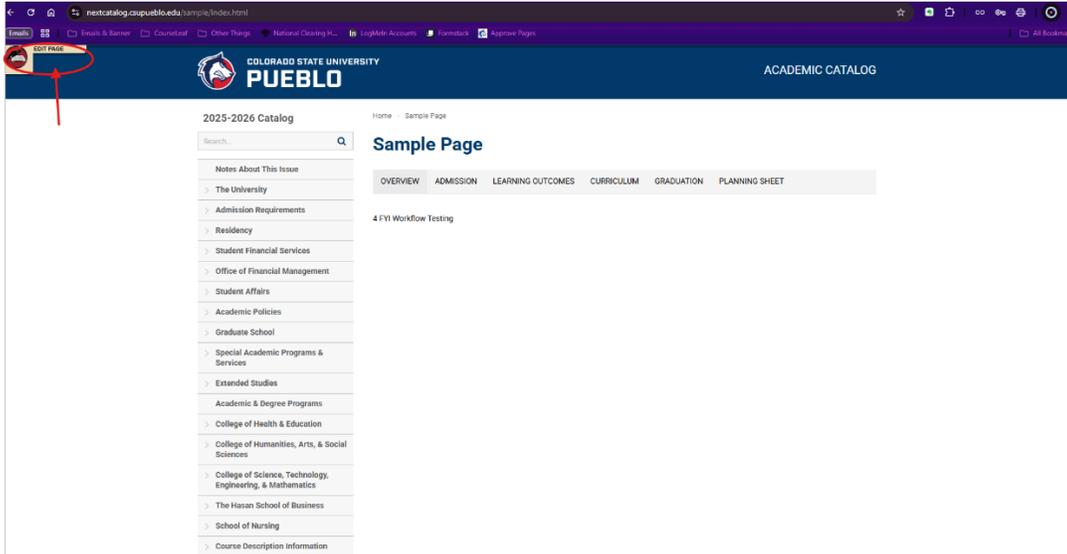
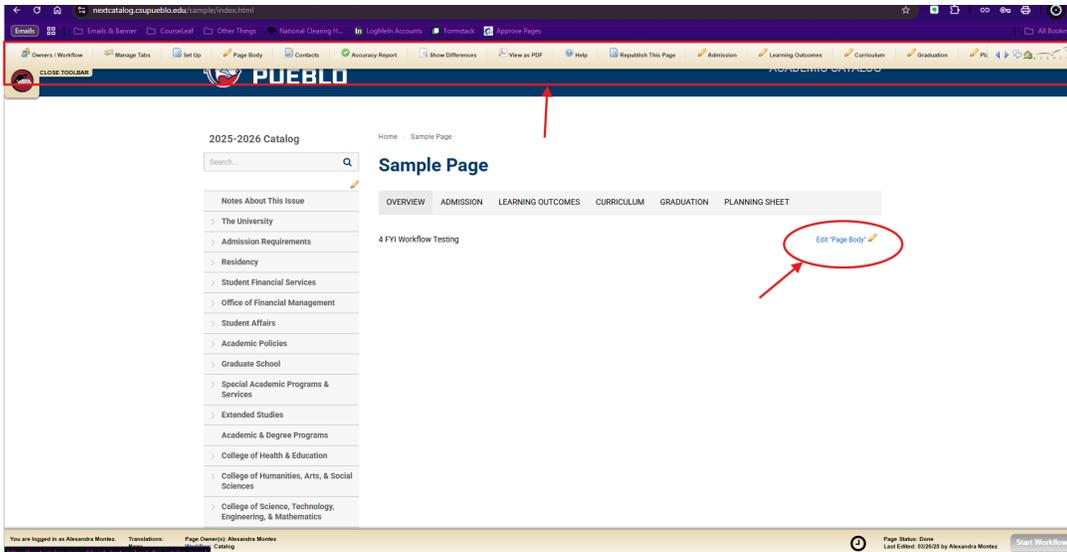


## How to edit the Planning Sheet in the Catalog

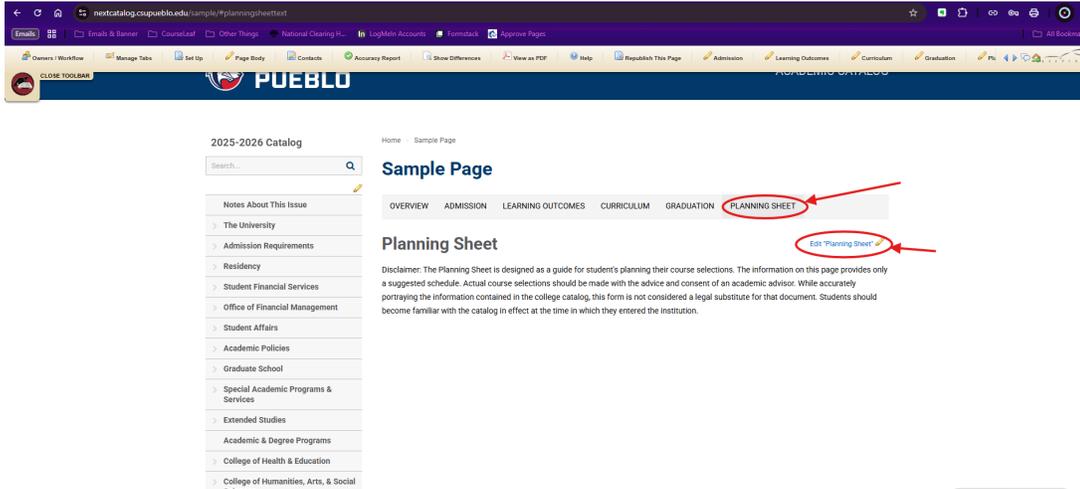
1. Go to the catalog page. Example: <https://nextcatalog.csupueblo.edu/sample/index.html>
2. Click **Edit Page** in the top right corner



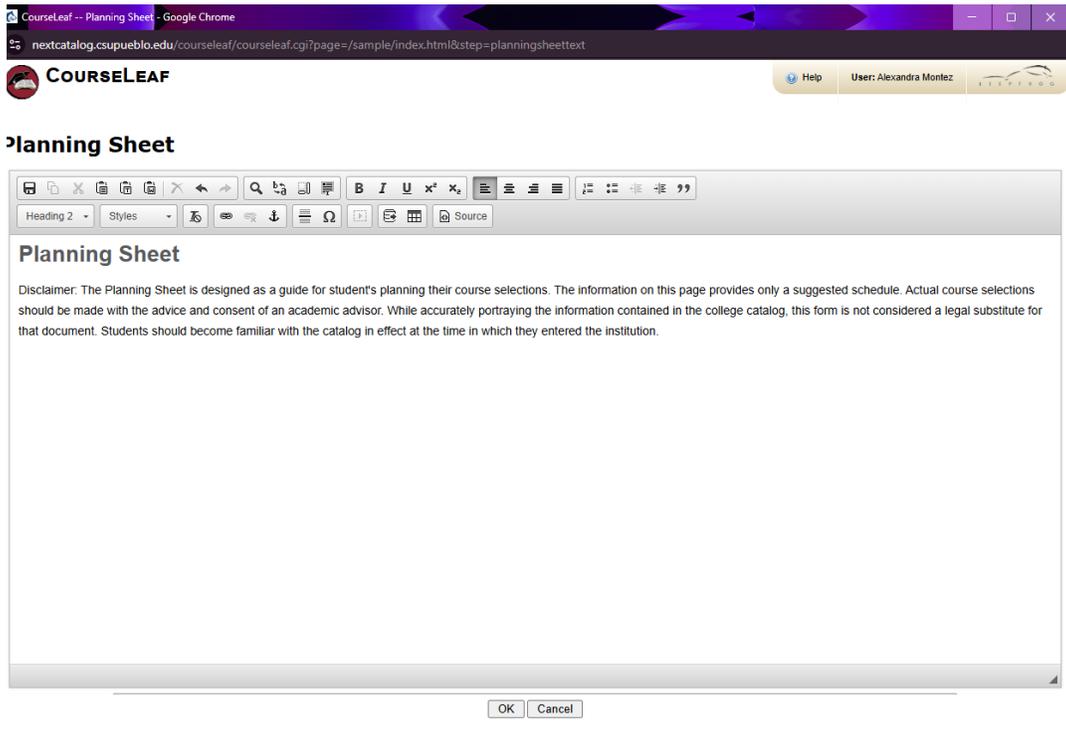
3. A **toolbar** will expand on the top of the webpage and an **'Edit \_\_\_\_'** with a pencil next to it will appear below the page tabs.



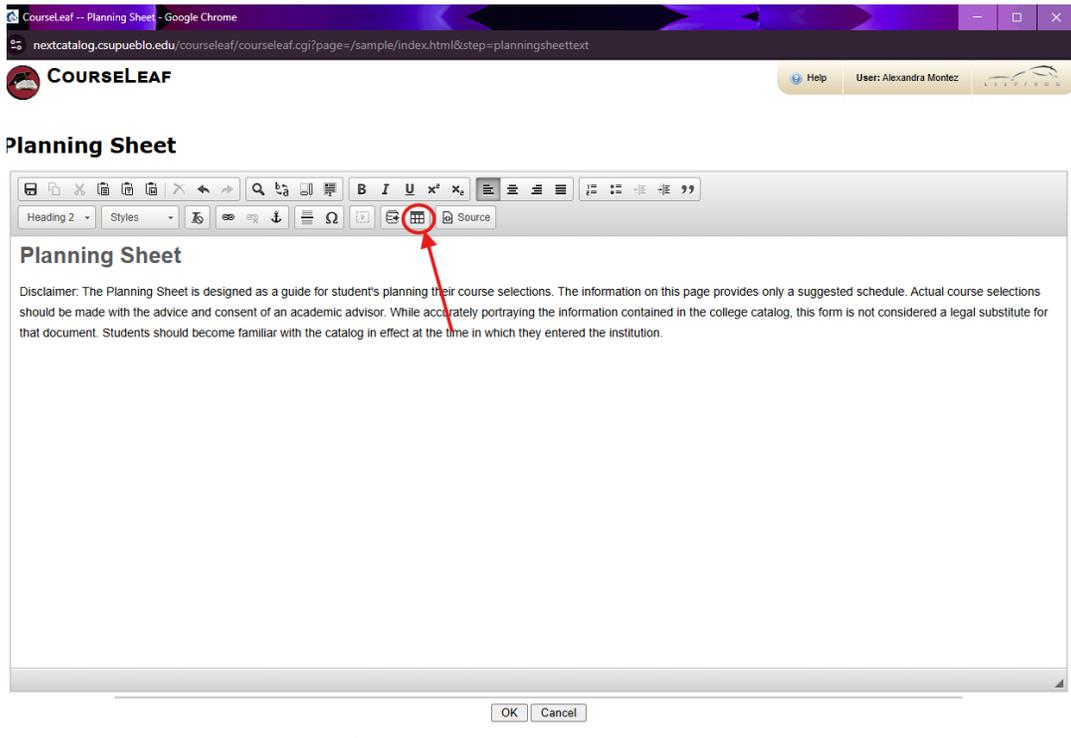
4. Use the **tabs** to navigate each section of the page. Use the Edit “Tab Name” to edit each tab.



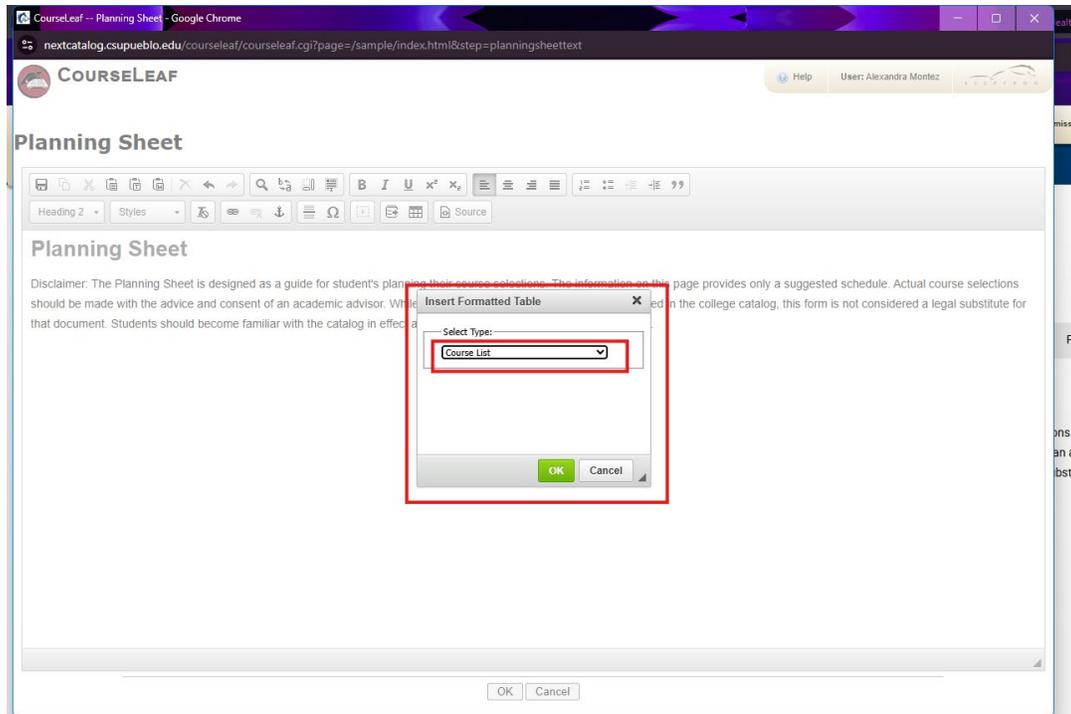
5. An editing box will open with the Planning Sheet disclaimer:



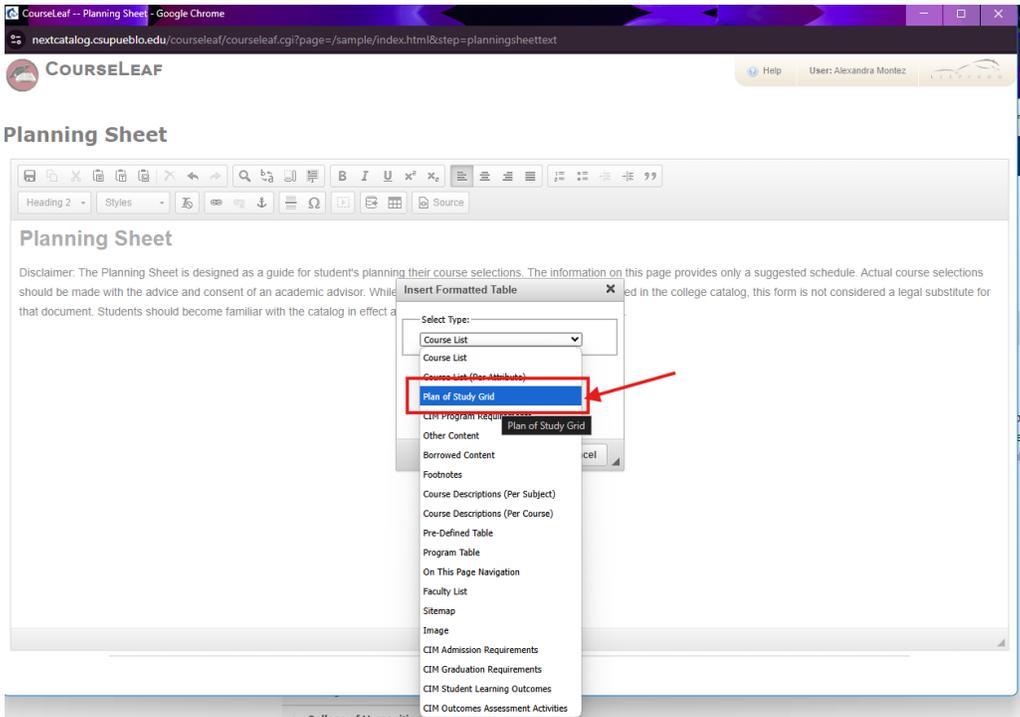
6. Select the **Grid** button. (If updating an existing planning sheet, click on the planning sheet, then select the grid button.)



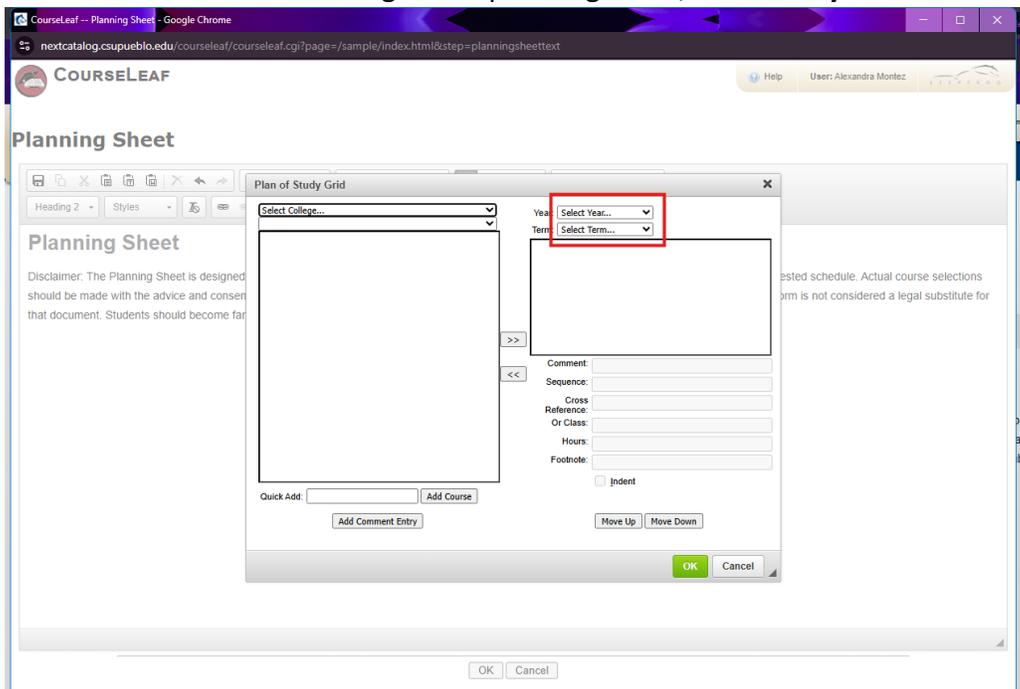
7. A drop-down box will pop up. (For new Planning Sheets)



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



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

The screenshot shows a web browser window displaying the CourseLeaf Planning Sheet. The browser's address bar shows the URL: `nextcatalog.csupueblo.edu/courseleaf/courseleaf.cgi?page=/sample/index.html&step=planningsheettext`. The CourseLeaf logo is visible in the top left, and the user's name, Alexandra Montez, is in the top right. The main heading is "Planning Sheet".

A "Plan of Study Grid" dialog box is open in the center. It contains several fields and buttons:

- Select College...** (dropdown menu)
- Year:** Select Year... (dropdown menu)
- Term:** Select Term... (dropdown menu)
- A large empty grid area for course planning.
- Quick Add:** A text input field, highlighted with a red box, with an **Add Course** button next to it.
- Add Comment Entry** button below the Quick Add field.
- Comment:** text input field
- Sequence:** text input field
- Cross Reference:** text input field
- Or Class:** text input field
- Hours:** text input field
- Footnote:** text input field
- Indent** checkbox
- Move Up** and **Move Down** buttons
- OK** and **Cancel** buttons at the bottom right.

At the bottom of the browser window, there are **OK** and **Cancel** buttons for the main Planning Sheet interface.

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

CourseLeaf -- Planning Sheet - Google Chrome  
nextcatalog.csupueblo.edu/courseleaf/courseleaf.cgi?page=/sample/index.html&step=planningsheettext

COURSELEAF Help User: Alexandra Montez

### Planning Sheet

Disclaimer: The Planning Sheet is designed should be made with the advice and consent that document. Students should become far

Planned schedule. Actual course selections m is not considered a legal substitute for

**Plan of Study Grid**

Select College... Year: Year 1 Term: Fall

ENG 101	Rhetoric & Writing I (GT-CO1)
MATH 120	College Algebra (GT-MA1)
CHEM 121	General Chemistry I (GT-SC2)
<b>CHEM 121L</b>	<b>General Chemistry Lab I (GT-SC1)</b>

>> <<

Comment:  
Sequence:  
Cross Reference:  
Or Class:  
Hours: 1  
Footnote:  
 Indent

Quick Add: Add Course  
Add Comment Entry  
Move Up Move Down  
OK Cancel

CourseLeaf -- Planning Sheet - Google Chrome  
nextcatalog.csupueblo.edu/courseleaf/courseleaf.cgi?page=/sample/index.html&step=planningsheettext

COURSELEAF Help User: Alexandra Montez

### Planning Sheet

Disclaimer: The Planning Sheet is designed should be made with the advice and consent that document. Students should become far

Planned schedule. Actual course selections m is not considered a legal substitute for

**Plan of Study Grid**

Select College... Year: Year 1 Term: Fall

<b>CHEM 121L</b>	<b>General Chemistry Lab I (GT-SC1)</b>
------------------	---

ENG 101	Rhetoric & Writing I (GT-CO1)
MATH 120	College Algebra (GT-MA1)
CHEM 121	General Chemistry I (GT-SC2)

>> <<

Comment:  
Sequence:  
Cross Reference:  
Or Class:  
Hours: 4  
Footnote:  
 Indent

Quick Add: Add Course  
Add Comment Entry  
Move Up Move Down  
OK Cancel

## 12. Add a placeholder course select **Add Comment Entry** (ex. Elective)

The screenshot shows the CourseLeaf Planning Sheet interface. A 'Plan of Study Grid' dialog box is open, displaying a list of courses. The course 'CHEM 121L General Chemistry Lab I (GT-SC1)' is selected and highlighted in blue. Below the course list, there are fields for 'Comment', 'Sequence', 'Cross Reference', 'Or Class', and 'Hours'. The 'Hours' field is set to '1'. At the bottom of the dialog, there are buttons for 'Quick Add', 'Add Course', and 'Add Comment Entry'. The 'Add Comment Entry' button is highlighted with a red box. The background shows the 'Planning Sheet' page with a disclaimer.

The screenshot shows the CourseLeaf Planning Sheet interface. The 'Plan of Study Grid' dialog box is open, and the 'Add Comment Entry' dialog box is also open, prompting the user to enter comment text. The 'Add Comment Entry' dialog box has a text input field and 'OK' and 'Cancel' buttons. The background shows the 'Planning Sheet' page with a disclaimer.

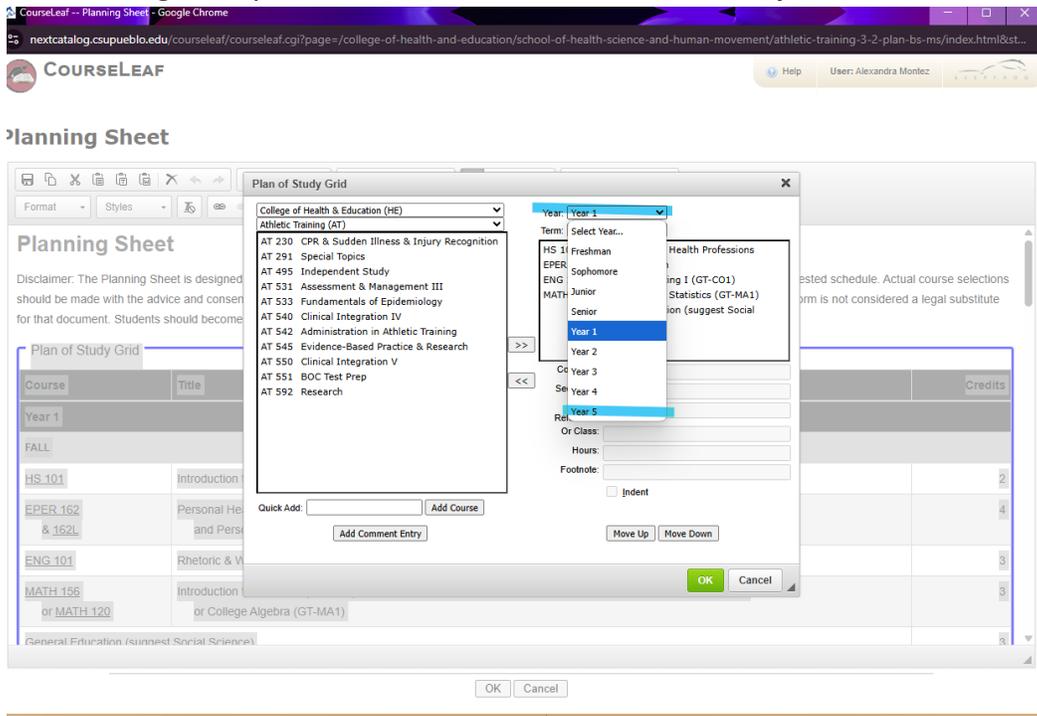
13. Use the fields below your entry to adjust the credit hours and add or remove footnotes.

The screenshot shows the 'Plan of Study Grid' dialog box. On the left is a large empty grid. On the right, there are dropdown menus for 'Year' (Year 1) and 'Term' (Fall). Below these is a list of courses: ENG 101 Rhetoric & Writing I (GT-CO1), MATH 120 College Algebra (GT-MA1), CHEM 121 General Chemistry I (GT-SC2), and an 'Elective' entry which is highlighted in blue. Below the course list are fields for 'Comment' (Elective), 'Sequence', 'Cross Reference', 'Or Class', 'Hours' (3), and 'Footnote'. There is an 'Indent' checkbox which is unchecked. At the bottom are 'Move Up' and 'Move Down' buttons. The dialog has 'OK' and 'Cancel' buttons at the very bottom.

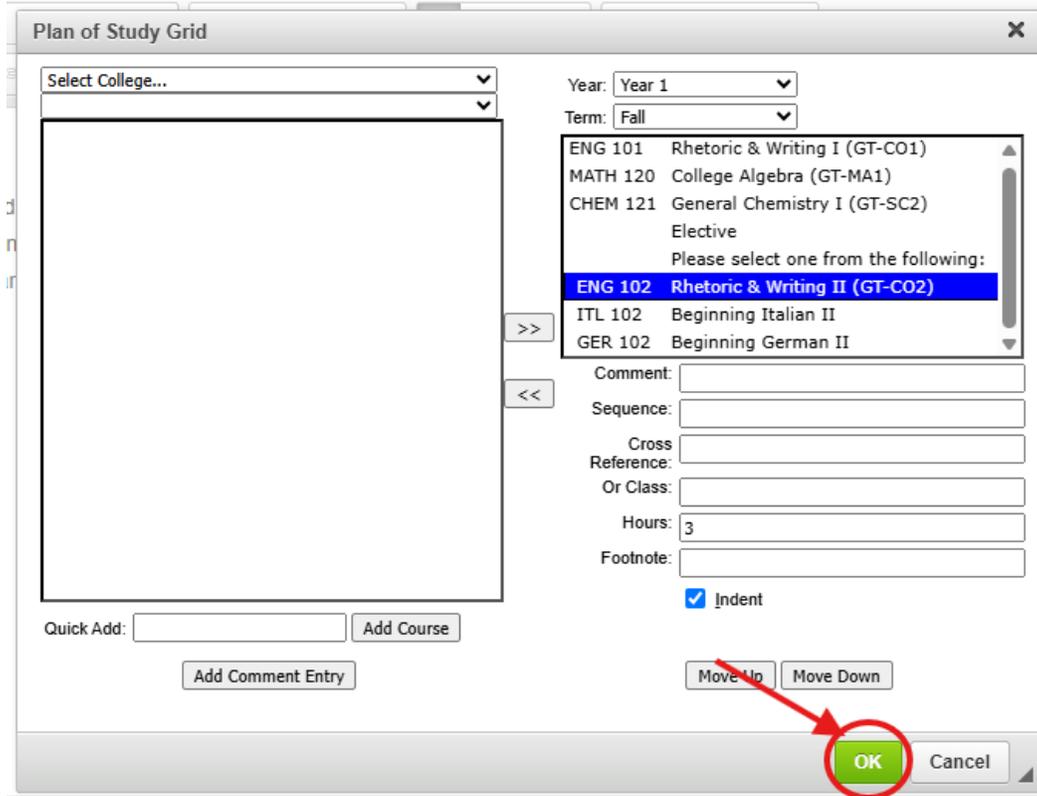
14. Use 'Add Comment Entry' to title a 'Choose from' section. Use **indent** to remove the individual courses from the total sum.

This screenshot shows the 'Plan of Study Grid' dialog box with the 'Elective' entry selected. The course list now includes 'Please select one from the following:' followed by 'ENG 102 Rhetoric & Writing II (GT-CO2)', 'ITL 102 Beginning Italian II', and 'GER 102 Beginning German II'. The 'ENG 102' entry is highlighted in blue. The 'Hours' field is set to 3. The 'Indent' checkbox is now checked. The 'Add Comment Entry' button is visible at the bottom of the dialog.

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



16. Press OK when you are done.



17. The planning sheet will appear in a blue framed box in the editor window. Click **OK**.

**Planning Sheet**

Disclaimer: The Planning Sheet is designed as a guide for student's planning their course selections. The information on this page provides only a suggested schedule. Actual course selections should be made with the advice and consent of an academic advisor. While accurately 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.

Course	Title	Credits
<b>Year 1</b>		
<b>FALL</b>		
ENGL 101	Rhetoric & Writing I (GT-CO1)	3
MATH 120	College Algebra (GT-MA1)	3
CHEM 121	General Chemistry I (GT-SC2)	4
Elective		3
Please select one from the following:		
ENG 102	Rhetoric & Writing II (GT-CO2)	
ITL 102	Beginning Italian II	
GER 102	Beginning German II	
<b>Credits</b>		<b>16</b>
<b>Total Credits</b>		<b>16</b>

OK Cancel

18. The Planning Sheet will appear as follows in the catalog:

**PUEBLU**

OVERVIEW ADMISSION LEARNING OUTCOMES CURRICULUM GRADUATION PLANNING SHEET

**Planning Sheet** [Edit "Planning Sheet"](#)

Disclaimer: The Planning Sheet is designed as a guide for student's planning their course selections. The information on this page provides only a suggested schedule. Actual course selections should be made with the advice and consent of an academic advisor. While accurately 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.

Course	Title	Credits
<b>Year 1</b>		
<b>FALL</b>		
ENGL 101	Rhetoric & Writing I (GT-CO1)	3
MATH 120	College Algebra (GT-MA1)	3
CHEM 121	General Chemistry I (GT-SC2)	4
Elective		3
Please select one from the following:		
ENG 102	Rhetoric & Writing II (GT-CO2)	
ITL 102	Beginning Italian II	
GER 102	Beginning German II	
<b>Credits</b>		<b>16</b>
<b>Total Credits</b>		<b>16</b>

When you are done working, click the "Save Work/Save" button to update your page for review to go live.

If you have questions or need additional assistance please submit the request to [csup\\_courseleafrequests@csupueblo.edu](mailto:csup_courseleafrequests@csupueblo.edu).