

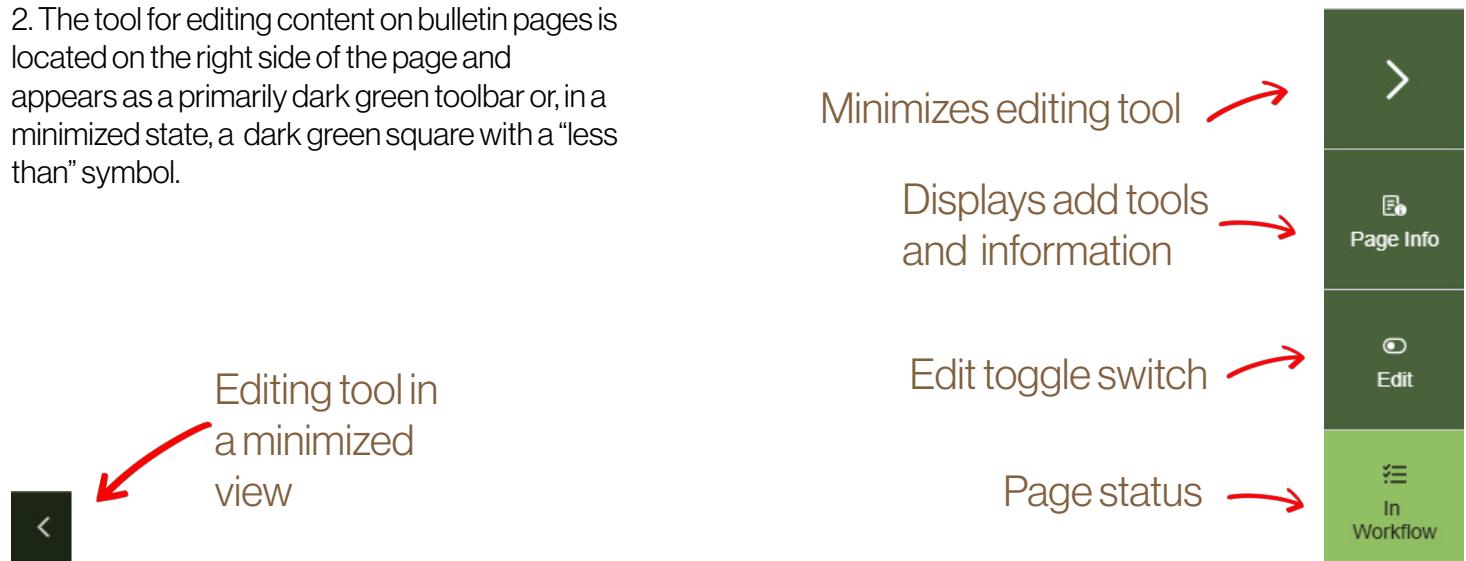
Editing Content on a Bulletin Page



1. Login to the [Nextbulletin](https://nextbulletin.du.edu/) 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.

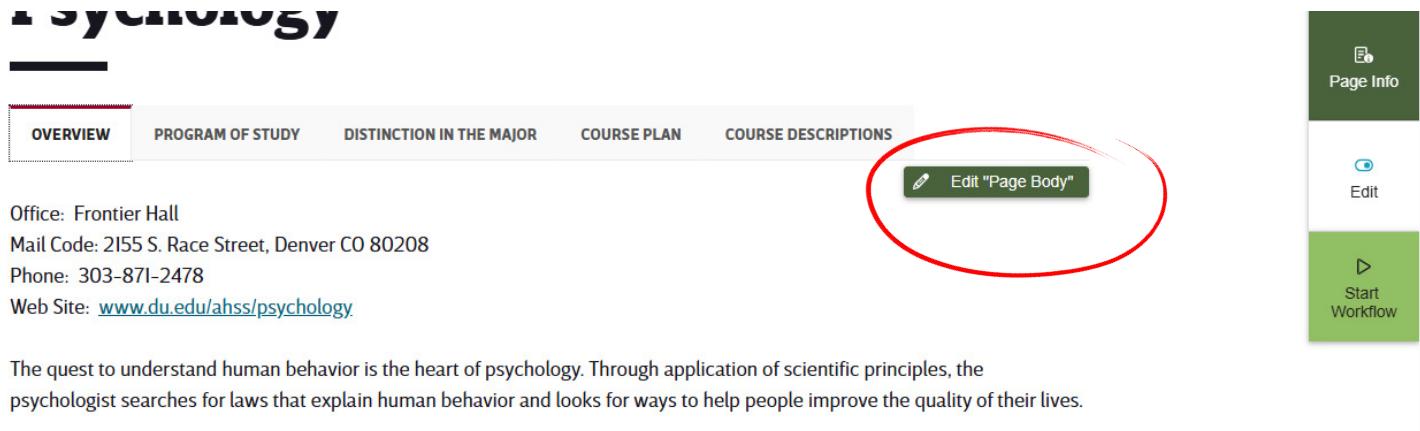
2. The tool for editing content on bulletin pages is located on the right side of the page and appears as a primarily dark green toolbar or, in a minimized state, a dark green square with a “less than” symbol.



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.

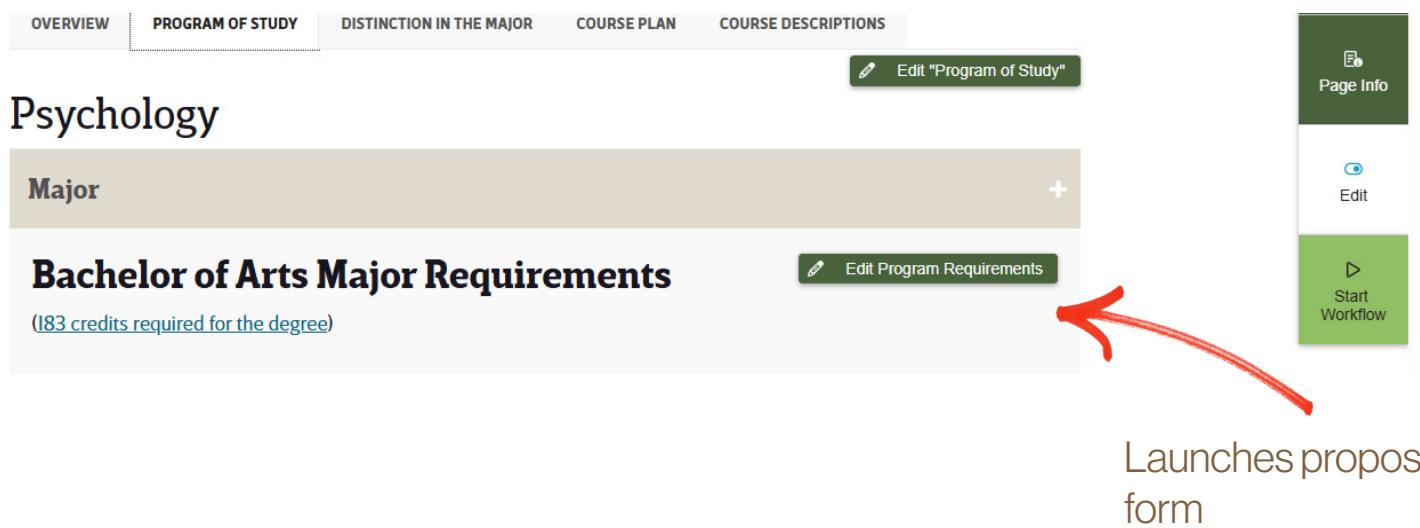


The screenshot shows a navigation bar with tabs: OVERVIEW, PROGRAM OF STUDY, DISTINCTION IN THE MAJOR, COURSE PLAN, and COURSE DESCRIPTIONS. The 'PROGRAM OF STUDY' tab is selected. On the right, a sidebar has three buttons: 'Page Info' (dark green), 'Edit' (light green), and 'Start Workflow' (light green). A red circle highlights the 'Edit "Page Body"' button, which is located in the 'Edit' section of the sidebar.

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 Web Site: www.du.edu/ahss/psychology

The quest to understand human behavior is the heart of psychology. Through application of scientific principles, the psychologist searches for laws that explain human behavior and looks for ways to help people improve the quality of their lives.

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.



The screenshot shows the 'PROGRAM OF STUDY' tab selected. On the right, a sidebar has three buttons: 'Page Info' (dark green), 'Edit' (light green), and 'Start Workflow' (light green). A red arrow points from the text 'Launches proposal form' to the 'Edit Program Requirements' button, which is located in the 'Edit' section of the sidebar.

Major

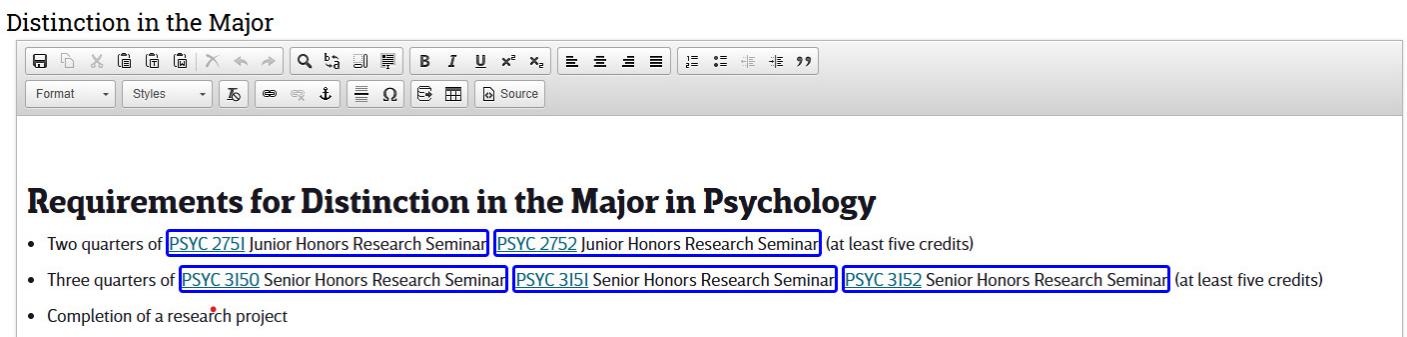
Bachelor of Arts Major Requirements

(183 credits required for the degree)

Edit Program Requirements

Launches 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.



Distinction in the Major

Requirements for Distinction in the Major in Psychology

- Two quarters of PSYC 2751 Junior Honors Research Seminar, PSYC 2752 Junior Honors Research Seminar (at least five credits)
- Three quarters of PSYC 3150 Senior Honors Research Seminar, PSYC 3151 Senior Honors Research Seminar, PSYC 3152 Senior Honors Research Seminar (at least five credits)
- Completion of a research project

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

Page Tools

- Set Up
- Republish This Page
- Page Body
- Accuracy Report
- Show Differences
- Accessibility
- View as PDF
- Program of Study
- Distinction in the Major
- Course Plan
- Course Descriptions

Page Status

Owner PSYC Editor

Workflow standard academic

Last Modified 08/07/25 by Paul McCarty

[View History](#)

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.