Bulletin Editing

Getting to Your Content

Once pages are launched into workflow, you will be reviewing and editing bulletin pages from the CourseLeaf Approval site: https://nextbulletin.du.edu/courseleaf/approve/

TIP 👉 Your workflow role should come up automatically if you visit the site from the email workflow notification link. If you visit the site without following the link, it will default to your first and last name when you go to the site. You will need to change your role in the dropdown menu in the top right corner of the site. Your role will be your department and name and either 'Editor' or 'Chair' (e.g., BIOL Chair).

Editing Your Content

After you have successfully located your pages, you can either edit or approve the content.

If you click the edit button, a new toolbar will appear for you.

Icons with pencils on them represent pages or tabs on a page which potentially can be edited.

Some pages have more tabs than can readily be displayed on this toolbar. If you have content on a tab that needs to be edited and is not visible from this toolbar, the double arrow icon shown above will allow you to navigate to additional content.

Editing Content in Blue Boxes

You may encounter content in your area that is surrounded by a blue border or box. Course plans, for instance, have a blue border surrounding them. If this content can be edited, you will need to double-click within or on the border to do so. Not all content within a blue border may be edited by departments. Please visit the Curriculum Development section of the Registrar's Office website for a guide on editing the course plans.

Imported Content

Both the Program of Study information and Course Descriptions are imported from other CourseLeaf modules. Any edits made to program requirements must be made through the Program Proposal form; similarly, course descriptions must be edited through the Course Proposal form.