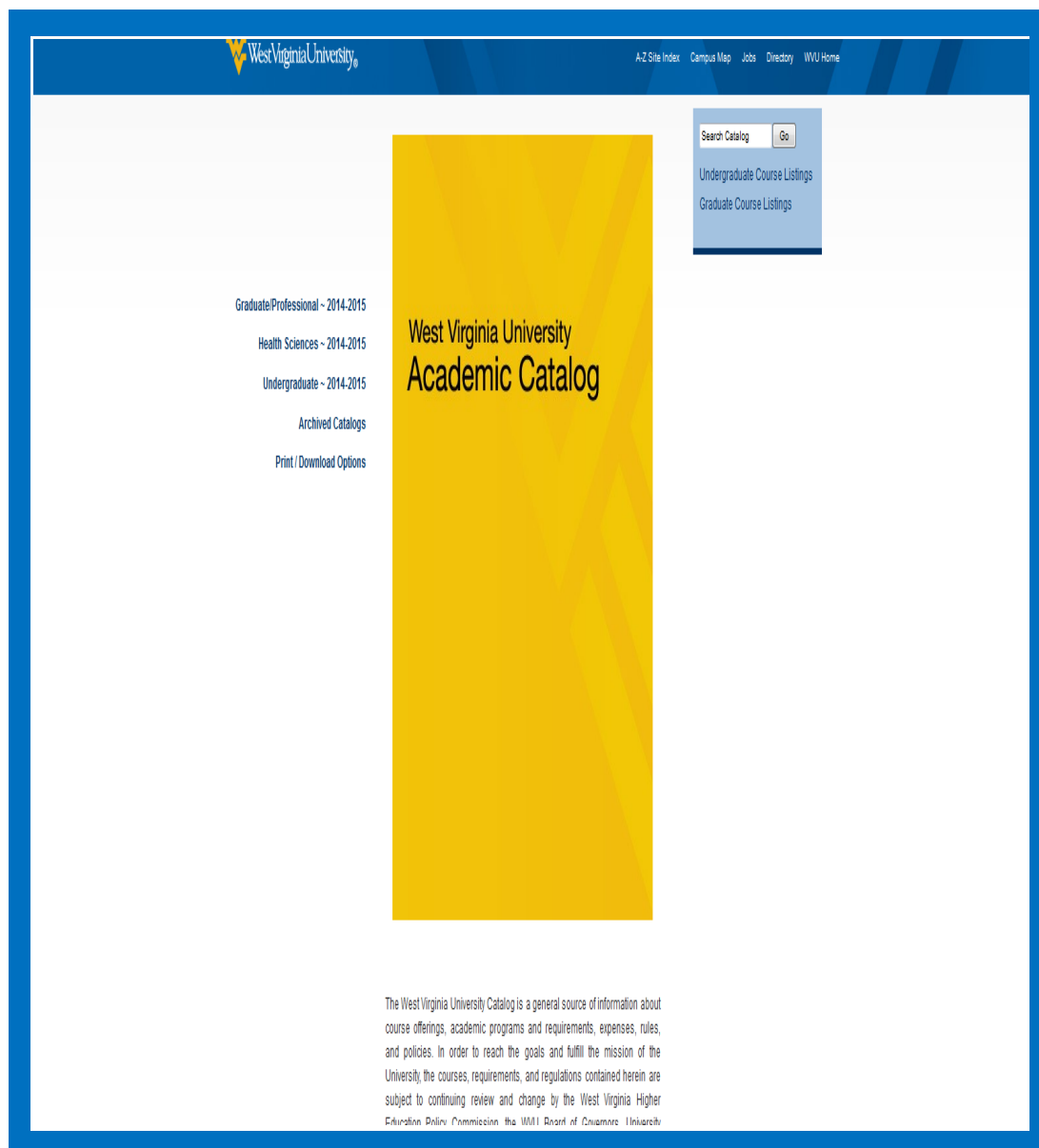


Catalog Editing Manual and Style Guide



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Logging in and Editing

Logging In:

- Go to futurecatalog.wvu.edu
- Enter your Login ID 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.

The screenshot shows a web browser window with the URL <https://futurecatalog.wvu.edu/undergraduate/>. The page header includes the West Virginia University logo and the text "West Virginia University". Below the header is a toolbar with various icons and links: "Owners / Workflow", "Manage Tabs", "Set Up", "Faculty List", "Admin List", "Page Body", "Accuracy Report", and "Show". A "CLOSE TOOLBAR" button is also visible. The main content area displays the catalog structure: "Catalog Home » Undergraduate ~ 2014-2015 » Arts and Sciences- Eberly College of » English". The "English" section is highlighted, and the URL <http://english.wvu.edu> is shown. Below this, there are tabs for "Overview", "Faculty", "Admissions", "Major", "Minor", and "Courses". The "Overview" tab is selected, showing the "Degree Offered" section. The page also includes a "Edit 'Page Body'" link with a pencil icon.

Tabs

The following tabs are used to organize information. Use the following guidelines when adding content to your tabs. If you do not have a tab and need one added, email registrar@mail.wvu.edu.

Overview: Includes the Mission, Goals, and Achievements of the program. This tab does not include program requirements.

Faculty/Administration: Includes faculty information accurate as of the time of editing. Changes that happen after the catalog editing process ends will be updated in the next catalog.

Learning Goals: Included on the college pages only for degree designations.

Admission: Includes requirements for admission to the program. Do not include general University admission information.

Major/Masters/Doctoral: Contains program requirements. Only edited through CIM.

Overview Faculty Admission Major Courses

Edit "Page Body" 

The Mission, Goals and Achievements of your Program go in the Overview Tab.

Overview Faculty Admission Major Courses

Edit "Admission" 

Requirements for Admission to the Major go in the Admissions Tab

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 Development, 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

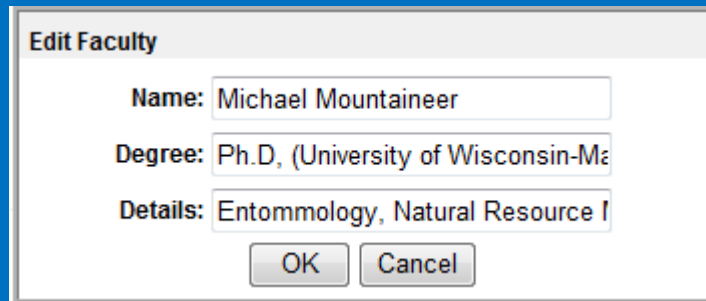
Only use Administration list on college main pages. Do not use Administration list on Major pages.

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: Michael Mountaineer

Degree: Ph.D. (University of Wisconsin-Ma

Details: Entommology, Natural Resource I

OK Cancel

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 Experimnet Station

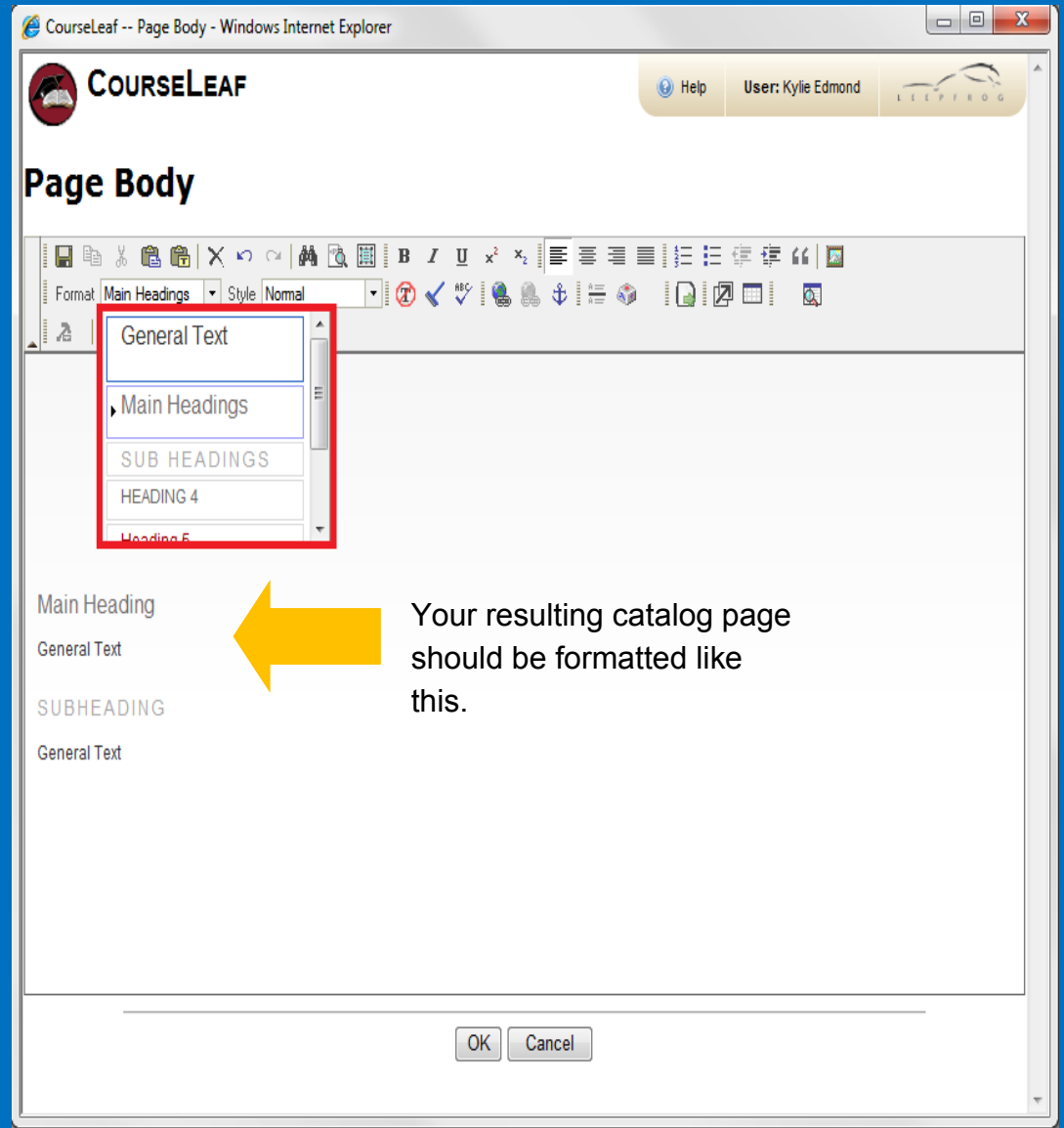
Page Body Format

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.



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.

[Catalog Home](#) » [Undergraduate Catalog ~ 2014-2015](#) » [Tuition, Fees and Residency](#)

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 document editor interface with a 'Page Content' sidebar on the left and a 'Link' dialog box open in the center. The sidebar lists 'Admission', 'Curriculum', 'Deadlines', and 'Training'. The 'Admission' heading is highlighted with a blue box and labeled with a yellow callout '1'. The 'Link' dialog box has a 'Hyperlink Destination' section with a text input field labeled '3' and a radio button labeled '4' for 'Link to an Anchor'. Below the radio button is a dropdown menu showing 'Admission', 'Deadlines', 'Curriculum', and 'Training'. The 'Link Properties' section has a checkbox labeled '5' for 'Open in new window'. The 'OK' button is labeled with a yellow callout '6'. The background document shows the 'Admission' heading and a list of application requirements.

Page Content

- Admission
- Curriculum
- Deadlines
- Training

Admission

APPLICATION REQUIREMENTS

Students must apply for admission to the program.

- Completion of SOCA 19
- Completion of STAT 21
- A minimum GPA of 2.0
- Sophomore or higher standing

Students must submit an application for admission to the program. Other students meeting minimum application requirements are accepted.

Deadlines

March 31 is the deadline.

Curriculum

UNIVERSITY REQUIREMENTS

Link

Hyperlink Destination

3 to a URL

4 Link to an Anchor

Admission

Deadlines

Curriculum

Training

5 Open in new window

6 OK Cancel

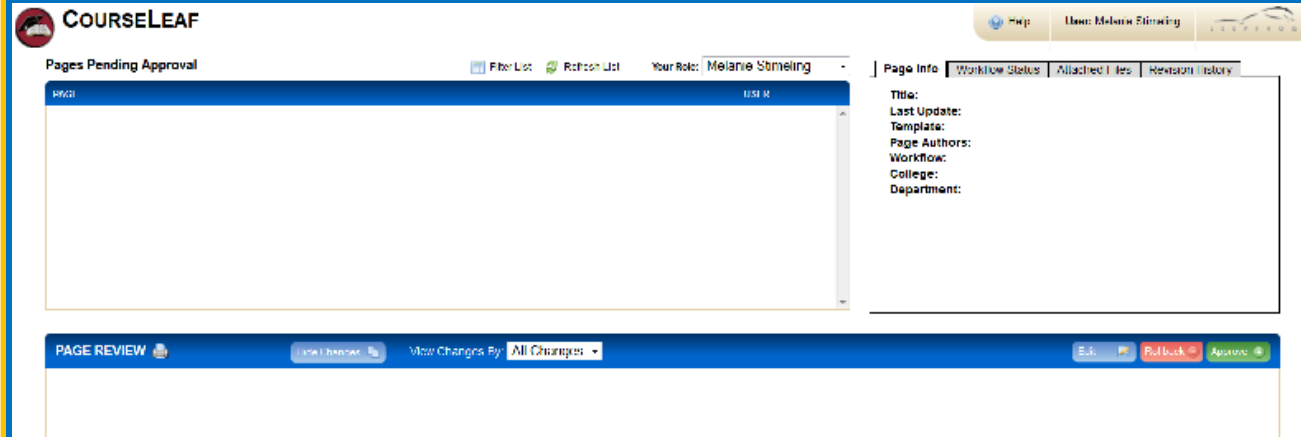
Workflow

- 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 editor interface. At the top, a toolbar contains icons for 'Owners / Workflow', 'Manage Tabs', 'Set Up', 'Faculty List', 'Admin List', 'Page Body', 'Accuracy Report', 'Show Differences', and 'Banner'. Below the toolbar, the page title is 'Bennett Department of Chemistry' with the URL 'http://chemistry.wvu.edu/'. A navigation menu on the left lists various academic departments and colleges, including 'Graduate/Professional ~ 2014-2015', 'Health Sciences ~ 2014-2015', 'Undergraduate ~ 2014-2015', and 'Archived Catalogs'. The main content area is titled 'Degrees Offered' and lists 'Bachelor of Arts' and 'Bachelor of Science'. Below this, the 'Nature of Program' section describes the department's offerings. A right-hand sidebar contains a search bar and a list of links for 'UNDERGRADUATE CHEMISTRY' and 'UNDERGRADUATE INFORMATION'. At the bottom, a status bar shows the user is logged in as 'Kylie Edmond', the page owner is 'CHEM Owner_UG', and the workflow is '14 Standard_UG'. A green 'Start Workflow' button is prominently displayed in the bottom right corner, accompanied by a tooltip that reads: '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.
- 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.



- 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:

Email: registrar@mail.wvu.edu

Phone: 304-293-5355