Catalog Formatting Guide

The next catalog can be accessed here: https://nextcatalog.registrar.iastate.edu/

In this guide, you will find the following:

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While this guide can get you started on the common features of catalog editing, we welcome any inquiries for one-on-one training for your specific needs and questions. Please contact any member of the Catalog Team:

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I. General formatting of catalog pages
   A. Tabs

   To make navigating information in the catalog easier programs have been set up with consistent tab names, though not all tabs will be used by all programs. Programs should include their Student Learning Outcomes in the ‘Overview’ section.

   Each section can be accessed by using the Toolbar at the top of the page. For more details on how to access the Toolbar and edit content, visit the tutorial on ‘Modifying Catalog pages – getting started’.

   B. Formatting Menu Options

   When editing content, many features of the formatting menu are like your standard word processor. Some features commonly used:

   **Paragraph Format**

   While the exact usage of this is up to each program, it is helpful to be consistent throughout your page. This formatting option is especially important for screen reader technologies.
Hyperlinks and Anchors

When linking to other content within the catalog, only the subdirectory of the URL is required (beginning with the backslash following catalog.iastate.edu). For example, only ‘/academics/#degreeplanningtext’ would be used to navigate to catalog.iastate.edu/academics/#degreeplanningtext.

It is best practice to set links that route out of the catalog to open in a new tab.

An Anchor allows you to link to content within the same page.

1. To start, place your cursor where you would like the anchor placed and click the anchor icon. After providing a name, the yellow anchor will appear in the content. This icon is only visible in the edit window.

2. When referencing that location on your page, highlight the text you want linked and click the link icon. Select the ‘Link to an Anchor’ option and find the anchor name you created.
II. Inserting tables and database fields

There are a variety of pre-formatted tables you can add to your pages. Most commonly used are Course Lists, Course Blocks, Footnotes, and Plan of Study Grid. Pre-Defined Table, Images, and Other Content are not commonly used and will not be included in this guide. Please reach out for individual questions on these options. To start, select the table icon and select the type of table you want to build.

A. Course Lists: a table with a general list of courses; a good option to use to outline requirements, list of elective options, etc.

To add courses to the Course Lists table, you can either select by College and Department and use to toggle arrow to add or you can enter the course directly into the ‘Quick Add’ box and select ‘Add Course’. The quick add is not case sensitive but does require the correct spacing.
Other features to note:

**Add Comment Entry**

Allows you to enter a line of text into your table. This is commonly used for a ‘select from the following’ list within your requirements. When creating a select from the following list within the table, be sure to indent the courses that you list to set them apart and separate from the sum hours.

The comment entry also allows you to add experimental courses that would otherwise not be in the catalog. To add an experimental course, use the following format: (DEPT COURSE#::COURSE TITLE).

The experimental course will appear in the same format as other courses in the table but will not hyperlink since the course is not in the catalog.

<table>
<thead>
<tr>
<th>Select one (1) course:</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>A M D 354</td>
<td>Euro-American Dress History: Prehistoric to Mid-19th Century</td>
</tr>
<tr>
<td>A M D 362</td>
<td>Cultural Perspectives of Global Dress</td>
</tr>
<tr>
<td>A M D 366X</td>
<td>History of Menswear</td>
</tr>
</tbody>
</table>

**Comment**

This will include a note in parentheses after the course title. This is different from ‘Add Comment Entry’ which creates a separate line of text in your table.

<table>
<thead>
<tr>
<th>Course List</th>
</tr>
</thead>
<tbody>
<tr>
<td>AN S 226</td>
</tr>
</tbody>
</table>

**Sequence**

This will list out multiple courses on the same line in the table to indicate they are all part of the requirement.

| CHEM 201 & 201L | Advanced General Chemistry and Laboratory in Advanced General Chemistry |

5
Cross Reference

If a course is cross-listed and you want both instances of the cross-list to appear on the same line, you can add the cross-listed course designator to this field.

This will appear as:

<table>
<thead>
<tr>
<th>Or Class:</th>
<th>Laboratory in General Chemistry I</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>or CHEM 177N</td>
<td>Laboratory in General Chemistry I</td>
<td></td>
</tr>
<tr>
<td>or CHEM 201L</td>
<td>Laboratory in Advanced General Chemistry</td>
<td></td>
</tr>
</tbody>
</table>

Credits

The credits for a course will automatically populate in the table (unless the course is experimental or is indented in the table), but for courses that may be variable credit you can specify the credits required by adding to this field.

If a credit amount is added that does not match what is on the course record a red error box will appear on the page.

Or Class

Another way to indicate a list of courses to choose from, especially if a smaller list, is to add additional courses to this field. Use a comma to separate multiple courses in the field.

This will appear as:
**Footnote**

You will only want to add the footnote symbol to this field. This will add the symbol after the course title in the table. For instructions on how to set up the rest of the footnote, see section D.

**Indent**

If you want courses in the list to not show individual credits or count towards the table total hours, you can indent them. This is commonly used when creating a ‘select from the following’ list. This will appear as:

<table>
<thead>
<tr>
<th>One of the following sequences:</th>
<th>6-8</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 177 &amp; CHEM 178 &amp; 177L</td>
<td>General Chemistry I and General Chemistry II and Laboratory in General Chemistry I</td>
</tr>
<tr>
<td>or CHEM 177N</td>
<td>Laboratory in General Chemistry I</td>
</tr>
<tr>
<td>CHEM 167 &amp; CHEM 178 &amp; 167L</td>
<td>General Chemistry for Engineering Students and General Chemistry II and Laboratory in General Chemistry for Engineering</td>
</tr>
<tr>
<td>CHEM 201 &amp; 201L</td>
<td>Advanced General Chemistry and Laboratory in Advanced General Chemistry</td>
</tr>
</tbody>
</table>

**Sum Hours**

Selecting this box will provide a total amount of credits for all courses in the Course List Table.

<table>
<thead>
<tr>
<th>MATH AND PHYSICAL SCIENCE: 13 CR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 265</td>
</tr>
<tr>
<td>MATH 267</td>
</tr>
<tr>
<td>PHYS 232</td>
</tr>
<tr>
<td>PHYS 232L</td>
</tr>
</tbody>
</table>

**Total Credits** 13
B. Plan of Study Grid

To start, select the ‘Year’ and ‘Term’ you would like to build. You can then search for courses by College and Department or use the quick add option. The Quick add is not case sensitive but does require the correct spacing.

Other features to note:

Add Comment Entry

Allows you to enter a line of text into the grid. This is commonly used to add a requirement category, such as general education. When adding a requirement by comment entry you will also need to add the credit requirement.
The comment entry also allows you to add experimental courses that would otherwise not be in the catalog. To add an experimental course, use the following format: (DEPT COURSE#::COURSE TITLE).

**Comment**

For courses not added by comment entry, you can use the comment field to include a note in parentheses after the course. It will appear as:

**Credits**

The credits for a course will automatically populate in the grid (unless the course is experimental or is indented in the table), but for courses that may be variable credit you can specify the credits required by adding to this field.

If a credit amount is added that does not match what is on the course record a red error box will appear on the page.

**Footnote**

You will only want to add the footnote symbol to this field. This will add the symbol after the course title in the grid. For instructions on how to set up the rest of the footnote, see section D.

**Or Class**

Use this field to indicate a list of courses to meet a requirement. Use a comma to separate multiple courses.
Indent
If you want courses in the grid to not show individual credits or count towards the total hours, you can indent them.

Sum Hours
Selecting this box will provide a total amount of credits for all courses in the grid at the bottom of the grid. Each semester is automatically summed without checking this box.

C. Course Block: a list of expandable courses to include catalog description
To add courses, click ‘New Course’ and either search by College and Department or use the quick add option. The quick add is not case sensitive but does require the correct spacing.

If adding multiple courses, select ‘Add’ until complete followed by ‘Close’. If just adding one course or adding your last selection click ‘Add & Close’.
Users will be able to expand the courses listed to view catalog information for the course.

**FRESHMAN SPRING**

**ACCT 284: Financial Accounting**

(3-0) Cr. 3. F.S.S.S.

Introduction to the basic concepts and procedures of financial accounting from a user perspective. The course examines the accounting cycle, business terminology, basic control procedures, and the preparation and evaluation of financial reports, with an emphasis on financial statement analysis.

**SOPHOMORE FALL**

**ACCT 301: The Accounting Cycle**

**ACCT 285: Managerial Accounting**

**MIS 301: Management Information Systems**

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**D. Footnotes: adds a textbox to define any footnote symbols added to content**

To start, add the footnote symbol used to the symbol field. Select the symbol from the list in the upper left-hand corner and add the content. To add additional footnotes, select ‘New Footnote’ and repeat the process.
E. Insert Database Field

It is recommended to link courses when referenced in general content to allow users to quickly find the full catalog description.

Start by highlighting the course you want to link and click the ‘Insert/Edit Database Field’ button. A blue box will now appear around the course.

To customize the link, double click the blue box and select from the variety of format options to fit your needs.