Washington University in St. Louis
Office of the University Registrar

Bulletin User Manual

Bulletin User Manual 2025-26

Note from the Bulletin Editor 11/18/24:
Areas highlighted in yellow (and I'm sure a few others) will be updated soon to reflect the process and terminology related to the use of Workday course data (rather than WUCRSL course data).

For assistance:
Jennifer Gann, Assistant University Registrar - Curriculum
jennifer.gann@wustl.edu or
bulletin_editor@wustl.edu
314-935-3588

Overview

Signing On and Editing Your Pages

You will be working in the "nextbulletin" work environment. All edits made will only be seen by page owners and approvers until the *2025-26 Bulletin* goes live to the public on July 1, 2025. The current public bulletin (http://bulletin.wustl.edu/) is always available online.

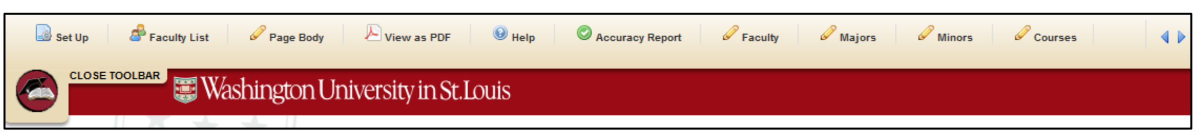
1. **Access the pages that you're assigned to edit:**

   a. *Through the "Contacts" Word file:* You can access your pages from the "Page Title/URL" links in the "Contacts" document for your school/section, which will take you to the nextbulletin environment. Click the "Edit Page" icon in the top left corner, log in using your WUSTL Key, and then make your changes. Click "Start Workflow" when you are finished editing.

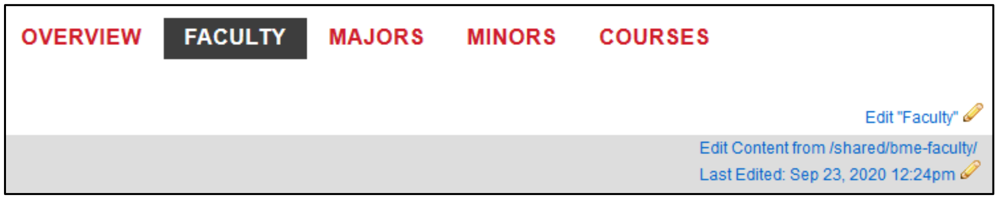
   b. *Through the "nextbulletin" site:* You can go directly to your pages via the nextbulletin site (https://nextbulletin.wustl.edu). You can do this by navigating to your page or by finding your page in the live Bulletin and then adding "next" to the beginning of the URL (e.g., https://bulletin.wustl.edu/undergrad/ → https://nextbulletin.wustl.edu/undergrad/; you will be asked to log in using your WUSTL Key). As with the previous option, you will need to click "Edit Page" in the top left corner, make your edits, and then move your page onward for approval by clicking the green "Start Workflow" button in the bottom right corner.

> **NOTE**: If your school or department needs **to add or delete a Bulletin page** (e.g., if a program has been added or removed), you will need to contact the Bulletin editor.

2. **Make page edits as desired.** In the Author Toolbar, click the area you want to **edit** (e.g., Page Body [Overview], Majors). These options vary, depending on your page organization.



   - Refer to the *Page Editor Manual* later in this document for instructions.
   - If there is **shared content on your page**, the text will have a gray background. Click the "Edit Content from /shared/…" pencil icon at the top of the gray area.



> **NOTE:** The system may give you an error message saying that you don't own the page. This means that you don't own the whole page; you can ignore this error if you own the shared content on the page. Shared content has its own workflow.

3. **When your changes are complete, click the PDF icon in the top right corner of the page (or the "View as PDF" button in the toolbar)** to see the page as a PDF to be sure that all information is included in the PDF and that formatting is as expected. [Contact the Bulletin editor]() if things do not look how you expect them to look or if text is missing.

4. When all page owners are finished making edits on all associated tabs (minus the "Courses" tab, which is handled via Workday data), **click the green "Start Workflow" button** in the bottom right corner of the page to move the page on for approval by the next person in the workflow.

The button will then turn gray:

What Happens Next: The Workflow

After you submit your page, it goes to the next person in the workflow. Each user in the workflow has the opportunity to make additional edits as needed and/or to approve the page to move it forward. Alternatively, they may roll the page back to anyone earlier in the workflow for a revision, and the process then repeats from that point.

The general workflow is as follows (although each page is different):

> Page Owner (departmental contact person who makes changes for the academic year)
> Copy Editor (for initial editing/formatting)
> Departmental Approver or Notification (for review/approval)
> Registrar's Office or Dean's Office
> Bulletin Editor (for another round of proofreading/checking)
> University Marketing & Communications (undergrad only)
> Final

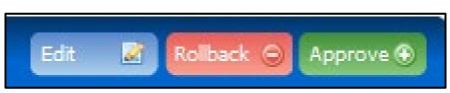
The Copy Editor/Bulletin Editor edits for Bulletin style, University Marketing & Communications style, AP style, and formatting. If you need to make additional changes after you move a page forward in the workflow, please contact the Bulletin editor.

Page Approval and Preparation for Publication

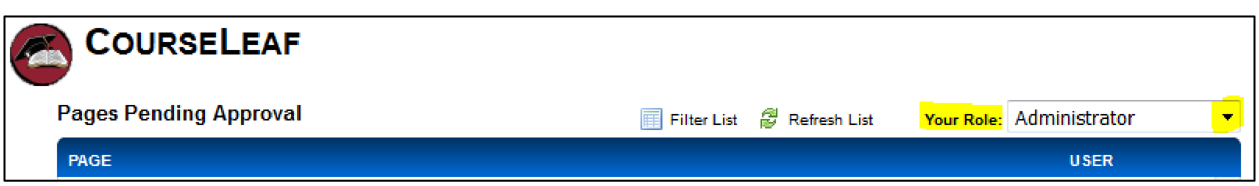
Please refer to the *Approval Instructions* section later in this manual for more information.

If you are an approver, when a page has moved into the workflow, you will get an auto-generated email from CourseLeaf, the Bulletin management software. Click the link within the email to go to the Approval Dashboard. If a page is rolled back to you for additional changes, make the edits to the nextbulletin page, and then click the green "Approve" button again.

Anyone in the workflow can make changes when they are in control of the page. Options in the Approval Dashboard are as follows: **Edit** to make changes to the page, **Rollback** to send the page back to someone earlier in the workflow, and **Approve** to move the page forward in the workflow. If the page is rolled back, the process begins again from that step of the workflow.



Changes must be confirmed through the Approval Dashboard for everyone in the workflow (after the Page Owner). CourseLeaf does not keep reminding you when you have pages in your approval queue. At any time, you can go to the Approval Dashboard, choose "Your Role" from the dropdown, and check to see if there are pages waiting for your approval.



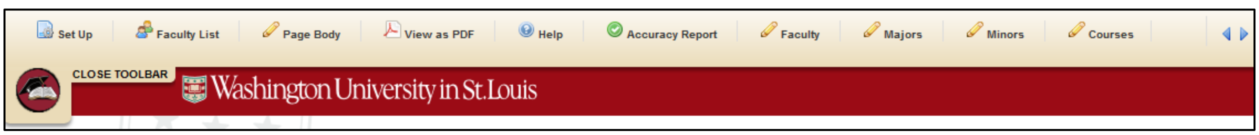
Page Editor Manual

Help: *CourseLeaf has help for various functions in nextbulletin. You can access this information from the Author Toolbar and from the top right corner of the Page Body Editor. Because each university's software is different, the help images or text may not match our version exactly. The product that we use to produce the Bulletin is "CourseLeaf Catalog (CAT)." You will also need to select Washington University from a dropdown list of institutions that use this software.*

Browsers: *CourseLeaf is supported in the most current versions of Chrome, Firefox, Internet Explorer and Safari.*

Page Body (and most other pencil icons)

When you click the “Edit Page” button, the Author Toolbar will appear across the top of the page. You may need to use the blue arrows on the far right of the toolbar to access additional icons.



Click on any pencil icon in the Author Toolbar to make edits, but **don't edit data on the "Courses" tab.** Course data is imported from Workday, and course blocks are placed by the Bulletin editor. Please contact the Bulletin editor if there is something on your “Courses” tab that needs attention.

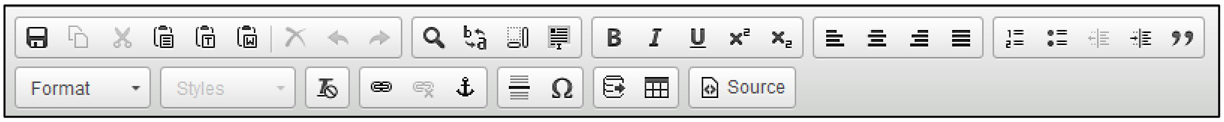
NOTE: In this toolbar, you will see a button labeled **“Set Up.”** Click this button to open a form that will let you fill in the Departmental Website, Contact Name, Contact Phone, and Contact Email. (You do not need to supply all of this information, and you can also add general information vs. contact info for a specific person.)

There are also boxes for “Page Description” and “Keywords.” Data entered here will not appear on the page but will be used as part of the search function of the Bulletin. If you add a description, this will show up in the search results for your page. (If you don’t add this, the first few lines of your “Overview” tab will be there.)

[redacted]

To work on the "Overview" tab of your page, click on the "Page Body" button on the Author Toolbar, or click on the "Edit Page Body" link on the page itself. Any other tabs that have content you need to edit can be reached in the same way: Either click the appropriate icon on the Author Toolbar or click on the tab and then the "Edit (page)" pencil icon.

An editing window will open with the CourseLeaf logo and the title of your editing selection (in this case, "Page Body") under that logo. Along the top are two rows of editing options.



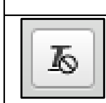
Top Row Editing Tools

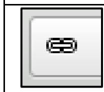
These tools are very similar to those used in Microsoft Word and will likely be familiar to you. They include things like Save, Cut/Copy/Paste, Delete, Undo/Redo, Find/Replace, and Select All, as well as formatting options such as Bold, Italic, and Underline. You will also find alignment, list, and quote options.

NOTE: In the first section on the left, there are three clipboards, each of which can be used to paste text in a different format. You can also paste your text directly into the window. The middle clipboard (with the "T" on it) is your best choice: it brings in the content as plain text, and then you can apply CourseLeaf formatting. Bringing in formatting from other programs is often problematic.

If you have any problems, contact the Bulletin editor.

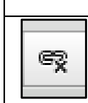
Second Row Editing Tools

	**Format:** The paragraph format choices are restricted to **Normal** (for basic body text); **Heading 2** (for major headings); **Heading 3** (for subtitles); and **Headings 4 through 6** (some limited cases).
	**Styles:** This tool is used to add toggle heads to Bulletin pages, but please discuss this with the Bulletin editor before use.
	**No T (Remove Format):** If a paragraph looks off to you — like if there's odd spacing or sizing or something that just doesn't look right — select the offending paragraph, click the "No T" button, and then choose the

<table>
<tr><td></td><td>correct style (e.g., Normal, Heading 2). This tool does not affect numbered or bulleted lists, heading formatting, or indenting. However, it may wipe out certain formatting that you want, so use it sparingly. If you need help, contact the Bulletin editor.</td></tr>
<tr><td></td><td>Link: This tool allows you to link to a URL address, a file or a page anchor. Highlight the text that you want to make a link, click the link icon, and then a window will pop up for you to complete the link details.

If linking to a URL, type or paste the URL address:

If the link is within the Bulletin, only include everything after .edu (e.g., use "/engineering/requirements" without the quotation marks). Do not check "Open in new window."
If the link goes to a site outside of the Bulletin, including anything on the WashU website, use the entire URL, including "http://". Do not check "Open in new window." The use of a non-Bulletin URL will auto-generate an external link icon directly after the linked text; this will appear in the page body after you click "OK."
For an email address, type "mailto:" before the address with no spaces (e.g., mailto:bulletin_editor@wustl.edu). Do not check "Open in new window."

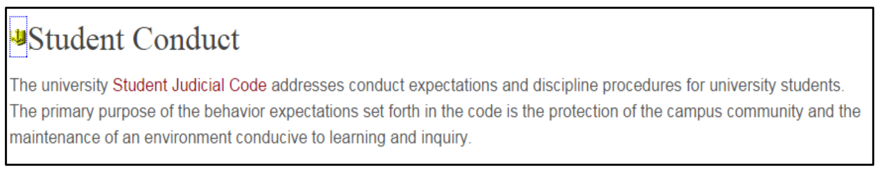
If linking to an anchor on the page, select the desired anchor from the dropdown. (Refer to the "Anchor" section for more information about how to create an anchor link.) Do not check "Open in new window."
If linking to a PDF, the contents of the linked PDF will not print in the Bulletin PDF, but they will be archived with the Bulletin. Make sure any linked PDFs meet accessibility standards for people with disabilities. (For more information about accessibility, visit WashU's Web Accessibility Users Group.) Put "(PDF)" at the end of the text to be linked, and include that text in the hyperlink. Contact the Bulletin editor for help.
</td></tr>
<tr><td></td><td>Unlink: Use this tool to remove a link from the selected text.</td></tr>
</table>

<table>
<tr>
<td></td>
<td>

Anchor: The anchor tool allows page owners to create a link that jumps to another location on the page. This is helpful to identify and jump to important sections of longer pages.

Creating an anchor requires two steps:

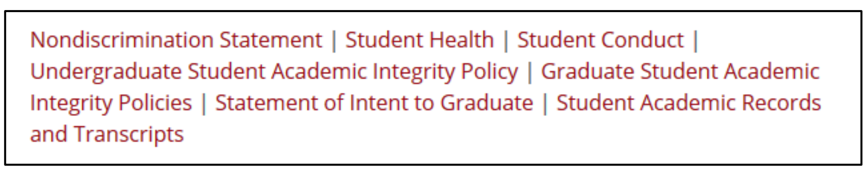
1. **Place an anchor:** Go to a heading or subheading that you'd like the user to be able to easily access. Place your cursor *before this heading,* and click the anchor icon in the toolbar. Create an anchor name (usually the header with **no spaces**; e.g., "studentconduct") that you can easily identify later. An anchor icon with a blue dotted box around it, as shown below, will appear in the appropriate location. The anchor name will appear behind a hashtag in your URL, so choose this name carefully; it should make sense to the user.



Student Conduct

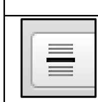
The university Student Judicial Code addresses conduct expectations and discipline procedures for university students. The primary purpose of the behavior expectations set forth in the code is the protection of the campus community and the maintenance of an environment conducive to learning and inquiry.

2. **Link to an anchor:** At the top of the page (usually), type the desired text (e.g., "Student Conduct") using "Normal" formatting. Text that is linked to anchors should be separated by a space on either side of a pipe ("|") or included in a bulleted list. Some anchors may also be referred to within paragraph text.



Nondiscrimination Statement | Student Health | Student Conduct | Undergraduate Student Academic Integrity Policy | Graduate Student Academic Integrity Policies | Statement of Intent to Graduate | Student Academic Records and Transcripts

Highlight the text that you have just typed, and click the link icon. Choose "Link to an Anchor." Choose the anchor name from the dropdown list, and then click "OK." Click "OK" again at the bottom of the popup window to save your changes. Your anchor should now be operational. Anchors can be accessed from within your current tab, and they can also be accessed from external pages (if the anchors are *not* on a tabbed page).

</td>
</tr>
<tr>
<td></td>
<td>

Insert Horizontal Line: The Bulletin doesn't use this features routinely, except between course descriptions.

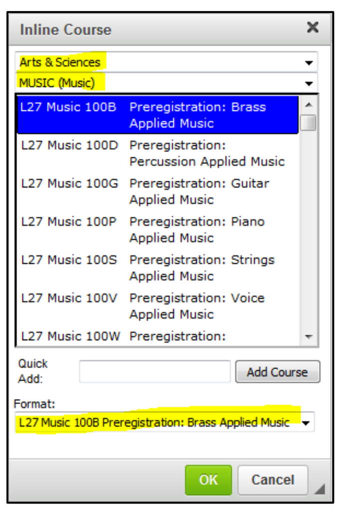
</td>
</tr>
</table>

<table>
<tr>
<td></td>
<td>Insert Special Character: This tool is used to insert things like accented letters (é, ö), symbols (@, ©), and so on.</td>
</tr>
<tr>
<td></td>
<td>Insert/Edit Database Field: This tool only works for imported course data. This creates a red "course bubble" link that the user can click for a pop-up course description. This link is within the Bulletin; it does not link back to Workday.

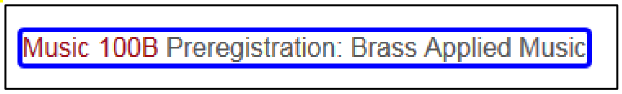
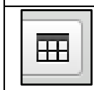
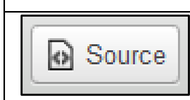
Two Ways to Add Course Bubble Links

1. Highlight text containing course information (e.g., "L27 Music 100B") then click the "Insert/Edit Database Field" icon. (Note: Dept#, DeptName, and Course# are all required.) If the course has been imported from Workday, it will become a link. If not, a red box will appear around it. If there is a red box, hit <Ctrl> + z to revert to your previous formatting. This may happen if you’re trying to link a new course that hasn't gone through the course import yet, or maybe the course number is incorrect. Alternatively, maybe it's an old course that is no longer offered. You may want to investigate after you finish (and save) your work on the rest of the page.

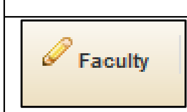
2. You can also add a course bubble to a page by selecting "Insert/Edit Database Field" and then selecting the appropriate school and department using dropdown boxes. A list of courses will appear in the Inline Course editing box. Click to highlight the desired course. Further down in the editing box, select the format of how you'd like the information to appear (also using a dropdown). Click "OK."



</td>
</tr>
</table>

	Notes About Course Bubbles: • When your course bubble is created, the department number (e.g., L27) won't appear on the page. However, it must be used to create the course bubble. • To update an existing course bubble, double-click within the blue box surrounding your course link when the Page Body Editor is open. 
	**Insert/Edit Formatted Table:** This icon is used **to create and edit tables,** and it is also used **to place previously created shared content.** To use this tool, select the type of table or content desired from the dropdown list, and then click "OK" (shared content is considered "Other Content"). • If you need to create a table, choose the table type. The tables are predefined by the software, and each has a certain look and functionality. *Please refer to [Working With Tables & Charts.]()* • If you need "Other Content" (i.e., shared content), select a category from the dropdown (check "All Categories" if you don't see the content that you need), and then select the desired content from the list.
	**Source Button:** Displays the HTML source code of the page you're on. Please do not edit your source code. If you need help with this code, please [contact the Bulletin editor]().

Other Buttons on the Author Toolbar

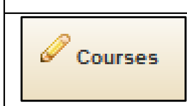
	This tool allows you to enter the contact information that appears in a box at the bottom of the Overview tab. It can include a website, name, phone number, and email address. The phone number should be formatted as ###-###-####. The website and email address will create hyperlinks automatically. In **Page Description**, include what you'd like displayed in search results. In **Keywords**, include shortcut terms or search words that don't appear as text on the page.
 *NOTE TO WUSM USERS: If your faculty is imported,*	• **If the faculty information is shared (i.e., has a gray background):** Select the "Edit Content from /shared/..." pencil icon within a gray shared content box.

<table>
<tr>
<td>you can skip this section.</td>
<td>
If the faculty information is not shared: Edit this page as you would any other page.

Paste the information or type it in.
For formatting purposes:
<ol type="a">
Category headings (e.g., "Chair", "Faculty") = Heading 3
Faculty Names = Normal, Bold (red will automatically be applied if there is a hyperlink to a faculty webpage; black if no hyperlink)
All other text = Normal
Use <Shift><Enter> within a person's information block to end a line of text for tighter/single line spacing.
Use <Enter> to begin entering a new person's information or to begin a new category.

Click "OK" to save your changes. Don't approve the page unless you have finished editing all of the tabbed content.

</td>
</tr>
<tr>
<td>
</td>
<td>To print pages for proofreading or sharing purposes, click the PDF icon in the upper right corner of the page, or click the "View as PDF" button on the Author Toolbar. In the CourseLeaf system, all tabbed content on a page belongs to the same page. If you don't want all of the content to print, you might want to preview the pages from your printer dialog box to choose only the ones you want.

If your PDF has any issues, please contact the Bulletin editor.</td>
</tr>
<tr>
<td>

If your pages don't include imported course data from Workday, ignore this section.</td>
<td>The course descriptions are edited in Workday. Do not try to edit courses in the Bulletin, even though the "Edit Courses" link appears on the page.

The Bulletin editor will share the plan for the frequency of course data imports from Workday; there will be several during the editing cycle. When reviewing your course information after an import, if one of your courses is missing or has other issues, please let the Bulletin editor know.

There are certain cases in which users need to edit the content of the "Courses" tab:

If there are no courses and a statement is provided to direct users to another location
If there is some explanatory text needed before the course block.
</td>
</tr>
</table>

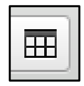
Saving Your Work

When you finish your work in the editing window, click the "OK" button, and the window will close automatically. **Your work will not be saved if you do not click the "OK" button.** Using the standard "Save" command (<Ctrl> + S) will *not* work. If you have a long page, click the "OK" button once in a while. Even though it will close the window and you will have to reopen it to continue working, it's not as much work as recreating all of your edits.

Working With Tables & Charts

Navigate to the page where you want to create or update a table. Click "Edit Page," and then click the appropriate icon to open the page editor (e.g., Page Body).

To create a table on a page:

- Place the cursor in the location where you want the table.
- Choose the Insert/Edit Formatted Table icon  from the second row of the toolbar.
- Select desired table type from the dropdown list and click "OK."

To edit an existing table:

- Place the cursor anywhere inside the table and double-click.
- The table editor will appear. Make your corrections. Save and close by clicking "OK."

> **NOTE:** Be careful not to click any key (especially the delete key) while the table is selected, or you could accidentally delete the entire table. If this happens, just click the "Cancel" button to close the page editor and start over, or try <Ctrl> + Z to undo your deletion.

To delete an existing table:

- Place the cursor anywhere inside the table and single-click. When the table is highlighted, click the "Delete" button on your keyboard. Don't forget to save your edits by clicking "OK."

> **NOTE:** If you have a long table that you're working on, save early and often so that you don't need to repeat your work in case of a power failure, distraction by a phone call, or similar circumstances.

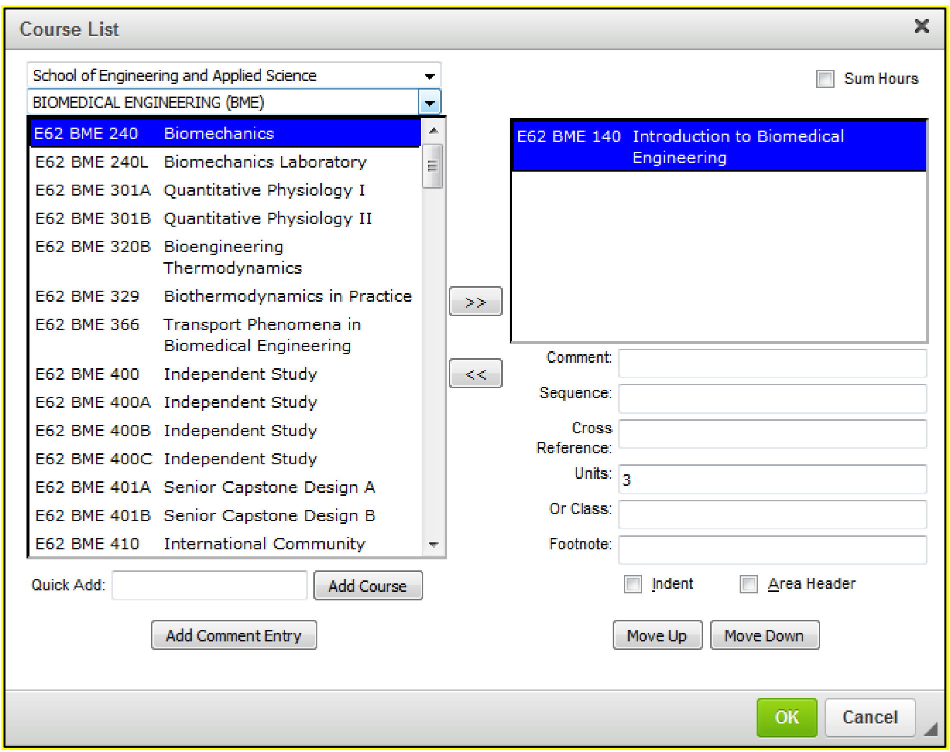
Course List Table

The Course List Table is created primarily using imported course data. It includes three columns: Course Number, Course Title and Credit Units.

Example of a Course List Table:

FIN 340	Capital Markets and Financial Management	3
MEC 370	Game Theory for Business	3
MEC 380	Competitive Industry Analysis	3
MEC 391	Economics of Human Resource Management	3
MEC 470	Market Competition and Value Appropriation	3
MEC 471	Empirical Techniques for Industry Analysis	3
MGT 380	Business Strategy	3

1. **To add a table:** Follow the instructions for Working With Tables & Charts to insert a table where you would like it to appear on your page. A table editor will open:



2. **To add a course to a table:** Select the school and department of the desired course from the dropdowns above the left window.

   The course list will open. In the left column are courses from the selected department that have been imported from Workday. In the right column, a smaller window shows the data that will appear in your table.

From the left window, click on a course. Click the right arrow button (>>) to move the selected course to the right-side window. Although the department number is necessary when selecting the correct course within the tool, it will not appear in the table on the page.

Additional options at the bottom of the right-side window are as follows:

- **Comment:** A comment will be displayed in parentheses after the course title.
- **Sequence:** Enter a course number (e.g., L98 AMCS 1012). It will be displayed after an ampersand ("&") indicating that these two courses must be taken in conjunction with each other. For multiple "&" courses, separate them by a comma.
- **Cross Reference:** Enter a course number (e.g., L98 AMCS 1012). It will be displayed after a slash (/) following the first course number. **Note:** A cross reference won't display if a sequence has been entered.
- **Units:** The Units field is empty in the editor because it is automatically populated in the table with the number of credit units imported from Workday. You can change this if necessary within this editor, but it won't change what's in Workday. If you change the number of units so that it doesn't match the import, a red box will appear around the number of units. This is not an error; just a notification. It won't appear in the live Bulletin.
- **Or Class:** Enter a course number (e.g., L98 AMCS 1012). It will be displayed after an "or" indicating that either course may be taken to meet the requirement. For multiple "or" courses, separate them by a comma.

Note: If there are two or more courses that can be substituted for a single course (i.e., if two courses are the "Or Class" option), use an ampersand between them to join them as a single entry in the table:
e.g., B59 DAT 120 & B59 DAT 121.

[redacted]

- **Footnote:** Enter the footnote number or symbol. Then, add footnote text beneath the table using a Footnote Table.
- **Indent and Area Header:** There are two check boxes at the bottom. With a row highlighted in the right window, choose **Indent** to indent the information or **Area Header** to make the information bold. If you indent, the number of units won't appear.

Repeat the steps above as needed for each course as desired.

3. **To add a line of special instructions** (e.g., "and 6 units from:"): Click on the "Add Comment Entry" button under the left window. Enter your text and click "OK."

4. **To enter a course number and title that have not been imported from Workday:** Click on the “Add Comment Entry” button under the left window. Separate the number and title with two colons (::) to space them properly across the table (e.g., "BME 999::New Title"). If you want to enter the number of units for this course, click on the comment you just entered after it shows up in the right window and then enter the number of units in the field below that window.

5. **To move a row:** To put the rows of the table in a different order, select a row in the right window and choose the "Move Up" or "Move Down" button below the right window. One click moves the text by one row; repeat as necessary.

6. **To delete a row:** To delete a row from the table, select it from the right window and move it to the left window by clicking the left arrow (<<) button.

7. **To add the total number of units:** Click the "Sum Hours" checkbox in the upper right corner to add a line with the total number of units of the courses to the bottom of your table.

8. **To finish:** Click the "OK" button on the Course List editing box and the edit window.

Advantages of the Course List table:

- You can avoid typos or incorrect titles.
- It automatically creates the links for pop-up course descriptions.
- It automatically lists the credit units and aligns columns.
- It can total course units.

Disadvantage of the Course List table:

- If you have too many entries that are not current courses or that include complex sequences or notations, this may not be the right table to use. [Contact the Bulletin editor]() for custom-built table needs.

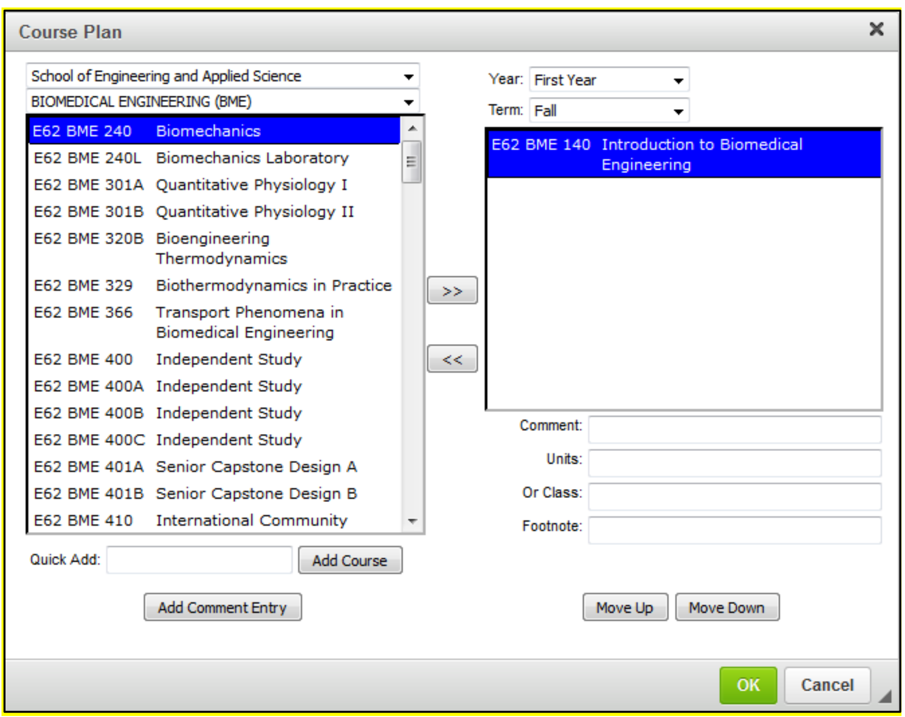
Course Plan Table

The Course Plan table is used to create sample schedules. If your courses are not imported into the Bulletin from Workday, this table will not work. The Course Plan creates a 3- or 4-column table: Courses, Fall units, Spring units, and Summer units (if these are added). Course Plans are also broken down by academic year (e.g., "First Year").

Example of a Course Plan table:

	Units		
	Fall	**Spring**	**Summer**
First Year			
Community Service Assistantship (OT 4851)	1	—	—
Preparation for Professional Practice (OT 5620)	1	—	—
Applied Clinical Research I, III (OT 601, 603)	3	3	—
Contemporary Issues in OT Practice II (OT 5125)	—	1	—
Supporting Participation with Technology and Environmental Interventions (OT 5220)	—	—	3
Applied Clinical Research IV (OT 604)	—	—	2
	5	**4**	**5**
Second Year			
Principles of Financial Accounting (ACCT 2610)	3	—	—
Analysis of Financial Institutions & Financial Instruments (ACCT 400A)	—	1.5	—
	3	**1.5**	**0**

1. **To add a table:** Follow the instructions for Working With Tables & Charts to insert a table where you would like it to appear on your page. A table editor will open:



2. **To add a course to a table:** Select the school and department of the desired course from the dropdowns above the left window.

The course list will open. In the left column are courses from the selected department that have been imported from Workday. In the right column, a smaller window shows the data that will appear in your table.

From the left window, click on a course. Click the right arrow button (>>) to move the selected course to the right-side window. Although the department number is necessary when selecting the correct course within the tool, it will not appear in the table on the page.

For each course in a Course Plan Table, you must select the Year and Term from the dropdown lists above the right-side column.

Additional options at the bottom of the right-side column are as follows:

- **Comment:** A comment will be displayed after the course title. If you want to add a space before the comment or include it within parentheses, add them in this field.
- **Units:** The Units field is automatically populated with the number of credit units assigned to the course in Workday, but only after you click "OK" to save the table. Use the Units field only if you need to override this value. If you override the value, a red box will appear. This is a notification, not an error. The red box will not appear in the live Bulletin. It also will not change the data in Workday.
- **Or Class:** Enter a course number (e.g., E62 BME 140). It will be displayed after an "or" indicating that either course may be taken to meet the requirement. Only one "Or Class" per course may be used in this type table.
- **Footnote:** Enter the footnote number or symbol. Then, add footnote text beneath the table using a Footnote Table.

Repeat these steps for each course desired, making sure the courses chosen are assigned the **correct Year and Term.** To show a **sequence** of courses (such as Physics 117A & Physics 118A), you may want to enter the first course in the Fall list and then enter the second course in the Spring list (depending on the recommended plan).

3. **To add a line of special instructions** (e.g., "and 6 units from:"): Click on the "Add Comment Entry" button under the left window. Enter your text and click "OK."
4. **To enter a course number and title that have not been imported from Workday:** Click on the “Add Comment Entry” button under the left window. Separate the number and title with two colons (::) to space them properly across the table (e.g., "BME 999::New Title"). If you want to enter the number of units for this course, click on the comment you just entered after it shows up in the right window and then enter the number of units in the field below that window.

5. **To move a row:** To put the rows of your table in a different order, select a row and choose either the "Move Up" or "Move Down" button below the right window. One click moves the text by one row; repeat as necessary. If you accidentally put the course in the wrong Year or Term, move the course back to the left column, then add it to the appropriate Year and Term.

6. **To delete a row:** To delete a course from your table, select it from the right window and move it back to the left window by clicking the left arrow (<<) button.

7. **To add the total number of units:** In this type of table, units will automatically be totaled for each semester.

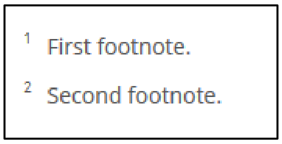
8. **To finish:** Click the "OK" button on the Course Plan editing box and the edit window.

Advantages of the Course Plan table:
- It is the recommended table for sample schedules.
- It automatically creates the links for pop-up course descriptions.
- It provides automatic totals of units in each semester.

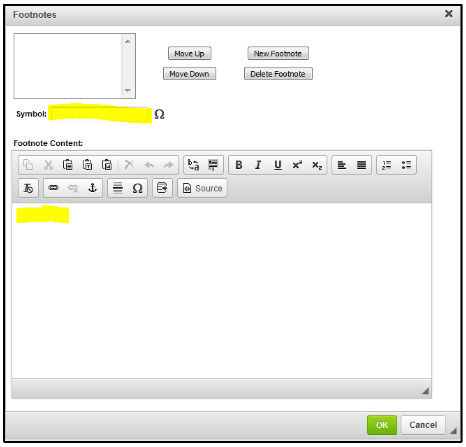
Disadvantages of the Course Plan table:
- It is a little more complicated than other tables, but the end result is often worth the effort.
- It has a set format that may not provide enough flexibility for your needs.

Footnotes Table

If you put a footnote in one of your tables, you will want to create a Footnote Table below it. The Footnote Table uses a smaller font than the Normal text of the page. Also, there is no box around a Footnote Table. Here is an example:



1. Follow the instructions for [Working With Tables & Charts]() to insert a table where you would like it to appear on your page. A table editor will open:



2. **If adding a new footnote**, enter the symbol to be used (i.e., a superscripted number, the appropriate number of asterisks, a lowercase letter), then type the Footnote Content.

3. To **add more footnotes**, click the "New Footnote" button and continue editing.

4. To **modify a footnote**, click on the symbol in the upper left corner of your editing window and then modify the symbol and/or footnote content.

When you're finished, click the "OK" button to save and close.

Pre-Defined Tables

Any nonstandard table is created by Leepfrog and listed as a Pre-Defined Table. To edit a currently existing Pre-Defined table, double-click on the blue box. Each table is different, so if you have any questions, please [contact the Bulletin editor]().

Other Tables

To create a table format that does not yet exist or to edit a table that is not detailed in this manual, please [contact the Bulletin editor]().

Editing Shared Content

There are two types of shared content:

- **Content that is part of a larger page:** The shared content has its own owners and workflow, which are separate from the owners and workflow of the page itself.

- **Content shared across pages:** The shared content can be edited in one location, and it will be automatically updated in all locations where it appears.

To **edit shared content,** go to the page where the content resides and click "Edit Page." If you're editing a shared page, the system may give you an error message saying that you don't own the page. This means that you don't own the whole page, so you can ignore the error if you own shared content on the page.

Shared content on the page will appear within a **gray box**. Inside the gray box, click the "Edit Content from /shared/…" pencil icon, and then edit the content.

When all users are finished editing the shared content, one person should move the content forward in the workflow.

The shared content will then go to the Bulletin editor for editing. **After the shared content has been approved**, it will appear in its updated format on all appropriate pages, where it will also be approved as part of the larger page.

Approval Instructions

The CourseLeaf Approval Dashboard site is used to edit and approve pages once the workflow process has started. If you are a page approver, you will be informed by email when you have pages waiting in your "Inbox" in the Approval Dashboard. However, you don't have to wait to receive a message — you can check this inbox at any time.

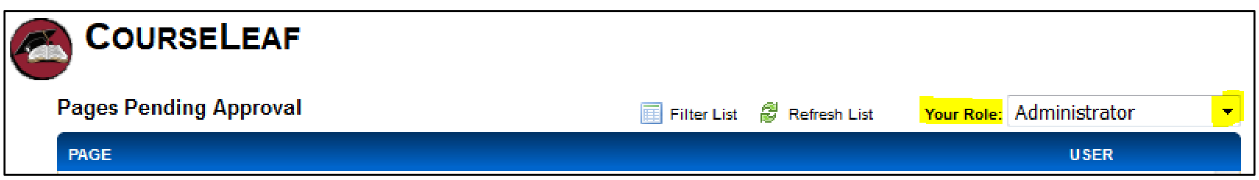
> **NOTE:** If your step in the workflow has "fyi" after your name or role, this means that your page will not stop in the workflow or require your specific approval. This is considered a "notification" role; you are still asked to review the page and alert the Bulletin editor if you have concerns/edits, but the page will continue in the workflow without your direct approval.

Once pages are submitted by the page owner, approvers should make corrections within the Approval Dashboard (https://nextbulletin.wustl.edu/courseleaf/approve/), **not** on the nextbulletin page.

The process for page approval:

1. Follow the link provided in the auto-generated email to access your approval space, or go to the CourseLeaf Approval Dashboard (https://nextbulletin.wustl.edu/courseleaf/approve/).

   Click on the "Your Role" dropdown menu (near the top middle) and choose either your role (e.g., AS Music Page Owner) or your name (if you do not have a role). Your name may appear twice or more: Check all lists of pages that have your name or role, just to be safe.

2. A window on the left will display Pages Pending Approval by you.

3. Click on one of the pages, and its contents will flow into the Page Review window below. Depending on the format of your screen, you may not be able to view this until you scroll down.

   NOTE: There are two vertical scroll bars: one for the overall CourseLeaf window and an inside one for the page that you need to approve/edit.

   - There is a narrow blue Page Review bar across the top of the chosen page. In the middle of that bar is a dropdown menu that says "View Changes By." Click on this, and it will show a list of people who have already made changes to the page. The bottom name represents the one who made the most recent changes. Changes on the page will be green (for new text) or red with strikethrough (for deleted text). Click "Hide Changes" to view the edited page as users would see it.

The blue Page Review bar has three additional buttons: Edit, Rollback, and Approve.

- **Edit:** Edit will display the same toolbar as seen on the nextbulletin pages. Choose the appropriate icon for editing. *Refer to the [Page Editor Manual] for instructions*. When you finish making changes in the Edit window, click "OK."

- **Rollback or Approve:** When you have finished reviewing/editing the whole page (including any tabbed content), you can click "Rollback" to send the page to one of the previous users for additional editing, or you can click "Approve" to advance the page to the next person in the workflow.

    - If you choose to Rollback the page to anyone before you in the workflow, you must write a message to explain why you are rolling it back. **Be sure to sign your message, as the automated email appears to come from the Bulletin editor and so the recipient will not know who really rolled back the page**. Click the red "Rollback" button, and choose the name of a previous user from the workflow list. A box at the bottom of that screen allows you to write your short message in the email. If it's an involved change, you may also want to email or call the person directly to explain.

NOTE: While working in the CourseLeaf Approval Dashboard, do not click on anything in the navigation bar (e.g., About Washington University, Programs of Study). Doing so will take you directly to the nextbulletin environment and out of the CourseLeaf approval space.

NOTE: CourseLeaf does not keep reminding you when you have pages in your Approval queue. If you are responsible for approving many pages, check the lists that appear for the different roles to which you are assigned (via the "Your Role" dropdown) to see if there are pages awaiting your approval.