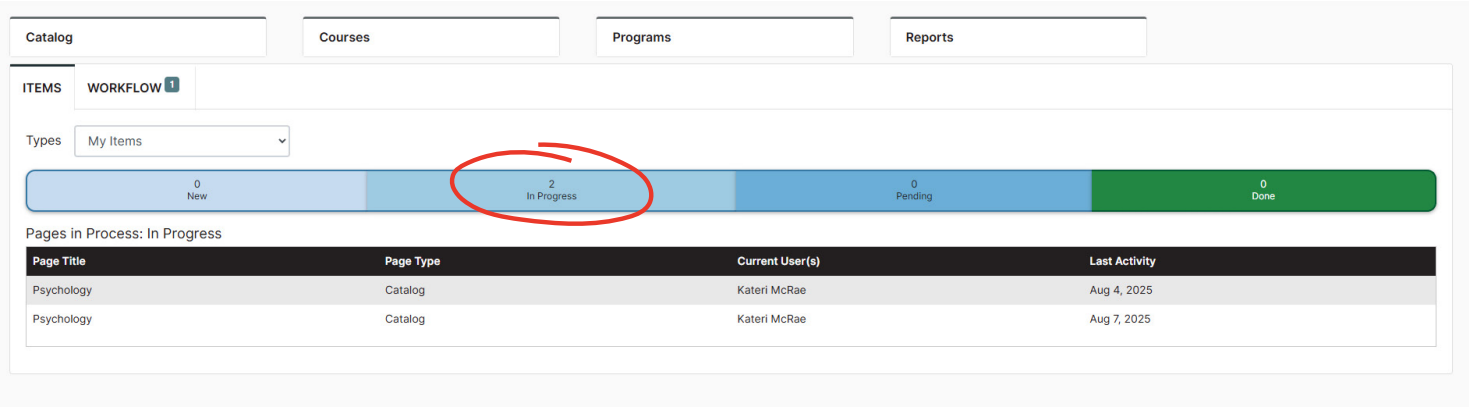
Editing Content on a Bulletin Page

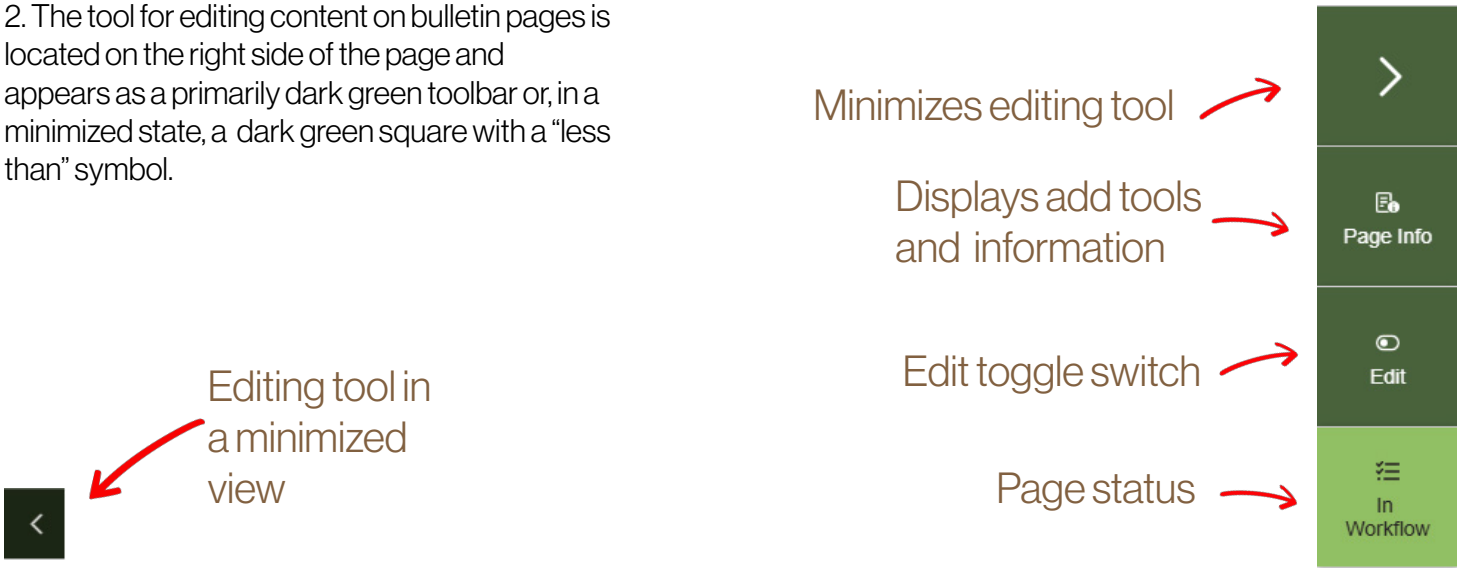
Office of the Registrar
UNIVERSITY OF DENVER

1. Login to the Nextbulletin site and Navigate to your bulletin pages under Items.: https://nextbulletin.du.edu/



You will find direct links to navigating bulletin pages you need to review. Click on the link to go to the page.

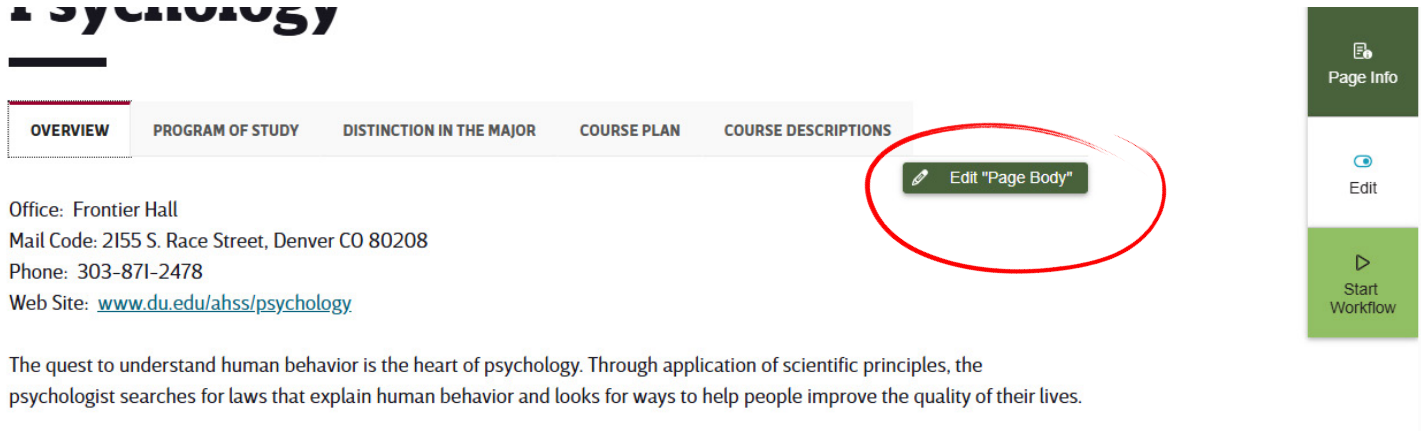
2. The tool for editing content on bulletin pages is located on the right side of the page and appears as a primarily dark green toolbar or, in a minimized state, a dark green square with a "less than" symbol.



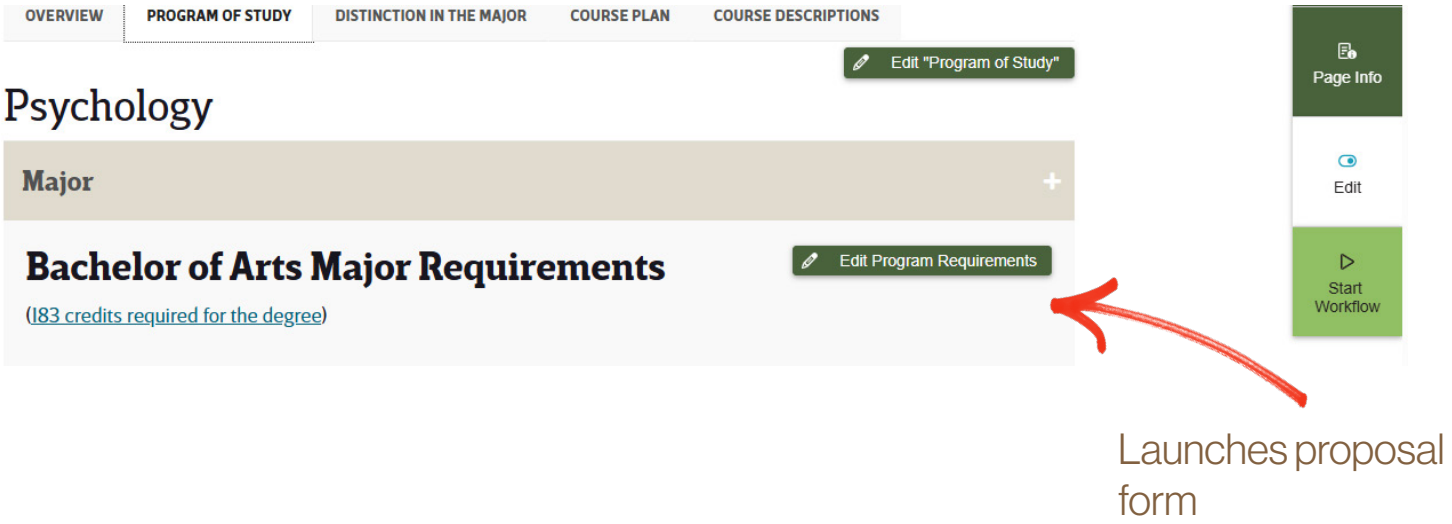
3. You will be able to edit limited amounts of information directly on a bulletin page. Course descriptions are updated via the course description form and imported into the bulletin. Program of study information must be edited via a proposal form, as well. For graduate-level programs, admission information will be updated by the Office of Graduate Education. You will be able to edit the following areas from a bulletin page:

- Overview
- Additional information on Program of Study pages
- Distinction in the Major Requirements (undergraduate)
- Course Plans

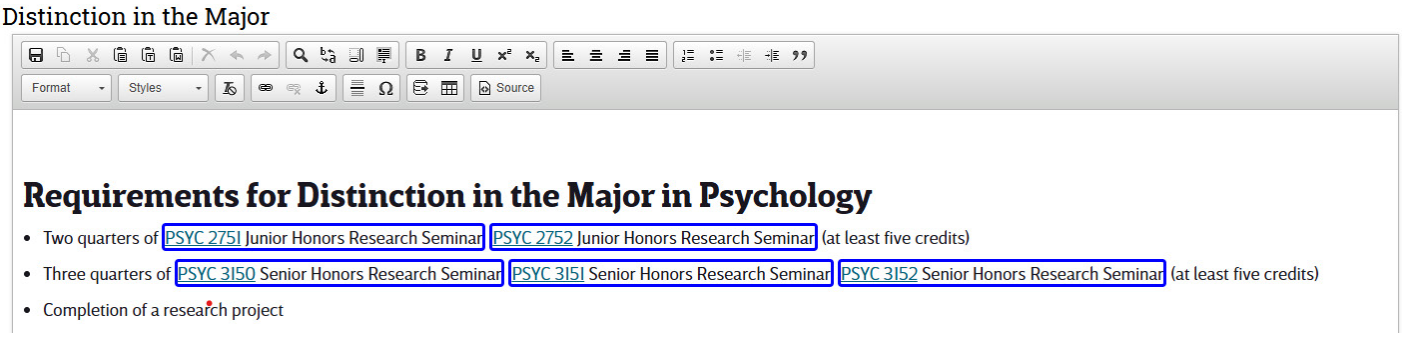
4. With the edit toggle on, you can edit pages by navigating to the tab you wish to edit and clicking on the 'Edit "Page Body"' button.

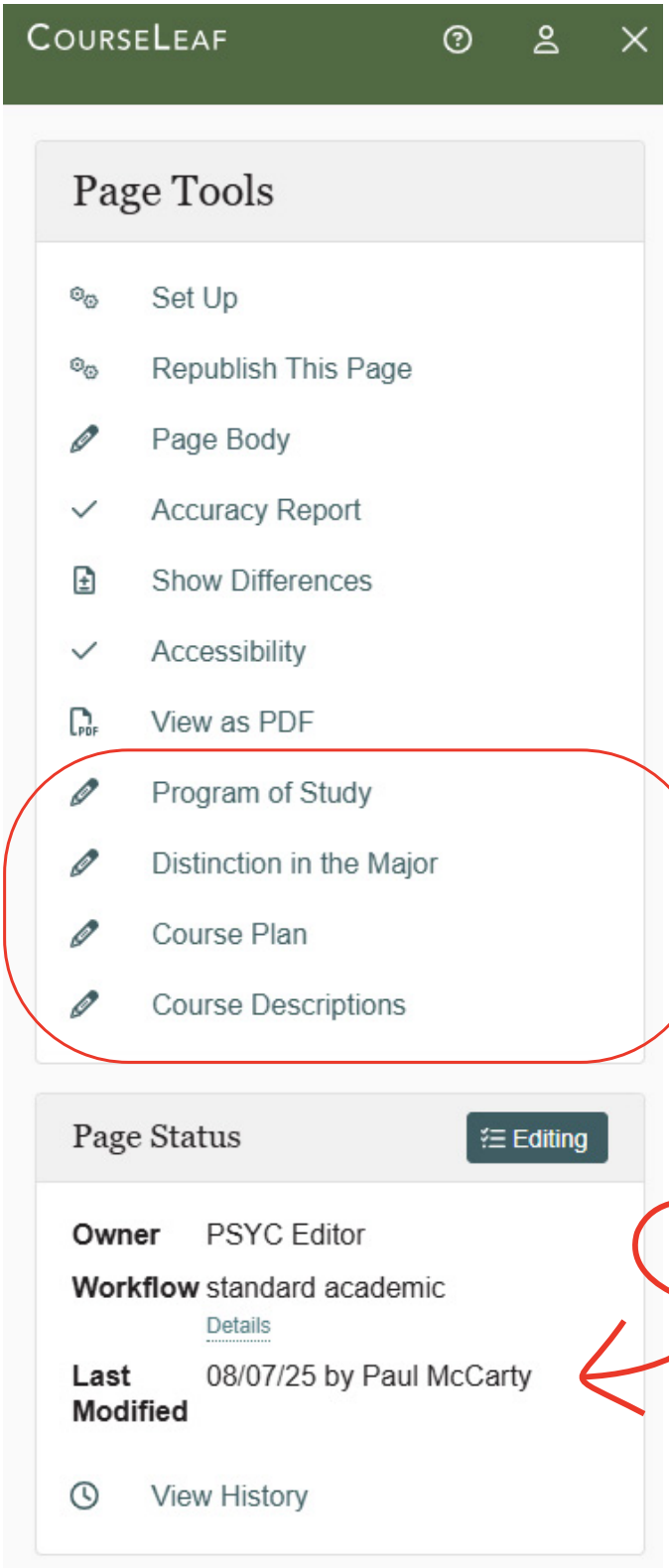


5. Note that, on the Program of Study tab, one of the edit buttons is related to editing the page while the other is related to editing the program requirements and launches the program proposal form.



6. When the page body editor is launched, users are able to enter and edit information in a window with a toolbar utilizing icons similar to Microsoft Word.





7. You will not need to be concerned with a number of the tools that come up you when click "Page Info"; however, here is a brief overview. of a couple of items that are useful for the majority of bulletin editor.

These links provide quick access to the page body editor for tabs listed on the page.

The page status section tells users the page status in workflow (start workflow, in workflow and done). The details link lets users see workflow and who workflow members are.

Additional help documents are available at the Curriculum Development site under "CourseLeaf Guides" including: CourseLeaf Dashboard Guide, Course List Guide, Course Plan Guide, Program of Study Block Guide, Program of Study Style Guide

For one-on-one assistance or bulletin editing training, please contact Paul McCarty, Communications and Bulletin Specialist, at 303-871-4052 or paul.mccarty@du.edu.

February 9, 2026