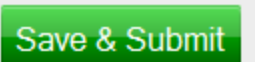# CATALOG EDITING IN COURSELEAF

2014-2015 Catalog

Char Hulsebus

Marcia McDowell

Iowa State University

Renumber/Renaming a Course

- Choose the course you want to move or renumber.
- Choose the Renumber Course green button [Renumber Course]
- In the new window, choose the new designator from the dropdown menu.
- Review the prereqs, description and other course information. (prereqs may contain old designator)
- Complete the justification box.
- Choose Save and Submit. [Save & Submit]

Editing a Course

- Use the Edit Course button. **Edit Course**
- Make changes to the course as needed.
- Include details in the justification box. Sometimes the information is needed as a reference years later.
- Choose Save Changes to save your work if you need to return to it later. **Save Changes**
- Choose Save and Submit to send the changes to workflow for approval. **Save & Submit**