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# What is the catalog editing timeline?

## Part 1: Updating the Contact Lists

1. Registrar will send out a complete list of catalog pages and their workflows to CLAS Course Coordinators (CC's)
2. CLAS CC's will send this workflow list to everyone who is listed, asking for any changes/updates/etc.
3. CLAS CC's send updated list of workflow contacts to Registrar's Office – the RO then updates the workflow contacts in the catalog system

## Part 2: Initial Catalog Edits

1. After workflow contacts are updated, the RO sends all CLAS catalog pages to the CLAS CC's. This is when the pages are in the CLAS Initiator workflow role.
2. CLAS CC's will review each catalog page and make any initial edits that are required. (Sometimes this is a change made to every course across the board, sometimes this is specific to a certain page)
3. CLAS CC's will “push” the pages from the first step (CLAS Initiator) to the next step. (See information on understanding catalog workflow)

## Part 3: Departments Edit

1. When CLAS CC's send pages to the first department step of the workflow, the person(s) listed as contact(s) for that step will receive an email. (See Catalog Email for details).
2. Departments/programs then have until the listed deadline to make edits and push the pages through their workflows. \*
  - a. Some departments have only one workflow step/editor, and some have multiple. You can check this in the Master Log
3. Departments/programs need to make sure their catalog pages are through all their workflow steps and back to CLAS Final Review by the listed deadline

\* See [What am I allowed to edit?](#) for information on what parts of the catalog pages department editors have access to, and why

## Part 4:

1. CLAS CC's will double check that all catalog pages have come back to the CLAS Final Review workflow step and send warning emails to anyone who still has catalog pages in their queue

- CLAS CC's will then review all catalog pages again and make any final edits before sending the pages back to the Registrar's Office for processing.

## What is the workflow?

The CourseLeaf Catalog system is set up so that catalog pages can be automatically “pushed” from one editor to another – eliminating the need to upload and download page files and track changes to make edits.

The catalog workflow will always start with the Course Coordinators (CC's) – in the CLAS Initiator step. When the CC's send the pages to departments/programs, this sends the pages to whomever is listed under workflow “step 2”.

CLAS CC's track all workflow steps and contacts in the [Master Log](#). Note that there are two columns for each workflow step:

| G                      | H                         |
|------------------------|---------------------------|
| Workflow Step 2 - Role | Workflow Step 2 - Contact |
| CLAS Final Review      | Sarah/Mika                |

The first column indicates the title or “Role” that is listed for the workflow step, and the second column lists the name(s) of those who are in that role. When a catalog page is pushed to the next role, the people listed in that role will receive the notification email.

## Where can I track the workflow?

There are 3 places you can use to determine where a page is in its workflow:

- Follow the workflow steps in the Master Log – if you know who has the page currently, you can see which workflow step the page is in
- In the Next Catalog editor, you can see the entire workflow listed on the bottom of the page, after clicking “Edit” at the top. Additionally, the bottom right corner will tell you which step the page is in now. Where it says “Next”, whichever step is listed is the current step. In the image below, the page is currently in the CLAS Final Review step. Clicking the blue hyperlinked “Workflow” will open a new tab with information about who is listed for each workflow step.



Page Status: In Workflow  
Next: CLAS Final Review ([clas.catalog@ucdenver.edu](mailto:clas.catalog@ucdenver.edu))

3. On the CourseLeaf editor/approver site, you can view the workflow at the top right of the page, under “Workflow Status”. The example below is in the CLAS Final Review step.

| Page Info  | Workflow Status | Attached Files | Revision History |
|--|-----------------|----------------|------------------|
| Completed:   |                 |                |                  |
| Kristie Siedlecki, CLAS Initiator, CU Denver<br>Mathematics Graduate Director, CU Denver<br>Mathematics Dept Chair |                 |                |                  |
| Pending:   |                 |                |                  |
| CLAS Final Review, CU Denver Catalog, CLAS<br>Final Review fyi   |                 |                |                  |

## How do I find my role?

You can find your role using the [Master Log](#). Simply search for your name or department using the filters on the columns. You can also search for your name in the Contact List tab.

Additionally, see #2 under Where can I track the workflow. Clicking the blue hyperlinked “Workflow” will open a tab with the list of all contacts in a page’s workflow list.

# How do I know when it's my turn to make edits?

Once a catalog page is in your workflow step, you will receive an email from **CU Denver and CU Anschutz Catalog and Curriculum Teams** <[ucdenver@notify.courseleaf.com](mailto:ucdenver@notify.courseleaf.com)>. The email will look something like this:

ACTION NEEDED: [Catalog] Review Request(s): in CLAS Final Review for **Physics**, BS



CU Denver and CU Anschutz Catalog and Curriculum Teams <[ucdenver@notify.courseleaf.com](mailto:ucdenver@notify.courseleaf.com)>  
To: CLAS.Catalog@ucdenver.edu

We removed extra line breaks from this message.



Thu 12/7/2023 11:36 AM

[External Email - Use Caution]

Hello clas.catalog,

The following catalog page has pending changes for your review

<https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnextcatalog.ucdenver.edu%2Fcu-denver%2Fundergraduate%2Fschoools-colleges-departments%2Fcollege-liberal-arts-sciences%2Fphysics-bs%2Findex.html&data=05%7C02%7CCLAS.Courses%40ucdenver.edu%7Cc02eeafa2d1146aa374608dbf7535876%7C563337caa517421aaae01aa5b414fd7f%7C0%7C0%7C638375709578011824%7CUnknown%7CTWFpbGZsb3d8eyJWljoImCM4wLjAwMDAilCjoiV2luMzIiLCBtIi6k1haWwlcjVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=8KrMHZ39aqlkohr0%2BFPPaUafWrMirIFUHWYRHhyrhHl%3D&reserved=0>

Please visit the Pages Pending Approval queue:

<https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnextcatalog.ucdenver.edu%2Fcourseleaf%2Fapprove%2F%3Frole%3DCLAS%2520Final%2520Review&data=05%7C02%7CCLAS.Courses%40ucdenver.edu%7Cc02eeafa2d1146aa374608dbf7535876%7C563337caa517421aaae01aa5b414fd7f%7C0%7C0%7C638375709578168072%7CUnknown%7CTWFpbGZsb3d8eyJWljoImCM4wLjAwMDAilCjoiV2luMzIiLCBtIi6k1haWwlcjVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=79i1QFYae0kvSI4zOKObACT7XPhn0iF0rFdbDAxtCel%3D&reserved=0>

to review pages and provide your feedback.

For questions or information regarding this email, please reply to this email ([catalog@ucdenver.edu](mailto:catalog@ucdenver.edu)) for CU Denver Catalog Items or [Registrar@cuanschutz.edu](mailto:Registrar@cuanschutz.edu) for CU Anschutz Catalog Items.

Thank you.

-- CU Denver and CU Anschutz Catalog Editing Teams

Notice that there are two links in this email.

1. The first link goes to the **Next Catalog Catalog Editor**. This is an editing page that resembles exactly what the catalog page will look like when published. You can make edits here and save them, but you will not be able to push the page further along the workflow from this link.
2. The second link goes to the **CourseLeaf Editor and Approver**. From this page, you can make all the same edits as you could in the Next Catalog Editor, and this is the page you will use to “push” your catalog pages to the next steps.

## What is the Next Catalog Editor?

The Next Catalog Editor (the first link in the notification email) is an editor only – no approvals can be made on this page.

To start editing, click the “Edit Page” button at the top of the page. For more details on how to make edits, see the [Registrar’s Catalog Training Guide](#).

## What is the CourseLeaf Editor/Approver?

The CourseLeaf Editor/Approver (the second link in the notification email) is both an editor – you can make all the same edits on this page as you can in the Next Catalog Editor, as well as the approval page.

Use the approval queue to see all pages in your queue, and when you are **completely finished** making edits, and ready to send the page to the next step in the workflow, you can click the green Approve button, which pushes the page along to the next person in the workflow.

For detailed information on how to use the CourseLeaf Editor/Approver, please see the [Registrar’s Catalog Training Guide](#).

## What am I allowed to edit?

Department/program catalog editors are allowed to edit the following:

1. On your **main department pages**, you may edit the **Overview** and **Faculty** tabs
2. On each **program page** (degrees, certificates, minors, etc.), you may edit the **Overview** tab. You may also request that we (CLAS coordinators) **make changes to your elective's lists**, without needing to go through EPCC.

Department/program editors are not allowed to edit the following:

1. Any other tabs in the catalog are off limits for editing. During CLAS Final Review, CLAS Coordinators will deny any changes made to tabs that are not explicitly listed above.
  - a. Changes to the **Courses** tab on a department’s main page are connected to changes made to courses, which must be approved by EPCC
  - b. Changes made to the **Degree Requirements** tab on program pages are connected to program and/or course changes, and those must be approved by EPCC as well.

2. If you have any questions or doubts about which tabs you are/aren't allowed to edit, please reach out to [CLAS.courses@ucdenver.edu](mailto:CLAS.courses@ucdenver.edu).

## Why can't I edit a part of this page?

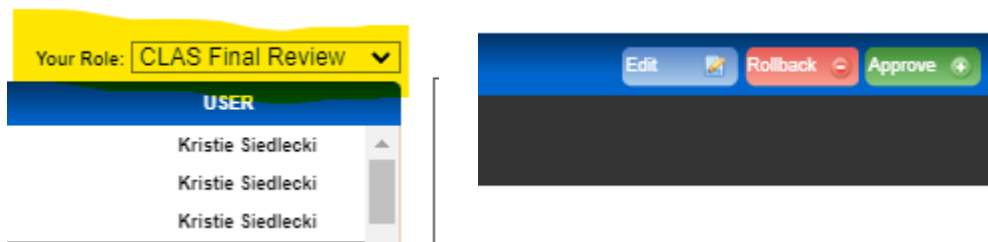
You'll note that all off-limits tabs are usually surrounded by a **blue box**, which won't allow you to make edits. These pages cannot be edited, because they require editing in the Course Inventory Management – which is only accessible by Course and Curriculum Coordinators.

Furthermore, any pages surrounded by a **blue box** are pages that 90% of the time, will require EPCC approval before changes can be made. To submit changes to EPCC for approval, please visit the [EPCC website](#).

## How do I push forward/ approve a page?

To push forward/approve a page:

1. Log into CourseLeaf - <https://nextcatalog.ucdenver.edu/courseleaf/approve/#>
2. Find your role (see [How do I find my Role](#) if you don't know what your role title is) from the "Your Role" dropdown in the top right corner
3. Click on one of the pages in the queue box
4. Click the green Approve button on the far-right side of the page
5. Repeat for the other catalog pages



## What if we have no edits to make?

If you have no edits to make, simply visit the CourseLeaf Editor/Approver page, and follow the instructions in [How do I push forward/approve a page](#) to move the page to the next step of the workflow.