

ILLINOIS TECH

CourseLeaf Catalog (CAT)
User Guide

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Overview

CourseLeaf Catalog (CAT) is Illinois Tech’s web-based bulletin platform. All bulletin material is housed on this platform, and must be edited using the software. Once submitted, individual bulletin pages are routed through the academic unit and Academic Affairs for approval.

Illinois Tech’s bulletin content is housed in CourseLeaf CAT at: bulletinnext.iit.edu.

Faculty and staff will use their MyIIT username and password to login to the system.

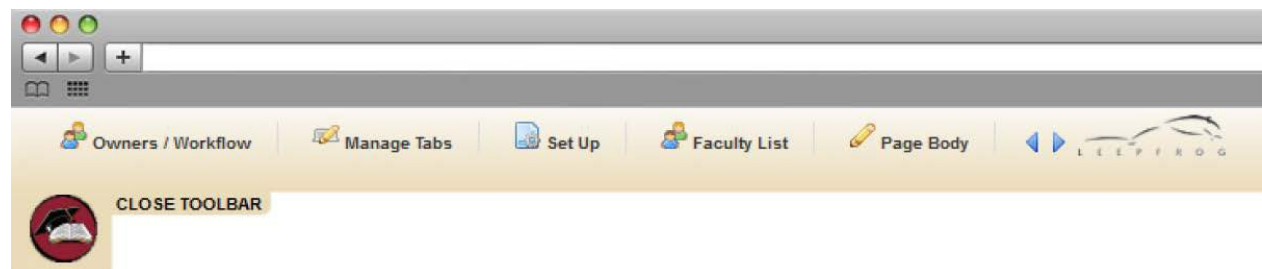
Editing the Bulletin

Understanding Your Bulletin Page

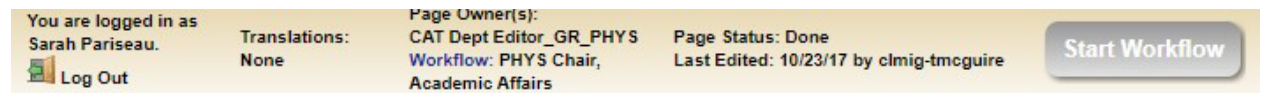
When you log into the bulletin, you will see an open book icon in the upper left corner that is labeled “Edit Page.” Click on this icon to open your editing toolbar.



The top toolbar will contain the functions available for that page and user role. The faculty/staff role will have a toolbar like this:



The bottom toolbar gives a user details about the session, the owners of the page, and current workflow status.



In the example above, the page is owned by the graduate Physics bulletin editor. Once the page is submitted, it will be routed for approval by the Physics Chair, and the Office of Academic Affairs.

Most academic program pages have multiple tabs (e.g., Overview, Program Requirements, Sample Curriculum). These tabs are all part of the same webpage, and will be bundled in the workflow review.

To edit the separate tabs, either navigate to the appropriate tab and click on the edit pencil in the body of that tab, or use the pencil links in the editing toolbar.

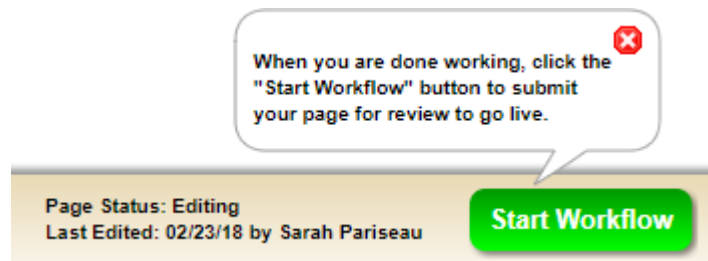
The screenshot displays the CourseLeaf editing interface. At the top, a toolbar contains several tabs: 'Owners / Workflow', 'Manage Tabs', 'Set Up', 'Page Body' (which is circled in black), 'Accuracy Report', and 'Show'. Below the toolbar is the Illinois Institute of Technology logo and a navigation menu with links for 'ABOUT', 'ACADEMICS', 'ADMISSION', 'RESEARCH', 'RESOURCES', and 'APPLY NOW'. The main content area is titled 'ACADEMIC CATALOG 2018-2019' and includes sub-navigation for 'CATALOG HOME', 'PROGRAMS', 'COURSES A-Z', 'FACULTY A-Z', and 'SITEMAP'. A breadcrumb trail reads: 'HOME / UNDERGRADUATE / COLLEGES / ARMOUR COLLEGE OF ENGINEERING / MECHANICAL, MATERIALS, AND AEROSPACE ENGINEERING / BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING'. The main heading is 'Bachelor of Science in Mechanical Engineering'. Below this heading are three tabs: 'OVERVIEW' (highlighted in red), 'PROGRAM REQUIREMENTS', and 'SAMPLE CURRICULUM'. The 'OVERVIEW' tab contains a paragraph of text. A black arrow points from the 'Page Body' tab in the toolbar to a circled 'Edit "Page Body"' link located at the end of the paragraph.

Using the Page Body Editor

Edits for the bulletin are made within each page's page body editor. The page body editor operates similarly to Microsoft Word, and allows you to adjust formatting, create a bulleted list, or add a hyperlink.

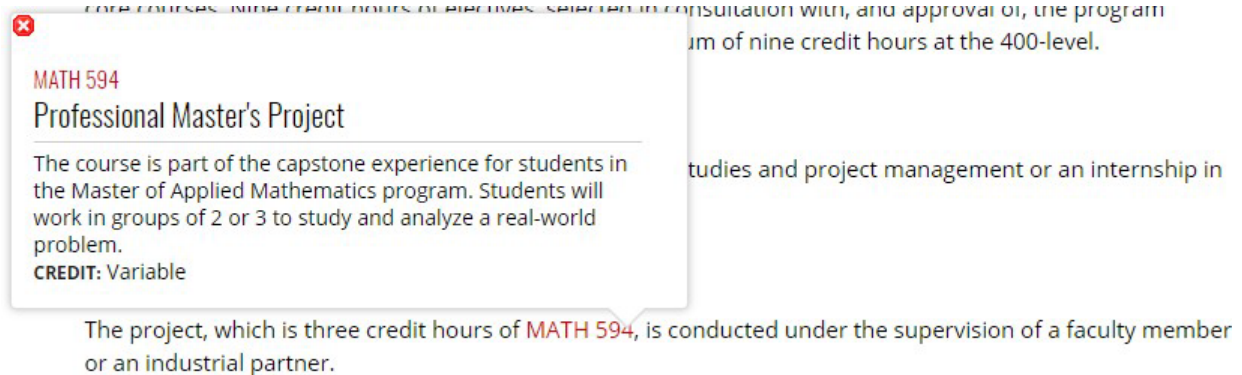
Once you have completed your edits, click "OK". This will save your edits, and you may leave the CourseLeaf platform and return at a later date without losing your work.

On the right side of your bottom toolbar, you should see a green “Start Workflow” button. Clicking on this button will submit your bulletin edits to the first approval level (likely your department chair). *Note: Even if you are not entering revisions to your bulletin pages, you will still need to open the page body editor and click “OK”. Until this is done, the Start Workflow button will be disabled.*

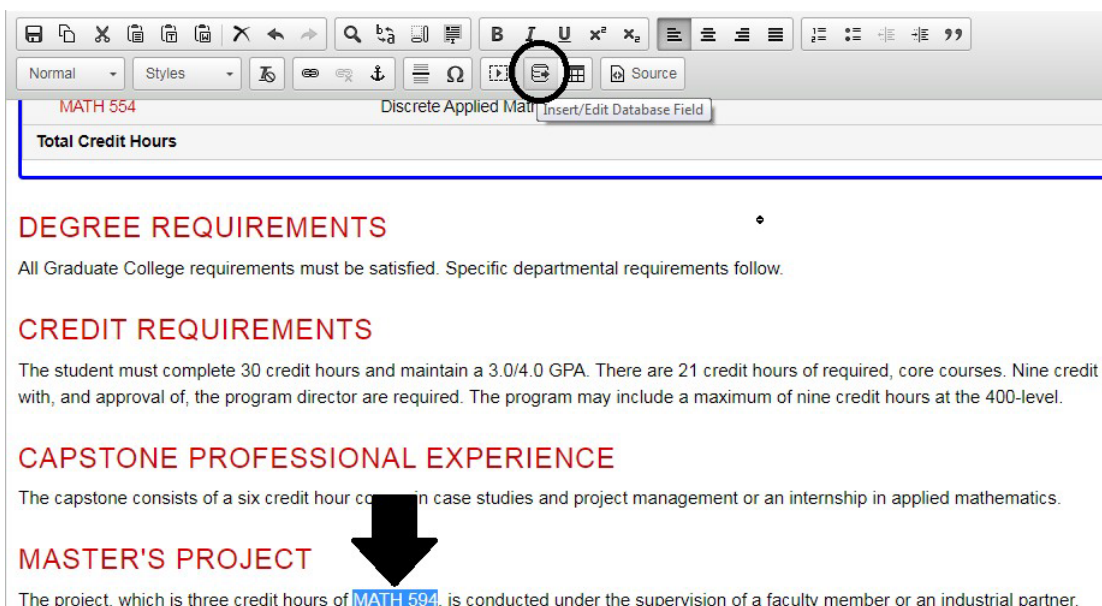


Inline Course

Inline Course is a tool used to link a course listed within a body of text on your bulletin page back to the course database. When the user clicks on the reference in the published bulletin, a pop-up of the course information will display.



To add an inline course to your page content, type in the course code and highlight it. Click on the “Insert/Edit Database Field” icon on the page body editor toolbar:

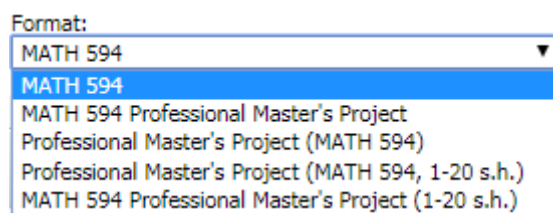


The course should now have a blue outline. This means the course has been successfully linked.

MASTER'S PROJECT

The project, which is three credit hours of **MATH 594**, is conducted under the supervision of a faculty member or an industrial partner.

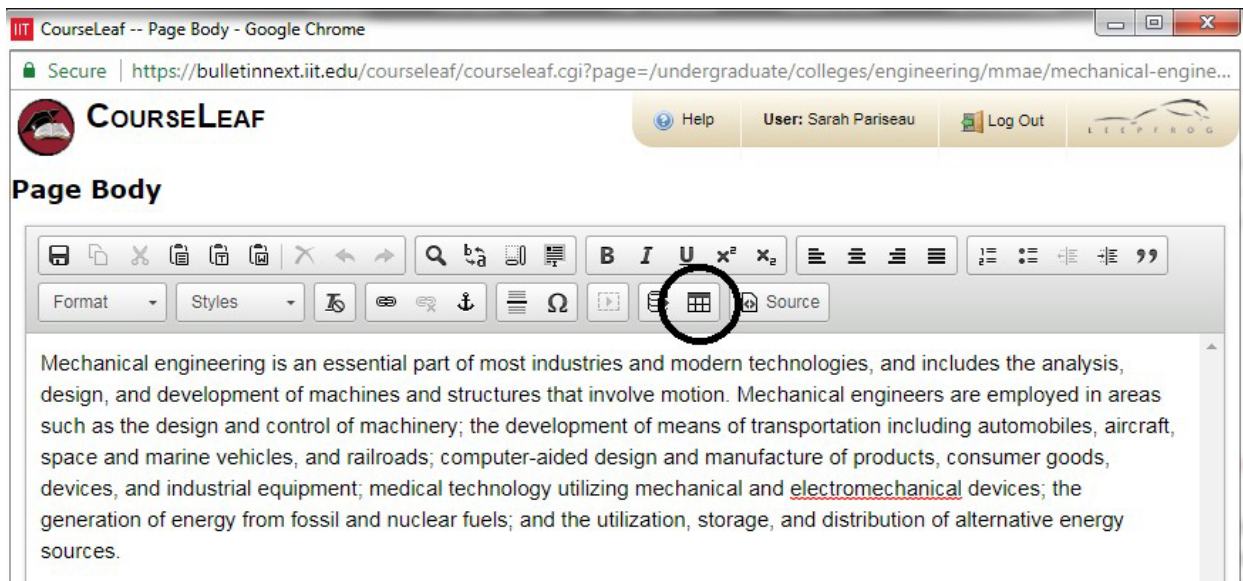
If you wish to format your inline course differently, you may double click within the blue outline of the course. This will bring up the Inline Course screen, which presents you with the below formatting options:



Click on your desired format, and click "OK."

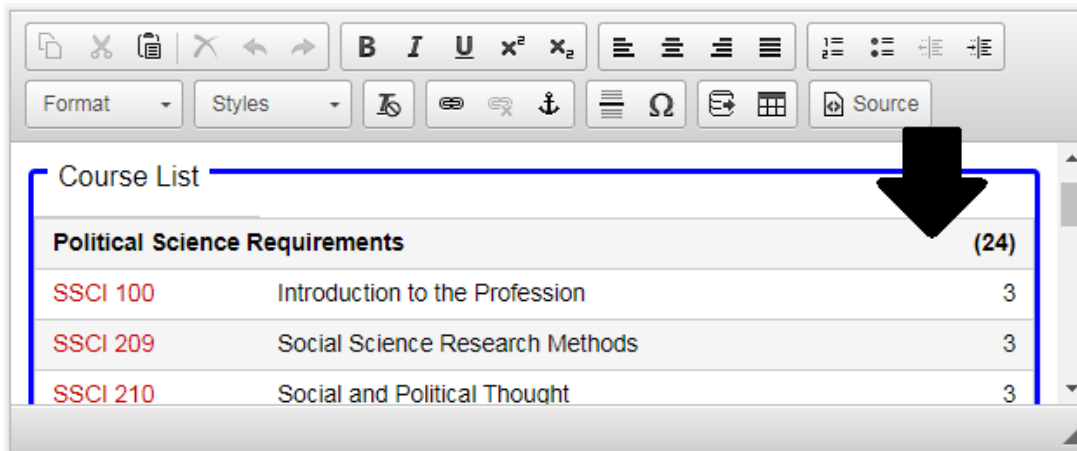
Formatted Tables

You may find it useful to insert a formatted table for a prerequisite course list or program of study grid. To add a formatted table, click on the "Insert/Edit Formatted Table" icon on the page body editor toolbar:



Choose the desired table from the drop-down menu and click "OK."

Existing formatted tables will be displayed in the page body editor with a blue border around the content. To edit the contents of this table, simply double click within the blue border.



Note: Edits to a program’s curriculum must be made through the CIM Program Management system. Information may be found in this guide’s [Editing the Curriculum](#) section.

Shared Content

Shared Content is a tool within CourseLeaf CAT used to display the same information on multiple pages while editing in a single location. Shared content on a catalog page goes through workflow independently from the rest of the content of the catalog page. You may have a shared content block if you have the same narrative or general requirements for several of your academic programs, or your administrative office has a narrative section in both the Undergraduate and Graduate Bulletins.

Shared content pages appear as gray boxes within your bulletin page. The page url will always begin with “/shared”. To edit shared content, click on the “Edit Content from...” hyperlink within the gray shared box.

Doctor of Philosophy in Architecture

OVERVIEW PROGRAM REQUIREMENTS

52 credit hours beyond the master’s degree
 Qualifying examination
 Comprehensive examination
 Dissertation and oral defense

Edit "Page Body"

[Edit Content from /shared/phd-architecture/](#)

The Doctor of Philosophy (Ph.D.) in Architecture program is for those individuals who desire to pursue careers in academia and/or in research-based professional practice. As the most advanced academic degree, the Ph.D. recognizes both the highest level of expertise and the production of significant novel work. The program, which is offered in two tracks, Technologies of the Built Environment (TBE) and History, Theory, and Criticism (HTC), demands a deep understanding of the related theories in contemporary intellectual terrain, a command of advanced research methodologies, and a commitment to critical inquiry that extends the frontiers of knowledge.

The shared content page body editor will open. Once you have completed your revisions, click “OK” to save them, or “Start Workflow” to move the page forward.

Please note that submitting the shared page to workflow does not submit the host bulletin pages to workflow. Those pages will need to be reviewed and submitted to workflow separately.

Editing the Curriculum

Approved curriculum information is transmitted into CourseLeaf CAT from Illinois Tech’s CIM Program Management system (bulletinnext.iit.edu/programadmin/). CIM Program information will display in a gray box on your bulletin page, and will always have an editing hyperlink beginning with “Edit CIM.”

Doctor of Philosophy in Architecture

The screenshot shows a web interface with two tabs: 'OVERVIEW' and 'PROGRAM REQUIREMENTS'. The 'PROGRAM REQUIREMENTS' tab is active. At the top right, there are two edit links: 'Edit "Program Requirements"' and 'Edit CIM Program Requirements'. Below the tabs, the word 'Curriculum' is displayed in a large red font. A paragraph of text states: 'The program requires a minimum of 52 credit hours, usually completed in three-and-a-half to four years beyond the M.Arch. degree. Students must complete at least 24 credit hours of dissertation research courses. A maximum of 12 credit hours of 400-level credit is allowed.' Below this text is a table with two columns: 'Elective Courses' and '(28)'. The table contains one row: 'Select 28 credit hours ¹' and '28'.

Elective Courses	(28)
Select 28 credit hours ¹	28

Curriculum updates must be submitted in the CIM Program Management system so they can be reviewed and approved by university governance. Once the curriculum revision has been fully approved in CIM, the revised curriculum will automatically be transmitted to the draft bulletin. For information on using CIM Program Management, please review the [CIM Program Management End User Guide](#).

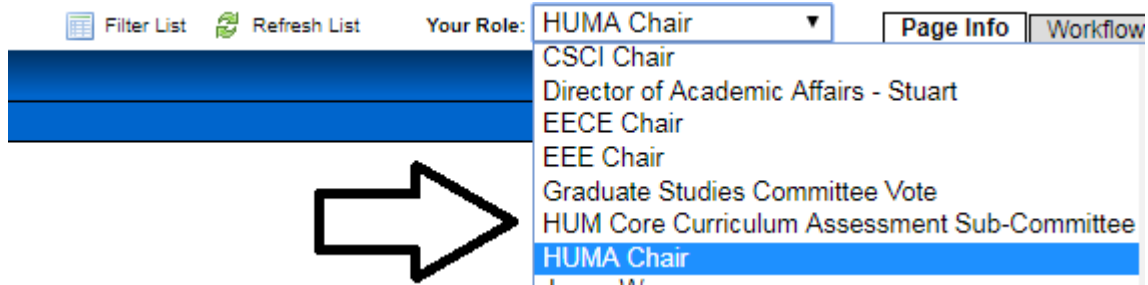
Approving Bulletin Content

Individuals with an approval role in CourseLeaf CAT will be sent an automated email notification when a new bulletin page is ready to be reviewed, edited, approved, or rejected. The email will include a link to the program approval website: bulletinnext.iit.edu/courseleaf/approve.

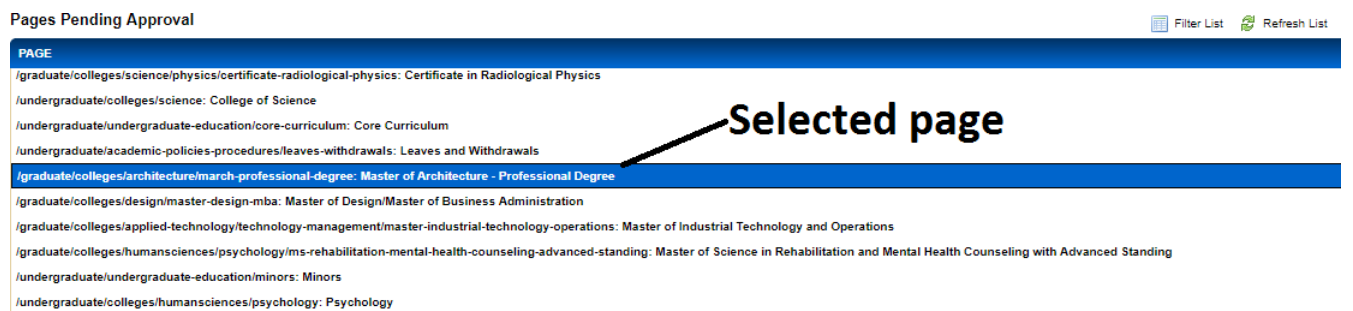
The screenshot shows the 'COURSELEAF' interface for 'Pages Pending Approval'. At the top right, there is a download icon and a user role dropdown menu showing 'Your Role: Holli Pryor-Harris'. Below this is a table with two columns: 'PAGE' and 'USER'. The table is currently empty.

PAGE	USER
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Please change the approval page setting to your queue by using the drop down menu for “Your Role”:



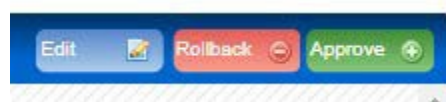
Click on the appropriate bulletin page. The proposal will populate in the blue window below titled “Page Review”:



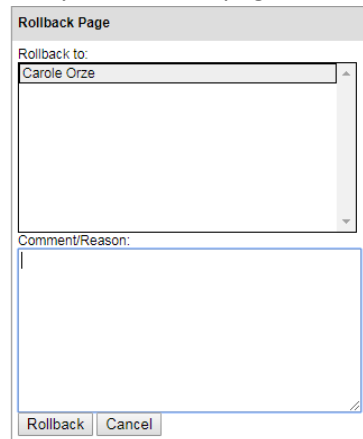
You may view changes to a proposal all at once, or filter by each user who has edited the bulletin page. Additions will appear in green text, and deletions will appear in red strike-through. To change the view, click on the drop down menu next to “View Changes By”:



Once you complete your review, enter your decision in the right corner of the Page Review window:



- 1. The blue “Edit” button will allow you to edit the submitted bulletin page.**
Clicking on this option will allow you to enter the bulletin page and make changes. You then may submit the page to workflow, and the updated page will be sent to the next approval step.
- 2. The red “Rollback” button will send the bulletin page back to a previous step in the workflow.**
You will need to identify to which approval step you wish to return the bulletin page. You will also need to supply comments on why the bulletin page is being returned.



- 3. The green “Approve” button will record your approval and move the bulletin page to the next step in the workflow.**

Contact Information

If you have any questions about CourseLeaf CAT, please contact:

Ayesha Qamer, MBA
CourseLeaf Administrator
aqamer@iit.edu
312.567.3100