

# WSU Catalog – Quick Guide CourseLeaf Editors/Approvers

Numbers in the lists correspond to the numbers in the illustrations.

1. Follow the link in the review request email, or navigate to the approve pages URL: <https://nextcatalog.wichita.edu/courseleaf/approve/>. Log in using your WSU ID and password. (Use Firefox, Edge, Chrome or Safari.)
2. Use the *Your Role* drop down box to choose the role you've been assigned. Make sure to choose your **role**, not your name. (If your role is not in the list, you have no pages to approve.)
3. After choosing your role, a list of page URLs waiting for your approval will appear in the *Page* window. Select a page to edit/approve.
4. The selected page will appear in the *Page Review* window.
5. If edits are necessary, click the blue *Edit* button on the right.
6. If no edits are necessary, click the green *Approve* button to approve and send the page to the next person in workflow.

The screenshot shows the 'Approve Pages' interface in a browser window. The address bar shows the URL <https://nextcatalog.wichita.edu/courseleaf/approve/>. The page title is 'Approve Pages'. The interface is divided into two main sections: 'Pages Pending Approval' and 'Page Review'. In the 'Pages Pending Approval' section, there is a table with columns 'PAGE' and 'USER'. A red circle labeled '2' highlights the 'Your Role' dropdown menu, which is currently set to 'Catalog Editor'. A red circle labeled '3' highlights the 'PAGE' column header. In the 'Page Review' section, a red circle labeled '4' highlights the 'PAGE REVIEW' header. On the right side of the 'Page Review' section, there are three buttons: 'Edit' (blue), 'Inback' (red), and 'Approve' (green). Red circles labeled '5' and '6' highlight the 'Edit' and 'Approve' buttons respectively. The 'Page Review' section also displays the page title 'Campus Network Access' and a note: 'Note: Shared Pages are not published. Shared page content must be imported to other pages.' The bottom of the page shows the WSU logo and navigation links.

## Questions?

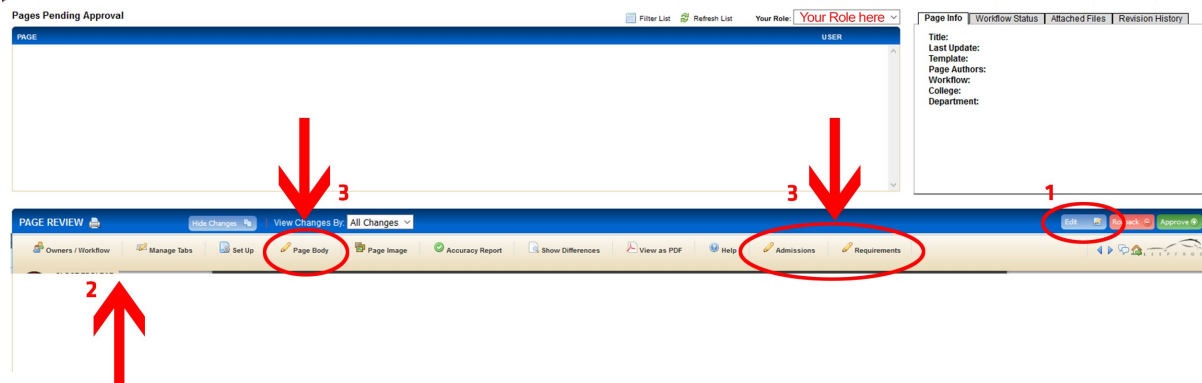
Ginny Vincent

ginny.vincent@wichita.edu


316-978-5395

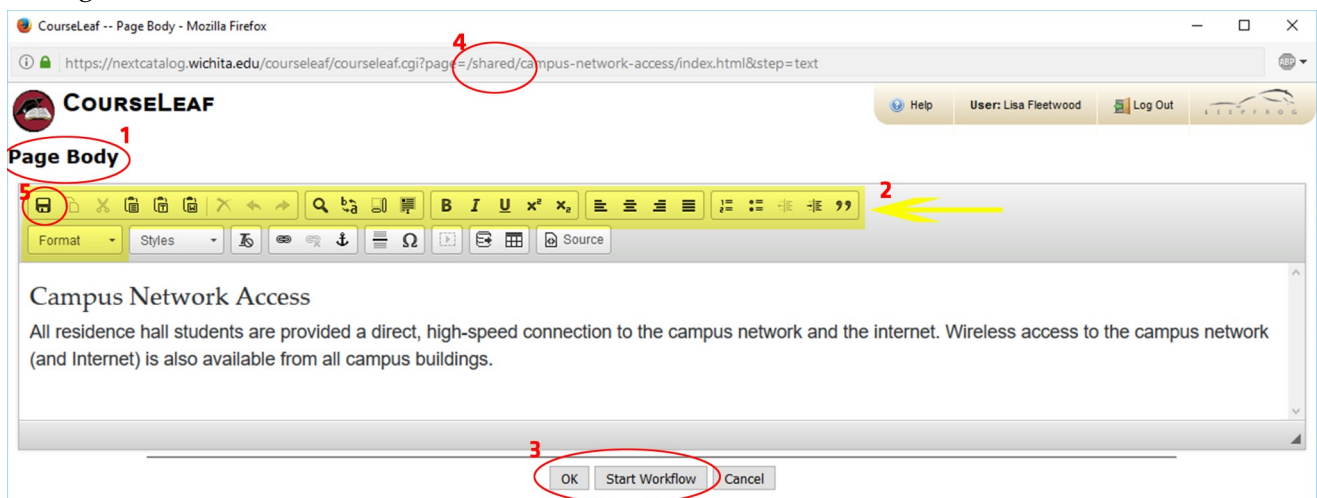
## Editing Toolbar

1. If editing is necessary, click the blue *Edit* button to the right in the *Page Review* window.
2. The beige-colored editing toolbar will drop down.
3. The pencil icons on the toolbar represent tabs that have been built for the page. Most likely, the information you will need to edit can be accessed by clicking the *Page Body* pencil icon. If doing that opens an empty window, click cancel to shut the editing window and click on one of the other pencil icons. (In the illustration below there are two others — Admissions and Requirements.)





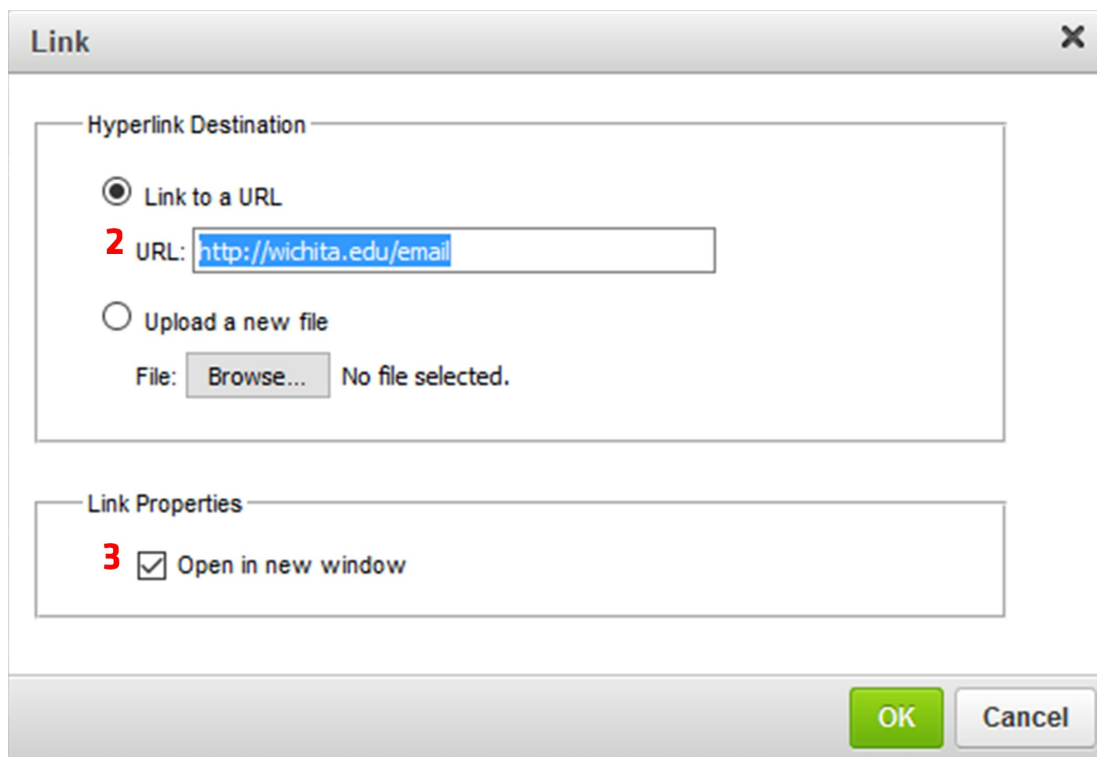
## Editing Window

1. The name of the tab being edited
2. Available formatting controls
3. When edits are complete, clicking OK will save your work and close the editing window. Click OK if you *are not* working on a shared page.
4. If you *are* working on a shared page, the word shared will appear in the URL of the page. Click the save icon first  to save your changes. Then click *Start Workflow* to close the editing window and return to the Page Review window.



# Hyperlinks


1. In the editing window, double click on the hyperlinked word.  
If the hyperlink hasn't been set up yet. Select the word to be hyperlinked, then click on the link icon  in the toolbar. A pop-up window will open.
2. When the pop-up opens, type or paste in the new URL (including the https://).  
If the URL is long and complicated, a print-friendly URL can be requested by clicking the Website Support link at the bottom of any WSU page, then clicking the button to **Request Short URL**.
3. If the link will point to a page outside the **catalog**, check *Open in new window*.
4. To remove a hyperlink, select the existing hyperlink and click the delete link  icon on the toolbar.
5. Example of hyperlinked text in online catalog.
6. Example of the same text in PDF format.



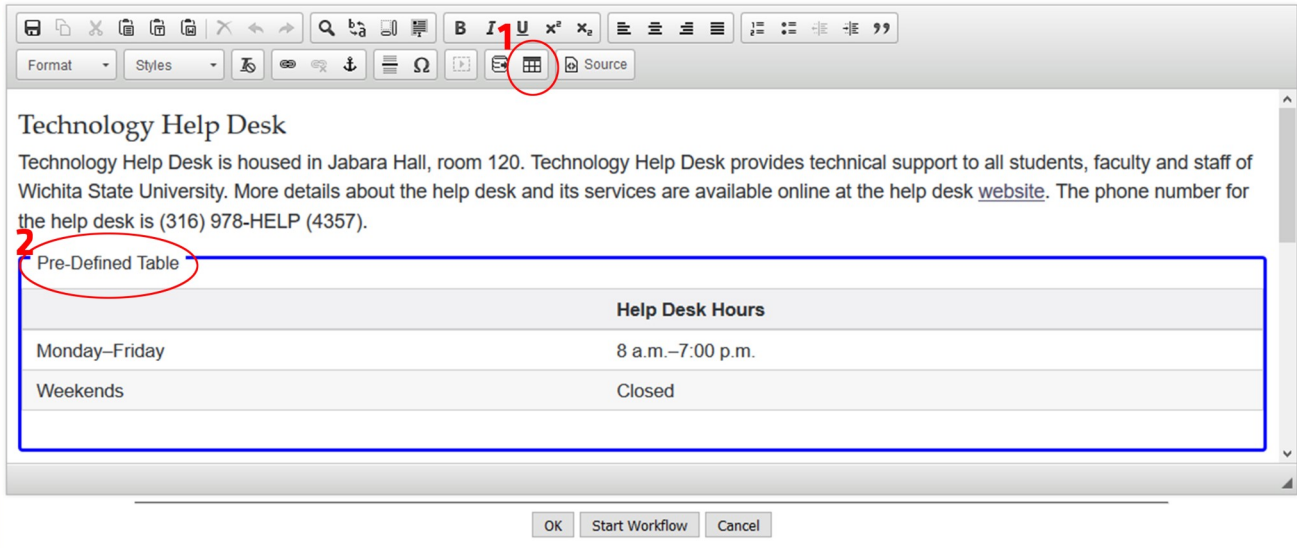
pursuits. Students are expected to use this email address for official communication with faculty and University offices. Applications, instructions and other information about email accounts are available at the online [WSU email center](http://wichita.edu/email).

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# Tables

1. In the editing window, to insert a new table, click the table icon. 
2. Existing tables have a blue border. To edit an existing table, double click inside the table.

## Page Body



Technology Help Desk

Technology Help Desk is housed in Jabara Hall, room 120. Technology Help Desk provides technical support to all students, faculty and staff of Wichita State University. More details about the help desk and its services are available online at the help desk [website](#). The phone number for the help desk is (316) 978-HELP (4357).

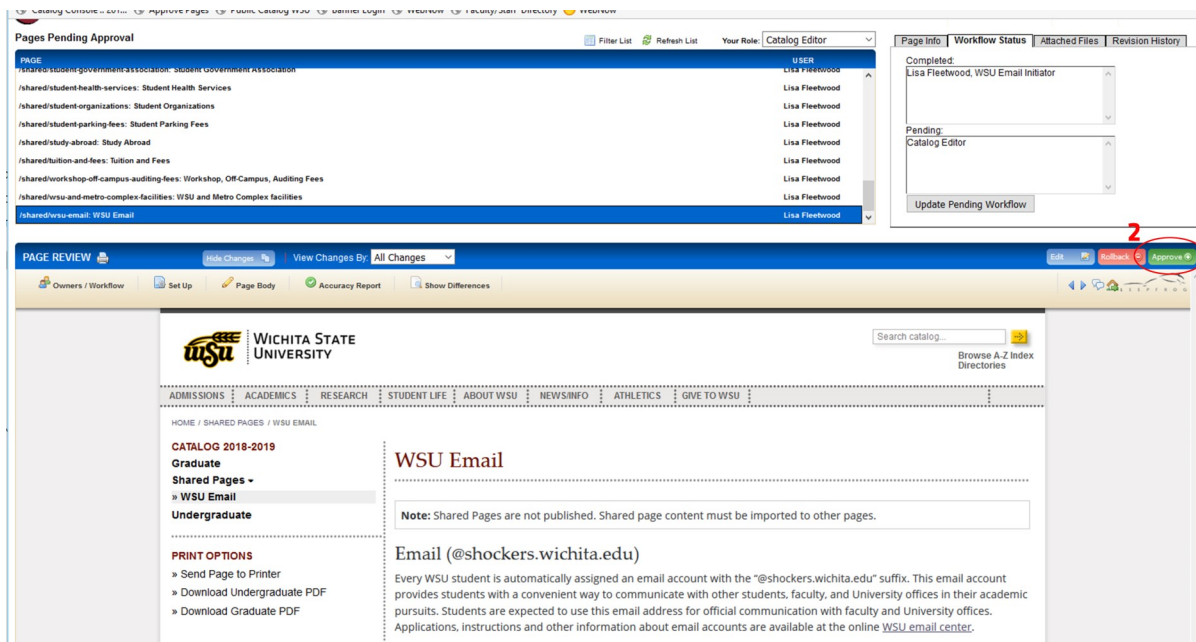
Pre-Defined Table

Help Desk Hours	
Monday–Friday	8 a.m.–7:00 p.m.
Weekends	Closed

OK Start Workflow Cancel

# Approve the Page

1. After the page has been edited, saved, and workflow started, the editing window will close and the Page Review pane will be unobstructed.
2. Click the green *Approve* button on the right to send the page forward to the next person in workflow.



Pages Pending Approval

PAGE	USER
/shared/student-government/association: Student Government Association	Lisa Fleetwood
/shared/student-health-services: Student Health Services	Lisa Fleetwood
/shared/student-organizations: Student Organizations	Lisa Fleetwood
/shared/student-parking-fees: Student Parking Fees	Lisa Fleetwood
/shared/study-abroad: Study Abroad	Lisa Fleetwood
/shared/tuition-and-fees: Tuition and Fees	Lisa Fleetwood
/shared/workshop-off-campus-auditing-fees: Workshop, Off-Campus, Auditing Fees	Lisa Fleetwood
/shared/wsu-and-metro-complex-facilities: WSU and Metro Complex facilities	Lisa Fleetwood
/shared/wsu-email: WSU Email	Lisa Fleetwood

Completed: Lisa Fleetwood, WSU Email Initiator

Pending: Catalog Editor

Update Pending Workflow

Approve

WICHITA STATE UNIVERSITY

CATALOG 2018-2019

Graduate

Shared Pages -

» WSU Email

Undergraduate

PRINT OPTIONS

» Send Page to Printer

» Download Undergraduate PDF

» Download Graduate PDF

WSU Email

Note: Shared Pages are not published. Shared page content must be imported to other pages.

Email (@shockers.wichita.edu)

Every WSU student is automatically assigned an email account with the "@shockers.wichita.edu" suffix. This email account provides students with a convenient way to communicate with other students, faculty, and University offices in their academic pursuits. Students are expected to use this email address for official communication with faculty and University offices. Applications, instructions and other information about email accounts are available at the online [WSU email center](#).