## How to edit the Planning Sheet in the Catalog

- 1. Go to the catalog page. Example: <u>https://nextcatalog.csupueblo.edu/sample/index.html</u>
- 2. Click Edit Page in the top right corner

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	> College of Health & Education		
	College of Humanities, Arts, & Social Sciences		
	<ul> <li>College of Science, Technology, Engineering, &amp; Mathematics</li> </ul>		
	> The Hasan School of Business		
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3. A **toolbar** will expand on the top of the webpage and an 'Edit \_\_\_\_\_' with a pencil next to it will appear below the page tabs.

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4. Use the **tabs** to navigate each section of the page. Use the Edit "Tab Name" to edit each tab.

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	> Student Financial Services	a suggested schedule. Actual course selections should be made with the advice and consent of an academic advisor. While accurately	
	> Office of Financial Management	portraying the information contained in the college catalog, this form is not considered a legal substitute for that document. Students should become familiar with the catalog in effect at the time in which they entered the institution.	
	> Student Affairs		
	> Academic Policies		
	> Graduate School		
	> Special Academic Programs & Services		
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	> College of Health & Education		
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5. An editing box will open with the Planning Sheet disclaimer:

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6. Select the **Grid** button. (If updating an existing planning sheet, click on the planning sheet, then select the grid button.)



7. A drop-down box will pop up. (For new Planning Sheets)



8. Click on 'Course List' and select 'Plan of Study Grid'. Click the geen Ok.



9. If navigating an existing planning sheet, use **the Year and Term drop down menus** to go to the correct term. If building a new planning sheet, select the **year and term**.

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10. To add courses, enter the subject and course number in the Quick Add box.

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11. To remove courses, select course and use arrows to move it out of the right hand box.

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13. Use the fields below your entry to adjust the credit hours and add or remove footnotes.
Plan of Study Grid
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14. Use **'Add Comment Entry'** to title a 'Choose from' section. Use **indent** to remove the individual courses from the total sum.

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## 15. For 3+2 Programs, you can add a 'Year 5' from the Year drop down.

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## 16. Press **OK** when you are done.

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	Term: Fall	
	ENG 101 Rhetoric & Writing I (GT-CO1)	1
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	CHEM 121 General Chemistry I (GT-SC2)	- 1
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17. The planning sheet will appear in a blue framed box in the editor window. Click **OK**.

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Plan of Study Grid							
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18. The Planning Sheet will appear as follows in the catalog:

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Notes About This Issue	OVERVIEW ADMISSION L	LEARNING OUTCOMES CURRICULUM GRADUATION PLANNING SHEET						
> The University								
> Admission Requirements	Planning Sheet	Edit	Planning Sheet" 🥔					
> Residency	Disclaimer: The Planning Sheet is o	Disclaimer: The Planning Sheet is designed as a guide for student's planning their course selections. The information on this page provides only						
> Student Financial Services	a suggested schedule. Actual cours	a suggested schedule. Actual course selections should be made with the advice and consent of an academic advisor. While accurately portraving the information contained in the college gatalog this form is not considered a legal substitute for that document. Students should						
> Office of Financial Managemen	t become familiar with the catalog in	become familiar with the catalog in effect at the time in which they entered the institution.						
> Student Affairs								
> Academic Policies	Course	Title	Credits					
> Graduate School	Year 1	Year 1						
> Special Academic Programs &	FALL							
Services	ENG 101	Rhetoric & Writing I (GT-CO1)	3					
> Extended Studies	MATH 120	College Algebra (GT-MA1)	3					
Academic & Degree Programs	CHEM 121	General Chemistry I (GT-SC2)	4					
> College of Health & Education	Elective	Elective 3						
<ul> <li>College of Humanities, Arts, &amp; Science</li> </ul>	Social Please select one from the follow	ing:	3					
College of Science, Technology	ENG 102	Rhetoric & Writing II (GT-C02)						
Engineering, & Mathematics	ITL 102	Beginning Italian II						
> The Hasan School of Business	GER 102	Beginning German II						
> School of Nursing		Credits	16					
> Course Description Information	1	Total Credits	16					
Faculty								
Previous Catalogs				(in bit in page 1 bits)				

If you have questions or need additional assistance please submit the request to <u>csup\_courseleafrequests@csupueblo.edu</u>.