

Training Materials - Editing Catalog Pages

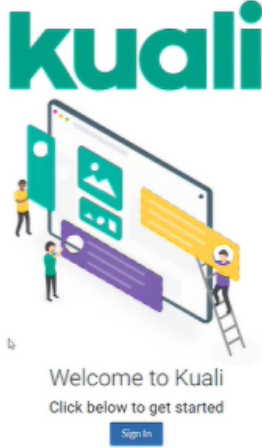
Section: Other Forms

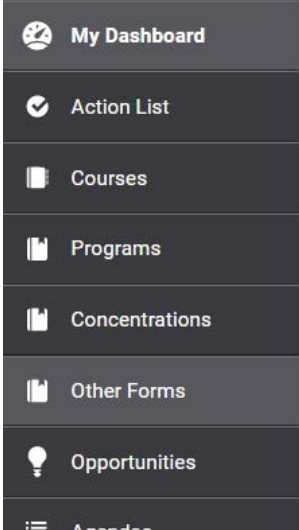
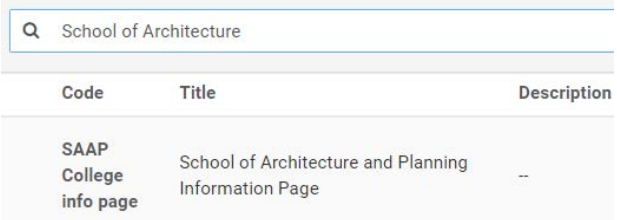
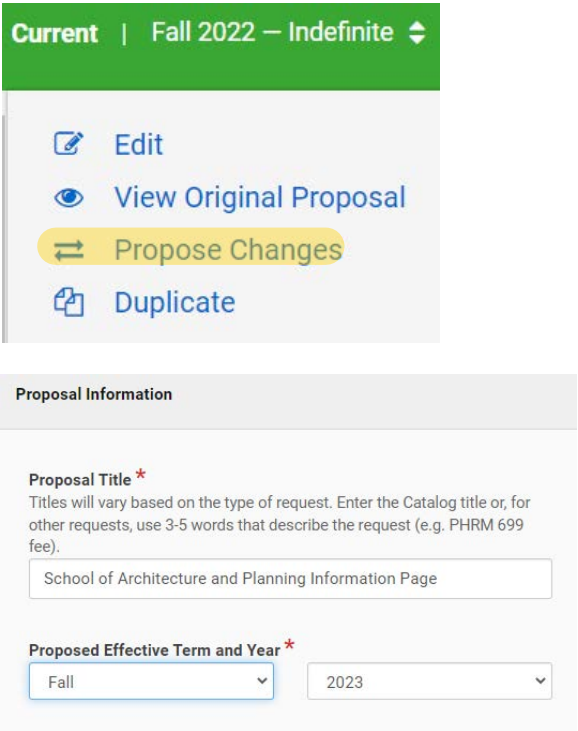
How do departments and colleges update information pages and policies in the Catalog?


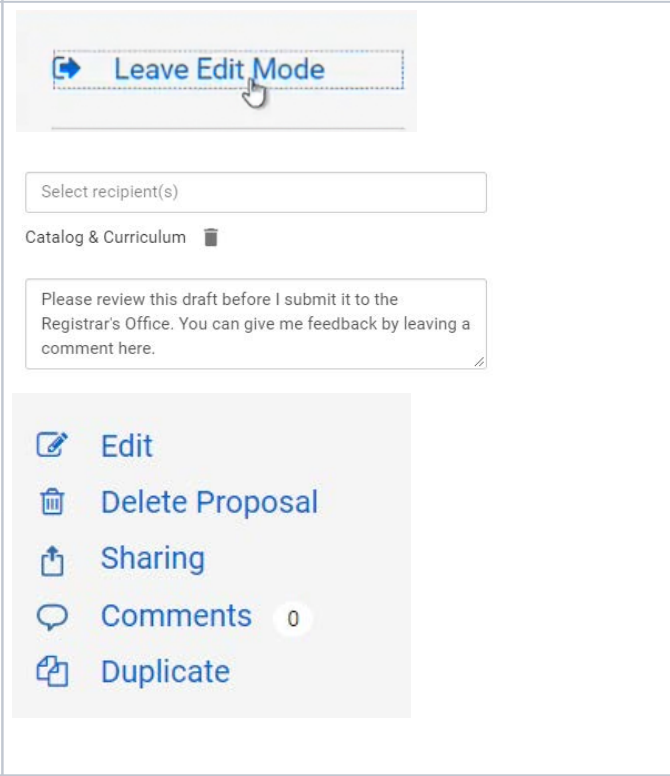
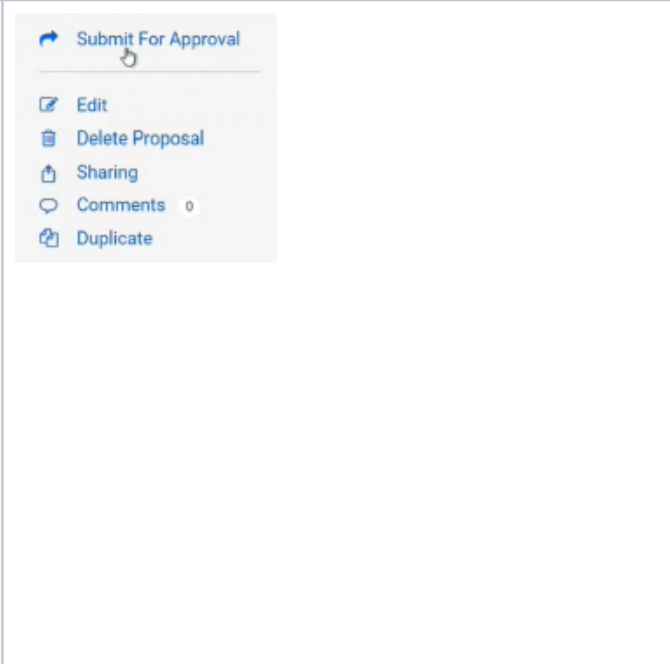
- Department/College Information Pages
- Policies
- How to use the link tool
- FAQs

Note: this process replaces the previous "Proof" process in Cascade. The modifier and approver roles for catalog pages have been discontinued. Departments/Colleges do not need to request access for users to make revisions.

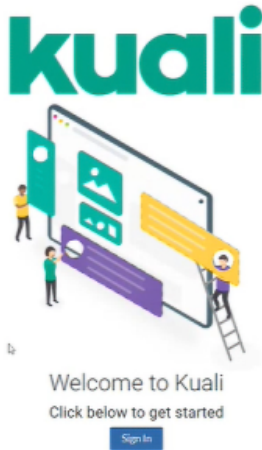
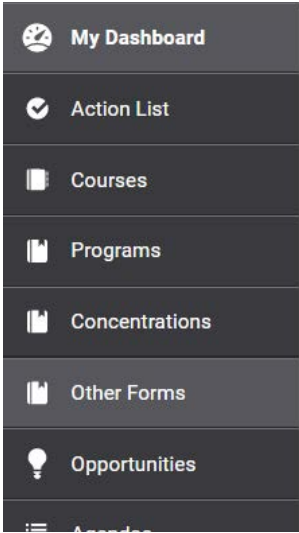
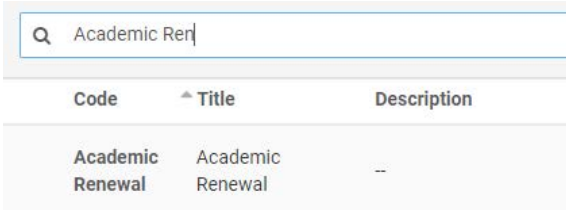
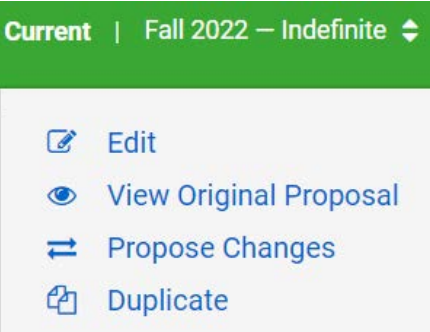
Updating College or Department Information

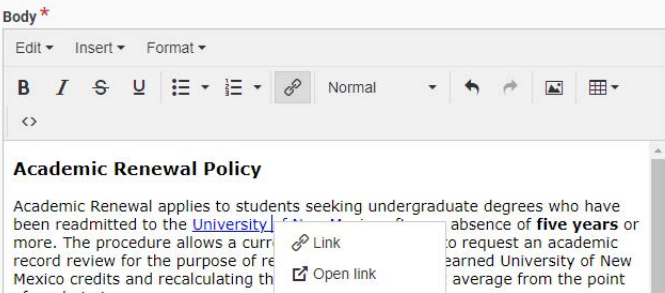
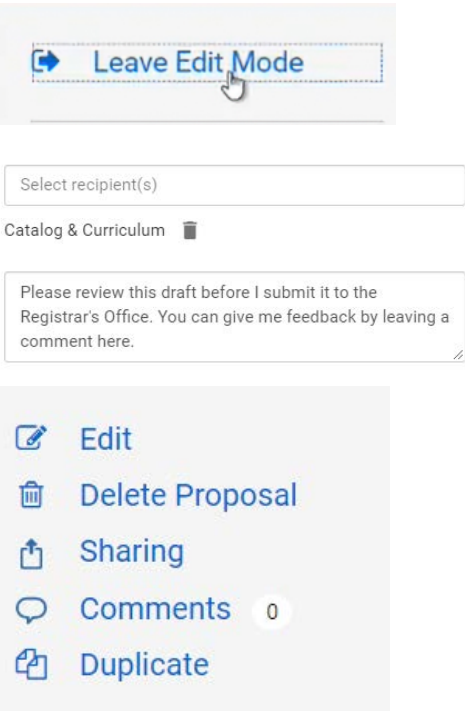
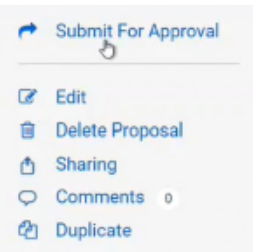
Step	Activity	Screen Capture
1	Login to Kualo at unm.kuali.co with your UNM net ID and password. Select the Curriculum tile.	 The image shows the Kuali login page. At the top, the word "kuali" is written in a large, green, lowercase font. Below the logo is an illustration of a large computer monitor displaying a dashboard with various icons. Three stylized human figures are interacting with the screen: one is pointing at the screen, another is standing next to it, and a third is on a ladder reaching for a yellow speech bubble that appears to be coming from the screen. Below the illustration, the text "Welcome to Kualo" is displayed, followed by "Click below to get started" and a blue "Sign In" button.

<p>2</p>	<p>Navigate to My Dashboard on the left-hand side of the screen.</p> <p>Click on Other Forms.</p>							
<p>3</p>	<p>Search for the name of your College or Department. Click the title to open your information page.</p>	 <table border="1"> <thead> <tr> <th>Code</th> <th>Title</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>SAAP College info page</td> <td>School of Architecture and Planning Information Page</td> <td>--</td> </tr> </tbody> </table>	Code	Title	Description	SAAP College info page	School of Architecture and Planning Information Page	--
Code	Title	Description						
SAAP College info page	School of Architecture and Planning Information Page	--						
<p>4</p>	<p>Select "Propose Changes" and choose the effective term you wish the changes to take effect. <i>Note:</i> you must choose either a Fall or Spring term. The Catalog is not updated in the Summer.</p>							

<p>5</p>	<p>Use the text editor tool to revise your College/ Department information. Take care to ensure your text is free of typos. Check all links. Remove and/or update broken and outdated links.</p> <p><i>Note: information pages and policies copied from the old Catalog may contain links to the 2022-2023 Cascade Catalog. Please remove or update any links that direct to a previous year's Catalog.</i></p>	 <p>The screenshot shows a text editor interface with a menu bar (Edit, Insert, Format) and a toolbar. The main content area displays the following text:</p> <p>School of Architecture and Planning</p> <p>Robert Alexander González, Dean School of Architecture and Planning MSC04 2530 2401 Central NE Albuquerque, NM 87131-0001 (505) 277-2903; FAX (505) 277-0076 https://saap.unm.edu/</p> <p>Introduction</p> <p>The School of Architecture and Planning is the only institution in New Mexico granting professional degrees in architecture, planning and landscape architecture. The School is committed to preparing students who will assume leadership roles in the professions, become responsible citizens, and contribute their knowledge and expertise as members of diverse communities. The programs and faculty of the School are nationally recognized for design excellence, scholarship, and the advancement of practices essential in achieving sustainable development and design.</p>
<p>6</p>	<p>When you are satisfied with your revisions, select Leave Edit Mode at the top right corner of the page to view a preview.</p> <p>(OPTIONAL) Send your draft to another person for review by tagging them in a comment. This step is recommended if you'd like your dean, department chair, or director's approval.</p> <p>Use the "edit" function to make further changes to your draft if needed.</p>	 <p>The screenshot shows a button labeled 'Leave Edit Mode' with a blue arrow icon. Below it is a text input field for 'Select recipient(s)'. Underneath is a section titled 'Catalog & Curriculum' with a trash icon. A text box contains the message: 'Please review this draft before I submit it to the Registrar's Office. You can give me feedback by leaving a comment here.' At the bottom, a menu is open showing options: 'Edit', 'Delete Proposal', 'Sharing', 'Comments' (with a '0' next to it), and 'Duplicate'.</p>
<p>7</p>	<p>When you are satisfied with your proposal, click Submit For Approval at the top right.</p> <p>The Registrar's Office will review your revisions and update your information page at the appropriate time for the requested term. Only one form may be submitted per term, so make sure you've made all the necessary changes before submitting your draft.</p>	 <p>The screenshot shows a button labeled 'Submit For Approval' with a blue arrow icon. Below it is a menu open showing options: 'Edit', 'Delete Proposal', 'Sharing', 'Comments' (with a '0' next to it), and 'Duplicate'.</p>

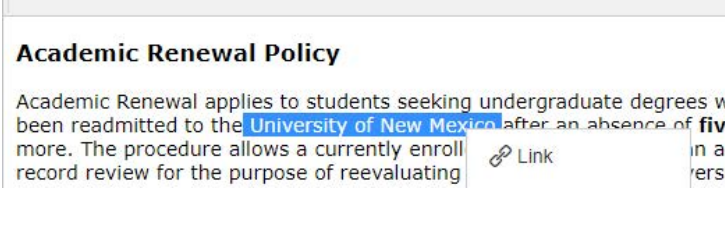
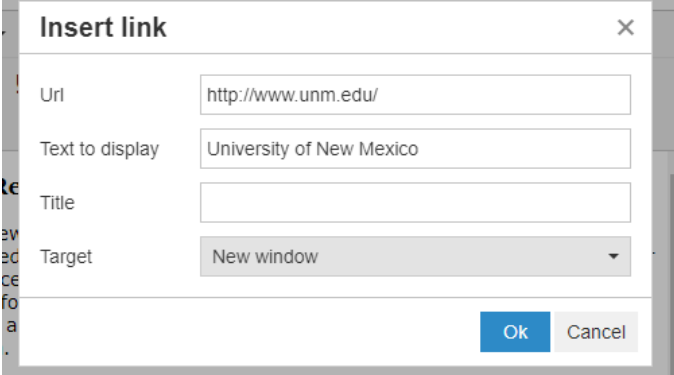
Updating Policy Items in the Catalog

Step	Activity	Screen Capture						
1	<p>Login to Kualo at unm.kualo.co with your UNM net ID and password. Select the Curriculum tile.</p>	 <p>The screen shows the Kualo logo in green. Below it is an illustration of a large screen with various icons and a person standing next to it. At the bottom, it says "Welcome to Kualo" and "Click below to get started" with a blue "Sign In" button.</p>						
2	<p>Navigate to My Dashboard on the left-hand side of the screen. Click on Other Forms.</p>	 <p>A vertical navigation menu with a dark background and white text. The items are: My Dashboard (with a dashboard icon), Action List (with a checkmark icon), Courses (with a book icon), Programs (with a document icon), Concentrations (with a document icon), Other Forms (with a document icon), and Opportunities (with a lightbulb icon).</p>						
3	<p>Search for the title of the policy, then click the title to open and edit the item.</p> <p><i>Note: Policies may be grouped by area (e.g. M.F.A. and Ph.D. regulations are presented under the Graduate Academic Policies heading). If you're having difficulty locating your policy, contact the Registrar's Office for assistance.</i></p>	 <p>The screen shows a search bar with "Academic Ren" entered. Below it is a table with the following content:</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Title</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Academic Renewal</td> <td>Academic Renewal</td> <td>--</td> </tr> </tbody> </table>	Code	Title	Description	Academic Renewal	Academic Renewal	--
Code	Title	Description						
Academic Renewal	Academic Renewal	--						
4	<p>Select "Propose Changes" and choose the effective term you wish the changes to take effect. <i>Note: policy changes must be made using a Fall effective term so that changes align with the start of the catalog year.</i></p>	 <p>A green header bar shows "Current Fall 2022 – Indefinite" with a dropdown arrow. Below it is a menu with four options: Edit (with a pencil icon), View Original Proposal (with an eye icon), Propose Changes (with a double arrow icon), and Duplicate (with a document icon).</p>						

<p>5</p>	<p>Use the text editor tool to revise the policy. Take care to ensure your text is free of typos. If applicable, check all hyperlinks and use the link tool to correct broken links.</p> <p><i>Note: information pages and policies copied from the old Catalog may contain links to the 2022-2023 Cascade Catalog. Please remove or update any links that direct to a previous year's Catalog.</i></p>	
<p>6</p>	<p>When you are satisfied with your revisions, select Leave Edit Mode at the top right corner of the page to view a preview.</p> <p>(OPTIONAL) Send your draft to another person for review by tagging them in a comment. This step is recommended if you'd like your dean, department chair, or director's approval.</p> <p>Use the "edit" function to make further changes to your draft if needed.</p>	
<p>7</p>	<p>When you are satisfied with your proposal, click Submit For Approval at the top right.</p> <p>Your form will be automatically routed to the appropriate reviewer(s) for that policy area. Only one form may be submitted per term, so make sure you've made all the necessary changes before submitting your draft.</p>	

Using the Link Tool

The link tool is used to create hyperlinks to other websites. When updating a page/policy, please check all links to ensure that they are directing users to a valid website.

Step	Activity	Screen Capture
1	Select the text you'd like to link, then click the chain link icon.	 <p>Academic Renewal Policy</p> <p>Academic Renewal applies to students seeking undergraduate degrees who have been readmitted to the University of New Mexico after an absence of five or more semesters. The procedure allows a currently enrolled student to request a record review for the purpose of reevaluating their academic standing.</p>
2	Paste the address of the web page you are linking to in the Url field. Select "New window" as the target, then click ok. <i>Note: information pages and policies copied from the old Catalog may contain links to the 2022-2023 Cascade Catalog. Please remove or update any links that direct to a previous year's Catalog.</i>	 <p>Insert link</p> <p>Url: <input type="text" value="http://www.unm.edu/"/></p> <p>Text to display: <input type="text" value="University of New Mexico"/></p> <p>Title: <input type="text"/></p> <p>Target: <input type="text" value="New window"/></p> <p>Ok Cancel</p>

Catalog edit FAQs

What should be included on department/college info pages?

General information about the department/college. The Registrar's Office will not update this page for you, so be mindful of what you choose to include. Content that changes frequently (e.g. elective lists, faculty lists, advising documents) should not be listed in the Catalog. Instead, host that information on your department/college site and provide a static hyperlink in the catalog. Check that links are active and remove any references that direct to a previous catalog year or inactive page.

What should NOT be included?

Curriculum information should not be included. In Kuali curriculum information (e.g. degree requirements, graduation requirements) is housed in the program record. Do not include degree roadmaps.

Where did the undergraduate/graduate index pages go?

That type of content hierarchy does not exist in Kuali. Information from the undergraduate/graduate index pages has been rolled into the program record(s).

How often can Department/College pages be edited in Kuali?

Departments/colleges may submit two revisions per year (once in Spring term, once in Fall term). There will not be a second opportunity to revise your draft once it's been approved for the term. Departments/Colleges should make every effort to ensure their proposed text is correct before submitting their proposal each term.

How often can the policies be edited in Kuali?

Policies may be updated once per year and must have an effective term of Fall. This is to ensure policy changes align with the start of the Catalog year.

Do we have to submit edits every term?

No. Your page content will stay the same indefinitely unless a revision is submitted. If your information page or policy does not need changes, don't submit edits.

What are the deadlines to submit catalog edits?

Deadlines will be posted on the [Registrar's Office Resource page](#) each year. Check this website each August and January for upcoming deadlines. Generally, catalog edits going into effect in the Fall will be due in the middle of the preceding Spring term. Edits going into effect in the Spring will be due in the middle of the preceding Fall term.

Are there two "proofing" periods?

No. Kuali does not have a proofing function that allows for multiple revisions. There will not be a second opportunity to revise your draft once it's been approved for the term. Departments/Colleges should make every effort to ensure their proposed text is correct before submitting their proposal each term.

Do modifier/approver roles exist?

No. Kuali does not have a modifier or approver role. Each department/college should determine who is responsible for editing their catalog entry.

How do I get access to Kuali?

Any UNM employee may access Kuali by logging in to unm.kuali.co with their netID and password. Users *do not* need to contact the Registrar's Office to get access to Kuali.