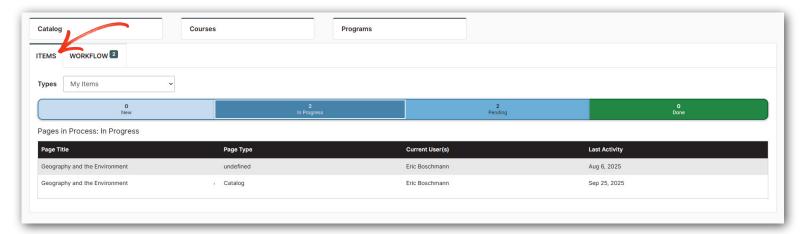# How to Edit Course Plans

Course plans are referred to as Plan of Study Grids in the CourseLeaf software. If you would like to make use of a term-by-term course plan for your students and do not have one, please contact the Registrar's Office for assistance.

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.
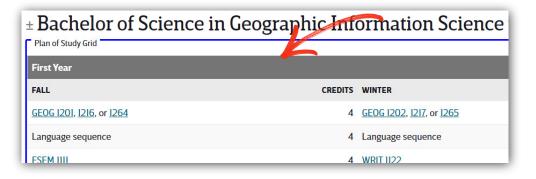

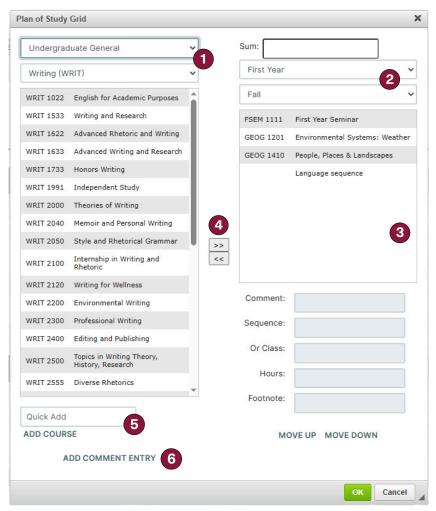2. Click the edit page button in the upper left corner of the screen.

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 Plans." 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 Plan of Study Grid tool.

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.

1. Inventory of courses arranged by college and department.

2. Controls for year and academic term.

3. Window displaying the course plan for that year and term as it will appear in the bulletin.

4. Double arrows allow users to move courses from inventory into Course List and vice-versa.

5. Quick Add field allows users to add a course by entering the subject code and course number.

6. Add comment entry button.

If you are unfamiliar with sequences, or classes or footnotes, please refer to the Program of Study Block Guide for details on how to enter information.

Style Guide for Undergraduate Majors

Please use consistent language for Course Plans for undergraduate majors.

Common Curriculum should be referenced in this abbreviated style:
• AI Society
• SI Society
• AI Natural
• Language or SI Natural Sequence (slots dedicated to either one of this requirements should refer to both and use the term 'sequence' each quarter during the first two years if your program requires both)

Where possible, indicating Common Curriculum versus a specific requirement may offer students more flexibility.

If a specific course fulfills a Common Curriculum requirement for your program, make sure you list it (e.g., MATH 1951 to fulfill AI Natural).

In the first year, include FSEM 1111 in fall quarter, WRIT 1122 in winter quarter, and WRIT 1133 in spring quarter.