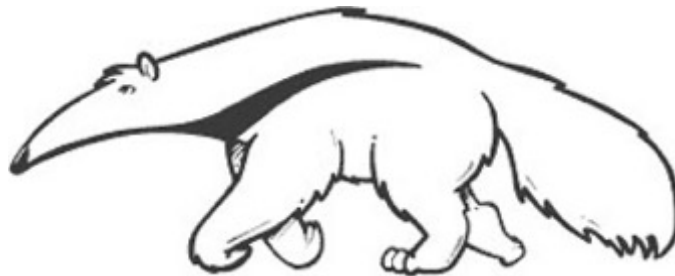# UCI General Catalogue Review

Contributing to the annual Catalogue review process as a workflow member and/or Page Owner

University Editor:
Aliya Thomas
aliya.thomas@uci.edu
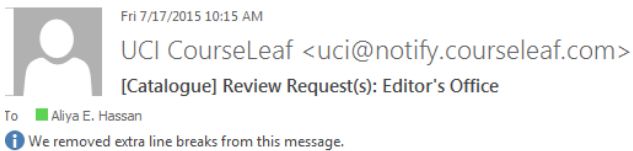949-824-5600

Workflow Member

A workflow member is one of several reviewers of an assigned Catalogue page(s) and contributes edits to the Catalogue draft prior to publication.

To become a workflow member and part of the Catalogue-editing process:

1. Submit a completed Request for Systems Access form to the Registrar's Office or the University Editor.

2. Contact the Page Owner for your School, Department, or Program and request to be placed in workflow for the appropriate Catalogue page(s). If you do not know who the Page Owner is, contact the University Editor.

Now that you have been placed in workflow:

1. Expect an email from the Catalogue-editing system. When a Catalogue page is ready for you to review, you'll receive an email from the sender: UCI CourseLeaf uci@notify.courseleaf.com) with a subject line: "Catalogue Review Request: (Your Role/Name Here)" If you have not received an email once the workflow process has started, check your Spam and/or Clutter folders.

2. In the body of the email, there is a link to your approval queue where the page is awaiting your review. Click on the link and log into the approval queue with your UCInetID and password.

Fri 7/17/2015 10:15 AM

UCI CourseLeaf <uci@notify.courseleaf.com>

[Catalogue] Review Request(s): Editor's Office

To   Aliya E. Hassan

We removed extra line breaks from this message.

Aliya:

The Catalogue has pending changes for your review, including introduction/DonaldBrenSchoolofInformation and ComputerScience.

Please visit: https://next.catalogue.uci.edu/courseleaf/approve/?role=Editor's%20Office to review the pages and provide your feedback.

For questions or more information, please email (aehassan@uci.edu) or contact

Thank you.

Reviewing Catalogue Pages

1. Once in the approval queue, confirm that the name or role in the "Your Role" field is correct.

2. Click on the Catalogue page title on the top half of the screen to view the Catalogue page awaiting your review.

3. If edits are needed, click on the blue "Edit" button in the navigation bar. An editing screen will open in a new window. To save your edits, click "OK" in the editing window.

4. Your edits will now be visible via red/green markup on the Catalogue page in the approval queue. To view a clean version of the Catalogue page without markup, click on the "Hide Changes" button in the navigation bar. To view edits made by a specific editor, click on the dropdown list in the "View Changes By" field and select the person's revisions you'd like to view.

4. Once your edits have been saved and your review of the Catalogue page is complete, click on the green "Approve" button in the approval queue. This will send the Catalogue page to the next person in the workflow route.

5. If you would like to send the Catalogue page to someone before you in the workflow route or to the Page Owner, click on the red "Rollback" button in the navigation bar. You will then be prompted to select a person to receive the returned Catalogue page.
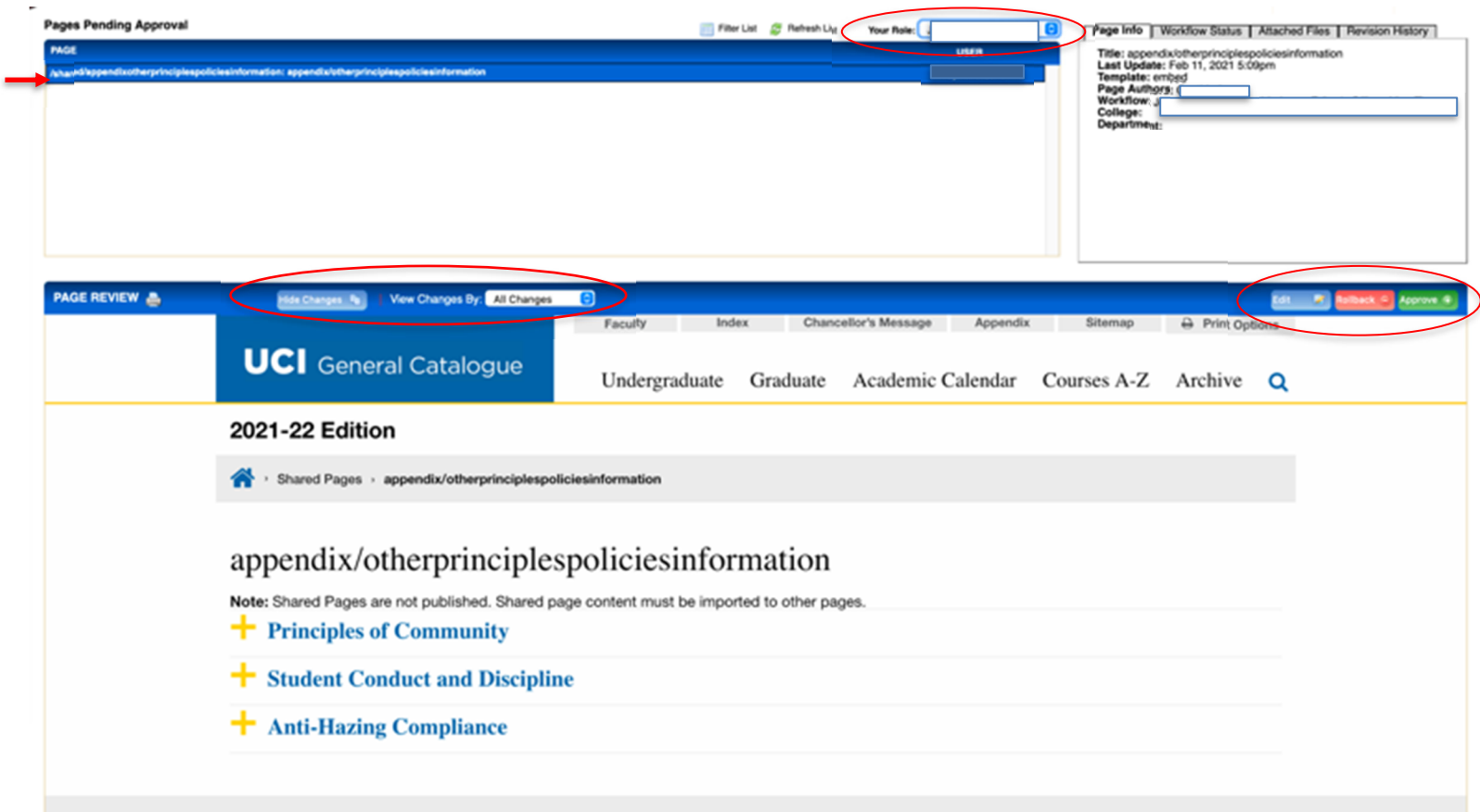
Reviewing Catalogue Pages as an FYI Workflow Member

Being an FYI Workflow Member means that no action is needed when viewing the Catalogue page(s). You will not approve or rollback a Catalogue page; your access is view-only.

When a Catalogue page is ready for you to view, you'll receive an email from the Catalogue-editing system. Sender: UCI CourseLeaf uci@notify.courseleaf.com) with a subject line: "Catalogue Changes: Your Role/Name Here"

In the body of the email, there is a link to the working draft of the Catalogue page(s). No action is needed. If you have questions about the Catalogue page(s) contact the Page Owner listed on the bottom of the page.

Page Owner

Page Owners are responsible for creating and overseeing the workflow process, and for giving final publication approval for their assigned Catalogue pages.

To become a Page Owner and manage the Catalogue-editing process:

1. Submit a completed Request for Systems Access form to the Registrar's Office or the University Editor.

2. Contact the University Editor to gain Page Owner access to your Catalogue pages and to receive the Page Owner Workflow assignment document. The Page Owner document details the workflow route of each Catalogue page and contains URLs to be used exclusively by Page Owners.
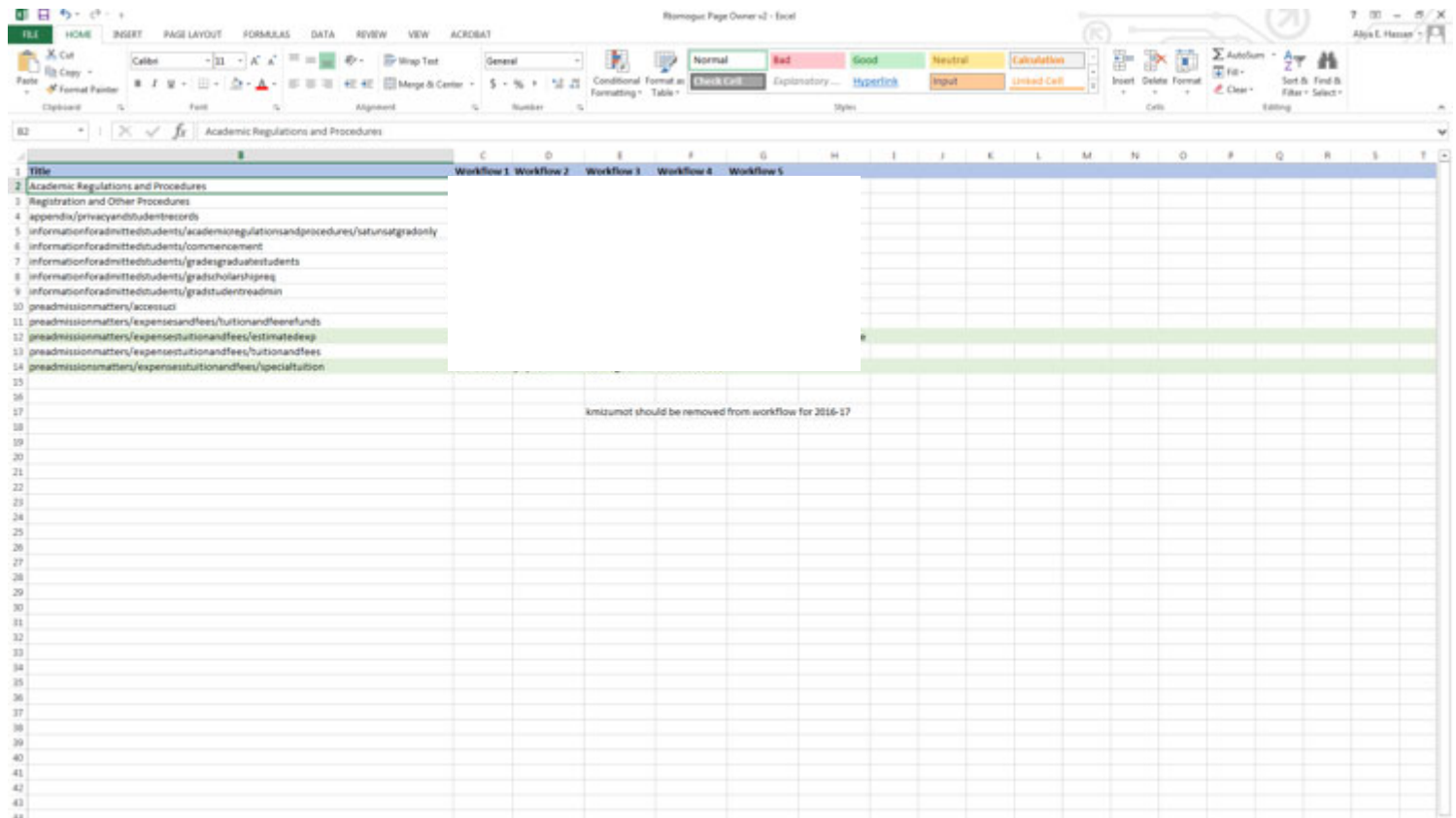
3. Attend a Catalogue Training session given by the University Editor.

Managing your Workflow routes

You can add, remove, or reorder workflow members in your workflow route at any time. Please note, all workflow members require Catalogue access prior to being added to workflow. Contact the University Editor for assistance.

Starting Workflow

To start Workflow, copy the URL from your Page Owner excel document and paste it into your browser. This will take you to the Catalogue draft. Click on the "Edit Toolbar" in the upper left corner. Then, click on the green "Start Workflow" button in the bottom right corner. This will send the Catalogue page to the first person in your workflow route for review.

Monitoring Workflow

To view where a page is in the workflow route, copy the page's URL from your Page Owner excel document and paste it into your browser. Click on the "Editor Toolbar" in the upper left corner. At the bottom of the page, there a "Page Status" field that shows which workflow member is currently reviewing the page.

Completing Workflow

Workflow is complete when all your assigned workflow members have approved the page(s) and the page(s) has reached the Editor's Office approval queue. All pages must complete workflow by the designated January deadline. Deadline information will be given to Page Owners at the beginning of the workflow cycle.

Page Owners will have one final opportunity to review pages before publication during the Galley Review period.

Editing the Catalogue

To edit a Catalogue page, copy the URL from your Page Owner excel document and paste it into your browser. This will take you to the Catalogue draft. Click on the "Edit Toolbar" button in the upper left corner. Then, click on the "Edit Page Body" link above the page body text. An editing screen will open in a new window. To save your edits, click on "OK" at the bottom of the editing window.

If the Catalogue page has tabs, be sure to review all tabs.

Page Owners can also choose to place themselves in the workflow route as a workflow member. If so, please refer to page 2 for instructions on how to edit via the approval queue.

Page Owners and Workflow Members

The following items cannot be changed via the Catalogue workflow process:

Courses – all course modifications, deletions, deactivations, and new course proposals must be submitted and approved via the Course Inventory Management System (CIM). CIM and the Catalogue are synced; once course proposals are fully approved in CIM the new course information will automatically be updated in the Catalogue.

Faculty – Updates to faculty lists must be sent separately to the University Editor by a designated April deadline. Faculty revisions are made via individual faculty entries in a database connected to the Catalogue.

Programs/Degrees – all degree/program requirement modifications, deletions, deactivations, and new program proposals must be submitted and approved via the Academic Senate review process. Once the program proposal has been fully approved by the appropriate Senate body, the University Editor will place the updated requirements in the Catalogue and notify the Page Owner for review and confirmation.

Images – If you would like to change, add, or remove an image on your Catalogue page, contact the University Editor for assistance.

For Catalogue training, more information on this year's Catalogue cycle, or any additional questions, contact the University Editor.