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.

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.

Table of Contents

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.
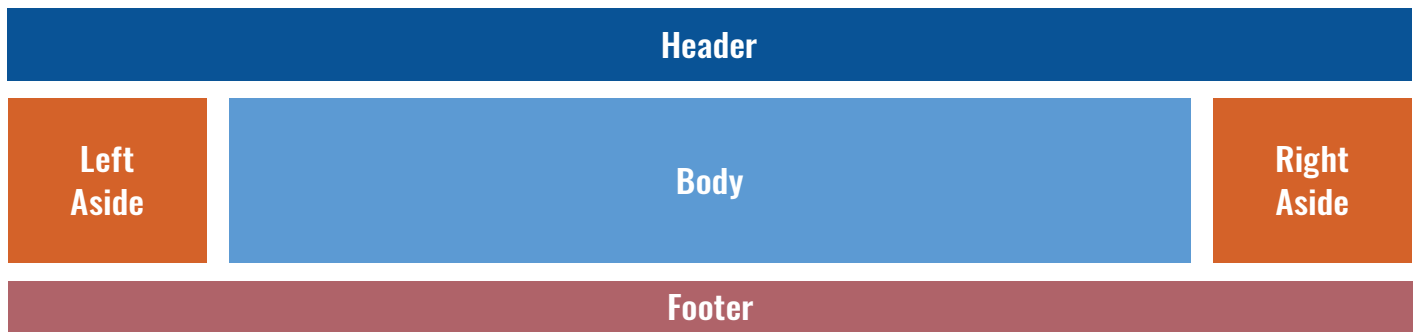
Body
The main body of text on a page.

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.

Header		
Left Aside	**Body**	**Right Aside**
Footer		

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.

—> **Next Page:** Logging In & Out
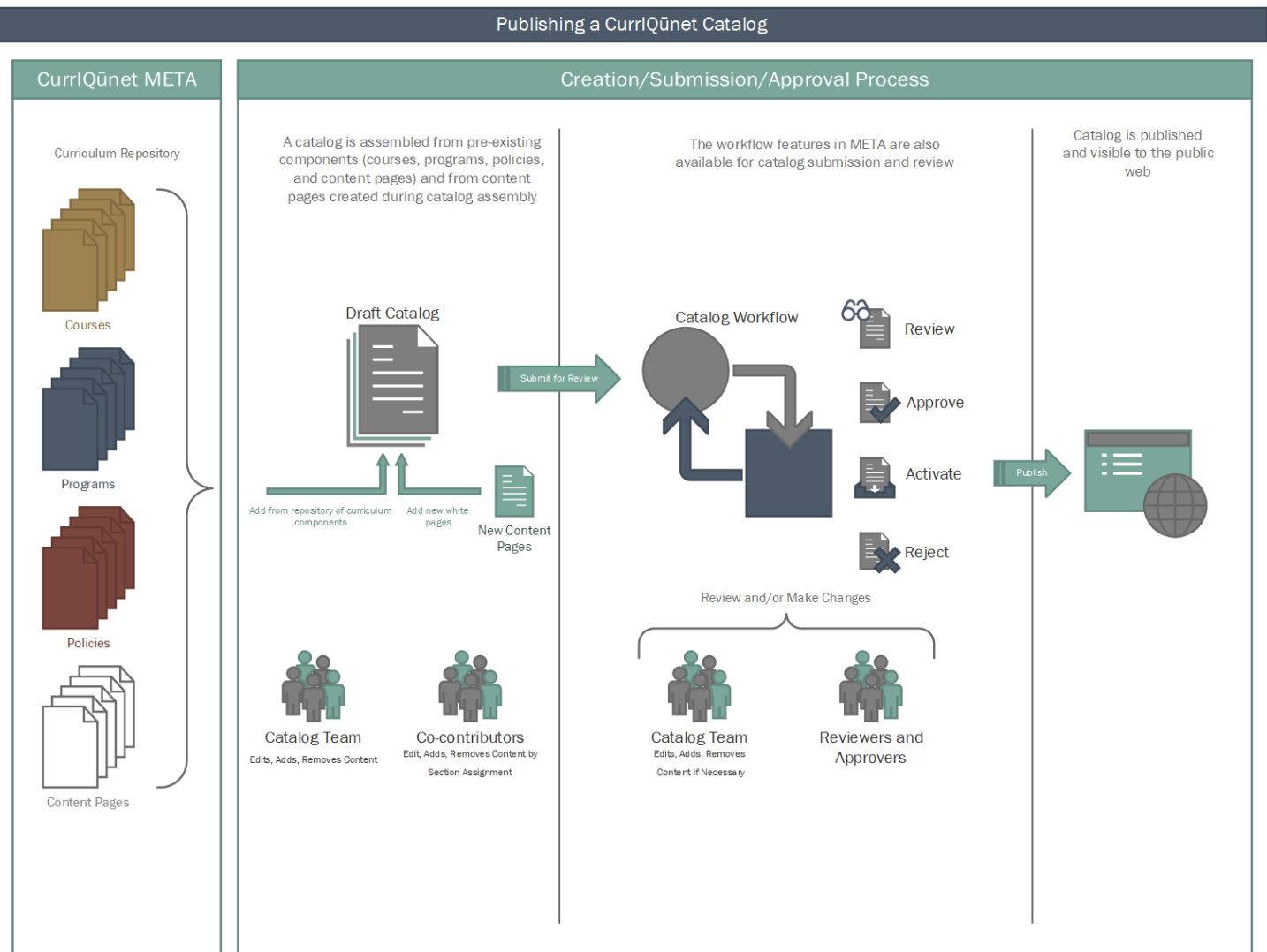
Logging In and Out

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.

> 🔒 Login

	Q Search

📄 Export Page as PDF
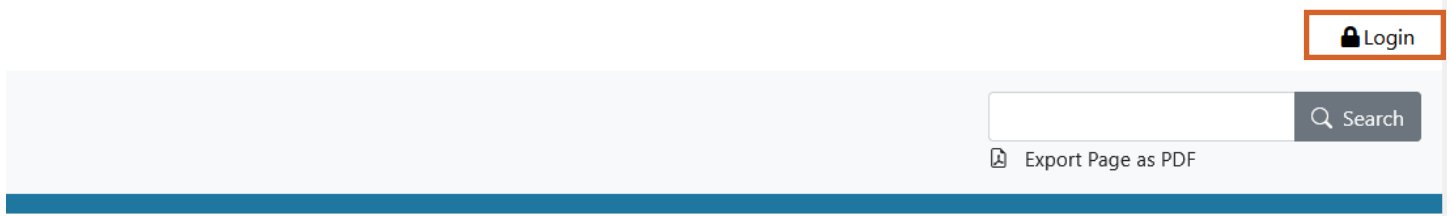
▶ *When you reach your institution's catalog page, click **Login** at the top righthand corner.*

🔒 Sign in to currIQ̄net META Catalog Editor   ✕

Email

email@domain.com

Password

Password

Sign in

Forgot your password?   Request access

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

✏ Edit Mode   👤 CurriQunet SupportAdmin 👤

👤

CurriQunet SupportAdmin
👤

❓ View Tutorial
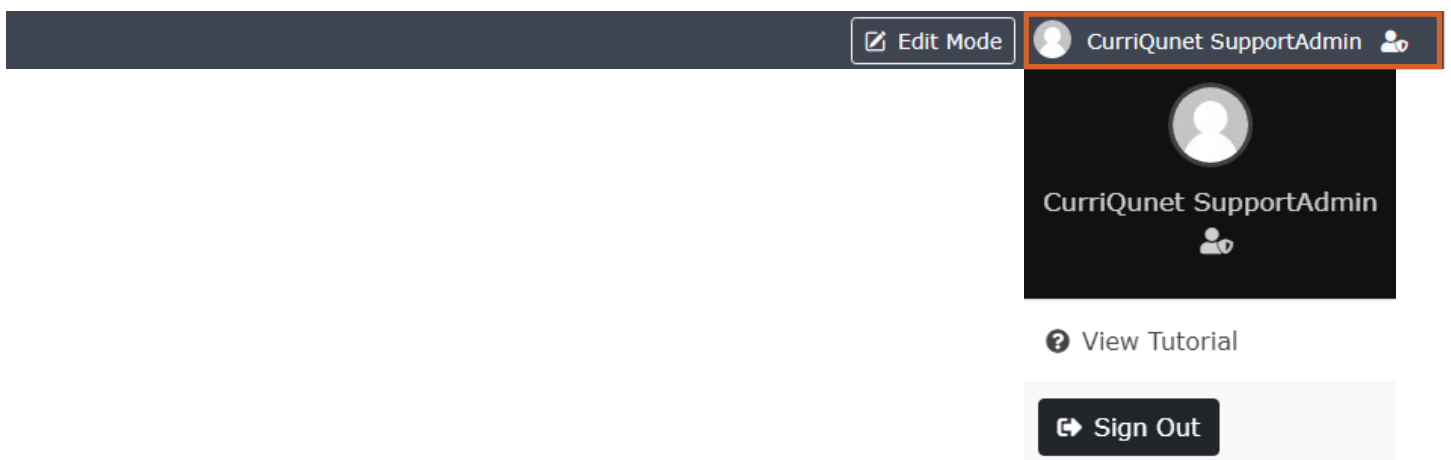
➡ Sign Out

▶ *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:
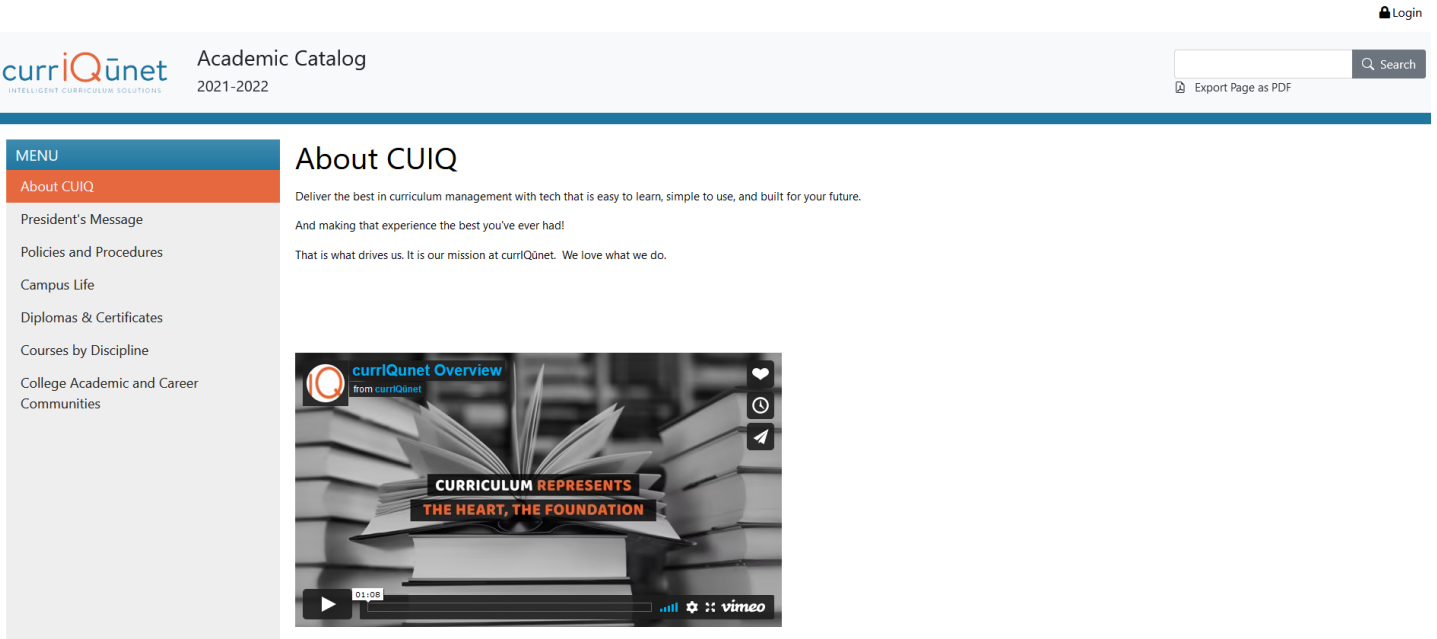
Below is what the main catalog page would look like when logged in. By default, the main page is still that of the current active catalog for the institution, but there is an additional **Properties** sidebar (1) with several options for users to view past and current catalogs, modify an existing catalog, 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.
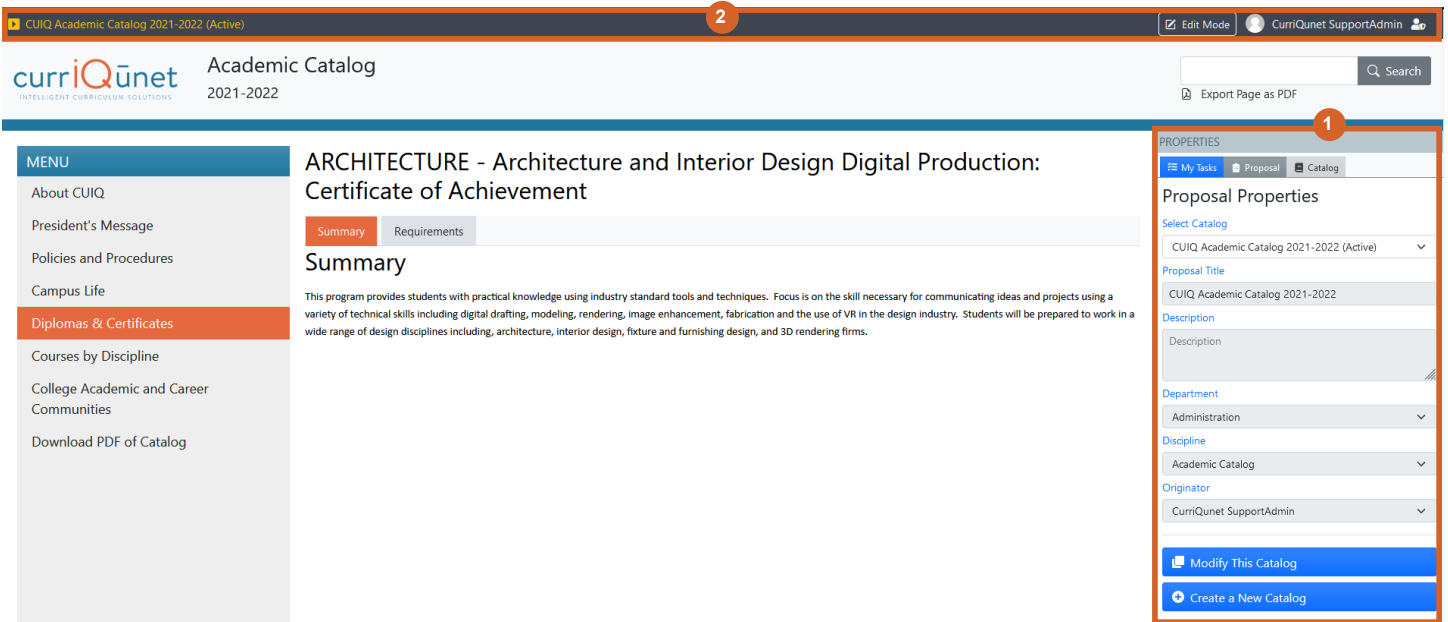
View the Catalog - continued

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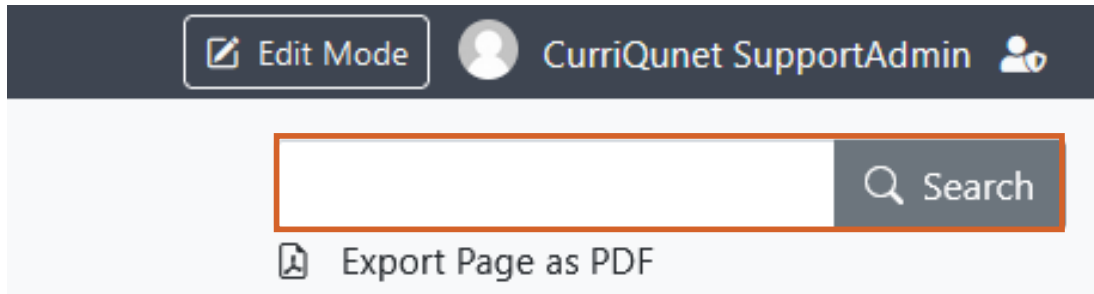
⌨ 🖱 *In the upper right corner, type what you are looking for in the **Search bar** and click **Search.***

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.*

—> **Next Page:** View the Catalog - Search Function - continued

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.

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.

—> **Next Page:** View the Catalog - Export Page as PDF/Download Entire Catalog

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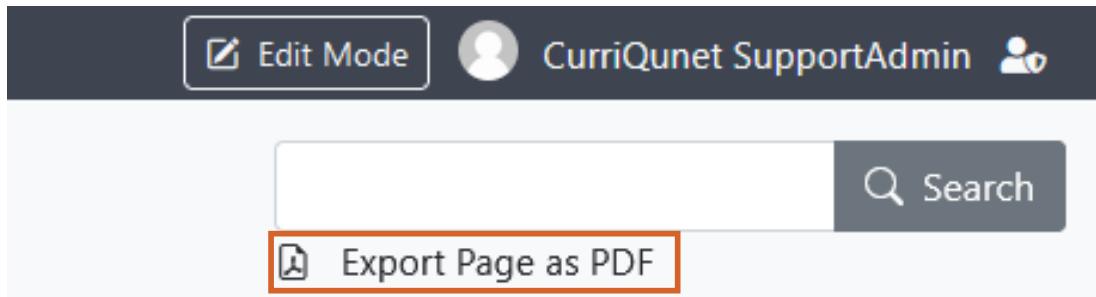
*In the upper right corner, below the **Search bar**, click **'Export Page as PDF'.***

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.

⟶ Next Page: Export Page as PDF/Download Entire Catalog - continued
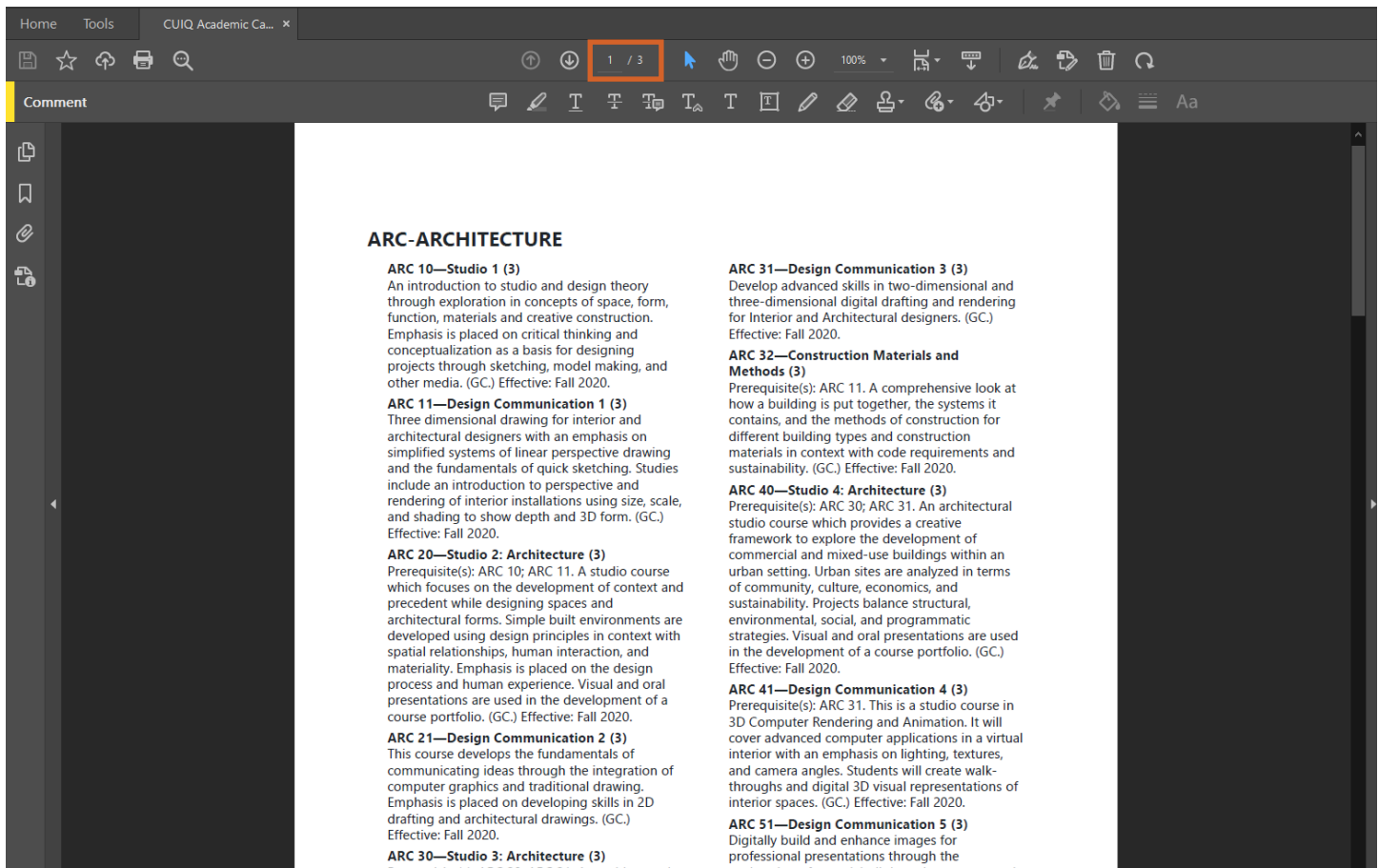
View the Catalog - continued

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.

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.

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).
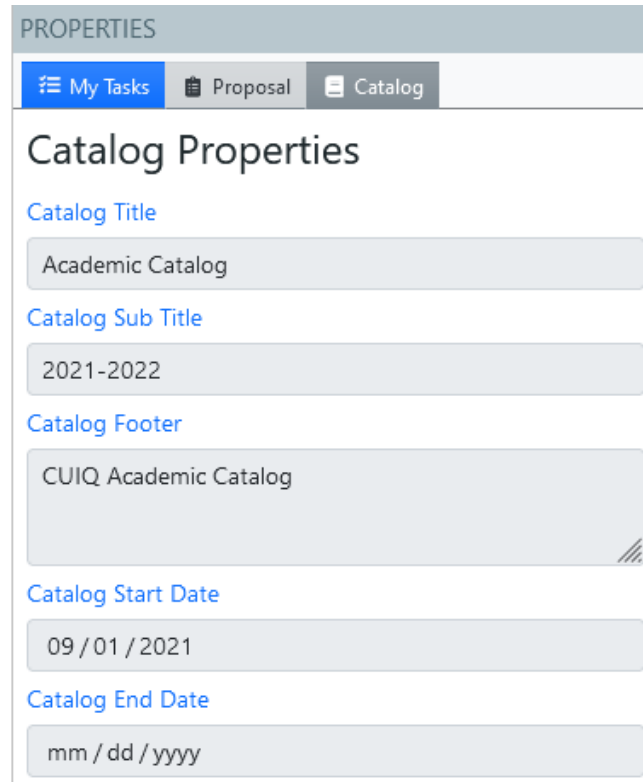
Properties - continued

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).

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.

—> **Next Page:** Edit Mode

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.
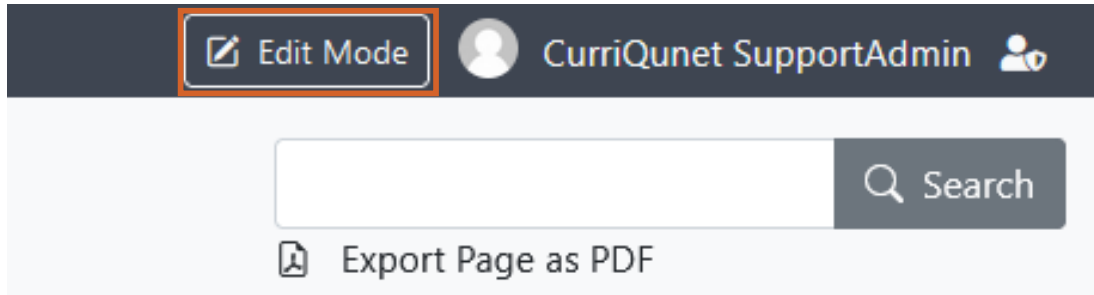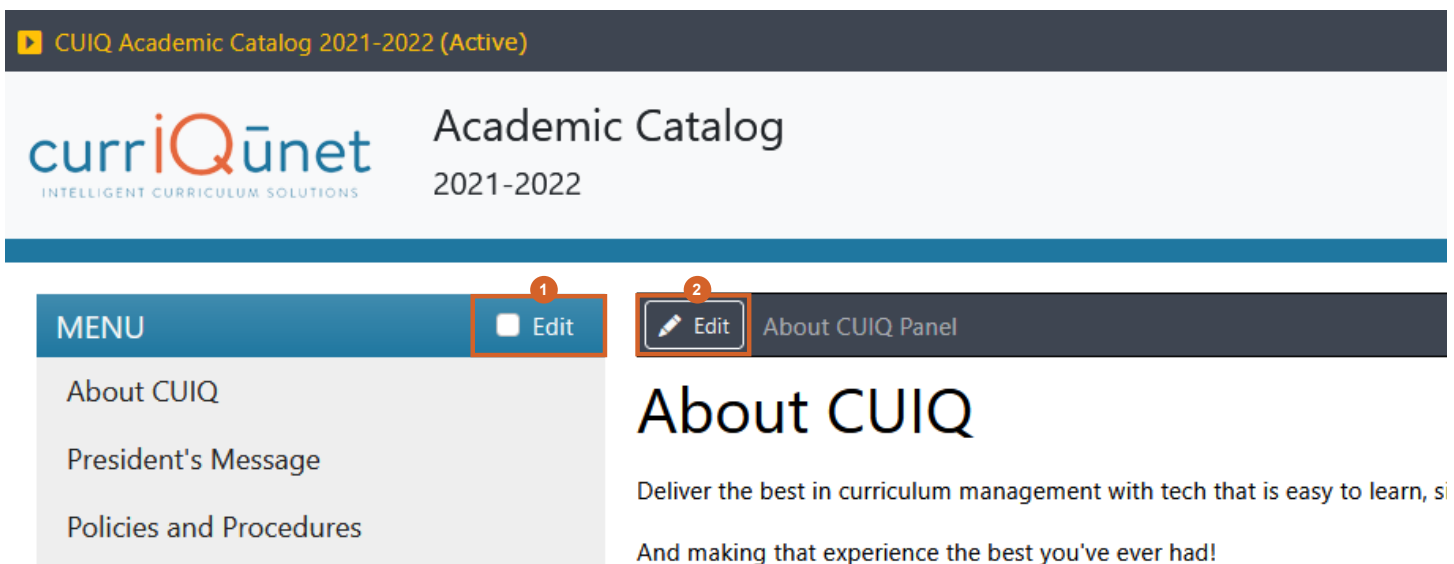

▶ *To activate Edit Mode for the catalog, click the Edit Mode button at the very top of the screen next to your profile picture and name. To deactivate Edit Mode for the catalog and return to View Mode, click the Edit Mode button again or refresh your browser.*

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.

—> **Next Page:** Edit Mode - continued

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.

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.

➤ *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).

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.**
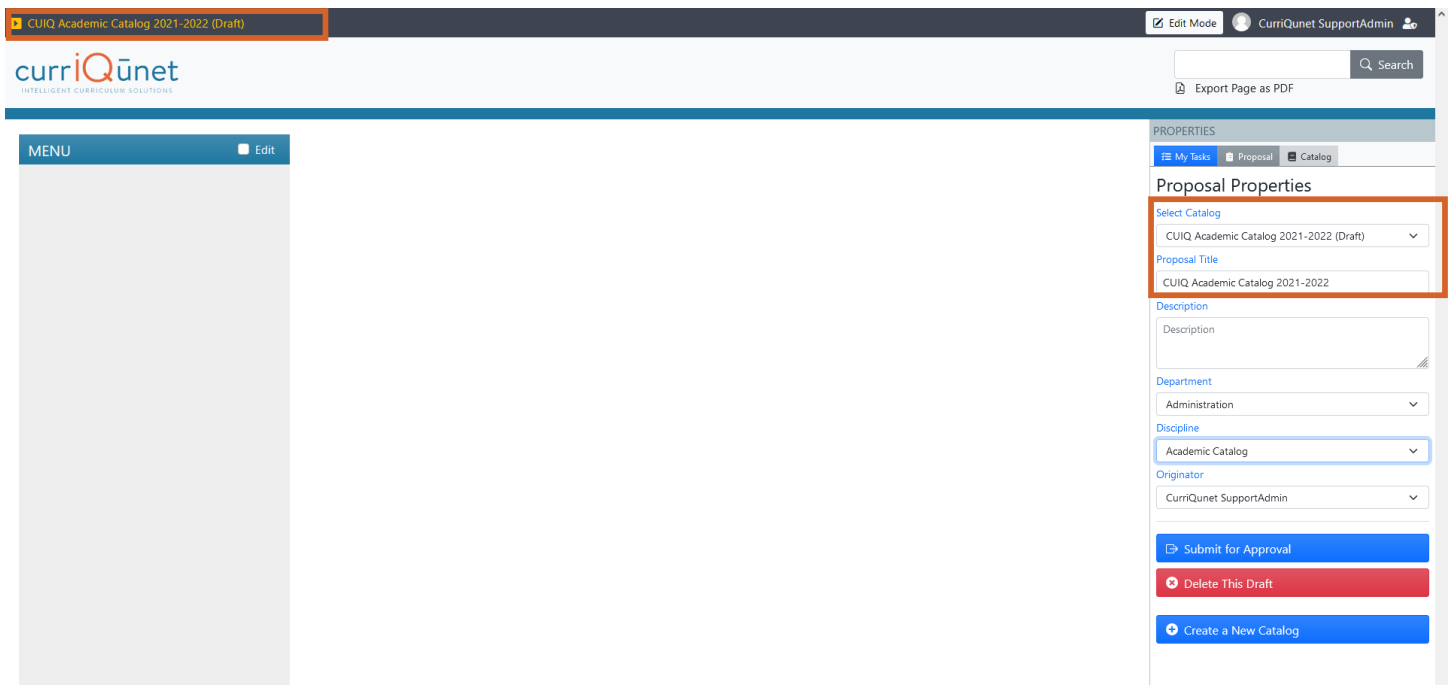
—> **Next Page:** Create a New Catalog - continued

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.*

—> **Next Page:** Create a New Catalog - continued

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).

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.**
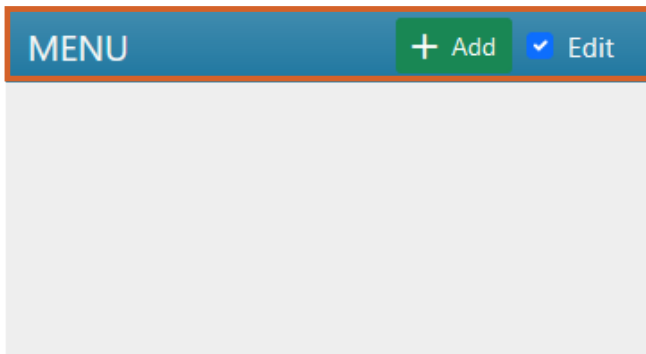
—> **Next Page:** Main Navigation (Menu)

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)

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Academic Catalog
2021-2022

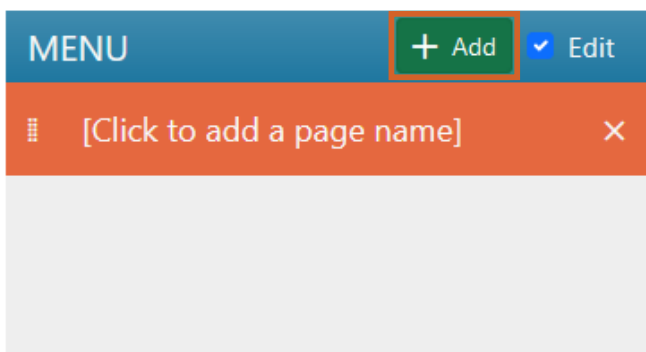| MENU	+ Add	✓ Edit

▶ *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)

curr IQ ūnet
INTELLIGENT CURRICULUM SOLUTIONS

Academic Catalog
2021-2022

MENU	+ Add	✓ Edit

⋮ [Click to add a page name] ✕

▶ *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

currIQūnet
INTELLIGENT CURRICULUM SOLUTIONS

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.

currIQūnet
INTELLIGENT CURRICULUM SOLUTIONS

Academic Catalog
2021-2022

MENU   **+ Add**   ✔ **Edit**   ✏ **Edit**   About CUIQ Panel

⋮ President's Message   ✕

⋮ Policies and Procedures   ✕

⋮ Campus Life   ✕

⋮ Diplomas & Certificates   ✕

⋮ Courses by Discipline   ✕

⋮ About CUIQ   ✕

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.

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.)

*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).*

—> **Next Page:** Creating a Page with a Heading & Formatted Text

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.)

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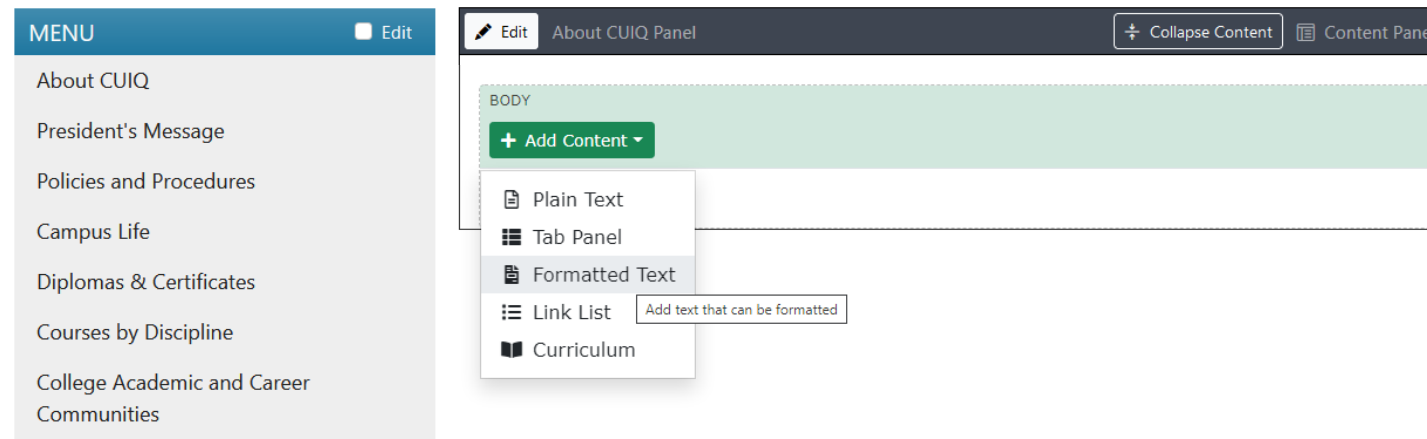
*Click on a content type in the dropdown to add it. For this example, we'll be adding a **Formatted Text** panel.*

—> **Next Page:** Creating a Page with a Heading & Formatted Text - continued

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).
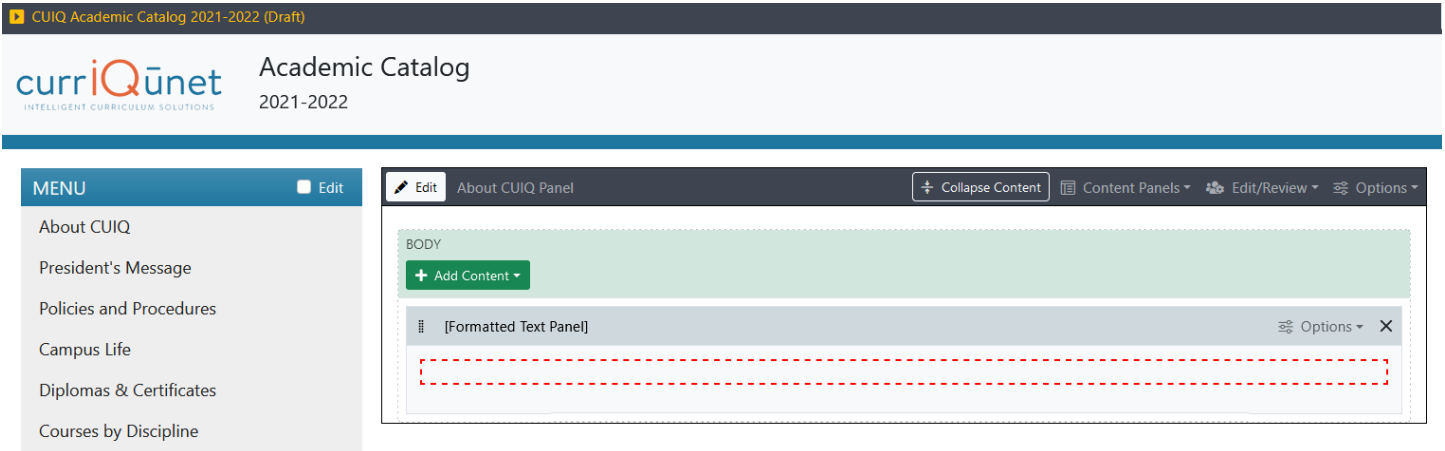
👆 *Click inside the red dotted line to add text.*

When you click inside the formatted text panel, a menu with several different formatting options and tools will appear above the cursor.
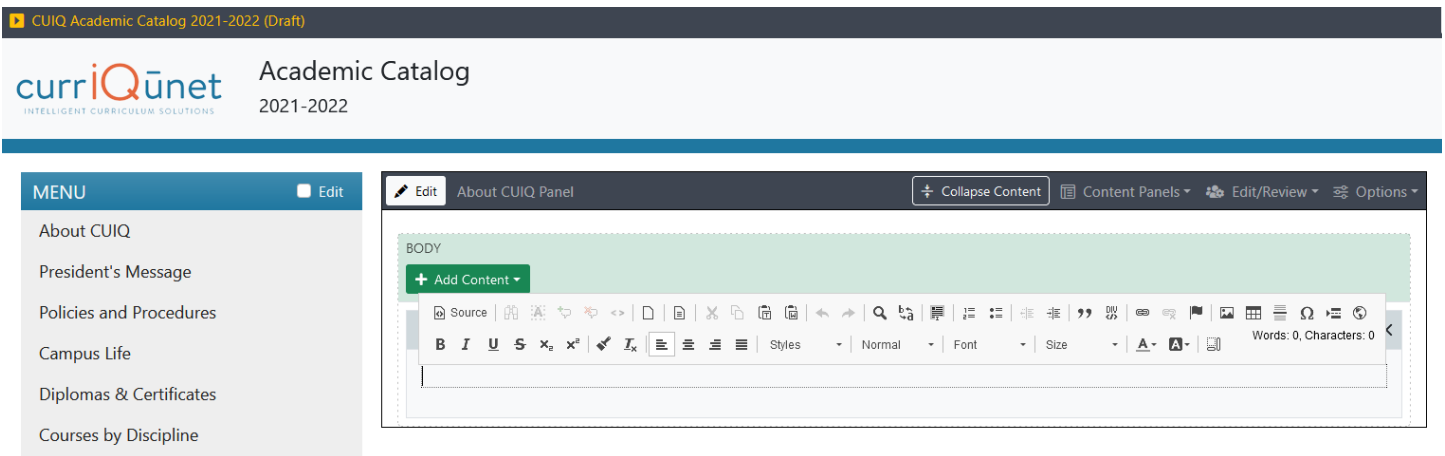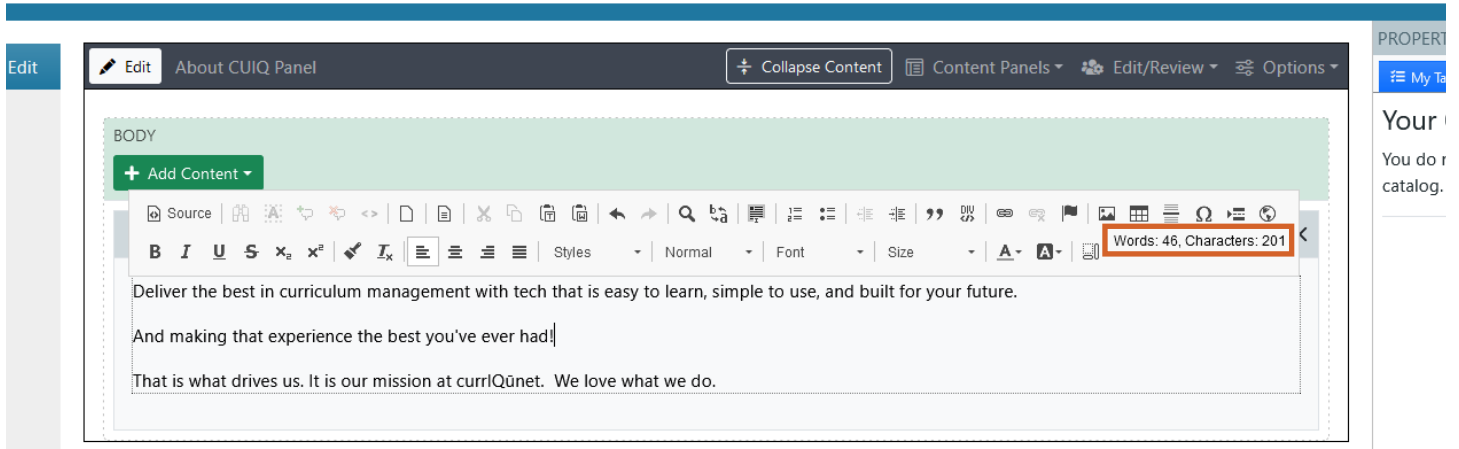
⌨️ 👆 *Type the desired text and format as needed using the tools in the menu.*

Adding Content to Pages - continued
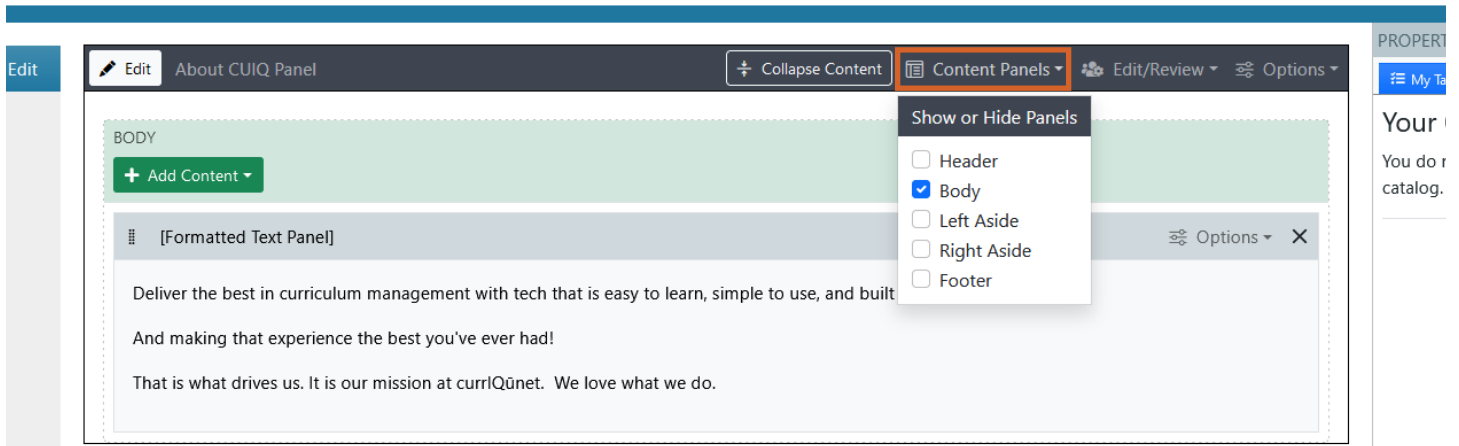
Creating a Page with a Heading and Formatted Text - continued

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

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.

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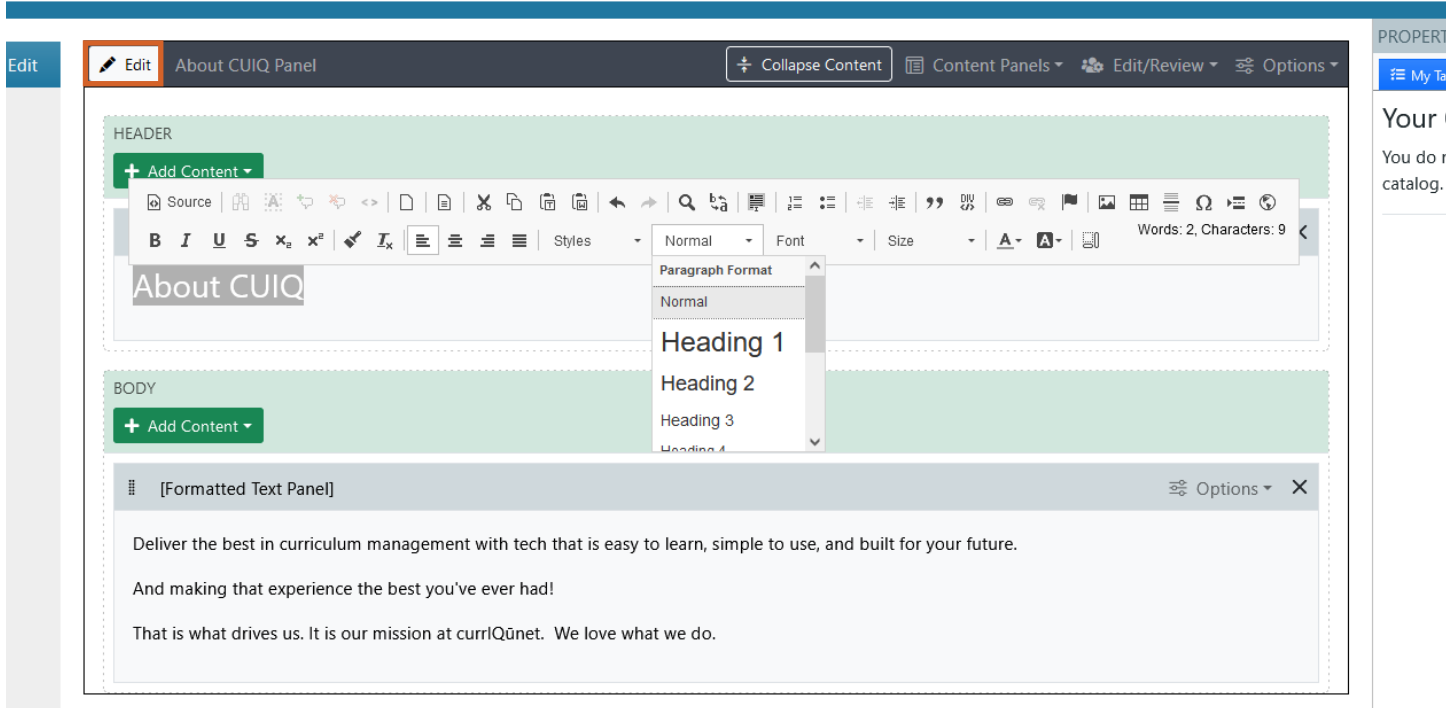
⌨ ➤ *Type the desired text and format as needed using the tools in the formatted text menu. To exit out of Edit Mode for the page and to view what the finished page will look like, click the **Edit button** at the top of the page.*

After exiting out of Edit Mode, the page will look like the following:
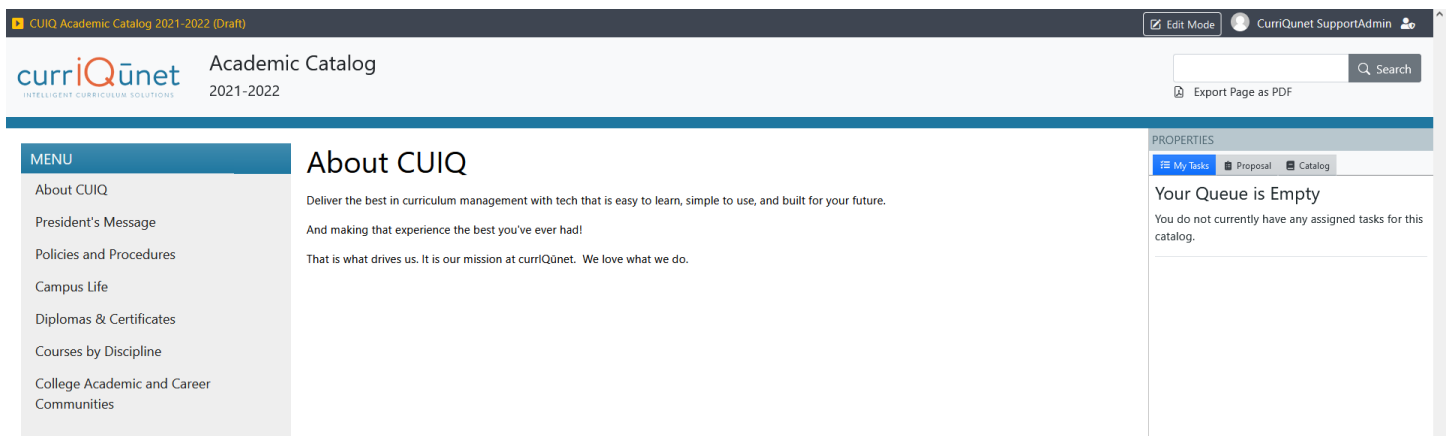
Adding Content to Pages - continued

Creating a Tabbed Page

In this example, we will add a **Tab Panel** content type to a **Body content panel.**
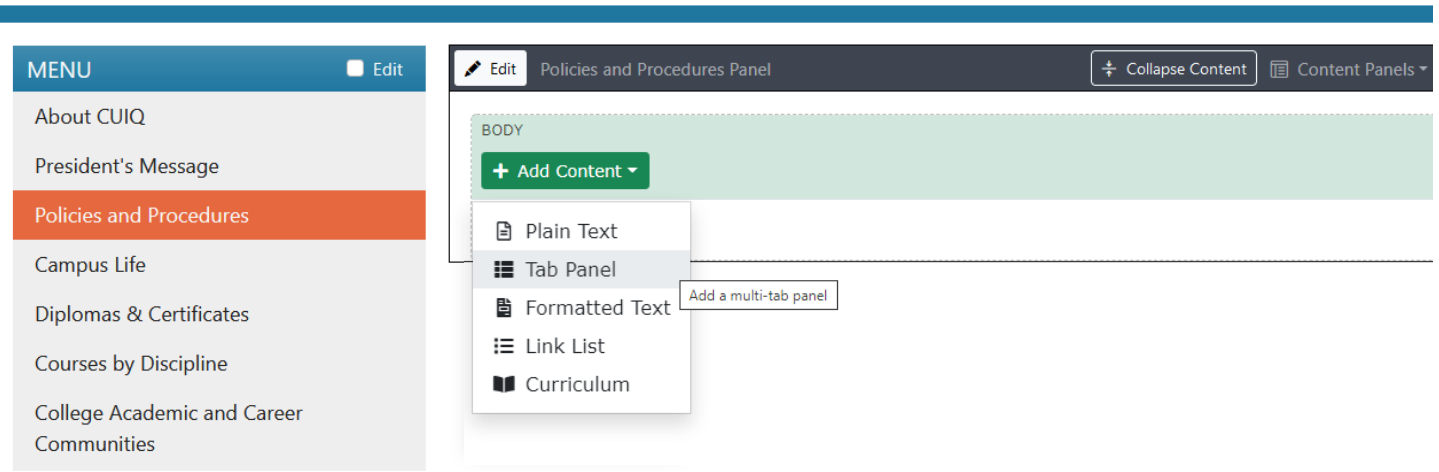
➤ *Click the '+**Add Content**' button in the **Body** panel to add a content type. Click on a content type in the dropdown to add it. For this example, we'll be adding a **Tab Panel**.*
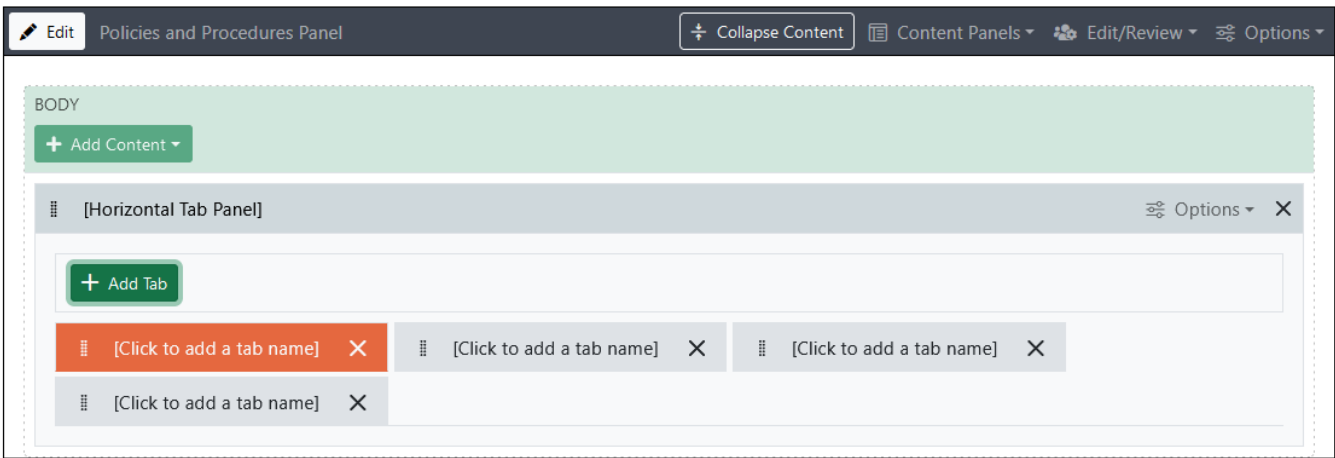
Once a **Tab Panel** content type is added to a content panel, no other content types can be added to that content panel. (See the below example - once the Tab Panel has been added, the **'+Add Content'** button in the **Body content panel** is no longer clickable.)
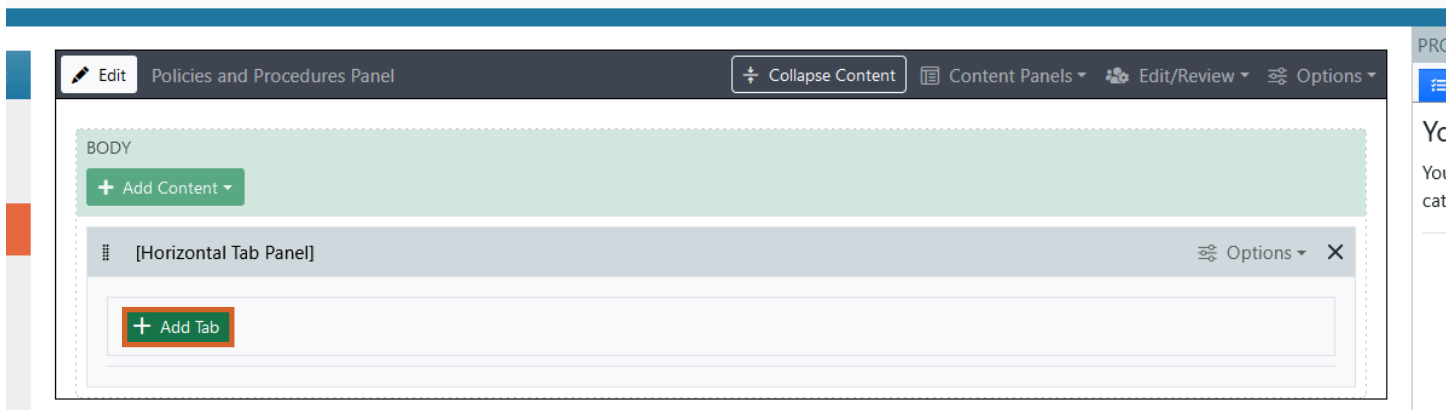
➤ *Click the '+**Add Tab**' button in the **Body** panel to add a tab to the Tab Panel. You may add multiple tabs.*
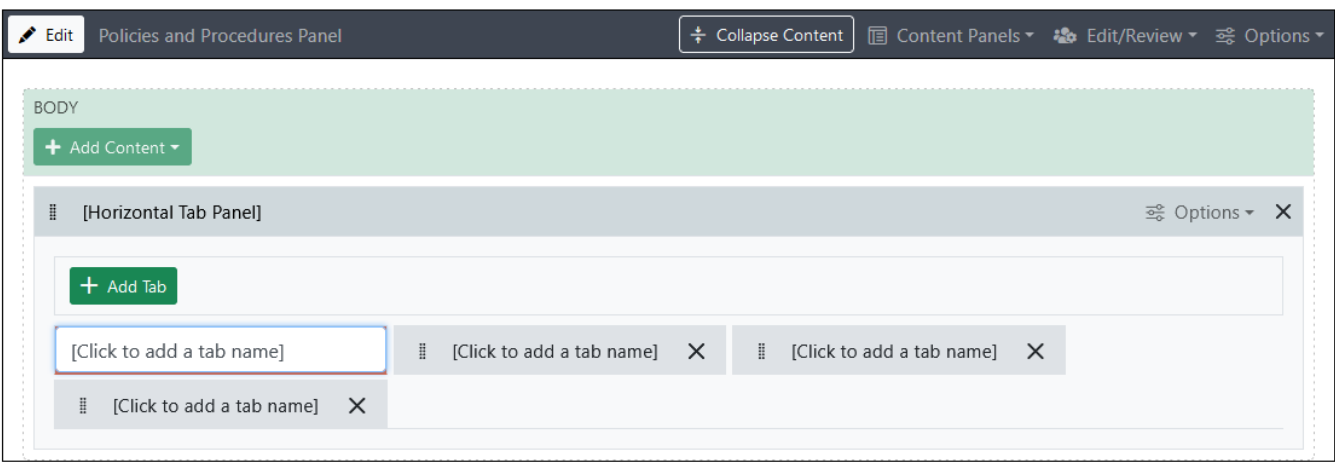
Adding Content to Pages - continued

Creating a Tabbed Page - continued

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

⌨ 🖱 *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'.
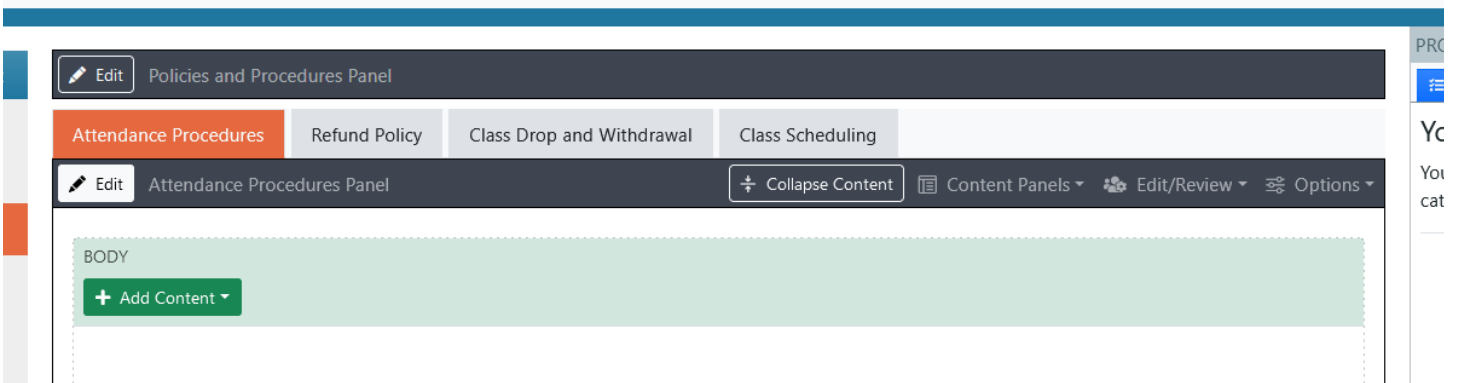
Adding Content to Pages - continued

Creating a Tabbed Page - continued
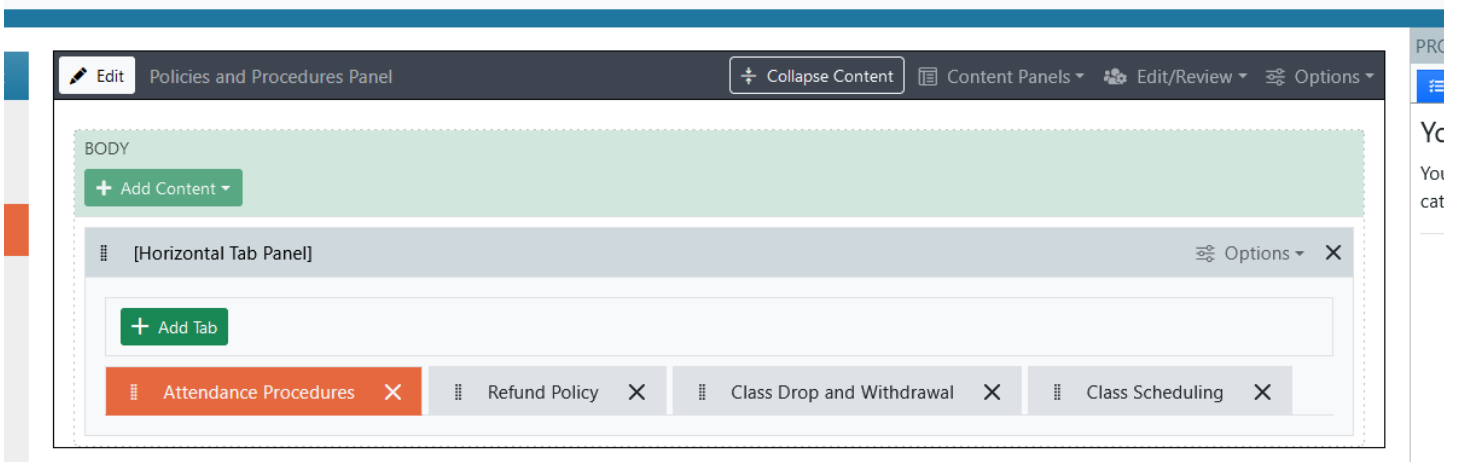
▶ *To move a tab to a different position, hold the drag button ( ) and drag the page to a different spot in the list. To delete the tab, press the X button next to the tab name ( ).*

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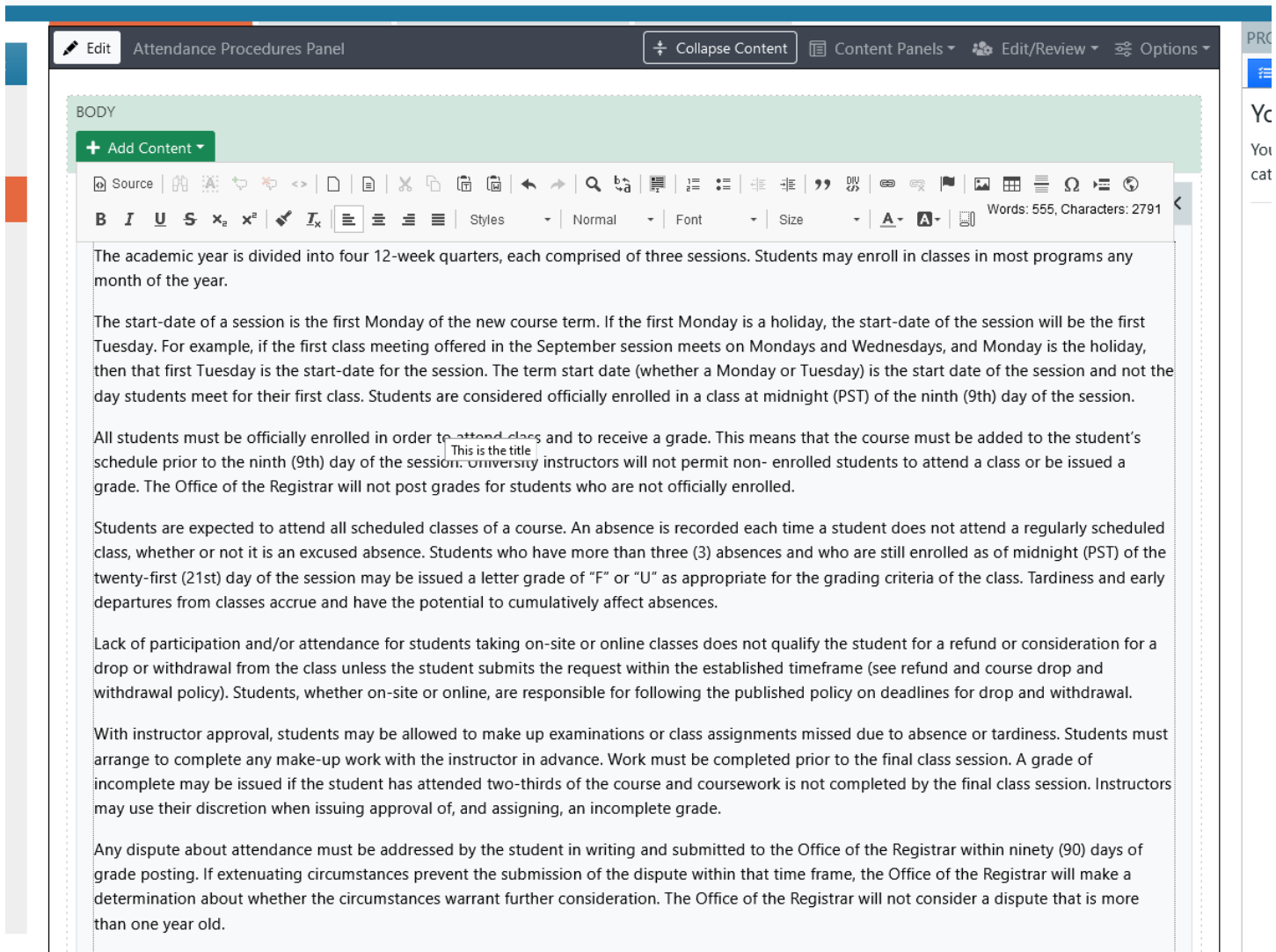
▶ *Click on a tab and activate **Edit Mode** for the tab page. Just as with a normal page, a Body content panel will appear. Click '**+Add Content'.***

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 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 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:
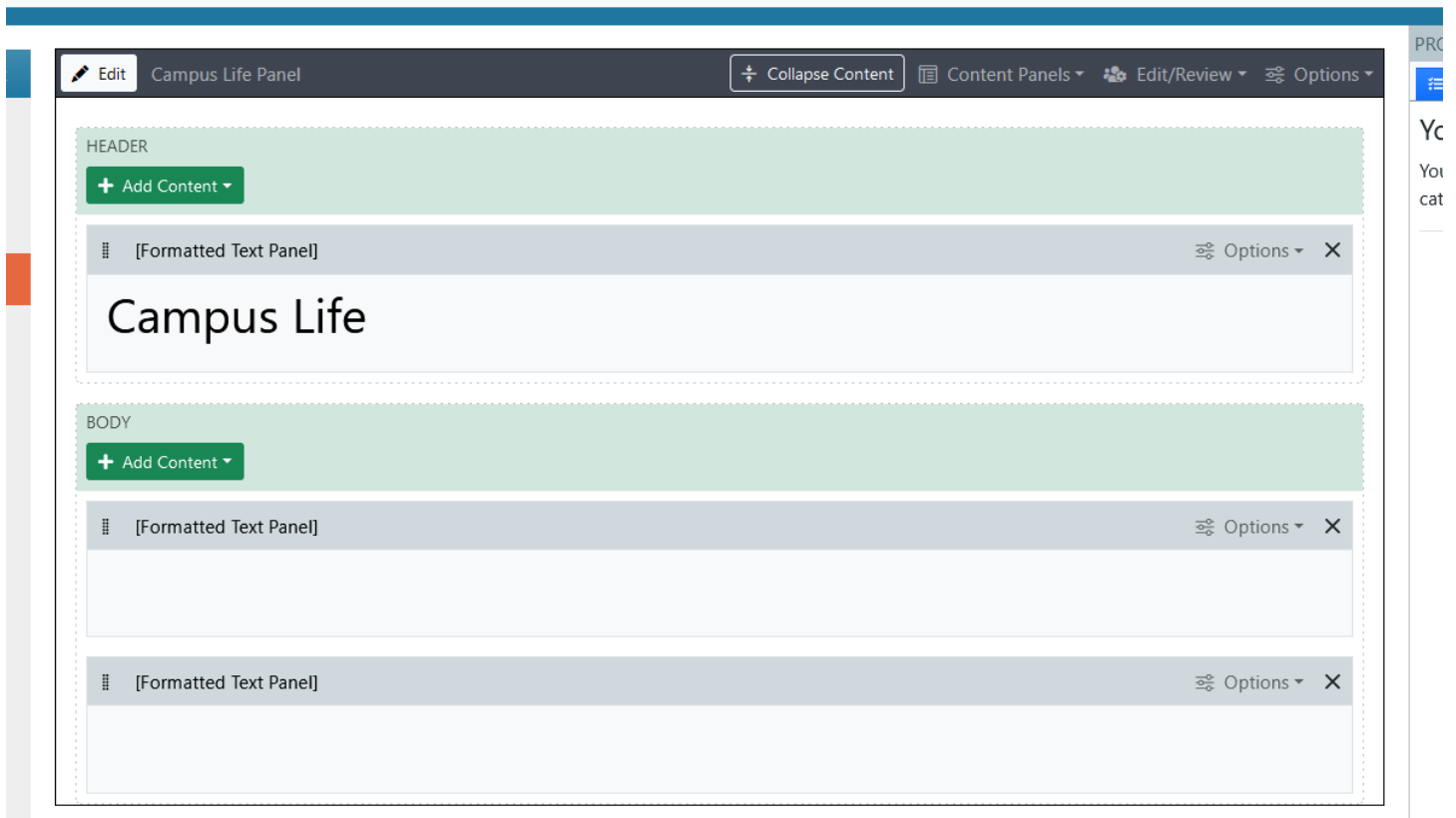

The default view on the page will be the first tab. Click on each tab to view the content in each of the tabs.

—> Next Page: Adding an Image, Link, and Inline Frame to a Page

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.

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
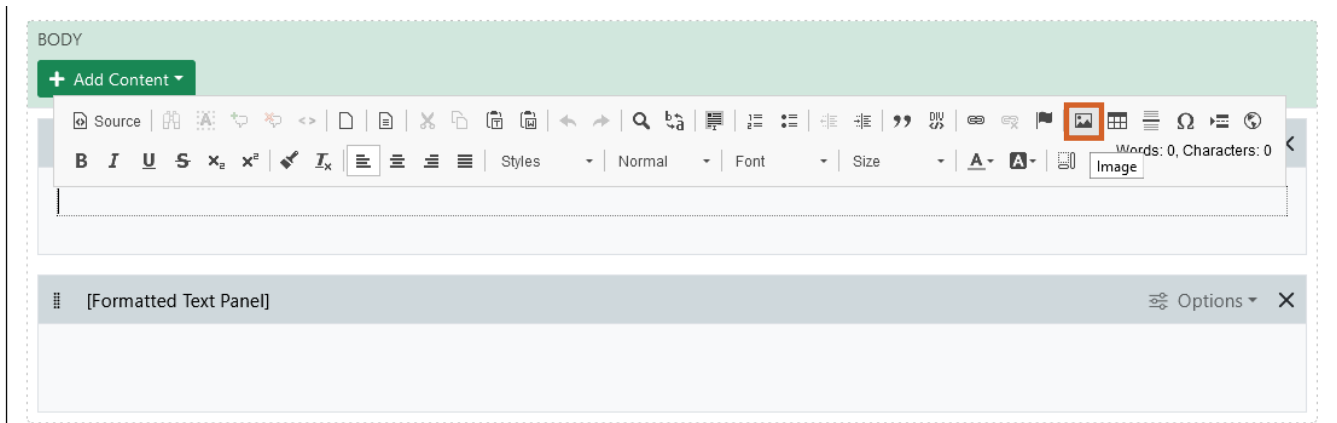
▶ *Click on the **Image** tool to access the **Image Properties** manager.*
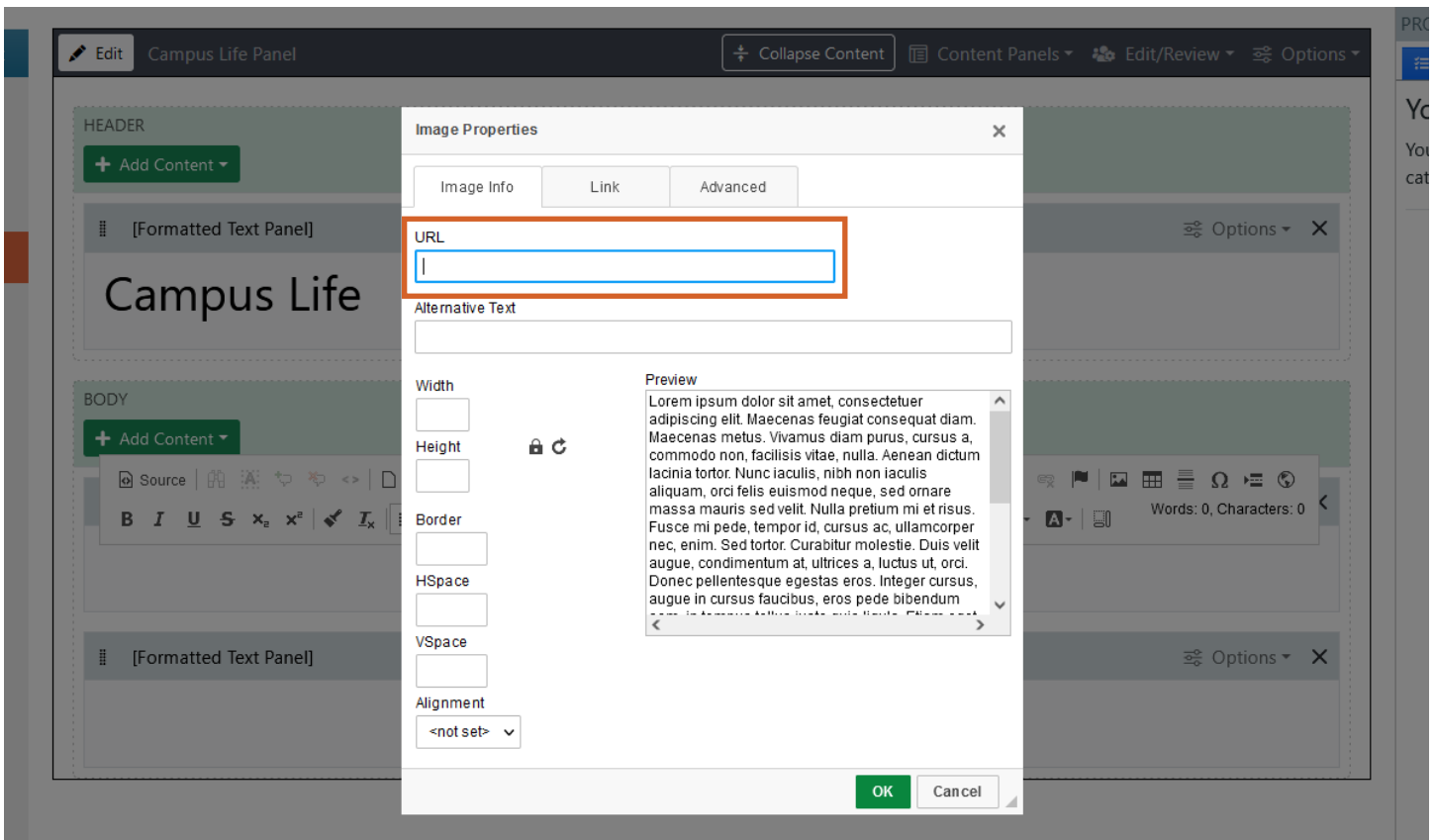
▶ *In the **Image Info** tab, type in the **URL** of the image you are linking to the page.*

—> **Next Page:** Adding an Image, Link, and Inline Frame to a Page - continued

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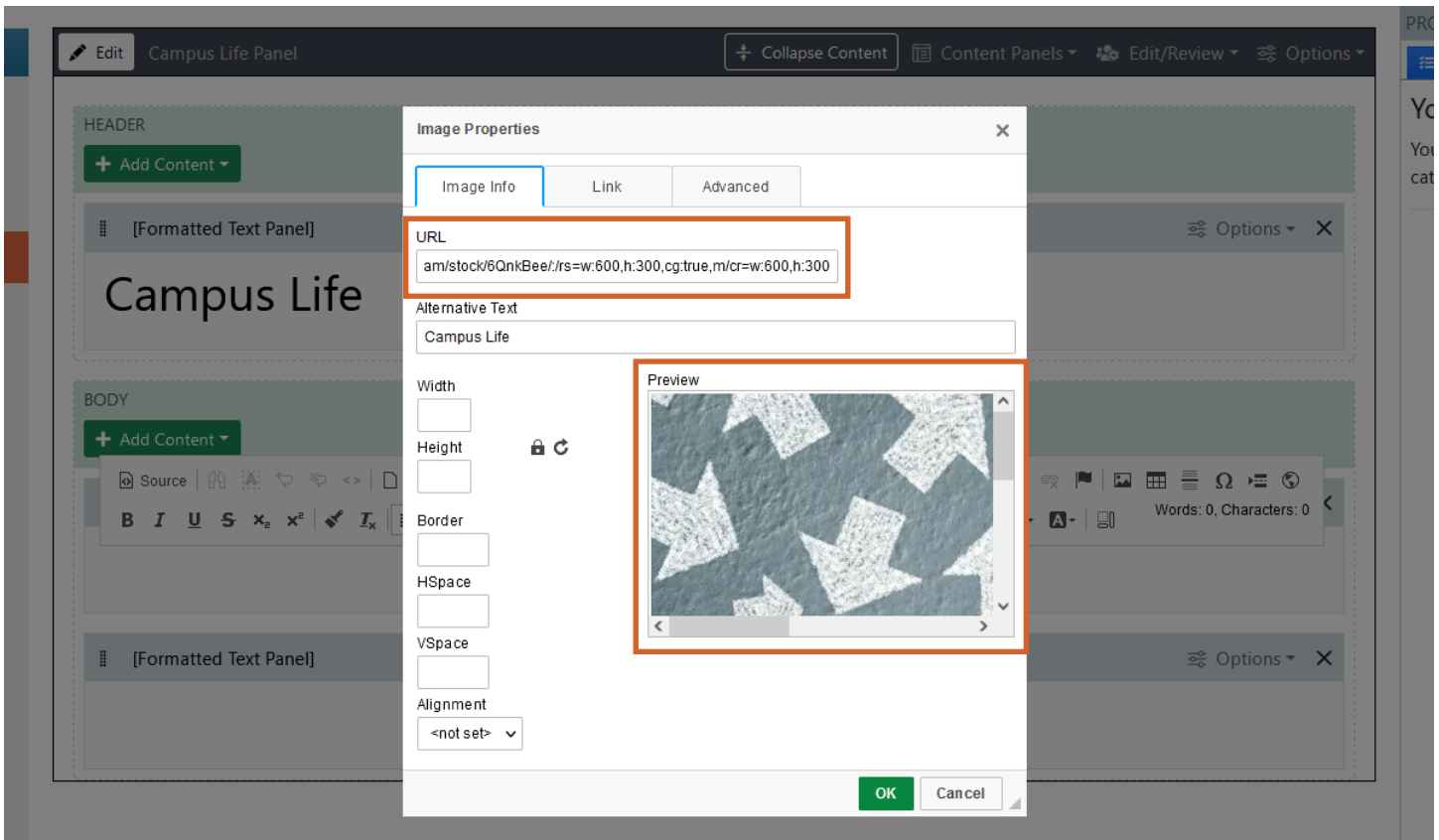
⌨ ➤ *Make any necessary adjustments to the image using the Width, Height, Border, HSpace (horizontal space around the image), VSpace (vertical space around the image), and Alignment tools. Add alt text for screen readers in the Alternative Text textbox.*

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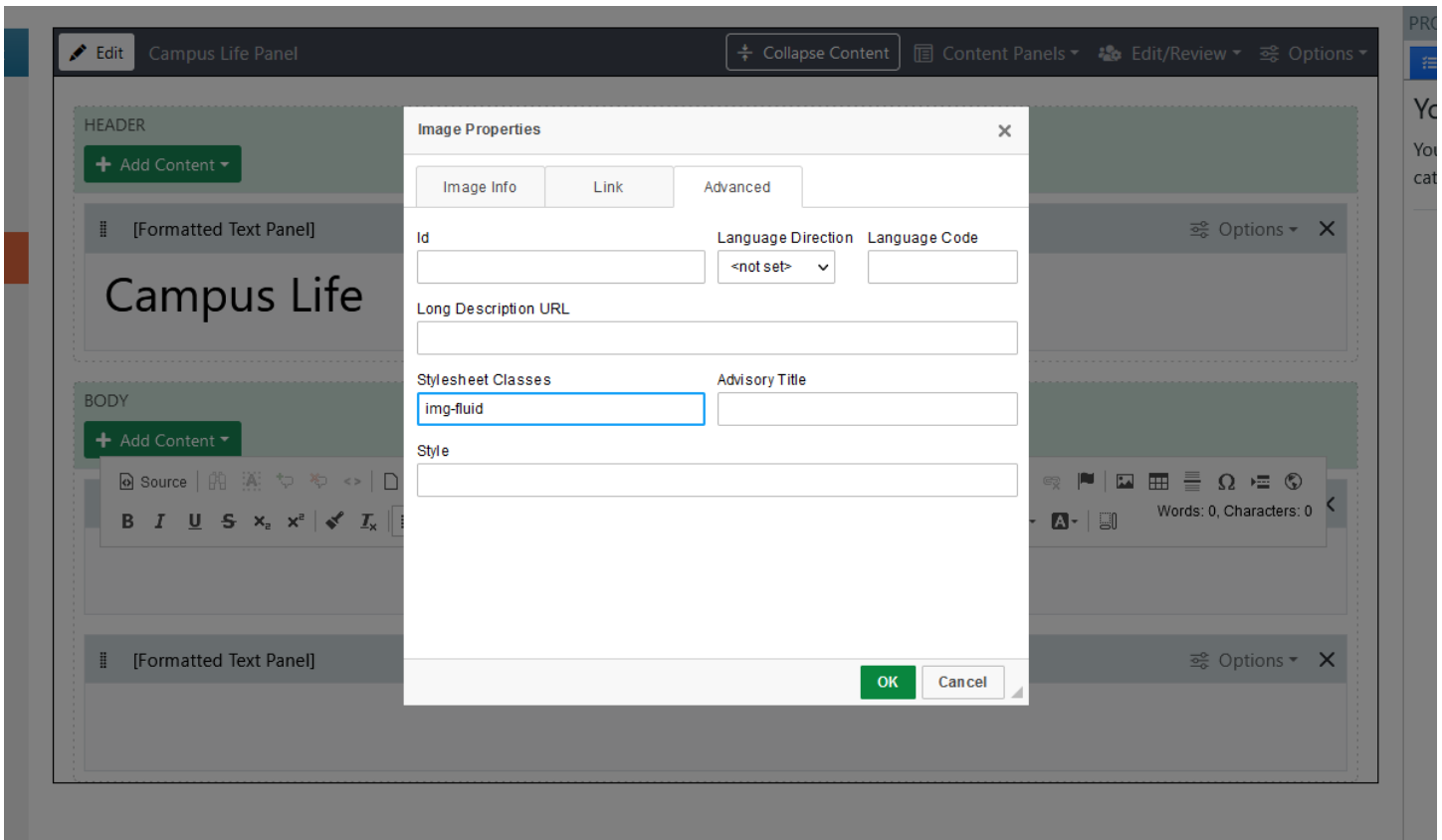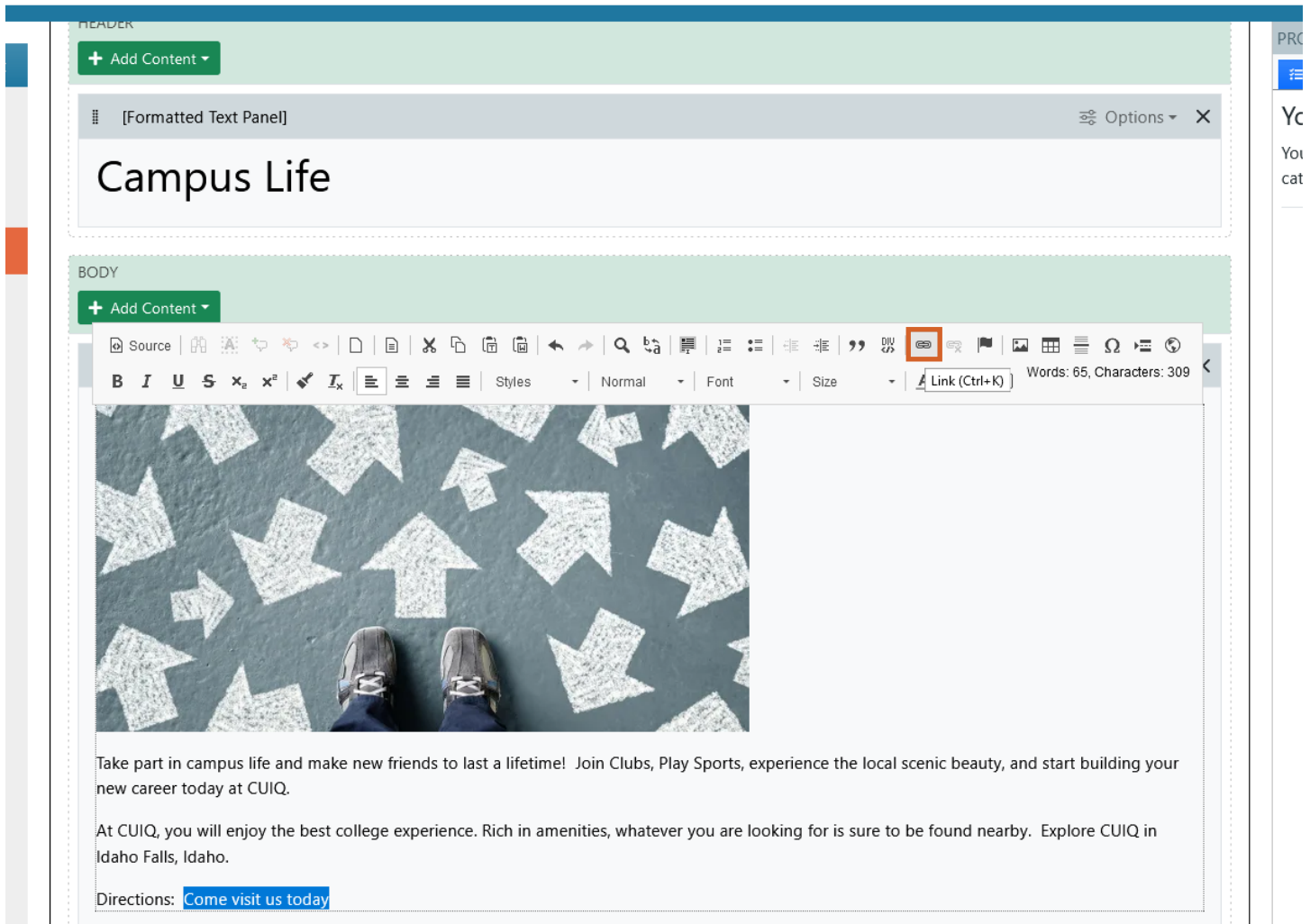
Use the Advanced tab to add more specifications to the image.

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.

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

—➤ **Next Page:** Adding an Image, Link, and Inline Frame to a Page - continued

Adding Content to Pages - continued

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

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.

—> **Next Page:** Adding an Image, Link, and Inline Frame to a Page - continued

Adding Content to Pages - continued

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

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

—> Next Page: Adding an Image, Link, and Inline Frame to a Page - continued

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:

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.

► *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
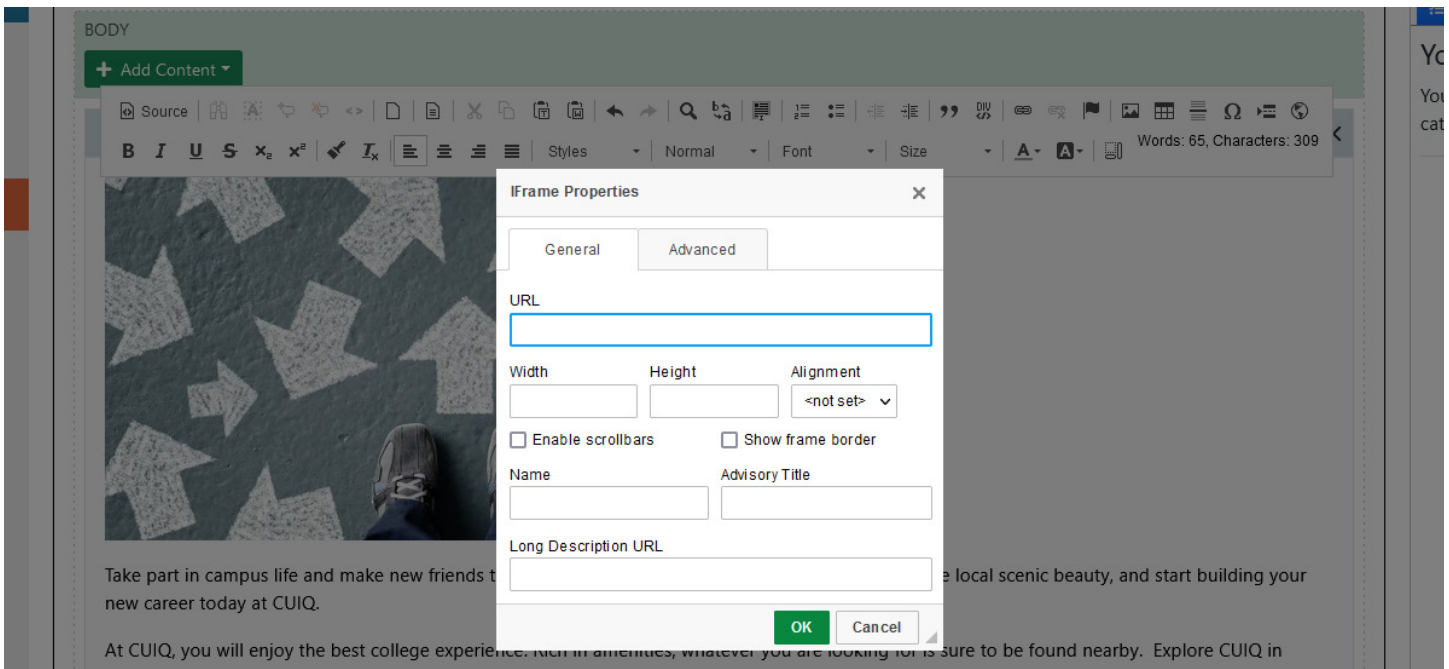
⌨ ➤ *In the **General** tab, type the **URL** for the IFrame you are linking to the page.*
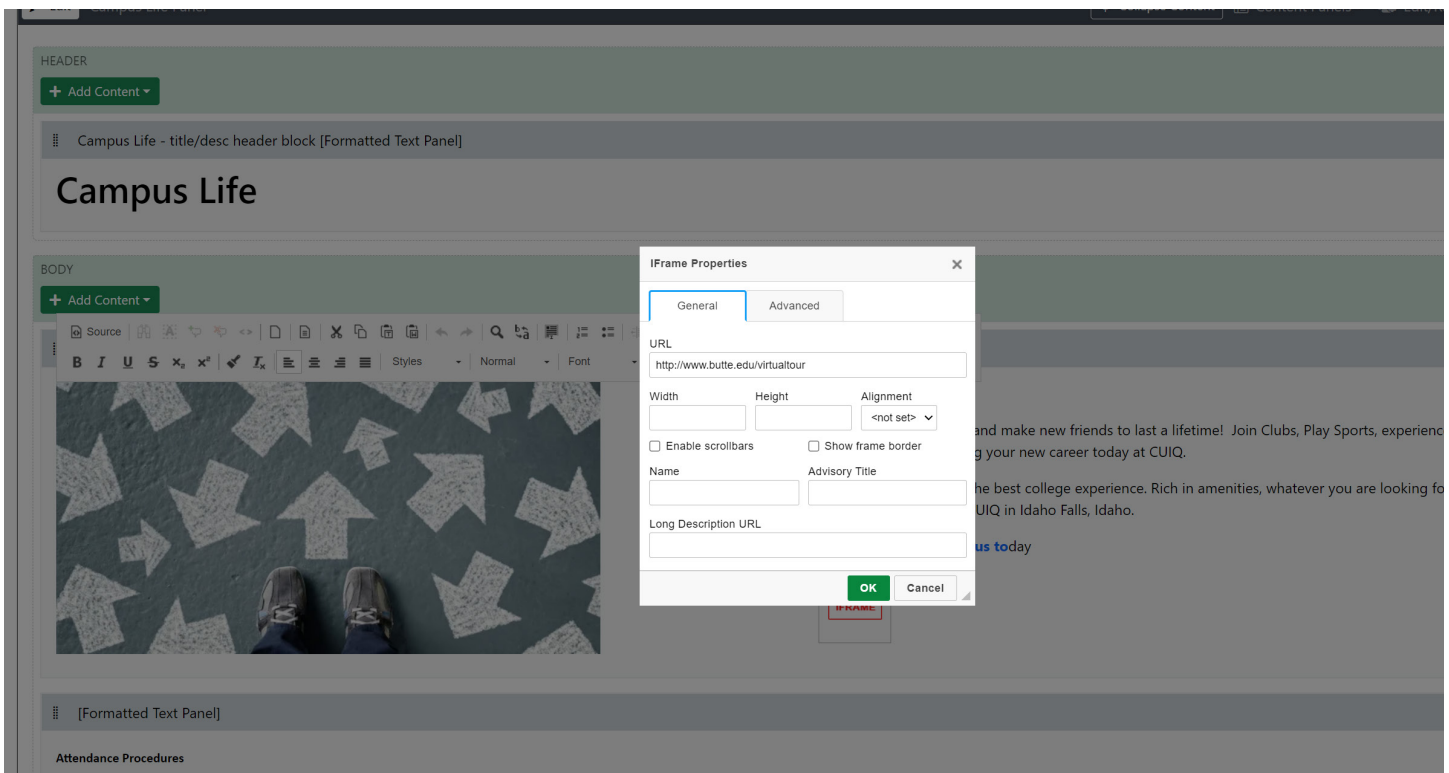
⌨ ➤ *Make any necessary adjustments to the IFrame using the other options, and click **OK**.*

—> **Next Page:** Adding an Image, Link, and Inline Frame to a Page - continued

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:

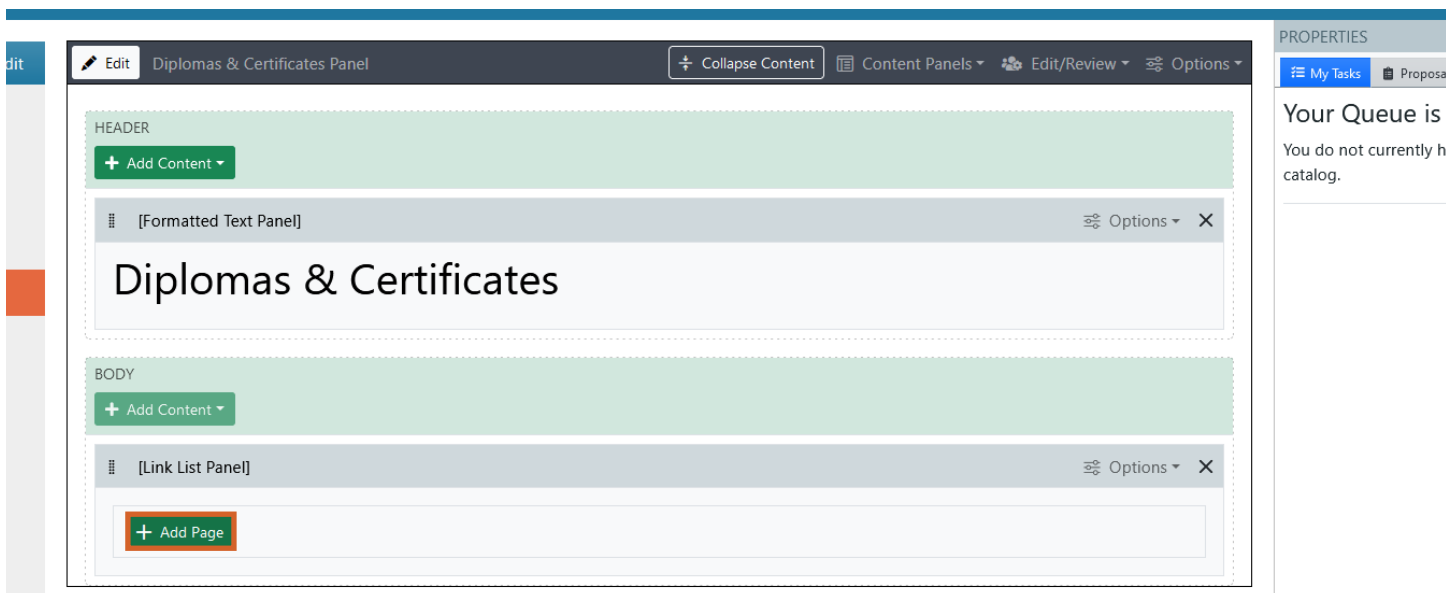# Adding Content to Pages - continued

Creating a Page with a Link List

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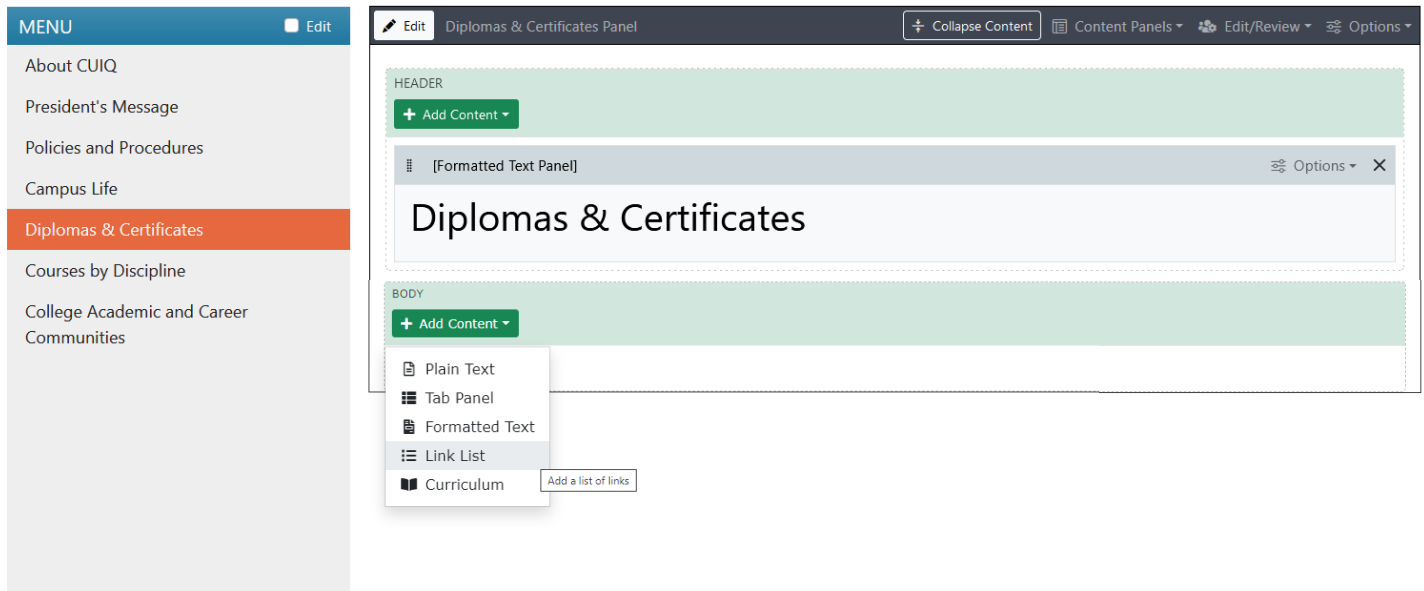
👆 *Click the '+**Add Content'** button in the **Body** panel to add a content type. Click on a content type in the dropdown to add it. For this example, we'll be adding a **Link List.***

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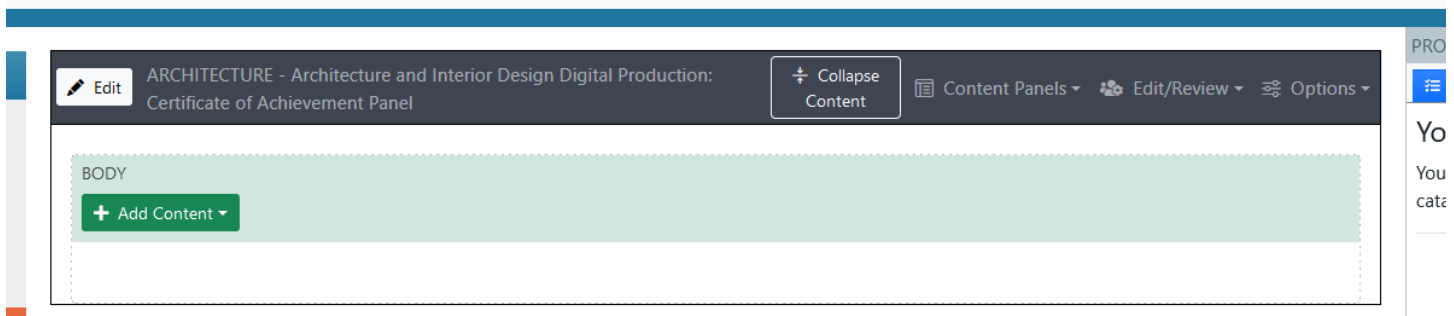
*Activate Edit Mode for the page. Click the '+**Add Content'** button in the **Body** panel to add a content type to the linked page.*

In the below screenshot, a tab panel with two tabs has been added to the linked page - 'Summary' and 'Requirements'.
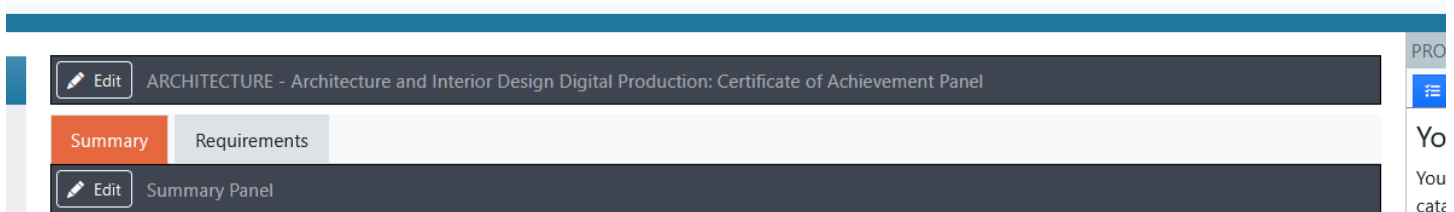
Click on one of the tabs to add content to it, and activate Edit Mode for the tab.

Adding Content to Pages - continued

Creating a Page with a Curriculum Panel - continued
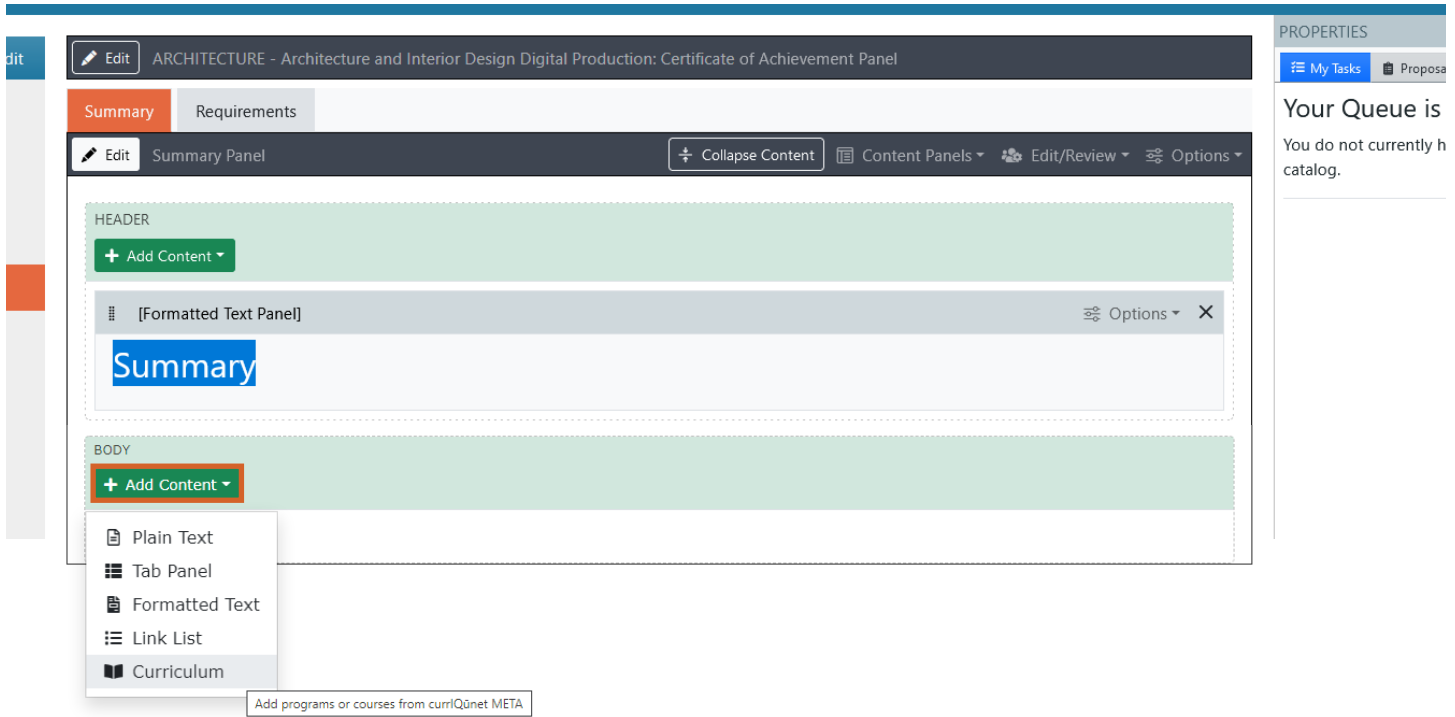
▸ *Click the '***+Add Content'*** button in the* ***Body*** *panel to add a* ***Curriculum*** *panel.*

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

—> **Next Page:** Creating a Page with a Curriculum Panel - Program Summary

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.**
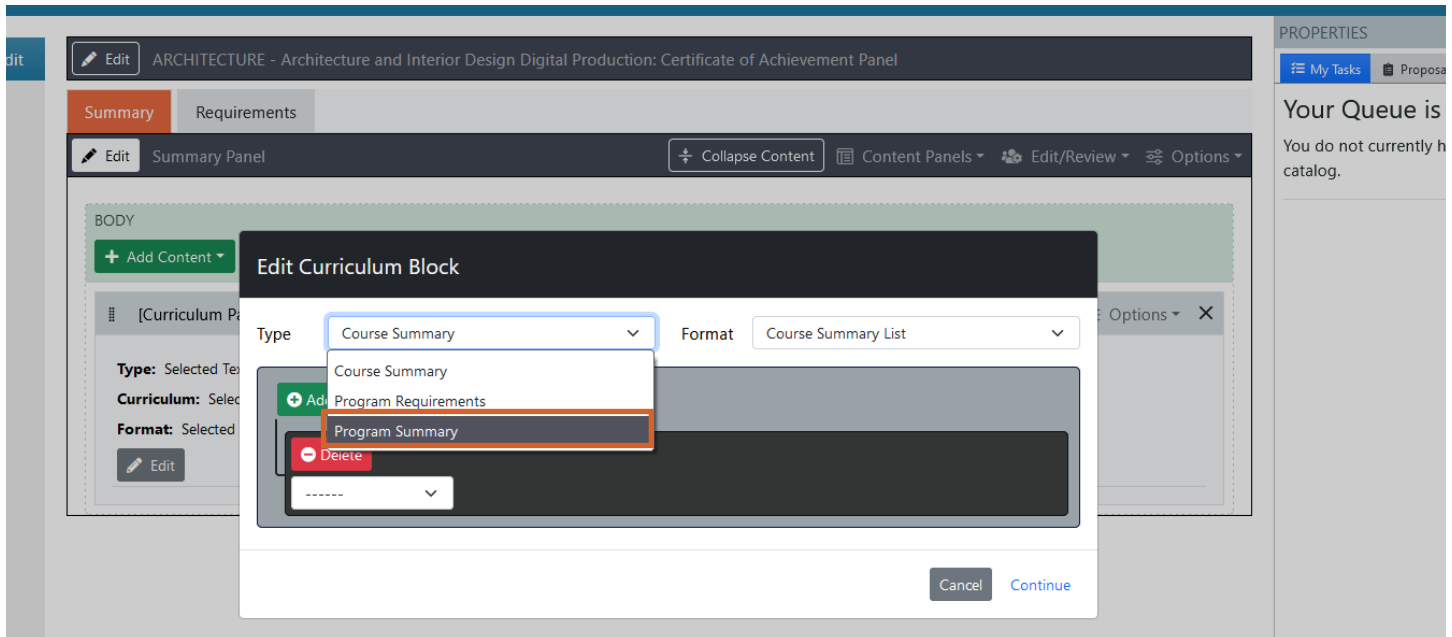
👆 *Click the **Type** dropdown and choose **Program Summary.***
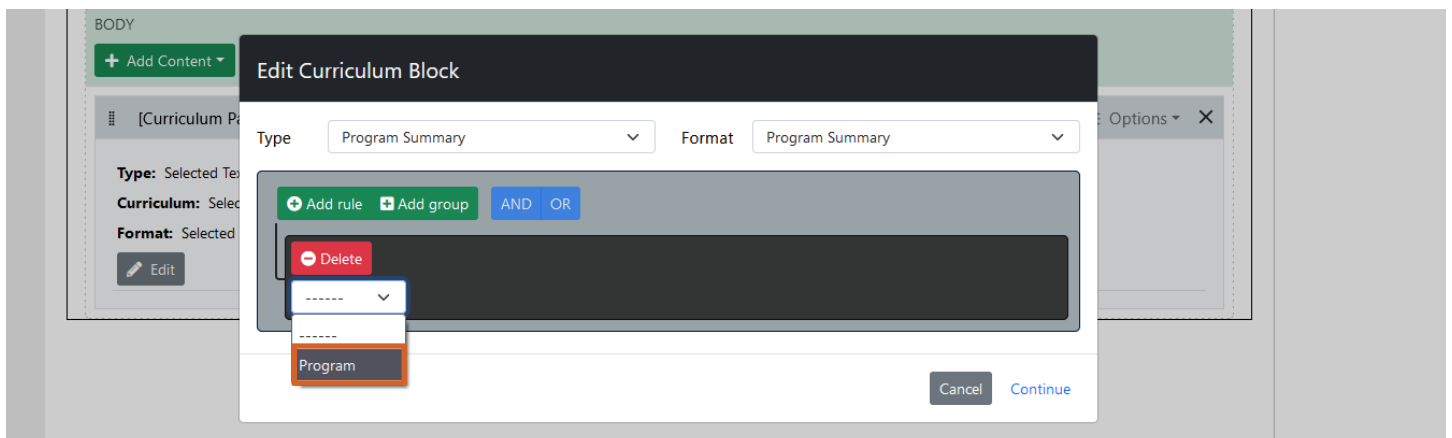
👆 *Choose **Program** from the dropdown.*
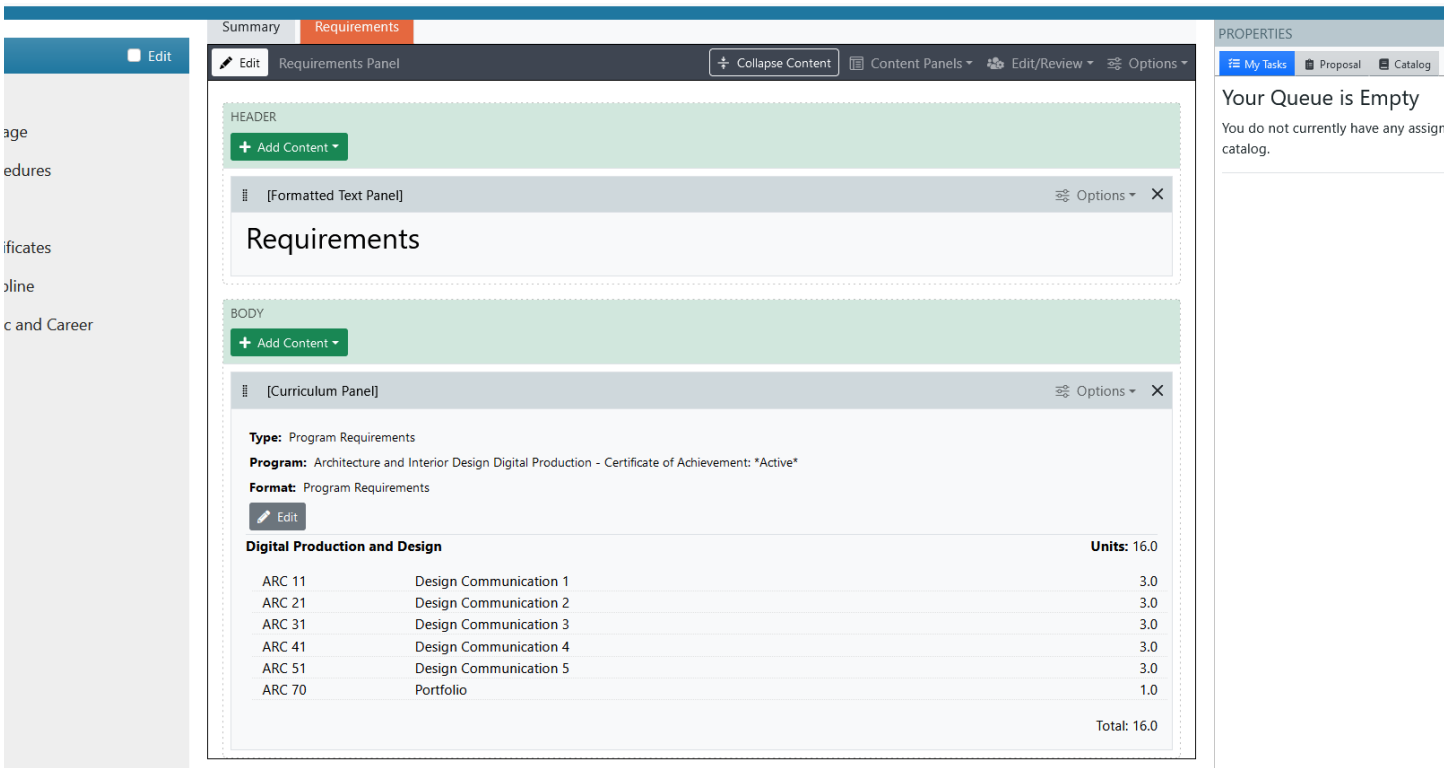
Adding Content to Pages - continued

Creating a Page with a Curriculum Panel - continued

Program Summary - continued

Another dropdown will appear with a list of programs to choose from.
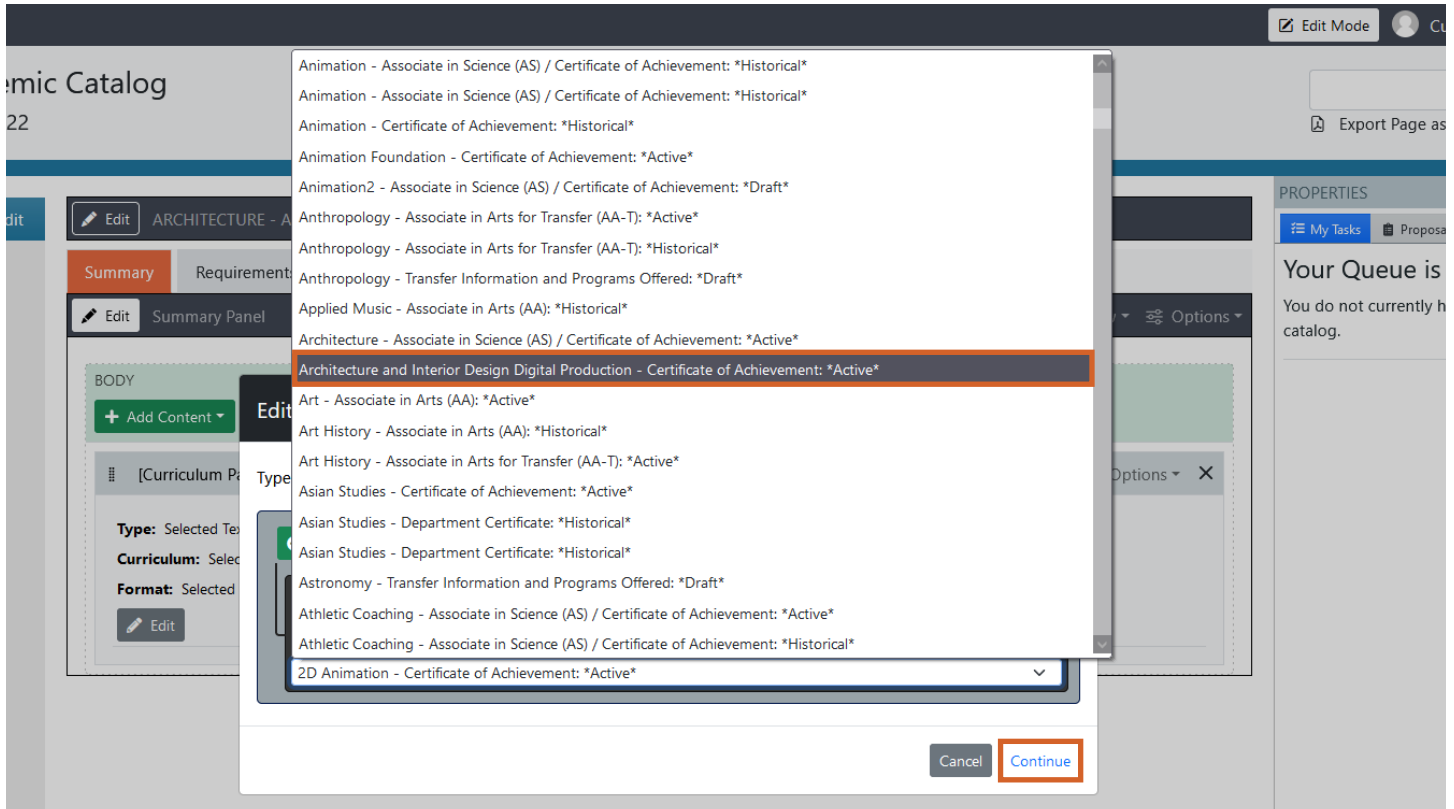
▶ *Choose the appropriate program from the dropdown to display a summary for that program and click **Continue.***

After adding a program summary, the curriculum panel will look like the following:
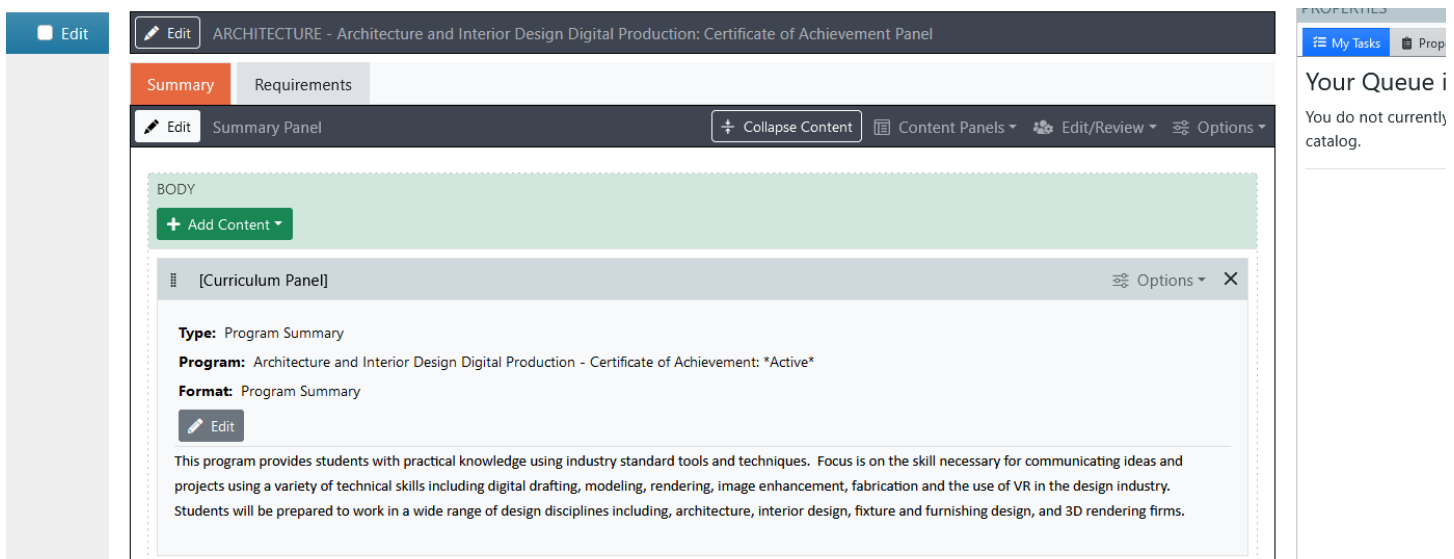
—> Next Page: Creating a Page with a Curriculum Panel - Program Requirements

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.*

—> Next Page: Curriculum Panel - Program Requirements - continued

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.*

—> **Next Page:** Curriculum Panel - Program Requirements - continued

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:

—> **Next Page:** Creating a Page with a Curriculum Panel - Course Summary

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.**
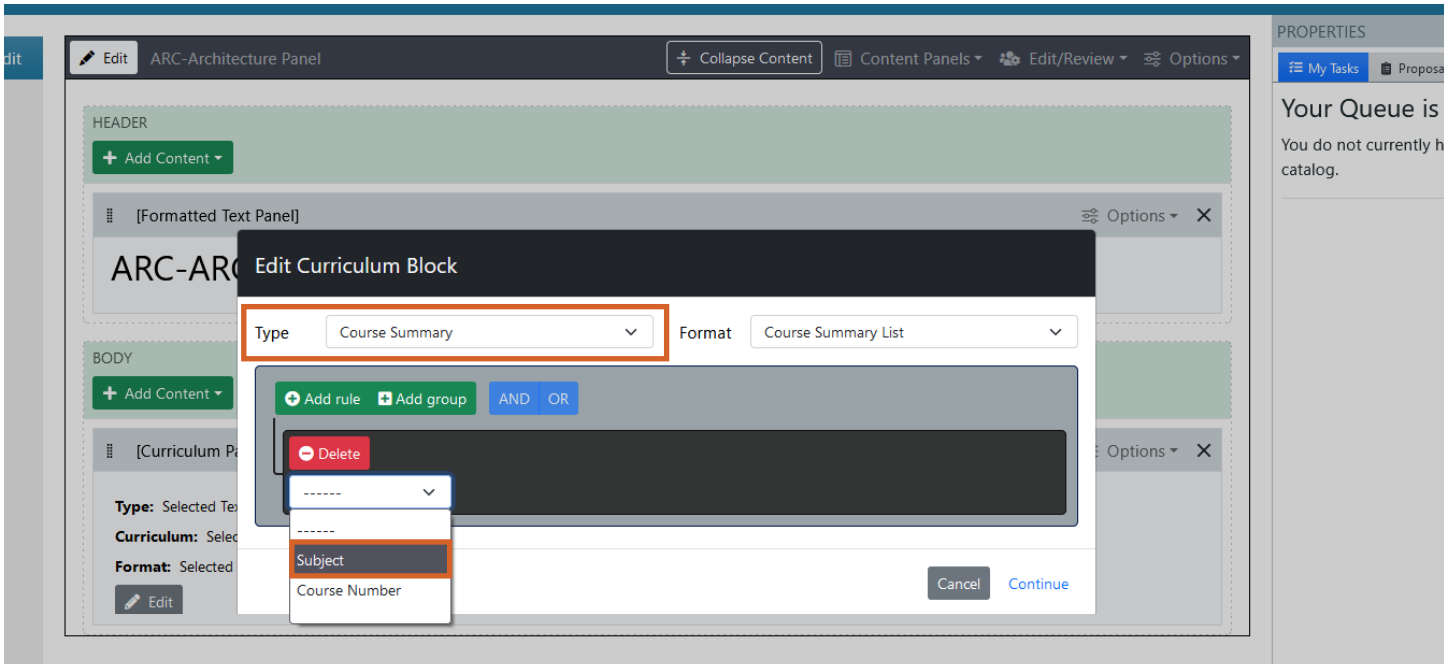
▶ *Choose **Course Summary** as the **Type**, then choose **Subject** from the dropdown.*
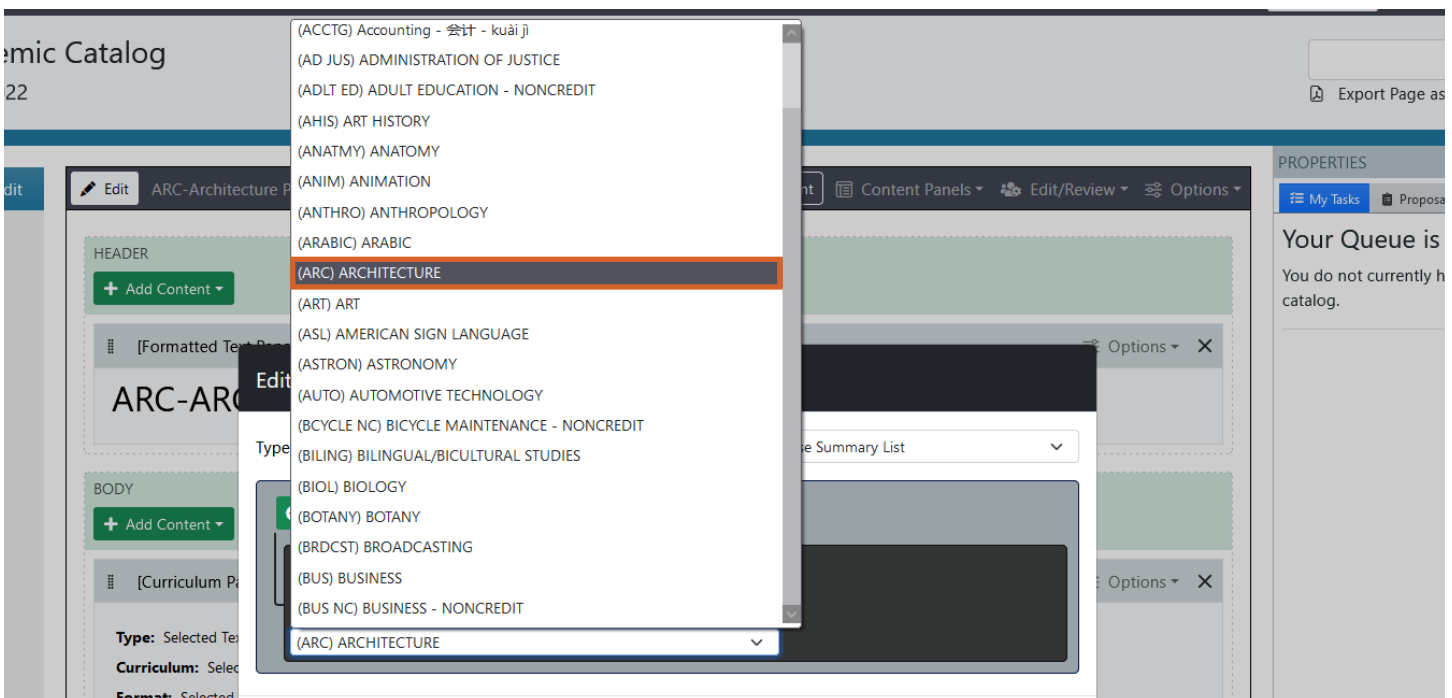
▶ *Choose the appropriate subject from the Subject dropdown in order to display a summary of all courses from that subject.*

—> Next Page: Curriculum Panel - Course Summary - continued

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 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).

—> **Next Page:** Changing Columns on a Page

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.

⌨ ↖ *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.

—> **Next Page:** Changing Columns on a Page - continued

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:

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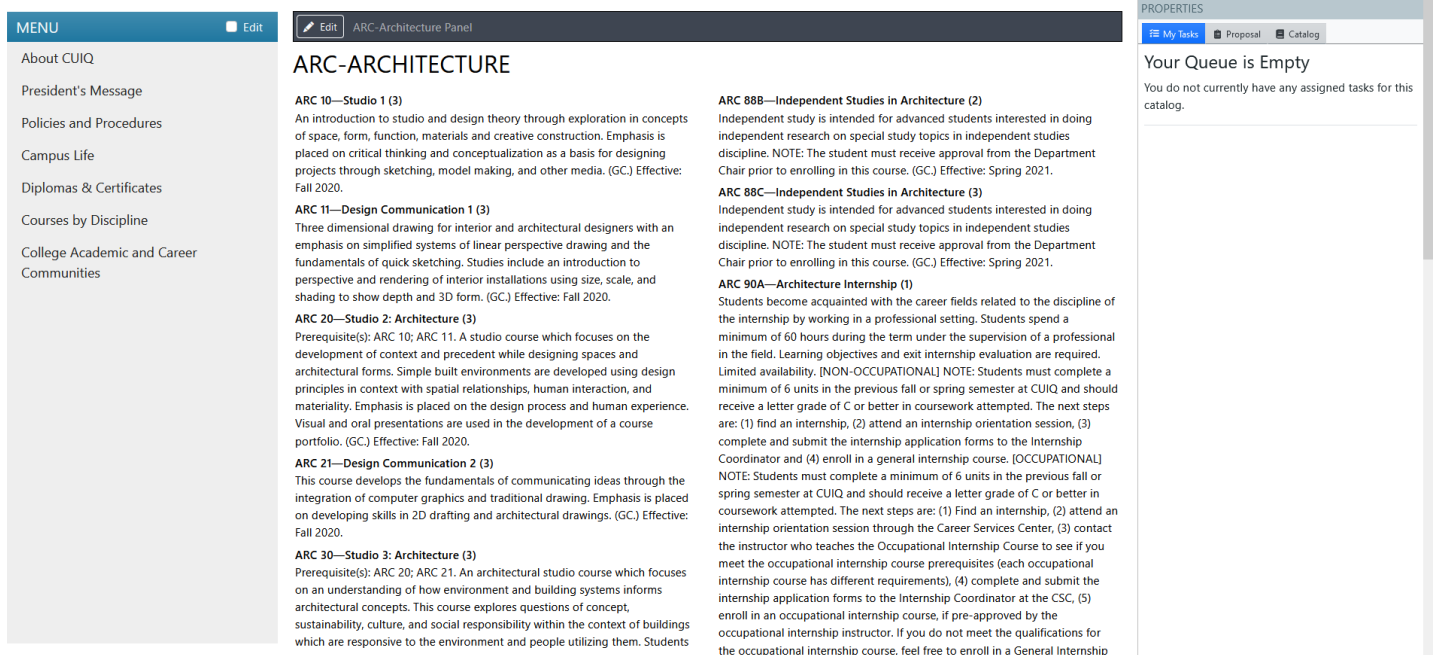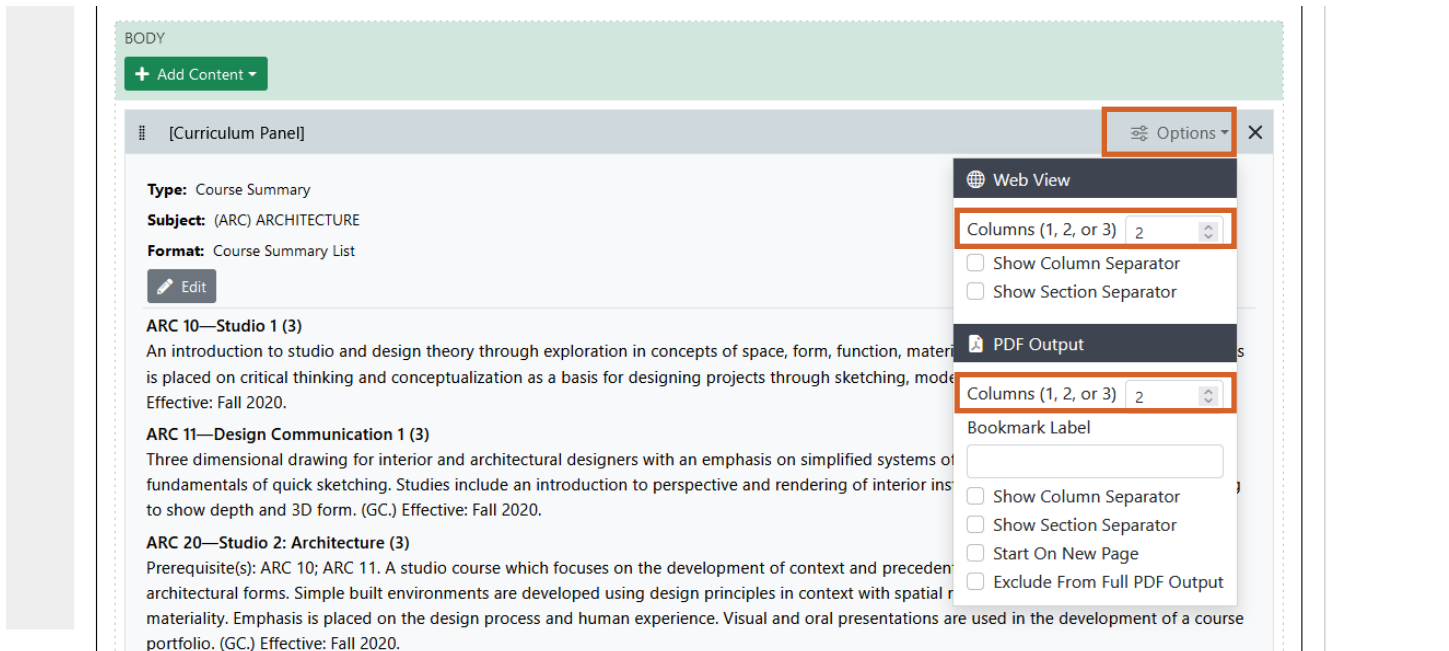
In the next section we will discuss how to delete pages and/or content within pages.

—> **Next Page:** Deleting Pages & Content

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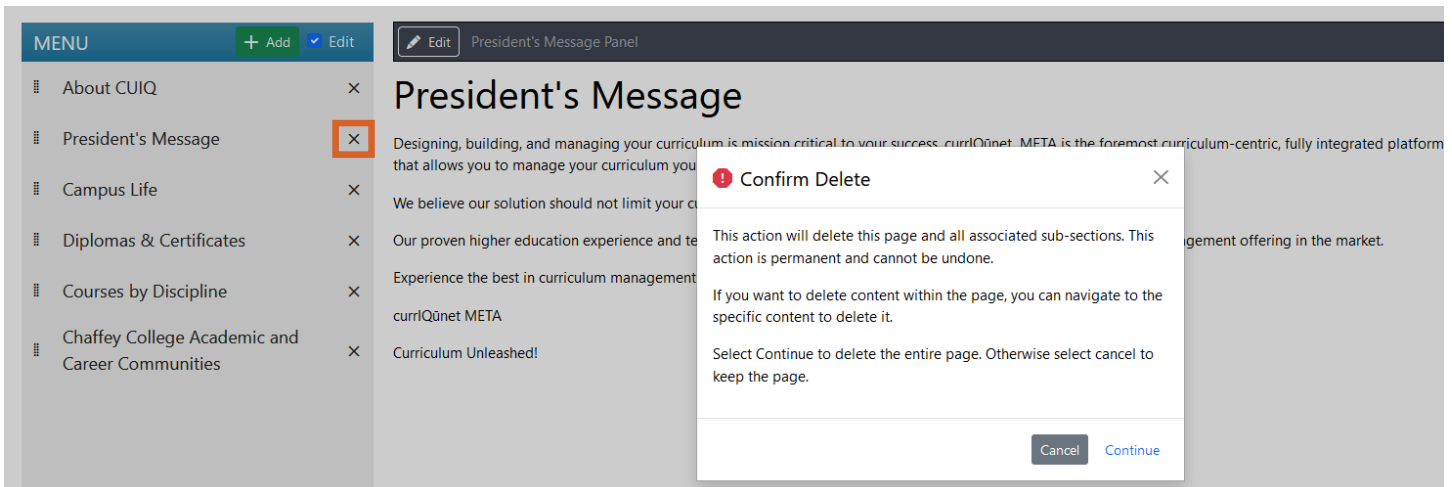
▶ *Click **Continue** to continue deleting the page. Click **Cancel** to cancel deleting the page.*

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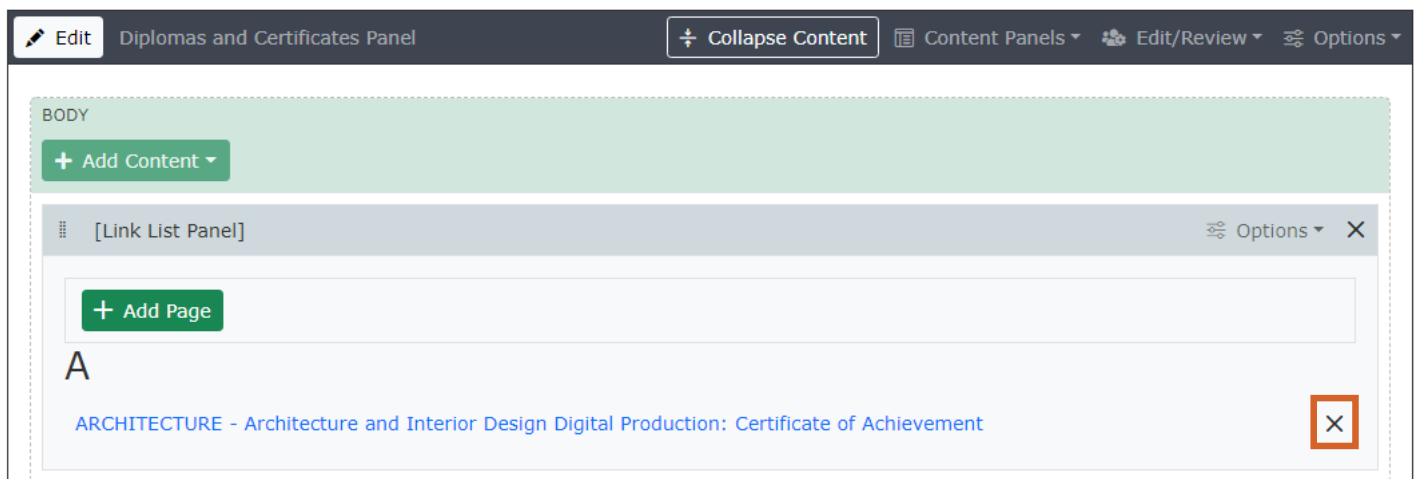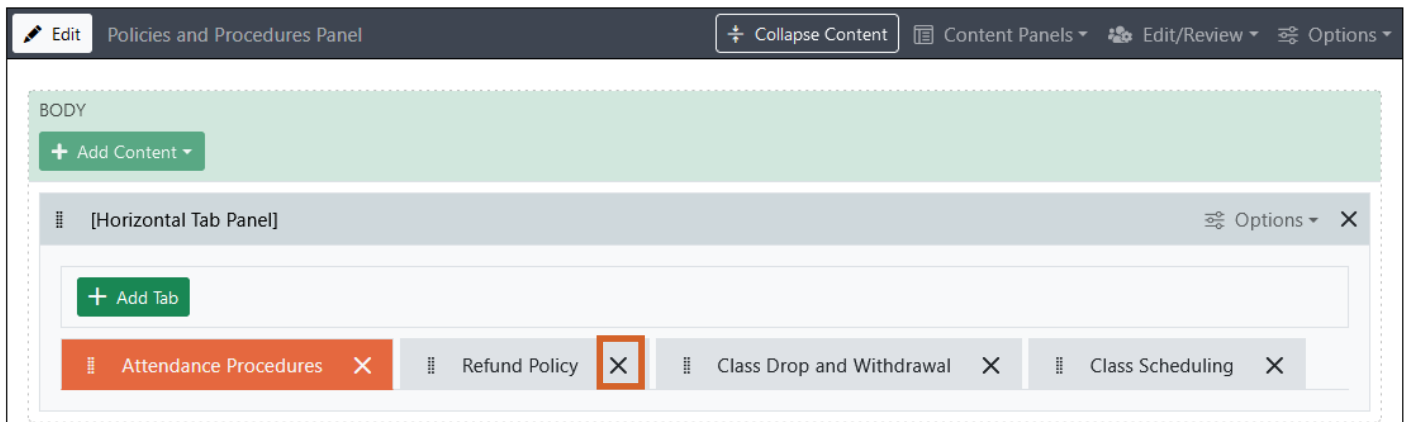
🛈 NOTE: While the warning message will trigger when deleting a tab *within* a tab panel, and deleting a linked page *within* a link list, the message will **not** trigger when deleting the entire tab panel or the entire link list, even if there are tabs or links within those content types.

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.

—> **Next Page:** Submit Catalog for Approval

Submit Catalog for Approval

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

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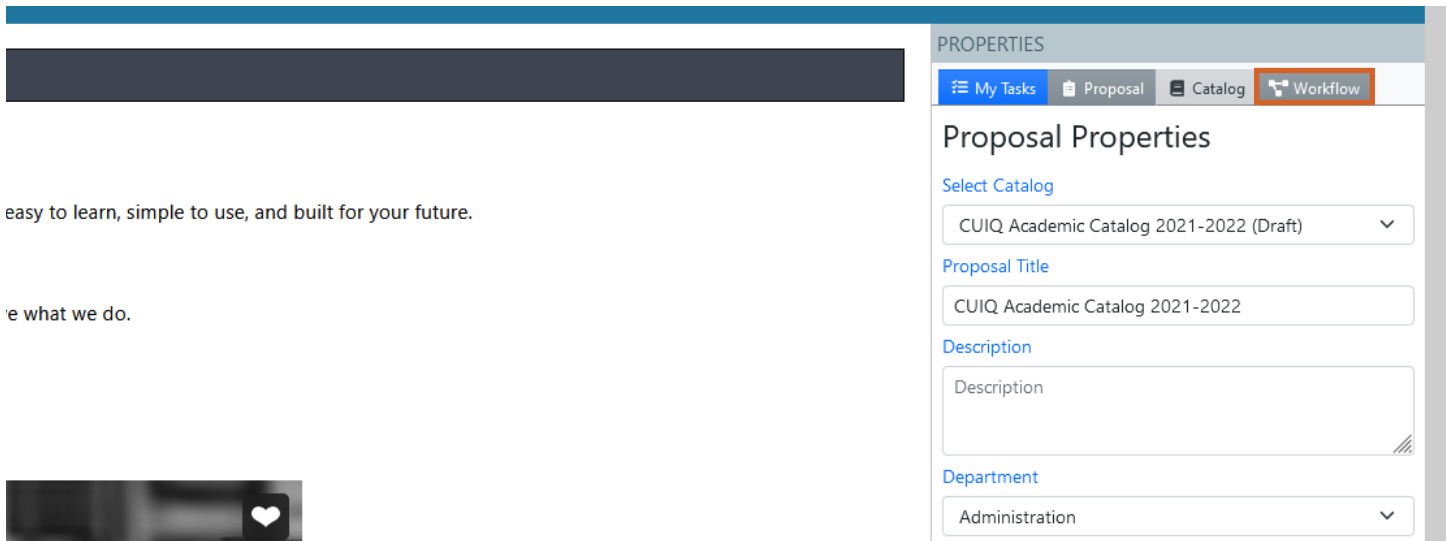
After you have submitted the catalog for approval, wait for it to launch. This may take a minute or two. While it is processing there will be a loading indicator on the right side of the **Submit for Approval** button.

Submit Catalog for Approval - continued

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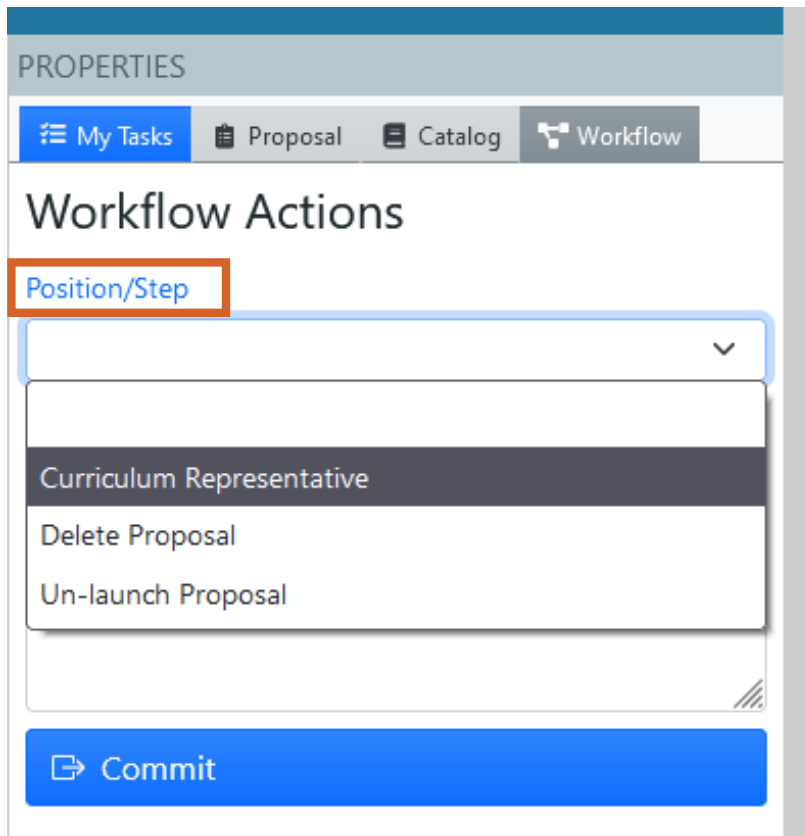
When the catalog has launched, an additional tab will populate in the **Properties** sidebar - the **Workflow** tab.

➤ *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

▸ *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
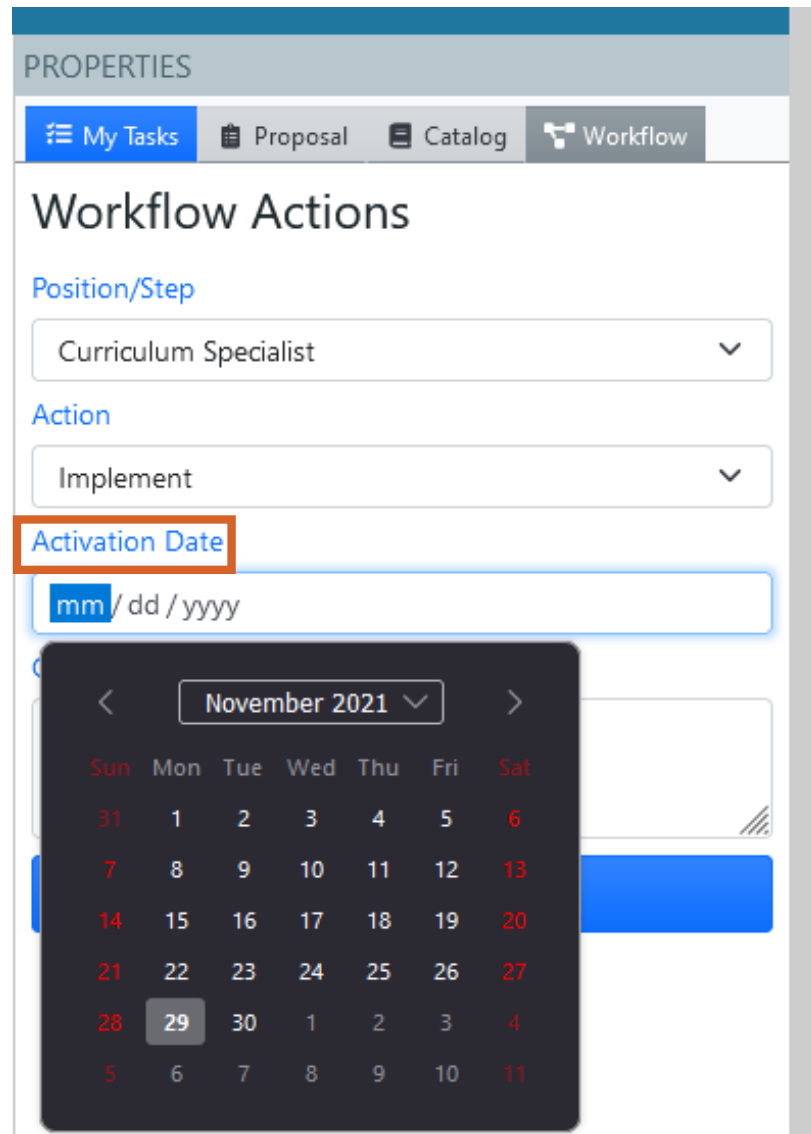
Workflow - continued

⌨ *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.

▶ *Choose an activation date from the **Activation Date** datepicker. The activation date can be the current date or a date in the future.*
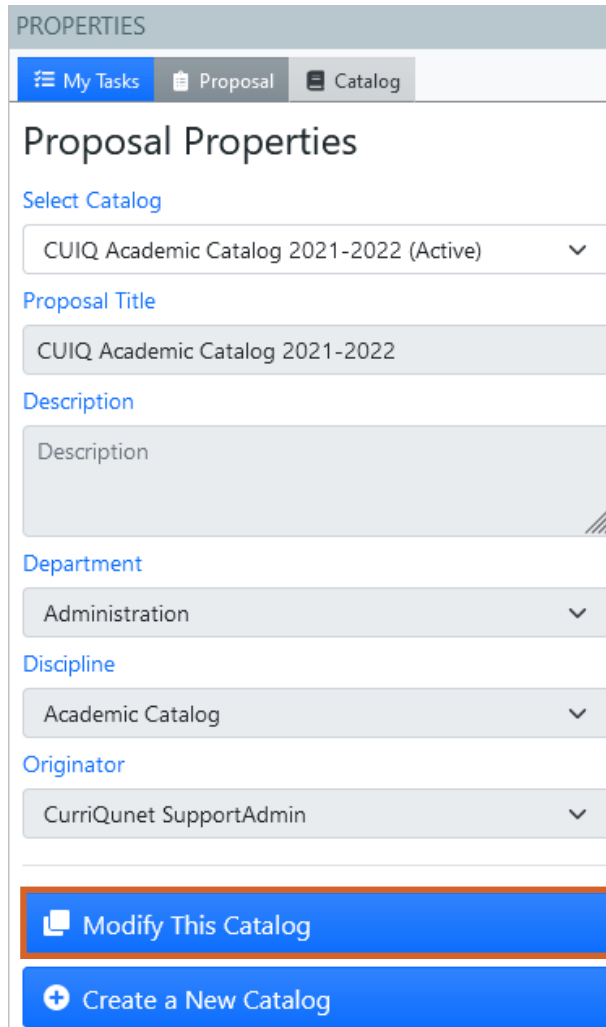
Workflow - continued

⌨ ▶ *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.

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

❶ 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.

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).

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.

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.

This concludes the Catalog tutorial.