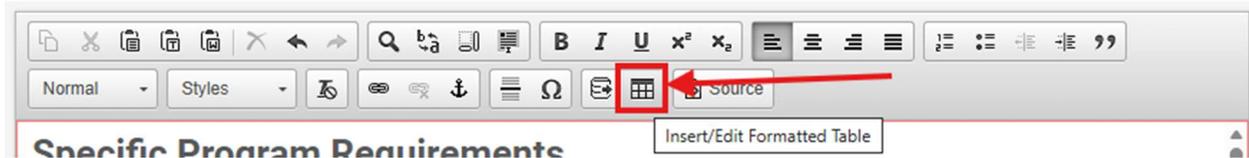


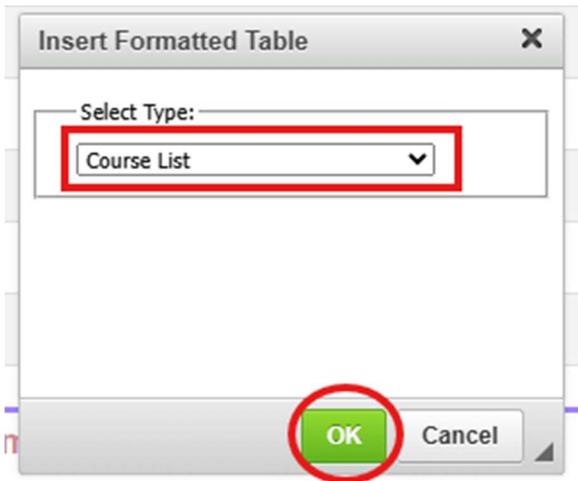
How-To Use the Sum Total Function

In CourseLeaf, the Course List table in the Curriculum section provides a structured overview of a program's required courses. Each table must include a total of credit hours to ensure accuracy and to give students, faculty, and others a clear, at-a-glance understanding of the program's overall requirements.

1. In Curriculum, select the Table icon from the toolbar.



2. Select the type: Course List and click OK



- Enter the desired courses and click the 'Sum Hours' checkbox toward the top right-hand corner. Then click OK.

The screenshot shows the 'Course List' dialog box. On the right side, there is a list of courses: CID 103 Speaking & Listening, MATH 120 College Algebra (GT-MA1), and a blue header for 'General Education Courses'. Below this list are input fields for 'Comment' (containing 'General Education Courses'), 'Sequence', 'Cross Reference', 'Or Class', 'Hours' (containing '29'), and 'Footnote'. There are also checkboxes for 'Indent' and 'Area Header', and 'Move Up'/'Move Down' buttons. At the bottom right, the 'OK' button is circled in red, and a red arrow points to the checked 'Sum Hours' checkbox.

- The table will display the Total Credits.

Specific General Education Requirements

Course	Title	Credits
<u>CID 103</u>	Speaking & Listening	3
<u>MATH 120</u>	College Algebra (GT-MA1)	3
General Education Courses		29
Total Credits		35

The 'Total Credits' row is highlighted with a red box, and a red arrow points to the value '35'.

- That's it! You have successfully used the Sum Function in CourseLeaf!