# Modifying Catalog Pages for the Next Catalog – Getting Started

The next catalog can be accessed by the below link:

https://nextcatalog.registrar.iastate.edu/

The page owner role should be the role that starts catalog page editing for your area. Other role managers (department chair, curriculum chair, department coordinators, etc.) can edit these catalog pages as they review pages in the Approve Page process.

- If you are a page owner, please use the below steps.
- If you are not a page owner, then you will be notified (automated email) when the page is ready for your review and approval. You should access the catalog page in Approve Pages found at: https://nextcatalog.registrar.iastate.edu/courseleaf/approve/
- Page owners are not able to edit the contact information included on each catalog page. Should edits be necessary please contact the Catalog team (Jenni Keitges, Heidi Christensen, or Jessie Vosseller). These edits can be made outside of the catalog editing window.

Step 1 – Select the Edit Page icon (graduation cap) in the top left hand corner of the page.
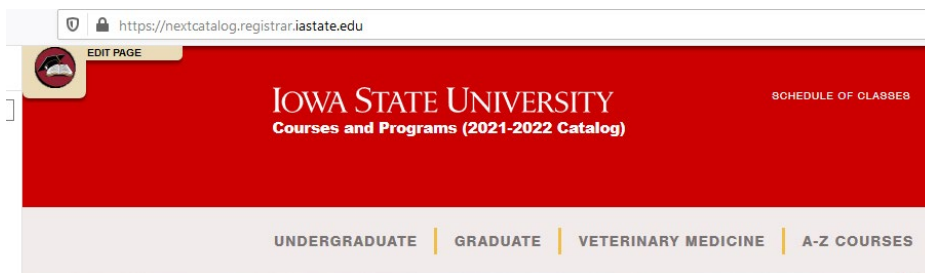


Step 2 – The edit functionality will provide an editing Toolbar at the top of the page. You may use the little blue left and right arrows to see more editing options.
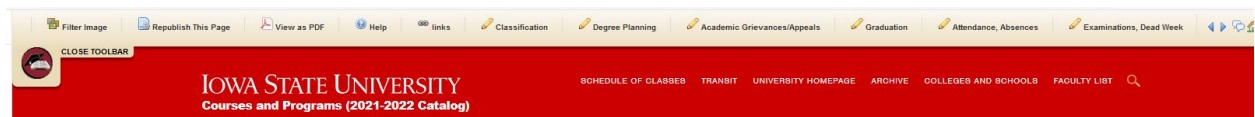
Step 3 – Department pages have the "yellow bar" tabs so the viewer can narrow their search by a specific category. Select the page that needs editing from the yellow Toolbar above. Note – use the blue arrows to slide the Toolbar details and find the tab that needs editing. Editors are not able modify the tabs available. If changes are needed, please reach out to the Catalog team (Jenni Keitges, Heidi Christensen, or Jessie Vosseller).
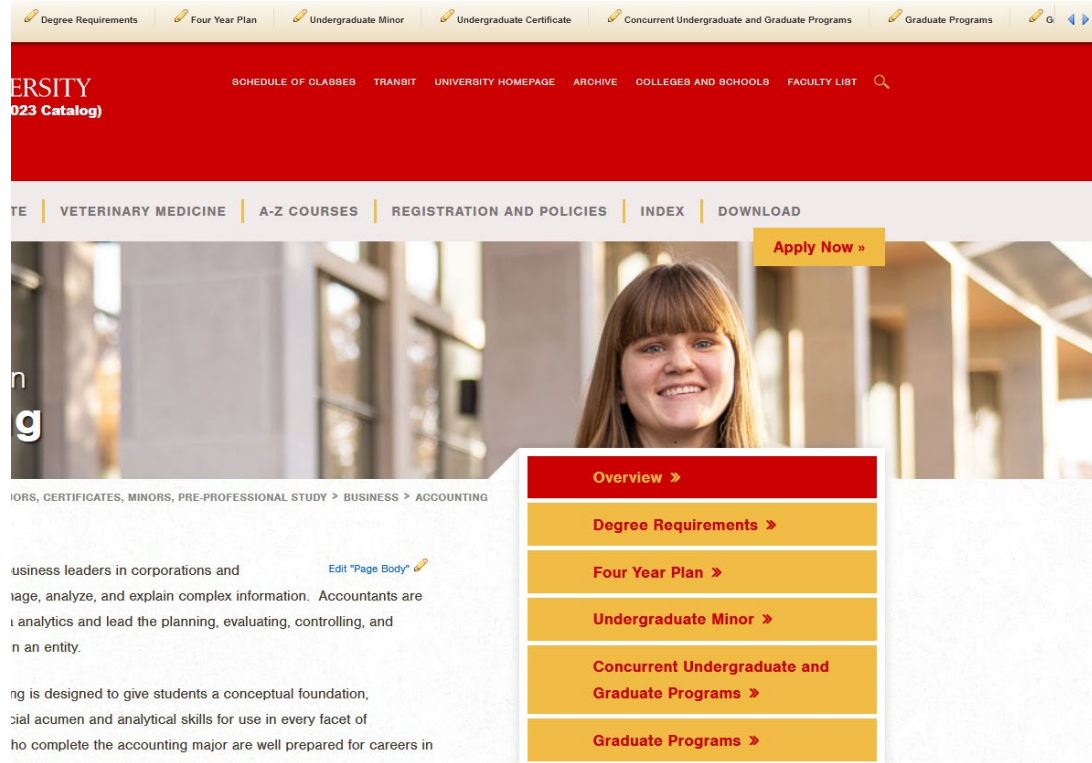


Step 4 – Select the Edit pencil icon
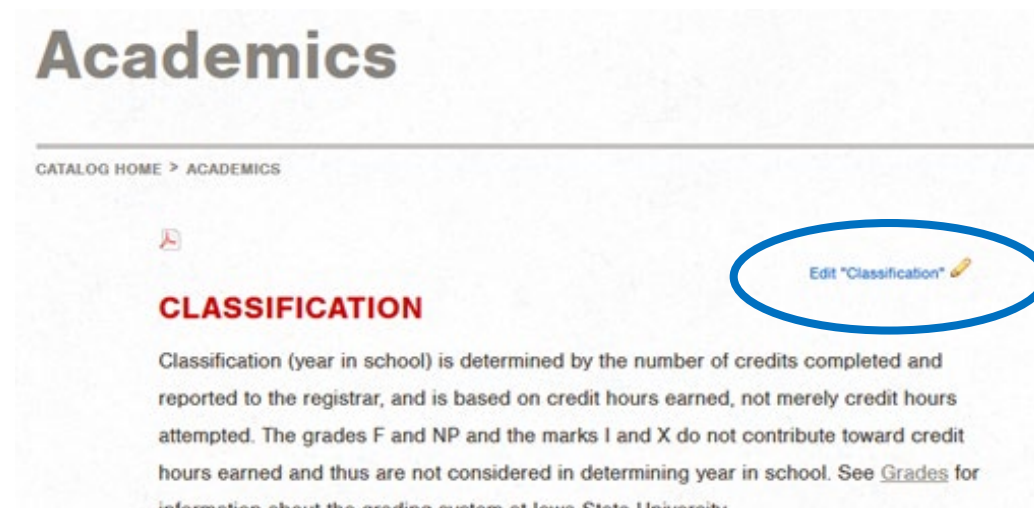
**Step 5** – This opens the page up to editing mode. Make your changes. Select OK at the bottom of the page.



**Step 6** – It's a nice idea to document what changes you have made. This functionality is in the top right hand portion of the editing ribbon (comment bubbles). The system will show editing changes and track who made those changes, but this functionality is just another way to add comments or ask questions for others in the workflow process.

**Step 7** – Add a few brief comments and select Add.



**Step 8** – Notice the Workflow link at the bottom left hand side of the page. Click on the Workflow link.
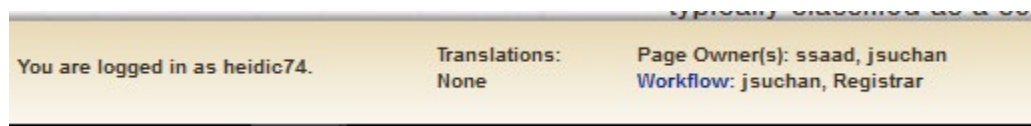
Step 9 – This opens up a Preview Workflow screen that allows you to see who is next in workflow. Please verify the workflow and let Jenni Keitges, Heidi Christensen, or Jessie Vosseller know if those roles have changed. Staff members are assigned a role in CourseLeaf Role Management. We need to know if there are changes, otherwise, the system will continue through workflow assuming that role will review the page. The pages will eventually be "stuck" with that role and not accessible to workflow.



Step 10 – Select the green <u>Start Workflow</u> button at the bottom right hand side of the page. This will allow the catalog pages to go to the next person in workflow.



For more details on page editing, visit our 'Catalog Formatting Guide' tutorial.