

# How To Use COURSELEAF

## Definitions

**Page Owner:** First person to make changes on a catalog page. This person starts the workflow.

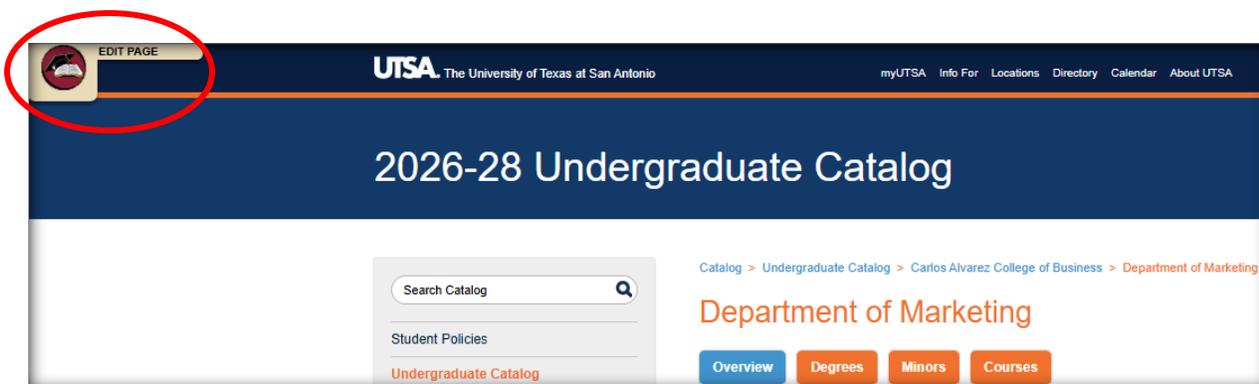
**Page Approver:** Reviews/approves catalog pages as part of the workflow. Site Administrators: Registrar staff.

## Accessing CourseLeaf

- Log in using your myUTSA ID (abc123) and passphrase. If you cannot log in or receive an error, email [CatalogEditor@utsa.edu](mailto:CatalogEditor@utsa.edu). Use Firefox or Chrome web browsers.
  - **Page owners** go to <http://next.catalog.utsa.edu>. Navigate to the page you want to edit/review using the left navigation.
  - **Page approvers** will receive an email requesting their review. Click on the link in the email or go to <https://next.catalog.utsa.edu/courseleaf/approve/> and select 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.

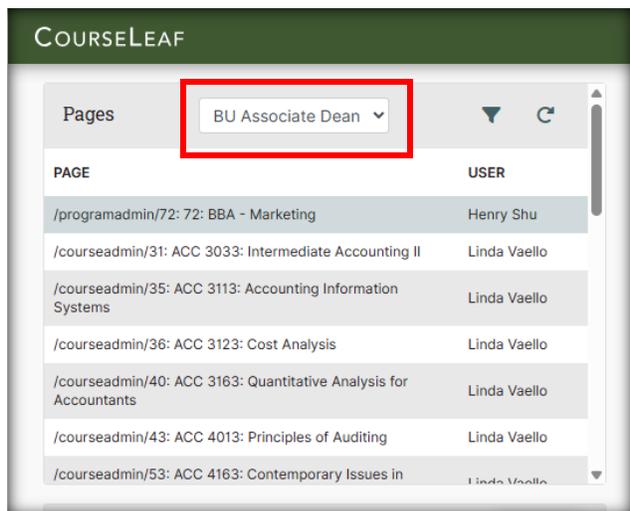
## To access the page you want to edit

- **Page owners**, click on the "Edit Page" tab near the top of the screen to reveal the toolbar.



- **Page approvers**, click on the link in the email notification you received, or go to <https://next.catalog.utsa.edu/courseleaf/approve/> and select your

name or role in the dropdown menu at the top of "Pages," then select the link of the page you want to review.



The screenshot shows the COURSELEAF interface. At the top, there is a header with the text "COURSELEAF". Below the header, there is a section titled "Pages". To the right of the "Pages" title, there is a dropdown menu currently displaying "BU Associate Dean". This dropdown menu is highlighted with a red rectangular box. To the right of the dropdown menu, there are two icons: a downward-pointing triangle and a circular refresh icon. Below the dropdown menu, there is a table with two columns: "PAGE" and "USER". The table contains several rows of data, each representing a page and its associated user.

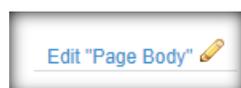
PAGE	USER
/programadmin/72: 72: BBA - Marketing	Henry Shu
/courseadmin/31: ACC 3033: Intermediate Accounting II	Linda Vaello
/courseadmin/35: ACC 3113: Accounting Information Systems	Linda Vaello
/courseadmin/36: ACC 3123: Cost Analysis	Linda Vaello
/courseadmin/40: ACC 3163: Quantitative Analysis for Accountants	Linda Vaello
/courseadmin/43: ACC 4013: Principles of Auditing	Linda Vaello
/courseadmin/53: ACC 4163: Contemporary Issues in	Linda Vaello

## To make changes to a page

- Click on "Edit Page" in the top left corner of the page.



- 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 the content on the degree, minor, or certificate tabs, click on the corresponding orange button at the top of the page and then the "Degrees," "Minors" or "Certificates" pencils on the toolbar or "Edit 'Degrees'" on the right side of the text.



- If needing to edit program content, select "Edit Program Description" or "Edit Program Requirements" within the gray area under the program name. Or navigate to <https://next.catalog.utsa.edu/programadmin/>.



- Make changes in the respective 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” buttons 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 in CIM: <https://next.catalog.utsa.edu/courseadmin/>, program content is updated on the Program Management site: <https://next.catalog.utsa.edu/programadmin/>).



- 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 page owners, contact [CatalogEditor@utsa.edu](mailto:CatalogEditor@utsa.edu).

## Editing Degree Requirements

- On the Program Management site (<https://next.catalog.utsa.edu/programadmin/>), navigate to the respective program, select "Edit Program."



- Within the edit program window, navigate to the "Catalog Integration" section and double click on any table (or text) with a blue border, to edit the table. The name of the table type is located on the top left of each table (the example below is a "Course List").

### Catalog Integration

Catalog Integration: Provide a description of the program, admission requirements.

Degree Requirements – For undergraduate programs, list the required/core courses, general education courses, and prescribed and free elective courses for the program, along with total semester credit hours required. For graduate programs, list the required/core courses, support courses, approved elective courses, thesis/non-thesis option (master's) and doctoral requirements for the program, along with total semester credit hours required.

 A screenshot of a WYSIWYG editor interface. At the top, there is a toolbar with various icons for editing text and tables. Below the toolbar, the text "Degree Requirements (without track)" is displayed in orange. Underneath, a table titled "Course List" is shown with a blue border. The table has three columns: "Code", "Title", and "Credit Hours". The first row is "A. Major Requirements" with a credit hour value of "24". The second row is "MKT 3063 Professional Selling". The third row is "MKT 3083 Marketing Research 1".
 

Code	Title	Credit Hours
A. Major Requirements		24
MKT 3063	Professional Selling	
MKT 3083	Marketing Research 1	

## Editing Course Lists

When you double-click on a course list table, a second window opens that shows all UTSA courses on the left. The courses within the Course List table you are editing will be on the right.

Course List
✕

MS 1023	Introduction to Business Statistics
MS 3003	Visualization in Business Analytics
MS 3013	Principles of Operations and Supply Chain Management
MS 3053	Business Modelling and Optimization
MS 3073	Regression Models for Business Analytics
MS 3083	Data Management for Business Analytics
MS 3123	Fundamentals of Business Analytics
MS 3313	Statistical Modeling for Business Analytics
MS 3403	Logistics Management
MS 3413	Purchasing and Supply Management
MS 4203	Business Analytics Applications
MS 4213	Analytics for Healthcare Operations Management

**ADD COURSE**

**ADD COMMENT ENTRY**

Sum Hours

A. Major Requirements	
MKT 3063	Professional Selling
MKT 3083	Marketing Research
MKT 4073	International Marketing
MKT 4093	Consumer Behavior
MKT 4893	Marketing Capstone
Major Electives	

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent

Area Header

**MOVE UP** **MOVE DOWN**

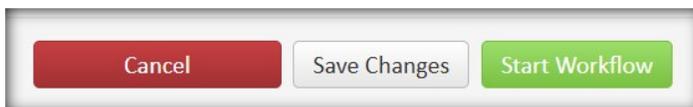
>>
<<

OK
Cancel

1. Select the correct college from the dropdown menu if you do not see the course subject you want.
2. Select the course subject you want.

3. Select the course you want on the left and click the right arrow to add it to the degree requirements course list.
4. Add Comment Entry: Use this to add text to the table.
5. Comment: Add text you want to appear after the course title (for example, "Must be repeated for 6 credit hours")
6. Sequence: This is the same as "and" – if two courses should be taken together (such as lecture and lab), enter the second course here. Or Class: If students have a choice of more than one course to meet this requirement, enter the additional course(s) here. If more than one course, use a comma to separate courses.
7. Hours: The credit hours of the course will automatically populate this field. If the hours should be different, such as when a course should be repeated or when adding an "and" course, type in the correct credit hours.
8. Footnote: Type in footnote number. The footnote number will appear on the webpage just after the course title.
9. Indent: This will indent a course (or text) within the table. Note, indented courses are not included in the sum total of credit hours.
10. Area Header: Use with text. This will make the text bold.
11. Sum Hours: This will sum the credit hours and show the total at the bottom of the course list.

To **save** your changes, click OK, then "Save Changes" at the bottom of the editing window.

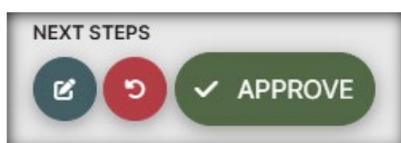


## Starting Workflow/Approval of Pages

- When a user clicks "Start Workflow," the page or program goes to the first approver in the workflow and can no longer be edited by general users. The approvers in the workflow will receive an email notifying them of the page(s) pending their review/approval.



- When the approver clicks "Approve," the page moves to the next person/role in the workflow and cannot be edited by anyone other than that person. The next person in the workflow will receive an email notifying them of the page(s) pending their review/approval.



There are detailed procedure manuals on our website:

<https://www.utsa.edu/enrollment/facultystaff/registrar/CatalogInformationFacultyStaff.html>. If you need additional help, contact [CatalogEditor@utsa.edu](mailto:CatalogEditor@utsa.edu).