

Editing Content on a Bulletin Page



Office of the Registrar
UNIVERSITY OF DENVER

1. Login to the [Nextbulletin](https://nextbulletin.du.edu/) site and Navigate to your bulletin pages under Items.: <https://nextbulletin.du.edu/>

Pages in Process: In Progress

Page Title	Page Type	Current User(s)	Last Activity
Psychology	Catalog	Kateri McRae	Aug 4, 2025
Psychology	Catalog	Kateri McRae	Aug 7, 2025

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.

Minimizes editing tool

Displays add tools and information

Edit toggle switch

Page status



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 the Psychology page with a navigation bar containing 'OVERVIEW', 'PROGRAM OF STUDY', 'DISTINCTION IN THE MAJOR', 'COURSE PLAN', and 'COURSE DESCRIPTIONS'. The 'OVERVIEW' tab is active. Below the navigation bar, the page content includes contact information for the Psychology office and a paragraph about the quest to understand human behavior. A red circle highlights the 'Edit "Page Body"' button in the top right corner. A sidebar on the right contains 'Page Info', 'Edit', and 'Start Workflow' buttons.

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 Psychology page with the 'PROGRAM OF STUDY' tab active. The page content includes a 'Major' section with a '+' icon and a 'Bachelor of Arts Major Requirements' section with a link '(183 credits required for the degree)'. A red arrow points from the 'Edit Program Requirements' button to the text 'Launches proposal form'. The sidebar on the right contains 'Page Info', 'Edit', and 'Start Workflow' buttons.

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

The screenshot shows the 'Distinction in the Major' page in edit mode. The top toolbar contains various icons for text formatting, alignment, and linking. The main content area displays the title 'Requirements for Distinction in the Major in Psychology' and a list of requirements. The requirements are: '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)', and 'Completion of a research project'.

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

 Editing

Owner PSYC Editor
Workflow standard academic
[Details](#)
Last Modified 08/07/25 by Paul McCarty

 [View History](#)

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.