CAT Quick Guide

What is CAT?

CAT is the catalog editing module of CourseLeaf. In this system, departments edit catalog content for the upcoming cycle. Once an editor has completed their review and/or edits for a page, the editor clicks the "Start Workflow" button, and the page goes through a pre-set workflow for approval. The workflow may include the department chair, college dean, Registrar's Office, and others as appropriate. If approved, the edits will appear in the next catalog.

To access CAT: https://nextcatalog.odu.edu (navigate to appropriate area/pages as needed). Log in using your MIDAS ID and password. It's best to use the Firefox browser if it's available on your computer.

Training: Once ready, training information will be available at https://www.odu.edu/acadaffairs/courseleaf each year.

Deadlines: Once set, the deadline for course submissions in CIM will be posted at https://www.odu.edu/acadaffairs/courseleaf each year. Please note: following the posted deadline is imperative to ensure the university catalogs are published in a timely manner. CAT will close for submissions after the deadline.

IMPORTANT: If your catalog change required submission of a curricular change form, please ensure that form is fully approved before making any significant changes in the catalog. If the changes are small (didn't require a curricular change form or did require one but were not extensive), you may make them, and the catalog administrator will let you know upon review if they're not appropriate.

New Programs/Majors/Minors or items that are moving from one department/college to another will require some initial administrative work before you can edit them. This work is usually completed in the weeks after the curricular change form deadline and takes time. Please email courseleaf@odu.edu if you have any questions about a particular item.

Navigation once in CAT: Please review the provided training video at https://www.odu.edu/acadaffairs/courseleaf for specifics, and be sure to save your work periodically while editing to ensure the system doesn't time you out.

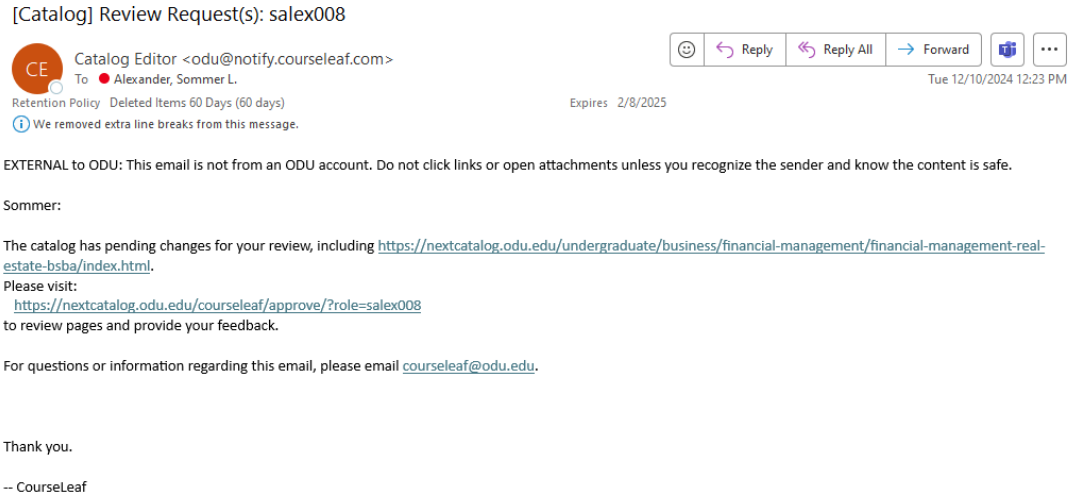
1. Choose Undergraduate or Graduate Catalog by clicking on the catalog listing.
2. Use the tabs along the right side to navigate to the page you want to edit.
3. Click the Edit Page logo at the top of the left hand side of the screen to reveal the author toolbar.
4. Click the pencil symbol at the area of the catalog copy or the particular course you want to edit and make edits as desired.
5. Be sure to save your edits by clicking O.K. at the bottom of the page body box.
6. When finished making ALL edits on the page, click the green Start Workflow button in the lower right. If anyone else in your area is able to make edits on the page, **please be sure**

everyone has finished editing before starting Workflow.

7. Log off by exiting your browser, closing the page or choose file and then exit.

Reviewing Course Proposals

If you are in the workflow as an approver, you will receive an automated email from Catalog Editor with a link to click on to review/edit and approve changes for a specific catalog page, as in the example below.



[Catalog] Review Request(s): salex008

CE Catalog Editor <odu@notify.courseleaf.com>
To Alexander, Sommer L.

Reply | Reply All | Forward

Tue 12/10/2024 12:23 PM

Retention Policy Deleted Items 60 Days (60 days) Expires 2/8/2025

We removed extra line breaks from this message.

EXTERNAL to ODU: This email is not from an ODU account. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Sommer:

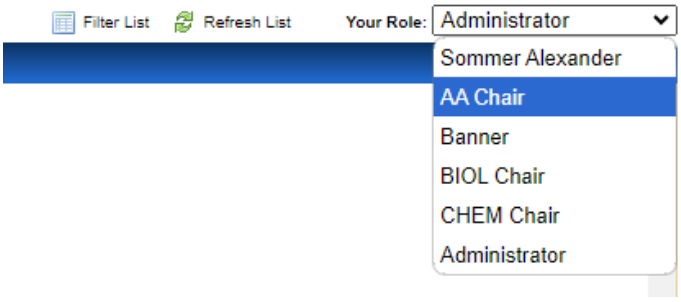
The catalog has pending changes for your review, including https://nextcatalog.odu.edu/undergraduate/business/financial-management/financial-management-real-estate-bsba/index.html.
Please visit:
https://nextcatalog.odu.edu/courseleaf/approve/?role=salex008
to review pages and provide your feedback.

For questions or information regarding this email, please email courseleaf@odu.edu.

Thank you.

-- CourseLeaf

If you do not see anything when you follow the link provided in the email, please select your name or role from the "Your Role" dropdown menu:



Once you select your role, you should see a list of pages for your review. Click on the page you'd like to review and scroll down to see the changes.

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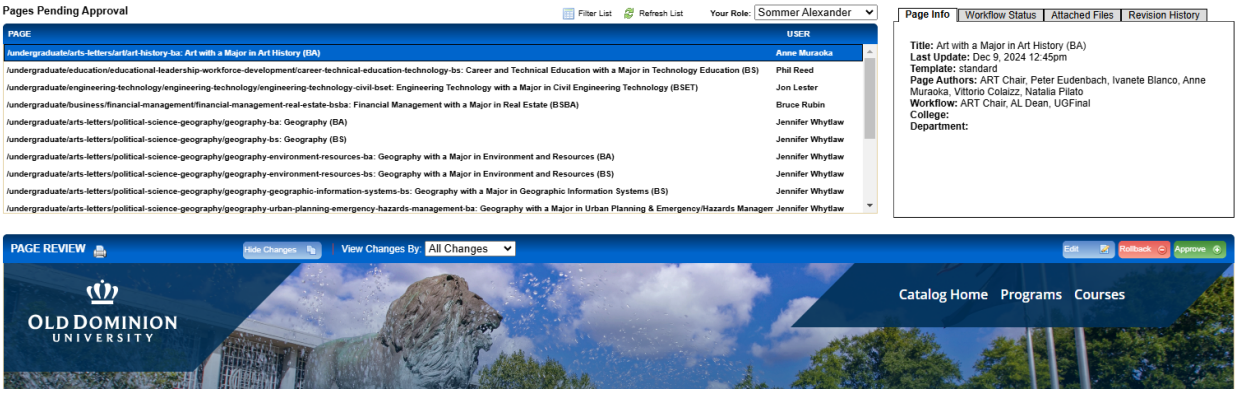
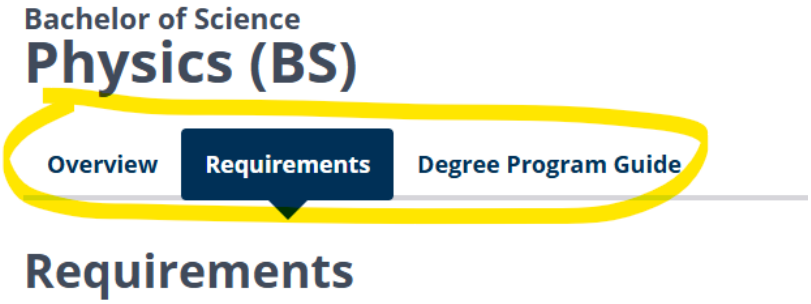
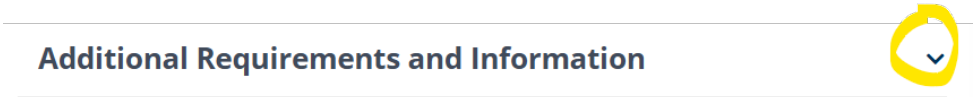


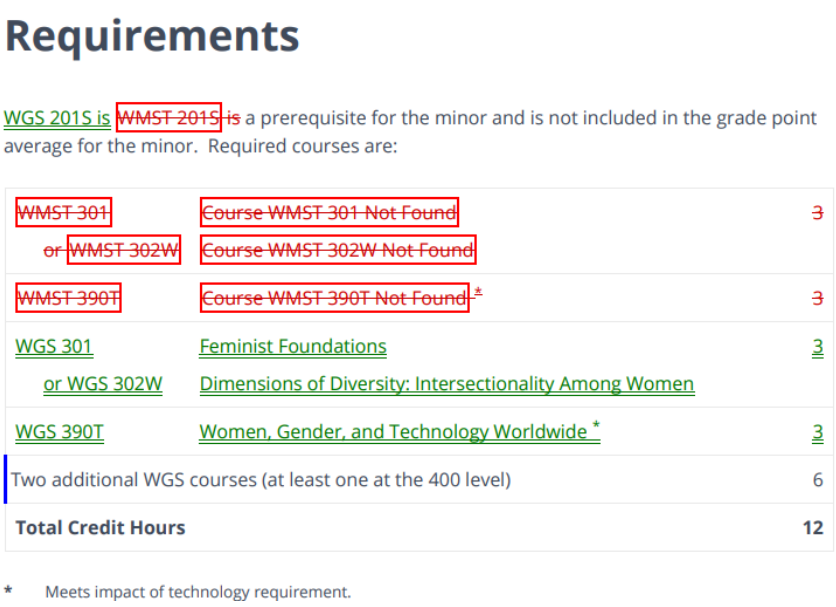
Be sure to click on each tab for the page, if there are multiple tabs:



Be sure to expand any dropdown sections, as well, to review those for accuracy:



Most changes will appear in red and green (red usually indicates a removal of content from an area, while green usually indicates the addition of content to an area). Here's an example of how changes might appear:



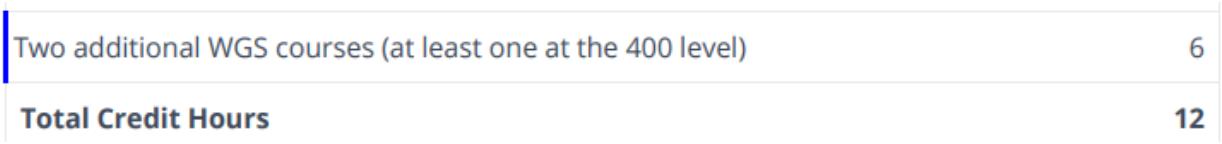
Requirements

WGS 201S is ~~WMST 201S~~ ~~is~~ a prerequisite for the minor and is not included in the grade point average for the minor. Required courses are:

~~WMST 301~~ or ~~WMST 302W~~	~~Course WMST 301 Not Found~~ ~~Course WMST 302W Not Found~~	~~3~~
~~WMST 390T~~	~~Course WMST 390T Not Found~~ ~~*~~	~~3~~
WGS 301 or WGS 302W	Feminist Foundations Dimensions of Diversity: Intersectionality Among Women	3
WGS 390T	Women, Gender, and Technology Worldwide *	3
Two additional WGS courses (at least one at the 400 level)		6
Total Credit Hours		**12**

* Meets impact of technology requirement.

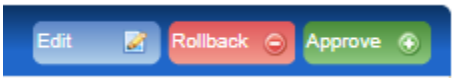
Some changes may also appear with a blue line next to them—a blue line could indicate a rearrangement of requirements, a change in credits, a change in comment/text, a change in course title, change in footnote, etc., so please be sure to review them, too.



Two additional WGS courses (at least one at the 400 level)	6
Total Credit Hours	**12**

Pay special attention to footnotes to ensure they're accurate.

Once you review the page, you have a few options. You can either edit the page and then approve, rollback the page to a previous editor with instructions on what to correct, or approve the page as-is. Approving the page will send it to the next step in the workflow. These options are found on the upper right-hand side of each page you're reviewing:



If you wish to see who made a particular change, click on the "View Changes By" dropdown box (found at the top of each page) and click on a name that appears in the dropdown (the default is to show you all changes):

Help

Help can be found by clicking the Help button in the right-hand top corner or at Help.courseleaf.com.

You can also email courseleaf@odu.edu for assistance if needed.