022', and a search bar. A 'MENU' sidebar on the left lists various sections like 'About CUIQ', 'President's Message', and 'Policies and Procedures'. The main content area is titled 'About CUIQ' and contains the following text: 'Deliver the best in curriculum management with tech that is easy to learn, simple to use, and built for your future. And making that experience the best you've ever had! That is what drives us. It is our mission at curriQūnet. We love what we do.' Below this text is a video player showing a stack of books with the text 'CURRICULUM REPRESENTS THE HEART, THE FOUNDATION'. The right sidebar, titled 'PROPERTIES', contains 'Proposal Properties' with fields for 'Select Catalog' (CUIQ Academic Catalog 2021-2022 (Draft)), 'Proposal Title' (CUIQ Academic Catalog 2021-2022), 'Description', 'Department' (Administration), 'Discipline' (Academic Catalog), and 'Originator' (CurriQūnet SupportAdmin). Action buttons include 'Submit for Approval', 'Delete This Draft', and 'Create a New Catalog'.

Changes can be made to existing content and new content can be added in **Edit Mode**. When finished, submit the modification proposal for approval and it will enter the **workflow** process (see pp. 62-67).

Once a modification proposal for the catalog has been implemented, the status of the previous catalog will go from **active** to **historical**, and the new modified catalog will become the **active** version.