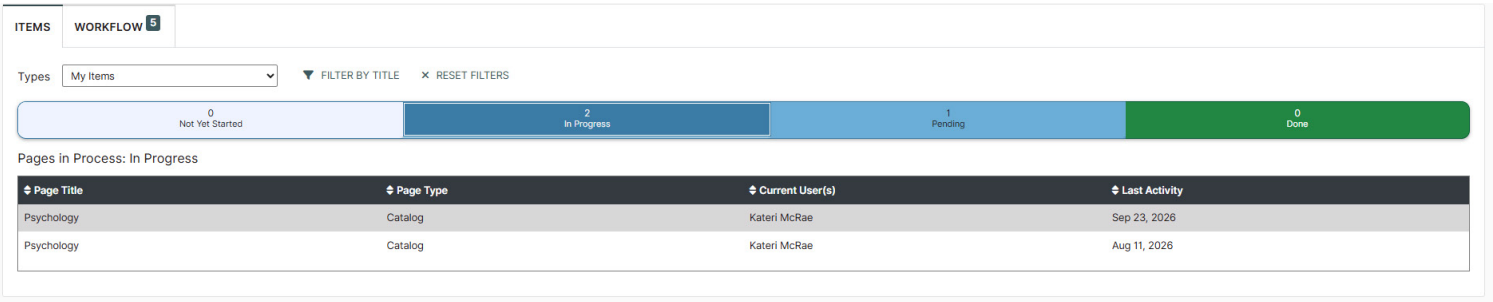
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Editing Non-Academic Bulletin Content

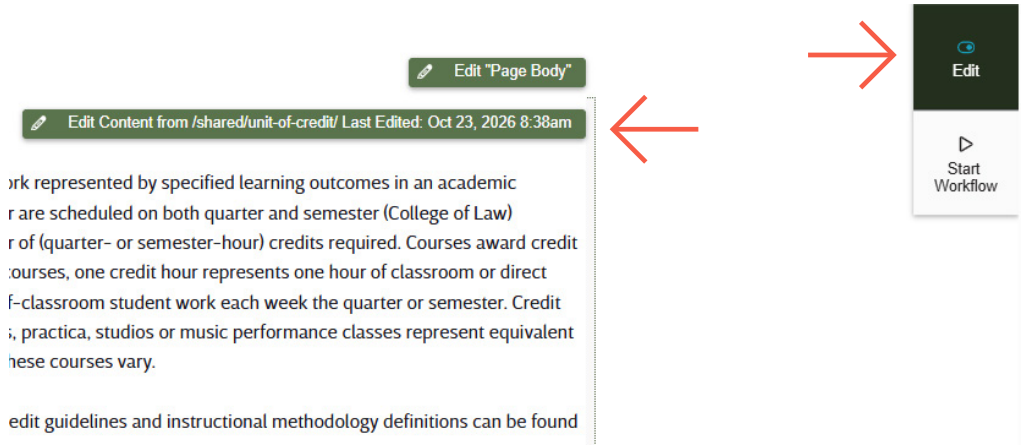
You will access bulletin content by visiting the CourseLeaf Nextbulletin dashboard: https://nextbulletin.du.edu/.

Your content will appear under the “Items” tab. Please note that you may need to click on different areas of the blue to green progress bar (Not Yet Started, In Progress, Pending, Done) to access your content.



Once you have selected the area on the progress bar where you content is listed, click anywhere on the line that your content is listed to launch the editing environment.

To edit content, simply click on the "edit" button on the right side of the page and then click on the pencil icon.



A new window will launch allowing you to edit the content. You have a set of icons you can use similar to those found in MS Word.



When you have finished reviewing and editing your content, please make sure you click the "Start Workflow" button.



Contact Paul McCarty via Teams or email paul.mccarty@du.edu for assistance.