



# CATALOG EDITING IN COURSELEAF

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2014-2015 Catalog  
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# Adding a Subhead

- Requires an anchor course.
  - Usually carries the major characteristics of the course.
- Create an anchor course if none exists.
- Use the Anchor Course title as part of the subhead title.
- Use Propose New Course button.

## Example: Adding a topic/subhead to COM S 402 (COM S 402 already exists)

1. Choose the COM S from the department dropdown menu.
2. Enter the topic course number (e.g., 402A).
3. Hit [Enter] on your keyboard.
4. The Load Anchor Course Data button appears.
5. Click on it.

New Course Proposal

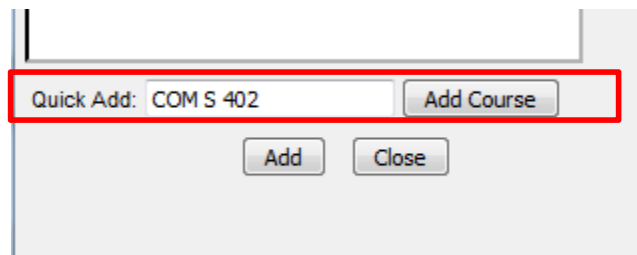
College	Liberal Arts and Sciences
Department	COM S - Computer Science
Course Number	402A
Catalog Year	2014
Title	Computer Science Senior Project 69 characters remaining
Transcript Title	 19 characters remaining

The "Load Anchor Course Data" button is highlighted with a red box.

You'll get a popup box for courses.

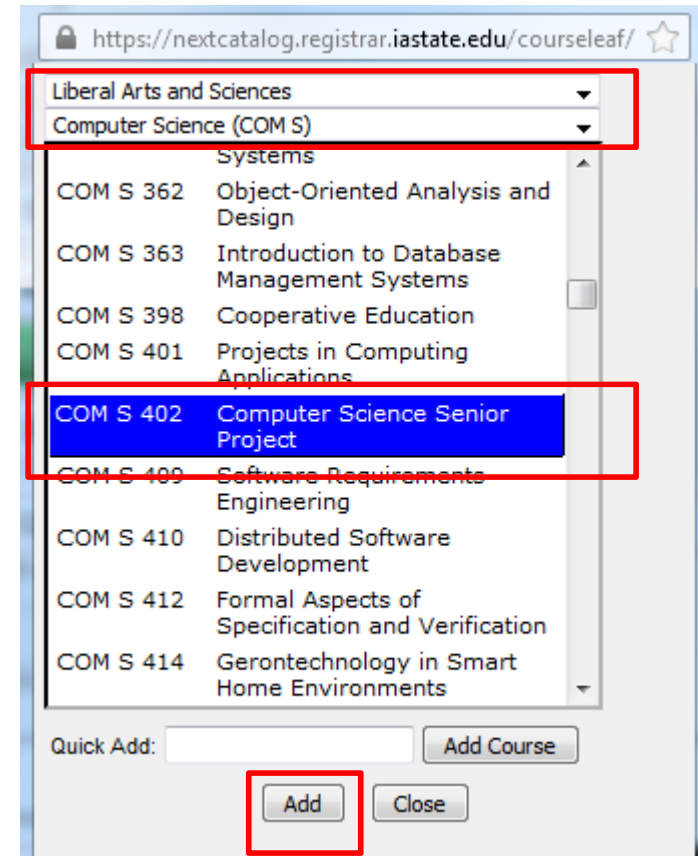
6. Type COM S 402 in the Quick Add box.

7. Click Add Course.



A screenshot of a web interface showing a 'Quick Add' box. The text 'COM S 402' is entered into the input field. To the right of the input field is a button labeled 'Add Course'. Below the input field are two buttons: 'Add' and 'Close'.

You can also choose the course from the database view.



A screenshot of a web browser showing a course catalog page. The URL is <https://nextcatalog.registrar.iastate.edu/courseleaf/>. The page displays a list of courses under the category 'Computer Science (COM S)'. The course 'COM S 402 Computer Science Senior Project' is highlighted in blue. Below the list of courses is a 'Quick Add' box with an empty input field and an 'Add Course' button. At the bottom of the page, there are 'Add' and 'Close' buttons. The 'Add' button is highlighted with a red box.

Course Number	Course Title
COM S 362	Object-Oriented Analysis and Design
COM S 363	Introduction to Database Management Systems
COM S 398	Cooperative Education
COM S 401	Projects in Computing Applications
COM S 402	Computer Science Senior Project
COM S 409	Software Requirements Engineering
COM S 410	Distributed Software Development
COM S 412	Formal Aspects of Specification and Verification
COM S 414	Gerontechnology in Smart Home Environments

The course page appears with field data copied from the anchor course. Update the title field and edit other fields as needed.

8. In the title field, add a colon and then type the topic title. For example, Computer Science Senior Project: Multimedia and Computer Gaming I.


10. You can update the rest of the fields as needed. Make sure you complete the fields for when it was offered experimentally, etc.

11. When you are finished, choose Save and Submit to send it to the workflow process.

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Computer Science Senior Project

69 characters remaining



19 characters remaining

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Computer Science Senior Project: Multimedia and Computer Gaming I

35 characters remaining