

# Catalog Editing Manual and Style Guide

West Virginia University  
Academic Catalog

Graduate/Professional - 2014-2015  
Health Sciences - 2014-2015  
Undergraduate - 2014-2015  
Archived Catalogs  
Print / Download Options

Search Catalog

[Undergraduate Course Listings](#)  
[Graduate Course Listings](#)

The West Virginia University Catalog is a general source of information about course offerings, academic programs and requirements, expenses, rules, and policies. In order to reach the goals and fulfill the mission of the University, the courses, requirements, and regulations contained herein are subject to continuing review and change by the West Virginia Higher Education Policy Commission the WVU Board of Governors. University

Contents	
1	Contents
2	Logging in and Editing
3	Tabs
4	Faculty List
5	Administration List
6	Page Body Format
8	Plan of Study
7-8	Links within a Page
9	Workflow
10	Approving Pages
11	Contact Information

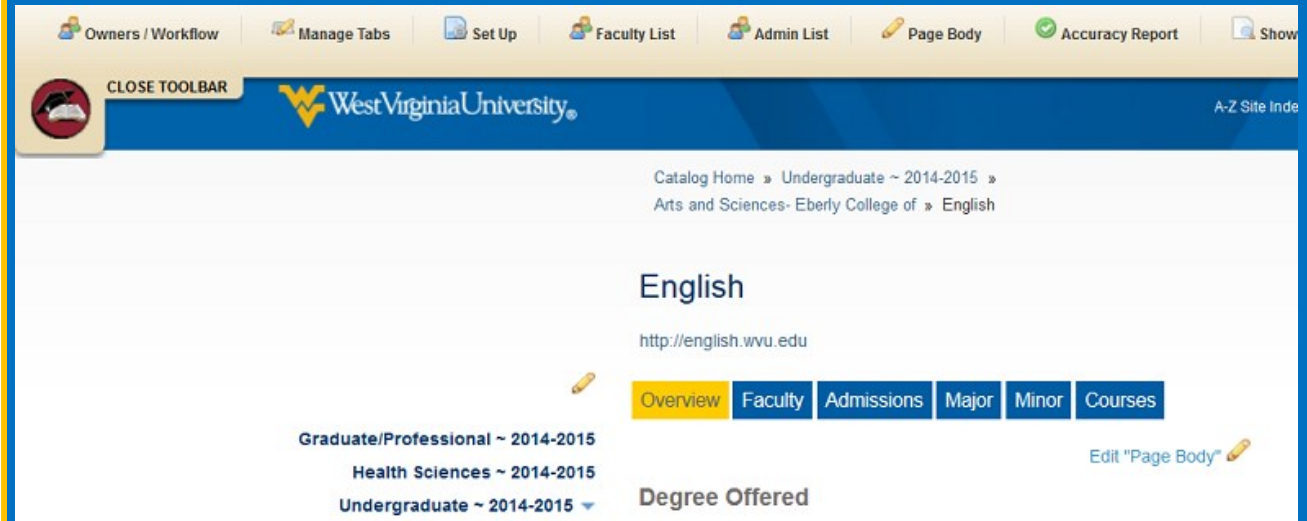
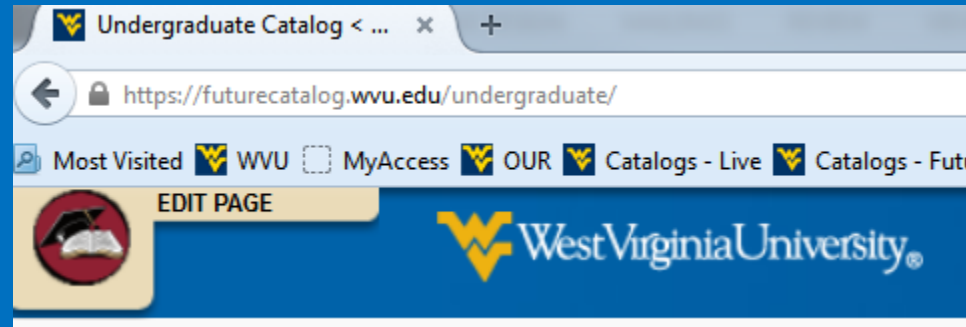
## Logging in and Editing

### Logging In:

- Go to [futurecatalog.wvu.edu](https://futurecatalog.wvu.edu)
- Enter your MyID in all lowercase letters.
- Enter your Password

### Editing:

- Click the Edit Page icon at the top left of the page.
- Use the top toolbar to edit tabs or use the “Edit Page Body” link on the page to edit page content.
- Click OK on each page to save changes.





## Faculty List Set Up

Use the following guidelines to set up your faculty list.

**Name:** First Name Last Name

**Degree:** Abbreviated Terminal Degree  
(Awarding institution spelled out in parenthesis)

**Details:** Put research and/or teaching specialties here.

**Note:** Not everyone will have details, and please do not duplicate entries. **If John Doe is Chair of the Department, do not list him again as faculty and lecturer.** Instead, list faculty and lecturer in his Details section.

**Edit Faculty**

**Name:** Michael Mountaineer

**Degree:** MS (West Virginia University)

**Details:** Mountains, Sustainable Developm

OK Cancel

Overview Faculty Major Courses

**FACULTY**

**CO-CHAIRS**

- Michael Mountaineer - MS (West Virginia University)  
Mountains, Sustainable Developement, Nature Research
- Melissa Mountaineer - MA (The Ohio State University)  
Spotted Frogs, Tree Dwelling Mamals

**PROFESSOR**

- John Doe - Ph.D (Alabama University)  
Computer Systems Management

**ASSISTANT PROFESSORS**

- Jane Doe - MSCS (Fairmont State University)
- James Smith - Ph.D (University of Phoenix)

**LECTURER**

- Bob Mountaineer - MA (Georgia Institute of Technology)

## Administration List Set Up

**Only use Administration list on college main pages. Do not use Administration list on Major pages.**

**Name:** First Name Last Name

**Degree:** Abbreviated Terminal Degree  
(Awarding institution **spelled out** in parenthesis)

**Details:** Put research and/or teaching specialties here.

**Note:** Not everyone will have details, and please do not duplicate entries. **If John Doe is Chair of the Department, do not list him again as faculty and lecturer.** Instead, list faculty and lecturer in his Details section.

**Edit Faculty**

**Name:**

**Degree:**

**Details:**

Overview

Administration

### ADMINISTRATION

#### DEAN

- Daniel J. Robison - Ph.D, (University of Wisconsin-Madison)  
Entommology, Natural Resource Management and Sustainable Development, Siviculture and Forest Pest Management, Clonal Forestry and Biomass-energy

#### ASSOCIATE DEAN

- Dennis K. Smith - Ph.D.  
Acadmeic Affairs

#### ASSOCIATE DIRECTOR

- Timothy T. Phipps - Ph.D.  
Agriculture and Forestry Experiment Station

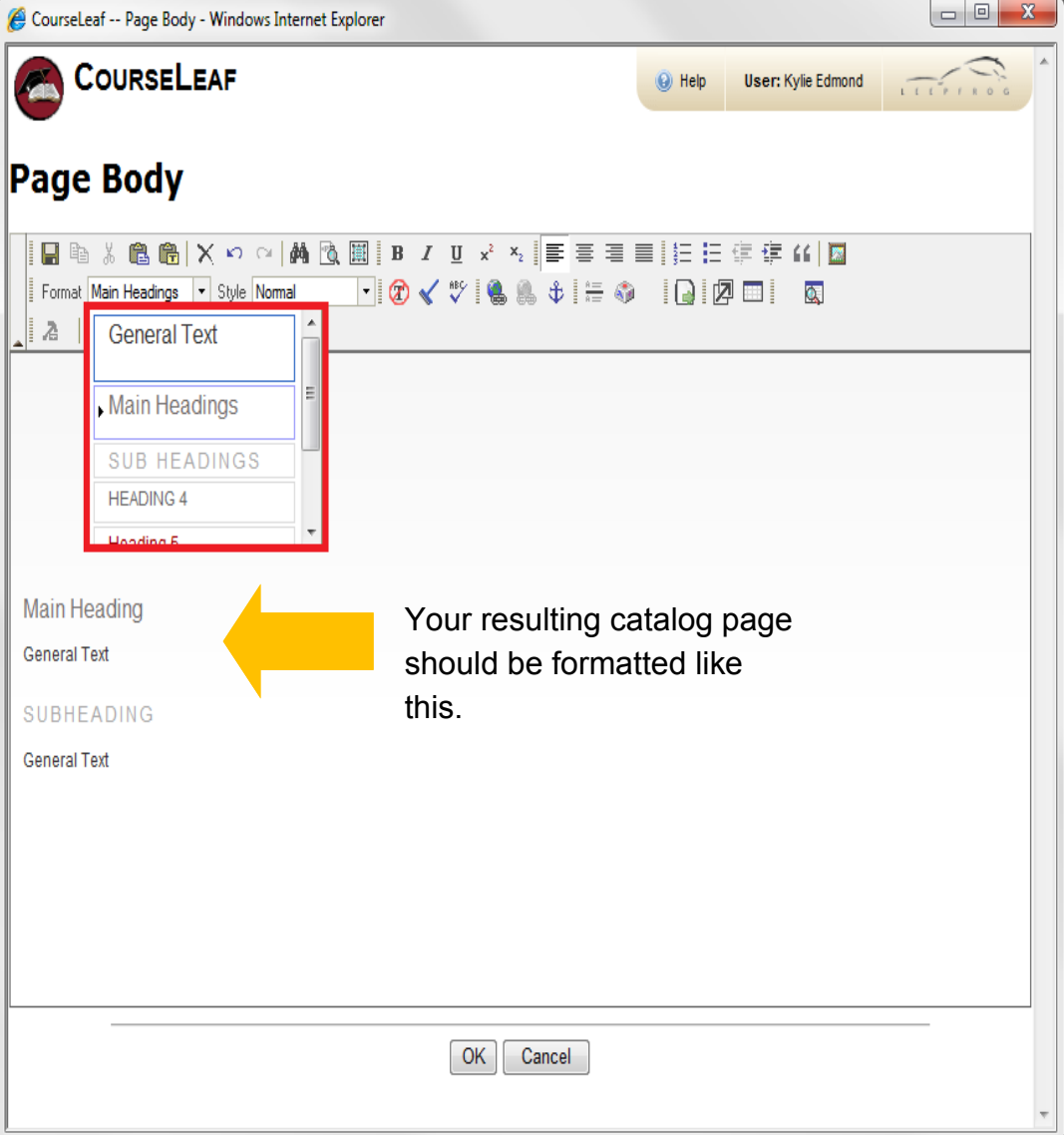
## Page Body Format

The format options have been renamed for easier use:

**Main Heading:** Use for the main headings in your page body.

**Sub Heading:** Use this for headings that fall under the main heading.

**General Text:** Use this for the text under the headings.



CourseLeaf -- Page Body - Windows Internet Explorer

**COURSELEAF** Help User: Kylie Edmond

### Page Body

Format Main Headings Style Normal

- General Text
- Main Headings
- SUB HEADINGS
- HEADING 4
- Heading 5

Main Heading  
General Text  
SUBHEADING  
General Text

OK Cancel

Your resulting catalog page should be formatted like this.

**Links within a page or “Anchors” allow you to create alphabetized navigation links at the top of longer catalog pages.**


## Tuition, Fees and Residency

### Page Contents:

[Edit "Page Body"](#) 

- [Academic Common Market](#)
- [Fee Regulations](#)
- [Higher Education Policy Commission Series 25](#)
- [Identification Card](#)
- [Laboratory Fees](#)
- [Music Fees](#)
- [Non-Sufficient Funds Check Policy](#)
- [Other Fees](#)
- [Refund of Tuition and Fees](#)
- [Residency Policy](#)
- [Special Fees, Library Fee, and Technology Fee](#)
- [SREB Academic Common Market](#)
- [Tuition and Fees](#)

These are links within a page or “Anchors”.

[Edit Content from /shared/common\\_marketsreb/](#) 

### Academic Common Market

West Virginia provides its residents the opportunity, through the Academic Common Market (ACM) and through other contract programs, to pursue academic majors or programs not available within the state. The contract programs and the ACM permit West Virginians to enter out-of-state

## Linking within a Page

1. Highlight the main heading at the top that you would like to make a link.
2. Click the Create Link button
3. Select "Link to an Anchor"
4. Choose the Anchor that you created for that heading.
5. Uncheck the Open in new window box
6. Click OK

**NOTE:** Anchors will NOT work if there are identical anchor names. Use different names for identical headings on more than one tab.

Ex: Admissions heading on Overview tab and on Admissions tab. Call anchors Admissions 1 and Admissions 2

The screenshot shows a web editor interface with a 'Page Content' sidebar on the left and a 'Link' dialog box open in the center. The sidebar contains a list of anchors: 'Admission', 'Curriculum', 'Deadlines', and 'Training'. The 'Admission' anchor is highlighted. The 'Link' dialog box has the following elements:

- 1:** A red box highlights the 'Create Link' button in the top toolbar.
- 2:** A red box highlights the 'Link to an Anchor' radio button in the dialog.
- 3:** A yellow box highlights the 'to a URL' text field.
- 4:** A yellow box highlights the dropdown menu showing the selected anchor 'Admission'.
- 5:** A yellow box highlights the 'Open in new window' checkbox, which is currently checked.
- 6:** A yellow box highlights the 'OK' button at the bottom right of the dialog.

The background content includes a heading 'Admission' and a section titled 'APPLICATION REQUIREMENTS' with a list of requirements: 'Completion of SOCA 19', 'Completion of STAT 21', 'A minimum GPA of 2.0', and 'Sophomore or higher st'. Below this is a heading 'Deadlines' with the text 'March 31 is the deadline.' and another heading 'Curriculum'.



## Workflow

- The Page Owner will click the green “Start Workflow” button. (If no edits were needed, you may need to click Setup in the top toolbar and OK before the workflow button will turn green.)
- Shared pages need to start workflow on the shared page as well as on the page the shared content is on.
- Steps of workflow are listed at the bottom of each page.
- Individuals approving catalog pages will receive an email notification when the page is ready for review and approval.

The screenshot displays the West Virginia University catalog page for the Bennett Department of Chemistry. The page is in an editing mode, as indicated by the 'CLOSE TOOLBAR' button and the 'Start Workflow' button at the bottom right. The top navigation bar includes links for 'Owners / Workflow', 'Manage Tabs', 'Set Up', 'Faculty List', 'Admin List', 'Page Body', 'Accuracy Report', and 'Show Differences'. The main content area is titled 'Bennett Department of Chemistry' and includes a search bar, a navigation menu with 'Overview', 'Faculty', 'Admissions', 'Major', and 'Courses', and a list of 'Degrees Offered' (Bachelor of Arts and Bachelor of Science). The page also features a sidebar with 'UNDERGRADUATE CHEMISTRY' and 'UNDERGRADUATE INFORMATION' links. At the bottom, a status bar shows the user is logged in as 'Kylie Edmond', the page owner is 'CHEM Owner\_UG', and the last edited date is 'Jan 28 by Jeff Petersen'. A green 'Start Workflow' button is prominently displayed in the bottom right corner.

When you are done working, click the "Start Workflow" button to submit your page for review to go live.

## Approving Pages

- All pages are approved at [futurecatalog.wvu.edu/courseleaf/approve](http://futurecatalog.wvu.edu/courseleaf/approve).
- Select the page ready for review in the Pages Pending Approval box.
- All edits are illustrated in red/green markup. Use the “View Changes by” dropdown menu to see what edits were made by specific individuals.

The screenshot shows the COURSELEAF interface for 'Pages Pending Approval'. At the top, there is a header with the COURSELEAF logo, a user profile for 'Melanie Stimpeling', and navigation links for 'Page' and 'User: Melanie Stimpeling'. Below the header, there is a 'Pages Pending Approval' section with a table containing one entry with the ID '11514'. To the right of the table is a 'Page Info' sidebar with tabs for 'Workflow Status', 'Attached Files', and 'Revision History'. The 'Page Info' section lists fields for Title, Last Update, Template, Page Authors, Workflow, College, and Department. Below the table is a 'PAGE REVIEW' section with a 'View Changes By' dropdown menu set to 'All Changes' and buttons for 'Edit', 'Rollback', and 'Approve'.

- Use the **Edit** button to make changes to the page.
- Use the **Rollback** button to return a page to an earlier person in workflow for additional editing. Note: the page will need to return through workflow; please keep pending deadlines in mind.
- Click the **Approve** button when you have verified all content on the page is accurate and are finished editing.

If you have questions or need assistance, please contact:

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**Phone:**

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