

How to Edit Course Plans



Office of the Registrar
UNIVERSITY OF DENVER

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.

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 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.

First Year	
FALL	CREDITS WINTER
GEOG 1201, 1216, or 1264	4 GEOG 1202, 1217, or 1265
Language sequence	4 Language sequence
ESEM 1111	4 WRIT 1122

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 'Plan of Study Grid' window. It features a list of courses on the left, a 'Sum' field at the top right, and a 'First Year' dropdown. The 'First Year' dropdown is set to 'First Year' and 'Fall'. The course list includes 'WRIT 1022 English for Academic Purposes', 'WRIT 1533 Writing and Research', 'WRIT 1622 Advanced Rhetoric and Writing', 'WRIT 1633 Advanced Writing and Research', 'WRIT 1733 Honors Writing', 'WRIT 1991 Independent Study', 'WRIT 2000 Theories of Writing', 'WRIT 2040 Memoir and Personal Writing', 'WRIT 2050 Style and Rhetorical Grammar', 'WRIT 2100 Internship in Writing and Rhetoric', 'WRIT 2120 Writing for Wellness', 'WRIT 2200 Environmental Writing', 'WRIT 2300 Professional Writing', 'WRIT 2400 Editing and Publishing', 'WRIT 2500 Topics in Writing Theory, History, Research', and 'WRIT 2555 Diverse Rhetorics'. A 'Quick Add' field is at the bottom left, and an 'ADD COURSE' button is below it. An 'ADD COMMENT ENTRY' button is at the bottom. A 'Comment:' field is on the right, and a 'Sequence:' field is below it. An 'Or Class:' field is below that, and an 'Hours:' field is below that. A 'Footnote:' field is at the bottom right. A 'MOVE UP' and 'MOVE DOWN' button is at the bottom right. The 'OK' and 'Cancel' buttons are at the bottom right.

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.