How To Use COURSELEAF

- Go to [http://next.catalog.utsa.edu](http://next.catalog.utsa.edu) (for page owners). Use Firefox or Chrome web browsers.

- If you received an email requesting your review, click on the link in the email or [https://next.catalog.utsa.edu/courseleaf/approve/](https://next.catalog.utsa.edu/courseleaf/approve/). Use Firefox or Chrome web browsers.

- Log in using your myUTSA ID (abc123) and passphrase. If you cannot log in or receive an error, email CatalogEditor@utsa.edu or contact one of the following site administrators:
  - Johanna Hunziker (Johanna.hunziker@utsa.edu) or 458-6560
  - Flor Hernandez (flor.hernandez2@utsa.edu) or 458-4134
  - Pat Marcus (pat.marcus@utsa.edu) or 458-4539

- If you are the first person making changes to the page (page owner), navigate to the page you want to edit/review using the left navigation.

- If you received an email requesting your review, click on your name or role in the dropdown menu to the right of “Pages Pending Approval,” then select the link of the page you want to review (for page approvers).
• Page owners, click on the “Edit Page” tab near the top of the screen to reveal the toolbar.

Page approvers, click the “Edit” tab in the Page Review window.
• Click on “Page Body” in the tool bar or Edit “Page Body” to the right of the page text to open the editing window. If you want to edit a degree, minor, or certificate, click on the corresponding orange button at the top of the page and then the “Degrees,” “Minors” or “Certificates” link on the toolbar.

• Make changes in the editing window. Click “OK” when finished. NOTE: You cannot copy and paste tables from Word, Excel, etc. You must select one of the pre-defined tables (see Help in the top toolbar).

• Do not click the green “Start Workflow” or “Approve” button until you have made all changes to the different sections (Overview, Degrees, Minors, Certificates) for your department or program. All orange tabs visible on a page are part of that page (courses are updated directly from Banner).

• At the bottom of the page you will see the names of the people in the workflow. If changes need to be made to the people or sequence of steps in the workflow, email CatalogEditor@utsa.edu or contact one of the site administrators listed above.
• When you click “Start Workflow” or “Approve” the page moves to the next person indicated in the workflow and cannot be edited by anyone other than that person.

• The next person in the workflow will get an email notifying them of the page(s) pending their review/approval.

• There is a detailed users’ guide under the Help link in the CourseLeaf toolbar.

• If you need additional help, contact CatalogEditor@utsa.edu or one of the site administrators listed above.