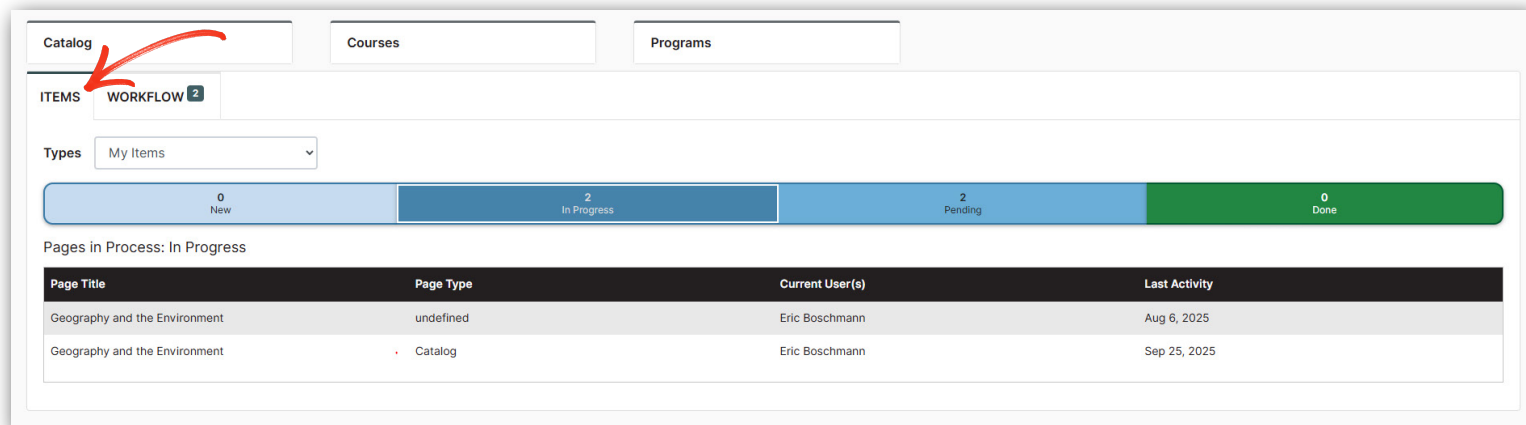


How to Edit a Course List

Some academic programs use a CourseLeaf feature known as a 'Course List' to create a select list of courses that fulfill a requirement in a program. Course Lists must be maintained for accuracy.

1. Navigate to your bulletin page via the CourseLeaf dashboard. Bulletin pages typically will appear under the 'Items' tab at the dashboard. Select your page and click on it to access it.



The screenshot shows the CourseLeaf dashboard with the 'Catalog' tab selected. Below the tabs, there's a 'Types' dropdown set to 'My Items'. A progress bar shows 0 New, 2 In Progress, 2 Pending, and 0 Done. Below this, a table lists pages in process.

Page Title	Page Type	Current User(s)	Last Activity
Geography and the Environment	undefined	Eric Boschmann	Aug 6, 2025
Geography and the Environment	Catalog	Eric Boschmann	Sep 25, 2025

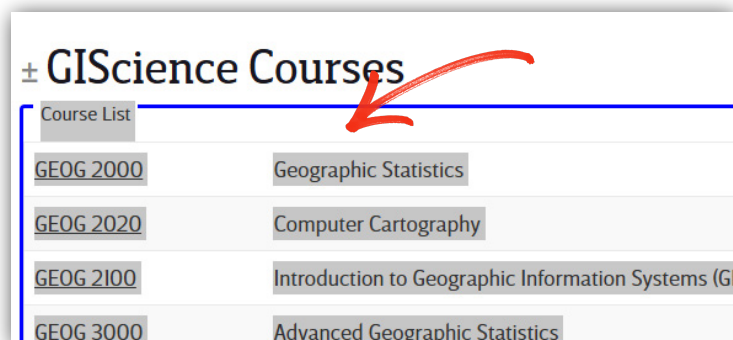
2. Click the edit page button in the upper left corner of the screen.



3. You will likely need to use the blue arrows at the right end of the editing toolbar to navigate to the tab named "Courses by Category." Once you have found that tab, you can edit it by clicking on the button.



4. Double-click anywhere within the blue box to bring up the Course List tool.



The screenshot shows the 'GIScience Courses' page. A blue box highlights the 'Course List' tab, which is indicated by a red arrow. Below the tab, a list of courses is displayed.

Course List	
GEOG 2000	Geographic Statistics
GEOG 2020	Computer Cartography
GEOG 2100	Introduction to Geographic Information Systems (G)
GEOG 3000	Advanced Geographic Statistics

5. The Course Tool list functions much in the same way as the interface for editing programs. Please see the screenshot of the tool below. Key features of the tool are numbered.

The screenshot shows the 'Course List' window. At the top left, there are two dropdown menus: 'Natural Sciences & Mathematics' (callout 1) and 'Geography (GEOG)'. Below these is a list of courses with their IDs and titles, such as 'GEOG 1201 Environmental Systems: Weather' and 'GEOG 1202 Environmental Systems: Hydrology'. To the right of this list are double arrow buttons (callout 3) for moving courses. At the bottom left, there is a 'Quick Add' text box (callout 4) and an 'ADD COURSE' button. Below that is an 'ADD COMMENT ENTRY' button. On the right side of the window, there is a 'Sum Hours' field, a list of selected courses (e.g., 'GEOG 2000 Geographic Statistics'), and several input fields for 'Comment:', 'Sequence:', 'Cross Reference:', 'Or Class:', 'Hours:', and 'Footnote:'. There are also checkboxes for 'Indent' and 'Area Header'. At the bottom right, there are 'MOVE UP' and 'MOVE DOWN' buttons (callout 5). The window has 'OK' and 'Cancel' buttons at the very bottom.

1. Inventory of courses arranged by college and department.
2. Window displaying Course List as it will appear on the bulletin page.
3. Double arrows allow users to move courses from inventory into Course List and vice-versa.
4. Quick Add field allows users to add a course by entering the subject code and course number.
5. Move Up and Move Down buttons allows users to promote or demote courses within the Course List.